

United Water Conservation District

106 N. 8th Street, Santa Paula, CA 93060

Adopted Budget Plan Fiscal Year 2018-19



Organized as a California Special District

USGS flow monitoring equipment downstream of Santa Felicia Dam.



Row and tree crops are a legacy of Ventura County.



United Water Conservation District must balance the use/needs of a limited water supply in the Santa Clara River Watershed for environmental concerns, agriculture, and residential and commercial customers. UWCD strives to provide a clean and reliable water supply that supports the region's economy and quality of life that is enjoyed by everyone in Ventura County.



OH Pipeline provides water to the Oxnard and Port



Piru Creek - Maintaining quality habitat is crucial for the environment and the District's operations.



Strawberries are the No. 1 crop and provide open space for enhancing our quality of life.



OH Booster Plant and variable frequency drive.

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UNITED WATER CONSERVATION DISTRICT
“Conserving Water since 1927”

General Manager
Mauricio E. Guardado, Jr.

Legal Counsel
David D. Boyer

July 1, 2018

Board of Directors
United Water Conservation District

Subject: Adopted Budget Plan for Fiscal Year 2018-19

Honorable Board Members:

Introduction

Enclosed is the Adopted Budget Plan for FY 2018-19 (operations and capital improvement program) for the District. As required by the District's "Budget Submittal Policy", the budget was presented by the General Manager to the Board and District rate payers by May 1st in order to provide sufficient review and discussion time prior to final adoption in June 2018.

The schedule for the budget review period was recommended as follows:

- | | | |
|--------------------|---|--|
| April 24 | ● | PV representatives met to discuss the proposed budget and rates |
| April 26 | ● | OH Users met to discuss the proposed budget and rates (required by Water Delivery Agreement) |
| April 23 – June 13 | ● | Budget document review period |
| May 1 | ● | Held PTP meeting to discuss proposed budget and rates |
| May 22 | ● | Budget Study Session |
| June 13 | ● | Groundwater Hearing and FY 2018-19 Budget Plan Consideration |

The Budget Development Process

The Adopted Budget Plan represents the Board's policy document providing organizational directives (via allocation of resources) to staff for the next 12 months, in keeping with the overall mission of the District.

The budget is a plan to provide guidance to staff. Although staff tries to anticipate all of the operating and capital improvement project (CIP) needs for the upcoming fiscal year, the budget must be flexible. The spending plan may be revised (via requests for supplemental appropriations, appropriation transfers, etc.) during the upcoming fiscal year in order to adjust for changing economic conditions, unanticipated needs or repairs, and to be proactive in

situations that could benefit the District's rate payers, when appropriate. Any changes made throughout the fiscal year are clearly documented and the cumulative impacts are reviewed monthly by the Finance and Audit Committee. Staff reports must contain fiscal impact information and identify funding sources to cover resulting budget increases. All recommended revisions to the adopted budget during the fiscal year will be presented to the Board for discussion and approval in accordance with the District's Budget Amendment Policy.

The District's entire budget development process, from start (January) to finish (June) represents almost six months of intense effort by staff to plan out the next fiscal year's activities (including the projected costs and estimated revenues available to the District) – focusing on the District's statutory responsibility to protect and augment water supplies necessary for the public health, welfare and safety of the people of the State of California, and utilizing the policies, guidelines and priorities, which the Board has previously set for accomplishing this core mission of the District.

In preparing the budget, staff reviews all of the District's operations, activities and infrastructure to determine their effectiveness in protecting our water resources. We also look at what other objectives could or would need to be performed in order to improve the District's ongoing average annual groundwater overdraft within the hydrologically connected aquifers, water quality concerns and continuous seawater intrusion. California is not completely out of drought conditions in certain areas, with Ventura County being one of them. Facing significantly low groundwater levels and a continued drought, this budget includes the District's responses to improve upon these more drastic conditions. Additionally, the budget focuses on addressing the regulatory and environmental mandates we must comply with in order to continue to preserve and maintain our local surface water and groundwater resources.

Expenditures are proportionally allocated to the five primary operating funds based on activities and facilities involved and the contribution of their role to the overall mission of the District. Although United's recharge and other water conservation efforts may not be uniform in each area of the District on an annual basis, over time the data and information available to the District clearly shows that the results of the District's recharge and conservation efforts contribute district-wide. In order to apportion those costs in a fair and reasonable manner (and to ensure the fees we charge do not exceed the District's resource management costs), which are not directly related to one specific zone or one specific facility (e.g., pipeline), staff reviews each expenditure, utilizing their professional judgment and Board policies and guidelines, to allocate the costs on a percentage basis to one or more zones/facilities in as consistent and fiscally sound manner as possible. Often, expenditures are spread over multiple funds. A good example of how the District apportions cost can be seen by reviewing the Environmental Activities Cost Allocation Policy included in the back of the budget document. This policy has been revised several times as staff learns more about what actions are necessary to comply with the Endangered Species Act (ESA), how these requirements will be met, and the specific benefits derived from compliance activities. Groundwater extraction and water delivery charges are then calculated identifying all necessary expenditures for operations, capital asset replacements and reserve requirements. Consistent with its statutory mandate under the California Water Code, the net expenditures covered by the charges (rate for each acre-foot of groundwater extracted or

surface water delivered in-lieu of groundwater pumping) is then placed in a simple algebraic formula, which includes projected groundwater extractions for each zone established by the Board of Directors and results in the lowest statutorily allowable 3:1 ratio charge to customers: Municipal and Industrial Users to Agricultural Users. Quantitative analysis providing factual support for the 3:1 ratio between agricultural water and non-agricultural water charges were provided at the Board's May 22nd Budget Workshop and at the June 13 Public Hearing. The analysis will demonstrate related to groundwater charges that:

- Fees imposed are necessary to carry out the District's regulatory purposes and provisions;
- Fees do not exceed the reasonable cost of providing the services necessary to the activity on which the fees are based; and
- That the manner of allocating cost bears a fair or reasonable relationship to the payer's burdens on, or benefits received from, the District's activity.

As always, in determining what is to be included in the budget, staff considers the following:

- Status Quo Operations – The budget should include only the minimum funding needed to run the District's current operations, with limited discretionary funding. Necessary or operational efficiency maintenance should not be deferred. At the same time, staff should consider minimizing or eliminating any status quo operations that no longer need to be performed. Management staff looked at all facets of the District's operations and considered whether tasks are performed for historical reasons or because they are necessary and essential. Those that were not deemed necessary and essential were removed from the budget.
- Continuing the District's Long Standing Mission – proactive awareness and accountability of our regulatory mission as a groundwater guardian (i.e. planning and preemptive action) that guides our efforts in balancing a limited supply of water for use by people and the environment.
- Address safety issues for employees, and protection of District assets and constituents.
- Address all mandated or legal requirements of the District.
- Ensure the financial stability and self-sustaining capabilities of the District and ensure that appropriate and/or reasonable reserve levels for all funds are maintained or achieved (please see Reserve Policy under Financial Policies tab). In the future, the Board may need to once again consider increasing the reserves as the District undertakes more complex and costly environmental and regulatory mandates and as it becomes necessary to address significant infrastructure repairs that were previously discussed.
- Address major rehabilitation or replacement for key District infrastructure that are necessary due to the aging process before more serious emergency repairs are needed.

Staff provided the Board with a balanced budget. The Adopted Budget Plan successfully incorporates all of the aforementioned priorities and includes rate increases to ensure the advancement of the District's mandates and mission. The Adopted Budget Plan is fiscally prudent and, staff believes, in the best interest of the District and our rate payers. Each fund's spending plan and estimated funding resources will be discussed later in this document.

Budget Plan for Fiscal Year 2018-19 Summary

In light of the extended ongoing drought, water conservation and protection has become more critical than ever. While conservation and protection of the aquifers is the core of the District's mission, the lack of water coupled with extensive environmental regulations, aging infrastructure, and the critical need for new/alternative water sources are taxing District resources. The Budget Plan attempts to a) continue progressing with environmental and regulatory compliance matters (specifically ESA and FERC compliance), b) address immediate infrastructure needs as well as continues to put aside resources for impending capital costs, and c) extensively explores alternatives and technological options that advance the District's core mission of water conservation.

The Budget Plan includes significant resources, \$6.20 million, for FY 2018-19 for projects and designates nearly \$625,000 (FY 2018-19) toward the \$154 million CIP needs identified for upcoming years. A complete list of CIP projects can be found on page xii of this letter and are detailed further beginning on page 62 of the budget document.

Personnel costs are \$10.16 million for FY 2018-19. For FY 2018-19, the Deputy General Manager position has been reclassified as Assistant General Manager, and one additional Assistant General Manager has been added. The position of Chief Engineer has been added, the positions of Deputy General Manager/Groundwater Resources Manager and Environmental Planning and Conservation Manager have been removed, and the Engineering Manager position has been funded for only seven months of the year to focus on special projects prior to retirement. In addition, one full time Field Technician position is included in the Budget Plan for the environmental program, with a corresponding reduction of part time positions of 1.00 full time equivalent. A more comprehensive list of staffing levels is located on page 9 of the budget.

Included in the Budget Plan are \$788,000 of Capital Outlay costs which are detailed on page 17 of the budget document. Some of the large capital outlay items include:

- Rehabilitation of PTP Well # 1 - \$123,000
- SFD Fish Passage - \$100,000
- Rehabilitation of OH Well #8 - \$83,000
- Data Concentrators for SCADA System - \$83,000
- Replacement O&M Vehicles - \$60,000

A total of \$3,850,575 is included in the Budget Plan for contractual services. Of the nearly \$4 million in FY 2018-19, \$703,150 is related to FERC and ESA/HCP compliance matters (excluding legal costs), another \$859,500 is for all legal services (in addition to \$650,000 set aside in the General/Water Conservation and Freeman funds for legal matters), \$785,000 is for quagga mussel management, \$487,000 is for PMC operating agreement costs and another \$40,000 is for groundwater model peer review services. A complete list of all contractual services are located on pages 18-19 of the budget document.

The Budget Plan also includes allocations of \$1.9 million for FY 2018-19 to meet the District's debt service obligations. Other general operating expenditures account for the remaining expenditures in the Budget Plan. Those operating expenditures for the most part are consistent with prior year expenditures with some minor inflationary adjustments.

In order to accomplish the goals set forth in the Budget Plan, rate increases to the Groundwater Extraction/Replenishment charges for the Water Conservation Activities Fund (Zone A) and Freeman Fund (Zone B) are necessary and therefore recommended for FY 2018-19. The rate increases for Zone A and B are not sufficient to cover operational costs for FY 2018-19. The \$1,275,398 (Zone A) operational deficit would be covered using existing fund balance.

The Budget Plan also includes rate adjustments for the three pipeline funds (Oxnard Hueneme, Pleasant Valley, and the Pumping Trough Pipeline) as described in the Operating Funds Overview section of this letter. These rate adjustments are essential to continue operation of these enterprises and maintain required reserve levels.

Operating Funds Overview

General/Water Conservation Fund

The General/Water Conservation Fund is comprised of Water Conservation Activities, General Operating Activities and Recreation Activities. The expenditures and revenues for these three activities are shown and accounted for separately for transparency purposes, but are all part of the District-wide water conservation efforts (General Water Conservation Fund).

The Water Conservation Activities Fund (Zone A) represents the groundwater extraction charge and other revenues and expenditures directly related to district-wide groundwater conservation, management, protection and replenishment activities necessary for the public health, welfare and safety and for the benefit of those who directly or indirectly rely upon groundwater supplies of the District, as set forth in the District's principal act in the California Water Code. The District's statutory and regulatory responsibilities and authorities include those activities and mandates required to perform its water conservation efforts.

The Water Conservation Activities Fund is supported primarily from Groundwater Extraction Charges and any available ad valorem property taxes, after funding general operating expenditures, including Recreation operations. However, the General Operating Activities Fund

is used to account for all financial resources and expenditures of the District that are indirectly necessary for the support of District-wide water conservation efforts in Zone A and all other financial activities of the District that are not required by law, administrative action or Generally Accepted Accounting Principles (GAAP) to be accounted for in another fund, including the hydro-electric plant generation revenue. The General Operating Activities Fund also supports some of the District's public education and legal activities, and public outreach as well as legislative tracking and advocacy. Activities in the General Operating Activities Fund are first supported by ad valorem property taxes (at the Board's discretion). Any property tax revenues remaining after funding these indirect support costs and unfunded recreation activities are available to offset water conservation activity (Water Conservation Activities Fund). If there are insufficient ad valorem property taxes available for the indirect support costs and recreation costs, groundwater extraction charges are used to cover the Board determined district-wide necessary costs.

The Recreation Activities Fund accounts for all recreation related activities that take place at the Lake Piru Recreation Area, including those mandated as a requirement of the District's Federal Energy Regulatory Commission license for its operation of the Santa Felicia Dam. Recreation activities are supported from revenues generated (if sufficient) by the District's agreement with its independent concessionaire (contracting rights and landlord maintenance), special event activity revenues and ad valorem property taxes.

The Budget Plan for the District's combined General/Water Conservation Fund includes a rate increase to the Zone A Water Conservation Groundwater Extraction Charge, of 2.99% for FY 2018-19. This increase is necessary in order to pay for on-going design and development costs of mandated infrastructure improvements and portions of initial construction of these improvements, thus reducing increases when construction of these projects is fully underway. The District projects the rate increase to generate a total of \$352,433 for FY 2018-19 (\$305,837 from groundwater extractions and \$46,596 from water deliveries, in-lieu groundwater extraction, via the PT and OH Pipelines).

The adopted rates reflect the minimum 3:1 rate ratio for non-agricultural (Municipal & Industrial-M&I) water to Agricultural water **required** by the California Water Code. The California Water Code authorizes the District to set the M&I to Agricultural rate ratio as high as 5:1. In 2017, the California Supreme court ruled that the District's extraction charges are not subject to Proposition 218. The District, however, must meet its burden of showing compliance with Proposition 26 to the extent that the groundwater extraction charges provide different rates for agricultural water and for non-agricultural water. Since FY 2013-14, the District has conducted two cost-of-service rate analyses (studies) to provide quantitative factual support for the different rates. The updated analyses for FY 2018-19 was considered by the Board prior to its final action on the adopted increase on Water Conservation Extraction Charges.

	Current	Adopted	Chg	Chg
	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>\$</u>	<u>%</u>
M&I per acre-foot	\$135.24	\$139.30	\$ 4.06	2.99%
AG per acre-foot	\$ 45.08	\$ 46.43	\$ 1.35	2.99%

For FY 2018-19, the Adopted Budget Plan includes total revenue projections of \$15.12 million, comprised primarily of approximately \$10.51 million from the Zone A Groundwater Extraction Charge, \$1.60 million from Water Delivery (in-lieu of extraction) charges, and \$2.71 million in property taxes as shown on page 15 of this document.

Groundwater extractions District-wide are anticipated to increase by approximately 8,250 AF for FY 2018-19 compared to the FY 2017-18 Budget Plan. This increase is made up by an increase of approximately 8,100 AF in Ag use (2,100 in Zone A and 6,000 in Zone B) and an increase of approximately 150 AF in M&I use in Zone A.

In FY 2018-19 overall Water Deliveries (in-lieu extraction charges paid via pipeline deliveries) are projected to increase by 0.5% or 70 AF compared to the previous year. The increase is mostly attributed to water deliveries to Ag customers via the OH Pipeline.

In FY 2018-19 total fund expenditures are estimated to be \$16.39 million, which includes \$14.06 million for Water Conservation Activities (including \$2.47 million for capital improvements), \$0.44 million for General Operating Activities, and \$1.90 million for Recreation Activities (including \$348,398 for capital improvements).

The adopted FY 2018-19 General/Water Conservation Fund Budget Plan includes \$4.7 million for personnel expenditures, approximately \$67,000 less than the revised FY 2017-18 budget as a result of a supplemental appropriation of \$329,810 to pay down the District's unfunded pension liability in FY 2017-18. Also included in the Adopted FY 2018-19 Budget Plan is \$2.54 million for contractual services (consulting and legal) which is approximately \$1.1 million less than projected for FY 2017-18. In FY 2018-19, the District is setting aside (designating) \$225,000 from the General/Water Conservation Fund for legal costs, instead of including that amount as a budgeted expense.

With the adoption of the FY 2012-13 Budget Plan, the Board approved the establishment of a capital replacement fund for the General/Water Conservation Fund, setting aside \$10.004 million through FY 2017-18, of which a total of \$7.504 million is designated for the Santa Felicia Dam Outlet Works Rehab and Probable Maximum Flood Containment projects. In FY 2018-19, the Adopted Budget Plan includes designating an additional \$1 million for water conveyance infrastructure and \$625,000 for replacement. The Budget Plan includes a year-end reserve of approximately \$4 to \$5 million, consistent with the Reserve Policy. The Reserve Policy allows the District to effectively manage cash flow in the General/Water Conservation Fund, and in particular the Water Conservation Activities Fund, in light of the fact that a majority of the revenues received take place February 1 and August 1, in the case of the Groundwater Extraction Charge receipts, and in December and May, in the case of property tax receipts. Ensuring

sufficient reserves is fiscally responsible and essential to responding to the demands placed on the District and the uncertainties that come with operations and aging infrastructure and dynamic environmental and legal mandates.

Also included in the General/Water Conservation Fund budget are overhead costs of approximately \$1.90 million (FY 2018-19), debt service payments of \$1.45 million and \$2.82 million for capital projects. A complete list of all projected expenditures can be found on page 26 of the Budget Plan.

State Water Import Fund

The reliability of the State Water Project (SWP), due to the vulnerability of the Delta and environmental concerns and the current drought conditions, is a major issue that faces all State water contractors today and in the years to come. The Department of Water Resources (DWR), in compliance with a court order and to be conservative in its plans to meet a portion of Table A allocations owned by State Water Contractors (after receiving snowpack data showing lower than average water density in the Sierras and significantly lower rainfall statewide), is currently guaranteeing only 35% of each contractor's allocation in 2018.

The Budget Plan for the State Water Import Fund includes a separate voter approved property tax assessment of \$2.18 million to cover fixed and prior year variable costs associated with the District's State Water agreement. Pursuant to the District's State Water Agreement, the District is entitled to 5,000 AF, but leases 1,850 AF to the Port Hueneme Water Agency (subject to any reductions imposed by DWR) via the Metropolitan Water District of Southern California, leaving the District with 3,150 AF. The Budget Plan includes funding for 100% of the District's full allocation, or 5,000 AF. The District's State Water costs are not paid for by any Zone A or B pump charges or General ad valorem property taxes.

Freeman Diversion Fund

The Adopted FY 2018-19 Budget Plan includes increases of 2.99% to the Zone B Freeman Facilities (Pump) Charge (Zone B). This increase is necessary to maintain and improve the Freeman Diversion facilities that enhance the District's ability to divert surface water from the Santa Clara River for groundwater recharge purposes. The District must also respond to complex and costly regulatory and environmental mandates which affect the Freeman Diversion, including UWCD's compliance with the Federal Endangered Species Act. For example, in FY 2018-19, revenues generated by the rate increase will be used to fund the Habitat Conservation Plan (HCP) which requires approximately \$214,650 for FY 2018-19. Without this increase, operating and maintaining these facilities, responding to these environmental mandates, and protecting and augmenting our water resource needs will be jeopardized. The District projects the rate increase for FY 2018-19 to generate a total of \$107,505 (\$81,910 from groundwater extractions and \$25,595 from water deliveries (in-lieu groundwater extraction) via the PT and OH Pipelines).

The adopted Freeman rates reflect the minimum 3:1 rate ratio (Municipal & Industrial usage to Agricultural usage) *required* by the California Water Code. The District provided quantitative factual support for the difference in Zone B charges in a manner similar to the Zone A charges. This information was presented for the Board's consideration prior to making its final rate decisions for FY 2018-19.

	Current	Adopted	Chg	Chg
	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>\$</u>	<u>%</u>
M&I per acre-foot	\$ 74.31	\$ 76.54	\$ 2.23	2.99%
AG per acre-foot	\$ 24.77	\$ 25.51	\$ 0.74	2.99%

Zone B rate payers pay 100% of the Freeman facilities charge.

Revenues for this fund are projected at \$3.74 million, \$2.82 million derived from groundwater extractions, while \$879,169 is attributed to water deliveries (in-lieu groundwater extraction) via the PTP and OHP systems. Expenditures total \$3.69 million, of which \$966,476 (26%) account for transfers to cover capital improvement projects (CIP). The most significant CIP funded is the Freeman Diversion Rehab project at \$782,407. The budget also includes \$737,487 in personnel costs, contractual services costs of \$749,111, and overhead costs of \$505,381. A complete list of expenditures for the Freeman fund can be found on page 40 of the budget document. These actions result in a balanced budget and a year-end reserve of approximately \$800,000 to \$1,000,000. The budget does not leaves any designations for future Freeman improvements; \$35 million is projected to be needed in the next few years for the Freeman Diversion Rehab CIP project alone.

Oxnard-Hueneme Pipeline Fund

The Adopted FY 2018-19 Budget Plan FY's for the OHP Fund includes a revenue estimate of \$8.31 million, nearly half of which includes proceeds from financing the Iron/Manganese Treatment CIP, which is expected to be completed over the next two fiscal years. The budget also includes total expenditures of \$8.76 million, which includes depreciation expense of \$402,000 for each fiscal year, resulting in a budget shortfall of approximately \$444,539. This shortfall is after the rate changes identified below for this fund. Water delivery projections for FY 2018-19 are anticipated to be about 10,640 AF, increasing by approximately 0.5% compared to the 10,590 AF projected for FY 2017-18 since Emergency Ordinance E remains in place.

	(Based on Revenue Needed)	
	Current	Adopted
	<u>FY 2017-18</u>	<u>FY 2018-19</u>
Variable per acre-foot	\$ 306.60	\$ 306.60
Marginal per acre-foot	\$ 152.25	\$ 152.25
Fixed Cost	\$16,689.00	\$16,689.00
Well Replacement	\$ 16.42	\$ 11.73

Costs included in the Adopted FY 2018-19 Budget Plan for the OHP Fund include \$1.02 million in personnel costs, \$2.05 million in operating costs (of which \$1.15 million is for electric utility costs), \$402,000 in depreciation, \$467,736 in overhead costs, \$247,067 for debt service, \$194,545 for capital outlay, and \$4.38 million in CIP transfers. The primary capital improvement project included in the Adopted Budget Plan is the Iron and Manganese Treatment project.

The OHP Fund is projected to end FY 2018-19 with reserves of approximately \$1,090,672, which is in line with the required reserve level per the OHP Water Delivery Agreement.

In addition, a rate reduction has been adopted for the fixed well replacement charge that was agreed to by the OHP contractors starting in FY 2006-07. The well replacement schedule/financing plan is listed on pages 44 and 45 of this document.

Pleasant Valley Pipeline Fund

The Adopted FY 2018-19 Budget Plan for the PV Pipeline Fund (PVP Fund) includes no rate increase to the delivery rate, which will remain at \$55 per AF. Also, the monthly service charge for the three (3) “C” customers are set to remain at \$17 per customer. No water deliveries are anticipated in the next year due to the lack of surface water from the Santa Clara River. The fixed monthly fee implemented in FY 2014-15 to maintain the PV system and reservoirs will decrease to \$26,850 in FY 2018-19.

A total revenue estimate of \$325,612 and projected expenditures (including depreciation) of \$411,557 is included in the budget. Costs remain relatively unchanged from the previous year, with the exception of a decrease in projected employee benefits due to a payment of unfunded pension liability in FY 2017-18 of \$121,834 which is not budgeted for FY 2018-19. The ending balance is projected to be \$276,626 which is right on target with the contract required level of \$274,340.

Pumping Trough Pipeline (PTP) Fund

The Adopted 2018-19 Budget Plan estimates revenue totaling \$3.07 million for FY 2018-19, while total expenditures are nearly \$3.3 million (including depreciation of \$456,000). The shortfall in the operating budgets are primarily the result of higher contractual costs to conduct an infrastructure assessment study, higher maintenance costs to begin replacing corroding turnouts, and capital outlay cost to repair Well #1. Existing fund balance will be used to cover the operational deficit for FY 2018-19.

The Operation and Maintenance (O&M) charge will remain at \$235.00 per month. The ending balance for FY 2018-19 is projected to be \$297,624 which meets the required reserve of \$250,000 - \$300,000.

	Current	Adopted	Chg	Chg
	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>\$</u>	<u>%</u>
O&M Charge per AF	\$ 235.00	\$ 235.00	\$ 0.00	0%
Fixed Monthly Charge	\$ 950.00	\$ 950.00	\$ 0.00	0%
Fixed Monthly Charge-Upper	\$ 675.00	\$ 675.00	\$ 0.00	0%

Overhead Fund

The costs covered by the Overhead Fund budget include, but are not limited to, employee compensation (primarily Administration and Finance staff) and business related expenditures (i.e. mailing, communication systems, computer technology/equipment, office supplies, etc.) required for administration of the District's operations, legal costs, independent auditing services for the District's financial statements and repairs and maintenance to the District's Santa Paula office. The expenditures in the Overhead Fund are all allocated to the other operating funds (i.e. General/Water Conservation Fund, OH, PV and PT Pipeline Funds, and the Freeman Fund) based on a Board approved and industry standard indirect costs allocation methodology.

The projected total expenditures in the District's Overhead Fund for FY 2018-19 are approximately \$3.33 million, which is nearly unchanged from FY 2017-18.

Capital Improvement Project Plan

A Five-Year (FY 2018-2019 through FY 2022-23) Capital Improvement Plan is included in this document, along with project detail pages. The plan provides insight as to the projects necessary to be completed or being considered by the District in the very near future.

Appropriations and the necessary funding approved in prior years by the Board for Capital Improvement Projects (CIP) continues to be appropriated and carried forward from year to year until the CIP is completed or closed out. The Board can only appropriate new funding one year at a time to avoid committing future Boards to financial responsibilities that they would not have made a decision on. By approving funding for a CIP in FY 2018-19, the Board is indicating that this is a project which they would like to see implemented and/or completed. Future funding needs will be requested on an annual basis and will indicate the on-going support of a project.

The Five-Year Capital Improvement Project Plan is shown on page 59 of this document. It is projected that \$11.19 million in CIP funding/appropriations will be carried over from FY 2017-18 to FY 2018-19. Of this carry over amount, 100% is already funded, with funds included in the appropriate CIP Fund and designated for the individual projects. New or additional funding for CIP totaling \$9.38 million for FY 2018-19 is recommended with identified resources coming from transfers from the operating funds or financing proceeds.

The largest projects in terms of expenditures in FY 2018-19 are the Iron and Manganese Treatment (\$1.4 million), the Freeman Diversion Rehabilitation (\$782,407), the New Headquarters (\$500,000), and the PTP Turnout Metering System (\$385,780).

Below is a summary of the projects funded in FY 2018-19 as well as additional funding needed through FY 2022-23:

	FY 2018-19 Allocation	FY 2019-20 to FY 2022-23 Allocations Needed
Well Replacement Program (OH Fund)	\$ 3,979	\$ 853,000
Freeman Diversion Rehab (Freeman Fund)	\$ 782,407	\$ 34,830,000
Santa Felicia Dam Outlet Works Rehab (General/WC Fund)	\$ 474,495	\$ 64,946,000
Santa Felicia Dam PMF Containment (General/WC Fund)	\$ 495,678	\$ 26,860,000
Santa Felicia Dam Sediment Management (General/WC Fund)	\$ -	\$ -
Lower River Invasive Species Control Project (General/WC Fund, PVP, PTP)	\$ 257,632	\$ 13,855,000
OHP Iron and Manganese Treatment (OH Fund and Debt Proceeds)	\$ 1,400,001	\$ 2,918,090
Quagga Decontamination Station (General/WC Fund)	\$ 149,868	\$ -
Park Service Officer Facility Replacement (General/WC Fund)	\$ 73,589	\$ -
Lake Piru Asphalt (General/WC Fund)	\$ 114,160	\$ 316,000
Day Use Pavilion Rehab (General/WC Fund)	\$ 39,795	\$ -
Day Use Restroom Rehab (General/WC Fund)	\$ 27,218	\$ -
Juan Fernandez Day Use (General/WC Fund)	\$ 41,636	\$ 125,000
Solar Project – Piru (General/WC, Freeman, OHP, PVP,PTP Fund)	\$ 10,668	\$ -
Ferro-Rose Recharge (General/WC Fund)	\$ 159,673	\$ 1,550,000
Brackish Water Treatment Plat (General/WC Fund)	\$ 40,153	\$ -
Recycled Water (Freeman Fund)	\$ 108,979	\$ 240,000
Rice Avenue Overpass PTP (PTP Fund)	\$ 287,027	\$ -
PTP Turnout Metering System (PTP Fund – Debt Proceeds and Grants)	\$ 385,780	\$ -
Pothole Trailhead (General/WC Fund)	\$ 52,000	\$ -
New Headquarters (General/WC, Freeman, OHP, PVP,PTP Fund)	\$ 500,000	\$ 6,000,000
State Water State Interconnection Project (General/WC Fund)	\$ 212,078	\$ 755,000

	FY 2018-19 Allocation	FY 2019-20 to FY 2022-23 Allocations Needed
Lower Piru Creek Habitat (General Fund)	\$ 202,985	\$ 210,000
Replace El Rio Trailer (General/WC, Freeman, OHP, PVP,PTP Fund)	\$ -	\$ 390,000
Alternative Supply Alliance Pipeline (General/WC Fund)	\$ 300,000	\$ -
SFD Spillway Floor Repair (General/WC Fund)	\$ 82,156	\$ -
Total	\$ 6,202,316	\$ 153,848,090

District Financial Policies

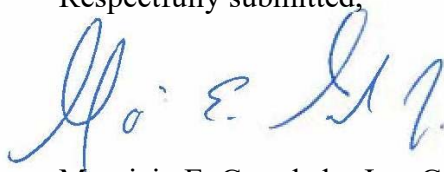
The following financial policies of the District are included in the budget document. Some of the policies have been updated to reflect recommendations for improved efficiency and effectiveness. Any recommended changes are included where appropriate, and recommended for adoption by the Board of Directors.

- Accounts Receivable and Write-off Policy
- Auditor Rotation and Selection Policy
- Budget Amendment Policy
- Budget Submittal Policy
- Capital Asset Policy
- Debt Management Policy
- Disposition of Surplus Assets Policy
- Employee Recognition Policy
- Engineering Projects and Administration Policy
- Environmental Activity Cost Allocation Policy
- Expense Reimbursement and Board Member Compensable Activity Policy
- Fraud Detection and Prevention Policy
- Groundwater Well Registration Policy
- Identify Theft Protection Program
- Investment Policy
- Procurement Policy
- Records Management Retention and Destruction Policy
- Reserve Policy
- Vehicle and Equipment Replacement and Maintenance/Repairs Schedule and Policy
- Verification of Production Statement

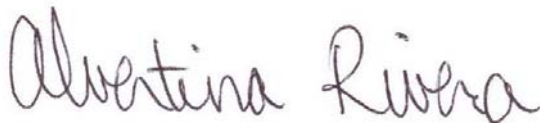
Conclusion

While the above-mentioned funds represent the primary operating and capital improvement funds of the District, there are other fund budgets recommended in this document. These additional funds are used for maintaining mandated reserves for specific purposes. All of the District funds' budgets for FY 2018-19 are balanced, as adopted by the Board.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M. E. Guardado, Jr.", with a stylized, cursive script.

Mauricio E. Guardado, Jr. - General Manager

A handwritten signature in dark ink, appearing to read "Tina Rivera", in a cursive script.

Tina Rivera - Chief Financial Officer

United Water Conservation District
Annual Budget
FY 2018-19

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RESOLUTION 2018-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF UNITED WATER CONSERVATION DISTRICT ADOPTING THE PROPOSED DISTRICT BUDGET, FINANCIAL POLICIES, OVERHEAD ALLOCATION METHOD, STAFFING LEVELS AND SALARY SCHEDULES FOR FISCAL YEAR 2018-19 AND APPROPRIATION CARRYOVERS FOR FISCAL YEAR 2017-18

SECTION 1. FISCAL YEAR 2018-19 BUDGET

WHEREAS, the General Manager, on April 20, 2018, submitted the Proposed Budget Plan for United Water Conservation District for the Fiscal Year 2018-19, commencing July 1, 2018; and

WHEREAS, as required by the "WATER SUPPLY AGREEMENT FOR DELIVERY OF WATER THROUGH THE OXNARD/HUENEME PIPELINE" the following activities were undertaken by the District:

1. A preliminary draft of the District's Fiscal Year 2018-19 Budget Plan, including the Oxnard/Hueneme Pipeline Fund (OH) budget, was submitted to the contractors for their review on April 26, 2018;
2. The preliminary draft of the budget included a summary of projected water deliveries; fixed and variable costs and projected fixed, variable and marginal rates;
3. The District held an OH contractors' meeting on April 26, 2018; and

WHEREAS, a Board of Directors' Budget Workshop was held on May 22, 2018, and at this May 22, 2018 study session the following was reviewed and discussed:

1. The budget preparation process; and
2. The FY 2018-19 Budget Plan and five-year CIP Plan, as recommended by the General Manager, including recommended revisions to the proposed 2018-19 Budget Plan since its initial April 20, 2018 submission; and

WHEREAS, the Board of Directors conducted a hearing on June 13, 2018 to discuss and consider the proposed Fiscal Year 2018-19 Budget Plan as originally submitted, along with the recommended revisions referenced above.

RESOLUTION 2018-05
(continued)

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of United Water Conservation District, hereby approves and adopts the Fiscal Year 2018-19 Budget Plan as proposed to the Board of Directors on June 13, 2018, with the following revisions, as directed by the Board:

SECTION 2: FISCAL YEAR 2017-18 APPROPRIATION CARRY-OVERS
(Encumbrances)

WHEREAS, the completion of District work does not necessarily coincide with the calendar dates of the fiscal year, and as such work is in progress, contracts are in progress, or work otherwise is unavoidably delayed beyond June 30, 2018;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby authorizes the carryover of specific appropriations from one budget year (FY 2017-18) to the next (FY 2018-19) to complete Board authorized work plan(s) and other operating needs, and therefore, effective June 30, 2018 before closing the District's financial accounting records for FY 2017-18, the Board of Directors hereby appropriates and authorizes the carryover in the General/Water Conservation Fund and other specified District funds for use in FY 2018-19, those appropriations from the Fiscal Year 2017-18 Budget deemed necessary by the General Manager to complete specific projects or services that could not be finalized prior to June 30, 2018.

SECTION 3. FISCAL YEAR 2018-19 FINANCIAL POLICIES

BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby approves the following financial policies as submitted by staff in the proposed Fiscal Year 2018-19 District Budget:

1. Accounts Receivable and Write Off Policy
2. Auditor Rotation & Selection Policy
3. Budget Amendment Policy
4. Budget Submittal Policy
5. Capital Asset Policy
6. Debt Management Policy
7. Disposition of Surplus Assets Policy
8. Employee Recognition Policy
9. Engineering Projects and Administration Policy
10. Environmental Activity Cost Allocation Policy
11. Expense Policy
12. Fraud Prevention/Detection Policy
13. Groundwater Well Registration & Inactive Well Policy
14. Identity Theft Prevention Program Policy

RESOLUTION 2018-05
(continued)

15. Investment Policy
16. Procurement Policy
17. Records Management Retention and Destruction Policy
18. Reserve Policy
19. Vehicle and Equipment Replacement and Maintenance/Repairs
Schedule and Policy
20. Verification of Groundwater Production Statement

SECTION 4. OVERHEAD ALLOCATION METHOD

WHEREAS, District management has reviewed the relationship of overhead expenses to the various funds and programs of the District; and

WHEREAS, the review considered the relative proportion of each fund's expenditures to total operating expenditures, the units of billings per fund, the direct labor hours worked in each fund, the number of accounts payable transactions in each fund and the revenue generated in each fund based on prior year activity; and

WHEREAS, in the judgment of management and after review by the Finance and Audit Committee the following allocation of overhead expenses is equitable, proportional and rational;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby approves District overhead expenses to be proportionately allocated for Fiscal Year 2018-19 to the District's operating funds as follows:

General/Water Conservation Fund	57.16%
Freeman Fund	15.17 %
OH Pipeline Fund	14.04 %
PV Pipeline Fund	3.03 %
PT Pipeline Fund	10.60 %
Total	100.00 %

SECTION 5. STAFFING LEVELS AND SALARY SCHEDULES

BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby approves the Position Titles and Annual Salary Ranges and Staffing Levels as amended in the proposed Fiscal Year 2018-19 Budget Plan.

RESOLUTION 2018-05
(continued)

ADOPTED AND PASSED this 13th day of June 2018.

ATTEST: Robert Erano
Robert Erano, President

ATTEST: Michael W. Mobley
Michael W. Mobley, Secretary/Treasurer



ADOPTED BUDGET PLAN

FISCAL YEAR 2018-19

INTRODUCTION



- ◆ Board of Directors & Management Staff
- ◆ Description/Mission of Departments
- ◆ Organization Chart
- ◆ Budget Summaries

BOARD OF DIRECTORS 2018—19

	Division	Terms of Office
Edwin T. McFadden III	1	Feb 2014 - Dec 2018
Michael W. Mobley	2	Jul 2013 - Dec 2018
Robert Eranio	3	Dec 2002 - Dec 2018
Lynn E. Maulhardt	4	May 1985 - Dec 2020
Bruce E. Dandy	5	Apr 2003 - Dec 2020
Daniel C. Naumann	6	Oct 1991 - Dec 2020
Sheldon G. Berger	7	Nov 1983 - Dec 2020



Pictured top row, left to right:

Robert Eranio (President), Daniel C. Naumann (Vice President)

Pictured middle row, left to right:

Michael Mobley (Secretary/Treasurer), Sheldon G. Berger

Pictured bottom row, left to right:

Bruce E. Dandy, Lynn E. Maulhardt, Edwin T. McFadden

UNITED WATER CONSERVATION DISTRICT

“Conserving Water Since 1927”

In 1925 the founding organization, Santa Clara River Protective Association, was organized to protect the runoff of the Santa Clara River from being appropriated and exported outside the watershed. This effort succeeded, and in 1927 the organization was formally institutionalized as the Santa Clara Water Conservation District by vote of the county residents.

In 1950 the District was reformed under the State Water Conservation Act of 1931, as United Water Conservation District, and is provided statutory responsibility to protect and augment groundwater supplies necessary for the public health, welfare and safety of the people of the State of California. UWCD's mission therefore is to manage, protect, conserve and enhance water resources on the Santa Clara River, its tributaries, and associated aquifers in the most cost effective and environmentally balanced manner.

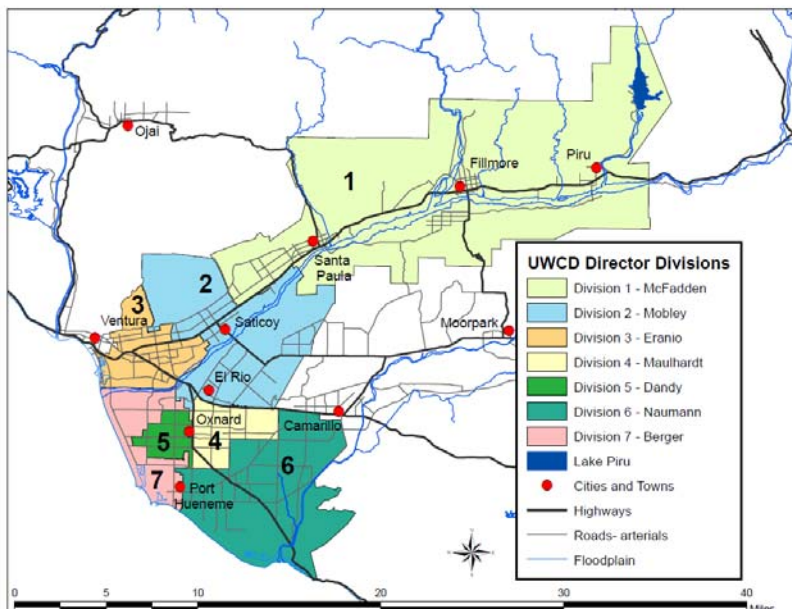
United Water Conservation District covers about 214,000 acres in central Ventura County, California. Considered one of the prime agricultural areas of the world, the year-round growing seasons support high-value crops such as lemons, oranges, avocados, strawberries, berries, row crops and flowers.

The District administers a “basin management” program for all of the hydrologically connected groundwater basins within its boundaries utilizing the surface flow of the Santa Clara River, its tributaries, and other activities for replenishment of groundwater.

United's facilities include Santa Felicia Dam, Lake Piru Recreation Area, Saticoy (including Noble, Ferro and Rose), El Rio and Piru Spreading Grounds, Freeman Diversion, the Saticoy Well Field, Pleasant Valley, Oxnard-Hueneme and Pumping Trough in-lieu water delivery systems including wells, reservoirs and booster pumping stations.

United is one of the State's few legislatively established Water Conservation Districts. In performing its District-wide Water Conservation efforts, United not only directly recharges the groundwater aquifers but also indirectly, via three delivery systems (pipelines, two agricultural and one M&I), to minimize groundwater extractions near the coastline to fight seawater intrusion into the aquifers.

United Water Conservation District Division Boundaries



UNITED WATER'S BOARD OF DIRECTORS

United Water's Board has seven Directors, serving four year staggered terms, who are elected by divisions within the District.



**ROBERT ERANIO,
PRESIDENT**

Mr. Eranio represents Division 3, which includes a portion of the City of Ventura. He first served on the Board of Directors from December 1998 to November 2000, representing Division 2, and he returned to the Board to represent Division 3, in December

2002. He has worked in hands-on positions in the California water industry since 1986 and holds numerous professional certifications, including a Grade 5 water treatment operator license and a Grade 5 water distribution operator license and he is a cross-control specialist. Mr. Eranio has participated in many local water-related projects, including the City of Port Hueneme's Urban Water Management Plan and Hazardous Waste Collection events, the City of Oxnard's GREAT Program, and numerous Capital Improvement Projects for Crestview Mutual Water Company in Camarillo, where he has been General Manager since 1995. He also runs a consulting business specializing in Operations & Maintenance and Financial Administration for multiple water districts in Ventura County.



**DANIEL C. NAUMANN,
VICE PRESIDENT**

Mr. Naumann represents Division 6, the Pleasant Valley area of the District to the south and east of Oxnard. He holds a B.S. degree in Agricultural Business from California Polytechnic State University in San Luis Obispo.

He is a member of the Board of the USDA Farm Service Agency. His family established farming operations on the Oxnard Plain in the 1890s and he is cur-

rently farming various vegetable row crops. Mr. Naumann's uncle, Robert Naumann, served on United's Board in the 1950s. Continuing the family tradition, Mr. Naumann has been a member of the Board since 1991.



**MICHAEL W. MOBLEY
SECRETARY/TREASURER**

Mr. Mobley represents Division 2, which encompasses the area immediately west of Santa Paula to Highway 101 at Central Ave, and includes Saticoy, El Rio and the eastern portion of the City of Ventura. He is a lifelong resident of Ventura and he owns and

operates Progressive Land Management, Inc. which provides complete ranch management and consulting services throughout the county. Mr. Mobley has served on the boards of numerous trade and community organizations including the California Farm Bureau Federation, Ventura County Farm Bureau (President 1996-97), Ventura County Resource Conservation District (President, 2004-2014), Boys & Girls Club of Santa Clara Valley (President 2006-2008), and Fillmore-Piru Citrus Association. Mr. Mobley has served on United's Board since 2013.

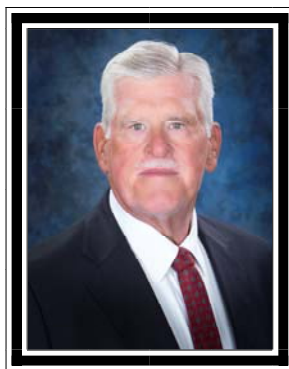


SHELDON G. BERGER

Mr. Berger represents Division 7, which includes portions of the City of Oxnard and Port Hueneme as well as the CBC Navy Base and several unincorporated beach communities. He is the former President of the Arthritis Foundation of Ventura County, Oxnard Jaycees, Channel Islands

UNITED WATER'S BOARD OF DIRECTORS

Waterfront Homeowners Association, Association of Water Agencies, and Oxnard Boys and Girls Club. He also served on the Board of Oxnard Harbor Association of Realtors, United Way of Ventura County, Oxnard Chamber of Commerce, and the Ventura County Association of Governments. Mr. Berger currently serves as Association of Water Agencies (AWA) treasurer. He also was a member of the ACWA State Legislative Committee, ACWA Federal Affairs Committee, and served as ACWA Region 5 Committee Liaison. He lives in Oxnard and has been a licensed realtor since 1989. Mr. Berger has been a member of United's Board since 1983.



BRUCE E. DANDY

Mr. Dandy represents Division 5 in northwest Oxnard. In October 2013 he retired from the City of Oxnard where he had worked since 1986 as Accounting Manager and previously as Personnel and Employee Relations

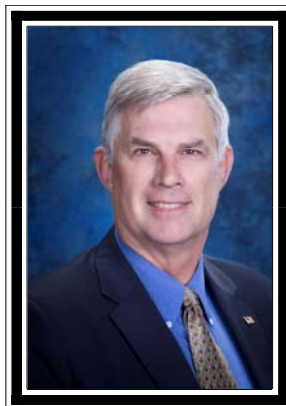
Manager. He has also served as Executive Director for the California Junior Chamber of Commerce, Executive Director of the Public Employees Association of Tulare County and General Manager of the Long Beach City Employees Association. Mr. Dandy has long been active in community organizations, including Boy Scouts of America, Muscular Dystrophy Association, Jaycees International and others. He graduated from California State University Long Beach with a bachelor's degree in Political Science and from California State University Northridge with a B.A. degree in Accounting. He has served on United's Board since 2003.



LYNN E. MAULHARDT

Mr. Maulhardt represents Division 4, northeast of the City of Oxnard. His family has been farming in the area since 1869 and he is a managing partner of a Ventura County farm. Mr. Maulhardt is active in community water activities and has served as chairman of

Fox Canyon Groundwater Management Agency in the past. He received a B.S. in Physics from Loyola University in Los Angeles, and a M.A. in Management and Human Relations from Webster University in St. Louis, Missouri. He is a Vietnam War Veteran having served in the U.S. Air Force as a fighter pilot and is a retired commercial airline pilot. Mr. Maulhardt has been a member of the Board since 1985.



EDWIN T. MCFADDEN III

Mr. McFadden represents Division 1, which encompasses the eastern part of the District, from the western city limit of Santa Paula to the Ventura-Los Angeles County line. He resides with his wife in the Bardsdale

area where he farms 460 acres of citrus and avocados. He was raised in Orange County where he learned early about the municipal side of water by watching his father build and manage Los Alisos Water District and by helping to maintain the water district's effluent dispersal systems. Mr. McFadden has served on the California Avocado Commission since 2010, and currently serves as its Chair. Mr. McFadden has been a member of the Board since 2014.

UNITED WATER CONSERVATION DISTRICT

MISSION STATEMENT

United Water Conservation District shall manage, protect, conserve and enhance the water resources of the Santa Clara River, its tributaries and associated aquifers

GUIDING PRINCIPLES

In order to accomplish this mission, United Water Conservation District follows these guiding principles in developing its budget, capital projects and work plans:

- ◆ Fight overdraft of the hydrologically connected aquifers and the manifested seawater intrusion while working to enhance the water quality of the aquifers through the use of District programs/facilities.
 - ◆ Maximize District operations while complying with Federal/State environmental laws to protect the availability and use of the region's limited water resources.
 - ◆ Conduct District affairs in a business-like manner that promotes transparency for all financial activities and protects the District's assets, promotes sound internal controls that result in positive independent financial audits, and maintains professional and financial integrity.
 - ◆ Construct, operate, and maintain facilities needed now and in the future to put local and imported water resources to optimum beneficial use by people while complying with environmental laws.
 - ◆ Monitor groundwater conditions to detect and guard against problems and to report those conditions to the Board of Directors and the public.
 - ◆ Seek opportunities to develop cooperative programs with other agencies in order to maximize use of District resources and promote mutually beneficial projects.
 - ◆ Participate in activities that promote public awareness about the District and its primary function of water conservation, partake in
- ◆ community involvement projects to enhance the relationships within the areas the District serves, and have strong involvement in county, state and national issues related to the District's mission.
 - ◆ Most importantly, per UWCD's statutory responsibility and authority, protect and augment groundwater supplies necessary for the public health, welfare and safety of the people of the State of California.
 - ◆ Provide recreational facilities and opportunities for the public in the most cost efficient manner possible, in order to comply with the District's FERC license requirements.



Mauricio E. Guardado, Jr., General Manager

UNITED WATER'S MANAGEMENT TEAM

MAURICIO E. GUARDADO, JR., GENERAL

MANAGER Mr. Guardado joined the District as its General Manager in August 2015. He spent the previous nine years as the Retail Manager/CEO for the Santa Clarita Water Division of Castaic Lake Water Agency, which serves as the water provider for 120,000 residents in Santa Clarita. Prior to that he served as the Director of Engineering for Cucamonga Valley Water District. He holds a B.S. degree in Civil Engineering from Cal State, Northridge and a Master's Degree from USC's Executive Master of Leadership Program, and he is registered civil engineer in the state of California.

ANTHONY A. EMMERT, ASSISTANT GENERAL

MANAGER - Mr. Emmert was hired in April 2014. He has a B.S. degree in Environmental Policy Analysis and Planning from the University of California, Davis. He came with over 17 years of experience in public sector water resource management, including groundwater, wastewater, and water operations and maintenance, and capital projects. Before joining the District, Mr. Emmert served as the Water Resources Manager for the City of Oxnard where he worked on the city's Groundwater Recovery Enhancement and Treatment (GREAT) program. Prior to that he served as the Public Works Utilities Superintendent for the City of Santa Paula.

ALVERTINA RIVERA, CHIEF FINANCIAL OF-

FICER - Ms. Rivera was hired in April 2014. She received her B.S. degree in Business Administration from California State University, Fresno and passed the Certified Public Accountant exam. She came with over 15 years of public sector financial management experience. Before joining the district, Ms. Rivera served as the Finance Director for the City of Goleta and prior to that she was the Finance Director for the cities of Santa Paula and Orange Cove.

MICHAEL W. ELLIS, CHIEF OPERATIONS OF-

FICER - Mr. Ellis joined the District in 1988. He has an A.A. and an A.S. in water science and holds Grade 4 certificates for a water treatment operator and water distribution operator. Mr. Ellis has worked in water treatment and distribution since 1988.

JAMES D. GRISHAM, ENGINEERING MANAG-

ER - Mr. Grisham brings more than 37 years of professional engineering experience to the District's Engineering Department. He briefly worked for the District between 1982 and 1985 and then rejoined the District as a Senior Engineer in 2000. He earned his B.S. degree in Civil Engineering from Cal State Fullerton in 1977 and holds professional engineering licenses in the States of California and Nevada. Mr. Grisham also holds a Grade 3 water treatment operator's certificate.

DEPARTMENT RESPONSIBILITIES

ADMINISTRATIVE SERVICES is responsible for finance, human resources, information technology, risk management and general administration of the District. The Finance Division is responsible for all financial matters and activities for the District including accounting, budgeting, accounts receivable and payable, investments, payroll, financial analysis, and financial reporting. The Administrative Division oversees the management of the administrative office and staff, Board of Directors meetings, information technology, human resources, and risk management.

ENVIRONMENTAL PLANNING AND CONSERVATION is responsible for ensuring that United is in compliance with various environmental laws including Endangered Species Act, Clean Water Act, California Environmental Quality Act, and California's Department of Fish and Wildlife Code to allow for continued groundwater conservation efforts. The department manages fish passage facilities at the Freeman Diversion and conducts monitoring and studies of biological and physical conditions in support of United's permits.

ENGINEERING AND GROUNDWATER RESOURCES is responsible for developing water conservation infrastructure and providing hydrogeological expertise to assist the District in managing groundwater resources. Engineering staff focuses on

the planning, design and construction of capital improvements, technical monitoring of existing infrastructures, right-of-way administration, and general technical assistance to operations and recreation activities. Groundwater staff performs water level measurements and water quality sampling and analysis on hundreds of wells each year, maintains and updates the regional groundwater flow model, performs field investigations to improve the District's understanding of the controls on groundwater flow, evaluates the impacts of groundwater utilization and conservation options on resource availability, and serves as an in-house technical resource on groundwater supply, water quality, and water resource management. The department also has lead responsibility for the District's responsibilities related to the Santa Paula Technical Advisory Committee and implementation of the Sustainable Groundwater Management Act of 2014.

OPERATIONS AND MAINTENANCE is responsible for operating and maintaining the District's water resource facilities including Lake Piru's potable water system, Santa Felicia Dam and Hydro Plant, the Piru Diversion and Spreading Grounds, the Freeman Diversion, the Saticoy and El Rio Spreading Grounds, the Oxnard-Hueneme Drinking Water System, the PTP Agricultural Irrigation System, the Pleasant Valley Pipeline and the Saticoy Groundwater Storage Management Project

(The District's Recreation Operations at Lake Piru fall under the responsibilities of the Chief Operations Officer.)



OPERATIONS AND PROJECT PLANNING PRIORITIZATION

The District's Mission Statement and corresponding guiding principles provide the overall policy direction for District staff to manage and prioritize its operations and projects.

Operations and projects being considered and scheduled by United Water Conservation District use at least one of the following nine categories as guiding principles. Each of these categories are important, depending on the criticality of the situation and availability of funds. Operations and projects in one category may be ranked above activities in another category.

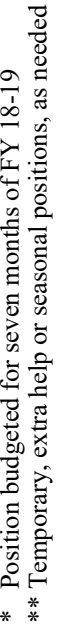
- ◆ Water Conservation
- ◆ Regulatory and Legal Mandates
- ◆ Environmental Considerations and Mandates
- ◆ Health and Water Potability
- ◆ Irrigation Suitability Requirements
- ◆ Public Safety
- ◆ Fiscal Stability
- ◆ Public Education and Communication
- ◆ Sustainability and Protection of Local Water (Surface and Groundwater) Resources

For fiscal year 2018-19, the primary objectives/goals recommended by staff incorporates at least one of the listed categories. Example objectives and goals are as follows:

- ◆ Engage in projects that seek out new sources of water, including State Water Project Supplies, and develop infrastructure for water conveyance to help reduce the gap between water demand and water supplies that have been impacted by continuing drought conditions.
 - ◆ Support regional efforts to utilize future recycled water. All efforts should result in no net detriment to the aquifers and reduce the overdraft and its effects.
 - ◆ Development of Multiple Species Habitat Conservation Plan (MSHCP) to obtain an incidental take permit, as mandated by the ESA.
 - ◆ Update the groundwater model to enhance its effectiveness as a technical resource and planning tool.
 - ◆ Expand the areal coverage of the groundwater flow model to include the West Las Posas basin, as well as basins along the Santa Clara River (Piru, Fillmore, Santa Paula, Mound basins).
 - ◆ Compliance with Endangered Species Act (ESA) and other legal commitments in a manner that allows for continued groundwater conservation efforts.
 - ◆ Design and environmental review (CEQA/NEPA) for new fish passage facility at the Freeman Diversion in order to begin planned construction in March 2020.
 - ◆ Planning and design to increase the capacity of the Santa Felicia Dam Spillway to pass the Probable Maximum Flood to assure public safety while minimizing costs.
 - ◆ Finalize and implement the Quagga Mussel Monitor and Control Plan. Investigate operational procedures that will minimize or eradicate any quagga mussel impact.
 - ◆ Support and participate in implementation of the Sustainable Groundwater Management Act of 2014 for the basins within the District boundaries.
 - ◆ Planning and design for SFD intake tower structure and penstock replacement.
 - ◆ Once the safe yield of the Santa Paula Basin is determined, collaborate with the Santa Paula Basin pumpers and the City of Ventura to develop plans to reverse the declining trend of this basin's groundwater.
 - ◆ Utilize contracted lobbying services in order to maximize Federal/State funding opportunities for District projects, consideration of legislative changes to further support the District's mission and track legislative action impact on District operations.
 - ◆ Monitor and require Santa Clarita Sanitation District compliance with Chloride TMDL requirements in Upper Santa Clara River (Piru Basin).
 - ◆ Continue proactive safety programs that equate to significant cost savings and protection for employees and the public.
 - ◆ Develop an updated District Water Resources Management Plan that identifies projects/activities that provide solutions for water supply and quality concerns.
 - ◆ Build fiscally sound reserves for operations, capital replacements and rate stabilization, consistent with the Board's reserve policies.
 - ◆ Continue efforts to maintain healthy and safe recreational opportunities at Lake Piru that ensures a family-friendly environment.
 - ◆ Seek opportunities for grant funding
- The mission of the District continues to focus on water resource sustainability, reliability, and quality while dealing with regional issues such as groundwater overdraft, seawater intrusion abatement, and water resource management to balance the needs of people and the environment, as it is required by law, for the public health and safety of the people of the State of California.



