

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



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## BOARD OF DIRECTORS

**Eugene F. West**, Chair, Director, Camrosa Water District  
**Kelly Long**, Vice Chair, Supervisor, County of Ventura  
**Michael Craviotto**, Farmer, Agricultural Representative  
**Lynn Maulhardt**, Director, United Water Conservation District  
**Tony Trembley**, Councilmember, 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 an **Executive Committee Meeting** at **1:30 P.M. on Thursday, January 9, 2025** 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

**January 9, 2025  
1:30 P.M.**

**Members:** Chair Eugene West  
Vice Chair Kelly Long

- 1. Call to Order**
- 2. Introductions**
- 3. Public Comments** – Audience members may speak about matters not on today's Agenda.
- 4. Executive Officer Position and Recruitment** – Discussion on EO position description, compensation and recruitment process and timeline.
- 5. FCGMA Fiscal Year 2025/2026 Annual Work Plan** – Discussion of the Fiscal Year (FY) 2024-2025 FCGMA Work Plan and recommendations for the FY 2025-2026 FCGMA Work Plan.
- 6. LPV Watermaster Fiscal Year 2025/2026 Annual Work Plan** – Discussion of the FY 2024-2025 LPV Watermaster Work Plan and recommendations for the FY 2025-2026 LPV Watermaster Work Plan.

7. **Agency Staffing Analysis Report Update** – Contract status of Hallmark Group’s effort on independent staffing analysis to the Board.
8. **Future Agenda Items and Next Meeting Date**
9. **Adjourn Meeting.**

## **STANDING NOTICES**

The FCGMA Board and its less-than-a-quorum advisory committees strive to conduct accessible, orderly, and fair meetings where everyone can be heard on the issues. The Committee Chair will conduct the meeting and establish appropriate rules and time limitations for each item.

**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](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 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](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 memos, presentations, maps, etc. If possible, in advance of the meeting, email a PDF of your materials to [FCGMA@ventura.org](mailto:FCGMA@ventura.org).

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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 Committee 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 Committee meeting or to a future Committee meeting. Participating individuals or parties will be notified of the rescheduling of their item prior to the meeting. Please contact the Agency Clerk to find out about rescheduled items.

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**The Ralph M. Brown Act:** It is the intent of the law that the actions of this Board and its Committees be taken openly and that their deliberations be conducted openly. Read about the Ralph M. Brown Act via this link: [https://leginfo.legislature.ca.gov/faces/codes\\_displayText.xhtml?chapter=9.&division=2.&lawCode=GOV&part=1.&title=5](https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?chapter=9.&division=2.&lawCode=GOV&part=1.&title=5).

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**Agency 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. To learn more about the Committee, please visit <https://fcgma.org/committee-meetings/>. If you would like to be added to our email notification list or 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 EXECUTIVE DIRECTOR

Class Code:  
TBD

Bargaining Unit: Management/Confidential  
Clerical/Unrepresented Others

VENTURA COUNTY

## SALARY RANGE

TBD Hourly  
TBD Biweekly  
TBD Monthly  
TBD Annually

## DEFINITION:

In accordance with policy direction of the elected five-member Board of Directors, the Executive Director is responsible for the total operation of the Fox Canyon Groundwater Agency (FCGMA) including leading solutions for long term groundwater resources management. The Executive Director will ensure effective legislative and regulatory compliance, facilitate and collaborate with inside and outside stakeholders to ensure stakeholder interests and concerns are being addressed; and provide overall strategic direction to ensure the County's groundwater strategy is effective.

### Distinguishing Characteristics:

This single position classification is fully accountable to the Board of Directors for the management of the Fox Canyon Groundwater Management Agency. This position is exempt from the Civil Service System.

## EXAMPLES OF DUTIES:

Duties may include but are not limited to the following:

- Develops, plans and implements Agency goals and objectives including the recommendation and administration of policies and procedures.

- Coordinates Agency activities between departments and with outside agencies and organizations.
- Provides staff assistance to the Board of Directors including the preparation and presentation of staff reports and other necessary correspondence.
- Directs, oversees, and participates in the development of the Agency's work plan which includes assigning work activities, projects and programs, monitoring workflow, and reviewing and evaluating work products, methods and procedures.
- Supervises and participates in the development and administration of the Agency budget including directing the forecast of additional funds needed for staffing, equipment, materials and supplies, monitoring and approving expenditures, and implementing mid-year adjustments.
- Represents the Board of Directors in enforcing all rules pertaining to the management and operation of the Agency.
- Represents the Agency in intergovernmental relations relating to Agency operations.
- Attends all meetings of the Board and makes recommendations to the Board concerning administration and management of the Agency as believed necessary.
- Directs studies and investigations concerning the administration and management of Agency operations and the development of future plans for growth and believed necessary and desirable.
- Serves as purchasing agent and personnel officer for the Agency unless otherwise delegated.
- Represents the Agency to outside groups and organizations and participates in outside community and professional groups and committees.
- Researches and prepares technical and administrative reports and studies and prepares written correspondence.
- Builds and maintains positive working relationships with the Board of Directors, management, co-workers, other Agency employees and the public using principles of good customer service.
- Performs other related duties as required.

