

FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



BOARD OF DIRECTORS

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INTERIM EXECUTIVE OFFICER

Arne Anselm

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Fox Canyon Groundwater Management Agency (FCGMA), also sitting as watermaster for the Las Posas Valley Basin and the groundwater sustainability agency for the Las Posas Valley Basin, the Pleasant Valley Basin, and the Oxnard Subbasin, will hold a **Executive Committee Meeting** at **9:00 A.M. on Thursday, June 20, 2024** in the **Lower Plaza Assembly Room**, at the Ventura County Government Center, Hall of Administration at 800 South Victoria Avenue, Ventura, California.

EXECUTIVE COMMITTEE MEETING AGENDA

**June 20, 2024
9:00 A.M.**

Members: Chair Eugene West
Vice Chair Kelly Long

- A. Call to Order**
- B. Introductions**
- C. Public Comments** – Audience members may speak about matters not on today's Agenda.
- D. Agency Staffing Analysis** – Presentation and evaluation of the Draft Agency Staffing Analysis Report and opportunity to provide recommendations for any modifications.
- E. Future Agenda Items and Next Meeting Date** – The next Executive Committee meetings are tentatively scheduled for 9:00 A.M. on September 19th and December 19th, 2024.
- F. Adjourn Meeting**

STANDING NOTICES

The next Regular Meeting of the Fox Canyon Groundwater Management Agency Board of Directors will be held Wednesday, June 26, 2024.

The FCGMA Board and its less-than-a-quorum advisory committee groups, such as the Fiscal Committee, strive 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 Committee can only act on items designated as Action Items. Action items on the agenda are staff proposals and may be modified by the Committee as a result of public comment or Board member input.

Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing the Fox Canyon Fiscal Committee in connection with one or more agenda or non-agenda items.

If you wish to make a written comment, please follow the steps below.

1. If you wish to make a written comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the Monday prior to the Fiscal Committee Special Meeting. Please submit your comment to the Clerk of the Board at FCGMA@ventura.org. Please indicate in the subject line of your email the agenda item number (e.g., Item No. 9). Your email will be read by the Committee members and placed in the record.
2. If you would like to make a general public comment (Item 4) for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please submit your comment via email, limited to 250 words or less, to the Clerk of the Board at FCGMA@ventura.org. Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

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, via emailing FCGMA@ventura.org or via telephone by calling (805) 654-2014. Any such request should be made at least 24 hours prior to the meeting so staff can make the necessary arrangements.

Continuance of Items: The Committee will endeavor to consider all matters listed on this agenda. However, time may not allow the Committee 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: Our website address is <https://fcgma.org/>. Information available online includes the Board's meeting schedule, a list of the Board members and staff, general information, and various Agency forms. If you would like to speak to a staff member, please contact the FCGMA Clerk of the Board at (805) 654-2014 or via email at FCGMA@ventura.org.

FOX CANYON GROUNDWATER MANAGEMENT AGENCY

MEMORANDUM



Date: June 20, 2024
To: Executive Committee
From: Arne Anselm, Interim Executive Officer
Subject: Item D – Presentation and evaluation of the Draft Agency Staffing Analysis Report

Background

This item follows your Board's discussion at the December 1, 2023, meeting regarding future staffing needs of the Agency and the discussion at the January 12, 2024, meeting on Agency task prioritization. On April 24, 2024, your Board received a progress report on the staffing analysis project, which included discussion of the staffing levels needed to accomplish your Board's priorities and how the Agency can meet said priorities through current staffing levels and contract support through the end of the calendar year.

Work Tasks Prioritization

As presented to your Board, there are seven principal drivers of the Agency's work tasks: Board Meetings, Legislation and Regulations, Judgment and Litigation, Ordinances, Resolutions, Grants, and Board Direction. The staff's evaluation is that all work tasks listed are important, and most are urgent.

