

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 **1:30 P.M. to 3:30 P.M.** on **Thursday, June 04, 2015** 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 04, 2015

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 June 10, 2014 Fiscal Committee meeting.
- E. **Discuss Policy Questions Regarding the Use of Surcharges and Pump Charges** – Develop policy recommendations for the Board to consider for adoption.
- F. **Fiscal Year 2015-16 Budget Development Study Session** – Study session to review process and assumptions for development of Agency's Fiscal Year 2015-16 Budget including one year Groundwater Sustainability Plan development.
- G. **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.*

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 Jessica Kam, the FCGMA Clerk of the Board at (805) 654-2014.*



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MINUTES

Minutes of the Fox Canyon Groundwater Management Agency's (FCGMA) Fiscal Committee meeting held **Tuesday, June 10, 2014** in the Mediterranean 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 10:38 a.m.
- B. Introductions** – In attendance were: (1) David Borchard, FCGMA Fiscal Committee Chair; (2) Lynn Maulhardt, FCGMA Fiscal Committee Co-Chair; (3) Gerhardt Hubner, WPD, Deputy Director; (4) Rick Viergutz, WPD, Groundwater Manager; (5) Jessica Kam, FCGMA Clerk of the Board; (6) Julia Dixon, PWA, Fiscal, Central Services Division (CSD); and, (7) Jeanette Lombardo, California Food and Agriculture Advocates.
- C. Public Comments** – None.
- D. Approval of Minutes** - The Committee approved the minutes from the March 22, 2013 Fiscal Committee meeting.
- E. Fiscal Year 2013-14 Budget Development Study Session**
- Mr. Gerhardt Hubner gave a presentation regarding the Fiscal Year (FY) 2014-15 draft Budget and Work Plan. He reviewed: (1) revenue assumptions; (2) expenditures; (3) blended rate protocol; (4) proposed budget changes; and (5) major expense item carryovers from the FY 2013-14 Budget. Discussions concerning the task organization and proposed changes for the FY 2014-15 Annual Work Plan included: (1) past work level of effort for FY 2013-14; (2) anticipated level of effort for FY 2014-15; (3) current and proposed staffing; (4) Work Plan assumptions; and (5) staffing level challenges. The Committee recommended prioritizing the development of user friendly features for the online database. The Committee and Agency staff discussed staffing levels in further detail, concluding that additional staff, or consultants, are required in addition to the recently filled vacancy (Administrative Assistant I). The Committee discussed adding such staff as a computer database specialist and technical support to address staffing level challenges. The Committee recommended presenting the FY 2014-15 Budget and Work Plan to the Board for review at the June 25, 2014 regular Board meeting.
- F. Adjourn the Fiscal Committee Meeting** - The meeting was adjourned at 12:12 p.m.

Submitted by:

Jessica Kam
Clerk of the Board

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

Item D – Page 1 of 1

Category: G.2

Issue/Problem: Use of Surcharges

Policy ___ **Legislation** X **Operational** X

Description:

Surcharges have historically been used by the Agency as a disincentive tool to limit over extraction of groundwater allocations. In recent, history, surcharges have been used to support the Agency's operations, including staffing. Concern has been raised that surcharges should be used for other purposes, perhaps among many to pay for supplemental water.

Board Approved Priority Ranking (December 10, 2014):

Low (X) Medium (0) High (0) Very High (0)

Means of Obtaining Information:

Research and review other Agency's use of Surcharges

Cost Estimate Range:

Minimal (40 hours) for simple change through Resolution, more if legislative change sought.

Measures/Actions/Methods:

Data Compilation

Timeline: Short-Term (1-3 months)

Potential Solution	Advantages	Disadvantages
Use existing Annual Budget Process to designate use of surcharges.	The existing Annual Budget Process is a known process already in place. Board retains authority and discretion to use surcharges on identified priorities, vs lockbox.	Money is blended and therefore is not as clear to stakeholders, as it could be, how the surcharges will be used in the future. The surcharges are not clearly set aside for a specific purpose.
Enact new formal policy to designate and sequester surcharges for a specific purpose, program or project, including, but not limited to purchases of Supplemental Water.	Surcharge revenues funds supply side projects.	Creates a more rigid process that may limit Board's discretion and/or flexibility in use of funds, should there be changes in projects, conditions, or priorities.
Eliminate surcharges.	Less need to track and pursue surcharges.	By removing the disincentive for over pumping allocations, increases the potential for increased extractions.

