

FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



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Arne Anselm

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN that the Fox Canyon Groundwater Management Agency (FCGMA), also sitting as watermaster for the Las Posas Valley Basin and the groundwater sustainability agency for the Las Posas Valley Basin, the Pleasant Valley Basin, and the Oxnard Subbasin, will hold a **Executive Committee Meeting** at **1:00 P.M. on Monday, October 14, 2024** in the **Lower Plaza Assembly Room**, at the Ventura County Government Center, Hall of Administration at 800 South Victoria Avenue, Ventura, California.

EXECUTIVE COMMITTEE MEETING AGENDA

**October 14, 2024
1:00 P.M.**

Members: Chair Eugene West
Vice Chair Kelly Long

- A. Call to Order**
- B. Introductions**
- C. Public Comments** – Audience members may speak about matters not on today's Agenda.
- D. Draft Agency Staffing Analysis Report** – Presentation and evaluation of the Draft Agency Staffing Analysis Report and opportunity to provide recommendations for any modifications.
- E. The Executive Officer Role** – Presentation and discussion on the FCGMA Executive Officer position, including a review of Resolution 2005-08 and an opportunity to provide recommendations.
- F. Future Agenda Items and Next Meeting Date** – The next Executive Committee meeting is tentatively scheduled for December 19th, 2024.
- G. Adjourn Meeting**

STANDING NOTICES

The FCGMA Board and its less-than-a-quorum advisory committee groups, such as the Executive 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 Executive Committee in connection with one or more agenda or non-agenda items.

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

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

Administrative Record: Material presented as part of testimony will be made part of the Agency's record, and 10 copies should be left with the Board Clerk. This includes any photographs, slides, charts, diagrams, etc.

ADA Accommodations: Persons who require accommodation for any audio, visual, or other disability in order to review an agenda or to participate in the Board of Directors meeting per the Americans with Disabilities Act (ADA), may request such accommodation in writing addressed to the Clerk of the FCGMA Board, 800 So. Victoria Avenue, Location #1610, Ventura, CA 93009-1610, via emailing FCGMA@ventura.org or via telephone by calling (805) 654-2014. Any such request should be made at least 24 hours prior to the meeting so staff can make the necessary arrangements.

Continuance of Items: The Committee will endeavor to consider all matters listed on this agenda. However, time may not allow the Committee to hear all matters listed. Matters not heard at this meeting may be carried over to the next Board meeting or to a future Board meeting. Participating individuals or parties will be notified of the rescheduling of their item prior to the meeting. Please contact the FCGMA staff to find out about rescheduled items.

Electronic Information and Updates: Our website address is <https://fcgma.org/>. Information available online includes the Board's meeting schedule, a list of the Board members and staff, general information, and various Agency forms. If you would like to speak to a staff member, please contact the FCGMA Clerk of the Board at (805) 654-2014 or via email at FCGMA@ventura.org.

FOX CANYON GROUNDWATER MANAGEMENT AGENCY

MEMORANDUM



Date: October 14, 2024
To: Executive Committee
From: Arne Anselm, Interim Executive Officer
Subject: Item D – Presentation and Evaluation of the Draft Agency Staffing Analysis Report

Background

This item follows your Board's discussion at the December 1, 2023, meeting on staffing needs of the Agency and the discussion at the January 12, 2024, meeting on Agency task prioritization. On April 24, 2024, your Board received a progress report on the staffing analysis project, which included discussion of the staffing levels needed to accomplish your Board's priorities. Following that an update was given on June 20, 2024, to the Executive Committee.

Work Tasks Prioritization

As presented to your Board, there are seven principal drivers of the Agency's work tasks: Board Meetings, Legislation and Regulations, Judgment and Litigation, Ordinances, Resolutions, Grants, and Board Direction. The staff's evaluation is that all work tasks listed are important, and most are urgent. While identifying a thorough list of tasks in each category it is an incomplete presentation of the efforts needed to fully run the Agency as strategic planning, supervision, and training among others are not identified.

Staffing Analysis

In response to your Board's request, a report on the staffing level needed to accomplish Agency work tasks was initiated and Hallmark Group contracted to analyze the Agency's staffing needs to accomplish its work, tasks, and responsibilities for two time periods: (1) May of 2024 through the end of December 2024, and (2) for Fiscal Year July 2024 – June 2025. This effort examines staffing needs from the perspective of your Board's identified task priorities, which are different from the way the Agency's work plan and budget have been prepared in the past. The task priorities matrix uses different categories to break down tasks (attached as Exhibit D1). The analysis includes efforts needed to comply with the LPV Judgment, and estimates for staffing needed to perform currently contracted services which do not require special technical or legal expertise.

Conclusion

Agency staff have been working closely with Hallmark Group to identify Agency tasks, responsibilities, internal administrative processes, and to develop estimates of time needed in each staff position to complete these tasks. A presentation on the identified task and the staff needed for the Agency to accomplish its work, tasks, and responsibilities will be presented.