## **QUALIFICATION GUIDELINES:**

### Knowledge, Skills, and Abilities:

#### Thorough knowledge of:

- Management practices as applied to the evaluation of programs, policies, and organizational needs.
- Principles and practices required to plan, monitor, and evaluate water infrastructure programs and projects.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Applicable laws, codes, and regulations associated with the management of water resources.
- Principles of water flow and hydrologic modeling
- Principles and practices of grant development and administration, including funding sources typical for the water industry.
- Principles of effective public relations and interrelationships with public and private agencies, community groups and various levels of government.
- Principles and practices of budget administration.

#### Working ability to:

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.

- Perform administrative functions including planning, organizing, staffing, and directing.
- Conduct analytical studies including financial analyses, evaluation of alternatives, and make sound recommendations.
- Examine complex and technical information contained in multiple documents and proposed legislation to accurately report potential impacts and provide solutions. Conduct research, collect data from various resources, and write statistical reports.
- Communicate effectively both verbally and in writing.
- Prepare and present technical information at public meetings.
- Build consensus among stakeholders with differing points of view.

## **RECRUITING STANDARDS:**

### **Education/Experience:**

Any combination of education, training, and experience which could lead to the possession of the required knowledge, skills, and abilities.

An example would be progressively responsible professional management-level experience in the operation of a water agency or public utility municipality, including five (5) years of executive level management experience. Graduation from an accredited college or university with a bachelor's degree in business administration, Public Administration, Engineering, Hydrogeology, or a closely related field is required.

### **Desired:**

Possession of related professional licenses and/or certifications.

Extensive knowledge of Sustainability Groundwater Management Act (SGMA) legislation and guidelines.

