

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



## BOARD OF DIRECTORS

**Eugene F. West**, Chair, Director, Camrosa Water District  
**Kelly Long**, Vice Chair, Supervisor, County of Ventura  
**David Borchard**, Farmer, Agricultural Representative  
**Lynn Maulhardt**, Director, United Water Conservation District  
**Tony Trembley**, Mayor, City of Camarillo

## 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 **Fiscal Committee Meeting** at **2:00 p.m. on Tuesday, June 11, 2024** in the Lower Plaza Assembly Room, at the Ventura County Government Center, Hall of Administration at 800 South Victoria Avenue, Ventura, California.

## FISCAL COMMITTEE MEETING AGENDA

**June 11, 2024  
2:00 P.M.**

**Members:** Chair Eugene West  
Vice Chair Tony Trembley

- A. Call to Order**
- B. Introductions**
- C. Public Comments** – Audience members may speak about matters not on today's Agenda.
- D. Approval of Minutes** – Approve minutes of the June 9, 2023, Fiscal Committee meeting.
- E. Fiscal Year 2024-25 FCGMA Budget Development Study Session** – Proposed Fiscal Year 2024-25 Work Plan and Draft Budget evaluation; opportunity to provide recommendations for any modifications prior to submittal to the Board.
- 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](mailto: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 into 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](mailto: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.

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**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](mailto: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.

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**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.

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**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](mailto:FCGMA@ventura.org).

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## INTERIM EXECUTIVE OFFICER

**Arne Anselm**

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## FCGMA FISCAL COMMITTEE SPECIAL MEETING MINUTES

**June 9, 2023**

Minutes of the Fox Canyon Groundwater Management Agency's (FCGMA) Fiscal Committee special meeting held **June 9, 2023**, in the Atlantic Conference Room at the Ventura County Government Center, Hall of Administration, 800 South Victoria Avenue, Ventura, California.

**Members:** Chair Eugene West  
Vice Chair Bert Perello

**1. Call to Order**

**2. Introductions**

In attendance were: (1) Gene West, FCGMA Fiscal Committee Chair; (2) Bert Perello, FCGMA Fiscal Committee Vice Chair; (3) Kimball Loeb, Groundwater Manager; (4) Keely Royas, FCGMA Clerk of the Board; (5) Kathleen Riedel, Groundwater Specialist; (6) Arne Anselm, WPD Deputy Director, and (7) Julia Dixon, PWA, Fiscal, Central Services Division (CSD).

**3. Public Comments**

No public comments were made.

**4. Fiscal Year 2023-24 Budget Development Study Session – Proposed Fiscal Year 2023-24 Work Plan and Draft Budget.**

Mr. Loeb introduced the documents presented with today's Agenda and explained that the budget is divided into two parts: the first is the Annual Work Plan with all tasks grouped under categories – Mr. Loeb explained that the Agency uses this work plan to estimate the staff time required for the following budget year. He noted that FCGMA has full-time dedicated staff, and other part-time staff, which is billed directly for hourly time. He noted that there is a fixed-cost allocation for Mr. Jeff Pratt's time, and for Julia Dixon's time, including other PWA fiscal support.

Continuing, Mr. Loeb explained that the other part is the budget sheet itself, which staff time gets plugged into.

Mr. Loeb acknowledged that the unknown factor for the budget is the Las Posas Valley Adjudication Judgement, which will be published after the judge holds a final hearing later in June 2023. Mr. Loeb noted that while the Agency can estimate what the judgement requires, they won't know its exact requirements until after the notice of entry of judgement and appeals are heard. Chair West noted that the notice of entry of judgement filing date triggers the clock on the appeal hearing deadline, and he clarified that if the notice of entry is not filed, the hearing sunset deadline is 180 days.

Vice-Chair Perello asked who is responsible for filing the notice of entry of judgement; Chair West responded that it is usually the party who submitted the proposed judgement. Mr. Loeb noted that the Las Posas Farming Group and their attorneys, O'Melveny and Meyers, have been the lead.

Mr. Loeb noted that once the LPV Judgement is final, FCGMA staff will have to make many changes to their standard operating procedure comply with the Judgement, including peeling out all work associated with LPV as separate from other tasks; he clarified that there will be significant additional administrative time spent developing a separate budget and procedures. Mr. Loeb noted that once the LPV Judgement is in effect, Agency staff will come back to the Board with a revised GMA budget that reflects such changes.

Mr. Loeb presented the "Fiscal Year 2023-24 Budget Development Study Session" presentation to the Fiscal Committee. He went over the budget process summary, which described what the proposed annual work plan was and what general items were included in the budget estimates. He also went through the work plan categories and the tasks for each. Mr. Loeb noted that the special expenditures are the same as what is broken down in the budget sheet, including groundwater sustainability plan implementation, new allocation systems and variance work, moving forward with new data management system procurement, and continued water market development and implementation. Mr. Loeb noted that DWR sustainable groundwater grant implementation and monitoring well installation in Oxnard and Pleasant Valley basins that are largely funded through the grant and partially funded by the Agency are outlined further in the budget.

Regarding the work plan, Chair West asked about the contract estimate. Mr. Loeb explained that this tracks back to Ventura County GSA or Dudek costs, which the Agency considers outside costs. For example, the GSA costs are for Boardroom reservations and technical equipment expenses, and the like. Mr. Loeb stated that such contract estimates may need to be removed from further budget development study sessions, as they may be a distraction because the Agency pulls the bottom-line cost of Public Works Agency charges when developing their budget, not contract estimate line items.

For staffing, Mr. Loeb noted that the Agency projected in the 22-23 budget, 9.1 full time equivalent staff working for FCGMA, but for reasons attributed to difficulty filling positions, promotions to County positions outside the Agency, and some turnover, the Agency averaged about 6 people up until April. The Agency has had some new hires, including the new Assistant Groundwater Manager, and they will end the year at 8.6 FTE positions. The Agency is recruiting some other positions and has projected 10.5 FTE staff; Mr. Loeb noted that this may change according to the LPV Judgement.

Chair West noted that the beginning balance line should stay on the budget sheet, but with regards to the rest of the top third of the budget sheet, the data is confusing because it conveys more of a statement of financial position, including historical or projected totals year over year. Chair West suggested carving this data out of the budget sheet onto a separate statement of financial position document. Mr. Loeb agreed that this legacy format can be a bit confusing, and he pointed out that the budgeting projections under the GEMES account have a starting and ending balance for legal expenses.