Attachments:

- Exhibit D1 – Subtasks Used for Staffing Analysis
- Exhibit D2 – Hallmark FCGMA Staff Analysis Report
- Exhibit D3 – FCGMA Staff Time Analysis Spreadsheet

Exhibit D1 - Subtasks Used for Staffing Analysis

FCGMA STAFF ANALYSIS - TASK SUMMARY

Hours for tasks not started yet displayed in blue text

Ref. #	Task Description	No/Limited Hours	9-Month		
			Only	Monthly Hours	Monthly FTE
I. Board Meetings				303.50	1.90
1	Board meetings, agendas, minutes			234.25	1.46
2	Committee meetings, agendas			69.25	0.43
II. Legislation and Regulations				507.58	3.17
1	GSP 5-Year Evaluation		x	214.67	1.34
2	GSP Annual Reports			67.25	0.42
3	Annual Work Plan & Budget			59.92	0.37
4	Biennial Audit			32.75	0.20
5	PRAs			133.00	0.83
III. Judgment and Litigation				468.29	2.93
1	LPV Adjudication Judgment				
a	Watermaster Admin			278.33	1.74
b	Basin Optimization Yield Study	x		14.25	0.09
c	Basin Optimization Plan	x		10.25	0.06
2	OPV Adjudication	x		165.46	1.03
IV. Ordinance				1436.17	8.98
x	Well Registration			92.75	0.58
1	Semi-Annual Statements (SAES)			655.50	4.10
2	Well Permit Applications			18.00	0.11
3	Allocation Transfer Requests			201.67	1.26
4	Flowmeters & AMI			219.50	1.37
5	Owner and/or operator changes			60.75	0.38
6	Compliance/Enforcement			188.00	1.18
V. Resolution				102.25	0.64
1	Conejo Creek Project			19.75	0.12
2	NPV Desalter			27.50	0.17
3	GREAT / RWPA Program			17.00	0.11
4	Credits			18.50	0.12
5	Board Approved Projects			9.50	0.06
6	Update Resolutions (including project resolutions)			10.00	0.06
VI. Grant - SGMA Imp. Rd 1				134.91	0.84
1	OPV monitoring well installation		x	45.41	0.28
2	Subgrantee awards to UWCD, PVCWD, Camarillo		x	2.00	0.01
3	Quarterly reports		x	1.75	0.01
4	Grant -Follow-up Compliance		x	2.75	0.02
5	GSP Implementation		x	83.00	0.52
VII. Board Direction				63.37	0.40
1	Oxnard well destruction		x	6.67	0.04
2	Project prioritization			2.75	0.02
3	Replenishment fee	x		4.50	0.03
4	OPV variance applications			23.20	0.15
5	New data management system procurement			10.50	0.07
6	CombCode - ordinance amendments	x		8.00	0.05
7	Study of independent staffing for Ager	x		7.75	0.05
ADDITIONAL TASKS				473.54	2.96
1	Administration			178.54	1.12
2	Outreach			45.50	0.28
3	Financial Management			114.00	0.71
4	New / Replacement Well Review (AB 2079)			0.00	0.00
5	Clerk Specific			13.00	0.08
5	Other Tasks (see Article 5 of Assembly Bill No. 2995)			65.00	0.41
6	Future Tasks			57.50	0.36



STAFF REQUIREMENT ANALYSIS FOR THE FOX CANYON GROUNDWATER MANAGEMENT AREA

Revised: October 10, 2024

Scope of Work

Hallmark Group was contracted to develop a report analyzing the staffing requirements for the Fox Canyon Groundwater Management Agency (FCGMA) tasks listed in the “FCGMA Work Tasks and Prioritization” table for the end of the calendar year (9-months) and a full 12-month period.

Hallmark Group identified additional tasks that are required to run and operate the FCGMA. Findings were presented to the Executive Committee (EC) on June 20, 2024, and the EC directed Hallmark to include those additional tasks in the staff analysis.

At the EC meeting on June 20, 2024, the EC requested that all third-party efforts (underway or planned) doing the work that FCGMA staff would perform if sufficiently staffed were included in the analysis, and Hallmark worked with FCGMA staff to ensure those hours were included in the analysis.

Staffing Analysis Methodology

Hallmark Group developed an excel sheet of the main tasks in the FCGMA Work Tasks and Prioritization sheet and identified subtasks to assist in creating detailed work hour estimates. Interviews were held with FCGMA staff to review staffing requirement assumptions and FCGMA supplied estimates for those subtasks that were rolled up to the task level shown in the FCGMA Work Task and Prioritization sheet and the additional tasks identified by the Hallmark Group and reviewed with the EC. Following the initial interviews, Hallmark Group reached out to staff regularly to receive additional information and further refine the analysis.

Hallmark Group requested staff provide estimates for tasks not initiated yet which are color-coded in blue. These include vacant positions and tasks not initiated by currently staffed positions.

Hallmark Group used its understanding of public agency staffing requirements to provide a qualitative assessment during staff interviews to develop appropriate task assumptions and in reviewing the final draft staff hours.

Report Considerations / Assumptions

- The estimates included in the report represent the hours necessary to operate the FCGMA, not the hours staff are currently working since historically, overtime is not tracked in the FCGMA system.
- The tasks listed in the FCGMA Work Tasks and Prioritization sheet do not include all the tasks required to manage and operate the FCGMA. Additional tasks were included for an accurate FCGMA staffing assessment.
- The analysis does not include indirect costs (i.e. office space, equipment, energy, or County overhead, etc.).



Exhibit D2 - Hallmark FCGMA Staff Analysis Report



- County overhead (fiscal service, and ancillary IT support, etc.) is outside this scope of work and was not calculated as part of this analysis.

Conclusions

The detailed FCGMA staffing analysis is provided as **Exhibit D3** and key findings are provided below.

- Currently, staff is performing a subset of the required tasks for the administration of FCGMA, and the full-time equivalent (FTE) of this task subset is approximately 15 employees.
- The estimated level of staffing to perform all the required tasks (unimitated tasks and the additional identified tasks) is approximately 20 FTEs.
- Using employee rates that include employee benefits and overhead, the estimated staff costs to perform all required FCGMA tasks is \$5.7 million.