		Eliminates an effective enforcement and compliance tool.
GSEAP Grant Program – Fund and issue a new set of grants under this program.	The original GSEAP grant program was effective in providing funds to a variety to assist or promote development of new or supplemental water supplies. A new grant program could be initiated to provide similar incentives	May not be the Agency best use of funds, with the competing and higher priorities needs.
Implement a combination of Solution No. 2 and No. 4 above.	A blend of the advantages of the selected options.	A blend of the disadvantages of the selected options.

FCGMA FY 15-16 DRAFT BUDGET

	A	B	C	D	E	F	G
	11-12 Year End Actuals	12-13 Year End Actuals	13-14 Year End Actuals	14-15 Year End PROJECTIONS (Based on AP#8 i.e. 2/28/15)	15-16 Draft Budget	16-17 PLANNING- LEVEL Budget PROJECTION	17-18 PLANNING- LEVEL Budget PROJECTION
AGENCY FISCAL RESOURCES						2.5%	3.00%
PUMPING FEES - \$ Per Acre-Foot (Note 1)	\$4.00	\$4.00	\$4.00	\$6.00	\$6.00	\$6.00	\$6.00
JULY 1ST BEG. FY CASH BAL. (Note 2)	\$2,315,086	\$2,942,181	\$3,257,780	\$3,976,429	\$3,696,436	\$2,279,396	\$1,930,954
REVENUES							
PUMP CHARGES (Note 3)	\$479,033	\$546,599	\$782,024	\$625,000	\$750,000	\$750,000	\$750,000
INTEREST EARNINGS (Note 4)	\$15,672	\$15,643	\$13,486	\$15,000	\$15,000	\$15,000	\$15,000
SURCHARGES/PENALTIES/INTEREST (Note 5)	\$987,744	\$811,528	\$881,011	\$500,000	\$100,000	\$0	\$0
GEMES REVENUES	\$678	\$101			\$0	\$0	\$0
MISCELLANEOUS REVENUES	\$26	\$1		\$0	\$0	\$0	\$0
TOTAL FUNDS AVAILABLE	\$3,798,239	\$4,316,053	\$4,934,301	\$5,116,429	\$4,561,436	\$3,044,396	\$2,695,954
EXPENDITURES							
Board Member Insurance	\$3,862	\$4,181	\$4,596	\$4,498	\$5,000	\$5,125	\$5,279
AWA Dues / Symposium/Conference	\$1,850	\$1,700	\$2,616	\$3,000	\$3,500	\$3,588	\$3,695
LAFCO Funding (Note 6)	\$915	\$1,193	\$583	\$765	\$1,000	\$1,025	\$1,056
Office Equipment/Supplies/Printing	\$680	\$71	\$432	\$2,000	\$2,000	\$2,050	\$2,112
GSA Charges / ISF	\$4,679	\$3,888	\$5,923	\$8,500	\$8,500	\$8,713	\$8,974
Legal (Note 7)	\$40,272	\$74,236	\$50,640	\$65,000	\$100,000	\$100,000	\$100,000
Biennial Audit	\$4,572	\$4,862	\$0	\$6,000	\$0	\$10,000	\$0
Public Notices	\$1,584	\$123	\$200	\$1,000	\$1,000	\$1,025	\$1,056
Computer Eq, Software & Website	\$215	\$431	\$335	\$3,500	\$5,000	\$5,125	\$5,279
FCGMA Online Support/GIS (Note 8)	\$9,675	\$80,127	\$19,421	\$71,500	\$43,000	\$13,000	\$13,000
Et Weather Station Contract	\$33,838	\$29,988	\$5,298	\$0	\$0	\$0	\$0
Irrig. Trng. Research Ctr. Contr. (Note 9)	\$11,767	\$18,100	\$0	\$65,500	\$0	\$0	\$0
Consultant Contracts (Note 10)	\$59,065	\$46	\$0	\$53,000	\$30,000	\$30,000	\$30,000
JTSP with UWCD MofU Costs	\$68,837	\$0	\$0	\$0	\$0	\$0	\$0
GMP 2012 5-Year Update Costs	\$75,500	\$0	\$125,000	\$0	\$0	\$0	\$0
Consultant Contracts for Meter & Well Inspection		\$0	\$50,745	\$191,000	\$100,000		
Digitalization of FCGMA Files		\$0	\$12,960	\$15,000	\$0	\$0	\$0
GSEAP		\$269,674	\$32,114	\$150,000	\$0	\$0	\$0
LPUG Feasibility Study			\$30,000	\$0	\$125,000		
Groundwater Sustainability Plan Development					\$500,000		
Water Budget/Sustainable Yield Determination					\$350,000		
Allocation Systems					\$75,000		
Watershed Contributions /Match (Note 11)		\$559	\$2,059	\$2,200	\$3,700	\$3,793	\$3,906
Misc Expense / Misc Payment		\$175	\$24		\$200		
SERVICES AND SUPPLY SUB-TOTAL	\$317,311	\$489,354	\$342,946	\$642,463	\$1,352,900	\$183,443	\$174,356
Public Works Agency Charges (Note 12)	\$538,746	\$568,919	\$614,926	\$700,530	\$829,140	\$830,000	\$830,000
OPERATING EXPENSES SUB-TOTAL	\$856,057	\$1,058,273	\$957,872	\$1,342,993	\$2,182,040	\$1,013,443	\$1,004,356
CONTINGENCY	\$0		\$0	\$77,000	\$100,000	\$100,000	\$100,000
TOTAL OPERATING EXPENDITURES	\$856,057	\$1,058,273	\$957,872	\$1,419,993	\$2,282,040	\$1,113,443	\$1,104,356
ENDING FUND BALANCE	\$2,942,182	\$3,257,780	\$3,976,429	\$3,696,436	\$2,279,396	\$1,930,954	\$1,591,598
GEMES LITIGATION RESERVE FUND PORTION PROJECTIONS							
BEGINNING FUND BALANCE	\$504,961	\$508,263	\$1,012,331	\$1,015,854	\$1,020,854	\$1,025,854	\$1,030,854
REVS. REALIZED/INTEREST EARNING PROJS.	\$3,302	\$4,068	\$3,523	\$5,000	\$5,000	\$5,000	\$5,000
Agency Fund Contribution (One-Time)		\$500,000					
PROJ. ENFORCEMENT EXPENSES			\$0	\$0	\$0	\$0	\$0
GEMES FUND YEFB EXCESS/(DEFICIT)	\$508,263	\$1,012,331	\$1,015,854	\$1,020,854	\$1,025,854	\$1,030,854	\$1,035,854