Chair West would like to see operating revenue and operations-related expenses be given primary focus as the Agency's operating budget. Chair West said that an updated format would also more clearly present what the gross revenue is and what the gross expenses are, and then an operating surplus or deficit could be calculated more easily. And then that would be factored into the statement of financial position – the balance sheet. Mr. Loeb and FCGMA Accountant Julia Dixon agreed and thanked Chair West for his feedback.

With regards to the GEMES account, Mr. Loeb noted that there is a lot of uncertainty with regards to special Counsel expenses. He reminded the Committee that the Board will have a reserve fee review on the October Agenda and noted that reserve fee projections have always been projected to be in the red until FY 2024-2025, when the reserve fee is currently scheduled to sunset unless the Board extends it, which may be plausible given the OPV Adjudication commencing in 2024.

Mr. Loeb noted that surcharges are down this year due to Board actions for waiving or forgiving some surcharges. He reminded the Committee that the surcharges do not go into the operating budget and are held separately.

Chair West stated that it may be necessary in future years to conduct a sensitivity analysis on some of these numbers regarding how many of these expenditures and incomes are related to the different basins. He noted that the Board will need to have access to this data in the future. For example, looking at the recent past, the Agency's expense to be involved in the LPV litigation has been funded by everyone in all the basins who pay sustainability fees. It follows, Chair West continued, that the folks in LPV will likely question why they are paying the cost for the OPV litigation that is coming up. Chair West clarified that once the Agency reaches the point of separate assessments for separate basins, there will be a need for separate cost basis for each.

Mr. Loeb responded that staff are aware of this issue, and fortunately, staff track different litigation expenses separately, so separating that out will be a straightforward process. Chair West clarified that he was referring to all basin-related expenses, not just litigation. Will there be a different pumping charge and sustainability fee per basin that is separate from the assessment fee in Las Posas? Mr. Loeb acknowledged as such and noted that this will need to be discussed in a budget review once the LPV Judgement is in place, so the Agency can avoid duplicative charges.

Chair West stated that it might be prudent to begin by presenting expected deficits and surpluses when presenting budget information to the Board. We shouldn't start with a beginning balance of zero. The questions are: what is our annual income, and what are our anticipated expenses? Chair West noted that he's seen other Agencies dedicate any surplus at the end of a fiscal year to reserves or to a rate stabilization fund, which could be transferred to balance future budgets should they fall into deficit.

Chair West asked where the revenue is listed that offsets the cost of the monitoring well installation? Mr. Loeb pointed out that the grant money comes as a multi-year DWR reimbursement, which needs to carry over. Chair West suggested that an inclusion noting the expected balance in 2024 or the like would be helpful.

Mr. Loeb suggested that the Agency could break out capital projects from other projects in future draft budgets, pulling them out into a CIP budget, and Chair West voiced his support.

Co-Chair Perello asked about any other revenue streams, with regards to enforcement activities. Mr. Loeb noted that one such enforcement activity is ongoing with the DA, but that some revenue could be generated in the future, with regards to back-extraction fees that were not paid, both extraction charges and sustainability, and potentially significant civil penalties and interest on unpaid expenses. Mr. Loeb noted that these projections are not included in the draft budget as they are still unknown. He stated that the Agency is not as aggressive with compliance as it needs to be due to staffing shortages.

Mr. Loeb pointed out some line items on the expenses sheet: regarding the data management system software replacement and GS licensing, the Agency does need funding to continue their current system as well as devote procurement efforts towards the new system.

Chair West asked why the expenditures are broken down by annual, special, and regular expenses. Mr. Loeb noted that special expenses don't recur with regularity, and Chair West suggested moving them under the annual expenses for clarity. He also suggested moving contingency to annual, which will clarify the categories and illuminate the total operating expenses for the Board. Chair West suggested that, at the bottom of the budget sheet, after showing a net operating deficit, the report should then show the carry forward followed by the year-end result.

Chair West noted that it doesn't look like we will need a fee increase for the 2023-2024 fiscal year based on the draft budget. Mr. Loeb agreed and said that any rate or fee increases should be deferred until after the budget is revised and the LPV Judgement is in place. He noted that a previous increase was not passed by the Board because while M&I stakeholders were concerned with wanting to have programmed fee increases for rate cases, farming stakeholders did not want to plan for increases until they had to budget for it. Chair West clarified that when M&I stakeholders do their rate studies, and they adopt their rate plan, they adopt a pass-through provision separate from the rate study so if they see increased costs from a water purveyor or from groundwater pumping, they won't need to go through another 218 process.

## **5. Adjourn the Fiscal Committee Meeting**

Chair West adjourned the meeting at 3:03 p.m.

Drafted May 9, 2024

Submitted by:

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Elka Weber  
Clerk of the Board

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

## MEMORANDUM

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**Date:** June 11, 2024  
**To:** Fiscal Committee  
**From:** Arne Anselm, Interim Executive Officer  
**Subject:** Item E – Fiscal Year 2024-25 FCGMA Budget Development Study Session

### **Background**

The Fiscal Committee's budget development study session provides an opportunity for the Committee to evaluate the proposed Draft Budget for Fiscal Year (FY) 2024-2025 and provide recommendations for any modifications prior to consideration of adoption by the full Board. The June Board meeting is when the annual budget is usually adopted, though there is no requirement that the budget is adopted prior to the start of the Fiscal Year.

The Draft FY 2024-25 Budget is presented into two parts: the Annual Work Plan, and the Budget. The Annual Work Plan includes a description of the proposed tasks, labor estimates, and contract estimates where appropriate, all of which, in turn, inform the proposed FY 2024-25 Budget.

### **Does not include LPV Watermaster Budget**

The budget discussion in this item does not include labor estimates or contracts for the LPV Watermaster. These actions are funded through a separate assessment and are held separately in the LPV Watermaster Fund.

### **Draft Annual Work Plan**

The draft Fiscal Year 2024-25 Work Plan summarizes the major work tasks and staff services anticipated during the next Fiscal Year (Exhibit E1). The tasks identified in the Work Plan follow the Work Task Prioritization presented to your Board in January 2024 (Exhibit E3). To prompt discussion, staff put resources towards some of these efforts and not others (e.g. continued progress towards a new database but a replenishment fee in the next Fiscal Year). Prioritization of tasks is requested to refine the Work Plan and Budget.