Potential Next Steps

- Refine staff analysis to reflect input from the EC and/or the Board
- Perform additional analysis to include FCGMA indirect costs
- Prepare a report that identifies total costs for operation of FCGMA

Exhibit D3 - FCGMA Staff Time Analysis: Task and Hour Totals

B	C	D	E	F					
1	FCGMA STAFF ANALYSIS								
2	Hours for tasks not started yet displayed in blue text								
3	Highlighted yellow rows indicate 9-month tasks								
4	Ref. #	Task Description			9-Month Only	Monthly Hours	Monthly FTE	Frequency	Assumptions
5	Task Reference				Hrs	160			
6	I. Board Meetings				303.50	1.90		Monthly, 3-hr meeting	
7	1	Board meetings, agendas, minutes							
8		a	Maintaining mailing lists		0.50	0.00			
9		b	Scheduling/Logistics/Board member follow-up (parking permits, Form 700 filings)		13.00	0.08			
10		c	PM Monday meeting with EO		9.00	0.06			
11		d	Agenda development		12.50	0.08	Monthly		
12		e	Board doc development/review		9.00	0.06	Monthly		
13		f	Develop financials and POB		0.50	0.00			
14		g	Board presentation development		28.25	0.18	Monthly		
15		h	Board letter (drafts and reviews)		70.00	0.44	Monthly		
16		i	Board meeting		27.00	0.17	Monthly		
17		j	Board follow up/tasks		22.00	0.14	Monthly		
18		k	Pre and post debriefing board meetings		18.00	0.11			
19		l	Contract modification follow-up (post Board direction)		4.00	0.03			
20		m	Drafting, proofing, and (post-Board approval) filing amendments, resolutions; publishing on website		4.00	0.03			
21		n	Filing NOEs, scheduling and publicizing hearings		2.50	0.02			
22		o	Draft Minutes		8.00	0.05	Monthly		
23		p	Noticing meeting (Proofing, formatting, assembling; Entering online - PrimeGov and website, Noticing via email and print, Distributing print copies)		6.00	0.04			
24									
25	2	Committee meetings, agendas							
26		a	Agenda development		8.25	0.05		Based on 3-4 meetings per year	
27		b	Committee doc development/review		9.50	0.06			
28		c	Committee presentation development		12.75	0.08			
29		d	Committee meeting		19.50	0.12			
30		e	Committee follow up/tasks		17.25	0.11			
31		f	Noticing meeting		2.00	0.01			
32									
33	II. Legislation and Regulations				507.58	3.17			
34	1	GSP 5-Year Evaluation			✓			once/5 yr	
35		i	OPV						
36		a	PM with consultant		16.00	0.10			
37		b	Review of 3 public workshop materials		6.17	0.04			
38		c	Review United modeling summary as needed and meetings on EBB project		13.25	0.08			
39		d	Process invoices for consultant		4.00	0.03			
40		e	Fiscal processing (County staff dedicated [not full time])		-	-			
41		f	Workshop promo / outreach Q&A / site logistics		11.25	0.07			
42		g	Prep with Dudek (1 hr/wkshop)		9.42	0.06			
43		h	Public workshop attendance (3hrs/workshop)		10.50	0.07		3 OPV workshops	
44		i	Request, file and forward data		6.14	0.04			
45		j	Review draft reports		30.89	0.19			
46		k	Staff upload to DWR portal		4.33	0.03			
47					-	-			
48		ii	LPV					once/5 yr	
49		a	Website updates (as-needed)		22.50	0.14			
50		b	Noticing (email) for workshops, report drafts, etc.		6.00	0.04			
51		c	Request and compile GW data (elevation, quality) and send to Dudek		10.56	0.07			
52		d	Review draft GSP evaluation report		20.00	0.13			
53		e	PAC draft memos for PAC consultation tasks related to GSP		5.00	0.03			
54		f	Response reports to PAC recommendation report		14.50	0.09			
55		g	TAC being assembled		1.75	0.01			
56		h	TAC consultation (new uses, annual reports, basin optimization yield study, basin optimization yield plan, localized restrictions on extractions, interim increase to ramp down, adjustment of carryover		17.25	0.11			
57		i	Draft memos for TAC consultation related to GSP		3.00	0.02			
58		j	Staff upload to DWR portal		1.17	0.01			
59		k	Log, code, track and route invoices from counsel, consultants		1.00	0.01			
60					-	-			
61	2	GSP Annual Reports				0.75	0.00	Monthly	
62		i	OPV						
63		a	Coordinate with consultant on development		6.00	0.04			
