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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 **Tuesday, October 9, 2018 – 9:00 A.M.** **Board Room, UWCD G.I. “Irv” Wilde Headquarters** **106 North 8th Street, Santa Paula, California**

1. Public Comment

2. Approval of September 11, 2018 Finance and Audit Committee Meeting Minutes

The Committee will review the minutes from the September 11, 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. October 10, 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 October 10, 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 4.2 Board to authorize the General Manager to 1) execute an agreement with Mathis Consulting Group for recruitment services associated with the Chief Financial Officer positions at a cost not to exceed \$25,000; and 2) approve a supplemental appropriation in the amount of \$250,000 from the Overhead Fund to account for a consultant for long-term strategic financial planning; advertising and recruitment costs for the Chief Financial Officer position, as well as six months’ salary costs for the position; and approximately eight months’ costs for a part time account temporary assistance at 25 hours per week. Staff is requesting a supplemental budget appropriation of \$120,000 for the proposed recruitment and long-term financial planning consultant. Additionally, due to unanticipated expenses, the District is in need of a supplemental appropriation of \$130,000 in budget appropriations to salary and benefit accounts to cover six months of the Chief Financial Officer’s position and temporary accounting staff. The supplemental appropriations will come from existing fund balances, which staff anticipates to be higher than expected due to savings in FY 2017-2018.

AGENDA ITEM 4.5 Board to consider authorizing the General Manager to execute a professional services agreement in the amount of up to \$35,150 to Moore, Iacofano Goltsman (MIG) Inc. for the preparation of District’s Strategic Plan. Funds are currently available in the FY2018-19 Budget.

AGENDA ITEM 4.6 Board to consider authorizing the General Manager to execute an Amendment to the Agreement with Ascent Environmental, Inc., (Ascent) for California



UNITED WATER CONSERVATION DISTRICT

Environmental Quality Act (CEQA) compliance support for the Multiple Species Habitat Conservation Plan (MSHCP) proposed projects. Sufficient funds for the proposed scope of work are included in the Fiscal Year 2018-19 budget. As staff expects the CEQA work will extend in to the next fiscal year, the District will include funding in the Fiscal Year 2019-20 budget to cover the balance of the projected work.

4. FY 2017-18 Year End Financial Reports (July 1, 2017 – June 30, 2018)

The Committee will review and discuss the cash position of the District as of June 30, 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. Monthly Investment & Pipeline Delivery Reports (August 31, 2018)

The Committee will review and discuss the District’s investment portfolio and cash position, as well as the pipeline systems’ water activities, as of August 31, 2018. The Committee will provide direction to staff as necessary to ensure the fiscal stability of the District.

6. 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.

7. 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.
Anthony Emmert
Robert Siemak
Erin Gorospe

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:

Posted: (date) 10-04-18 (time) 12:00noon (attest) Kris Sofley

At: United Water Conservation District Headquarters, 106 No. 8th St., Santa Paula, CA

Posted: (date) 10-04-18 (time) 12:15p.m. (attest) Kris Sofley

At: www.Unitedwater.org