

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
Dr. Michael Kelley, Director, Zone Mutual Water Company

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 **10:30 A.M. to 12:00 P.M.** on **Tuesday, June 10, 2014** in the **Mediterranean Conference Room**, at the Ventura County Government Center, Hall of Administration, Third Level at **800 South Victoria Avenue, Ventura, California**.

FCGMA FISCAL COMMITTEE MEETING AGENDA

June 10, 2014

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 March 22, 2013 Fiscal Committee meeting.
- E. Fiscal Year 2014-15 Budget Development Study Session** – Study session to review process and assumptions for development of Agency's Fiscal Year 2014-15 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 So. 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 **Friday, March 22, 2013** 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 3:05 p.m.

B. Introductions – In attendance were: (1) David Borchard, FCGMA Fiscal Committee Chair; (2) Lynn Maulhardt, FCGMA Fiscal Committee Co-Chair; (3) David Schwabauer, FCGMA Fiscal Committee Alternate; (4) Gerhardt Hubner, WPD, Deputy Director; (5) Jessica Rivera, FCGMA Interim Clerk of the Board; (6) Julia Dixon, PWA, Fiscal, Central Services Division (CSD); and, (7) Carol Schoen, Zone Mutual Water Company.

C. Public Comments – None.

D. Approval of Minutes

The Committee approved the minutes from the October 2, 2012 Fiscal Committee meeting.

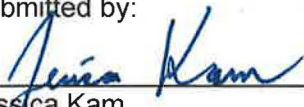
E. Fiscal Year 2013-14 Budget Development Study Session

Mr. Gerhardt Hubner gave a presentation regarding the Fiscal Year (FY) 2013-14 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 Fiscal Year 2012-13 Budget. Discussions concerning the task organization and proposed changes for the FY 2013-14 Annual Work Plan included: (1) workload status and changes for FY 2013-14; and (2) current and proposed staffing level challenges, including the need to fill one (1) current vacancy. The Committee and Agency staff discussed staffing levels in further detail, concluding that additional staff was required in addition to the current vacancy. The Committee discussed adding such staff as data entry clerks and Water Resource Specialists over a period of time; and agreed with Agency staff that the Agency would need to hire at least one (1) full-time person and one (1) half-time person (which could evolve into a full-time position over time) this year. The Committee recommended presenting the FY 2013-14 Budget and Work Plan to the Board for review at the April 24, 2013 regular Board meeting with the changes and staffing suggestions as discussed.

F. Adjourn the Fiscal Committee Meeting

The meeting was adjourned at 4:28 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