64		b	Review results with subcommittee		2.00	0.01			
65		c	Public outreach (mailing, posting, develop comment matrix with staff		4.00	0.03			
66		d	Process invoices for consultant		1.50	0.01			
67		e	Request, file and forward data to consultant		6.75	0.04	monthly		
68		f	Review draft reports		13.25	0.08	monthly	annual time split to monthly	
69		g	Staff prepare for and upload to DWR portal		1.75	0.01	monthly	annual time split to monthly	
70					-	-			
71		ii	LPV						
72		a	Coordinate with consultant on development		5.00	0.03			
73		b	Review results with subcommittee		2.50	0.02			
74		c	Public outreach (mailing, posting, develop comment matrix with staff		4.00	0.03			
75		d	Process invoices for consultant		1.50	0.01			
76		e	Request, file and forward data to consultant		2.75	0.02	monthly	annual time split to monthly	
77		f	Review draft reports		8.50	0.05	monthly	annual time split to monthly	
78		g	Staff upload to DWR portal		7.00	0.04	monthly	annual time split to monthly	
79					-	-			
80	3	Annual Work Plan & Budget						Monthly	
81		a	Draft/update workplan and budget		10.75	0.07			
82		b	Budget mid-year review		13.00	0.08			
83		c	Budget & cash flow development		10.00	0.06			
84		d	Review with committee		10.00	0.06			
85		e	Finalize budget (finalize, post on web, etc.)		2.50	0.02			
86		f	Proof / format		1.00	0.01			
87		g	Draft Proposed budget report		12.67	0.08			
88					-	-			
89	4	Biennial Audit				0.75	0.00		
90		a	Develop RFP and on-board audit firm		4.50	0.03			
91		b	Staff interface on audit development		20.50	0.13			
92		c	Staff review of audit report		5.00	0.03			
93		d	Process invoices for consultant		2.00	0.01			
94					-	-			
95	5	PRA's							
96			Number?? Staff effort. Coord with legal?		21.75	0.14	Monthly		
97		a	Public Inquiries		57.00	0.36	Monthly		
98		b	Customer Inquiries		54.25	0.34	Monthly		
99					-	-			
100	III. Judgment and Litigation				468.29	2.29			
101	1	LPV Adjudication Judgment				1.33	0.01	4 mtgs	
102		a	Watermaster Admin		4.00		52 mtgs	3 meetings per month	
103			1 Initial mailout to recipients		-	-			
104			2 PRA's		6.75	0.04			
105			3 Budget and workflow		9.25	0.06			
106			4 Maintaining Constant Contact/stakeholder lists		5.50	0.03			
107			5 Customer inquiries		22.00	0.14			
108			6 Change of extraction, well replacement (new-replacement)		6.50	0.04			
109			7 Data analysis missing wells database vs judgment		4.00	0.03			
110			8 WMID confirmations and changes		4.75	0.03			
111			9 Transfers, Overuse		13.00	0.08			
112			10 Carryover		8.00	0.05			
113			11 Delinquencies and enforcement		12.50	0.08			
114			12 Watermaster webpage, design, content & review		12.00	0.08			
115			13 Noticing and update watermaster site (PAC and TAC develops agendas		5.50	0.03			
116			Developing database specifications for LPV reporting and testing,						
117			14 Invoices		13.50	0.08			
118			15 Develop Extraction and Monitoring tool for LPV reporting		8.75	0.05			
119			16 Database design, additions, changes, testing		13.50	0.08			
120			17 Processing LPV BA payments & associated tasks		10.50	0.07			
121			18 LPV annual allocations		4.25	0.03			
122			19 Semi Annual groundwater extraction and use reporting		10.50	0.07			
123		i	FCGMA staff coordination / directing / testing for RGS		5.00	0.03			
124		ii	FCGMA staff response to stakeholder inquiries		5.50	0.03			
125		iii	RGS (consultant) developing reporting tool -- could be staff time		1.25	0.01			
126		iv	RGS inquiries		1.00	0.01			
127		v	Landowner inquiries		3.25	0.02			
128		20	Process invoices for counsel, consultants		1.00	0.01			
129		21	Basin Assessment (Quarterly billing)		-	-			
130		i	Develop invoices and send out (water use based on judgement), ensure permanent transfers are included		5.00	0.03			
131		ii	Processing / AR		37.00	0.23			
132			Landowner inquiries		0.25	0.00			
133			Enforcement / penalty assessment		21.25	0.13			

