



FY 2019-20  
**PROPOSED  
BUDGET**





The OH Pipeline provides water to the cities of Oxnard and Port Hueneme



Piru Creek



The Freeman Diversion in operations in 2017

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

General Manager  
Mauricio E. Guardado, Jr.

Legal Counsel  
David D. Boyer



May 23, 2019

Board of Directors  
United Water Conservation District

**Subject: Proposed Budget for Fiscal Year 2019-20**

Honorable Board Members:

### Introduction

Enclosed is the Proposed Budget for FY 2019-20 for the District. As required by the District's Budget Submittal Policy, the General Manager will present the draft budget to the Board and District ratepayers by May 23 in order to provide sufficient review and discussion time prior to final adoption in June 2019.

The schedule for the budget review period will be as follows:

- |                    |   |   |
|--------------------|---|---|
| TBD                | • | PV representatives meet to discuss the proposed budget and rates                              |
| May 2              | • | OH Users meet to discuss the proposed budget and rates (required by Water Delivery Agreement) |
| April 23 – June 12 | • | Budget document review period   |
| TBD                | • | PTP meeting to discuss proposed budget and rates  |
| May 23             | • | Budget Study Session  |
| June 12            | • | Groundwater Hearing and FY 2019-20 Budget Consideration                                       |

### The Budget Development Process

The Proposed Budget is the Board's policy document providing organizational and financial directives to staff for the next 12 months, in keeping with the overall mission of the District.

While this budget reflects our best estimates of the operating expense and capital needs for the coming year, based on all available information at the time of publication, it must be a flexible plan. Changing economic conditions and unanticipated operating, legal or legislative developments will require that the plan be revised through supplemental appropriations. Any changes made throughout the fiscal year will be clearly documented and reviewed monthly by the Finance and Audit Committee. Staff reports will 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 is developed in the context of the District mission—to protect and augment the water supplies for the benefit of the residents and businesses within the District—and is guided by the priority and policy direction provided by the District Board.

To prepare the budget, Finance staff reviewed current levels of spend, identified mandatory COLA and inflationary increases, sought out areas of efficiency gains where costs would increase at less than the rate of work or material increase. From there, we determine what new operational, legal/compliance and capital project activities will be required in the coming year in order to continue improvement in the District's ability to meet its mission.

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 information available to the District clearly shows that the District's conservation efforts benefit the entire district. In order to apportion those costs which are not directly related to one specific zone or facility (e.g., pipeline), staff uses Board policies and guidelines as well as their professional judgment to allocate the costs to one or more zones/facilities in a consistent and fiscally sound manner. For an example of how the District apportions cost over multiple funds, please see the Environmental Activities Cost Allocation Policy on page 168.

Groundwater extraction and water delivery charges are then calculated identifying all necessary expenditures for operations, asset replacements and reserve requirements. Consistent with its statutory mandate under the California Water Code, the net expenditures covered by the extraction charges are divided by the projected groundwater extraction volumes for each zone. The results provide the lowest statutorily allowable 3:1 ratio (municipal and industrial to agricultural) charge to customers. Quantitative analysis providing factual support for the 3:1 ratio between agricultural water and non-agricultural water charges will be provided at the Board's May 23rd Budget Workshop and at the June 12 Public Hearing. The analysis demonstrated that rates of groundwater charges:

- Are necessary to carry out the District's regulatory mission;
- Do not exceed the reasonable cost of providing the services necessary to the activity on which the fees are based; and
- That the cost allocation method bears a fair and 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 pursue continuous improvement opportunities and consider minimizing or eliminating any status quo operations that no longer need to be performed.
- 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 capabilities of the District and ensure that appropriate and/or reasonable reserve levels for all funds are maintained in accordance with the Reserve Policy. In the future, the Board may need to consider increasing the reserves as the District addresses legal/regulatory mandates, undertakes large infrastructure improvements and makes long-term water-purchasing plans.
- 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 are proposing a balanced budget to the Board. The budget successfully incorporates all of the aforementioned priorities and includes rate increases to ensure the advancement of the District's mandates and mission. The budget is fiscally prudent and, staff believes, in the best interest of the District and our ratepayers. Each fund's spending plan and estimated funding resources will be discussed later in this document.

### [FY 2019-20 Budget Summary](#)

In spite of normal rainfall and supplemental water purchases in 2019, water conservation and protection remain critical. While conservation and protection of the aquifers is the core of the District's mission, extensive regulatory and legal challenges, aging infrastructure, and the critical need for new/alternative water sources are taxing District resources. The budget attempts to a) continue progressing with environmental and regulatory compliance matters (specifically ESA and FERC compliance), b) address immediate infrastructure needs as well as put aside resources for future capital costs, and c) explore alternatives and technological options that advance the District's core mission of water conservation.

The Capital Improvement Project (CIP) budget for FY 2019-20 is \$12.2M. The largest projects in the coming year are the design phases of repairs and improvements at the Santa Felicia dam and the Freeman diversion, making up \$4M of the CIP budget. Other projects include iron/manganese treatment at the El Rio facility and backup power generation for the pipelines. A detailed list of CIP projects is found beginning on page 51 of the budget document.

Personnel costs are \$10.4 million for FY 2019-20. This is an increase of \$200 thousand from the prior year and reflects higher pension and benefit costs, offset by reduction of two executive positions. A more comprehensive list of staffing levels is located on page 16 of the budget.

Included in the budget are \$533 thousand of Capital Outlay costs that are summarized on page 18 of the budget document. Some of the large capital outlay items include:

- Rehabilitation of PTP Well # 8 - \$110,000
- Equipment for SFD Fish passage studies - \$100,000
- PT Pipeline equipment replacement - \$96,000
- O&M towable manlift - \$48,000

A total of \$5.3 million is included in the budget for contractual services. \$1.4 million is related to FERC and ESA/HCP compliance matters (excluding legal costs), another \$1.5 million is for all legal services and \$237 thousand is budgeted for Quagga mussel treatment. This is down from prior year due to the work that has been completed and/or contracted in fiscal year 2018-19. \$355 thousand is for PMC, the concessionaire at the Lake Piru recreation area. A summary list of all contractual services are located on pages 18 of the budget document.

The budget also includes allocations of \$2.4 million for FY 2019-20 to meet the District's debt service obligations. This has increased from the prior year in anticipation of taking on more debt to support the ambitious CIP planned in FY19-20. Other general operating expenditures account for the remaining expenditures in the budget.

In order to accomplish the goals set forth in the budget, 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 2019-20. The rates are discussed further below in this letter and a complete table of groundwater and pipeline rates is found on page 11.

The budget 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 Overview

#### **Groundwater Pumping and Pipeline Rates:**

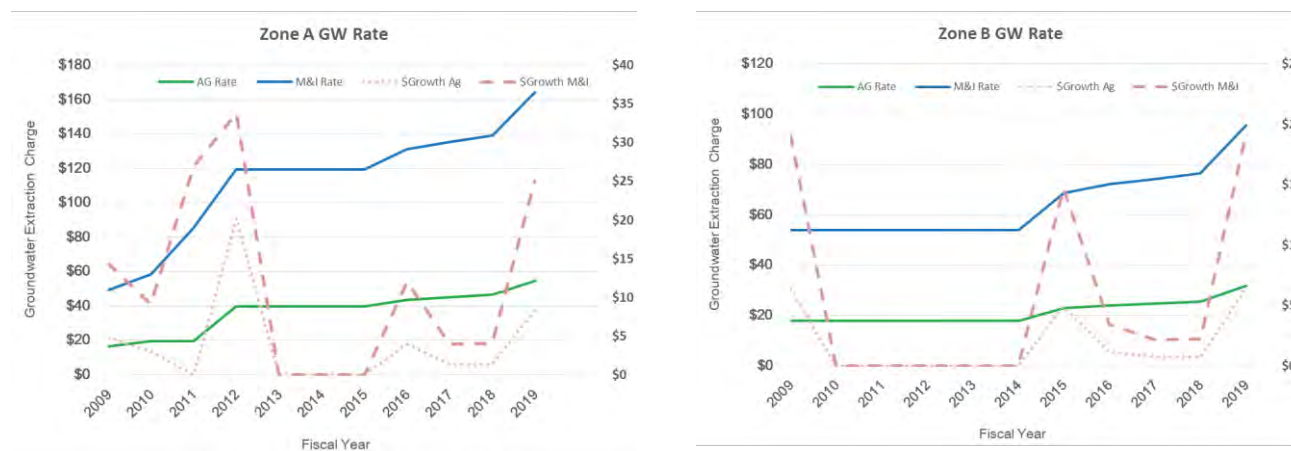
As the District is committed to consistently improving the water supply available to its users as well assuring that that supply is available when and where the users need it, the financial resource demands on the District will grow substantially in FY 2019-20. Operating expenses are planned to increase by 6% and capital project spend will grow by 33%. These increases will support, among other things, improved dam safety at Santa Felicia and a rehabilitation of the Freeman diversion—all while navigating the ever-changing legislative and regulatory currents that govern our operations.

In the coming year, the District will issue new debt to finance part of its CIP program. However, excess debt limits operational flexibility in future years. Therefore, groundwater rate increases will be necessary in FY 2019-20. The Zone A Groundwater Extraction Charge will increase by \$8.36 and \$25.07 per acre-foot for Agricultural and Municipal & Industrial (M&I) users respectively. In Zone B, the Groundwater Extraction Charge will increase by \$8.42 for agricultural users and \$25.26 for municipal and industrial users.



The adopted rates reflect the minimum 3:1 rate ratio for non-agricultural (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 2019-20 was considered by the Board prior to its final action on the adopted increase on Water Conservation Extraction Charges

The charts below illustrate the history of the District's groundwater extraction rates over the past ten years and the year-on-year dollar growth in the rates. Further detail on proposed rates for FY 2019-20 can be found on page 11.



### **Revenue:**

The table on the following page outlines the projected revenue for FY 2019-20 along with a breakdown by fund and revenue type. The same figures are provided for FY 2018-19 for purposes of comparison. Note that this table only includes revenue from the ordinary course of business—property taxes, pumping and delivery charges. It does not include proceeds from debt issuance or from the disposal of assets.

Fiscal Year 2019-20 Budget  
 United Water Conservation District  
 May 23, 2019

<i>in USD'000s</i>	General/Water Conservation Fund	State Water Fund	Freeman Fund	OH Pipeline Fund	PV Pipeline Fund	PT Pipeline Fund	TOTAL
<b>2020</b>							
Property Tax	2,873	1,623					4,496
Water Deliveries	1,840		1,138	4,211	323	1,928	9,439
Groundwater	11,689		3,502				15,191
Other	1,066	41	100	509	16	513	2,244
<b>Revenue</b>	<b>17,468</b>	<b>1,664</b>	<b>4,740</b>	<b>4,719</b>	<b>338</b>	<b>2,441</b>	<b>31,371</b>
<b>2019</b>							
Property Tax	2,712	2,179					4,891
Water Deliveries	1,603		879	4,147	323	1,855	8,807
Groundwater	10,510		2,819				13,329
Other	293	17	45	183	3	763	1,304
<b>Revenue</b>	<b>15,118</b>	<b>2,195</b>	<b>3,743</b>	<b>4,330</b>	<b>326</b>	<b>2,618</b>	<b>28,330</b>
<b>Variance</b>							
Property Tax	161	(556)	0	0	0	0	(395)
Water Deliveries	237	0	259	64	0	73	632
Groundwater	1,180	0	683	0	0	0	1,862
Other	773	24	55	325	13	(249)	940
<b>Revenue</b>	<b>2,350</b>	<b>(531)</b>	<b>996</b>	<b>389</b>	<b>13</b>	<b>(177)</b>	<b>3,041</b>

- Groundwater revenue up by 12% on increased rates partially offset by lower planned pumping volumes (vs FY 2018-19 Budget).
- The budget for the State Water Import Fund includes a separate voter approved property tax assessment of \$1.62 million to cover fixed and prior year variable costs associated with the District's State Water agreement. Property tax decrease reflects the funding required to purchase 100% of Table A State Water allocation.
- OH Pipeline Other includes \$300K Bureau of Reclamation grant for the Iron & Manganese CIP.
- Other Revenue includes investment income and rent. Increase in FY 2019-20 Budget driven by rent income from new Lombard St. headquarters.

**Water Purchase Fund**—in FY 2019-20, the District intends to create a new fund, dedicated to financing supplemental water purchases in order to boost the recharge of aquifers in the district. The fund will have no operating expenses other than for the purchase of water. Revenues for the fund will come from a surcharge levied on each acre-foot of water pumped from the aquifers. The surcharge will be initially set at \$2.25 for Agricultural users and \$6.75 for M&I users. The District expects to raise approximately \$500 thousand per year.

The purpose of creating a special fund is to build up an account during years of below-normal rainfall that will assure that funds are available to maximize water purchases in years of heavier rainfall or other water availability. The special fund will also assure that revenues collected are utilized for the sole purpose of supplemental water purchases. While this will likely be limited to Article 21 purchases of state water, the District will pursue opportunities to increase the water available to its users. Such opportunities would include purchase of recycled water and acquisition of unutilized state water allocations from other water agencies.



## **Groundwater Pumping Volume**

Forecasting groundwater demands for the coming year is an inexact science. Variables such as weather, user conservation efforts and alternative sourcing are difficult to predict. For the purposes of this budget, we looked at the past five years of pumping history and took into account most recent developments such as the unusually low volumes in the second half of calendar year 2018. The FY 2019-20 Budget volume forecast is 6% lower than what was forecast for FY 2018-19 during the budget for that year. However, pumping volumes in the first half of FY18-19 were 10% below the budget for that period. Given the level of rainfall in January-March 2019, we expect pumping volumes for the second half of the fiscal year to be similarly below budget. Therefore, the FY 2019-20 pumping volume forecast is flat compared to the latest projection for FY 2018-19. The history and forecast of groundwater extraction volumes is broken down by District zone in the table below.

### **Groundwater Pumping Volume History** *in acre-feet*

<i>Fiscal Year ending</i>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>5 yr</b>
<b>July - Dec</b>	<b><u>14-2</u></b>	<b><u>15-2</u></b>	<b><u>16-2</u></b>	<b><u>17-2</u></b>	<b><u>18-2</u></b>	<b><u>19-2</u></b>	<b><u>average</u></b>
Zone A AG (Upper River)	41,212	45,366	43,061	48,824	44,100	42,000	44,513
Zone B AG	33,309	40,846	34,701	42,220	39,000	37,000	38,015
Zone A M&I (Upper River)	6,265	6,201	7,054	6,563	6,650	6,650	6,547
Zone B M&I	7,608	6,837	7,227	7,284	7,500	7,000	7,291
<b>Total</b>	<b>88,394</b>	<b>99,249</b>	<b>92,044</b>	<b>104,891</b>	<b>97,250</b>	<b>92,650</b>	96,366

<b>Jan - June</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>5 yr</b>
	<b><u>15-1</u></b>	<b><u>16-1</u></b>	<b><u>17-1</u></b>	<b><u>18-1</u></b>	<b><u>19-1</u></b>	<b><u>20-1</u></b>	<b><u>average</u></b>
Zone A AG (Upper River)	35,319	32,622	28,763	31,336	34,400	32,000	32,488
Zone B AG	29,665	29,582	21,855	23,507	29,500	26,000	26,822
Zone A M&I (Upper River)	5,641	5,595	4,730	5,427	5,800	5,400	5,439
Zone B M&I	7,105	6,264	6,348	5,970	6,500	6,400	6,438
<b>Total</b>	<b>77,730</b>	<b>74,063</b>	<b>61,696</b>	<b>66,241</b>	<b>76,200</b>	<b>69,800</b>	71,186

<b>Full Year Jul-Jun</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>5 yr</b>
<i>Fiscal Year ending</i>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b><u>average</u></b>
Zone A AG (Upper River)	76,531	77,988	71,824	80,160	78,500	74,000	77,000
Zone B AG	62,974	70,428	56,557	65,728	68,500	63,000	64,837
Zone A M&I (Upper River)	11,905	11,796	11,784	11,990	12,450	12,050	11,985
Zone B M&I	14,714	13,101	13,575	13,254	14,000	13,400	13,729
<b>Total</b>	<b>166,124</b>	<b>173,313</b>	<b>153,740</b>	<b>171,132</b>	<b>173,450</b>	<b>162,450</b>	167,552

## **Operating Expense**

The following table outlines projected Operating Expense for the next fiscal year. Note that this table excludes debt service expense, which is included in later tables.

<i>in USD'000s</i>	General/Water Conservation Fund	State Water Fund	Freeman Fund	OH Pipeline Fund	PV Pipeline Fund	PT Pipeline Fund	TOTAL
<b>2020</b>							
Direct Personnel	4,776		818	990	32	593	<b>7,210</b>
Operating Expenditures	4,769	1,417	1,711	2,259	58	1,038	<b>11,252</b>
Depreciation	1,260		350	430	72	460	<b>2,572</b>
Overhead	2,689	0	701	600	46	417	<b>4,454</b>
<b>OPEX</b>	<b>13,494</b>	<b>1,417</b>	<b>3,581</b>	<b>4,280</b>	<b>209</b>	<b>2,508</b>	<b>25,488</b>
<b>2019</b>							
Direct Personnel	5,053		960	1,081	27	498	<b>7,620</b>
Operating Expenditures	4,308	1,726	1,093	2,240	74	1,108	<b>10,549</b>
Depreciation	1,260		384	402	72	456	<b>2,574</b>
Overhead	1,904		505	468	101	353	<b>3,331</b>
<b>OPEX</b>	<b>12,526</b>	<b>1,726</b>	<b>2,943</b>	<b>4,191</b>	<b>274</b>	<b>2,414</b>	<b>24,074</b>
<b>Variance</b>							
Direct Personnel	(277)	0	(142)	(91)	5	95	(410)
Operating Expenditures	460	(308)	618	19	(16)	(70)	703
Depreciation	0	0	(34)	28	0	4	(2)
Overhead	784	0	196	133	(55)	64	1,122
<b>OPEX</b>	<b>968</b>	<b>(308)</b>	<b>637</b>	<b>89</b>	<b>(65)</b>	<b>93</b>	<b>1,414</b>

- Direct Personnel does not include headcount in executive/administrative positions, which are captured in the Overhead expense category above
- Decrease in Direct Personnel due to positions re-categorized as Overhead in FY 2019-20 Budget, thus increasing Overhead
- Other drivers of the increase in Overhead include enhanced legislative outreach and public education efforts
- Freeman Operating Expenditure driven by regulatory and legal requirements related to environmental impact of diversion facility

The budget aims to finish the fiscal year with a cash reserve of \$4 to \$5 million, consistent with the Reserve Policy. The Reserve Policy allows the District the flexibility manage cash flows in the General/Water Conservation Fund, in light of the fact that a majority of the groundwater extraction revenues are received between February 1 and August 1, while the property tax receipts are received in December and May. 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.

### **Capital Improvement Project Plan**

A Five-Year (FY 2019-20 through FY 2023-24) 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 over which they had no



authority. By approving funding for a CIP in FY 2019-20, 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.

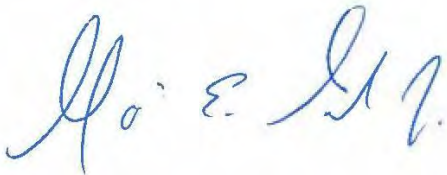
The Five-Year Capital Improvement Project Plan is shown on page 53 of this document. It is projected that \$11.5M million in CIP funding/appropriations will be carried over from FY 2018-19. Of this carry over amount, 100% is already funded, with funds included in the appropriate CIP Fund and designated for the individual projects. New or additional funding for CIP totaling \$12.3 million for FY 2019-20 is recommended with identified resources coming from transfers from the operating funds or financing proceeds.

The largest projects in terms of expenditures in FY 2019-20 are the Iron and Manganese Treatment (\$2.7 million), the Freeman Diversion Rehabilitation (\$2.1 million), the Santa Felicia dam improvements (two projects totaling \$1.9 million) and the New Headquarters (\$1.8 million).

### Conclusion

This letter provides a high-level view of the proposed operating budget for FY 2019-20 and is intentionally brief. Full detail on the rates, revenue and expenditure of each fund will be found in the body of this document. All of the District funds' budgets for FY 2019-20 are balanced, as proposed to the Board.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "M. E. Guardado, Jr.", written in a cursive style.

Mauricio E. Guardado, Jr. - General Manager

A handwritten signature in black ink, appearing to read "J. Jereb", written in a cursive style.