| Item 5 Attachment:<br><b>FCGMA FISCAL YEAR 2024-25 ANNUAL WORK PLAN</b>  |   |   |                      |                     | 1   | 2           | 3         | 4         | 5         | 6         | 7             | 8         | 9         | 10         | 11             | 12        |           |          |          |          |             |     |    |
|--|---|---|----------------------|---------------------|---|-------------|-----------|-----------|-----------|-----------|---------------|-----------|-----------|------------|----------------|-----------|-----------|----------|----------|----------|-------------|-----|----|
|  |   |   |                      |                     | EO-Dep Dir                                | Eng Mgr III | Eng Mgr I | Eng II    | Hydro IV  | Hydro III | WRS III       | WRS II    | WRS II    | S/S Spec I | AA II          | AA III    | AA II     | 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 | \$ 137.88  | \$ 117.69      | \$ 129.31 | \$ 117.69 | \$ 94.79 | \$ 94.79 | \$ 33.27 | \$ 179.28   |     |    |
|  |   |   |                      |                     | 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     | Raya      | Robert    | John      | Jeff          | Kylen     | Vacant    | Kathy      | Cynthia        | Elka      | Vacant    | Jamie    | Vacant   | Vacant   | Kathleen    |     |    |
|  |   |   |                      |                     | Arne                                      | Vacant      | Farai     | new       | Kathleen  | James     | Travis & Jeff | Kylen     | Kathy     | new        | Clerk of Board | Jamie     | Elka      | Ryan     | Kathleen |          |             |     |    |
| <b>ANNUAL OPERATIONS</b>   |   |   |                      |                     | <b>ANNUAL OPERATIONS</b>                  |             |           |           |           |           |               |           |           |            |                |           |           |          |          |          |             |     |    |
| <b>Administration and Fiscal Services</b>                                |   |   |                      |                     | <b>Administration and Fiscal Services</b> |             |           |           |           |           |               |           |           |            |                |           |           |          |          |          |             |     |    |
| Task   | Board Priority  | Description   | Labor Hours Estimate | Labor Cost Estimate | Labor Hours by Position                   |             |           |           |           |           |               |           |           |            |                |           |           |          |          |          |             |     |    |
| <b>1. Board Meeting Administration</b>                                   | I. Board Meetings<br>1. Board meetings, agendas, minutes  | - Regular and special Board meetings, including agendas, minutes, staff reports, presentations, participation, attendance, pre- and post-debriefing meetings<br>- 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           | 400                                       | 250         | 200       | 96        | 96        | 0         | 0             | 16        | 20        | 48         | 0              | 440       | 0         | 20       | 80       | 0        | 16          |     |    |
| <b>2. Agency Administration</b>  | N/A   | - Agency-specific administration and clerical tasks<br>- Customer inquiries and data requests<br>- Staff and management planning meetings   | 1,478                | \$231,292           | 220                                       | 160         | 160       | 60        | 0         | 24        | 24            | 40        | 40        | 80         | 40             | 320       | 40        | 0        | 40       | 200      | 30          |     |    |
| <b>3. Official Document Filings &amp; Public Records Requests</b>        | II. Legislation or Regulations<br>5. Public Records Act (PRA) Requests  | - Process business record filings and certifications (i.e. 700 Forms, CEQA/NOEs, EIR/MMND's per fiscal year, State water agency filings, PRA requests, public notices)  | 574                  | \$75,415            | 8   | 12          | 12        | 0         | 0         | 0         | 0             | 20        | 8         | 20         | 40             | 320       | 40        | 24       | 40       | 0        | 30          |     |    |
| <b>4. Budget</b>   | II. Legislation or Regulations<br>3. Annual Work Plan & Budget  | - Preparation and adoption of Annual Work Plan, Budget, Proposed Budget Report, and performance reports   | 230                  | \$47,885            | 80  | 40          | 40        | 4         | 2         | 2         | 0             | 2         | 0         | 8          | 4              | 40        | 4         | 0        | 4        | 0        | 0           |     |    |
| <b>5. CSD-Fiscal Staff Services</b>                                      | N/A   | - CSD-Fiscal Services: submit 13-Monthly AP FSRs (incl. AP/AR), provide AP/AR and Cash-Flow Management Services, Fiscal Reports for the Agency  | Fixed Cost           | \$150,000           |   |             |           |           |           |           |               |           |           |            |                |           |           |          |          |          |             |     |    |
| <b>6. Committee Meetings</b>   | I. Committee Meetings<br>2. Committee Meeting Administration  | - Executive, Fiscal, Operations, and other advisory committee meetings coordination, agendas, minutes, etc.   | 600                  | \$116,442           | 160                                       | 80          | 80        | 40        | 40        | 0         | 0             | 8         | 8         | 40         | 8              | 120       | 8         | 0        | 8        | 0        | 0           |     |    |
| <b>7. Biennial Audit Report</b>  | II. Legislation or Regulations<br>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             | 8   | 4           | 0         | 0         | 0         | 0         | 0             | 0         | 0         | 0          | 0              | 8         | 0         | 0        | 0        | 0        | 0           |     |    |
| <i>Administration and Fiscal Services Subtotal</i>                       |   |   |                      |                     | 4,584                                     | \$943,005   | 876       | 546       | 492       | 200       | 138           | 26        | 24        | 86         | 76             | 196       | 92        | 1248     | 92       | 44       | 172         | 200 | 76 |
| <b>Records Services</b>  |   |   |                      |                     | <b>Records Services</b>                   |             |           |           |           |           |               |           |           |            |                |           |           |          |          |          |             |     |    |
| Task   |   | Description   | Labor Hours Estimate | Labor Cost Estimate | Labor Hours by Position                   |             |           |           |           |           |               |           |           |            |                |           |           |          |          |          |             |     |    |
| <b>1. Specialized Data Queries / Groundwater and Credit Transactions</b> | IV. Ordinance<br>3. Allocation Transfer Requests  | Conduct specialized data queries and analyses<br>- Routine variance requests<br>- Credit programs<br>- Allocation transfers<br>- Extraction data analysis   | 848                  | \$129,182           | 4   | 24          | 40        | 80        | 160       | 0         | 0             | 120       | 40        | 160        | 40             | 20        | 40        | 0        | 0        | 0        | 120         |     |    |
| <b>2. FCGMA Online and Website O&amp;M</b>                               | N/A   | - Web page revisions and programming revisions<br>- Data management system maintenance, custom data queries, small-scale system enhancements, planning for new data management system (\$260,100 IT services)<br>- Web Application Hosting & GIS Fee (\$16,661 annually)  | 324                  | \$46,833            | 4   | 24          | 40        | 0         | 8         | 0         | 0             | 8         | 40        | 80         | 40             | 40        | 40        | 0        | 0        | 0        | 0           |     |    |
| <b>3. SAES and Allocation Administration</b>                             | IV. Ordinance<br>1. Semi-Annual Statements (SAES)   | TIER 1 - Routine SAES Processing<br>- Prepare and mail SAES incl. data mgt system testing<br>- Process and enter SAES, IAI Applications and payments into the database<br>- Administration<br>TIER 2 - Supervisor / Manager Follow-up<br>- Follow-up regarding errors and omissions<br>- Admin and Manager Reviews<br>- Follow-up regarding incorrect or no payment | 5,360                | \$584,530           | 20  | 80          | 160       | 0         | 0         | 0         | 0             | 80        | 80        | 400        | 1200           | 120       | 1200      | 0        | 1200     | 700      | 120         |     |    |
| <b>4. Well and CombCode Registration</b>                                 | IV. Ordinance<br>5. Owner and/or operator changes   | - New well registration, change in well registration, CombCode registration or changes<br>*- Unregistered well compliance and enforcement   | 630                  | \$84,128            | 0   | 4           | 40        | 0         | 0         | 0         | 0             | 120       | 40        | 180        | 80             | 0         | 80        | 0        | 16       | 0        | 70          |     |    |
| <b>5. Late/Non-Reporters (SAES) Compliance</b>                           | IV. Ordinance<br>6. Compliance/Enforcement<br>a. Non-reporting<br>b. Failure to register change of owner/operator | - Follow-up with non-reporters<br>- Assess Civil Penalties for late/non-filing and late/non-payment and send letters (by regular and certified mail return receipt)<br>- Retroactive data entry (and billing) into FCGMA Online<br>- Recommendation to EO for enforcement action<br>- Process civil penalty waiver/reduction requests                               | 1,023                | \$136,727           | 8   | 40          | 80        | 0         | 0         | 0         | 0             | 80        | 80        | 360        | 120            | 0         | 120       | 0        | 120      | 0        | 15          |     |    |