Exhibit D3 - FCGMA Staff Time Analysis: Task and Hour Totals

B	C	D	E	F	9-Month Only	Monthly Hours	Monthly FTE	Frequency	Assumptions
133				iii	Monthly status report/update to FCGMA Board	1.00	0.01		
134				22	PAC meetings every two weeks (3-6pm)	12.00	0.08	Monthly	2 meetings per month
135				23	Review and potential response to PAC recommendation report	4.25	0.03		
136				24	PAC draft memos for PAC consultation tasks not related to GSP and more policy as defined in judgment	0.25	0.00		
137				25	Response reports to PAC recommendation report	0.25	0.00		
138				26	PAC member replacement	-	-		
139				27	Review and potential response (up to 16) to TAC recommendation report	4.00	0.03		
140						-	-		
141	b		Basin Optimization Yield Study		x	14.25	0.09	wkly	Every other week follow up with Jim/debrief (as needed)
142						-	-		
143	c		Basin Optimization Plan		x	10.25	0.06		
144						-	-		
145	2		OPV Adjudication			16.00	0.10		
146	a		Discovery			50.08	0.31		
147				Process invoices for counsel, consulting counsel		1.00	0.01		
148	b		OPV Watermaster Admin			98.38			OPV Adjudication is new process and staffing estimate was base
149						-	-		
150						-	-		
151	IV.		Ordinance			1436.17	8.98		
152			Well Registration			2.00	0.01		
153	a		Unregistered wells			23.75	0.15	monthly	
154	b		Owner and/or operator changes			11.50	0.07	monthly	
155				1 Validate SWN / APN / Owner / Agent		12.00	0.08	600 + Wells	Per well occurrence
156				2 Validate / Set Up Account Structure & network files		10.00	0.06		
157				3 Revised/New SAES & Outreach		22.00	0.14		
158				4 Scan / File / Notes		11.50	0.07		
159						-	-		
160	1		Semi-Annual Statements (SAES)			-	-	4 mtgs	
161	a		Programming and mailing			-	-	52 mtgs	3 meetings per month
162				1 Design updates (ea. enhancement)		7.50	0.05		Each occurrence
163				2 Develop business rules		8.00	0.05		Each occurrence
164				3 Testing		8.00	0.05		Each occurrence
165				4 Production / Mail		32.25	0.20		Each occurrence
166						-	-		
167	b		Processing			-	-	wkly	Every other week follow up with Jim/debrief (as needed)
168				1 Entering paper SAES		28.00	0.18	monthly	Per SAES
169				2 Review flowmeter photos		60.75	0.38	monthly	Per meter
170				3 Review reported extractions		50.00	0.31		
171				4 Payments (apply payment, generate receipt, fiscal report)		40.50	0.25	monthly	Per SAES
172				5 Refunds (research, memo, approval, adjustment receipt, transmittal)		10.50	0.07	monthly	Per refund
173				6 Customer service, walk-ins, etc.		42.00	0.26	monthly	Each occurrence
174				7 Deficiency reporting (research, correspondence, follow up)		123.00	0.77	monthly	Each occurrence
175				8 CP Waivers (review, report, memo, db adjustment, correspondence, records update)		39.00	0.24	monthly	Each occurrence
176				9 CombCode changes (review permit conditions & owner approval, account / file setup, correspondence)		28.00	0.18	monthly	Each well
177				10 Surcharges		23.00	0.14		
178				11 Supervisor / Manager Follow-up/Review		23.50	0.15	monthly	
179				12 Non-Reporters		38.00	0.24		
180				13 Outreach		13.50	0.08		
181				14 Scanning & filing		80.00	0.50		
182	2		Well Permit Applications			-	-		
183	a			Review for completeness, process applications (including research, and analyses)		18.00	0.11	monthly	
184						-	-		
185	3		Allocation Transfer Requests			6.67	0.04		
186	a			Variances - review for completeness, process applications (including research, and analyses)		159.50	1.00	monthly	
187	b			Transfers - review for completeness, process applications (including research, and analyses)		35.50	0.22	monthly	
188						-	-		
189	4		Flowmeters & AMI			-	-		
190	a			Calibration review and processing		35.75	0.22	monthly	
191	b			Flowmeter replacement, rollover		75.00	0.47	monthly	
192	c			AMI data management		64.25	0.40	monthly	
193	d			NOVs		3.00	0.02	monthly	
194	e			Annual Flowmeter Exemptions		7.25	0.05	monthly	
195	f			Domestic AMI Exemptions		7.50	0.05	monthly	
196	h			Groundwater Estimate Analysis		14.50	0.09	monthly	
197	i			Data Management System Meetings		12.25	0.08	monthly	
198						-	-		
199	5		Owner and/or operator changes			-	-		
200	a			Current monthly effort (what's happening)		10.75	0.07		
201	b			Backlog (est. of hours for monthly)		50.00	0.31		
202						-	-		
203	6		Compliance/Enforcement			2.00	0.01		
204	a			Mail meter calibration notices, NOVs, and letters.		8.75	0.05	Monthly	
205	b			Non-Reporting		49.75	0.31		
206	c			Failure to register change of owner/operator		28.00	0.18		
207	d			Flowmeter calibration		18.00	0.11		
208	e			AMI		16.00	0.10		
209	f			Late/Non-Reporters		1.00	0.01		
210				1 Follow up with non-reporters		3.50	0.02		
211				2 Access Civil Penalties		9.00	0.06		
212				3 Data Entry (and billing) into FCGMA Online		17.50	0.11		
213				4 Recommendation to EO for enforcement action		10.00	0.06		
214				5 Process civil penalty		14.50	0.09		
215				6 Process multi-reporting period civil penalty waiver request letters, surcharge exceedance appeal letters for		10.00	0.06		
216						-	-		
217	V.		Resolution			102.25	0.64	Monthly	
218	1		Conejo Creek Project			0.50	0.00		
219	a			Compliance monitoring		7.75	0.05	monthly	
220	b			Report Review		3.50	0.02	monthly	annual time split to monthly
221	c			Annual Meeting		2.50	0.02	monthly	annual time split to monthly
222	d			Follow -up and reviews		5.50	0.03		
223						-	-		
224	2		NPV Desalter			-	-		
225	a			Compliance monitoring		7.75	0.05	monthly	
226	b			Report Review		7.50	0.05	monthly	annual time split to monthly
227	c			Annual Meeting		3.25	0.02	monthly	annual time split to monthly
228	d			Scheduling follow-up meetings to review redline updates		9.00	0.06		
229						-	-		
230	3		GREAT / RWPA Program			1.00	0.01		
231	a			Compliance monitoring		4.75	0.03	monthly	
232	b			Report Review		6.25	0.04	monthly	annual time split to monthly
233	c			Follow-up correspondence and reviews		5.00	0.03		
234						-	-		
235	4		Credits			3.00	0.02		
236	a			Review reporting		12.75	0.08	monthly	annual time split to monthly
237	b			Update credit records		2.75	0.02	monthly	annual time split to monthly
238						-	-		
239	5		Board Approved Projects			-	-		
240	i		CMWD LPVB ELPMA ASR			1.25	0.01		
241	a			Compliance monitoring		6.50	0.04	monthly	
242	b			follow up		1.75	0.01		
243						-	-		
244	6		Update Resolutions (including project resolutions)			-	-		
245	a			Prepare drafts (with counsel input)		8.00	0.05		
246	b			Present to Board		2.00	0.01		
247						-	-		
248	VI.		Grant - SGMA Imp. Rd 1			134.91	0.84		
249	1		OPV monitoring well installation		✓	33.16	0.21	Annual	
250	a			Process consultant invoices		1.25	0.01		
251	b			Construction support (Dudek)		10.00	0.06		
252	c			Task and information administration		1.00			
253						-	-		
254	2		Subgrantee awards to UWCD, PVCWD, Camarillo		✓	1.00	0.01	Annual	
255	a			Process consultant invoices		1.00	0.01		
256						-	-		
257	3		Quarterly reports		✓	1.00	0.01	Annual	
258	a			Collect, review invoices and develop invoice package		0.25	0.00	Annual	
259	b			Grant closeout reports (final deliverables, etc.)		0.25	0.00	Annual	
260	c			Post-grant performance reports		0.25	0.00		
261						-	-		
262	4		Grant -Follow-up Compliance		✓	2.75	0.02	monthly	
263						-	-		
264	5		GSP Implementation		✓	-	-		
265	a			Monitoring well installation and follow-up monitoring		70.00	0.44	monthly	
266	b			Meetings, studies, analyses		10.50	0.07	monthly	
267	c			Process consultant invoices		2.50	0.02		
268						-	-		
269	VII.		Board Direction			63.37	0.40	Ongoing	