Staffing Analysis

In response to your Board's request, a report on the staffing level needed to accomplish Agency work tasks was initiated. Hallmark Group was contracted to analyze the Agency's staffing needs to accomplish its work, tasks, and responsibilities for two time periods: (1) May of 2024 through the end of December 2024, and (2) for Fiscal Year July 2024 – June 2025. The first time period is in direct response to your Board's request, the second to assist with workplan and budget development for FY 24-25. This effort exams staffing needs from the perspective of your Board's identified task priorities, which are different from the way the Agency's work plan and budget have been prepared in the past. The task priorities matrix uses different categories to break down tasks (Exhibit D1).

Agency staff have been working closely with Hallmark Group to identify Agency tasks, responsibilities, internal administrative processes, and to develop estimates of time needed in each staff position to complete these tasks. A presentation on the identified task and the staff positions needed for the Agency to accomplish its work, tasks, and responsibilities along with how current and future staffing and contract support match to your Board's priorities through the end of this calendar year will be presented at the July 24, 2024, Board meeting for your Board's input and further direction on task prioritization.

Conclusion

This letter has been reviewed by Agency Counsel. If you have any questions, please call me at (805) 654 3942.

Sincerely,

Arne Anselm
Interim Executive Officer

Attachments:

Exhibit D1 – Subtasks Used for Staffing Analysis

Exhibit D1 – Subtasks Used for Staffing Analysis

FCGMA STAFF ANALYSIS			
Task Reference			
I. Board Meetings			
1			Board meetings, agendas, minutes
	a		PM Monday meeting with EO
	b		Agenda development
	c		Board doc development/review
	d		Develop financials and POB
	e		Board presentation development
	f		Board letter (drafts and reviews)
	g		Board meeting
	h		Board follow up/tasks
	i		Pre and post debriefing board meetings
	j		Draft Minutes
2			Committee meetings, agendas, minutes
	a		Agenda development
	b		Board doc development/review
	c		Board presentation development
	d		Committee meeting
	e		Board follow up/tasks
	f		Draft Minutes
II. Legislation and Regulations			
1			GSP 5-Year Evaluation
	a		<u>OPV</u>
	i		PM with consultant
	ii		Review of 3 public workshop materials
	iii		Review United modeling summary as needed and meetings on EBB project
	iv		Process invoices for consultant
	v		Fiscal processing (County staff dedicated [not full time])
	vi		Workshop promo / outreach Q&A / site logistics
	vii		Prep with Dudek (1 hr/wkshop)
	viii		Public workshop attendance (3hrs/workshop)
	ix		Request, file and forward data
	x		Review draft reports
	xi		Staff upload to DWR portal
	b		<u>LPV</u>
	i		Noticing and update watermaster site (PAC develops agendas and minutes)
	ii		Maintaining Constant Contact/stakeholder lists
	iii		Developing database specifications for LPV reporting and testing, invoices
	iv		Processing LPV BA payments & associated tasks
	v		Develop Extraction and Monitoring tool for LPV reporting
	vi		Request, file, and forward data
	vii		LPV annual allocations
	viii		Review draft report
	ix		PAC meetings every two weeks (3-6pm)
	x		PAC draft memos for PAC consultation
	xi		Response reports to PAC recommendation report
	xii		TAC being assembled
	xiii		TAC consultation (new uses, annual reports, basin optimization yield study/plan, localized restrictions on extractions, interim increase to rampdown, adjustment of carryover parameters)