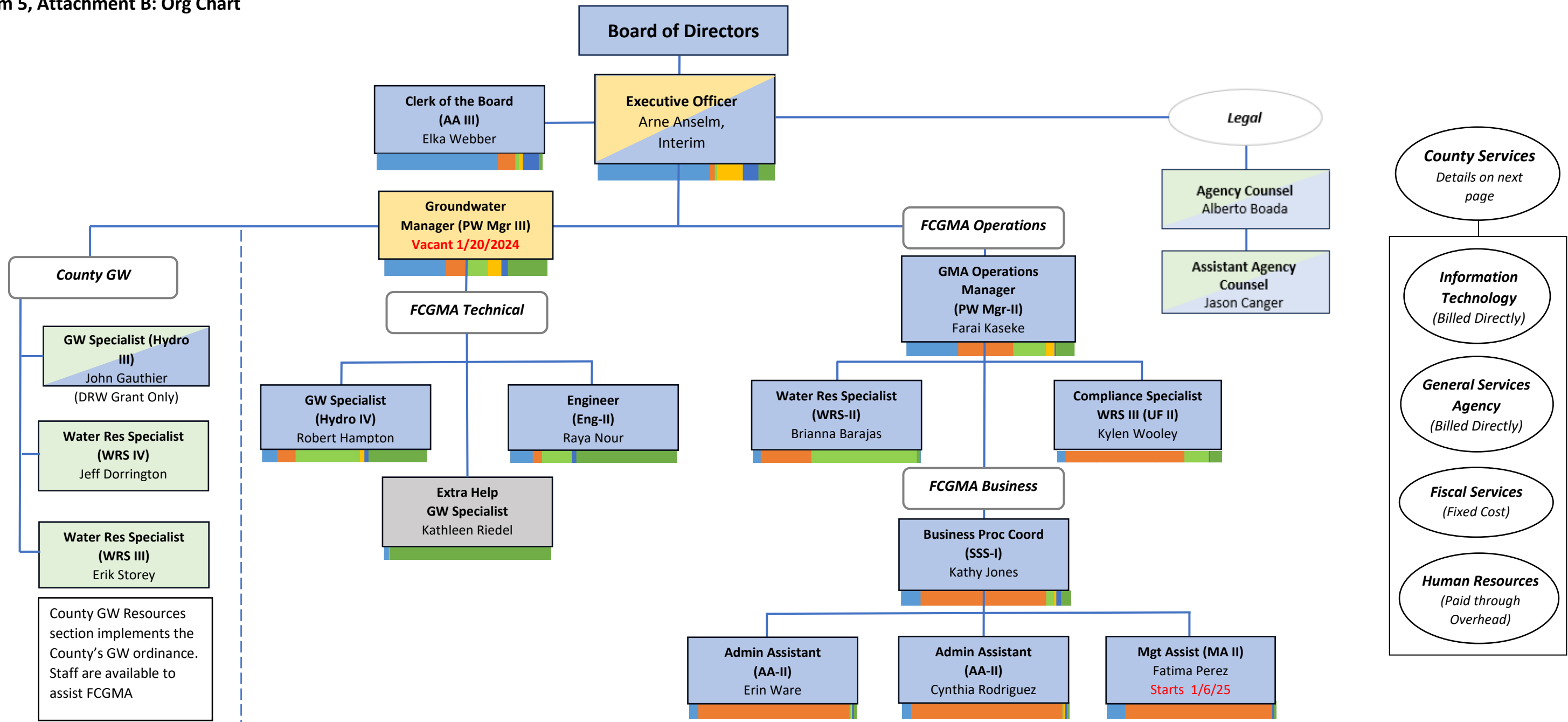
1/9/2025 FCGMA Executive Committee Meeting