Exhibit D3 - FCGMA Staff Time Analysis: Task and Hour Totals

B	C	D	E	F	9-Month Only	Monthly Hours	Monthly FTE	Frequency	Assumptions
270			1	Oxnard well destruction		6.67	0.04		
271			2	Project prioritization		2.75	0.02		
272			3	Replenishment fee	x	4.50	0.03		
273			4	OPV variance applications		23.20	0.15		
274			5	New data management system procurement		10.50	0.07		
275			6	CombCode - ordinance amendments	x	8.00	0.05		
276			7	Study of independent staffing for Agency	x	7.75	0.05		
277									
278			ADDITIONAL TASKS						
279			1	Administration		178.54	1.12		
280		a		Consultant management					
281			1	Initial consultant procurement (RFPs)		10.67	0.07		4 contract per year
282			2	Annual consultant contract renewal		1.33	0.01		
283			3	Monthly consultant management (touch base meetings, etc.)		6.00	0.04		
284									
285		b		FCGMA general strategy/planning					
286			1	Periodic planning for FCGMA activities		1.33	0.01		
287									
288		c		Legal counsel *overhead task, not included in the analysis					
289			1	Routine					
290			2	Litigation					
291									
292		d		HR / Personnel Issues					
293				Mandatory training (5 hrs per staff annually) - sexual harassment, ethics, violence/security, supervisor, mgmt., diversity		6.67	0.04		
294			1	ethics, violence/security, supervisor, mgmt., diversity		0.00	-		
295			2	CEs (talk to John, Robert, Kathleen, Arne, Farai)		1.00	0.01		
296			3	On-boarding new employees		1.00	0.01		
297			4	Performance evaluations / staff development		1.00	0.01		
298			5	Personnel matters		1.00	0.01		
299			6	Manager timesheet review		2.00	0.01		
300			7	Updating agency-related policies/manuals		5.00	0.03		
301						0.00	-		
302		e		Insurance Renewal		0.00	-		
303			1	Maintain insurance for GSAs (Directors & Officers, general liability, etc.)		3.00	0.02		
304						0.00	-		
305		f		Grant Proposals		14.00	0.09	monthly	60 hours per grant application
306			1	Apply for 2 grants		2.67	0.02		
307			2	Grant management (if awarded) -- include in future budget		0.00	-		
308			3	Grant admin		12.33	0.08	monthly	
309									
310		g		PRA Response					
311			1	Response to PRAs (est. x number of requests)		4.00	0.03		
312									
313		h		State Trainings/workshops					
314			1	DWR SGMA forum		0.25	0.00		Semiannual; online
315			2	GRA conferences		-	-		2-day conference in SAC
316			3	ACWA		-	-		3-5-day semiannual conference
317			4	Brown Act training		8.00	0.05		Annual
318			5	Ethics training		-	-		Every 2 years for elected officials
319									
320		i		Departmental development					
321			1	Process improvements		17.00	0.11		
322			2	employee development		-	-		
323						-	-		
324		j		IT Support		81.29	0.51		
325			1	Online database		-	-		
326									
327									
328									
329		a		Monthly time for stakeholder support		45.50	0.28		
330						10.00	0.06		
331		b		Website update and hosting					
332			1	Update website(s)		6.00	0.04		
333			a	Strategic planning for FCGMA.org website					
334			2	Annual hosting/renewal		2.00	0.01		
335									
336		c		Mailings / Notices					
337			1	OPV newsletter development		5.25	0.03		1 newsletter
338			2	OPV newsletter distribution/ mailing		3.00	0.02		
339			3	LPV newsletter development		5.00	0.03		
340			4	LPV newsletter distribution/ mailing		3.00	0.02		
341									
342		d		Workshops					
343			1	OPV (planning, meeting, follow up)		2.00	0.01		1 workshop
344			2	LPV (planning, meeting, follow up)		2.00	0.01		1 workshop
345			3	FCGMA		7.00	0.04		
346									
347		e		Legislative tracking and potential response		0.25	0.00		
348									
349						114.00	0.71		
350									
351		a		FCGMA Monthly Invoicing & Financials					
352			1	Individual FCGMA staff time tracking		46.00	0.29		Assume 11 employees, 1 hour per week
353			2	FCGMA staff invoice prep		4.00	0.03		
354			3	Review OPV consultant invoices		4.00	0.03		Includes meeting time with consultant (if needed)
355			4	Review LPV consultant invoices		4.00	0.03		Includes meeting time with consultant (if needed)
356			5	Prepare financial statements for FCGMA		4.00	0.03		
357									
358		b		Audit Coordination					
359			1	Select an auditor		8.00	0.05		
360			2	Annual prep with auditor		4.00	0.03		
361			3	Ongoing engagement with auditor before report		16.00	0.10		
362									
363		c		Budget Development					
364			1	Develop fiscal year budgets		24.00	0.15		
365									
366									
367									
368									
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393									

TOTALS (9-Month)		Monthly Hours	Monthly FTE
Current Work	268.33	1.68	
Tasks not started yet	87.91	0.55	
All hours	356.25	2.23	
TOTALS (12-Month)		Monthly Hours	Monthly FTE
Current Work	2,076.99	12.98	
Tasks not started yet	1,056.38	6.60	
All hours	3,133.36	19.58	

FOX CANYON GROUNDWATER MANAGEMENT AGENCY

MEMORANDUM



Date: October 14, 2024
To: Executive Committee
From: Arne Anselm, Interim Executive Officer
Subject: Item E – Presentation and Discussion About the FCGMA Executive Officer Role

Background

On March 8, 2024, Arne Anselm was appointed the Interim Executive Officer, superseding Resolution 2005-08¹, 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 be filled as a full-time position committed solely to the management of the Agency. The FY 2024-25 budget includes a full-time Executive Officer at the fully burdened rate of Deputy Director which is consistent with the rate of the current Interim Executive Officer.