July 2018



United Water Conservation District

Staffing Level (FTE)

	Adopted FY 17-18	Adopted FY 18-19		Adopted FY 17-18	Adopted FY 18-19
<u>Administration</u>			<u>Operations & Maintenance</u>		
Executive Management			Chief Operations Officer	1.00	1.00
General Manager	1.00	1.00	Operations & Maintenance Manager	0.00	1.00
Assistant General Manager	0.00	2.00	Saticoy Facilities		
Deputy General Manager	1.00	0.00	Lead Recharge O&M Worker	1.00	1.00
Administration Services			District Safety Officer/Recharge O&M Worker II	1.00	1.00
Chief Financial Officer	1.00	1.00	Recharge O&M Worker II	1.00	1.00
Executive Coordinator	1.00	1.00	Recharge O&M Worker I	2.00	2.00
Executive Assistant	1.00	1.00	Facilities Maintenance Worker	1.00	1.00
Human Resources Administrator	1.00	1.00	El Rio		
Administrative Assistant I	1.00	1.00	Supervising Instrument & Electrical Technician	1.00	0.00
IT Administrator	1.00	1.00	Instrument & Electrical Technician	2.00	2.00
Finance			Chief Water Treatment Operator	1.00	1.00
Controller	1.00	1.00	Senior Water Treatment Operator	1.00	1.00
Senior Accountant	1.00	1.00	Water Treatment Operator III ² (2 - WTO II)	3.00	3.00
Accountant II	1.00	1.00	Facilities Maintenance Worker	1.00	1.00
Accountant I	3.00	3.00	Santa Felicia Dam		
Accounting Technician III	1.00	1.00	Dam Operator	1.00	1.00
Total Administration	15.00	16.00	Recharge O&M Worker I	1.00	1.00
<u>Environmental Planning & Conservation</u>			Water Treatment Operator III ² (Recharge O&M I)	1.00	1.00
Environmental Planning & Conservation Manager	1.00	0.00	Facilities Maintenance Worker	1.00	1.00
Senior Ecologist	1.00	1.00	Park & Recreation		
Senior Environmental Scientist	1.00	1.00	Senior Park Services Officer	1.00	1.00
Associate Ecologist	1.00	1.00	Park Services Officer	2.00	2.00
Assistant Ecologist	1.00	1.00	Seasonal Park Services Officer Assistant	1.37	1.37
Field Technician	0.00	1.00			
Field Assistants ¹	2.48	1.48	Total Operations & Maintenance	24.37	24.37
Total Environmental Planning & Conservation	7.48	6.48	Total District	63.35	62.43
<u>Engineering & Groundwater</u>					
Chief Engineer	0.00	1.00			
Engineering Manager	1.00	0.58			
Deputy GM/GW & Water Resources Manager	1.00	0.00			
Senior Engineer	1.00	1.00			
Senior Engineer ² (Associate Engineer)	1.00	1.00			
Associate Engineer	1.00	1.00			
Assistant Engineer	1.00	1.00			
Engineering Technician	1.00	1.00			
Senior Hydrogeologist/Modeler	1.00	1.00			
Supervising Hydrogeologist	1.00	1.00			
Senior Hydrogeologist	1.00	1.00			
Assistant Hydrogeologist	1.00	1.00			
Senior Hydrologist	1.00	1.00			
Staff Hydrogeologist	1.00	1.00			
Hydrologist	1.00	1.00			
Water Resources Technician	2.00	2.00			
Water Resources Technician ¹	0.50	0.00			
Total Engineering & Groundwater	16.50	15.58			

¹ Temporary, extra-help or seasonal positions, as needed

² Underfilled as position in parenthesis

United Water Conservation District

Position Titles with Annual Salary Ranges FY 18-19

Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5
Accountant I	17.5	62,137.18	65,240.81	68,495.31	71,922.23	75,521.57
Accountant II	19.0	66,921.94	70,262.65	73,775.78	77,461.34	81,340.87
Accountant III	20.5	72,094.65	75,694.00	79,487.32	83,453.06	87,634.34
Accounting Tech. I	13.0	49,744.23	52,222.82	54,830.73	57,567.96	60,456.05
Accounting Tech. II	14.0	52,265.93	54,873.84	57,611.06	60,499.16	63,516.57
Accounting Tech. III	15.0	54,916.94	57,654.17	60,542.26	63,559.68	66,727.96
Administrative Assistant I	12.5	48,537.27	50,972.75	53,516.00	56,188.57	58,990.45
Administrative Assistant II	13.5	50,994.30	53,537.55	56,210.12	59,012.00	61,964.76
Administrative Assistant III	14.5	53,580.66	56,253.23	59,076.66	62,029.42	65,133.05
Administrative Services Manager*	T3	148,521.45	155,957.22	163,759.39	171,949.51	180,549.15
Assistant Ecologist	19.0	66,921.94	70,262.65	73,775.78	77,461.34	81,340.87
Assistant Engineer	23.5	83,625.48	87,806.76	92,203.56	96,815.90	101,665.31
Assistant Fisheries Biologist	15.0	54,916.94	57,654.17	60,542.26	63,559.68	66,727.96
Assistant General Manager*	T2	177,984.34	186,885.72	196,239.70	206,046.30	216,348.61
Assistant Hydrogeologist	23.5	83,625.48	87,806.76	92,203.56	96,815.90	101,665.31
Assistant Hydrologist	21.0	73,905.10	77,590.66	81,470.19	85,543.70	89,811.18
Associate Ecologist	27.0	99,380.70	104,359.43	109,575.25	115,049.70	120,804.34
Associate Engineer	27.0	99,380.70	104,359.43	109,575.25	115,049.70	120,804.34
Associate Environmental Scientist	22.5	79,595.08	83,582.38	87,763.65	92,160.46	96,772.79
Associate Fisheries Biologist	20.5	72,094.65	75,694.00	79,487.32	83,453.06	87,634.34
Associate Hydrogeologist	27.0	99,380.70	104,359.43	109,575.25	115,049.70	120,804.34
Board Members Per Diem Rate		205.00				
Chief Engineer*	T3	148,521.45	155,957.22	163,759.39	171,949.51	180,549.15
Chief Financial Officer*	T3	148,521.45	155,957.22	163,759.39	171,949.51	180,549.15
Chief Operations Officer*	T3	148,521.45	155,957.22	163,759.39	171,949.51	180,549.15
Chief Water Treatment Operator	26.0	94,595.94	99,316.04	104,273.22	109,489.04	114,963.49
Controller*	T5	114,101.37	119,812.90	125,804.63	132,098.09	138,693.30
Dam Operator	22.5	79,595.08	83,582.38	87,763.65	92,160.46	96,772.79
District Safety Officer/Recharge O&M II	22.5	79,595.08	83,582.38	87,763.65	92,160.46	96,772.79
Engineering Manager*	T4	129,102.23	135,568.12	142,357.30	149,469.78	156,948.65
Engineering Technician	16.0	57,697.27	60,585.37	63,624.34	66,814.18	70,154.88
Environmental Scientist	22.5	79,595.08	83,582.38	87,763.65	92,160.46	96,772.79
Executive Assistant	18.5	65,283.92	68,538.41	71,965.33	75,564.68	79,336.45
Executive Coordinator*	T5	114,101.37	119,812.90	125,804.63	132,098.09	138,693.30
Facilities Maintenance Worker	10.5	43,968.04	46,166.44	48,472.61	50,886.54	53,429.79
Field Assistants**		31,200.00	37,440.00	43,680.00	-	-
Field Technician	10.5	43,968.04	46,166.44	48,472.61	50,886.54	53,429.79
Fisheries Biologist	27.0	99,380.70	104,359.43	109,575.25	115,049.70	120,804.34
General Manager*	T1	224,366.31	235,595.41	247,384.87	259,756.27	272,752.71
HR Administrator	21.0	73,905.10	77,590.66	81,470.19	85,543.70	89,811.18
Hydrologist	23.5	83,625.48	87,806.76	92,203.56	96,815.90	101,665.31
Instrument & Electrical Tech.	24.0	85,716.12	90,005.16	94,509.73	99,229.83	104,187.01

United Water Conservation District

Position Titles with Annual Salary Ranges FY 18-19

Title	Range	Step 1	Step 2	Step 3	Step 4	Step 5
IT Administrator	24.5	87,849.86	92,246.67	96,859.00	101,708.42	106,794.92
Lead Recharge O&M Worker	22.5	79,595.08	83,582.38	87,763.65	92,160.46	96,772.79
O & M Manager*	T4	129,102.23	135,568.12	142,357.30	149,469.78	156,948.65
Park Services Officer	19.0	66,921.94	70,262.65	73,775.78	77,461.34	81,340.87
Payroll Accounting Analyst	17.5	62,137.18	65,240.81	68,495.31	71,922.23	75,521.57
Recharge O&M Worker I	17.0	60,628.48	63,667.44	66,857.28	70,197.99	73,711.12
Recharge O&M Worker II	19.5	68,603.07	72,029.99	75,629.34	79,401.10	83,366.85
Seasonal Park Service Officer Assistant**		15.00	18.00	21.00	-	-
Senior Accountant	22.5	79,595.08	83,582.38	87,763.65	92,160.46	96,772.79
Senior Accounting Tech	16.0	57,697.27	60,585.37	63,624.34	66,814.18	70,154.88
Senior Ecologist	29.0	109,683.01	115,157.47	120,912.11	126,968.49	133,326.61
Senior Engineer	30.0	115,222.12	120,976.76	127,033.15	133,391.27	140,051.13
Senior Env. Scientist	27.0	99,380.70	104,359.43	109,575.25	115,049.70	120,804.34
Senior Fisheries Biologist	29.0	109,683.01	115,157.47	120,912.11	126,968.49	133,326.61
Senior Geophysicist	30.0	115,222.12	120,976.76	127,033.15	133,391.27	140,051.13
Senior Hydrogeologist	30.0	115,222.12	120,976.76	127,033.15	133,391.27	140,051.13
Senior Hydrogeologist/Modeler	30.0	115,222.12	120,976.76	127,033.15	133,391.27	140,051.13
Senior Hydrologist	29.0	109,683.01	115,157.47	120,912.11	126,968.49	133,326.61
Senior Park Services Officer	27.0	99,380.70	104,359.43	109,575.25	115,049.70	120,804.34
Senior Payroll Accounting Analyst	19.0	66,921.94	70,262.65	73,775.78	77,461.34	81,340.87
Senior Water Treatment Operator	24.0	85,716.12	90,005.16	94,509.73	99,229.83	104,187.01
Staff Geoscientist	19.5	68,603.07	72,029.99	75,629.34	79,401.10	83,366.85
Staff Hydrogeologist	20.5	72,094.65	75,694.00	79,487.32	83,453.06	87,634.34
Supervising Engineer	31.0	121,062.98	127,119.36	133,477.48	140,158.90	147,163.61
Supervising Hydrogeologist	31.0	121,062.98	127,119.36	133,477.48	140,158.90	147,163.61
Supervising Instr. & Elec. Tech	26.0	94,595.94	99,316.04	104,273.22	109,489.04	114,963.49
Supervising Park Services Officer	24.0	85,716.12	90,005.16	94,509.73	99,229.83	104,187.01
Water Resource Technician	16.5	59,141.32	62,094.08	65,197.70	68,452.20	71,879.12
Water System Electrician	22.5	79,595.08	83,582.38	87,763.65	92,160.46	96,772.79
Water Treatment Operator II	19.0	66,921.94	70,262.65	73,775.78	77,461.34	81,340.87
Water Treatment Operator III	20.0	70,327.31	73,840.44	77,526.00	81,405.53	85,479.04
Water Treatment Operator IV	22.0	77,655.31	81,534.85	85,608.36	89,897.40	94,401.96

Employees are paid at an hourly rate calculated by dividing their annual salary by 2,080, rounded to the nearest \$0.01.

**Position qualifies for up to annual 5% merit pay, which may be applicable to PERS*

***Temporary, extra-help for seasonal positions, as needed*



WATER DELIVERY RATE SUMMARY

Charges (per Acre Foot):	Water Conservation Extraction Charge - Zone A				Freeman Extraction Charge - Zone B			
	Adopted		Adopted		Adopted		Adopted	
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
Agriculture Rate	\$ 43.75	\$ 45.08	\$ 45.08	\$ 46.43	\$ 24.05	\$ 24.77	\$ 24.77	\$ 25.51
Municipal & Industrial Rate	\$ 131.25	\$ 135.24	\$ 135.24	\$ 139.30	\$ 72.15	\$ 74.31	\$ 74.31	\$ 76.54
Pipeline Charges (per Acre Foot):								
	O/H Pipeline ¹		PV Pipeline		PT Pipeline			
	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19	FY 2016-17	FY 2017-18	FY 2016-17	FY 2017-18
District-Wide in Lieu of Extraction Charge Ag	\$ 43.75	\$ 45.08	\$ 45.08	\$ 46.43	\$ 43.75	\$ 45.08	\$ 43.75	\$ 45.08
District-Wide in Lieu of Extraction Charge M&I	\$ 131.25	\$ 135.24	\$ 135.24	\$ 139.30				
Freeman in Lieu of Extraction Charge Ag	\$ 24.05	\$ 24.77	\$ 24.77	\$ 25.51	\$ 24.05	\$ 24.77	\$ 24.05	\$ 24.77
Freeman in Lieu of Extraction Charge M & I	\$ 72.15	\$ 74.31	\$ 74.31	\$ 76.54				
GMA Pump Charge ²	\$ 12.50	\$ 15.00	\$ 15.00	\$ 15.00			\$ 12.50	\$ 15.00
O & M Charge					\$ 55.00	\$ 55.00	\$ 208.25	\$ 235.00
Variable Rate O&M Charge/ Variable Charge	\$ 306.60	\$ 306.60	\$ 306.60	\$ 306.60				
Marginal Rate O&M Charge	\$ 163.38	\$ 152.25	\$ 152.25	\$ 152.25				
Unrecovered Variable Charge ⁵	\$ 306.60	\$ 306.60	\$ 306.60	\$ 306.60				
Fixed Costs/ Fixed Charge - Monthly	\$ 14,737.00	\$ 16,689.00	\$ 16,689.00	\$ 16,689.00	\$ 43,700.00	\$ 28,270.00	\$ 850.00	\$ 950.00
Fixed Cost - Upper System - Monthly ⁷							\$ 600.00	\$ 675.00
Fixed Well Replacement Charge ⁶	\$ 20.65	\$ 16.42	\$ 11.73					
PTP Sub-allocation Surcharge ⁴							See Note	See Note
Saticoy Well Field Delivery Charge					\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
PV minimum monthly service charge ³					\$ 17.00	\$ 17.00	\$ 17.00	\$ 17.00
Recreation potable water (\$850.41)								
Recreation irrigation water (\$680.33)								

¹ - The O/H Pipeline contract calls for fixed costs to be billed per unit of peak capacity. Variable and marginal costs are billed per acre foot of water delivered.

Therefore, the total cost per acre foot depends on the volume of deliveries and will vary by contractor.

² - This rate is set by the GMA and subject to change. Would also apply to all Saticoy Well Field deliveries.

³ - The three PVP customers have a minimum \$17/month service charge.

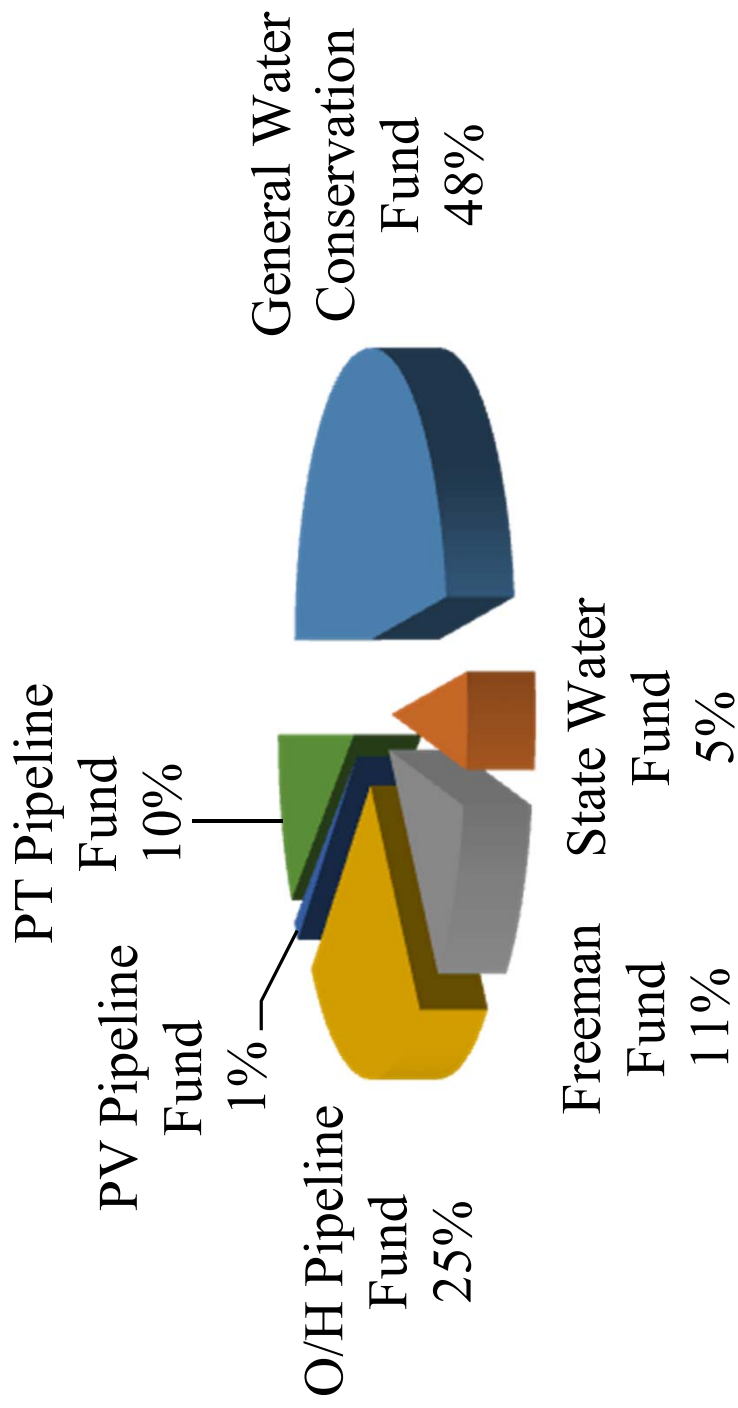
⁴ - The PTP Surcharge = equivalent to FCGMA groundwater extraction surcharge rates, on a pro rata basis, in an amount to reimburse the District for 100% of potential FCGMA surcharge.

⁵ - Applies to the difference of the allocation less actual water deliveries

⁶ - Per acre foot for each agency's 75% sub-allocation. Refer to O/H Pipeline Fund

⁷ - Rate applies only to PTP turnouts above elevation 58.5 instead of the PTP Fixed Cost - Monthly Rate

United Water Conservation District
Appropriations By Fund FY 18-19
Total \$34,391,150



United Water Conservation District

**Operating Budget Summary
FY 2018-19**

	General Water Conservation Fund	State Water Fund	Freeman Fund	O/H Pipeline Fund	PV Pipeline Fund	PT Pipeline Fund	TOTAL
CASH RESERVATIONS/WORKING CAPITAL							
Beginning Balance July 1, 2018	13,487,067	1,490,299	789,898	1,133,211	289,575	64,922	17,254,972
REVENUES							
Property Tax	2,712,000	2,178,500	-	-	-	-	4,890,500
Water Deliveries	1,603,072	-	879,169	4,146,741	322,812	1,855,400	8,807,194
Groundwater Revenue	10,509,695	-	2,818,995	-	-	-	13,328,690
Unrecovered Variable	-	-	-	8,692	-	-	8,692
Fox Canyon GMA	-	-	-	159,600	-	75,000	234,600
Debt Proceeds	-	-	-	3,981,091	-	452,264	4,433,355
Grant Revenue	-	-	-	-	-	677,423	677,423
Rents & Leases	147,314	-	-	11,593	-	-	158,908
Interest	79,800	16,800	30,800	2,800	2,800	4,200	137,200
Other	66,000	-	14,500	400	-	6,000	86,900
Total Revenues	15,117,881	2,195,300	3,743,464	8,310,918	325,612	3,070,287	32,763,461
EXPENDITURES							
Personnel Costs	4,657,338	-	737,487	1,023,091	26,750	325,793	6,770,458
Operating Expenditures	4,058,259	1,725,571	1,031,381	2,045,472	68,285	832,223	9,761,191
Replacement	1,260,000	-	384,000	402,000	72,000	456,000	2,574,000
Allocated Overhead	1,904,258	-	505,381	467,736	100,943	353,134	3,331,452
Debt Service	1,445,213	121,000	5,052	247,067	8,472	84,205	1,911,010
Capital Outlay	250,175	-	61,920	194,545	5,995	275,365	788,000
Transfers Out-CIP	2,818,036	-	966,476	4,375,546	128,117	966,865	9,255,040
Total Expenditures	16,393,280	1,846,571	3,691,697	8,755,457	410,561	3,293,585	34,391,150
Net Surplus/(Shortfall)	(1,275,398)	348,729	51,767	(444,539)	(84,949)	(223,298)	(1,627,689)
Reservations/Designations	(9,281,258)	-	(425,000)	-	-	-	(9,706,258)
Add back Depreciation	1,260,000	-	384,000	402,000	72,000	456,000	2,574,000
Cash Reserves/Working Capital June 30, 2019	4,190,410	1,839,028	800,664	1,090,672	276,626	297,624	8,495,025



United Water Conservation District

Capital Outlay Included in FY 18-19 Budget

	Total Costs	General/Water Conservation Fund	Overhead Fund	Freeman Fund	Oxnard Hueneme Fd	Pleasant Valley Fund	Pumping Trough Fund
Ranger Patrol Vehicle (Truck to replace R-54)	35,000	35,000					
Personal Water Craft	10,000	10,000					
Saticoy: Asphalt for Shop/Vehicle Cover Area	40,000	29,200	-	8,000	400	400	2,000
PTP: Reservoir Asphalt Repairs	16,000						16,000
Install Air Conditioning in Booster Plant Offices	15,000	2,100		450	9,150	150	3,150
Freeman: Exterior Lighting Replacement	6,000	-	-	6,000	-	-	-
Freeman: Flow Measurement Device for Compliance	12,500			12,500			
Communication Towers	2,000	200		500	800	100	400
SCADA: Data Concentrators	83,000	8,300	-	20,750	33,200	4,150	16,600
Saticoy: 500 Gal Water Trailer w/Pump, Sprayer	5,500	4,015	-	1,100	55	55	275
OH: Replace Gas Engine Air Compressors	35,000	-	-	-	35,000	-	-
PTP: VFD Replacements	20,000	-	-	-	-	-	20,000
El Rio: Storage Shed	14,000	1,960	-	420	8,540	140	2,940
Saticoy: Emergency Generator	40,000	29,200	-	8,000	400	400	2,000
PTP Replace Isolation Valves	60,000	-	-	-	-	-	60,000
PTP: Sand Separator	11,000	-	-	-	-	-	11,000
Replacement O&M Vehicles	60,000	13,200	-	4,200	24,000	600	18,000
PTP Well #1 Rehab	123,000	-	-	-	-	-	123,000
OH Well #8 Rehab	83,000	-	-	-	83,000	-	-
Water Quality Sampling Pump	10,000	10,000	-	-	-	-	-
Hydrology - replacement flow meter	7,000	7,000	-	-	-	-	-
Equipment for SFD fish passage and studies (FERC)	100,000	100,000	-	-	-	-	
Total Capital Outlay	788,000	250,175	-	61,920	194,545	5,995	275,365

United Water Conservation District

Contractual Services Included in FY 18-19 Budget

	Total Costs	General/Water Conservation Fund	Overhead Fund	Freeman Fund	Oxnard Hueneme Fund	Pleasant Valley Fund	Pumping Trough Fund
State Lobbying Services - The Gualco Group	80,000	80,000	-	-	-	-	-
Grant Writing	40,000	-	40,000	-	-	-	-
IT Professional Services (Novacoast Network Support Services)	10,000	-	10,000	-	-	-	-
IT Professional Services (Vulnerability Assessment)	25,000	-	25,000	-	-	-	-
Wage Works Admin. Fees	2,105	-	2,105	-	-	-	-
Medical Services - Physical Exams, Drug Test, etc.	2,500	-	2,500	-	-	-	-
Staff Recruitment	10,000	-	10,000	-	-	-	-
Background Checks	500	-	500	-	-	-	-
Public Relations Consulting Services	90,000	-	90,000	-	-	-	-
WCVC Staff Support	12,000	12,000	-	-	-	-	-
Miscellaneous Services	100,000	-	100,000	-	-	-	-
Federal Lobbying Services	185,000	185,000	-	-	-	-	-
Executive Consultant - Mathis Group	30,000	-	30,000	-	-	-	-
Incode Fin. System Support Services	13,600	-	13,600	-	-	-	-
Fixed Asset Inventory Reconciliation	30,000	-	30,000	-	-	-	-
Financial Consultant - Financing	10,000	-	10,000	-	-	-	-
Stratecon/HF&H Rate Analysis	60,000	60,000	-	-	-	-	-
Annual Independent Audit	36,100	-	36,100	-	-	-	-
Actuarial Evaluations Pension	1,600	-	1,600	-	-	-	-
Playground Safety Inspections	850	850	-	-	-	-	-
PMC operating Agreement Costs	487,000	487,000	-	-	-	-	-
Sheriffs Department Contract Services	12,500	12,500	-	-	-	-	-
Lexipol Policy Updates (Ranger Policy Updates)	2,500	2,500	-	-	-	-	-
AED Oversight Program	450	450	-	-	-	-	-
Waste Water Analyses	3,000	3,000	-	-	-	-	-
Maintenance Database Programming	2,020	1,232	20	162	404	20	182
SCADA: Allen Bradley Tech Support	17,500	1,750	-	4,375	7,000	875	3,500
SCADA: Troubleshooting Development & Instruction	20,000	2,000	-	5,000	8,000	1,000	4,000
Professional Fees O&M	20,200	12,322	202	1,616	4,040	202	1,818
Safety Consulting Services	10,100	6,161	101	808	2,020	101	909
OH: Infrastructure Analysis	30,000	-	-	-	30,000	-	-
PTP: Infrastructure Analysis	30,000	-	-	-	-	-	30,000
Biennial SFD Settlement Monitoring Survey	50,000	50,000	-	-	-	-	-
Annual Operation for 4 VCWPD Rain Stations, 1 Stream Gauge Station	30,000	30,000	-	-	-	-	-
GW Model - Expert Peer Review Consultant(s)	40,000	40,000	-	-	-	-	-
Digitizing Contractor	3,000	3,000	-	-	-	-	-
Cowbird Trapping at Santa Felicia Dam - Mitigation Measures	5,400	5,400	-	-	-	-	-
FERC License Compliance/General Engineering	30,000	30,000	-	-	-	-	-
FERC License Compliance/SFD EAP Update	5,000	5,000	-	-	-	-	-
FERC License Compliance/ Functional Exercise	80,000	80,000	-	-	-	-	-
FERC License Compliance-SFD PFMA Update	20,000	20,000	-	-	-	-	-
FERC License Gauging Requirement for SFD & Newhall	75,000	75,000	-	-	-	-	-
FERC - Noxious Weeds	30,000	30,000	-	-	-	-	-
FERC - Fish Passage	120,000	120,000	-	-	-	-	-
FERC - AMEMP (implementation)	50,000	50,000	-	-	-	-	-
FERC - Land Resource Mgmt Plan (new amendment)	20,000	20,000	-	-	-	-	-
HCP - Document Development	72,150	-	-	72,150	-	-	-
HCP - Studies	30,000	-	-	30,000	-	-	-
HCP - CEQA w/fish passage	90,000	15,000	-	75,000	-	-	-
HCP - Other Permitting	45,000	7,500	-	37,500	-	-	-
HCP - Least Tern Surveys at Freeman/Saticoy	36,000	36,000	-	-	-	-	-
Quagga Mussel Control	250,000	250,000	-	-	-	-	-
Quagga Mussels - ROV	10,000	10,000	-	-	-	-	-
Quagga Mussels - Treatment Planning	425,000	425,000	-	-	-	-	-
Quagga Mussels - Program Assistance	100,000	100,000	-	-	-	-	-
Legal - City of Ventura Lawsuit	75,000	37,500	-	37,500	-	-	-
Legal - District's General Counsel	100,000	30,000	50,000	5,000	5,000	5,000	5,000
Legal - Misc. Contract Review - GW	5,000	5,000	-	-	-	-	-
Legal - SPB TAC and Safe Yield - GW	5,000	5,000	-	-	-	-	-
Legal - SGMA/GSA - FCGMA - GW	5,000	5,000	-	-	-	-	-

United Water Conservation District

Contractual Services Included in FY 18-19 Budget

	Total Costs	General/Water Conservation Fund	Overhead Fund	Freeman Fund	Oxnard Hueneme Fund	Pleasant Valley Fund	Pumping Trough Fund
Legal - SGMA/GSA - Mound Basin - GW	5,000	5,000	-	-	-	-	-
Legal - SGMA/GSA - Fillmore & Piru Basins - GW	5,000	5,000	-	-	-	-	-
Legal - FERC - EPCD	20,000	20,000	-	-	-	-	-
Legal - HCP - EPCD	36,000	6,000	-	30,000	-	-	-
Legal - Recreation	3,500	3,500	-	-	-	-	-
Legal - Wishtoyo	600,000	150,000	-	450,000	-	-	-
Total Contractual Services	3,850,575	2,540,665	451,728	749,111	56,464	7,198	45,409

United Water Conservation District
Summary of Debt Service - FY 2018-19

Debt - Paying Fund	7/1/2018 Balance	FY 2018-19 New Issuance	FY 2018-19 Payments		Estimated 6/30/2019 Balance	Effective Interest Rate	Maturity Date
			Principal	Interest			
State Water Project Fund	\$ 1,170,649		\$ 84,857	\$ 36,143	\$ 1,085,792	4%	Dec. 2035
2001B Revenue Bonds	\$ 540,000		\$ 125,000	\$ 24,472	\$ 415,000	3.25% to 4.9%	Oct. 2021 ¹
General/Water Conservation Fund			22,944	4,492			Oct. 2011
Freeman Fund			3,898	763			
Oxnard/Hueneme Pipeline Fund			91,790	17,970			
Pleasant Valley Pipeline Fund			2,983	584			
Pumping Trough Pipeline Fund			3,385	663			
2005B Revenue Bonds	\$ 5,940,000		\$ 355,000	\$ 249,350	\$ 5,585,000	2.5% - 4.5%	Oct. 2035 ²
General/Water Conservation Fund			280,413	201,691			Oct. 2025
Oxnard/Hueneme Pipeline Fund			27,173	27,262			
Pleasant Valley Pipeline Fund			1,904	2,157			
Pumping Trough Pipeline Fund			45,510	18,240			
2009 Certificates of Part.- Gen/Water Cons. Fund	\$ 9,175,000		\$ 500,000	\$ 426,456	\$ 8,675,000	2.0% to 5.0%	Oct. 2039
PTP Metering Interfund Loan - PTP Fund	\$ 317,500		\$ 317,500	\$ 4,763	\$ -	1.50%	Jun. 2019 ³
PTP Metering External	\$ -	\$ 452,264	\$ -	\$ 9,045	\$ 452,264	4%	Sep. 2023 ⁴
OHP Iron and Manganeses External	\$ -	\$ 3,981,091	-	79,622	\$ 3,981,091	4%	Sep. 2028 ⁵
Summary by Fund							
General/Water Conservation Fund			803,357	\$ 632,639			
State Water Project Fund			84,857	36,143			
Freeman Fund			3,898	763			
Oxnard/Hueneme Pipeline Fund			118,963	124,854			
Pleasant Valley Pipeline Fund			4,887	2,741			
Pumping Trough Pipeline Fund			366,395	32,711			
			<u>\$ 1,382,357</u>	<u>\$ 829,851</u>			

¹ Part of debt financed for SCADA 10 years, remaining debt for 20 years.

² Part of debt financed for Ferro Basin, FERC Costs and OH Clearwell No. 1 30 years, remaining debt for 20 years.

³ Short-term loan of \$317,500 at LAIF interest rate, with repayment to be made by June 30, 2019. Repayment of interfund loan not included in PTP Fund budget as it does not affect working capital.

⁴ External Debt anticipated to repay short-term loan and any additional project funding needs, with 5 year maturity.

⁵ Anticipates issuing long-term debt (10-years) in October 2018 for project funding needs.

United Water Conservation District
Total Operating Funds Personnel Costs

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Regular Salaries	\$ 5,225,815	\$ 5,465,147	\$ 6,656,865	\$ 6,656,865	\$ 6,501,711
Part-Time Salaries	116,039	206,052	245,460	245,460	200,730
Overtime Salaries	70,442	92,815	123,541	123,541	139,490
Employee Benefits	2,630,148	2,694,545	4,109,131	4,109,131	3,316,587
Total Operating Funds Personnel Costs	\$ 8,042,444	\$ 8,458,559	\$ 11,134,997	\$ 11,134,997	\$ 10,158,518
 Full-Time Equivalent District Positions	 58.60	 61.35	 63.35	 63.35	 62.43

Assumptions:

FY 2018-19

3.62% Cost of Living Adjustment per MOU

2018 Health Insurance rates project 6% increase over prior year

Retirement Rate 18.859% - PERS Classic plus \$485,400

Retirement Rate 6.842% - PERS PEPR

Notes:

FY 2017-18 Employee Benefits includes \$993,891 payment towards unfunded pension liability.

DEFINITIONS

Appropriations

A legislative authorization that permits government agencies to incur obligations and to make payments out of the treasury for specified purposes.

Annual Budget

Revenue and expenditure spending plan presented for one fiscal year period.

Capital Improvement Projects (CIP)

Construction or improvements to facilities and property, which are generally one time in nature and usually require design and engineering services. The projects may require purchase of land or right-of-way (ROW) and usually cost in excess of \$10,000. Financing is sometimes used to fund the projects and have long-term return on the investment. The projects may take several years to complete and/or fund.

Capital Outlay

Purchase of a tangible asset with a cost of \$5,000 or more and useful life of two years or more.

Carry Over (Encumbrance)

Authorization by legislative body to carry forward spending authority (appropriation) from one year to another.

Cash Reserves/Working Capital

Available resources, within a fund, accumulated over time, which are not restricted to a specific purpose and therefore may be used to fund operating expenses of the fund.

Debt Service

Principal and interest payments to repay a loan.

Electricity Sales Revenue

Revenue received from Southern California Edison for purchase of electricity produced by the District's hydroelectric plant at Santa Felicia Dam.

Fiscal Year

July 1 through June 30

Groundwater Revenue

Revenue (District-wide Water Conservation and Freeman groundwater extraction charge per acre-foot) received for water pumped directly from the ground by a well operator/owner.

Required Reserves

A portion of working capital required by board policy and/or binding agreement to be set aside or restricted for specific purposes. Reserves are not available for operating expenditures.

Transfers In – Out

An exchange of cash from one operating fund to another.

Water Deliveries Revenue

Revenues received from customers for water delivered through one of the three District Pipelines – that is based on an “In Lieu of Replenishment Charge”, which represents District-wide and Freeman groundwater extraction charges levied per acre-foot on pipeline deliveries versus well operator/owner direct pumping near the coastline.

Oxnard Hueneme Pipeline

Pleasant Valley Pipeline

Pumping Trough Pipeline

ADOPTED BUDGET PLAN

FISCAL YEAR 2018-19

GENERAL/WATER CONSERVATION FUND



- ◆ General/Water Conservation Fund



Water is released from Lake Piru through this valve at the Santa Felicia Dam to maintain habitat conservation flows.

United employees monitor artificial substrate samplers for invasive Quagga mussel growth and recruitment (spawning) at Lake Piru.



Quagga mussels from Lake Piru. Each coin-sized Quagga can filter up to a liter of water per day, consuming the plankton that sustain the native fish. Quagga also obstruct water intake structures, such as pipes and screens, diminishing pumping capabilities for power and water treatment plants.

GENERAL/WATER CONSERVATION FUND

- Water Conservation Activities
- General Operating Activities
- Recreation Activities

United Water Conservation District (UWCD) is a legislatively established Water Conservation Districts in the State of California. The District's principal act is the Water Conservation District Law of 1931 (Water Code Section 74000 et seq.). An essential responsibility of the District is to protect and augment groundwater supplies necessary for the public health, welfare and safety of the people of the State of California. The responsibility directly arises from Article X, Section 2 of the California Constitution, which among other things provides that the general welfare requires the water resources of the State to be put to beneficial use to the fullest capable extent possible, that waste or unreasonable use of water be prevented, and that conservation of waters is to be exercised recognizing reasonable and beneficial use in the interest of the people of the State for the public welfare. UWCD is not a Municipal Water District, Wholesaler/Retail Water purveyor, or a general government service provider.

The fundamental mission of the District has not changed since the District was reformed under the Water Conservation Article Law of 1931, although the funding model for its water conservation efforts was legislatively amended in 1979 in recognition of its critical responsibilities. Because of its status as a water conservation district and funding authorities, financial reporting is unique as the District attempts to comply and distinguish its water conservation authority mandate, as provided for in the California Water Code, and the District's governmental status that requires it to comply with Generally Accepted Accounting Principles. In an effort to provide clarity and transparency for its unique status and for budgeting purposes, the General/Water Conservation Fund is broken down into the following activities. The descriptions below of each activity are meant to summarize, for clarification as to their separate financial reporting, and therefore are not all inclusive.

Water Conservation Activities (Zone A)

Represents the revenues and expenditures directly related to the District's statutory responsibilities and authorities, including those activities/mandates required to perform its water conservation efforts. For example:

- *Collection of groundwater extraction charges, district-wide (Zone A), as authorized by California Water Code Section 75500 et. seq. This Collection of groundwater extraction charges is based on groundwater extraction via agricultural or municipal industrial use throughout the District (groundwater) or delivery of Santa Clara River surface water/UWCD extracted groundwater via three pipelines that are utilized by the District to minimize groundwater pumping near the coastline in an effort to abate seawater intrusion into groundwater aquifers (water delivery). Zone A is established each year by the Board of Directors in recognition that all of the groundwater basins within the District are hydrogeologically connected and have impact on one another.*
- *Consistent with Water Code Sections 75521-75522, groundwater charges levied by the District are in furtherance of its efforts to protect and augment water*

supplies, and are for the benefit of all who rely directly or indirectly upon groundwater suppliers of the District or its zone(s) and water imported into the District or its zone(s).

- *Under the General Operating Activities below, the District first utilizes its Ad Valorem Property Tax receipts per the Board's discretion, to fund expenditures that are deemed indirect support for District-wide water conservation efforts. Any property tax revenues remaining upon funding these indirect support costs are used to offset water conservation activity (Zone A) costs.*
- *Supplemental Water Revenue – UWCD groundwater storage credits (authorized by the Fox Canyon Groundwater Management Agency (FCGMA) as a result of the District's purchase of imported State Water used to replenish the groundwater in the forebay) provided to other groundwater extraction facilities, in return for compensation, to promote sound groundwater management strategies.*
- *Maintenance of the District's various spreading grounds (Piru, Saticoy, Ferro, Noble, Rose and El Rio) which provide District-wide benefits.*
- *Expenses related to the Santa Felicia Dam, including mandated environmental costs, dam safety and the hydroelectric plant (costs not covered by ad valorem property taxes).*
- *Development and management of upper Santa Clara River activities affecting issues in the Piru, Fillmore, and Santa Paula Basins.*
- *Expenses related to the Saticoy Well Field, established and used as a groundwater management facility.*
- *All environmental compliance costs as outlined in the Board's Environmental Cost Allocation Policy.*
- *Engineering services, debt service, overall groundwater management efforts, and capital assets and replacement costs that support the District-wide water conservation efforts.*

General Operating Activities

- *Used to account for all Financial Resources and expenditures of the District that indirectly support District-wide water conservation efforts in Zone A – This does not include indirect administrative costs that provide support to all District activities (funds) that are accounted for and allocated proportionally in the Overhead Fund.*
- *Used to account for all other financial activities of the District that are not required by law, administrative action or Generally Accepted Accounting Principles (GAAP) to be accounted for in another fund, including hydro-electric plant generation revenues.*
- *Ad Valorem Property Taxes are initially appropriated by the Board of Directors, per their legal authority and at their discretion, as deemed necessary for indirect costs that directly support or are required for the District-wide water conservation activities. If the District's ad valorem property tax revenues are insufficient to cover these indirect water conservation costs, groundwater extraction charges may be used, if approved by the Board of Directors, for:*

- *Legal (not associated with water conservation, Board matters or an Enterprise Fund activity)*
- *Legislative costs*
- *Public information, legal notices, etc.*
- *Training, conference, education and meeting costs*
- *Office expenses*
- *Memberships to ACWA, AWA, Watershed Coalition of Ventura County (IRWMP)*
- *Property tax collection fees (County of Ventura)*
- *LAFCO costs allocated to District*
- *Recreation Activities (including potable water services) at Lake Piru*
- *Hydro-electric plant at Santa Felicia Dam*
- *District-wide Federal Emergency Management Administration (FEMA) effort related to natural disasters unless the costs are directly related to the other operating funds.*

Recreation Activities

As part of the approval process to construct the Santa Felicia Dam in 1955 and to comply with the requirements of Federal Energy Regulatory Commission license for the SFD hydro-electric plant, the District must provide recreational access/use of the Lake Piru area. The District contracts with an independent concessionaire to provide all recreational services (i.e. boat, camping, food services, dry storage, etc.) and park maintenance at the concessionaire's cost in return for authority granted by the Board to the concessionaire to charge related fees to offset the costs. The District may receive a percentage of the concessionaire's revenue for the contracting rights and for landlord (District) maintenance costs. The District directly provides Public Service Officers' services for boating safety and enforcement of District established park rules, and constructs, maintains and operates the lake's potable water system using a portion of the District's ad valorem property taxes and revenues from the concessionaire. These provided services are performed to limit the District's liability exposure while attempting to reduce the District's cost related to providing the required recreational access/use of its Lake Piru Reservoir. All costs and revenues directly related to the Recreation Activities are included in the General/Water Conservation Fund, but also reported separately as a subsidiary fund for accountability purposes.

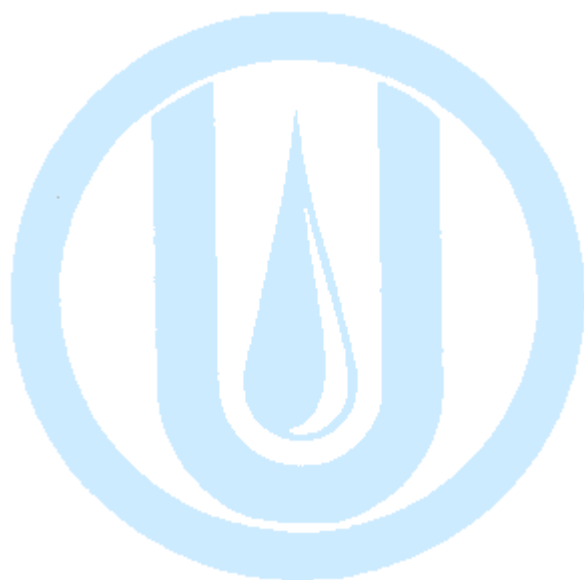
United Water Conservation District
General/Water Conservation Fund

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget	FY 2017-18	Budget
			FY 2017-18		FY 2018-19
Revenues:					
Taxes	\$ 2,404,270	\$ 2,553,589	\$ 2,662,000	\$ 2,662,000	\$ 2,712,000
Water Delivery/Fixed Cost	1,374,014	1,486,993	1,592,975	1,592,975	1,603,072
Groundwater	8,950,178	8,996,435	9,818,424	9,818,424	10,509,695
Supplemental Water	(229,172)	-	-	-	-
Fox Canyon GMA	2,701	-	-	-	-
Grants	-	94,649	60,500	60,500	-
Rents and Leases	100,231	129,223	138,740	138,740	147,314
Investment/ Interest Earnings	60,883	114,541	79,800	79,800	79,800
Other Revenue	70,288	108,665	66,000	66,000	66,000
Transfer In	292,000	-	-	-	-
Total Revenues	13,025,393	13,484,097	14,418,439	14,418,439	15,117,881
Expenditures:					
Regular Salaries	2,637,245	2,656,216	2,698,551	2,698,551	2,878,531
Part-Time Salaries	35,475	124,510	126,698	126,698	93,330
Overtime Salaries	27,732	35,657	46,954	46,954	51,656
Employee Benefits	1,309,778	1,398,503	1,852,553	1,852,553	1,633,820
Personnel Cost	4,010,230	4,214,886	4,724,756	4,724,756	4,657,338
Contractual Services	1,049,803	1,384,797	3,650,981	3,650,981	2,540,665
Public Information	4,191	3,829	14,500	14,500	4,500
Office Expenses	61,325	66,984	95,058	95,058	115,529
Travel, Meetings, Training	65,716	49,162	97,002	97,002	140,986
Fuel-Gasoline-Diesel	51,037	51,306	64,050	64,050	66,502
Insurance	93,442	88,902	105,600	105,600	108,240
Fox Canyon GMA	2,649	15	800	800	880
Utilities	39,026	39,771	56,725	56,725	54,126
Telephone	10,179	12,914	12,765	12,765	12,894
Safety, Supplies, Clothing	63,103	59,743	69,078	69,078	68,429
Water Treatment Chemicals	3,689	3,482	-	-	5,000
Maintenance	311,632	362,592	591,217	591,217	516,361
Small Tools & Equipment	38,221	47,325	174,035	174,035	73,428
Permits & Licenses	73,876	82,626	100,675	100,675	104,585
Water Quality Services	28,737	22,136	74,200	74,200	58,700
Miscellaneous	180,706	137,252	182,850	182,850	186,255
State Water Import Cost	117	-	1,000	1,000	1,180
Operating Expenses	2,077,449	2,412,835	5,290,536	5,290,536	4,058,259
Replacement/Depreciation	-	-	1,260,000	1,260,000	1,260,000
General & Administrative Expenses	1,597,083	1,591,090	1,936,132	1,936,132	1,904,258
Debt Repayment - Principal	781,122	746,839	775,701	775,701	803,357
Debt Repayment - Interest	724,954	693,852	664,004	664,004	632,639
Finance Costs	4,925	3,682	7,090	7,090	9,217
Debt Services	1,511,001	1,444,373	1,446,795	1,446,795	1,445,213
Capital Outlay	221,247	217,992	362,448	362,448	250,175
Transfers Out	1,671,310	2,667,814	3,477,568	3,477,568	2,818,036
Total Expenditures	11,088,320	12,548,989	18,498,235	18,498,235	16,393,280
Net : Surplus / (Shortfall)	\$ 1,937,073	\$ 935,108	\$ (4,079,796)	\$ (4,079,796)	\$ (1,275,398)

United Water Conservation District
General/Water Conservation Fund

Cash Reserves/Working Capital:	Actual FY 2015-16	Actual FY 2016-17	Adjusted Budget FY 2017-18	Projected FY 2017-18	Adopted Budget FY 2018-19
Beginning Balance July 1	\$ 13,434,682	15,371,755	\$ 16,306,863	\$ 16,306,863	\$ 13,487,067
Net Surplus / (Shortfall)	1,937,073	935,108	(4,079,796)	(4,079,796)	(1,275,398)
Add Back Replacement/Depreciation	-	-	1,260,000	1,260,000	1,260,000
Ending Balance June 30	\$ 15,371,755	\$ 16,306,863	\$ 13,487,067	\$ 13,487,067	\$ 13,471,668
Designated to Date:					
Improvements	(6,375,443)	(7,504,432)	(7,504,432)	(7,504,432)	(7,504,432)
Replacement	(1,250,000)	(1,875,000)	(2,500,000)	(2,500,000)	(3,125,000)
Legal Reserve	(275,000)	(305,330)	(350,000)	(350,000)	(225,000)
Water Conveyance Infrastructure	-	-	-	-	(1,000,000)
Debt Service 09 COP - Reserve	(877,451)	(897,858)	(897,000)	(897,000)	(897,000)
Total Designated to Date	(8,777,894)	(10,582,620)	(11,251,432)	(11,251,432)	(12,751,432)
Undesignated to Date:					
Improvements			161,600	161,600	
Legal Reserve			350,000	350,000	
SFD Outlet Works Rehab CIP	590,432	665,432	2,500,000	2,500,000	3,470,174
Total Undesignated to Date	590,432	665,432	3,011,600	3,011,600	3,470,174
Designated Balance	(8,187,462)	(9,917,188)	(8,239,832)	(8,239,832)	(9,281,258)
Net Available	\$ 7,184,293	\$ 6,389,675	\$ 5,247,235	\$ 5,247,235	\$ 4,190,410
Reserve Requirement					\$4 - \$5 million

	FY 17-18			FY 18-19		
Groundwater Revenue:	Water Conservation Extraction Charge	Acre Feet	Forecasted Revenue	Water Conservation Extraction Charge	Acre Feet	Forecasted Revenue
Zone A - Agriculture	\$ 45.08	76,400	\$ 3,444,112	\$ 46.43	78,500	\$ 3,644,755
Zone A - Municipal & Industrial	\$ 135.24	12,300	1,663,452	\$ 139.30	12,450	1,734,285
Zone B - Agriculture	\$ 45.08	62,500	2,817,500	\$ 46.43	68,500	3,180,455
Zone B - Municipal & Industrial	\$ 135.24	14,000	1,893,360	\$ 139.30	14,000	1,950,200
Total Groundwater Revenue		165,200	\$ 9,818,424		173,450	\$ 10,509,695
Water Deliveries:	In Lieu of Extraction Charge	Acre Feet	Forecasted Revenue	In Lieu of Extraction Charge	Acre Feet	Forecasted Revenue
OH Pipeline - Municipal & Industrial	\$ 135.24	9,400	\$ 1,271,256	\$ 139.30	9,410	\$ 1,310,813
OH Pipeline - Agriculture	\$ 45.08	1,190	53,645	\$ 46.43	1,230	57,109
PV Pipeline - Agriculture	\$ 45.08	-	-	\$ -	-	-
PT Pipeline - Agriculture	\$ 45.08	4,980	224,498	\$ 46.43	5,000	232,150
Total Pipeline Deliveries Revenue		15,570	\$ 1,549,400		15,640	\$ 1,600,072
			Forecasted Revenue			Forecasted Revenue
Recreation Water Deliveries	US Forest Service Water Deliveries	\$	3,000	US Forest Service Water Deliveries	\$	3,000
Total Water Deliveries Revenue		\$	86,093,493		\$	1,603,072



ADOPTED BUDGET PLAN

FISCAL YEAR 2018-19

OVERHEAD FUND



- ◆ Overhead Fund
- ◆ Allocation Methodology



United Water Conservation District Administrative Offices.

OVERHEAD FUND

The District Overhead Fund is used to account for administrative costs such as salaries of office personnel, accounting, financial reporting and miscellaneous expenses of the District's main office in Santa Paula in support of the five operating funds' activities (i.e. General/Water Conservation, Freeman, Oxnard-Hueneme Pipeline, Pleasant Valley, and Pumping Trough Pipeline). Specific operating funds of the District incur a prorated share of the administrative costs calculated by a Board of Directors and customer approved cost allocation method. This cost allocation method is based on an equally weighted average of the last completed year's billings, labor hours, accounts payable transactions, and revenues.

United Water Conservation District

Overhead Fund - 510

	Actual		Actual		Adjusted		Projected		Adopted
	FY 2015-16		FY 2016-17		Budget		FY 2017-18		Budget
					FY 2017-18				FY 2018-19
Revenues:									
General & Administrative Revenue	\$ 2,745,073	\$	2,711,260	\$	3,383,139	\$	3,383,139	\$	3,331,452
Other Revenue	-		-		-		-		-
Total Revenues	2,745,073		2,711,260		3,383,139		3,383,139		3,331,452
Expenditures:									
Regular Salaries	1,564,896		1,410,638		1,714,929		1,714,929		1,742,262
Part-Time Salaries	76,824		77,495		100,450		100,450		104,230
Overtime Salaries	572		673		3,489		3,489		8,801
Employee Benefits	537,465		542,899		653,683		653,683		676,129
Personnel Cost	2,179,757		2,031,706		2,472,551		2,472,551		2,531,422
Contractual Services	222,909		354,372		473,709		473,709		451,728
Public Information	9,332		783		13,500		13,500		3,500
Office Expenses	101,643		125,692		122,027		122,027		117,486
Travel, Meetings, Training	25,768		45,109		43,667		43,667		44,524
Fuel-Gasoline-Diesel	5,898		5,662		10,050		10,050		9,500
Insurance	1,837		1,772		-		-		-
Utilities	31,023		29,701		41,100		41,100		40,700
Telephone	36,721		37,903		33,295		33,295		35,467
Safety, Supplies, Clothing	217		703		1,089		1,089		1,078
Water Treatment Chemicals	-		3		-		-		-
Maintenance	61,501		49,390		67,989		67,989		68,786
Small Tools & Equipment	6,530		1,928		560		560		600
Permits & Licenses	166		595		800		800		1,000
Miscellaneous	61,773		25,941		25,400		25,400		25,660
Operating Expenses	565,318		679,554		833,186		833,186		800,030
Capital Outlay	-		-		64,652		64,652		-
Total Expenditures	2,745,075		2,711,260		3,370,389		3,370,389		3,331,452
Net : Surplus / (Shortfall)	\$ (2)	\$	-	\$	-	\$	-	\$	-

United Water Conservation District

Overhead Fund - 510

Budgeted FY 2018-19 Allocation:

	Rate	Overhead Expense Allocation
General /Water Conservation Fund	57.16%	\$ 1,904,258
Freeman Fund	15.17%	\$ 505,381
OH Pipeline Fund	14.04%	\$ 467,736
PV Pipeline Fund	3.03%	\$ 100,943
PT Pipeline Fund	10.60%	\$ 353,134
Total Budgeted Allocation	100.00%	\$ 3,331,452

Projected FY 2017-18 Allocation:

	Rate	Overhead Expense Allocation
General /Water Conservation Fund	56.80%	\$ 1,936,132
Freeman Fund	15.34%	\$ 522,892
OH Pipeline Fund	14.30%	\$ 487,442
PV Pipeline Fund	3.08%	\$ 104,987
PT Pipeline Fund	10.48%	\$ 357,230
Total Budgeted Allocation	100.00%	\$ 3,408,683

United Water Conservation District

Overhead Allocation

FUND DESCRIPTION	FY 2014-15 Overhead Allocation Rate	FY 2015-16 Overhead Allocation Rate	FY 2016-17 Overhead Allocation Rate	FY 2017-18 Overhead Allocation Rate	FY 2018-19 Overhead Allocation Rate	Change from FY 2017-18 to FY 2018-19 Incr/(Decr)
General/Water Conservation Fund	60.97%	58.18%	58.68%	56.80%	57.16%	0.36%
Freeman Fund	13.04%	15.16%	15.30%	15.34%	15.17%	-0.17%
OH Pipeline Fund	12.10%	12.50%	12.37%	14.30%	14.04%	-0.26%
PV Pipeline Fund	3.98%	3.71%	3.79%	3.08%	3.03%	-0.05%
PT Pipeline Fund	9.91%	10.45%	9.86%	10.48%	10.60%	0.12%
 TOTAL	 100.00%	 100.00%	 100.00%	 100.00%	 100.00%	

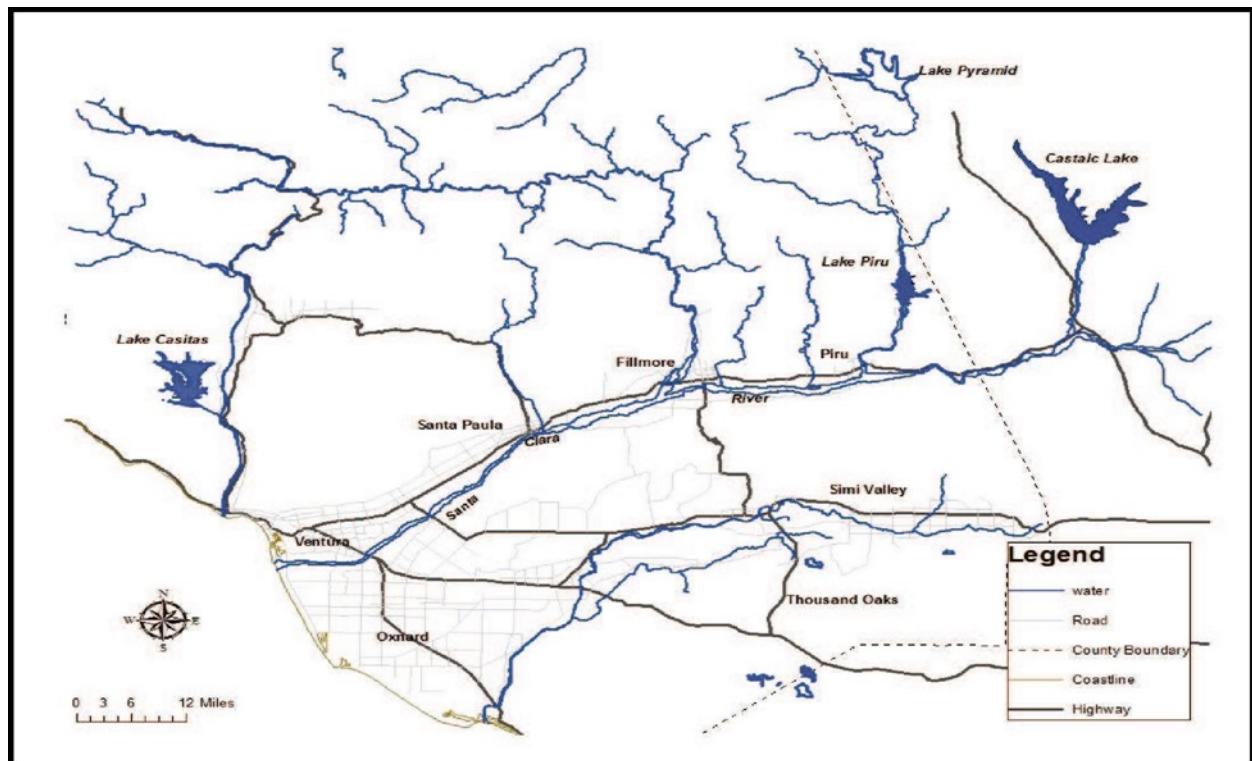
ADOPTED BUDGET PLAN

FISCAL YEAR 2018-19

SPECIAL REVENUE FUND



- ♦ State Water Project Importation Fund



The District holds a California State Water Project Table A allocation of 5,000 acre-feet per year, made available by the Department of Water Resources. State Water is delivered to Lake Piru via Pyramid Lake. From the Santa Felicia Dam, water is released down the Santa Clara River to be used for groundwater recharge.