Exhibit D1 – Subtasks Used for Staffing Analysis

	xiv	New and replacement well applications
	xv	Staff upload to DWR portal
2		GSP Annual Reports
	a	<u>OPV 5-Yr GSP Implementattion</u>
	i	Develop RFP and on-board consultant
	ii	Coordinate with consultant on development
	iii	Review results with subcommittee
	iv	Public outreach (mailing, posting, develop comment matrix with staff response)
	v	Process invoices for consultant
	vi	Request, file and forward data
	vii	Review draft reports
	viii	Staff prepare for and upload to DWR portal
	b	<u>LPV 5-Yr GSP Implementation</u>
	i	Develop RFP and on-board consultant?
	ii	Coordinate with consultant on development
	iii	Review results with subcommittee
	iv	Public outreach (mailing, posting, develop comment matrix with staff response)
	v	Process invoices for consultant
	vi	Request, file and forward data
	vii	Review draft reports
	viii	PAC meetings every two weeks (3-6pm)
	ix	TAC being assembled
	x	Staff upload to DWR portal - Kathleen (6 hrs)
3		Annual Work Plan & Budget
	a	Budget mid-year review
	b	Budget & cash flow development
	c	Review with subcommittee
	d	Finalize budget (finalize, post on web, etc.)
4		Biennial Audit
	a	FCGMA:
	i	Develop RFP and on-board audit firm?
	ii	Staff interface on audit development
	iii	Staff review of audit report
	iv	Process invoices for consultant
	b	LPV:
	i	Develop RFP and on-board audit firm?
	ii	Staff interface on audit development
	iii	Staff review of audit report
	iv	Process invoices for consultant
5		PRAs
	a	Number?? Staff effort. Coord with legal?
	b	Public Inquiries
	c	Customer inquiries
III.		Judgement and Litigation
1		LPV Adjudication Judgement
	a	Watermaster Admin
	i	Initial mailout to recipients

Exhibit D1 – Subtasks Used for Staffing Analysis

	ii	PRAs
	iii	Budget and workflow
	iv	PAC Meetings
	v	Customer inquiries
	vi	Well registration, change of extraction
	vii	Data analysis missing wells database vs judgment
	viii	WMID confirmations and changes
	ix	Transfers, Overuse
	x	Carryover
	xi	Delinquencies and enforcement
	xii	Database design, additions, changes, testing
	xiii	Watermaster webpage, design, content & review
	xiv	Semi Annual groundwater extraction and use reporting
	b	Basin Optimization Yield Study
	c	Basin Optimization Plan
2		OPV Adjudication
	a	Discovery
	b	Not started yet? Many tasks? How many stakeholders/wells?
IV.		Ordinance
1		Semi-Annual Statements (SAES)
	a	Programming and mailing
	i	Design updates (ea. enhancement)
	ii	Develop business rules
	iii	Testing
	iv	Production / Mail
	b	Processing
	i	Entering paper SAES
	ii	Review flowmeter photos
	iii	Review reported extractions
	iv	Payments (apply payment, generate receipt, fiscal report)
	v	Refunds (research, memo, approval, adjustment receipt, transmittal)
	vi	Customer service, walk-ins, etc.
	vii	Deficiency reporting (research, correspondence, follow up)
	viii	CP Waivers (review, report, memo, db adjustment, correspondence, records update)
	ix	CombCode changes (review permit conditions & owner approval, account / file setup, correspondence)
	x	Surcharges
	xi	Supervisor/ Manager Follow-up/Review
	xii	Non-Reporters
2		Well Permit Applications
	a	Review for completeness, process applications (including research, and analyses)
3		Allocation Transfer Requests
	a	Variances - review for completeness, process applications (including research, and analyses)
	b	Transfers - review for completeness, process applications (including research, and analyses)
4		Flowmeters & AMI
	a	Calibration review and processing
	b	Flowmeter replacement, rollover

