

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



## BOARD OF DIRECTORS

**Eugene F. West**, Chair, Director, Camrosa Water District  
**Kelly Long**, Vice Chair, Supervisor, County of Ventura  
**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 **10:00 A.M. on Monday, March 17, 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

**March 17, 2025  
10:00 A.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 the creation of the Executive Officer position; the recruitment timeline and process including the appointment of and considerations for the Stakeholder Screening Panel.
- 5. Agency Objectives for FY2025/26** – Discussion on Agency priorities and objectives to guide the development the FY2025/26 budget.
- 6. Agency Logo** – Presentation on current logo, rational for updating and steps.
- 7. Future Agenda Items and Next Meeting Date**
- 8. 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 Officer Recruitment – Schedule and Logistics  
March 17, 2025**

1. Review Draft Brochure
2. Proposed Recruitment Schedule:
  - a. Recruitment Opens - March 17, 2025
  - b. Recruitment Closes - April 14, 2025
  - c. Supplemental Questionnaire & Recruiter Phone Screening - April 23 & 24
  - d. Presentation of Candidates - May 9 (Board to review candidates with recruiter and select candidates to interview on 5/22 & 5/23)
  - e. Interviews – May 22 & 23, 2025
3. Discuss Interviews/Review Schedule
  - a. May 22, 2025, Interviews
    - i. Selection of Panel Members
    - ii. Discuss options for interview panel(s)
      1. External Panel with EC Members observing
      2. Two Panels – one with external panel members and one with full board
      3. Other
  - b. May 23, 2025, Interviews (2-3 candidates)
    - i. Final Selection by Full Board

## **Executive Officer Fox Canyon Groundwater Management Agency, Ventura, California**

### **The Agency**

The Fox Canyon Groundwater Management Agency (FCGMA, or the Agency) is a critical organization committed to the sustainable management of groundwater resources in Ventura County, California. Founded in 1982, FCGMA is an independent special district created by legislation in response to the severe depletion of groundwater resources in the region. It was established through the collaboration of local stakeholders and regulatory authorities to ensure a consistent and regulated approach to groundwater management. In 2017, FCGMA became the groundwater sustainability agency for the areas within its jurisdiction of the Arroyo Santa Rosa Valley, Las Posas Valley, Oxnard, and Pleasant Valley basins under the Sustainable Groundwater Management Act. In 2023, it became the court appointed Watermaster for the Las Posas Valley Basin (LPV Watermaster).

Agency administration and staffing are provided by the Ventura County Public Works Agency staff under a contract between the Agency and the County of Ventura. The Agency is managed by a 5-person Board of Directors comprised of representatives from our core stakeholder groups: farmers interests, the 5 cities within FCGMA boundaries (Ventura, Oxnard, Camarillo, Port Hueneme, and Moorpark), small water districts, United Water Conservation District, and the Ventura County Board of Supervisors. The Executive Officer is a dedicated FCGMA role that answers to the Board.

The primary mission of the Agency is to ensure a reliable and sustainable groundwater supply for current and future generations. FCGMA is a regulatory agency. It is not a water purveyor. The Agency's Board-approved mission statement: "The Fox Canyon Groundwater Management Agency is dedicated to the preservation and management of groundwater resources within its jurisdiction for the common benefit of all users."

Key objectives include:

- Implementing effective groundwater management plans and policies.
- Monitoring and managing groundwater extraction.
- Promoting conservation practices and efficient water use.
- Restoring and maintaining healthy groundwater levels.
- Engaging and collaborating with the community and stakeholders.

FCGMA oversees a range of programs and initiatives designed to achieve its objectives. These include:

- Groundwater Sustainability Plans: Comprehensive strategies to sustainably manage groundwater.
- Monitoring and Enforcement: Regular monitoring of groundwater levels and extractions to ensure compliance with regulations.
- Public Outreach and Education: Efforts to educate the community about the importance of groundwater conservation and the role of the FCGMA.