SPECIAL REVENUE FUND

Special Revenue Funds are utilized to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

The State Water Import Fund

The District utilizes this fund to account for the financial resources and expenditures that are necessary to pay for the District's annual water allocation from the State Water Project. The primary resource for this fund is a voter approved property tax assessment that is determined annually, based on the amount of State Water the District intends to purchase, and the estimated associated fixed/variable costs. These costs are determined each year for the District's share of the County's contractual agreement with the State's Department of Water Resources.

The District's annual importation of its Table A State Water allocation is used for the sole purpose of increasing the recharge of groundwater basins in the District, beyond what water is naturally available within the Santa Clara River watershed. This added recharge, paid through the voter approved property tax special assessment, benefits all groundwater basins District-wide. City residents in Oxnard and Ventura are not subject to this property tax assessment since they have their own State Water Table A allocations; yet these residents receive the benefit of the District-wide recharge from such water. Any cost incurred in an effort by the District to enhance imported water deliveries, beyond the District's Table A, allocation is paid out of the General/Water Conservation Fund.

United Water Conservation District

State Water Import Fund - 110

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Taxes	\$ 82,496	\$ 2,500,542	\$ 2,178,500	\$ 2,178,500	\$ 2,178,500
Investment/Interest Earnings	8,821	11,650	16,800	16,800	16,800
Proceeds from Financing	-	-	-	-	-
Other Revenue	4,472	4,472	-	-	-
Total Revenues	95,789	2,516,664	2,195,300	2,195,300	2,195,300
Expenditures:					
Contractual Services	-	-	-	-	-
Miscellaneous	961	6,660	3,500	3,500	5,110
State Water Import Costs	837,190	1,935,377	2,463,510	2,463,510	1,720,461
Operating Expenses	838,151	1,942,038	2,467,010	2,467,010	1,725,571
Debt Repayment - Principal	101,579	101,314	95,633	95,633	84,857
Debt Repayment - Interest	41,869	40,613	38,327	38,327	36,143
Debt Services	143,448	141,927	133,960	133,960	121,000
Total Expenditures	981,599	2,083,965	2,600,970	2,600,970	1,846,571
Net : Surplus / (Shortfall)	\$ (885,810)	\$ 432,699	\$ (405,670)	\$ (405,670)	\$ 348,729

United Water Conservation District

State Water Import Fund - 110

Cash Reserves/Working Capital:	Actual FY 2015-16	Actual FY 2016-17	Adjusted Budget FY 2017-18	Projected FY 2017-18	Adopted Budget FY 2018-19
Beginning Balance July 1	\$ 2,349,080	\$ 1,463,270	\$ 1,895,969	\$ 1,895,969	\$ 1,490,299
Net Surplus / (Shortfall)	(885,810)	432,699	(405,670)	(405,670)	348,729
Ending Balance June 30	\$ 1,463,270	\$ 1,895,969	\$ 1,490,299	\$ 1,490,299	\$ 1,839,028

	Reserve Maximum	Reserve Balance
Full Water Allocation Purchase Reserve	\$ 1,606,211 *	\$ 1,606,211
General Reserve	\$ 1,000,000	\$ 232,817
Total	2,606,211	1,839,028

* Based on most recent price per AF of Article 21 or Table A water, whichever is higher

Purchase Activity Since 2008:

	Approved Obligation	United Purchased	PHWA Purchased	Allowable Balance
2008	5,000	1,980	733	2,287
2009	5,000	3,150	1,850	-
2010	5,000	3,150	1,850	-
2011	5,000	2,520	932	1,548
2012	5,000	3,150	1,850	-
2013	5,000	2,242	830	1,928
2014	5,000	-	-	5,000
2015	5,000	630	233	4,137
2016	5,000	1,890	699	2,411
2017	5,000	12,677	1,573	(9,250)
2018	5,000	1,103	647	3,250
Total	50,000	30,512	10,464	9,024



ADOPTED BUDGET PLAN

FISCAL YEAR 2018-19

ENTERPRISE FUNDS



- ◆ Freeman Diversion Fund
- ◆ Oxnard/Hueneme Pipeline Fund
- ◆ Pleasant Valley Pipeline Fund
- ◆ Pumping Trough Pipeline Fund

The Freeman Diversion Dam is used to divert Santa Clara River flow to enhance recharge of overdrafted aquifers that are subject to saline water intrusion. The facility is comprised of a concrete dam, a fish ladder, a screened fishbay, a downstream migrant trap, various canals and spreading grounds.



ENTERPRISE FUNDS

Enterprise Funds are used in governmental accounting when the function of providing the service or product is conducted like private business in that a fee is charged for the service or product and the fee is sufficient to support the costs of providing the service or product. In United Water Conservation District's case, four (4) Enterprise Funds are used to account for activities which support the District's primary mission of managing and enhancing the groundwater aquifers and reducing seawater intrusion.

The Freeman Diversion Fund is a specific zone (Zone B) within the District established by the Board of Directors within which a separate groundwater extraction charge is effective. This groundwater extraction charge is the primary revenue source for the activities in the Freeman Diversion Fund (Zone B) discussed below.

The Freeman Diversion Fund (Zone B)

The Freeman Diversion Dam is used to divert and efficiently manage run-off water from the Santa Clara River. The diversion of river (surface) water increases water availability that directly enhances the District's ability to recharge groundwater and reduce seawater intrusion in groundwater aquifers. The fund is used by the District to account for the financial resources and expenditures that result from the operation and maintenance of the Freeman Diversion facilities.

The three (3) pipelines operated by the District are not established zones but are all located within both Zone A (Water Conservation Fund – district-wide) and Zone B (Freeman Diversion Fund). The pipelines are part of the strategic water conservation facilities the District utilizes to fight seawater intrusion and protect the groundwater aquifers within the District's boundaries. The pipelines provide the District the ability to minimize/eliminate significant groundwater extractions by both municipal and agricultural water users from their groundwater extraction facilities near or along the coastline that would expedite seawater intrusion into groundwater aquifers. The “in-lieu of groundwater extraction” water deliveries of Santa Clara River surface water and/or Oxnard forebay groundwater via these pipelines come from an area within the District (forebay) in which the shallow aquifer is easily recharged (when surface water is available). The customers on these pipelines pay not only the Zone A and Zone B groundwater extraction charges but also 100% of the operating and maintenance delivery charge, including operations and maintenance costs if the Saticoy Well Field is used, for each acre-foot of water delivered by the District.

The Oxnard Hueneme Pipeline Fund

The fund is used to account for the resources and costs of operations and maintenance of the Oxnard Hueneme pipeline. The District delivers potable water via groundwater treatment to the Oxnard Hueneme area. The pipeline delivers water for municipal, industrial and agricultural uses. Resources for the costs of managing and maintaining the Oxnard Hueneme pipeline are derived from the customers who directly benefit from the delivery of the water.

The Pleasant Valley Pipeline Fund

The fund is used to account for the resources and costs of operations and maintenance of the Pleasant Valley pipeline. The District diverts surface water (at the Vern Freeman Diversion Dam) and transports it via the pipeline to the Pleasant Valley County Water District (PVCWD) for agricultural use. Revenues are primarily generated from fees paid by the PVCWD and its customers. Expenditures for the fund include operations, maintenance, improvements and a portion (50%) of the District's moss screen facility.

The Pumping Trough Pipeline Fund

The fund is used to account for the resources and costs of operating and maintaining the Pumping Trough pipeline (PTP). The PTP provides a combination of Santa Clara River surface water, Forebay groundwater (Saticoy Wellfield), and Fox Canyon aquifer water in an over pumped area of the Oxnard Plain. Revenues are generated from fees and cover the costs of operations and maintenance of the pipeline and a portion (50%) of the District's moss screen facility.



United Water Conservation District
Freeman Diversion Fund (Zone B) - 420

	Actual FY 2015-16	Actual FY 2016-17	Adjusted Budget FY 2017-18	Projected FY 2017-18	Adopted Budget FY 2018-19
Revenues:					
Water Delivery/Fixed Costs	\$ 790,631	816,069	873,696	\$ 873,696	\$ 879,169
Groundwater	2,551,993	2,361,902	2,788,622	2,788,622	2,818,995
Grants	-	-	-	-	-
Investment/Interest Earnings	19,012	38,050	30,800	30,800	30,800
Other Revenue	11,195	15,886	14,500	14,500	14,500
Transfer in		107,060	-	-	-
Total Revenues	3,372,831	3,338,966	3,707,618	3,707,618	3,743,464
Expenditures:					
Regular Salaries	314,278	372,848	297,608	297,608	451,995
Part-time Salaries	3,739	3,669	18,312	18,312	3,170
Overtime Salaries	8,294	15,503	17,147	17,147	17,449
Employee Benefits	170,406	201,980	186,109	186,109	264,874
Personnel Costs	496,718	593,999	519,176	519,176	737,487
Contractual Services	568,925	1,122,846	2,824,156	2,824,156	749,111
Public Information	-	-	-	-	-
Office Expenses	3,747	826	7,140	7,140	11,942
Travel, Meetings, Training	578	708	11,597	11,597	12,619
Fuel-Gasoline-Diesel	6,876	6,875	21,400	21,400	6,667
Insurance	24,348	23,180	28,600	28,600	29,315
Utilities	7,054	6,507	8,700	8,700	9,103
Telephone	935	857	830	830	931
Safety, Supplies, Clothing	13,707	13,788	16,575	16,575	17,023
Water Treatment Chemicals	-	8	-	-	20,000
Maintenance	88,583	64,816	130,791	93,791	154,811
Small Tools & Equipment	9,979	2,743	6,130	6,130	2,961
Permits & Licenses	713	912	2,000	2,000	2,000
Water Quality Services	1,054	1,343	2,000	2,000	2,500
Miscellaneous	7,431	16,670	59,250	59,250	12,400
Operating Expenses	733,932	1,262,080	3,119,169	3,082,169	1,031,381
Replacement/Depreciation	365,150	370,577	384,000	384,000	384,000
General & Administrative Expenses	416,153	414,855	522,892	522,892	505,381
Debt Repayment - Principal	3,431	3,587	3,742	3,742	3,898
Debt Repayment - Interest	954	828	955	955	763
Financing Cost	299	69	300	300	390
Debt Service	4,684	4,483	4,997	4,997	5,052
Capital Outlay	33,293	76,027	213,031	188,031	61,920
Transfers Out	2,035,702	811,891	1,185,233	1,185,233	966,476
Total Expenditures	4,085,632	3,533,913	5,948,498	5,886,498	3,691,697
Net : Surplus / (Shortfall)	\$ (712,800)	\$ (194,947)	\$ (2,240,880)	\$ (2,178,880)	\$ 51,767

United Water Conservation District
Freeman Diversion Fund (Zone B) - 420

Cash Reserves/Working Capital:	Actual FY 2015-16	Actual FY 2016-17	Adjusted Budget FY 2017-18	Projected FY 2017-18	Adopted Budget FY 2018-19
Beginning Balance July 1	\$ 2,756,799	\$ 2,409,148	\$ 2,584,778	\$ 2,584,778	\$ 789,898
Net Surplus / (Shortfall)	(712,800)	(194,947)	(2,240,880)	(2,178,880)	51,767
Add Back Non-cash Depreciation	365,150	370,577	384,000	384,000	384,000
Ending Balance June 30	\$ 2,409,148	\$ 2,584,778	\$ 727,898	\$ 789,898	\$ 1,225,664
Designated to Date:					
Legal Reserve	(50,000)	(150,000)	(300,000)	(300,000)	(425,000)
Improvements	(4,348,000)	(5,992,187)	(5,992,187)	(5,992,187)	(5,992,187)
Total Designated to Date	(4,398,000)	(6,142,187)	(6,292,187)	(6,292,187)	(6,417,187)
Undesignated to Date:					
Freeman Diversion Rehab CIP	2,872,187	2,872,187	3,872,187	3,872,187	4,167,187
Operations	700,000	700,000	1,825,000	2,117,850	1,825,000
Legal Reserve	50,000	150,000	300,000	300,000	-
Total Undesignated to Date	3,622,187	3,722,187	5,997,187	6,290,037	5,992,187
Designated Balance	(775,813)	(2,420,000)	(295,000)	(2,150)	(425,000)
Net Available	\$ 1,633,335	\$ 164,778	\$ 432,898	\$ 787,748	\$ 800,664

Reserve Requirement \$800,000 - \$1,000,000

Water Rate Summary:

	FY 17-18			FY 18-19		
	Water Conservation			Water Conservation		
	Extraction Charge	Acre Feet	Forecasted Revenue	Extraction Charge	Acre Feet	Forecasted Revenue
Groundwater Revenue:						
Zone B - Agriculture	\$ 24.77	62,500	\$ 1,548,219	\$ 25.51	68,500	\$ 1,747,435
Zone B - Municipal & Industrial	\$ 74.31	14,000	1,040,403	\$ 76.54	14,000	1,071,560
Total Groundwater Revenue		76,500	\$ 2,588,622		82,500	\$ 2,818,995
	In Lieu of Extraction Charge	Acre Feet	Forecasted Revenue	In Lieu of Extraction Charge	Acre Feet	Forecasted Revenue
Water Deliveries:						
OH Pipeline - Municipal & Industrial	\$ 74.31	9,400	\$ 698,556	\$ 76.54	9,410	\$ 720,241
OH Pipeline - Agriculture	\$ 24.77	1,190	29,478	\$ 25.51	1,230	31,377
PV Pipeline - Agriculture	\$ 24.77	-	-	\$ 25.51	-	-
PT Pipeline - Agriculture	\$ 24.77	4,980	123,362	\$ 25.51	5,000	127,550
Total Pipeline Water Deliveries Revenue		15,570	\$ 851,396		15,640	\$ 879,169

United Water Conservation District
Oxnard-Hueneme Pipeline Fund - 450

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Water Delivery/Fixed Costs	\$ 3,916,809	3,910,997	4,131,412	\$ 4,131,412	\$ 4,146,741
Unrecovered Variable	156,682	194,500	24,022	24,022	8,692
Fox Canyon GMA	105,552	130,034	158,850	158,850	159,600
Debt Proceeds	-	-	-	-	3,981,091
Grants	-	34,784	-	-	-
Rents & Leases	9,946	11,016	10,360	10,360	11,593
Investment/Interest Earnings	3,299	9,831	2,800	2,800	2,800
Other Revenue	602	1,404	400	400	400
Total Revenues	4,192,889	4,292,565	4,327,844	4,327,844	8,310,918
Expenditures:					
Regular Salaries	634,602	621,053	539,788	539,788	614,541
Overtime Salaries	26,037	28,087	41,702	41,702	42,923
Employee Benefits	358,665	348,304	891,712	891,712	365,626
Personnel Costs	1,019,303	997,445	1,473,203	1,473,203	1,023,091
Contractual Services	72,957	22,321	64,481	64,481	56,464
Office Expenses	11,270	8,147	11,722	11,722	24,980
Travel, Meetings, Training	1,063	3,771	7,581	7,581	7,484
Fuel-Gasoline-Diesel	20,806	17,036	36,250	36,250	34,136
Insurance	20,076	18,741	24,200	24,200	24,805
Fox Canyon GMA	107,051	133,678	158,850	158,850	159,600
Utilities	970,472	852,059	1,152,400	1,152,400	1,152,625
Telephone	3,722	3,897	3,410	3,410	3,212
Safety, Supplies, Clothing	20,840	25,928	18,439	18,439	20,100
Water Treatment Chemicals	112,095	106,673	130,000	130,000	130,000
Maintenance	287,425	206,338	366,359	366,359	338,215
Small Tools & Equipment	4,613	8,235	7,950	7,950	7,327
Permits & Licenses	18,755	24,361	17,500	17,500	22,000
Water Quality Services	43,093	30,022	45,000	45,000	48,000
Miscellaneous	5,835	7,360	5,600	5,600	16,525
Operating Expenses	1,700,072	1,468,566	2,049,741	2,049,741	2,045,472
Replacement/Depreciation	390,827	400,163	402,000	402,000	402,000
General & Administrative Expenses	343,134	335,409	487,442	487,442	467,736
Debt Repayment - Principal	112,664	109,818	114,333	114,333	118,963
Debt Repayment - Interest	45,203	41,130	50,768	50,768	124,854
Financing Cost	1,329	1,212	2,500	2,500	3,250
Debt Service	159,195	152,160	167,601	167,601	247,067
Capital Outlay	34,555	50,768	62,305	62,305	194,545
Transfers Out	262,242	716,250	705,581	705,581	4,375,546
Total Expenditures	3,909,328	4,120,761	5,347,873	5,347,873	8,755,457
Net : Surplus / (Shortfall)	\$ 283,561	\$ 171,805	\$ (1,020,028)	\$ (1,020,028)	\$ (444,539)

United Water Conservation District
Oxnard-Hueneme Pipeline Fund - 450

Cash Reserves/Working Capital:	Actual		Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Beginning Balance July 1	\$ 504,885	\$ 1,179,272	\$ 1,751,240	\$ 1,751,240	\$ 1,133,211
Net Surplus / (Shortfall)	283,561	171,805	(1,020,028)	(1,020,028)	(444,539)
Add Back Non-cash Depreciation	390,827	400,163	402,000	402,000	402,000
Ending Balance June 30	\$ 1,179,272	\$ 1,751,240	\$ 1,133,211	\$ 1,133,211	\$ 1,090,672
Reserve Requirement	\$ 1,062,623	\$ 1,029,066	\$ 1,029,066	\$ 1,050,000	\$ 1,077,720

Water Delivery Rate Summary:	FY 15-16	FY 16-17	FY 17-18	FY 18-19
O & M Charge:				
Fixed Costs Per Unit of Peak Capacity	\$14,874.00	\$14,737.00	\$16,689.00	\$16,689.00
Fixed Well Replacement Charge	\$38.15	\$20.65	\$16.42	\$11.73
Variable Rate	\$303.66	\$306.60	\$306.60	\$306.60
Marginal Rate	\$163.38	\$163.38	\$152.25	\$152.25
Unrecovered Variable Rate	\$303.66	\$306.60	\$306.60	\$306.60
GMA Charge ¹	\$10.00	\$12.50	\$15.00	\$15.00

¹ - This rate is set by the GMA and subject to change.

Oxnard-Hueneme Pipeline Fixed Well Replacement Schedule

Fiscal Year	Well #	Estimated Replacement Cost	Annual Contributions	Monthly Contributions	Interest	Balance
Beginning Balance						526,421
2017-18			175,000	14,583	4,000	705,421
2018-19			125,000	10,417	4,000	834,421
2019-20			125,000	10,417	2,691	962,112
2020-21	#5	\$ 700,000	125,000	10,417	2,024	389,136
2021-22			125,000	10,417	1,355	515,491
2022-23			125,000	10,417	1,734	642,225
2023-24			125,000	10,417	2,114	769,339
2024-25			125,000	10,417	2,496	896,835
2025-26	#11	\$ 810,000	125,000	10,417	1,663	213,498
2026-27			125,000	10,417	828	339,326
2027-28			125,000	10,417	1,205	465,531
2028-29			125,000	10,417	1,584	592,115
2029-30			125,000	10,417	1,964	719,079
Total		\$ 1,510,000	1,675,000			
		Annual Req.	75% of 2010 Sub-Allocation	Rate		
Effective 2018-19		\$ 125,000	10,655.15	\$ 11.7314		

Oxnard-Hueneme Pipeline Fixed Well Replacement Charge

Contractor	75% of 2010 Sub- Allocation	Rate	Annual Contribution	Monthly Contribution
Effective 2018-19	10,655.15	\$11.7314	\$ 125,000.00	\$ 10,416.67
City of Oxnard (includes Oceanview)	6,725.50	\$11.7314	78,899.53	6,574.93
Port Hueneme Water Agency	3,467.50	\$11.7314	40,678.63	3,389.89
Dempsey Mutual	145.85	\$11.7314	1,711.02	142.59
E & H Land Company, LLC	3.94	\$11.7314	46.22	3.85
Saviors Road Mutual	20.68	\$11.7314	242.61	20.22
Cypress Mutual WD	72.15	\$11.7314	846.42	70.54
Rio School District	20.03	\$11.7314	234.98	19.58
Vineyard Ave Estates Mutual	199.50	\$11.7314	2,340.41	195.03
	<u>10,655.15</u>		<u>\$ 124,999.82</u>	<u>\$ 10,416.63</u>

United Water Conservation District

Pleasant Valley Pipeline Fund - 460

	Actual	Actual	Adjusted	Projected	Adopted
	FY 15-16	FY 2016-17	Budget	FY 2017-18	Budget
	FY 15-16	FY 2016-17	FY 2017-18	FY 2017-18	FY 2018-19
Revenues:					
Water Delivery/Fixed Costs	\$ 360,612	525,012	\$ 339,852	\$ 339,852	\$ 322,812
Investment/Interest Earnings	9,288	3,222	2,800	2,800	2,800
Other Revenue	-	1,002	-	-	-
Total Revenues	369,900	529,236	342,652	342,652	325,612
Expenditures:					
Regular Salaries	34,435	18,697	20,278	20,278	12,328
Overtime Salaries	1			-	-
Employee Benefits	24,861	20,847	144,714	144,714	14,421
Personnel Costs	59,297	39,544	164,992	164,992	26,750
Contractual Services	208,395	2,854	8,291	8,291	7,198
Office Expenses	896	8	1,193	1,193	5,379
Travel, Meetings, Training	182	28	742	742	749
Fuel-Gasoline-Diesel	3,931	3,862	2,800	2,800	806
Insurance	5,959	5,742	8,800	8,800	9,020
Utilities	2,577	2,504	4,726	4,726	4,165
Telephone	300	304	110	110	113
Safety, Supplies, Clothing	3,626	2,936	3,716	3,716	2,305
Water Treatment Chemicals	-		-	-	-
Maintenance	30,122	7,842	48,260	48,260	31,518
Small Tools & Equipment	1,434	90	835	835	207
Permits & Licenses	239	1,822	4,789	4,789	5,000
Water Quality Services	-		-	-	-
Miscellaneous	2,055	1,638	8,150	8,150	1,825
Operating Expenses	259,714	29,629	92,412	92,412	68,285
Replacement/Depreciation	70,526	70,548	72,000	72,000	72,000
General & Administrative Expenses	101,842	102,765	104,987	104,987	100,943
Debt Repayment - Principal	4,345	4,525	4,706	4,706	4,887
Debt Repayment - Interest	8,882	2,330	2,959	2,959	2,741
Financing Cost	147	142	650	650	845
Debt Service	13,374	6,996	8,315	8,315	8,472
Capital Outlay	5,334	11,346	4,257	4,257	5,995
Transfers Out	120,624	170,804	156,267	156,267	128,117
Total Expenditures	630,710	431,631	603,231	603,231	410,561
Net : Surplus / (Shortfall)	\$ (260,811)	\$ 97,605	\$ (260,579)	\$ (260,579)	\$ (84,949)

United Water Conservation District
Pleasant Valley Pipeline Fund - 460

Cash Reserves/Working Capital:	Actual FY 2015-16	Actual FY 2016-17	Adjusted Budget FY 2017-18	Projected FY 2017-18	Adopted Budget FY 2018-19
Beginning Balance July 1	\$ 500,286	\$ 310,001	\$ 478,154	\$ 478,154	\$ 289,575
Net Surplus / (Shortfall)	(260,811)	97,605	(260,579)	(260,579)	(84,949)
Add Back Non-cash Depreciation	70,526	70,548	72,000	72,000	72,000
Ending Balance June 30	<u>\$ 310,001</u>	<u>\$ 478,154</u>	<u>\$ 289,575</u>	<u>\$ 289,575</u>	<u>\$ 276,626</u>

Reserve Requirement \$ 274,340

Reserve Requirement Calculation as Defined by Contract:	FY 16-17	FY 17-18	FY 18-19
Personnel Costs	\$ 39,544	\$ 164,992	\$ 26,750
Operating Expenses	29,629	92,412	68,285
Adjustment for Extraordinary Expense ¹	-	(121,834)	-
Allocated Overhead	102,765	104,987	100,943
Depreciation	<u>70,548</u>	<u>72,000</u>	<u>72,000</u>
Operating & Maintenance Expenses	\$ 242,485	\$ 312,558	\$ 267,977
Three Years Running Average			<u>\$ 274,340</u>

Water Delivery Rate Summary:	FY 17-18			FY 18-19		
	Delivery Rate	Acre Feet	Forecasted Revenue	Delivery Rate	Acre Feet	Forecasted Revenue
O & M Rate	\$ 55	-	\$ -	\$ 55	-	\$ -
Fixed Costs (Monthly)	\$ 28,270		\$ 28,270	\$ 26,850		\$ 26,850

¹ Partial payment of PERS unfunded pension liability

United Water Conservation District
Pumping Trough Pipeline Fund - 470

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Water Delivery/Fixed Costs	\$ 1,344,845	1,724,081	\$ 2,062,200	\$ 2,062,200	\$ 1,855,400
Fox Canyon GMA	53,674	65,674	74,700	74,700	75,000
Grants	-	14,907	245,431	245,431	677,423
Debt Proceeds	-	-	-	-	452,264
Investment/Interest Earnings	2,823	5,486	4,200	4,200	4,200
Other Revenue	11,701	17,342	6,000	6,000	6,000
Total Revenues	1,413,044	1,827,490	2,392,531	2,392,531	3,070,287
Expenditures:					
Regular Salaries	164,255	169,951	112,179	112,179	181,814
Overtime Salaries	7,807	12,895	14,248	14,248	14,686
Employee Benefits	105,598	109,495	91,658	91,658	129,293
Personnel Costs	277,660	292,341	218,085	218,085	325,793
Contractual Services	29,002	9,774	48,634	48,634	45,409
Office Expenses	4,151	1,058	5,125	5,125	13,384
Travel, Meetings, Training	474	922	3,320	3,320	3,618
Fuel-Gasoline-Diesel	6,616	5,856	9,750	9,750	12,916
Insurance	16,784	14,938	19,800	19,800	20,295
Fox Canyon GMA	29,661	69,007	72,000	72,000	75,000
Utilities	353,781	337,958	383,951	383,951	384,481
Telephone	1,314	1,434	995	995	1,318
Safety, Supplies, Clothing	7,146	13,869	8,789	8,789	9,992
Water Treatment Chemicals	16,388	21,102	30,000	30,000	30,000
Maintenance	104,928	94,257	181,240	181,240	214,959
Small Tools & Equipment	1,973	1,883	2,125	2,125	2,827
Permits & Licenses	554	7,512	5,589	5,589	7,000
Water Quality Services	3,459	1,382	2,000	2,000	2,500
Miscellaneous	9,001	4,633	9,300	9,300	8,525
Operating Expenses	585,231	585,585	782,617	782,617	832,223
Replacement/Depreciation	438,011	437,702	456,000	456,000	456,000
General & Administrative Expenses	286,860	267,351	357,230	357,230	353,134
Debt Repayment - Principal ¹	75,459	45,231	121,039	121,039	48,895
Debt Repayment - Interest	18,885	16,975	31,794	31,794	32,711
Financing Cost	596	394	2,000	2,000	2,600
Debt Service	94,941	62,599	154,832	154,832	84,205
Capital Outlay	24,628	201,652	129,300	129,300	275,365
Transfers Out	137,012	1,124,384	750,933	750,933	966,865
Total Expenditures	1,844,343	2,971,614	2,848,997	2,848,997	3,293,585
Net : Surplus / (Shortfall)	\$ (431,299)	\$ (1,144,124)	\$ (456,466)	\$ (456,466)	\$ (223,298)

¹ Repayment of short-term loan of \$317,500 to be made by June 30, 2019 is excluded as it will not impact working capital.

United Water Conservation District
Pumping Trough Pipeline Fund - 470

Cash Reserves/Working Capital:	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget	FY 2017-18	Budget
			FY 2017-18		FY 2018-19
Beginning Balance July 1	\$ 765,099	\$ 771,811	\$ 65,388	\$ 65,388	\$ 64,922
Net Surplus / (Shortfall)	(431,299)	(1,144,124)	(456,466)	(456,466)	(223,298)
Add Back Non-cash Depreciation	438,011	437,702	456,000	456,000	456,000
Ending Balance June 30	\$ 771,811	\$ 65,388	\$ 64,922	\$ 64,922	\$ 297,624

Reserve Requirement \$250k - \$300k

Water Delivery Rate Summary:	FY 17-18			FY 18-19		
	Delivery	Acre	Forecasted	Delivery	Acre	Forecasted
	Rate	Feet/Turnout	Revenue	Rate	Feet/Turnout	Revenue
O&M Rate	\$ 235.00	4,980	\$ 1,170,300	\$ 235.00	5,000	\$ 1,175,000
Fixed Costs - (Monthly)	\$ 950.00	54	\$ 615,600	\$ 950.00	54	\$ 615,600
Fixed Costs - Upper System (Monthly)	\$ 675.00	8	\$ 64,800	\$ 675.00	8	\$ 64,800



ADOPTED BUDGET PLAN FISCAL YEAR 2018-19

CAPITAL IMPROVEMENT PROJECTS BUDGET



- ♦ Capital Improvement Projects Budget Summary
- ♦ Budget by Fund
- ♦ Five Year Plan (2018/19 through 2022/23)
- ♦ Capital Improvement Project (CIP) Details



Construction at the Santa Felicia Dam Spillway

CAPITAL IMPROVEMENT PROJECTS

Capital Improvement Projects (CIP) are established to account for financial resources that are proportionately designated to fund(s) for the acquisition or construction of District major capital facilities and improvements. The capital improvement budget and five-year capital improvement project plan are presented in this section. Only the first year of the plan is actually funded and appropriation authority is provided by the Board of Directors as part of each annual budget adoption. However, once approved, Board authorized appropriations carry over from year to year until expended or the project is completed or eliminated (i.e. no longer necessary).

CIP costs are proportionately allocated based on their estimated benefit to District-wide water conservation activities (Zone A); Freeman Fund activities (Zone B groundwater extraction charge); or the three (3) enterprise pipeline funds (O&M delivery charge) operations.

**Capital Improvement Budget Summary
FY 2018-19**

	General/Water Conservation Fund	Freeman Fund	OH Pipeline Fund	OH Well Replacement Fund	Pleasant Valley Pipeline	Pumping Trough Pipeline	TOTAL
CASH RESERVES/WORKING CAPITAL:							
Beginning Balance less Carryovers	-	-	-	705,421	-	(138,612)	566,809

REVENUES:

Grants	-	-	-	-	-	-	-
Proceeds from Financing	-	-	-	-	-	-	-
Well Replacement Charge	-	-	-	125,000	-	-	125,000
Interest - Well Replacement Charge	-	-	-	4,000	-	-	4,000
Transfer In	2,818,036	966,476	4,375,546	-	128,117	966,865	9,255,040
Total Revenues	2,818,036	966,476	4,375,546	129,000	128,117	966,865	9,384,040

EXPENDITURES:

Personnel Costs	395,873	222,967	58,252	3,979	3,595	171,972	856,638
Capital Outlay	2,422,163	743,509	1,399,204	-	124,522	656,281	5,345,678
Transfer Out	-	-	-	-	-	-	-
Total Expenditures	2,818,036	966,476	1,457,456	3,979	128,117	828,253	6,202,316
Net Surplus/(Shortfall)	-	-	2,918,090	125,021	-	138,612	3,181,723

CASH RESERVES/WORKING CAPITAL:

Ending Balance June 30, 2019

Reservations/Designation:
Designated for Future Years ¹

-	-	2,918,090	830,442	-	-	3,748,532
		2,918,090	830,442			

1 - OH Pipeline designation of \$2,918,090 is debt proceeds anticipated to be received in FY 2018-19 for use in 2019-20 for the completion of the Iron and Manganese Treatment Project. See pages 74 - 75 for additional detail.

<i>United Water Conservation District</i>					
<i>General/Water Conservation CIP Fund - 051</i>					
	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget	FY 2017-18	Budget
			FY 2017-18		FY 2018-19
Revenues:					
Investment/Interest Earnings	\$ (242)		\$ -	\$ -	\$ -
Transfer In	\$ 2,130,639	2,667,816	\$ 3,477,568	\$ 3,477,568	\$ 2,818,036
Total Revenues	2,130,397	2,667,816	3,477,568	3,477,568	2,818,036
Expenditures:					
Regular Salaries	-	83,015	475,156	475,156	289,024
Overtime Salaries	-		-	-	3,011
Employee Benefits	(325)	32,565	85,078	85,078	103,838
Personnel Costs	(325)	115,580	560,234	560,234	395,873
Contractual Services	1,893	54,897	250,139	250,139	-
Maintenance	-		-	-	-
Office Expense			6,536	6,536	
Miscellaneous	6,289	5,799		-	-
Operating Expenses	8,182	60,697	256,675	256,675	-
Capital Outlay	49,385	-	-	-	-
Capital Improvement Projects	1,104,834	1,437,001	7,399,467	7,399,467	2,422,163
Transfers Out	292,000		-	-	-
Total Expenditures	1,454,076	1,613,277	8,216,377	8,216,377	2,818,036
Net : Surplus / (Shortfall)	\$ 676,321	\$ 1,054,538	\$ (4,738,809)	\$ (4,738,809)	\$ -

United Water Conservation District

Freeman Diversion CIP Fund - 421

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Transfer In	\$ 1,879,287	811,891	\$ 1,185,233	\$ 1,185,233	\$ 966,476
Total Revenues	1,879,287	811,891	1,185,233	1,185,233	966,476
Expenditures:					
Regular Salaries	-	57,796	321,752	321,752	160,880
Part-Time Salaries		378			-
Overtime Salaries	-	-	-	-	482
Employee Benefits	-	17,603	81,482	81,482	61,605
Personnel Costs	-	75,777	403,234	403,234	222,967
Contractual Services		11,986	63,750	63,750	-
Office Expenses			3,630	3,630	
Operating Expenses	-	11,986	67,380	67,380	-
Capital Improvement Projects	-	582,823	3,625,635	3,625,635	743,509
Transfers Out	-	-	-	-	-
Total Expenditures	-	670,586	4,096,249	4,096,249	966,476
Net : Surplus / (Shortfall)	\$ 1,879,287	\$ 141,305	\$ (2,911,016)	\$ (2,911,016)	\$ -

United Water Conservation District
Oxnard-Hueneme Pipeline Fund - 451

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Proceeds from Financing	\$ -	\$ -	\$ -	\$ -	\$ -
Transfer In	199,676	507,854	705,581	705,581	4,375,546
Total Revenues	199,676	507,854	705,581	705,581	4,375,546
Expenditures:					
Regular Salaries	-	19,504	107,682	107,682	42,546
Overtime Salaries	-	-	-	-	-
Employee Benefits	-	5,684	10,894	10,894	15,706
Personnel Costs	-	25,189	118,576	118,576	58,252
Contractual Services	36	3	2,500	2,500	-
Office Expenses			1,452	1,452	
Operating expenses	36	3	3,952	3,952	-
Capital Improvement Projects	-	333,876	917,502	917,502	1,399,204
Transfers Out	-	-	-	-	-
Total Expenditures	36	359,067	1,040,030	1,040,030	1,457,456
Net : Surplus / (Shortfall)	\$ 199,640	\$ 148,786	\$ (334,449)	\$ (334,449)	\$ 2,918,090

United Water Conservation District

OHP Well Replacement Fund - 452

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Well Replacement Charge	\$ 406,500		\$ 175,000	\$ 175,000	\$ 125,000
Investment/Interest Earnings	1,716		4,000	4,000	4,000
Revenues	408,216	-	179,000	179,000	129,000
Transfer In	-	-	-	-	-
Total Revenues	408,216	-	179,000	179,000	129,000
Expenditures:					
Regular Salaries	-	-	83,886	83,886	2,802
Overtime Salaries	-	-	-	-	-
Employee Benefits	-	-	5,890	5,890	1,176
Personnel Costs	-	-	89,776	89,776	3,979
Capital Improvement Projects	-	-	372,900	372,900	-
Transfers Out	-	-	-	-	-
Total Expenditures	-	-	462,676	462,676	3,979
Net : Surplus / (Shortfall)	\$ 408,216	\$ -	\$ (283,676)	\$ (283,676)	\$ 125,021

United Water Conservation District

Pleasant Valley Pipeline CIP Fund - 461

	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Transfer In	\$ 450	170,803	156,267	\$ 156,267	\$ 128,117
Total Revenues	450	170,803	156,267	156,267	128,117
Expenditures:					
Regular Salaries		11,337	29,137	29,137	2,639
Overtime Salaries			-	-	-
Employee Benefits		2,566	2,259	2,259	956
Personnel Costs	-	13,903	31,396	31,396	3,595
Contractual Services	-	3	1,250	1,250	-
Travel, Meeting, Training	-	-	1,452	1,452	-
Operating expenses	-	3	2,702	2,702	-
Capital Improvement Projects	-	123,699	197,356	197,356	124,522
Transfers Out	-	-	-	-	-
Total Expenditures	-	137,605	231,454	231,454	128,117
Net : Surplus / (Shortfall)	\$ 450	\$ 33,199	\$ (75,187)	\$ (75,187)	\$ -

United Water Conservation District

Pumping Trough Pipeline - 471

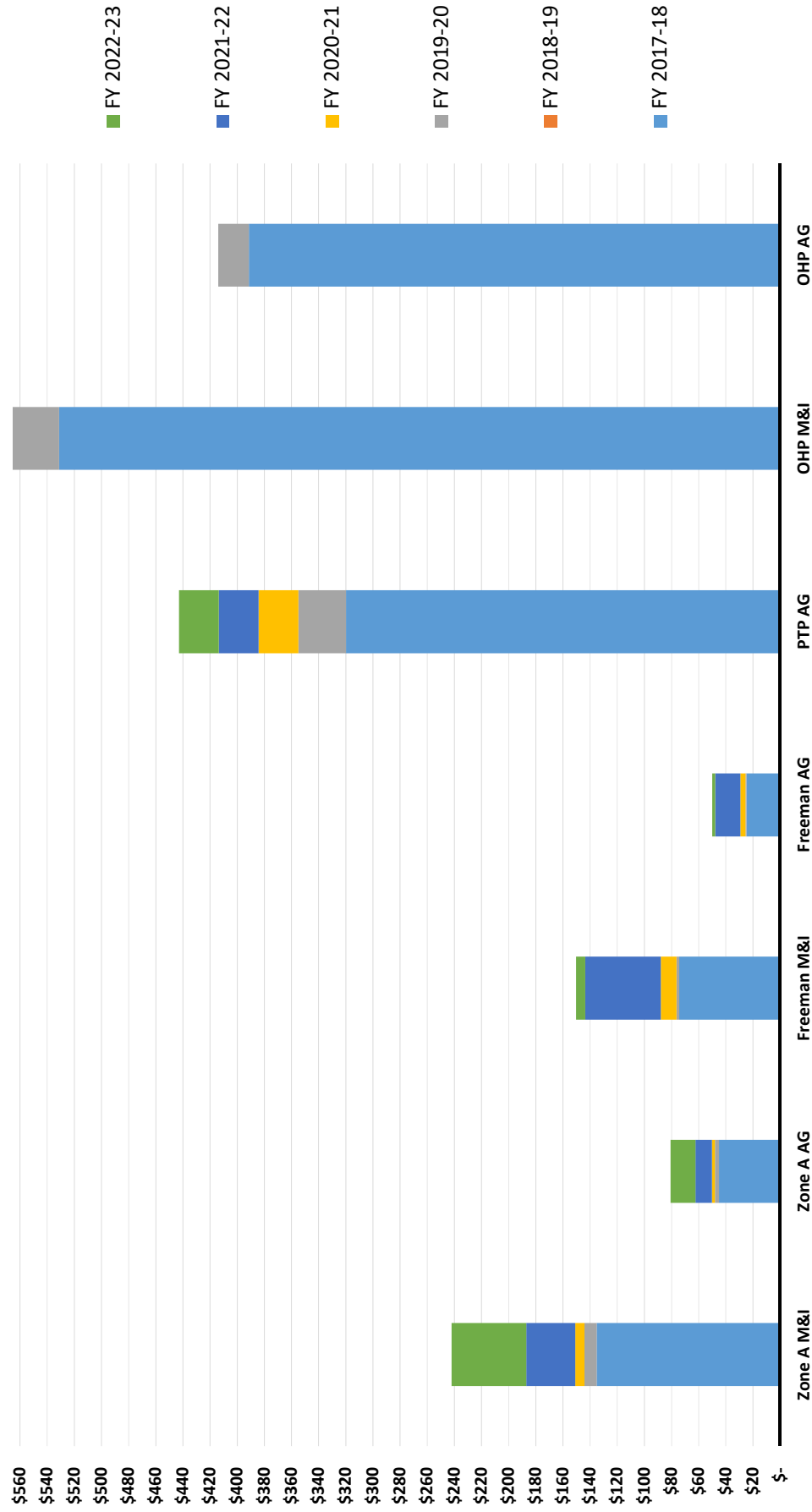
	Actual	Actual	Adjusted	Projected	Adopted
	FY 2015-16	FY 2016-17	Budget FY 2017-18	FY 2017-18	Budget FY 2018-19
Revenues:					
Transfer In	16,838	1,124,383	750,933	750,933	966,865
Total Revenues	16,838	1,124,383	750,933	750,933	966,865
Expenditures:					
Regular Salaries	-	44,092	255,917	255,917	122,853
Employee Benefits	-	14,097	103,099	103,099	49,118
Personnel Costs	-	58,190	359,016	359,016	171,972
Contractual Services	11	3	12,500	12,500	-
Office Expenses			1,452	1,452	
Operating expenses	11	3	13,952	13,952	-
Capital Improvement Projects	-	413,733	1,191,316	1,191,316	656,281
Transfers Out	-	-	-	-	-
Total Expenditures	11	471,925	1,564,285	1,564,285	828,253
Net : Surplus / (Shortfall)	\$ 16,827	\$ 652,458	\$ (813,352)	\$ (813,352)	\$ 138,612

FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN

Project #	Fund	Description	Allocation To Date	Funded				Budget FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	Total Project Cost
				Allocations Remaining	Salary Carryover	Allocations Remaining	Salary Carryover						
8000	452	Well Replacement Program	827,875	124,401	72,954	3,979	60,000	793,000	-	-	-	-	1,684,854
8001	421	Freeman Diversion Rehab	5,537,021	3,070,234	259,194	782,407	1,130,000	5,300,000	25,300,000	3,100,000	3,100,000	3,100,000	41,149,428
8002	051	SFD Outlet Works Rehab	2,508,686	695,456	52,676	474,495	3,271,000	3,000,000	32,165,000	26,510,000	26,510,000	26,510,000	67,929,181
8003	051	SFD PMF Containment	2,269,656	693,322	51,133	495,678	885,000	1,450,000	655,000	23,870,000	23,870,000	23,870,000	29,625,334
8005	051	SFD Sediment Management	153,707	67,854	25,740	-	-	-	-	-	-	-	153,707
8006		Lower River Invasive Species Control Project	603,220	426,892	51,762	257,632	265,000	4,530,000	4,530,000	4,530,000	4,530,000	4,530,000	14,715,852
8007	451	OHP Iron and Manganese Treatment Removal	746,783	438,036	31,200	1,400,001	2,918,090	-	-	-	-	-	5,064,874
8008	051	Quagga Decontamination Station	139,182	124,237	14,119	149,868	-	-	-	-	-	-	289,050
8009	051	Park Services Officer Facility Replacement	703,896	-	-	73,589	-	-	-	-	-	-	777,485
8010	051	Lake Piru Asphalt	1,397,368	245,000	21,348	114,160	133,000	183,000	-	-	-	-	1,827,528
8011	051	Day Use Pavilion Rehab	197,884	178,925	9,678	39,795	-	-	-	-	-	-	237,679
8012	051	Day Use Restroom Rehab	28,201	24,500	3,701	27,218	-	-	-	-	-	-	55,419
8013	051	Juan Fernandez Day Use	81,793	24,999	6,793	41,636	125,000	-	-	-	-	-	248,429
8014		Solar Project - Piru	85,545	25,731	9,840	10,668	-	-	-	-	-	-	96,213
8018	051	Ferro-Rose Recharge	1,736,904	507,725	131,189	159,673	560,000	990,000	-	-	-	-	3,446,577
8019	051	Brackish Water Treatment Plant	12,857	-	5,754	40,153	-	-	-	-	-	-	53,010
8020		Recycled Water	1,485,034	1,066,906	51,098	108,979	60,000	60,000	60,000	60,000	60,000	60,000	1,834,013
8021	471	Rice Avenue Overpass PTP	28,136	10,000	18,136	287,027	-	-	-	-	-	-	315,163
8022	471	PTP Turnout Metering System	1,001,543	360,681	150,000	385,780	-	-	-	-	-	-	1,387,323
8023	051	Pothole Trailhead	148,701	108,162	442	52,000	-	-	-	-	-	-	200,701
8024		New Headquarters	1,500,000	1,491,681	(4,437)	500,000	6,000,000	-	-	-	-	-	8,000,000
8025	051	State Water Interconnection Project	529,366	300,000	21,084	212,078	170,000	320,000	265,000	-	-	-	1,496,444
8026	051	Lower Piru Creek Habitat	222,540	212,000	10,540	202,985	210,000	-	-	-	-	-	635,525
8028		Replace El Rio Trailer	-	-	-	-	35,000	355,000	-	-	-	-	390,000
8030	051	Alternative Supply Alliance Pipeline	-	-	-	300,000	-	-	-	-	-	-	300,000
8031	051	SFD Spillway Floor Repair	-	-	-	82,516	-	-	-	-	-	-	82,516
TOTAL AMOUNT PER YEAR			\$ 21,945,898	\$ 10,196,741	\$ 993,942	\$ 6,202,316	\$ 15,822,090	\$ 16,981,000	\$ 62,975,000	\$ 58,070,000	\$ 58,070,000	\$ 58,070,000	\$ 181,996,304

If no fund is noted, project is expensed throughout multiple funds. See CIP sheets for breakdown.

CIP Debt Impact to Rates per Acre Foot



Note: Rates reflect only acre feet charges. Other fixed costs may apply but are not included in the rate analysis above.

CIP RELATED DEBT ISSUANCE PROJECTIONS

PROJECT	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	DESCRIPTION
WATER CONSERVATION FUND						
Ferro Rose	\$ -	\$ 560,000	\$ 990,000.00	\$ -	\$ -	FY 2018-19 allocations covered with existing fund balance
SFD Outlet Works	\$ -	\$ 3,271,000	\$ 3,000,000	\$ 32,165,000	\$ 26,510,000	FY 2018-19 allocations covered with existing fund balance
SFD PMF Containment	\$ -	\$ 885,000	\$ 1,450,000	\$ 655,000	\$ 23,870,000	FY 2018-19 allocations covered with existing fund balance
Lower River Invasive Species Control	\$ -	\$ -	\$ 906,000	\$ 906,000	\$ 906,000	FY 2018-19 allocations covered with existing fund balance
New Headquarters	\$ -	\$ 3,600,000.00	\$ -	\$ -	\$ -	FY 2018-19 allocations covered with existing fund balance
TOTAL	\$ -	\$ 8,316,000.00	\$ 6,346,000	\$ 33,726,000	\$ 51,286,000	
		\$ 538,102	\$ 410,629	\$ 2,182,301	\$ 3,318,553	Annual debt service requirements - 30-years @ 5%
M&I	\$ 8.91	\$ 6.80	\$ 2.27	\$ 36.15	\$ 54.98	Rate increase to cover debt service payments & coverage of 1.25
AG	\$ 2.97	\$ 2.27	\$ 12.05	\$ 18.33	\$ 18.33	
FREEMAN FUND						
Freeman Diversion	\$ -	\$ -	\$ 5,300,000	\$ 25,300,000	\$ 3,100,000.00	FY 2018-19 through 2019-20 allocations covered with existing fund balance
New Headquarters	\$ -	\$ 900,000	\$ -	\$ -	\$ -	FY 2017-18 and 2018-19 allocations covered with existing rates
TOTAL	\$ -	\$ 900,000	\$ 5,300,000	\$ 25,300,000	\$ 3,100,000	
	\$ 58,236	\$ 342,946	\$ 1,637,082	\$ 200,591	\$ 200,591	Annual debt service requirements - 30-years @ 5%
M&I	\$ 1.98	\$ 11.64	\$ 55.56	\$ 6.81	\$ 6.81	Rate increase to cover debt service payments & coverage of 1.25
AG	\$ 0.66	\$ 3.88	\$ 18.52	\$ 2.27	\$ 2.27	
PTP FUND						
Lower River Invasive Species Control	\$ -	\$ -	\$ 1,812,000	\$ 1,812,000	\$ 1,812,000	FY 2018-19 allocations covered with existing fund balance
PTP Metering	\$ -	\$ 452,264	\$ -	\$ -	\$ -	Debt projected to be issued late FY 2018-19. Repayment to begin in FY 19-20
New Headquarters	\$ -	\$ 600,000	\$ -	\$ -	\$ -	FY 2017-18 and 2018-19 allocations covered with existing rates
TOTAL	\$ -	\$ 1,052,264	\$ 1,812,000	\$ 1,812,000	\$ 1,812,000	
	\$ 140,415	\$ 117,249	\$ 117,249	\$ 117,249	\$ 117,249	1) Annual debt service requirements - 5-years @ 4%
AG	\$ 35.10	\$ 29.31	\$ 29.31	\$ 29.31	\$ 29.31	2) Annual debt service requirements - 30-years @ 5%
						Rate increase to cover debt service payments & coverage of 1.25
OHP FUND						
Iron & Manganese Treatment	\$ -	\$ 3,981,091	\$ -	\$ -	\$ -	Debt projected to be issued late FY 2018-19. Repayment to begin in FY 19-20
New Headquarters	\$ -	\$ 600,000	\$ -	\$ -	\$ -	FY 2018-19 allocations covered with existing rates
TOTAL	\$ -	\$ 4,581,091	\$ -	\$ -	\$ -	
	\$ 529,657					1) Annual debt service requirements - 10-years @ 4%
M&I	\$ 67.40					2) Annual debt service requirements - 30-years @ 5%
AG	\$ 22.47					Rate increase to cover debt service payments & coverage of 1.25
PVP FUND						
Lower River Invasive Species Control	\$ -	\$ -	\$ 1,812,000	\$ 1,812,000	\$ 1,812,000	FY 2018-19 allocations covered with existing fund balance
New Headquarters	\$ -	\$ 300,000	\$ -	\$ -	\$ -	FY 2018-19 allocations covered with existing rates
TOTAL	\$ -	\$ 300,000	\$ 1,812,000	\$ 1,812,000	\$ 1,812,000	
	\$ 24,265	\$ 146,561	\$ 146,561	\$ 146,561	\$ 146,561	Rate increase to cover debt service payments & coverage of 1.25

Assumptions:


Pumping and water delivery activity at 2018-19 levels.
 Project costs based on most recent engineering estimates.
 CIP cost only, does not include operational and maintenance costs.
 Assumes no grant funding.