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FCGMA FY 14-15 DRAFT BUDGET

	A	B	C	E	F	G	H	
	10-11 Year End Actuals	11-12 Year End Actuals	12-13 Year End Actuals	13-14 Year End PROJECTIONS (based on AP#9 (i.e. 3/31/14)	14-15 Draft Budget	15-16 PLANNING- LEVEL Budget PROJECTION	16-17 PLANNING- LEVEL Budget PROJECTION	17-18 PLANNING- LEVEL Budget PROJECTION
						2.00%	2.5%	3.00%
AGENCY FISCAL RESOURCES								
PUMPING FEES - \$ Per Acre-Feet (Note 1)	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00	\$4.00
JULY 1ST BEG. FY CASH BAL. (Note 2)	\$2,359,294	\$2,315,086	\$2,942,181	\$3,257,779	\$3,531,692	\$3,361,962	\$2,945,922	\$2,144,194
REVENUES								
PUMP CHARGES (Note 3)	\$487,360	\$479,033	\$546,599	\$610,000	\$500,000	\$500,000	\$500,000	\$500,000
INTEREST EARNINGS (Note 4)	\$25,798	\$15,672	\$15,643	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
SURCHARGES/PENALTIES/INTEREST (Note 5)	\$501,519	\$987,744	\$811,528	\$981,000	\$500,000	\$375,000	\$0	\$0
GEMES REVENUES	-\$142	\$678	\$101			\$0	\$0	\$0
MISCELLANEOUS REVENUES	\$237	\$26	\$1		\$0	\$0	\$0	\$0
TOTAL FUNDS AVAILABLE	\$3,374,066	\$3,798,239	\$4,316,053	\$4,863,779	\$4,546,692	\$4,251,962	\$3,460,922	\$2,659,194
EXPENDITURES								
Board Member Insurance	\$3,801	\$3,862	\$4,181	\$4,596	\$5,000	\$5,100	\$5,228	\$5,384
AWA Dues / Symposium/Conference	\$1,880	\$1,850	\$1,700	\$3,000	\$3,000	\$3,060	\$3,137	\$3,231
LAFCO Funding (Note 6)	\$600	\$915	\$1,193	\$583	\$1,000	\$1,020	\$1,046	\$1,077
Office Equipment/Supplies/Printing	\$741	\$680	\$71	\$1,500	\$2,000	\$2,040	\$2,091	\$2,154
GSA Charges / ISF	\$6,494	\$4,679	\$3,888	\$8,500	\$8,500	\$8,670	\$8,887	\$9,153
Legal (Note 7)	\$47,102	\$40,272	\$74,236	\$65,000	\$65,000	\$65,000	\$65,000	\$65,000
Annual Audit	\$4,950	\$4,572	\$4,862	\$0	\$10,000		\$10,000	\$0
Public Notices	\$289	\$1,584	\$123	\$2,500	\$2,000	\$2,040	\$2,091	\$2,154
Computer Eq, Software & Website	\$215	\$215	\$431	\$3,500	\$3,500	\$3,570	\$3,659	\$3,769
FCGMA Online Support/GIS (Note 8)	\$77,072	\$9,675	\$80,127	\$71,500	\$71,500	\$13,000	\$13,000	\$13,000
Et Weather Station Contract	\$29,988	\$33,838	\$29,988	\$4,998	\$0			
Irrigation Allowance Program (Note 9)	\$107,995	\$11,767	\$18,100	\$65,500	\$65,500	\$20,500	\$20,500	\$20,500
Consultant Contracts (Note 10)	\$25,840	\$59,065	\$46	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
JTSP with UWCD MofU Costs	\$70,514	\$68,837	\$0		\$0			
GMP 2012 5-Year Update Costs	\$25,000	\$75,500	\$0	\$125,000	\$0			
Consultant Contracts for Meter & Well Inspection			\$0	\$91,000	\$100,000	\$100,000	\$100,000	\$100,000
Digitalization of FCGMA Files (Phase I&II)			\$0	\$12,960	\$15,000			
GSEAP	\$0		\$269,674	\$201,250	\$0			
Grant Match				\$30,000	\$0			
Watershed Contributions /Match			\$559	\$600	\$2,000	\$2,040	\$2,091	\$2,154
Misc Expense / Misc Payment			\$175	\$100	\$200			
SERVICES AND SUPPLY SUB-TOTAL	\$402,481	\$317,311	\$489,354	\$722,087	\$384,200	\$256,040	\$266,729	\$257,575
Public Works Agency Charges (Note 11)	\$656,498	\$538,746	\$568,919	\$610,000	\$700,530	\$950,000	\$950,000	\$950,000
OPERATING EXPENSES SUB-TOTAL	\$1,058,979	\$856,057	\$1,058,273	\$1,332,087	\$1,084,730	\$1,206,040	\$1,216,729	\$1,207,575
CONTINGENCY	\$0	\$0		\$0	\$100,000	\$100,000	\$100,000	\$100,000
TOTAL OPERATING EXPENDITURES	\$1,058,979	\$856,057	\$1,058,273	\$1,332,087	\$1,184,730	\$1,306,040	\$1,316,729	\$1,307,575
ENDING FUND BALANCE	\$2,315,087	\$2,942,182	\$3,257,780	\$3,531,692	\$3,361,962	\$2,945,922	\$2,144,194	\$1,351,618
GEMES LITIGATION RESERVE FUND PORTION PROJECTIONS								
BEGINNING FUND BALANCE	\$212,489	\$504,819	\$508,121	\$1,013,121	\$1,018,121	\$1,023,121	\$1,028,121	\$1,033,121
REVS. REALIZED/INTEREST EARNING PROJS.	\$4,961	\$3,302	\$4,068	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Agency Fund Contribution (One-Time)	\$287,511		\$500,000					
PROJ. ENFORCEMENT EXPENSES	\$142			\$0	\$0	\$0	\$0	\$0
GEMES FUND YEFB EXCESS/(DEFICIT)	\$217,308	\$508,121	\$1,012,189	\$1,018,121	\$1,023,121	\$1,028,121	\$1,033,121	\$1,038,121

