

# 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 **1:30 P.M. on Friday, August 9, 2024** in the Multi-Purpose Room, at the Ventura County Government Center's Hall of Administration Building, located at 800 South Victoria Avenue, Ventura, California.

## FISCAL COMMITTEE MEETING AGENDA

**August 9, 2024  
1:30 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. FCGMA Draft Proposed Budget Report** – Discuss and provide feedback on the Budget Report currently in development, with the understanding that the following sections: Special Expenditures, Expenditures – Personnel, and Appendices are still under draft revision.
- E. Updated Draft FY 2024-2025 Budget and Work Plan** – Discuss and provide feedback on the updated Draft FY 24-25 Budget and Work Plan before they are brought before the Board.
- F. Reporting of Expenditures by Accounting Period** – Discuss monthly accounting report format prepared by County Public Works Agency – Central Services. Provide feedback and discuss a recommendation for including monthly reports in Regular Board meetings.
- G. Adjourn Meeting**

## **STANDING NOTICES**

The next meeting of the Fox Canyon Groundwater Management Agency Board of Directors will be held Friday, September 13, 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 instructions 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).

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY

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Lynn Maulhardt, *Director, United Water Conservation District*  
Tony Trembley, *Mayor, City of Camarillo*

INTERIM EXECUTIVE OFFICER  
Arne Anselm



**Fiscal Year 2024-2025**

**DRAFT PROPOSED BUDGET REPORT**

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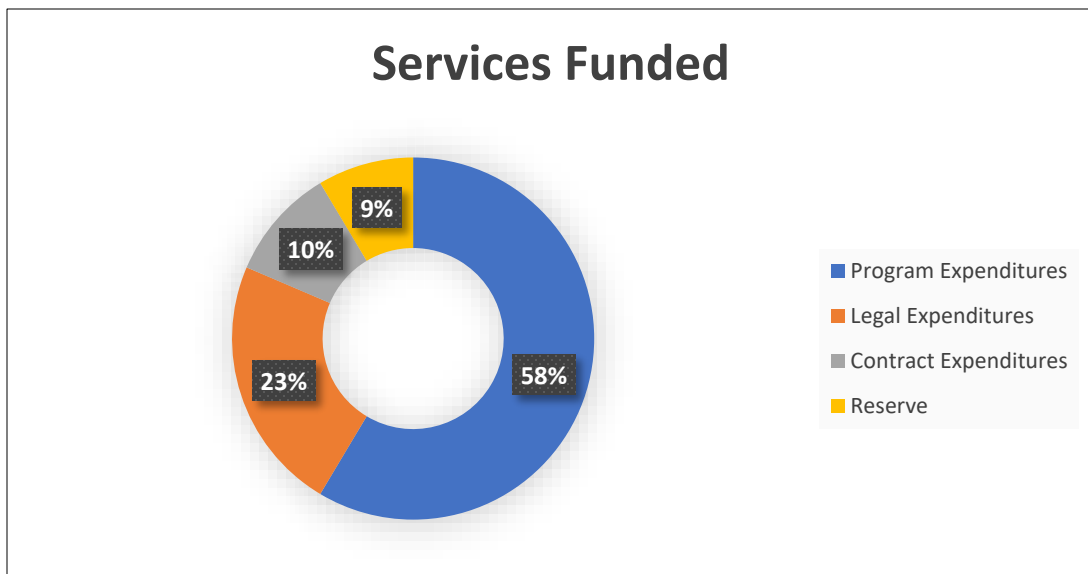
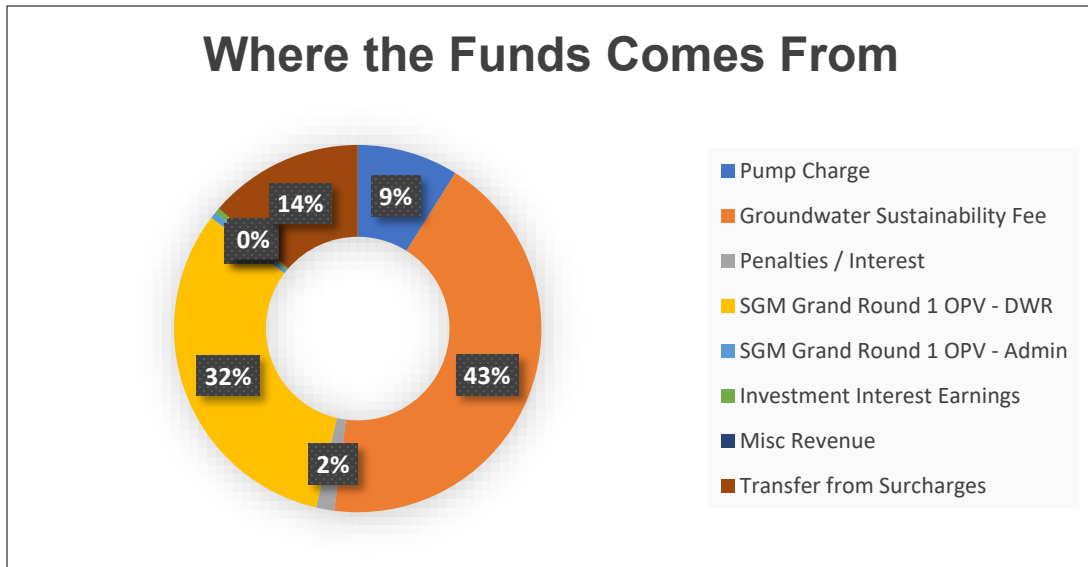
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# BUDGET AT A GLANCE





## **Executive Officer's Transmittal Letter**

### *What's Different This Year*

Welcome to the inaugural Fox Canyon Groundwater Management Agency (FCGMA) Fiscal Year (FY) 2024-2025 Draft Proposed Budget Report, a work-in-progress aimed at increasing clarity and transparency in the Agency's funding and expenses. Going forward, I expect to see continuous improvement to this format with each budget cycle. The development of an entirely new format for presenting this information is a recent initiative requested by the Fiscal Committee, and future iterations will be improved from Board and stakeholder feedback over the years creating an effective at communicating the Agency's funding needs and work priorities.

Beyond its new contextual presentation, the FY 24/25 Draft Budget arrives with distinct considerations requiring Board decisions. The first being the repayment of a loan from the Surcharges Designated Account to the Operating Fund. The loan was initiated with the adopted FY 22/23 budget for covering expenses with the drilling of monitoring wells in the Oxnard and Pleasant Valley Basins not covered by the DWR SGM GRANT with the plan to repay in FY 24/25. Paying off this loan as planned is not included in the draft FY 24/25 due to a delay by DWR initiating the grant none of the loaned funds have yet been expended. Future considerations related to the funding of drilling the well is forgiving this loan and transferring from the Surcharges account the entire cost to the Agency of the wells, or making the transfer permanent, instead of a loan.

Another unique budget consideration this year is how the appeal of the Las Posas Valley Judgment is funded. The Agency entered the appeal prior to any designated funding source for the LPV Watermaster, thus legal representation was funded by funds collected Agency-wide, an estimated \$400,000. The Fiscal Committee recommended splitting these costs evenly. The budget presented herein reflects that recommendation, although no decision has been made by the full Board.

*At A Glance – Agency Operations*

	2023/24 Budget	2024/25 Budget
<b>Fund Balance, 7/1</b>	<b>\$4,351,081</b>	<b>\$6,996,395</b>
Revenues	\$7,300,733	\$10,696,272
Expenditures	(\$4,655,419)	(\$11,950,691)
Operating Reserve	\$1,000,000	\$1,000,000
Net Operating Results	\$2,645,314	(\$1,254,419)
<b>Estimated Fund Balance, 6/30</b>	<b>\$6,996,395</b>	<b>\$5,741,976</b>

Expenditures are forecasted to be higher than revenues in FY 24/25 due to an extraordinary number of special efforts underway, including the five-year GSP evaluations and amendments, the monitoring wells being drilled partially funded by the DWR SMA grant, and the adjudication of the OPV Basins.

*Agency Staffing*

The 2024-25 Draft Budget presents a “highest cost scenario” for staff planning purposes. Unlike the development of previous Agency budgets, the Draft FY 24-25 Budget assumes funding of a fully staffed agency, with no vacant positions, along with the funding of a full-time Executive Officer. Previous budgets estimated when existing vacancies would be filled, or positions vacated, and the Executive Officer position was previously set at a fixed cost of 25% of the Public Works Agency Director.

*A Work Plan to Achieve Goals*

The foundation of the draft budget is the Work Plan. The Draft Fiscal Year 2024-25 Work Plan summarizes staff services needed to meet the major work tasks identified to meet Agency goals during the next Fiscal Year. The Work Plan identifies staff and staff hours

expected to be working on each task; staff track their time working on these tasks during the year for cost accounting.

The Work Plan provides the Board with an opportunity to prioritize the goals and objectives for staff to focus on in the Fiscal Year. The tasks identified in the Work Plan align with the Work Task Prioritization matrix presented to the Board in January 2024; the distinction being the Work Task Prioritization are divided by the drivers of the tasks (e.g. legislation) whereas the Work Plan categorizes tasks by services needed to address them (e.g. technical and administration).

The Work Plan also includes a separate category for special projects that are not routinely performed by the Agency on an annual basis. While the updated Work Plan differs from how Agency priorities were presented to the Board in the past, the tasks are cross-referenced with priorities for clarity. In the draft FY 24-25 Work Plan, staff have recommended resources be directed towards efforts with higher priorities and not others. For example, due to ongoing litigation and the SGM Grant monitoring well project, it is my recommendation not to fund progress towards a new database or a comprehensive replenishment fee in the next Fiscal Year.

### **LPV Watermaster Budgeting**

Although full staffing was assumed during its development, at first glance, the Draft FY 24-25 Work Plan appears to budget fewer hours than in previous iterations. This is due to a separation of LPV Watermaster budgeting; staff time required to implement LPV Watermaster tasks are not included in the Agency Draft FY 24-25 Budget.

## *Initiatives, Challenges and Uncertainties*

There are a number of time-sensitive priorities for the Agency during this Fiscal Year, coupled with several challenges and uncertainties, including:

### **1. Implementing LPV Adjudication Judgment**

The Adjudication Judgment for the LPV Basin (Judgment) appointed the FCGMA as Watermaster to implement the Judgment in the Basin. The Judgment requires the Watermaster to take certain Basin Management Actions and includes deadlines and important dates to implement many of these Basin Management Actions. As Watermaster, FCGMA is responsible for implementing the GSP for the LPV Basin in a manner that will achieve the sustainability goals mandated by SGMA. This effort requires the development and administration of an entirely new program. While this will require significant commitment of staff time, none of the LPV Watermaster efforts are included in the Agency's draft FY 24/25 budget. A separate LPV Watermaster budget has been recommended by the Fiscal Committee for consideration by the Board acting as the LPV Watermaster.

### **2. Ongoing Litigation**

The OPV Adjudication is expected to create significant demands on staff time. The discovery process requires prompt responses and depositions require preparation and availability. An assumption that the GEMES pump fee will be continued to fund legal costs associated with the adjudications has been included in this draft budget, and a contract modification has been approved by the Board on July 24, 2024, to extend the scope and "not to exceed" amount of contracted Special Counsel. More information on contract spending and legal expenses can be found later in this report under Expenditures.

### **3. Staffing Challenges**

Hiring, training, and maintaining a fully staffed Agency remains a significant challenge. This is compounded by discussions of how Agency staff is provided and multitude of new programs that have not been developed into routine operations. 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. This staffing analysis is currently underway; although it has not been completed it has been informative in developing the Work Plan.

### **4. SGM Grant Administration and OPV Wells**

The Agency successfully applied for the SGM Grant, bringing \$14.2 million to the basins. While most of this funding is going to subgrantees City of Camarillo, Pleasant Valley County Water District, and United Water Conservation District, the Agency has the responsibility of administrating the grant to stay in compliance with requirements. The Agency has committed to drilling four deep wells and multiple shallow wells under this grant and is managing that project; all fieldwork and documents for reimbursement must be completed by March of 2025.

### **5. Five Year GSP Evaluations and Amendments**

The California Department of Water Resources (DWR) GSP Emergency Regulations require that GSAs conduct GSP evaluations at least every five years, and whenever the GSP is amended, to “assess changing conditions in the basin that may warrant modification of the plan or management objectives and may adjust components in the plan.” The GSP evaluations are due to DWR no later than January 13, 2025, and require the GSPs be amended to include new information from the evaluations.

### *Overview of the New Budget Report*

Following this transmittal letter the Budget Report provides a profile of the Agency, its mission and foundational structure, including how we are staffed. The Report then discusses the Agency's current financial management processes, diving deeper into the procedures and priorities that help inform the Budget and Work Plan. This section includes an overview of our audit schedule.

The focus of the Report follows in the section titled "Explanation of Budget," which begins with a discussion of the accounts the funds are held in, how revenue from the different fees is allocated to those accounts, and which expenses are paid from them, ending with a detailed look at the Operating Fund which funds the main mission of the Agency.

From there, readers will be brought to our "Recommendations" section, which is to be featured in the Draft iteration of our Budget Report; once the Report is reviewed and approved, this section will be annotated and moved to the appendices for comparison with future draft budgets. Past recommendations may help inform our performance measurements over time.

### *In Conclusion*

The draft Fiscal Year 2024/25 Proposed Budget was developed with key assumptions including the continuation of the GEMES pump fee to fund legal costs associated with the adjudications and not repaying the \$1,000,000 loan from Surcharges Account as proposed when transferred with the adoption of the FY22/23 budget. It also assumes a fully staffed Agency with a full-time Executive Officer and is intended allocate funding and staff resources to maintain high levels of service, while investing in enhancements to Agency services and infrastructure to continue the preservation and management of groundwater resources within our jurisdiction for the common benefit of all users.

During the 2024-25 Fiscal Year, we hope to see further a strategic planning collaboration with the Board, including scheduled annual goals and objectives discussions to help guide continued process development towards an even more transparent, effective budget and work plan. Staff intends to continue providing high-level services while working to achieve technology upgrades and streamlining internal and public-facing operations, and to continue its hiring initiative to build and maintain an effective workforce.

Respectfully,

Arne Anselm  
Interim Executive Officer

# **AGENCY PROFILE**

## **About FCGMA**

The Fox Canyon Groundwater Management Agency (FCGMA) manages and protects both confined and unconfined aquifers within several groundwater basins underlying the southern portion of Ventura County. The FCGMA is an independent special district, separate from the County of Ventura or any city government. It was created by California Legislature to oversee Ventura County’s vital groundwater resources, per the adoption of Assembly Bill No. 2995 Chapter 1023<sup>1</sup>, which was approved by the Governor and filed with the Secretary of State in September 1982. All lands lying above the deep Fox Canyon aquifer account for more than half of the water needs for 450,000 residents in the cities of Ventura, Oxnard, Port Hueneme, Camarillo, and Moorpark, plus the unincorporated communities of Saticoy, El Rio, Somis, Moorpark Home Acres, Nyeland Acres, Leisure Village, Point Mugu and Montalvo.

## **Mission Statement**

The Fox Canyon Groundwater Management Agency is dedicated to the preservation and management of groundwater resources within its jurisdiction for the common benefit of all users.<sup>2</sup>

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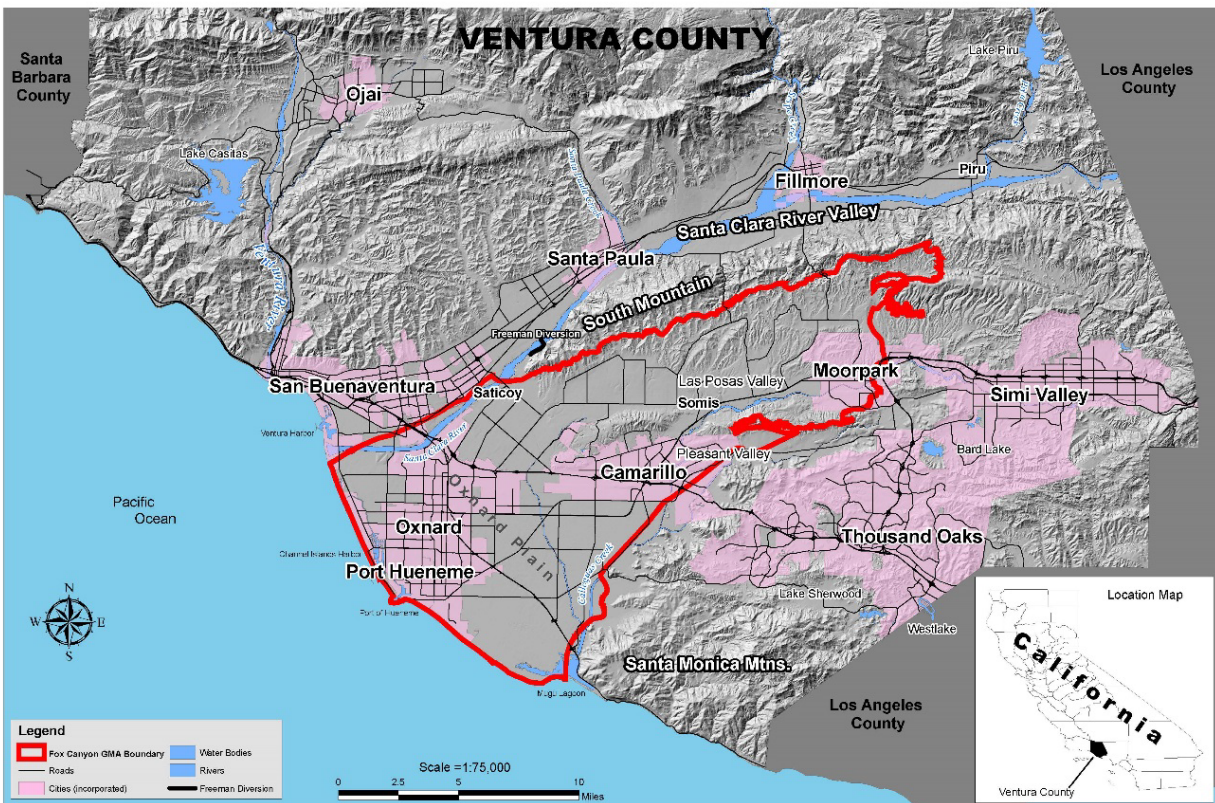
<sup>1</sup> <https://s42135.pcdn.co/wp-content/uploads/2024/04/AB-2995-FCGMA-Enabling-Legislation.pdf>

<sup>2</sup> The above mission statement was revised and approved by the Board of Directors on March 22, 2023.



# Boundary of the Agency

The FCGMA boundary encompasses 183 square miles and includes all the lands from the Oxnard coastline to Happy Camp Canyon east of Moorpark. Within this boundary are all, or parts of, five (5) incorporated cities, including Moorpark, Oxnard, Port Hueneme, Camarillo, and Ventura. Also within the Agency boundary are several water companies of various sizes. Although imported water is vital to almost everyone in southern Ventura County, and surface water diversions supplement a valuable percentage of irrigation needs, groundwater still supplies the main source of water (about 67%) used by approximately 350,000 people and hundreds of farms within the FCGMA boundaries.



**Figure 1: Fox Canyon Groundwater Management Agency Boundary**

FOX CANYON GROUNDWATER MANAGEMENT AGENCY (A State Of California Water Agency)  
 300 S. McCallie Avenue  
 Ventura, CA 93020-1080  
 Phone: (805) 654-2366  
 Fax: (805) 377-8762  
 www.foxcanon.org  
 www.pueblo.ca.gov/ventura.org/fgma

Created By: JLD January, 2007  
 Revised By: JLD January, 2009  
 Reviewed By: JLD  
 Date Printed: January, 2009

DISCLAIMER: The information contained herein was created by the Fox Canyon Groundwater Management Agency solely for its own use. The FCGMA assumes no liability for damages, in whole or in part, or indirectly as a result of errors, omissions or discrepancies.

1. City limits: Ventura County Geographic Information Systems, 2007  
 2. FCGMA Boundary VCBOS, 1992, Revised 1996.

i FIGURE 1 – FCGMA Boundary Map

## Organizational Structure

### *Roles, Responsibilities, and Relationships*

As expressly stated in the FCGMA enabling legislation<sup>3</sup>, and as echoed in our mission statement, the goals and objectives of the FCGMA include the planning, management, preservation, and regulation of the use of groundwater for the common benefit of water users within the FCGMA territory. These goals are primarily achieved through the development, implementation, and enforcement of groundwater management plans and policies that are designed to protect the quality and quantity of groundwater within the FCGMA's territory.

In accordance with the enabling legislation, FCGMA has not historically involved itself in activities normally undertaken by member agencies, including construction, operation, and maintenance of capital facilities. Many of these facilities such as dams, spreading grounds, pipelines, flood control structures, and water distribution facilities are operated by member agencies both within and outside the FCGMA boundary, with the goals of the FCGMA in mind, and to aid or assist FCGMA groundwater management efforts.

The Agency's governing Board of Directors, Agency staff, member agencies, and individual stakeholders all share stewardship for the successful operation of the Agency and for the groundwater it manages. These roles and responsibilities are summarized below.

#### *1. Board of Directors*

The Board has the responsibility for establishing and revising policy through the adoption of laws, ordinances, and resolutions that support the FCGMA's mission statement, goals, and objectives. All Agency rules must also be applicable to State

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<sup>3</sup> <https://s42135.pcdn.co/wp-content/uploads/2022/10/AB-2995-FCGMA-Enabling-Legislation.pdf>

laws. The Board is responsible for providing the means and resources necessary for the Executive Officer and staff to administer the FCGMA's policies.

## *2. Agency Staff*

Staff takes primary responsibility for initiating, preparing, and securing the appropriate reviews and approval for agenda items, including ensuring all necessary staff members, Board committees, and stakeholders have been involved and informed where appropriate; authoring agenda items; working with Agency Counsel on legal aspects of the item, including providing all background information to allow Counsel to prepare appropriate documentation, including contracts; coordinating with the Clerk to schedule agenda items, and to ensure sufficient time to adhere to public hearing notice requirements and/or reading of ordinances; and prepare presentations for the Board's information.

Staff are responsible for administering the policies adopted by the Board. The FCGMA staff does not make policy decisions; they provide technical studies, policy analysis and logistical support to the Board of Directors to assist them in adopting, monitoring, and evaluating meaningful and effective policies, all under the leadership and direction of the Executive Officer. The FCGMA Executive Officer and Agency Groundwater Manager are responsible for directing staff, implementing policies adopted by the Board, and ensuring that Board directives are carried out effectively. The Executive Officer also serves as the Agency's primary spokesperson with regards to stakeholders and the public, but all staff interact with stakeholders to assist with reporting, facilitate engagement, respond to inquiries, and provide technical project reviews.

## *3. Member Agencies and Stakeholders*

"Member Agencies" refers to entities that are purveying water within Agency boundaries. Currently, there are five cities: (Camarillo, Moorpark, Oxnard, Port

Hueneme, and Ventura), two major wholesalers (Calleguas Municipal and United Water Conservation District), and seven mutual water companies (1) Alta Mutual Water Company, (2) Pleasant Valley County Water District, (3) Berylwood Mutual Water Company, (4) Calleguas Municipal Water District, (5) Camrosa Water District, (6) Zone Mutual Water Company, and (7) Del Norte Mutual Water Company who are purveying water either partially or totally within the territory of the FCGMA. Under many circumstances, these member agencies also serve as de facto representatives for individual property owners, well operators, and other stakeholders that they themselves serve within the Agency boundaries.