Other Notes:

Solar Power - \$8,000,000
 Recycled Water - \$8,000,000
 Seeking to fund via private investment
 Seeking to fund via GSA Regional Assessment

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name:	Well Replacement Program		Project Number	
	Engineering		8000	
Department:	400		Fund Charged	
			452	


Project Description				
Description	The District initiated an asset management and preventative maintenance program to replace the Lower Aquifer System (LAS) water wells supplying Oxnard-Hueneme (O-H) Pipeline. The wellfield is located at the El Rio Groundwater Recharge Facility. The program calls for replacing one water well every three to five years until the 7 original wells have been replaced.			
Need Benefit, and Relation to Existing Facilities	Several of the original LAS water wells supplying the O-H pipeline are still in service. The original LAS wells were constructed in the mid-1950's using the "cable-tool" technique and are nearing the end of their service life. Around FY 2000 the District and the O-H service customers agreed to setup a dedicated account to replace one well every 3 to 5 five years. Well No. 2A was replaced in the 1980s but is experiencing some casing problems. The latest replacement well was in 2017 when Well No. 4 was replaced by Well No. 18. The District has replaced Well Nos. 3, 4, and 7 since the program began.			
Current Status	The next well replacement is scheduled begin in FY 2020-21.			
Graphical Information				

PROJECT FUNDING									
Project 8000	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	0%	-	-	-	-	-	-	-	-
Debt Proceeds	0%	-	-	-	-	-	-	-	-
Freeman	0%	-	-	-	-	-	-	-	-
OH Pipeline	0%	-	-	-	-	-	-	-	-
OH Well Replacement	100%	827,875	3,979	60,000	793,000	-	-	1,684,854	-
PV Pipeline	0%	-	-	-	-	-	-	-	-
PT Pipeline	0%	-	-	-	-	-	-	-	-
Contributions/Grants	0%	-	-	-	-	-	-	-	-
Total Funding Sources	100%	827,875	3,979	60,000	793,000	-	-	1,684,854	-
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	160,875	87,922	72,954	3,979	30,000	110,000	-	-	304,854
Legal Fees	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	160,875	87,922	72,954	3,979	30,000	110,000	-	-	304,854
Project Planning & Design									
Design	8,000	-	8,000	-	-	8,000	-	-	16,000
Survey	-	-	-	-	-	-	-	-	-
Geotechnical	4,000	-	4,000	-	-	4,000	-	-	8,000
Total Planning & Design	12,000	-	12,000	-	-	12,000	-	-	24,000
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	-
CEQA / Permits	5,000	50	4,950	-	-	1,000	-	-	6,000
Total Land Acquisition	5,000	50	4,950	-	-	1,000	-	-	6,000
Construction									
Equipment	100,000	21,979	78,021	-	30,000	70,000	-	-	200,000
Construction	550,000	520,570	29,430	-	-	600,000	-	-	1,150,000
Total Improvements	650,000	542,549	107,451	-	30,000	670,000	-	-	1,350,000
Total Project Costs	827,875	630,521	197,354	3,979	60,000	793,000	-	-	1,684,854
Special Project Issues & Funding Sources									
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Freeman Diversion Rehab
Department: Engineering 400

Project Number **8001**
Fund Charged **421**

Project Description	
Description	The project proposes to accomplish five items of rehabilitation: 1) Construct a fish passage facility, 2) Add cast concrete over the RCC face, 3) Reconfigure the existing fish screens, 4) Add trash racks or screens at the pipe inlets, and 5) Dredge the desilting basin to original lines and grades.
Need Benefit, and Relation to Existing Facilities	Item 1 is intended to comply with an ESA settlement as well as a mitigation measure for the Habitat Conservation Plan (HCP). The fish passage facility will provide a means for the District to comply with the ESA and continue diverting water at the Freeman Diversion. Item 2 is necessary to preserve the long term integrity of the structure. Item 3 is advisable for a variety of operational and ESA reasons. Item 4 is necessary for operator safety. Item 5 will allow for another 20 years of project operations.
Current Status	Design of the fish passage facility is the longest lead item. Additional geotechnical investigation may be required to complete the design. A hydraulic engineering firm has been hired to determine the passage's details. More detailed 2-D computer modeling and 3-D physical modelling will further refine the design. If the HCP and passage design is approved by the regulators, the construction on the fish passage facility (Item 1) and diversion modifications (Items 2,3, 4 and 5) could begin by the year 2021.
Graphical Information	

PROJECT FUNDING										
Project 8001	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22 - 23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	0%	-	-	-	-	-	-	-		
Debt Proceeds	0%	-	-	-	-	-	-	-		
Freeman	100%	5,537,021	782,407	1,130,000	5,300,000	25,300,000	3,100,000	41,149,428		
OH Pipeline	0%	-	-	-	-	-	-	-		
OH Well Replacement	0%	-	-	-	-	-	-	-		
PV Pipeline	0%	-	-	-	-	-	-	-		
PT Pipeline	0%	-	-	-	-	-	-	-		
Contributions/Grants	0%	-	-	-	-	-	-	-		
Total Funding Sources	100%	5,537,021	782,407	1,130,000	5,300,000	25,300,000	3,100,000	41,149,428		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22 - 23 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	669,894	410,700	259,194	142,367	150,000	200,000	300,000	100,000	1,562,261	
Legal Fees	60,050	50	60,000	-	-	100,000	-	-	160,050	
Total Admin/Inspection	729,944	410,750	319,194	142,367	150,000	300,000	300,000	100,000	1,722,311	
Project Planning & Design										
Design	3,251,893	1,193,516	2,058,377	500,000	500,000	-	-	-	4,251,893	
Survey	93,481	107,906	(14,425)	-	50,000	-	-	-	143,481	
Geotechnical	144,257	-	144,257	-	130,000	-	-	-	274,257	
Total Planning & Design	3,489,631	1,301,422	2,188,209	500,000	680,000	-	-	-	4,669,631	
Land Acquisition										
Row / Land Acquisition	184,439	53,969	130,470	-	100,000	-	-	-	284,439	
CEQA / Permits	1,131,454	439,900	691,554	-	200,000	-	-	-	1,331,454	
Total Land Acquisition	1,315,893	493,868	822,025	-	300,000	-	-	-	1,615,893	
Construction										
Equipment	1,078	1,078	-	40	-	2,000,000	-	-	2,001,118	
Construction	475	475	-	140,000	-	3,000,000	25,000,000	3,000,000	31,140,475	
Total Improvements	1,553	1,553	-	140,040	-	5,000,000	25,000,000	3,000,000	33,141,593	
Total Project Costs	5,537,021	2,207,593	3,329,428	782,407	1,130,000	5,300,000	25,300,000	3,100,000	41,149,428	
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
The project is a component of the MSHCP and must be coordinated with U.S. Army Corps of Engineers, National Marine Fishery Service, CDFW, USFWS and the County of Ventura.										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

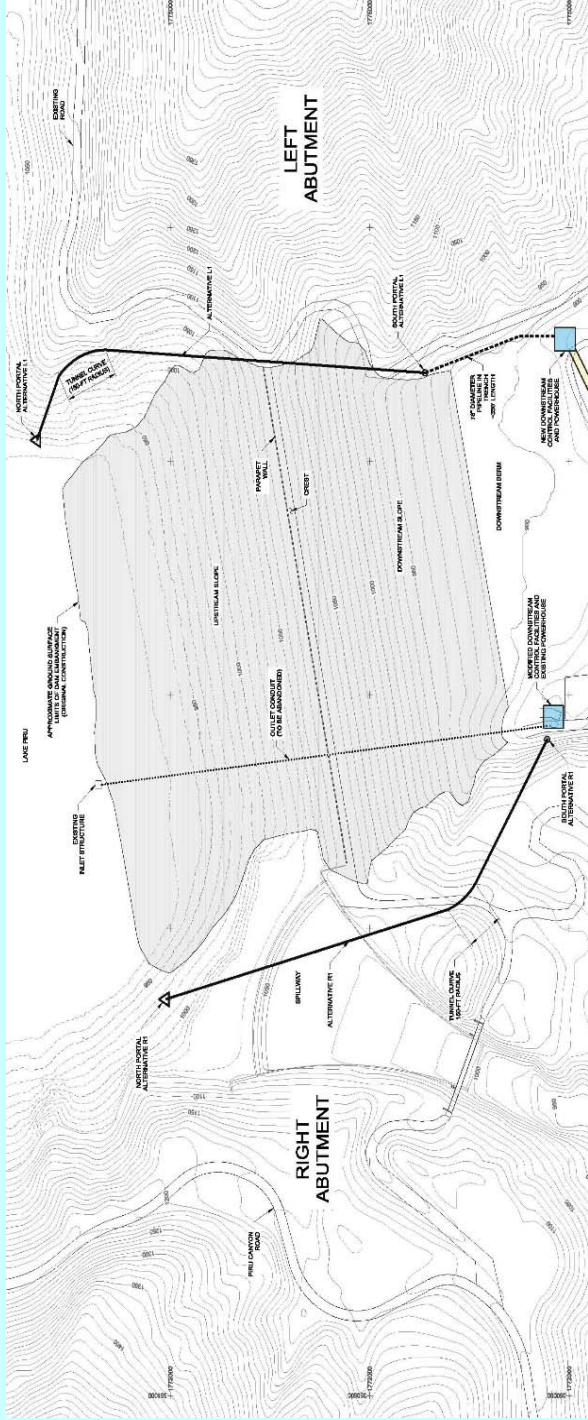
Project Number	8002
Fund Charged	051

Engineering 400

Description
Replace the nearly buried and seismic-deficient intake tower at Santa Felicia Dam with a robust facility with higher elevation point(s) of intake. Abandon and replace the corroded and seismically marginal penstock and tunnel.

<p>Need Benefit, and Relation to Existing Facilities</p>	<p>The existing intake tower was extended approximately 30 vertical feet in 1977 and has lasted over forty years. Sediment is now within 2 feet of the intake. If current sedimentation rates continue the outlet works may be silted in by 2022. A 2012 seismic evaluation has determined that the structure is significantly vulnerable to high seismic loads. A failure of the intake tower could compromise the safety of the dam and operation. A 2014 seismic deformation analysis of the upstream slope indicates that a Maximum Credible Earthquake (MCE) could potentially cause a failure of the 66-inch diameter outlet conduit and 60-inch steel penstock. The intake tower replacement would provide an opportunity to replace the penstock and other related features.</p>
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Current Status	Phase 2 preliminary design is currently in progress with the anticipation that the District will proceed with the final design in 2019. The design development will proceed in parallel to the required environmental documentation. The CEQA process was initiated in 2016 and is expected to be completed in 2018. The NEPA process will begin after CEQA has been finalized. The outlet works improvement project will require United to file a non-capacity license amendment with the Federal Energy Regulatory Commission (FERC). United has convened a board of consultants to provide peer review and quality assurance of the design. Construction could begin by FY 20-21.
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PROJECT FUNDING									
Project 8002	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100%	2,508,686	474,495	3,271,000	3,000,000	32,165,000	26,510,000	67,929,181	
Debt Proceeds	0%	-	-	-	-	-	-	-	
Freeman	0%	-	-	-	-	-	-	-	
OH Pipeline	0%	-	-	-	-	-	-	-	
OH Well Replacement	0%	-	-	-	-	-	-	-	
PV Pipeline	0%	-	-	-	-	-	-	-	
PT Pipeline	0%	-	-	-	-	-	-	-	
Contributions/Grants	0%	-	-	-	-	-	-	-	
Total Funding Sources	100%	2,508,686	474,495	3,271,000	3,000,000	32,165,000	26,510,000	67,929,181	
PROJECT COSTS									
Project Administration/Inspection									
In-House Salaries	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
	191,146	138,470	52,676	119,495	100,000	100,000	100,000	300,000	910,641
Legal Fees	6,000	1,000	5,000	5,000	11,000	-	-	-	22,000
Total Admin/Inspection	197,146	139,470	57,676	124,495	111,000	100,000	100,000	300,000	932,641
Project Planning & Design									
Design	1,856,198	1,407,677	448,521	100,000	2,990,000	65,000	210,000	7,621,198	
Survey	13,670	13,670	-	-	-	-	-	-	13,670
Geotechnical	10,000		10,000	-	-	-	-	-	10,000
Total Planning & Design	1,879,868	1,421,347	458,521	100,000	2,990,000	65,000	210,000	7,644,868	
Land Acquisition									
Row / Land Acquisition			-	50,000	10,000	-	-	-	60,000
CEQA / Permits	431,672	199,737	231,935	200,000	160,000	-	-	-	941,672
Total Land Acquisition	431,672	199,737	231,935	250,000	170,000	-	-	-	1,001,672
Construction									
Equipment			-	-	-	-	-	-	-
Construction			-	-	350,000	32,000,000	26,000,000	58,350,000	
Total Improvements	-	-	-	-	350,000	32,000,000	26,000,000	58,350,000	
Total Project Costs	2,508,686	1,760,554	748,132	474,495	3,271,000	32,165,000	26,510,000	67,929,181	
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
12/13	\$86,000 050	\$126,600 010							
13/14	\$448,000 050	\$70,400 2005B Rev Bonds trsf from 822							
14/15	\$80,000 050	\$(76,000) reduction of Bond trsf to 875							
15/16	\$278,000 050	\$480,000 Trsf from 861							
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

Project Number	8003
Fund Charged	051


PROJECT FUNDING									
Project 8003	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100%	2,269,656	495,678	885,000	1,450,000	655,000	23,870,000	29,625,334	
Debt Proceeds	0%	-	-	-	-	-	-	-	
Freeman	0%	-	-	-	-	-	-	-	
OH Pipeline	0%	-	-	-	-	-	-	-	
OH Well Replacement	0%	-	-	-	-	-	-	-	
PV Pipeline	0%	-	-	-	-	-	-	-	
PT Pipeline	0%	-	-	-	-	-	-	-	
Contributions/Grants	0%	-	-	-	-	-	-	-	
Total Funding Sources	100%	2,269,656	495,678	885,000	1,450,000	655,000	23,870,000	29,625,334	
PROJECT COSTS									
Project Phase/Category									
Project Administration/Inspection	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
In-House Salaries	225,387	174,254	51,133	124,678	100,000	100,000	100,000	400,000	1,050,065
Legal Fees	5,000		5,000	6,000	-	-	-	15,000	26,000
Total Admin/Inspection	230,387	174,254	56,133	130,678	100,000	100,000	100,000	415,000	1,076,065
Project Planning & Design									
Design	1,564,462	1,150,385	414,077	215,000	640,000	1,220,000	555,000	655,000	4,849,462
Survey	1,050	1,050	-	-	-	-	-	-	1,050
Geotechnical			-	-	-	-	-	-	-
Total Planning & Design	1,565,512	1,151,435	414,077	215,000	640,000	1,220,000	555,000	655,000	4,850,512
Land Acquisition									
Row / Land Acquisition	709	709	0	-	-	-	-	-	709
CEQA / Permits	431,449	198,804	232,645	150,000	145,000	130,000	-	-	856,449
Total Land Acquisition	432,158	199,512	232,646	150,000	145,000	130,000	-	-	857,158
Construction									
Equipment	41,599	-	41,599	-	-	-	-	-	41,599
Construction			-	-	-	-	-	22,800,000	22,800,000
Total Improvements	41,599	-	41,599	-	-	-	-	22,800,000	22,841,599
Total Project Costs	2,269,656	1,525,202	744,454	495,678	885,000	1,450,000	655,000	23,870,000	29,625,334
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
11/12	\$255,000	010	\$116,291	010					
12/13	\$6,000	050	\$ 17,475	Supp from GF Res					
13/14	\$60,000	050	\$ 57,525	Trsfir from 860 1/11 2005 Bonds					
14/15	\$220,000	050	\$217,872	2005B Rev Bonds					
15/16	\$216,000	050							
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

*FY 15-16 forward will use the General/Water Conservation Fund as the main funding source.

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: SFD Sediment Management
Department: Engineering 400

Project Number **8005**
Fund Charged **051**

Project Description	
Description	Develop a long term strategy for the sedimentation of Lake Piru. This could involve removal, relocation and/or in-place stabilization.
Need Benefit, and Relation to Existing Facilities	The sediment in the lake is measured every ten years, with the next survey scheduled for 2026. The volume of accumulated sediment is large. Each unit of sediment removed from below the operational water surface lends a like unit to usable water storage. However, current cost of standard earth moving techniques is expected to exceed \$1,600/ AF for adjacent benching.
Current Status	No significant activity has occurred. Staff plans to conduct a feasibility study for removal of sediment from Lake Piru.
Graphical Information	

PROJECT FUNDING										
Project 8005		Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		100%	153,707	-	-	-	-	-	-	153,707
Debt Proceeds		0%	-	-	-	-	-	-	-	-
Freeman		0%	-	-	-	-	-	-	-	-
OH Pipeline		0%	-	-	-	-	-	-	-	-
OH Well Replacement		0%	-	-	-	-	-	-	-	-
PV Pipeline		0%	-	-	-	-	-	-	-	-
PT Pipeline		0%	-	-	-	-	-	-	-	-
Contributions/Grants		0%	-	-	-	-	-	-	-	-
Total Funding Sources		100%	153,707	-	-	-	-	-	-	153,707
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	29,410	3,670	25,740	-	-	-	-	-	-	29,410
Legal Fees			-	-	-	-	-	-	-	-
Total Admin/Inspection	29,410	3,670	25,740	-	-	-	-	-	-	29,410
Project Planning & Design										
Design	60,000	-	60,000	-	-	-	-	-	-	60,000
Survey	64,297	56,443	7,854	-	-	-	-	-	-	64,297
Geotechnical	-	-	-	-	-	-	-	-	-	-
Total Planning & Design	124,297	56,443	67,854	-	-	-	-	-	-	124,297
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	-	-	-	-	-	-	-	-	-	-
Total Land Acquisition	-	-	-	-	-	-	-	-	-	-
Construction										
Equipment	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-	-
Total Improvements	-	-	-	-	-	-	-	-	-	-
Total Project Costs	153,707	60,113	93,594	-	-	-	-	-	-	153,707
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
\$75,000 2009 COP Bonds										
15/16 \$78,277 050										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

**United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects**

Project Name:	Lower River Invasive Species Control Project	Project Number	8006
Department:	Engineering	Fund Charged	052
	400		


Project Description			
Description	Evaluate, design and implement operational modifications and treatment options to control invasive species (i.e. quagga mussels) on the Lower River System and Pipelines (Freeman Diversion, Saticoy, El Rio, PVCWD, and PTP).		
Need Benefit, and Relation to Existing Facilities	The District is preparing to deal with the quagga mussel threat. If the mussels migrate downstream from Piru Creek, the lower river system, recharge basins and pipeline customers could be adversely affected. Once colonies have been established, the mussels are challenging to eradicate. Control will include modifying operations and the installation of treatment facilities. Implementation will be phased over a period of years.		
Current Status	On October 15, 2015, the District selected the engineering firm "AECOM" to prepare a feasibility study on invasive species control options for the Freeman Diversion and Lower River System infrastructure. The results of the feasibility study were presented to PTP and PVCWD stakeholders at user meetings held on April 18 and December 8, 2016. The final feasibility study report dated September 27, 2016 was posted to the District's website for public review. The study recommended implementing one or both of the following: (1) expand the Saticoy well-field for delivery of slow-sand filtered surface water to the PTP system and PVCWD and (2) disinfectant feed immediately before the PTP system and PVCWD. The District plans to conduct a pilot study to evaluate the mortality effects of chlorine and other chemicals on quagga mussel veligers.		
Graphical Information	<p>Mussel Colonization Risk Category Legend</p> <ul style="list-style-type: none"> Area not considered as part of this study Infrastructure considered to be at low-risk. Intermittent, seasonal, or operational type mussel controls will likely be adequate Infrastructure considered to be at medium-risk. Intermittent controls may work, but more consistent protection is preferred if possible Infrastructure considered to be at high-risk. Consistent, continuous protection is required to prevent passage of veligers and colonization by mussels <p>NOTES: - This figure does not address water quality risks to downstream users that may result from increased salinity due to mussel treatment (e.g., elevated levels of disinfection by-product).</p> <p>- Flow rates indicate conveyance capacities to/from unit operations, not typical flows</p>		

Figure 6-1. Infrastructure Overview and Locations Requiring Veliger/Mussel Control

PROJECT FUNDING									
Project 8006	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	20%	120,644	51,526	53,000	906,000	906,000	906,000	2,943,170	
Debt Proceeds	0%	-	-	-	-	-	-	-	
Freeman	0%	-	-	-	-	-	-	-	
OH Pipeline	0%	-	-	-	-	-	-	-	
OH Well Replacement	0%	-	-	-	-	-	-	-	
PV Pipeline	40%	241,288	103,053	106,000	1,812,000	1,812,000	1,812,000	5,886,341	
PT Pipeline	40%	241,288	103,053	106,000	1,812,000	1,812,000	1,812,000	5,886,341	
Contributions/Grants	0%	-	-	-	-	-	-	-	
Total Funding Sources	100%	603,220	257,632	265,000	4,530,000	4,530,000	4,530,000	14,715,852	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
Project Administration/Inspection		Est Exp Thru End of Year	Est Balance to Carryover						
In-House Salaries	75,345	23,583	51,762	7,632	15,000	30,000	30,000	30,000	187,977
Legal Fees			-	-	-	-	-	-	
Total Admin/Inspection	75,345	23,583	51,762	7,632	15,000	30,000	30,000	30,000	187,977
Project Planning & Design									
Design	516,875	96,983	419,892	250,000	250,000	-	-	-	1,016,875
Survey	6,000	4,000	2,000	-	-	-	-	-	6,000
Geotechnical	5,000	-	5,000	-	-	-	-	-	5,000
Total Planning & Design	527,875	100,983	426,892	250,000	250,000	-	-	-	1,027,875
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	-
CEQA / Permits	-	-	-	-	-	-	-	-	-
Total Land Acquisition	-	-	-	-	-	-	-	-	-
Construction									
Equipment	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	4,500,000	4,500,000	4,500,000	13,500,000
Total Improvements	-	-	-	-	-	4,500,000	4,500,000	4,500,000	13,500,000
Total Project Costs	603,220	124,566	478,654	257,632	265,000	4,530,000	4,530,000	4,530,000	14,715,852
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
Water Conservation 050									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name:	OHP Iron and Manganese Treatment Removal	Project Number	8007
Department:	Engineering	Fund Charged	451
	400		

Project Description			
Description	Construct treatment facilities to remove dissolved iron and manganese from OH Wells 12, 13, and 14.		
Need Benefit, and Relation to Existing Facilities	OH Wells 12, 13 and 14 exceed the recommended concentrations of iron and manganese. In order to comply with State Water Resources Control Board Division of Drinking Water (DDW) regulations, the District must either blend the water with other sources, sequester the minerals, reduce the contaminants to acceptable levels, or survey customers and continue to apply for a waiver for not meeting DDW secondary drinking water regulations. The current drought has stressed existing sources and blending is not always possible. Sequestering the minerals causes water quality issues with the pipeline customers.		
Current Status	Staff has prepared a feasibility study for iron and manganese treatment which was distributed to stakeholders on March 10, 2016. Pilot Plant testing commenced in May 2016 which successfully demonstrated higher design treatment loading rates are possible than initially thought. The feasibility study was updated in August 2016 with the recommendation to pursue manganese dioxide coated filter media. A Request for Qualifications and Proposals for design services was issued to interested engineering firms on January 16, 2018 with a proposed contract award date of April 11, 2018. The project additionally includes procurement of a portable emergency generator capable of providing power to one deep well (OH Well 12, 13 or 14).		
Graphical Information			

PROJECT FUNDING									
Project 8007	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	0%	-	-	-	-	-	-	-	
Debt Proceeds	0%	-	1,063,001	2,918,090	-	-	-	3,981,091	
Freeman	0%	-	-	-	-	-	-	-	
OH Pipeline	100%	746,783	337,000	-	-	-	-	1,083,783	
OH Well Replacement	0%	-	-	-	-	-	-	-	
PV Pipeline	0%	-	-	-	-	-	-	-	
PT Pipeline	0%	-	-	-	-	-	-	-	
Contributions/Grants	0%	-	-	-	-	-	-	-	
Total Funding Sources	100%	746,783	1,400,001	2,918,090	-	-	-	5,064,874	
PROJECT COSTS									
Project Phase/Category									
Project Administration/Inspection									
In-House Salaries	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
Legal Fees	89,531	58,331	31,200	56,708	62,400	-	-	-	208,639
Total Admin/Inspection	89,531	58,331	31,200	56,708	62,400	-	-	-	208,639
Project Planning & Design									
Design	547,260	176,867	370,393	29,607	-	-	-	-	576,867
Survey	26,000	18,667	7,333	-	-	-	-	-	26,000
Geotechnical	20,000	10,000	10,000	-	-	-	-	-	20,000
Total Planning & Design	593,260	205,534	387,726	29,607	-	-	-	-	622,867
Land Acquisition									
Row / Land Acquisition	-	-	-	10,000	-	-	-	-	10,000
CEQA / Permits	30,000	10,000	20,000	-	50,000	-	-	-	80,000
Total Land Acquisition	30,000	10,000	20,000	10,000	50,000	-	-	-	90,000
Construction									
Equipment	23,996	-	23,996	1,300,000	-	-	-	-	1,323,996
Construction	9,996	3,682	6,314	3,686	2,805,690	-	-	-	2,819,372
Total Improvements	33,992	3,682	30,310	1,303,686	2,805,690	-	-	-	4,143,368
Total Project Costs	746,783	277,547	1,400,001	2,918,090	-	-	-	-	5,064,874

Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
FY 17-18	FY 18 - 19	FY 19 - 20								
450 - 100%	Debt Proceeds - 76%	Debt Proceeds - 100%								

Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Quagga Decontamination Station		Project Number
Department: Engineering	400	Fund Charged
		8008
		051
Project Description		
Description	As part of the District's Quagga Mussel Management Control Plan, the District proposes to decontaminate all vessels that have been in the waters of Lake Piru Reservoir for more than 96 hours to prevent the spread of the invasive species. The District would decontaminate all equipment used by both the District and/or contractors when doing work in and around contaminated waters. The scope of work includes the design and construction of a concrete pad and a catchment basin to collect contaminated wash water generated in the decontamination process. The pad measures approximately 75 feet in length by 20 feet in width. The attached catchment basin will measure approximately 20 feet wide by 75 feet long and slope from the ground to a depth of 24 inches on the opposite end. The project would include a 12 foot by 12 foot storage shed for the District's mobile decontamination unit and various tools necessary to perform decontaminations.	
Need Benefit, and Relation to Existing Facilities	The immediate need for performing vessel and equipment decontaminations has been identified by the California Department of Fish and Wildlife (CDFW) and outlined in the District's draft Quagga Mussel Management and Control Plan. The District will benefit by complying with State law and ensuring that its equipment is decontaminated prior to use in other areas. This facility will allow the District to continue with its efforts to provide a competitive boating program for recreational visitors while simultaneously working to prevent the spread of invasive species.	
Current Status	The project has been delayed. The CDFW has not approved the District's Quagga Mussel Management Control Plan.	
Graphical Information	The proposed location of the facility is approximately 75 feet north of the Lake Piru Park Service Officer facility approximately 500 feet to the east of the intersection for the Olive Grove Campground, Piru Canyon Road and the entry to the Reasoner Canyon Marina. The facility will be constructed on the northern curb launch of the existing asphalt roadway near the fish cleaning station. This area is located one eighth of a mile from the entry kiosk of the recreation area. This location was selected due to its proximity to both the administrative facilities and necessary water and electric utilities.	

PROJECT FUNDING									
Project 8008	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100.00%	139,182	149,868	-	-	-	-	289,050	
Debt Proceeds	0.00%	-	-	-	-	-	-	-	
Freeman	0.00%	-	-	-	-	-	-	-	
OH Pipeline	0.00%	-	-	-	-	-	-	-	
OH Well Replacement	0.00%	-	-	-	-	-	-	-	
PV Pipeline	0.00%	-	-	-	-	-	-	-	
PT Pipeline	0.00%	-	-	-	-	-	-	-	
Contributions/Grants	0.00%	-	-	-	-	-	-	-	
Total Funding Sources	100%	139,182	149,868	-	-	-	-	289,050	
PROJECT COSTS									
Project Phase/Category									
Project Administration/Inspection									
In-House Salaries	14,945	826	14,119	9,868	-	-	-	24,813	
Legal Fees	-	-	-	-	-	-	-	-	
Total Admin/Inspection	14,945	826	14,119	9,868	-	-	-	24,813	
Project Planning & Design									
Design	30,000	-	30,000	60,000	-	-	-	90,000	
Survey	2,500	-	2,500	10,000	-	-	-	12,500	
Geotechnical	5,000	-	5,000	5,000	-	-	-	10,000	
Total Planning & Design	37,500	-	37,500	75,000	-	-	-	112,500	
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	
CEQA / Permits	7,500	-	7,500	5,000	-	-	-	12,500	
Total Land Acquisition	7,500	-	7,500	5,000	-	-	-	12,500	
Construction									
Equipment	-	-	-	-	-	-	-	-	
Construction	79,237	-	79,237	60,000	-	-	-	139,237	
Total Improvements	79,237	-	79,237	60,000	-	-	-	139,237	
Contingency	-	-	-	-	-	-	-	-	
Total Project Costs	139,182	826	138,566	149,868	-	-	-	289,050	
Special Project Issues & Funding Sources									
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
Water Conservation Fund - 050									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									
\$2,500 annual maintenance cost each year for a minimum of the next 5 years as part of preventative maintenance effort to maintain the facilities.									

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Park Services Officer Facility Replacement

Department: Engineering 400

Project Number

Fund Charged

8009
051


Project Description	
Description	The project replaces an old facility with a modern building constructed to meet code requirements.
Need Benefit, and Relation to Existing Facilities	The current facility was not built above grade on two sides of the building. Water infiltration has caused extensive damage. Much of the exterior siding is infested with termites and has extensive structural damage. The concrete slab foundation is settling, resulting in five inches of drop within the approximately 15-foot wide building. The building is not insulated, does not meet ADA standards required for a public facility and does not have properly sized utilities or fixtures. The project has been expanded to include the demolition of the former recreation manager's residence.
Current Status	Permits for the project were acquired in November 2017 for the project. The site work for the project is scheduled to begin in April 2018, with an anticipated completion by August 2018. Additional funding is being requested for the 2018-2019 Fiscal Year to account for mitigation for tree removal and compliance with County permitting.
Graphical Information	

PROJECT FUNDING									
Project 8009	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100%	703,896	73,589	-	-	-	-	777,485	
Debt Proceeds	0%	-	-	-	-	-	-	-	
Freeman	0%	-	-	-	-	-	-	-	
OH Pipeline	0%	-	-	-	-	-	-	-	
OH Well Replacement	0%	-	-	-	-	-	-	-	
PV Pipeline	0%	-	-	-	-	-	-	-	
PT Pipeline	0%	-	-	-	-	-	-	-	
Contributions/Grants	0%	-	-	-	-	-	-	-	
Total Funding Sources	100%	703,896	73,589	-	-	-	-	777,485	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
Project Administration/Inspection		Est Exp Thru End of Year	Est Balance to Carryover						
In-House Salaries	79,380	79,380	-	3,589	-	-	-	-	82,969
Legal Fees	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	79,380	79,380	-	3,589	-	-	-	-	82,969
Project Planning & Design									
Design	18,301	20,167	(1,866,000)	-	-	-	-	-	18,301
Survey	1,650	1,650	-	-	-	-	-	-	1,650
Geotechnical	11,746	9,880	1,866,000	-	-	-	-	-	11,746
Total Planning & Design	31,697	31,697	-	-	-	-	-	-	31,697
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	-
CEQA / Permits	31,563	31,563	-	70,000	-	-	-	-	101,563
Total Land Acquisition	31,563	31,563	-	70,000	-	-	-	-	101,563
Construction									
Equipment	1,931	1,931	-	-	-	-	-	-	1,931
Construction	559,325	559,325	-	-	-	-	-	-	559,325
Total Improvements	561,256	561,256	-	-	-	-	-	-	561,256
Total Project Costs	703,896	703,895	-	73,589	-	-	-	-	777,485
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
Recreation Fund 020									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Lake Piru Asphalt
Department: Engineering 400

Project Number 8010
Fund Charged 051

Project Description	
Description	Perform asphalt overlays, crack sealing, slurry seals and associated repairs on the roads and parking lots throughout the Lake Piru Recreation Area.
Need Benefit, and Relation to Existing Facilities	Many of the travel ways and parking areas in the Recreation Area are suffering from age and neglect. In 2011 the District began a systematic maintenance program to repair and resurface the roads and parking lots in the Lake Piru Recreation Area. The pavement maintenance program enhances the park visitors' experience and safety.
Current Status	The entire reach of Piru Canyon Road within the park will be completed by the end of the current fiscal year. The remaining projects include the Olive Grove Campground slurry seal, Lower Oaks/Group campgrounds overlay, upper marina restroom parking lot overlay, low water launch ramp slurry seal, and the Juan Fernandez Boating Launching Parking Lot slurry seal. In recent years projects were temporarily delayed due to the time required to obtain permits for the intermediate marina parking lots located below high water.
Graphical Information	

PROJECT FUNDING									
Project 8010	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100%	1,397,368	114,160	133,000	183,000	-	-	1,827,528	
Debt Proceeds	0%	-	-	-	-	-	-	-	
Freeman	0%	-	-	-	-	-	-	-	
OH Pipeline	0%	-	-	-	-	-	-	-	
OH Well Replacement	0%	-	-	-	-	-	-	-	
PV Pipeline	0%	-	-	-	-	-	-	-	
PT Pipeline	0%	-	-	-	-	-	-	-	
Contributions/Grants	0%	-	-	-	-	-	-	-	
Total Funding Sources	100%	1,397,368	114,160	133,000	183,000	-	-	1,827,528	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
Project Administration/Inspection									
In-House Salaries	94,504	73,156	21,348	16,160	20,000	20,000	-	-	150,664
Legal Fees	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	94,504	73,156	21,348	16,160	20,000	20,000	-	-	150,664
Project Planning & Design									
Design	11,835	6,835	5,000	5,000	5,000	5,000	-	-	26,835
Survey	-	-	-	-	-	-	-	-	-
Geotechnical	5,834	5,834	5,834	3,000	3,000	3,000	-	-	14,834
Total Planning & Design	17,669	6,835	10,834	8,000	8,000	8,000	-	-	41,669
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	-
CEQA / Permits	40,880	10,884	29,996	5,000	5,000	5,000	-	-	50,880
Total Land Acquisition	40,880	10,884	29,996	5,000	5,000	5,000	-	-	50,880
Construction									
Equipment	-	-	-	-	-	-	-	-	-
Construction	1,244,315	1,040,145	204,170	90,000	100,000	150,000	-	-	1,584,315
Total Improvements	1,244,315	1,040,145	204,170	90,000	100,000	150,000	-	-	1,584,315
Total Project Costs	1,397,368	1,131,021	266,347	114,160	133,000	183,000	-	-	1,827,528
Special Project Issues & Funding Sources									
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
10/11	\$80,000	010							
11/12	\$354,808	010	\$51,731	2005B Rev Bonds transfers from 890					
12/13	\$94,000	010	14/15	\$201,500	010				
13/14	\$144,163	010	15/16	\$174,651	010				
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Day Use Pavilion Rehab
Department: Engineering 400


Project Number 8011
Fund Charged 051

Project Description	
Description	The Day Use area is located approximately one half mile north of the entry kiosk of the recreation area and sits adjacent to the Reasoner Canyon Creek and Piru Canyon Road. The area is approximately 5 acres in size and includes a basketball court, a playground, horseshoe pits, approximately 150 parking stalls, three vault toilets and a group day use area which is available by reservation. The proposed expenditure is for removing and disposing of all of the existing lumber and re-constructing the 22 pavilion units within the day use area. The scope of work includes re-constructing the units to the specifications of the as built plans on file with the District. Because the facilities are existing facilities, the District already has design specifications which have previously been approved and stamped by the County. This is a one-time improvement project.
Need Benefit, and Relation to Existing Facilities	The existing shade ramadas in day use are approximately 30 years old. The existing structures were built using steel upright and wood lateral beams which make up the structures' tops. Each of the approximately 22 pavilion units are in need of rehabilitation as they have now served their life cycle. The existing lumber for each unit is weather rotted, sun damaged, and suffers from termite and water damage. In some cases the extent of the damage now poses a safety hazard. Without these facilities the quality of the visitor experience in the day use area would be diminished. The day use facility is currently the only facility within the recreation area for people seeking day use services not related to the lake. These structures are regularly used by tens of thousands of visitors who are attracted to these facilities for the purpose of picnics, barbecues and relaxing in the shade. The noted repairs would allow the District to continue providing a quality experience for day users who frequently visit the Lake Piru Recreation Area.
Current Status	The project was combined with the Reason Canyon Day Use Area restroom rehabilitation (CIP 8012). The District solicited bids for the two projects in September 2017. The bids received exceeded the current budgets and were rejected. The District will revise the scope of work and rebid both projects in the 2018-2019 Fiscal Year. It may be necessary to bid or schedule the work in multiple phases to reduce the impacts to park visitors. The project budget has been increased to cover the cost to rebid the work.
Graphical Information	

PROJECT FUNDING										
Project 8011		Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		100.00%	197,884	39,795	-	-	-	-	237,679	
Debt Proceeds		0.00%	-	-	-	-	-	-	-	
Freeman		0.00%	-	-	-	-	-	-	-	
OH Pipeline		0.00%	-	-	-	-	-	-	-	
OH Well Replacement		0.00%	-	-	-	-	-	-	-	
PV Pipeline		0.00%	-	-	-	-	-	-	-	
PT Pipeline		0.00%	-	-	-	-	-	-	-	
Contributions/Grants		0.00%	-	-	-	-	-	-	-	
Total Funding Sources		100%	197,884	39,795	-	-	-	-	237,679	
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	17,884	8,206	9,678	23,795	-	-	-	-	41,679	
Legal Fees	-	747	(747)	-	-	-	-	-	-	
Total Admin/Inspection	17,884	8,953	8,931	23,795	-	-	-	-	41,679	
Project Planning & Design										
Design	15,000	-	15,000	1,000	-	-	-	-	16,000	
Survey	-	-	-	-	-	-	-	-	-	
Geotechnical	-	-	-	-	-	-	-	-	-	
Total Planning & Design	15,000	-	15,000	1,000	-	-	-	-	16,000	
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	5,000	-	5,000	-	-	-	-	-	5,000	
Total Land Acquisition	5,000	-	5,000	-	-	-	-	-	5,000	
Construction										
Equipment	-	-	-	-	-	-	-	-	-	
Construction	160,000	328	159,672	15,000	-	-	-	-	175,000	
Total Improvements	160,000	328	159,672	15,000	-	-	-	-	175,000	
Total Project Costs	197,884	9,281	188,603	39,795	-	-	-	-	237,679	
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Recreation sub fund - 020										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										
\$3,000 annual maintenance cost each year for a minimum of the next 5 years as part of preventative maintenance effort to maintain the facilities.										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

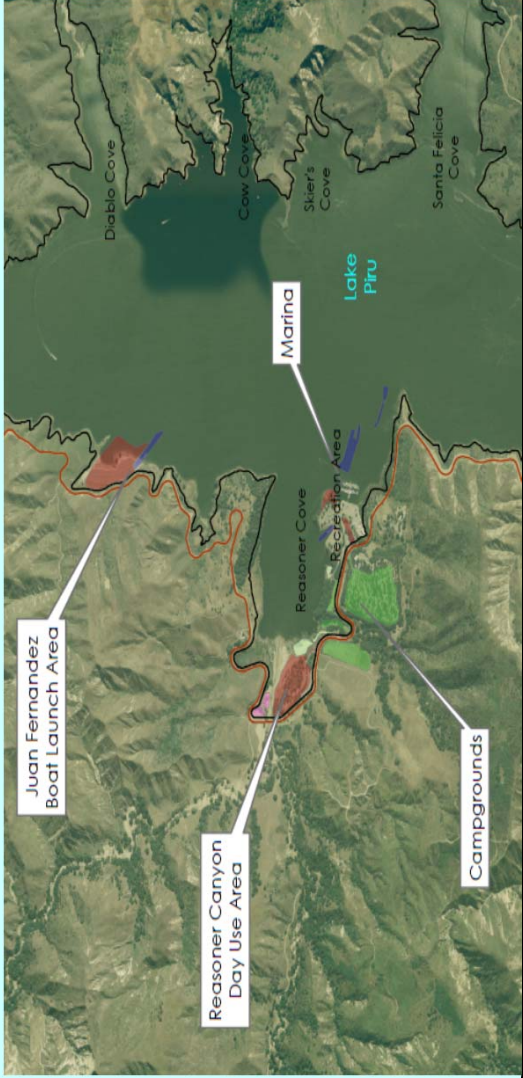
Project Name: Day Use Restroom Rehab	Project Number	8012
	Fund Charged	051
Department: Engineering	400	

Project Description	
Description	<p>The Day Use area is located approximately one half mile north of the entry kiosk of the recreation area and sits adjacent to the Reasoner Canyon Creek and Piru Canyon Road. The area is approximately 5 acres in size and includes a basketball court, a playground, horseshoe pits, approximately 150 parking stalls, three vault toilets, dog park and a group day use area which is available by reservation. The proposed expenditure is for performing a one-time capital project for remodeling the three (3) existing vault toilet restroom facilities in the Lake Piru day use area and dog park facilities. Each of the three (3) facilities would be remodeled under one contract, given the savings associated with mobilization to the remote location and the "like kind" construction of the 3 facilities. The scope of work includes replacing wood trim, light fixtures, water fixtures, plumbing work, replacing fiber reinforced panels on walls, painting, staining and repairs to wing walls. Additionally the scope of works includes obtaining and adhering to County Building permits.</p>
Need Benefit, and Relation to Existing Facilities	<p>The three (3) existing vault toilet restroom facilities in the day use area and dog park at Lake Piru are approximately 30 years old and have never undergone a remodel. The facilities are in need of many repairs. The existing facilities are suffering from weather, sun, termite and water damage. These facilities are currently the only restroom facilities within a half mile to a mile radius of the Day Use facilities, which can host as many as 2,500 visitors. These facilities are currently the only means of maintaining sanitary standards within the Day Use areas and are required as part of the District's conditional use permit. These facilities provide a direct benefit to all visitors and are necessary to maintain sanitary conditions of the facilities.</p>
Current Status	<p>The project was combined with the Reason Canyon Day Use Area Pavilion Rehab (CIP 8011). The District solicited bids for the two projects in September 2017. The bids received exceeded the current budgets and were rejected. The District will revise the scope of work and rebid both projects in the 2018-2019 Fiscal Year. It may be necessary to bid or schedule the work in multiple phases to reduce the impacts to park visitors. The project budget has been increased to cover the cost to rebid the work.</p>
Graphical Information	

PROJECT FUNDING										
Project 8012	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	100.00%	28,201	27,218	-	-	-	-	-	-	55,419
Debt Proceeds	0.00%	-	-	-	-	-	-	-	-	-
Freeman	0.00%	-	-	-	-	-	-	-	-	-
OH Pipeline	0.00%	-	-	-	-	-	-	-	-	-
OH Well Replacement	0.00%	-	-	-	-	-	-	-	-	-
PV Pipeline	0.00%	-	-	-	-	-	-	-	-	-
PT Pipeline	0.00%	-	-	-	-	-	-	-	-	-
Contributions/Grants	0.00%	-	-	-	-	-	-	-	-	-
Total Funding Sources	100%	28,201	27,218	-	-	-	-	-	-	55,419
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	3,701	-	3,701	12,218	-	-	-	-	-	15,919
Legal Fees	-	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	3,701	-	3,701	12,218	-	-	-	-	-	15,919
Project Planning & Design										
Design	1,500	-	1,500	5,000	-	-	-	-	-	6,500
Survey	-	-	-	-	-	-	-	-	-	-
Geotechnical	-	-	-	-	-	-	-	-	-	-
Total Planning & Design	1,500	-	1,500	5,000	-	-	-	-	-	6,500
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	3,000	-	3,000	-	-	-	-	-	-	3,000
Total Land Acquisition	3,000	-	3,000	-	-	-	-	-	-	3,000
Construction										
Equipment	-	-	-	-	-	-	-	-	-	-
Construction	20,000	-	20,000	10,000	-	-	-	-	-	30,000
Total Improvements	20,000	-	20,000	10,000	-	-	-	-	-	30,000
Total Project Costs	28,201	-	28,201	27,218	-	-	-	-	-	55,419
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Recreation Sub-Fund - 020										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										
\$1,500 annual maintenance cost										




United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Juan Fernandez Day Use	Project Number	
	Engineering	8013
Department:	Fund Charged	
	400	051

Project Description		
Description	<p>The proposed additional facilities would be located in two unimproved scenic overlooks along the south side of Piru Canyon Road, between an area known as Texaco Knoll and the Juan Fernandez boat launching facility. Both locations would be primarily accessible by traffic traveling north on Piru Canyon Road. This project includes additional picnic tables, shade pavilions, parking areas, waste receptacles and potentially a restroom in two locations between the existing Reasoner Canyon day use facilities and the Juan Fernandez day use area. The scope of work included the design of potential facilities during the 2016-2017 FY and the construction of such facilities in the 2017-2018 FY. Design would include geotechnical work, surveying and plan development. Construction will include drain work, grading, site work, asphalt work, the installation of pre-fabricated trash receptacles and shade pavilions, landscape work and the installation of adequate signage.</p>	
Need Benefit, and Relation to Existing Facilities	<p>Article 412 of the District's FERC license, which is necessary to operate the Santa Felicia dam, requires that the District construct additional day use recreation facilities near the Juan Fernandez day use area, as outlined in the District's masterplan. It is necessary to complete this project in order to maintain compliance with those license conditions. The existing recreation Master Plan is outdated and does not reflect or meet the needs of the visitors to Lake Piru. The District requested a time extension from FERC in order to prepare a Recreation Management Plan (RMP) in accordance with FERC guidelines. The RMP provides information necessary to determine the needs of the recreation public and construction of the appropriate facilities.</p>	
Current Status	<p>The District retained a consultant to prepare the RMP in May 2017. The RMP was submitted to FERC in November 2017. The RMP stated that the additional improvements are not justified and the District should direct their efforts to improving the existing core facilities. FERC has responded to the findings of the RMP and the District is currently in the process of requesting a license amendment.</p>	
Graphical Information		

PROJECT FUNDING										
Project 8013	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	100.00%	81,793	41,636	125,000	-	-	-	248,429		
Debt Proceeds	0.00%	-	-	-	-	-	-	-		
Freeman	0.00%	-	-	-	-	-	-	-		
OH Pipeline	0.00%	-	-	-	-	-	-	-		
OH Well Replacement	0.00%	-	-	-	-	-	-	-		
PV Pipeline	0.00%	-	-	-	-	-	-	-		
PT Pipeline	0.00%	-	-	-	-	-	-	-		
Contributions/Grants	0.00%	-	-	-	-	-	-	-		
Total Funding Sources	100%	81,793	41,636	125,000	-	-	-	248,429		
PROJECT COSTS										
Project Phase/Category		Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	Project Total	
Project Administration/Inspection		Est Exp Thru End of Year	Est Balance to Carryover							
In-House Salaries	6,793	-	6,793	1,636	5,000	-	-	-	13,429	
Legal Fees	-	-	-	-	-	-	-	-	-	
Total Admin/Inspection	6,793	-	6,793	1,636	5,000	-	-	-	13,429	
Project Planning & Design										
Design	75,000	50,001	24,999	30,000	-	-	-	-	105,000	
Survey	-	-	-	-	-	-	-	-	-	
Geotechnical	-	-	-	5,000	5,000	-	-	-	10,000	
Total Planning & Design	75,000	50,001	24,999	35,000	5,000	-	-	-	115,000	
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	-	-	-	5,000	5,000	-	-	-	10,000	
Total Land Acquisition	-	-	-	5,000	5,000	-	-	-	10,000	
Construction										
Equipment	-	-	-	-	10,000	-	-	-	10,000	
Construction	-	-	-	-	100,000	-	-	-	100,000	
Total Improvements	-	-	-	-	110,000	-	-	-	110,000	
Total Project Costs	81,793	50,001	31,792	41,636	125,000	-	-	-	248,429	
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Recreation Sub-Fund - 020										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										
\$1,500 annual maintenance cost										

**United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects**

Project Name: Solar Project - Piru		Project Number	8014
Department: Engineering		Fund Charged	052
Project Description			
Description	The project would install a 2.5MW (DC) solar photovoltaic energy generation facility on about 21.5 acres of the existing Piru Spreading Grounds.		
Need Benefit, and Relation to Existing Facilities	The project is intended to offset a significant amount of the cost of the current electrical energy demand of the District's various water facilities. The majority of the District's electricity needs are related to the production and transmission of water from District wells and pipelines. The Oxnard-Hueneme (O-H) Pipeline and the Pumping Trough Pipeline (PTP) account for approximately 90 percent of the District's energy consumption.		
Current Status	Project activity is currently suspended. There is a competing solar project that would utilize approximately 600 acres of the District's recharge basins. The competing solar project is contingent upon the power vendor procuring a power generation agreement with Southern California Edison (SCE). Should the competing project not advance the District will pursue completing the Piru Solar Project. CEQA compliance, geotechnical investigation and topographic surveys have been completed. Applications have been submitted to SCE. A RFQ would be prepared for distribution to qualified vendors.		
Graphical Information	<div></div> <div></div> <div></div>		

PROJECT FUNDING										
Project 8014		Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		6.25%	5,347	667	-	-	-	-	6,013	
Debt Proceeds		0.00%	-	-	-	-	-	-	-	
Freeman		0.84%	719	90	-	-	-	-	808	
OH Pipeline		69.88%	59,779	7,455	-	-	-	-	67,234	
OH Well Replacement		0.00%	-	-	-	-	-	-	-	
PV Pipeline		0.60%	513	64	-	-	-	-	577	
PT Pipeline		22.43%	19,188	2,393	-	-	-	-	21,581	
Contributions/Grants		0.00%	-	-	-	-	-	-	-	
Total Funding Sources		100%	85,546	10,668	-	-	-	-	96,213	
PROJECT COSTS										
Project Phase/Category		Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
			Est Exp Thru End of Year	Est Balance to Carryover						
Project Administration/Inspection		12,388	2,548	9,840	668	-	-	-	-	13,056
In-House Salaries		-	-	-	-	-	-	-	-	-
Legal Fees		-	-	-	-	-	-	-	-	-
Total Admin/Inspection		12,388	2,548	9,840	668	-	-	-	-	13,056
Project Planning & Design										
Design		15,053	15,053	-	-	-	-	-	-	15,053
Survey		-	-	-	-	-	-	-	-	-
Geotechnical		15,999	-	15,999	-	-	-	-	-	15,999
Total Planning & Design		31,052	15,053	15,999	-	-	-	-	-	31,052
Land Acquisition										
Row / Land Acquisition		-	-	-	-	-	-	-	-	-
CEQA / Permits		42,105	32,373	9,733	10,000	-	-	-	-	52,105
Total Land Acquisition		42,105	32,373	9,733	10,000	-	-	-	-	52,105
Construction										
Equipment		-	-	-	-	-	-	-	-	-
Construction		-	-	-	-	-	-	-	-	-
Total Improvements		-	-	-	-	-	-	-	-	-
Total Project Costs		85,545	49,974	35,571	10,668	-	-	-	-	96,213
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
0.73% 020										
5.52% 050										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Department:	Ferro-Rose Recharge Engineering	400	Project Number Fund Charged	8018 051
Description	Project Description			
Need Benefit, and Relation to Existing Facilities	<p>Increase UWCD's existing diversion capacity and groundwater recharge system that benefits all of the hydrologically connected basins in the District by expanding and extending water conveyance and retention features to the reclaimed Rose and Ferro aggregate mining pits.</p> <p>UWCD acquired the Ferro and Rose properties from Vulcan Materials in 2009. Both the Ferro and Rose parcels are essentially adjacent to UWCD's Noble Basin recharge facility. The aquifers of the Oxnard Plain remain in overdraft. The yield of the Freeman Diversion has been reduced in order to satisfy environmental requirements to support fish migration and riparian habitat, lessening the amount of water available for aquifer recharge. The Ferro property has nearly 180 acres, and the Rose property has 90 acres of area for additional groundwater recharge. In the future, water diversions from the Santa Clara River may be only available during the wettest periods. In order to receive these flows an increase in diversion capacity may be pursued, and facilities must be capable of handling increased levels of suspended sediments.</p>			
Current Status	<p>A preferred conveyance alternative has been identified. This alternative can be scaled to handle flows of 375 cfs and/or 750 cfs. These enhancements can improve UCWD's existing conveyance system by reducing bottlenecks that inhibit the conveyance system from conveying 375 cfs throughout. A cost-benefit analysis for the overall project has yet to be performed. Elements of the project that can enhance the overall conveyance system will be implemented. There are many uncertainties that need to be resolved; Multiple Species Habitat Conservation Plan (MSHCP), increased water diversion rights and environmental litigation that will determine the elements of the ultimate project. Currently the project for transporting 750 cfs of water through a modified conveyance system from the Freeman Diversion to the Ferro Basin is estimated to cost \$28 million.</p>			
Graphical Information				

PROJECT FUNDING										
Project 8018		Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		100%	1,736,904	159,673	560,000	990,000	-	-	3,446,577	
Debt Proceeds		0%	-	-	-	-	-	-	-	
Freeman		0%	-	-	-	-	-	-	-	
OH Pipeline		0%	-	-	-	-	-	-	-	
OH Well Replacement		0%	-	-	-	-	-	-	-	
PV Pipeline		0%	-	-	-	-	-	-	-	
PT Pipeline		0%	-	-	-	-	-	-	-	
Contributions/Grants		0%	-	-	-	-	-	-	-	
Total Funding Sources		100%	1,736,904	159,673	560,000	990,000	-	-	3,446,577	
PROJECT COSTS										
Project Phase/Category		Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
			Est Exp Thru End of Year	Est Balance to Carryover						
Project Administration/Inspection										
In-House Salaries		427,842	296,653	131,189	29,673	30,000	50,000	-	-	537,515
Legal Fees		-	-	-	-	-	30,000	-	-	30,000
Total Admin/Inspection		427,842	296,653	131,189	29,673	30,000	80,000	-	-	567,515
Project Planning & Design										
Design		778,191	378,818	399,373	-	-	100,000	-	-	878,191
Survey		64,077	69,990	(5,913)	-	-	-	-	-	64,077
Geotechnical		10,000	-	10,000	-	30,000	-	-	-	40,000
Total Planning & Design		852,268	448,808	403,460	-	30,000	100,000	-	-	982,268
Land Acquisition										
Row / Land Acquisition		86,230	48,887	39,344	-	-	20,000	-	-	108,230
CEQA / Permits		292,165	102,436	189,729	-	-	40,000	-	-	332,165
Total Land Acquisition		380,395	151,322	229,073	-	-	60,000	-	-	440,395
Construction										
Equipment		39,494	39,494	-	-	-	-	-	-	39,494
Construction		36,905	161,713	(124,808)	130,000	500,000	750,000	-	-	1,416,905
Total Improvements		76,399	201,207	(124,808)	130,000	500,000	750,000	-	-	1,456,399
Total Project Costs		1,736,904	1,097,990	639,914	159,673	560,000	990,000	-	-	3,446,577
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
\$94,420 Riverpark JPA contribution										
07/08	\$69,000 010	No Salaries			14/15	\$124,000 050				
08/09	\$69,000 010				15/16	\$113,000 050				
10/11	\$193,000 010									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

**United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects**

Project Name: Brackish Water Treatment Plant	Project Number	8019
Department: Engineering	Fund Charged	051

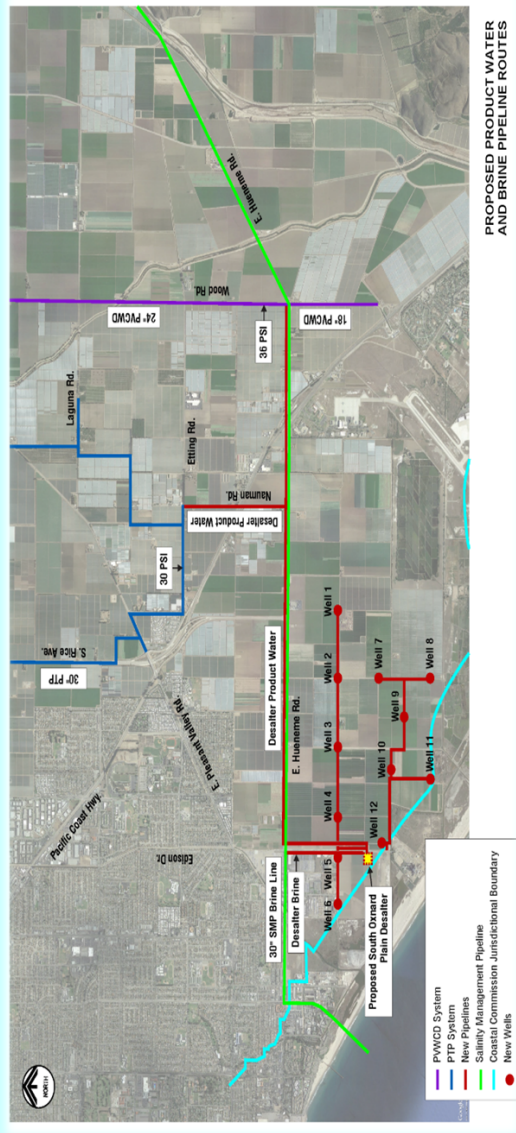
Project Description

The District proposes to construct a brackish water treatment plant near the coast in an area overlaying the areas where seawater intrusion has degraded the local groundwater resource. The initial investigations will determine the customer base and water quality goals. Ultimately the goal is to construct a water treatment plant with a capacity of 20,000 acre-feet per year.

The Oxnard Plain is in a state of overdraft and there are few options or sources of new water. The groundwater in the upper aquifer system continues to degrade. The BWT plant will reduce the current overdraft and utilize an existing unused resource.

The District has retained a consulting firm to investigate the feasibility of constructing a BWT plant in the south Oxnard plain. The preliminary engineering feasibility reports identify the estimated capital cost at \$148,000,000. Additional hydrogeological and engineering evaluations are anticipated to better inform the CIP planning effort. A funding request for construction of the project will be contingent upon a thorough financial feasibility assessment. Before proceeding the District must prepare a groundwater model to determine the impacts of the project on the Basin. The District will proceed with the preliminary engineering and CEQA compliance once the viability of the project is verified.