The Work Plan categorizes Annual Operations into Administration and Fiscal Services, Records Services, Technical Services, Legal Services, and Public Outreach. Efforts which are not routinely done each year are included in a separate Special Expenditures category. These have included continued Groundwater Sustainability Plan (GSP) implementation, continued implementation of new extraction allocation systems, new data management system procurement, Water Market development and implementation, administration of the Department of Water Resources (DWR) Sustainable Groundwater Management (SGM) Implementation Grant, Round 1, and installation of monitoring wells in the Oxnard and Pleasant Valley (OPV) Basins as part of the grant program. Discussion on the draft Fiscal Year 2024-25 Work Plan should identify which Special Expenditures the Agency should prioritize in Fiscal Year 2024-25.

### **FCGMA Staffing**

Agency administration and staffing is provided under contract by the Ventura County Public Works Agency (PWA). Specific staff are fully assigned to the Agency and other PWA staff are utilized as needed on a part-time basis. PWA Fiscal staff are provided on a fixed-cost basis and historically the Executive Officer has been as well. It is a separate column on this Work Plan. The current Fiscal Year's (FY 2023-24) approved Work Plan and Budget included a total of 10.0 full-time equivalent (FTE) staff. Due to recruiting challenges and staff turnover, the Agency has not been at full staff for some time. Significant progress is being made at filling vacancies and so the Draft Budget was developed assuming full staffing of the Agency. Staff time projected to implement the LPV Watermaster is not represented here, and so individual positions will show less than a full-time equivalent.

**FY 2024-25 Draft Budget**

Staff costs are included in the Budget worksheet under the line item for Public Works Agency charges and consultant costs and other contracts are included as separate line items. Columns on the Budget worksheet show FY 2022-23 year-end actual amounts, FY 2023-24 adopted budget and projected year-end actuals (based on fiscal reporting through April 30, 2024), the FY 2024-25 Draft Budget, and planning-level budget projections for FY 2025-26. The FY 2024-25 Draft Budget is attached (Exhibit E2).

Table 1 is a summary of projected year-end fund balances. Based on the FY 2024-25 Draft Budget, the Operating Fund is projected to end FY 2023-24 with a balance of \$412,903 with an overall FCGMA fund balance of approximately \$8,538,054 including the reserved Designated Accounts. This is considerably more than projected in the budget, largely due to the majority of the costs of the SGM Implementation Grant’s OPV Monitoring Well Installation project being incurred in FY 2024-25.

Table 1

**Year-End Fund Balances**

Account	2022-23 Year-End Actuals	2023-24 Adopted Budget	2023-24 Actuals Through Jan 2024	2022-23 Projected Year-End	2024-25 Draft Budget	2025-26 Planning-Level Budget
GEMES Account	(\$1,477,130)	(\$396,040)	(\$630,900)	(\$587,130)	\$632,870	\$563,870
Surcharges Account	\$3,337,855	\$4,594,849	\$4,123,347	\$4,368,223	\$3,813,223	\$4,813,223
Operating Reserves	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Operating Account	\$839,487	(\$1,988,332)	\$1,853,671	\$412,903	(\$999,994)	\$141,027
Operating Account Carryforward	\$650,899	\$2,746,305	\$1,490,386	\$3,344,057	\$3,756,960	\$2,756,966
<b>Year End Total Fund Balance</b>	<b>\$4,351,111</b>	<b>\$5,956,782</b>	<b>\$7,836,505</b>	<b>\$8,538,054</b>	<b>\$8,203,059</b>	<b>\$9,275,086</b>

Following are descriptions of the various accounts and budget lines that are itemized in the attached FCGMA FY 2024-25 Draft Budget (Exhibit E2):

**Groundwater Extraction Management Enforcement Surcharge (GEMES) Reserve Account**

The GEMES account was established by your Board as a reserve account for legal expenses. Projected Special Counsel and County Counsel litigation expenses are based on the updated estimates. The GEMES account is funded through a \$20 per Acre-Foot (AF) Reserve Fee which sunsets on October 1, 2024, unless extended by your Board. The draft budget assumes the GEMES Reserve Fee will be continued.

**Designated Surcharges Account**

The FY 2024-25 Draft Budget projects \$1,000,000 in surcharge revenue. Surcharge revenue is not used for operating expenses and can only be used for Board-designated expenses, which have been principally for water replenishment or supporting projects to increase the water supplies and/or sustainable yield of the Basins. The Board approved a \$1,000,000 loan to the FCGMA Operating Account in the FY 2022-23 Budget to cover the projected shortfall due to expenses for installing monitoring wells in the OPV Basins as part of the SGM Grant program. At that time the Board’s direction was for the loan to be repaid in FY 2024-25. At the April 24, 2024, Board meeting, it was recommended these expenses be fully funded through the Designated Surcharges Account.



### **Designated Reserve Account**

The Designated Reserve Account balance remains at \$1,000,000 per your Board's direction.

### **Designated Accounts Interest Earnings**

This line shows the projected interest earned for the three designated accounts.

### **Operating Revenues**

Operating Revenues include pump-charges (\$6/AF), groundwater sustainability fees (\$29/AF), interest earnings, penalties, grant, and miscellaneous revenues. Additionally, there are line items for projected reimbursement from the DWR SGM Implementation Grant Round 1 for projects in the OPV Basins and transfers from the Designated Surcharge Account. The transfers from the Surcharges Account are reflected in the FY 2024-25 Draft Budget with \$1,000,000 in revenue to the Operating Account in FY 2022-23 and \$2,577,800 in FY 2024-25.

### **Annual Operating Expenditures**

Following are the principal annual operating expenditures:

1. **Public Works Agency Charges:** The FY 2024-25 Draft Budget includes \$2,880,207 for PWA staff services per the projections in the draft Annual Work Plan.
2. **General Services Agency Charges:** County General Services Agency (GSA) fees include printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc. GSA expenses are budgeted at \$25,000 for FY 2024-25.
3. **Legal Service Fees:** Agency Counsel legal services are provided by the County Counsel's Office, which serves as Agency Counsel, to provide routine legal services. Legal services are budgeted at \$170,000 for FY 2024-25.
4. **FCGMA Online Support:** Support for the FCGMA Online database management system is supplied by PWA and County IT services. These services include the annual maintenance costs, system revisions and updates, special database queries, software enhancements, and includes GIS and other software license fees. FCGMA Online support is budgeted at \$225,000 for FY 2024-25.
5. **GSP Annual Reports:** The Agency is required to prepare GSP annual reports for the LPV, Oxnard, and Pleasant Valley basins. GSP annual reports are budgeted at \$50,000 per the current agreement with Dudek.