Well owners and operators play a key role in that they are responsible for “self-reporting” groundwater extractions to the FCGMA accurately and in a timely manner (e.g. twice per Water Year, reporting on or near March 31, and September 30, annually). It is critical that this group provide meaningful feedback to the staff and Board by accurately self-reporting groundwater use on a timely basis and by providing the fees and meaningful data and feedback necessary to enable the FCGMA to manage groundwater resources and to pay for expenses incurred in doing so.

### *The FCGMA Board of Directors*

FCGMA is governed by five Board Members. They represent the (1) County of Ventura, (2) the United Water Conservation District, (3) the seven small water districts within the Agency (Alta Mutual Water Company, Pleasant Valley County Water District, Berylwood Mutual Water Company, Calleguas Municipal Water District, Camrosa Water District, Zone Mutual Water Company, and Del Norte Mutual Water Company), (4) the five incorporated cities within the Agency (Ventura, Oxnard, Camarillo, Port Hueneme, and Moorpark), and (5) the farmers.

All Board Members are appointed by their respective organizations or groups, except for the farmer representatives. They are appointed by the other four seated members from a list of at least five (5) candidates jointly supplied by the Ventura County Farm Bureau (VCFB) and the Ventura County Agricultural Association (VCAA). Each Board Member has an Alternate, and all members serve a two-year term.

<b>Representative</b>	<b>Term Expirations</b>	<b>Current Board Member</b>	<b>Current Alternate</b>	<b>Term Expires</b>
Farmers Representative	Even Years	David Borchard	Michael Craviotto	02-28-2026
Five Cities Representative	Even Years	Tony Trembley	Bert Perello	02-28-2026
United Water Conservation District	Even Years	Lynn Maulhardt	Sheldon Berger	02-28-2026
Ventura County Board of Supervisors	Odd Years	Kelly Long (Vice Chair)	Vianey Lopez	02-28-2025
Small Water Districts	Odd Years	Eugene F. West (Chair)	Raul Avila	02-28-2025

In 2007, the Board offset the terms of the City Council and the Agricultural representatives from the remaining three representatives by one year to ensure continuity of Agency operations and to prevent a complete turnover of all FCGMA Directors at the same time. City and Farm representatives are elected in even-numbered years; with UWCD, County, and Water District representatives elected in odd-numbered years.

Board members and Alternates serve on a volunteer basis, and no salaried compensation is provided for participation or attendance at FCGMA meetings or events. Board members

and officers may attend seminars, conferences, or training sessions at Agency expense, and in so doing, will be reimbursed for all reasonable expenses incurred in accordance with applicable sections of the County of Ventura Administrative Policy Manual, Financial Management Chapter VII (c)-1 (reimbursement of employees' business expenses)<sup>4</sup> that the FCGMA has relied upon in lieu of officially adopting a separate policy document.

As unpaid volunteers, FCGMA Board Members are not required to provide any service beyond official monthly Board meetings or special Board sessions. While Board Members are not paid by the Agency, the Agency does provide for their insurance, as detailed later in this report under Expenditures.

### *FCGMA Committees*

In 2012, the Board approved the formation of three committees: Executive, Fiscal, and Operations. Committee assignments are discussed and approved by the Board annually, alongside new Board member appointments, typically during the February or March Regular Board meeting.

Regarding the role of Committee members:

- a. All committee members are advisory to the Board – not to the staff – and shall serve to communicate the needs, programs, and proposals to the community they represent.
- b. As distinct from the staff, an Advisory Committee's role shall not be considered technical in nature, unless specifically set up in such a manner.
- c. As distinct from the Board of Directors, an Advisory Committee's role shall not be considered legislative in nature.

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<sup>4</sup> Internal document available upon request; formal procedures manual update to be prioritized once Agency at full staff.



- d. The Agency’s technical staff shall inform the Committee of major needs, programs, and proposals.
- e. Committee members are encouraged to comment while discussing related agenda items heard during meetings of the Board of Directors to offer their insights, counsel, and opinions on their committee’s behalf relating to Agency needs.

<b>Board Member</b>	<b>Committee Appointment</b>	<b>Appointment Expires</b>
David Borchard	Operations	02-28-2025
Tony Trembley	Fiscal	02-28-2025
Lynn Maulhardt	Operations	02-28-2025
Kelly Long (Vice Chair)	Executive	02-28-2025
Eugene F. West (Chair)	Executive, Fiscal	02-28-2025

**Executive Committee**

The Executive Committee is composed of the Chair and Vice Chair of the Board and meets when directed by the Board to discuss issues including, but not limited to:

- Strategic Planning
- Prioritization of Work Plan Items
- Regional Coordination to Increase Water Supply
- Recommendations regarding extraction allocation systems

**Fiscal Committee**

The Fiscal Committee is composed of two directors, typically the Chair and Cities’ representative, and meets when directed by the Board to discuss issues including, but not limited to:

- Budget development and tracking

- Pursuit of grants
- Development of replenishment fees

***Operations Committee***

The Operations Committee is composed of two directors, typically the County of Ventura and United Water Conservation District representatives, and meets when directed by the Board to discuss issues including, but not limited to:

- Performance of self-reporting and meter calibration
- Software enhancements
- Project selection: Identification of projects to increase water supply
- Water Market development

***How the Agency is Staffed***

Per our founding legislation, Assembly Bill No. 2995, Ch. 1023, Sec. 408: “The agency may contract with the county or United for staff and other services and may hire such other contractors and consultants as it considers appropriate.”

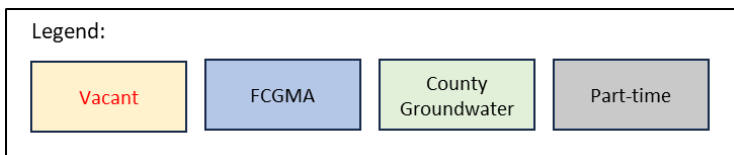
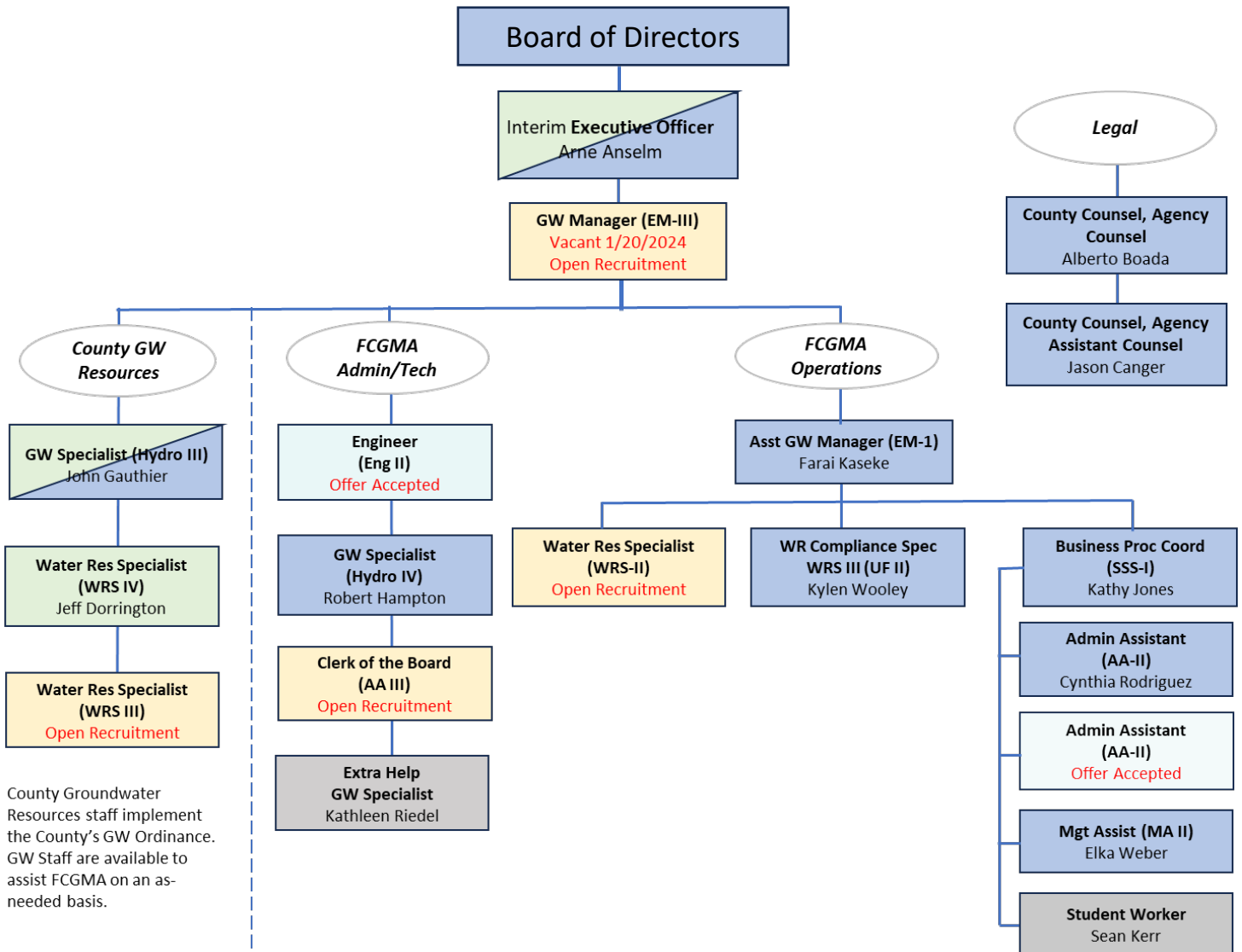
FCGMA contracts with the County of Ventura to provide staff to support the FCGMA<sup>5</sup>; we currently have 6 full-time equivalent (FTE) staff, 6 part-time staff, including Agency Counsel, and 2 offers out to fill 2 of the 5 FTE positions that are currently vacant.

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<sup>5</sup> 1983 Contract, Amended 1998: <https://fcgma.org/wp-content/uploads/2024/08/GMA-County-Contract-1983.pdf>



**Agency Organizational Chart – Main Staff**



*About the Executive Officer**Arne Anselm, Interim Executive Officer*

As noted, the Executive Officer (EO) provides administrative leadership, research, and advisory services to the Agency, and acts as the main liaison between the Board, the public, and government agencies. The EO is charged by Board resolution with carrying out the duties, performing the functions and exercising the executive powers enumerated in the Agency's Ordinance code. The EO oversees Board agenda development and presentation; the role of the Executive Officer in the agenda process is to ensure agenda materials contain a thorough policy analysis (and if applicable, financial), review of alternatives, and contain an appropriate recommendation to enable the Board to make informed and reasonable decisions. The Executive Officer decides which items will be presented to the Board or a committee of the Board.

The Executive Officer also serves as the budget administrator, hearing officer, and chief of staff. Resolution 2005-08<sup>6</sup> designates the Director of Ventura County Watershed Protection District as the Executive Officer and delegates the executive powers and duties required to carry out the purposes of the Agency.

On March 8, 2024, Arne Anselm was appointed the Interim Executive Officer, superseding Resolution 05-08<sup>7</sup>, and continues to serve in this role. Previously, the Executive Officer was compensated on a fixed-cost basis of 25% of the Public Works Agency Director's fully burdened rate. Members of the Board have expressed the need for the Agency's Executive Officer to exist as a full-time position committed solely to the management of the Agency. The FY 2024/25 budget includes a full-time Executive Officer

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<sup>6</sup> <https://s42135.pcdn.co/wp-content/uploads/2022/09/Resolution-2005-08.pdf>

<sup>7</sup> See Closed Session Item 2, "Public Employee Appointment:"  
<https://ventura.primegov.com/Portal/Meeting?meetingTemplateId=18461>

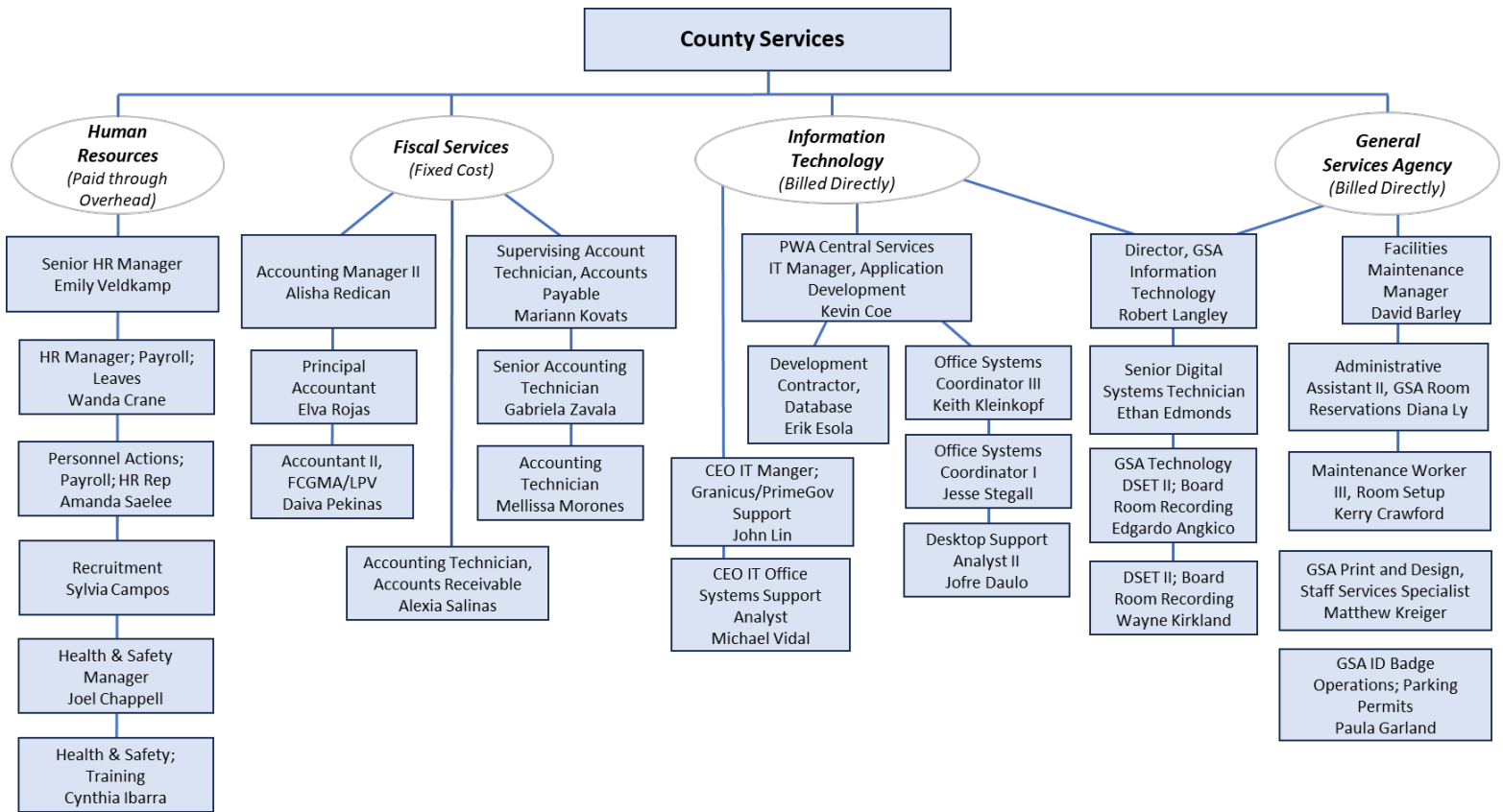
at the fully burdened rate of Deputy Director which is consistent with the rate of the current Interim Executive Officer.

### *Additional County Support*

In addition to our main staff, the Agency is supported as needed by additional County services from member agencies such as the Public Works Agency (PWA) Central Services department and the General Services Agency (GSA).

To provide context: Central Services includes PWA Information Technology (IT) staff, who assist with equipment and software support, database programming and maintenance, website hosting, and Federal accessibility requirements; Fiscal Services staff, who assist with audit management, accounts receivable and accounts payable; and Human Resources (HR) staff, who manage benefits, recruitment efforts, general employee onboarding, workplace safety training, and payroll, among other integral contributions to staff. General Services Agency (GSA) support includes but is not limited to conference room access and coordination, equipment technicians and IT staff that set up and troubleshoot the spaces our staff and Board meet in to further our work, and GSA security staff, who administer ID badges and parking permits.

**County Services Organizational Chart**



### *Consultants and Contractors*

The Agency currently has 4 active contracts with consultants or contractors currently performing FCGMA work functions which would normally be accomplished by staff when we are employed at full hiring capacity.

Personnel expenditures are detailed in the Expenditures section of this Budget Report, and additional staffing information is included in the appendices.

#### **Hallmark Group**

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 the Fiscal Year July 1, 2024 – June 30, 2025. The first was in response to the Board's request, the second to assist with the work plan and budget development for FY 24-25. Agency staff have been working closely with Hallmark Group to identify Agency work, tasks, and responsibilities, internal administrative processes, and steps necessary to timely complete tasks. While this effort has helped to inform the proposed FY 24-25 Budget, the final report was not ready to be completely incorporated into this report.

#### **Rincon Associates**

The Agency contracted with Rincon Associates to assist with AMI data input/data management, track data deliverables from AMI vendors, and import the monthly data. In 2018, the FCGMA Board adopted an Advanced Metering Infrastructure (AMI) Ordinance, whose purpose and intent are to: a) provide for broader and simultaneous measurement and reporting of groundwater extractions; b) improve the Agency's ability to monitor and manage groundwater use; c) facilitate implementation of a Groundwater Sustainability Plan; and d) promote sustainable groundwater management within the Agency. Due to the Agency's increased workload and current staffing levels, the Interim Executive Officer

exercised the authority granted by the Board via Resolution 2018-to enter professional services contracts up to \$25,000 to supplement staff. An additional \$53,977.88 was approved at the July 27, 2024, Board meeting.

**Dudek**

Dudek provides specialty technical support for the Agency's compliance with SGMA and also as an extension of staff when needed to meet timely demands. The scope of work under the contract included technical support, GSP annual reports, data gap analysis, basin management scenarios and model coordination, project feasibility studies, grant application support and project management. The current scope also integrates recent Agency retiree Kim Loeb into the contract as a Dudek employee to augment Dudek's 5-Year GSP Evaluation work (including model development) and includes the additional technical workshop requested by OPV stakeholders. The new Dudek scope would also include project management services and technical support related to the Agency's monitoring well project. Not included in this draft budget proposal but is in Dudek's contract is work and services in support of the Agency's implementation of the LPV Adjudication, including preparation of technical reports and studies required by the LPV Adjudication judgment.

**Kennedy Jenks Consultants, Inc.**

Kennedy Jenks was contracted to assist with preparing an application for Department of Water Resources (DWR) Sustainable Groundwater Management (SGM) Round 1 Implementation Grants to implement projects in the Oxnard Subbasin and Pleasant Valley Basin. After the Agency was notified by DWR of grant awards for both basins in an April 28, 2022, letter. the Board a contract with Kennedy Jenks to conduct grant administration services for the DWR SGM Round 1 Implementation Grants awarded to the Agency to implement projects in the Oxnard Subbasin and Pleasant Valley Basin.

## **Financial Management Process**

Annually, the FCGMA prepares a Work Plan and Operating Budget to guide, direct and fund the Agency’s work. Work Plan updates and Budget performance monitoring reports are prepared and submitted to the Fiscal Committee for review and discussion. Reporting and business practice documents are prepared as required for Board or Committee review via agenda materials, which include staff reports, Resolutions, or special presentations. Additionally, the FCGMA prepares a Biennial Audit Report every other year.

### **Budget and Work Plan Preparation and Monitoring**

The FCGMA’s fiscal year begins July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the calendar year. Administrative oversight and reporting of the Agency’s financial transactions is performed by Agency management in consultation with the Fiscal Services Section of the Central Services Department of the Public Works Agency, pursuant to the ongoing contractual arrangement between the Agency and the County of Ventura.

Agency management prepares quarterly budget-to-actual performance reports which are presented to the Board for their information, review, and feedback. Quarterly summaries of the Agency’s actual financial transactions for the current fiscal year are presented to the Board of Directors generally in accordance with the following Board meeting schedule:

Preliminary Draft Budget and Work Plan:	MAY
Recommended Final Budget and Work Plan:	JUNE
Previous Fiscal Year-End Budget Report:	SEPTEMBER
Current FY First Quarter Budget Performance Report:	DECEMBER
Current FY Mid-Year Budget Performance Report:	FEBRUARY
Current FY Third-Quarter Budget Performance:	APRIL

### Work Plan – Matching Staffing to Priorities

The Work Plan categorizes annual operations into Administration and Fiscal Services, Records Services, Technical Services, Legal Services, Public Outreach, and Special Expenditures, and then tallies labor hours and cost estimates for each section.

FCGMA FISCAL YEAR 2024-25 ANNUAL WORK PLAN - DRAFT															1	2
					EO-Dep Dir	Eng Mgr III	Eng Mgr I	Eng III	Hydro IV	Hydro III	vRS III	vRS II	vRS I	EO-Dep Dir	Eng Mgr III	
					\$ 263.74	\$ 236.94	\$ 191.99	\$ 159.63	\$ 179.29	\$ 168.60	\$ 133.93	\$ 111.15	\$ 111.15	\$ 263.74	\$ 236.94	
					ANNUAL FTE										0.79	0.80
					\$ 371,162	\$ 342,615	\$ 298,352	\$ 232,869	\$ 267,844	\$ 139,938	\$ 13,329	\$ 186,526	\$ 177,411	1,146	1,146	
															Amc	Vacant
															Amc	
<b>ANNUAL OPERATIONS</b>																
<b>Administration and Fiscal Services</b>																
Task	Board Priority	Description	Labor Hours	Labor Cost Estimate	Labor Cost by Position											
1. Board Meeting Administration	I Board Meetings 1. Board meetings, agendas, minutes	- 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	1,682	\$317,832	\$107,896	\$ 59,235	\$ 38,398	\$ 15,228	\$ 17,211	\$ -	\$ -	\$ 1,779	\$ 2,223	400	250	
2. Agency Administration	N/A	- General administration task, clerical, and invoice processing - Customer inquiries and data requests	1,478	\$231,292	\$ 59,343	\$ 37,910	\$ 30,718	\$ 9,518	\$ -	\$ 4,046	\$ 3,214	\$ 4,446	\$ 4,446	220	160	
3. Official Document Filings & Public Records	II Legislation or Regulations 5. Public Records Act (PRA) Requests	- Process business record filings and certifications (i.e. 700 Forms, CEQRANDES, EIR/EMD) per fiscal year, State water agency filings, PRA requests, public notices	574	\$75,415	\$ 2,158	\$ 2,843	\$ 2,304	\$ -	\$ -	\$ -	\$ -	\$ 2,223	\$ 889	8	12	
4. Budget	II Legislation or Regulations 3. Annual Work Plan & Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	230	\$47,885	\$ 21,579	\$ 9,478	\$ 7,680	\$ 635	\$ 359	\$ 337	\$ -	\$ 222	\$ -	80	40	
5. CSD-Fiscal Staff Services	N/A	- CSD-Fiscal Services: submit 13-Monthly AP FSRs (incl. APIAR) to the Agency; provide APIAR and Cash-Flow Management Services for the Agency; and Fiscal Reports for the Agency	Fixed Cost	\$150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			
6. Committee Meetings	I Committee Meetings 2. Committee Meeting Administration	- Executive, Fiscal, Operations, and other advisory committee meetings: coordination, agendas, minutes, etc.	600	\$116,442	\$ 43,158	\$ 18,955	\$ 15,359	\$ 6,345	\$ 7,171	\$ -	\$ -	\$ 889	\$ 889	160	80	
7. Biennial Audit Report	II Legislation or Regulations 4. Biennial Audit	- Preparation of Scope of Work; Auditor Selection Process; Assist Auditor with Inquiries; QA/QC of Draft Audit Report - next audit FY 2024-25	20	\$4,140	\$ 2,158	\$ 948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8	4	
<i>Administration and Fiscal Services Subtotal</i>			4,584	\$943,005	\$236,292	\$129,369	\$ 94,459	\$ 31,726	\$ 24,741	\$ 4,384	\$ 3,214	\$ 9,560	\$ 8,448	876	546	
<b>Records Services</b>																
Task	Board Priority	Description	Labor Hours	Labor Cost Estimate	Labor Cost by Position											
1. Specialized Data Queries / Groundwater and Credit	IV Ordinance 3. Allocation Transfer Requests	Conduct specialized data queries and analyses - Routine variance requests - Credit programs - Allocation transfers	848	\$129,182	\$ 1,079	\$ 5,687	\$ 7,680	\$ 12,690	\$ 28,685	\$ -	\$ -	\$ 13,339	\$ 4,446	4	24	

ii Visual Example of Draft Work Plan

**Administration and Fiscal Services** includes Board and committee meeting administration, agency administration, official document filings and Public Records Act requests, budget administration, PWA CSD-Fiscal services, and biennial audit report administration.