FOOTNOTES:

- (1) FY 14-15 pump fees = \$4.00 per acre-foot
- (2) FY 14-15 projected BYFB of \$3,441,672 includes: \$1,000,000 Sequestered in GEMES
- (3) FY 14-15 projected pump charge revenues by 6/30/15 are estimated at \$500,000; assumes 125,000 acre-feet of self-reported groundwater times \$4.00 per acre-foot.
- (4) FY 14-15 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 14-15 surcharge revenue projections totals \$500,000 from overpumpers. All previous settlement monies received.
- (6) FY 14-15 projected payment of \$1,000 to LAFCO Per Govt. Code Section 56391.5 (b) (1), estimated .328% share of combined FY 07-08 VC special district revenues.
- (7) FY 14-15 legal counsel fees projected at \$65,000 (\$35,000 for County Counsel and \$30,000 for outside special counsels)
- (8) FY 14-15 estimate of \$50,000 required to complete Emergency Ordinance E work on Agency's groundwater extraction database has been obtained from ITS. & 13,000 yearly service fee.
- (9) FY 14-15 estimate of \$44,123 to continue ITRC Contract work authorized by the BofD.
- (10) FY 14-15 \$5,000 capacity for Board-delegated authority to EO approve contracts in-between BofD mtgs.
- (11) FY 14-15 budget projection of \$XXX,000 in PWAC costs detailed in Draft Annual Work Plan document presented during today's Board Study Session.

TABLE 1

FCGMA FISCAL YEAR 2014-15 DRAFT ANNUAL WORK PLAN TASKS WITH LABOR HOURS AND COST AND PROPOSED WORK PLAN PERFORMANCE COMPLETION METRICS