### **Special Expenditures**

The FY 2024-25 Draft Budget identifies special expenditures, including the following:

1. **New FCGMA Data Management System:** The cost for a new data management system is presently unknown. The FY 2024-25 Budget includes an estimate of \$200,000 for procurement efforts, and \$250,000 in planning-level amounts in FY 2025-26.
2. **Groundwater Sustainability Plan Implementation:** The FY 2024-25 budget includes \$607,892 for GSP implementation based on the agreement with Dudek approved by your Board at the December 9, 2022, and April 22, 2024, meetings. The majority of these costs are for evaluation and updating of the GSPs which is projected through FY 2024-25.
3. **SGM Implementation Grant Monitoring Well Installation (OPV):** The approved budget included projection of \$1,755,218 in FY 2022-23 for installation of monitoring wells in the OPV basins. As the grant agreements were not executed by DWR until late September 2022, the majority of projected expenses for this work have been pushed out to FY 2024-25. DWR reimbursement under the SGM Implementation Grant Round 1 in the revenue section was correspondingly included in FY 2024-25. Your Board approved a contract to a drilling contractor for \$4,989,070. Additional contract costs of environmental permitting and project management are included in this line item. No matching contributions are required under this

grant. A reduction in the scope by eliminating one of the deep wells will reduce the cost to the Agency. Staff have identified one well to remove from the grant but left the costs in the budget. Removing it from the grant allows the Agency to drill the well without the constraints required by the grant.

4. **SGM Implementation Grant Round 1 (OPV) Administration:** The consultant expense to assist with DWR SGM Implementation Grant Round 1 administration for the OPV Basins is shown here. Your Board awarded this work to Kennedy Jenks Consultants at the July 10, 2022, Board meeting. Per the subgrant agreements approved by your Board at the September 9, 2022, meeting, subgrantees City of Camarillo, Pleasant Valley County Water District, and United Water Conservation District will proportionately reimburse the Agency, which is carried under the SGM IMPL GRANT ROUND 1 (OPV) – ADMIN line under Revenue. The Agency’s net share is \$9,748 annually.
5. **Stakeholder Facilitation / Public Outreach:** The FY 2024-25 Draft Budget includes \$25,000 for stakeholder facilitation and/or public outreach.
6. **Rate Counsel:** The FY 2023-24 Adopted Budget included \$100,000 for rate counsel and consultant assistance with studying and preparing a replenishment fee consistent with your Board’s awarded agreement with Jarvis Fay. Less than \$5000 has been spent. The FY 2024-25 Draft Budget projects this effort will be on hold with only \$15,000 budgeted.

### **Analysis and Recommendations**

At the 2023 Fiscal Committee budget development study session, the Committee recommended that the Groundwater Sustainability Fee be increased to \$29/AF in FY 2022-23 and by another \$15/AF to \$44/AF in FY 2023-24 to provide sufficient funds for the Agency’s annual operations. The Board only acted on the Committee’s recommendation to increase the fees in FY 2022-23 and did not adopt a second increase for FY 2023-24. The draft Budget projects that the Operating Fund will end FY 2024-25 with a balance of approximately of negative \$999,994. If the \$1,000,000 transfer from the Surcharges Account in FY 2022-23 were shown in FY 2024-25, the balance would be positive. The Operating Account ending balance is projected to be \$2,756,966. The priorities the Board directs the Agency to pursue in the following year will directly impact the Operating Fund account balance.

### **Summary**

Staff requests the Fiscal Committee consider the Agency’s Work Tasks and Prioritizations presented to the Board on January 12, and April 24, 2024, and recommend modifications to the Draft FY 2024-25 Work Plan and Budget for the Board’s consideration of adoption.

### **Attachments**

Exhibit E1 – FCGMA FY 2024-25 Draft Annual Work Plan

Exhibit E2 – FCGMA FY 2024-25 Draft Budget

Exhibit E3 – FCGMA Work Tasks and Prioritization

# FCGMA FISCAL YEAR 2024-25 ANNUAL WORK PLAN - DRAFT

## Exhibit E1 - Detail

### ANNUAL OPERATIONS

#### Administration and Fiscal Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate
<b>1. Board Meeting Administration</b>	- Regular and special Board meetings, including agendas, minutes, staff reports, presentations, participation, attendance, pre- and post-debriefing meetings - Contract estimate for County General Services Administration (GSA) fees for printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc.	<b>1,238</b>	<b>\$248,937</b>
<b>2. Agency Administration</b>	- General administration task, clerical, and invoice processing - Customer inquiries and data requests - Staff and management planning meetings	<b>1,080</b>	<b>\$158,631</b>
<b>3. Official Document Filings &amp; Public Records Requests</b>	- Process business record filings and certifications (i.e. 700 Forms, CEQA/NOEs, EIR/MND's per fiscal year, State water agency filings, PRA requests, public notices	<b>696</b>	<b>\$88,171</b>
<b>4. Budget</b>	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	<b>170</b>	<b>\$39,011</b>
<b>5. CSD-Fiscal Staff Services</b>	- CSD-Fiscal Services: submit 13-Monthly AP FSRs (incl. AP/AR) to the Agency; provide AP/AR and Cash-Flow Management Services for the Agency; and Fiscal Reports for the Agency	<b>Fixed Cost</b>	<b>\$150,000</b>
<b>6. Committee Meetings</b>	- Executive, Fiscal, Operations, and other advisory committee meetings coordination, agendas, minutes, etc.	<b>352</b>	<b>\$67,359</b>
<b>7. Biennial Audit Report</b>	- Preparation of Scope of Work; Auditor Selection Process; Assist Auditor with Inquiries; QA/QC of Draft Audit Report; next audit FY 24-25	<b>20</b>	<b>\$4,140</b>
<i>Administration and Fiscal Services Subtotal</i>		<b>3,556</b>	<b>\$756,249</b>