FOOTNOTES:

- (1) FY 15-16 Pump Fees: = \$6.00 per Acre-Foot (AF)
- (2) FY 15-16 Projected BYFB of \$3,441,172 includes: \$1,000,000 sequestered in GEMES.
- (3) FY 15-16 Projected pump charge revenues by 6/30/16 are estimated at \$750,000; assumes 125,000 acre-feet of self-reported groundwater times \$6.00 per AF.
- (4) FY 15-16 YE Interest Earnings Apportionments projected to be received from the County Pooled Investment Fund total \$15,000 or approximately .40% quarterly earnings rate.
- (5) FY 15-16 Surcharge revenue projections totals \$375,000 from overpumpers. All previous settlement monies received.
- (6) FY 15-16 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 15-16 Legal counsel fees projected at \$100,000 (\$70,000 for County Counsel and \$30,000 for outside special counsels).
- (8) FY 15-16 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 15-16.
- (9) FY 15-16 Estimate of \$44,123 to continue ITRC Contract work authorized by the BofD.
- (10) FY 15-16 \$5,000 capacity for Board-delegated authority to EO to approve contracts in-between BofD mtgs including \$5,000 for Facilitator.
- (11) Includes contributions to Watershed Coalition of Ventura County (\$2,200) and Santa Clara Watershed Committee (\$1,500).
- (12) FY 2015-16 Annual Workplan Tasks: \$829,140 in PWAC costs.

FCGMA FISCAL YEAR 2015-16 ANNUAL WORK PLAN TASKS WITH LABOR HOURS AND COST ESTIMATES AND PROPOSED WORK PLAN PERFORMANCE COMPLETION METRICS