The purpose of today's discussion is to receive feedback regarding the role of the Executive Officer and the desired qualifications to assist the recruitment process to fill the Executive Officer position.

About the Executive Officer Role

As described in the Fiscal Year (FY) 2024-2025 Proposed Budget Report², the FCGMA Executive Officer (EO) role 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 2005-08³ 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.

Attached as Exhibit E1 is a document dated July 26, 2000, identifying the Authority, Responsibilities and Qualifications of the Agency Coordinator (now known as the Executive Officer, per Resolution 2005-08). Qualifications of the role begin on page 3 of the Exhibit.

Qualifications include, but are not limited to:

1. Credentials and education that include a degree in geology, hydrology, civil engineering, project and program administration or another combination of experience and education with an emphasis on water resources and water issues. Advanced degrees are desirable.
2. Experience working with elected officials, public agendas, the Brown Act, CEQA requirements.
3. Knowledge of the geology and hydrology of Ventura County.
4. Substantial contacts and established working relationships with other water agencies and staff in the water community, including local government and regulatory agencies.

¹ See Closed Session Item 2, "Public Employee Appointment:" <https://ventura.primegov.com/Portal/Meeting?meetingTemplateId=18461>

² <https://s42135.pcdn.co/wp-content/uploads/2024/09/Item-19A-FCGMA-FY-24-25-Proposed-Budget-Report.pdf>

³ <https://s42135.pcdn.co/wp-content/uploads/2022/09/Resolution-2005-08.pdf>

5. Proven management skills with an understanding of the problems of cities, farmers, water companies; the problems and limitations of consultants and contractors; knowledge of irrigation methods and practices; knowledge of evapotranspiration, collection of electronic weather data; experience in the construction, destruction, and operation of wells and pipelines.

Since these qualifications of the Agency Coordinator (now Executive Officer) were drafted in 2000, the responsibilities of the Agency have increased dramatically. Twenty-four years later, the Agency is now also a Groundwater Sustainability Agency (GSA) for the underlying basins with the authorities and responsibilities identified in SGMA including managing the basins to sustainability in 2040. Additionally, The Judgment for the Las Posas Valley Adjudication (Judgment) appointed the Agency as Watermaster to implement the Judgment in the Basin including coordination with the Policy and Technical Advisory Committees. With investment in multiple new monitoring wells, the Agency now owns and maintains significant infrastructure. Staffing levels have increased over the years, from 1.8 FTEs in 2005 to 14.2 FTEs today, and the Fiscal Year 2024-2025 budget is roughly 20 times the size of the 2005 budget. This increase in responsibility supports the need for the Agency's Executive Officer to exist as a full-time position committed solely to the management of the Agency.

Conclusion

A discussion and constructive feedback on the job description and qualifications of the Executive Officer role is requested to assist the recruitment process for a full-time Executive Officer. This memo has been reviewed by Agency Counsel. If you have any questions, please call me at (805) 654 3942.

Attachments:

Exhibit E1 – Executive Officer: Original Authority, Responsibilities and Qualifications of the Agency Coordinator, as of 07/26/2000

Exhibit E1 - Executive Officer: Original Authority, Responsibilities and Qualifications of the Agency Coordinator, as of 07/26/2000

FOX CANYON GROUNDWATER MANAGEMENT AGENCY
AUTHORITY, RESPONSIBILITIES AND QUALIFICATIONS
OF THE
Agency Coordinator
July 26, 2000

The Fox Canyon Groundwater Agency (Agency) was established by an act resulting from adoption of Assembly Bill 2995 and is now codified in Wests Annotated Codes, Water Code Appendix, sections App. 121-101 through 121-1105. The act contained mandatory actions that use term "shall". In addition to mandates, the act provided permissive authority, as identified by the term "may". In compliance with the mandates and permissive authority, the Agency Board of Directors (Board) has established policy by the adoption of ordinances and resolutions. The Agency Coordinator is responsible for the implementation of the policy and shall manage the administration of the Agency on a daily basis. The authority and responsibilities of the Agency Coordinator, as listed below, shall also include any special assignments of the duly elected and appointed Board. The Agency Coordinator shall insure that those decisions specifically designated for Board approval are referred to the Board for action.

Responsibility Based on Agency Mandates.

The Agency Coordinator shall:

1. Manage the implementation of the mandates and selectively manage the permissive authorities, which shall include the managing, planning, controlling, preserving and regulating the extraction and use of groundwater within the territory of the agency.
2. Determine the Agency boundaries and have the boundaries depicted on a map that shall be adopted by the County Board of Supervisors and thereafter recorded in the office of the county recorder. Any changes to the Agency Boundaries shall be brought to the Board of Directors for approval.
3. Collect data and conduct technical and other investigations of all kinds in order to carry out the policy of the Board.
4. Recommend wastewater reuse and other water development projects, where those projects will enhance and contribute to the responsible management of groundwater resources
5. Recommend an annual plan for implementation of groundwater management objectives.
6. Develop and implement a plan to control extractions from the Oxnard and Mugu aquifers with the objective of balancing water supply and demand in the Oxnard Plain of Ventura County by the year 2010.
7. Implement on an on-going basis the upper and lower aquifer management plan changes to control future excess extractions from the aquifer systems.
8. Manage conservation practices and extractions, recommend legal actions and the imposition of spacing requirements on new extraction facilities and/ or recommend the imposition of reasonable operating regulations on extraction facilities.