#### Records Services

Task	Description	Labor Hours Estimate	Labor Cost Estimate
<b>1. Specialized Data Queries / Groundwater and Credit Transactions</b>	Conduct specialized data queries and analyses - Routine variance requests - Credit programs - Allocation transfers - Extraction data analysis	<b>816</b>	<b>\$108,177</b>
<b>2. FCGMA Online and Website O&amp;M</b>	- Web page revisions and programming revisions - Data management system maintenance, custom data queries, small-scale system enhancements, planning for new data management system (\$260,100 IT services) - Web Application Hosting & GIS Fee (\$16,661 annually)	<b>464</b>	<b>\$60,077</b>
<b>3. SAES and Allocation Administration</b>	TIER 1 - Routine SAES Processing - Prepare and mail SAES incl. data mgt system testing - Process SAES, IAI Applications, and payments into database - Administration, including payment reporting and tracking TIER 2 - Supervisor / Manager Follow-up - Follow-up regarding errors and omissions - Admin and Manager Reviews - Follow-up regarding incorrect or no payment	<b>2,564</b>	<b>\$298,968</b>
<b>4. Well and CombCode Registration</b>	- New well registration, change in well registration, CombCode registration or changes - Unregistered well compliance and enforcement	<b>508</b>	<b>\$64,374</b>

<b>5. Late/Non-Reporters (SAES) Compliance</b>	<ul style="list-style-type: none"> <li>- Follow-up with non-reporters</li> <li>- Assess Civil Penalties for late/non-filing and late/non-payment and send letters (by regular and certified mail return receipt)</li> <li>- Retroactive data entry (and billing) into FCGMA Online</li> <li>- Recommendation to EO for enforcement action</li> <li>- Process civil penalty waiver/reduction requests</li> </ul>	<b>1,220</b>	<b>\$154,003</b>
<b>6. Meter Calibration Program Maintenance</b>	<ul style="list-style-type: none"> <li>- Mail Flowmeter Calibration Notices, NOV's, and follow-up</li> <li>- Process and upload test results (including failed flowmeter reports) and repair/replacement flowmeter information into FCGMA Online</li> <li>- Process and track flowmeter exemptions and 5-year waiver requests</li> </ul>	<b>900</b>	<b>\$109,067</b>

*Records Services Subtotal*      **6,472**      **\$794,665**

**Technical Services**

Task	Description	Labor Hours Estimate	Labor Cost Estimate
<b>1. Annual Reports Preparation</b>	<ul style="list-style-type: none"> <li>- Compile, analyze resource data for GSP, GMA Annual Reports</li> <li>- Prepare, review, finalize and publish annual reports</li> </ul>	<b>240</b>	<b>\$40,096</b>
<b>2. Data Collection, Studies and Investigations and Analysis</b>	<ul style="list-style-type: none"> <li>- Routine data analysis (i.e., GW conditions, pumping trends, etc.)</li> <li>- Perform QA/QC review of monitoring programs</li> <li>- Coordination of field investigations in support of tech studies</li> <li>- Tierra Rejada weather station maintenance</li> </ul>	<b>672</b>	<b>\$95,233</b>
<b>3. Groundwater and Well Project Reviews</b>	<ul style="list-style-type: none"> <li>- Well permit processing including technical review</li> <li>- Resolution project management (including City of Camarillo North PV Desalter Project, Camrosa WD Conejo Creek Project, Oxnard GREAT &amp; ASR Program, Calleguas MWD ASR Program)</li> <li>- Project Reviews and technical comment letters</li> </ul>	<b>688</b>	<b>\$120,502</b>
<b>4. AMI Operations</b>	<ul style="list-style-type: none"> <li>- Administration of AMI program</li> <li>- Coordination of AMI vendors</li> <li>- AMI data management and analysis</li> </ul>	<b>1,572</b>	<b>\$187,668</b>
<b>5. Grant Application</b>	Review and evaluate grant opportunities and prepare grant applications	<b>68</b>	<b>\$12,980</b>

*Technical Services Subtotal*      **3,240**      **\$456,480**

**Legal Services**

Task	Description	Labor Hours Estimate	Labor Cost Estimate
<b>1. Advisory Services</b>	<ul style="list-style-type: none"> <li>- Advice to Board and staff on open government laws, conflict of interest rules, Agency regulatory authority, contracting issues and compliance with Sustainable Groundwater Management Act, California Environmental Quality Act and other applicable laws.</li> <li>- Board letter review and attendance at Board meetings.</li> <li>- Preparation of ordinances, resolutions, contracts and other legal documents.</li> <li>- Code enforcement.</li> </ul>	<b>0</b>	<b>\$0</b>
<b>2. Anticipated and Ongoing Litigation</b>	<ul style="list-style-type: none"> <li>- Represent Agency in legal proceedings in superior court.</li> <li>- Litigation related staff time.</li> </ul>	<b>540</b>	<b>\$125,398</b>
<b>3. Outside Counsel</b>	- Special counsel fees related to ongoing and anticipated litigation		

*Legal Services Subtotal*      **540**      **\$125,398**

**Public Outreach**

Task	Description	Labor Hours Estimate	Labor Cost Estimate
<b>1. Participation in Integrated Regional Groundwater Issues &amp; Stakeholder Meetings</b>	Attend/participate in AWA Mtgs/events; BofD / City Council mtgs; Stakeholder mtgs (incl. wholesalers); WCVC/V CIRWP meetings; State/Regional Water agency workshops; and GW Forums and Committee Meetings.	<b>208</b>	<b>\$50,960</b>
<b>2. Outreach, Website, Social Media</b>	Routine administration and maintenance of Agency website and social media presence; produce Semi-Annual Newsletter; stakeholder outreach and engagement; public workshops; outreach materials. (\$25,000 est. for outside services)	<b>264</b>	<b>\$44,123</b>

