

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



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## INTERIM EXECUTIVE OFFICER

Arne Anselm

May 22, 2024

Board of Directors  
Fox Canyon Groundwater Management Agency  
800 South Victoria Avenue  
Ventura, CA 93009-1610

**SUBJECT: Las Posas Valley Semi-Annual Extraction and Use Reporting Tool – (New Item)**

**RECOMMENDATIONS:** (1) Receive and file a presentation from Agency staff on the development, testing and schedule of the Las Posas Valley Semi-Annual Extraction and Use Reporting Tool.

## BACKGROUND:

With limited exceptions, the Las Posas Valley Adjudication Judgment (Judgment) requires all Landowners to report to the Watermaster “both the total amount of all Groundwater Extracted and the total amount of Groundwater Used by the Landowner from any source[.]” (Judgment, § 4.5, Exhibit A, Article V). Any Party that Extracts or Uses Groundwater in a given Water Year must submit a completed Semi-Annual Groundwater Extraction and Use form to Watermaster specifying the total amount of Groundwater Extracted and Used by the Party (Judgment, Exhibit A, § 5.2). The Judgment also states that the Watermaster shall develop a form and following Committee Consultation, a schedule for the reporting of Semi-Annual Extractions and Use (Judgment, § 4.10.2, Exhibit A, § 5.2).

## DISCUSSION:

In consultation with Regional Government Services, the Watermaster is developing an online Semi-Annual Groundwater Extraction and Use form (tool) consistent with the reporting requirements of the Judgment. On May 2, 2024, the Watermaster discussed with the Las Posas Valley Watermaster Policy Advisory Committee (PAC) the development of the Semi-Annual Groundwater Extraction and Use form and its proposed schedule for Landowners to report their WY 2023 Extraction and Use. In response, the PAC provided comments on the Watermaster’s schedule. The revised WY 2023 Extraction and Use Reporting schedule consists of the following milestones and deadlines:

- Watermaster memo referral to PAC for Committee Consultation (Exhibit a, 4/25/2024)
- Committee Consultation - PAC Meeting (05/02/2024)
- PAC recommendation Report (Exhibit b, 05/03/2024)
- Beta Version testing by volunteers (05/13/2024 -05/16/2024)
- Refinement of form (05/17/2024 – 05/31/2024)
- Notice to reporting Water Right Holders (05/29/2024)
- Release of live version (06/03/2024)
- Due Date (07/03/2024)

In addition, a draft of the Extraction and Use Reporting tool has been shared with select members of the PAC with a request for their comments. Watermaster staff will review any comments it receives and may update the Tool prior to its release to LPV Basin Landowners.

**RECOMMENDATION:**

Receive and file this informational report.

This letter has been reviewed by Agency Counsel. If you have any questions, please call me at (805) 654-2010.

Sincerely,

A handwritten signature in black ink, appearing to read "Kaseke", with a stylized flourish at the end.

Kudzai Farai Kaseke  
Assistant Groundwater Manager

# FOX CANYON GROUNDWATER MANAGEMENT AGENCY

## LAS POSAS VALLEY WATERMASTER

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### MEMORANDUM

**Date:** April 25, 2024  
**To:** Las Posas Valley Watermaster Policy Advisory Committee  
**From:** Kudzai F. Kaseke, Assistant Groundwater Manager  
**Subject:** Committee Consultation for Las Posas Valley Adjudication Judgment Groundwater Use Reporting Schedule for WY2023.

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Dear Las Posas Valley Watermaster Policy Advisory Committee (PAC):

The Las Posas Valley Adjudication Judgment requires that Watermaster adopt a schedule, following Committee Consultation, for deadlines for parties to submit Groundwater Use Reports. (Judgment, § 4.10.1.2.). Watermaster is also required to develop a form for the reporting of Semi-Annual Extractions and Use. (Watermaster Rules, § 5.2.)

Watermaster has developed a Semi-Annual Groundwater Extraction and Use form which is ready for distribution. In order to allow adequate time for Water Right Holders to submit a completed Semi-Annual Groundwater Extraction and Use form and given that this is a new form delivered in a new format and that these changes may cause some confusion for the Water Right Holders, Watermaster proposes that, for Water Year 2023, reporting shall be due **June 7<sup>th</sup>** and **November 1<sup>st</sup>**. Please provide feedback via the email below to the Watermaster by May 6, 2024.

Please contact me at 805 654 2010 or [LPV.Watermaster@ventura.org](mailto:LPV.Watermaster@ventura.org) with any questions or concerns.

Eugene West, Chair  
Las Posas Basin Watermaster/Fox Canyon Groundwater Management Agency  
800 S. Victoria Ave.  
Ventura, CA 93009

May 3, 2024

Chair West:

On April 25, Watermaster sent the Policy Advisory Committee (PAC) a Committee Consultation regarding the Groundwater Use Reporting Schedule for WY2023. Watermaster proposes the schedule for due dates for the Report be June 7 and November 1. At its May 2, 2024 meeting, the PAC discussed the schedule and directed me to submit this Recommendation Report.

It is the PAC's understanding that Watermaster/FCGMA has contracted with RGS to create the online Semi-Annual Groundwater Extraction and Use Report (Report) tool. We understand that the tool is ready for distribution but is not live yet; Watermaster staff is looking to do some kind of demonstration or training for stakeholders on the form prior to it going live.

The PAC recognizes the resource constraints Watermaster/FCGMA staff currently face and recommends outsourcing the final steps of this process, as follows:

1. Task RGS with developing a recorded video tutorial/walkthrough for how to fill in the Report and make the video tutorial available on the LPV Watermaster website.
2. Task RGS with creating a user manual, with screenshots and clear descriptions of the logic contained within the Report, that stakeholders can reference when filling in their Reports and make the manual available on the LPV Watermaster website.
3. Task RGS with providing customer support services (via phone and virtual assistant) to basin stakeholders who will be filling in the Report.

If the tasks described above are not currently within the scope of the RGS contract for this effort, the PAC recommends approving a change order to add them.

The PAC recommends holding off on making the Report live and notifying stakeholders until Tasks 1 and 2 above are completed. Once the Report goes live, the PAC recommends giving stakeholders 30 days to complete it. Thus, **the deadline for the first Report would be 30 days from the go-live date**. The PAC recommends keeping the November 1 deadline for the second Report.

We appreciate the opportunity to provide recommendations to the Watermaster on consultations.

Sincerely,



Ian Prichard, Chair, LPV Watermaster PAC