<i>Functional Tasks</i>	<i>FY 2015-16 DRAFT Work Plan Tasks Projected Level of Effort & Proposed Performance Metrics</i>	<i>FY 15-16 Labor Hours Estimate</i>	<i>FY 15-16 Labor Cost Estimate</i>	<i>FY 15-16 Projected Cost Estimate</i>
Section I. AGENCY "CORE" WORK TASKS				
Administration and Fiscal Services				
1. Board Meeting Administration	- Ten Regular Board meetings, Agendas, Minutes, Staff Reports, Presentations, Participation, Attendance, Pre and Post Debriefing meetins, Followup, and Three Workshops .	1950	\$175,500	\$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).	250	\$22,500	\$0
3. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports.	180	\$16,200	\$0
4. CSD-Fiscal Staff Services-Fixed Cost Allocation Charge	Executive Officer Partipation 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	\$58,200	\$0
5. Committee Meetings	- Executive, Fiscal, and Operations Committee Meetings coordination, support, documentation, progress reports, and technical evaluation memoranda in conjunction with GSP development .	100	\$9,000	\$0
6. Biennial Audit Report	- Preparation of Scope of Work - Auditor Selection Process - Assist Auditor with Inquiries, QA/QC of Draft Audit Report	0	\$0	\$0
Administration Services Subtotal		2480	\$281,400	\$0
Section I. AGENCY "CORE" WORK TASKS				
Records Services				
1. Specialized Data Queries/Groundwater and Credit Transactions	Conduct specialized data queries and analyses. A) Irrigation Allowance B) Variance Requests to Emergency Ordinance E C) Credit Programs Storage, In-lieu, Conservation D) HA Transfers E) Extraction Data	350	\$31,500	\$0
2. FCGMA Online Software Enhancements	A) Emergency Ordinance E Web page revisions and programming revisions. B) Evaluate a software enhancement to include context sensitive help. C) Bi-weekly updates with ITSD. D) User Guide/JPA Training Video Deployment and update. E) Custom Data Queries and small scale system enhancements performed by ITSD (\$10,000 in budget).	400	\$36,000	\$0
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).	1,000	\$90,000	\$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.	80	\$7,200	\$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	500	\$45,000	\$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 - Prepare progress reports twice per year.	200	\$18,000	\$0
Records Services Subtotal		2530	\$227,700	\$0

Section I. AGENCY "CORE" WORK TASKS

Technical Services

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.	200	\$18,000	\$0
2. Data Collection, Studies and Investigations and Analysis	- Routine data analysis (i.e. GW conditions, pumping trends, etc.) - Prepare Annual BMO Report Card done in conjunction with Annual Report. - Perform QA/QC review of monitoring programs, propose improvements, incorporate in GMP update done in conjunction with GSP. - Ventura Regional GW model update support done in conjunction with GSP. - Coordination of field investigations in support of tech studies.	280	\$25,200	\$0
3. Groundwater and Well Project Reviews	- Review and process well applications. (Note: Proposed wells in the Las Posas Basins are forwarded to LPUG.) - 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.	480	\$43,200	\$0
4. Irrigation Allowance Index Program	A) Emergency Ordinance E - Stakeholder outreach (i.e. Farm Bureau Growers Group) to improve IAI process and clarity. Review crop year 14/15 IAI filings. B) Prepare Crop Year IAI filings Report. C) Monthly checks - weather station at Tierra Rejada Golf Club.	100	\$9,000	\$0
5. Policy Development and Legislative Tracking	- Evaluate potential Groundwater Management Strategies and Draft 4 New Policy documents from Long Term Issues. - Track and evaluate Federal, State and Regional Legislation and Regulations. - Track Changes to Sustainability Groundwater Management Act	160	\$14,400	\$0
6. Grant Administration (Proposition No. 84 and 4)	- 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.	100	\$9,000	\$50,000
7. Las Posas Sub-Basin Management Plan Development	- Attend LPUG meetings. - Review draft GSP- BSGMP - Staff reports re BSMP implementation - Ordinance modification to incorporate BSMP - Participate in Water Supply Feasibility Study development - Review draft work products & produce comments (Framework and Allocation Scheme).	440	\$39,600	\$125,000

Technical Services Subtotal	1660	\$149,400	\$125,000
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Section I. AGENCY "CORE" WORK TASKS

Legal Services

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.	120	\$10,800	\$0
2. Board Agendas, Policy Resolution and Ordinance Adoption Actions	- Counsel review of all Board Letters - Counsel review of contracts and Resolution - Counsel attendance at BofD 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

Legal Services Subtotal	120	\$10,800	\$0
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Section I. AGENCY "CORE" WORK TASKS