		<i>Public Outreach Subtotal</i>	<b>472</b>	<b>\$95,083</b>
		<i>Subtotal Agency Annual Operations</i>	<b>14,280</b>	<b>\$2,227,875</b>
<b>SPECIAL EXPENDITURES</b>				
Task	Description	Labor Hours Estimate	Labor Cost Estimate	
<b>1. Groundwater Sustainability Plan Implementation</b>	Implementation of GSP including monitoring well installation, project review and coordination, address data gaps, modeling analysis, GSP Evaluations & Updates, etc. (Contract expense for Dudek.)	<b>1,400</b>	<b>\$246,822</b>	
<b>2. New Allocation Systems</b>	Implementation of new allocation systems including non-routine variance process.	<b>756</b>	<b>\$123,803</b>	
<b>3. New Data Management System</b>	Prepare and administer RFP, enter contract to develop and implement new system. (Planning-level amount of \$200,000 for consultant services.)	<b>628</b>	<b>\$100,429</b>	
<b>4. Water Market Development and Implementation</b>	Continue implementation of Water Market pilot study and expansion to all of FCGMA	<b>364</b>	<b>\$55,269</b>	
<b>5. Oxnard Well Destruction</b>	Destroy abandoned well in Oxnard. (Estimated expense for drilling contractor.)	<b>8</b>	<b>\$1,896</b>	
<b>6. DWR SGM Grant Administration</b>	DWR SGM Grant administration (Consultant contract estimate.)	<b>60</b>	<b>\$14,872</b>	
<b>7. OPV Monitoring Well Installation</b>	Planning, permitting, installation, development, and reporting of new OPV monitoring wells partially funded by DWR SGM Grant. (Projected contract expense for drilling contractor.)	<b>608</b>	<b>\$109,241</b>	
		<i>Subtotal Special Expenditures</i>	<b>3,824</b>	<b>\$652,332</b>
<b>GRAND TOTAL: Annual Operations and Special Expenditures</b>			<b>18,104</b>	<b>\$2,880,207</b>



				EO -Dep Dir	Eng Mgr III	Eng Mgr I	Eng III	Hydro IV	Hydro III	WRS III	WRS II	WRS I	S/S Spec I	AA II	AA III	AA II	MA III	MA II	SW III	Hydro IV-EH	EO -Dep Dir	Eng Mgr III	Eng Mgr I	Eng III	Hydro IV	Hydro III	WRS III	WRS II	WRS I	S/S Spec I	AA II	AA III	AA II	MA III	MA II	SW III	Hydro IV-EH
<b>2. New Allocation Systems</b>	Implementation of new allocation systems including non-routine variance process.	<b>756</b>	<b>\$123,803</b>	\$ 269.74	\$ 236.94	\$ 191.99	\$ 158.63	\$ 179.28	\$ 168.60	\$ 133.93	\$ 111.16	\$ 111.16	\$ 137.88	\$ 117.69	\$ 129.31	\$ 117.69	\$ 94.79	\$ 94.79	\$ 33.27	\$ 179.28	\$ 269.74	\$ 236.94	\$ 191.99	\$ 158.63	\$ 179.28	\$ 168.60	\$ 133.93	\$ 111.16	\$ 111.16	\$ 137.88	\$ 117.69	\$ 129.31	\$ 117.69	\$ 94.79	\$ 94.79	\$ 33.27	\$ 179.28
<b>3. New Data Management System</b>	Prepare and administer RFP, enter contract to develop and implement new system. (Planning-level amount of \$200,000 for consultant services.)	<b>628</b>	<b>\$100,429</b>	\$ 10,790	\$ 28,433	\$ 15,359	\$ -	\$ 14,342	\$ 13,488	\$ -	\$ 8,893	\$ -	\$ 11,030	\$ 1,883	\$ 2,586	\$ 9,415	\$ -	\$ 7,583	\$ -	\$ -	\$ 2,158	\$ 9,478	\$ 23,039	\$ 31,726	\$ 3,586	\$ -	\$ -	\$ -	\$ -	\$ 16,546	\$ 4,708	\$ 2,586	\$ 4,708	\$ -	\$ 1,896	\$ -	\$ -
<b>4. Water Market Development and Implementation</b>	Continue implementation of Water Market pilot study and expansion to all of FCGMA	<b>364</b>	<b>\$55,269</b>	\$ 5,395	\$ 4,739	\$ 4,608	\$ -	\$ 7,171	\$ -	\$ -	\$ 2,223	\$ -	\$ 16,546	\$ 4,708	\$ 5,172	\$ 4,708	\$ -	\$ -	\$ -	\$ -	\$ 5,395	\$ 9,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>5. Oxnard Well Destruction</b>	Destroy abandoned well in Oxnard. (Estimated expense for drilling contractor.)	<b>8</b>	<b>\$1,896</b>	\$ -	\$ 1,896	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,896	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>6. DWR SGM Grant Administration</b>	DWR SGM Grant administration (Consultant contract estimate.)	<b>60</b>	<b>\$14,872</b>	\$ 5,395	\$ 9,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,395	\$ 9,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>7. OPV Monitoring Well Installation</b>	Planning, permitting, installation, development, and reporting of new OPV monitoring wells partially funded by DWR SGM Grant. (Projected contract expense for drilling contractor.)	<b>608</b>	<b>\$109,241</b>	\$ 2,158	\$ 18,955	\$ -	\$ 6,345	\$ 14,342	\$ 67,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,158	\$ 18,955	\$ -	\$ 6,345	\$ 14,342	\$ 67,440	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Subtotal Special Expenditures</i>				<b>3,824</b>	<b>\$652,332</b>																																
<b>GRAND TOTAL: Annual Operations and Special Expenditures</b>				<b>18,104</b>	<b>\$2,880,207</b>	\$ 36,685	\$ 110,888	\$ 50,685	\$ 133,249	\$ 111,154	\$ 94,416	\$ 5,357	\$ 11,116	\$ -	\$ 44,122	\$ 16,006	\$ 10,345	\$ 18,830	\$ -	\$ 9,479	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

Hrs:

40	120	80	0	80	80	0	80	0	80	0	80	0	80	0	80	0	80	0	80	0	120	40	20	40	0	20	0	0	0					
8	40	120	200	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	120	40	20	40	0	20	0	0	0					
20	20	24	0	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	120	40	40	40	0	0	0	0	0					
0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	80	0	40	80	400	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>136</b>	<b>468</b>	<b>264</b>	<b>840</b>	<b>620</b>	<b>560</b>	<b>40</b>	<b>100</b>	<b>0</b>	<b>320</b>	<b>136</b>	<b>80</b>	<b>160</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>320</b>	<b>136</b>	<b>80</b>	<b>160</b>	<b>0</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