**Records Services** includes specialized data queries, groundwater and credit transactions, operations and maintenance of our reporting database and our website, semi-annual extraction statement (SAES) reporting and allocation administration, well



and CombCode registration, late or non-reporting SAES compliance, and meter calibration program maintenance.

**Technical Services** includes annual reports preparation, data collection, studies and analysis, groundwater and well project reviews, AMI operations, and grant applications. Legal Services includes advisory services, representation for anticipated and ongoing litigation, and outside counsel.

**Public Outreach** includes participation in regional groundwater issues and stakeholder meetings, and outreach, including updating content on our website and preparing a semi-annual newsletter.

**Special Expenditures** include Groundwater Sustainability Plan (GSP) implementation, new allocation systems, an upgraded data management system, grant administration, well destruction, and monitoring well installations.

Efforts which are not routinely performed each year are included in the Special Expenditures category. Historically, Special Expenditures has included Groundwater Sustainability Plan (GSP) implementation, 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.

Special Expenditures have moved through the project review and approval steps performed by the Operations Committee, they likely have secured grant funding that incorporated feedback from the Fiscal Committee, and they have proceeded with contract formalization after Board approval; however, prioritizing projects in the Special

Expenditures category depends on multiple factors. Competing priorities, staff and consultant availability, and timing all come into consideration. Aside from ongoing Special Expenditures projects that are well underway, such as the 5-Year GSP Evaluation and Amendments, Staff expects that Committee and Board discussions of the draft Fiscal Year 2024-25 Work Plan will identify which Special Expenditures the Agency should prioritize in Fiscal Year 2024-25.

62 <b>SPECIAL EXPENDITURES</b>					
63	Task		Description	Labor Hours Estimate	Labor Cost Estimate
64	1. Groundwater Sustainability Plan Implementation	II.Legislation or Regulations 1.GSP 5-Year Evaluation	Implementation of GSP including monitoring well installation, project review and coordination, address data gaps, modeling analysis, GSP Evaluations & Updates, etc. (Contract expense for Dudek.)	1,720	\$294,715
65	2. New Allocation Systems	VII.Board Direction 4.OPV variance applications	Implementation of new allocation systems including non-routine variance process.	504	\$90,418
66	3. New Data Management System	VII.Board Direction 5.New data management system procurement	Prepare and administer RFP, enter contract to develop and implement new system. (Planning-level amount of \$200,000 for consultant services)	44	\$7,352
67	4. Water Market Development and Implementation	VII.Board Direction	Continue implementation of Water Market pilot study and expansion to all of FCGMA	36	\$5,967
68	5. Oxnard Well Destruction	VII.Board Direction 1.Oxnard well destruction	Destroy abandoned well in Oxnard. (Estimated expense for drilling contractor).	8	\$1,896
69	6. DWR SGM Grant Administration	VI.Grant - SGM implementation Rd 1 2.Subgrantee awards to UWCD, PVCWD, Camarillo 3.Quarterly reports	DWR SGM Grant administration (Consultant contract estimate)	60	\$14,872
70	7. Replenishment Fee				
71	8. Staffing Analysis			128	
72	9. OPV Monitoring Well Installation	VI.Grant - SGM implementation Rd 1 1.OPV Monitoring Well Installation	Planning, permitting, installation, development, and reporting of new OPV monitoring wells partially funded by DWR SGM Grant. (Projected contract expense for drilling contractor).	956	\$164,394
73	<i>Subtotal Special Expenditures</i>			<b>3,456</b>	<b>\$579,613</b>

iii Detail of FY 24-25 Draft Work Plan "Special Expenditures" Section.

### Tracking Labor Hours

The Work Plan, as an overview of annual operations, is divided into classifications designated by program, which are sorted internally via project and activity identification (ID) codes. The activities are specific tasks performed in service to that specific project. Staff report their time using these codes.

For example, the first section of the Work Plan, Administration and Fiscal Services, is classified by project ID P6020850, with a range of activity IDs. The following table is a list of project and activity IDs for staff time reporting:

<b>Administration and Fiscal Services</b>			
<b>Task</b>	<b>Description</b>	<b>Project ID</b>	<b>Activity ID</b>
1. Board Meeting Administration	Board meeting preparation including agendas, scheduling, Board letters, Board presentations	P6020850	P012
	Board meetings including pre- and post-debriefing meetings	P6020850	P039
2. Agency Administration	Agency-specific overhead (not PWA) - general administration tasks, clerical work; email & phone follow-up that is not direct customer contact	P6020850	P001
	Internal meetings; staff or management planning meetings	P6020850	P003
	Customer inquiries (not PRAs)	P6020850	P065
	Invoice management: routing, tracking, reporting on or approving invoices for Counsel, consultants	P6020850	P023
	Correspondence	P6020850	P053
	Training	P6020850	P004
	Contract preparation, modification, review	P6020850	P008
	Strategic planning and oversight; consultant or vendor management	P6020850	P011
	Executive Officer	Fixed Cost	
3. Official Document Filings & Public Records Requests	Review, edit, process and archive business record filings and certifications, Ordinance Amendments, Resolutions	P6020850	P051
	PRA & other public requests	P6020850	P064
4. Budget	Preparation and adoption of Annual Work Plan, Budget; analysis and performance reports	P6020850	P175
5. CSD Fiscal Staff Services	Submit 13-Monthly AP FSRs (incl. AP/AR) to the Agency; provide AP/AR and cash-flow management services; provide fiscal reports	Fixed Cost	
6. Committee Meetings	Committee meetings, preparation, agendas, minutes	P6020850	P041
7. Biennial Audit Report	Preparation of scope of work; selection process; assist auditor with inquiries; QA/QC draft audit report	P6020850	P089

You can find a more comprehensive draft time reporting chart, including all work plan sections mapped to project and activity IDs, in the appendices.

### **Labor Cost and Billing Reports**

Agency staff report their time using project and activity IDs in the Ventura County Human Resources Program, biweekly. Labor Cost and Billing (LCAB) reports are pulled from the time reporting database and are used to estimate labor hours and costs or are used to compare estimates with actual time reporting; this data needs to be refined in order to be featured in future iterations of FCGMA Budget Reports. To better track labor hours, staff are currently working on process improvements for time reporting to ensure further detail can be captured by encouraging use of activity IDs mapped to specific task for each project ID when reporting time.

### **Agency Priorities**

In lieu of current, formally adopted Agency Objectives <sup>8</sup>, we have a prioritization matrix for the year, based on the seven principal drivers of Agency work tasks:

1. Board Meetings
2. Legislation and Regulations
3. Judgment and Litigation
4. Ordinance
5. Resolutions
6. Grant

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<sup>8</sup> We do have an Agency Objectives document, but it is from 1998. See Appendices.

7. Board Direction

*FCGMA Work Tasks and Prioritization Matrix*

During times of increased workload, additional requirements ordered by the Courts, and of a challenging period for recruiting and maintaining staffing levels, the Agency began the 2024 calendar year with the Work Tasks and Prioritization Matrix, which identified principal work tasks, drivers, and their current prioritization; the Board weighed in during the January 12, 2024, Regular meeting.

Think of the following as the Agency’s current action goals for the year.

Prioritized Task	Frequency	Associated Work Plan Project Name	Current Priority
<b>I. Board Meetings</b>			
1. Board meetings, agendas, minutes	Ongoing	Administration and Fiscal Services	1
2. Committee meetings, agendas, minutes	Ongoing		1
<b>II. Legislation and Regulations</b>			
1. GSP 5-Year Evaluation	Periodic	Special Expenditures	2
2. GSP Annual Reports	Periodic		2
3. Annual Work Plan & Budget	Periodic	Administration and Fiscal Services	2
4. Biennial Audit	Periodic		2
5. Public Records Act (PRA) Requests	Ongoing		2
<b>III. Judgment and Litigation</b>			
1. LPV Adjudication Judgment	Ongoing	<i>LPV Watermaster Budget – Held Separate from FCGMA</i>	3
a. Watermaster Admin	Ongoing		3
b. Basin Optimization Yield Study	Periodic		3
c. Basin Optimization Plan	Periodic		3
2. OPV Adjudication	Ongoing	Legal Services	3
a. Discovery	Ongoing		3
<b>IV. Ordinance</b>			
1. Semi-Annual Statements (SAES)	Ongoing	Records Services	4
a. Processing SAES	Periodic		4
b. Review flowmeter photos	Ongoing		4

c. Payments, refunds, etc.	Ongoing		4
d. Customer service, walk-ins, etc.	Ongoing		4
2. Well Permit Applications	Periodic	Technical Services	4
3. Allocation Transfer Requests	Periodic	Records Services	4
4. Flowmeters & AMI	Ongoing	Records Services	4
a. Calibration review & processing	Ongoing		4
b. Flowmeter replacement, rollover, water usage estimates	Ongoing		4
c. AMI data management	Ongoing	Technical Services	4
5. Owner and/or operator changes	Ongoing	Records Services	4
6. Compliance/Enforcement	Ongoing	Records Services	5
a. Non-reporting	Ongoing		5
b. Failure to register change of owner/operator	Ongoing		5
c. Flowmeter calibration	Ongoing		5
d. AMI	Ongoing	Technical Services	5
<b>V. Resolution</b>			
1. Conejo Creek Project	Ongoing	Technical Services	5
2. NPV Desalter	Ongoing		5
3. GREAT / RWPA Program	Ongoing		5
<b>VI. Grant - SGM implementation Rd 1</b>			
1. OPV Monitoring Well Installation	Ongoing	Technical Services	6
2. Subgrantee awards to UWCD, PVCWD, Camarillo	Ongoing		6
3. Quarterly reports	Ongoing		6
<b>VII. Board Direction</b>			
1. Oxnard well destruction (in progress)	One-Time	Technical Services	6
2. Project Prioritization	Periodic	Special Expenditures	7
3. Replenishment Fee	One-Time	Records Services	7
4. OPV variance applications	One-Time	Technical Services	7
5. New data management system procurement	One-Time	Special Expenditures	7
6. CombCode - ordinance amendments	One-Time	Administration and Fiscal Services	7
7. Study of independent staffing for Agency	One-Time	Special Expenditures	7

The Agency has additional administrative or operations-focused goals for the year, as well, but they are works in progress, along with the advent of this Budget Book:

1. Bring staffing levels up by filling vacancies with talented, qualified colleagues,
2. Work with the Board to update policies and their procedures, and
3. Develop an annual strategic goal review that is completed in tandem with the mid-year budget review, so that the Board and staff are aligned, and stakeholders have more transparency into our organization.
  - a. This way, we will have more to add under “Agency Priorities” and “Board Action Strategies” in future Budget Books and further show how our expenditures align with our goal-based actions.

### **Financial Audits**

California Government Code Section 26909 requires the County Auditor-Controller to perform an annual audit of the financial accounts and records of every special district within the County for which an audit by a certified public accountant or public accountant is not otherwise provided. The County Auditor-Controller has discretion as to whether to perform that annual audit using in-house audit staff or by contracting with a certified public accountant or public accountant. In either case, Subsection 26909 (a) (3) requires the special district to bear the costs of the audit report.

Pursuant to Section 26909, the audit requirements applicable to FCGMA are found in the Minimum Audit Requirements and Reporting Guidelines for California Special Districts, as published by the Division of Accounting and Reporting, Office of the State Controller. Essentially, the minimum requirements reflect Generally Accepted Auditing Standards

(GAAS)<sup>9</sup>, as described in the American Institute of Certified Public Accountants publication, Audits of State and Local Governmental Units.

In addition, the Agency's audit reports shall be filed with both the County Auditor-Controller of the county in which the special district is located, along with the State Controller, within 12 months of the end of the fiscal year(s) under examination.

Sub-Section 26909 (b) provides for an exception to the annual audit schedule period. That sub-section allows a governing body of a special district, by unanimous vote, to request their Board of Supervisors to replace the annual audit schedule found in Section 26909 with a different period. Specifically, Subsection 26909 (b) (1) allows the governing body of a special district to request a biennial (i.e. covering two years) audit period.

In accordance with California Government Code Subsection 26909 (b)(1), the Agency submits its statement of financial transactions to an independent contract auditor on a biennial basis. The FCGMA is considered a special purpose government, engaged in the management of groundwater extracted within its boundary and operates on a cash-accounting basis.

Pursuant to applicable provisions of the Governmental Accounting Standards Board Statement 34 (GASB 34)<sup>10</sup>, Agency management provides financial statements in an enterprise format to its auditors who perform standard audit verification assurances that the statements are free of material misstatements.

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<sup>9</sup> <https://us.aicpa.org/content/dam/aicpa/research/standards/auditattest/downloadabledocuments/au-00150.pdf>

<sup>10</sup> <https://gasb.org/page/ShowPdf?path=GASBS+34.pdf&title=GASB%20STATEMENT%20NO.%2034,%20BASIC%20FINANCIAL%20STATEMENTS%E2%80%94AND%20MANAGEMENT%27S%20DISCUSSION%20AND%20ANALYSIS%E2%80%94FOR%20STATE%20AND%20LOCAL%20GOVERNMENTS>



The financial audit completed during 2023 and delivered in August 2024, reflected financial transaction information for Fiscal Years 2020-2021 (Ending June 30, 2021), and 2021-2022 (ending June 30, 2022). The independent firm Vasquez and Company, LLP, performed the analysis of the Agency's statement of financial transactions for the above reporting periods. Delivery of the audit report has not yet occurred; it has been delayed due to the independent firm spending past their contractually agreed "not to exceed" amount, requiring Agency counsel and Fiscal Services staff to follow up with negotiations that culminated in a final invoice, approved by the Board for payment on July 24, 2024<sup>11</sup>.

### *Audit Schedule*

Currently, FCGMA is on a biennial audit schedule. Accordingly, each year an audit will be scheduled, PWA Fiscal Services, in consultation with the County Auditor-Controller's Office, prepares a letter to qualified CPAs soliciting their interest, qualifications and proposals to provide the Agency with independent auditing services in response to the audit preparation specifications outlined in the body of the letter.

The next independent fiscal audit will be conducted during the fall of 2024 and will cover both the 2022-2023 and 2023-2024 Fiscal Year periods. PWA Fiscal Services, in their oversight of the process, has prepared the audit solicitation letters to distribute for CPA firm selection to perform an independent audit of the Agency's financial statements as of June 30, 2023, and June 30, 2024, and the related statements of revenues, expenses and changes in net assets and cash flows for the years then ended. The firm selection process takes several months to complete, and we anticipate the audit itself to be underway in late fall, 2024.

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<sup>11</sup> See Agenda Item 14 from the July 24, 2024, FCGMA Board Regular meeting:  
<https://ventura.primegov.com/Portal/Meeting?meetingTemplateId=19004>

*Audit Findings*

Upon delivery of the biennial audit report, the report and its findings are discussed with the Board and each finding is detailed in the agenda's accompanying Board letter, sectioned by criteria, condition, cause, effect (or potential effect), recommendation, and views of responsible officials and planned corrective actions.

Audit findings will be discussed with the Fiscal Committee prior to Board review. The Fiscal Committee has expressed interest in developing a formal audit review policy; please see the appendices for a list of policy areas in development.

## EXPLANATION OF BUDGET

This section discusses the accounts the funds are held in, analyzes where the revenue feeds those accounts, and then details the expenses paid out of those accounts.

### Agency Accounts

The Agency maintains separate classifications for funds collected from different sources. Here’s an overview of our account summary by fund classification:

Account	Board Direction
Designated GEMES Account (Groundwater Extraction Management Enforcement Surcharge)	GEMES account established by Resolution No. 2006-04; Board directed to fund litigation costs including Agency counsel; Reserve Fee established by Resolution 2020-05
Designated Surcharges Account	For Board-directed uses only, not to be used for routine Agency operations
Designated Operating Reserves	Maintain \$1,000,000 reserve balance based on Board direction
Operating Fund	Routine annual operation expenses as identified in Work Plan
Grand Total Fund Balance	Total of all above

### Designated Accounts

Three of these funds are designated accounts where the funds can only be accessed through Board action:

1. Designated GEMES Account
2. Designated Surcharge Account
3. Designated Operating Reserves

**The Operating Fund**

To provide context, the Operating Account is approved by the Board with the budget to fund efforts associated with better management of groundwater. Activities funded include reporting, enforcement, groundwater management planning, data collection, record keeping, training, outreach, and others as identified through the course of business.

The Operating Fund includes pump charges, groundwater sustainability fees, interest earnings, penalties, grant, and miscellaneous revenues, which are detailed later in this Budget Report. Additionally, there are line items for projected reimbursement from the DWR SGM Implementation Grant Round 1 for projects in the OPV Basins and a transfer from the Designated Surcharge Account.

## REVENUE

Agency revenue comes primarily from pump charges with a lesser amount from surcharges and penalties and interest earned. Revenue is collected primarily via payments by well owners or operators to reconcile the fees they owe semi-annually based on their extraction reporting.

To forecast revenue from pump charges, an average of historical pumping rates of 121,000 AF has traditionally been used. Below are the Agency’s current pump charges used to calculate forecasted revenue using the historical pumping average.

Pump Charge – set by enabling legislation (only fee for de minimis domestic operators)	\$6/AF
Groundwater Sustainability Fee (GWSF) effective Oct 1, 2022	\$29 A/F
GEMES Reserve Fee (sunsets Oct 1, 2024, unless extended by Board)	\$20/AF
<b>Total</b>	<b>\$55/AF</b>

The following table is an example of how the fee schedule is displayed on Semi-Annual Extraction Statements, which are mailed to well owners or operators (and which are available online for those who have registered online accounts with the Agency) for self-reporting during the water year.

Note the amounts and percentages related to penalties, surcharges, and interest that apply when a reporter is late or has exceeded their extraction allocation.

The final column is a hyperlinked list of relevant Resolution or Ordinance documenting the fee type and, if applicable, ways to appeal or request a waiver of said fees; these

linked references are also available on our online reporting database, FCGMAonline.org, for each statement period.

<b>Water Year 2023/2024 Fee Schedule</b>				
<b>Fee Type</b>	<b>Amount</b>	<b>Unit</b>	<b>AF Exceedance Range</b>	<b>Resolution or Ordinance</b>
Extraction	\$6	AF	-	<a href="#">2014-02</a>
Sustainability	\$29	AF	-	<a href="#">2022-05</a>
Reserve	\$20	AF	-	<a href="#">2020-05</a>
Civil Penalty	\$50	x Days Late	-	<a href="#">2019-1</a>
Extraction Interest	1.5%	x Months Late	-	<a href="#">2.4.2</a>
Surcharge Interest	1.5%	x Months Late	-	<a href="#">5.8.6.2</a>
Surcharge Tier 1	\$1,929	AF	0.000 - 25.000	<a href="#">2024-03</a>
Surcharge Tier 2	\$2,179	AF	25.001 - 99.999	<a href="#">2024-03</a>
Surcharge Tier 3	\$2,429	AF	>100.000	<a href="#">2024-03</a>

*Surcharges, if incurred, are assessed at the end of the Water Year on the "-2" statement. For more information regarding fees, visit [FCGMA.org/Public-Documents/Resolutions](https://www.fcgma.org/Public-Documents/Resolutions).*

**Pump Charge, AKA Extraction Fee**

The Agency’s current maximum charge of \$6.00 per AF was set through adoption of Resolution No. 2014-02, linked in the above table. These fund efforts are associated with better management of groundwater. Known on the SAES as the Extraction Fee, the activities this pump charge funds include reporting, enforcement, groundwater management planning, data collection, record keeping, training, outreach, and others as identified through the course of business.

The current cap of \$6 per acre-foot has been adjusted in the past but cannot be adjusted upward without a revision to Section 121-1007 of the FCGMA Act. Projections included in the FY 2024-25 Draft Budget are based on average pumping; the Agency is not currently anticipating drought conditions.

Pump Charge (Extraction Fee) Summary	FY 2021/22	FY 2022/23	FY 2023/24		FY 2024/25	
	(Pooled in Operating Account)	Year-End Actuals	Year-End Actuals	Adopted Budget	Projected Year-End	Proposed Budget
Revenues	\$639,940	\$801,486	\$726,000	\$841,816	\$726,000	0.0%

*Revenue note: FY 24-25 projected pump charge revenue assuming 121,000 AF/YR extraction at \$6.00 per AF.*

**Groundwater Sustainability Fee**

The Sustainable Groundwater Management Act (SGMA) identified the Agency as the exclusive Groundwater Sustainability Agency (GSA) for the basins within its jurisdiction.

As the GSA, the Agency now has additional responsibilities and authorities to ensure these basins are managed sustainably by the deadlines set forth in SGMA. To help meet those responsibilities, SGMA authorizes a GSA to “impose fees, including, but not limited to, permit fees and fees on groundwater extraction or other regulated activity, to fund the costs of a groundwater sustainability program, including, but not limited to, preparation, adoption, and amendment of a groundwater sustainability plan, and investigations, inspections, compliance assistance, enforcement, and program administration, including a prudent reserve.” (Water Code Section 10730, emphasis added.).

SGMA authorizes the Agency to control groundwater extractions by regulating or otherwise establishing groundwater extraction allocations (Water Code section 10726.4(a)(2).) and defines a groundwater sustainability program as “a coordinated and

ongoing activity undertaken to benefit a basin, pursuant to a groundwater sustainability plan.” (Water Code section 10721<sup>12</sup>.)

Additional fee authority was granted to the Agency following the adoption of its groundwater sustainability plans (GSPs) to fund costs of groundwater management including the acquisition of lands or other property, facilities, and supply, production, treatment, or distribution of water (Water Code Section 10730.2). This is distinct from a regulatory fee for a groundwater sustainability program, authorized under Water Code Section 10730 described above, as it includes projects and replenishment that may not benefit the entirety of the Agency. SGMA specifically states these fees are subject to Prop 218 sections of the California Constitution. Currently, the Agency followed the Prop 218 process to adopt a replenishment fee as required under SGMA.