Item 5 Attachment, pg. 2

|  |  |  |                     |                         | 1                           | 2           | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10         | 11        | 12        |           |          |          |          |             |
|--|--|--|---------------------|-------------------------|-----------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|----------|----------|----------|-------------|
|  |  |  |                     |                         | EO -Dep Dir                 | Eng Mgr III | Eng Mgr I | Eng II    | Hydro IV  | Hydro III | WRS III   | WRS II    | WRS II    | S/S Spec I | AA II     | AA III    | AA II     | 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 | \$ 137.88  | \$ 117.69 | \$ 129.31 | \$ 117.69 | \$ 94.79 | \$ 94.79 | \$ 33.27 | \$ 179.28   |
| <b>6. Meter Calibration Program Maintenance</b>  | IV.Ordinance<br>4.Flowmeters & AMI<br>a. Calibration review & processing<br>b. Flowmeter replacement, rollover, water usage estimates<br>c. AMI data management<br>6. Compliance/Enforcement<br>c. Flowmeter calibration<br>d. AMI | - Mail Flowmeter Calibration Notices, NOV's, and follow-up<br>- Process and upload test results (including failed flowmeter reports) and repair/replacement flowmeter information into FCGMA Online<br>- Process and track flowmeter exemptions, and 5-year waiver requests  | 1,360               | \$171,422               | 0                           | 20          | 160       | 0         | 0         | 0         | 0         | 800       | 200       | 80         | 20        | 0         | 20        | 0        | 20       | 0        | 40          |
| <b>Records Services Subtotal</b>   |  |  |                     |                         | 36                          | 192         | 520       | 80        | 168       | 0         | 0         | 1208      | 480       | 1260       | 1500      | 180       | 1500      | 0        | 1356     | 700      | 365         |
| <b>Technical Services</b>  |  |  |                     |                         | <b>Technical Services</b>   |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| Task   | Description  | Labor Hours Estimate   | Labor Cost Estimate | Labor Hours by Position |                             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| <b>1. Annual Reports Preparation</b>   | II. Legislation or Regulations<br>2. GSP Annual Reports  | - Compile and analyze resource data for GSP and GMA Annual Reports<br>- Prepare, review, finalize and publish annual reports   | 512                 | \$88,361                | 4                           | 40          | 20        | 40        | 200       | 0         | 0         | 12        | 40        | 0          | 8         | 20        | 8         | 0        | 0        | 0        | 120         |
| <b>2. Data Collection, Studies and Investigations and Analysis</b>                           | V. Resolution<br>1. Conejo Creek Project<br>2. NPV Desalter<br>3. GREAT / RWPA Program   | - Routine data analysis (i.e., GW conditions, pumping trends, etc.)<br>- Perform QA/QC review of monitoring programs<br>- Coordination of field investigations in support of tech studies<br>- Tierra Rejada weather station maintenance   | 580                 | \$89,216                | 0                           | 40          | 80        | 80        | 120       | 0         | 40        | 40        | 160       | 0          | 0         | 20        | 0         | 0        | 0        | 0        | 0           |
| <b>3. Groundwater and Well Project Reviews</b>   | IV. Ordinance<br>2. Well Permit Applications   | - Well permit processing including technical review<br>- Resolution project management (including City of Camarillo North PV Desalter Project, Camrosa WD Conejo Creek Project, Oxnard GREAT & ASR program, Calleguas MWD ASR program)<br>- Project Reviews and technical comment letters  | 604                 | \$108,984               | 4                           | 40          | 40        | 120       | 240       | 0         | 0         | 0         | 0         | 0          | 0         | 0         | 0         | 0        | 0        | 0        | 160         |
| <b>4. AMI Operations</b>   | 4. Flowmeters & AMI<br>c. AMI data management  | - Administration of AMI program<br>- Coordination of AMI vendors<br>- AMI data management and analysis   | 1,296               | \$164,269               | 0                           | 40          | 160       | 0         | 0         | 0         | 0         | 200       | 800       | 80         | 8         | 0         | 8         | 0        | 0        | 0        | 0           |
| <b>5. Grant Application</b>  | VI. Grant - SGM implementation Rd 1  | Review and evaluate grant opportunities and prepare grant applications   | 104                 | \$20,473                | 12                          | 20          | 10        | 24        | 24        | 4         | 0         | 0         | 0         | 0          | 0         | 0         | 0         | 0        | 0        | 0        | 10          |
| <b>Technical Services Subtotal</b>   |  |  |                     |                         | 20                          | 180         | 310       | 264       | 584       | 4         | 40        | 252       | 1000      | 80         | 16        | 40        | 16        | 0        | 0        | 0        | 290         |
| <b>Legal Services</b>  |  |  |                     |                         | <b>Legal Services</b>       |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| Task   | Description  | Labor Hours Estimate   | Labor Cost Estimate | Labor Hours by Position |                             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| <b>1. Advisory Services</b>  | 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.<br>- Board letter review and attendance at Board meetings.<br>- Preparation of ordinances, resolutions, contracts and other legal documents.<br>- Code enforcement. | 0                   | \$0                     |                             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| <b>2. Anticipated and Ongoing Litigation (Staff Time)</b>                                    | III. Judgment and Litigation<br>2. OPV Adjudication<br>a. Discovery  | - Represent Agency in legal proceedings in superior court.<br>- Litigation related staff time, for discovery requests and other related follow up; this is related to staff labor only and does not include attorneys, consultants, contractors.   | 517                 | \$114,862               | 200                         | 120         | 80        | 0         | 40        | 0         | 0         | 0         | 0         | 21         | 8         | 40        | 8         | 0        | 0        | 0        | 0           |
| <b>3. Outside Counsel</b>  | III. Judgment and Litigation<br>2. OPV Adjudication<br>a. Discovery  | - Special counsel fees related to ongoing and anticipated litigation   |                     |                         |                             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| <b>Legal Services Subtotal</b>   |  |  |                     |                         | 200                         | 120         | 80        | 0         | 40        | 0         | 0         | 0         | 0         | 21         | 8         | 40        | 8         | 0        | 0        | 0        | 0           |
| <b>Public Outreach</b>   |  |  |                     |                         | <b>Public Outreach</b>      |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| Task   | Description  | Labor Hours Estimate   | Labor Cost Estimate | Labor Hours by Position |                             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| <b>1. Participation in Integrated Regional Groundwater Issues &amp; Stakeholder Meetings</b> | N/A  | Attend/participate in AWA Mtgs/events; BofD / City Council mtgs; Stakeholder mtgs (incl. wholesalers); WCVC/VCIRWP meetings; State/Regional Water agency workshops; and GW Forums and Committee Meetings.  | 208                 | \$45,013                | 80                          | 40          | 8         | 40        | 20        | 0         | 0         | 4         | 0         | 8          | 4         | 0         | 4         | 0        | 0        | 0        | 0           |
| <b>2. Outreach, Website, Social Media</b>  | 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                | 40                          | 16          | 8         | 0         | 16        | 0         | 0         | 4         | 0         | 40         | 16        | 160       | 16        | 0        | 16       | 0        | 0           |
| <b>Public Outreach Subtotal</b>  |  |  |                     |                         | 120                         | 56          | 16        | 40        | 36        | 0         | 0         | 8         | 0         | 48         | 20        | 160       | 20        | 0        | 16       | 0        | 0           |
| <b>Subtotal Agency Annual Operations</b>   |  |  |                     |                         | 18,282                      |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |
| <b>SPECIAL EXPENDITURES</b>  |  |  |                     |                         | <b>SPECIAL EXPENDITURES</b> |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |



|  |  |  |                     |                         | 1           | 2           | 3         | 4         | 5         | 6         | 7         | 8         | 9         | 10         | 11        | 12        |           |          |          |          |             |    |
|--|--|--|---------------------|-------------------------|-------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|-----------|-----------|-----------|----------|----------|----------|-------------|----|
|  |  |  |                     |                         | EO -Dep Dir | Eng Mgr III | Eng Mgr I | Eng II    | Hydro IV  | Hydro III | WRS III   | WRS II    | WRS II    | S/S Spec I | AA II     | AA III    | AA II     | 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 | \$ 137.88  | \$ 117.69 | \$ 129.31 | \$ 117.69 | \$ 94.79 | \$ 94.79 | \$ 33.27 | \$ 179.28   |    |
| Task   | Description  | Labor Hours Estimate   | Labor Cost Estimate | Labor Hours by Position |             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |    |
| 1. Groundwater Sustainability Plan Implementation                | II.Legislation or Regulations<br>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               | 40          | 160         | 80        | 800       | 400       | 0         | 40        | 80        | 40        | 0          | 0         | 20        | 0         | 0        | 0        | 0        | 0           | 60 |
| 2. New Allocation Systems  | VII.Board Direction<br>4.OPV variance applications   | Implementation of new allocation systems including non-routine variance process.   | 504                 | \$90,418                | 40          | 120         | 40        | 40        | 40        | 0         | 0         | 40        | 0         | 80         | 16        | 16        | 16        | 0        | 16       | 0        | 0           | 40 |
| 3. New Data Management System                                    | VII.Board Direction<br>5.New data management system procurement  | Two meetings to discuss need and requirements. In a future FY, prepare and administer RFP, enter contract to develop and implement new system. (Planning-level amount of \$200,000 for consultant services.) | 44                  | \$7,352                 | 0           | 12          | 4         | 4         | 4         | 0         | 0         | 0         | 0         | 4          | 4         | 4         | 4         | 0        | 4        | 0        | 0           |    |
| 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                 | 4           | 4           | 4         | 0         | 4         | 0         | 0         | 4         | 0         | 4          | 4         | 4         | 4         | 0        | 0        | 0        | 0           |    |
| 5. Oxnard Well Destruction                                       | VII.Board Direction<br>1.Oxnard well destruction   | Destroy abandoned well in Oxnard. (Estimated expense for drilling contractor).   | 8                   | \$1,896                 | 0           | 8           | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          | 0         | 0         | 0         | 0        | 0        | 0        | 0           |    |
| 6. DWR SGM Grant Administration                                  | VI.Grant - SGM implementation Rd 1<br>2.Subgrantee awards to UWCD, PVCWD, Camarillo<br>3.Quarterly reports | DWR SGM Grant administration (Consultant contract estimate)  | 60                  | \$14,872                | 20          | 40          | 0         | 0         | 0         | 0         | 0         | 0         | 0         | 0          | 0         | 0         | 0         | 0        | 0        | 0        | 0           |    |
| 7. Replenishment Fee   |  |  | 0                   | \$0                     |             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |    |
| 8. Staffing Analysis   | Staffing Analysis  | Contracted with Hallmark Group; staff hours supporting analysis and research   | 128                 | \$25,009                | 40          |             | 40        |           | 4         | 4         |           | 4         |           | 20         | 4         |           |           | 4        | 4        |          | 4           |    |
| 9. OPV Monitoring Well Installation                              | VI.Grant - SGM implementation Rd 1<br>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               | 20          | 8           | 8         | 40        | 80        | 800       | 0         | 0         | 0         | 0          | 0         | 0         | 0         | 0        | 0        | 0        | 0           |    |
| <i>Subtotal Special Expenditures</i>                             |  |  | <b>3,456</b>        | <b>\$604,623</b>        | 164         | 352         | 176       | 884       | 532       | 804       | 40        | 128       | 40        | 108        | 28        | 44        | 24        | 4        | 24       | 0        | 104         |    |
| <b>GRAND TOTAL - Annual Operations and Special Expenditures:</b> |  |  | <b>21,738</b>       | <b>\$3,382,544</b>      |             |             |           |           |           |           |           |           |           |            |           |           |           |          |          |          |             |    |