Joseph Jereb - Chief Financial Officer

**United Water Conservation District**  
**Annual Budget**  
**FY 2019-20**

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**United Water**  

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**CONSERVATION DISTRICT**

# FY 2019-20 PROPOSED BUDGET

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## INTRODUCTION

Board of Directors & Management Staff

Description/Mission of Departments

Organization Chart

Budget Summaries

### BOARD OF DIRECTORS FY 2019-20



Daniel C. Naumann  
President  
Division 6



Michael W. Mobley  
Vice President  
Division 2



Bruce E. Dandy  
Secretary/Treasurer  
Division 5



Sheldon G. Berger  
Division 7



Robert Eranio  
Division 3



Lynn E. Maulhardt  
Division 4



Edwin T. McFadden, III  
Division 1



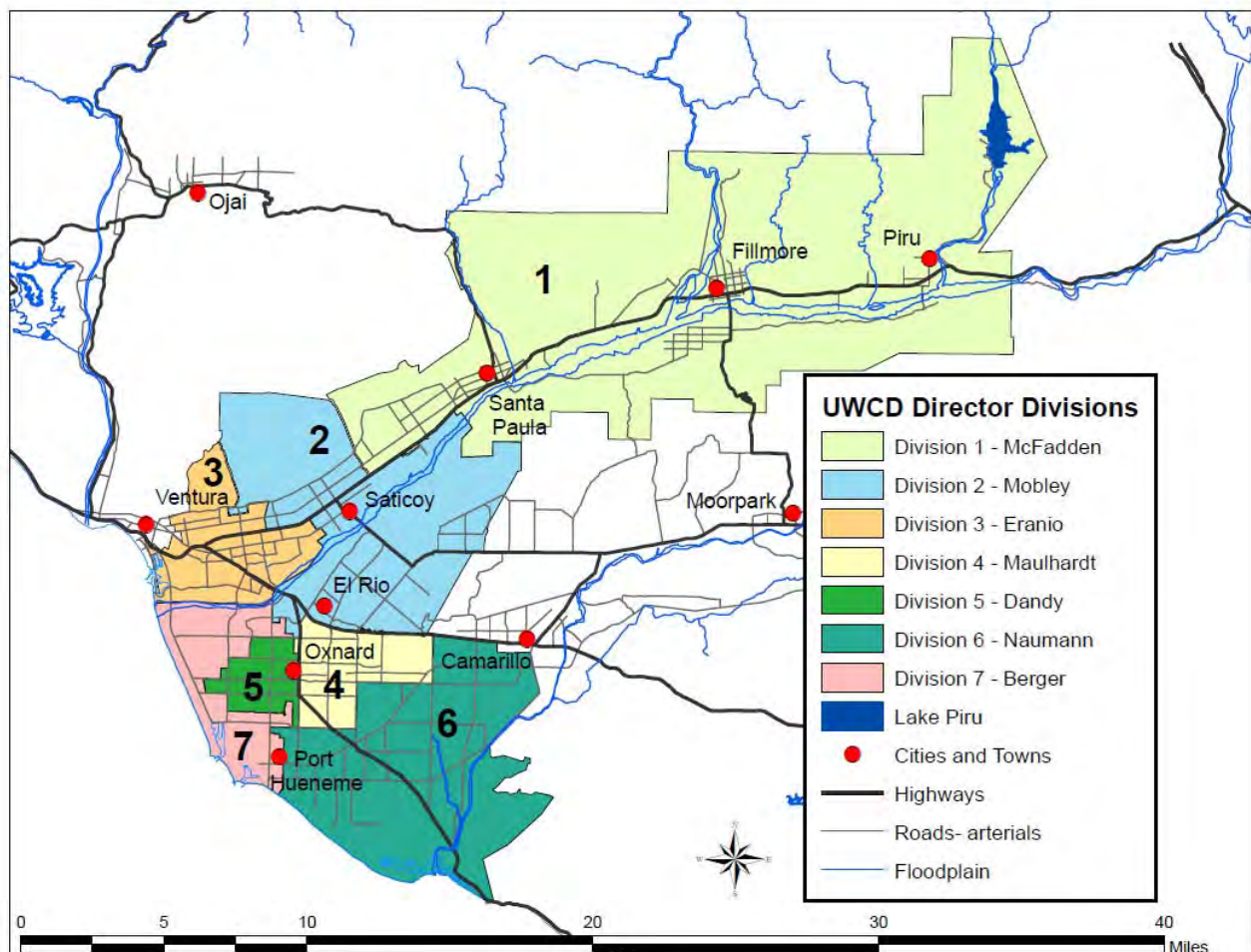
# UNITED WATER CONSERVATION DISTRICT

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 ground-water 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 the Santa Felicia Dam; Lake Piru Recreation Area; Saticoy (including Noble, Ferro and Rose), El Rio and Piru Spreading Grounds; the Freeman Diversion; the Saticoy Well Field; Pleasant Valley, Oxnard-Hueneme and Pumping Trough 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 recharges the aquifers and fights seawater intrusion into the aquifers.

## DISTRICT DIVISION BOUNDARIES



# UNITED WATER'S BOARD OF DIRECTORS

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



## **DANIEL C. NAUMANN, 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 currently 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. His current term expires December 1, 2020.



## **MICHAEL W. MOBLEY VICE PRESIDENT**

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 Ventura County and southern Santa Barbara 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 Dis-

trict (Vice-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. His current term expires December 1, 2020.



## **BRUCE E. DANDY SECRETARY/ TREASURER**

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. His current term expires December 1, 2020.



## **SHELDON G. BERGER**

Mr. Berger represents Division 7, which includes portions of the cities 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,

# UNITED WATER'S BOARD OF DIRECTORS

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Channel Islands 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. His current term expires December 1, 2020.



**ROBERT ERANIO**

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. Mr. Eranio is an Independent Consultant specializing in Operations & Maintenance and Financial Administration for multiple water districts throughout Ventura County. 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, a California / Nevada cross-control specialist and backflow assembly tester in Ventura and Santa Barbara Counties. He has been the General Manager for the Crestview Mutual Water Company since 1993 and is currently the appointed representative for small water districts on the State Water Resources Control Board Operator Certification Advisory Committee. His current term expires December 1, 2022.



**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. His current term expires December 1, 2020.



**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 Fillmore area where he farms citrus and avocados.

He was raised on a farm in Orange County where he learned early about the municipal side of water by watching his father build and manage Los Alisos Water District. Mr. McFadden serves on the California Avocado Commission, the Farm Bureau of Ventura County, the Fillmore and Piru Basins Groundwater Sustainability Agency and is a member of the Fillmore Rotary Club. Mr. McFadden has been a member of the Board since 2014. His current term expires December 1, 2022.



# UNITED WATER'S MANAGEMENT TEAM

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**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**—Anthony Emmert joined the District staff team in April 2014 as Deputy General Manager. Previously, he served eight years as manager of the City of Oxnard's Water Resources Division, which provided water, wastewater, and recycled water services to the City's over 200,000 residents and significant industrial and commercial customers. Mr. Emmert has 28 years' experience in management of water, wastewater, recycled water, storm water, and public works systems, including the design, permitting, funding and construction of significant capital projects. He holds a B.S. degree in Environmental Policy Analysis and Planning, Water Quality, from the University of California, Davis.

**ROBERT C. SIEMAK, ASSISTANT GENERAL MANAGER** - Mr. Siemak was hired in July 2018. He holds a Bachelor's Degree in civil engineering from Loyola University of Los Angeles and a Master's Degree in environmental engineering from University of California, Berkeley. Mr. Siemak has spent over 30 years in the water industry working for multinational water companies, national consulting engineering firms and public water agencies in various management roles, including program management, water operations and design management. He is a registered civil engineer in California and a Professional Project Manager.

**MARYAM A. BRAL, CHIEF ENGINEER** — Dr. Bral joined the District as its Chief Engineer and Groundwater Resources Leader in July 2018. She is also the District's administrative contact for all safety related issues for the Federal Energy Regulatory Commission (FERC) and the DWR Division of Safety of Dams (DSOD).

Between 2012 and 2018, Dr. Bral managed implementation of the Goleta Water District's capital improvement projects related to surface water treatment, water quality and groundwater well rehabilitation program. Dr. Bral is a California licensed Civil Engineer with over 18 years' experience in managing water and wastewater related projects both in public, and private industries, including design of new municipal water treatment facilities.

**JOSEPH JEREB, CHIEF FINANCIAL OFFICER**—Mr. Jereb joined the District in January 2019. He came with nearly 20 years of corporate finance and management accounting experience in the pharma/biotech and medical device industries. He was the North America Finance Director for Nobel Biocare, and served in a number of roles over ten years with Amgen. Most recently, he was a Division Finance Director with Accudyne Industries. Mr. Jereb received his MBA from the London Business School and his BA from Indiana University.



# UNITED WATER CONSERVATION DISTRICT

## MISSION

United Water Conservation District manages, protects, conserves and enhances the water resources of the District and produces a reliable and sustainable water supply for the reasonable, beneficial use of all users.

## MISSION-RELATED GOALS

A.  
WATER SUPPLY

B.  
WATER SYSTEM  
RELIABILITY

C.  
REGULATORY &  
ENVIRONMENTAL  
COMPLIANCE

## MISSION-SUPPORTIVE GOALS

D.  
FISCAL  
RESPONSIBIITY

E.  
REGIONAL PART-  
NERSHIPS &  
LEADERSHIP

F.  
COMMUNICA-  
TIONS AND  
COMMUNITY  
OUTREACH

G.  
ORGANIZATIOAL  
EFFECTIVENESS

# OPERATIONS AND PROJECT PLANNING PRIORITIZATION

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

The primary objectives related to the District's goals are as follows:

- A. **Water Supply**—Ensure long-term water supply for all users
- B. **System Reliability**—Ensure that the District's existing and planned water supply, conveyance, and recharge systems meet regional needs, including emergency response
- C. **Regulatory and Environmental Compliance**—Ensure long-term sustainability of all water sources within the District while complying with all regulations
- D. **Fiscal Responsibility**—Protect current and future value of District resources in a transparent, timely and accurate fashion while adhering to all applicable legal, ethical and government accounting standards
- E. **Regional Partnerships and Leadership**—Work collaboratively with local jurisdictions, agencies, and stakeholders to provide cost-effective water supply solutions
- F. **Communications and Community Outreach**—Promote awareness and understanding of the District's mission, programs and priority projects to raise the District profile and credibility with customers and constituents.
- G. **Organizational Effectiveness**—Increase UWCD's organizational capacity to meet current and future challenges.

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 and 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.



Sunrise at the El Rio booster plant

# DEPARTMENT RESPONSIBILITIES

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**ADMINISTRATIVE SERVICES** is responsible for human resources, information technology, risk management and general administration of the District. Administrative Services oversees the management of the administrative office and staff, Board of Directors meetings, information technology, human resources, and risk management.

**FINANCE** 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.

**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 Satcoy and El Rio Spreading Grounds, the Oxnard-Hueneme Drinking Water System, the PTP Agricultural Irrigation System, the Pleasant Valley Pipeline and the Satcoy Groundwater Storage Management Project

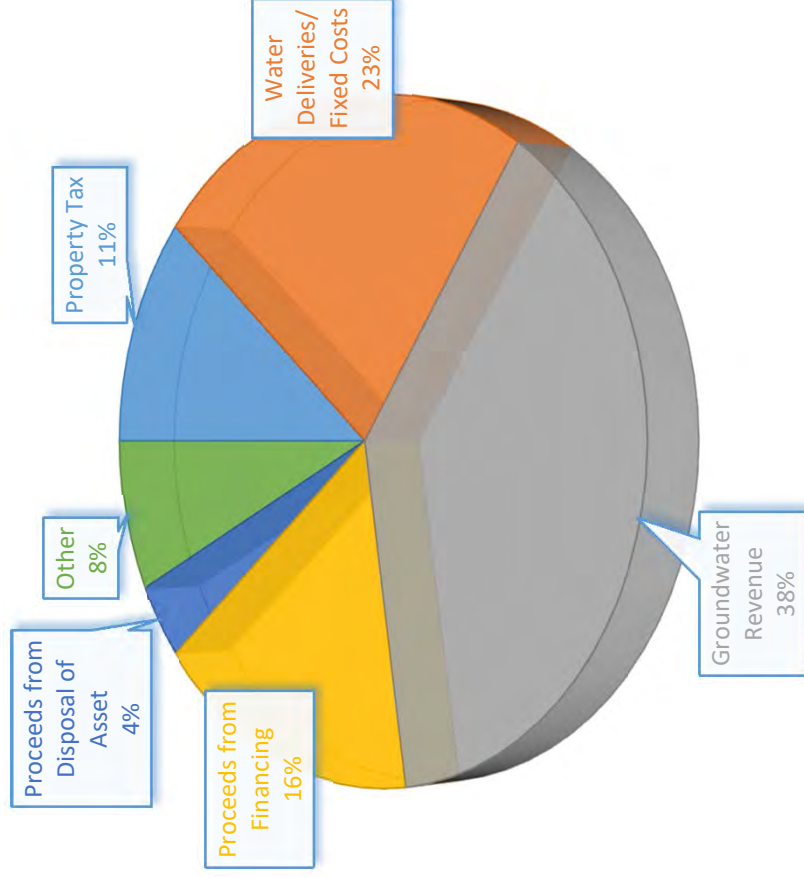
(The District's Recreation Operations at Lake Piru fall under the responsibilities of the Assistant General Manager.)



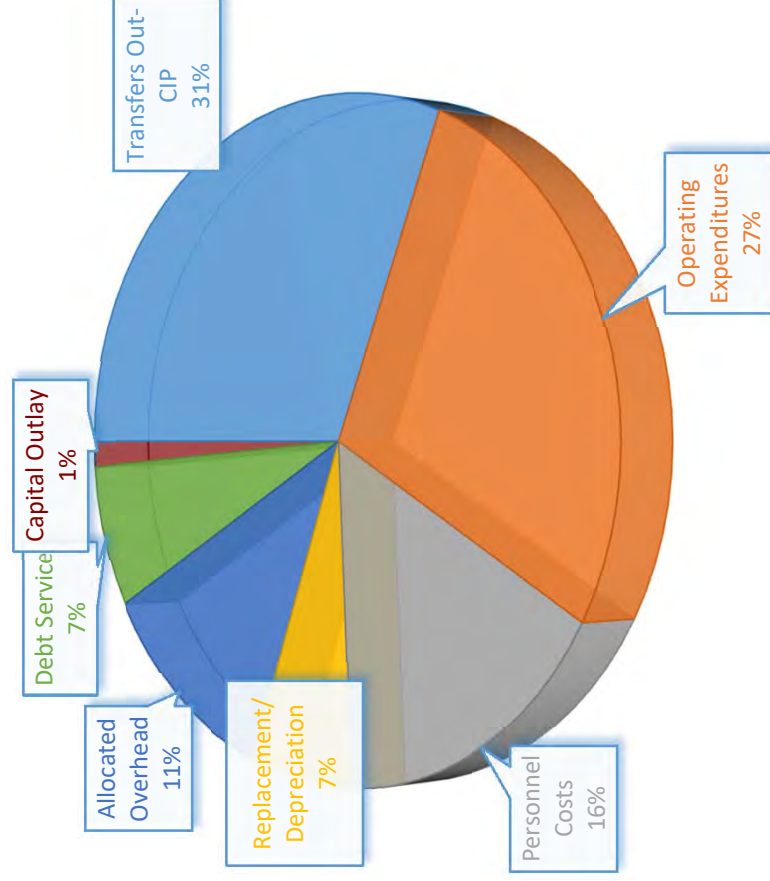
Grand canal at the Freeman Diversion

# UNITED WATER CONSERVATION DISTRICT

**REVENUE BY TYPE FY19-20**  
TOTAL \$39.9M



**EXPENDITURES BY TYPE FY19-20**  
TOTAL \$41.0M





**United Water Conservation District**

**Operating Budget Summary**

**FY 2019-20**

	General Water Conservation Fund	State Water Fund	Water Purchase Fund	Freeman Fund	O/H Pipeline Fund	PV Pipeline Fund	PT Pipeline Fund	TOTAL
(\$ thousands)								
<b>CASH RESERVATIONS/WORKING CAPITAL</b>								
Beginning Balance July 1, 2019	8,775	720	-	1,746	1,654	321	184	13,399
<b>REVENUES</b>								
Property Tax	2,873	1,623	-	-	-	-	-	4,496
Water Deliveries/Fixed Costs	1,840	-	-	1,138	4,031	323	1,928	9,260
Groundwater Revenue	11,689	-	-	3,502	-	-	-	15,191
Unrecovered Variable	-	-	-	-	179	-	-	179
Fox Canyon GMA	-	-	-	-	130	-	75	204
Grant Revenue	-	-	-	-	300	-	394	694
Rents & Leases	297	-	-	-	38	7	21	392
Investment/ Interest Earnings	187	41	-	70	41	9	21	368
Repayment of Interfund Loan	430	-	-	-	-	-	-	430
Proceeds from Financing	1,127	-	-	336	3,264	-	1,758	6,485
Proceeds from Disposal of Asset	1,500	-	-	-	-	-	-	1,500
Water Purchase Surcharge	-	-	555	-	-	-	-	555
Other	152	-	-	1	-	-	3	156
Total Revenues	20,095	1,664	555	5,076	7,983	338	4,199	39,910
<b>EXPENDITURES</b>								
Personnel Costs	4,504	-	-	738	886	30	417	6,575
Operating Expenditures	4,730	1,417	-	1,899	2,056	53	927	11,083
Replacement/Depreciation	1,260	-	-	350	430	72	460	2,572
Allocated Overhead	2,770	-	-	723	619	48	430	4,589
Debt Service	1,521	112	-	196	568	167	326	2,890
Capital Outlay	204	-	-	10	188	5	106	512
Transfers Out-CIP	4,128	-	-	2,439	4,210	67	1,896	12,740
Total Expenditures	19,117	1,530	-	6,354	8,958	441	4,562	40,961
Net Surplus/(Shortfall)	979	134	555	(1,278)	(975)	(103)	(362)	(1,050)
Reservations/Designations	(6,456)	-	-	-	-	-	-	(6,456)
Add back Depreciation	1,260	-	-	350	430	72	460	2,572
Cash Reserves/Working Capital June 30, 2020	4,557	855	555	817	1,108	290	281	8,464



**United Water Conservation District**

**Water Delivery Rate Summary**

Charges (per Acre Foot):		Water Conservation Extraction Charge - Zone A			Freeman Extraction Charge - Zone B		
(\$)		Proposed	\$ Change		Proposed	\$ Change	
		FY 2019-20	FY 2018-19		FY 2019-20	FY 2018-19	
	Agriculture Rate	54.79	46.43	8.36	33.93	25.51	8.42
	Municipal & Industrial Rate	164.37	139.30	25.07	101.80	76.54	25.26
	Water Purchase Surcharge - Agriculture	2.25	0.00	2.25			
	Water Purchase Surcharge - Municipal & Industrial	6.75	0.00	6.75			
<b>Pipeline Charges (per Acre Foot):</b>							
(\$)		O/H Pipeline <sup>1,2</sup>		\$ Change	PV Pipeline <sup>2</sup>		PT Pipeline <sup>2</sup>
		FY 2019-20	FY 2018-19		FY 2019-20	FY 2018-19	
	Variable Rate O&M Charge/ Variable Charge	252.03	306.60	(54.57)			
	Marginal Rate O&M Charge	152.25	152.25	0.00			
	Unrecovered Variable Charge <sup>3</sup>	252.03	306.60	(54.57)			
	O & M Charge			0.00	55.00	55.00	0.00
	Fixed Costs/ Fixed Charge - Monthly	26,801.00	16,689.00	10,112.00	26,850.00	26,850.00	0.00
	Fixed Cost - Upper System - Monthly <sup>4</sup>			0.00			0.00
	Fixed Well Replacement Charge <sup>5</sup>	13.14	11.73	1.41			
	PTP Sub-allocation Surcharge <sup>6</sup>						
	Saticoy Well Field Delivery Charge				30.00	30.00	0.00
	PV minimum monthly service charge <sup>7</sup>				17.00	17.00	0.00
	GMA Pump Charge <sup>8</sup>	12.50	12.50	0.00			
	Recreation potable water (\$850.41)						
	Recreation irrigation water (\$680.33)						

<sup>1</sup> - 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.

<sup>2</sup> - Pipeline users pay Zone A and Zone B extraction charges and water purchase surcharge listed above as well as the pipeline-specific charges.

<sup>3</sup> - Applies to the difference of the allocation less actual water deliveries.

<sup>4</sup> - Rate applies only to PTP turnouts above elevation 58.5 instead of the PTP Fixed Cost - Monthly Rate.

<sup>5</sup> - Per acre foot for each agency's 75% sub-allocation. Refer to O/H Pipeline Fund.

<sup>6</sup> - 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.

<sup>7</sup> - The three PVP customers have a minimum \$17/month service charge.

<sup>8</sup> - This rate is set by the Fox Canyon GMA and subject to change. Also applies to all Saticoy Well Field deliveries.

**United Water Conservation District**  
**Summary of Debt Service - FY 2019-20**

Debt - Paying Fund	7/1/2019 Balance	FY 2019-20 New Issuance	FY 2019-20 Payments		Estimated 6/30/2020 Balance	Effective Interest Rate	Maturity Date
			Principal	Interest			
State Water Project Fund	1,581		76	36	1,505	4%	Dec. 2035
2001B Revenue Bonds	415		130	18	285	3.25% to 4.9%	Oct. 2021 <sup>1</sup>
General/Water Conservation Fund			24	3			Oct. 2011
Freeman Fund			4	1			
Oxnard/Hueneme Pipeline Fund			95	13			
Pleasant Valley Pipeline Fund			3	-			
Pumping Trough Pipeline Fund			4	-			
2005B Revenue Bonds	5,585		365	235	5,220	2.5% - 4.5%	Oct. 2035 <sup>2</sup>
General/Water Conservation Fund			288	190			Oct. 2025
Oxnard/Hueneme Pipeline Fund			28	26			
Pleasant Valley Pipeline Fund			2	2			
Pumping Trough Pipeline Fund			47	16			
2009 Certificates of Part.- Gen/Water Cons. Fund	8,675		520	406	8,155	2.0% to 5.0%	Oct. 2039
PTP Metering Interfund Loan - PTP Fund	318		318	9	-	2.5% to 3%	Jun. 2020 <sup>3</sup>
Caplital Improvement Projects Debt Financing	-	6,485	324	162	6,161	5%	Jan. 2030 <sup>4</sup>
New Headquarters Interfund Loan	2,237		447	47	1,790	2.5% to 2.7%	Aug. 2023 <sup>5</sup>
Freeman Fund			150	16			
Oxnard/Hueneme Pipeline Fund			144	15			
Pleasant Valley Pipeline Fund			156	3			
Pumping Trough Pipeline Fund			106	11			
<b>Summary by Fund</b>							
General/Water Conservation Fund			888	627			
State Water Project Fund			76	36			
Freeman Fund			171	25			
Oxnard/Hueneme Pipeline Fund			430	136			
Pleasant Valley Pipeline Fund			161	5			
Pumping Trough Pipeline Fund			563	80			
			<u>2,289</u>	<u>909</u>			

<sup>1</sup> Part of debt financed for SCADA 10 years, remaining debt for 20 years.