Exhibit D1 – Subtasks Used for Staffing Analysis

	c	AMI data management
	d	NOVs
	e	Annual Flowmeter Exemptions
	f	Domestic AMI Exemptions
	g	Groundwater Estimate Analysis
	h	Data Management System Meetings
5		Owner and/or operator changes
	a	Current monthly effort (what's happening)
	b	Backlog (est. of hours for monthly)
6		Compliance/Enforcement
	a	Non-Reporting
	b	Failure to register change of owner/operator
	c	Flowmeter calibration
	d	AMI
	e	Mail meter calibration notices, NOVs, and letters.
	f	Late/Non-Reporters
	i	Follow up with non-reporters
	ii	Access Civil Penalties
	iii	Data Entry (and billing) into FCGMA Online
	iv	Recommendation to EO for enforcement action
	v	Process civil penalty
	g	Well Registration
	i	Unregistered wells
	ii	Owner and/or operator changes
	iii	Validate SWN / APN / Owner / Agent
	iv	Validate / Set Up Account Structure & network files
	v	Revised/New SAES & Outreach
	vi	Scan / File / Notes
V.		Resolution
1		Conejo Creek Project
	a	Compliance monitoring
	b	Report Review
	c	Annual Meeting
2		NPV Desalter
	a	Compliance monitoring
	b	Report Review
	c	Annual Meeting
3		GREAT / RWPA Program
	a	Compliance monitoring
	b	Report Review
4		Credits
	a	Review reporting
	b	Update credit records
5		Board Approved Projects
6		CMWD LPVB ELPMA ASR
	a	Compliance monitoring

Exhibit D1 – Subtasks Used for Staffing Analysis

VI.					Grant - SGMA Imp. Rd 1
1					OPV monitoring well installation
2					Subgrantee awards to UWCD, PVCWD, Camarillo
3					Quarterly reports
	a				Collect, review invoices and develop invoice package
	b				Grant closeout reports (final deliverables, etc.)
	c				Post-grant performance reports
4					Grant -Follow-up Compliance
5					GSP Implementation
6					Monitoring well installation and follow-up monitoring
7					Meetings, studies, analyses
8					Upgrades to existing and development plans for new Data Management System
9					General Administrative Tasks
VII.					Board Direction
1					Oxnard well destruction
2					Project prioritization
3					Replenishment fee
4					OPV variance applications
5					New data management system procurement
6					CombCode - ordinance amendments
7					Study of independent staffing for Agency

Exhibit D1 – Subtasks Used for Staffing Analysis

FCGMA STAFF ANALYSIS Additional Tasks	
Task Reference	
1	Administration
	a Consultant management
	i Initial consultant procurement (RFPs)
	ii Annual consultant contract renewal
	b FCGMA general strategy/planning
	i Periodic planning for FCGMA activities
	c Ordinance Clean up
	i Update ordinance/consolidate, etc.
	d Legal counsel
	i Misc. support
	e Accounting support
	i Accounting support
	f IT support
	i IT support
	g HR / Personnel Issues
	i Personnel issues
	ii Compensation/benefits
	iii Hiring
	iv Ongoing training (health & safety, prevention, etc.)
	v Performance reviews
	h Insurance Renewal
	i Maintain insurance for GSAs (Directors & Officers, general liability, etc.)
	i Grant Proposals
	i Tracking/reviewing grants
	ii Apply for up to 2-3 grants
	iii Successful grant mgmt
	j State Trainings/workshops
	i DWR SGMA forum
	ii GRA conferences
	iii ACWA
	iv Brown Act training
	v Ethics training

Exhibit D1 – Subtasks Used for Staffing Analysis

2	Outreach	
	a	Monthly time for stakeholder support
	i	Assume x hours per month for general stakeholder support
	b	Coordination with other agencies
	i	Monthly time to coordinate with neighboring agencies
	c	Website update and hosting
	i	Updating websites
	d	Newsletters
	i	OPV newsletter development
	ii	OPV newsletter distribution/mailing
	iii	LPV newsletter development
	iv	LPV newsletter distribution/mailing
	e	Workshops
	i	OPV
	ii	LPV
3	Financial Management	
	a	FCGMA Monthly Invoicing & Financials
	i.	FCGMA staff tracking
	ii.	Review OPV consultant invoices
	iii.	Review LPV consultant invoices
	iv	Prepare financial statements for FCGMA
	v	Prepare financial statements for LPV Watermaster