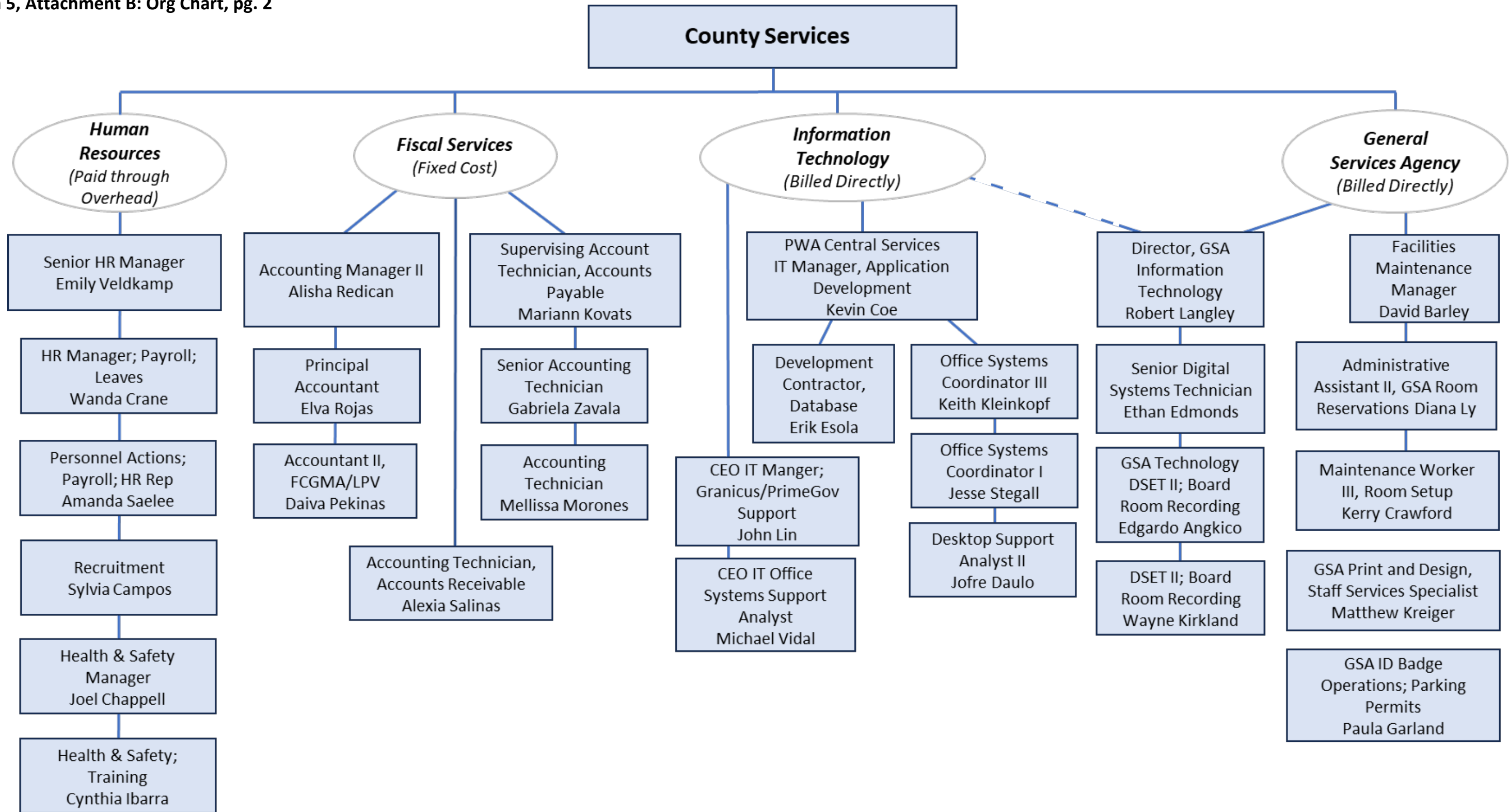


Legend:

|                    |                  |                                    |
|--------------------|------------------|------------------------------------|
| Vacant             | Designated FCGMA | Administration and Fiscal Services |
| County Groundwater | Part-time        | Records Services                   |
|                    |                  | Technical Services                 |
|                    |                  | Legal Services                     |
|                    |                  | Public Outreach                    |
|                    |                  | Special Expenditures               |

**County Services**  
 Details on next page

- Information Technology (Billed Directly)
- General Services Agency (Billed Directly)
- Fiscal Services (Fixed Cost)
- Human Resources (Paid through Overhead)