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

<sup>3</sup> Short-term loan of \$317,500 at LAIF interest rate, with repayment to be made by June 30, 2020. Repayment of interfund loan not included in PTP Fund budget as it does not affect working capital.

<sup>4</sup> Anticipates issuing long-term debt (10-years) in Janaury 2019 for project funding needs.

<sup>5</sup> Long-term loan to be paid in 5 equal payments July 31 of each year.



United Water Conservation District				
Total Personnel Costs				
	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20
Regular Salaries	5,770	6,622	6,622	6,540
Part-Time Salaries	205	214	214	297
Overtime Salaries	93	139	139	119
Employee Benefits	3,819	3,303	3,303	3,461
<b>Total Operating Funds Personnel Costs</b>	<b>9,887</b>	<b>10,278</b>	<b>10,278</b>	<b>10,417</b>
<b>Full-Time Equivalent District Positions</b>	<b>63.35</b>	<b>63.85</b>	<b>63.85</b>	<b>64.22</b>

Assumptions:

FY 2019-20

3.0% cost of living adjustment

2020 health insurance rates project 6% increase over prior year

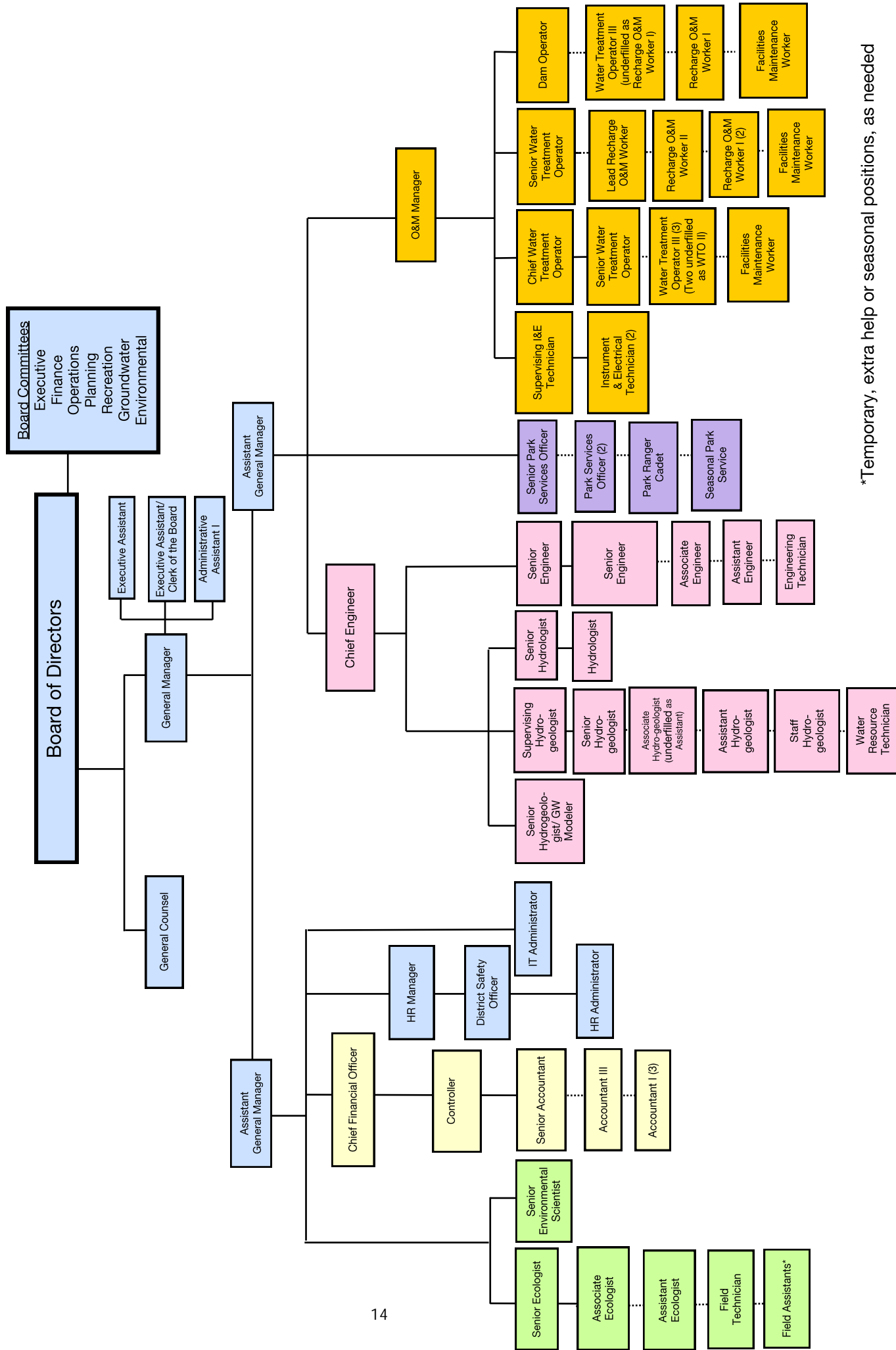
Retirement rate 19.682% - PERS Classic plus \$631,638

Retirement rate 6.985% - PERS PEPR

Notes:

FY 2017-18 employee benefits include \$993,891 payment towards unfunded pension liability.

Above personnel costs include staff time for capital improvement projects, which are classified as part of CIP Transfers Out on pages 24 - 49



**United Water Conservation District**

**Staffing Level (FTE)**

	Adopted June 2019	Proposed June 2020		Adopted June 2019	Proposed June 2020
<b><u>Administration</u></b>			<b><u>Operations &amp; Maintenance</u></b>		
<b>Executive Management</b>			Chief Operations Officer	1.00	0.00
General Manager	1.00	1.00	Operations & Maintenance Manager	1.00	1.00
Assistant General Manager	2.00	2.00	<b>Saticoy Facilities</b>		
<b>Administrative Services</b>			Senior Water Treatment Operator	0.00	1.00
Executive Coordinator	1.00	0.00	Lead Recharge O&M Worker	1.00	1.00
Executive Assistant	2.00	2.00	District Safety Officer/Recharge O&M Worker II	1.00	0.00
Human Resources Manager	1.00	1.00	Recharge O&M Worker II	1.00	1.00
Human Resources Administrator	1.00	1.00	Recharge O&M Worker I	2.00	2.00
District Safety Officer	0.00	1.00	Facilities Maintenance Worker	1.00	1.00
Administrative Assistant I	1.00	1.00	<b>El Rio</b>		
IT Administrator	1.00	1.00	Supervising Instrument & Electrical Technician	0.00	1.00
<b>Finance</b>			Instrument & Electrical Technician	2.00	2.00
Chief Financial Officer	1.00	1.00	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 III	0.00	1.00	Facilities Maintenance Worker	1.00	1.00
Accountant II	1.00	0.00	<b>Santa Felicia Dam</b>		
Accountant I	3.00	3.00	Dam Operator	1.00	1.00
Accounting Technician III	1.00	0.00	Recharge O&M Worker I	1.00	1.00
<b>Total Administration</b>	<b>18.00</b>	<b>17.00</b>	Water Treatment Operator III <sup>2</sup> (Recharge O&M I)	1.00	1.00
<b><u>Environmental Planning &amp; Conservation</u></b>			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	Park Ranger Cadet	0.00	1.00
Field Technician	0.00	1.00	Seasonal Park Services Officer Assistant	1.37	1.37
Field Assistants <sup>1</sup>	2.48	1.85	<b>Total Operations &amp; Maintenance</b>	<b>24.37</b>	<b>25.37</b>
<b>Total Environmental Planning &amp; Conservation</b>	<b>6.48</b>	<b>6.85</b>	<b>Total District</b>	<b>63.85</b>	<b>64.22</b>
<b><u>Engineering &amp; Groundwater</u></b>					
Chief Engineer	0.00	1.00			
Engineering Manager	1.00	0.00			
Senior Engineer	1.00	2.00			
Senior Engineer <sup>2</sup> (Associate Engineer)	1.00	0.00			
Associate Engineer	1.00	1.00			
Assistant Engineer	1.00	1.00			
Engineering Technician	1.00	1.00			
Supervising Hydrogeologist	1.00	1.00			
Senior Hydrogeologist/Modeler	1.00	1.00			
Senior Hydrogeologist	1.00	1.00			
Associate Hydrogeologist <sup>2</sup> (Assistant Hydrogeologist)	1.00	1.00			
Assistant Hydrogeologist	0.00	1.00			
Staff Hydrogeologist	2.00	1.00			
Senior Hydrologist	1.00	1.00			
Hydrologist	1.00	1.00			
Water Resources Technician	1.00	1.00			
<b>Total Engineering &amp; Groundwater</b>	<b>15.00</b>	<b>15.00</b>			

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

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

**United Water Conservation District**  
**Position Titles with Annual Salary Ranges FY 19-20**

<b>Title</b>	<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
Accountant I	17.5	64,001	67,198	70,550	74,080	77,787
Accountant II	19.0	68,930	72,371	75,989	79,785	83,781
Accountant III	20.5	74,257	77,965	81,872	85,957	90,263
Accounting Tech. I	13.0	51,237	53,790	56,476	59,295	62,270
Accounting Tech. II	14.0	53,834	56,520	59,339	62,314	65,422
Accounting Tech. III	15.0	56,564	59,384	62,359	65,466	68,730
Administrative Assistant I	12.5	49,993	52,502	55,121	57,874	60,760
Administrative Assistant II	13.5	52,524	55,144	57,896	60,782	63,824
Administrative Assistant III	14.5	55,188	57,941	60,849	63,890	67,087
Administrative Services Manager*	T3	152,977	160,636	168,672	177,108	185,966
Assistant Ecologist	19.0	68,930	72,371	75,989	79,785	83,781
Assistant Engineer	23.5	86,134	90,441	94,970	99,720	104,715
Assistant Fisheries Biologist	15.0	56,564	59,384	62,359	65,466	68,730
Assistant General Manager*	T2	183,324	192,492	202,127	212,228	222,839
Assistant Hydrogeologist	23.5	86,134	90,441	94,970	99,720	104,715
Assistant Hydrologist	21.0	76,122	79,918	83,914	88,110	92,506
Associate Ecologist	27.0	102,362	107,490	112,863	118,501	124,428
Associate Engineer	27.0	102,362	107,490	112,863	118,501	124,428
Associate Environmental Scientist	22.5	81,983	86,090	90,397	94,925	99,676
Associate Fisheries Biologist	20.5	74,257	77,965	81,872	85,957	90,263
Associate Hydrogeologist	27.0	102,362	107,490	112,863	118,501	124,428
Board Members Per Diem Rate		215				
Chief Engineer*	T3	152,977	160,636	168,672	177,108	185,966
Chief Financial Officer*	T3	152,977	160,636	168,672	177,108	185,966
Chief Operations Officer*	T3	152,977	160,636	168,672	177,108	185,966
Chief Water Treatment Operator	26.0	97,434	102,296	107,401	112,774	118,412
Controller*	T5	117,524	123,407	129,579	136,061	142,854
Dam Operator	22.5	81,983	86,090	90,397	94,925	99,676
District Safety Officer	28.0	107,535	112,907	118,546	124,473	130,689
District Safety Officer/Recharge O&M II	22.5	81,983	86,090	90,397	94,925	99,676
Engineering Technician	16.0	59,428	62,403	65,533	68,819	72,260
Environmental Scientist	22.5	81,983	86,090	90,397	94,925	99,676
Executive Assistant	21.5	78,031	81,939	86,045	90,352	94,881
Executive Coordinator*	T5	117,524	123,407	129,579	136,061	142,854
Facilities Maintenance Worker	10.5	45,287	47,551	49,927	52,413	55,033
Field Assistants**		31,200	37,440	43,680	-	-
Field Technician	10.5	45,287	47,551	49,927	52,413	55,033
Fisheries Biologist	27.0	102,362	107,490	112,863	118,501	124,428
General Manager*	T1	231,097	242,663	254,806	267,549	280,935
HR Administrator	21.0	76,122	79,918	83,914	88,110	92,506
HR Manager*	T4	132,975	139,635	146,628	153,954	161,657
Hydrologist	23.5	86,134	90,441	94,970	99,720	104,715
Instrument & Electrical Tech.	24.0	88,288	92,705	97,345	102,207	107,313

**United Water Conservation District**  
**Position Titles with Annual Salary Ranges FY 19-20**

<b>Title</b>	<b>Range</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
IT Administrator	24.5	90,485	95,014	99,765	104,760	109,999
Lead Recharge O&M Worker	22.5	81,983	86,090	90,397	94,925	99,676
O & M Manager*	T4	132,975	139,635	146,628	153,954	161,657
Park Services Officer	19.0	68,930	72,371	75,989	79,785	83,781
Park Services Officer Cadet	10.5	45,287	47,551	49,927	52,413	55,033
Payroll Accounting Analyst	17.5	64,001	67,198	70,550	74,080	77,787
Recharge O&M Worker I	17.0	62,447	65,577	68,863	72,304	75,922
Recharge O&M Worker II	19.5	70,661	74,191	77,898	81,783	85,868
Safety Officer		107,536	112,902	118,539	124,467	130,686
Seasonal Field Technician**		24	-	-	-	-
Seasonal Park Service Officer Assistant**		15	18	21	-	-
Senior Accountant	22.5	81,983	86,090	90,397	94,925	99,676
Senior Accounting Tech	16.0	59,428	62,403	65,533	68,819	72,260
Senior Ecologist	29.0	112,974	118,612	124,539	130,778	137,326
Senior Engineer	30.0	118,679	124,606	130,844	137,393	144,253
Senior Env. Scientist	27.0	102,362	107,490	112,863	118,501	124,428
Senior Fisheries Biologist	29.0	112,974	118,612	124,539	130,778	137,326
Senior Geophysicist	30.0	118,679	124,606	130,844	137,393	144,253
Senior Hydrogeologist	30.0	118,679	124,606	130,844	137,393	144,253
Senior Hydrogeologist/Modeler	30.0	118,679	124,606	130,844	137,393	144,253
Senior Hydrologist	29.0	112,974	118,612	124,539	130,778	137,326
Senior Park Services Officer	27.0	102,362	107,490	112,863	118,501	124,428
Senior Payroll Accounting Analyst	19.0	68,930	72,371	75,989	79,785	83,781
Senior Water Treatment Operator	24.0	88,288	92,705	97,345	102,207	107,313
Staff Geoscientist	19.5	70,661	74,191	77,898	81,783	85,868
Staff Hydrogeologist	20.5	74,257	77,965	81,872	85,957	90,263
Supervising Engineer	31.0	124,695	130,933	137,482	144,364	151,579
Supervising Hydrogeologist	31.0	124,695	130,933	137,482	144,364	151,579
Supervising Instr. & Elec. Tech	26.0	97,434	102,296	107,401	112,774	118,412
Supervising Park Services Officer	24.0	88,288	92,705	97,345	102,207	107,313
Water Resource Technician	16.5	60,916	63,957	67,154	70,506	74,035
Water System Electrician	22.5	81,983	86,090	90,397	94,925	99,676
Water Treatment Operator II	19.0	68,930	72,371	75,989	79,785	83,781
Water Treatment Operator III	20.0	72,437	76,056	79,852	83,848	88,043
Water Treatment Operator IV	22.0	79,985	83,981	88,177	92,594	97,234

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

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

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



**United Water Conservation District**  
**Capital Outlay Included in FY 19-20 Budget**

(\$ thousands)	<b>Total Costs</b>	<b>General/Water Conservation Fund</b>	<b>Overhead Fund</b>	<b>Freeman Fund</b>	<b>Oxnard Hueneme Fund</b>	<b>Pleasant Valley Fund</b>	<b>Pumping Trough Fund</b>
Equipment	398	179	21	10	78	5	106
Structures & Improvements	110	-	-	-	110	-	-
Vehicles	25	25	-	-	-	-	-
<b>Total Capital Outlay</b>	<b>533</b>	<b>204</b>	<b>21</b>	<b>10</b>	<b>188</b>	<b>5</b>	<b>106</b>

**Contractual Services Included in FY 19-20 Budget**

(\$ thousands)	<b>Total Costs</b>	<b>General/Water Conservation Fund</b>	<b>Overhead Fund</b>	<b>Freeman Fund</b>	<b>Oxnard Hueneme Fund</b>	<b>Pleasant Valley Fund</b>	<b>Pumping Trough Fund</b>
Financial	277	40	237	-	-	-	-
Recreation	372	372	-	-	-	-	-
IT	91	6	48	10	16	2	8
Legal	1,543	428	135	956	20	5	-
Other	327	24	265	3	33	0	2
Outreach	470	325	145	-	-	-	-
Regulatory-FERC	850	850	-	-	-	-	-
Regulatory-HCP	596	45	-	551	-	-	-
Regulatory-Other	741	708	9	25	-	-	-
<b>Total Contractual Services</b>	<b>5,266</b>	<b>2,797</b>	<b>838</b>	<b>1,545</b>	<b>69</b>	<b>7</b>	<b>11</b>

## 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



# FY 2019-20 PROPOSED BUDGET

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## GENERAL/WATER CONSERVATION



Groundwater recharge at UWCD's Saticoy spreading grounds

## GENERAL/WATER CONSERVATION FUND

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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 Lake Piru Recreation Area. 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				
(\$ thousands)	Actual FY 2017-18	Adjusted Budget FY 2018-19	Projected FY 2018-19	Proposed Budget FY 2019-20
<b>Revenues and Other Sources of Funds:</b>				
Taxes	2,634	2,712	2,712	2,873
Water Delivery/Fixed Cost	1,683	1,603	1,512	1,840
Groundwater	10,025	10,510	9,430	11,689
Supplemental Water	-	-	-	-
Fox Canyon GMA	-	-	-	-
Grants	61	-	-	-
Rents and Leases	151	212	212	297
Investment/ Interest Earnings	237	300	300	187
Transfer In	730	-	5	-
Repayment of Interfund Loan	-	-	-	430
Proceeds from Financing	-	-	-	1,127
Proceeds from Disposal of Asset	-	-	-	1,500
Other Revenue	150	66	66	152
<b>Total Revenues and Other Sources of Funds</b>	<b>15,670</b>	<b>15,403</b>	<b>14,237</b>	<b>20,095</b>
<b>Expenditures:</b>				
Regular Salaries	2,760	2,830	2,830	2,722
Part-Time Salaries	108	106	106	109
Overtime Salaries	36	52	52	41
Employee Benefits	1,755	1,615	1,615	1,633
<b>Personnel Cost</b>	<b>4,660</b>	<b>4,603</b>	<b>4,603</b>	<b>4,504</b>
Contractual Services	2,226	3,144	3,369	2,797
Public Information	10	5	5	10
Office Expenses	67	106	106	173
Travel, Meetings, Training	98	143	143	145
Fuel-Gasoline-Diesel	58	67	67	88
Insurance	97	109	109	128
Fox Canyon GMA	1	1	1	-
Utilities	43	54	54	55
Telephone	7	13	13	10
Safety, Supplies, Clothing	54	73	73	81
Water Treatment Chemicals	4	-	-	5
Maintenance	326	546	546	783
Small Tools & Equipment	84	102	102	82
Permits & Licenses	83	107	107	135
Water Quality Services	27	58	58	59
Miscellaneous	114	187	187	180
Supplemental Water	-	-	701	-
<b>Operating Expenses</b>	<b>3,300</b>	<b>4,713</b>	<b>5,639</b>	<b>4,730</b>
Replacement/Depreciation	-	1,260	1,260	1,260
Allocated Overhead	1,698	2,405	2,405	2,770
Debt Repayment - Principal	776	803	803	889
Debt Repayment - Interest	664	633	633	628
Finance Costs	4	9	9	4
<b>Debt Services</b>	<b>1,443</b>	<b>1,445</b>	<b>1,445</b>	<b>1,521</b>
Capital Outlay	157	438	438	204
Transfers Out for Capital Improvements	3,504	5,881	5,881	4,128
Transfers Out for Interfund Loan		2,237	2,237	
<b>Other</b>	<b>3,504</b>	<b>8,118</b>	<b>8,118</b>	<b>4,128</b>
<b>Total Expenditures</b>	<b>14,762</b>	<b>22,983</b>	<b>23,909</b>	<b>19,117</b>
<b>Net : Surplus / (Shortfall)</b>	<b>909</b>	<b>(7,580)</b>	<b>(9,671)</b>	<b>979</b>

**United Water Conservation District**

**General/Water Conservation Fund**

	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20
<b>Cash Reserves/Working Capital:</b>				
Beginning Balance July 1	16,278	17,186	17,186	8,775
Net Surplus / (Shortfall)	909	(7,580)	(9,671)	979
Add Back Replacement/Depreciation	0	1,260	1,260	1,260
Ending Balance June 30	17,186	10,867	8,775	11,014
Designated to Date:				
Improvements	(7,504)	(7,504)	(7,504)	(7,879)
Replacement	(2,500)	(3,125)	(3,125)	(3,750)
Legal Reserve	(350)	(225)	(225)	(225)
Water Conveyance Infrastructure		(1,000)	(1,000)	(1,000)
Debt Service 09 COP - Reserve	(897)	(897)	(897)	(897)
Total Designated to Date	(11,251)	(12,751)	(12,751)	(13,751)
Undesignated to Date:				
Improvements	162	475	475	475
Replacement		3,125	3,125	3,125
Legal Reserve	350		225	225
SFD Outlet Works Rehab CIP	2,500	3,470	3,470	3,470
Total Undesignated to Date	2,500	7,070	7,295	7,295
Designated Balance	(8,751)	(5,681)	(5,456)	(6,456)
Net Available	8,435	5,185	3,319	4,557

