

Board of Directors  
Robert Eranio, President  
Daniel C. Naumann, Vice President  
Michael W. Mobley, Secretary/Treasurer  
Sheldon G. Berger  
Bruce E. Dandy  
Lynn E. Maulhardt  
Edwin T. McFadden III  
Michael W. Mobley

General Manager  
Mauricio E. Guardado, Jr.

Legal Counsel  
David D. Boyer



## UNITED WATER CONSERVATION DISTRICT

"Conserving Water since 1927"

### MINUTES

### SPECIAL BOARD MEETING

Monday, June 25, 2018, 3:00 P.M.

Board Room, UWCD G.I. "Irv" Wilde Headquarters

106 North 8<sup>th</sup> Street, Santa Paula, California

*This is a special meeting of the Board of Directors called in accordance with Government Code 54956.  
Other than the listed agenda items, no other business will be considered by the Board of Directors.*

### **DIRECTORS PRESENT:**

Robert Eranio, President, Division 3  
Daniel C. Naumann, Vice President, Division 6  
Michael W. Mobley, Secretary/Treasurer, Division 2  
Sheldon Berger, Division 7  
Bruce E. Dandy, Division 5  
Lynn Maulhardt, Division 4  
Edwin T. McFadden III, Division 1

### **STAFF PRESENT:**

David Boyer, Legal Counsel  
Anthony Emmert, Deputy General Manager  
Tina Rivera, Chief Financial Officer  
Mike Ellis, Chief Operations Officer  
Christy Ramirez, Executive Coordinator  
Kris Sofley, Executive Assistant/Clerk of the Board

### **NO PUBLIC WAS IN ATTENDANCE**

#### **1. OPEN SESSION      3:03 P.M.**

Director Eranio called the meeting to order at 3:03p.m., and asked Director Dandy to lead the group in the Pledge of Allegiance.

##### **1.1 Pledge of Allegiance** Director Dandy

##### **1.2 Public Comments** President Eranio said that, since there was no public presence, he won't call for public comment.

#### **2. ACTION ITEMS**

##### **2.1 Substitute Revised Organizational Chart Presented to the Board on June 25 for the Organizational Chart Contained in the Proposed FY 2018-19 Budget Motion**

Ms. Rivera directed the Board do the handout that was on their desks, which is to serve as the substitute document to what had been in their Board packets. She said there was one correction made to the organizational chart, in that the Environmental Planning Manager was still included, an oversight by finance staff.

She said that the Board is being asked to receive the updated fiscal rate analysis from HF&H, that is included in the Board packet; and to substitute the organizational chart dated June 25, 2018, for the one that was in the packet, which reflects the Board's action at the June 13 Regular Board Meeting.

Director Dandy asked about the decrease in the accounting which is primarily due to the removal of the EPC Manager and because the District is budgeting for a position for seven months of the year, is that why there is a fractional 5/12 of a position.

Ms. Rivera said that was correct, that the Engineering Manager is a fractional position through January 2019 and there is a Water Resource Technician overlap from 2017-18 due to training.

President Eranio asked about the update cost of service analysis from HF&H, and Ms. Rivera stated that the updated report was included in the Board packet. She added that it added all the budget figures to the rate analysis. Mr. Emmert added that the report confirms that the minimum requirements were still met by the District.

Director McFadden asked about the omission of the GSA box on the organizational chart which had been on the earlier version. Ms. Rivera said it continued to be part of the duties of the Assistant General Manager but was removed because it was a duty not a title or position change.

Director Maulhardt said he followed how the total were derived for each of the departments and the temporary help notes and can see where the plus and minuses come from, but the Supervising Instrumentation Electrical Technician, that was eliminated, but I see no offset. President Eranio said that it is now the Operations Manager.

President Eranio asked if there were any additional questions or comments from the Board. None were offered.

Motion to substitute the revised organizational chart as presented to the UWCD Board of Directors on June 25 for the organizational chart contained in the Fiscal Year 2018-19 Budget, and receive and file the revised fund budget and summary pages and updated Cost-of-Service Analysis Report from HF&H Consultants, LLC, Director Naumann; Second Director Mobley. Roll call vote: seven ayes (Berger, Dandy, Maulhardt, McFadden, Mobley, Naumann, Eranio). None opposed. Motion carries unanimously 7/0/0

**2.2     Resolution 2018-07 Approving an Inter-Fund Loan Agreement Re-designating \$3,125,000 and Allocating up to \$1,700,000 of Water Conservation Funds for the Acquisition of and Improvements to the Property Located at 1701 Lombard Street, Oxnard, California.**

**Motion**

Ms. Rivera explained that the Inter-Fund was selected by the Board as its preferred means of paying for the property at 1701 Lombard Street in Oxnard. She said the Resolution 2018-07, which had been approved by legal counsel, authorizing the Inter-Fund loan; and the actual Inter Fund Loan agreement which is attachment B, the new revised amortization table (attachment C), as well as a new fiscal analysis



(attachment D). Ms. Rivera said the analysis was a similar style to the analysis of various payment options, but she wanted to highlight a couple of changes since the last time the Board had reviewed it. During due diligence, it was discovered that utilities and janitorial services are to be provided by the District, which was used to reduce the lease income accordingly; there was also an update which added \$50,000 to building costs to reflect escrow costs and other fees and was then rounded up so the total amount needed is now \$4 million.