Graphical Information



PROJECT FUNDING										
Project 8019	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	100%	12,857	40,153	-	-	-	-	53,010		
Debt Proceeds	0%	-	-	-	-	-	-	-		
Freeman	0%	-	-	-	-	-	-	-		
OH Pipeline	0%	-	-	-	-	-	-	-		
OH Well Replacement	0%	-	-	-	-	-	-	-		
PV Pipeline	0%	-	-	-	-	-	-	-		
PT Pipeline	0%	-	-	-	-	-	-	-		
Contributions/Grants	0%	-	-	-	-	-	-	-		
Total Funding Sources	100%	12,857	40,153	-	-	-	-	53,010		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Project Administration/Inspection		Est Exp Thru End of Year	Est Balance to Carryover							
In-House Salaries	10,967	5,213	5,754	5,153	-	-	-	-	16,120	
Legal Fees	-	-	-	-	-	-	-	-	-	
Total Admin/Inspection	10,967	5,213	5,754	5,153	-	-	-	-	16,120	
Project Planning & Design										
Design	-	-	-	25,000	-	-	-	-	25,000	
Survey	-	-	-	-	-	-	-	-	-	
Geotechnical	-	-	-	-	-	-	-	-	-	
Total Planning & Design	-	-	-	25,000	-	-	-	-	25,000	
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	1,890	1,890	-	10,000	-	-	-	-	11,890	
Total Land Acquisition	1,890	1,890	-	10,000	-	-	-	-	11,890	
Construction										
Equipment	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	-	
Total Improvements	-	-	-	-	-	-	-	-	-	
Total Project Costs	12,857	7,103	5,754	40,153	-	-	-	-	53,010	
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Water Conservation sub fund 050										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects


Project Name: Department:	Recycled Water Engineering	400	Project Number	8020
			Fund Charged	052

Project Description				
Description	The City of Oxnard currently produces 6.25 million gallons per day of recycled water (RW) from its Advanced Water Purification Facility (AWPF). The proposed CIP involves the planning, permitting, design and construction of several RW pipelines to connect to the City of Oxnard's existing RW distribution system. The proposed Pipelines include: (1) Riverpark-Saticoy pipeline which will convey RW to UWCD's existing Saticoy groundwater recharge basins, (2) Riverpark-Central pipeline which will convey RW to the Northern end of the PTP system and Pleasant Valley County Water District system and (3) Nauman Road pipeline which will convey RW to the southern end of the PTP.			
	Direct recycled water deliveries to the PTP system or PVCWD will reduce groundwater pumping in the Oxnard Plain. Recycled water that is delivered to the Saticoy groundwater recharge basins (Saticoy, Rose, Noble and Ferro) will increase groundwater recharge, reduce available groundwater storage and improve water quality in the Oxnard Forebay.			
Need Benefit, and Relation to Existing Facilities				
Current Status	On October 12, 2016, the District selected the engineering firm KEH & Associates to prepare an "Alternatives Analysis and Feasibility Study" for several proposed recycled water pipelines connected to the City of Oxnard's existing recycled water distribution system. The report was completed in March 2017 and the recommended pipelines were the Riverpark-Saticoy and Riverpark-Central pipelines. On July 25, 2017, the City of Oxnard's City Council approved plans and specifications for its proposed Hueneme Road Pipeline, Phase II project. The City plans to solicit for construction bids in early 2018. The Full Advanced Treatment Recycled Water Management and Use Agreement provides provisions for the City to design, construct and fund the Nauman Road pipeline as a connection to the Hueneme Road pipeline.			
Graphical Information				

PROJECT FUNDING										
Project 8020	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	0.00%	-	-	-	-	-	-	-	-	-
Debt Proceeds	0.00%	-	-	-	-	-	-	-	-	-
Freeman	100.00%	1,093,233	108,979	60,000	60,000	60,000	60,000	1,442,212	60,000	1,442,212
OH Pipeline	0.00%	-	-	-	-	-	-	-	-	-
OH Well Replacement	0.00%	-	-	-	-	-	-	-	-	-
PV Pipeline	0.00%	48,600	-	-	-	-	-	48,600	-	48,600
PT Pipeline	0.00%	343,201	-	-	-	-	-	343,201	-	343,201
Contributions/Grants	0.00%	-	-	-	-	-	-	-	-	-
Total Funding Sources	100%	1,485,034	108,979	60,000	60,000	60,000	60,000	1,834,013	60,000	1,834,013
PROJECT COSTS										
Project Phase/Category										
Project Administration/Inspection	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Thru End of Year	Est Balance to Carryover							
In-House Salaries	168,114	117,016	51,098	78,979	60,000	60,000	60,000	60,000	60,000	487,094
Legal Fees	30,248	11,476	18,772	20,000	-	-	-	-	-	50,248
Total Admin/Inspection	198,362	128,492	69,870	98,979	60,000	60,000	60,000	60,000	60,000	537,341
Project Planning & Design										
Design	309,142	133,339	175,803	-	-	-	-	-	-	309,142
Survey	55,600	-	55,600	-	-	-	-	-	-	55,600
Geotechnical	30,000	32,752	(2,752)	-	-	-	-	-	-	30,000
Total Planning & Design	394,742	166,091	228,651	-	-	-	-	-	-	394,742
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	245,000	72,447	172,553	10,000	-	-	-	-	-	255,000
Total Land Acquisition	245,000	72,447	172,553	10,000	-	-	-	-	-	255,000
Construction										
Equipment	-	-	-	-	-	-	-	-	-	-
Construction	646,930	-	646,930	-	-	-	-	-	-	646,930
Total Improvements	646,930	-	646,930	-	-	-	-	-	-	646,930
Total Project Costs	1,485,034	367,030	1,118,004	108,979	60,000	60,000	60,000	60,000	60,000	1,834,013
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects



Project Name:	Rice Avenue Overpass PTP	Project Number	8021
Department:	Engineering	Fund Charged	471
	400		

Project Description			
Description	<p>The City of Oxnard, Caltrans and the Ventura County Transportation Commission are proposing a railroad grade separation at Rice Avenue at Fifth Street (SR 34). The City of Oxnard is the lead agency. The grade separation project will require the District to relocate approximately 3800 linear feet of the Pumping Trough Pipeline (PTP). Approximately 300 feet of the existing pipeline is within easements outside of the road right-of-way and the District has prior rights. The remaining pipeline is located within the road right-of-way. The bridge construction will also encroach upon PTP Well (No. 4) located in the southeast quadrant of the bridge project. The well site is owned in part by the District.</p>		
Need Benefit, and Relation to Existing Facilities	<p>The purpose of the grade separation project is to: (1) reduce conflict between vehicles and trains and; (2) address future traffic and circulation issues forecasted for the project area. Several accidents have occurred at the Rice Avenue/SR-34 (Fifth Street) and the Rice Avenue/ Union Pacific Railroad track intersections. Potential increases in train and vehicular traffic could increase the potential for future train and automobile collisions. The grade separation improvements would ensure safe passage for pedestrians, vehicles and trains. The grade separation would adversely impact the PTP operations. The grade separation improvements will require the relocation of the PTP facilities in Rice Avenue, right-of-way acquisition and extensive modifications to PTP Well No. 4.</p>		
Current Status	<p>The City anticipates starting construction by the end of the 2019 calendar year. Funding of \$300,000 is proposed in FY 2018-19 for the design of the pipeline relocation and land acquisition. The City would reimburse the District for the cost of the relocation. However, the City, County of Ventura, County of Ventura, Caltrans and District have yet to enter into an utility relocation agreement. The City of Oxnard is proceeding w/design, however funding for construction has not been secured but anticipated by the end of the 2018 calendar year. In December 2017 the Caltrans released the Draft Environmental Impact Report. The deadline for filing comments was February 2018. Staff is requesting funds for the design of the relocation improvement as a contingency should the District not be able to negotiate a favorable utility relocation agreement.</p>		
Graphical Information			

PROJECT FUNDING										
Project 8021	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	0.00%	-	-	-	-	-	-	-	-	-
Debt Proceeds	0.00%	-	-	-	-	-	-	-	-	-
Freeman	0.00%	-	-	-	-	-	-	-	-	-
OH Pipeline	0.00%	-	-	-	-	-	-	-	-	-
OH Well Replacement	0.00%	-	-	-	-	-	-	-	-	-
PV Pipeline	0.00%	-	-	-	-	-	-	-	-	-
PT Pipeline	100.00%	28,136	287,027	-	-	-	-	-	-	315,163
Contributions/Grants	0.00%	-	-	-	-	-	-	-	-	-
Total Funding Sources	100%	28,136	287,027	-	-	-	-	-	-	315,163
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	18,136	-	18,136	12,027	-	-	-	-	-	30,163
Legal Fees	10,000	-	10,000	20,000	-	-	-	-	-	30,000
Total Admin/Inspection	28,136	-	28,136	32,027	-	-	-	-	-	60,163
Project Planning & Design										
Design	-	-	-	250,000	-	-	-	-	-	250,000
Survey	-	-	-	5,000	-	-	-	-	-	5,000
Geotechnical	-	-	-	-	-	-	-	-	-	-
Total Planning & Design	-	-	-	255,000	-	-	-	-	-	255,000
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	-	-	-	-	-	-	-	-	-	-
Total Land Acquisition	-	-	-	-	-	-	-	-	-	-
Construction										
Equipment	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-	-
Total Improvements	-	-	-	-	-	-	-	-	-	-
Total Project Costs	28,136	-	28,136	287,027	-	-	-	-	-	315,163
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name:	PTP Turnout Metering System	Project Number	8022
Department:	Engineering	Fund Charged	471
	400		

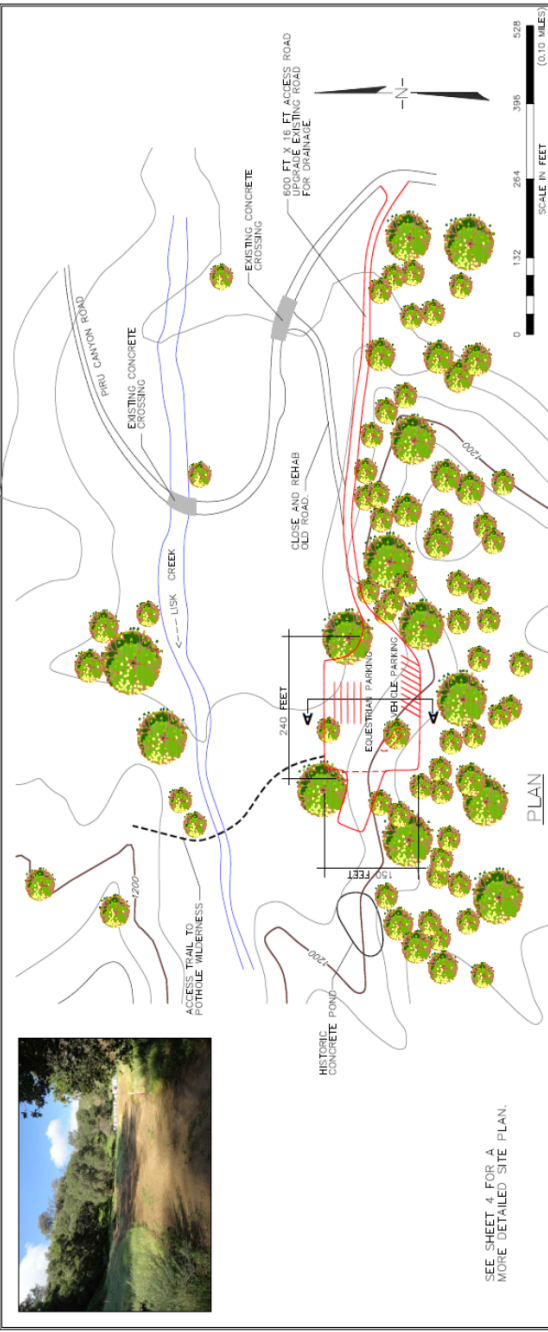
Project Description			
Description	Replace existing aging infrastructure with equipment that has significantly improved accuracy and allows for real time SCADA integration. The real time data collection will also allow for preferred source scheduling and billing.		
Need Benefit, and Relation to Existing Facilities	A flow meter that is capable of direct network/SCADA integration will allow the District to capture flow variations/totals, via the District's SCADA historian, which will provide supporting data for current and future operational scenarios that present operational efficiency improvement opportunities. These efforts are consistent with the similar efforts currently being undertaken by FCGMA and are a requisite to a future water market or time of use scheduling.		
Current Status	The District applied for and was awarded a Proposition 1 Agricultural Water Use Efficiency grant in the amount of \$635,059 on December 15, 2016. The grant agreement with the Department of Water Resources was executed on October 19, 2017 and expires within three years of the execution date. As a requirement of the grant agreement, the District must provide 50% matching funds. The District successfully installed and commissioned the proposed improvements at a pilot project location on June 9, 2016. Installation of fourteen additional meters and appurtenances is planned for FY 18-19 (Phase 1). The remainder of the sixty-two (62) meter locations is planned in subsequent phases. The project includes procurement of easements for over half of the PTP turnouts (meters).		
Graphical Information	 		

PROJECT FUNDING									
Project 8022		Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
Funding Sources									
General/Water Conservation		0.00%	-	-	-	-	-	-	-
Debt Proceeds		0.00%	317,500	134,764	-	-	-	-	452,264
Freeman		0.00%	-	-	-	-	-	-	-
OH Pipeline		0.00%	-	-	-	-	-	-	-
OH Well Replacement		0.00%	-	-	-	-	-	-	-
PV Pipeline		0.00%	-	-	-	-	-	-	-
PT Pipeline		0.00%	300,000	-	-	-	-	-	300,000
Contributions/Grants		0.00%	245,431	389,628	-	-	-	-	635,059
Total Funding Sources		0%	862,931	524,392	-	-	-	-	1,387,323
PROJECT COSTS									
Project Phase/Category		Approved Allocation thru 6-30-18	CURRENT YEAR STATUS						
Project Administration/Inspection			Est Exp Thru End of Year	Est Balance to Carryover	FY 18-19	FY 19-20	FY 21-22	FY 22-23 and Beyond	Project Total
In-House Salaries		306,930	156,930	150,000	155,665	-	-	-	462,595
Legal Fees		-	-	-	20,000	-	-	-	20,000
Total Admin/Inspection		306,930	156,930	150,000	175,665	-	-	-	482,595
Project Planning & Design									
Design		7,500	-	7,500	-	-	-	-	7,500
Survey		-	-	-	-	-	-	-	-
Geotechnical		-	-	-	-	-	-	-	-
Total Planning & Design		7,500	-	7,500	-	-	-	-	7,500
Land Acquisition									
Row / Land Acquisition		30,000	-	30,000	70,000	-	-	-	100,000
CEQA / Permits		14,996	315	14,681	-	-	-	-	14,996
Total Land Acquisition		44,996	315	44,681	70,000	-	-	-	114,996
Construction									
Equipment		449,617	249,617	200,000	140,115	-	-	-	589,732
Construction		192,500	84,000	108,500	-	-	-	-	192,500
Total Improvements		642,117	333,617	308,500	140,115	-	-	-	782,232
Total Project Costs		1,001,543	490,862	510,681	385,780	-	-	-	1,387,323
Special Project Issues & Funding Sources									
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
FY 17-18		FY 18-19							
Debt Proceeds		54%	Contributions/ Grants		100%				
Contributions/ Grants		46%							
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									
Deliverables to customer accounted for with increased accuracy. Current data indicates 4.57% system losses based on data from FY 2014-2015. Estimated annual labor savings of \$5,000 savings due to elimination of manual operator meter reads.									

**United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects**

Project Name:	Pothole Trailhead	Project Number	8023
Department:	Engineering	Fund Charged	051

400


Project Description			
Description	Federal Energy Regulatory Commission (FERC) Article 411 of the District's FERC license for the Santa Felicia Dam (Project No. P-2153) requires the District to prepare and implement a recreation trails plan for the Lake Piru Recreation Area. As part of this process, the District has been working with a consultant to prepare a preliminary design of a trailhead parking lot. The requested funds herein shall be used for final design, permitting, bid document preparation, surveying, geotechnical work and construction of a formal trailhead and parking lot in compliance with the FERC license. Construction will include clearing, grading, road base, storm drains, steel security gates, advisory signage and perimeter barriers.		
Need Benefit, and Relation to Existing Facilities	The facilities are mandated under the FERC license P-2153 operate the Santa Felicia dam. This project satisfies those conditions. The addition of these facilities will also enhance the visitor experience by opening up access to miles of United States Forest Service lands, a direct benefit to all recreation users.		
Current Status	The District has begun preparation of a Mitigated Negative Declaration in accordance with the CEQA. The revised Trail Plan has been circulated to stakeholders. The final revised plan will be submitted to the FERC by June 2018. The District will solicit bids for the construction of the trailhead parking lot in September 2018. Construction activities are limited by the bird nesting and breeding season.		
Graphical Information	 <p>The graphical information includes a site plan for the Pothole Trailhead. The plan shows a parking area with 150 spaces, a 740-foot long equestrian parking area, and a 600-foot x 16-foot access road for a gravel area. It also shows a historic concrete pond, a close and rehab old road, and an existing concrete crossing. The plan is oriented with a north arrow and includes a scale bar from 0 to 528 feet (0.10 miles). A note indicates to see sheet 4 for a more detailed site plan.</p>		

PROJECT FUNDING										
Project 8023	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	100.00%	148,701	52,000	-	-	-	-	200,701		
Debt Proceeds	0.00%	-	-	-	-	-	-	-		
Freeman	0.00%	-	-	-	-	-	-	-		
OH Pipeline	0.00%	-	-	-	-	-	-	-		
OH Well Replacement	0.00%	-	-	-	-	-	-	-		
PV Pipeline	0.00%	-	-	-	-	-	-	-		
PT Pipeline	0.00%	-	-	-	-	-	-	-		
Contributions/Grants	0.00%	-	-	-	-	-	-	-		
Total Funding Sources	100%	148,701	52,000	-	-	-	-	200,701		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	3,701	3,259	442	2,000	-	-	-	-	5,701	
Legal Fees	-	-	-	-	-	-	-	-	-	
Total Admin/Inspection	3,701	3,259	442	2,000	-	-	-	-	5,701	
Project Planning & Design										
Design	59,320	25,020	34,300	10,000	-	-	-	-	69,320	
Survey	5,000	-	5,000	-	-	-	-	-	5,000	
Geotechnical	-	-	-	5,000	-	-	-	-	5,000	
Total Planning & Design	64,320	25,020	39,300	15,000	-	-	-	-	79,320	
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	10,000	11,818	(1,818)	10,000	-	-	-	-	20,000	
Total Land Acquisition	10,000	11,818	(1,818)	10,000	-	-	-	-	20,000	
Construction										
Equipment	10,000	-	10,000	-	-	-	-	-	10,000	
Construction	60,680	-	60,680	25,000	-	-	-	-	85,680	
Total Improvements	70,680	-	70,680	25,000	-	-	-	-	95,680	
Contingency	-	-	-	-	-	-	-	-	-	
Total Project Costs	148,701	40,097	108,604	52,000	-	-	-	-	200,701	
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Water Conservation sub fund - 050										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										
\$2,500 annual maintenance cost										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: New Headquarters
Department: Engineering 400

Project Number 8024
Fund Charged 052

Project Description									
Description	Relocation of main office to new site.								
Need Benefit, and Relation to Existing Facilities	The current 8,600 sf building, plus the 2,000 sf of office space being rented for EPCD next door, can no longer accommodate the District's space needs. Currently these offices house 32 full-time positions, with an additional position being requested in the current budget. It is expected that these numbers will need to increase due to impending capital projects. Additionally, the District's 750 sf Board Room is increasingly not able to accommodate the number of people attending District meetings.								
Current Status	Needs assessment for a new District office was completed and presented to the Board in February 2016.								
Graphical Information	 <p>SAMPLE SITE PLAN</p> <table border="1"> <tr> <td>BUILDING AREA:</td> <td>16,800 SF</td> </tr> <tr> <td>PARKING AREA:</td> <td>50,000 SF</td> </tr> <tr> <td>LANDSCAPE AREA:</td> <td>50,200 SF</td> </tr> <tr> <td>TOTAL :</td> <td>117,000 SF = 2.7 ACRES</td> </tr> </table> <p>The site plan shows a central building (16,800 SF) with an entry, surrounded by staff parking (38 spaces), secure parking (6 spaces), and public parking (77 spaces). It also includes two patios, a walking path, and landscaped areas. The site is bounded by 425' and 275' dimensions.</p>	BUILDING AREA:	16,800 SF	PARKING AREA:	50,000 SF	LANDSCAPE AREA:	50,200 SF	TOTAL :	117,000 SF = 2.7 ACRES
BUILDING AREA:	16,800 SF								
PARKING AREA:	50,000 SF								
LANDSCAPE AREA:	50,200 SF								
TOTAL :	117,000 SF = 2.7 ACRES								

PROJECT FUNDING										
Project 8024 Funding Sources		Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
General/Water Conservation		60.00%	900,000	300,000	3,600,000	-	-	-	4,800,000	
Debt Proceeds		0.00%	-	-	-	-	-	-	-	
Freeman		15.00%	225,000	75,000	900,000	-	-	-	1,200,000	
OH Pipeline		10.00%	150,000	50,000	600,000	-	-	-	800,000	
OH Well Replacement		0.00%	-	-	-	-	-	-	-	
PV Pipeline		5.00%	75,000	25,000	300,000	-	-	-	400,000	
PT Pipeline		10.00%	150,000	50,000	600,000	-	-	-	800,000	
Contributions/Grants		0.00%	-	-	-	-	-	-	-	
Total Funding Sources		100%	1,500,000	500,000	6,000,000	-	-	-	8,000,000	
PROJECT COSTS										
Project Phase/Category		Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
Project Administration/Inspection			Est Exp Thru End of Year	Est Balance to Carryover						
In-House Salaries		-	4,437	(4,437)	10,769	-	-	-	-	10,769
Legal Fees		-	8,319	(8,319)	-	-	-	-	-	-
Total Admin/Inspection		-	12,756	(12,756)	10,769	-	-	-	-	10,769
Project Planning & Design										
Design		-	-	-	-	-	-	-	-	-
Survey		-	-	-	-	-	-	-	-	-
Geotechnical		-	-	-	-	-	-	-	-	-
Total Planning & Design		-	-	-	-	-	-	-	-	-
Land Acquisition										
Row / Land Acquisition		-	-	-	-	-	-	-	-	-
CEQA / Permits		-	-	-	-	-	-	-	-	-
Total Land Acquisition		-	-	-	-	-	-	-	-	-
Construction										
Equipment		-	-	-	-	-	-	-	-	-
Construction		1,500,000	-	1,500,000	489,231	6,000,000	-	-	-	7,989,231
Total Improvements		1,500,000	-	1,500,000	489,231	6,000,000	-	-	-	7,989,231
Total Project Costs		1,500,000	12,756	1,487,244	500,000	6,000,000	-	-	-	8,000,000
Special Project Issues & Funding Sources										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name:	State Water Interconnection Project		Project Number
	Engineering	400	
Department:			Fund Charged
			8025
			051

8025
051

Project Description		
Description	This is an opportunity to bring Ventura County State Water allocations to West County. This project is a joint project with the City of Ventura, Calleguas Municipal Water District, and Casitas Municipal Water District. City of Ventura is taking the lead on the project. All payments will be made to the City of Ventura as lump sum costs and Ventura will execute the individual contracts.	
Need Benefit, and Relation to Existing Facilities	This project provides western Ventura County with a previously underused source of water. The opportunity to wheel State Project water through the Calleguas MWD system can deliver up to 20,000 acre-feet. United water could potentially use the additional source to more efficiently manage the groundwater basins within the United's Boundaries. The potential opportunities include: Emergency deliveries to Oxnard-Hueneme Pipeline (OHP) or the Groundwater Recharge Basins; Blending with APWF recycled water at the Rose and Noble Groundwater Recharge Basins; Import surplus Article 21 SWP water; Purchase Table A turn back water; Deliver to the Pumping Trough Pipeline (PTP) in-lieu of groundwater pumping from the Lower Aquifer System (LAS). The interconnection would provide an emergency source of water for Calleguas customers for long term outages.	
Current Status	The City of Ventura, as lead agency, has executed an agreement with Kennedy/Jenks Consultants to prepare an alignment study and determine most efficient means of delivering the State Project water to the three agencies. Calleguas MWD, Casitas MWD, City of Ventura and United are sharing the cost of the study. The draft alignment study and the draft operations report were completed in January 2018. The Notice of Preparation (NOP) for the Draft Environmental Report (DEIR) was issued in March 2018. Final design is expected to begin by the summer of 2018. Cost sharing for the project has not yet been determined. The project will include two turnouts for United, who will be responsible for constructing the infrastructure connecting the turnouts to District facilities.	
Graphical Information	<p>Legend</p> <ul style="list-style-type: none"> Point of Connection Potential United Turnout Proposed Metering Facility Recommended Alignment Calleguas Municipal Water District Service Area City Boundary <p>Kennedy/Jenks Consultants City of Ventura State Water Interconnection Alignment Study Recommended Alignment KU 174420500 August 2017 Figure 13-4</p>	

PROJECT FUNDING									
Project 8025	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100.00%	529,366	212,078	170,000	320,000	265,000	-	1,496,444	
Debt Proceeds	0.00%	-	-	-	-	-	-	-	
Freeman	0.00%	-	-	-	-	-	-	-	
OH Pipeline	0.00%	-	-	-	-	-	-	-	
OH Well Replacement	0.00%	-	-	-	-	-	-	-	
PV Pipeline	0.00%	-	-	-	-	-	-	-	
PT Pipeline	0.00%	-	-	-	-	-	-	-	
Contributions/Grants	0.00%	-	-	-	-	-	-	-	
Total Funding Sources	100%	529,366	212,078	170,000	320,000	265,000	-	1,496,444	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
		Expenditures to Date	Est Balance to Carryover						
	Project Administration/Inspection								
In-House Salaries	29,366	8,282	21,084	12,078	20,000	15,000	15,000	-	91,444
Legal Fees	50,000	-	50,000	-	-	-	-	50,000	50,000
Total Admin/Inspection	79,366	8,282	71,084	12,078	20,000	15,000	15,000	-	141,444
Project Planning & Design									
Design	450,000	200,000	250,000	200,000	100,000	-	-	-	750,000
Survey	-	-	-	-	20,000	-	-	-	20,000
Geotechnical	-	-	-	-	10,000	5,000	-	-	15,000
Total Planning & Design	450,000	200,000	250,000	200,000	130,000	5,000	-	-	785,000
Land Acquisition									
Row / Land Acquisition	-	-	-	-	5,000	-	-	-	5,000
CEQA / Permits	-	-	-	-	15,000	-	-	-	15,000
Total Land Acquisition	-	-	-	-	20,000	-	-	-	20,000
Construction									
Equipment	-	-	-	-	-	50,000	-	-	50,000
Construction	-	-	-	-	-	250,000	-	-	500,000
Total Improvements	-	-	-	-	-	300,000	-	-	550,000
Contingency	-	-	-	-	-	-	-	-	-
Total Project Costs	529,366	208,282	321,084	212,078	170,000	320,000	265,000	-	1,496,444
Special Project Issues & Funding Sources									
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

Project Name:	Lower Piru Creek Habitat
Department:	Engineering
Project Number	8026
Fund Charged	051

LEGEND

- PRIP RIPARIAN BENCH AREA
- PRIP REVEGETATION AREA
- PRIP GRAVEL AUGMENTATION AREA
- PRIP MAJOR CONTOUR (8')
- PRIP MINOR CONTOUR (1')
- APPROXIMATE WATER LEVEL
- EX. TREE
- EX. TREE BUFFER (15')
- EX MAJOR CONTOUR (8')
- EX MINOR CONTOUR (1')

RR-5

RR-4

RR-3

RR-2

RR-1

USGS WEIR (USGS GAGE NO. 111-00600)

PROPERTY BOUNDARY

MAINTENANCE ROAD

LOW FLOW CROSSING

MAINTENANCE ROAD

DESIGN OVERVIEW
LOWER PIRO CREEK, 30% HABITAT
IMPROVEMENT PLAN
VENTURA COUNTY, CA

HORIZONTAL SCALE: 1" = 40'

Cardno
Shaping the Future

PROJECT FUNDING									
Project 8026	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100.00%	222,540	202,985	210,000	-	-	-	635,525	
Debt Proceeds	0.00%	-	-	-	-	-	-	-	
Freeman	0.00%	-	-	-	-	-	-	-	
OH Pipeline	0.00%	-	-	-	-	-	-	-	
OH Well Replacement	0.00%	-	-	-	-	-	-	-	
PV Pipeline	0.00%	-	-	-	-	-	-	-	
PT Pipeline	0.00%	-	-	-	-	-	-	-	
Contributions/Grants	0.00%	-	-	-	-	-	-	-	
Total Funding Sources	100%	222,540	202,985	210,000	-	-	-	635,525	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
		Expenditures to Date	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	10,540	-	10,540	2,985	10,000	-	-	-	23,525
Legal Fees	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	10,540	-	10,540	2,985	10,000	-	-	-	23,525
Project Planning & Design									
Design	150,000	-	150,000	-	-	-	-	-	150,000
Survey	17,000	-	17,000	-	-	-	-	-	17,000
Geotechnical	-	-	-	-	-	-	-	-	-
Total Planning & Design	167,000	-	167,000	-	-	-	-	-	167,000
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	-
CEQA / Permits	25,000	-	25,000	-	-	-	-	-	25,000
Total Land Acquisition	25,000	-	25,000	-	-	-	-	-	25,000
Construction									
Equipment	-	-	-	-	-	-	-	-	-
Construction	20,000	-	20,000	200,000	200,000	-	-	-	420,000
Total Improvements	20,000	-	20,000	200,000	200,000	-	-	-	420,000
Contingency	-	-	-	-	-	-	-	-	-
Total Project Costs	222,540	-	222,985	210,000	-	-	-	-	635,525
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

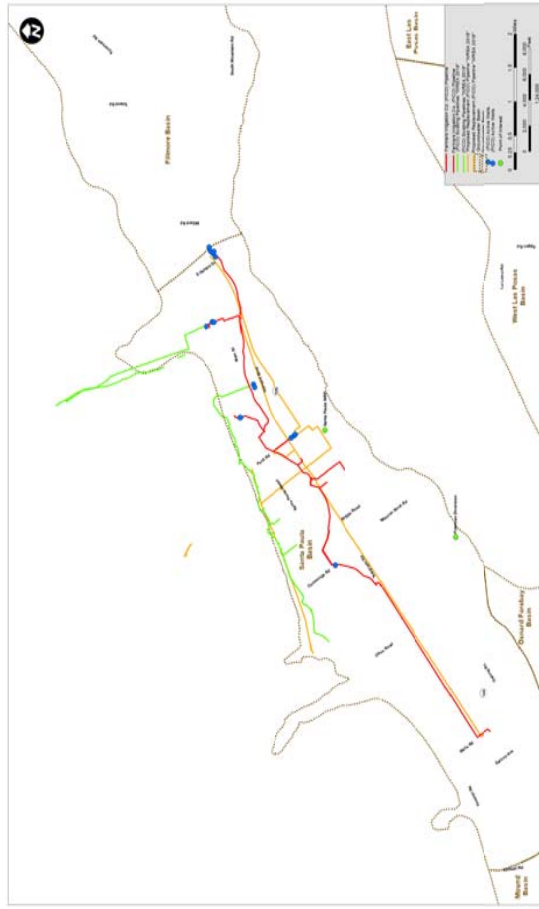
United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name:	Replace El Rio Trailer	Project Number	8028
Department:	O&M	Fund Charged	052
	300		

Project Description	
Description	Remove aged trailer in poor condition to provide a meeting/training area and office space for O&M staff.
Need Benefit, and Relation to Existing Facilities	Frequently O&M staff are relocated for training in the Santa Paula office when staff have requested specific dates for required training. In addition operators at the El Rio facility are utilizing an outdated control room in the booster plant as office space. Staff is requesting to remove the 1970's trailer that is exhibiting signs of mold and deterioration with a modular or stick built building suitable for staff meetings and training which will also provide space for office use.
Current Status	Project start date is projected in 2021.
Graphical Information	The trailer requested for removal is located at the El Rio Booster plant at 3561 N. Rose Avenue.

PROJECT FUNDING										
Project 8028	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	16.00%	-	-	5,600	56,800	-	-	62,400		
Debt Proceeds	0.00%	-	-	-	-	-	-	-		
Freeman	3.00%	-	-	1,050	10,650	-	-	11,700		
OH Pipeline	65.00%	-	-	22,750	230,750	-	-	253,500		
OH Well Replacement	0.00%	-	-	-	-	-	-	-		
PV Pipeline	0.00%	-	-	-	-	-	-	-		
PT Pipeline	1.00%	-	-	350	3,550	-	-	3,900		
Contributions/Grants	15.00%	-	-	5,250	53,250	-	-	58,500		
Total Funding Sources	100%	-	-	35,000	355,000	-	-	390,000		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Expenditures to Date	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	-	-	-	-	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	-	-	-	-	-	-	-	-	-	-
Project Planning & Design										
Design	-	-	-	30,000	-	-	-	-	30,000	-
Survey	-	-	-	-	-	-	-	-	-	-
Geotechnical	-	-	-	-	75,000	-	-	-	75,000	-
Total Planning & Design	-	-	-	30,000	75,000	-	-	-	105,000	-
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	-	-	-	5,000	5,000	-	-	-	10,000	-
Total Land Acquisition	-	-	-	5,000	5,000	-	-	-	10,000	-
Construction										
Equipment	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	275,000	-	-	-	275,000	-
Total Improvements	-	-	-	-	275,000	-	-	-	275,000	-
Contingency	-	-	-	-	-	-	-	-	-	-
Total Project Costs	-	-	-	35,000	355,000	-	-	-	390,000	-
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name: Alternative Supply Alliance Pipeline		Project Number Fund Charged	
Department: Engineering		400	
		8030	
		051	
		Construct a trans	
Project Description			
Description	Construct a transmission pipeline from the west end of the Fillmore groundwater basin and across the Santa Paula Basin to the approximately vicinity of Todd Barranca and the Freeman Diversion. The proposed pipeline would be constructed in concert with a similar project proposed by the Farmers Irrigation Company.		
Need Benefit, and Relation to Existing Facilities	The proposed pipeline is a component of a conjunctive use program involving water banking and storage in the Fillmore and Santa Paula Basins in order to take advantage of opportunities to purchase import State Water Project (SWP) water. Historically the in-river losses significantly reduce the amount of that reaches the Freeman Diversion. The groundwater from the west Fillmore Basin would drawn down to provide storage for in-stream stormwater runoff and imported SWP water from Santa Felicia Dam and Castaic Dam. The pipeline conveyance would reduce water quality degradation and in-stream losses.		
Current Status	The project is in the preliminary planning and feasibility phase. The District has held preliminary discussions with Farmers Irrigation.		
Graphical Information			

PROJECT FUNDING									
Project 8030	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100.00%	-	300,000	-	-	-	-	300,000	-
Debt Proceeds	0.00%	-	-	-	-	-	-	-	-
Freeman	0.00%	-	-	-	-	-	-	-	-
OH Pipeline	0.00%	-	-	-	-	-	-	-	-
OH Well Replacement	0.00%	-	-	-	-	-	-	-	-
PV Pipeline	0.00%	-	-	-	-	-	-	-	-
PT Pipeline	0.00%	-	-	-	-	-	-	-	-
Contributions/Grants	0.00%	-	-	-	-	-	-	-	-
Total Funding Sources	100%	-	300,000	-	-	-	-	300,000	-
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total
		Expenditures to Date	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	-	-	-	-	-	-	-	-	-
Legal Fees	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	-	-	-	-	-	-	-	-	-
Project Planning & Design									
Design	-	-	300,000	-	-	-	-	-	300,000
Survey	-	-	-	-	-	-	-	-	-
Geotechnical	-	-	-	-	-	-	-	-	-
Total Planning & Design	-	-	300,000	-	-	-	-	-	300,000
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	-
CEQA / Permits	-	-	-	-	-	-	-	-	-
Total Land Acquisition	-	-	-	-	-	-	-	-	-
Construction									
Equipment	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-
Total Improvements	-	-	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-	-	-
Total Project Costs	-	-	300,000	-	-	-	-	-	300,000
Special Project Issues & Funding Sources									
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
Fund 050									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)									

United Water Conservation District
Budget Plan for Fiscal Year 2018-19
Capital Improvement Projects

Project Name:	SFD Spillway Floor Repair	Project Number	8031
Department:	Engineering	Fund Charged	051
	400		

Project Description	
Description	Repair Santa Felicia Dam spillway floor.
Need Benefit, and Relation to Existing Facilities	Sections of "drummy" or delaminated concrete in the floor and Ogee crest were discovered during the Part 12D Safety review site inspection.
Current Status	Expected completion by winter 2018-2019.
Graphical Information	

PROJECT FUNDING										
Project 8031	Funding Split	Approved Allocation thru 6-30-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	100.00%	-	82,516	-	-	-	-	82,516		
Debt Proceeds	0.00%	-	-	-	-	-	-	-		
Freeman	0.00%	-	-	-	-	-	-	-		
OH Pipeline	0.00%	-	-	-	-	-	-	-		
OH Well Replacement	0.00%	-	-	-	-	-	-	-		
PV Pipeline	0.00%	-	-	-	-	-	-	-		
PT Pipeline	0.00%	-	-	-	-	-	-	-		
Contributions/Grants	0.00%	-	-	-	-	-	-	-		
Total Funding Sources	100%	-	82,516	-	-	-	-	82,516		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-18	CURRENT YEAR STATUS		FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23 and Beyond	Project Total	
		Expenditures to Date	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	-	-	-	24,516	-	-	-	-	24,516	
Legal Fees	-	-	-	-	-	-	-	-	-	
Total Admin/Inspection	-	-	-	24,516	-	-	-	-	24,516	
Project Planning & Design										
Design	-	-	-	3,000	-	-	-	-	3,000	
Survey	-	-	-	-	-	-	-	-	-	
Geotechnical	-	-	-	2,500	-	-	-	-	2,500	
Total Planning & Design	-	-	-	5,500	-	-	-	-	5,500	
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	-	-	-	2,500	-	-	-	-	2,500	
Total Land Acquisition	-	-	-	2,500	-	-	-	-	2,500	
Construction										
Equipment	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	50,000	-	-	-	-	50,000	
Total Improvements	-	-	-	50,000	-	-	-	-	50,000	
Contingency	-	-	-	-	-	-	-	-	-	
Total Project Costs	-	-	-	82,516	-	-	-	-	82,516	
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										



ADOPTED BUDGET PLAN

FISCAL YEAR 2018-19

SUPPLEMENTAL INFORMATION



- ◆ District Map & Area
- ◆ Pipeline Delivery History
- ◆ Groundwater Pumping by Zone
- ◆ Lake Piru Water Storage Capacity/Fall Release



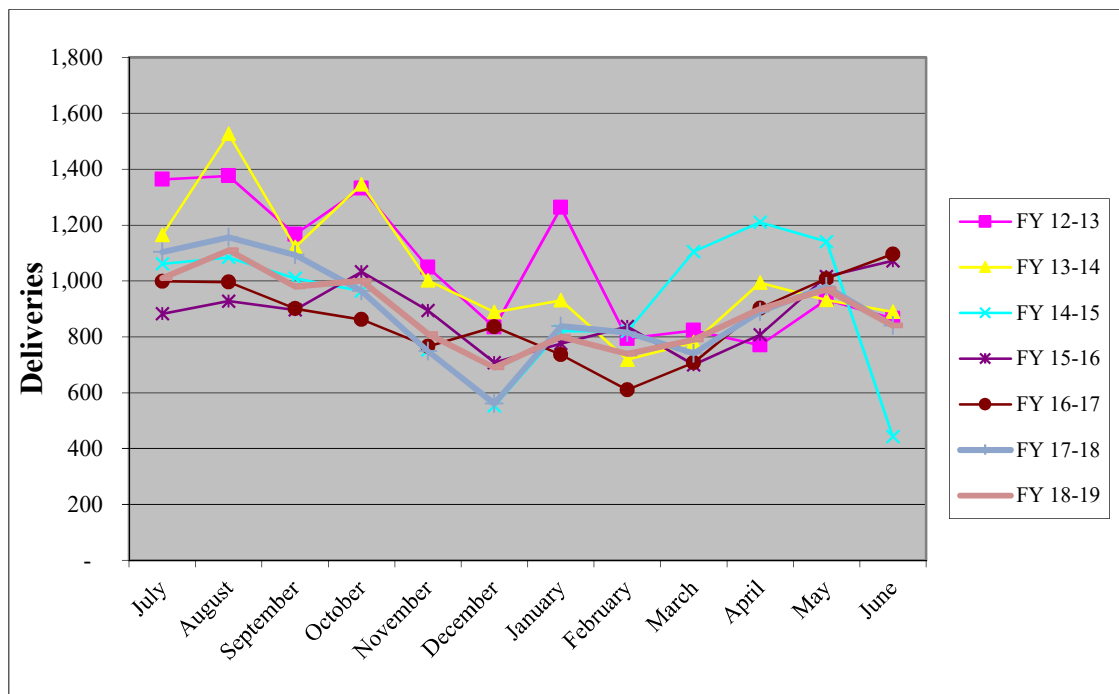
Agriculture is a multi-billion dollar industry in Ventura County and strawberries are currently its most valuable crop. Farmers rely on the efforts and facilities of UWCD to monitor and protect their groundwater resources from seawater intrusion and other contaminants, and to develop a sustainable water supply for the future in the most cost efficient way possible.

United Water Conservation District

OXNARD-HUENEME PIPELINE DELIVERIES

Acre Feet

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	<i>Projected</i> FY 17-18	<i>Projected</i> FY 18-19
July	1,364	1,164	1,061	883	999	1,104	<i>1,010</i>
August	1,376	1,526	1,084	928	996	1,156	<i>1,110</i>
September	1,167	1,121	1,010	896	901	1,093	<i>980</i>
October	1,332	1,346	964	1,033	862	964	<i>1,000</i>
November	1,049	1,002	753	894	766	749	<i>810</i>
December	835	888	553	708	836	561	<i>690</i>
January	1,263	931	821	776	736	838	<i>800</i>
February	794	718	820	837	610	815	<i>740</i>
March	823	781	1,105	700	707	741	<i>790</i>
April	770	994	1,210	807	902	<i>890</i>	<i>900</i>
May	933	932	1,141	1,016	1,008	<i>980</i>	<i>970</i>
June	866	890	443	1,072	1,096	<i>840</i>	<i>840</i>
Total	12,572	12,293	10,965	10,550	10,419	<i>10,731</i>	<i>10,640</i>

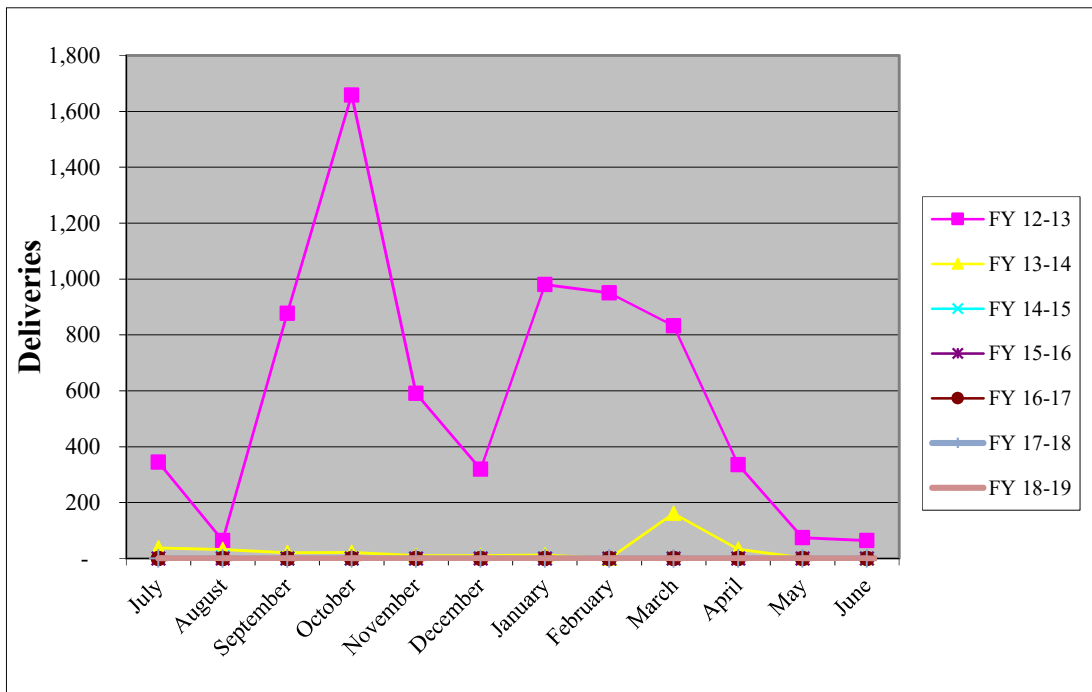


United Water Conservation District

PLEASANT VALLEY PIPELINE DELIVERIES

Acre Feet

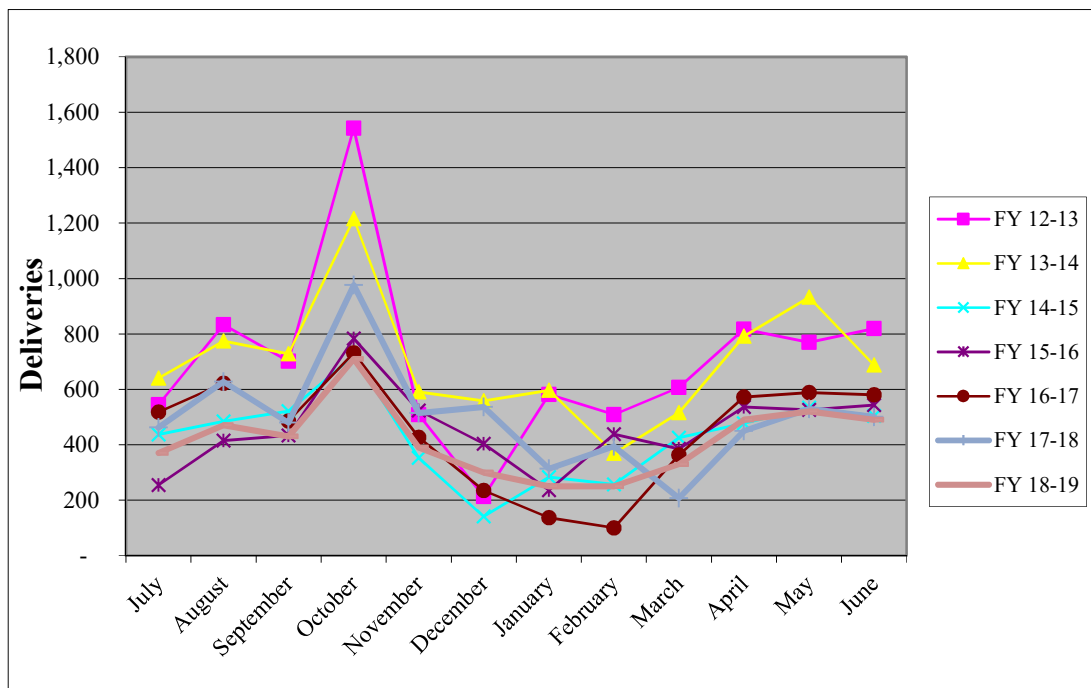
	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	<i>Projected</i> FY 17-18	FY 18-19
July	344	37	-	-	-	-	-
August	64	32	4	-	-	-	-
September	877	20	-	-	-	-	-
October	1,658	21	-	-	-	-	-
November	591	10	-	-	-	-	-
December	319	10	1	-	-	-	-
January	980	12	-	-	-	-	-
February	950	-	-	-	-	-	-
March	832	161	-	-	-	-	-
April	335	33	-	-	-	-	-
May	74	2	-	-	-	-	-
June	64	2	-	-	-	-	-
Total	7,088	340	5	-	-	-	-



United Water Conservation District

PUMPING TROUGH PIPELINE DELIVERIES
Acre Feet

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	<i>Projected</i> FY 17-18	FY 18-19
July	544	640	437	254	518	462	<i>370</i>
August	833	774	484	415	622	628	<i>470</i>
September	701	728	521	434	485	480	<i>430</i>
October	1,542	1,216	721	783	731	976	<i>710</i>
November	509	591	353	524	427	514	<i>390</i>
December	213	558	141	403	235	536	<i>300</i>
January	581	596	283	236	137	314	<i>250</i>
February	509	369	257	438	100	394	<i>250</i>
March	607	515	426	385	363	207	<i>330</i>
April	817	792	478	536	572	<i>450</i>	<i>490</i>
May	770	932	534	526	588	<i>530</i>	<i>520</i>
June	819	688	504	543	580	<i>500</i>	<i>490</i>
Total	8,445	8,399	5,139	5,477	5,358	<i>5,991</i>	<i>5,000</i>



GROUNDWATER PUMPING

By Zone (Billable Acre-Feet)

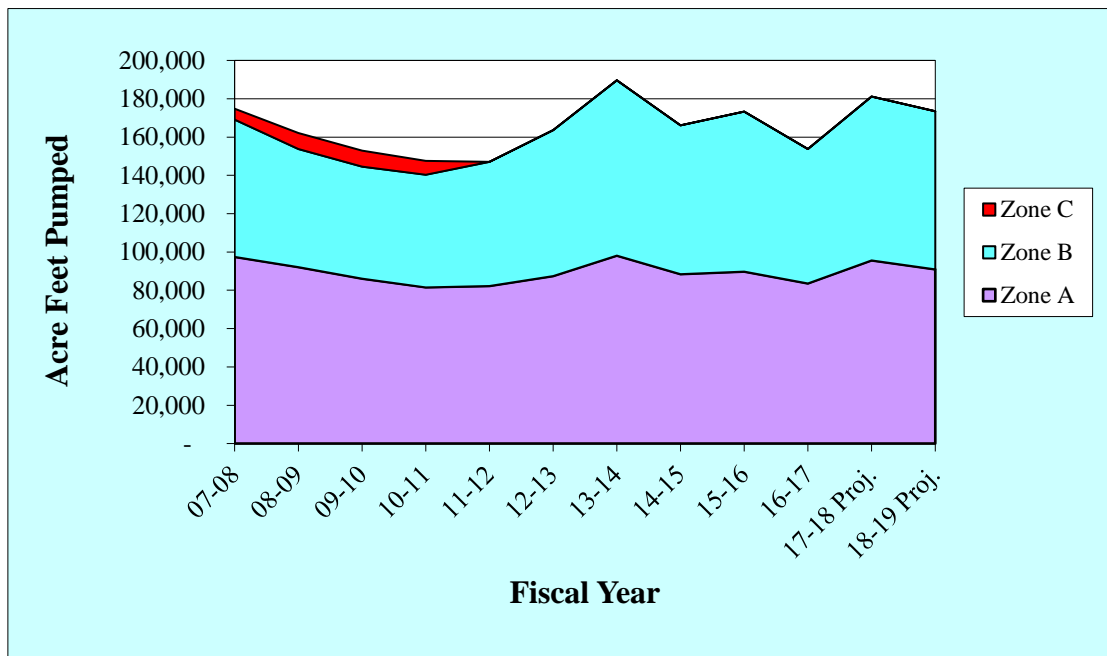
Fiscal Year	Zone A	Zone B	Zone C	District Total
07-08	97,479	71,606	5,736	174,821
08-09	92,028	61,667	8,481	162,176
09-10	86,031	58,454	8,383	152,868
10-11	81,506	58,799	7,322	147,627
11-12	82,170	64,907	-	147,077
12-13	87,376	76,280	-	163,656
13-14	98,105	91,530	-	189,634
14-15	88,436	77,688	-	166,124
15-16	89,784	83,529	-	173,313
16-17	83,608	70,132	-	153,740
17-18 Proj.	95,587	85,504	-	181,091
18-19 Proj.	90,950	82,500	-	173,450

Zone A - 100% General Fund District-wide Pump charge / 0% Freeman Fund Pump Charge

Zone B - 100% General Fund District-wide Pump charge / 100% Freeman Fund Pump Charge

*Zone C - 100% General Fund District-wide Pump charge / 33.33% Freeman Fund Pump Charge

*Effective 7/1/2011 Zone C has been eliminated. Zone C shown here for comparative purposes only.



