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UNITED WATER CONSERVATION DISTRICT  
“Conserving Water Since 1927”

General Manager  
Mauricio E. Guardado, Jr.

Legal Counsel  
David D. Boyer

## **AGENDA**

### **FINANCE AND AUDIT COMMITTEE MEETING**

**Monday, May 14, 2018 – 9:00 A.M.**

**Board Room, UWCD G.I. “Irv” Wilde Headquarters**  
**106 North 8<sup>th</sup> Street, Santa Paula, California**

#### **1. Public Comment**

#### **2. Approval of April 10, 2018 Finance and Audit Committee Meeting Minutes**

The Committee will review the minutes from the April 10, 2018 Finance and Audit Committee meeting and approve as submitted or direct staff to revise as necessary to accurately reflect the discussion and actions taken at the meetings.

#### **3. May 15, 2018 Board Meeting Agenda-Items with Fiscal Impact**

The Committee will review and discuss all of the agenda items to be considered for approval at the May 15, 2018 Board meeting that have a fiscal impact to the District. The Committee will formulate a recommendation to the entire Board based on the discussions with staff. The Committee will discuss the following items:

**AGENDA ITEM 2.7** Board to determine and approve any amendment to the General Manager’s compensation package, including 1) a performance merit pay of between zero and five percent of his FY 2017-18 salary and 2) a step increase within the current salary range based on performance as well as 3) other compensation amendments, as deemed appropriate by the Board. The General Manager’s FY 2017-18 annual salary is \$250,681.60. The Board may approve a performance merit pay of up to \$12,534.08, which is five percent of his annual salary through June 30 and subject to PERS. If allowed, this merit pay will be issued in a one-time payment before the end of FY 2017-18. The Board may approve any additional amendments to the General Managers compensation package, including a step increase effective on May 05, 2018 to the fifth step in the T1 salary range, which is currently \$263,224.00.

**AGENDA ITEM 3.D** Adopt Resolution No. 2018-02, consolidating the District’s November 6, 2018 election with the county. If running unopposed and consolidated the cost historically has run under \$8,000 while with opposition the consolidated costs could run as much as \$38,900. In order to run its own election, the District would have to cover costs such as mailing informational items, printing ballots, staffing the polling stations, and validating results, which are likely more expensive than either of the consolidation options. By consolidating with the statewide general election, staff time and costs associated with these tasks would be saved and offset the County fees required to consolidate elections. An allocation request to cover the County fees will be made once those costs are known as no allocation is included in the FY 2018-19 Proposed Budget.



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**AGENDA ITEM 4.1** Board to consider 1) approving the Purchase and Sale Agreement (PSA) relative to the 1701 Lombard Street property in Oxnard CA, and 2) authorize the General Manager to sign the PSA on behalf of the District, and 3) provide feedback on financing options. The current budget includes approximately one and a half million dollars available through the end of the fiscal year. These funds are sufficient to cover the deposit and preliminary work needed during the due diligence period. The District has various options for funding the remaining purchase and renovation costs, which will be presented at the Board meeting.

**AGENDA ITEM 4.2** Board to authorize the General Manager to execute a contract with Pavement Coatings Company, Inc. in the amount of \$78,392.50 for the El Rio Asphalt R&R and Slurry Project (Specification 18-01). This project is part of the El Rio Asphalt Repair project that is included in the Fiscal Year 2017-18 Budget. Sufficient funds are available to fund the project.

**AGENDA ITEM 4.3** Board to authorize the General Manager to execute a professional services agreement in the amount of \$521,995 to Kennedy/Jenks Consultants, Inc. for the engineering design of an iron and manganese treatment plant for deep wells at the El Rio Water Treatment Plant and Oxnard Hueneme Pipeline System. Additionally, Board to authorize a budget amendment transferring \$45,000 currently allocated under In-House Salaries, \$40,000 currently allocated under CEQA Permitting, and \$15,000 currently allocated under Equipment to the project's Design budget. While the agreement for \$521,995 exceeds the currently available "design" allocation of \$422,420, the transfers recommended ensure appropriate design funding. Staff anticipates the remaining allocation to be sufficient through June 30, 2018.