Public Outreach				
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/V CIRWP meetings; (5) State/Regional Water agency workshops; (6) GW Forums and Committee Meetings; and (7) Emergency Ordinance E Meetings.	116	\$10,440	\$0
2. Graphical Tools	- Graphical tools to represent the health and condition of the basins. - Purchase software & any necessary computer hardware. Have consultant synthesize data and present graphically.	222	\$19,980	\$0
3. Outreach and Trainings	- Routine administration and maintenance of Agency website and Facebook. - Produce Semi-Annual Newsletter. - Develop videos and conduct trainings and workshops. Create and distribute IAI Tools as needed (Ex: Water Planning Tool). - Hire Outside Facilitator	100	\$9,000	\$5,000
Public Outreach Subtotal		216	\$19,440	\$5,000
Agency "Core" Services Total		7,006	\$688,740	\$130,000

Section II. GSA & LONG-TERM ISSUES

<i>Category Listing & Functional Tasks [SGMA Code]</i>	<i>FY 2015-16 DRAFT Work Plan Tasks Projected Level of Effort & Proposed Performance Metrics</i>	<i>FY 15-16 Labor Hours Estimate</i>	<i>FY 15-16 Labor Cost Estimate</i>	<i>FY 15-16 Projected Cost Estimate</i>
D.3 - Groundwater Sustainability Plan (Very High) [10727.2; 10727.4; 10727.6]	This work task includes identifying areas from the existing 2007 GMP for update; and developing an overall GSP outline and scope of work. Additional efforts will include solicitation and selection of a consultant to assist with GSP development, award of contract, and consultant contract oversight, Project management, and technical review and committee participation and public review and participation. The development of the GSP will start, but will not be completed until a future fiscal year. The following tasks are necessary during FY 15/16: scope of work development, seeking consultant services, stakeholder meetings. Evaluation of adjustments to, and definition of basin boundaries. The following tasks will include: also need to be started during this FY or future FYs: evaluations of water budget parameters, basin specific groundwater allocation systems, definition of sustainable yield, monitoring programs, how change in storage will be calculated, definition of undesirable results, and management strategies. Ultimately (a future FY) A draft GSP will be circulated for review and upon adoption of the GSP, it will be provided to the State.	900	\$81,000	\$500,000
Groundwater Basin Boundary [10727.2 (a)(4)] [DWR will consider basin boundary changes this FY]	This work task would compare the existing Agency boundaries to DWR Bulletin No. 418 per new SGMA Basin Boundary regulations, and recommend any changes. It would also involve processing the necessary Resolutions, and recordation of an Agency boundary map indicating revised boundaries.	340	\$30,600	\$0
A.1 Technical/Basin Understanding: Basins Hydrogeology and Groundwater Flow Regime (High) [10727.2 (a) and (d)(2)] [assume 100% complete this FY]	This work task would have staff oversee focused hydrogeologic and groundwater flow studies for each of seven (7) sub-basins conducted by consultant, and designed to improve understanding of groundwater flow within and between sub-basins. The information is a necessary part of developing a GSP. It would involve reviewing previous hydrogeologic work/studies. Release for technical committee review and comments. Present findings to the Board.	560	\$50,400	\$100,000
C.1/C.2/C.3/C.4 - Health of Basins/Unabated Threats (High) [10727.4 (a), (c), (h)] [assume 60% complete this FY]	Work includes establishing: baselines for water levels, water quality, and land subsidence at 2014 values; and a subsidence monitoring program to actively monitor subsidence through a cooperative effort with UWCD, USGS or others. Work also includes evaluating and potentially revising water level and water quality basin management objectives, as well as establishing water level basin management objectives with regard to land subsidence. Set triggers to maintain and improve water quality and water levels as compared to the 2014 baseline. Conduct on a basin-by-basin basis evaluation of pumping trough depressions. The goal is to determine acceptable sustainable groundwater elevations. Evaluate role of possible ASR storage projects.	260	\$23,400	\$125,000