**Reserve Requirement**

**\$4 - \$5 million**

	FY 18-19			FY 19-20		
<b>Groundwater Revenue:</b>	<b>Water Conservation Extraction Charge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$ thousands)</b>	<b>Water Conservation Extraction Charge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$ thousands)</b>
Zone A - Agriculture	46.43	66,515	3,088	54.79	74,000	4,054
Zone A - Municipal & Industrial	139.30	13,202	1,839	164.37	12,050	1,981
Zone B - Agriculture	46.43	55,546	2,579	54.79	63,000	3,452
Zone B - Municipal & Industrial	139.30	13,808	1,924	164.37	13,400	2,203
Total Groundwater Revenue		149,071	9,430		162,450	11,689
<b>Water Deliveries:</b>	<b>In Lieu of Extraction Charge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$ thousands)</b>	<b>In Lieu of Extraction Charge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$ thousands)</b>
OH Pipeline - Municipal & Industrial	139.30	8,784	1,224	164.37	9,090	1,494
OH Pipeline - Agriculture	46.43	1,265	59	54.79	1,270	70
PV Pipeline - Agriculture	-	-	-	-	-	-
PT Pipeline - Agriculture	46.43	4,954	230	54.79	4,990	273
Total Pipeline Deliveries Revenue		15,003	1,512		15,350	1,837
	<b>Delivery Charge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue</b>	<b>Delivery Charge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue</b>
Saticoy Well Field Delivery Charge	30.00	-	-	30.00	-	-
			<b>Forecasted Revenue (\$ thousands)</b>			<b>Forecasted Revenue (\$ thousands)</b>
Recreation Water Deliveries		US Forest Service Water Deliveries	3		US Forest Service Water Deliveries	3
<b>Total Water Deliveries Revenue</b>			<b>1,515</b>			<b>1,840</b>





# FY 2019-20 PROPOSED BUDGET

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## OVERHEAD FUND

Overhead Fund

Allocation Methodology



UWCD's future headquarters in Oxnard, CA

## OVERHEAD FUND

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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**

	<b>Actual</b>	<b>Adjusted Budget</b>	<b>Projected</b>	<b>Proposed Budget</b>
(\$ thousands)	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Revenues:</b>				
General & Administrative Revenue	2,989	4,208	4,208	4,589
Other Revenue	-	-	-	-
<b>Total Revenues</b>	<b>2,989</b>	<b>4,208</b>	<b>4,208</b>	<b>4,589</b>
<b>Expenditures:</b>				
Regular Salaries	1,555	1,964	1,964	2,150
Part-Time Salaries	95	104	104	187
Overtime Salaries	11	9	9	26
Employee Benefits	608	702	702	844
<b>Personnel Cost</b>	<b>2,268</b>	<b>2,779</b>	<b>2,779</b>	<b>3,207</b>
Contractual Services	463	962	962	838
Public Information	4	4	4	4
Office Expenses	86	120	120	200
Travel, Meetings, Training	21	45	45	61
Fuel-Gasoline-Diesel	6	10	10	10
Insurance	-	-	-	-
Utilities	31	75	75	85
Telephone	37	43	43	43
Safety, Supplies, Clothing	1	1	1	1
Water Treatment Chemicals	-	-	-	-
Maintenance	46	121	121	93
Small Tools & Equipment	0	1	1	1
Permits & Licenses	1	1	1	1
Miscellaneous	26	46	46	25
<b>Operating Expenses</b>	<b>721</b>	<b>1,427</b>	<b>1,427</b>	<b>1,361</b>
Capital Outlay	-	1	1	21
<b>Total Expenditures</b>	<b>2,989</b>	<b>4,208</b>	<b>4,208</b>	<b>4,589</b>
<b>Net : Surplus / (Shortfall)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**United Water Conservation District**

**Overhead Fund - 510**

**Budgeted FY 2019-20 Allocation:**

	<b>Rate</b>	<b>Overhead Expense Allocation (\$ thousands)</b>
General /Water Conservation Fund	60.37%	2,770
Freeman Fund	15.75%	723
OH Pipeline Fund	13.48%	619
PV Pipeline Fund	1.04%	48
PT Pipeline Fund	9.36%	430
Total Budgeted Allocation	100.00%	4,589

**Projected FY 2018-19 Allocation:**

	<b>Rate</b>	<b>Overhead Expense Allocation (\$ thousands)</b>
General /Water Conservation Fund	57.16%	2,405
Freeman Fund	15.17%	638
OH Pipeline Fund	14.04%	591
PV Pipeline Fund	3.03%	128
PT Pipeline Fund	10.60%	446
Total Budgeted Allocation	100.00%	4,208

**United Water Conservation District  
Overhead Allocation**

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<b>Fund</b>	<b>FY 2015-16 Overhead Allocation Rate</b>	<b>FY 2016-17 Overhead Allocation Rate</b>	<b>FY 2017-18 Overhead Allocation Rate</b>	<b>FY 2018-19 Overhead Allocation Rate</b>	<b>FY 2019-20 Overhead Allocation Rate</b>	<b>Change from FY 2018-19 to FY 2019-20</b>
General/Water Conservation Fund	58.18%	58.68%	56.80%	57.16%	60.37%	3.21%
Freeman Fund	15.16%	15.30%	15.34%	15.17%	15.75%	0.58%
OH Pipeline Fund	12.50%	12.37%	14.30%	14.04%	13.48%	-0.56%
PV Pipeline Fund	3.71%	3.79%	3.08%	3.03%	1.04%	-1.99%
PT Pipeline Fund	10.45%	9.86%	10.48%	10.60%	9.36%	-1.24%
<b>TOTAL</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	<b>100.00%</b>	



# FY 2019-20 PROPOSED BUDGET

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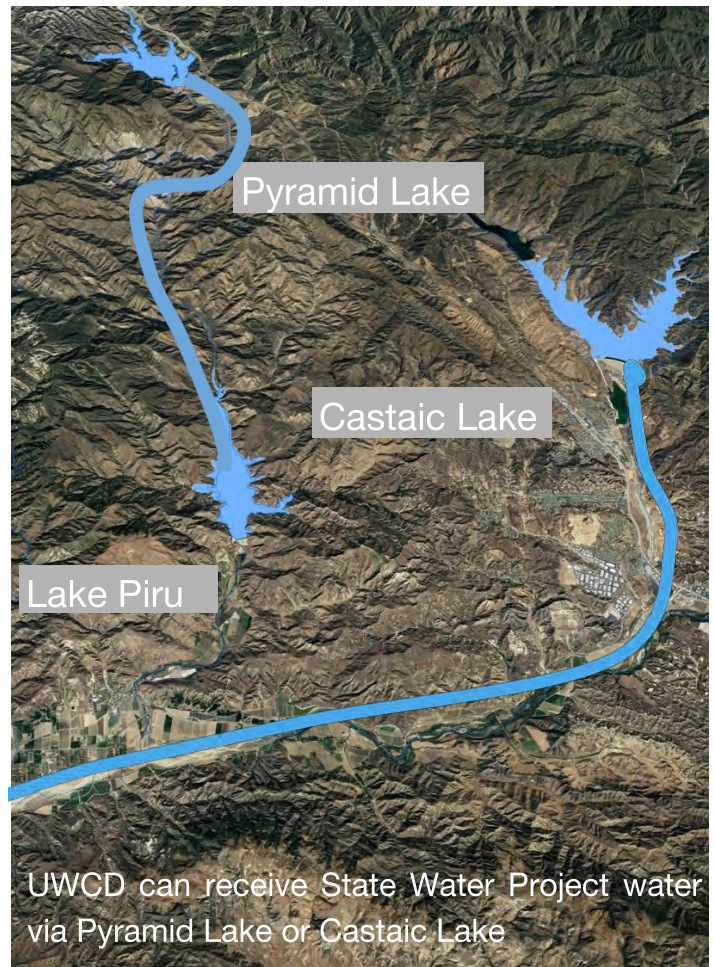
## SPECIAL REVENUE FUNDS

State Water Project Importation Fund

Water Purchase Fund



State Water Project Article 21 Water Release from Pyramid Lake to Lake Piru



UWCD can receive State Water Project water via Pyramid Lake or Castaic Lake

## SPECIAL REVENUE FUNDS

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Special Revenue Funds are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects.

### 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 Water Purchase Fund, described below, or the General/Water Conservation Fund.

### WATER PURCHASE FUND

The District utilizes this fund to account for the financial resources and expenditures related to the purchase of water beyond the District's State Water Project Table A allocation. The District assesses a water purchase surcharge on all groundwater pumping and pipeline deliveries. These funds are committed for the purchase of water and cannot be used for any other purpose.

United Water Conservation District				
State Water Import Fund - 110				
	Actual	Adjusted Budget	Projected	Proposed Budget
(\$ thousands)	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
<b>Revenues:</b>				
Taxes	2,693	2,179	2,179	1,623
Investment/Interest Earnings	28	57	57	41
Proceeds from Financing	-	-	-	-
Other Revenue	7	-	-	-
<b>Total Revenues</b>	<u>2,728</u>	<u>2,235</u>	<u>2,235</u>	<u>1,664</u>
<b>Expenditures:</b>				
Contractual Services	-	-	-	-
Miscellaneous	6	5	5	6
State Water Import Costs	<u>1,679</u>	<u>1,720</u>	<u>4,192</u>	<u>1,411</u>
<b>Operating Expenses</b>	<u>1,685</u>	<u>1,726</u>	<u>4,197</u>	<u>1,417</u>
Debt Repayment - Principal	95	85	85	76
Debt Repayment - Interest	<u>38</u>	<u>36</u>	<u>36</u>	<u>36</u>
<b>Debt Services</b>	<u>133</u>	<u>121</u>	<u>121</u>	<u>112</u>
<b>Total Expenditures</b>	<u>1,818</u>	<u>1,847</u>	<u>4,318</u>	<u>1,530</u>
<b>Net : Surplus / (Shortfall)</b>	<u>910</u>	<u>389</u>	<u>(2,083)</u>	<u>134</u>

**United Water Conservation District**

**State Water Import Fund - 110**

	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20
<b>Cash Reserves/Working Capital:</b>				
Beginning Balance July 1	1,893	2,803	2,803	720
Net Surplus / (Shortfall)	910	389	(2,083)	134
<b>Ending Balance June 30</b>	<b>2,803</b>	<b>3,192</b>	<b>720</b>	<b>855</b>

	Reserve Maximum (\$ thousands)	Reserve Balance (\$ thousands)
Full Water Allocation Purchase Reserve	328 *	328
General Reserve	1,000	527
<b>Total</b>	<b>1,328</b>	<b>855</b>

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

**Purchase activity since 2008 in acre feet:**

	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
2019	5,000	13,516	1,295	(9,811)
<b>Total</b>	<b>50,000</b>	<b>30,512</b>	<b>10,464</b>	<b>1,500</b>

United Water Conservation District	
Water Purchase Fund - 120	
	Adopted Budget
(\$ thousands)	FY 2019-20
<b>Revenues:</b>	
Water Purchase Surcharge	555
Investment/Interest Earnings	
Other Revenue	-
<b>Total Revenues</b>	<u>555</u>
<b>Expenditures:</b>	
Water Purchases	-
<b>Operating Expenses</b>	-
<b>Total Expenditures</b>	-
<b>Net : Surplus / (Shortfall)</b>	<u><u>555</u></u>



**United Water Conservation District**

**Water Purchase Fund - 120**

	<b>Proposed Budget</b>
(\$ thousands)	<b>FY 2019-20</b>

**Cash Reserves/Working Capital:**

Beginning Balance July 1	-
Net Surplus / (Shortfall)	555
<b>Ending Balance June 30</b>	<b>555</b>

This fund is entirely designated for the purchase of water

**Water Rate Summary:**

	<b>FY 18-19</b>			<b>FY 19-20</b>		
	<b>Water Purchase Surcharge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$ thousands)</b>	<b>Water Purchase Surcharge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$ thousands)</b>
<b>Groundwater Revenue:</b>						
Zone A - Agriculture	-	66,515	-	2.25	74,000	167
Zone A - Municipal & Industrial	-	13,202	-	6.75	12,050	81
Zone B - Agriculture	-	55,546	-	2.25	63,000	142
Zone B - Municipal & Industrial	-	13,808	-	6.75	13,400	90
Total Groundwater Revenue		149,071	-		162,450	480
	<b>Water Purchase Surcharge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue</b>	<b>Water Purchase Surcharge (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue</b>
<b>Water Deliveries:</b>						
OH Pipeline - Municipal & Industrial	-	8,784	-	6.75	9,090	61
OH Pipeline - Agriculture	-	1,265	-	2.25	1,270	3
PV Pipeline - Agriculture	-	-	-	2.25	-	-
PT Pipeline - Agriculture	-	4,954	-	2.25	4,990	11
Total Pipeline Water Deliveries Revenue		15,003	-		15,350	75



# FY 2019-20 PROPOSED BUDGET

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## ENTERPRISE FUNDS

Freeman Diversion Fund

Oxnard/Hueneme Pipeline Fund

Pleasant Valley Pipeline Fund

Pumping Trough Pipeline Fund



Water flowing over the Freeman Diversion



A Pumping Trough Pipeline well

## ENTERPRISE FUNDS

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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. The District uses four (4) Enterprise Funds 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 (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. Revenue for the fund comes from a separate groundwater extraction fee.

### PIPELINE FUNDS

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 operating and maintaining 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 operating and maintaining of the Pleasant Valley pipeline. The District diverts surface water at the Freeman Diversion 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	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	FY 2019-20
<b>Revenues:</b>				
Water Delivery/Fixed Costs	924	879	831	1,138
Groundwater	2,647	2,819	2,474	3,502
Proceeds from Financing				336
Grants		-	-	-
Investment/Interest Earnings	71	111	111	70
Rents and Leases		16	16	30
Transfer in	-	-	980	-
Proceeds from Interfund Loan	-	780	780	-
Other Revenue	21	15	15	1
<b>Total Revenues</b>	<b>3,663</b>	<b>4,620</b>	<b>5,207</b>	<b>5,076</b>
<b>Expenditures:</b>				
Regular Salaries	370	396	396	436
Part-time Salaries	2	3	3	1
Overtime Salaries	8	17	17	15
Employee Benefits	208	249	249	286
<b>Personnel Costs</b>	<b>588</b>	<b>666</b>	<b>666</b>	<b>738</b>
Contractual Services	2,253	1,113	1,308	1,545
Public Information		-	-	-
Office Expenses	6	9	9	8
Travel, Meetings, Training	4	13	13	13
Fuel-Gasoline-Diesel	20	7	7	12
Insurance	26	29	29	33
Utilities	6	9	9	9
Telephone	1	1	1	1
Safety, Supplies, Clothing	8	17	17	19
Water Treatment Chemicals	-	20	20	30
Maintenance	55	182	182	181
Small Tools & Equipment	4	4	4	3
Permits & Licenses	1	2	2	5
Water Quality Services	1	3	3	3
Miscellaneous	55	12	12	36
<b>Operating Expenses</b>	<b>2,439</b>	<b>1,421</b>	<b>1,616</b>	<b>1,899</b>
Replacement/Depreciation	339	384	384	350
Allocated Overhead	459	638	638	723
Debt Repayment - Principal	4	4	4	171
Debt Repayment - Interest	1	13	13	25
Financing Cost	0	0	0	0
<b>Debt Service</b>	<b>5</b>	<b>17</b>	<b>17</b>	<b>196</b>
Capital Outlay	92	195	195	10
Transfers Out	1,241	1,747	1,747	2,439
<b>Total Expenditures</b>	<b>5,162</b>	<b>5,068</b>	<b>5,263</b>	<b>6,354</b>
<b>Net : Surplus / (Shortfall)</b>	<b>(1,499)</b>	<b>(448)</b>	<b>(56)</b>	<b>(1,278)</b>

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

	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20
<b>Cash Reserves/Working Capital:</b>				
Beginning Balance July 1	2,578	1,418	1,418	1,746
Net Surplus / (Shortfall)	(1,499)	(448)	(56)	(1,278)
Add Back Non-cash Depreciation	339	384	384	350
Ending Balance June 30	1,418	1,354	1,746	817
Designated to Date:				
Legal Reserve	(300)	(425)	(425)	(425)
Improvements	(5,992)	(5,992)	(5,992)	(5,992)
Total Designated to Date	(6,292)	(6,417)	(6,417)	(6,417)
Undesignated to Date:				
Freeman Diversion Rehab CIP	3,872	3,872	3,872	4,167
Operations	2,118	2,120	2,120	1,825
Legal Reserve	300	-	195	425
Total Undesignated to Date	6,290	5,992	6,187	6,417
Designated Balance	(2)	(425)	(230)	-
Net Available	1,416	929	1,516	817

<b>Reserve Requirement</b>	<b>\$800 - \$1,000k</b>
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**Water Rate Summary:**

	FY 18-19			FY 19-20		
<b>Groundwater Revenue:</b>	<b>Water Conservation</b>		<b>Forecasted</b>	<b>Water Conservation</b>		<b>Forecasted</b>
	<b>Extraction</b>	<b>Acre</b>	<b>Revenue</b>	<b>Extraction</b>	<b>Acre</b>	<b>Revenue</b>
	<b>Charge (\$)</b>	<b>Feet</b>	<b>(\$ thousands)</b>	<b>Charge (\$)</b>	<b>Feet</b>	<b>(\$ thousands)</b>
Zone B - Agriculture	25.51	55,546	1,417	33.93	63,000	2,138
Zone B - Municipal & Industrial	76.54	13,808	1,057	101.80	13,400	1,364
Total Groundwater Revenue		69,354	2,474		76,400	3,502
<b>Water Deliveries:</b>	<b>In Lieu of</b>		<b>Forecasted</b>	<b>In Lieu of</b>		<b>Forecasted</b>
	<b>Extraction</b>	<b>Acre</b>	<b>Revenue</b>	<b>Extraction</b>	<b>Acre</b>	<b>Revenue</b>
	<b>Charge (\$)</b>	<b>Feet</b>	<b>(\$ thousands)</b>	<b>Charge (\$)</b>	<b>Feet</b>	<b>(\$ thousands)</b>
OH Pipeline - Municipal & Industrial	76.54	8,784	672	101.80	9,090	925
OH Pipeline - Agriculture	25.51	1,265	32	33.93	1,270	43
PV Pipeline - Agriculture	25.51	-	-	33.93	-	-
PT Pipeline - Agriculture	25.51	4,954	126	33.93	4,990	169
Total Pipeline Water Deliveries Revenue		15,003	831		15,350	1,138

United Water Conservation District				
Oxnard-Hueneme Pipeline Fund - 450				
	Actual	Adjusted Budget	Projected	Proposed Budget
(\$ thousands)	FY 2017-18	FY 2018-19	FY 2018-19	FY 2019-20
<b>Revenues:</b>				
Water Delivery/Fixed Costs	4,211	4,147	3,966	4,031
Unrecovered Variable	211	108	108	179
Fox Canyon GMA	143	160	160	130
Proceeds from Financing	-	-	-	3,264
Grants	-	-	-	300
Rents & Leases	7	26	26	38
Investment/Interest Earnings	26	58	58	41
Transfer in	6	-	-	-
Proceeds from Interfund Loan	-	749	749	-
Other Revenue	36	0	0	0
<b>Total Revenues</b>	<b>4,639</b>	<b>5,247</b>	<b>5,066</b>	<b>7,983</b>
<b>Expenditures:</b>				
Regular Salaries	560	615	615	519
Overtime Salaries	24	43	43	25
Employee Benefits	872	365	365	342
<b>Personnel Costs</b>	<b>1,456</b>	<b>1,023</b>	<b>1,023</b>	<b>886</b>
Contractual Services	24	131	131	69
Office Expenses	12	19	19	17
Travel, Meetings, Training	2	7	7	7
Fuel-Gasoline-Diesel	25	34	34	30
Insurance	24	27	27	29
Fox Canyon GMA	146	160	160	130
Utilities	952	1,153	1,153	1,152
Telephone	3	3	3	3
Safety, Supplies, Clothing	16	20	20	18
Water Treatment Chemicals	69	130	130	130
Maintenance	192	387	387	338
Small Tools & Equipment	8	11	11	11
Permits & Licenses	23	22	22	18
Water Quality Services	32	48	48	48
Miscellaneous	3	17	17	56
<b>Operating Expenses</b>	<b>1,530</b>	<b>2,169</b>	<b>2,169</b>	<b>2,056</b>
Replacement/Depreciation	421	402	402	430
Allocated Overhead	427	591	591	619
Debt Repayment - Principal	114	119	119	430
Debt Repayment - Interest	49	136	136	136
Financing Cost	2	3	3	2
<b>Debt Service</b>	<b>166</b>	<b>258</b>	<b>258</b>	<b>568</b>
Capital Outlay	27	215	215	188
Transfers Out	706	1,143	1,143	4,210
<b>Other</b>	<b>706</b>	<b>1,143</b>	<b>1,143</b>	<b>4,210</b>
<b>Total Expenditures</b>	<b>4,732</b>	<b>5,801</b>	<b>5,801</b>	<b>8,958</b>
<b>Net : Surplus / (Shortfall)</b>	<b>(93)</b>	<b>(554)</b>	<b>(735)</b>	<b>(975)</b>

**United Water Conservation District**  
**Oxnard-Hueneme Pipeline Fund - 450**

	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20
<b>Cash Reserves/Working Capital:</b>				
Beginning Balance July 1	1,659	1,986	1,986	1,654
Net Surplus / (Shortfall)	(93)	(554)	(735)	(975)
Add Back Non-cash Depreciation	421	402	402	430
Ending Balance June 30	1,986	1,835	1,654	1,109
Reserve Requirement	1,050	1,078	1,078	1,105

<b>Water Delivery Rate Summary (\$):</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>
O & M Charge:			
Fixed Costs Per Unit of Peak Capacity	16,689.00	16,689.00	26,801.00
Fixed Well Replacement Charge	16.42	11.73	13.14
Variable Rate	306.60	306.60	252.03
Marginal Rate	163.38	152.25	152.25
Unrecovered Variable Rate	306.60	306.60	252.03
GMA Charge <sup>1</sup>	12.50	12.50	12.50

<sup>1</sup> - This rate is set by the GMA and subject to change.