Groundwater Sustainability Fee Summary <i>(Pooled in Operating Account)</i>	FY 2021/22	FY 2022/23	FY 2023/24		FY 2024/25	
	Year-End Actuals	Year-End Actuals	Adopted Budget	Projected Year-End	Proposed Budget	Year Over Year % Change
Revenues	\$1,338,148	\$1,626,366	\$3,509,000	\$2,756,100	\$3,509,000	0.0%

*Revenue note: Projected groundwater sustainability fee revenues assuming 121,000 AF extractions.*

**Surcharges**

One of the principal ways the Agency manages the groundwater resources within its jurisdiction is by controlling groundwater extractions by establishing extraction allocations and imposing surcharges on extractions in excess of allocations. The Fox Canyon Groundwater Management Act (Act), California Water Code<sup>13</sup> Appendix, Chapter 121,

<sup>12</sup> Amended February 13, 2023; Legislative Counsel’s Digest: <https://legiscan.com/CA/text/AB828/id/3013211>

<sup>13</sup> California Water Code: <https://leginfo.legislature.ca.gov/faces/codedisplayexpand.xhtml?tocCode=WAT>



and the Agency’s several ordinances authorize these management actions. The Act authorizes the Agency to both establish extraction allocations and surcharges:

“The agency may, by ordinance, establish an operator’s extraction allocation for each groundwater extraction facility located within the agency. The agency may, by ordinance, impose upon the operator of any groundwater extraction facility located within the agency, extraction surcharges for extractions in excess of his or her extraction allocation and late penalties for nonpayment of extraction surcharges.” (Wat. Code App., § 121-1101.)

The Act states that the purpose of surcharges is “to discourage the use of groundwater beyond the extractions allocation” in recognition that “extraction allocations and extraction surcharges ... are necessary to eliminate overdraft caused by excess extractions[.]” (Id., at §121-1102(a), (b).) Since enactment of the Act in 1982, the Agency has adopted several ordinances that set forth the Agency’s surcharge policy and requirements. The Agency Ordinance Code recognizes that extraction surcharges are necessary to achieve the basins’ management goals and shall be assessed when annual extractions exceed allocations. (Agency Ordinance Code, § 5.8.1.1.)

*Current Surcharge Rates*

<b>Tier</b>	<b>Pumping</b>	<b>Rate</b>	<b>Notes</b>
Tier I	0.001 to 25.000 AF	\$1,929 per AF	
Tier II	25.001 to 99.999 AF	\$2,179 per AF	additional surcharge of \$250 per AF
Tier III	100 AF or more	\$2,429 per AF	additional surcharge of \$500 per AF

Surcharges have been based on (1) the cost to import potable water from the Metropolitan Water District of Southern California, or other equivalent water sources that can or do provide non-native water within the Agency jurisdiction and (2) the current groundwater conditions within the Agency jurisdiction, however the Agency Ordinance Code requires

the Board to “fix the surcharge ... at a cost sufficiently high to discourage extraction of groundwater in excess of the approved allocation when that extraction will adversely affect achieving” the management goals for the basins. (Agency Ordinance Code, §§ 5.8.1.1, 5.8.3.) In turn, the Agency Ordinance Code authorizes the Board to structure, tier, and vary the extraction surcharge between basins and aquifers in its discretion. (Agency Ordinance Code, § 5.8.2.)

*Designated Surcharges Account*

The FY 2024-25 Draft Budget projects \$1,000,000 in surcharge revenue. Revenue included in the draft FY 24-25 Budget is consistent with previously projected revenues.

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.

During budget discussions, 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, the Board discussed the possibility that these expenses be fully funded through the Designated Surcharges Account<sup>14</sup>.

Surcharges Account Summary	FY 2021/22	FY 2022/23	FY 2023/24		FY 2024/25	
	Year-End Actuals	Year-End Actuals	Adopted Budget	Projected Year-End	Proposed Budget	Year Over Year % Change
Revenues	\$1,338,148	\$1,626,366	\$3,509,000	\$2,756,100	\$3,509,000	0.0%

<sup>14</sup> See page 16 (FCGMA Board Meeting Minutes, 4/24/2024): [https://s42135.pcdn.co/wp-content/uploads/2024/05/AGENDA-PACKET-5-22-2024\\_Updated.pdf](https://s42135.pcdn.co/wp-content/uploads/2024/05/AGENDA-PACKET-5-22-2024_Updated.pdf)

**Operating Reserves Account**

The Reserve, listed in the budget as the Operating Reserves Designated Account, carries a balance that remains at \$1,000,000. Each year, when your Board adopts the Budget, we have included a million-dollar reserve; the Agency’s reserve was \$1 million for FY 2023/24 and \$1 million for FY 2024/25. The intent of the Reserves Account is that it be held for use in case of absolute need, only.

**GEMES Reserve Fee**

On October 28, 2020, your Board adopted Resolution No. 2020-05 imposing a fee of \$20.00 per Acre-Foot (AF) on groundwater extractions to establish a reserve fund to be used to pay the cost and expenses of legal actions and proceedings related to implementation of the Agency’s groundwater sustainability program. The fee became effective January 1, 2021, and is imposed on all pumpers within the Agency’s jurisdiction other than small domestic pumpers extracting 2 AF or less per year.

The reserve fee provides revenue to the Agency’s Groundwater Extraction Management Enforcement Surcharge (GEMES) Fund established in 2006 for the purpose of retaining special counsel to represent Agency interests.

The fee terminates automatically on October 1, 2024, unless the Board takes affirmative action to terminate the fee earlier, or to extend it to such other date as the Board selects. The Resolution requires the Agency to hold a public meeting every 12 months following adoption to consider the continued need for, and adjustments to, the fee imposed by the Resolution.

The GEMES Reserve Fee is reflected in the draft budget as the GEMES Designated Account. The GEMES fee sunsets on October 1, 2024, unless extended by your Board. The draft budget assumes the GEMES Reserve Fee will be continued.

<b>GEMES Account Summary</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>		<b>FY 2024/25</b>	
(Designated Account held separate from Operating Account)	Year-End Actuals	Year-End Actuals	Adopted Budget	Projected Year-End	Proposed Budget	Year Over Year % Change
Revenues	\$1,865,459	\$1,776,295	\$2,420,000	\$2,137,678	\$2,420,000	0.0%

**Interest Earnings**

Annual interest earnings apportionments are projected to be received from funds maintained in the County Pooled Investment Fund for the three designated accounts: the GEMES Account, the Surcharges Account, and the Operating Reserves Account.

Interest earnings are divided using the formula created by former Groundwater Manager, Kimball Loeb: of the collective earnings, 13% are paid to the operating account, and 87% of interest earnings are held in the designated accounts.

<b>Interest Earnings Summary</b>	<b>FY 2021/22</b>	<b>FY 2022/23</b>	<b>FY 2023/24</b>		<b>FY 2024/25</b>	
	Year-End Actuals	Year-End Actuals	Adopted Budget	Projected Year-End	Proposed Budget	Year Over Year % Change
Revenues	\$12,892	\$88,089	\$35,000	\$277,445	\$287,000	722.22%

*Revenue note: Annual interest earnings apportionments projected to be received from the County Pooled Investment Fund.*

**Grant Funding**

Resolutions Nos. 2022-01<sup>15</sup> and 2022-02<sup>16</sup> authorized the Executive Officer to submit applications to the California Department of Water Resources (DWR) for funding from the 2021 Sustainable Groundwater Management (SGM) Implementation Grant Program to implement projects in the Oxnard Subbasin and Pleasant Valley Basin. The Agency received award notification letters from DWR dated April 28, 2022, for funding of \$7.6 million in each of the two basins. The total grant amounts are \$6,479,700 to United Water Conservation District (UWCD), \$5,810,000 to Pleasant Valley County Water District (PVCWD), and \$332,500 to the City of Camarillo as subgrantees to the Agency. The grant funding also includes \$2,577,800 for the Agency’s monitoring well projects. All projects must be completed, and final deliverables submitted by April 30, 2025, so DWR can close out the grants by June 30, 2025.

***SGM Implementation Grant Round 1 (OPV) DWR Implementation***

SGM Impl Grant Round 1 (OPV) - DWR	FY 2023/24	FY 2024/25	
	Adopted Budget	Proposed Budget	Year Over Year % Change
Revenues & Transfers In	\$1,031,120	\$2,577,800	150%
Expenditures & Transfers Out	\$2,632,826	\$3,688,044	40.08%
<b>Revenues Over/(Under) Expenditures</b>	<b>(\$1,601,706)</b>	<b>(\$1,110,244)</b>	

*Revenue note: Projected reimbursement from DWR for SGM Implementation Grant Round 1 funds for FCGMA projects in the Oxnard & Pleasant Valley Basins.*

<sup>15</sup> Resolution 2022-01: <https://s42135.pcdn.co/wp-content/uploads/2023/01/Resolution-2022-01-SGM-Grant-App-Oxnard-Subbasin.pdf>

<sup>16</sup> Resolution 2022-02: <https://s42135.pcdn.co/wp-content/uploads/2023/01/Resolution-2022-02-SGM-Grant-App-PV-Basin.pdf>

*Expenditure note: Monitoring well installation in OPV basins projected expense.*

***SGM Implementation Grant Round 1 (OPV) - Administration***

UWCD, PVCWD, the City of Camarillo are subgrantees. The Subgrant Agreements flow down the provisions of the Grant Agreement between DWR and the Agency. The Subgrant Agreements include the requirement to pay the proportional cost of grant administration consultant services. The Subgrant Agreements provide the option for the subgrantee to choose to make annual payments to the Agency or to have the costs withheld from disbursements to the subgrantee. The payments are reflected here as revenue.

SGM Impl Grant Round 1 (OPV) - Admin	FY 2023/24	FY 2024/25	
	Adopted Budget	Proposed Budget	Year Over Year % Change
Revenues & Transfers In	\$47,729	\$47,472	-2.63%
Expenditures & Transfers Out	\$57,477	\$60,000	4.39%
<b>Revenues Over/(Under) Expenditures</b>	<b>(\$9,748)</b>	<b>(\$12,528)</b>	

*Revenue note: Reimbursement from subgrantees City of Camarillo, UWCD, and PVCWD for consultant grant administration services per Board direction (7/20/2022).*

*Expenditure note: Consultant cost to assist with DWR SGM Implementation Grant Round 1 administration for the OPV Basins. Reimbursement from City of Camarillo, PVCWD, and UWCD, with FCGMA net share \$9,748 annually.*

**Civil Penalties, Late Fees, and Interest**

Listed in the draft budget spreadsheet as the line item “Penalties / Interest,” this item is comprised of revenue from civil penalties, late fees, and interest accrued and paid by late or non-reporters, with regards to Semi-Annual Extraction Reporting. This line item is

included in the Operating Fund because of the extra administrative burden necessary to accommodate late reporters and erroneously reported SAES, and enforcement.

Penalties/Interest Summary (Pooled in Operating Account)	FY 2021/22	FY 2022/23	FY 2023/24		FY 2024/25	
	Year-End Actuals	Year-End Actuals	Adopted Budget	Projected Year-End	Proposed Budget	Year Over Year % Change
Revenues	\$73,441	\$47,965	\$60,000	\$299,408	\$130,000	116.67%

*Transfers In*

While no assumptions have been made regarding repaying loans, we do have several sources of transferred funds: the FY 22-23 transfer from Surcharges to the Operating Account, which has yet to be utilized, and a partial (50%) reimbursement of legal costs associated with the LPV Watermaster Rules Appeal.

TRANSFERS IN			
	FY 2022/23	FY 2023/24	FY 2024/25
Transfer or Loan	Actual	Budget	Proposed Budget
Transfer from Surcharges to Operating Fund	\$1,000,000	--	-
Reimbursement of 50% of LPV Watermaster Rules Appeal		-	\$200,000
<b>Total Transfers In</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$200,000</b>

## **EXPENDITURES**

### *Total Operating Fund Expenditures*

The total proposed Operating Fund expenditures for FY 2024/25 are estimated at \$11,950,691 million, which reflects an increase of \$3,054,010, or 34.33%, from the FY 2023-24 budgeted expenditures. The Draft 24-25 Budget assumes a fully staffed Agency.

### *Transfers Out*

The Adopted 2022/23 Budget included a loan to the Operating Fund of \$1,000,000 from the Surcharges Account in FY 2022-23 with repayment in full to be done in FY 2024-25; however, this Draft Budget Report assumes that no repayment will occur in this Fiscal Year. Board discussion included a suggestion that this loan from the Surcharges account be made a permanent transfer and an additional amount be permanently transferred in FY 2024-25 to fully fund the expenses of the implementing the DWR SGMA grant. That suggestion is reflected in this draft budget. Out of our Operating Account, \$4,870,000 will fully fund the expenses of the DWR SGMA grant implementation. This budget will not assume repayment of the Surcharges Account loan; simply put, the money was intended for the well project, and we haven't spent that money yet.

The Board has recommended that half of the legal costs spent on funding the LPV Watermaster Rules Appeal, \$200,000, be reimbursed to FCGMA.

The Fiscal Committee, Agency staff, and the Board are working to align our fiscal responsibilities related to loans and transfers. The Fiscal Committee has expressed interest in discussing loan policy development in the future.



**Significant Annual Operating Expenditures**

	<b>Significant Annual Operating Account Expenditures</b>	2022-23 Year-End Actuals	2023-24 Adopted Budget	2023-24 Projected Year-End	2024-25 Draft Budget	Over/Under	YoY % Change
1	Public Works Agency Charges	\$1,814,950	\$2,860,200	\$1,736,041	\$1,900,000	(\$960,200)	-33.57%
2	General Services Agency Charges	\$24,670	\$25,000	\$18,990	\$25,000	\$6,010	0.00%
3	FCGMA Online Database Support/GIS	\$189,440	\$276,761	\$173,025	\$247,061	(29,700.00)	-10.73%
4	Legal Services	\$129,490	\$150,000	\$185,852	\$170,000	\$20,000	13.33%
5	GSP Annual Reports	\$19,798	\$65,730	\$59,085	\$50,000	(\$15,730)	-23.93%
6	<b>Total Large Expenditures:</b>	<b>\$2,178,348</b>	<b>\$3,377,691</b>	<b>\$2,172,723</b>	<b>\$2,932,061</b>	<b>\$729,338</b>	<b>%</b>

Following are the significant annual operating expenditures, those that are greater than \$30,000:

1. **Public Works Agency Charges:** The FY 2024-25 Draft Budget includes \$1,900,000 for PWA staff services per the projections in the draft Annual Work Plan. 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. Time estimates for each staff position’s efforts are developed to estimate the budget. The Work Plan is discussed in detail **WHERE?**

**PUBLIC WORKS AGENCY CONTRACT RATES:** The rates are calculated to provide for total cost recovery of the department’s Requested Budget. Each department is treated as a separate cost center and a rate is established for each classification within each department. Therefore, rates for the same classification may differ between departments.

**DIRECT LABOR RATE:** Average annual salary of all employee within each classification divided by 1,800 hours.

**FRINGE BENEFIT RATE:** Average of all benefits adopted by the Board of Supervisors or mandated by State/Federal law.

**DEPARTMENT OVERHEAD RATE:** The department overhead rate was computed to recover the departmental operating cost, e.g., supervision; office supplies; training; memberships and dues, uniforms; safety supplies, vehicle and radio charges; insurance; Government Center building expense (office maintenance, utilities, custodial, landscape and security); office equipment maintenance; telephone charges; postage; and depreciation expenses of fixed assets.

**AGENCY OVERHEAD RATE:** Agency overhead rate allocated the cost of Public Works Agency – Central Services (includes salaries, benefits, department and County overhead costs): Director of Public Works and staff; fiscal services (budgeting, fiscal and accounting services); and support services (payroll and personnel services, agency safety coordination and computer services).

**COUNTY OVERHEAD RATE:** To Recover General Fund operation, i.e., maintenance of the common area of the Government center and depreciation; Auditor-Controller’s Office (Accounts payable processing, financial reports, audit, payroll, etc.); Personnel; County Counsel; Chief Administrative Office and Civil Service Commission.

**County Overhead Rate, Department, and Agency rates –**



**PUBLIC WORKS AGENCY  
DISTRIBUTION OF PUBLIC WORKS CHARGES  
FY 2025 RATES EFFECTIVE 07/01/24**

DEPARTMENT	BUDGET UNIT	DIRECT & BENEFIT	DEPT & AGENCY INDIRECT	CAP INDIRECT	TOTAL %
WATERSHED - GEN	4431	59.6%	38.7%	1.7%	100.0%

- 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. **FCGMA Online Database 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.
- 4. **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.
- 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 Agency has planned on developing a a new data management system for several years. Due to conflicting priorities little progress has been made beyond the Data Management System Requirements Analysis done in 2022. The final costs of a new system is presently unknown. The FY 2024-25 Budget does not include funds for procurement efforts. Significant progress has been made improving the current data management system. With the uncertainties of potential new data requirements due to ongoing adjudication staff is not recommending pursuing the development and transition to a new data management system in FY 2024/25.
2. **Groundwater Sustainability Plan Implementation and SGMA Compliance:** 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 must be completed in 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, and these funds will be targeted towards renewing the GEMES fee before it is set to expire in October 2024.

Expenditures – Personnel

As a reminder, the FY 2024-25 Work Plan was drafted to assume full staffing levels; you will see this factored into all calculations and estimates.

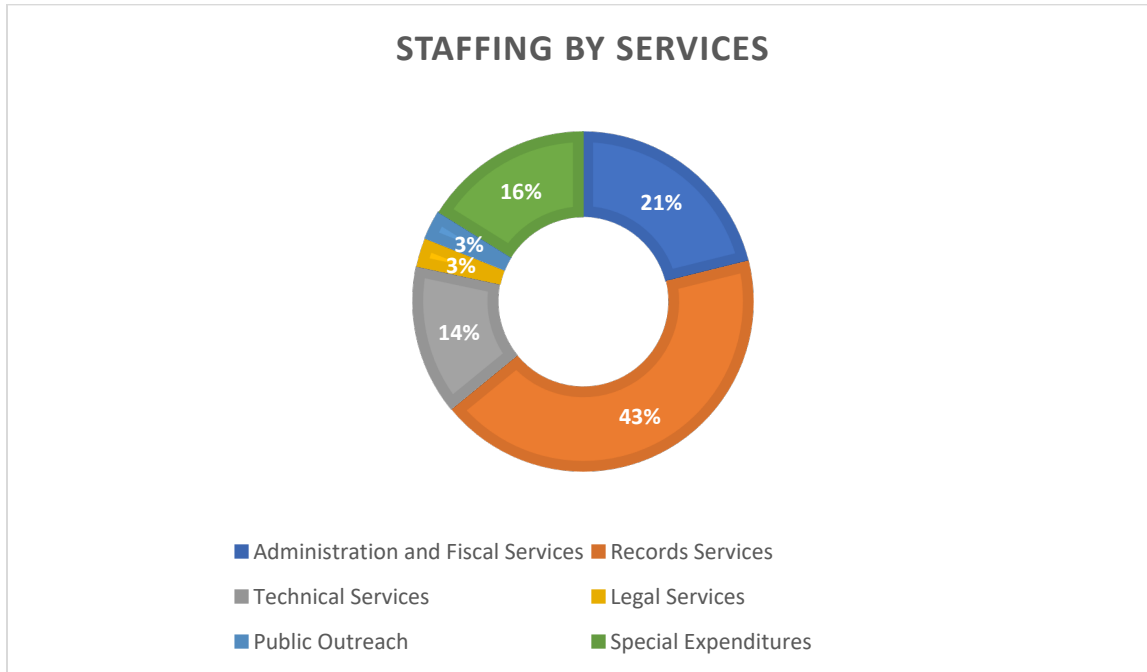
Consistent with the Agency goal to maintain an effective workforce through competitive salaries and benefits, the FY 2024/25 projected personnel costs include hiring for positions that currently stand open, for an estimated increase of \_\_\_% from FY 2023/24.

The FY 2024/25 budget includes funding for a total of [redacted] full-time equivalent (FTE) positions.

Our current staffing level is not yet consistent with the Agency’s Goals and Objectives and departmental operations and work plans, given challenges with hiring and maintaining a talented workforce, but it is an Agency mandate to build our staff to full capacity.

*Labor Expenditures by Work Plan Section*

<b>Work Plan Labor Cost Comparison</b>			
	<b>FY 2023/24</b>	<b>FY 2024/25</b>	
<b>Work Plan Sections</b>	<b>Adopted</b>	<b>Proposed Work Plan</b>	<b>Cost Difference</b>
Administration and Fiscal Services	\$829,857	\$943,005	\$113,148
Records Services	\$843,647	\$1,152,821	\$309,174
Technical Services	\$432,540	\$471,303	\$
Legal Services <i>(Not paid by GEMES)</i>	\$107,006	\$114,862	\$
Public Outreach	\$65,020	\$95,930	\$
Special Expenditures	\$582,130	\$579,613	\$
<b>Total Labor Estimates</b>	<b>\$2,860,200</b>	<b>\$ 3,357,535</b>	



*Full-Time Equivalent Employees*

Regarding the “Public Works Agency Charges” line item above;

*Current Staffing Levels vs. Full Staffing Capacity*

*Part-Time and Contract Employees*

*Contracts Currently in Place*

**Special Counsel**

Insert narrative about Special Counsel and how they are contracted through County Counsel and through the Board here.

**Grant Administration**

Insert narrative about Grant Administration and the consultants that fall under that category here. Contract signatory date, amendments date, contract length, FY charges to date

**AMI Operations**

Insert narrative about Rincon and that category here. Contract signatory date, amendments date, contract length, FY charges to date

**Special Expenditures Projects**

Insert narrative about Special Expenditures and the consultants that fall under that category here. Contract signatory date, amendments date, contract length, FY charges to date



Include in discussion Hallmark effort.

Outside Counsel 

PERSONNEL AND CONTRACT EXPENDITURES					
		FY 2022/23	FY 2023/24	FY 2024/25	
		Actual	Budget	Proposed Budget	Year over Year % Change
1	Public Works Agency Charges, Add GSA				
2	Board Member Insurance				
3	Consultant Contract (DUDEK)				
4	Consultant Contract (UNITED WATER)				
5	Consultant Contract (HALLMARK)				
6	County Counsel				
7	Other Legal Fees (JARVIS FAY)				
8	Other Legal Fees (STOEL RIVES)				
9	Other Legal Fees (SHUTE MIHALY)				
10	Other Legal Fees (KENNEDY JENKS)				
11	Other Legal Fees (RUTAN & TUCKER)				
12	<b>Total Personnel Expenditures</b>				



*Counsel Expenses and GEMES Expenditures*

The GEMES account was established by your Board as a reserve account for legal expenses; projected Special Counsel and Agency 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.

	<b>GEMES Designated Account</b>	<b>2022-23 Year-End Actuals</b>	<b>2023-24 Adopted Budget</b>	<b>2024-25 Draft Budget</b>	<b>Over/Under</b>	<b>% YoY Change</b>	<b>2025-26 Planning-Level Budget Projections</b>
1	Beginning Balance	(\$954,399)	(\$1,286,040)	(\$1,048,955)			(\$508,955)
2	Reserve Fee <sup>(Note 1)</sup>	\$1,776,295	\$2,420,000	\$2,420,000	-	0.00%	\$2,420,000
3	Special Counsel <sup>(Note 2)</sup>	(\$2,049,926)	(\$1,350,000)	(\$1,650,000)	(\$300,000)	22.22%	(\$1,691,250)
4	County Counsel <sup>(Note 3)</sup>	(\$249,100)	(\$180,000)	(\$230,000)	(\$50,000)	27.78%	(\$235,750)
5	Ending Balance	(\$1,477,130)	(\$396,040)	(\$508,955)	(\$350,000)		(\$15,955)

**Footnotes:**

(1) Reserve Fee of \$20.00 per AF to replenish GEMES Account per Resolution 2020-05.