| Task   | Reference <sup>2</sup> | Labor Hours Estimate <sup>3</sup> | Hours / Week | Hours / Month       | Hours / Year |
|--|------------------------|-----------------------------------|--------------|---------------------|--------------|
| <b>Watermaster Administration</b>                                  |                        |                                   |              |                     |              |
| Watermaster Meetings and Notice                                    | Ex A 2.5               | 384                               | 8            | 32                  | 384          |
| Review of Records  | Ex A 2.4               | 96                                | 2            | 8                   | 96           |
| Website  | Ex A 2.4.1             | 24                                | 0.5          | 2                   | 24           |
| <b>Subtotal - Watermaster Administration</b>                       |                        | <b>504</b>                        |              |                     |              |
| <b>Allocations &amp; Record Keeping</b>                            |                        |                                   |              |                     |              |
| Annual Allocations & Allocation Schedule                           | 4.2, 4.3               | 40                                |              |                     | 40           |
| New Uses / Subscription Projects                                   | 4.6                    | 40                                | 1            | 4                   | 40           |
| Carryover  | 4.11                   | 192                               | 4            | 16                  | 192          |
| Transfers  | 4.12                   | 96                                | 2            | 8                   | 96           |
| Change of Point of Extraction                                      | 4.13                   | 96                                | 2            | 8                   | 96           |
| New or Replacement Well  | 4.14                   | 96                                | 2            | 8                   | 96           |
| Overuse  | 4.15                   | 80                                |              |                     | 80           |
| Extraction and use Monitoring and Reporting                        | Ex A, Article V        | 384                               | 8            | 32                  | 384          |
| Data Management and Support  |                        | 192                               | 4            | 16                  | 192          |
| <b>Subtotal - Allocations &amp; Record Keeping</b>                 |                        | <b>1,216</b>                      |              |                     |              |
| <b>Basin Management</b>  |                        |                                   |              |                     |              |
| GSP Update (5-year evaluation) <sup>6</sup>                        | 4.9.1                  | 220                               |              |                     | 220          |
| 2025 Basin Optimization Yield Study <sup>6</sup>                   | 4.10                   | 220                               |              |                     | 220          |
| Annual Report <sup>6</sup>   | 5.2.3, Ex A 2.7.10     | 120                               |              |                     | 120          |
| Initial Basin Optimization Plan <sup>6</sup>                       | 5.3                    | 180                               | 0            | -                   | 180          |
| <b>Subtotal - Basin Management</b>                                 |                        | <b>740</b>                        |              |                     |              |
| <b>Committee Coordination and Consultations</b>                    |                        |                                   |              |                     |              |
| Policy Advisory Committee  | 6.1, Ex A Article III  | 288                               | 6            | 24                  | 288          |
| PAC Administration <sup>9</sup>                                    |                        |                                   |              |                     |              |
| Technical Advisory Committee <sup>6</sup>                          | 6.11, Ex A Article IV  | 48                                | 1            | 4                   | 48           |
| TAC Member Cost <sup>7</sup>                                       |                        |                                   |              |                     |              |
| Insurance <sup>10</sup>  |                        |                                   |              |                     |              |
| <b>Subtotal - Committee Coordination and Consultations</b>         |                        | <b>336</b>                        |              |                     |              |
| <b>Budget and Assessments</b>                                      |                        |                                   |              |                     |              |
| Watermaster Budget   | 7.5, Ex A 2.7.6        | 80                                |              |                     | 80           |
| Basin Assessments  | 7.1-7.3, 7.6, Ex A 2.8 | 192                               | 4            | 16                  | 192          |
| Processing Fees  | 7.4                    | 192                               | 4            | 16                  | 192          |
| Audits   | 7.7                    | 180                               |              |                     | 180          |
| <b>Subtotal - Budget and Assessments</b>                           |                        | <b>644</b>                        |              |                     |              |
| <b>Calleguas Aquifer Storage &amp; Recovery Project</b>            |                        |                                   |              |                     |              |
| Calleguas ASR Project Operations Study                             | 8.4                    | 384                               | 8            | 32                  | 384          |
| <b>Subtotal - Calleguas Aquifer Storage &amp; Recovery Project</b> |                        | <b>384</b>                        |              |                     |              |
| <b>Legal Services<sup>8</sup></b>                                  |                        |                                   |              |                     |              |
| Advisory   |                        | 576                               | 12           | 48                  | 576          |
| Judicial Review (challenges to court)                              | 9.2                    | 384                               | 8            | 32                  | 384          |
| <b>Subtotal - Legal Services</b>                                   |                        | <b>960</b>                        |              |                     |              |
|  |                        |                                   |              |                     |              |
| <b>TOTALS:</b>   |                        | <b>4,784</b>                      |              |                     |              |
|  |                        |                                   |              |                     |              |
|  |                        |                                   |              |                     |              |
|  |                        |                                   | FTEs:        | 2.12 PWA            |              |
|  |                        |                                   |              | 0.53 County Counsel |              |

| Task | Reference <sup>2</sup> | Labor Hours Estimate <sup>3</sup> | Hours / Week | Hours / Month | Hours / Year |
|------|------------------------|-----------------------------------|--------------|---------------|--------------|
|      |                        |                                   |              |               |              |
|      |                        |                                   |              |               |              |
|      |                        |                                   |              |               |              |
|      |                        |                                   |              |               | 2.66 Total   |

**Footnotes**

- 1 The FY 2024-25 Budget is for estimated Watermaster administration expenses. It is anticipated that the Basin Assessment may need to be
- 2 Reference to LPV Adjudication Judgment section, "Ex A" is Exhibit A of the Judgment.
- 3 Estimated annual hours for Ventura County staff.
- 4 Labor cost estimate based on Ventura County Public Works Agency providing LPV Watermaster staff at a blended rate.
- 5 Contract cost estimate for outside services.
- 6 Contract costs for Dudek for assisting with Response Reports (approved 5/22). Assumes one TAC meeting and response reports.
- 7 Contract cost estimate for three TAC members including preparation of Recommendation Reports. Assumes two meetings per month.
- 8 Legal Services labor costs based on Ventura County Counsel providing LPV Watermaster legal
- 9 PAC 5/3/2024 Letter requested \$170,000 for PAC administrator
- 10 PAC request for PAC and TAC members insurance
- 11 Operating reserves are calculated to be maintained at 10% of annual budget