**United Water Conservation District**  
**Oxnard-Hueneme Pipeline Fixed Well Replacement Schedule**

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<b>Fiscal Year</b>	<b>Well #</b>	<b>Estimated Replacement Cost</b>	<b>Annual Contributions</b>	<b>Monthly Contributions</b>	<b>Interest</b>	<b>Balance</b>
(\$ thousands)						
Beginning Balance						620
2018-19		2	125	10	14	757
2019-20		44	140	10	2	855
2020-21	#5	656	140	10	2	341
2021-22			140	10	1	482
2022-23			140	10	2	624
2023-24			140	10	2	766
2024-25			140	10	3	909
2025-26	#11	810	140	10	2	241
2026-27			140	10	1	382
2027-28			140	10	1	523
2028-29			140	10	2	665
2029-30			140	10	2	807
2030-31	#8	895	140	10	1	53
<b>TOTAL</b>		<b>2,407</b>	<b>1,805</b>			

	75% of 2010			
	Annual Req. (\$)	Sub-allocation	Rate (\$)	
Effective 2019-20	\$ 140,000	10,655.15	\$ 13.14	

## Oxnard-Hueneme Pipeline Fixed Well Replacement Charge

<b>Contractor</b>	<b>75% of 2010 Sub- Allocation</b>	<b>Rate</b>	<b>Annual Contribution</b>	<b>Monthly Contribution</b>
Effective 2019-20	10,655.15	\$13.14	\$ 140,000.00	\$ 11,666.67
City of Oxnard (includes Oceanview)	6,725.50	\$13.14	88,373.07	7,364.39
Port Hueneme Water Agency	3,467.50	\$13.14	45,562.95	3,796.91
Dempsey Mutual	145.85	\$13.14	1,916.47	159.71
E & H Land Company, LLC	3.94	\$13.14	51.77	4.31
Saviors Road Mutual	20.68	\$13.14	271.74	22.65
Cypress Mutual WD	72.15	\$13.14	948.05	79.00
Rio School District	20.03	\$13.14	263.19	21.93
Vineyard Ave Estates Mutual	199.50	\$13.14	2,621.43	218.45
<b>TOTAL</b>	<b>10,655.15</b>		<b>\$ 140,008.67</b>	<b>\$ 11,667.35</b>



**United Water Conservation District**

**Pleasant Valley Pipeline Fund - 460**

	<b>Actual</b>	<b>Adjusted</b>	<b>Projected</b>	<b>Proposed</b>
	<b>FY 2017-18</b>	<b>Budget</b>	<b>FY 2018-19</b>	<b>Budget</b>
<b>(\$ thousands)</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Revenues:</b>				
Water Delivery/Fixed Costs	340	323	323	323
Proceeds from Financing	-	-	-	-
Rents and Leases	-	4	4	7
Investment/Interest Earnings	8	13	13	9
Proceeds from Interfund Loan	-	156	156	-
Other Revenue	0	-	-	-
<b>Total Revenues</b>	<b>347</b>	<b>495</b>	<b>495</b>	<b>338</b>
<b>Expenditures:</b>				
Regular Salaries	14	12	12	14
Overtime Salaries	0	-	-	-
Employee Benefits	142	14	14	16
<b>Personnel Costs</b>	<b>156</b>	<b>27</b>	<b>27</b>	<b>30</b>
Contractual Services	1	8	8	7
Office Expenses	1	5	5	2
Travel, Meetings, Training	0	1	1	1
Fuel-Gasoline-Diesel	4	1	1	1
Insurance	5	9	9	2
Utilities	2	4	4	4
Telephone	0	0	0	0
Safety, Supplies, Clothing	2	2	2	2
Water Treatment Chemicals	-	-	-	-
Maintenance	31	37	37	30
Small Tools & Equipment	0	0	0	0
Permits & Licenses	4	5	5	0
Water Quality Services	-	-	-	-
Miscellaneous	0	2	2	3
<b>Operating Expenses</b>	<b>51</b>	<b>75</b>	<b>75</b>	<b>53</b>
Replacement/Depreciation	70	72	72	72
Allocated Overhead	92	127	127	48
Debt Repayment - Principal	5	5	5	35
Debt Repayment - Interest	3	5	5	6
Financing Cost	0	1	1	1
Early Repayment of Interfund Loan	-	-	-	126
<b>Debt Service</b>	<b>8</b>	<b>10</b>	<b>10</b>	<b>167</b>
Capital Outlay	3	9	9	5
Transfers Out	156	284	284	67
<b>Total Expenditures</b>	<b>536</b>	<b>604</b>	<b>604</b>	<b>441</b>
<b>Net : Surplus / (Shortfall)</b>	<b>(189)</b>	<b>(109)</b>	<b>(109)</b>	<b>(103)</b>

**United Water Conservation District**  
**Pleasant Valley Pipeline Fund - 460**

	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20
<b>Cash Reserves/Working Capital:</b>				
Beginning Balance July 1	477	358	358	321
Net Surplus / (Shortfall)	(189)	(109)	(109)	(103)
Add Back Non-cash Depreciation	70	72	72	72
Ending Balance June 30	358	321	321	290

<b>Reserve Requirement</b>	<b>250</b>
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<b>Reserve Requirement Calculation as Defined by Contract:</b>	<b>FY 17-18</b>	<b>FY 18-19</b>	<b>FY 19-20</b>
Personnel Costs	156	27	30
Operating Expenses	51	75	53
Adjustment for Extraordinary Expense <sup>1</sup>	(122)	-	-
Allocated Overhead	92	127	48
Depreciation	70	72	72
Operating & Maintenance Expenses	248	301	203
Three Years Running Average			250

<b>Water Delivery Rate Summary:</b>	<b>FY 18-19</b>			<b>FY 19-20</b>		
	<b>Delivery Rate (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$)</b>	<b>Delivery Rate (\$)</b>	<b>Acre Feet</b>	<b>Forecasted Revenue (\$)</b>
O & M Rate	55.00	-	-	55.00	-	-
Fixed Costs (Monthly)	26,850.00		26,850.00	26,850.00		26,850.00

<sup>1</sup> Partial payment of PERS unfunded pension liability

United Water Conservation District				
Pumping Trough Pipeline Fund - 470				
	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20
<b>Revenues:</b>				
Water Delivery/Fixed Costs	2,125	1,855	1,845	1,928
Fox Canyon GMA	77	75	75	75
Grants	116	677	125	394
Proceeds from Financing	-	452	-	1,758
Rents and Leases	-	11	11	21
Investment/Interest Earnings	17	34	34	21
Proceeds from Interfund Loan	-	552	552	-
Transfer In	0	-	-	-
Other Revenue	38	6	6	3
<b>Total Revenues</b>	<b>2,373</b>	<b>3,664</b>	<b>2,648</b>	<b>4,199</b>
<b>Expenditures:</b>				
Regular Salaries	179	182	182	243
Overtime Salaries	12	15	15	9
Employee Benefits	117	129	129	165
<b>Personnel Costs</b>	<b>308</b>	<b>326</b>	<b>326</b>	<b>417</b>
Contractual Services	5	51	51	11
Office Expenses	5	11	11	8
Travel, Meetings, Training	0	4	4	4
Fuel-Gasoline-Diesel	7	13	13	20
Insurance	18	20	20	20
Fox Canyon GMA	79	75	75	75
Utilities	403	384	384	455
Telephone	1	1	1	2
Safety, Supplies, Clothing	6	10	10	12
Water Treatment Chemicals	43	30	30	45
Maintenance	83	266	186	222
Small Tools & Equipment	3	4	4	4
Permits & Licenses	6	7	7	4
Water Quality Services	2	3	3	10
Miscellaneous	4	9	9	36
<b>Operating Expenses</b>	<b>668</b>	<b>888</b>	<b>808</b>	<b>927</b>
Replacement/Depreciation	459	456	456	460
Allocated Overhead	313	446	446	430
Debt Repayment - Principal <sup>1</sup>	47	49	49	244
Debt Repayment - Interest	25	41	41	81
Financing Cost	1	3	3	1
<b>Debt Service</b>	<b>72</b>	<b>92</b>	<b>92</b>	<b>326</b>
Capital Outlay	57	329	329	106
Transfers Out	622	1,519	842	1,896
<b>Total Expenditures</b>	<b>2,499</b>	<b>4,056</b>	<b>3,299</b>	<b>4,562</b>
<b>Net : Surplus / (Shortfall)</b>	<b>(126)</b>	<b>(392)</b>	<b>(651)</b>	<b>(362)</b>

<sup>1</sup> 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**

	Actual	Adjusted	Projected	Proposed
(\$ thousands)	FY 2017-18	Budget FY 2018-19	FY 2018-19	Budget FY 2019-20

**Cash Reserves/Working Capital:**

Beginning Balance July 1	46	379	379	184
Net Surplus / (Shortfall)	(126)	(392)	(651)	(362)
Add Back Non-cash Depreciation	459	456	456	460
Ending Balance June 30	379	443	184	281

**Reserve Requirement**

**\$250k - \$300k**

**Water Delivery Rate Summary:**

	FY 18-19			FY 19-20		
	Delivery	Acre	Forecasted	Delivery	Acre	Forecasted
	Rate (\$)	Feet/Turnout	Revenue (\$ thousands)	Rate (\$)	Feet/Turnout	Revenue (\$ thousands)
O&M Rate	235.00	4,980	1,170	250.00	4,990	1,248
Fixed Costs - (Monthly)	950.00	54	616	950.00	54	616
Fixed Costs - Upper System (Monthly)	675.00	8	65	675.00	8	65



# FY 2019-20 PROPOSED BUDGET

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## CAPITAL IMPROVEMENT PROJECTS

Capital Improvement Projects Budget Summary

Five Year Plan (2019-20 through 2023-24)

Capital Improvement Project (CIP) Details





## CAPITAL IMPROVEMENT PROJECTS

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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.

United Water Conservation District

Capital Improvement Budget Summary  
FY 2019-20

	General/Water Conservation Fund	Freeman Fund	OH Pipeline Fund	OH Well Replacement Fund	Pleasant Valley Pipeline	Pumping Trough Pipeline	TOTAL
(\$ thousands)							
<b>CASH RESERVES/WORKING CAPITAL:</b>							
Beginning Balance less Carryovers	-	-	-	757	-	(528)	229
<b>REVENUES:</b>							
Grants	-	-	300	-	-	394	694
Proceeds from Financing	1,127	336	3,264	-	-	1,440	6,167
Well Replacement Charge	-	-	-	140	-	-	140
Interest - Well Replacement Charge	-	-	-	9	-	-	9
Transfer In	3,001	2,103	647	-	67	62	5,879
Total Revenues	4,128	2,439	4,210	149	67	1,896	12,889
<b>EXPENDITURES:</b>							
Personnel Costs	272	81	90	14	3	175	634
Capital Outlay	3,856	2,359	4,120	30	64	1,192	11,621
Transfer Out	-	-	-	-	-	-	-
Total Expenditures	4,128	2,439	4,210	44	67	1,368	12,256
Net Surplus/(Shortfall)	-	-	-	105	-	528	634

**CASH RESERVES/WORKING CAPITAL:**

Ending Balance June 30, 2019

Reservations/Designation:

Designated for Future Years

	-	-	-	862	-	-	862
				862			

United Water Conservation District


FIVE YEAR CAPITAL IMPROVEMENT PROJECT PLAN

(\$ thousands)

Funded													
Project #	Fund	Description	Allocation		Salary		Budget		FY 2023-				Total Project Cost
			To Date	Remaining	Carryover	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	thereafter			
8000	452	Well Replacement Program	832	567	165	44	793	-	-	-	-	1,669	
8001	421	Freeman Diversion Rehab	6,319	3,038	325	2,057	1,420	31,300	3,100	-	-	44,197	
8002	051	SFD Outlet Works Rehab	2,995	756	103	749	5,463	2,040	28,670	27,870	-	67,787	
8003	051	SFD PMF Containment	2,765	785	123	1,096	2,626	1,374	65	27,954	-	35,881	
8005	051	SFD Sediment Management	145	68	17	-	-	-	-	-	-	145	
8006		Lower River Invasive Species Control Project	861	597	8	5	30	4,530	4,530	4,500	-	14,456	
8007	451	OHP Iron and Manganese Treatment Removal	1,084	306	7	2,722	2,584	-	-	-	-	6,390	
8008	051	Quagga Decontamination Station	289	264	24	3	-	-	-	-	-	292	
8010	051	Lake Piru Asphalt	1,512	175	11	6	183	-	-	-	-	1,701	
8011	051	Day Use Pavilion Rehab	238	195	33	145	-	-	-	-	-	382	
8012	051	Day Use Restroom Rehab	55	40	16	-	-	-	-	-	-	55	
8013	051	Juan Fernandez Day Use	113	44	2	3	-	-	-	-	-	116	
8018	051	Ferro-Rose Recharge	1,107	-	-	-	3,560	2,010	25,100	200	-	31,977	
8019	051	Brackish Water Treatment Plant	53	37	-	7	-	-	-	-	-	60	
8021	471	Rice Avenue Overpass PTP	315	10	22	20	-	-	-	-	-	335	
8022	471	PTP Turnout Metering System	1,387	507	304	221	-	-	-	-	-	1,609	
8023	051	Pothole Trailhead	201	102	(4)	111	-	-	-	-	-	312	
8024		New Headquarters	7,300	1,155	16	1,764	-	-	-	-	-	9,064	
8025	051	State Water Interconnection Project	741	562	25	12	320	265	-	-	-	1,338	
8028		Replace El Rio Trailer	-	-	-	35	355	-	-	-	-	390	
8030	051	Alternative Supply Alliance Pipeline	300	268	-	53	-	-	-	-	-	353	
8032	051	Grand Canal	790	619	171	526	-	-	-	-	-	1,315	
8033	421	Floc Building Emergency Generator	-	-	-	75	-	-	-	-	-	75	
8034	051	Lake Piru Campground Electrical Update	-	-	-	66	300	300	-	-	-	666	
8035	451	OH Booster Pump Overhaul	-	-	-	280	-	-	-	-	-	280	
8036	451	OH System Emergency Generator	-	-	-	899	-	-	-	-	-	899	
8037	051	Piru WTP Emergency Generator	-	-	-	97	-	-	-	-	-	97	
8038	471	PTP System Emergency Generator	-	-	-	903	-	-	-	-	-	903	
8039	051	Santa Paula Tower Emergency Generator	-	-	-	61	-	-	-	-	-	61	
8040		Santa Paula Microwave Communications Tower	-	-	-	267	-	-	-	-	-	267	
8041		Asset Management/CMMS System	-	-	-	30	200	-	-	-	-	230	
TOTAL AMOUNT PER YEAR			29,402	10,095	1,367	12,256	17,835	41,819	61,465	60,524	-	223,300	

**United Water Conservation District**  
**Budget Plan for Fiscal Year 2019-20**  
**Capital Improvement Projects**


<b>Project Name:</b>	<b>Well Replacement Program</b>		<b>Project Number</b>	
	<b>Department:</b>		<b>Fund Charged</b>	
	Engineering	400	8000	452

Project Description				
<b>Description</b>	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.			
<b>Need Benefit, and Relation to Existing Facilities</b>	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.			
<b>Current Status</b>	The next well replacement is scheduled begin in FY 2020-21.			
<b>Graphical Information</b>				

PROJECT FUNDING									
Project 8000	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	0%	-	-	-	-	-	-	-	-
Debt Proceeds	0%	-	-	-	-	-	-	-	-
Freeman	0%	-	-	-	-	-	-	-	-
OH Pipeline	0%	-	-	-	-	-	-	-	-
OH Well Replacement	100%	831,854	43,851	793,000	-	-	-	1,668,705	-
PV Pipeline	0%	-	-	-	-	-	-	-	-
PT Pipeline	0%	-	-	-	-	-	-	-	-
Contributions/Grants	0%	-	-	-	-	-	-	-	-
Total Funding Sources	100%	831,854	43,851	793,000	-	-	-	1,668,705	-
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	164,854	-	164,854	13,851	110,000	-	-	-	288,705
Legal Fees	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	164,854	-	164,854	13,851	110,000	-	-	-	288,705
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	-	5,000	-	1,000	-	-	-	6,000
Total Land Acquisition	5,000	-	5,000	-	1,000	-	-	-	6,000
Construction									
Equipment	100,000	-	-	30,000	70,000	-	-	-	200,000
Construction	550,000	-	550,000	-	600,000	-	-	-	1,150,000
Total Improvements	650,000	-	550,000	30,000	670,000	-	-	-	1,350,000
Total Project Costs	831,854	-	731,854	43,851	793,000	-	-	-	1,668,705
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Freeman Diversion Rehab</b>	<b>Project Number</b>	<b>8001</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>421</b>
	<b>400</b>		

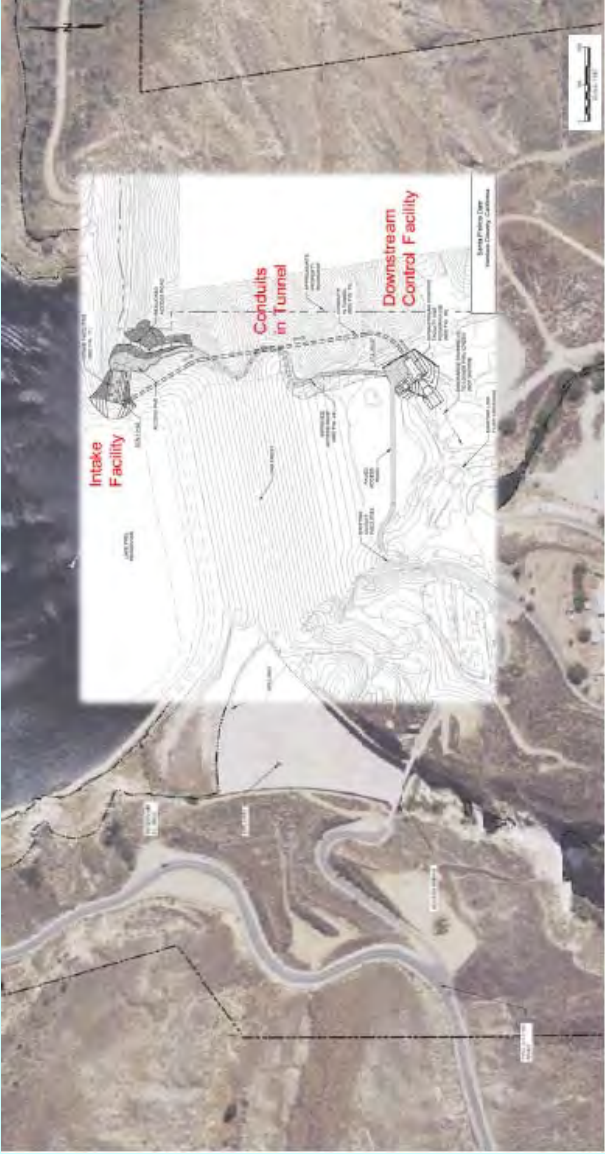
Project Description			
<b>Description</b>	The project proposes to accomplish five items of rehabilitation: 1) Construct a fish passage facility, 2) Add cast concrete over the RCC face, 3) Reconfigure the existing fish screens, 4) Add trash racks or screens at the pipe inlets, and 5) Dredge the desilting basin to original lines and grades.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	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.		
<b>Graphical Information</b>			

PROJECT FUNDING									
Project 8001	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	0%	-	-	-	-	-	-	-	-
Debt Proceeds	0%	-	-	-	-	-	-	-	-
Freeman	100%	6,319,428	2,057,186	1,420,000	31,300,000	3,100,000	-	44,196,614	
OH Pipeline	0%	-	-	-	-	-	-	-	-
OH Well Replacement	0%	-	-	-	-	-	-	-	-
PV Pipeline	0%	-	-	-	-	-	-	-	-
PT Pipeline	0%	-	-	-	-	-	-	-	-
Contributions/Grants	0%	-	-	-	-	-	-	-	-
Total Funding Sources	100%	6,319,428	2,057,186	1,420,000	31,300,000	3,100,000	-	44,196,614	
PROJECT COSTS									
Project Phase/Category									
Project Administration/Inspection	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
In-House Salaries	812,261	487,261	325,000	77,186	20,000	2,300,000	100,000	-	3,309,447
Legal Fees	60,050	4,050	56,000	-	100,000	-	-	-	160,050
Total Admin/Inspection	872,311	491,311	381,000	77,186	120,000	2,300,000	100,000	-	3,469,497
Project Planning & Design									
Design	3,740,657	1,820,842	1,919,815	1,500,000	1,000,000	-	-	-	6,240,657
Survey	104,717	109,081	(4,364)	50,000	-	-	-	-	154,717
Geotechnical	144,257		144,257	130,000	-	-	-	-	274,257
Total Planning & Design	3,989,631	1,929,923	2,059,708	1,680,000	1,000,000	-	-	-	6,669,631
Land Acquisition									
Row / Land Acquisition	184,439	53,879	130,560	-	-	-	-	-	184,439
CEQA / Permits	1,131,454	439,900	691,554	200,000	300,000	-	-	-	1,631,454
Total Land Acquisition	1,315,893	493,779	822,114	200,000	300,000	-	-	-	1,815,893
Construction									
Equipment	1,118	2,277	(1,159)	-	-	2,000,000	-	-	2,001,118
Construction	140,475	39,023	101,452	100,000	-	27,000,000	3,000,000	-	30,240,475
Total Improvements	141,593	41,300	100,293	100,000	-	29,000,000	3,000,000	-	32,241,593
Total Project Costs	6,319,428	2,956,313	3,363,115	2,057,186	1,420,000	31,300,000	3,100,000	-	44,196,614
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)									