Reserve is tracked to Project ID **P602097**

(2) Special Counsel fees related to ongoing and anticipated litigation.

Special Counsel billing tracked with Object codes: Stoel Objects 2185-64, 2185-66, 2185-67 and SMW Objects 2185-67

(3) County Counsel costs for ongoing and anticipated litigation.

County Counsel billing tracked with Object codes: 2185-64, 2185-66, 2185-67, and is paid under GEMES P6020855

## OPERATING ACCOUNT DETAIL

	Fund O170 Unit 5795	2022-23 Year-End Actuals	2023-24 Adopted Budget	2023-24 Projected Year-End	2024-25 Draft Budget	Over/Under from Previous FY	YoY % Change
1	<b>BEGINNING YEAR FUND BALANCE</b>	<b>\$3,931,484</b>	<b>\$4,351,081</b>	<b>\$4,351,081</b>	<b>\$6,996,395</b>		
2	<b><u>Revenues</u></b>						
3	Pump Charge <sup>(Note 1)</sup>	\$801,486	\$726,000	\$841,816	\$726,000	-	0.00%
4	Groundwater Sustainability Fee <sup>(Note 2)</sup>	\$1,626,366	\$3,509,000	\$2,756,100	\$3,509,000	-	0.00%
5	Penalties / Interest	\$47,965	\$60,000	\$299,408	\$130,000	\$70,000	116.67%
6	GMA Pumping Surcharges	\$1,027,229	\$1,000,000	\$895,179	\$1,000,000	-	0.00%
7	GEMES (Reserve Fee)	\$1,776,295	\$2,420,000	\$2,137,678	\$2,420,000	-	0.00%
8	SGM Impl Grant Round 1 (OPV) - DWR <sup>(Note 3)</sup>	-	\$1,031,120	-	\$2,577,800	1,546,680	150.00%
9	SGM Impl Grant Round 1 (OPV) - Admin <sup>(Note 4)</sup>	-	\$47,729	\$92,944	\$46,472	(\$1,257.00)	-2.63%
10	Water Market / AMI Grant <sup>(Note 5)</sup>	-	-	-	-	-	-
11	Interest Earnings <sup>(Note 6)</sup>	\$88,098	\$35,000	\$277,445	\$287,000	\$252,000	720.00%
12	Loan From Surcharges <sup>(Note 7)</sup>	\$1,000,000	-	-	\$0	\$0	-
13	Reimbursement - Rules Appeal <sup>(Note 8)</sup>				\$200,000	\$200,000	
14	Misc. Revenue	\$2,950	-	\$163	-	-	-
15	<b>Total Revenues</b>	<b>\$6,370,388</b>	<b>\$8,828,849</b>	<b>\$7,300,733</b>	<b>\$10,696,272</b>	<b>\$1,867,423</b>	<b>21.15%</b>
16	<b><u>Expenditures</u></b>						
17	Public Works Agency Charges <sup>(Note 9)</sup>	\$1,814,950	\$2,860,200	\$1,736,041	\$3,375,535	\$515,335	18.02%
18	General Services Agency Charges <sup>(Note 10)</sup>	\$24,670	\$25,000	\$18,990	\$25,000	-	0.00%
19	FCGMA Online Support/GIS <sup>(Note 11)</sup>	\$189,440	\$276,761	\$173,025	\$247,061	(\$29,700)	-10.73%
20	LAFCO Funding <sup>(Note 12)</sup>	\$2,551	\$2,100	\$2,995	\$3,510	\$1,410	67.14%
21	General Legal (County Counsel) <sup>(Note 13)</sup>	\$129,490	\$150,000	\$185,852	\$170,000	\$20,000	13.33%
22	Special Counsel (Stoel, Shute MW)	\$2,049,926	\$1,350,000	\$1,466,690	\$1,650,000	\$300,000	22.22%
23	County Counsel - GEMES	\$249,100	\$180,000	\$242,813	\$230,000	\$50,000	27.78%
24	Board Member Insurance	\$3,796	\$4,000	\$4,118	\$4,085	\$85	2.13%
25	Biennial Audit	\$16,000	-	\$4,000	\$20,000	\$20,000	-
26	AWA Dues / Symposium/Conference	3,973	\$2,000	\$2,501	\$2,500	\$500	25.00%
27	Public Outreach & Notices	\$880	\$2,000	\$991	\$1,000	(\$1,000)	-50.00%
28	GSP Annual Reports <sup>(Note 14)</sup>	\$19,798	\$65,730	\$59,085	\$97,000	\$31,270	47.57%

29	Et Weather Station Contract	-	\$324	-	-	(\$324)	-100.00%
30	Watershed Contributions / Match <sup>(Note 15)</sup>	\$1,500	\$3,700	\$1,500	\$1,500	(\$2,200)	-59.46%
31	Computer Equipment, Software & Website	-	\$5,000	\$3,355	\$5,000	-	-
32	Office Equipment/Supplies/Printing	-	\$1,500	\$126	\$1,000	(\$500)	-33.33%
33	Misc Expense / Misc Payment	\$451	\$2,000	\$2,033	\$2,500	\$500	25.00%
34	<b><i>Special Expenditures</i></b>	-	-	-	-	-	-
35	New FCGMA Data Management System <sup>(Note 16)</sup>	\$10,860	\$200,000	-	-	(\$200,000)	-100.00%
36	GSP Implementation <sup>(Note 16)</sup>	\$266,995	\$781,063	\$554,562	\$989,000	\$207,937	26.62%
37	SGM Impl. Grant Monit Well Install (OPV) <sup>(Note 18)</sup>	-	\$2,632,826	-	\$4,870,000	\$2,237,174	84.97%
38	SGM Impl. Grant Round 1 (OPV) - App. <sup>(Note 19)</sup>	-	-	-	-	-	-
39	SGM Impl. Grant Round 1 - Administration <sup>(Note 20)</sup>	\$56,560	\$57,477	\$68,705	\$60,000	\$2,523	4.39%
40	SGM Round 2 Grant Application <sup>(Note 21)</sup>	\$14,011	-	-	-	-	-
41	Stakeholder Facilitation / Public Outreach	\$2,666	\$25,000	\$16,086	\$25,000	-	0.00%
42	AMI Data Support	-	-	\$12,352	\$54,000	\$54,000	-
43	Oxnard Well Destruction <sup>(Note 22)</sup>	-	\$70,000	\$86,976	-	(\$70,000)	-100.00%
44	Rate Counsel & Consultant <sup>(Note 23)</sup>	\$93,176	\$100,000	\$12,623	\$17,000	(\$83,000)	-83.00%
47	Contingency	-	\$100,000	-	100,000.00	\$0	0.00%
48	Loan to Operations	\$1,000,000	-	-	-	\$0	-
50	<b><i>Total Expenditures</i></b>	<b>\$5,950,791</b>	<b>\$8,896,681</b>	<b>\$4,655,419</b>	<b>\$11,950,691</b>	<b>\$3,054,010</b>	<b>34.33%</b>
52	<b><i>Net Operating Results</i></b>	<b>\$419,597</b>	<b>(\$67,832)</b>	<b>\$2,645,314</b>	<b>(\$1,254,419)</b>	<b>(\$1,186,587)</b>	<b>1749.30%</b>
54	<b><i>Operating Reserves</i></b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>-</b>	<b>-</b>
56	<b>YEAR END FUND BALANCE</b>	<b>\$4,351,081</b>	<b>\$4,283,249</b>	<b>\$6,996,395</b>	<b>\$5,741,976</b>	<b>\$1,458,727</b>	<b>34.06%</b>

**Footnotes:**

- (1) FY 24-25 projected pump charge revenue assuming 121,000 AFY extraction at \$6.00 per AF.
- (2) Projected groundwater sustainability fee revenues assuming 121,000 AF extractions.
- (3) Projected reimbursement from DWR for SGM Implementation Grant Round 1 funds for FCGMA projects in the Oxnard & Pleasant Valley Basins.
- (4) Reimbursement from subgrantees City of Camarillo, UWCD, and PVCWD for consultant grant administration services per Board direction (7/20/2022).
- (5) Funding as subgrantee to The Nature Conservancy's Natural Resources Conservation Service grant. Ended FY 21-22.
- (6) Annual interest earnings apportionments projected to be received from the County Pooled Investment Fund.

- (7) Loan from Designated Surcharges Account approved by Board as part of FY 2022-23 Budget to be repaid in FY 2024-25.
- (8) Recommendation of Fiscal Committee for LPV Watermaster to repay 50% legal fees for LPV Watermaster Appeal
- (9) Projected PWA charges to implement FY 2024-25 Annual Workplan. Includes Executive Officer and Fiscal allocation.
- (10) County General Services Agency (GSA) fees for printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc.
- (11) FY 24-25 Estimate for IT services to support, maintain, and improve FCGMA Online Data Management System
- (12) Payment to LAFCO Per Govt. Code Sect. 56381 (b) (1).
- (13) County Counsel services for regular FCGMA legal services.
- (14) GSP Annual Report expense updated based on new Dudek scope approved by Board 12/9/2022 and amended 2/28/24.
- (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 subsequent amendments.
- (18) Monitoring well installation in OPV basins projected expense. Majority funded by DWR SGM Implementation Grant.
- (19) Consultant expenses for grant application for DWR SGM Implementation Grant Round 1 for projects in Oxnard & Pleasant Valley Basins.
- (20) Consultant to assist with DWR SGM Implementation Grant Round 1 administration for the OPV Basins. Reimbursement from City of Camarillo, PVCWD, and UWCD. FCGMA net share \$9,748 annually.
- (21) Consultant expenses for grant application for DWR SGM Implementation Grant Round 2 for projects in Las Posas Valley Basin.
- (22) Projected cost to destroy Oxnard well. Delayed due to interest from County Airport in taking over well.
- (23) Rate counsel and consultant for planned replenishment fee. Projected expense in FY 2024-25 for GEMES by Jarvis Fay.

**Link to Draft Fiscal Year 2024-2025 Budget worksheet, as of August 5, 2024:**  
[https://fcgma.org/wp-content/uploads/2024/08/FY-2024-25-Budget\\_FV\\_DRAFT.pdf](https://fcgma.org/wp-content/uploads/2024/08/FY-2024-25-Budget_FV_DRAFT.pdf)

**Link to Draft Fiscal Year 2024-2025 Work Plan, as of August 5, 2024:**  
[https://fcgma.org/wp-content/uploads/2024/08/FY-2024-25-Work-Plan\\_FV\\_DRAFT.pdf](https://fcgma.org/wp-content/uploads/2024/08/FY-2024-25-Work-Plan_FV_DRAFT.pdf)

## **RECOMMENDATIONS AND CONSIDERATIONS**

This Proposed Draft FY 24/25 Budget was developed with several recommendations for the Fiscal Committee’s consideration, and recommendations for future budget reports to improve transparency and clarity into the Agency’s budget. Below are listed the assumptions made in the draft FY24/25 budget for the Fiscal Committee and Board’s consideration and some consideration for the development of future budgets.

### **Budget at Full Staff Levels**

The 2024-25 Draft Budget presents a “highest cost scenario” for staff planning purposes. Unlike the development of previous Agency budgets, the Draft FY 24-25 Budget assumes funding of a fully staffed agency, with no vacant positions, along with the funding of a full-time Executive Officer. Previous budgets estimated when existing vacancies would be filled, or positions vacated, and the Executive Officer position was previously set at a fixed cost of 25% of the Public Works Agency Director.

### **GEMES Fee**

The ongoing litigation the Agency faces will lead to significant costs and therefore it is recommended the GEMES Fee be continued, and that recommendation has been incorporated into the proposed draft budget. Bringing the GEMES Fee to the Board for renewal the same day as the FCGMA Budget will streamline process so the budget discussion can be informed by that action of the Board.

### **Loan From Surcharges Account**

A \$1,000,000 loan from the Surcharges Account in the 22/23 budget was scheduled to be repaid in FY 24/25. The draft FY 24/25 budget did not include repayment of this loan.

The loan was intended to cover the FY 23/24 drilling costs for monitoring wells partially funded by a DWR SGM Grant. Those wells are in the process of being drilled right now with almost the entirety of the costs to be in the FY 24/25 budget.

## **Costs of the LPV Watermaster Appeal**

Splitting the costs evenly of the appeal of the Las Posas Valley Judgment has been recommended by the Fiscal Committee and is included in this proposed draft FY 24/25 budget. Half the \$400,000 spent on counsel is included as revenue to the Agency in FY 24/5. The Agency entered the appeal prior to any designated funding source for the LPV Watermaster, thus legal representation was funded by funds collected Agency-wide. Going forward the LPV Watermaster will fund all efforts through the collection of their own funds.

## **Considerations For Future Budgets**

### **Work Plan and Proposed Budget Report**

An earlier start to the budget process will allow a thorough discussion of expectations for the workplan and presentation of the budget. This will provide the Fiscal Committee and the Board with a better opportunity to prioritize the goals and objectives for staff to focus on in the next Fiscal Year. The foundation of the draft budget is the Work Plan. The Work Plan summarizes staff services needed to meet the major work tasks identified to meet Agency goals during the next Fiscal Year. Improved strategic planning on those goals will feed into the Work Plan and therefore budget.

**LPV Watermaster Budget**

Future iterations of the Proposed Report could incorporate the separate LPV Watermaster Budget and Work Plan drafts to present a complete picture of the Agency tasks and efforts by Agency staff.

**Loan From Surcharges Account**

The DWR SGM Grant wells will be completed in the beginning of FY 25/26. Consideration should be made whether to repay the \$1,000,000 loan from Surcharges Account or forgiving the loan. An additional consideration can be made whether the full costs of the monitoring wells should be funded through the surcharges account complete well project once known.



# APPENDICES

## Agency Profile Detail<sup>17</sup>

### Services Provided

The FCGMA is authorized to manage and protect aquifers and groundwater basins within southern Ventura County and is authorized to act as watermaster for the LPV Basins.

### Population and Area Information: GMA Estimates<sup>18</sup>

	Population	Area (square miles)
Jurisdictional Area	350,000	183.24
Sphere of Influence Area	480,000	204.66

### Primary Revenue Sources

- Fees
- Grants
- Other

### Primary Expenses

- Salaries and Benefits
- Supplies and Services
- Professional Services

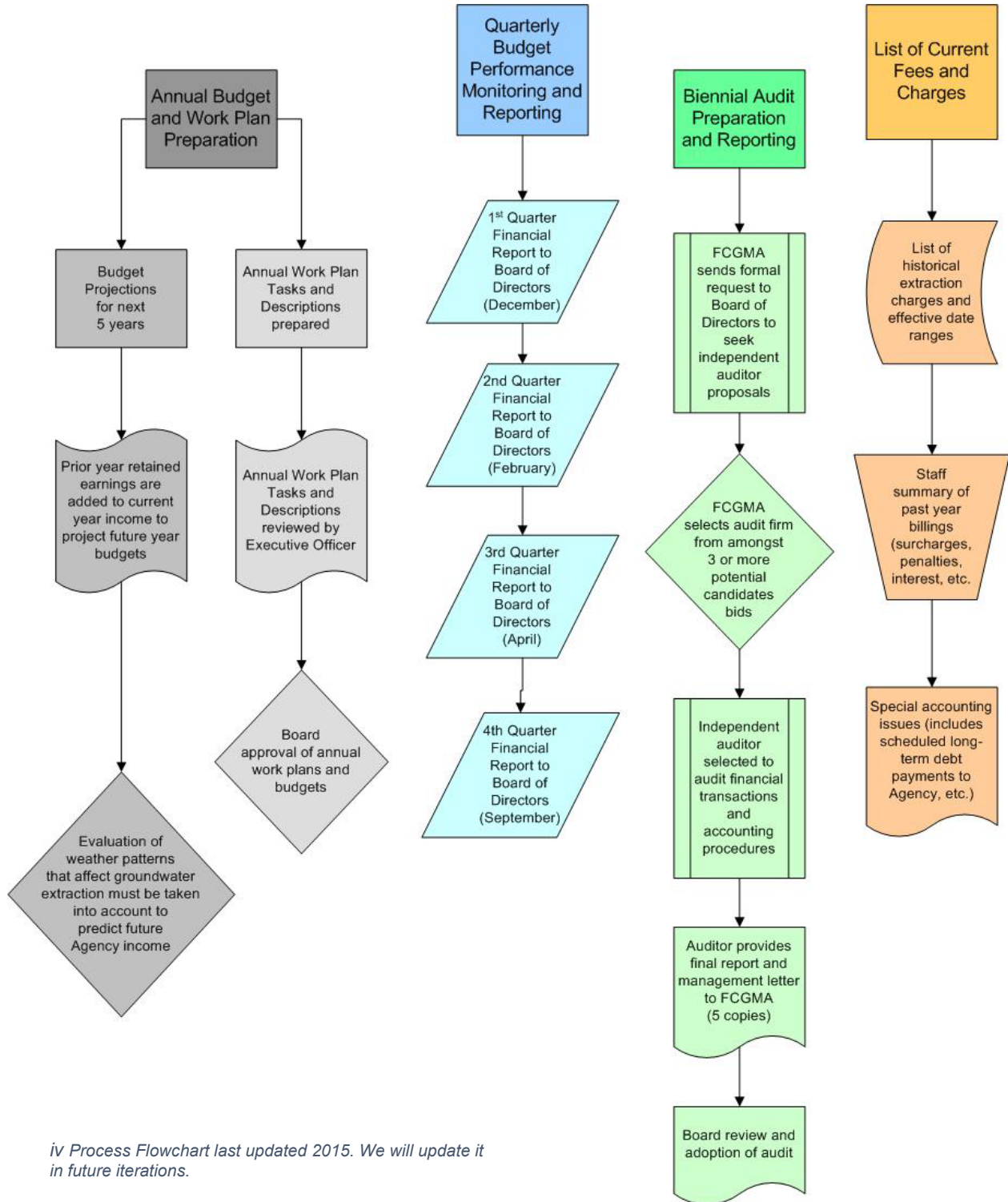
### Public Agencies with Overlapping Jurisdiction

Bardsdale Cemetery District	Oxnard Drainage District No. 2
Calleguas Municipal Water District	Oxnard Harbor District
Camarillo Health Care District	Piru Public Cemetery District
Camarillo Sanitary District	Pleasant Valley County Water District
Camrosa Water District	Pleasant Valley Recreation and Park District
Channel Islands Beach Community Services District	United Water Conservation District
City of Camarillo	Ventura County Air Pollution Control District
City of Moorpark	Ventura County Fire Protection District
City of Oxnard	Ventura County Resource Conservation District
City of Port Hueneme	Ventura County Service Area No. 14
City of San Buenaventura	Ventura County Service Area No. 30
Fillmore-Piru Memorial District	Ventura County Service Area No. 32
Fox Canyon Groundwater Management Agency	Ventura County Service Area No. 34
Gold Coast Transit District	Ventura County Watershed Protection District
Hidden Valley Municipal Water District	Ventura County Waterworks District No. 1
Lake Sherwood Community Services District	Ventura County Waterworks District No. 19
Metropolitan Water District of Southern California	Ventura Regional Sanitation District
Oxnard Drainage District No. 1	

<sup>17</sup> Source for this format and most data: LAFCo 2024 Draft Municipal Service Report. *Additional information, including water supply by Basin, can be found in the Ventura County General Plan, Section 10: Water Resources.*  
[https://docs.vcrma.org/images/pdf/planning/plans/VCGPU\\_10\\_Adopted\\_Water\\_September\\_2020.pdf](https://docs.vcrma.org/images/pdf/planning/plans/VCGPU_10_Adopted_Water_September_2020.pdf)

<sup>18</sup> GMA Estimate based on Census data for Jurisdictional Area and Sphere of Influence Area (5 Cities).

### Agency Financial Management Process Flowchart



*iv Process Flowchart last updated 2015. We will update it in future iterations.*

## Agency History

Last updated 2015.

**1880's** – First water wells are drilled in Ventura County using machinery instead of hand labor.

**1900 to 1950** – Development of lands for farming and urban uses requires an increasing need for more groundwater.

**1950's** – Some wells along the Pacific Coast in Port Hueneme and Oxnard begin to show sharply elevated chloride levels, indicating seawater intrusion caused by overdraft of drinking water aquifers. More than 3 dozen wells are rendered useless because they are pumping virtual saltwater quality output.

**1982** – State Senate Bill 2995<sup>19</sup> is approved creating the Fox Canyon Groundwater Management Agency (FCGMA).

**1983** – FCGMA begins operations January 1, with the County of Ventura contracted to provide staffing and related services for the new Agency.

**1983** – Ordinance No. 1 is adopted requiring all wells within the Agency to register and begin reporting groundwater extractions. A fee of \$0.50 is levied for each acre-foot (AF) of water (325,851 gallons = 1 AF) pumped from local groundwater aquifers. These management fees are the sole source of income for the Agency.

**1984 – 1985** – With assistance and financing from the Ventura County Flood Control District, United Water Conservation District (United), the City of Oxnard, and the City of Ventura, the United States Geological Survey (USGS) is enlisted to design and install a series of clustered monitor wells along the Oxnard Plain coastline. These nested piezometer wells will provide water level and water quality data specific to each individual aquifer layer or zone and allow evaluation of the seawater intrusion problem.

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<sup>19</sup> <https://s42135.pcdn.co/wp-content/uploads/2024/04/AB-2995-FCGMA-Enabling-Legislation.pdf>

**1986** – United, in cooperation with the FCGMA, completed the Pumping Trough Pipeline (PTP) to provide supplemental surface water to the over drafted southeast Oxnard Plain, thus relieving stress on the over pumped upper aquifer system. Some 47 Upper Aquifer System (UAS) wells are planned for shut down, to be replaced with surface water from the Santa Clara River and/or groundwater from five new Lower Aquifer System (LAS) wells surrounding the so called “Pumping Trough” area.

**1987** – FCGMA Management Plans are developed and finalized after several specific Task Reports are completed, thus allowing consistent management of all groundwater aquifers within the FCGMA boundary.

**1987** – Ordinance No. 3 is adopted requiring water flowmeters on all wells that extract more than 50 AF of groundwater per year. This ordinance was later changed to drop the 50 AF limit, and thus to require meters on all wells except for domestic-only use wells.

**1987** – Ordinance No. 4 called the “Las Posas Basin Groundwater Extraction Prohibition Ordinance” is implemented to protect the aquifer outcrop areas, and to

require permits for any wells planned in the Las Posas Valley. It also prevents uncontrolled expansion of groundwater extractions and protects groundwater quality in the East, West, and South Las Posas Basins.

**1989** – The FCGMA enters a joint contract with the Calleguas Municipal Water District (CMWD) and the United Water Conservation District (UWCD) to fund a Regional Aquifer System Analysis (RASA Study) to be performed by the U.S. Geological Survey (USGS). Although 5 or 6 years are estimated to complete the field work, computer modeling, and analysis it is felt that a much better and more comprehensive understanding of subsurface hydrology will result.

**1990** – Ordinance No. 5 set up a system of scheduled extraction reductions, allowed for the use of historical, baseline, and agricultural efficiency allocations, and established a credit system to encourage cutbacks in pumping, or a penalty system for over pumping beyond the established annual allocation. This ordinance has been constantly altered and modified to improve or

define water management plans and methods.