Director Naumann asked about lease renewals and the option to renegotiate leases.

Mr. Ellis said that among the property's lease agreements, there was a small insurance agent whose lease agreement was up in November. Realty World is extended until 2021. State Farm is month to month and Quest is up early next year. Quest currently renew on a three year program and it doesn't look like that will change. Ms. Rivera added that assuming the month to month will be eliminated, the revised costs reflect the elimination of that lease income. The last box on the analysis is a worst case scenario, factored as if there were no lease income on the building. There would be a very small impact of less than one half of a percent to two percent to the Water Conservation Fund. Freeman Fund would have an increase of 2.5 percent; OH would be 3.3 percent. The highest increase in rates would be to the PTP fund, of about 6-7 percent, but again, that is the worst case scenario. She also said that the portion of the building not occupied by the District would be responsible for paying property taxes so those figures have been accounted for as well, based on the worst case scenario of having no tenants.

Motion to adopt Resolution 2018-07, approving an Inter-Fund Loan Agreement between the District's General Water Conservation Fund and the Freeman, Oxnard Hueneme Pipeline, Pleasant Valley Pipeline, and Pumping Trough Pipeline Funds for up to \$2,236,800 to provide funds for use in the purchase and improvement of the property located at 1701 Lombard Street in Oxnard, California; and to un-designate \$3,125,000 previously designated for Replacement, \$476,000 for Improvements to Santa Felicia Dam; and allocate up to \$1,700,000 from the General Water Conservation Fund; 4) and amend the Adopted Fiscal Year 2018-19 Budget as necessary, Director Naumann; Second, Director Mobley. Roll call vote: seven ayes (Berger, Dandy, Maulhardt, McFadden, Mobley, Naumann, Eranio), none opposed. Motion carries 7/0/0.

**3. CLOSED SESSION 3:22p.m.**

President Eranio adjourned the first open session to closed session at 3:22p.m.

**3.1 Conference with Legal Counsel – Anticipated Litigation**

Significant exposure to litigation pursuant to paragraphs (d)(2) and (e)(1) of Government Code Section 54956.9: 2 cases

**3.2 Conference with Legal Counsel – Anticipated Litigation**

Initiation of litigation pursuant to paragraph (d)(4) of Government Code Section 54956.9: 1 case

**3.3 Public Employment Discipline/Dismissal/Release**

In accordance with Government Code §54956.95

**4. SECOND OPEN SESSION 3:57 P.M.**

President Eranio called the second open session to order at 3:57p.m.

4.1 **Oral Report Regarding Executive (Closed) Session  
Information Item**

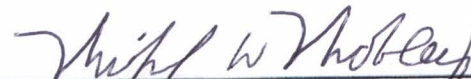
Legal Counsel David D. Boyer reported that there was no action taken that is reportable under the Brown Act .

5. **ADJOURNMENT 3:59 p.m.**

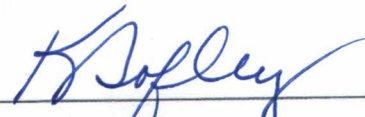
The Board will adjourn to the next **Regular Board Meeting on Wednesday, July 11, 2018** or call of the President.

I certify that the above is a true and correct copy of the minutes of the Board of Directors Special Board meeting of June 25, 2018.

ATTEST:

  
Michael W. Mobley, Secretary/Treasurer

ATTEST:

  
Kris Sofley, Clerk of the Board



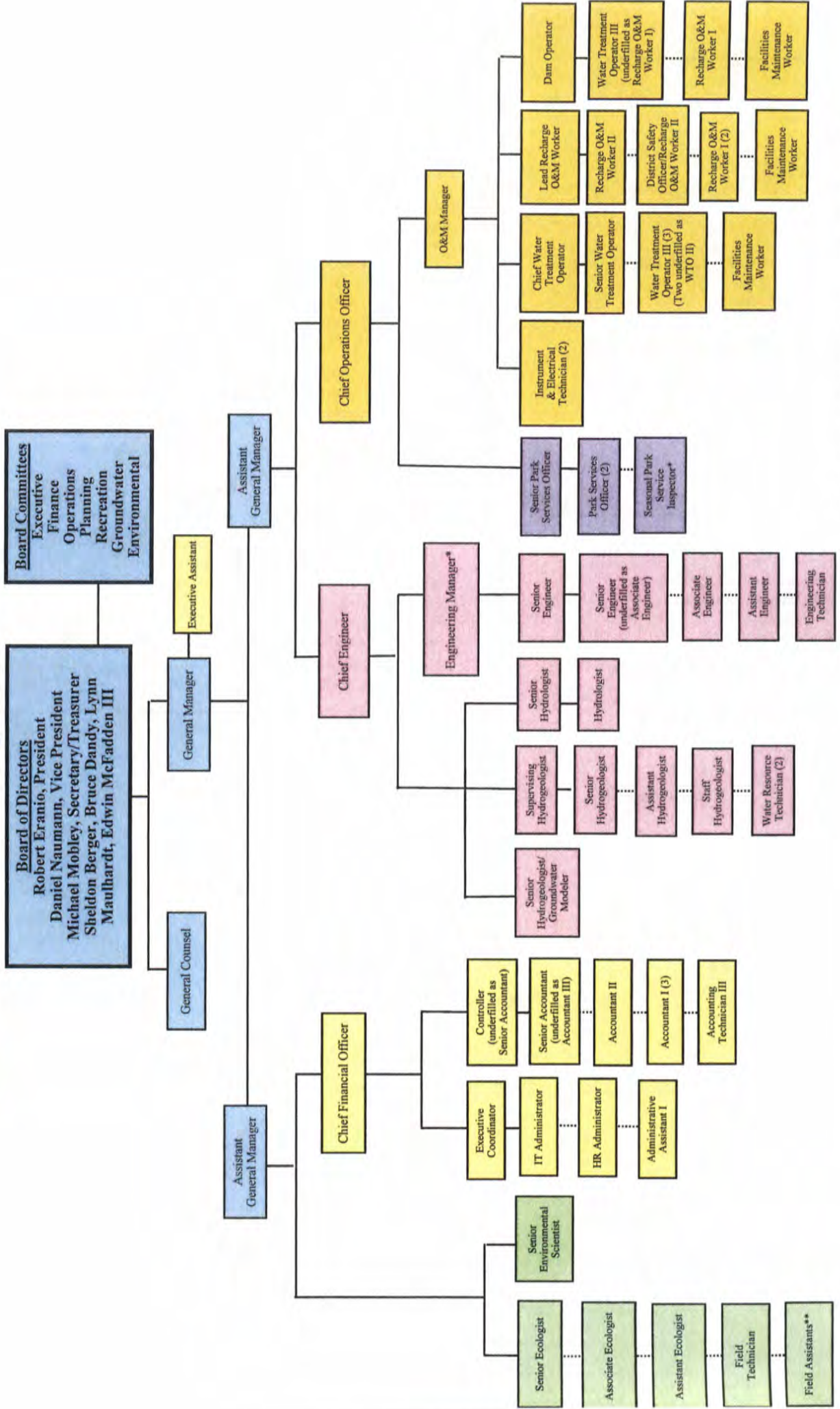


# Organizational Chart

REVISED 6/25/18

UNITED WATER CONSERVATION DISTRICT

July 2018



\* Position budgeted for seven months of FY 18-19

\*\* Temporary, extra help or seasonal positions, as needed

*United Water Conservation District*

**Staffing Level (FTE)**

REVISED 6/25/18

	<b>Adopted FY 17-18</b>	<b>Proposed FY 18-19</b>		<b>Adopted FY 17-18</b>	<b>Proposed FY 18-19</b>
<b><u>Administration</u></b>			<b><u>Operations &amp; Maintenance</u></b>		
<b>Executive Management</b>			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	<b>Saticoy Facilities</b>		
Deputy General Manager	1.00	0.00	Lead Recharge O&M Worker	1.00	1.00
<b>Administration Services</b>			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	<b>El Rio</b>		
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
<b>Finance</b>			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 <sup>2</sup> (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	<b>Santa Felicia Dam</b>		
Accounting Technician III	1.00	1.00	Dam Operator	1.00	1.00
<b>Total Administration</b>	<b>15.00</b>	<b>16.00</b>	Recharge O&M Worker I	1.00	1.00
<b><u>Environmental Planning &amp; Conservation</u></b>			Water Treatment Operator III <sup>2</sup> (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	<b>Park &amp; Recreation</b>		
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 <sup>1</sup>	2.48	1.48	<b>Total Operations &amp; Maintenance</b>	<b>24.37</b>	<b>24.37</b>
<b>Total Environmental Planning &amp; Conservation</b>	<b>7.48</b>	<b>6.48</b>			
<b><u>Engineering &amp; Groundwater</u></b>			<b>Total District</b>	<b>63.35</b>	<b>62.43</b>
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 <sup>2</sup> (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 <sup>1</sup>	0.50	0.00			
<b>Total Engineering &amp; Groundwater</b>	<b>16.50</b>	<b>15.58</b>			

<sup>1</sup> Temporary, extra-help or seasonal positions, as needed

<sup>2</sup> Underfilled as position in parenthesis