*United Water Conservation District*  
**Budget Plan for Fiscal Year 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>SFD Outlet Works Rehab</b>	<b>Project Number</b>	<b>8002</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>051</b>
	<b>400</b>		

<b>Project Description</b>			
<b>Description</b>	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.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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 Creditable 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.		
<b>Current Status</b>	Phase 2 preliminary design was completed in February 2019 with the anticipation that the District will proceed with the final design in April 2019. The design development will proceed in parallel to the required environmental documentation. The CEQA process was initiated in 2016 and completed in March 2019. The NEPA process began after CEQA was 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 21/22.		
<b>Graphical Information</b>	 <p>The graphical information is an aerial photograph of the Santa Felicia Dam area. Overlaid on the photo is a technical drawing showing the proposed intake facility, the conduits in the tunnel, and the downstream control facility. The drawing includes labels for 'Intake Facility', 'Conduits in Tunnel', and 'Downstream Control Facility'. It also shows the existing dam structure and the surrounding terrain.</p>		

# PROJECT FUNDING

Project 8002	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
<b>Funding Sources</b>								
General/Water Conservation	100%	2,994,781	748,572	5,463,400	2,040,000	28,670,000	27,870,000	67,786,753
Debt Proceeds	0%	-	-	-	-	-	-	-
Freeman	0%	-	-	-	-	-	-	-
OH Pipeline	0%	-	-	-	-	-	-	-
OH Well Replacement	0%	-	-	-	-	-	-	-
PV Pipeline	0%	-	-	-	-	-	-	-
PT Pipeline	0%	-	-	-	-	-	-	-
Contributions/Grants	0%	-	-	-	-	-	-	-
<b>Total Funding Sources</b>	<b>100%</b>	<b>2,994,781</b>	<b>748,572</b>	<b>5,463,400</b>	<b>2,040,000</b>	<b>28,670,000</b>	<b>27,870,000</b>	<b>67,786,753</b>

# PROJECT COSTS

	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	310,641	208,092	102,549	77,572	100,000	100,000	150,000	150,000	888,213
Legal Fees	11,000	1,966	9,034	11,000	-	-	-	-	22,000
Total Admin/Inspection	321,641	210,058	111,583	88,572	100,000	100,000	150,000	150,000	910,213
Project Planning & Design									
Design	1,967,798	1,507,330	460,468	300,000	4,983,400	1,500,000	800,000	-	9,551,198
Survey	13,670	13,670	-	50,000	-	-	-	-	63,670
Geotechnical	10,000	70,000	(60,000)	300,000	300,000	-	-	-	610,000
Total Planning & Design	1,991,468	1,591,000	400,468	650,000	5,283,400	1,500,000	800,000	-	10,224,868
Land Acquisition									
Row / Land Acquisition	50,000	-	50,000	10,000	-	-	-	-	60,000
CEQA / Permits	631,672	335,443	296,229	-	80,000	-	-	-	711,672
Total Land Acquisition	681,672	335,443	346,229	10,000	80,000	-	-	-	771,672
Construction									
Equipment			-	-	-	-	-	-	-
Construction			-	-	-	440,000	27,720,000	27,720,000	55,880,000
Total Improvements	-	-	-	-	-	440,000	27,720,000	27,720,000	55,880,000
Total Project Costs	2,994,781	2,136,501	888,280	748,572	5,463,400	2,040,000	28,670,000	27,870,000	67,786,753

# 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)

<b>Project Name:</b>	<b>SFD PMF Containment</b>	<b>Project Number</b>	<b>8003</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>051</b>

[illegible]


PROJECT FUNDING									
Project 8003	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100%	2,765,334	1,095,802	2,626,400	1,374,000	65,000	27,954,000	35,880,536	
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%	2,765,334	1,095,802	2,626,400	1,374,000	65,000	27,954,000	35,880,536	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
Project Administration/Inspection		Est Exp Thru End of Year	Est Balance to Carryover						
In-House Salaries	350,065	227,000	123,065	75,802	100,000	100,000	50,000	350,000	1,025,867
Legal Fees	11,000	2,000	9,000	-	-	-	15,000	-	26,000
Total Admin/Inspection	361,065	229,000	132,065	75,802	100,000	100,000	65,000	350,000	1,051,867
Project Planning & Design									
Design	1,779,482	1,194,181	585,281	400,000	2,076,400	1,274,000	-	674,000	6,203,862
Survey	1,050	-	1,050	-	-	-	-	-	1,050
Geotechnical	-	-	-	600,000	400,000	-	-	-	1,000,000
Total Planning & Design	1,780,512	1,194,181	586,331	1,000,000	2,476,400	1,274,000	-	674,000	7,204,912
Land Acquisition									
Row / Land Acquisition	709	709	-	-	-	-	-	-	709
CEQA / Permits	581,449	433,509	147,940	20,000	50,000	-	-	-	651,449
Total Land Acquisition	582,158	434,218	147,940	20,000	50,000	-	-	-	652,158
Construction									
Equipment	41,599	-	41,599	-	-	-	-	-	41,599
Construction	-	-	-	-	-	-	-	26,930,000	26,930,000
Total Improvements	41,599	-	41,599	-	-	-	-	26,930,000	26,971,599
Total Project Costs	2,765,334	1,857,399	907,935	1,095,802	2,626,400	1,374,000	65,000	27,954,000	35,880,536
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 2019-20**  
**Capital Improvement Projects**

**Project Name:** SFD Sediment Management  
**Department:** Engineering      400

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

Project Description	
<b>Description</b>	Develop a long term strategy for the sedimentation of Lake Piru. This could involve removal, relocation and/or in-place stabilization.
<b>Need Benefit, and Relation to Existing Facilities</b>	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.
<b>Current Status</b>	No significant activity has occurred. Staff plans to conduct a feasibility study for removal of sediment from Lake Piru.
<b>Graphical Information</b>	



PROJECT FUNDING										
Project 8005	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total		
<b>Funding Sources</b>										
General/Water Conservation	100%	144,954	-	-	-	-	-	144,954		
Debt Proceeds	0%	-	-	-	-	-	-	-		
Freeman	0%	-	-	-	-	-	-	-		
OH Pipeline	0%	-	-	-	-	-	-	-		
OH Well Replacement	0%	-	-	-	-	-	-	-		
PV Pipeline	0%	-	-	-	-	-	-	-		
PT Pipeline	0%	-	-	-	-	-	-	-		
Contributions/Grants	0%	-	-	-	-	-	-	-		
<b>Total Funding Sources</b>	<b>100%</b>	<b>144,954</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>144,954</b>		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
<b>Project Administration/Inspection</b>										
In-House Salaries	20,657	3,670	16,987	-	-	-	-	-	20,657	
Legal Fees	-	-	-	-	-	-	-	-	-	
<b>Total Admin/Inspection</b>	<b>20,657</b>	<b>3,670</b>	<b>16,987</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,657</b>	
<b>Project Planning &amp; Design</b>										
Design	60,000	-	60,000	-	-	-	-	-	60,000	
Survey	64,297	56,443	7,854	-	-	-	-	-	64,297	
Geotechnical	-	-	-	-	-	-	-	-	-	
<b>Total Planning &amp; Design</b>	<b>124,297</b>	<b>56,443</b>	<b>67,854</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>124,297</b>	
<b>Land Acquisition</b>										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	-	-	-	-	-	-	-	-	-	
<b>Total Land Acquisition</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Construction</b>										
Equipment	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	-	
<b>Total Improvements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Project Costs</b>	<b>144,954</b>	<b>60,113</b>	<b>84,841</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>144,954</b>	
<b>Special Project Issues &amp; Funding Sources</b>										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
\$75,000 2009 COP Bonds										
15/16 \$78,277 050										
<b>Annual Fiscal Impact - Maintenance &amp; Operations (Current and Future)</b>										

**United Water Conservation District  
Budget Plan for Fiscal Year 2019-20  
Capital Improvement Projects**

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

Project Description			
<b>Description</b>	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).		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	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. Additionally, the District plans to perform pilot testing to evaluate the treatment efficacy of shallow infiltration galleries.		
<b>Graphical Information</b>	<p><b>Mussel Colonization Risk Category Legend</b></p> <ul style="list-style-type: none"> <li>Area not considered as part of this study</li> <li>Infrastructure considered to be at <b>low-risk</b>: Intermittent, seasonal, or operational type mussel control will likely be adequate</li> <li>Infrastructure considered to be at <b>medium-risk</b>: Intermittent controls may work, but more consistent protection is preferred if possible</li> <li>Infrastructure considered to be at <b>high-risk</b>: Consistent, continuous protection is required to prevent passage of veligers and colonization by mussels</li> </ul> <p><b>NOTES:</b> - This figure does not address water quality risks to downstream users that may result from increased water quality due to mussel treatment (e.g., elevated levels of disinfection by-product). - Flow rates indicate conveyance capacities for 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 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		20%	172,170	933	6,000	906,000	906,000	900,000	2,891,103	
Debt Proceeds		0%	-	-	-	-	-	-	-	
Freeman		0%	-	-	-	-	-	-	-	
OH Pipeline		0%	-	-	-	-	-	-	-	
OH Well Replacement		0%	-	-	-	-	-	-	-	
PV Pipeline		40%	344,341	1,866	12,000	1,812,000	1,812,000	1,800,000	5,782,207	
PT Pipeline		40%	344,341	1,866	12,000	1,812,000	1,812,000	1,800,000	5,782,207	
Contributions/Grants		0%	-	-	-	-	-	-	-	
Total Funding Sources		100%	860,852	4,665	30,000	4,530,000	4,530,000	4,500,000	14,455,517	
PROJECT COSTS										
Project Phase/Category		Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
Project Administration/Inspection										
In-House Salaries		82,977	75,000	7,977	4,665	30,000	30,000	30,000	-	177,642
Legal Fees		-	-	-	-	-	-	-	-	-
Total Admin/Inspection		82,977	75,000	7,977	4,665	30,000	30,000	30,000	-	177,642
Project Planning & Design										
Design		766,875	176,983	589,892	-	-	-	-	-	766,875
Survey		6,000	4,000	2,000	-	-	-	-	-	6,000
Geotechnical		5,000	-	5,000	-	-	-	-	-	5,000
Total Planning & Design		777,875	180,983	596,892	-	-	-	-	-	777,875
Land Acquisition										
Row / Land Acquisition		-	-	-	-	-	-	-	-	-
CEQA / Permits		-	-	-	-	-	-	-	-	-
Total Land Acquisition		-	-	-	-	-	-	-	-	-
Construction										
Equipment		-	-	-	-	-	-	-	-	-
Construction		-	-	-	-	4,500,000	4,500,000	4,500,000	4,500,000	13,500,000
Total Improvements		-	-	-	-	4,500,000	4,500,000	4,500,000	4,500,000	13,500,000
Total Project Costs		860,852	255,983	604,869	4,665	30,000	4,530,000	4,530,000	4,500,000	14,455,517
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 2019-20**  
**Capital Improvement Projects**

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

Project Description			
<b>Description</b>	Construct treatment facilities to remove dissolved iron and manganese from OH Wells 12, 13, and 14.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	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).		
<b>Graphical Information</b>			

PROJECT FUNDING								
Project 8007	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
Funding Sources								
General/Water Conservation	0%	-	-	-	-	-	-	-
Debt Proceeds	0%		2,365,095	2,584,345	-	-	-	4,949,440
Freeman	0%	-	-	-	-	-	-	-
OH Pipeline	100%	1,083,783	56,994	-	-	-	-	1,140,777
OH Well Replacement	0%	-	-	-	-	-	-	-
PV Pipeline	0%		-	-	-	-	-	-
PT Pipeline	0%	-	-	-	-	-	-	-
Contributions/Grants	0%	-	300,000	-	-	-	-	300,000
Total Funding Sources	100%	1,083,783	2,722,089	2,584,345	-	-	-	6,390,217
PROJECT COSTS								
Project Phase/Category								
Project Administration/Inspection	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover					
	In-House Salaries	147,177	140,000	7,177	86,994	-	-	-
Legal Fees	2,329	2,329	-	-	-	-	-	2,329
Total Admin/Inspection	149,506	142,329	7,177	86,994	-	-	-	236,500
Project Planning & Design								
Design	607,099	549,500	57,599	-	-	-	-	607,099
Survey	26,000	22,434	3,566	-	-	-	-	26,000
Geotechnical	20,000	20,750	(750)	750	-	-	-	20,750
Total Planning & Design	653,099	592,684	60,415	750	-	-	-	653,849
Land Acquisition								
Row / Land Acquisition	10,000	-	10,000	-	-	-	-	10,000
CEQA / Permits	42,035	-	42,035	50,000	-	-	-	92,035
Total Land Acquisition	52,035	-	52,035	50,000	-	-	-	102,035
Construction								
Equipment	215,461	32,021	183,440	-	-	-	-	215,461
Construction	13,682	3,682	10,000	2,584,345	-	-	-	5,182,372
Total Improvements	229,143	35,702	193,441	2,584,345	-	-	-	5,397,833
Total Project Costs	1,083,783	770,715	313,068	2,722,089	2,584,345	-	-	6,390,217

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 2019-20**  
**Capital Improvement Projects**


Project Name: Quagga Decontamination Station		Project Number	8008
Department: Engineering	400	Fund Charged	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 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
<b>Funding Sources</b>									
General/Water Conservation	100.00%	289,050	2,924	-	-	-	-	291,974	
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%	-	-	-	-	-	-	-	
<b>Total Funding Sources</b>	<b>100%</b>	<b>289,050</b>	<b>2,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>291,974</b>	
<b>PROJECT COSTS</b>									
<b>Project Phase/Category</b>	<b>Approved Allocation thru 6-30-19</b>	<b>CURRENT YEAR Est Exp Thru End of Year</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>	<b>FY 23-24 and Beyond</b>	<b>Project Total</b>	
<b>Project Administration/Inspection</b>									
In-House Salaries	24,813	1,036	2,924	-	-	-	-	27,737	
Legal Fees	-	-	-	-	-	-	-	-	
<b>Total Admin/Inspection</b>	<b>24,813</b>	<b>1,036</b>	<b>2,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>27,737</b>	
<b>Project Planning &amp; Design</b>									
Design	90,000	-	-	-	-	-	-	90,000	
Survey	12,500	-	-	-	-	-	-	12,500	
Geotechnical	10,000	-	-	-	-	-	-	10,000	
<b>Total Planning &amp; Design</b>	<b>112,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>112,500</b>	
<b>Land Acquisition</b>									
Row / Land Acquisition	-	-	-	-	-	-	-	-	
CEQA / Permits	12,500	-	-	-	-	-	-	12,500	
<b>Total Land Acquisition</b>	<b>12,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,500</b>	
<b>Construction</b>									
Equipment	-	-	-	-	-	-	-	-	
Construction	139,237	-	-	-	-	-	-	139,237	
<b>Total Improvements</b>	<b>139,237</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>139,237</b>	
<b>Contingency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Project Costs</b>	<b>289,050</b>	<b>1,036</b>	<b>2,924</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>291,974</b>	
<b>Special Project Issues &amp; Funding Sources</b>									
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
<b>Annual Fiscal Impact - Maintenance &amp; Operations (Current and Future)</b>									
\$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 2019-20**  
**Capital Improvement Projects**

**Project Name:** Lake Piru Asphalt  
**Department:** Engineering 400


**Project Number** 8010  
**Fund Charged** 051

Project Description	
<b>Description</b>	Perform asphalt overlays, crack sealing, slurry seals and associated repairs on the roads and parking lots throughout the Lake Piru Recreation Area.
<b>Need Benefit, and Relation to Existing Facilities</b>	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.
<b>Current Status</b>	The pavement projects for FY 2019-2020 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. The above listed areas also need grading and potentially curb installation. 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. The entire reach of Piru Canyon Road within the park was completed in early FY 2018-2019.
<b>Graphical Information</b>	

PROJECT FUNDING										
Project 8010		Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		100%	1,511,528	6,387	183,000	-	-	-	1,700,915	
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%	1,511,528	6,387	183,000	-	-	-	1,700,915	
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	110,664	100,000	10,664	6,387	20,000	-	-	-	-	137,051
Legal Fees	-	-	-	-	-	-	-	-	-	-
Total Admin/Inspection	110,664	100,000	10,664	6,387	20,000	-	-	-	-	137,051
Project Planning & Design										
Design	16,835	16,835	-	-	5,000	-	-	-	-	21,835
Survey	-	-	-	-	-	-	-	-	-	-
Geotechnical	8,834	3,000	5,834	-	3,000	-	-	-	-	11,834
Total Planning & Design	25,669	19,835	5,834	-	8,000	-	-	-	-	33,669
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	40,880	15,000	25,880	-	5,000	-	-	-	-	45,880
Total Land Acquisition	40,880	15,000	25,880	-	5,000	-	-	-	-	45,880
Construction										
Equipment	-	-	-	-	-	-	-	-	-	-
Construction	1,334,315	1,191,186	143,129	-	150,000	-	-	-	-	1,484,315
Total Improvements	1,334,315	1,191,186	143,129	-	150,000	-	-	-	-	1,484,315
Total Project Costs	1,511,528	1,326,021	185,507	6,387	183,000	-	-	-	-	1,700,915
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b> Day Use Pavilion Rehab		<b>Project Number</b>	<b>8011</b>
<b>Department:</b> Engineering		<b>Fund Charged</b>	<b>051</b>
			400
Project Description			
<b>Description</b>	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 onetime improvement project.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	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, two pit toilets and a group day use area which is available by reservation.		
<b>Graphical Information</b>			

PROJECT FUNDING										
Project 8011	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total		
Funding Sources										
General/Water Conservation	100.00%	237,679	144,805	-	-	-	-	382,484		
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%	237,679	144,805	-	-	-	-	382,484		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	41,679	8,206	33,473	4,805	-	-	-	-	46,484	
Legal Fees	-	747	(747)	-	-	-	-	-	-	
Total Admin/Inspection	41,679	8,953	32,726	4,805	-	-	-	-	46,484	
Project Planning & Design										
Design	16,000	-	16,000	-	-	-	-	-	16,000	
Survey	-	-	-	-	-	-	-	-	-	
Geotechnical	-	-	-	-	-	-	-	-	-	
Total Planning & Design	16,000	-	16,000	-	-	-	-	-	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	175,000	329	174,671	140,000	-	-	-	-	315,000	
Total Improvements	175,000	329	174,671	140,000	-	-	-	-	315,000	
Total Project Costs	237,679	9,282	228,397	144,805	-	-	-	-	382,484	
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b> <b>Day Use Restroom Rehab</b>	<b>Project Number</b>	<b>8012</b>
	<b>Fund Charged</b>	<b>051</b>
<b>Department:</b> <b>Engineering</b>	<b>400</b>	

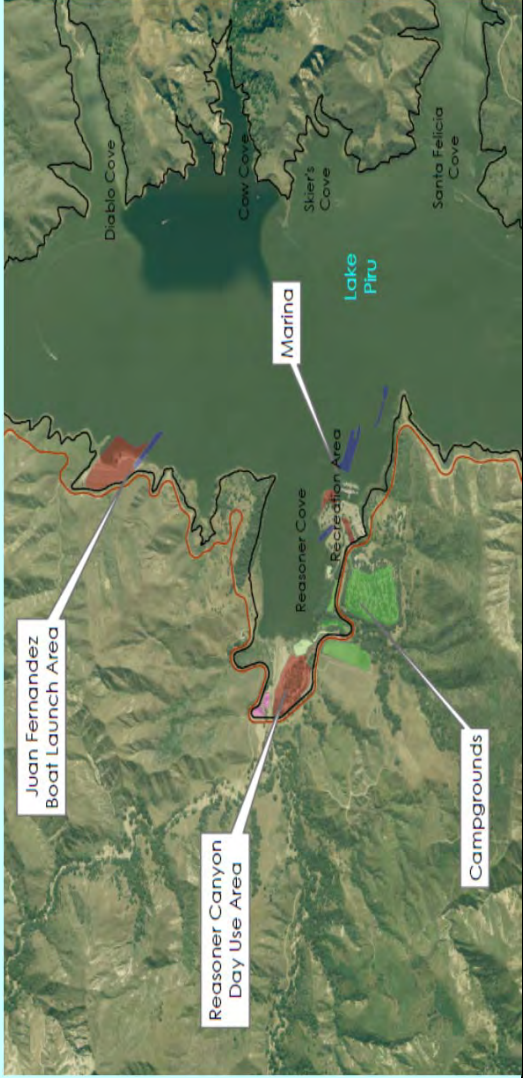
<b>Project Description</b>	
<b>Description</b>	<p>The Day Use area is located approximately one half mile north of the entry kiosk of the recreation area and sits adjacent to the Reasoner Canyon Creek and Piru Canyon Road. The area is approximately 5 acres in size and includes a basketball court, a playground, 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>
<b>Need Benefit, and Relation to Existing Facilities</b>	<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>
<b>Current Status</b>	<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>
<b>Graphical Information</b>	