**2002** – All previous FCGMA ordinances are combined into a single Ordinance 8.0<sup>20</sup> along with needed updates and modifications to the management strategy.

**2003** – The FCGMA Board of Directors initiates the annual John K. Flynn Award to honor individuals or entities that have contributed to good groundwater stewardship and/or dedication to preserving water resources. The FCGMA computer database is also completely redesigned for quicker access to information, better handling of user data, and more accurate cost accounting.

**2014** – State Senate Bill No. 988 was approved by the Governor on July 10, 2014. This bill authorizes, for the purpose of investigating compliance with or enforcing any provisions of the act or any agency ordinance, the agency to inspect any

extraction facility within the boundaries of the agency. The bill requires the inspection to be made with the consent of the operator of the extraction facility, or, if consent is refused, with a duly issued inspection warrant.

**2014** – On September 16, 2014, Governor Brown signed Assembly Bill 1739 and Senate Bills 1168 and 1319, creating the Sustainable Groundwater Management Act (SGMA)<sup>21</sup>. The Act became effective January 1, 2015, and authorizes the formation of a Groundwater Sustainability Agency (GSA) for each basin identified by the Department of Water Resources (DWR). The Act further provides that each such basin designated by DWR as being a high or medium priority is required to be managed under a Groundwater Sustainability Plan.

*Update post-SGMA to follow!*

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<sup>20</sup> <https://s42135.pcdn.co/wp-content/uploads/2022/06/Ordinance-No.-8.0.pdf>

<sup>21</sup> [https://www.waterboards.ca.gov/water\\_issues/programs/gmp/docs/sgma/sgma\\_20190101.pdf](https://www.waterboards.ca.gov/water_issues/programs/gmp/docs/sgma/sgma_20190101.pdf)

# Organizational Detail

## Agency Roles

### Position Descriptions and General Duties

Staff positions within the FCGMA are summarized below. Note: the following position descriptions are taken from the 2015 Administrative Manual and need to be updated with current staff positions and one or two sentences describing the focus of each role.

**Executive Officer** – In the past, the manager of the Agency has traditionally been a Director or Deputy Director of the Ventura County Public Works Agency (VCPWA) or Ventura County Watershed Protection District (VCWPD). Because of the dual role this person fills, only a portion of the Executive Officer’s time is spent on FCGMA matters. The Executive Officer (EO) provides organizational leadership and strategic management services to the Agency, and acts as the main liaison between the Board, the public, and government agencies.

**Deputy Director, Groundwater Manager and Special Projects Program Manager, WPD** – The above-named position classifications provide principal administrative, budgetary and program management support to the EO as required. Among the functions performed by these individuals are strategy development; staff supervision, budget management, and reporting performance on Work Plan/task oversight at the direction of the EO.

**Agency Counsel** – An attorney for the FCGMA from the Ventura County Counsel’s Office. In general, one attorney handles FCGMA-related matters and provides legal advice on an as-needed basis. The Agency legal counsel attends all Board meetings, closed sessions, and special workshops. With assistance from other County legal staff,

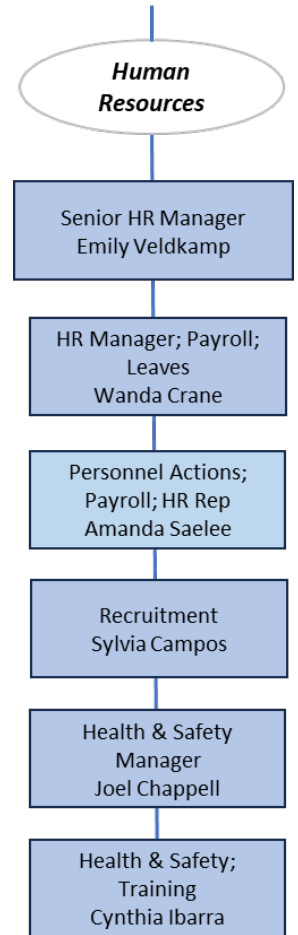
this person also acts as the lead legal expert in any and all court actions or enforcement issues.

**Staff Geologist/Hydrologist** – A geologist or hydrologist in the VCWPD. This full-time position was established to provide technical support for the Agency. The geologist/hydrologist has expertise in groundwater hydrology and is knowledgeable about Ventura County geography and geology. The geologist/hydrologist drafts reports, conducts hydrologic research, assists in preparing monthly agendas, assists the public with information requests, attends meetings on behalf of the Agency, and acts as the Agency technical expert.

County Services

**PWA Human Resources**

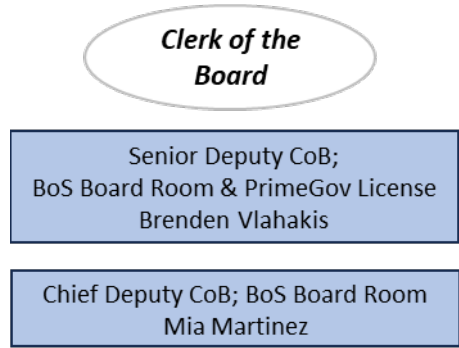
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**Board of Supervisors - Clerk of the Board**

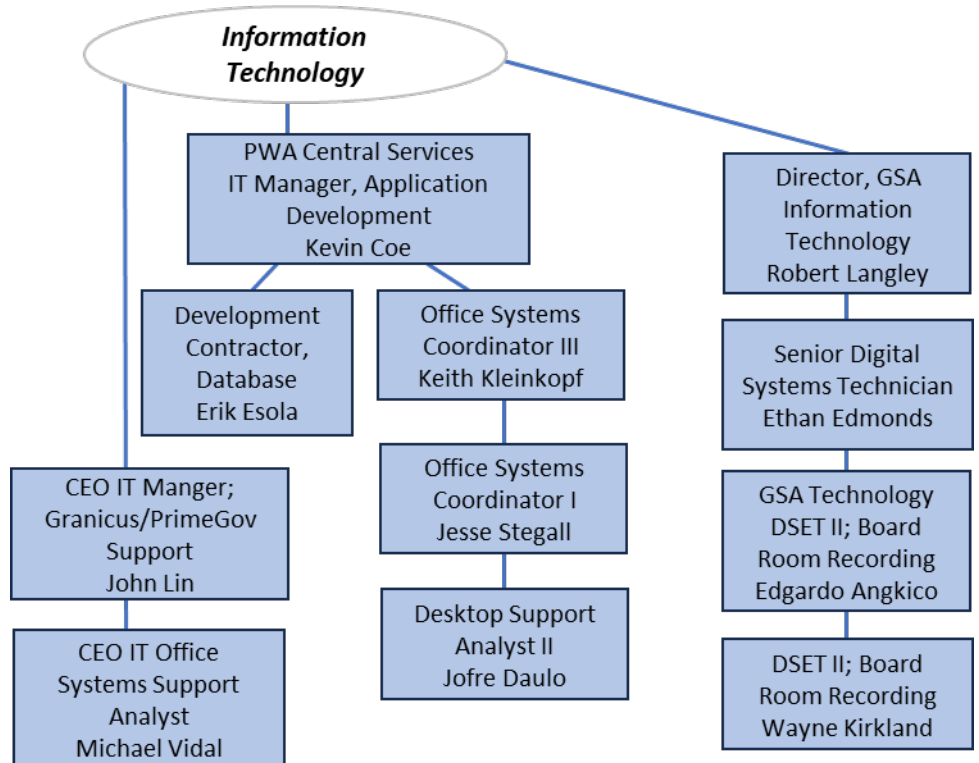
Insert narrative about CoB here. Include note about how we use their recording equipment and YouTube channel and PrimeGov license (savings of \$100K per year)





### Information Technology

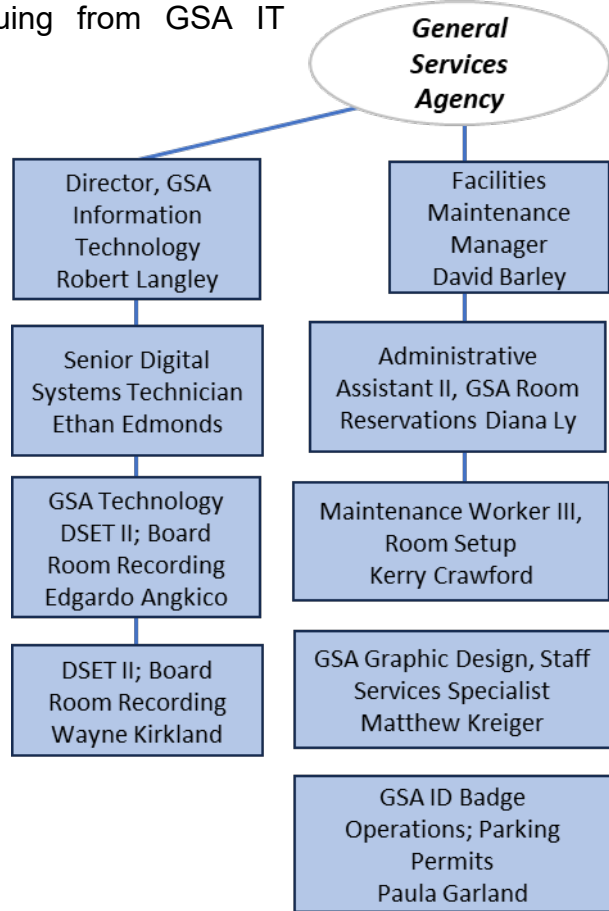
Insert narrative about IT services here, from CEO, to PWA, to GSA.





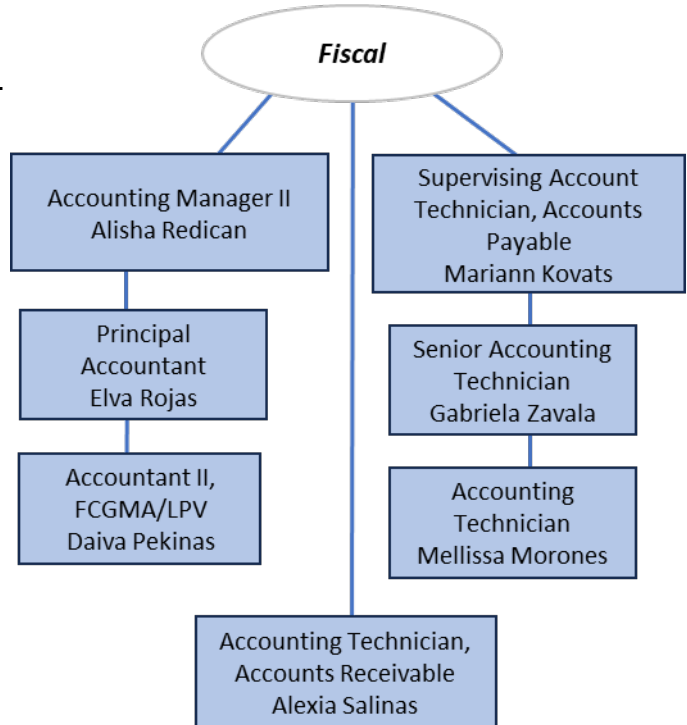
**General Services Agency (GSA)**

Insert narrative about GSA here, continuing from GSA IT referenced above.



**Fiscal Services, PWA Central Services**

Insert narrative about Fiscal Services here.



## Agency Program Codes

### Draft Time Reporting Chart

Below follows the latest iteration of the draft, as of August 5, 2024. The Agency hopes to use this chart as a source for developing a key to accompany quarterly or annual budget reports in future.

Items in progress: some activity IDs need to be confirmed for a few projects, and further drafts of the time reporting chart will also include a section for LPV Watermaster IDs, as the chart is primarily a reference for staff as they enter time.

<b>TIME REPORTING TRACKED TO ANNUAL OPERATIONS</b>			
<b>Administration and Fiscal Services</b>			
Task	Description	Project ID	Activity ID
1. Board Meeting Administration	Board meeting preparation including agendas, scheduling, Board letters, Board presentations	P6020850	P012
	Board meetings including pre- and post-debriefing meetings	P6020850	P039
2. Agency Administration	Agency-specific overhead (not PWA) - general administration tasks, clerical work; email & phone follow-up that is not direct customer contact	P6020850	P001
	Internal meetings; staff or management planning meetings	P6020850	P003
	Customer inquiries (not PRAs)	P6020850	P065
	Invoice management: routing, tracking, reporting on or approving invoices for Counsel, consultants	P6020850	P023
	Correspondence	P6020850	P053
	Training	P6020850	P004
	Contract preparation, modification, review	P6020850	P008
	Strategic planning and oversight; consultant or vendor management	P6020850	P011
	Executive Officer	Fixed Cost	

3. Official Document Filings & Public Records Requests	Review, edit, process and archive business record filings and certifications, Ordinance Amendments, Resolutions	P6020850	P051
	PRA & other public requests	P6020850	P064
4. Budget	Preparation and adoption of Annual Work Plan, Budget; analysis and performance reports	P6020850	P175
5. CSD Fiscal Staff Services	Submit 13-Monthly AP FSRs (incl. AP/AR) to the Agency; provide AP/AR and cash-flow management services; provide fiscal reports	Fixed Cost	
6. Committee Meetings	Committee meetings, preparation, agendas, minutes	P6020850	P041
7. Biennial Audit Report	Preparation of scope of work; selection process; assist auditor with inquiries; QA/QC draft audit report	P6020850	P089
<b>Records Services</b>			
<b>Task</b>	<b>Activity</b>	<b>Project ID</b>	<b>Activity ID</b>
1. Specialized Data Queries / Groundwater and Credit Transactions	Conduct extraction data analysis	P6020851	P072
	Allocation transfers, credit programs, routine variance requests	P6020851	P058
2. FCGMA Online and Website O&M	Data management system maintenance, custom data queries, small-scale system enhancements	P6020851	P502
	Website programming revisions	P6020851	P082
	Website hosting & GIS fee	Fixed Cost	
3. SAES and Allocation Administration	TIER 1 - Routine SAES Processing: Prepare & mail SAES incl. data mgt system testing; Process SAES, IAI Applications and payments into the database; Administration including payment reporting and tracking	P6020851	P513
	TIER 2 - Extended Follow-up: Account audits, Researching errors and omissions; Admin and Manager Reviews; Follow-up regarding incorrect or no payment	P6020851	P512
4. Well and CombCode Registration	Processing registration applications; Researching owners of record; Unregistered well follow-up; Assist new well owners/operators with registration, reporting and payment	P6020851	P505
5. Late/Non-Reporters (SAES) Compliance	Late or non-reporter follow-up; Civil Penalty assessment and notifications; Retroactive data entry (and billing) into FCGMA Online; Enforcement action recommendations to EO	P6020851	P504
	Process civil penalty waiver/reduction requests	P6020851	P620

6. Flowmeter Records Services			
Meter Calibration Program Maintenance	Mail Flowmeter Calibration Notices, NOVs, and follow-up	P6020851	P514
	Process test results and repair/replacement flowmeter info; Process and track flowmeter exemptions, and 5- year waiver requests	P6020851	P506
AMI	AMI Operations	P6020860	P500
	AMI vendor coordination and management	P6020860	P011
	AMI meetings	P6020860	P003
<b>Technical Services</b>			
Task	Activity	Project ID	Activity ID
1. Annual Reports Preparation	Compile and analyze resource data for GSP and GMA Annual Reports; Prepare, review, finalize and publish	P6020852	P171
2. Data Collection, Studies, Investigations and Analysis	Routine data analysis (GW conditions, pumping trends)	P6020852	P072
	Field investigations; coordination of field investigations	P6020852	P076
	Unregistered well follow-up; new well owner/operator registration	P6020852	P505
	Perform QA/QC review of monitoring programs	P6020852	P665
3. Groundwater and Well Projects			
Well Permits	Technical review for well permit processing	P6020852	P612
Resolutions and Related Board-Approved Projects	Resolution project management, including City of Camarillo North PV Desalter Project, Camrosa WD Conejo Creek Project, Oxnard GREAT & ASR Program, Calleguas MWD ASR Program; meetings (billed under P011 because they are part of the project requirements)	P6020852	P011
	Studies, reviews, comment letters, compliance	P6020852	P665
	Meter calibration resolution implementation, replacement, rollover, water usage estimates	P6020852	P500
	Correspondence	P6020852	P053
	Meetings	P6020852	P003
Oxnard Basin Monitoring Wells	Project Administration [maintenance, monitoring, and permit and post-grant compliance (insurance submittal, data submittals, etc)]	P6020872	P500
	Contract preparation, modification, review	P6020872	P008
	Subgrantee or Vendor Management	P6020872	P011

Pleasant Valley Basin Monitoring Wells	Project Administration [maintenance, monitoring, and permit and post-grant compliance (insurance submittal, data submittals, etc)]	P6020874	P500
	Contract preparation, modification, review	P6020874	P008
	Subgrantee or Vendor Management	P6020874	P011
4. Grant Administration	Grant application and administration; subgrantee awards	P6020852	P021
<b>Legal Services</b>			
<b>Task</b>	<b>Activity</b>	<b>Project ID</b>	<b>Activity ID</b>
1. Advisory Services	Advice to Board and staff on open government laws, conflict of interest rules, Agency regulatory authority, contracting issues, compliance with SGMA, CEQA and other applicable laws; Board letter review and attendance at Board meetings; review and commentary or preparation of Ordinances, Amendments, Resolutions, contracts and other legal documents; code enforcement	P6020853	Invoiced separately; tracked via object code 2185
2. Anticipated and Ongoing			
LPVWRC v FCGMA	Meetings	P6020864	P003
	Correspondence	P6020864	P053
	PRAs and discovery	P6020864	P064
City of Oxnard v FCGMA	Meetings	P6020866	P003
	Correspondence	P6020866	P053
	PRAs and discovery	P6020866	P064
OPV Coalition v FCGMA	Meetings	P6020867	P003
	Correspondence	P6020867	P053
	PRAs and discovery	P6020867	P064
<b>Public Outreach</b>			
<b>Task</b>	<b>Activity</b>	<b>Project ID</b>	<b>Activity ID</b>
1. Participation in Integrated Regional Groundwater Issues & Stakeholder Meetings	Attend / participate in stakeholder meetings (AWA, WCVC, City Council, etc.)	P6020854	P501
2. Outreach, Website, Communications	Semi-Annual Newsletter; stakeholder outreach and engagement; public workshops; outreach materials	P6020850	P646
	Routine content management & maintenance of Agency website and social media presence	P6020850	P082
<b>Special Expenditures</b>			



<b>Task</b>	<b>Activity</b>	<b>Project ID</b>	<b>Activity ID</b>
1. Groundwater Sustainability Plan Implementation	All GSP implementation tasks: meetings, studies, analyses, etc.	P6020858	P507
GSP 5-Year Evaluation and Amendments	Data collection (including data requests) and analyses, report preparation, technical report review, etc.	P6020858	P665
	Workshop planning, logistics, materials development promotions, attendance	P6020858	P091
	Prepare and review upload documents / modules, and upload to DWR website.	P6020858	P500
2. New Allocation Systems	New allocation system development, stakeholder meetings, etc.	P6020854	P503
	Variance processing	P6020854	P072
3. New Data Management System Requirements	Develop performance specification for new data management system, prepare and administer RFP; planning and implementation analysis	P6020862	P010
4. Water Market Development and Implementation	Continue implementation of Water Market pilot study and expansion ( <i>on hold</i> )	P6020861	P010
5. Oxnard Well Destruction	Destroy abandoned well in Oxnard	P6020854	P617
<b>PWA WPD Admin &amp; Overhead</b> <i>(Billed to Public Works Agency codes; not paid out of FCGMA budget)</i>			
<b>Task</b>	<b>Activity</b>	<b>Project ID</b>	<b>Activity ID</b>
Overhead & Administration	Paid 15-minute breaks, VCHRP, benefits, County/PWA/WPD paperwork, etc.	P6990308	P001
Meetings	County/PWA/WPD/WRD/GRS meetings	P6990308	P003
County Training	County/PWA/WPD training	P6990308	P046

## Performance Measurements

Our performance measures are based on the budget and work plan, and they tell the Agency's story about whether our work is achieving its objectives, and if progress is being made toward achieving our goals.

“A performance measure is a quantifiable expression of the amount, cost, or result of activities that indicate how much, how well, and at what level, products or services are provided to customers during a given time.<sup>22</sup>”

Our draft budget is quantifiable because it includes year-over-year data that shows the progression of the Agency's reserves and expenditures, categorized by sections of the work plan, which is divided by project and activity, reflecting the work, business processes, and functions of FCGMA. These are understandable high-level performance measurements that are further detailed in following sections of this narrative.

### More Measurements in Development

To measure results with more specificity, the Agency should consider developing practical, yet specific results-based performance measurements. Performance measurements must be designed to align with Board and Committee priorities.

To structure future performance measurements, staff will consider creating them with the parameters of S.M.A.R.T. goals<sup>23</sup>, so that we can more effectively show proof of results to our stakeholders and can more easily pinpoint areas for improvement. We hope that this discussion will start with the Fiscal Committee during the development of the FY 2024-2025 Draft Budget.

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<sup>22</sup> <https://ofm.wa.gov/sites/default/files/public/budget/instructions/other/PMGuide.pdf>

<sup>23</sup> University of California, SMART Goals: A How-To Guide <https://www.ucop.edu/local-human-resources/files/performance-appraisal/How%20to%20write%20SMART%20Goals%20v2.pdf>

Examples of possible performance measurements:

- Percentage of saved but unsubmitted SAES reporting in database each quarter
- Average time spent following up with Semi-Annual Extraction Statement (SAES) reporting that contains errors and omissions in a statement cycle
- Number of Flowmeter Calibrations noticed and processed in one year

## Other Financial Information

### Trends and Assumptions for Key Revenue

As noted in the main section of this narrative, to forecast revenue from pump charges, an average of historical pumping rates of 121,000 Acre-Feet has traditionally been used. Below are the Agency’s current pump charges used to calculate forecasted revenue using the historical pumping average.

Pump Charge – set by enabling legislation (only fee for de minimis domestic operators)	\$6/AF
Groundwater Sustainability Fee (GWSF) effective Oct 1, 2022	\$29 A/F
GEMES Reserve Fee (sunsets Oct 1, 2024, unless extended by Board)	\$20/AF
<b>Total</b>	<b>\$55/AF</b>

### Two-Year Forecast

2.5 and 3% were used for forecasting based on past practices.

### About Trend and Comparative Data<sup>24</sup>

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<sup>24</sup> <https://www.gfoa.org/materials/the-use-of-trend-data-and-comparative-data-for-financial>

### ***Basis of Accounting***

The basis of accounting describes how financial activities are recognized and reported; specifically, when revenues, expenditures (or expenses), assets, and liabilities are recognized and reported in the financial statements.<sup>25</sup>

### ***Appropriations Limit Calculation***

Article XIII B, section 9(C) of the California Constitution<sup>26</sup> exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit.

The following local governments are not subject to Appropriations Limit requirements:

- Special districts which did not, as of FY 1977-78, levy a property tax in excess of 12.5 cents per \$100 of assessed value.
- Any special district which is entirely funded by other than the proceeds of taxes.

