

FOX CANYON GROUNDWATER MANAGEMENT AGENCY

A STATE OF CALIFORNIA WATER AGENCY



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INTERIM EXECUTIVE OFFICER

Arne Anselm

February 12, 2025

Revised with Exhibits Added

Board of Directors
Fox Canyon Groundwater Management Agency
800 South Victoria Avenue
Ventura, CA 93009-1600

SUBJECT: Agency Staffing Analysis Report Presentation – (New Item)

RECOMMENDATION: Receive and file a presentation by Hallmark Group on the Agency Staffing Needs Analysis.

BACKGROUND:

Following your Board's discussion at the December 1, 2023ⁱ, meeting regarding future staffing needs of the Agency and the discussion at the January 12, 2024ⁱⁱ, meeting on Agency task prioritization, on March 27, 2024ⁱⁱⁱ, your Board directed an independent report be provided at the April 24, 2024, meeting on the Agency's staffing needs to accomplish the Board priorities identified at the January meeting.

To get an unconflicted opinion from outside the Agency, the Hallmark Group was contracted to identify the staffing needs to accomplish your Board's identified priorities, including efforts needed to comply with the LPV Judgment.

Your Board received a progress report on April 24, 2024^{iv}. Updates were subsequently given to the Executive Committee on June 20, 2024, and October 14, 2024^v. Through this process the scope grew to be comprehensive of all Agency staffing needs, beyond the priorities identified on January 12, 2024.

DISCUSSION:

Over several months in 2024, Hallmark Group held multiple interviews with Agency staff to understand responsibilities and staffing requirements. Agency staff supplied time estimates for tasks that were included within the work plan or within the task level shown in the Agency Work Task and Prioritization sheet (attached as Exhibit 20A). Using their understanding of public agency staffing and requirements imposed on groundwater sustainability agencies by the Sustainable Groundwater Management Act, Hallmark Group performed a qualitative assessment during staff interviews to develop appropriate task assumptions and reviewed this assessment against the final draft staff hours. Many additional activities were identified during the analysis, which were not identified in the original FCGMA Work Task and Prioritization sheet. These include, but are not limited to, supervision and personnel issues, process improvement, training, consultant management, strategic planning, grant proposals, stakeholder outreach, website management, and the financial management of

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payments. Hallmark Group made an effort to identify and quantify the staff needs for these additional tasks.

Hours tracked by staff for billing the Agency was found lacking as a dependable source of data since overtime is not paid to salaried staff and is not tracked in the accounting system.

The estimates include some administrative tasks currently performed by consultants due to insufficient staffing levels, but they do not include consultants hired for their special expertise, such as groundwater modelers and hydrogeologists for writing the recently submitted periodic evaluations, or outside counsel for litigation. Fiscal services provided by the County are also not included in the estimates, which range from nuanced financial reporting to accounts receivable, audit support, and general accounting.

CONCLUSION:

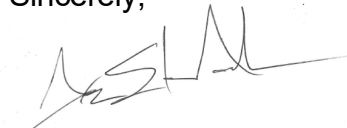
Hallmark's report (*attached as Exhibit 20B*) estimates approximately 20 full-time equivalents (FTEs) are needed to arrive at a level of staffing necessary to accomplish the Agency's work (*see also the FCGMA Staff Time Analysis spreadsheet, attached as Exhibit 20C*).

Currently, staff are only able to perform a subset of the tasks for the administration of the Agency, and the FTE identified to do this task subset is approximately 15 FTE. For context, at one point in 2024, the Agency was down to five staff members. As of today's meeting, the Agency stands at eleven of twelve full-time positions filled.

Today, your Board will receive a presentation from Hallmark on the staff needed for the Agency to accomplish its responsibilities and implement your Board's priorities.

This letter has been reviewed by Agency Counsel. If you have any questions, please call me at (805) 654-3942.

Sincerely,



Arne Anselm
Interim Executive Director

Attachments: Exhibit 20A – FCGMA Work and Task Prioritization
 Exhibit 20B – FCGMA Staff Analysis Report
 Exhibit 20C – FCGMA Staff Time Analysis Spreadsheet

ⁱ See 12/1/2023 meeting recording and Item 1 materials at <https://ventura.primegov.com/Portal/Meeting?meetingTemplateId=17783>.

ⁱⁱ See 1/12/2024 meeting recording and Item 2 materials at <https://ventura.primegov.com/Portal/Meeting?meetingTemplateId=17969>.

ⁱⁱⁱ See 3/27/2024 meeting recording and Item 10 materials at <https://ventura.primegov.com/Portal/Meeting?meetingTemplateId=18525>.

^{iv} See 4/24/2024 meeting recording and Item 3 materials at <https://ventura.primegov.com/portal/item?id=267170>.

^v See 10/14/2024 draft presentation given to the Executive Committee at <https://ventura.primegov.com/portal/viewer?id=368077&type=2>.