PROJECT FUNDING										
Project 8012		Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		100.00%	55,419	-	-	-	-	-	-	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%	55,419	-	-	-	-	-	-	55,419
PROJECT COSTS										
Project Phase/Category		Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
Project Administration/Inspection		Est Exp Thru End of Year	Est Balance to Carryover							
In-House Salaries		15,919	-	15,919	-	-	-	-	-	15,919
Legal Fees		-	-	-	-	-	-	-	-	-
Total Admin/Inspection		15,919	-	15,919	-	-	-	-	-	15,919
Project Planning & Design										
Design		6,500	-	6,500	-	-	-	-	-	6,500
Survey		-	-	-	-	-	-	-	-	-
Geotechnical		-	-	-	-	-	-	-	-	-
Total Planning & Design		6,500	-	6,500	-	-	-	-	-	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		30,000	-	30,000	-	-	-	-	-	30,000
Total Improvements		30,000	-	30,000	-	-	-	-	-	30,000
Total Project Costs		55,419	-	55,419	-	-	-	-	-	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 2019-20  
Capital Improvement Projects**

<b>Project Name:</b> Juan Fernandez Day Use	<b>Project Number</b>	
	Engineering	8013
<b>Department:</b>	<b>Fund Charged</b>	
	400	051

Project Description		
<b>Description</b>	<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>	
<b>Need Benefit, and Relation to Existing Facilities</b>	<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>	
<b>Current Status</b>	<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>	
<b>Graphical Information</b>		

PROJECT FUNDING										
Project 8013	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total		
<b>Funding Sources</b>										
General/Water Conservation	100.00%	112,803	3,203	-	-	-	-	-	-	116,006
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%	-	-	-	-	-	-	-	-	-
<b>Total Funding Sources</b>	<b>100%</b>	<b>112,803</b>	<b>3,203</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116,006</b>
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
<b>Project Administration/Inspection</b>										
In-House Salaries	2,989	1,000	1,989	3,203	-	-	-	-	-	6,192
Legal Fees	-	-	-	-	-	-	-	-	-	-
<b>Total Admin/Inspection</b>	<b>2,989</b>	<b>1,000</b>	<b>1,989</b>	<b>3,203</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,192</b>
<b>Project Planning &amp; Design</b>										
Design	99,814	66,000	33,814	-	-	-	-	-	-	99,814
Survey	-	-	-	-	-	-	-	-	-	-
Geotechnical	5,000	-	5,000	-	-	-	-	-	-	5,000
<b>Total Planning &amp; Design</b>	<b>104,814</b>	<b>66,000</b>	<b>38,814</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>104,814</b>
<b>Land Acquisition</b>										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	5,000	-	5,000	-	-	-	-	-	-	5,000
<b>Total Land Acquisition</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
<b>Construction</b>										
Equipment	-	-	-	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-	-	-	-
<b>Total Improvements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Project Costs</b>	<b>112,803</b>	<b>67,000</b>	<b>45,803</b>	<b>3,203</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>116,006</b>
<b>Special Project Issues &amp; Funding Sources</b>										
(Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
Recreation Sub-Fund - 020										
<b>Annual Fiscal Impact - Maintenance &amp; Operations (Current and Future)</b>										
\$1,500 annual maintenance cost										

*United Water Conservation District*  
**Budget Plan for Fiscal Year 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Ferro-Rose Recharge</b>	<b>Project Number</b>	<b>8018</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>051</b>

Project Description			
<b>Description</b>	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.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	An ideal conveyance alternative has been identified. This alternative can be scaled to handle flows of 375 cfs and/or 750 cfs. There are facets of the alternative that can be enhanced independent of which flow rate was decided on. These enhancements can improve UCWD's existing conveyance system by reducing bottlenecks that inhibit the conveyance system from conveying 375 cfs throughout. During the Fiscal Year 2019/20, the upgrades will include the Three Barrel Culvert and Inverted Siphon downstream of the Desilting Basin Outlet Gate the Grand Canal Headgate and Weir upstream of the Saticoy Basins.		
<b>Graphical Information</b>			




PROJECT FUNDING										
Project 8018	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total		
<b>Funding Sources</b>										
General/Water Conservation	100%	1,107,014	-	3,560,000	2,010,000	25,100,000	200,000	31,977,014		
Debt Proceeds	0%	-	-	-	-	-	-	-		
Freeman	0%	-	-	-	-	-	-	-		
OH Pipeline	0%	-	-	-	-	-	-	-		
OH Well Replacement	0%	-	-	-	-	-	-	-		
PV Pipeline	0%	-	-	-	-	-	-	-		
PT Pipeline	0%	-	-	-	-	-	-	-		
Contributions/Grants	0%	-	-	-	-	-	-	-		
<b>Total Funding Sources</b>	<b>100%</b>	<b>1,107,014</b>	<b>-</b>	<b>3,560,000</b>	<b>2,010,000</b>	<b>25,100,000</b>	<b>200,000</b>	<b>31,977,014</b>		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
<b>Project Administration/Inspection</b>										
In-House Salaries	286,946	286,946	-	-	80,000	250,000	400,000	200,000	1,216,946	
Legal Fees	148,045	148,045	-	-	-	-	10,000	-	158,045	
<b>Total Admin/Inspection</b>	<b>434,991</b>	<b>434,991</b>	<b>-</b>	<b>-</b>	<b>80,000</b>	<b>250,000</b>	<b>410,000</b>	<b>200,000</b>	<b>1,374,991</b>	
<b>Project Planning &amp; Design</b>										
Design	378,819	378,819	-	-	400,000	1,500,000	400,000	-	2,678,819	
Survey	63,077	63,077	-	-	30,000	30,000	60,000	-	183,077	
Geotechnical	5,795	5,795	-	-	50,000	30,000	30,000	-	115,795	
<b>Total Planning &amp; Design</b>	<b>447,691</b>	<b>447,691</b>	<b>-</b>	<b>-</b>	<b>480,000</b>	<b>1,560,000</b>	<b>490,000</b>	<b>-</b>	<b>2,977,691</b>	
<b>Land Acquisition</b>										
Row / Land Acquisition	45,497	45,497	-	-	-	-	-	-	45,497	
CEQA / Permits	102,436	102,436	-	-	-	200,000	200,000	-	502,436	
<b>Total Land Acquisition</b>	<b>147,933</b>	<b>147,933</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>200,000</b>	<b>200,000</b>	<b>-</b>	<b>547,933</b>	
<b>Construction</b>										
Equipment	39,494	39,494	-	-	-	-	-	-	39,494	
Construction	36,905	36,905	-	-	3,000,000	-	24,000,000	-	27,036,905	
<b>Total Improvements</b>	<b>76,399</b>	<b>76,399</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>-</b>	<b>24,000,000</b>	<b>-</b>	<b>27,076,399</b>	
<b>Total Project Costs</b>	<b>1,107,014</b>	<b>1,107,014</b>	<b>-</b>	<b>-</b>	<b>3,560,000</b>	<b>2,010,000</b>	<b>25,100,000</b>	<b>200,000</b>	<b>31,977,014</b>	
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)										
\$94,420 Riverpark JPA contribution										
07/08 \$89,000 010 No Salaries	11/12 \$20,000 010		14/15 \$124,000 050							
08/09 \$69,000 010	12/13 \$50,000 050		15/16 \$113,000 050							
10/11 \$193,000 010	13/14 \$351,955 2009 Bonds from 883									
Annual Fiscal Impact - Maintenance & Operations (Current and Future)										



PROJECT FUNDING										
Project 8019	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total		
<b>Funding Sources</b>										
General/Water Conservation	100%	53,010	7,170	-	-	-	-	60,180		
Debt Proceeds	0%	-	-	-	-	-	-	-		
Freeman	0%	-	-	-	-	-	-	-		
OH Pipeline	0%	-	-	-	-	-	-	-		
OH Well Replacement	0%	-	-	-	-	-	-	-		
PV Pipeline	0%	-	-	-	-	-	-	-		
PT Pipeline	0%	-	-	-	-	-	-	-		
Contributions/Grants	0%	-	-	-	-	-	-	-		
<b>Total Funding Sources</b>	<b>100%</b>	<b>53,010</b>	<b>7,170</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,180</b>		
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
<b>Project Administration/Inspection</b>										
In-House Salaries	16,120	16,120	-	7,170	-	-	-	-	23,290	
Legal Fees	-	-	-	-	-	-	-	-	-	
<b>Total Admin/Inspection</b>	<b>16,120</b>	<b>16,120</b>	<b>-</b>	<b>7,170</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>23,290</b>	
<b>Project Planning &amp; Design</b>										
Design	25,000	-	25,000	-	-	-	-	-	25,000	
Survey	-	-	-	-	-	-	-	-	-	
Geotechnical	-	-	-	-	-	-	-	-	-	
<b>Total Planning &amp; Design</b>	<b>25,000</b>	<b>-</b>	<b>25,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>25,000</b>	
<b>Land Acquisition</b>										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	11,890	-	11,890	-	-	-	-	-	11,890	
<b>Total Land Acquisition</b>	<b>11,890</b>	<b>-</b>	<b>11,890</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,890</b>	
<b>Construction</b>										
Equipment	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	-	
<b>Total Improvements</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Project Costs</b>	<b>53,010</b>	<b>16,120</b>	<b>36,890</b>	<b>7,170</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>60,180</b>	
<b>Special Project Issues &amp; Funding Sources</b>										
(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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Rice Avenue Overpass PTP</b>	<b>Project Number</b>	<b>8021</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>471</b>
	<b>400</b>		



Project Description			
<b>Description</b>	<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>		
<b>Need Benefit, and Relation to Existing Facilities</b>	<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>		
<b>Current Status</b>	<p>The City is currently in the process of coordinating relocation of several utilities including phone, cable companies and Southern California Edison as well as United. Construction is anticipated to start in by the 2020 calendar year. The City has directed its design team to design United's pipeline relocation. The City would reimburse the District for the cost of the relocation if Caltrans District 7 approves including the District's pipeline relocation cost. Still, the District and the City have to enter into an utility relocation agreement. The City of Oxnard is proceeding w/design and reportedly funding for construction has been secured. The design of the pipe relocation and modifications to PTP No. 4 will be part of the Grade Separation project.</p>		
<b>Graphical Information</b>			

PROJECT FUNDING										
Project 8021		Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 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	20,000	-	-	-	-	48,136	
Contributions/Grants		0.00%	287,027	-	-	-	-	-	287,027	
Total Funding Sources		100%	315,163	20,000	-	-	-	-	335,163	
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
		Est Exp Thru End of Year	Est Balance to Carryover							
Project Administration/Inspection										
In-House Salaries	30,163	7,806	22,357	-	-	-	-	-	30,163	
Legal Fees	30,000	20,000	10,000	20,000	-	-	-	-	50,000	
Total Admin/Inspection	60,163	27,806	32,357	20,000	-	-	-	-	80,163	
Project Planning & Design										
Design	250,000	4,889	-	-	-	-	-	-	250,000	
Survey	5,000	-	-	-	-	-	-	-	5,000	
Geotechnical	-	-	-	-	-	-	-	-	-	
Total Planning & Design	255,000	4,889	-	-	-	-	-	-	255,000	
Land Acquisition										
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	
CEQA / Permits	-	-	-	-	-	-	-	-	-	
Total Land Acquisition	-	-	-	-	-	-	-	-	-	
Construction										
Equipment	-	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	-	
Total Improvements	-	-	-	-	-	-	-	-	-	
Total Project Costs	315,163	32,695	32,357	20,000	-	-	-	-	335,163	
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>PTP Turnout Metering System</b>	<b>Project Number</b>	<b>8022</b>
<b>Department:</b>	Engineering	<b>Fund Charged</b>	471
	400		

Project Description			
<b>Description</b>	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.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	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).		
<b>Graphical Information</b>	 		



PROJECT FUNDING									
Project 8022		Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
Funding Sources									
General/Water Conservation		0.00%	-	-	-	-	-	-	-
Debt Proceeds		0.00%	317,500	356,034	-	-	-	-	673,534
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%	241,407	393,652	-	-	-	-	635,059
Total Funding Sources		0%	858,907	749,686	-	-	-	-	1,608,593
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
		Est Exp Thru End of Year	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	462,595	158,383	304,212	171,270	-	-	-	-	633,865
Legal Fees	20,000	2,249	17,751	-	-	-	-	-	20,000
Total Admin/Inspection	482,595	160,632	321,963	171,270	-	-	-	-	653,865
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	100,000	149,404	(49,404)	50,000	-	-	-	-	150,000
CEQA / Permits	14,996	3,495	11,501	-	-	-	-	-	14,996
Total Land Acquisition	114,996	152,899	(37,903)	50,000	-	-	-	-	164,996
Construction									
Equipment	589,732	250,000	339,732	-	-	-	-	-	589,732
Construction	192,500	12,260	180,240	-	-	-	-	-	192,500
Total Improvements	782,232	262,260	519,972	-	-	-	-	-	782,232
Total Project Costs	1,387,323	575,791	811,532	221,270	-	-	-	-	1,608,593
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)									
FY 17-18                      54%                      FY 18-19                      100% Debt Proceeds                      Contributions/ Grants                      Contributions/ Grants									
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 2019-20  
Capital Improvement Projects**


<b>Project Name:</b> Pothole Trailhead		<b>Project Number</b>	<b>8023</b>
<b>Department:</b> Engineering		<b>Fund Charged</b>	<b>051</b>
			400
Project Description			
<b>Description</b>	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.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	The District completed a Mitigated Negative Declaration in accordance with the CEQA and filed a notice of Determination on July 2018. The revised Trail Plan was circulated to stakeholders. The final revised plan was submitted to the FERC by June 2018. Staff and District's consultant are in the process of scheduling a meeting with the Ventura County Planning staff regarding the vault toilets. It appears that the County requires the District to go through the Conditional Use Permit (CUP) modification process tied to the other vault toilets at the lake. The District's will schedule a meeting with the County to review the permit process. The District intends to solicit bids for the construction of the trailhead parking lot. Construction activities will have to consider the bird nesting and breeding season.		
<b>Graphical Information</b>			

PROJECT FUNDING										
Project 8023		Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		100.00%	200,701	111,310	-	-	-	-	312,011	
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%	200,701	111,310	-	-	-	-	312,011	
PROJECT COSTS										
		Approved Allocation thru 6-30-19	CURRENT YEAR STATUS							
Project Phase/Category			Est Exp Thru End of Year	Est Balance to Carryover	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
Project Administration/Inspection										
In-House Salaries		5,701	10,000	(4,299)	16,310	-	-	-	-	22,011
Legal Fees		-	-	-	-	-	-	-	-	-
Total Admin/Inspection		5,701	10,000	(4,299)	16,310	-	-	-	-	22,011
Project Planning & Design										
Design		69,320	58,373	10,947	15,000	-	-	-	-	84,320
Survey		5,000	-	-	-	-	-	-	-	5,000
Geotechnical		5,000	-	5,000	-	-	-	-	-	5,000
Total Planning & Design		79,320	58,373	20,947	15,000	-	-	-	-	94,320
Land Acquisition										
Row / Land Acquisition		-	-	-	-	-	-	-	-	-
CEQA / Permits		20,000	24,949	(4,949)	20,000	-	-	-	-	40,000
Total Land Acquisition		20,000	24,949	(4,949)	20,000	-	-	-	-	40,000
Construction										
Equipment		10,000	10,000	-	25,000	-	-	-	-	35,000
Construction		85,680	-	85,680	35,000	-	-	-	-	120,680
Total Improvements		95,680	10,000	85,680	60,000	-	-	-	-	155,680
Total Project Costs		200,701	103,322	97,379	111,310	-	-	-	-	312,011
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 2019-20**  
**Capital Improvement Projects**

**Project Name:** New Headquarters  
**Department:** Engineering 400

**Project Number** 8024  
**Fund Charged** 052

Project Description									
<b>Description</b>	Relocation of main office to new site.								
<b>Need Benefit, and Relation to Existing Facilities</b>	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.								
<b>Current Status</b>	Needs assessment for a new District office was completed and presented to the Board in February 2016.								
<b>Graphical Information</b>	 <p><b>SAMPLE SITE PLAN</b></p> <table> <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><b>TOTAL :</b></td><td><b>117,000 SF = 2.7 ACRES</b></td></tr> </table>	BUILDING AREA:	16,800 SF	PARKING AREA:	50,000 SF	LANDSCAPE AREA:	50,200 SF	<b>TOTAL :</b>	<b>117,000 SF = 2.7 ACRES</b>
BUILDING AREA:	16,800 SF								
PARKING AREA:	50,000 SF								
LANDSCAPE AREA:	50,200 SF								
<b>TOTAL :</b>	<b>117,000 SF = 2.7 ACRES</b>								

PROJECT FUNDING										
Project 8024		Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources										
General/Water Conservation		58.40%		4,263,200		-	-	-	-	4,263,200
Debt Proceeds		0.00%		-	1,472,658	-	-	-	-	1,472,658
Freeman		14.80%		1,080,400	-	-	-	-	-	1,080,400
OH Pipeline		13.00%		949,000	229,276	-	-	-	-	1,178,276
OH Well Replacement		0.00%		-	-	-	-	-	-	-
PV Pipeline		3.50%		255,500	61,728	-	-	-	-	317,228
PT Pipeline		10.30%		751,900	-	-	-	-	-	751,900
Contributions/Grants		0.00%		-	-	-	-	-	-	-
Total Funding Sources		100%		7,300,000	1,763,662	-	-	-	-	9,063,662
PROJECT COSTS										
		Approved Allocation thru 6-30-19	CURRENT YEAR STATUS							
			Est Exp Thru End of Year	Est Balance to Carryover	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
Project Phase/Category										
Project Administration/Inspection										
In-House Salaries		32,600	16,810	15,790	22,856	-	-	-	-	55,456
Legal Fees		37,108	25,000	12,108	21,000	-	-	-	-	58,108
Total Admin/Inspection		69,708	41,810	27,898	43,856	-	-	-	-	113,564
Project Planning & Design										
Design		200,000	200,216	(216)	20,000	-	-	-	-	220,000
Survey		-	-	-	-	-	-	-	-	-
Geotechnical		-	-	-	-	-	-	-	-	-
Total Planning & Design		200,000	200,216	(216)	20,000	-	-	-	-	220,000
Land Acquisition										
Row / Land Acquisition		5,753,706	5,836,912	(83,206)	83,206	-	-	-	-	5,836,912
CEQA / Permits		-	50,000	(50,000)	100,000	-	-	-	-	100,000
Total Land Acquisition		5,753,706	5,886,912	(133,206)	183,206	-	-	-	-	5,936,912
Construction										
Equipment		-	-	-	306,600	-	-	-	-	306,600
Construction		1,276,586	-	1,276,586	1,210,000	-	-	-	-	2,486,586
Total Improvements		1,276,586	-	1,276,586	1,516,600	-	-	-	-	2,793,186
Total Project Costs		7,300,000	6,128,938	1,171,062	1,763,662	-	-	-	-	9,063,662
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b> <b>State Water Interconnection Project</b>	<b>Engineering</b>	<b>400</b>	<b>Project Number</b> <b>8025</b>
			<b>Fund Charged</b> <b>051</b>

Project Description			
<b>Description</b>	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.		
<b>Need Benefit, and Relation to Existing Facilities</b>	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.		
<b>Current Status</b>	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 and delivery (OD) report were completed in January 2018. The OD was finalized in January 2019. The Notice of Preparation (NOP) for the Draft Environmental Report (DEIR) was issued in March 2018. The Draft EIR was released for public Review in February 2019. 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. Final design is expected to begin in 2019.		
<b>Graphical Information</b>	<p><b>Legend</b></p> <ul style="list-style-type: none"> <li>Point of Connection</li> <li>Proposed United Turnout</li> <li>Proposed Metering Facility</li> <li>Recommended Alignment</li> <li>Calleguas Municipal Water District Service Area</li> <li>City Boundary</li> </ul> <p><b>Kennedy/Jenks Consultants</b>          State Water Interconnection Alignment Study          Recommended Alignment          KU 174426200          August 2017          Figure 13-4</p>		



PROJECT FUNDING									
Project 8025	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100.00%	741,444	11,677	320,000	265,000	-	-	1,338,121	
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%	741,444	11,677	320,000	265,000	-	-	1,338,121	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 and Beyond	Project Total
		Expenditures to Date	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	41,444	16,524	24,920	11,677	15,000	15,000	-	-	83,121
Legal Fees	50,000	-	50,000	-	-	-	-	-	50,000
Total Admin/Inspection	91,444	16,524	74,920	11,677	15,000	15,000	-	-	133,121
Project Planning & Design									
Design	650,000	137,547	512,453	-	-	-	-	-	650,000
Survey	-	-	-	-	-	-	-	-	-
Geotechnical	-	-	-	-	5,000	-	-	-	5,000
Total Planning & Design	650,000	137,547	512,453	-	5,000	-	-	-	655,000
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	-
CEQA / Permits	-	-	-	-	-	-	-	-	-
Total Land Acquisition	-	-	-	-	-	-	-	-	-
Construction									
Equipment	-	-	-	-	50,000	-	-	-	50,000
Construction	-	-	-	-	250,000	-	-	-	250,000
Total Improvements	-	-	-	-	300,000	-	-	-	300,000
Total Project Costs	741,444	154,071	587,373	11,677	320,000	265,000	-	-	1,338,121
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 2019-20**  
**Capital Improvement Projects**