FCGMA faces several challenges, including managing the impacts of climate change, addressing saltwater intrusion, and balancing the needs of agricultural and urban users. Moving forward, the Agency is focused on enhancing its data collection and analysis capabilities, developing long-term strategic plans, fostering collaboration with stakeholders, and exploring innovative solutions to ensure groundwater sustainability.

### **The Organization**

FCGMA is funded by fees paid by those who extract groundwater within Agency boundaries. These extraction fees are used by the Agency to administer and manage local groundwater resources within the Agency's boundaries. The FY 2024-2025 budget for both Agency and GSA activities is roughly \$12 million and included a \$5 million monitoring well project partially funded by the California Department of Water Resources (DWR). The FY 2024-2025 budget for the LPV Watermaster is approximately \$2.5 million.

The Agency has 12 full-time staff with human resources, information technology, fiscal, and legal services provided by the County of Ventura. Contracts for special technical or legal services are routine.

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

### **The Position**

In accordance with policy direction of the elected five-member Board of Directors, the Executive Officer is responsible for the total operation of the Fox Canyon Groundwater Agency including leading solutions for long term groundwater resources management. The Executive Officer will ensure effective legislation 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.

### **The Ideal Candidate**

#### **Education and 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 municipal public utility, including five

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 closely related field is required. Possession of related professional licenses and or certificates is desirable as is extensive knowledge of the Sustainable Groundwater Management Act legislation and guidelines.

### **Compensation & Benefits**

The annual salary range for this at-will position is from \$198,462 - \$258,000, depending on qualifications. The County offers the following excellent benefits:

**EDUCATIONAL INCENTIVE:** may be eligible for 2.5%, 3.5%, or 5%, based on completion of an associate, bachelor's, or graduate degree from an accredited institution not required for the position.

**RETIREMENT/SOCIAL SECURITY:** Defined retirement benefits vest after 5 years of service. The County and employee also each contribute to Social Security. If eligible, reciprocity may be established with other public retirement systems, such as PERS. For more information, visit: <https://www.vcera.org/>. **The employee contribution rate is**

**HEALTH PLANS:** Medical, dental, and vision plans for the employee and eligible dependents. A flexible credit allowance of up to \$25,558 annually.

**DEFERRED COMPENSATION:** May elect to contribute to one or both of the County's deferred compensation plans (established under Internal Revenue Code sections 401(k) and 457). For participation in the sponsored 401(k) plan, the County will match a part of the employee contribution up to 3% of salary, on a per pay period basis. Following five (5) years of continuous County service, an additional 2% non-elective contribution will be made to the 401(k) plan.

**EXECUTIVE ANNUAL LEAVE:** The candidate selected for this position will earn 248 hours per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service. Credit for prior public service may be considered (Management Resolution, §616A).

**ANNUAL LEAVE REDEMPTION:** The ability to "cash in" or redeem up to 100 hours of annual leave per year after using 80 hours of annual leave within the previous 12 months (Management Resolution, §1205).

**HOLIDAYS:** 12 paid days per year, including 1 floating holiday.

**OTHER BENEFITS:** Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, a Wellness Program, and a Work Life Program that includes childcare and elder care referrals.

### **The Recruitment Process**

To apply for this key position and exciting career opportunity, please submit a current resume and compelling cover letter through our website at:

Peckham & McKenney  
<https://www.peckhamandmckenney.com>

Resumes are acknowledged within two business days. Contact Roberta Greathouse at 831.998.3194, toll-free at 866.912.1919, or via email at [Roberta@PeckhamandMcKenney.com](mailto:Roberta@PeckhamandMcKenney.com) if you have any questions regarding this position or the recruitment process.