Responsibility Based on Adopted Ordinances.

The Agency Coordinator is responsible for the day-to-day management of the ordinance provisions. This responsibility includes but is not limited to:

1. Supervising, implementing, and interpreting the provisions of all ordinances. This responsibility shall also include carrying out the current version of all ordinance provisions that include the following:
Ordinance 1. Supervise the registration of all wells inside the GMA Boundary. Supervise

Exhibit E1 - Executive Officer: Original Authority, Responsibilities and Qualifications of the Agency Coordinator, as of 07/26/2000

the reporting requirements as required by the ordinance. Supervise the collection of extraction charges and the imposition of interest.

Ordinance 3. Enforce the requirements for meters as required by the ordinance.

Ordinance 4. Enforce ordinance provisions for the North Las Posas Outcrop and expansion area that include the use of water and development on the Outcrop and expansion area. Approve permits for new wells in the Las Posas Basin.

Ordinance 5. Establish, transfer and adjust extraction allocations and credits as permitted by the ordinance. Bring transfers of allocation and credits that are not within the Agency Coordinator's authority to the Board for consideration. Determine and maintain records of allocation and credits for each extraction facility. Implement the efficiency allocation system and supervise the installation and reporting of the necessary weather stations. Determine, bill and collect extraction surcharges and late penalties. Maintain records of all payments received for pumping, interest, surcharges and late fees. (Authority to waive interest on late fees was delegated to Agency Coordinator by vote on July 26, 2000)

2. Recommend changes to existing ordinances and new ordinances as necessary to protect the groundwater resources within the Agency.

Responsibility for the Management of the Agency.

1. Manage, supervise, train and coordinate Agency Staff in the performance of ordinance and mandate related functions. Prepare performance appraisals, set work hours, make work assignments, transfer and assign staff as necessary and appropriate.
2. Recommend promotions and disciplinary action. Engage and discharge extra help on a temporary basis within the approved annual budget.
3. Recommend award of consulting, construction and destruction contracts to the Board. Determine the specific functions to be assigned to the County for contract administration. Supervise the advertisement, bid opening and award of all contracts. Manage contracts after award by the Board. Approve partial and final contract payments and approve contract changes that individually do not exceed 10% of the total contract cost. Make a final contract report to the Board after contract completion.
4. Approve payments to county staff for incidental work within the annual budget.
5. Prepare annual budgets for the Board's approval of the expenditure. Approve expenditure of funds per the approved budget. Transfer funds as necessary between budget lines except to and from the budget lines for contracts and consultant services as long as total budget is not exceeded. Any individual expenditure that will cause the budgeted amount for a contract to be exceeded shall be brought to the Board for approval. This may not conflict with the authority to approve change orders that do not exceed ten percent of the contract price because contracts are generally authorized on a not to exceed basis.
6. The Agency Coordinator responsibilities for Public Meetings includes:
 - a. Recommend the scheduling of meetings.
 - b. Insuring proper notices of public meetings are made.
 - c. Provide staff support at public meetings, and record the salient points in meeting minutes.
 - d. Advertising new ordinances and the posting of ordinances in accordance with applicable laws.
 - e. Determine agendas to assure that items of importance are heard by the board and endeavor to avoid placing frivolous items or items previously heard by the board on the agenda.
7. Order and approve payment for consumable supplies and permanent equipment that have been approved in the current budget.

Exhibit E1 - Executive Officer: Original Authority, Responsibilities and Qualifications of the Agency Coordinator, as of 07/26/2000

8. Draft and sign letters on behalf of the Agency that relate to subjects that are within the policy established by the mandates, ordinances, approved policies and at the direction of the of the Board.
9. Make initial grant applications with the understanding that final acceptance of a grant and/or the commitment of funds must be approved by the Board.
10. Interpret and apply the policy established by the mandates, ordinances and policy of the Board at meetings and hearings.
11. Represent the Agency in discussions with agency members, local, State and Federal Agencies.

As a general guide, the Agency Coordinator shall conduct all business associated with managing the Agency except commitment of funds and action on the decisions reserved for the Board.

Qualifications of the Agency Coordinator.

A combination of the following knowledge, education and experience is appropriate for the Agency Coordinator:

1. Credentials and education that include a degree in geology, hydrology, civil engineering, project and program administration or another combination of experience and education with an emphasis on water resources and water issues. Advanced degrees are desirable.
2. A depth of knowledge of the geology and hydrology of Ventura County.
3. Experience in working with elected officials, public agenda and the Brown Act.
4. Knowledge of irrigation methods and practices.
5. A working knowledge of evapotranspiration, collection of electronic weather data, and electronic data transmission.
6. Proven management skills with an understanding of the problems of cities, farmers, water companies, as well as, the problems and limitations of consultants and contractors.
7. Ability to use and apply computer technology including Excel, Access, ArcView and Powerpoint. Specific knowledge of GIS and Web Software applications is desirable.
8. A thorough understanding of CEQA requirements.
9. Ability to communicate well both orally and in writing.
10. An able speaker who will reflect positively on the GMA
11. Substantial contacts and established working relationships with other water agencies and staff in the water community, local governments and regulatory agencies.
12. The ability to resolve problems by constructing win/win solutions.
13. A strong leader who follows policies set by the board.

Exhibit E1 - Executive Officer: Original Authority, Responsibilities and Qualifications of the Agency Coordinator, as of 07/26/2000

14. Proven reputation for openness and honesty.
15. Experience in construction, destruction and operation of wells and pipelines.