**FCGMA FY 2024-25 DRAFT BUDGET  
OPERATING ACCOUNT**

	2022-23 Year-End Actuals	2023-24 Adopted Budget Adjusted <sup>(Note 1)</sup>	2023-24 Actuals Through March 2024	2023-24 Projected Year-End	2024-25 Draft Budget	2025-26 Planning-Level Budget Projections
<b>1 OPERATING ACCOUNT</b>						<b>3.00%</b>
<b>3 REVENUE</b>						
4 Pump Charge <sup>(Note 2)</sup>	\$801,496	\$726,000	\$721,256	\$650,504	\$726,000	\$726,000
5 Groundwater Sustainability Fee <sup>(Note 3)</sup>	\$1,626,366	\$3,509,000	\$2,510,490	\$2,669,134	\$3,509,000	\$3,509,000
6 SGM Impl Grant Round 1 (OPV) - DWR <sup>(Note 4)</sup>		\$1,031,120		\$0	\$2,577,800	
7 SGM Impl Grant Round 1 (OPV) - Admin <sup>(Note 5)</sup>		\$47,729	\$92,944	\$92,944	\$47,729	\$47,729
8 Transfer From Surcharges <sup>(Note 6)</sup>	\$1,000,000				\$1,550,000	
9 Water Market / AMI Grant <sup>(Note 7)</sup>						
10 Interest Earnings <sup>(Note 8)</sup>	\$11,453	\$4,500	\$3,033	\$4,632	\$4,500	\$4,632
11 Penalties / Interest	\$47,965	\$60,000	\$120,378	\$170,000	\$60,000	\$60,000
<b>12 TOTAL OPERATING REVENUE</b>	<b>\$3,487,280</b>	<b>\$5,378,349</b>	<b>\$3,448,102</b>	<b>\$3,587,214</b>	<b>\$8,475,029</b>	<b>\$4,347,361</b>
<b>13 ANNUAL EXPENDITURES</b>						
14 Public Works Agency Charges <sup>(Note 9)</sup>	\$1,814,950	\$2,860,200	\$1,115,492	\$2,318,509	\$2,880,207	\$2,966,613
15 Board Member Insurance	\$3,796	\$4,000	\$4,118	\$4,118	\$4,118	\$4,242
16 AWA Dues / Symposium/Conference		\$2,000	\$101	\$2,000	\$2,000	\$2,060
17 LAFCO Funding <sup>(Note 10)</sup>	\$2,551	\$2,100	\$2,995	\$2,100	\$2,100	\$2,163
18 Office Equipment/Supplies/Printing		\$1,500	\$126	\$1,500	\$1,500	\$1,545
19 General Services Agency Charges <sup>(Note 11)</sup>	\$24,670	\$25,000	\$3,539	\$25,000	\$25,000	\$25,750
20 Legal <sup>(Note 12)</sup>	\$129,490	\$150,000	\$94,147	\$150,000	\$170,000	\$175,100
21 Biennial Audit	\$16,000		\$4,000	\$4,000	\$20,000	
22 Public Outreach & Notices	\$880	\$2,000	\$163	\$2,000	\$2,000	\$2,060
23 Computer Equipment, Software & Website		\$5,000	\$978	\$5,000	\$5,000	\$5,150
24 FCGMA Online Support/GIS <sup>(Note 13)</sup>	\$189,440	\$276,761	\$155,522	\$225,000	\$225,000	\$231,750
25 Et Weather Station Contract		\$324		\$324	\$324	\$334
26 GSP Annual Reports <sup>(Note 14)</sup>	\$19,798	\$65,730	\$33,293	\$65,730	\$50,000	\$51,500
27 Watershed Contributions / Match <sup>(Note 15)</sup>	\$1,500	\$3,700	\$1,500	\$3,700	\$3,700	\$3,811
28 Misc Expense / Misc Payment	\$451	\$2,000	\$472	\$1,000	\$1,000	\$1,030
<b>29 SPECIAL EXPENDITURES</b>						
31 New FCGMA Data Management System <sup>(Note 16)</sup>	\$10,860	\$200,000	\$0	\$0	\$200,000	\$250,000
32 GSP Implementation <sup>(Note 17)</sup>	\$266,995	\$781,063	\$145,005	\$164,853	\$607,892	\$200,000
33 SGM Impl. Grant Monit Well Install (OPV) <sup>(Note 18)</sup>		\$2,632,826		\$50,000	\$5,077,706	
34 SGM Impl. Grant Round 1 - Administration	\$56,560	\$57,477		\$57,477	\$57,477	\$57,477
35 SGM Round 2 Grant Application <sup>(Note 19)</sup>	\$14,011		\$28,154	\$0		
37 Stakeholder Facilitation / Public Outreach	\$2,666	\$25,000			\$25,000	\$25,750
38 Oxnard Well Destruction <sup>(Note 20)</sup>		\$70,000		\$87,000		
39 Rate Counsel & Consultant <sup>(Note 21)</sup>	\$93,176	\$100,000	\$4,826	\$5,000	\$15,000	\$100,000
42 Repayment of loan from Surcharges		-	\$0	\$0	\$0	
43 CONTINGENCY <sup>(Note 22)</sup>	\$0	\$100,000			\$100,000	\$100,000
<b>44 TOTAL OPERATING EXPENDITURES</b>	<b>\$2,647,792</b>	<b>\$7,366,681</b>	<b>\$1,594,431</b>	<b>\$3,174,311</b>	<b>\$9,475,024</b>	<b>\$4,206,334</b>
<b>45 OPERATING ACCOUNT BALANCE</b>	<b>\$839,487</b>	<b>(\$1,988,332)</b>	<b>\$1,853,671</b>	<b>\$412,903</b>	<b>(\$999,994)</b>	<b>\$141,027</b>
<b>46 OPERATING ACCOUNT CARRYFORWARD</b>	<b>\$650,899</b>	<b>\$2,746,305</b>	<b>\$1,490,386</b>	<b>\$3,344,057</b>	<b>\$3,756,960</b>	<b>\$2,756,966</b>
<b>47 OPERATING ACCOUNT ENDING BALANCE</b>	<b>\$1,490,386</b>	<b>\$757,973</b>	<b>\$3,344,057</b>	<b>\$3,756,960</b>	<b>\$2,756,966</b>	<b>\$2,897,993</b>

Footnotes on following page.