<i>Functional Tasks</i>	<i>FY 2014-15 DRAFT Adopted Work Plan Tasks Projected Level of Effort & Proposed Performance Metrics</i>	<i>FY 14-15 Labor Hours Estimate</i>	<i>FY 14-15 Cost Estimate</i>	<i>Work Task Teams</i>
Section I. AGENCY "CORE" WORK TASKS				
Administration and Fiscal Services				
1. Board Meeting Administration	- Clerk and Team preparation and review of basic meeting agenda packets (60 hours per 11 BofD meetings) = 660 hours (hrs) - Clerk and Team attendance at pre-meeting agenda review sessions (5 staff members X 1.5 hours X 11 sessions) = 82.5 hrs - Clerk and Team attendance at regular Board meetings (5 staff members X 2.5 hours X 11 sessions) = 137.5 hrs - Clerk and Team attendance at post-meeting de-brief sessions (5 staff members X 1 hour X 11 sessions) = 55 hrs	935	\$84,150	Clerk/Board Letter Authors
2. Official Document Filings	- Clerk of Board processes business record filings and certifications - Form 700 Filings for 5 Board, 5 Alternates, EO, Agency Counsel and Agency staff - CEQA/NOE filings for 2 EIR/MND's per fiscal year - State water agency filings, as needed - Record Retention Policy and Schedule	50	\$4,500	Clerk
3. Updates to the Agency Business Practices Manual	- Update Agency Business Practices Manual, as needed, to include: new policies, procedures, ordinance updates, and resolutions. - Port final approved document onto FCGMA website.	40	\$3,600	Clerk
4. Participation in Integrated Regional Groundwater Issues & Stakeholder Meetings	- Attend AWA Mtgs/events = 80 hrs - BofD / City council mtgs = assume 20 hrs - Stakeholder mtgs (incl. wholesalers) = assume 40 hrs - WCVC/VCIRWP meetings = 20 hrs - State/Regional Water agency workshops = 20 hrs - GW Forums and Committee Meetings = 40 hrs - Emergency Ordinance E M&I Meetings = 96 hrs	316	\$28,440	GH/KR/RV
5. Annual Budget Preparation and Adoption, Quarterly Performance Reporting	- Preparation of Annual Work Plan and Budget and adoption by the BofD = 100 hrs per year - Mid-Year and Quarterly Workplan and Budget performance reports to BofD = 80 hrs per year	180	\$16,200	All
6. CSD-Fiscal Staff Services-Fixed Cost Allocation Charge	- EO provides QA/QC policy-level review of agenda packages monthly. - CSD-FS will submit 13 Monthly AP FSRs (incl AP/AR) to the Agency - CSD-FS will provide AP/AR and Cash-Flow Management Services for the Agency - CSD-FS Annual Audit SofW, Selection and Fiscal Reports for the Agency	Fixed Cost	\$58,200	EO/CSD-FS
7. Biannual Audit Report	- Preparation of Scope of Work for 2013/14 Annual Audit - Auditor Selection Process - Assist Auditor with Inquiries, QA/QC of Audit Report - Preparation and transmittal to BofD for receipt and filing	100	\$9,000	GH/RV/CSD-FS
Administration Services Subtotal		1621	\$204,090	
Section I. AGENCY "CORE" WORK TASKS				
Records Services				
1. Specialized Data Queries/Groundwater and Credit Transactions	- Conduct specialized data queries and analyses. In the past, these have included evaluations of non-conservation credit accumulation and use, irrigation allowance analyses, etc. = 120 hrs - Review and Process requests (including draft responses) for: A) Irrigation Allowance = 40 hrs per year, B) Variance Requests for Emergency Ordinance E Temporary Extraction Allocations = 100 hrs per year, C) In Lieu Credit Program = 40 hrs per year; and D) Other Credit Programs = 50 hrs per year.	350	\$31,500	MF/KR
2. Ongoing Roll out of New FCGMA Online Software	- July 2014-June 2015, Enroll new FCGMA Online users by: A) Emergency Ordinance E - Completing form revisions for the Irrigation Allowance Index and transitioning all IAI filers to the online system (starting Aug 2014 filing period) = 40 hrs B) Develop training videos that demonstrate how to use the online system. The focus is making the system User Friendly. Staff recommends that a group of users be consulted to review the training videos before they are posted to the website. = 300 hrs Videos to be developed: 1) Completing the Semi-Annual Extraction Statement 2) Completing the Irrigation Allowance Index Application 3) User Account Registration C) Evaluate a software enhancement to include context sensitive help (which is automated "pop up" dialogs that appear when the cursor hovers over various data entry fields and other features). There are a large number of data entry fields this could apply to, but it shouldn't apply to all (\$10,000?). Staff hrs = 40 D) Quarterly updates to your Board on the progress and to seek input. = 16 hrs (Note, that \$50,000 is allocated in the budget for ITSD services necessary to reprogram software for Emergency Ordinance E and make other enhancements.)	396	\$35,640	RV/MF/JK/KR
3. Administer the Data Entry for the Self Reporting System: SAES and Efficiency Allocations	TIER 1 Hours = 240 - Prepare and mail 73 Domestic customer and 56 Municipal and Industrial customer SAES in July and again in January (M&I will show the with the TEA) - Prepare and mail 303 Agricultural customer SAES in August and again in February with the TEA. Emergency Ordinance E will require approximately 300 applications be reviewed for the Irrigation Allowance Index. (Continued)	534	\$48,060	MF/JK/RV