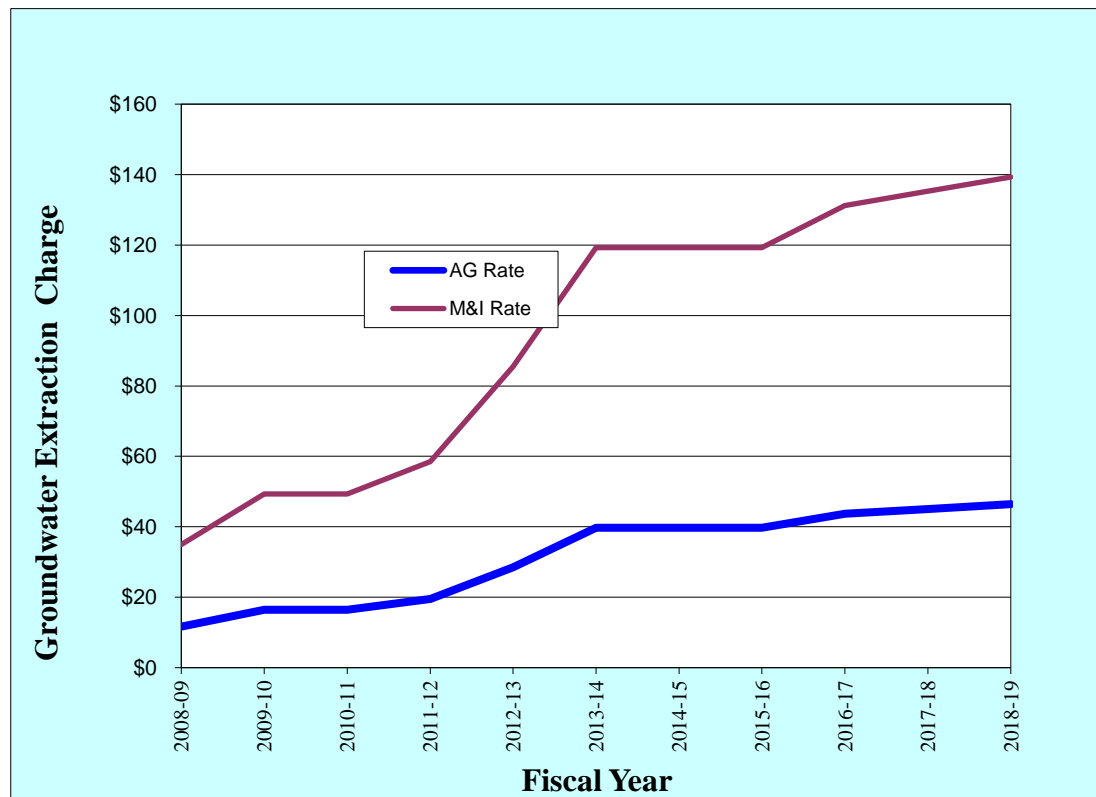
United Water Conservation District

GROUNDWATER EXTRACTION CHARGE PER ACRE FOOT

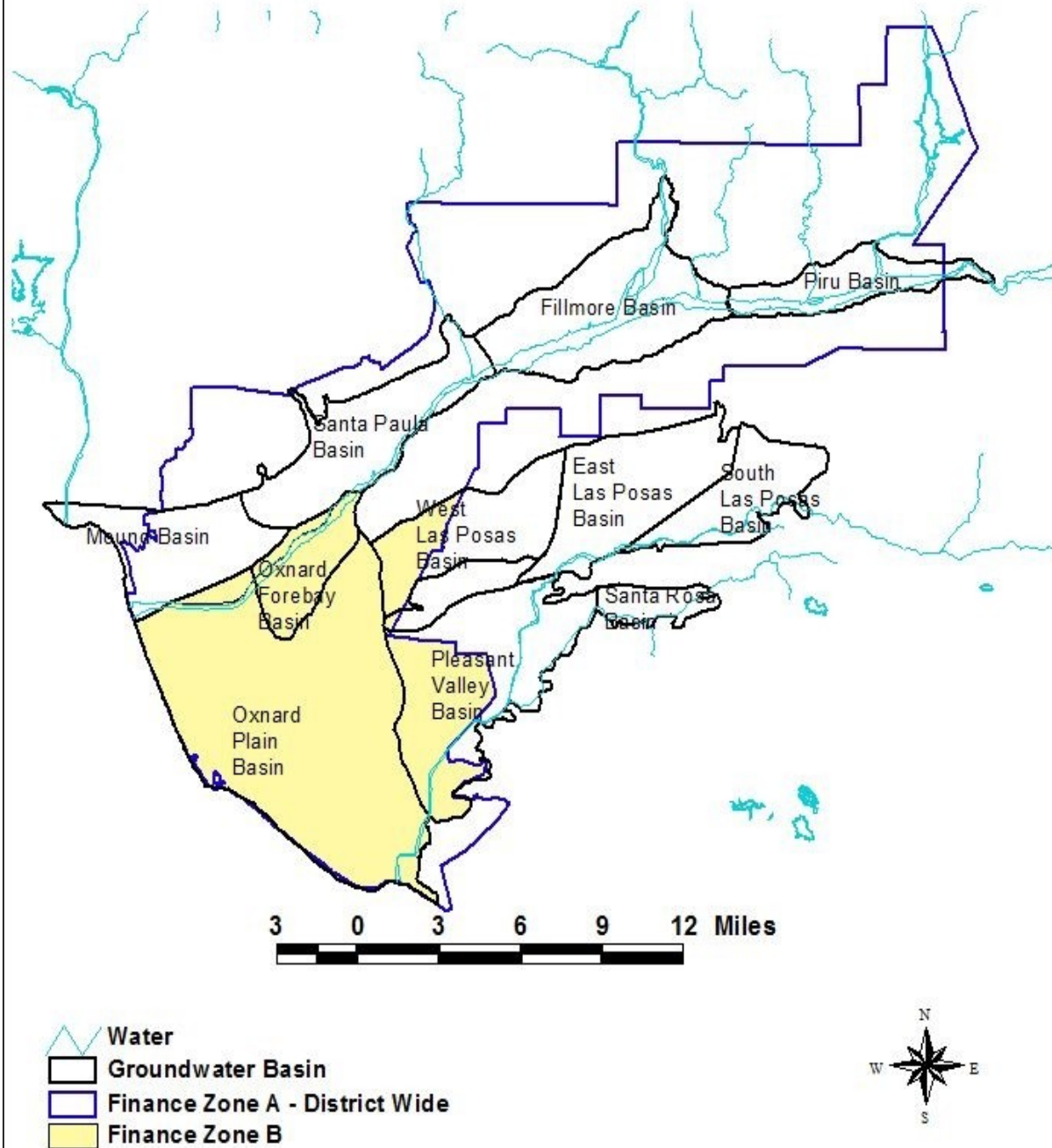
Last Ten Fiscal Years

Zone A

Fiscal Year	AG Rate	M&I Rate
2008-09	\$11.65	\$34.95
2009-10	\$16.45	\$49.35
2010-11	\$16.45	\$49.35
2011-12	\$19.50	\$58.50
2012-13	\$28.50	\$85.50
2013-14	\$39.75	\$119.25
2014-15	\$39.75	\$119.25
2015-16	\$39.75	\$119.25
2016-17	\$43.75	\$131.25
2017-18	\$45.08	\$135.24
2018-19	\$46.43	\$139.30



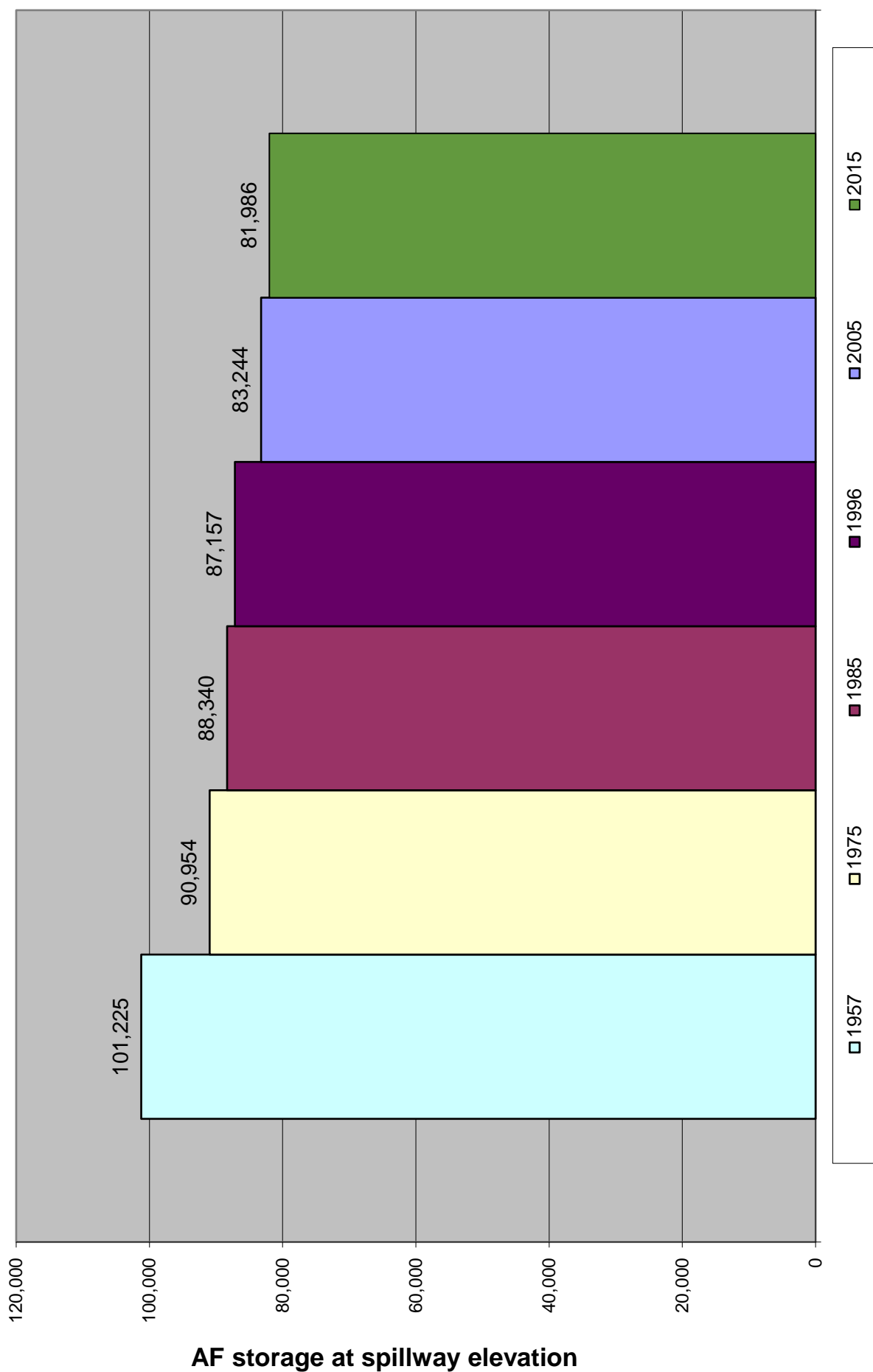
United Water Conservation District Groundwater Finance Zones



Zone A is District Wide

Zone B is those lands within the Oxnard Plain Basin, the Oxnard Forebay Basin, the Pleasant Valley Basin and the North Las Posas Basin within the boundaries of the District.

Available water storage (capacity) in Lake Piru based on historical siltation surveys



ADOPTED BUDGET PLAN FISCAL YEAR 2018-19

FINANCIAL POLICIES



- ◆ Reserve Policies
- ◆ Investment Policy
- ◆ Miscellaneous Financial Policies/Procedures



The United Water Conservation District Board with General Manager Mauricio E. Guardado, Jr. at its April 2016 Meeting

ACCOUNTS RECEIVABLE AND WRITE-OFF POLICY

Effective July 1, 2018

POLICY STATEMENT

It is the District's policy to minimize the District's loss exposure by:

1. limiting the creation of accounts receivables to necessary and essential items or services
2. requiring payment at or before services are rendered when practical and feasible
3. regularly reviewing all past-due accounts
4. actively pursuing collection of past-due accounts receivable
5. regularly writing-off amounts determined to be uncollectible

Types of receivables covered by this policy include, but are not limited to:

- ▶ Groundwater Extraction fees;
- ▶ Water Delivery charges;
- ▶ Fees for services;
- ▶ Fines and penalties;
- ▶ Recovery for damage to District property;
- ▶ Legal judgments; and
- ▶ Various unpaid fees.

A write-off of uncollectible accounts receivable from the District's accounting records does not constitute forgiveness of the debt or a gift of public funds. Accounts receivable should generally be written-off during the fiscal year in which an account is determined to be uncollectible. Subsequent collection of an account previously written-off will be treated as new revenue in the appropriate fund.

This policy does not supersede any provisions contained in the District's principal act, including but not limited to the procedures for levying and collection of groundwater extraction charges set forth in Chapter 3 of Part 9 of Division 21, Water Code Section 75560 et seq. In the event of any conflict between the District's principal act and the procedures set forth in this policy, the principal act shall govern.

POLICY OBJECTIVE

The purpose of this policy is to set authorization levels and standard guidelines to prevent accounts receivable, administer accounts receivable and write-off uncollectible accounts receivables.

POLICY PROCEDURES

A. Prevention Procedures:

1. The District shall not pay for third party obligations, unless legally obligated to do so.
2. Whenever possible, the District shall require advance payment of all fees and costs in accordance with the District's Rates and Fees Schedule.

B. General Collection Procedures:

Collection procedures are established by the Finance Division and will vary depending on the nature of the receivable. Whenever possible, the District will avoid advancing District resources. Once a receivable exists, the District will take the following steps in collection efforts:

1. Generate multiple reminder and/or collection notices.
2. Attempt phone collection.

3. Determine further collection costs and if warranted, refer to the District's Legal Counsel or collection agency for collection assistance.

C. Collection Procedures for Past Due Groundwater Extraction Fees

For purposes of collecting delinquent Groundwater Extraction Fees, the District follows a five (5) step process that shall be followed with each delinquent account unless the Board directs otherwise.

1. Upon an account becoming delinquent, the Finance Division will send a minimum of two (2) reminder and collection notices to the accountholder before proceeding to the second (2nd) step of the process. Notices are sent out once an account becomes more than 30 and more than 45 days past due
2. Once an account is more than 90 days past due, the Finance Division will attempt to collect the past due amount by calls to the telephone number provided by the accountholder to the District. Each call will be listed by date and time in a written log.
3. When an account becomes 120 days past due, a letter will be sent by District Legal Counsel advising the accountholder of the amount past due (including all accrued interest, fees and costs), and of the legal remedies available to the District for collecting this debt. The accountholder shall be responsible for all fees and costs charged for the preparation and issuance of the letter by District Legal Counsel. This amount shall be added to the total amount past due.
4. If an account becomes more than one (1) year past due and exceeds \$250, including all accrued interest, penalties, fees and costs, or less if the amount due is unverified due to non-reporting, the Board shall schedule a hearing pursuant to Water Code section 75637, subdivision (b) for the purpose of determining whether the District should order the accountholder and any other operator of a water producing facility associated with the account to cease extraction of groundwater until all delinquent fees and charges are paid.
5. At the same Board meeting at which the Section 75637(b) hearing is held, the Board shall discuss with District Legal Counsel in closed session any legal action available to the District to collect all amounts owed by the accountholder.

District staff shall follow these steps for each and every delinquent account unless otherwise directed by the Board. Prior to an account becoming more than one (1) year past due, the Finance Division is authorized to enter into a written payment plan with the accountholder that ensures full payment of all delinquent amounts within three (3) months of the date the plan is approved. Board approval is required for any payment plan extending the payment of the delinquent amounts beyond three (3) months. Once an account is more than one (1) year past due only the Board may approve a payment plan or settlement.

D. Appeal Process:

If a Debtor is unable to reach an agreement on the debt amount and/or payment terms with Finance Division staff, the Debtor may request a hearing with the General Manager within 30 days of the

determination notice. If the results of the General Manager hearing are not to the satisfaction of the Debtor, at the Debtor's request, the matter may be appealed to the Board in an open meeting within 30 days of the hearing determination.

E. Write-Off Procedures:

1. Designation of an Account as Uncollectible:

After the appropriate collection procedures have been followed, an account will be considered uncollectible if it meets one or more of the following criteria:

- ▶ The debt is disputed and the District has insufficient documentation to pursue collection efforts;
- ▶ The cost of further collection efforts will exceed the estimated recovery amount;
- ▶ The amount is up to \$50 and remains unpaid after one year;
- ▶ The account remains unpaid after the lesser of four years or the applicable period for commencement of a recovery action (statute of limitations);
- ▶ The debtor cannot be located, nor any of the debtor's assets;
- ▶ The debtor has no assets and there is no expectation they will have any in the future;
- ▶ The debtor has died and there is no known estate or guarantor;
- ▶ The debtor is a company that is no longer in business;
- ▶ The debt is discharged through legal action (bankruptcy or court judgment); and
- ▶ The debt has been forgiven by action of the Board or as outlined under Section E.3 of this policy.

2. Preparation of Write-off of Accounts Receivable List:

Annually or as warranted, the Chief Financial Officer or his/her designee will identify any accounts receivable that meet the criteria for designation as an uncollectible account.

An itemized list of uncollectible accounts to be written-off will be compiled specifying the following:

- ▶ Debtor name;
- ▶ Account balance;
- ▶ Due date;
- ▶ Brief description of receivable type;
- ▶ Criteria under which the account was deemed uncollectible; and
- ▶ Account number of the receivable in the District's financial system if applicable.

For each uncollectible account, documentation should be attached supporting the uncollectible account designation and substantiating that collection procedures have been followed and due diligence has been exercised in collection efforts. Due diligence documentation should, at a minimum, include:

- ▶ Invoices, reminder letters, returned checks and/or collection letters (and any documentation that is returned as undeliverable, no known forwarding address, etc.);
- ▶ Bankruptcy claims and any documents supporting a claims court or other judgment rendered by proper authority;
- ▶ Judgment awarded by a court or settlement agreement; and

- ▶ Notice of discontinuation of services.

3. Approval Authority for Write-off Requests:

The Chief Financial Officer will review the list of uncollectible accounts to ensure that it is complete and that all necessary due diligence documentation has been attached. Once the review is complete, the qualified accounts will be written-off after approval from the corresponding authority is received. Subsequent to the write-off step, the write-off list will be presented to the appropriate reporting party according to the following approved authority levels:

Transaction Amount:	Write-Off Authority:	Reported to:
Up to \$100	CFO	General Manager
\$101 up to \$5,000	General Manager	Finance Committee
Excess of \$5,000	District Board	District Board

If new developments arise suggesting that a possibility exists for collection of an account previously written-off, the collections process will be resumed.

F. Criteria for Maintaining Accounts Receivable:

Accounts receivable write-off will not be performed based on the criteria listed below:

- a. Insufficient collection efforts have been made or demonstrated;
- b. Existence of a lien and future collection is possible;
- c. Knowledge that the debt will be collected in the future; and
- d. Lack of proper approval as outlined in Section E.3.

SUMMARY

The above guidelines cannot cover every issue, exception, or contingency that may arise in operating the District. Staff's best judgment will prevail in situations where these guidelines lack specific direction. The District acknowledges the occasional need for flexibility in resolving debt delinquency matters and therefore the Board reserves the right to evaluate and address each case individually without being bound by the provisions of this policy.

AUDITOR ROTATION & SELECTION POLICY

Effective July 1, 2018

PURPOSE

The purpose of this policy is to provide for the periodic rotation of independent auditing firms who perform the annual examination of the District's financial statements and render an opinion thereon.

SELECTION PROCESS

A full-scale competitive process will be held at a minimum every five years for the selection of the independent auditing firm. The Finance Division is responsible for conducting the interview and selection process and recommending a firm to the Board.

The then current auditing firm will not be reconsidered to serve beyond a five year consecutive period. Firms may serve more than a five-year period so long as there is a minimum three-year break in their service.

TERM OF CONTRACT

The initial contract term should be for three years. Providing services are satisfactory, the firm may be retained for an additional two years thereafter.

SCOPE OF SERVICE

The firm will perform the annual audit, prepare required reports and assist staff in analyzing/implementing accounting pronouncements.

AMENDMENTS OR EXCEPTIONS

Amendment of or exceptions to this policy may be made by action of the Board of Directors.

BUDGET AMENDMENT POLICY

Effective July 1, 2018

ESTIMATED REVENUES

Amendments to revenue estimates, which may have a significant effect on the adopted budget, will be presented to the Finance Committee and the Board of Directors for discussion as they become known. Staff will present proactive recommendations to the Board to provide options to respond to any known or anticipated significant revenue fluctuation.

APPROPRIATIONS

Consistent with the District's Procurement Policy, the General Manager is authorized to approve supplemental appropriations (additional spending authority) of up to \$10,000 for any one service or purchase. Supplemental appropriations of more than \$10,000 will be presented to the Board of Directors for consideration and approval prior to the commitment of funds. This includes contract amendments for any one service or purchase during the fiscal year to contracts with original amounts that exceed the General Manager's authority. Services or purchases necessitating the need for a supplemental appropriation cannot be separated to avoid the requirement for requesting prior Board approval. Resources needed to fund the supplemental appropriation (i.e. reserves, new/additional revenues, grants, etc.) must be identified at the time of the supplemental appropriation request to the Board. Whenever possible, a budget appropriation transfer should be requested in lieu of a supplemental appropriation request if savings in other line items (internal to each fund) can be identified without impacting other operational needs. When a supplemental appropriation is requested for the Oxnard/Hueneme Pipeline Fund, all Contractors will be given proper notice as required by the Water Delivery Agreement, of the recommendation proposed to the Board of Directors for their approval seven (7) days prior to the commitment of funds. When an unbudgeted expenditure greater than \$10,000 has been made in the course of an emergency, the appropriation will be presented to the Board of Directors at their next regular meeting. Any planned or potential reduction in expenditures that were appropriated (approved) by the Board that may result in service, operations, program or policy changes will be presented to the Board of Directors for discussion as they become available. The Finance Committee will review all supplemental appropriations at their regular monthly meetings.

BUDGET TRANSFERS

In an effort to operate within the approved budget, it may become necessary to shift spending authority from one purpose to another. Budget transfers must be internal to each fund (General Water Conservation sub funds are considered one fund) and cannot result in a change in policy without the Board of Director's approval. Appropriations not exceeding \$1,000 can be transferred between line items with the approval of the Chief Financial Officer. Line item transfers between \$1,000 and \$20,000 can be transferred with the approval of both the Chief Financial Officer and the General Manager. Transfer requests over \$20,000 will be presented to the Board of Directors for consideration and approval.

Exceptions: Line item transfers within a specific project are not subject to the above approval limits and transfers can be made up to the amount of available funding. This exception applies to specific projects, such as the Habitat Conservation Plan project, the Quagga Mussels project, or any capital improvement project. It does not apply to general projects, such as departmental General & Management projects; the Saticoy/El Rio Operations Center projects; the Freeman, O.H. Pipeline, P.V. Pipeline, or P.T. Pipeline projects; etc.

BUDGET SUBMITTAL POLICY

Effective July 1, 2018

United Water Conservation District operates on a fiscal year beginning on the first day of July and ending on the thirtieth day of June of the following year.

The District's annual operations and capital improvement budget is the principle vehicle for developing the Board of Directors' plans and policies for the District.

In order to ensure appropriate time for Board review, consideration and revisions (if necessary), on or before the first business day of May of each year, the General Manager shall submit to the Board of Directors a proposed/recommended operations and capital improvement budget for the next fiscal year.

The proposed budget shall provide a complete financial plan, including a 5-year Capital Improvement Project Plan, of all District funds and activities for the next fiscal year. The total of proposed expenditures for each fund shall not exceed the total estimated revenue and/or estimated funds/resources available.

Any proposed rate adjustments which impact estimated revenue must be clearly documented. In proposing an increase in groundwater extraction charges and implementing a process for their approval, the District in an abundance of caution has elected to treat such charges as subject to Proposition 218 requirements [California Constitution, Article 13D]. However, the District's legal position, among other things, is that such charges: (a) are not fees for property related services or charges incident to property ownership and are not subject to the requirement of Article 13D, Section 6 (b); (b) are not a general or special tax subject to Proposition 26 [California Constitution, Article 13C]; (c) do not exceed the reasonable cost of providing District services and do not violate Proposition 13 or various statutory or common law provisions; and (d) are not capacity charges. The City of San Buenaventura has sued the District concerning these and other legal issues in connection with the District's groundwater charges, and such issues are being addressed in litigation.

On or before June 30, the Board of Directors shall adopt, by resolution, the proposed/recommended budget with any amendments directed by the affirmative vote of a majority of the Board. While the Board adopts the next - fiscal year's budget by June 30. The budget can be amended at any time throughout the fiscal year via approval by a majority of the Board, consistent with the District's Budget Amendment Policy.

CAPITAL ASSET POLICY

Effective July 1, 2018

OBJECTIVE/PURPOSE

- ▶ To account and record the District's capital assets as required by Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) Statement No. 34.
- ▶ To maintain a listing of all capital assets at original cost.
- ▶ To calculate depreciation and determine book value of all capital assets.

GENERAL GUIDLINES

- ▶ All capital purchases must conform to the procurement policy.
- ▶ With each budget cycle all capital outlay and capital project requests are reviewed by a District Accountant for applicability to the capitalization threshold and general definitions for fixed assets.
- ▶ Structures and improvements, tangible equipment, intangible assets and vehicles purchased are capitalized each accounting period and depreciation begins the following month after the effective "in operation" date of the asset.
- ▶ Construction in progress projects are reviewed semi-annually in December and June. Assets that are completed during the six-month period are capitalized and begin depreciation as of December 31 or June 30. Qualifying expenditures related to construction in progress projects, including any District employee's compensation (i.e. salary and employee benefits), are capitalized as part of the overall cost of the project.

CAPITALIZATION THRESHHOLD

The capitalization threshold for tangible equipment, intangible assets and vehicles purchased or constructed is \$5,000 or greater with a useful life of two years or more per item. The threshold for structures and improvements purchased or constructed is \$25,000 or greater.

DISCRETE COMPONENTS OF LARGER ASSETS

A single capital asset may be composed of one or more discrete components with a significantly shorter useful life (e.g., roof). In such cases the cost of the components are included in the cost of the larger asset and replacements are treated as a repair. Infrastructure rehabilitation projects are capitalized.

DEPRECIATION METHOD

The District uses the straight-line depreciation method. Land is not depreciated and construction is not depreciated until completed.

The following is the useful life table, by category, used to calculate depreciation:

Asset Class	Type	Years
Equipment	Construction Type (i.e. Tractors, Graders)	25
	Durable Equipment	10
	Furniture	10
	Office Furniture/Equipment	10
	Computer Programs and Models	10
	Meters, Test Equipment, Gauges	5
	Phone Systems	5
	Radio Equipment	5
	Computer Equipment	3
Structures & Improvements	Dams	100
	Buildings	50
	Wells	50
	Pipelines	40
	Dam Structures, Canals	40
	Park & Recreation Facilities	30
	Hydro-Plant	30
	Tanks	25
	Asphalt	20
	Irrigation System	20
	Communication towers	20
	VFD Variable Drives	15
	Recreation Playground/Picnic	15
	Fences, Gates	15
	Valves and Associated Gates	10
	Pumps	5
Vehicles	Boats	10
	Automobiles	7
	Trucks, SUVs	7

DEBT MANAGEMENT POLICY

Effective July 1, 2018

OBJECTIVE

The purpose of this Debt Management and Disclosure Policy (this “Debt Policy”) is to organize and formalize debt issuance and management-related policies and procedures for the District. The debt policies and procedures of the District are subject to and limited by applicable provisions of state and federal law and to prudent debt management principles.

This Debt Policy is intended to comply with Government Code Section 8855(i) and shall govern all debt undertaken by the District.

The District hereby recognizes that a fiscally responsible debt policy is required in order to:

- Maintain the District’s sound financial position.
- Maintain cost-effective access to the capital markets through prudent fiscal management policies and practices.
- Protect the District’s credit-worthiness.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the District.
- Ensure that the District’s debt is consistent with the District’s planning goals and objectives and capital improvement plan or budget, as applicable.

SCOPE AND DELEGATION OF AUTHORITY

This Debt Policy will govern the issuance and management of all debt funded through the capital markets, including the selection and management of related financial and advisory services and products, and the investment of bond proceeds.

This Debt Policy will be reviewed and updated as deemed necessary, or annually in conjunction with the District’s other financial policies. Any changes to the policy are subject to approval by the Board of Directors (the “Board”) at a legally noticed and conducted public meeting. Overall policy direction of this Debt Policy will be provided by the Board. The Chief Financial Officer will be responsible for the implementation of the Debt Policy, as well as the structure, implementation, and management of the District’s debt and finance program. The Board’s adoption of the District’s Annual Budget and Capital Improvement Program (CIP) does not, in and of itself, constitute authorization for debt issuance for any capital projects. This Debt Policy requires that the Board specifically authorize each debt financing.

While adherence to this Debt Policy is required in applicable circumstances, the District recognizes that changes in the capital markets, District programs and other unforeseen circumstances may from time to time produce situations that are not covered by the Debt Policy and will require modifications or exceptions to achieve policy goals. In these cases, management flexibility is appropriate, provided specific authorization from the Board is obtained.

POLICY GOALS RELATED TO PLANNING GOALS AND OBJECTIVES

The District is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The District intends

to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the District's annual operations budget.

The District will pay for infrastructure, projects, and other financing needs from a combination of current revenues, available reserves, and issued debt. The District acknowledges that debt can provide an equitable means of financing projects for its customers and provide access to new capital needed for infrastructure and project needs. Debt will be used to meet financing needs if (i) it meets the goals of equitable treatment of all customers, both current and future; (ii) it is the most cost-effective means available, (iii) it is financially prudent, responsible and diligent under the prevailing economic conditions; and (iv) there are other important policy reasons therefor.

It is a policy goal of the District to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest feasible borrowing costs.

The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

RELATIONSHIP OF DEBT TO CAPITAL IMPROVEMENT PROGRAM AND BUDGET

The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital outlay and improvement plan.

The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that funds are available when needed.

The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

APPROACH TO DEBT MANAGEMENT

The District's approach to its financings is to ensure continued market access at the lowest cost of borrowing. As such, the Debt Policy designates affordability or capacity targets which are established by the rating agencies (Moody's Investor Service, Standard & Poor's, and Fitch). Debt capacity is defined as annual debt service payments as a percentage of operating expenditures and debt service payments.

A presentation of the District's debt capacity and affordability shall be made to the Board of Directors with the proposed approval of any debt, lease financing or other instruments of installment repayments with maturities longer than 5 years.

TYPES OF DEBT

The District will evaluate the use of all financial alternatives available including, but not limited to, long-term debt, short-term debt, fixed rate debt, variable rate debt, idle cash reserves, and inter-fund borrowing. The District will utilize the most advantageous financing alternative available while limiting the District's risk exposure. The following types of debt are allowable under this Debt Policy:

- general obligation bonds
- bond or grant anticipation notes
- lease revenue bonds, certificates of participation and lease-purchase transactions
- other revenue bonds
- tax and revenue anticipation notes
- land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes
- tax increment financing to the extent permitted under state law
- lines of credit
- refunding obligations
- inter-fund loans of idle funds

The District may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy.

PURPOSES FOR WHICH DEBT MAY BE ISSUED

1. Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District.
 - a. Long-term debt financings are appropriate when the following conditions exist:
 - When the project to be financed is necessary to provide basic services.
 - When the project to be financed will provide benefit to constituents over multiple years.
 - When total debt does not constitute an unreasonable burden to the District and its taxpayers and ratepayers.
 - When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.
 - b. Long-term debt financings will not be considered for current operating expenses and routine maintenance expenses.
 - c. The District shall not construct or acquire a facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility throughout its expected life.
 - d. The District may use long-term debt financings subject to the following conditions:
 - The project to be financed must be approved by the Board.
 - The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%, and in no event should exceed the lesser of 40 years or the period of time until the sunset of a revenue source used to repay the bonds.
 - The District estimates that sufficient revenues will be available to service the debt through its maturity.
 - The District determines that the issuance of the debt will comply with the applicable state and federal law.
2. Short-term debt. Short-term debt may be used to finance certain essential equipment and vehicles.

The underlying asset must have a minimum useful life of one year or more. Short-term financings, including loans and capital lease purchase agreements, are executed to meet such needs.

Short-term borrowing may also be utilized for the temporary funding of operational cash flow deficits or anticipated revenues (defined as an assured source with the anticipated amount based on conservative estimates). The District will determine and utilize the least costly method for short-term borrowing. The District may issue short-term debt when there is a defined repayment source or amortization of principal, subject to the following policies:

- a. Bond Anticipation Notes (BANs) may be issued instead of capitalizing interest to reduce the debt service during the construction period of a project or facility. The BANs shall mature not more than 3 years from the date of issuance. The BANs shall mature within 6 months after substantial completion of the financial facility.
 - b. Tax and Revenue Anticipation Notes (TRANs) shall be issued only to meet projected cash flow needs consistent with a finding by bond counsel that the sizing of the issue fully conforms to Federal IRS requirements and limitations.
 - c. Lines of Credit shall be considered as an alternative to other short-term borrowing options. The lines of credit shall be structured to limit concerns as to the Internal Revenue Code.
 - d. Other Short-Term Debt, including commercial paper notes, may be used.
3. Variable Rate Debt. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.
4. Refunding Financing. Refunding bonds are issued to retire all or a portion of an outstanding bond issue. Refunding issuances can be used to achieve present-value savings on debt service or to restructure the payment schedule, type of debt instrument used, or covenants of existing debt. The District must analyze the refunding issue on a present-value basis to identify economic effects before approval. The District will consider the following issues when evaluating possible refunding opportunities:
 - a. Debt Service Savings. The District has established a minimum savings threshold goal of (i) three (3%) percent of the refunded bond principal amount or \$100,000 in present value savings and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage unless there are other compelling reasons for defeasance. The present value savings will be net of all costs related to the refinancing.
 - b. Restructuring. The District will refund debt when it is in its best interest to do so. Refundings will include restructuring for purposes of meeting unanticipated revenue expectations, achieving cost savings, mitigating irregular debt service payments, releasing reserve funds or removing unduly restrictive bond covenants.
 - c. Term of Refunding Issues. The District will generally refund bonds within the term of the originally issued debt. However, the District may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The District may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed asset and the concept of inter-generational equity will be given due consideration in formulating these decisions.

- d. Escrow Structuring. The District will utilize the least costly securities available in structuring refunding escrows. A certificate from a third party agent, who is not a broker-dealer, is required stating that the securities were procured through an arms-length, competitive bid process (in the case of open market securities), that such securities were more cost effective than State and Local Government Obligations (SLGS), and that the price paid for the securities was reasonable within federal guidelines. Under no circumstances will an underwriter, agent or financial advisor sell escrow securities to the District from its own account.
 - e. Arbitrage. The District will take all necessary steps to optimize escrows and to avoid negative arbitrage in its refundings. Any resulting positive arbitrage will be rebated as necessary according to federal guidelines.
5. Inter-fund Borrowing. The District may borrow internally from other funds with idle cash in lieu of issuing bonded debt. Purposes warranting the use of this type of borrowing could include short-term cash flow imbalances due to grant terms, interim financing pending the issuance of bonds, or long-term financing in lieu of bonds for principal amounts under \$5 million. The District funds from which the money is borrowed shall be repaid with interest based upon the earning rate of the District's highest yielding investment pool. The Chief Financial Officer shall exercise due diligence to ensure that it is financially prudent for the fund making the loan.

Inter-fund loans will be evaluated on a case-by-case basis. Any borrowing between two District funds which exceeds 24 months requires a repayment schedule approved by the Board and shall include an associated interest rate. The purpose of inter-fund borrowing is to finance high priority needs and to reduce the costs of interest, debt issuance and/or administration.

Inter-fund loans may be made at a fixed or variable interest rate, as appropriate. If an inter-fund loan is made at a variable rate, it will be based on an earning rate, such as LAIF, or other similar investment tool.

6. Joint Powers Authority. In addition to the financing instruments mentioned above, the District may also consider joint arrangements with other governmental agencies when a project serves the District's interest.

TERMS AND CONDITIONS OF DEBT

1. Capitalized Interest. In general, the District will avoid the use of capitalized interest to avoid unnecessarily increasing the bond size. However, certain types of financings may require the use of capitalized interest from the issuance date until the District has constructive use/benefit of the financed project. Interest will not be funded (capitalized) beyond three (3) years or a shorter period if further restricted by statute.
2. Lien Levels. Senior and junior liens for each revenue source will be utilized in a manner that will maximize the most critical constraint, typically either cost or capacity, thus allowing for the most beneficial use of the revenue source securing the bond.
3. Debt Service Structure. Debt issuance shall be planned to achieve relatively rapid repayment of debt while still matching debt service to the useful life of facilities. The District shall avoid the use of bullet or balloon maturities except in those instances where these maturities serve to levelize existing debt service.

4. Call Provisions. In general, the District's securities will include a call feature that is no later than ten (10) years from the date of delivery of the debt. The District will generally avoid the sale of non-callable debt.
5. Original Issue Discount. An original issue discount will be permitted only if the District determines that such discount results in a lower true interest cost on the debt and that the use of an original issue discount will not adversely affect the project identified by the legal documents related to the debt.
6. Deep Discount Bonds. Deep discount bonds may provide a lower cost of borrowing in certain markets. The District will carefully consider their value and effect on any future refinancings as a result of the lower-than-market coupon.
7. Additional Bonds Test. Any new senior lien debt issuance must not cause the District's debt service to exceed the level at which the lesser of
 - a. revenues from any consecutive 12 months out of the last 18 months or
 - b. tax revenues estimated by the District for the Fiscal Year in which the debt is issuedare at least 150 percent (1.50x) of the maximum annual principal and interest for the aggregate outstanding senior lien bonds including the debt service for the new issuance.
8. Debt Limits. The cumulative annual debt service of all bond issues supported by the General/Water Conservation Fund is restricted to no more than 15 percent of annual General/Water Conservation Fund revenue. Bond issues supported by Enterprise Funds should maintain a minimum ratio of net operating income to annual debt service that the Chief Financial Officer concludes is beneficial to the District.

CREDIT ENHANCEMENTS

The District will consider the use of credit enhancement on a case-by-case basis, evaluating the economic benefit versus cost for each case. Only when a clearly demonstrable savings can be shown will enhancement be considered. The District will consider each of the following enhancements by evaluating the cost and benefit of such enhancement.

1. Bond Insurance. The District may purchase bond insurance when such purchase is deemed prudent and advantageous. The predominant determination will be based on such insurance being less costly than the present value of the difference in the interest on insured bonds versus uninsured bonds.
 - a. Provider Selection. The Chief Financial Officer or his/her designee will solicit quotes for bond insurance from interested providers, or in the case of a competitive sale submit an application for pre-qualification on insurance. In a negotiated sale, the Chief Financial Officer or his/her designee shall have the authority to select a provider whose bid is most cost effective and whose terms and conditions governing the guarantee are satisfactory to the District. The winning bidder in a competitive sale will determine whether it chooses to purchase bond insurance for the issue.
2. Debt Service Reserve Surety Bond. When required, a reserve fund will be funded from the proceeds of each series of bonds, subject to federal tax regulations and in accordance with the

requirements of credit enhancement providers and/or rating agencies. The District may purchase reserve equivalents (i.e., the use of a reserve fund surety) when such purchase is deemed prudent and advantageous. Such equivalents will be evaluated in comparison to cash funding of reserves on a net present value basis.

3. Letter of Credit. The District may enter into a letter of credit agreement when such an agreement is deemed prudent and advantageous.

METHOD OF BOND SALE

The District will determine, on a case-by-case basis, whether to sell its bonds competitively or through negotiation. Generally, there are three methods of sale: competitive, negotiated and private placement. Each type of bond sale has advantages and the potential to provide the lowest cost given the right conditions.

1. Competitive Sale. A competitive bond sale is used by established issuers, with strong credit ratings during times in which there are stable market conditions. In a competitive sale, the issuer's bonds are awarded to the bidder providing the lowest true interest cost as long as the bidder adheres to the requirements set forth in the official notice of sale. A competitive sale is preferable when the bond type and structure are conventional, bond insurance is included or pre-qualified, and the transaction is of a manageable size. Pursuant to this policy, the General Manager and/or Chief Financial Officer is hereby authorized to sign the bid form on behalf of the District fixing the interest rates on bonds sold on a competitive basis.
2. Negotiated Sale. In a negotiated bond sale the issuer selects the underwriter several months before the sale of bonds through a competitive RFP process. The underwriter is selected based upon relevant experience, recent bond sale performance and fees, among other factors. The final pricing of the bonds is directly negotiated with the underwriter based upon investor demand and orders received on the day of sale. The issuer generally relies upon the financial advisor during the negotiation process.

A negotiated sale is common for a new or infrequent issuer or an issuer with a weak bond rating. A negotiated sale can be advantageous during high volatility in the financial markets or during periods of low investor demand. A negotiated sales is appropriate when market timing is important, the bond type and/or structural features are unusual, bond insurance is not available, or the par amount for the transaction is significantly larger than normal.

Pursuant to this policy the General Manager and/or Chief Financial Officer is hereby authorized to sign the bond purchase agreement on behalf of the District fixing the interest rates on bonds sold on a negotiated basis.

3. Private Placement. A private placement is a sale that is structured specifically for one purchaser such as a commercial bank. A direct purchase agreement or revolving credit facility is a form of private placement. Such placement shall be considered if this method is likely to result in a cost savings, more attractive terms and conditions to the District, or both relative to other methods of debt issuance.

CONSULTANTS

The District shall generally select its primary consultant(s) by a competitive qualifications-based process through Request for Proposals.

1. Financial Advisor. The District shall utilize a financial advisor to assist in its debt issuance and debt administration process. The financial advisor will advise the District on refunding opportunities for current outstanding debt, and determine the most appropriate structure to ensure effective pricing that meets the District's near-term and long-term cash flow needs. The financial advisor will work with all parties involved in the financing transaction, including the District's bond counsel, trustee, underwriters, and credit liquidity providers, to develop and monitor the financing schedule and preparation of the Official Statement. The financial advisor may assist the District in developing and distributing bid specifications for desired services and assist the District in its review process. The District also expects that its financial advisor will provide objective advice and analysis, maintain confidentiality of the District's financial plans and be free from any conflict of interest.

Selection of the District's financial advisor(s) shall be based on, but not limited to, the following criteria: (a) experience in providing consulting services, (b) knowledge and experience in structuring and analyzing issues, (c) experience and reputation of assigned personnel, and (d) fees and expenses.

2. Bond Counsel. Transaction documentation for debt issues shall include a written opinion by legal counsel affirming that the District is authorized to issue the proposed debt, that the District has met all constitutional and statutory requirements necessary for issuance, and a determination of the proposed debt's federal income tax status. The approving opinion and other documents relating to the issuance of debt will be prepared by counsel experienced in public finance and tax issues.
3. Disclosure Counsel. When undertaking a bond sale, disclosure counsel may be retained to prepare the official statement if additional independence or expertise is needed. Disclosure counsel will be responsible for ensuring that the official statement complies with all applicable rules, regulations and guidelines. The official statement and other documents related to disclosure will be prepared by counsel experienced in public finance.
4. Underwriter. The District shall have the right to select a senior manager and co-managers for a proposed negotiated sale. The District may establish a pool of eligible underwriters, or select firms on an as-needed basis. The criteria for selection as reflected in the Request for Proposals (RFP) or Request for Qualifications (RFQ) shall include but not be limited to i) the firm's ability and experience in managing similar transactions, ii) prior knowledge and experience with the District, iii) the firm's willingness to risk capital and demonstration of such risk, iv) the firm's ability to sell bonds, v) quality and experience of personnel assigned to the District's engagement, and vi) the financing plan presented.
 - a. Underwriter's Discount. The District will evaluate the proposed underwriter's discount against comparable issues in the market. If there are multiple underwriters in the transaction, the District will determine the allocation of fees with respect to any management fee. The determination will be based upon participation in the structuring phase of the transaction. All fees and allocation of the management fee will be determined or reasonably estimated and approved by the District prior to the sale date. The senior manager will submit an itemized list of expenses charged to members of the underwriting group. Any additional expenses must be substantiated.
 - b. Evaluation of Financing Team Performance. The District will evaluate each bond sale after its completion to assess the following: cost of issuance including underwriters' compensation, pricing of the bonds in terms of the overall interest cost and on a maturity-by-maturity basis, and the distribution of bonds and sales credits.

- c. Syndicate Policies. For each negotiated transaction, the senior manager will prepare, and the District will approve, syndicate policies that will describe the designation policies governing the upcoming sale.
 - d. Designation Policies. To encourage the pre-marketing efforts of each member of the underwriting team, order for the District's bonds will be net designated, unless otherwise expressly stated. The District shall require the senior manager to:
 - i. Equitably allocate bonds to other managers and the selling group.
 - ii. Comply with MSRB regulations governing the priority of order and allocations.
 - iii. Within 10 working days after the sale date, submit to the Chief Financial Officer a detail of orders, allocations and other relevant information pertaining to the District's sale.
 - e. Selling Groups. The District may establish selling groups in certain transactions. To the extent that selling groups are used, the Chief Financial Officer at his or her discretion, may make appointments to selling groups from within the pool of underwriters or from outside the pool, as the transaction dictates.
5. Underwriter Counsel. In any negotiated sale of District debt in which legal counsel is required to represent the underwriter, the lead underwriter will make the appointment, subject to District approval.
6. Conflict of Interest Disclosure by Financing Team Members. All financing team members will be required to provide full and complete disclosure, relative to agreements with other financing team members and outside parties. The extent of disclosure may vary depending on the nature of the transaction. However, in general terms, no agreements will be permitted which could compromise the firm's ability to provide independent advice that is solely in the District's interests or which could reasonably be perceived as a conflict of interest.

RATING AGENCIES

The General Manager and the Chief Financial Officer will be responsible for maintaining the District's relationships with Moody's Investors Service, Standard & Poor's and Fitch. The District may, from time-to-time, choose to deal with only one or two of these agencies as circumstances dictate. In addition to general communication, the General Manager and the Chief Financial Officer may: (1) meet with credit analysts at least once each fiscal year, or (2) prior to each competitive or negotiated sale, offer conference calls with agency analysts in connection with the planned sale. The Chief Financial Officer in consultation with the District's financial advisor shall be responsible for determining whether a rating shall be requested on a particular financing, and which of the major rating agencies shall be asked to provide such a rating.

The Chief Financial Officer shall report to the Board of Directors feedback from rating agencies and/or investors regarding the District's financial strengths and weaknesses and recommendations for addressing any weaknesses.

INTERNAL CONTROL PROCEDURES

When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, disclosure, post-issuance compliance,

and investment of bond proceeds.

The District will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings under SEC Rule 15c2-12,
- Any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- The District's investment policies as they relate to the investment of bond proceeds.

To ensure that bond proceeds are spent for their intended purposes, the Finance Department shall be responsible for undertaking a review of expenditures for each bond issue to determine that bond proceeds were in fact spent in the manner detailed in the bond documents on the date of issuance. If bond proceeds were spent in a manner different than as set forth on the date of issuance (for example, because of substitution projects or change in scope of expected projects), the Chief Financial Officer, with the assistance of the District's bond counsel, if necessary, will review the new expenditures to verify that expenditure of the bond proceeds is otherwise permitted to be financed. All projects being funded with bond proceeds shall be designated as such and included in the District's annual Capital Improvement Plan as approved or amended by the Board. The Finance Department shall maintain books and records of information showing how bond proceeds are spent, including the following:

- Requisitions to the bond trustee from the project fund
- Bond trustee records relating to other funds and accounts
- Verifiable information showing payments to third parties
- An accounting of all bond proceeds spent by approved capital project

INVESTMENT OF BOND PROCEEDS

Whenever reasonably possible, proceeds of debt will be held by a third-party trustee and the District will submit written requisitions for such proceeds. The District will submit a requisition only after obtaining the signature of the General Manager or Chief Financial Officer of the District. In those cases where it is not reasonably possible for the proceeds of debt to be held by a third-party trustee, the Chief Financial Officer of the District shall retain records of all expenditures of proceeds through the final payment date for the debt.

Proceeds from refundings will be held at the escrow agent and spent in accordance with the associated defeasance schedule outlined in the escrow agreement. The District will not have access to these funds.

When bonds are issued, proceeds are deposited in various accounts, such as a construction fund, debt service fund and debt service reserve fund. Monies deposited in these funds are invested until needed. The investment strategy for each fund depends on federal/state statutes and regulations governing the types of instruments permitted to be used, the yield goals for the fund, requirements from rating agencies or credit enhancement providers, and the anticipated drawdown of bond proceeds.

The primary objectives for the investment activities of these funds will mirror that of the District's Investment Policy, in order of priority, of safety, liquidity and yield. The investment of bond proceeds will be made in a manner that ensures legal and regulatory requirements are met, fair market value bids and offers are received and objectives for the uses of proceeds are attained. An evaluation will be conducted of investment alternatives including individual securities or a portfolio of securities, investment agreements and mutual or pooled investment funds.

Investments will be permitted for bond proceeds as defined in the bond indenture document which will list

an array of allowable options such as nonmarketable U.S. Treasury securities sold to state and local governments (SLGS), the Local Agency Investment Fund (LAIF) and various other investment alternatives as allowed in the California Government Code with the goal of earning the maximum arbitrage yield.

The District will fully comply with federal arbitrage and rebate regulations. Existing regulations require that issuers calculate annual rebates, if any, related to each bond issue, with rebate, if due, paid every five years. Therefore, the Chief Financial Officer shall ensure that proceeds and investments are tracked in a manner which facilitates accurate calculation, that calculations are completed, and rebates, if any, are made in a timely manner.

DISCLOSURE & RECORDS RETENTION

1. Review and Approval of Official Statements. The Chief Financial Officer shall review any Official Statement prepared in connection with any debt issuance by the District in order to ensure there are no misstatements or omissions of material information in any sections that contain description of information prepared by the District. The District may consult with third parties, including outside professionals assisting the District, to the extent that the Chief Financial Officer concludes they should be consulted so that the Official Statement will include all material information (as defined for purposes of federal securities law).
2. Board approval of all Official Statements is required. The Board shall undertake such review as deemed necessary by the Board, following consultation with the Chief Financial Officer, to fulfill the Board's responsibilities under applicable federal and state securities laws. In this regard, the Chief Financial Officer shall consult with the District's disclosure counsel to the extent the Chief Financial Officer considers appropriate.
3. Continuing Disclosure. It is the District's policy to remain in compliance with SEC Rule 15c2-12, Municipal Securities Disclosure, by filing our annual financial statements and other financial information for the benefit of our bondholders no later than the last day of the seventh month following the close of the fiscal year and file material event notices in a timely manner. The Chief Financial Officer shall be responsible for providing ongoing disclosure information to the Municipal Securities Rulemaking Board's (MSRB's) Electronic Municipal Market Access (EMMA) system, the central depository designated by the Securities and Exchange Commission for ongoing disclosure by municipal issuers.
4. Records Retention. The District will maintain all debt-related records according to the District's Records Management Retention and Destruction Policy and the repository will include all official statements, bid documents, ordinances, indentures, trustee reports, etc. for all District debt. To the extent that official transcripts incorporate these documents, possession of a transcript will suffice (transcripts may be hard copy or stored electronically). The District will collect all available documentation for outstanding debt and will maintain a standard procedure for archiving transcripts for any new debt. The District has established internal controls to ensure compliance with the Debt Policy, all debt covenants and any applicable requirements of state and federal law.

COMPLIANCE WITH OTHER BOND COVENANTS

In addition to financial disclosure and arbitrage, the District is also responsible for verifying compliance with all undertakings, covenants, and agreements of each bond issuance on an ongoing basis. This typically includes ensuring:

- Annual appropriation of revenues to meet debt service payments

- Taxes/fees are levied and collected where applicable
- Timely transfer of debt service payments to the trustee
- Compliance with insurance requirements
- Compliance with rate covenants

The District shall comply with all covenants and conditions contained in governing law and any legal documents entered into at the time of the bond offering. The Chief Financial Officer will coordinate verification and monitoring of covenant compliance.

ETHICS AND CONFLICTS OF INTEREST

Employees and Board Members of the District involved in the debt management program will not engage in any personal business activities that could conflict with proper and lawful execution of securing capital financing.

GLOSSARY

Arbitrage. The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

Balloon Maturity. A later maturity within an issue of bonds which contains a disproportionately large percentage of the principal amount of the original issue.

Bond Anticipation Notes (BANs). Notes issued by the government unit, usually for capital projects, which are paid from the proceeds of the issuance of long term bonds.

Bullet Maturity. A maturity for which there are no sinking fund payments prior to the stated maturity date.

Call Provisions. The terms of the bond contract giving the issuer the right to redeem all or a portion of an outstanding issue of bonds prior to their stated dates of maturity at a specific price, usually at or above par.

Capitalized Interest. A portion of the proceeds of an issue which is set aside to pay interest on the securities for a specific period of time. Interest is commonly capitalized for the construction period of the project.

Certificates of Participation (COP). A bond from an issue, which is secured by lease payments made by the party leasing the facilities, financed by the issue. Typically certificates of participation ("COPs") are used to finance construction of facilities (i.e., schools or office buildings) used by a state or municipality, which leases the facilities from a financing authority. Often the leasing municipality is legally obligated to appropriate moneys from its general tax revenues to make lease payments.

Commercial Paper. Very short-term, unsecured promissory notes issued in either registered or bearer form, and usually backed by a line of credit with a bank.

Competitive Sale. A sale of securities by an issuer in which underwriters or syndicate of underwriters submit sealed bids to purchase the securities in contrast to a negotiated sale.

Continuing Disclosure. The principle that accurate and complete information material to the transaction which potential investors would be likely to consider material in making investment decisions with respect to the securities be made available on an ongoing basis.

Credit Enhancement. Credit support purchased by the issuer to raise the credit rating of the issue. The most common credit enhancements consist of bond insurance, direct or standby letters of credit, and lines of credit.

Debt Service Reserve Fund. The fund in which moneys are placed which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements.

Deep Discount Bonds. Bonds which are priced for sale at a substantial discount from their face or par value.

Derivatives. A financial product whose value is derived from some underlying asset value.

Designation Policies. Outline of how an investor's order is filled when a maturity is oversubscribed when there is an underwriting syndicate. The senior managing underwriter and issuer decide how the bonds will be allocated among the syndicate. There are three primary classifications of orders, which form the designation policy.

The highest priority is given to Group Net orders; the next priority is given to Net Designated orders and Member orders are given the lowest priority.

Escrow. A fund established to hold moneys pledged and to be used to pay debt service on an outstanding issue.

Expenses. Compensates senior managers for out-of-pocket expenses including: underwriters' counsel, DTC charges, travel, syndicate expenses, dealer fees, overtime expenses, communication expenses, computer time and postage.

Lease-Purchase. A financing lease which may be sold publicly to finance capital equipment, real property acquisition or construction. The lease may be resold as certificates of participation or lease revenue bonds.

Letters of Credit. A bank credit facility wherein the bank agrees to lend a specified amount of funds for a limited term.

Management Fee. The fixed percentage of the gross spread which is paid to the managing underwriter for the structuring phase of a transaction.

Members. Underwriters in a syndicate other than the senior underwriter.

Negotiated Sale. A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

Original Issue Discount. The amount by which the original par amount of an issue exceeds its public offering price at the time it is originally offered to an investor.

Overlapping Debt. That portion of the debt of other governmental units for which residents of a particular municipality are responsible.

Present Value. The current value of a future cash flow.

Private Placement. The original placement of an issue with one or more investors as opposed to being publicly offered or sold.

Rebate. A requirement imposed by Tax Reform Act of 1986 whereby the issuer of the bonds must pay the IRS an amount equal to its profit earned from investment of bond proceeds at a yield above the bond yield calculated pursuant to the IRS code together with all income earned on the accumulated profit pending payment.

Selling Groups. The group of securities dealers who participate in an offering not as underwriters but rather who receive securities less the selling concession from the managing underwriter for distribution at the public offering price.

Special Assessments. Fees imposed against properties, which have received a special benefit by the construction of public improvements such as water, sewer and irrigation.

Syndicate Policies. The contractual obligations placed on the underwriting group relating to distribution, price limitations and market transactions.

Tax Increment. A portion of property tax revenue received by an agency, which is attributable to the increase in assessed valuation since adoption of the project area plan.

Underwriter. A dealer that purchases new issues of municipal securities from the Issuer and resells them to investors.

Underwriter's Discount. The difference between the price at which bonds are bought by the Underwriter from the Issuer and the price at which they are reoffered to investors.

Variable Rate Debt. An interest rate on a security, which changes at intervals according to an index or a formula or other standard of measurement, as stated in the bond contract.

DISPOSITION OF SURPLUS ASSETS POLICY

Effective July 1, 2018

PURPOSE

The purpose of this policy is to provide guidelines for the efficient and cost effective disposal of United Water Conservation District (District) surplus property in a manner consistent with the best interest of the District.

SCOPE

This policy applies to all District personal property that has been deemed surplus, meaning that it has no value or useful purpose to District operations. This policy does not apply to real property.

DEFINITIONS

Within the context of this policy, the following definitions apply:

- ▶ Personal Property – An asset held in the name of the District, including but not limited to equipment, furniture, vehicles, disposables, consumables and other movable assets.
- ▶ Disposal – The sale, trade, donation, destruction, scrap, recycle or waste disposal.
- ▶ Surplus Property – Regardless of cause, property that no longer has a value or useful purpose for District operations. Property may be declared surplus if the cost to maintain it and/or repair it to a safe and operable condition is deemed not to be cost effective by the General Manager.
- ▶ Trade-In – A credit or deduction received for property that is being replaced.
- ▶ Real Property – Real estate, building, or other property.

DETERMINATION OF SURPLUS PROPERTY

1. The appropriate department manager will declare an item as surplus and will recommend an appropriate method of disposal consistent with the provisions of this policy.
2. The appropriate department manager will notify the Finance Division of the identification of surplus property no less than annually and provide detailed information.

REUTILIZATION (TRANSFER) OF SURPLUS GOODS

1. If surplus property from a department does not pose a health or safety risk and is economical to maintain, it may be transferred for use by another District department. The department manager releasing the surplus property must notify the Finance Division and provide information about the property prior to the transfer. The Finance Division will record the transfer of property to the new department and associated fund(s).
2. Careful consideration should be given to the transfer of surplus vehicles. If the surplus vehicle is unsafe or not economical to maintain in a safe condition, it should not be transferred but disposed of in a more appropriate manner as provided by this policy. Transfers of a surplus vehicle to another department must be approved by the General Manager in advance.

DISPOSAL OF SURPLUS

- A. If surplus property has some economic value, it may be disposed of using one of the following methods:

1. Trade-In - If the item is being replaced and it is determined to have reasonable trade-in value and it is in the best interest of the District to trade-in the property to receive credit or price deduction against the purchase price of replacement item, then the surplus property should be disposed as a trade-in. This is most often applicable for vehicles.
 2. Public Sale (Auction) - District surplus property may be disposed of through a public auction conducted either by a private vendor using a public bidding process or by the District using its in-house resources in a public process. The auction process will include announcement in a local daily newspaper and on the District's website. Bidders will have an opportunity to view the surplus property to be auctioned and will be required to submit sealed bid price proposals. The proposals will be opened by two employees from the Finance Division and tabulated. The tabulation will be reviewed by the CFO or designee. The results will be provided to the District's Chief Financial Officer for final approval and recommendation. The recommendation will be to award to the highest qualified bidder. Upon receipt of payment from the bidder (buyer), the Finance Division will transfer title of the item, if appropriate, and sign a letter of sale. All surplus property will be sold "as is" and the buyer will be required to release the District from all liability. District employees are not eligible to bid on District surplus property.
 3. If the only economic value of surplus property is in its parts, the property can be disassembled and sold for scrap or to a recycler.
 4. In the event that the District is disposing of surplus property that has value only for a very specific purpose or user, the General Manager is authorized to approve a sales arrangement that does not involve a public solicitation process.
- B. Surplus property that has no economic value may be disposed of using one of the following method:
1. Surplus property that cannot be sold or donated can be given to a scrap service or recycler for no payment to the District by the vendor or at cost to the District if this is the most economically effective disposal method.
 2. Surplus property that has been determined to have no cash or scrap value can be disposed of as trash following proper and legal solid waste disposal practices. Hazardous substances should be disposed of using appropriate hazardous waste disposal methods.
- C. Other
1. The General Manager may approve the donation of surplus property to a charitable or non-profit organization if doing so is the most cost effective method of disposal. This is often applicable to computer equipment.