**Search Schedule:**

Filing Deadline:	April 14, 2025
Preliminary Interviews (telephonic):	April 23 & 24, 2025
Recommendation to Agency:	May 9, 2025
Panel Interviews (In-Person):	May 22, 2025
Finalist Interviews (In-Person):	May 23, 2025

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

## **BOARD OBJECTIVES – DRAFT FOR DISCUSSION**

### **FISCAL COMMITTEE POLICY PRIORITIES**

#### *Planning for Future Budget Development*

Fiscal Committee strategic recommendations for future budget development follow below.

#### Schedule a PWA Contract Renewal Discussion

The contract between the Agency and the County for staffing services was entered in 1983 and amended in 1998. The Fiscal Committee recommended reviewing and updating this contract if necessary.

#### Annual Agency Objectives Discussion

A review of Agency objectives should be schedule annually with the Board in February or March for input into the next fiscal year’s budget and work plan. Objectives related to project evaluations and data management should be sent to the Operations Committee meetings during the year, as needed.

#### Annual Strategic Goal Review

Along with Agency objectives, a review of the Agency’s strategic goals should be scheduled annually with the Board in February or March for input into the next fiscal year’s budget and work plan. The Executive Committee should be directed to address how the Agency will meet its strategic goals.

#### Pre-Draft Budget and Work Plan Review

Annually, in April or May, review the Draft Budget and Draft Work Plan and gather feedback to ensure they align with objectives and strategic goals. Determine drafting timeline of future Proposed Budget Reports to build from and incorporate feedback gathered during this pre-review stage.

Once this process and timeline is more solid, add to “Financial Management Process” section in Proposed Draft Budget Report.

#### *Set Expectations Early*

An earlier start to the budget process will allow a thorough discussion of expectations for the Work Plan and presentation of the budget. This will provide the Fiscal Committee and the Board with



## Item 5 – 3/17/2025 Executive Committee

more opportunities to prioritize the goals and objectives for staff to focus on in the next Fiscal Year. The foundation of the draft budget is the Work Plan. The Work Plan summarizes staff services needed to meet the major work tasks identified to meet Agency goals during the next Fiscal Year. Improved strategic planning for those goals will feed into the Work Plan and therefore the Budget.

### Fiscal Committee Policy Development

The Fiscal Committee has identified several areas for policy development, as noted in the appendices; the policies they would like to prioritize are highlighted below.

#### *Loan Policies*

##### Loan From Designated Surcharges Account

The DWR SGM Grant wells will be completed in the beginning of FY 25/26. Consideration should be made when, or whether to repay the \$1,000,000 loan from the Designated Surcharges Account. An additional consideration can be made whether the full costs of the monitoring wells should be funded through the Designated Surcharges Account once the well project is complete and the full costs are known. A policy on loans to accounts within the Agency will help with future budget discussions.

##### LPV Watermaster Legal Fee Payment Policy

Develop LPV Watermaster Legal Fee Payment Policy for post-Adjudication Judgment Implementation. LPV Watermaster should fund all future legal efforts through the collection of their own funds.

#### *Contingency Policy*

Sufficient contingency should be available to ensure Agency operations. A clear policy on how contingencies are set and accessed through a separate accounting should be developed. Suggestions included raising contingency to 500,000 for FY 25/26 or, be set at 10% of the operating budget.

#### *Insurance Policy Review and Renewal*

Review and raise line item as appropriate to ensure adequate limits for Public Officials insurance policy during the next renewal period, which occurs annually in June.

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### LPV Watermaster Budget

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

### *Policies and Procedures*

#### Resolutions, Policies, and Procedures

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

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

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

#### *To update:*

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

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

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### Agency Objectives

*Board Action Strategies for FY 2024-25 [template for future planning]*

*Develop a Board Policies document to add to Appendices.*

#### FOX CANYON GROUNDWATER MANAGEMENT AGENCY OBJECTIVES 1998

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

*Developing Strategic Goals*

### Fiscal Committee

#### Objectives

Goals, priorities/mandates (TBD)

## Item 5 – 3/17/2025 Executive Committee

### *Policy Development Process*

Action policies and procedures in development. (TBD)