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<sup>25</sup> <https://www.dgs.ca.gov/en/Resources/SAM/TOC/7400/7440>

<sup>26</sup> <https://www.californiacityfinance.com/MRSHBch10GannLimit.pdf>

## Policies and Procedures

### Agency Adopted Policies and Procedures

*As of 2015; currently under review.*

Row No.	DOCUMENT TITLE	DOCUMENT SUMMARY	INITIAL APPROVAL DATE	REVISION DATE(S)
1	Calif. State Brown Act	Reference document that summarizes the roles and responsibilities when FCGMA meetings are held/planned. Requires open and public meetings of legislative bodies such as the FCGMA Board of Directors.		
2	List of FCGMA Adopted Extraction Rates	Summary listing of 6-month reporting periods and the extraction fee adopted/imposed during each period (for reference only).	1983	Last update 08/04/2009
3	FCGMA Groundwater Management Plan	Spells out Agency background, goals, objectives, and tasks needed to accomplish basin balance, aquifer protection, and seawater intrusion improvements. Includes water quality objectives and addresses upper and lower aquifer systems as separate management functions.	09/1985 (originally known as TASK 86-3)	08/15/1995 and 11/19/1997
4	"The Fox Canyon Experience"	Text of a speech given by former Agency Coordinator John Crowley that provides background and explanation concerning how and why the FCGMA was formed and what the mission was.	06/01/1990	
5	Ventura County Administrative Supplement to California Environmental Quality Act (CEQA) Guidelines	Adopted CEQA guidelines as applied by the County of Ventura to all discretionary development projects or legislative actions incurred, endorsed, or adopted by the GMA.	10/26/1990	
6	Conflict of Interest Code for the FCGMA officers, employees and consultants	Adopted Fair Political Practices Commission Conflict of Interest Codes pertaining to elected and appointed officials and key staff members. Designated officers & employees must file annual statements with the Agency.	02/22/1991	08/27/2014; 09/25/2002
7	PWA Copy and Mailing Charges	Adopted County Public Works Agency filing rates for reproduction and mailing	11/27/1991	

		of full agenda packets requested by non-board members.		
8	GMA Adoption of Water Quality Standards for Injection Water	Adopted water quality standards (minimums) for injected water that can be used for injection/extraction storage wells.	02/23/1994	
9	Injection-Storage Rules for the ELP Basin	Sets operating parameters and conditions governing the injection and extraction of imported water by CMWD in the ELP basin.	02/23/1994	
10	Participation in Ventura County Treasury Investment Policy	GMA pumping fees are placed in an interest-bearing investment pool along with other County monies. Low risk and high protection are pluses. (Adopted by County 09/11/1995)	Adopted by FCGMA 10/02/1995	
11	List of FCGMA-Approved In-Lieu Program Participants	Lists 9 water districts/purveyors as the only approved participants in the Calleguas/FCGMA In-Lieu Program	09/25/1996	
12	Policy Statement for In-Lieu Credit Exchange Program	Specifies rules of participation and transfer for all allocations traded in-lieu of foreign water imports. Sets semi-annual accounting transfers with regular statements. Program participants approved by GMA Board & Agency Coordinator prior to transfer.	10/23/1996	
13	Policy for Redemption of M&I Credits	A listing of rules governing the use, redemption, and earning of FCGMA Credits.	02/25/1997?	
14	FCGMA Task Objectives	Numbered list of intended work tasks and/or objectives for the Calendar Year. (updated annually or as needed)	1998	2024
15	UWCD Conservation Credit Trust	Also sometimes referred to as "The Good Deed Credit Trust"; this write-up describes how UWCD can earn FCGMA conservation credits for importing State Project Water, then use those credits for some common good or benefit to the aquifers within the FCGMA.	2002	
16	Agreement to abide by State Fish and Game Code Section 711.4	Explanation of Fish and Game requirements/procedures as they apply to CEQA and project reviews. Subjects the FCGMA to CEQA but allows the Agency to file categorical exemption findings as needed on a case-by-case basis.	09/30/2002	
17	Conditions for the FCGMA	FCGMA Memorandum/Board Letters that list the conditions or operating parameters of the	05/28/2003 02/12/2004)	

	Supplemental M&I Water Program	PVCWD/CMWD/UWCD/FCGMA Supplemental Water Program.		
18	Interest-Penalty Implementation and Cap	FCGMA Board Letter that explains how 1.5 percent per month interest/penalty assessments should be applied to fee-due billings, and how a maximum cap or limit level might apply and when.	05/25/2004	
19	Laptop Computer Data Protection Policy	IT Services Memo recommending an annual fee and installation cost to encrypt hard drives in laptops (cost and decision to encrypt or not is up to each County department); FCGMA opted out.	10/05/2007	
20	Email Retention Policy	Decree from County IT Services that limits E-mail message in-box and sent-box items to no older than 2 years to maintain hard drive space and limit computer core memory storage (virtual or real).	01/29/2009	
21	Financial Reserves Policy	The Agency will maintain a financial reserve equal to one year of operating expenses (currently \$1,000,000).	06/24/2015	
22	Designated Surcharge Balance	A designated Surcharge Balance will be kept separate from civil penalties and interest earnings.	06/24/2015	
23	FCGMA Business Practices Manual Update	Board approved the following policies for inclusion in the FCGMA Business Practices Manual: (1) Code of Ethics Policy; (2) Records Retention and Disposition Policy and Records Retention Schedule; (3) Public Records Act Request Policy; and (4) Financial Reserves Policy. AB 1234 Ethics Training for Board of Directors and Alternates approved.	Update TBD	
24	Board Policy Manual	Compendium of Board Directives Relating to Agency Priorities, and Board Action Strategies Relating to Adopted FY Work Plan	Proposed / TBD	
25	LPV Adjudication Judgment	TBD – discuss inclusion in FCGMA Policies and Procedures, especially due to its influence on Agency operations in the LPV Basins.	Proposed	



### *Resolutions, Policies, and Procedures*

Resolutions reflect a statement of Agency policy and are an official documentation of Board action regarding matters brought before the Board for consideration, which are then approved by a majority vote, provided a quorum is maintained.

Resolutions adopted by the Board typically address specific legal, technical, or administrative goals and objectives of the Agency. Resolutions may also authorize contracts, describe policy changes, or simply honor individuals for service to the Agency.

Any Board member, Alternate member, or individual from the public audience may suggest a resolution; however, the decision to consider deliberation and final approval action on any proposed resolution is at the sole discretion of the Board.

A summary of the resolutions adopted by the FCGMA Board can be found in a numbered listing with each effective date on the FCGMA website at <http://www.fcgma.org/public-documents/resolutions>.

In future Budget Reports, staff hopes to include a Resolution Policies table, edited to feature relevant policies and procedures only; hyperlinked to a PDF of each Resolution included.

Agency Objectives**FOX CANYON GROUNDWATER MANAGEMENT AGENCY  
OBJECTIVES 1998**

1. **ADMINISTER GMA ORDINANCES.** Priority work to carry on normal GMA business, schedule and hold monthly meetings, bill and receive payments, and scheduling agenda items for action on items beyond the authority of the Coordinator.
2. **IMPLEMENT THE MANAGEMENT PLAN.** Implement the GMA Management Plan by bringing individual items to the board for approval.
3. **IMPLEMENT THE GMA WATER QUALITY OBJECTIVES.** Follow-on action for the water quality objectives as approved by the board.
4. **DESIGN AND SUBMIT A NEW BUDGET FORMAT SUITABLE TO THE BOARD.** Submit new budget format based upon the Waterworks District formatting. Obtain approval and submit 1998-1999 budget in new format.
5. **DEVELOP CHLORIDE DATA.** Continue to hold discussions, obtain new information and develop GMA position on chloride concentrations.
6. **INCREASE PENALTY CHARGES.** Review the need for increased penalties for overpumping and determine the new penalty assessments if appropriate.
7. **PLACE ORDINANCES AND AGENDA ON INTERNET.** Install all ordinances, enabling legislation, GMA history, directors biography and publish monthly agenda on the internet.
8. **RETURN TO A MONTHLY MEETING SCHEDULE.** Keep meeting schedule to monthly, or bi-monthly unless pressing items demand attention.
9. **INVESTIGATE USING PUMP CHARGES TO FUND WELL DESTRUCTION.** Investigate the desirability of using \$.80 per acre foot of water pumped out of the GMA to augment the well destruction program funding.
10. **CONSIDER CHANGING ORDINANCE 5.6 TO MAKE THE APPLICATION FOR CONSERVATION CREDITS AUTOMATIC.** Ordinance 5.6 requires each operator to apply for conservation credits by July 1<sup>st</sup> each year. Many credits are not applied for because they will not be used. However, there are a few pumpers who need and want the credits and some of those are not meeting the annual deadline for credit applications. Since all pumping is recorded in a data base, we already know how many credits are due each year. Automatic generation of credits would simplify the process for pumpers and staff. Alternately, making the credit application process automatic will result in approximately 20,000 acre feet of additional credits each year most of which will never be used.
11. **DISCUSS THE DESIRABILITY OF APPOINTING A COMMITTEE TO STUDY AND RECOMMEND SOLUTIONS TO THE LAS POSAS BASIN OVERDRAFT PROBLEM.** Resolution of the overdraft problems in the Las Posas Basin can best be accomplished by involving the pumpers who depend upon this basin for water. A truly representative group will have a greater probability of finding and implementing a solution to the problem.

## **Board Action Strategies for FY 2024-25**

We need to develop a Board Policies document to add to Appendices.

### *Developing Strategic Goals*

*Discuss process for Board discussing and adopting goals and objectives for each Fiscal Year, to be approved in the February or March Board Regular meeting of the calendar year in order to provide Agency staff enough time for analysis and application in drafting the next FY budget.*

*This will require standing Agenda items (quarterly?) for Board discussion prior to adoption.*

*Would these goals be adopted as resolutions? Need to ask Counsel.*

### *Fiscal Committee*

#### *Objectives*

Goals, priorities/mandates (TBD)

#### *Policy Development Process*

Action policies and procedures in development. (TBD)

#### *Fiscal Committee Policies*

In development.

- Review Policy
  
- Budget and Fiscal Policy
  
- Fiscal Management Policy
  
- Audit Management Policy
  - Audit Review Policy
  
- Reserve Level Policy
  
- Enforcement Policy
  - Collect resources for review<sup>27</sup>
  
- Funding Policies
  - Grants
  
  - Interfund Loans
    - Loans to Other Programs (LPV Watermaster)

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<sup>27</sup> <https://www.cdfa.ca.gov/taxes-and-fees/manuals/cpm-07.pdf>

## **Table of Figures**

## **Glossary of Terms**

**FCGMA** commonly used terms and acronyms.

**Agency:** Refers to the Fox Canyon Groundwater Management Agency (FCGMA).

**Agency Boundary:** Shall be as depicted on the map adopted by the Board and recorded as an official record with the County Recorder's Office on January 14, 2002 (Document No. 2002-0009215), and as may be adjusted as provided in the Agency's enabling legislation.

**Aquifer:** A geologic formation or structure that yields water in sufficient quantities to supply pumping wells or springs. A confined aquifer is an aquifer with an overlying less permeable or impermeable layer.

**Board:** The Board of Directors of the Fox Canyon Groundwater Management Agency (FCGMA).

**Conservation:** The management of natural resources such as water, land, etc. to prevent waste, destruction, or neglect. Urban water conservation or water use efficiency includes reductions realized from voluntary, more efficient, water use practices promoted through public education and from state-mandated requirements to install water-conserving

fixtures in newly constructed and renovated buildings. Agricultural water conservation or agricultural water use efficiency means reducing the amount of water applied in irrigation through measures that increase irrigation efficiency.

**Demand:** Water needed less water saved through conservation efforts (equals the net applied water needed minus the actual water available).

**Fox Canyon Groundwater Management Agency (FCGMA):** An agency created by the California State Legislature by passage of State Assembly Bill No. 2995 on Sept. 13, 1982. This law granted jurisdiction over all lands overlying the Fox Canyon aquifer to control seawater intrusion, protect water quality, and manage water resources. The Agency began operations on January 1, 1983, and is now officially considered a State Special District under authority of the California Water Code, Appendix, Sections 121-102, et seq.

**Groundwater:** Water beneath the surface of the earth within the zone below the water table in which the soil is completely saturated with water.

**Groundwater Basin:** A geologically and hydrologically defined area containing one or more aquifers, which store and transmit water yielding significant quantities of water to wells. Includes basins which either all or a portion or portions thereof are located within the Agency Boundary, including but not limited to the Oxnard Plain Forebay Basin, Oxnard Plain Pressure Basin, Pleasant Valley Basin, East Las Posas Basin, West Las

Posas Basin, South Las Posas Basin and the Arroyo Santa Rosa Basin, as described in the Groundwater Management Plan.

**Municipal and Industrial (M&I):** Refers to water use (generally) by urban customers for human consumption or activities, industrial processes, golf courses, decorative fountains, or landscape irrigations.

**Municipal and Industrial (M&I) Provider:** Means person who provides water for domestic, industrial, commercial, or fire protection purposes within the Agency Boundary.

**Municipal and Industrial (M&I) Operator:** An owner or operator that supplied groundwater for M & I use during the historical allocation period and did not supply a significant amount of agricultural irrigation during the historical period.

**Municipal and Industrial (M&I) User:** Means a person or other entity that used or uses water for any purpose other than agricultural irrigation.

**Municipal and Industrial (M&I) Use:** Any use other than agricultural irrigation.

**SAES:** Semi-Annual Extraction Statement - mailed to operators with registered active and inactive wells. This is a self-reporting system.



**Seawater Intrusion:** A mixing or displacement of fresh water with highly saline water from an ocean or sea that results from the reversal of hydrostatic pressure allowing water flow to be onshore rather than offshore. Can be caused by the over drafting of aquifers, which also results in the depletion of water supplies and lowering of water levels. Lowering water levels usually also lowers hydrostatic pressure in an aquifer, allowing replacement by seawater.

**United Water Conservation District (UWCD, or United):** An independent special district and wholesale water provider that also administers basin management programs primarily within the Santa Clara River Valley and the Oxnard Plain. Originally established as the Santa Clara River Water Conservation District in 1927.

**Upper Aquifer System (UAS):** The area primarily underlying the Oxnard Plain Pressure Groundwater Basin, which contains the Perched and Semi-Perched aquifers, the Oxnard aquifer, and the Mugu aquifer. The UAS is mainly recharged via the 9.6 square mile unconfined Oxnard Plain Forebay Basin.

**Water Level:** The water surface elevation in an unconfined aquifer, or the piezometric head level or elevation in a confined aquifer, usually measured relative to existing ground surface or in reference to mean sea level.

**Water Quality:** A term used to describe the chemical, physical, and/or biological characteristics of water with respect to its suitability for a particular use.

**Water Well Ordinance No. 4184:** The Ventura County Groundwater Conservation Ordinance, which was originally adopted by the Board of Supervisors in October 1970 and revised in 1979, 1984, 1985, 1987, 1991 and most recently in May 1999. The main purpose of the ordinance is to ensure that all new or modified water wells, cathodic protection wells and monitoring wells are drilled by licensed water well contractors and are properly sealed so that they cannot serve as conduits for the movement of poor quality or polluted waters into useable aquifers or be hazardous to people or animals.

**Watershed:** An area of land or a physical system of streams, hill slopes, valleys and surface runoff networks that drain to the lowest common point or place. Watersheds can vary in size, and every stream, tributary, or river has an associated watershed.

**Well Owner:** A person who owns a groundwater extraction facility. Ownership shall be determined by reference to whom the extraction facility is assessed by the County Assessor, or if not separately assessed, the person who owns the land upon which the extraction facility is located.



## **Agency Contacts**

### **DIRECTORS**

**Eugene F. West (Chair)** – Small Water Districts (805) 657-2121 (*Term Exp 2-28-25*)  
*Executive Committee, Fiscal Committee*

**Kelly Long (Vice Chair)** – Ventura County Board of Supervisors (805) 654-2276 (*Term Exp 2-28-25*)  
*Executive Committee*

**David Borchard** – Farming Interests (805) 485-3525 (*Term Exp 2-28-26*)  
*Operations Committee, Flynn Award Selection Committee*

**Lynn Maulhardt** – United Water Conservation District (805) 982-0780 (*Term Exp 2-28-26*)  
*Operations Committee*

**Tony Trembley** – Five Cities (805) 388-5307 (*Term Exp 2-28-26*)  
*Fiscal Committee, Flynn Award Selection Committee*

### **ALTERNATE DIRECTORS**

Raul Avila – Small Water Districts (818) 798-8745 (*Term Exp 2-28-25*)

Michael Craviotto – Farming Interests (805) 766-9602 (*Term Exp 2-28-26*)

Vianey Lopez – Ventura County Board of Supervisors (805) 654-2613 (*Term Exp 2-28-25*)

Sheldon Berger – United Water Conservation District (805) 312-7653 (*Term Exp 2-28-26*)

Bert Perello – Five Cities (805) 240-6194 (*Term Exp 2-28-26*)

### **STAFF**

Arne Anselm – Interim Executive Officer (805) 654-3942

Alberto Boada – Agency Legal Counsel (805) 654-2578

Jason Canger – Agency Assistant Legal Counsel (805) 654-2879

Farai Kaseke – Assistant Groundwater Manager (805) 654-2954

Kathy Jones – Staff Services Specialist (805) 645-1372

Robert Hampson – Groundwater Specialist (805) 654-3952

John Gauthier – Groundwater Specialist (805) 654-5164

Kylen Wooley – Water Resources Compliance Specialist (805) 658-4374

Cynthia Rodriguez – Administrative Assistant (805) 662-6831

Elka Weber – Management Assistant | Clerk of the Board (805) 654-2014

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

Fund O170 Unit 5795	2021-22 Year-End Actuals	2022-23 Year-End Actuals	2023-24 Adopted Budget	2023-24 Projected Year-End	2024-25 Draft Budget	Increase/ Decrease over PY	% Change over PY	2025-26 Planning- Level @ 2.5% Budget Projections	2026-27 Planning- Level @ 3.0% Budget Projections
<b>BEGINNING YEAR FUND BALANCE</b>	<b>\$2,840,404</b>	<b>\$3,931,484</b>	<b>\$4,351,081</b>	<b>\$4,351,081</b>	<b>\$6,996,395</b>			2.50%	3.00%
<b>Revenues</b>									
Pump Charge <sup>(Note 1)</sup>	\$639,940	\$801,486	\$726,000	\$841,816	\$726,000	-	0.00%	\$726,000	\$726,000
Groundwater Sustainability Fee <sup>(Note 2)</sup>	\$1,338,148	\$1,626,366	\$3,509,000	\$2,756,100	\$3,509,000	-	0.00%	\$5,324,000	\$5,324,000
Penalties / Interest	\$73,441	\$47,965	\$60,000	\$299,408	\$130,000	\$70,000	116.67%	\$130,000	\$130,000
GMA Pumping Surcharges	\$1,361,301	\$1,027,229	\$1,000,000	\$895,179	\$1,000,000	-	0.00%	\$1,000,000	\$1,000,000
GEMES (Reserve Fee)	\$1,865,459	\$1,776,295	\$2,420,000	\$2,137,678	\$2,420,000	-	0.00%	\$2,420,000	\$2,420,000
SGM Impl Grant Round 1 (OPV) - DWR <sup>(Note 3)</sup>	-	-	\$1,031,120	-	\$2,577,800	1,546,680.00	150.00%	-	-
SGM Impl Grant Round 1 (OPV) - Admin <sup>(Note 4)</sup>	-	-	\$47,729	\$92,944	\$46,472	(\$1,257.00)	-2.63%	-	-
Water Market / AMI Grant <sup>(Note 5)</sup>	\$93,870	-	-	-	-	-	-	-	-
Interest Earnings <sup>(Note 6)</sup>	\$12,892	\$88,098	\$35,000	\$277,445	\$287,000	\$252,000	720.00%	\$287,000	\$287,000
Loan From Surcharges <sup>(Note 7)</sup>	-	\$1,000,000	-	-	\$0	\$0	-	-	-
LPV Watermaster for Rules Appeal <sup>(Note 8)</sup>	-	-	-	-	\$200,000	\$200,000	-	-	-
Misc. Revenue	-	\$2,950	-	\$163	-	-	-	-	-
<b>Total Revenues</b>	<b>\$5,385,051</b>	<b>\$6,370,388</b>	<b>\$8,828,849</b>	<b>\$7,300,733</b>	<b>\$10,696,272</b>	<b>\$1,867,423</b>	<b>21.15%</b>	<b>\$9,887,000</b>	<b>\$9,887,000</b>
<b>Expenditures</b>									
Public Works Agency Charges <sup>(Note 9)</sup>	\$1,756,304	\$1,814,950	\$2,860,200	\$1,736,041	\$3,375,535	\$515,335	18.02%	\$3,459,923	\$3,563,721
General Services Agency Charges <sup>(Note 10)</sup>	\$44,940	\$24,670	\$25,000	\$18,990	\$25,000	-	0.00%	\$25,625	\$26,394
FCGMA Online Support/GIS <sup>(Note 11)</sup>	\$139,423	\$189,440	\$276,761	\$173,025	\$247,061	(\$29,700)	-10.73%	\$253,238	\$260,835
LAFCO Funding <sup>(Note 12)</sup>	\$2,078	\$2,551	\$2,100	\$2,995	\$3,510	\$1,410	67.14%	\$3,598	\$3,706
General Legal (County Counsel) <sup>(Note 13)</sup>	\$187,875	\$129,490	\$150,000	\$185,852	\$170,000	\$20,000	13.33%	\$174,250	\$179,478
Special Counsel (Stoel, Shute MW)	\$1,830,269	\$2,049,926	\$1,350,000	\$1,466,690	\$1,650,000	\$300,000	22.22%	\$1,691,250	\$1,741,988
County Counsel - GEMES	\$136,367	\$249,100	\$180,000	\$242,813	\$230,000	\$50,000	27.78%	\$235,750	\$242,823
Board Member Insurance	\$3,796	\$3,796	\$4,000	\$4,118	\$4,085	\$85	2.13%	\$4,187	\$4,313
Biennial Audit	\$8,365	\$16,000	-	\$4,000	\$20,000	\$20,000	-	\$25,000	-
AWA Dues / Symposium/Conference	\$2,744	3,973	\$2,000	\$2,501	\$2,500	\$500	25.00%	\$2,563	\$2,639
Public Outreach & Notices	\$922	\$880	\$2,000	\$991	\$1,000	(\$1,000)	-50.00%	\$1,025	\$1,056
GSP Annual Reports <sup>(Note 14)</sup>	-	\$19,798	\$65,730	\$59,085	\$97,000	\$31,270	47.57%	\$99,425	\$102,408
Et Weather Station Contract	-	-	\$324	-	-	(\$324)	-100.00%	-	-
Watershed Contributions / Match <sup>(Note 15)</sup>	\$2,600	\$1,500	\$3,700	\$1,500	\$1,500	(\$2,200)	-59.46%	\$1,538	\$1,584
Computer Equipment, Software & Website	-	-	\$5,000	\$3,355	\$5,000	-	-	\$5,125	\$5,279
Office Equipment/Supplies/Printing	\$1,119	-	\$1,500	\$126	\$1,000	(\$500)	-33.33%	\$1,025	\$1,056
Misc Expense / Misc Payment	\$781	\$451	\$2,000	\$2,033	\$2,500	\$500	25.00%	\$2,563	\$2,639
<b>Special Expenditures</b>									
New FCGMA Data Management System <sup>(Note 16)</sup>	\$39,337	\$10,860	\$200,000	-	-	(\$200,000)	-100.00%	-	-
GSP Implementation <sup>(Note 16)</sup>	\$105,430	\$266,995	\$781,063	\$554,562	\$989,000	\$207,937	26.62%	\$200,000	\$206,000
SGM Impl. Grant Monit Well Install (OPV) <sup>(Note 18)</sup>	-	-	\$2,632,826	-	\$4,870,000	\$2,237,174	84.97%	\$100,000	-
SGM Impl. Grant Round 1 (OPV) - App. <sup>(Note 19)</sup>	\$15,548	-	-	-	-	-	-	-	-
SGM Impl. Grant Round 1 - Administration <sup>(Note 20)</sup>	-	\$56,560	\$57,477	\$68,705	\$60,000	\$2,523	4.39%	\$61,500	\$63,345