BOARD AUTHORIZATION

The Board will review this policy annually with all other policies. By approval of this policy, the Board authorizes staff to dispose of surplus assets in accordance with this policy.

INTERNAL CONTROLS

The Finance Division will maintain a listing of District surplus assets and all capital assets at original cost.

EMPLOYEE RECOGNITION POLICY

Effective July 1, 2018

POLICY STATEMENT

The effectiveness of any organization rests largely with the productivity and efficiency of its employees. Furthermore, a correlation exists between a high level of employee morale and a highly productive workforce. In recognition of these factors and acknowledging employees as our greatest asset, the District policy establishes recognition programs, activities and events that work to bolster morale, teamwork and productivity in the workplace. The purpose of this policy is to provide a formalized structure within which such programs, activities and events will be administered.

PROGRAM GUIDELINES

All District recognition programs shall be administered by the Administrative Services Department and shall extend to all employees. Programs shall include recognition awards, employee gatherings, educational and enrichment forums, and celebrations. Examples of which, are described as follows:

- ▶ All Hands Meetings - recognition activity and information sharing for all employees in attendance;
- ▶ Lunch & Learns - optional topical enrichment and education programs for employees over the lunch hour;
- ▶ Years of Service Awards - pins, framed certificates, mounted awards and gift cards for employees achieving milestones with the District:

5 Years of Service:	Award not to exceed \$25.00
10 Years of Service:	Award not to exceed \$50.00
15 Years of Service:	Award not to exceed \$75.00
20 Years of Service:	Award not to exceed \$100.00
25 Years of Service:	Award not to exceed \$125.00
30 Years and Beyond:	Award not to exceed \$150.00

- ▶ Employee Appreciation or Recognition Events - lunches or similar activities aimed at recognizing and celebrating District accomplishments; and
- ▶ Recognized Holiday celebrations, events, competitions and rewards.

The Board of Directors empowers and authorizes the General Manager and his/her designee to establish, implement and fund future recognition programs and activities, subject to the following criteria:

- ▶ That programs must recognize and appreciate staff and support the goal of attracting and retaining employees;
- ▶ That programs must be available to all employees equally; and
- ▶ That the total funds budgeted for all such programs shall be approved by the Board of Directors as part of the budget adoption process.

Existing Program Implementation

Employee Retirement Recognition

Regular competitive service (full and part time) and management employees with five or more years (60 plus months) of full-time service will receive a retirement recognition gift. For this full-time calculation, unpaid leave of absence time will not be included and regular part-time hours will be converted to equivalent full-time years with the District. There is no cash value for this retirement benefit if the employee elects to not receive a retirement gift. The dollar limits for the gift will be based on completed full-time equivalent service time with the District. Employees retiring upon completing five years of service will be entitled to a gift with a value of \$200.00. For each full year of service thereafter, the value of the retirement gift will increase \$25.00 with a final not-to-exceed amount of \$600.00.

The employee retirement program applies to employees who are retiring from the California Public Employee Retirement System (CalPERS).

Recognition of Elected Officer Service Program

Elected officials, having served eight consecutive years or more in office, will receive a recognition gift not to exceed \$200.00 when they leave office. There is no cash value for this gift if the elected official elects to not receive a gift.

ENGINEERING PROJECTS ADMINISTRATION POLICY

Effective July 1, 2018

This is written to document the policies that have been successfully implemented. The policies are meant to be flexible, allowing for the strategic exploitation of opportunities as they may arise.

POLICY GOALS

To the extent possible:

- A. Obtain the long-term best value for the public's resources.
- B. Adhere to an objective decision-making process utilizing documented procedures.
- C. Provide fair competition for District work.

DESIGN

- A. In designing improvements, attempt to achieve the following objectives:

The features designed should:

- 1) Be safe to construct and operate;
- 2) Achieve the highest economy;
- 3) Provide maximum operational simplicity and flexibility;
- 4) Utilize redundancy where appropriate;
- 5) Utilize industry standards where appropriate; and
- 6) Incorporate those components for which service and parts may be expected to remain readily available in the future.

- B. Design responsibility rests with engineering staff. Design shall be performed in-house to the fullest extent possible. Outside consultants are to be utilized when the schedule, scale or scope of a project exceeds the available in-house capabilities. The use of outside consultants is encouraged for design or peer-review of specialty components of a particular project, such as electrical, geotechnical, or complex structural, mechanical and hydraulic items.

- C. Engineering Drawings should be plotted on either "11x17" or "22x34" sheets. Final Record Drawings are logged in the drawing log and filed in the central drawing files. Backup documentation including calculations, specs, permits, survey data, approved submittals, etc., is organized and placed in appropriately labeled folders and filed in the project drawers in the Engineering Department. One copy of the specifications should also be filed sequentially on the spec shelf.

CONSULTANT SELECTION

- A. For small (under \$40,000), short-term (less than 6-months) or time-critical projects any of the professional firms with Ventura County offices are encouraged to be employed. The Department should maintain relationships with appropriate firms that can be called upon for prompt services. A list of recently employed firms should be maintained for these projects.

- B. For larger one-time capital projects (with Engineering Fees expected to be greater than \$40,000), specialized studies and similar matters, consultants should be selected in accordance with the "mini-Brooks Act" (reference Government Code Sec. 4526-4529). The mini-Brooks Act requires that we select specific design professionals through a process known as Qualification Based Selection (QBS).

The QBS process is accomplished through the following steps:

1. Write a detailed "Request for Proposals" and transmit to a list of appropriate firms. The proposal's fee schedule may be requested, but if a project estimate is desired, require that it be included only in a separate sealed envelope.
2. Select a review panel of no fewer than two and no more than four. If outside individuals are to participate on a panel, they should have no financial interest in the outcome and if privately employed they should be willing to sign a non-collusion affidavit.
3. Create a table in which specific responses are to be graded with appropriate weighting factors. **DO NOT SHARE THE FINAL TABLE WITH ANYONE OUTSIDE THE REVIEW PANEL.**
4. Each panel member rates each proposal's merits on the rating table. The weighting factors are multiplied and the products summed to yield ranking values, which are then compared.
5. The top 2 to 4 firms are interviewed by the review panel.
6. A second table is used for rating and ranking the interview responses.
7. If requested, the pricing envelope for the interviewed firm(s) may be opened and reviewed.
8. Begin negotiation for a professional services agreement with the highest ranked firm. If agreement is not reached, begin negotiations with second highest ranked firm and so on.

PROFESSIONAL SERVICES AGREEMENT

A standardized agreement is utilized. A template can be found on the District's computer network under J\ENGINEER\CONTRACT TEMPLATES\PROFESSIONAL SERVICES AGREEMENT. The standard agreement was created in-house and reviewed and approved by the District's Legal Counsel and should not be modified without additional legal review of the proposed change(s). This standard is used for all professional services, not just for design engineering. The use of a consistent format for administering services greatly simplifies the administration of multiple contracts. It is recommended that staff copy the template into their project folders and begin modifications there to avoid writing over the template.

The agreement is a capped time-and-materials contract. Each specific agreement requires modification to the firm's name, address and type of business, the District's contact person, the not-to-exceed cap as well as to the four attached exhibits. These exhibits detail the scope of services (Exhibit A), the fee schedule(s) to be used (Exhibit B), the time of delivery schedule(s) (Exhibit C), and insurance requirements (Exhibit D).

Beginning in 2010, several consultants have complained about portions of our standard agreement's indemnification language. Legal Counsel believes the existing language fully conforms to California law. This issue was presented at both committee level and to the full Board of Directors. The Board of Directors affirmed the existing language, but recognized that occasion may merit modification. They asked that staff present to the Board the reason(s) for any proposed modification to the indemnification language, when authority to execute the agreement is sought. Reasons for proposing language modification can include times where hiring only a specific consultant is warranted, or when the risk associated with any type of error or omission is low.

Administration of professional service agreements includes checking that each billing shows the actual hours worked by each class of consultant as well as division of incidental costs in compliance with Exhibit B. United's administrator should also track overall time and costs relative to the schedule provided in Exhibit C.

Consultants that run over budget need to submit written requests for extra compensation. Clear justification for the expense should be included. The District has full discretion to approve/disapprove such requests. Approval authority will be determined by the total contract value including amendments.

EQUIPMENT SUPPLY CONTRACTS

Often, economy dictates that specific items of equipment be purchased separately from installation construction contract(s). It is difficult to acquire the best equipment by competitive bidding. In other words, the lowest purchase price equipment is often not the most economical.

When purchasing major equipment, proposals rather than bids are solicited from potential suppliers. The proposals are then ranked according to predetermined criteria. Typical ranking criteria include cost, operability, durability, efficiency, schedule of delivery, ease of installation, availability of parts and location of fabrication / assembly. The last criterion relates to the District's preference for U.S. made equipment. Unless other significant criteria cannot be met, the purchase of American equipment is recommended.

The District has utilized a standard equipment supply contract for equipment purchases over \$40,000. The format has proven awkward and a replacement standard is being developed. In the interim, staff should request a draft agreement from the selected vendor and negotiate an acceptable document while consulting with our legal counsel.

CONSTRUCTION CONTRACTS

Jobs expected to exceed \$40,000, the District's standard construction contract shall be used. The contract is divided into seven sections: 1) Notice, 2) Instructions, 3) Proposal, 4) Agreement, 5) General Provisions, 6) Special Provisions and 7) Technical Provisions.

Sections 1, 2, 3, 6 & 7 are typically modified prior to bidding each specific job. Section 4 is filled-in after award for a specific contractor, while section 5 was reviewed by our legal counsel and should not be changed without prior legal review.

Section 6, Special Provisions are created for each specific job and contains time requirements, liquidated damages amounts, documentary requirements, general work rules and the like. Section 7 is written to contain minimum material and construction specifications as well as the details for measurement and payment of each bid item.

GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. District contracts will provide language required to be in all subcontracts and disclosure of any audit requirement.

PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743.

Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

CONSTRUCTION ADMINISTRATION

A. Much of the District's construction is administered by the Engineering Department. The Department goals in Construction Management (CM) are as follows:

1. Complete a safe, accident-free project.
2. Acquire the quality required by the design.
3. Eliminate cost increases.
4. Complete work in a timely manner.

B. The Department has had good success meeting these goals by generally following these principles:

1. Keep the District Administration informed of construction progress and promptly report any potential problems to the Department Manager for consultation with the General Manager.
2. Never direct the methods of construction. The finished product is the District's concern, not the specifics of how it is done.
3. If a safety problem is evident, direct the Contractor to rectify the problem immediately. Should he assert that we are stopping his work, remind him that safety items are part of his work and should have been part of the bid.
4. Be fair with general time claims. Liquidated damages are difficult to assert if the quality and costs of the job are satisfactory and the Contractor proceeded with diligence. Be firm with specific time issues ahead of the work, especially regarding service outages to our facilities.
5. Assist the Contractor wherever appropriate. Be especially prompt in processing paperwork. Submittal review and tracking, pay request processing, and the keeping of a good construction record assist the project and provide reference for future analyses.

C. The fundamental sequence of our typical construction project administration is as follows:

1. Bidding (Public Bidding is recommended for Projects not involving critical infrastructure (security information) and estimated over \$40,000).
 - a. Advertise: Draft Notice for publication in the Ventura County Star & give to Clerk of the UWCD Board.
 - b. Bid Package Distribution: Each plan set is numbered and accounted for. Determine a fair price for each set. Finance Division sells the packages and tracks the plan holders.
 - c. Addenda Issuance: Make sure each set of plans receives an addendum. Fax addenda are acceptable. Follow up faxed copies with a telephone call. The bidders are to acknowledge any addenda in their bid.

d. Public Bid Opening: The preferred schedule is 2:00 PM on Tue., Wed., or Thur. The front desk will accept sealed bids until the scheduled time. A Department representative should be at the front desk to announce the exact closing time. The sealed bids are taken together to the meeting area.

i. Engineer's Estimate: Provide this information prior to opening bids. If the lowest bids are more than 15% above or below estimate, ascertain the reasons for the discrepancy and include in the staff recommendation for the Board's decision.

ii. Bid reading: Open each envelope, scan for completeness, state and log the bidder's names and the appropriate bid amount(s).

iii. Bid Bonds: Must be attached. Declare the presence of the bond during the opening.

iv. Bid Information / Subcontractor listing: This can be verbally shared with the other bidders after opening all bids. Copies of bid documents are provided should they be requested in writing.

v. Apparent Low Bid: Always refer to the bidder with the lowest dollar amount by this term. There may be inconsistencies with the bid package that are not apparent until a detailed review is performed.

vi. Waiver of Irregularities: This is complicated and can have specific timing and wording requirements. Refer to Acret Calif. Construction Law Manual and discuss with Legal Counsel.

Projects involving critical infrastructure (especially certain features of Santa Felicia Dam) should also include a modified section 1) Notice which references an additional document named, "Confidential and Proprietary Information Protection Agreement." This agreement is to be signed by any prospective bidder prior to receiving bid documents containing information of a secure nature. In order to limit the number of copies of secure bid documents, staff may limit the number of bidders on critical infrastructure projects to invited firms.

2. Award / Rejection: Prepare a staff report recommending the Board to authorize the General Manager to execute the construction contract for the amounts specified, or reject all bids and direct staff to reconsider project specifics.

3. Contract Execution: Receive, review and check dollar amounts and Best ratings of all insurance and bond documents. These shall include Payment Bond, Performance Bond, Liability Insurance and Worker's Compensation Insurance as specified in the bid documents. Have the contractor sign the agreement documents and submit for the execution by the General Manager's signature.

4. Contract Administration

a. Pre-construction Meeting: Create an agenda to include schedule, testing, etc. Take and publish minutes for all parties.

b. Notice to Proceed: This document must be issued prior to mobilization onto District right of way. The notice's date starts the time clock for the construction period.

- c. Preliminary Notices: Subcontractors will submit these to maintain their lien rights for work performed on the property. Legally, contractors cannot lien public property, however subs can file claim against the District and are entitled to fair payment. Accordingly, all preliminary notices should be logged in for later use. (see "release of retention" below)
- d. Construction Observation: The Department representative assures that a daily construction progress log is kept that includes activities, key conversations and the weather conditions. Inspections should be scheduled promptly. It is often best to spend extra observation / testing effort at the start of any specific activity. The Contractor's work force then understands what quality is acceptable.
- e. Pay Requests: The Department representative should estimate on the 25th of each month the degree of completion (or units) that is expected to be complete by the 1st of the next month. The bill is then submitted to the Finance Division for each pay cycle. Checks are usually cut prior to the 10th of the next month. Assure that each bill accurately depicts the status of the construction under contract, showing all change orders, liquidated damages, retainages, etc. If the Contractor desires the retainage (5%) to be held in escrow, he should request so in writing and the Finance Division will set up the account.
- f. Submittals: These should be reviewed and returned promptly. Log and track submittals on an appropriate form. Always have the appropriate O&M staff member review the specific items of mechanical or electrical equipment that will be operated or periodically maintained by O&M staff.
- g. Record Drawings / O&M Manual: The Contractor is to keep an active set of drawings with as-built changes marked thereon. These and three sets of binders containing all approved submittals should be provided during start-up and prior to issuing the Notice of Completion.
- h. The General Manager is authorized to approve change orders in accordance with the District's Procurement Policy.
- h. Notice of Completion: Department representative shall complete our standard form and file a copy with the County Recorder's Office. The date of recordation starts a 35-calendar day period for release of retention. It also starts a 1-year period in which the performance bond remains in effect to secure the contractor's warranties.
- i. Release of Retention: The contractor shall be required to submit Unconditional Waivers from each subcontractor that filed a preliminary notice. If there are any missing or if conditional waivers are submitted, contact the subs, ascertain the amount owed and request written authorization to release retention from the Payment Bond Surety.

ENVIRONMENTAL ACTIVITY COST ALLOCATION POLICY

Effective July 1, 2018

PURPOSE

The purpose of this policy is to provide direction on how activities associated with the District's efforts to comply with the federal Endangered Species Act (ESA) and miscellaneous environmental mandates (environmental activities) are funded. This policy will be used by staff to charge direct and indirect costs related to ESA and miscellaneous environmental compliance requirements.

SCOPE

This policy applies to direct and indirect costs associated with the District's ESA and miscellaneous environmental compliance requirements. The revisions incorporated in the policy in FY 2014-15 address changes in the scope of the Habitat Conservation Plan (HCP) that had originally included up-river activities but are now primarily limited to activities at the Freeman Diversion and below the Freeman. The policy may be revised in the future as the nature and impacts of ESA compliance requirements change or become better known to the District.

BACKGROUND

The District must ensure that its activities are in compliance with all applicable federal, state, and local environmental laws and regulations. Non-compliance with environmental laws and regulations can impact the District's ability to carry out its groundwater conservation mission. To achieve compliance, the District established its environmental program in FY 2011-12. The program has specific components that require policy guidelines by the Board of Directors concerning the allocation of costs to the zones established by the Board, in conjunction with the levying of groundwater charges. The majority of the environmental program is centered on compliance with the federal ESA. In 1997, the southern California steelhead was listed as endangered under the ESA. This resulted in the District needing to ensure that its current and future activities, including the operations of the Santa Felicia Project and the Freeman Diversion, are in compliance with the ESA. To do this, the District is faced with, among other things, making operational changes at both facilities, developing and implementing numerous studies, and modifying the facilities and habitat for the benefit of steelhead. In addition to southern California steelhead, the District's activities could potentially affect other sensitive species and habitats that are protected under various federal, state, and local laws and regulations. Compliance with the ESA and other environmental mandates is and will continue to have fiscal impacts for the District, particularly in the Water Conservation Activities Fund – Zone A (included in the General/Water Conservation Fund) and the Freeman Fund – Zone B.

Water Conservation Activities Fund (Zone A) – The Water Conservation Activities Fund – Zone A, covers expenditures directly related to the District's statutory responsibilities and authorities including, but not limited to, activities, facilities and operations that benefit, or are performed on behalf of, all customers within the District's entire service area. The Water Conservation groundwater extraction charges, water delivery charges and investment earnings are the major funding sources for the Water Conservation Activities Fund and are used primarily to pay for water conservation activities including but not limited to various canals, pipelines and groundwater recharge facilities, engineering services, debt service, Santa Felicia Dam operational and maintenance expenses, groundwater management and capital improvements associated with the Santa Felicia Dam and Piru Diversion. The Water Conservation Fund groundwater extraction charge and the District-wide in lieu of replenishment (water delivery) charges are collected from customers within the District's Zone A, which encompasses the entire District.

Freeman Fund (Zone B) – The Freeman Fund was established to develop and construct the Freeman Diversion Dam to divert and more efficiently manage surface water from the Santa Clara River. The fund is now used to account for the cost of operating and maintaining the Freeman Diversion,

including fish passage facilities and capital improvements. Freeman Fund facilities charges are collected from customers within the District's Zone B. Zone B encompasses those lands within the Oxnard Plain Basin, the Oxnard Forebay Basin, the Pleasant Valley Basin and the West Las Posas Basin within the boundaries of the District. In addition to paying Zone B facilities charges, customers in Zone B also pay the Zone A groundwater extraction charge and District-wide in lieu of replenishment (water delivery) charge.

POLICY

The following is a set of guidelines to be used in determining which environmental activities should be charged to the Water Conservation Activities Fund – Zone A, which should be charged to the Freeman Fund – Zone B, or which, if any, should be shared between the two funds.

The Water Conservation Activities Fund – Zone A: Environmental related activities are to be charged 100% to the Water Conservation Activities Fund when they have a District-wide benefit. For example, the Santa Felicia Project benefits the entire District. The District's efforts to comply with the ESA (section 7) and other environmental mandates for the project are necessary to ensure that the District is able to continue its operations at the facility to deliver water downstream for water conservation purposes. Therefore, all expenses associated with Santa Felicia Dam environmental compliance are charged to the Water Conservation Activities Fund, including legal costs. All other environmental activities with similar District-wide benefits are to be charged entirely to the Water Conservation Activities Fund, including, but not limited to activities involving the Piru Diversion, Piru Groundwater Recharge facility, and Saticoy Groundwater Recharge facility (Saticoy, Noble, Rose, and Ferro basins). Work being conducted on the habitat conservation plan (HCP) in support of operations and maintenance of the Saticoy Groundwater Recharge facility below the Freeman Diversion falls into this category as well and will be charged 100% to the Water Conservation Activities Fund. In addition, all environmental compliance activities associated with undertaking physical improvements and modification to facilities covered here are also charged 100% to the Water Conservation Activities Fund under the specific Capital Improvement Project.

Environmental program administrative activities such as, but not limited to, travel, training, office supplies and equipment, office lease, utilities, Board and Environmental Committee activities, fuel and vehicles and related costs are to be charged entirely to the Water Conservation Activities Fund.

Freeman Fund – Zone B: Activities that have been determined to primarily benefit customers downstream of the Freeman Diversion (Zone B) are to be charged to the Freeman Fund. The primary environmental activities that fall into this category are those associated with the actual physical operation and maintenance of the Freeman Diversion (from the diversion structure to the desilting basin). Currently, most of these activities are focused on efforts to minimize effects of the facility on the migration and passage of steelhead from the estuary to above the Freeman Diversion. Specific activities include monitoring bypass flows, operating the fish ladder and trap, and ensuring that the facility is maintained as needed for steelhead. A subset of activities being undertaken for the HCP is also associated with the physical operation and maintenance of the Freeman Diversion, including the design and implementation of a new fish passage facility. The District is currently undertaking these activities to help ensure compliance with the ESA. These and any future environmental compliance activities associated with the physical operations and maintenance of the Freeman Diversion, including legal fees associated with the Freeman activities identified above, are charged 100% to the Freeman Fund. In addition, all environmental compliance activities associated with undertaking physical improvements and modification to the Freeman Diversion are also charged 100% to the Freeman Fund under the specific Capital Improvement Project.

POLICY REVIEW

Over time, environmental activities will change, as will the District's operations resulting from the implementation of various federal, state, and local environmental laws and regulations. The cost allocation of certain activities may change as well. As a result, from time to time, this policy will be reviewed by the General Manager to ensure that costs associated with environmental compliance activities are charged to the appropriate fund based on proportional benefit. While exact proportional benefit is difficult to establish, reasonable efforts will be made to spread costs as equitably as is feasible, given certain limitations. When necessary, changes to the policy may be recommended by the General Manager to ensure the integrity of the cost allocation policy and direction set by the Board. The Board will be asked to incorporate the General Manager recommended changes at the time it annually reviews the District's other financial policies in June.

ENVIRONMENTAL ACTIVITIES

The following is a list of environmental compliance activities, updated as of the adoption of this policy, grouped by the fund to which these activities should be charged. This is not meant to be an exhaustive list; however, new activities may be added to the policy to provide better direction to staff. Questions about activities listed or not listed should be directed to the Deputy General Manager for a funding recommendation. The General Manager and/or CFO shall be consulted when necessary.

Water Conservation Activities Fund – Zone A

- ▶ ***Santa Felicia Dam FERC License/Biological Opinion Compliance*** – All Santa Felicia Dam FERC License/Biological Opinion compliance activities including, but not limited to: Geomorphology Study Plan, Spoils Management Plan, Arroyo Toad Protection Plan, Herpetological Monitoring Plan, Vegetation and Noxious Weed Plan, Water Release Plan, Ramping Rate and Depth Reduction Plan, Water Release and Ramping Monitoring Plan, Water Release Implementation Plan, Passage Feasibility Study Plan, Habitat Improvement Plan, Adaptive Management (Water Release) Plan, Water Quality Monitoring Plan, Land Resources Management Plan, Santa Felicia Dam and Lake Piru Recreation Area General Maintenance Permit, Passage Feasibility Report, and Passage Criteria for the Implementation Plan.
- ▶ ***All Environmental Program Administrative Costs*** – Administrative costs include, but are not limited to, travel, training, utilities, office lease, office supplies and furniture, fuel, legal fees associated with the Santa Felicia Dam and Piru Diversion, office machines, Board and Environmental Committee activities.
- ▶ ***Vehicles and Equipment Purchase and Maintenance*** – Purchase and maintenance of environmental program vehicles and field equipment for general use (i.e., data loggers, flow meters and water quality meters). This excludes field equipment dedicated for use on a project that fits the criteria to be charged either to the Freeman Fund, other Enterprise Funds or special funds..
- ▶ ***HCP Activities for Groundwater Recharge Facilities*** – United is undertaking the development of an HCP to obtain a permit for the operation and maintenance of the Saticoy Groundwater Recharge facilities downstream of the Freeman Diversion for several covered species. United must evaluate specific activities (such as driving on roads, disking spreading grounds, flushing water, etc.) and address the effects of the operation and maintenance of the spreading grounds on the covered species and meet the issuance criteria for a take permit. It must also comply with CEQA and obtain a number of other permits (e.g., 404, Streambed Alteration Agreement). This includes legal fees associated with this portion of the HCP.

- ▶ **Capital Improvements** – Capital improvements to the Santa Felicia Dam and Piru Diversion arising out of environmental activities are charged to the General Fund.

Freeman Fund – Zone B

- ▶ **Smolt Trapping and Relocating** - Some version of a smolt trap has been in place since the Freeman Diversion was built in 1990. The purpose is to ensure that smolts do not get stuck in the diversion canal during their migration to the ocean. Smolt trapping and relocating was discontinued in 2016 per direction of the NMFS, until such time as the District receives an incidental take permit for operation of the Freeman Diversion facility. Trapping and relocating occurred whenever the District was diverting water during the smolt migration season, and involved checking the trap regularly and relocating animals to appropriate locations. The District collected data on the captures in the smolt trap since it was put in place, and used this data for informing modifications to the operations of the Freeman Diversion to reduce effects on steelhead. The District anticipates resuming smolt trapping and relocation in the future, after the District receives an incidental take permit.
- ▶ **Smolt Trap Maintenance** - This involves maintaining, repairing, and improving the actual physical structure of the smolt trap.
- ▶ **Didson Monitoring at Freeman Diversion** - The District purchased this camera in 2009 for use at the Freeman Diversion as another tool for monitoring fish movement at the Freeman. Data is collected continuously around the clock with the Didson camera, resulting in huge data files. These data files require significant data reduction and analysis during and at the end of the migration season. The data collected from this activity will inform the HCP and operations of the current and future fish passage facility. Activities associated with monitoring include determining the appropriate locations and times for placing the camera in the river and carrying out the placement.
- ▶ **Didson Equipment Maintenance** - Maintenance of the Didson camera, which is used for monitoring as described in the preceding paragraph, is required daily and involves ensuring that the camera is clean of silt and debris and is functioning properly.
- ▶ **Fish Ladder Operations** - The existing fish ladder has been in place since the Freeman Diversion was built in 1990. Operations have changed over time with the listing of steelhead as endangered under the ESA and throughout the consultation process with the National Marine Fisheries Service. Operations are designed to minimize effects on steelhead migrating both up and down the Santa Clara River. Ultimately, this ladder will be replaced with a new passage facility with its own operating criteria set out in the HCP.
- ▶ **Fish Ladder Maintenance** - This involves maintaining, repairing, and improving the actual physical structure of the fish ladder.
- ▶ **Bypass Flow Monitoring** - This involves a number of activities to assess flows at the Freeman during the steelhead migration season. This information is used to inform adjustments for diversions/releases to ensure that the District is operating in accordance with the prescribed bypass flows for adult steelhead and smolts. The exact monitoring activities may evolve over time, particularly with the completion of the HCP and new fish passage facility.
- ▶ **Video Migration Monitoring Data Management and Analysis** - The District has been collecting adult steelhead migration data in one form or another since the Freeman Diversion was built in 1990. Prior to the video camera, the District used a physical trap placed in the fish ladder to monitor the use of the ladder. This trap was replaced with the camera with the

listing of steelhead under ESA. We have used this data for determining if any steelhead is passing through the ladder. This data is also used to inform the content of the HCP.

- ▶ ***Video Migration Monitoring Equipment Maintenance*** - This involves maintaining, repairing, and improving the actual video equipment that is attached to the fish ladder.
- ▶ ***Flush and Turnout Stranding Surveys*** - These stranding surveys are done when the District's operations staff determines that a flush or turnout is needed. The purpose is to rescue any steelhead or other target species that may be stranded and move them to a more appropriate location. Fish rescue was discontinued in 2016, as per direction by the NMFS. The District anticipates that fish rescue will be a future activity when the District receives an incidental take permit for the Freeman Diversion.
- ▶ ***Annual Migration and Flow Monitoring Report Preparation*** - This is a compilation report of all the data collected each year during the migration season.
- ▶ ***HCP Activities for Freeman Diversion*** – United is undertaking the development of an HCP to obtain a permit for the operation and maintenance of the Freeman Diversion for 11 covered species. Among other things, United must evaluate and address the effects of the operation and maintenance of the Freeman Diversion on the covered species and meet the issuance criteria for a take permit. It must also comply with CEQA and obtain a number of other permits (e.g., 404, Streambed Alteration Agreement). This includes legal fees associated with this portion of the HCP.
- ▶ ***Design and Implementation of New Fish Passage Facility*** – United is designing and intends to install and operate a new fish passage facility at the Freeman Diversion as a conservation measure under the HCP. Activities include providing input into the design and operation of the facility. It also involves completing environmental compliance including CEQA, ESA (through the HCP), and Clean Water Act for the construction and operation of the facility. Specifically, this will be charged to the designated Capital Improvement Project. This includes legal fees associated with this portion of the HCP.
- ▶ ***Capital Improvements*** – Capital improvements to the Freeman Diversion arising out of environmental activities are charged to the Freeman Fund.

25% Water Conservation Activities Fund (Zone A) – 75% Freeman Fund (Zone B)

- ▶ ***Wishtoyo Foundation/Ventura Coastkeeper, and Wishtoyo Foundation et. Al*** – This includes legal fees associated with the complaint before the State Water Resources Control Board and the lawsuit in federal district court, and any other related costs that may arise from these actions.

50% Water Conservation Activities Fund (Zone A) – 50% Freeman Fund (Zone B)

- ▶ ***City of Ventura*** – This includes legal fees associated with this complaint and any other related costs that may arise from this action.

BOARD AUTHORIZATION

The Board will review this policy as deemed necessary or annually in conjunction with the District's other financial policies.

EXPENSE AND BOARD MEMBER COMPENSABLE ACTIVITY POLICY

Effective July 1, 2018

SCOPE

This policy applies to members of the Board of Directors and to all District staff that have occasion to incur expenses on behalf of the District.

This policy additionally sets forth the types of activities for which board members may receive compensation, and reimbursement for their actual and necessary expenses thereto in accordance with Government Code Section 53232 et seq.

PURPOSE AND GENERAL PROVISIONS

The intent of this policy is to establish equitable standards and achieve reasonably consistent and fair treatment relating to reimbursement of actual and necessary expenses incurred in the service of the District. It is further intended as a guide for both the preparation of expense reports and for approval of such reports. It is also a means of informing all concerned of their privileges and obligations in the use of District funds for travel, education, and other expenses.

The District recognizes that attendance at workshops, seminars, meetings and conferences provides Board members and District staff with a vital forum for the exchange of ideas and methods in all areas of governmental administration, for presenting and receiving information, to provide training and professional growth opportunities, and for advocating legislation of benefit to the District. It is the District's policy to reimburse individuals for all actual and necessary expenses incurred while engaged in such activity. Individuals are expected to exercise good judgment in the expenditure of District funds. Items deemed to be of a purely personal nature are not reimbursable.

A. District Staff

Advance Supervisor or Department Manager approval is required for attendance at all training programs, meetings, seminars and conferences, and/or professional growth events.

Advance approval by the Department Manager and General Manager is required for attendance at all training programs, meetings, seminars and conferences, and/or professional growth events beyond Los Angeles and Santa Barbara Counties that require an overnight stay, air travel and/or involves an expense exceeding \$500.

B. District Board Members

Consistent with the requirements of this policy, Board members may receive reimbursement for their actual and necessary expenses incurred when participating in those activities listed in the "Compensable Activities" section of this policy. Pre-approval of the Board for these expenses is not required.

However, any expenses which are incurred for activities not set forth in the "Compensable Activities" section, or which do not fall within the requirements of this policy (e.g. which exceed the maximum permissible rate), must be approved by the Board of Directors in a public meeting before the expense is incurred, or the expense will not be reimbursed. The only exception to this requirement pertains to lodging expenses, as set forth below.

ALLOWABLE EXPENSES

A. Travel Expenses

1. Airline or other travel accommodations shall be economy or coach class, or a refundable ticket allowing flexibility for priority boarding, or rescheduling if necessary, in the economy or coach class. Exceptions to this policy may be permitted when scheduling restrictions preclude the expedient conduct of District business and with advance approval from the General Manager for District staff. Travel arrangements and costs for guests are the responsibility of the individual attending and are not considered a reimbursable expense.

Travel arrangements will be made through District staff. Airline travel will be arranged so as to be as cost efficient to District as possible. While airline travel will be limited to coach fare, exceptions will be made for additional fees to accommodate for medical disabilities and physical travel needs of the traveler.

2. District owned vehicles shall be used by executive management staff assigned a District-owned vehicle or staff that do not receive a mileage allowance, whenever possible when traveling on District business.
3. Personal vehicles may be used if necessary and the Board member or staff shall be reimbursed at the standard IRS mileage rate (i.e. .545 cents a mile for calendar year 2018), but for a total of no more than the cost of round trip airfare. Mileage is to be calculated via the shortest route between the District worksite or point of origin for staff, whichever is less, and from the point of origin for Directors, to the destination and the return. The owner's/driver's auto insurance is responsible for any damage, accident, etc. incurred. Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply. Staff who do not receive a monthly mileage allowance must seek approval from their department manager in advance for use of personal vehicles on District business. Employees must provide the District with evidence of personal auto insurance, including liability insurance, in advance of travel.
4. Mileage reimbursement for a Board member's use of their personal vehicle shall be from the point of origin to destinations in Southern California, including District offices or facilities, as defined as counties south of and including: Monterey, Kern and Inyo Counties and any other destination involving total round trip mileage equal to or less than such destinations. If the destination is outside these geographic areas (e.g. is in San Francisco, Sacramento, etc.), the individual may elect to drive rather than fly, but shall receive a mileage reimbursement not greater than the cost of a round trip standard economy or coach class airline ticket to that destination. Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply. Board members may be reimbursed for mileage for up to 10 meetings per month in accordance with Section B of the District Board Members: Compensation and Compensable Activities section of this policy.
5. Rental automobile costs are reimbursable when justified by the nature of the trip. If any official or staff member's own vehicle or rented car is damaged by fire, theft or collision while on District related business, the cost of repair must be covered by the owner's/driver's insurance.
6. Taxis and other local transportation costs incurred to and from businesses, hotels or airports, or in other District-related activities are reimbursable upon submittal of a receipt.

7. Members of the Board of Directors and District staff shall use government and group rates offered by a transportation provider, when available.

B. Hotels

1. The cost of hotel or motel accommodations incurred on approved business trips is reimbursable. It is expected that an individual will use accommodations appropriate to the nature of the business trip. Accommodations may be reserved for guests attending a District-approved function; however, the District will reimburse only the cost of the single person room rate.

2. Members of the Board of Directors and District staff shall use government and group rates offered by a lodging services provider, when available. If a lodging expense is incurred in connection with a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq., reimbursement of lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board member or District staff at the time of booking. If lodging is available at the group rate, and a Board member or District staff elects to stay at a non-group rate hotel which has a higher rate, reimbursement to the director or staff shall not exceed the maximum group rate published by the activity or group sponsor, that is the Board member or staff shall be financially responsible for the difference. If rooms at the group rate are not available, the Board member or staff shall use comparable lodging that is consistent with the requirements of Government Code Section 53232.2(c) and (e), respectively. In such event, a Board member or staff may be reimbursed for up to 110% of the group rate, that is the Board member or staff shall be financially responsible for any amount in excess of 110% of the group rate.

The rates specified in the above paragraph refer to base rates and shall not include transient occupancy taxes or parking.

C. Meals

The actual costs of meals, including tips, incurred on approved business trips is reimbursable. Meals for guests in attendance are the responsibility of the individual, except for business guests invited as part of a District-hosted event.

For Board members and staff attending functions, such as training or meetings of professional organizations, the District will reimburse the cost of the event including meals provided. For functions occurring during normal mealtimes and which do not provide meals, the District will reimburse using the following amounts as maximum individual limits, excluding reimbursement for tips. Excessive tips (greater than 20%) will not be reimbursed unless approved by the General Manager. Receipts are required for all meal expenditures.

Daily \$125.00 for full day travel

Breakfast \$ 25.00 (if traveling one (1) hour prior to the normal travel time on a regular workday.)

Lunch \$ 35.00 (if departing or arriving more than 1 hour before or after their normal lunch break.)

Dinner \$ 65.00 (if traveling 1 hour after the end of normal workday hours.)

The per diem meal allowance will be adjusted for those meals included in the cost of the conferences and seminars. It is not the intent for the District to pay twice for the same meal. Exceptions may be made by the General Manager when the traveler is unable to partake in the meal provided.

The limits for any meal include all aspects of the meal, e.g. appetizer, entrée, dessert and beverages, excluding tip. Meal costs eligible for reimbursement do not include alcohol. Any amount in excess

of the maximum limit for the meal (excluding tip) shall be the responsibility of the individual. "Piggybacking" shall be allowed for full day travel, i.e. an unused expense portion for one meal may be used for another meal. For example, if the cost of breakfast is \$20, the \$5 unused portion may be used to increase the \$35 lunch limit to \$40.

It is recognized that periodically, District staff may need to use their District-issued credit cards (if issued) or directly pay for meals with and for District guests while conducting District business. Reasonable use of this privilege for this purpose is permissible, provided there is adherence to the above limits, and documentation is provided as to the participants and the business discussed. Board members shall not be reimbursed for their guests' meal expenses.

D. Communications (Phone calls)

All necessary business calls and messages are reimbursable. It is expected that the least expensive method of communications (i.e. use of a mobile phone in lieu of hotel phone) that is consistent with the best interest of the District will be used whenever possible. The Board of Directors will be reimbursed \$35.00 per month for District business related phone/fax costs. Each Director is also eligible for reimbursement of business related long distance calls from their personal phone that are not covered by an all-inclusive phone plan upon submittal of their phone bill. Staff receiving a cellular phone allowance will adhere to the District's Cellular Phone Allowance Policy.

E. Travel Requiring Advance Approval [District Staff]

When overnight lodging is required, a travel authorization form "Request for Travel/Training Approval" must be completed by the staff as follows:

1. The completed travel authorization form must list all actual and anticipated costs associated with attendance at the event, and required approvals per the Purpose and General Provisions section. Please include the account number to be used to pay for the associated expense costs and all background information describing the event and attendance arrangements.
2. When required the travel authorization form is submitted to the General Manager for final approval.
3. If the General Manager's approval is granted, a copy of the request is submitted to the designated Finance personnel. If the request is denied, all paperwork is returned to the Department Manager.

F. Advances [District Staff]

If an advance is required for approved travel please indicate such on the "Request for Travel/Training Approval" form. Advances and District-issued credit cards are appropriate means of funding District-related trips. As stated above, whenever possible, the District will prepay hotel, tuition, airline, etc. costs to vendors with an approved purchase requisition, therefore an advance for these costs will not be issued to the staff. Staff may request an advance for meals, not to exceed the maximum per diem amounts, via a Check/Petty Cash Request form. Upon return, all receipts must be submitted and any excess advance shall be returned to the District.

G. Non-Use of Advance Paid Reservations

Whenever staff or Board member makes an advance paid reservation, or the District staff makes a reservation on behalf of the staff or Board member, whether for travel, lodging or meals (e.g. conference meal tickets), if the reservation or ticket is unused and the associated expense is not refundable and the staff or Board member utilizes alternative arrangements, the expense associated with such alternative arrangements is not reimbursable by the District.

NON-REIMBURSABLE EXPENSES

Examples of the types of personal expenses that are not reimbursable:

- A. Personal entertainment and sight-seeing expenses (not incurred as a necessary part of entertaining a business guest)
- B. Personal reading materials
- C. Hotel/motel movie rentals
- D. Personal medical costs
- E. Political fundraising dinners or parties
- F. Golf fees
- G. Theater tickets
- H. Guests' expenses, except as noted above
- I. Hotel honor bar expenses
- J. Refreshments (snacks/beverages) between meals
- K. Alcoholic Beverages
- L. Any other purely personal expenditures

DISTRICT BOARD MEMBERS: COMPENSATION AND COMPENSABLE ACTIVITIES

A. Compensation.

Compensation for members of the Board of Directors is established in accordance with section 74208 of the California Water Code, and increases are authorized in accordance with Water Code Section 20202. Actual and necessary expenses incurred by a Board member in the performance of his duties required or authorized by the Board are reimbursed in accordance with Water Code Section 74208 and the terms of this policy.

B. Compensable Activities.

In accordance with Government Code Section 53232.1, a Board member's attendance at the following occurrences (activities) constitute the performance of official duties on behalf of the District which qualify a Board member to receive compensation and reimbursement of actual and necessary expenses but limited to 1 compensable activity per day and 10 compensable activities per month incurred thereto:

1. Regular, special or emergency meetings of the District Board of Directors.
2. Regular or special meetings of District Board committees, or an advisory body established by the Board of Directors, of which the Board member is a member thereof.
3. Agenda review meeting of President with General Manager, as well as, other meetings of Board members with the District's General Manager or Legal Counsel, as requested by the General Manager.
4. A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq. This includes conferences or educational activities organized by the Association of California Water Agencies (ACWA), the Association of Water Agencies of Ventura County (AWAVC), and the California Special Districts Association (CSDA). It shall also include any other training providers approved in advance by the Board of Directors. AWAVC events included within this policy are the Water Wise breakfast series, annual Symposium, Elected Official Night and Year-End Report Event; not included are the Annual BBQ or other events of a strictly social nature.

5. Meetings of the board of directors or board committees of governmental or non-governmental entities to which a Board member has been designated by the President, as the District's representative, liaison or alternate. Such designation shall be published at least annually at a District Board meeting. The entities include the Fox Canyon Groundwater Management Agency (FCGMA), Ventura County Local Agency Formation Commission (LAFCO); RiverPark Joint Powers Authority; the AWAVC Board of Directors and the AWAVC Water Issues Committee; Oxnard Chamber of Commerce Water Committee; ACWA; CSDA, and GSA. A District Board member who is a designated representative, liaison or alternate to a non-governmental entity, and who will be unable to attend a scheduled meeting, may request or ask the General Manager to designate another Board member to attend the meeting on his behalf, and attendance at the meeting shall be considered a compensable activity for such other Board member.

Additionally, any preparatory meetings the Board member needs with the District's General Manager ahead of Board meetings or Board Committees entities in the paragraph above.

6. At the specific request of the District Board of Directors, Board President, or General Manager, meetings of the board of directors of the Pleasant Valley County Water District (PVCWD), FCGMA, or the Oxnard City Council, or the governing body of any local government entity during which there is discussion of specific matters related to the District.
7. Meetings by designated District Board members or alternates, with board members or executive management of the entities set forth in No. 5 during which there is substantial and substantive discussion of specific matters related to the District.
8. Attendance at public meetings hosted by the District (e.g. Section 10 HCP, Vern Freeman Fish Panel) at which there is a presentation of specific matters related to the District.
9. At the specific request of the District Board of Directors, Board President or General Manager, attendance at meetings with state or federal legislators, or officials of the state or federal administrations (e.g. California Department of Water Resources, U.S. Bureau of Reclamation, etc.), or representatives from other entities during which there is discussion of specific matters related to the District.

ADMINISTRATION

This policy shall be administered by the General Manager. The key to prompt reimbursement is proper documentation. This includes a clear statement of the business purpose of the trip, a copy of the meeting/conference agenda, and receipts for business expenses.

Expenses rendered for reimbursement shall be itemized and sufficiently described as to the nature and intent of the expense. Expense reports should be prepared on a monthly basis and submitted to the Finance Division on prescribed forms. To receive reimbursement for authorized travel, please submit a "Travel Expense Claim" form to the Finance Division. A separate Travel Expense Claim is to be submitted for each trip taken. Original documents such as receipts or bills for all hotel charges, the last page of the airline ticket showing the itinerary and costs, usually called the "passenger receipt," and receipts for other expenses must be attached to the Travel Expense Claim for documentation. Credit card charge slips will not serve as adequate documentation for transportation, room or car rental expense. In the event a receipt is lost please provide a written explanation.

The traveler is required to sign the Travel Expense Claim certifying that the amounts included on the report are actual and reasonable. Refunds of unused advances, by a check payable to the United Water Conservation District, should be submitted to the Finance Division with the Travel Expense Claim.

It is the responsibility of each individual, as well as each person approving the Travel Expense Claim, to ensure that there is no appearance nor occurrence of extravagant and/or unsupported expenditures for travel. During the review of these reports, any questionable or incomplete reports may be returned to the individual in order to obtain additional approval or documentation to support expenses.

The Chief Financial Officer shall advise the General Manager of any outstanding matters relating to the administration of this policy. Exceptions to this policy may be authorized by the General Manager or President of the Board if warranted in individual cases.

The Chief Financial Officer or his/her designee shall provide overall oversight of the reimbursement of expenses, and shall provide a quarterly report to the Board Finance Committee detailing the expenses of the District of at least one hundred dollars (\$100.00) for each individual charge for service or product received. Additionally in compliance with Government Code §53065.5, by September 30th of each year, the Finance Division will submit a detailed report to the Board's Finance Committee that discloses any reimbursement paid to any one employee or member of the Board by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100.00) for each individual charge for service or product received. The report shall be made available for public inspection at the first meeting of the Board of Directors following the Finance Committee submittal.

For District Board Members:

1. Expense reports of Board members shall be submitted to the General Manager, together with receipts, within a reasonable time after incurring the expense, and shall document that the expenses have been incurred for the types of occurrences (activities) authorized by the Board for reimbursement of such expenses.
2. Members of the Board shall provide brief reports on meetings attended at the District's expense at the next regular meeting of the Board of Directors.
3. All documents relating to reimbursable expenditures of Board members as set forth herein are public records subject to disclosure under the California Public Records Act.

FRAUD PREVENTION/DETECTION POLICY

Effective July 1, 2018

BACKGROUND

This Fraud Prevention/Detection policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against United Water Conservation District. It is the intent of United Water Conservation District to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

POLICY

Management, along with the Board of Directors, is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of personal gain and/or deceiving another in order to damage them. Management will establish and maintain an effective internal control structure as a major deterrent and prevention of fraud.

Management, along with the Board of Directors, will maintain the principal elements of internal control:

- ▶ Control Environment – Maintain an environment where employees view internal control as the process to provide services to stakeholders and constituents;
- ▶ Accounting System – Maintain data needed for internal/external financial reports; and
- ▶ Sound Control Policy and Procedures – Maintain the reliability of data and to assure assets are protected against loss and misuse. Prevent fraudulent financial reporting and misstatements arising from misappropriation of assets of the District.

NATURE/PURPOSE

Management, along with the Board of Directors, shall set and retain the proper tone and create and maintain a culture of honesty and high ethical standards (zero tolerance) and establish appropriate controls to prevent, deter, and detect fraud. Resources committed to the District's care must be safeguarded to protect employees, stakeholders and constituents. The District must provide assurance that all assets are safeguarded, managed and accounted for, eliminate loss, theft, misuse and provide that all transactions are properly authorized.

OVERSIGHT

Board of Directors and Finance Committee. This oversight will prevent management override.

SCOPE

This policy applies to any irregularity, or suspected irregularity, involving employees as well as stakeholders, directors, consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and/or any other parties with a business relationship with United Water Conservation District.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to United Water Conservation District.

ACTIONS CONSTITUTION FRAUD

The term misappropriation and other fiscal irregularities refer to, but are not limited to:

- ▶ Any dishonest or fraudulent act;
- ▶ Misappropriation of funds, securities, supplies, or other assets;
- ▶ Impropriety in the handling or reporting of money or financial transactions;
- ▶ Profiteering as a result of insider knowledge of the District's activities;
- ▶ Disclosing confidential and proprietary information to outside parties;
- ▶ Accepting or seeking anything of material value beyond exceptions, restrictions and reporting requirements subject to the "Political Reform Act" from contractors, vendors or persons providing services/materials to United Water Conservation District; and
- ▶ Intentional destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment and/or other District assets.

CAUSES OF FRAUD

Below are some known causes of fraud, but are not limited to:

- ▶ Financial stress;
- ▶ Perceived inequities in the organization; and
- ▶ Job dissatisfaction.

REPORTING

An employee who discovers or suspects fraudulent activity will contact the Chief Financial Officer immediately. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquirer should be directed to the Chief Financial Officer. If the Chief Financial Officer is the employee suspected of fraudulent activities, the employee should contact the General Manager.

TERMINATION

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representative of the District and legal counsel and follow appropriate legal procedures (i.e. due process) included in the District's employee manual, before any such action is taken.

MANAGEMENT SET CONTROLS

In maintaining the internal control structure, management, along with the Board of Directors, will set a system of checks and balances periodically throughout the District to discourage, prevent and detect fraudulent activities. Management, along with the Board of Directors, will retain the following guidelines when establishing these set of controls:

- ▶ Establish and set controls necessary but not over burdensome for management or staff;

- ▶ The District will maintain a culture of honesty and maintain a harmonious tone while establishing and setting these checks and balances and controls; and
- ▶ The District's internal control will not impede providing services to stakeholders and constituents.

INCORPORATION INTO EMPLOYEE MANUAL

This policy will work in conjunction with the District's employee manual.

INTERNAL CONTROLS

The District and/or external auditors, as part of the Set of Controls process, will use the system of checks and balances and perform periodic reviews and testing as necessary to ensure compliance with this policy.

GROUNDWATER WELL REGISTRATION/ INACTIVE WELL POLICY

Effective July 1, 2018

BACKGROUND

California Water Code (CWC) Section 75541 requires that within six months after the establishment of a zone or zones, all water-producing facilities (wells) located within the boundaries of such zone/s shall be registered with the District. This CWC section also indicates that the District Board may require the installation of a water-measuring device satisfactory to the District. The District may choose to install the water-measuring device or have it installed by the well operator.

CWC, Section 75542 requires that any wells constructed or re-established after the establishment of a zone or zones register with the District within 30 days of completion or re-establishment. Similar to Section 75541 the District Board may require the installation of a water-measuring device satisfactory to the District. The District may choose to install the water-measuring device or have it installed by the well operator.

POLICY

Well Registration and Verification

In order for a well to be considered registered, the District shall receive a **completed** well registration form. Per CWC Section 75544, the registration form shall contain all of the following:

- (a) Information as to the owner or owners of the land upon which each well is located;
- (b) A general description and location of each well;
- (c) The name and address of the person charged with the operation of each well;
- (d) The name or names and addresses of all persons owning or claiming to own an interest in the well; and
- (e) Such other information as the District requires and deems necessary.

The District will take the following steps to verify well registrations with the County of Ventura/Department of Water Resources (DWR):

- (a) The Groundwater Department will request Well Permits from the County of Ventura on a quarterly basis (by the 10th day of December, March, June, and September) and forward to the Finance Division upon receipt;
- (b) The Groundwater Department will request Well Completion Reports from the DWR on a quarterly basis (by the 10th day of December, March, June, and September) and forward to the Finance Division upon receipt; and
- (c) Upon receipt of a Well Completion Report, the Finance Division will confirm well owner information to County Parcel records and record the well(s) in the Districts records.

Inactive/Destroyed Wells

The District will discontinue tracking inactive wells upon the following:

- (a) Receipt of a completed Well Destruction Report; and
- (b) Reports from the County and or District records indicating that the well is unable to be located.

Failure to Register Wells

Failure to register wells with the District in a timely manner subjects the operator to compliance remedies granted by law, including but not limited to legal offenses, fines, and penalties.

IDENTITY THEFT PREVENTION PROGRAM

Effective July 1, 2018

This program is in response to and in compliance with the Fair and Accurate Credit Transactions (FACT) Act of 2003, and the final rules and guidelines for the FACT Act issued by the Federal Trade Commission and federal bank regulatory agencies in November 2007.

PROGRAM ADOPTION

The United Water Conservation District ("UWCD") developed this Identity Theft Prevention Program ("Program") pursuant to the Federal Trade Commission's Red Flags Rule ("Rule"), which implements Section 114 of the Fair and Accurate Credit Transactions Act ("FACT Act") of 2003, 16 C. F. R. § 681.2. The FACT Act requires that financial institutions and creditors implement written programs which provide for identification, detection, and response to patterns, practices, or specific activities ("red flags") that could detect identity theft.

This Program was developed with oversight and approval of the UWCD Board of Directors. After consideration of the size and complexity of UWCD's operations and account systems, and the nature and scope of UWCD's activities, the UWCD Board of Directors determined that this Program was appropriate for the United Water Conservation District.

PROGRAM PURPOSE AND DEFINITIONS

A. Fulfilling requirements of the Red Flags Rule

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of UWCD from Identity Theft.

B. Red Flags Rule definitions used in this Program

The Red Flags Rule defines "Identity Theft" as "fraud committed using the identifying information of another person" and a "Red Flag" as a pattern, practice, or specific activity that indicates the possible existence of Identity Theft.

According to the Rule, a government agency is a creditor subject to the Rule requirements. The Rule defines creditors "to include finance companies, automobile dealers, mortgage brokers, utility companies, and telecommunications companies. Where non-profit and government entities defer payment for goods or services, they, too, are to be considered creditors."

UWCD customers are charged fees for groundwater extraction from wells located on their properties and/or water delivered by pipeline. The customers are billed in arrears on either a monthly or semi-annual basis. Since UWCD defers payments for its utility services, customers' accounts are effectively business credit accounts ("covered accounts") as defined by the Red Flag Rule. Under the Rule, a "covered account" is:

- ▶ Any account UWCD offers or maintains primarily for personal, family or household purposes, that involves multiple payments or transactions; and
- ▶ Any other account UWCD offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of UWCD from Identity Theft.

"Identifying information" is defined under the Rule as "any name or number that may be used, alone or in conjunction with any other information, to identify a specific person," including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code. However, UWCD does not collect most of the aforementioned identifying information for its business credit accounts. Information collected by UWCD typically includes name, address, telephone number, assessor parcel number, and well number.

IDENTIFICATION AND DETECTION OF RED FLAGS

In order to identify relevant Red Flags, UWCD considers the types of accounts that it offers and maintains, the methods it provides to open its accounts, the methods it provides to access its accounts, and its previous experiences with Identity Theft. The Federal Trade Commission identifies many red flags, including the following, in each of the listed categories:

A. Notifications and Warnings from Credit Reporting Agencies

UCWD neither requests nor receives customer information (i.e. consumer reports) from consumer credit agencies. Therefore this provision of the Red Flag Rule is inapplicable.

B. Suspicious Documents

Red Flags

- ▶ Other documents with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
- ▶ Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information

Red Flags

- ▶ Identifying information presented that is inconsistent with other information the customer provides;
- ▶ Identifying information presented that is inconsistent with other sources of information;
- ▶ Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
- ▶ Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
- ▶ An address or phone number presented that is the same as that of another person;
- ▶ A person fails to provide complete personal identifying information on an application when reminded to do so; and
- ▶ A person's identifying information is not consistent with the information that is on file for the customer.

D. Suspicious Account Activity or Unusual Use of Account

Red Flags

- ▶ Change of address for an account followed by a request to change the account holder's name;
- ▶ Payments stop on an otherwise consistently up-to-date account;
- ▶ Account used in a way that is not consistent with prior use (example: very high activity);
- ▶ Mail sent to the account holder is repeatedly returned as undeliverable;
- ▶ Notice to UWCD that a customer is not receiving mail sent by UWCD;
- ▶ Notice to UWCD that an account has unauthorized activity;
- ▶ Breach in UWCD's computer system security; and
- ▶ Unauthorized access to or use of customer account information.