### *Fiscal Committee Policies*

- Review Policy
- Budget and Fiscal Policy
- Fiscal Management Policy
- Audit Management Policy
  - Audit Review Policy
- Reserve Level Policy
- Enforcement Policy
  - Collect resources for review<sup>1</sup>
- Funding Policies
  - Grants
  - Interfund Loans
    - Loans to Other Programs (LPV Watermaster)

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<sup>1</sup> <https://www.cdfa.ca.gov/taxes-and-fees/manuals/cpm-07.pdf>



# Fox Canyon Groundwater Management Agency (FCGMA) Scheduled Meetings for Calendar Year 2025

## Board Regular Meetings

Fourth Wednesday, Monthly

Date	Start Time	Room
Wednesday, January 22	12:30 PM	BOS
<del>Wednesday, February 26</del>	<del>12:30 PM</del>	<del>BOS</del>
Wednesday, March 26	12:30 PM	BOS
Wednesday, April 23	12:30 PM	BOS
Wednesday, May 28	12:30 PM	BOS
Wednesday, June 25	12:30 PM	BOS
Wednesday, July 23	12:30 PM	BOS
Wednesday, August 27	12:30 PM	BOS
Wednesday, September 24	12:30 PM	BOS
Wednesday, October 22	12:30 PM	BOS
Wednesday, December 10	12:30 PM	BOS

## Board Special Meetings

Typically, Second Friday, Monthly, As Needed

Wednesday, February 12	12:30 PM	BOS
Friday, April 11	12:30 PM	LPAR
Friday, May 9	12:30 PM	LPAR
Friday, June 13	12:30 PM	MPR
Friday, July 11	12:30 PM	LPAR
Friday, August 8	12:30 PM	LPAR
Friday, September 12	12:30 PM	MPR
Friday, October 10	12:30 PM	LPAR
Friday, November 14	12:30 PM	MPR

## Executive Committee Meetings

As Needed

Thursday, January 9	1:30 PM	LPAR
Monday, March 17	10:00 AM	LPAR
Thursday, May 1	1:30 PM	LPAR
Thursday, July 10	1:30 PM	LPAR
Thursday, September 4	1:30 PM	MPR
Thursday, November 6	1:30 PM	MPR

## Fiscal Committee Meetings

As Needed

Thursday, February 27	9:00 AM	ACR
Tuesday, March 18	10:00 AM	LPAR
Tuesday, April 15	10:00 AM	MPR
Tuesday, May 6	10:00 AM	MPR
Tuesday, June 17	10:00 AM	MPR
Tuesday, July 15	10:00 AM	MPR
Tuesday, August 19	10:00 AM	MPR

## Operations Committee Meetings

As Needed

Monday, February 3	4:30 PM	MPR
Monday, April 7	12:30 PM	MPR
Monday, June 2	1:30 PM	MPR
Monday, August 4	1:30 PM	MPR
Monday, October 6	1:30 PM	MPR

### ABOUT SCHEDULED MEETINGS

- All meetings will be held at the Ventura County Government Center, Administration Building, at 800 South Victoria Avenue, Ventura, California, unless otherwise noted.
- Special meetings and committee meetings are subject to necessity and may be rescheduled or may not be noticed to occur.**
- When a meeting is officially noticed per the Ralph M. Brown Act, it is confirmed to occur.
- To stay up to date, contact [FCGMA@ventura.org](mailto:FCGMA@ventura.org) to subscribe to our notification list.
- Alterations of the time or room are possible, so please check for facility or start time changes each month.
- Meeting schedules are online at <https://fcgma.org/events/>.

### Key

"As Needed"	Subject to Necessity
Row is Gray	Already Occurred
<del>Strike through</del>	Meeting Not Held
ACR	Atlantic Conference Room
BOS	Board of Supervisors Hearing Room
LPAR	Lower Plaza Assembly Room
MPR	Multi-Purpose Room