**AGENDA ITEM 4.6** Board to consider 1) approving a supplemental appropriation of \$97,850 and 2) authorize the General Manager to execute amendments to the professional services agreement for R2 Resources Consultants, Inc. (R2 Resources). The recommended supplemental appropriation of \$97,850 includes a contingency of \$30,000 funded from the Freeman Fund, which is consistent with the District's Environmental Activity Cost Allocation Policy.

**AGENDA ITEM 4.7** Board to consider 1) approving a supplemental appropriation of \$75,000 and 2) authorizing the General Manager to execute amendments to the Agreement with Rincon Consultants, Inc. (Rincon), in support of finalizing the third administrative draft of the District's Multiple Species Habitat Conservation Plan (MSHCP). The recommended supplemental appropriation of \$75,000 includes a contingency of \$12,000 funded from the Freeman Fund, which is consistent with the District's Environmental Activity Cost Allocation Policy.

**AGENDA ITEM 4.8** Board to consider 1) approving a supplemental appropriation of \$120,000 and 2) authorizing the General Manager to execute amendments to the Agreement with Stillwater Sciences for support in finalizing the third administrative draft of the District's Multiple Species Habitat Conservation Plan (MSHCP). The recommended supplemental appropriation of \$120,000 includes a contingency of \$20,000 funded from the



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Freeman Fund, which is consistent with the District's Environmental Activity Cost Allocation Policy.

**AGENDA ITEM 4.10** Board to 1) authorize the General Manager to execute a professional consulting services contract with Roesling Nakamura Terada Inc. for the assessment, consultation and design of new district headquarters in an amount of \$200,000 and 2) approve a budget line item transfer in the New Headquarters CIP project from Construction to Design. There are sufficient funds in the overall CIP project budget to cover the contract amount. However, a budget transfer in the amount of \$200,000 is needed from the construction account to design account.

#### **4. Third Quarter 2017-18 Financial Reports (July 1, 2017 – March 31, 2018)**

The Committee will review and discuss the cash position of the District as of March 31, 2018 and the status of the District's investment portfolio and adherence to the Investment Policy for FY 2017-18. The Committee will provide direction to staff as necessary to ensure the fiscal stability of the District. Staff will also make recommendations for modifications in revenues and allocations and will provide an update on projected year end reserve levels by fund.

#### **5. Board Requested Cost Tracking Items**

The Committee will review and discuss the costs to date that the District has incurred:

- a) as part of the licensing efforts and the probable maximum flood studies for the Santa Felicia Dam
- b) in relation to environmental mandates
- c) in relation to litigation with the City of Ventura, Wishtoyo Foundation complaint and District legal costs over the past several fiscal years
- d) in relation to professional fees over the past several fiscal years.

#### **6. Discussion on Benchmark Rates and Yields**

The Committee will be briefed on current investment benchmark rates and their effective yields.

#### **7. Third Quarter 2017-18 Budget Adjustments**

The Committee will review and discuss the adjustments made to the budget during the second quarter (January 1, 2018 – March 31, 2018).

#### **8. Monthly Administrative Services Department Update**

The Committee will be briefed on the status of projects and the work of the Administrative Services Department.

#### **Directors:**

Bruce Dandy  
Shelly Berger  
Mike Mobley

#### **Staff:**

Mauricio E. Guardado, Jr.  
Tina Rivera  
Tony Emmert  
Erin Gorospe



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*The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda material in an alternative format, please contact the District Office at (805) 525-4431. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.*

Approved: *AR.*

Posted: (date) May 10, 2018

(time) 3:15p.m.

(attest) *Kris Sofley*

At: **United Water Conservation District Headquarters, 106 No. 8<sup>th</sup> St., Santa Paula, CA**

Posted: (date) May 10, 2018

(time) 3:15p.m.

(attest) *Kris Sofley*

At: [www.Unitedwater.org](http://www.Unitedwater.org)