E. Alerts from Others

Red Flag

Notice to UWCD from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

PREVENTING AND MITIGATING IDENTITY THEFT

In the event UWCD personnel detect any identified Red Flags, the appropriate staff member will be notified and take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

A. Prevent and Mitigate

- ▶ Continue to monitor an account for evidence of Identity Theft;
- ▶ Contact the customer;
- ▶ Change any passwords or other security devices that permit access to accounts;
- ▶ Not open a new account;
- ▶ Close an existing account;
- ▶ Reopen an account with a new number;
- ▶ Notify the District's Chief Financial Officer;
- ▶ Notify law enforcement; or determine that no response is warranted under the particular circumstances.

B. Protect customer identifying information

In order to further prevent the likelihood of identity theft occurring with respect to accounts, UWCD will take the following steps with respect to its internal operating procedures to protect customer identifying information:

- ▶ Ensure complete and secure destruction of paper documents and computer files containing customer information;
- ▶ Ensure that office computers are password protected and that computer screens lock after a set period of time;
- ▶ Maintain appropriate custody of documents containing customer information;
- ▶ Ensure computer virus protection is up to date; and
- ▶ Require and keep only the kinds of customer information that are necessary.

PROGRAM UPDATES

This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of UWCD from Identity Theft. At least one time each year, the Program Administrator will consider UWCD's experiences with Identity Theft situations, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts UWCD maintains and changes in UWCD's business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Program Administrator will update the program. The Program will be reviewed and approved with all other District financial policies by the Board of Directors annually.

PROGRAM ADMINISTRATION

A. Oversight

Responsibility for developing, implementing and updating this Program lies with the Program Administrator. The Program Administrator is appointed by the General Manager. The Program Administrator will be responsible for the Program administration, for ensuring appropriate training of staff on the Program, for reviewing staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program. The Program Administrator will prepare an annual report on the effectiveness of this program including number of red flag incidents and how resolved, and any changes needed to the policy as a result of incidents or changes in law or program operation.

B. Specific Program Elements and Confidentiality

For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding UWCD's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to the Program Administrator and those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

INVESTMENT POLICY

Effective July 1, 2018

The purpose of this policy is to provide guidelines for the prudent investment of the District's temporarily idle cash, outline policies for maximizing efficiency of the District's cash management system and emphasize the preservation of capital. The ultimate goal is to enhance the economic status of the District while protecting its cash resources.

I. GOVERNING AUTHORITY

The investment program shall be operated in conformance with federal, state, and other legal requirements, including Government Code sections 53600 – 53609.

II. SCOPE

This policy applies to the investment of all funds held directly by the District. Funds held and invested by trustees or fiscal agents are excluded from this policy; however, such funds are subject to the regulations established by the State of California pertaining to investments by local agencies.

1. *Pooling of Funds*

Except for cash in certain restricted and special funds, the District will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. *Safety*

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

The District will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- ▶ Limiting investments to the types of securities listed in Section VII of this Investment Policy
- ▶ Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District will do business in accordance with Section V
- ▶ Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

The District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- ▶ Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
- ▶ Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (see Section VIII).

2. *Liquidity*

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. *Yield*

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- ▶ A security with declining credit may be sold early to minimize loss of principal.
- ▶ A security swap would improve the quality, yield, or target duration in the portfolio.
- ▶ Liquidity needs of the portfolio require that the security be sold.

In an effort to evaluate the performance of the investment activity of the District, as it pertains to this policy, the District's cash management portfolio shall be designed with the objective of regularly meeting or exceeding a performance benchmark, which could be the average return on three-month U.S. Treasury Bills, the California Local Agency Investment Fund (LAIF) or the County of Ventura Investment Pool.

IV. STANDARDS OF CARE

1. *Prudence*

The standard of prudence to be used by investment officials shall be the "prudent person" standard (Civil Code Section 2261, et seq.) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

3. Delegation of Authority

The District's Chief Financial Officer has been authorized to recommend to the General Manager investment transactions on behalf of the District. The disbursement of funds for the placement of individual investments undertaken by these officers will generally be approved in advance by the Finance Committee. If, in the opinion of the Chief Financial Officer and the General Manager, investment opportunities become available that the District should take advantage of before the Finance Committee is able to convene, the Committee will be notified, via FAX, 24 hours in advance of any disbursement of funds. A full report of the investment decision will be given to the Committee at the next scheduled meeting. In any event, such investment decisions will be within the guidelines set forth in this policy. The District may, upon approval by the Board of Directors utilize an investment management service. Any investment management service used must follow the District's Investment Policy outlined herein and as directed by the Board of Directors.

The Finance Committee shall consist of three members of the Board of Directors (as appointed by the President of the Board), the General Manager or the Deputy General Manager, and the Chief Financial Officer. The Committee should meet as required to determine general strategies, the existing portfolio and to monitor results. The Committee shall include in its deliberations such topics as portfolio diversification, maturity structure, potential risks to District funds, brokers and dealers, the target rate of return on investments, and any other topics as it may determine or as directed by the Board of Directors. All actions of the Committee shall be reported to the full Board of Directors at the next regular Board meeting.

V. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

The District shall transact business only with Federal Deposit Insurance Corporation (F.D.I.C.) insured institutions, and licensed securities dealers as described in Government Code Section 53601.5. In selecting financial institutions for the investment of District funds, the Chief Financial Officer shall consider the creditworthiness of institutions. The Chief Financial Officer shall monitor, from time to time, financial institutions' credit characteristics and financial history throughout the period in which the District's funds are deposited or invested.

The following investment firms and financial institutions are authorized by United Water Conservation District to hold investments in the above authorized investment media:

- ▶ California Pooled Local Agency Investment Fund (LAIF)
- ▶ Ventura County Investment Pool
- ▶ Union Bank
- ▶ Morgan Stanley Dean Witter
- ▶ UnionBanc Investment Services (wholly owned subsidiary of Union Bank of California)
- ▶ Bank of the West

Bond proceeds issued by the District and held by a trustee or fiscal agent are invested in accordance with the statutory provisions governing the issuance of the bonds, indebtedness or lease installment agreement approved by the District.

Changes or additions to the approved list of investment media, institutions and firms may be recommended from time to time by the Chief Financial Officer to the General Manager for presentation to the Board's Finance Committee and then to the full Board of Directors, for approval. When considering additional institutions or firms, priority should be given to firms with local representatives, who have offices within the District boundaries.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following, as appropriate:

- ▶ Audited Financial Statements demonstrating compliance with State and federal capital adequacy guidelines
- ▶ Proof of State registration
- ▶ Certification of having read and understood and agreeing to comply with the District's Investment Policy
- ▶ Evidence of adequate insurance coverage
- ▶ Other information as determined necessary by staff or the Board of Directors

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the Chief Financial Officer.

VI. INTERNAL CONTROLS

The Chief Financial Officer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed by the General Manager, the Finance Committee and the independent auditor. The controls shall be designed to prevent losses of public funds arising from fraud, collusion, employee error, misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by District staff.

VII. SUITABLE AND AUTHORIZED INVESTMENTS

1. *Investment Types* (Government Code Section 53601 – Exhibit A)

The following investment media have been approved by United Water Conservation District:

- ▶ *Government Investment Pools*
- ▶ *U. S. Government Securities* - generally limited to Treasury Bills, Treasury Notes, Bonds or other direct obligations which carry the full faith and credit of the United States Government.
- ▶ *U.S. Government Agencies* – generally limited to items issued by a federal agency or a United States government-sponsored enterprise, such agencies include, but are not limited to, the Federal Farm Credit Bank (FFCB), Student Loan Marketing Association (SLMA), and the Federal National Mortgage Association (FNMA) and those issued by the Federal Housing Administration (FHA). The "prudent investor" rule shall apply for a single agency name, as U.S. Government backing is implied rather than guaranteed.
- ▶ *Certificates of Deposit (CD)* of domestic banks and savings and loan fully insured by the federal government or collateralized
- ▶ *Approved Bank Demand Deposit Accounts*
- ▶ *Approved domestic Bank Overnight Sweep Accounts*
- ▶ *Money Market Funds* that are rated no less than AAA, AAA or similar rating under any revised rating format by Standard & Poor's or Moody's.

2. *Collateralization*

The District's cash held in its bank demand deposit accounts (including checking accounts and non-negotiable Certificates of Deposit) or bank overnight sweep accounts shall be collateralized by the financial institution with securities having a market value of at least 110% of the amount of deposits.

VIII. INVESTMENT PARAMETERS

1. Diversification

The District will diversify its investment portfolio to control the risks of loss resulting from over-concentration of assets in a specific maturity, specific issue or a specific class of securities. Maturities should be staggered to provide for liquidity and stability of income.

- ▶ No less than twenty-five percent (25%) of the portfolio should be invested in LAIF or other securities, which can be liquidated on one day's notice.
- ▶ No more than one-third (33%) of the District's portfolio shall be held by any single investment firm or institution, or as otherwise limited by Government Code Section 53601. The sole exceptions shall be the State of California Investment Pool (LAIF) or Obligations of the U.S. Government.
- ▶ No more than fifteen percent (15%) of the District's temporarily idle cash should be left in the District's general checking account or sweep instruments for more than 5 business days.
- ▶ Sufficient funds may be maintained in the District's general checking account to minimize monthly bank charges. The savings in monthly bank charges, over time, should be sufficient to offset the lost investment earnings potential of these excess funds retained in the general checking account. Generally, the State Local Agency Investment Fund and Obligations of the U.S. Government are the most favored investment choices for the District.

2. Maximum Maturities

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements. Generally, the District's temporarily idle operating cash shall be invested in instruments whose average maturity does not exceed one year, except after review and approval by the Finance Committee, a portion of the District's portfolio may be invested in authorized investment instruments (i.e. securities and/or certificates of deposit) for up to but not to exceed three-years. Investments with maturities exceeding one year shall be disclosed to the Board of Directors at the next meeting of the entire Board. All District investments are intended to be held to maturity.

IX. REPORTING

The Chief Financial Officer, through the General Manager, will provide the Board of Directors with monthly reports of investments. Such reports will provide at least the following:

- ▶ The type of investment, name of issuer, date of maturity, par and dollar amount invested in each security or investment.
- ▶ The weighted average maturity of the investments.
- ▶ Any funds, investments, or programs, including loans that are under the management of contracted parties.
- ▶ The market value as of the date of the report, and the source of this valuation for any security.
- ▶ A description of the compliance with the statement of investment policy.
- ▶ A statement denoting the ability of the District to meet its expenditure requirements for the next six months.

X. APPROVAL OF INVESTMENT POLICY

This policy may be presented to and reviewed by the Board of Directors on an annual basis in a regularly scheduled Board meeting.

53601. This section shall apply to a local agency that is a city, a district, or other local agency that does not pool money in deposits or investments with other local agencies, other than local agencies that have the same governing body. However, Section 53635 shall apply to all local agencies that pool money in deposits or investments with other local agencies that have separate governing bodies. The legislative body of a local agency having moneys in a sinking fund or moneys in its treasury not required for the immediate needs of the local agency may invest any portion of the moneys that it deems wise or expedient in those investments set forth below. A local agency purchasing or obtaining any securities prescribed in this section, in a negotiable, bearer, registered, or nonregistered format, shall require delivery of the securities to the local agency, including those purchased for the agency by financial advisers, consultants, or managers using the agency's funds, by book entry, physical delivery, or by third-party custodial agreement. The transfer of securities to the counterparty bank's customer book entry account may be used for book entry delivery.

For purposes of this section, "counterparty" means the other party to the transaction. A counterparty bank's trust department or separate safekeeping department may be used for the physical delivery of the security if the security is held in the name of the local agency. Where this section specifies a percentage limitation for a particular category of investment, that percentage is applicable only at the date of purchase. Where this section does not specify a limitation on the term or remaining maturity at the time of the investment, no investment shall be made in any security, other than a security underlying a repurchase or reverse repurchase agreement or securities lending agreement authorized by this section, that at the time of the investment has a term remaining to maturity in excess of five years, unless the legislative body has granted express authority to make that investment either specifically or as a part of an investment program approved by the legislative body no less than three months prior to the investment:

(a) Bonds issued by the local agency, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency or by a department, board, agency, or authority of the local agency.

(b) United States Treasury notes, bonds, bills, or certificates of indebtedness, or those for which the faith and credit of the United States are pledged for the payment of principal and interest.

(c) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state.

(d) Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California.

(e) Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency.

(f) Federal agency or United States government-sponsored enterprise obligations, participations, or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.

(g) Bankers' acceptances otherwise known as bills of exchange or time drafts that are drawn on and accepted by a commercial bank. Purchases of bankers' acceptances shall not exceed 180 days' maturity or 40 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 30 percent of the agency's moneys may be invested in the bankers' acceptances of any one commercial bank pursuant to this section.

This subdivision does not preclude a municipal utility district from investing moneys in its treasury in a manner authorized by the Municipal Utility District Act (Division 6 (commencing with Section 11501) of the Public Utilities Code).

(h) Commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a nationally recognized statistical rating organization (NRSRO).

Exhibit A

The entity that issues the commercial paper shall meet all of the following conditions in either paragraph (1) or (2):

- (1) The entity meets the following criteria:
 - (A) Is organized and operating in the United States as a general corporation.
 - (B) Has total assets in excess of five hundred million dollars (\$500,000,000).
 - (C) Has debt other than commercial paper, if any, that is rated "A" or higher by an NRSRO.
- (2) The entity meets the following criteria:
 - (A) Is organized within the United States as a special purpose corporation, trust, or limited liability company.
 - (B) Has programwide credit enhancements including, but not limited to, overcollateralization, letters of credit, or a surety bond.
 - (C) Has commercial paper that is rated "A-1" or higher, or the equivalent, by an NRSRO.

Eligible commercial paper shall have a maximum maturity of 270 days or less. Local agencies, other than counties or a city and county, may invest no more than 25 percent of their moneys in eligible commercial paper. Local agencies, other than counties or a city and county, may purchase no more than 10 percent of the outstanding commercial paper of any single issuer. Counties or a city and county may invest in commercial paper pursuant to the concentration limits in subdivision (a) of Section 53635.

(i) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by Section 5102 of the Financial Code), a state or federal credit union, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposit shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section. For purposes of this section, negotiable certificates of deposit do not come within Article 2 (commencing with Section 53630), except that the amount so invested shall be subject to the limitations of Section 53638. The legislative body of a local agency and the treasurer or other official of the local agency having legal custody of the moneys are prohibited from investing local agency funds, or funds in the custody of the local agency, in negotiable certificates of deposit issued by a state or federal credit union if a member of the legislative body of the local agency, or a person with investment decision-making authority in the administrative office manager's office, budget office, auditor-controller's office, or treasurer's office of the local agency also serves on the board of directors, or any committee appointed by the board of directors, or the credit committee or the supervisory committee of the state or federal credit union issuing the negotiable certificates of deposit.

(j) (1) Investments in repurchase agreements or reverse repurchase agreements or securities lending agreements of securities authorized by this section, as long as the agreements are subject to this subdivision, including the delivery requirements specified in this section.

(2) Investments in repurchase agreements may be made, on an investment authorized in this section, when the term of the agreement does not exceed one year. The market value of securities that underlie a repurchase agreement shall be valued at 102 percent or greater of the funds borrowed against those securities and the value shall be adjusted no less than quarterly. Since the market value of the underlying securities is subject to daily market fluctuations, the investments in repurchase agreements shall be in compliance if the value of the underlying securities is brought back up to 102 percent no later than the next business day.

(3) Reverse repurchase agreements or securities lending agreements may be utilized only when all of the following conditions are met:

(A) The security to be sold using a reverse repurchase agreement or securities lending agreement has been owned and fully paid for by the local agency for a minimum of 30 days prior to sale.

Exhibit A

(B) The total of all reverse repurchase agreements and securities lending agreements on investments owned by the local agency does not exceed 20 percent of the base value of the portfolio.

(C) The agreement does not exceed a term of 92 days, unless the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(D) Funds obtained or funds within the pool of an equivalent amount to that obtained from selling a security to a counterparty using a reverse repurchase agreement or securities lending agreement shall not be used to purchase another security with a maturity longer than 92 days from the initial settlement date of the reverse repurchase agreement or securities lending agreement, unless the reverse repurchase agreement or securities lending agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity date of the same security.

(4) (A) Investments in reverse repurchase agreements, securities lending agreements, or similar investments in which the local agency sells securities prior to purchase with a simultaneous agreement to repurchase the security may be made only upon prior approval of the governing body of the local agency and shall be made only with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has or has had a significant banking relationship with a local agency.

(B) For purposes of this chapter, "significant banking relationship" means any of the following activities of a bank:

(i) Involvement in the creation, sale, purchase, or retirement of a local agency's bonds, warrants, notes, or other evidence of indebtedness.

(ii) Financing of a local agency's activities.

(iii) Acceptance of a local agency's securities or funds as deposits.

(5) (A) "Repurchase agreement" means a purchase of securities by the local agency pursuant to an agreement by which the counterparty seller will repurchase the securities on or before a specified date and for a specified amount and the counterparty will deliver the underlying securities to the local agency by book entry, physical delivery, or by third-party custodial agreement. The transfer of underlying securities to the counterparty bank's customer book-entry account may be used for book-entry delivery.

(B) "Securities," for purposes of repurchase under this subdivision, means securities of the same issuer, description, issue date, and maturity.

(C) "Reverse repurchase agreement" means a sale of securities by the local agency pursuant to an agreement by which the local agency will repurchase the securities on or before a specified date and includes other comparable agreements.

(D) "Securities lending agreement" means an agreement under which a local agency agrees to transfer securities to a borrower who, in turn, agrees to provide collateral to the local agency. During the term of the agreement, both the securities and the collateral are held by a third party. At the conclusion of the agreement, the securities are transferred back to the local agency in return for the collateral.

(E) For purposes of this section, the base value of the local agency's pool portfolio shall be that dollar amount obtained by totaling all cash balances placed in the pool by all pool participants, excluding any amounts obtained through selling securities by way of reverse repurchase agreements, securities lending agreements, or other similar borrowing methods.

(F) For purposes of this section, the spread is the difference between the cost of funds obtained using the reverse repurchase agreement and the earnings obtained on the reinvestment of the funds.

(k) Medium-term notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any

Exhibit A

state and operating within the United States. Notes eligible for investment under this subdivision shall be rated "A" or better by an NRSRO. Purchases of medium-term notes shall not include other instruments authorized by this section and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section.

(1) (1) Shares of beneficial interest issued by diversified management companies that invest in the securities and obligations as authorized by subdivisions (a) to (k), inclusive, and subdivisions (m) to (q), inclusive, and that comply with the investment restrictions of this article and Article 2 (commencing with Section 53630). However, notwithstanding these restrictions, a counterparty to a reverse repurchase agreement or securities lending agreement is not required to be a primary dealer of the Federal Reserve Bank of New York if the company's board of directors finds that the counterparty presents a minimal risk of default, and the value of the securities underlying a repurchase agreement or securities lending agreement may be 100 percent of the sales price if the securities are marked to market daily.

(2) Shares of beneficial interest issued by diversified management companies that are money market funds registered with the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Sec. 80a-1 et seq.).

(3) If investment is in shares issued pursuant to paragraph (1), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligations authorized by subdivisions (a) to (k), inclusive, and subdivisions (m) to (q), inclusive, and with assets under management in excess of five hundred million dollars (\$500,000,000).

(4) If investment is in shares issued pursuant to paragraph (2), the company shall have met either of the following criteria:

(A) Attained the highest ranking or the highest letter and numerical rating provided by not less than two NRSROs.

(B) Retained an investment adviser registered or exempt from registration with the Securities and Exchange Commission with not less than five years' experience managing money market mutual funds with assets under management in excess of five hundred million dollars (\$500,000,000).

(5) The purchase price of shares of beneficial interest purchased pursuant to this subdivision shall not include commission that the companies may charge and shall not exceed 20 percent of the agency's moneys that may be invested pursuant to this section. However, no more than 10 percent of the agency's funds may be invested in shares of beneficial interest of any one mutual fund pursuant to paragraph (1).

(m) Moneys held by a trustee or fiscal agent and pledged to the payment or security of bonds or other indebtedness, or obligations under a lease, installment sale, or other agreement of a local agency, or certificates of participation in those bonds, indebtedness, or lease installment sale, or other agreements, may be invested in accordance with the statutory provisions governing the issuance of those bonds, indebtedness, or lease installment sale, or other agreement, or to the extent not inconsistent therewith or if there are no specific statutory provisions, in accordance with the ordinance, resolution, indenture, or agreement of the local agency providing for the issuance.

(n) Notes, bonds, or other obligations that are at all times secured by a valid first priority security interest in securities of the types listed by Section 53651 as eligible securities for the purpose of securing local agency deposits having a market value at least equal to that required by Section 53652 for the purpose of securing local agency deposits. The securities serving as collateral shall be placed by delivery or book entry into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, and the security interest shall be perfected in accordance with the requirements of the Uniform Commercial Code or federal regulations applicable to the types of securities in which the security interest is granted.

Exhibit A

(o) A mortgage passthrough security, collateralized mortgage obligation, mortgage-backed or other pay-through bond, equipment lease-backed certificate, consumer receivable passthrough certificate, or consumer receivable-backed bond of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by an NRSRO and rated in a rating category of "AA" or its equivalent or better by an NRSRO. Purchase of securities authorized by this subdivision shall not exceed 20 percent of the agency's surplus moneys that may be invested pursuant to this section.

(p) Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (q), inclusive. Each share shall represent an equal proportional interest in the underlying pool of securities owned by the joint powers authority. To be eligible under this section, the joint powers authority issuing the shares shall have retained an investment adviser that meets all of the following criteria:

(1) The adviser is registered or exempt from registration with the Securities and Exchange Commission.

(2) The adviser has not less than five years of experience investing in the securities and obligations authorized in subdivisions (a) to (q), inclusive.

(3) The adviser has assets under management in excess of five hundred million dollars (\$500,000,000).

(q) United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated "AA" or better by an NRSRO and shall not exceed 30 percent of the agency's moneys that may be invested pursuant to this section.

PROCUREMENT POLICY

Effective July 1, 2018

OVERVIEW

This policy is written to document the policies and procedures that shall be followed when purchasing goods or services. All purchases of materials, supplies, equipment and services required by the District shall be made in accordance with the following, and pursuant to applicable provisions of the Government Code. This policy will be reviewed with new members of the Board of Directors and new District Department Heads/Managers as soon as possible after they assume responsibility. This policy shall also be reviewed as part of the annual budgeting process.

OBJECTIVES

- ▶ Purchase the best product or service at the most favorable price
- ▶ Establish authority, responsibility, accountability for purchasing activity
- ▶ Provide an environment of fair competition and impartiality in purchasing process
- ▶ Set objective decision-making procedures for District staff to follow when procuring materials or services
- ▶ Communicate organization goals/policies as they relate to purchasing

QUOTATIONS FOR GOODS, SERVICES AND EQUIPMENT; PROFESSIONAL SERVICES; PUBLIC WORKS PROJECTS

The District shall invite bid proposals or quotations for goods, services and equipment as required by applicable provisions of California Law. Invitations to bid shall include all information required by law and grant requirements. District personnel shall always use their best judgment in receiving either oral or written quotations. For expenditures over \$10,000, the District shall solicit, if available, three (3) written quotations or bids. Generally, the purchase will be made from the lowest responsible bidder. The District in its sole discretion reserves the right to reject all bids or quotations. In the event bids or quotations are not received or, in the District's sole discretion are unacceptable, the District reserves the right to have the work done by its own forces.

PROFESSIONAL SERVICES

The District may in its discretion, but is not required to, utilize a request for proposal process or other formal process for the selection of consultants to provide professional services. Selection of professional services consultants shall be made in the District's sole discretion based on demonstrated competence, professional qualifications and other criteria which the District deems relevant.

PUBLIC WORKS PROJECTS

Water conservation districts like United are not included within, and are not subject to, competitive bidding requirements in the Public Contract Code. The District reserves the right in its discretion to determine whether it will seek competitive bids for public works projects.

EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding may be waived in the case of an emergency as defined above or when:

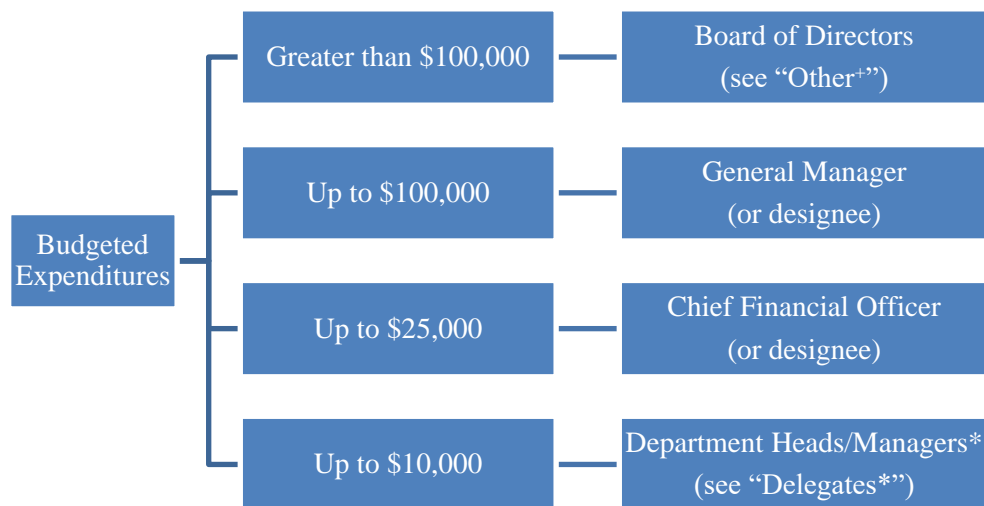
- ▶ The items or services to be furnished are in such short supply that there is no competition.
- ▶ Where the specifications or other restrictions limit the number of prospective suppliers.
- ▶ Where the skill or knowledge of a particular individual is sought.
- ▶ “Piggy-backing” or consolidating its procurement with that of another agency or entity constituted for governmental purposes; provided that the commodities or contractual services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding exists.

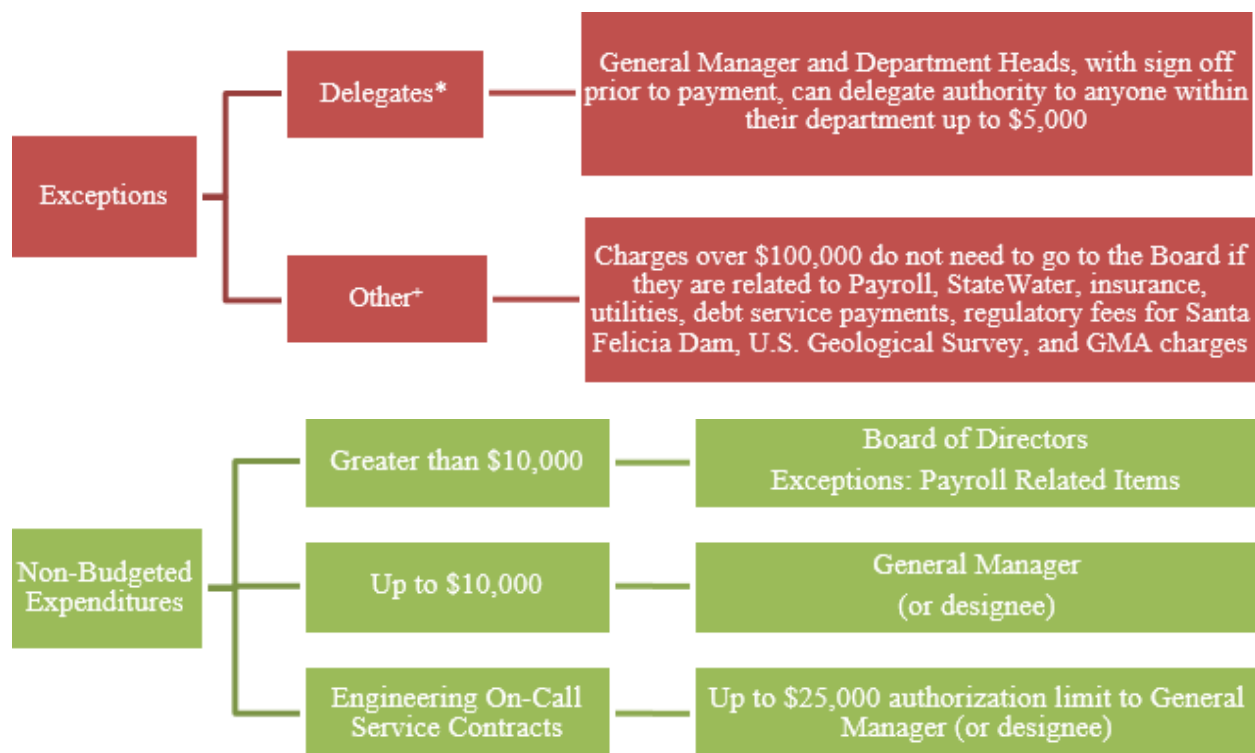
PURCHASING AUTHORITY

The Board of Directors adopts an annual budget, which includes detail of all capital items, professional fees for services and all other expenditures. Items referred to hereafter as "budgeted" refer to expenditures that have been appropriated in the adopted budget or approved for expenditure by the Board after the budget is adopted for the current fiscal year.

Authority to approve expenditures shall be determined as shown in the diagrams below. Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the guidelines.

The General Manager and Chief Financial Officer may designate their approval authority in their absence.





CREDIT CARDS

The General Manager or designee may acquire credit cards in the name of the District for use by designated District personnel. The District shall maintain a written log of credit cards. Employees assigned credit cards will sign an acknowledgement form (Exhibit A) agreeing to the limitations of the card use as described below.

Credit cards:

- ▶ May be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other District employee.
- ▶ May be used for the purchase of gas, oil, supplies, and repairs for District vehicles.
- ▶ May be used to purchase meals.
- ▶ May be acquired for vendors (i.e. Staples, Lowes, etc.) with approval by the General Manager.
- ▶ May not be used for personal benefit or personal use.
- ▶ May not be issued to members of the Board of Directors. They will be reimbursed according to the District's established Reimbursement Policy.
- ▶ Must be returned to the district upon termination or resignation prior to receiving their last paycheck.

Misuse of the credit card privilege can result in disciplinary action, including termination.

Receipts for all credit card expenditures must be promptly turned into the Finance Division along with appropriate documentation stating the purpose of the expenditure.

Credit card limits are as follows:

General Manager	\$10,000
Deputy General Manager	\$10,000
Chief Financial Officer	\$2,000
Executive Coordinator	\$2,000
Chief Engineer	\$2,000
Operations & Maintenance Manager	\$2,000
Environmental Planning and Conservation Manager	\$2,000
Senior Park Services Officer	\$1,000
Senior Ecologist	\$1,000
Travel Card	\$10,000

The travel card is to be used for conference/seminar registration, airline, hotel and car rental costs for the Board of Directors, General Manager, employees or other designated individuals of the District. This card is kept in the Santa Paula Office vault.

Supervisors approve credit card charges for all staff and the Chief Financial Officer approves the General Manager's credit card charges.

PURCHASE ORDERS

A purchase order will be created and electronically approved for all expenditures in excess of \$2,500 for which a fixed price is known or can be reasonably estimated prior to receiving the invoice. Purchase orders should be approved (signed by appropriate level of management) prior to making the actual purchase or commitment of funds. It is the responsibility of each department manager to verify that the funding amount of the requested purchase is available before authorizing the purchase order. After a purchase order has been approved by the appropriate level of management, only department head approval is required for payment of invoices related to those purchase orders.

PETTY CASH FUND

A Petty Cash fund of \$300 will be established for the Santa Paula Office, \$100 at El Rio and \$50 at Santa Felicia Dam. Expenditures up to \$20 may be made for postage, freight, permit fees, licenses and similar charges, and employee expenses. In each instance a written receipt for payment is required. The Chief Financial Officer or their designee will be responsible for the Petty Cash Fund in the Santa Paula Office, the Chief Water Treatment Officer will be responsible at El Rio, and the Dam Operator will be responsible at the Santa Felicia Dam.

PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. District contracts will provide language required to be in all subcontracts and disclosure of an audit requirement.

REQUIREMENTS FOR EXPENSES OVER \$40,000

The mini-Brooks Act (Government Code Sec. 4526-4529) requires the Qualification Based Selection (QBS) process be followed when selecting specific design professionals for projects over \$40,000.

The District's standard construction contract shall be used for construction jobs expected to exceed \$40,000

REQUIREMENTS FOR PROFESSIONAL SERVICES

The District's standardized agreement for professional services, made available on the District's shared network, must be utilized. A request for any change order to the signed agreement must be submitted in writing.

UWCD CREDIT CARD HOLDER AGREEMENT

Employee: _____
(Cardholder)

Department: _____

The Cardholder has been issued a District credit card and hereby agrees to comply with all terms and conditions set forth in the District's Procurement policy, including but not limited to:

1. **Official Use Only.** Charging personal expenses on District cards is a misuse of public funds—even if the intent is to reimburse the District at a later time—and may result in disciplinary action, including termination, at the General Manager's discretion.
2. **Timely, Accurate and Supported Payments.** Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and submitted to the Finance Division.
3. **Disputed Charges.** The vendor and issuing bank will be notified immediately of any disputed charges.
4. **Lost or Stolen Cards.** The issuing bank and the Finance Division will be notified immediately of a lost or stolen card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.
5. **Surrender Upon Request or Separation.** The credit card will be immediately surrendered upon separation from the District or upon request of the department head. Use of the credit card for any purpose after its surrender is prohibited. The bottom section of this form will be signed upon return of the credit card.
6. **Credit Card Limit.** The credit limit of this card is \$_____.

Cardholder Signature

Date

RETURN OF CREDIT CARD UPON SEPARATION FROM DISTRICT EMPLOYMENT

I HEREBY SURRENDER the credit card issued to me by the United Water Conservation District to the Human Resource Administrator. I declare that all outstanding charges on the credit card are for official District business and will be paid through established procedures.

Cardholder Signature

Date

Human Resources

Date

RECORDS MANAGEMENT RETENTION AND DESTRUCTION POLICY

Effective July 1, 2018

PURPOSE

Establish guidelines to be used by the District in records retention, archiving, scanning and disposal. The procedures listed in this policy below will be used for the maintenance for the District's vital records and the disposal of those records when they no longer serve a public, fiscal, operational, administrative or historical value and that are not expressly required by law.

SCOPE

This District Records Management Retention and Destruction policy applies to the retention of all District vital records. This policy's intent is to comply with all governing local, state and federal laws and regulations and that the destruction or disposition of said records will not adversely affect any interest of the District or public.

BACKGROUND

Local agencies must comply with governing local, state and federal laws and regulations for the storage, accessibility, reproduction, and destruction of public records and documents. State and other governing laws ensure that permanent public records remain permanent, that legal records are not altered, that historic documents are not lost or destroyed, and that local agencies do not retain nonpermanent materials unnecessarily.

Assembly Bill 474 allows a special district's legislative body to dispose of records that are not expressly required by law to be preserved by either:

- 1) Authorizing the destruction of any category of records if it does both of the following:
 - ▶ Adopts a resolution finding that destruction or disposition of the category of records will not adversely affect any interest of the district or public; and
 - ▶ Maintains a list, by category, of the types of records destroyed or disposed of that reasonably identifies the information contained in the records.
- 2) Adopt and comply with a record retention schedule that meets the Secretary of State's guidelines that classifies all of the district's records by category, and that establishes a standard protocol for their destruction or disposition.

A district does not need to duplicate a record that is destroyed under the above provisions.

Under three conditions, a district can also authorize the destruction of records that are not expressly required by law to be preserved:

1. The document is reproduced so that it does not allow any changes to the original document;
2. The reproduction device accurately reproduces the original and does not permit changes; and
3. The reproduction is conveniently accessible, with provisions for preserving, examining, and using files.

For the purposes of this section, every reproduction shall be deemed to be an original record.

RETENTION PROCEDURES:

1. A Records Custodian will be designated by the Chief Financial Officer to administer the destruction or disposition of financial records, and an Administrative Records Custodian will be designated by the Chief Financial Officer to administer the destruction or disposition of other District administrative records.
2. Retention Schedules shall be established for financial and administrative records and approved by the Board of Directors that identify record retention periods.
3. Records Management Inventories shall be established and maintained for inventorying all new and existing financial records and all new and existing administrative records maintained by the District.
4. The records custodians will complete authorization forms to document the disposition of District records.
5. Financial and administrative historical destruction records logs will be maintained and updated regularly.
6. This policy will be suspended or modified in the event that an unsuspected legal or administrative question ever arises regarding the need to retain certain documents or is the subject of any pending request made pursuant to the California Public Records Act. This policy will be reinstituted accordingly once the issue has been resolved.
7. No altering, mutilating, concealing or falsifying of original documents shall be performed by the District or any employee of the District.
8. This policy will be uniformly and consistently followed by all District employees and officers.
9. New and existing employees of the District will be regularly educated on procedures and importance of this policy.
10. Only Chief Financial Officer and authorized Finance Division employees will have access to payroll, credit, financial information and other sensitive financial information and only the Chief Financial Officer, Executive Coordinator and Human Resources Administrator will have access to personnel information. Other District administrative records covered under the scope of this policy may be accessible to additional District personnel, depending upon the specific nature of the document(s).

RETENTION SCHEDULES:

1. 180 days/6 months after completion of the fiscal year, the Financial and Administrative Records Management Inventories shall be reviewed in conjunction with the respective Retention Schedules and the necessary steps taken to file, archive, scan and dispose of records that no longer serve a public, fiscal, operational, administrative or historical value and that are not expressly required by law.
2. The financial and administrative records custodians will complete authorization forms to document the disposition of applicable records.
3. A Board resolution will be requested for destruction of records for the reproduced document image (scanned image) of the original document after the retention period has expired.

4. The financial and administrative historical destruction logs will be updated regularly.
5. All paper media and disks (CDs) will be shredded or properly destroyed after all required actions of this policy have been fulfilled.
6. As deemed necessary, the Financial and Administrative Records Management Inventories and Retention Schedules can be added to by staff for new inventory.
7. As deemed necessary, District records may be removed from the respective Records Management Inventories with the appropriate destruction procedures followed.
8. Current active District records will be scanned on a regular basis. Inactive records will be scanned as determined by the Retention Schedules after the annual fiscal year audit is completed.

BOARD AUTHORIZATION

The Board will review this policy annually with all other policies. By approval of this policy, the Board authorizes destruction of records in accordance with the current records retention policy and/or resolution for destruction of records for the reproduced document image (scanned image) of the original after the retention period has expired.

INTERNAL CONTROLS

Quarterly reviews by the Financial and Administrative Records Custodians will be made to make sure this policy is being uniformly and consistently followed. The Records Custodians will provide quarterly written reports to the Chief Financial Officer detailing the status of compliance with this policy. The District will cease this Management Retention and Destruction Policy upon reasonable anticipation of litigation or is the subject of any pending request made pursuant to the California Public Records Act. This policy will be reinstituted accordingly once the issue has been resolved.

RESERVE POLICY

Effective July 1, 2018

OBJECTIVES

Minimum reserve levels should be maintained:

- a) At a level required by loan or operating agreements; or
- b) At levels sufficient to absorb unpredictable revenue shortfalls or unforeseen emergency expenditures and to ensure fiscally prudent/desired cash flow levels.

Four important factors should be considered when determining an appropriate minimum reserve level:

- a) The reliability of each fund's revenue sources. A fund that depends upon less reliable revenue sources may need to maintain significantly higher levels of reserves than those that rely upon more stable sources of revenue;
- b) The timing of cash inflows and outflows. Funds whose cash flows are less consistent may need higher cash reserves to maintain liquidity than those with regular cash inflows and outflows;
- c) Frequently the District must "front" costs for work that will be reimbursed at a later date (i.e. grants, emergencies, etc.); and
- d) Recognition that funds must be accumulated for the completion/construction of Board approved capital improvement projects. These funds are often expended over multiple years and not necessarily in one fiscal year. These project designated/committed funds do not constitute a portion of the minimum reserve level set for each fund.

The District currently has the following reserve policies, as adopted by the Board of Directors and/or by agreement with specific customers:

GENERAL/WATER CONSERVATION FUND

The District's goal should be to maintain a General/Water Conservation Fund undesignated reserve balance of no less than \$4 million and no more than \$5 million. This reserve balance should provide rate stabilization capabilities, funding for one-time unanticipated expenditures, necessary operational capital during negative cash flow periods and emergency funds that are necessary for the repair/maintenance of District facilities that have been damaged or destroyed by a natural disaster, major accident or mechanical malfunction, etc. In some cases these emergency expenditures may be reimbursable to the District by FEMA/OES or other agencies.

- ▶ The Water Conservation Fund Groundwater Extraction Charge is reviewed annually in conjunction with the budget process and should be adjusted as appropriate to maintain reserve goals since the Board has no control over the amount of ad valorem property tax receipts.
- ▶ Inclusion of the depreciation expense in the groundwater extraction charge shall be used only to accumulate replacement funds for planned capital purchases/replacements. The Board will designate and approve these funds for this purpose.
- ▶ Whenever possible, investment earnings (interest) if not needed for operation expenses, should be set aside (designated) to fund all or a portion of the revenue requirement of one-time expenditures (i.e. capital purchases or capital improvement projects).
- ▶ Any amount of funds above the reserve policy should be designated by the Board for one-time costs only.

The Board of Directors may, as part of the annual budget discussions, determine that a reserve level greater than \$5 million is necessary in order to protect the District against uncontrollable conditions such as environmental mandates, economic impacts, State fiscal emergencies and/or the need to accumulate funds for future large purchases or capital improvement projects.

STATE WATER PROJECT FUND

The State Water Project costs run until 2035. Each fiscal year, the District determines the amount to be raised for voter approved debt by reviewing the State Water Fund reserve level less annual expenditures appropriations for variable and fixed State Water costs, assume that the District's entire 5,000 AF allocation will be available and purchased each year. The District then requests a tax rate to be computed and assessed by the Ventura County Auditor by August 1 of each fiscal year.

The State Water Project Fund reserve balance will have two components. The first reserve component, identified as the Full Allocation Water Purchase (FAWP), will be the cumulative balance of all water purchase costs for each year when the District is unable to acquire 5,000 AF. The FAWP component, will be adjusted annually to reflect the monies not spent on water purchases up the District's 5,000 AF allocation, due to lack of water availability. The reserve maximum will be calculated by multiplying the AF of water not purchased since 2008, by the most recent rate per AF of Article 21 or Table A water, whichever is higher. Any fund balance at the end of each fiscal year will first be allocated to the FAWP reserve up to the maximum reserve amount.

The second reserve component shall be a reserve of up to \$1,000,000 for all projected annual State Water costs. Whenever funds exist in excess of this minimum reserve goal, the excess should be used in-lieu of voter approved property tax assessment to pay annual SWP costs or to purchase additional state water, so long as the annual average for water purchased since 2008 does not exceed the 5,000 AF allocation per year.

FREEMAN FUND

A reserve level of \$800,000 - \$1,000,000 should be the goal for operations and maintenance. Additionally, with the 20-year Bureau of Reclamation loan for the construction of the Freeman Diversion Dam paid off, the funds previously collected to cover the annual debt service (approximately \$1.2 million) will now be designated for the design and construction of a new fish passage facility in order to comply with the ESA and for future rehabilitation costs for the Freeman Diversion Dam until designation is sufficient to cover the estimated project costs. These funds are in addition to the operating reserve level goal of \$800,000 - \$1,000,000. If events occur which cause the reserve level to drop below the goal, rates will be adjusted, if necessary, to rebuild reserves to the required level. Any excess reserves may be set aside for one-time expenditures (i.e. capital purchases or capital improvement projects).

OXNARD-HUENEME PIPELINE FUND

Per "Water Supply Agreement for Delivery of Water Through the Oxnard/Hueneme Pipeline" (dated July 2017): The level of cash reserves in the Fund will be set at \$1,050,000, increased annually by the Consumer Price Index (CPI) – All Urban Consumers (Los Angeles-Riverside-Orange Co., CA area or any successor index area that replaces this area for Ventura County). This index is provided by the Bureau of Labor & Statistics and should represent the February-to-February annual adjustment, rounded off to the highest hundredth (i.e. 2.689% would be 2.69%). This reserve (adjusted annually by the CPI) includes one-third that can be used for annual rate stabilization and if used, can be built back up over a 2-year period with minor rate or expenditure adjustments. The O/H Pipeline charges will be established on an annual basis in accordance with SECTION 5 of the Agreement to maintain reserves at this level. In the event that the current level of reserves are depleted by more than thirty percent (30%) in any fiscal year because of expenditures on an emergency or unbudgeted item, United

and All Contractors agree to meet and confer about developing a plan, which may include but not be limited to temporary rate increases, surcharges, capital contributions or other reasonable methods that will restore the reserves to the above described levels or some other level that United and Contractors or future Contractors with cumulative entitlement of seventy five percent (75%) of the allocated peak capacity may determine.

Interest income earned on the Fund reserves shall remain in the Fund.

- 1) All Contractors accept and acknowledge that a \$1,050,000 reserve (plus the annual CPI adjustment) may be insufficient to fund major improvements or to make repairs to the Pipeline in the event of catastrophic emergencies.
- 2) In the event that United, pursuant to SECTION 10B of the agreement, expends funds that completely deplete the cash reserves of the Fund, then United shall have no further obligation to expend funds from any source for the O/H Pipeline. Upon the exhaustion or anticipated imminent exhaustion of the Fund, United shall notify All Contractors, Future Contractors and Emergency Contractors, in writing, requesting payment of the cost of unbudgeted expenses. Each Contractor shall have five (5) days after delivery of the notice to respond with a written notice stating whether they will pay funds to the Fund in their proportionate or some other greater or lesser amount of the cost of the unbudgeted expenses. Each Contractor shall have thirty (30) days after delivery of the notice from United to pay the required funds to the Fund. If the funds required to pay the unbudgeted expenses are not committed within the five (5) day period specified herein, each Contractor, Future Contractor and Emergency Contractor that fails to make timely payment as provided in this subsection shall indemnify United from and against all liabilities, expenses or damages of any kind, including, but not limited to, attorneys' fees and costs of defense, that may be incurred by United as a result of failing to expense funds, make the repairs and continue to operate the O/H Pipeline or supply water, if operation or supply is prevented, and all other matters resulting from the failure to expend funds pursuant to the provision of SECTION 10C. If and when the full amount of the unbudgeted expenses are paid to the Fund, United shall immediately resume its duties under this Agreement and each Contractor, Future Contractor and Emergency Contractor shall be relieved from the aforementioned indemnity obligation except to the extent that the obligation may have arisen or may later arise because of the failure of United to expend funds, make repairs, continue to operate or supply water as a result of the exhaustion or anticipated imminent exhaustion of the Fund. At the time, United, and each Contractor, Future Contractor and Emergency Contractor agree to meet and confer pursuant to SECTION 18 of the Agreement to determine how and when the reserves of the Fund are going to be restored to the level set pursuant to SECTION 12F of the Agreement.

PLEASANT VALLEY PIPELINE FUND

Per a Water Delivery Contract between United Water Conservation District and Pleasant Valley County Water District (signed in 1995), the level of cash reserves to be maintained in the PV Pipeline Enterprise Fund will be set at the prior three (3) year running average of Operations and Maintenance expenditures including depreciation, less adjustments for extraordinary items.

- ▶ If damage to the system occurs in excess of the amount of the established reserves, UWCD and PVCWD agree to meet and confer about the nature, extent and necessity of such repairs. PVCWD must first agree to pay for such agreed upon repairs, which will be financed from future rates, and then UWCD will arrange to have the repairs accomplished as quickly as possible. UWCD and PVCWD will also agree on the repayment schedule, which will rebuild reserves to the required level.

- ▶ PVCWD agreed to pay an amount equal to the debt service payment each and every year until the debt issued to construct the second reservoir is paid in full, even in the event that no water is delivered in any particular year or years. At its option, PVCWD may elect to use any available excess Operations and Maintenance (O&M) reserves, described above, to make the debt service payment. In the event that O&M reserves are depleted or are unavailable for use to make a debt service payment, PVCWD shall make the payment from any source it has available.
- ▶ In the event operating reserves exceed the above stated cash reserve level, UWCD will confer with PVCWD to determine if the excess funds are to be returned to PVCWD, used to offset operations and maintenance rates and/or designate for specific projects/costs related to the Pleasant V Pipeline.

PUMPING TROUGH PIPELINE FUND

A reserve level of \$250,000 - \$300,000 should be the goal for operations and maintenance. If events occur which cause the reserve level to drop below the goal, rates will be adjusted, if necessary, to rebuild reserves to the required level. Any excess reserves may be set aside for one-time expenditures (i.e. capital purchases or capital improvement projects).

VEHICLE AND EQUIPMENT REPLACEMENT AND MAINTENANCE/REPAIRS SCHEDULE AND POLICY

Effective July 1, 2018

PURPOSE

Establish guidelines to be used by the District for addition/replacement and maintenance of vehicles and equipment by utilizing acquisition and replacement criteria and purchasing procedures that promote cost effectiveness, employee safety and environmental benefits. The guidelines set are based on criteria that allow employees to perform their assigned work and minimize "down time" due to frequent or regular major repairs and maintenance resulting from declining conditions of District vehicles and equipment due to age, mileage, hours of operation, wear and tear, etc. While vehicle and equipment appearance/condition should not be a primary decision criteria it can be used in some circumstances that are clearly documented and reviewed by the Board.

ACQUISITION OF VEHICLES/EQUIPMENT

Acquisition of vehicles and equipment – All vehicle/equipment acquisitions must be approved by the Board of Directors either through the annual budget process or through a supplemental budget appropriation request if the funds were not allocated previously. For non-replacement vehicle/equipment purchases, the justification must include why the new acquisition is needed, how it will be used and how it will help the District meet its mission objectives. If the vehicle was approved in the budget adoption process, staff must get the Board's approval prior to making the actual expenditure. Acquisitions of replacement vehicles/equipment must meet certain mileage, age, or usage criteria as identified below:

Vehicle/Equipment Replacement Criteria -

Full Ton/3/4 Ton Diesel	120,000 miles/12 years
Full Ton/3/4 Ton Gas	120,000 miles/12 years
Small Truck	120,000 miles/12 years
Sedan/SUV (Jeep)	100,000 miles/12 years
Scraper	7,000 hours/18 years
Bulldozer	7,000 hours/20 years
Backhoe	7,000 hours/20 years
Grader	8,500 hours/25 years
Frontload Tractor	7,000 hours/20 years
Dump Truck	100,000 miles/20 years
Water Truck	100,000 miles/20 years

Even when a vehicle meets the replacement criteria above, managers should evaluate the vehicle operation performance. If the vehicle is sound and in good working condition, runs satisfactorily and the continued operation of the vehicle is cost effective, the vehicle should be retained.

Vehicles/equipment that does not meet the replacement criteria may be considered for early replacement if it can be shown that it is not cost effective to continue operating and maintaining the unit (excessive maintenance costs and the vehicles/equipment down-time for maintenance is

disruptive to the District's operations) or its specifications no longer meet the requirements of the job it was purchased to perform. Approval by the Board of Directors is required for early replacement.

Lease/Buy Options – Large equipment only

Scraper, Grader, and Backhoe – As recommended by Department Manager and approved by the General Manager

Purchasing the Vehicle/Equipment – In purchasing a new vehicle/equipment staff will:

- ▶ Purchase through the State, if time allows, and it is cost effective and price competitive.
- ▶ Prepare vehicle/equipment specifications and secure at least two price quotes unless available only through a sole vendor, with appropriate justification.
- ▶ If purchased from a dealership, award to the lowest cost proposal. Cost proposals from dealerships within the District's service area, whenever possible will be given a 5% cost preference (if they are within 5% of the lowest cost proposal, they will be awarded the purchase).

Purchasing Used Vehicles/Equipment

Department Managers may authorize the purchase of a used vehicle in lieu of a new one if they can justify that it is in the District's best interest and cost effective. When purchasing a used vehicle/equipment manager will:

- ▶ Provide a complete justification and description of vehicle/equipment (year, mileage, condition etc.).
- ▶ Estimated remaining life of used vehicle/equipment.
- ▶ Price quote and seller information.

Standardization of Vehicles/Equipment –

- ▶ Priority should be given to the purchase of alternative fuel or hybrid vehicles when a refueling/recharging station (if necessary) is conveniently accessible and when operations of such vehicles does not hinder the District ability to perform work. Requests for purchases of conventional fuel vehicles will include a statement explaining why an alternative fuel or hybrid vehicle is not being recommended by staff as a part of the purchase authorization request to the Board of Directors.
- ▶ Department managers are responsible for final determination of the types of vehicles/equipment and specifications needed to perform the necessary operations.
- ▶ All District vehicles will be white except those assigned to management employees (General Manager will have final approval).
- ▶ Department managers will determine whether vehicle/equipment should be powered by diesel, gasoline or alternative fuel options. Diesel is preferred for heavy equipment.
- ▶ Full-ton or ¾ ton pick-ups only should be purchased - no ½ ton pick-ups due to the frequent need to tow other equipment. Light duty trucks will only be purchased on recommendation by the department manager.

Disposing of Vehicles/Equipment – Refer to the District's "Disposition of Surplus Assets Policy".

Spare/Extra vehicles/equipment –

Upon recommendation by the appropriate department manager, the number of "spare" or extra vehicles/equipment will be based on the benefit they provide versus the cost of their maintenance. Retaining vehicles/equipment as spares must be approved by the General Manager. "Spare" or extra

vehicles/equipment provide back-ups while repairs are being made or for seasonal workers, as necessary. The District should maintain no more than two (2) spare vehicles at any one time. Approved spare vehicles are not eligible for replacement. Unless otherwise approved, all replaced vehicles/equipment must be disposed of according to the District's "Disposition of Surplus Assets Policy", within a 12 month timeline of being replaced. The Finance Division will do an annual (spring quarter) inventory of approved spare vehicles to ensure compliance with this section.

MAINTANANCE OF VEHICLES/EQUIPMENT

- ▶ Preventative Maintenance (PM) and major repairs of all District vehicles/equipment is the responsibility of the employee assigned the vehicle/equipment. If not assigned, the appropriate supervisor will be responsible to ensure proper preventative maintenance is done.
- ▶ Each employee/supervisor with vehicle/equipment assignments will maintain and keep up to date a complete log in the vehicle/equipment of all maintenance or repairs performed (including date and mileage) and the associated costs. Supervisors will maintain a centralized log of all preventative maintenance and repairs and review this log on monthly basis to ensure timely PM and early detection of problems.
- ▶ Preventative Maintenance (i.e. oil and oil filter changes, tire pressure and other fluids checked/filled as necessary, etc.) should be performed every 3,000-5,000 miles depending on usage (frequent stopping and starting, excessive dust and towing or use of regular oil would indicate a need to perform PM at the 3,000 mile mark. 5,000 mile interval PM can be done if synthetic oil is used).
- ▶ Preventative maintenance may be done in the District's El Rio shop, if approved by supervisor or at "quick-stop" oil change establishments. Major repairs or warranty work must be done at an appropriate dealership/shop.
- ▶ Owner's Manual suggested servicing schedule should be followed to ensure proper maintenance of all vehicles/equipment.

The General Manager is authorized to deviate from this policy when doing so is cost effective, furthers the District mission objectives and is consistent with the intent and purpose of this policy.

VERIFICATION OF GROUNDWATER PRODUCTION STATEMENT

Effective July 1, 2018

Pursuant to Water Code section 75611 each operator of a water-producing facility within the District boundaries, unless permanently abandoned under Water Code section 75614, shall file with the District on or before the 31st day of January and on or before the 31st day of July in each year, a statement setting forth the total production in acre-feet of water for the preceding six-month period. In order to verify the reported production amount, the District's Finance Division requires each statement to include a current photograph of the meter for each listed water-producing facility in the statement. Photographs may be mailed along with the groundwater production statement to the District office at 106 N. 8th St., Santa Paula, CA 93060 or may be emailed to gwreporting@unitedwater.org. For identification purposes, either the account number or the well number must be included in the subject line of the email.

In the event a statement is submitted without the required photograph, the Finance Division will send the operator a request for a photograph no later than 30 days following the date the report is submitted. The operator will have 30 days after the request is mailed to provide the District with a current photograph. Failure to provide a photograph within 30 days after a mailed request by the District shall constitute sufficient grounds to warrant a District inspection of each water producing facility listed in the statement pursuant to the procedures set forth in Water Code section 75634.5. Alternatively, the failure of an operator to provide the required photograph with a production statement shall constitute sufficient probable cause to permit the District to cause an investigation and report, and to fix the amount of water production pursuant to Water Code section 75619.