A.5/D.1 – SGMA Comprehensive Monitoring Program for Water Quality and Water Level (Very High) [assumes 66% complete this year]	The monitoring programs will include not only water level and water quality, but per SGMA is to include monitoring of land subsidence and groundwater/surface water contamination. Revise Basin Management Objectives and key wells for all basins. Evaluate and complete monitoring network data gap analysis for water level and water quality monitoring programs. Revise and augment existing monitoring network. Install transducers, automated data readers. Track State and County identified contamination sites. A fixed line item of \$200,000 is proposed here for consultant services.	140	\$12,600	\$200,000
A.2 - Sustainable Yield Determinations (Very High)	Complete comprehensive Sustainable Yield analysis including Water Budget and determination for seven (7) sub-basins (Oxnard Plain, Forebay, Pleasant Valley, Arroyo Santa Rosa, and Las Posas (West, East, and South). Additional efforts will include solicitation and selection of a consultant, award of contract, and consultant contract oversight and management, and technical and public review. Present findings to Board. A fixed line item of \$75,000 is proposed here for consultant services. This work will begin this FY and continue into future FY(s).	250	\$22,500	\$350,000
B.1/B.2/B.3/E.1/E.3 - Allocation System (High) [10726.4.(a)(2)]	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 \$75,000 is proposed here for consultant services. This work is proposed for this FY and continue into future FY(s).	250	\$22,500	\$75,000
I.2 – Governance: Staff Support (Very High)	This work task would include Third-Party independent review of data, models and reports as appropriate. A fixed line item of \$50,000 is proposed here for consultant services.	200	\$18,000	\$50,000
H.2 – Self-Reporting (High)	Replace Self-Reporting Program with an Automated Meter-Reading program (estimate 700 wells total, \$1,500 each, plus \$20.00 per month data and maintenance requirement per AMR unit). Phase I would be approximately 230 wells, and cost \$400,000 for hardware and first year of monitoring and maintenance. This work is proposed for this FY and continue into future FY(s).	240	\$21,600	\$400,000
G.1 – Financial/Fiscal: Replenishment Fee (High) [10726.2 (f); 10727.4 (e); 10730.2; 10730.4] [Completion not required per SGMA this FY, but effort should be started]	This work task would evaluate other existing replenishment fee and governance structures, and report back options for the Agency. Initiate engagement with stakeholders. A fixed line item of \$20,000 is proposed here for consultant services. This work is proposed for this FY and continue into future FY(s).	80	\$7,200	\$20,000
Agency Flowmeter and Well Inspection Program	- Complete the existing Las Posas Basins well inspection program. - Start random well inspection program Agencywide by: A) Funding future project (\$100,000) B) Preparing and sending a scope of work for consultant services, and reviewing proposals (includes GIS time for making map of area). C) Select consultant, award contract for a 12 month period D) Manage consultant contract for 12 months. Include a report to the Board.	160	\$14,400	\$100,000
Sub-Total: Section II - GSA & Long-Term Issues		1560	\$140,400	\$1,025,000
GRAND TOTAL: Section I - Agency "Core" Work Tasks PLUS Section II - GSA & Long-Term Issues		8566	\$829,140	\$1,155,000

FCGMA FISCAL YEAR 2015-16 ANNUAL WORK PLAN TASKS WITH LABOR HOURS AND COST ESTIMATES AND PROPOSED WORK PLAN PERFORMANCE COMPLETION METRICS

<i>Functional Tasks</i>	<i>FY 2015-16 DRAFT Work Plan Tasks Projected Level of Effort & Proposed Performance Metrics</i>	<i>FY 15-16 Labor Hours Estimate</i>	<i>FY 15-16 Labor Cost Estimate</i>	<i>FY 15-16 Projected Cost Estimate</i>
Section I. AGENCY "CORE" WORK TASKS				
Administration and Fiscal Services				
1. Board Meeting Administration	- Ten Regular Board meetings, Agendas, Minutes, Staff Reports, Presentations, Participation, Attendance, Pre and Post Debriefing meetins, Followup, and Three Workshops.	1950	\$175,500	\$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).	250	\$22,500	\$0
3. Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports.	180	\$16,200	\$0
4. CSD-Fiscal Staff Services-Fixed Cost Allocation Charge	Executive Officer Partipation 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	\$58,200	\$0
5. Committee Meetings	- Executive, Fiscal, and Operations Committee Meetings coordination, support, documentation, progress reports, and technical evaluation memoranda in conjunction with GSP development.	100	\$9,000	\$0
6. Biennial Audit Report	- Preparation of Scope of Work - Auditor Selection Process - Assist Auditor with Inquiries, QA/QC of Draft Audit Report	0	\$0	\$0
Administration Services Subtotal		2480	\$281,400	\$0
Section I. AGENCY "CORE" WORK TASKS				
Records Services				
1. Specialized Data Queries/Groundwater and Credit Transactions	Conduct specialized data queries and analyses. A) Irrigation Allowance B) Variance Requests to Emergency Ordinance E C) Credit Programs Storage, In-lieu, Conservation D) HA Transfers E) Extraction Data	350	\$31,500	\$0
2. FCGMA Online Software Enhancements	A) Web page revisions and programming revisions. B) Evaluate a software enhancement to include context sensitive help. C) Bi-weekly updates with ITSD. D) Custom Data Queries and small scale system enhancements performed by ITSD (\$10,000 in budget).	400	\$36,000	\$0
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).	1,000	\$90,000	\$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.	80	\$7,200	\$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	500	\$45,000	\$0
6. Meter Calibration Program Maintenance	- Process and upload test results (including failed flowmeter reports) and repair/replacement flowmeter information into FCGMA Online.	200	\$18,000	\$0
Records Services Subtotal		2530	\$227,700	\$0