	<p>Normally the number reviewed is approximately 150 (previous fiscal years). Assume an additional 150 hrs (an hour each- includes "new" training and some expected errors in reporting).</p> <ul style="list-style-type: none"> - Paperwork: 40 hrs X four times a year = 160 hrs total - Process SAES, TEA Paperwork, and Payments. - Keying in the data on the error free forms will take 80 hrs twice a year = 160 hrs total - Newsletter tasks are also part of Tier 1 (including development, editing, printing, and mailing). = 64 hrs TIER 2 Hours = 500 - Fix paperwork errors and omissions on 60% of the paperwork twice a year. This will take 250 hours twice a year = 500 hrs total - Does not assume extra hours for lengthy compliance related work. 	500	\$45,000	MF/JK/RV
4. Well Registration	<ul style="list-style-type: none"> - Follow up on unregistered wells. - Assist well owner and operators with requirements for well registration, reporting and payment. Hour estimate assumes some training and education. <u>Does not assume extra hours for lengthy compliance related work</u>. - Create and maintain a "Welcome" packet. 	80	\$7,200	MF/JK/RV
5. Website Administration and Management	<ul style="list-style-type: none"> - Routine administration and maintenance of Agency website and Facebook including updating existing pages and adding new ones. = 80 hrs - Insert a form index and update all required forms. = 20 hrs 	100	\$9,000	MF/JK/RV
6. Non-Reporting (SAES Filings) Compliance	<ul style="list-style-type: none"> - Twice a year (every six months following the end of the semi-annual extraction statement period), Agency staff contacts approximately 100 non-filers (for each filing period) by telephone, e-mail and/or fax, to verify names and addresses are correct and to discuss the non-filing issue. Assume 30 minutes each = 50 hrs per year - Assess the \$50.00 daily Civil Penalty (Resolution 2013-01) for non-filing/non-payment and send form letter (certified mail return receipt) requiring retroactive reporting on groundwater extractions. = 80 hrs per year Tier 1 - Assuming operator sends extraction data back, we verify it. Generally, non-reporting operators have difficulty arriving at and/or estimating past extraction values. Estimate 1 hour each = 200 hrs per year Tier 2 - Retroactive data entry into FCGMA Online (0.50 hours each) in order to develop record and record the payment(s). Retroactive billing may be required. In some cases, bills will be developed and sent. = 50 hrs per year - Some operators will take significantly more FCGMA staff time to resolve the non-reporting issues. These efforts may result in a recommendation to EO for enforcement action. Assume extra FCGMA effort is required for 10 operators. = 100 hrs 	480	\$43,200	MF/JK/KR/RV
7. Digitization of Files	- Continue digitation and index E-files.	100	\$9,000	Clerk/Student
Records Services Subtotal		2440	\$219,600	
Section I. AGENCY "CORE" WORK TASKS				
Technical Services				
1. Annual Report Preparation	<ul style="list-style-type: none"> - Compile and analyze resource data for 2014 Annual Report. = 100 hrs - Prepare, review, finalize and publish 2014 Annual Report. = 24 hrs - Prepare Board letter transmitting 2014 Annual Report to BofD for receipt and file. = 16 hrs - Coordinate dissemination of 2014 Annual Report to stakeholders, upon request. = 3 hrs - Publish 2014 Annual Report on Agency's website. = 1 hour 	144	\$12,960	KR/MF/RV/GH
2. Data Collection, Studies and Investigations and Analysis	<ul style="list-style-type: none"> - Routine data analysis re GW conditions, pumping trends, etc. = 80 hrs - Annual BMO tracking and report to BofD. = 60 hrs - Perform QA/QC review of monitoring programs, propose improvements, incorporate in GMP update. = 60 hrs - Ventura Regional GW model update support. = 60 hrs - Coordination of field investigations, as needed, in support of tech studies. = 20 hrs 	280	\$25,200	KR/RV/JD
3. Meter Calibration Program Maintenance	<ul style="list-style-type: none"> - In 2014-2015, approximately 229 flowmeters will be due for calibration (send 1st Notices split over 4 mailings). Operators will be notified of their requirements (deadlines) for their individual meter recalibration. = 30 hrs - Responses will be tracked = 50 hrs - Staff will input test results into FCGMA Online = 50 hrs over the year - 2nd Notices to be sent to non-responders. Send notices, follow-up, track responses, and enter data. = 180 hrs - 3rd Notices to be sent to non-responders. Research contact information, make telephone calls, send notices with follow up, track responses, enter data. = 240 hrs - Additional services will include responses to inquiries (est. 60) and upload of repair/replacement flowmeter information (est. 30) = 60 hrs over the year - Staff will prepare progress reports on the effort twice per year = 20 hrs 	630	\$56,700	KR/MF/RV
4. Groundwater and Water Well Project Reviews. Review of "new water" projects.	<ul style="list-style-type: none"> - Review, approve, deny, condition, and process well applications. For proposed wells in the Las Posas Basins, forward reviews to LPUG. Prepare well permit approvals with conditions (est. 13 applications). = 156 hrs - Review "new water" water supply projects (for example City of Camarillo North Pleasant Valley Desalter, Bell Ranch Desalter, Waterworks District Desalter), assume review of 1-2 reports per project, attend 2 or more meetings meetings per project. Assumes three Staff reviewers = 336 hrs - Conduct California Environmental Quality Act (CEQA) Initial Study-Project Reviews and write technical comment letters = 80 hrs - Emergency Ordinance E requests for exceptions to the moratorium on new wells = 80 hrs 	652	\$58,680	RV/AB/GH