## Exhibit E2 – FCGMA FY 2024-25 Draft Budget

### FOOTNOTES:

- (1) Note 1 has been deleted
- (2) FY 24-25 projected pump charge revenue assuming 121,000 AFY extraction at \$6.00 per AF.
- (3) Projected groundwater sustainability fee revenues assuming 121,000 AF extractions.
- (4) Projected reimbursement from DWR for SGM Implementation Grant Round 1 funds for FCGMA projects in the Oxnard & Pleasant Valley Basins.
- (5) Reimbursement from subgrantees City of Camarillo, UWCD, and PVCWD for consultant grant administration services per Board direction (7/20/2022).
- (6) Loan from Designated Surcharges Account approved by Board with FY 2022-23 Budget to be forgiven in FY 2024-25 and additional funds transferred to cover matching costs of installation monitoring wells.
- (7) Funding as subgrantee to The Nature Conservancy's Natural Resources Conservation Service grant. Ended FY 21-22.
- (8) Annual interest earnings apportionments projected to be received from the County Pooled Investment Fund.
- (9) Projected PWA charges to implement FY 2024-25 Annual Workplan. Includes full staff levels, Executive Officer and Fiscal allocation.
- (10) Payment to LAFCO Per Govt. Code Sect. 56381 (b) (1).
- (11) County General Services Agency (GSA) fees for printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc.
- (12) County Counsel services for regular FCGMA legal services. Expenses for Special Rate Counsel are a separate line item and court actions are in the GEMES account.
- (13) FY 24-25 Estimate of \$260,100 for IT services to support, maintain, and improve FCGMA Online Data Management System and \$16,661 Annual License Maintenance Agreement for website & GIS.
- (14) GSP Annual Report expense updated based on new Dudek scope approved by Board 12/9/2022.
- (15) Includes contributions to Watershed Coalition of Ventura County (\$2,200) and Santa Clara Watershed Committee (\$1,500).
- (16) New FCGMA data management system procurement planning-level projections.
- (17) Projected GSP implementation consultant costs. Updated with based on new Dudek scope approved by Board 12/9/2022, and 5/22/24.
- (18) Monitoring well installation in OPV basins projected expense. Funded by DWR SGM Implementation Grant and transfer from Surchages Account.
- (19) Consultant expenses for grant application for DWR SGM Implementation Grant Round 2 for projects in Las Posas Valley Basin.
- (20) Projected cost to destroy Oxnard well. Delayed due to interest from County Airport in taking over well.
- (21) Rate counsel and consultant for planned replenishment fee. Total budget approved by Board 4/27/2022.
- (22) Allocations from Contingency by Board direction only.

## FCGMA Work Tasks and Prioritization

Task	Frequency	Importance	Urgency	Current Priority
<b>I. Board Meetings</b>				
1. Board meetings, agendas, minutes	Ongoing	Important	Urgent	1
2. Committee meetings, agendas, minutes	Ongoing	Important	Urgent	1
<b>II. Legislation and Regulations</b>				
1. GSP 5-Year Evaluation	Periodic	Important	Urgent	2
2. GSP Annual Reports	Periodic	Important	Urgent	2
3. Annual Work Plan & Budget	Periodic	Important	Urgent	2
4. Biennial Audit	Periodic	Important	Urgent	2
5. Public Records Act (PRA) Requests	Ongoing	Important	Urgent	2
<b>III. Judgment and Litigation</b>				
1. LPV Adjudication Judgment	Ongoing	Important	Urgent	3
a. Watermaster Admin	Ongoing	Important	Urgent	3
b. Basin Optimization Yield Study	Periodic	Important	Urgent	3
c. Basin Optimization Plan	Periodic	Important	Urgent	3
2. OPV Adjudication	Ongoing	Important	Urgent	3
a. Discovery	Ongoing	Important	Urgent	3
<b>IV. Ordinance</b>				
1. Semi-Annual Statements (SAES)	Ongoing	Important	Urgent	4
a. Programming and mailing	Periodic	Important	Urgent	4
b. Processing	Ongoing	Important	Urgent	4
1. Entering paper SAES	Periodic	Important	Urgent	4
2. Review flowmeter photos	Ongoing	Important	Urgent	4
3. Payments, refunds, etc.	Ongoing	Important	Urgent	4
4. Customer service, walk-ins, etc.	Ongoing	Important	Urgent	4
2. Well Permit Applications	Periodic	Important	Urgent	4
3. Allocation Transfer Requests	Periodic	Important	Urgent	4
4. Flowmeters & AMI	Ongoing	Important	Urgent	4
a. Calibration review & processing	Ongoing	Important	Urgent	4
b. Flowmeter replacement, rollover, water usage estimates	Ongoing	Important	Urgent	4
c. AMI data management	Ongoing	Important	Urgent	4
5. Owner and/or operator changes	Ongoing	Important	Urgent	4
6. Compliance/Enforcement	Ongoing	Important	Not Urgent	5
a. Non-reporting	Ongoing	Important	Not Urgent	5
b. Failure to register change of owner/operator	Ongoing	Important	Not Urgent	5
c. Flowmeter calibration	Ongoing	Important	Not Urgent	5
d. AMI	Ongoing	Important	Not Urgent	5
<b>V. Resolution</b>				
1. Conejo Creek Project	Ongoing	Important	Not Urgent	5
2. NPV Desalter	Ongoing	Important	Not Urgent	5
3. GREAT / RWPA Program	Ongoing	Important	Not Urgent	5
<b>VI. Grant - SGM implementation Rd 1</b>				
1. OPV Monitoring Well Installation	Ongoing	Important	Urgent	6
2. Subgrantee awards to UWCD, PVCWD, Camarillo	Ongoing	Important	Urgent	6
3. Quarterly reports	Ongoing	Important	Urgent	6
<b>VII. Board Direction</b>				
1. Oxnard well destruction (in progress)	One-Time	Important	Urgent	6
2. Project Prioritization	Periodic	Important	Not Urgent	7
3. Replenishment Fee	One-Time	Important	Not Urgent	7
4. OPV variance applications	One-Time	Important	Not Urgent	7
5. New data management system procurement	One-Time	Important	Not Urgent	7
6. CombCode - ordinance amendments	One-Time	Important	Not Urgent	7
7. Study of independent staffing for Agency	One-Time	Important	Not Urgent	7