Section I. AGENCY "CORE" WORK TASKS

Technical Services

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.	200	\$18,000	\$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. - Ventura Regional GW model update support done in conjunction with GSP. - Coordination of field investigations in support of tech studies.	280	\$25,200	\$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.	480	\$43,200	\$0
4. Irrigation Allowance Index Program	A) Prepare Crop Year IAI filings Report. B) Monthly checks - weather station at Tierra Rejada Golf Club.	100	\$9,000	\$0
5. Policy Development and Legislative Tracking	- Draft 4 New Policy documents from Long Term Issues. - Track and evaluate Federal, State and Regional Legislation and Regulations. - Track Changes to Sustainability Groundwater Management Act.	160	\$14,400	\$0
6. 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).	440	\$39,600	\$125,000

Technical Services Subtotal		1660	\$149,400	\$125,000
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Section I. AGENCY "CORE" WORK TASKS

Legal Services

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.	120	\$10,800	\$0
2. Board Agendas, Policy Resolution and Ordinance Adoption Actions	- Counsel review of all Board Letters - Counsel review of contracts and Resolution - Counsel attendance at BofD 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

Legal Services Subtotal		120	\$10,800	\$0
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Section I. AGENCY "CORE" WORK TASKS

Public Outreach

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.	116	\$10,440	\$0
2. Outreach and Trainings	- Routine administration and maintenance of Agency website and Facebook. - Produce Semi-Annual Newsletter.	100	\$9,000	\$5,000

Public Outreach Subtotal		216	\$19,440	\$5,000
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Agency "Core" Services Total		7,006	\$688,740	\$130,000
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Section II. GSA & LONG-TERM ISSUES

<i>Category Listing & Functional Tasks [SGMA Code]</i>	<i>FY 2015-16 DRAFT Work Plan Tasks Projected Level of Effort & Proposed Performance Metrics</i>	<i>FY 15-16 Labor Hours Estimate</i>	<i>FY 15-16 Labor Cost Estimate</i>	<i>FY 15-16 Projected Cost Estimate</i>
D.3 - Groundwater Sustainability Plan (Very High) [10727.2; 10727.4; 10727.6]	This work task includes identifying areas from the existing 2007 GMP for update; and developing an overall GSP outline and scope of work. Additional efforts will include solicitation and selection of a consultant to assist with GSP development, award of contract, and consultant contract oversight, Project management, and technical review and committee participation and public review and participation. The following tasks are necessary during FY 15/16: scope of work development, seeking consultant services, stakeholder meetings. The following tasks will include: evaluations of water budget parameters, basin specific groundwater allocation systems, definition of sustainable yield, monitoring programs, how change in storage will be calculated, definition of undesirable results, and management strategies. A draft GSP will be circulated for review and upon adoption of the GSP, it will be provided to the State.	900	\$81,000	\$500,000
A.2 - Sustainable Yield Determinations (Very High)	Complete comprehensive Sustainable Yield analysis including Water Budget and determination for seven (7) sub-basins (Oxnard Plain, Forebay, Pleasant Valley, Arroyo Santa Rosa, and Las Posas (West, East, and South). Additional efforts will include solicitation and selection of a consultant, award of contract, and consultant contract oversight and management, and technical and public review. Present findings to Board. A fixed line item of \$75,000 is proposed here for consultant services.	250	\$22,500	\$350,000
B.1/B.2/B.3/E.1/E.3 - Allocation System (High) [10726.4.(a)(2)]	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 \$75,000 is proposed here for consultant services. This work is proposed for this FY and continue into future FY(s).	250	\$22,500	\$75,000
Agency Flowmeter and Well Inspection Program	- Complete the existing Las Posas Basins well inspection program. - Start random well inspection program Agencywide by: A) Funding future project (\$100,000) B) Preparing and sending a scope of work for consultant services, and reviewing proposals (includes GIS time for making map of area). C) Select consultant, award contract for a 12 month period D) Manage consultant contract for 12 months. Include a report to the Board.	160	\$14,400	\$100,000
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GRAND TOTAL: Section I - Agency "Core" Work Tasks PLUS Section II - GSA & Long-Term Issues		8566	\$829,140	\$1,155,000