5. Executive, Fiscal, and Operations Committee Meeting Coordination, Support, Documentation, Progress Reports, and Technical Evaluation Memoranda	- Schedule, prepare agendas, minutes, meeting materials and provide staff support for future Executive, Fiscal, and Operations Committee meetings. - Approximately 16 meetings a year (5 hrs x 4 staff members for each meeting to include scheduling, preparation, and meeting time = 20 hrs per meeting) = 320 hrs	320	\$28,800	JK/KR/RV/GH
6. Irrigation Allowance Index Program	A) Emergency Ordinance E - Work with Farm Bureau Growers Group to improve IAI process. Includes everything from forms to spreadsheets where calculations can be made, and involvement of UC Cooperative Extension experts. Group currently meets every two weeks. Estimate = 150 hrs B) With input from Growers Group regarding forms, update FCGMA Online and deploy an online Irrigation Allowance Index training tool that allows growers to enter data in the online application to get familiar with it, without actually filing an efficiency application. Estimate = 40 hrs C) Up to four Workshops for the IAI program (one or two prior to August 1, 2014, and two between August 2014 and June 2015). Estimate = 80 hrs D) Possible contracting with Cal Poly San Luis Obispo, Irrigation Training and Research Center (or others) to conduct Quality Assurance for the Second Year of the IAI program. Estimate = 40 hrs (Note: that \$65,000 is allocated in budget for consultant services.) E) Monthly checks of the FCGMA funded weather station at the Tierra Rejada Golf Club. Estimate = 40 hrs per year Fixed cost of \$500.00 per year for weather station sensor replacement/repair. Cellular service data plan approximately \$300 per year.	310	\$27,900	RV/MF/GH
7. Policy Development and Legislative Tracking	- Evaluate potential Groundwater Management Strategies and Develop Policy documents for Board discussion and consideration. - Track and evaluate Federal, State and Regional Legislation and Regulations that pertain to the Agency. - Prepare comments and/or Board information items as appropriate.	80	\$7,200	GH/RV/AB/EO
8. Grant Administration (New, GSEAP & Prop 84 Planning)	- Review and evaluate grant opportunities, and prepare initial application and Board notification. - Contract administration. Close out one GSEAP Grant Agreements. - Attend meetings, review work products and invoice processing. - Some engagement with Watershed Protection District re its Ag Efficiency Grant.	100	\$9,000	GH/RV/MS
9. Las Posas Sub-Basin Management Plan Development	- Attend LPUG meetings (assume 20 meetings) = 80 hrs - Review BSGMP = 120 hrs - Staff reports re BSMP implementation = Est. 40 hrs - Ordinance modification to incorporate BSMP = 40 hrs - Review Draft Work Products, Produce Comments = Est. 160 hrs	440	\$39,600	KR

