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Legal Counsel  
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## **REVISED AGENDA**

### **FINANCE AND AUDIT COMMITTEE MEETING** **Wednesday, May 22, 2019 – 9:00 A.M.** **Board Room, UWCD G.I. “Irv” Wilde Headquarters** **106 North 8<sup>th</sup> Street, Santa Paula, California**

#### **OPEN SESSION**

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

##### **2. Approval of April 9, 2019 Finance and Audit Committee Meeting Minutes**

The Committee will review the minutes from the April 9, 2019 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 23, 2019 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 23, 2019 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 4.3** Board to consider 1) opening a Public Hearing to receive comments on the proposed fee schedule for the Lake Piru Recreation Area, 2) authorize staff to initiate the process for adopting the proposed 2019 Lake Piru Recreation Area fee schedule, and 3) adopt Resolution 2019-09 approving and adopting the proposed 2019 Lake Piru Recreation Area Fee Schedule pending approval from the California Department of Parks and Recreation – Division of Boating & Waterways. Staff believes that, using conservative estimates and calculations, these fee increases would generate approximately a 10% increase in revenues. Based on 2018 gross revenues, this would be approximately \$50,000.

**AGENDA ITEM 4.4** Board to consider adopting revised job descriptions for Recreation Division staff, including 1) a change from Senior Park Service Officer to Senior Park Ranger; 2) a change from Park Service Officer to Park Ranger; 3) adopting a new job description for a Park Ranger Cadet; 4) adopting the Park Ranger Policy Manual developed by Lexipol LLC., and 5) requiring that employees, before entering upon their duties as Park Rangers, accept and take the Oath of Office as administered by California Peace Officers. Currently, there is \$10,000 budgeted for this process in the General Water Conservation Fund. The total cost of the requested motions totals \$2,500, which is budgeted for the current FY 2018-19.

**AGENDA ITEM 4.5** Board to consider 1) approving an amended and restated Ordinance No. 15, establishing rules and regulations for the Lake Piru Recreation Area; 2) adopting a penalty fee schedule for the amended and restated Ordinance No. 15 and 3) adopting Resolution 2019-06 officially confirming the amended rules, regulations and fee schedule for the Lake Piru Recreation Area. \$2,000 is budgeted in the General Water Conservation Fund in FY 2018-19 for costs associated with this process.

**AGENDA ITEM 4.7** Board to consider granting Southern California Gas Company a twenty-five foot (25-foot) wide easement along the entire length of the Los Angeles Avenue portion of the Saticoy Basins fence line and grant a temporary right of entry for construction activities. Revenue generated from SoCalGas will be a total of \$114,260.00.

**AGENDA ITEM 4.8** Board to consider authorizing the General Manager to execute a Professional Services Agreement with Hamner, Jewell & Associates, Inc. in the not-to-exceed amount of \$284,235 (\$258,395 contract amount plus a 10 percent management contingency) for services related to the acquisition of easements at 43 Pumping Trough Pipeline (PTP) turnouts. The services are needed to complete the PTP Turnout Metering System project (C.I.P. No. 8022). Easement acquisition services are included in the Fiscal Year 2018-19 Budget and sufficient funds are available.

**AGENDA ITEM 4.9** Board to consider authorizing the General Manager to nullify the existing contract dated September 10, 2014, and execute a new, updated Professional Services Agreement with ICF Jones & Stokes, Inc. (ICF) for \$644,200 to assist the federal regulatory agencies (National Marine Fisheries Service, United States Fish and Wildlife Service, and Army Corps of Engineers) with National Environmental Policy Act (NEPA) compliance and prepare an Environmental Impact Statement for their decisions to issue incidental take permits pursuant to the Endangered Species Act, Section 10(a)(1)(B) and to issue a 404 permit pursuant to the Clean Water Act. Sufficient funds for the proposed scope of work in Fiscal Year 2018-2019 are encumbered in an open P.O. that has been carried over since 2014. Staff recommends nullifying that P.O. and appropriating the funds into the current fiscal year (2018-2019) budget to be encumbered in a new P.O. to initiate work in this fiscal year. Staff expects the NEPA work to extend through fiscal year 2019-2020 and into fiscal year 2020-2021. District staff anticipates that current funding will be sufficient for work anticipated to be conducted in fiscal year 2019-2020. Staff will include funds for anticipated fiscal year 2020-2021 in the budget for that year.

**AGENDA ITEM 4.10** Board to consider authorizing the General Manager or designee to perform an inter-fund transfer and execute a contract for the repair of Pumping Trough Pipeline Well #4 in an amount up to \$74,000. Funds are available in the current FY 2018-19 Budget to cover PTP Well #4 repair, utilizing budgeted PTP Emergency Funds (\$60,000) and unused funds within Maintenance Structures and Improvements.

**AGENDA ITEM 4.11** Board to consider approving the amendment to the 1701 Lombard Street Tenant Agreement and authorize the General Manager to execute the agreement with Unilab Corporation (d/b/a as Quest Diagnostics). The agreement will provide \$420,000 of rental income over the course of the five-year term. This will be \$47,000 above the 2016 negotiated rate for the same period.

**4. Third Quarter 2018-19 Financial Reports (July 1, 2018 – March 31, 2019)**

The Committee will review and discuss the cash position of the District as of March 31, 2019 and the status of the District’s investment portfolio and adherence to the Investment Policy for FY 2018-19. 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. Collection Accounts Report**

The Committee will receive an update on delinquent accounts referred to collections, as well as on the progress made on collection efforts through the third quarter of FY 2018-19.

**7. Third Quarter 2018-19 Budget Adjustments**

The Committee will review and discuss the adjustments made to the budget during the third quarter (January 1, 2019 – March 31, 2019).

**8. District Staff and Board Member Reimbursement**

The Committee will review the expense reimbursement report for all reimbursements of business expenses to staff and board members for the third quarter, FY 2018-19.

**9. Contracts over \$500,000**

The Committee will receive an update on active contracts totaling \$500,000 or more.

**10. Monthly Administrative Services Department Update**

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

**11. Future Agenda Items**

The Committee will address with staff any issues they would like to see added to future agendas.

**ADJOURNMENT**

**Directors:**

Bruce Dandy  
Shelly Berger  
Mike Mobley

**Staff:**

Mauricio E. Guardado, Jr.     Anthony Emmert  
Robert Siemak                     Joseph Jereb  
Erin Gorospe

Finance and Audit Committee Meeting

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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: \_\_\_\_\_



Joseph Jereb, Chief Financial Officer

Posted: (date) May 20, 2019

(time) 3:10p.m.

(attest) *Kris Sofley*

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

Posted: (date) May 20, 2019

(time) 3:30p.m.

(attest) *Kris Sofley*

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