40	SGM Round 2 Grant Application <sup>(Note 21)</sup>	-	\$14,011	-	-	-	-	-	-	-
41	Stakeholder Facilitation / Public Outreach	\$15,215	\$2,666	\$25,000	\$16,086	\$25,000	-	0.00%	\$25,625	\$26,394
42	AMI Data Support	-	-	-	\$12,352	\$54,000	\$54,000	-	-	-
43	Oxnard Well Destruction <sup>(Note 22)</sup>	-	-	\$70,000	\$86,976	-	(\$70,000)	-100.00%	-	-
44	Rate Counsel & Consultant <sup>(Note 23)</sup>	-	\$93,176	\$100,000	\$12,623	\$17,000	(\$83,000)	-83.00%	\$17,425	\$17,948
47	Contingency	-	-	\$100,000	-	100,000.00	\$0	0.00%	100,000	100,000
48	Loan to Operations	-	\$1,000,000	-	-	-	\$0	-	1,000,000.00	-
50	<b>Total Expenditures</b>	<b>\$4,293,113</b>	<b>\$5,950,791</b>	<b>\$8,896,681</b>	<b>\$4,655,419</b>	<b>\$11,950,691</b>	<b>\$3,054,010</b>	<b>34.33%</b>	<b>\$7,490,633</b>	<b>\$6,553,602</b>
52	<b>Net Operating Results</b>	<b>\$1,091,938</b>	<b>\$419,597</b>	<b>(\$67,832)</b>	<b>\$2,645,314</b>	<b>(\$1,254,419)</b>	<b>(\$1,186,587)</b>	<b>1749.30%</b>	<b>\$2,396,367</b>	<b>\$3,333,398</b>
54	<b>Operating Reserves</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>	<b>-</b>	<b>-</b>	<b>\$1,000,000</b>	<b>\$1,000,000</b>
56	<b>YEAR END FUND BALANCE</b>	<b>\$3,931,484</b>	<b>\$4,351,081</b>	<b>\$4,283,249</b>	<b>\$6,996,395</b>	<b>\$5,741,976</b>	<b>\$1,458,727</b>	<b>34.06%</b>	<b>\$3,396,367</b>	<b>\$4,333,398</b>

**Footnotes:**

- (1) FY 24-25 projected pump charge revenue assuming 121,000 AFY extraction at \$6.00 per AF.
- (2) Projected groundwater sustainability fee revenues assuming 121,000 AF extractions.
- (3) Projected reimbursement from DWR for SGM Implementation Grant Round 1 funds for FCGMA projects in the Oxnard & Pleasant Valley Basins.
- (4) Reimbursement from subgrantees City of Camarillo, UWCD, and PVCWD for consultant grant administration services per Board direction (7/20/2022).
- (5) Funding as subgrantee to The Nature Conservancy's Natural Resources Conservation Service grant. Ended FY 21-22.
- (6) Annual interest earnings apportionments projected to be received from the County Pooled Investment Fund.
- (7) Loan from Designated Surcharges Account approved by Board as part of FY 2022-23 Budget to be repayed in FY 2024-25.
- (8) Recommendation of Fiscal Committee for LPV Watermaster to repay 50% legal fees for LPV Watermaster Appeal
- (9) Projected PWA charges to implement FY 2024-25 Annual Workplan. Includes Executive Officer and Fiscal allocation.
- (10) County General Services Agency (GSA) fees for printing of Board packets and other materials, mail and shipping, Board room and AV fees, etc.
- (11) FY 24-25 Estimate for IT services to support, maintain, and improve FCGMA Online Data Management System
- (12) Payment to LAFCO Per Govt. Code Sect. 56381 (b) (1).
- (13) County Counsel services for regular FCGMA legal services.
- (14) GSP Annual Report expense updated based on new Dudek scope approved by Board 12/9/2022 and amended 2/28/24.
- (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 subsequent amendments.
- (18) Monitoring well installation in OPV basins projected expense. Majority funded by DWR SGM Implementation Grant.
- (19) Consultant expenses for grant application for DWR SGM Implementation Grant Round 1 for projects in Oxnard & Pleasant Valley Basins.
- (20) Consultant to assist with DWR SGM Implementation Grant Round 1 administration for the OPV Basins. Reimbursement from City of Camarillo, PVCWD, and UWCD. FCGMA net share \$9,748 annually.
- (21) Consultant expenses for grant application for DWR SGM Implementation Grant Round 2 for projects in Las Posas Valley Basin.
- (22) Projected cost to destroy Oxnard well. Delayed due to interest from County Airport in taking over well.
- (23) Rate counsel and consultant for planned replenishment fee. Projected expense in FY 2024-25 for GEMES by Jarvis Fay.

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

EO-Dep Dir	Eng Mgr III	Eng Mgr I	Eng III	Hydro IV	Hydro III	WRS III	WRS II	WRS I
\$ 269.74	\$ 236.94	\$ 191.99	\$ 158.63	\$ 179.28	\$ 168.60	\$ 133.93	\$ 111.16	\$ 111.16
ANNUAL FTE:								
\$ 371,162	\$ 342,615	\$ 298,352	\$ 232,869	\$ 267,844	\$ 139,938	\$ 13,929	\$ 186,526	\$ 177,411

1	2	3	4	5	6	7	8	9	10	11	12					
\$ 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
ANNUAL FTE:																
0.79	0.80	0.89	0.82	0.83	0.46	0.06	0.93	0.89	0.95	0.92	0.95	0.92	0.03	0.87	0.50	0.46
1,416	1,446	1,594	1,468	1,498	834	104	1,682	1,596	1,713	1,664	1,712	1,660	48	1,568	900	835
Arne	Vacant	Farai	Vacant	Robert	John	Jeff	Kylen	Vacant	Kathy	Cynthia	Vacant	Vacant	Jamie	Eika	Sean	Kathleen
Arne		Farai	new	Kathleen	James	Travis & Jeff	Kylen		Kathy	new	Clerk of Board		Jamie	Eika	Ryan	Kathleen

**ANNUAL OPERATIONS**

**ANNUAL OPERATIONS**

**Administration and Fiscal Services**

Task	Board Priority	Description	Labor Hours Estimate	Labor Cost Estimate
1. Board Meeting Administration	I. Board Meetings 1. Board meetings, agendas, minutes	- 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.	1,682	\$317,832
2. Agency Administration	N/A	- General administration task, clerical, and invoice processing - Customer inquiries and data requests - Staff and management planning meetings	1,478	\$231,292
3. Official Document Filings & Public Records Requests	II. Legislation or Regulations 5. Public Records Act (PRA) Requests	- 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	574	\$75,415
4. Budget	II. Legislation or Regulations 3. Annual Work Plan & Budget	- Preparation and adoption of Annual Work Plan, Budget and quarterly performance reports	230	\$47,885
5. CSD-Fiscal Staff Services	N/A	- 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	Fixed Cost	\$150,000
6. Committee Meetings	I. Committee Meetings 2. Committee Meeting Administration	- Executive, Fiscal, Operations, and other advisory committee meetings coordination, agendas, minutes, etc.	600	\$116,442
7. Biennial Audit Report	II. Legislation or Regulations 4. Biennial Audit	- Preparation of Scope of Work; Auditor Selection Process; Assist Auditor with Inquiries; QA/QC of Draft Audit Report - next audit FY 2024-25	20	\$4,140
<b>Administration and Fiscal Services Subtotal</b>			<b>4,584</b>	<b>\$943,005</b>

Labor Cost by Position										Labor Hours by Position																
\$ 107,896	\$ 59,235	\$ 38,398	\$ 15,228	\$ 17,211	\$ -	\$ -	\$ 1,779	\$ 2,223	\$ -	400	250	200	96	96	0	0	16	20	48	0	440	0	20	80	0	16
\$ 59,343	\$ 37,910	\$ 30,718	\$ 9,518	\$ -	\$ 4,046	\$ 3,214	\$ 4,446	\$ 4,446	\$ -	220	160	160	60	0	24	24	40	40	80	40	320	40	0	40	200	30
\$ 2,158	\$ 2,843	\$ 2,304	\$ -	\$ -	\$ -	\$ -	\$ 2,223	\$ 889	\$ -	8	12	12	0	0	0	0	20	8	20	40	320	40	24	40	0	30
\$ 21,579	\$ 9,478	\$ 7,680	\$ 635	\$ 359	\$ 337	\$ -	\$ 222	\$ -	\$ -	80	40	40	4	2	2	0	2	0	8	4	40	4	0	4	0	0
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -																	
\$ 43,158	\$ 18,955	\$ 15,359	\$ 6,345	\$ 7,171	\$ -	\$ -	\$ 889	\$ 889	\$ -	160	80	80	40	40	0	0	8	8	40	8	120	8	0	8	0	0
\$ 2,158	\$ 948	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8	4	0	0	0	0	0	0	0	0	0	8	0	0	0	0	0
<b>Subtotals</b>										49%	30%	27%	11%	8%	1%	1%	5%	4%	11%	5%	69%	5%	2%	10%	11%	4%
\$ 236,292	\$ 129,369	\$ 94,459	\$ 31,726	\$ 24,741	\$ 4,384	\$ 3,214	\$ 9,560	\$ 8,448	\$ -	876	546	492	200	138	26	24	86	76	196	92	1248	92	44	172	200	76

**Records Services**

Task	Board Priority	Description	Labor Hours Estimate	Labor Cost Estimate
1. Specialized Data Queries / Groundwater and Credit Transactions	IV. Ordinance 3. Allocation Transfer Requests	- Conduct specialized data queries and analyses - Routine variance requests - Credit programs - Allocation transfers - Extraction data analysis	848	\$129,182
2. FCGMA Online and Website O&M	N/A	- 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)	324	\$46,833
3. SAES and Allocation Administration	IV. Ordinance 1. Semi-Annual Statements (SAES)	TIER 1 - Routine SAES Processing - Prepare and mail SAES incl. data mgt system testing - Process and enter SAES, IAI Applications and payments into the database - Administration TIER 2 - Supervisor / Manager Follow-up - Follow-up regarding errors and omissions - Admin and Manager Reviews - Follow-up regarding incorrect or no payment	5,360	\$584,530
4. Well and CombCode Registration	IV. Ordinance 5. Owner and/or operator changes	- New well registration, change in well registration, CombCode registration or changes - Unregistered well compliance and enforcement	630	\$84,128
5. Late/Non-Reporters (SAES) Compliance	IV. Ordinance 6. Compliance/Enforcement a. Non-reporting b. Failure to register change of owner/operator	- Follow-up with non-reporters - Assess Civil Penalties for late/non-filing and late/non-payment and send letters (by regular and certified mail return receipt) - Retroactive data entry (and billing) into FCGMA Online - Recommendation to EO for enforcement action - Process civil penalty waiver/reduction requests	1,023	\$136,727
6. Meter Calibration Program Maintenance	IV. Ordinance 4. Flowmeters & AMI a. Calibration review & processing b. Flowmeter replacement, rollover, water usage estimates c. AMI data management 6. Compliance/Enforcement c. Flowmeter calibration d. AMI	- Mail Flowmeter Calibration Notices, NOVs, and follow-up - Process and upload test results (including failed flowmeter reports) and repair/replacement flowmeter information into FCGMA Online - Process and track flowmeter exemptions, and 5-year waiver requests	1,360	\$171,422
<b>Records Services Subtotal</b>			<b>9,545</b>	<b>\$1,152,821</b>

Labor Cost by Position										Labor Hours by Position																
\$ 1,079	\$ 5,687	\$ 7,680	\$ 12,690	\$ 28,685	\$ -	\$ -	\$ 13,339	\$ 4,446	\$ -	4	24	40	80	160	0	0	120	40	160	40	20	40	0	0	0	120
\$ 1,079	\$ 5,687	\$ 7,680	\$ -	\$ 1,434	\$ -	\$ -	\$ 889	\$ 4,446	\$ -	4	24	40	0	8	0	0	8	40	80	40	40	40	0	0	0	0
\$ 5,395	\$ 18,955	\$ 30,718	\$ -	\$ -	\$ -	\$ -	\$ 8,893	\$ 8,893	\$ -	20	80	160	0	0	0	0	80	80	400	1200	120	1200	0	1200	700	120
\$ -	\$ 948	\$ 7,680	\$ -	\$ -	\$ -	\$ -	\$ 13,339	\$ 4,446	\$ -	0	4	40	0	0	0	0	120	40	180	80	0	80	0	16	0	70
\$ 2,158	\$ 9,478	\$ 15,359	\$ -	\$ -	\$ -	\$ -	\$ 8,893	\$ 8,893	\$ -	8	40	80	0	0	0	0	80	80	360	120	0	120	0	120	0	15
\$ -	\$ 4,739	\$ 30,718	\$ -	\$ -	\$ -	\$ -	\$ 88,928	\$ 22,232	\$ -	0	20	160	0	0	0	0	800	200	80	20	0	20	0	20	0	40
<b>Subtotals</b>										36	192	520	80	168	0	0	1208	480	1260	1500	180	1500	0	1356	700	365
\$ 9,711	\$ 45,492	\$ 99,835	\$ 12,690	\$ 30,119	\$ -	\$ -	\$ 134,281	\$ 53,357	\$ -																	

**Technical Services**

Task	Board Priority	Description	Labor Hours Estimate	Labor Cost Estimate
1. Annual Reports Preparation	II. Legislation or Regulations 2. GSP Annual Reports	- Compile and analyze resource data for GSP and GMA Annual Reports - Prepare, review, finalize and publish annual reports	512	\$88,361
2. Data Collection, Studies and Investigations and Analysis	V. Resolution 1. Conejo Creek Project 2. NPV Desalter 3. GREAT / RWPA Program	- Routine data analysis (i.e., GW conditions, pumping trends, etc.) - Perform QA/QC review of monitoring programs - Coordination of field investigations in support of tech studies - Tierra Rejada weather station maintenance	580	\$89,216

Labor Cost by Position										Labor Hours by Position																
\$ 1,079	\$ 9,478	\$ 3,840	\$ 6,345	\$ 35,856	\$ -	\$ -	\$ 1,334	\$ 4,446	\$ -	4	40	20	40	200	0	0	12	40	0	8	20	8	0	0	0	120
\$ -	\$ 9,478	\$ 15,359	\$ 12,690	\$ 21,514	\$ -	\$ 5,357	\$ 4,446	\$ 17,786	\$ -	0	40	80	80	120	0	40	40	160	0	0	20	0	0	0	0	0



FCGMA FISCAL YEAR 2024-25 ANNUAL WORK PLAN - DRAFT				
3. Groundwater and Well Project Reviews	IV.Ordinance 2.Well Permit Applications	- Well permit processing including technical review - Resolution project manatement (Including City of Camarillo North PV Desalter Project, Camrosa WD Conejo Creek Project, Oxnard GREAT & ASR program, Calleguas MWD ASR program) - Project Reviews and technical comment letters	604	\$108,984
4. AMI Operations	4.Flowmeters & AMI c.AMI data management	- Administration of AMI program - Coordination of AMI vendors - AMI data management and analysis	1,296	\$164,269
5. Grant Application	VI. Grant - SGM implementation Rd 1	Review and evaluate grant opportunities and prepare grant applications	104	\$20,473
Technical Services Subtotal			3,096	\$471,303
Legal Services				
1. Advisory Services	N/A	- 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 laws applicable to Agency. - Board letter review and attendance at Board meetings. - Preparation of ordinances, resolutions, contracts and other legal documents. - Code enforcement.	0	\$0
2. Anticipated and Ongoing Litigation	III. Judgment and Litigation 2.OPV Adjudication a.Discovery	- Represent Agency in legal proceedings in superior court. - Litigation related staff time.	517	\$114,862
3. Outside Counsel	III. Judgment and Litigation 2.OPV Adjudication a.Discovery	- Special counsel fees related to ongoing and anticipated litigation		
Legal Services Subtotal			517	\$114,862
Public Outreach				
1. Participation in Integrated Regional Groundwater Issues & Stakeholder Meetings	N/A	Attend/participate in AWA Mtgs/events; BoFD / City Council mtgs; Stakeholder mtgs (incl. wholesalers); WVCV/VCIRWP meetings; State/Regional Water agency workshops; and GW Forums and Committee Meetings.	208	\$45,013
2. Outreach, Website, Social Media	N/A	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)	332	\$50,917
Public Outreach Subtotal			540	\$95,930
Subtotal Agency Annual Operations			18,282	\$2,777,922
SPECIAL EXPENDITURES				
1. Groundwater Sustainability Plan Implementation	II. Legislation or Regulations 1.GSP 5-Year Evaluation	Implementation of GSP including monitoring well installation, project review and coordination, address data gaps, modeling analysis, GSP Evaluations & Updates, etc. (Contract expense for Dudek.)	1,720	\$294,715
2. New Allocation Systems	VII. Board Direction 4.OPV variance applications	Implementation of new allocation systems including non-routine variance process.	504	\$90,418
3. New Data Management System	VII. Board Direction 5.New data management system procurement	Prepare and administer RFP, enter contract to develop and implement new system. (Planning-level amount of \$200,000 for consultant services.)	44	\$7,352
4. Water Market Development and Implementation	VII. Board Direction	Continue implementation of Water Market pilot study and expansion to all of FCGMA	36	\$5,967
5. Oxnard Well Destruction	VII. Board Direction 1.Oxnard well destruction	Destroy abandoned well in Oxnard. (Estimated expense for drilling contractor).	8	\$1,896
6. DWR SGM Grant Administration	VI. Grant - SGM implementation Rd 1 2.Subgrantee awards to UWCD, PVCWD, Camarillo 3.Quarterly reports	DWR SGM Grant administration (Consultant contract estimate)	60	\$14,872
7. Replenishment Fee				
8. Staffing Analysis			128	
9. OPV Monitoring Well Installation	VI. Grant - SGM implementation Rd 1 1.OPV Monitoring Well Installation	Planning, permitting, installation, development, and reporting of new OPV monitoring wells partially funded by DWR SGM Grant. (Projected contract expense for drilling contractor).	956	\$164,394
Subtotal Special Expenditures			3,456	\$579,613
<b>GRAND TOTAL: Annual Operations and Special Expenditures</b>			<b>21,738</b>	<b>\$3,357,535</b>

EO-Dep Dir	Eng Mgr III	Eng Mgr I	Eng III	Hydro IV	Hydro III	WRS III	WRS II	WRS I	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	MA III	MA II	SW III	Hydro IV-EH	
\$ 269.74	\$ 236.94	\$ 191.99	\$ 158.63	\$ 179.28	\$ 168.60	\$ 133.93	\$ 111.16	\$ 111.16	\$ 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
\$ 1,079	\$ 9,478	\$ 7,680	\$ 19,036	\$ 43,027	\$ -	\$ -	\$ -	\$ -	4	40	40	120	240	0	0	0	0	0	0	0	0	0	0	160	
\$ -	\$ 9,478	\$ 30,718	\$ -	\$ -	\$ -	\$ -	\$ 22,232	\$ 88,928	0	40	160	0	0	0	0	200	800	80	8	0	8	0	0	0	
\$ 3,237	\$ 4,739	\$ 1,920	\$ 3,807	\$ 4,303	\$ 674	\$ -	\$ -	\$ -	12	20	10	24	24	4	0	0	0	0	0	0	0	0	0	10	
Subtotals									20	180	310	264	584	4	40	252	1000	80	16	40	16	0	0	290	
\$ 5,395	\$ 42,649	\$ 59,517	\$ 41,878	\$ 104,700	\$ 674	\$ 5,357	\$ 28,012	\$ 111,160	rs:	200	120	80	0	40	0	0	0	21	8	40	8	0	0	0	
\$ 53,948	\$ 28,433	\$ 15,359	\$ -	\$ 7,171	\$ -	\$ -	\$ -	\$ -	rs:	200	120	80	0	40	0	0	0	21	8	40	8	0	0	0	
\$ 32,369	\$ 13,269	\$ 3,072	\$ 6,345	\$ 6,454	\$ -	\$ -	\$ 889	\$ -	rs:	120	56	16	40	36	0	0	8	0	48	20	160	20	0	16	0
Subtotals									FTE:																
\$ 10,790	\$ 37,910	\$ 15,359	\$ 126,904	\$ 71,712	\$ -	\$ 5,357	\$ 8,893	\$ 4,446	40	160	80	800	400	0	40	80	40	0	0	20	0	0	0	60	
\$ 10,790	\$ 28,433	\$ 7,680	\$ 6,345	\$ 7,171	\$ -	\$ -	\$ 4,446	\$ -	40	120	40	40	40	0	0	40	0	80	16	16	16	0	16	0	40
\$ -	\$ 2,843	\$ 768	\$ 635	\$ 717	\$ -	\$ -	\$ -	\$ -	0	12	4	4	4	0	0	0	0	4	4	4	4	0	4	0	
\$ 1,079	\$ 948	\$ 768	\$ -	\$ 717	\$ -	\$ -	\$ 445	\$ -	4	4	4	0	4	0	0	4	0	4	4	4	4	0	0	0	
\$ -	\$ 1,896	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
\$ 5,395	\$ 9,478	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	20	40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
\$ 5,395	\$ 1,896	\$ 1,536	\$ 6,345	\$ 14,342	\$ 134,880	\$ -	\$ -	\$ -	20	8	8	40	80	800	0	0	0	0	0	0	0	0	0	0	
\$ 33,448	\$ 83,403	\$ 26,111	\$ 140,229	\$ 94,660	\$ 134,880	\$ 5,357	\$ 13,784	\$ 4,446	rs:	164	352	176	884	532	804	40	128	40	108	28	44	24	4	24	0



Item F: Reporting of Expenditures by Accounting Period

PREPARED BY : Daiva Pekinas

FUND: 0170 UNIT: 5795			EXPENDITURES BY ACCOUNTING PERIOD											
	OBJ	PROGRAM	TOTAL	AP 01/ July	AP 02/ August	AP 03/ September	AP 04/ October	AP 05/ November	AP 06/ December	AP 07/ January	AP 08/ February	AP 09/ March	AP 10/ April	AP 11/ May
1			6,996,395.34	6,996,395	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34
2														
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11			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12			6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34	6,996,395.34
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**Item F: Reporting of Expenditures by Accounting Period**

PREPARED BY : Daiva Pekinas

FUND: 0170 UNIT: 5795				EXPENDITURES BY ACCOUNTING PERIOD										
	OBJ	PROGRAM	TOTAL	AP 01/ July	AP 02/ August	AP 03/ September	AP 04/ October	AP 05/ November	AP 06/ December	AP 07/ January	AP 08/ February	AP 09/ March	AP 10/ April	AP 11/ May
57	MISC OFFICE EXPENSE	2179 P6020850	0.00											
58	ASSN OF WATER AGENCIES	2159 P6020850	0.00											
68	<b>TOTAL EXPENDITURES</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
69	Total GEMES		0.00											
70														
71	TOTAL REVENUE		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
72	CONTINGENCY		0.00											
73	<b>ENDING CASH BALANCE</b>		<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>	<b>6,996,395.34</b>