Technical Services Subtotal	2956	\$266,040
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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	KR/RV/GH/AB
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	AB
3. Dispute Resolution	- Agency Counsel legal support for potential Dispute Resolution - Estimated at \$5,000 □		Shown on Budget Spreadsheet	AB
4. Enforcement Activities	- Agency Counsel - Enforcement action and/or litigation evaluation triggered by specific enforcement action - Estimated at \$5,000		Shown on Budget Spreadsheet	AB
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	AB

Legal Services Subtotal	120	\$10,800
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Agency "Core" Services Total	7137	\$700,530
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Section II. ADDITIONAL FY 14-15 WORK TASKS PROPOSED FOR BOARD APPROVAL

1. Agency flowmeter and well inspection program	- Complete the existing Las Posas Basins well inspection program. Estimate = 30 hrs in 14-15 - Start a new well inspection program for the Oxnard Plain by: A) Funding future project (\$90,000) B) Preparing and sending a scope of work for consultant services, and reviewing proposals (includes GIS time for making map of area). = 30 hrs C) Select consultant, award contract for a 12 month period = 20 hrs D) Manage consultant contract for 12 months. Include a report to the Board. = 80 hrs	160	\$14,400	No Technical Staff Currently Available
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LONG TERM ISSUES AND TASKS

2. Groundwater Management Plan - Update	- Scope GMP update items and staff assignments = 40 hrs - General/background updates for 2007-2012 = 80 hrs - Develop basin-specific framework = 80 hrs - GMP strategies review, analysis, and update = 80 hrs - Monitoring programs update = 40 hrs - Irrigation efficiency / allowance program = 20 hrs - BSMP Update Progress Report(s) to BofD = 20 hrs	360	\$32,400	No Technical Staff Currently Available
3. Groundwater Basin Boundary	- Conduct Agency/basin boundary review technical study = 300 hrs - Stakeholder review of recommended boundaries = 40 hrs	340	\$30,600	No Technical Staff Currently Available

4. Technical/Basin Understanding	- Improving understanding of the interconnectedness of groundwater flow between basins, and the individual basin's yield. - Graphical tools, groundwater model, groundwater monitoring.	200	\$18,000	No Technical Staff Currently Available
5. Allocation System	- Review of groundwater allocation systems in general, or for particular projects.	200	\$18,000	No Technical Staff Currently Available
6. Health of Basins/Unabated Threats	- Seawater intrusion, migration and intrusion of poor quality water, subsidence, and pumping depressions.	200	\$18,000	No Technical Staff Currently Available
7. Groundwater Management Plan	- Evaluate existing basin management objectives, strategies, and basin specific management planning.	200	\$18,000	No Technical Staff Currently Available
8. Demand	- Expansion of use, well permits, and future reductions in pumping.	200	\$18,000	No Technical Staff Currently Available
9. Supply	- Reclamation/recycled water projects, brackish groundwater developing, aquifer storage and recover project.	200	\$18,000	No Technical Staff Currently Available
10. Financial/Fiscal	- Establishment of a replenishment fee, use of surcharge revenues, and evaluation of current extraction charge amount.	200	\$18,000	No Technical Staff Currently Available
11. Equity and Certainty	- Flowmeter verification and inspections, improvements to the self reporting system, Ordinance Code enforcement.	200	\$18,000	No Technical Staff Currently Available
12. Ordinance Code Changes or Special Legislation	- Ordinance Code updates, or Special Legislative Changes	200	\$18,000	No Technical Staff Currently Available
Sub-Total: Section II Additional Work Tasks Listed Above w/ No Technical Staff		2660	\$239,400	
GRAND TOTAL: Section I Agency "Core" Work Tasks PLUS Section II - Additional Work Tasks		9797	\$939,930	

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 **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

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