FCGMA Draft FY 2015-16 Budget

Suggested Program Reductions

Meter Calibration – Suspend notifications for next Phase for 1 year

Emergency Ordinance E Implementation

- No Board Action for Agricultural Reduction in Sept/October
- No new wells (except for replacement & backup)
- Variances still processed

Grants – No applications under Proposition No. 1

Graphical Tools – Eliminated. Use only existing Tools available

Multiple or redundant efforts combined:

- BMO Report into Annual Report
- GSP Development –
 - Existing Public Outreach redirected
 - Board meeting/workshop and Committee meetings redirected
 - LPUG participation redirected

Continuing Programs (Not Suggested for Reductions)

Inspection Program

- No follow-up to recently completed Pilot program in Las Posas basins
- No Agency-wide random inspection program

Compliance and Enforcement Program

- Non-Reporters, Late Filers – Civil Penalties waived
- Well Registration, Non-Filers – Civil Penalties waived
- No Follow-up Compliance on 10-20% recalcitrant operators

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 **Thursday, June 4, 2015** 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 1:30 p.m.

B. Introductions

In attendance were: (1) David Borchard, FCGMA Fiscal Committee Chair; (2) Lynn Maulhardt, FCGMA Fiscal Committee Co-Chair; (3) Gerhardt Hubner, WPD, Deputy Director; (4) Rick Viergutz, WPD, Groundwater Manager; (5) Kathleen Riedel, Groundwater Specialist; (6) Jessica Kam, FCGMA Clerk of the Board; (7) Tully Clifford, WPD, Director; (8) Mandi Freitas, FCGMA, Administrative Assistant; (9) Julia Dixon, PWA, Fiscal, Central Services Division (CSD); (10) Steve Nash, Oxnard resident; (11) Lucia McGovern, City of Camarillo; (12) Rob Saperstein, City of Oxnard; (13) Bryan Bondy, Calleguas Municipal Water District; (14) Tony Morgan, United Water Conservation District; (15) Jeanette Lombardo, California Food and Agriculture Advocates; and (16) Carol Schoen, Zone Mutual Water Company.

C. Public Comments

None.

D. Approval of Minutes

The Committee approved the minutes from the June 10, 2014 Fiscal Committee meeting.

E. Discuss Policy Questions Regarding the Use of Surcharges and Pump Charges

Following discussion with Agency staff and public representatives, the Committee recommended the following: (1) segregate future over-pumping surcharges into a separate line item from penalties to allow the Board to use the funds where needed the most; (2) the pump charges should be increased to cover the cost of exercising the Agency's expanded authority under the Sustainable Groundwater Management Act (SGMA); (3) transfer \$500,000 from the current fund balance to the GEMES Litigation Reserve (for a total of \$1.5 million); and (4) in the future it shall be the policy of the Agency to maintain a financial reserve equal to one year of operating expenses (currently \$1 million).

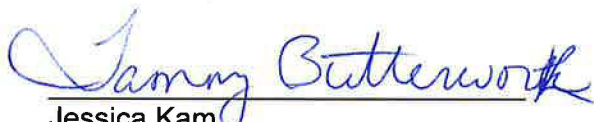
F. Fiscal Year 2015-16 Budget Development Study Session

Following discussion with Agency staff and public representatives, the Committee recommended: (1) to continue with the Meter Calibration Program and Emergency Ordinance E Implementation; (2) to instruct Agency staff to bring grants that pertain to the Groundwater Sustainability Plan (GSP) to the Board as needed; (3) refocus Public Outreach on the GSP; (4) immediately increase Agency staff to support current and future Agency activities; and (5) present the FY 2015-16 Work Plan and three alternative Budgets (based on extraction charges assessed at \$10, \$12.50, and \$15 per acre-foot) to the Board for review at the June 24, 2015 regular Board meeting.

G. Adjourn the Fiscal Committee Meeting

Chair Borchard adjourned the meeting at 4:07 p.m.

Submitted by:



Jessica Kam

Clerk of the Board - Acting