<b>Project Number</b>	<b>8028</b>
<b>Fund Charged</b>	<b>052</b>

**Project Name:** Replace El Rio Trailer  
**Department:** O&M 300

<b>Project Description</b>	
<b>Description</b>	Remove aged trailer in poor condition to provide a meeting/training area and office space for O&M staff.
<b>Need Benefit, and Relation to Existing Facilities</b>	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.
<b>Current Status</b>	Project start date is projected in 2021.
<b>Graphical Information</b>	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 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 21-22	FY 23-24 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	1.00%	-	350	3,550	-	-	-	-	3,900	-
PT Pipeline	15.00%	-	5,250	53,250	-	-	-	-	58,500	-
Contributions/Grants	0.00%	-	-	-	-	-	-	-	-	-
Total Funding Sources	100%	-	35,000	355,000	-	-	-	-	390,000	-
PROJECT COSTS										
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24 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	-
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 2019-20**  
**Capital Improvement Projects**

Project Name: Department:		Alternative Supply Assurance Pipeline Engineering	400	Project Number Fund Charged	8030 051
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 conducted a surface water modeling analysis to evaluate the feasibility of the project. The District has held preliminary discussions and presented the project to Farmers Irrigation and other stakeholders. The next step will be to conduct an engineering cost estimate, initiate land acquisition and investigating required easements and right of way.				
Graphical Information					

PROJECT FUNDING									
Project 8030	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 23-24 and Beyond	Project Total	
Funding Sources									
General/Water Conservation	100.00%	300,000	52,825	-	-	-	-	352,825	
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	52,825	-	-	-	-	352,825	
PROJECT COSTS									
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total	
		Expenditures to Date	Est Balance to Carryover						
Project Administration/Inspection									
In-House Salaries	-	-	-	27,825	-	-	-	27,825	
Legal Fees	-	-	-	-	-	-	-	-	
Total Admin/Inspection	-	-	-	27,825	-	-	-	27,825	
Project Planning & Design									
Design	300,000	31,629	268,371	25,000	-	-	-	325,000	
Survey	-	-	-	-	-	-	-	-	
Geotechnical	-	-	-	-	-	-	-	-	
Total Planning & Design	300,000	31,629	268,371	25,000	-	-	-	325,000	
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	
CEQA / Permits	-	-	-	-	-	-	-	-	
Total Land Acquisition	-	-	-	-	-	-	-	-	
Construction									
Equipment	-	-	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	-	-	
Total Improvements	-	-	-	-	-	-	-	-	
Total Project Costs	300,000	31,629	268,371	52,825	-	-	-	352,825	
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>SFD Spillway Floor Repair</b>	<b>Project Number</b>	<b>8031</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>051</b>
	<b>400</b>		

<b>Project Description</b>	
<b>Description</b>	Repair Santa Felicia Dam spillway floor.
<b>Need Benefit, and Relation to Existing Facilities</b>	Sections of "drummy" or delaminated concrete in the floor and Ogee crest were discovered during the Part 12D Safety review site inspection.
<b>Current Status</b>	This is an ongoing repair work and takes place on as needed basis. Expected budget is for the repairs in FY 2019-2020.
<b>Graphical Information</b>	



PROJECT FUNDING									
Project 8031	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 23-24 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 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total	
Project Administration/Inspection		Expenditures to Date	Est Balance to Carryover						
In-House Salaries	24,516	-	24,516	-	-	-	-	24,516	
Legal Fees	-	-	-	-	-	-	-	-	
Total Admin/Inspection	24,516	-	24,516	-	-	-	-	24,516	
Project Planning & Design									
Design	3,000	-	3,000	-	-	-	-	3,000	
Survey	-	-	-	-	-	-	-	-	
Geotechnical	2,500	-	2,500	-	-	-	-	2,500	
Total Planning & Design	5,500	-	5,500	-	-	-	-	5,500	
Land Acquisition									
Row / Land Acquisition	-	-	-	-	-	-	-	-	
CEQA / Permits	2,500	-	2,500	-	-	-	-	2,500	
Total Land Acquisition	2,500	-	2,500	-	-	-	-	2,500	
Construction									
Equipment	-	-	-	-	-	-	-	-	
Construction	50,000	36,978	13,022	-	-	-	-	50,000	
Total Improvements	50,000	36,978	13,022	-	-	-	-	50,000	
Total Project Costs	82,516	36,978	45,538	-	-	-	-	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)									

*United Water Conservation District*  
**Budget Plan for Fiscal Year 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Grand Canal</b>	<b>Project Number</b>	<b>8032</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>051</b>
	<b>400</b>		

<b>Project Description</b>	
<b>Description</b>	Expansion of the Grand Canal to remove a bottleneck and increase diversion capacity cubic feet/second.
<b>Need Benefit, and Relation to Existing Facilities</b>	This project is the first phase of the removal of bottlenecks from the spreading ground area. Completion of this project will improve the efficiency of the recharge operation at the District's Satcoy facility.
<b>Current Status</b>	Work on this project is expected to begin in early FY 19-20.
<b>Graphical Information</b>	

PROJECT FUNDING									
Project 8032	Funding Split	Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total		
Funding Sources									
General/Water Conservation	100.00%	789,563	525,916	-	-	-	1,315,479		
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%	789,563	525,916	-	-	-	1,315,479		
PROJECT COSTS									
Project Administration/Inspection									
Legal Fees	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total	
		Expenditures to Date	Est Balance to Carryover						
In-House Salaries	170,569	-	170,569	23,916	-	-	-	194,485	
	-	-	-	2,000	-	-	-	2,000	
Total Admin/Inspection	170,569	-	170,569	25,916	-	-	-	196,485	
Project Planning & Design									
Design	251,327	-	-	-	-	-	-	251,327	
Survey	1,000	-	-	-	-	-	-	1,000	
Geotechnical	4,205	-	-	-	-	-	-	4,205	
Total Planning & Design	256,532	-	-	-	-	-	-	256,532	
Land Acquisition									
Row / Land Acquisition	42,733	-	-	-	-	-	-	42,733	
CEQA / Permits	189,729	-	-	-	-	-	-	189,729	
Total Land Acquisition	232,462	-	-	-	-	-	-	232,462	
Construction									
Equipment	-	-	50,000	-	-	-	-	50,000	
Construction	130,000	-	450,000	-	-	-	-	580,000	
Total Improvements	130,000	-	500,000	-	-	-	-	630,000	
Total Project Costs	789,563	-	525,916	-	-	-	-	1,315,479	
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Floc Building Emergency Generator</b>	<b>Project Number</b>	<b>8033</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>421</b>
	<b>400</b>		

<b>Project Description</b>	
<b>Description</b>	Purchase and installation of an emergency generator for the Floc building at the Freeman Diversion.
<b>Need Benefit, and Relation to Existing Facilities</b>	Southern California Edison has implemented a Public Safety Power Shutdown (PSPS) program that could interrupt power service for several hours to several days. This proposal would support continuous service during planned and unplanned power outage incidents. Engineering staff has submitted a Notice of Interest (NOI) to Cal Office of Emergency Services' Hazard Mitigation Grant Program (HMGP) which may fund up to 75% of the project costs.
<b>Current Status</b>	
<b>Graphical Information</b>	

PROJECT FUNDING											
Project 8033	Funding Split		Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total			
Funding Sources											
	0.00%	-	-	-	-	-	-	-	-	-	-
	0.00%	-	75,000	-	-	-	-	-	-	-	75,000
	100.00%	-	-	-	-	-	-	-	-	-	-
	0.00%	-	-	-	-	-	-	-	-	-	-
	0.00%	-	-	-	-	-	-	-	-	-	-
	0.00%	-	-	-	-	-	-	-	-	-	-
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	0.00%	-	-	-	-	-	-	-	-	-	-

*United Water Conservation District*  
**Budget Plan for Fiscal Year 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Lake Piru Campground Electrical Update</b>	<b>Project Number</b>	<b>8034</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>051</b>

Project Description	
<b>Description</b>	The existing electrical infrastructure is in need of a comprehensive review, design update and remediation of identified shortcomings of the system, prior to installation of new concrete RV pads and potential road work. This is a 3-year project. Year 1 includes survey/access, design and procurement of permits. Year 2 includes 50% of the construction, which will take place during low-occupancy times of year. Year 3 includes the remaining 50% of the construction.
<b>Need Benefit, and Relation to Existing Facilities</b>	The existing electrical infrastructure is in need of repair prior to installation of new concrete RV pads and potential road work. This project will enhance safety and usability of campground facilities.
<b>Current Status</b>	
<b>Graphical Information</b>	



PROJECT FUNDING												
Project 8034	Funding Split		Approved Allocation thru 6-30-19		FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 23-24 and Beyond	Project Total		
Funding Sources												
	General/Water Conservation	100.00%	-	65,800	300,000	300,000	-	-	-	-	665,800	
	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%	-	65,800	300,000	300,000	-	-	-	-	665,800	
PROJECT COSTS												
			CURRENT YEAR STATUS									
		Approved Allocation thru 6-30-19	Expenditures to Date	Est Balance to Carryover								
Project Phase/Category												
Project Administration/Inspection												
	In-House Salaries	-	-	-	-	-	-	-	-	-	-	-
	Legal Fees	-	-	-	-	-	-	-	-	-	-	-
	Total Admin/Inspection	-	-	-	-	-	-	-	-	-	-	-
Project Planning & Design												
	Design	-	-	45,000	-	-	-	-	-	-	45,000	
	Survey	-	-	9,800	-	-	-	-	-	-	9,800	
	Geotechnical	-	-	-	-	-	-	-	-	-	-	
	Total Planning & Design	-	-	54,800	-	-	-	-	-	-	54,800	
Land Acquisition												
	Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-	-
	CEQA / Permits	-	-	11,000	-	-	-	-	-	-	11,000	
	Total Land Acquisition	-	-	11,000	-	-	-	-	-	-	11,000	
Construction												
	Equipment	-	-	-	150,000	150,000	-	-	-	-	300,000	
	Construction	-	-	-	150,000	150,000	-	-	-	-	300,000	
	Total Improvements	-	-	-	300,000	300,000	-	-	-	-	600,000	
	Total Project Costs	-	-	65,800	300,000	300,000	-	-	-	-	665,800	
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>OH Booster Pump Overhaul</b>	<b>Project Number</b>	<b>8035</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>451</b>
	<b>400</b>		

<b>Project Description</b>	
<b>Description</b>	Overhaul and renovation of the Oxnard Hueneme booster pumps.
<b>Need Benefit, and Relation to Existing Facilities</b>	The existing OH booster pumps (4) 400 HP pumps have not been overhauled since installation in 1997. Staff are currently working with Lincus and Southern California Edison to collect data for analysis, project feasibility study and establishment of a baseline for potential incentives. UWCD may receive incentives of \$21,928. The estimated simple payback is 5.04 years. All Lincus engineering services are paid by the CPUC.
<b>Current Status</b>	This project is expected to be completed in FY 19-20.
<b>Graphical Information</b>	

PROJECT FUNDING												
Project 8035	Funding Split		Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 23-24 and Beyond	Project Total			
Funding Sources												
		0.00%	-	-	-	-	-	-				
		0.00%	-	-	-	-	-	-				
		0.00%	-	-	-	-	-	-				
		100.00%	-	280,000	-	-	-	-	280,000			
		0.00%	-	-	-	-	-	-				
		0.00%	-	-	-	-	-	-				
		0.00%	-	-	-	-	-	-				
		0.00%	-	-	-	-	-	-				
		100%	-	280,000	-	-	-	-	280,000			
PROJECT COSTS												
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS	FY 19-20	FY 20-21	FY 21-22	FY 21-22	FY 23-24 and Beyond	Project Total				
Project Administration/Inspection												
In-House Salaries	-	-	-	-	-	-	-	-				
Legal Fees	-	-	-	-	-	-	-	-				
Total Admin/Inspection	-	-	-	-	-	-	-	-				
Project Planning & Design												
Design	-	-	-	-	-	-	-	-				
Survey	-	-	-	-	-	-	-	-				
Geotechnical	-	-	-	-	-	-	-	-				
Total Planning & Design	-	-	-	-	-	-	-	-				
Land Acquisition												
Row / Land Acquisition	-	-	-	-	-	-	-	-				
CEQA / Permits	-	-	-	-	-	-	-	-				
Total Land Acquisition	-	-	-	-	-	-	-	-				
Construction												
Equipment	-	-	-	280,000	-	-	-	-	280,000			
Construction	-	-	-	-	-	-	-	-				
Total Improvements	-	-	-	280,000	-	-	-	-	280,000			
Total Project Costs	-	-	-	280,000	-	-	-	-	280,000			
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>OH System Emergency Generator</b>	<b>Project Number</b>	<b>8036</b>
<b>Department:</b>	Engineering	<b>Fund Charged</b>	<b>451</b>
	400		

Project Description	
<b>Description</b>	Purchase and installation of an emergency generator for the Oxnard-Hueneme Pipeline system.
<b>Need Benefit, and Relation to Existing Facilities</b>	Southern California Edison has implemented a Public Safety Power Shutdown (PSPS) program that could interrupt power service for several hours to several days. This proposal would support continuous service during planned and unplanned power outage incidents. Engineering staff has submitted a Notice of Interest (NOI) to Cal Office of Emergency Services' Hazard Mitigation Grant Program (HMGPP) which may fund up to 75% of the project costs.
<b>Current Status</b>	The generator is expected to be installed and operational by June 2020.
<b>Graphical Information</b>	

PROJECT FUNDING											
Project 8036	Funding Split		Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total			
Funding Sources											
	General/Water Conservation	0.00%	-	-	-	-	-	-			
	Debt Proceeds	100.00%	-	898,800	-	-	-	898,800			
	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%	-	898,800	-	-	-	898,800			
PROJECT COSTS											
		Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total		
			Expenditures to Date	Est Balance to Carryover							
Project Phase/Category											
Project Administration/Inspection											
	In-House Salaries	-	-	-	-	-	-	-	-		
	Legal Fees	-	-	2,800	-	-	-	-	2,800		
	Total Admin/Inspection	-	-	2,800	-	-	-	-	2,800		
Project Planning & Design											
	Design	-	-	25,000	-	-	-	-	25,000		
	Survey	-	-	-	-	-	-	-	-		
	Geotechnical	-	-	-	-	-	-	-	-		
	Total Planning & Design	-	-	25,000	-	-	-	-	25,000		
Land Acquisition											
	Row / Land Acquisition	-	-	-	-	-	-	-	-		
	CEQA / Permits	-	-	11,000	-	-	-	-	11,000		
	Total Land Acquisition	-	-	11,000	-	-	-	-	11,000		
Construction											
	Equipment	-	-	360,000	-	-	-	-	360,000		
	Construction	-	-	500,000	-	-	-	-	500,000		
	Total Improvements	-	-	860,000	-	-	-	-	860,000		
	Total Project Costs	-	-	898,800	-	-	-	-	898,800		
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Piru WTP Emergency Generator</b>	<b>Project Number</b>	<b>8037</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>051</b>
	<b>400</b>		

<b>Project Description</b>	
<b>Description</b>	Purchase and installation of an emergency generator for the Piru Water Treatment Plant.
<b>Need Benefit, and Relation to Existing Facilities</b>	Southern California Edison has implemented a Public Safety Power Shutdown (PSPS) program that could interrupt power service for several hours to several days. This proposal would support continuous service during planned and unplanned power outage incidents. Engineering staff has submitted a Notice of Interest (NOI) to Cal Office of Emergency Services' Hazard Mitigation Grant Program (HMGPP) which may fund up to 75% of the project costs.
<b>Current Status</b>	The generator is expected to be installed and operational by June 2020.
<b>Graphical Information</b>	

PROJECT FUNDING												
Project 8037	Funding Split		Approved Allocation thru 6-30-19	FY 19-20		FY 20-21		FY 21-22		FY 23-24 and Beyond		Project Total
Funding Sources												
			-	-	-	-	-	-	-	-	-	-
General/Water Conservation		0.00%	-	-	-	-	-	-	-	-	-	-
Debt Proceeds		100.00%	-	96,800	-	-	-	-	-	-	-	96,800
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%	-	96,800	-	-	-	-	-	-	-	96,800
PROJECT COSTS												
Project Phase/Category												
Project Administration/Inspection	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total				
		Expenditures to Date	Est Balance to Carryover									
In-House Salaries	-	-	-	-	-	-	-	-	-	-	-	-
Legal Fees	-	-	-	2,800	-	-	-	2,800	-	-	-	2,800
Total Admin/Inspection	-	-	-	2,800	-	-	-	2,800	-	-	-	2,800
Project Planning & Design												
Design	-	-	-	6,000	-	-	-	6,000	-	-	-	6,000
Survey	-	-	-	3,000	-	-	-	3,000	-	-	-	3,000
Geotechnical	-	-	-	-	-	-	-	-	-	-	-	-
Total Planning & Design	-	-	-	9,000	-	-	-	9,000	-	-	-	9,000
Land Acquisition												
Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-	-	-
CEQA / Permits	-	-	-	4,000	-	-	-	4,000	-	-	-	4,000
Total Land Acquisition	-	-	-	4,000	-	-	-	4,000	-	-	-	4,000
Construction												
Equipment	-	-	-	60,000	-	-	-	60,000	-	-	-	60,000
Construction	-	-	-	21,000	-	-	-	21,000	-	-	-	21,000
Total Improvements	-	-	-	81,000	-	-	-	81,000	-	-	-	81,000
Total Project Costs	-	-	-	96,800	-	-	-	96,800	-	-	-	96,800
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>PTP System Emergency Generator</b>	<b>Project Number</b>	<b>8038</b>
<b>Department:</b>	Engineering	<b>Fund Charged</b>	<b>471</b>
	400		

Project Description	
<b>Description</b>	Purchase and installation of an emergency generator for the Pumping Trough Pipeline system.
<b>Need Benefit, and Relation to Existing Facilities</b>	Southern California Edison has implemented a Public Safety Power Shutdown (PSPS) program that could interrupt power service for several hours to several days. This proposal would support continuous service during planned and unplanned power outage incidents. Engineering staff has submitted a Notice of Interest (NOI) to Cal Office of Emergency Services' Hazard Mitigation Grant Program (HMGPP) which may fund up to 75% of the project costs.
<b>Current Status</b>	The generator is expected to be installed and operational by June 2020.
<b>Graphical Information</b>	

PROJECT FUNDING												
Project 8038	Funding Split		Approved Allocation thru 6-30-19	FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total				
Funding Sources												
General/Water Conservation	0.00%	-	-	-	-	-	-	-				
Debt Proceeds	100.00%	-	902,800	-	-	-	-	902,800				
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%	-	902,800	-	-	-	-	902,800				
PROJECT COSTS												
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total				
		Expenditures to Date	Est Balance to Carryover									
Project Administration/Inspection												
In-House Salaries	-	-	-	-	-	-	-	-				
Legal Fees	-	-	3,800	-	-	-	-	3,800				
Total Admin/Inspection	-	-	3,800	-	-	-	-	3,800				
Project Planning & Design												
Design	-	-	40,000	-	-	-	-	40,000				
Survey	-	-	9,000	-	-	-	-	9,000				
Geotechnical	-	-	-	-	-	-	-	-				
Total Planning & Design	-	-	49,000	-	-	-	-	49,000				
Land Acquisition												
Row / Land Acquisition	-	-	-	-	-	-	-	-				
CEQA / Permits	-	-	11,000	-	-	-	-	11,000				
Total Land Acquisition	-	-	11,000	-	-	-	-	11,000				
Construction												
Equipment	-	-	839,000	-	-	-	-	839,000				
Construction	-	-	-	-	-	-	-	-				
Total Improvements	-	-	839,000	-	-	-	-	839,000				
Total Project Costs	-	-	902,800	-	-	-	-	902,800				
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 2019-20**  
**Capital Improvement Projects**

**Project Name:** Santa Paula Tower Emergency Generator

Project Number	8039
Fund Charged	051

**Department:** Engineering 400

Project Description	
<b>Description</b>	Purchase and installation of an emergency generator for the Santa Paula microwave tower.
<b>Need Benefit, and Relation to Existing Facilities</b>	Southern California Edison has implemented a Public Safety Power Shutdown (PSPS) program that could interrupt power service for several hours to several days. This generator will support continuous service during planned and unplanned power outage incidents. Engineering staff has submitted a Notice of Interest (NOI) to Cal Office of Emergency Services' Hazard Mitigation Grant Program (HMGp) which may fund up to 75% of the project costs.
<b>Current Status</b>	The generator is expected to be installed and operational by June 2020.
<b>Graphical Information</b>	

PROJECT FUNDING												
Project 8039	Funding Split		Approved Allocation thru 6-30-19	FY 19-20		FY 20-21		FY 21-22		FY 23-24 and Beyond		Project Total
Funding Sources												
	General/Water Conservation	100.00%	-	60,800	-	-	-	-	-	-	-	60,800
	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%	-	60,800	-	-	-	-	-	-	-	60,800
PROJECT COSTS												
Project Phase/Category		Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 and Beyond	Project Total			
			Expenditures to Date	Est Balance to Carryover								
Project Administration/Inspection												
	In-House Salaries	-	-	-	-	-	-	-	-	-	-	-
	Legal Fees	-	-	2,800	-	-	-	-	-	-	-	2,800
	Total Admin/Inspection	-	-	2,800	-	-	-	-	-	-	-	2,800
Project Planning & Design												
	Design	-	-	6,000	-	-	-	-	-	-	-	6,000
	Survey	-	-	3,000	-	-	-	-	-	-	-	3,000
	Geotechnical	-	-	-	-	-	-	-	-	-	-	-
	Total Planning & Design	-	-	9,000	-	-	-	-	-	-	-	9,000
Land Acquisition												
	Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-	-
	CEQA / Permits	-	-	4,000	-	-	-	-	-	-	-	4,000
	Total Land Acquisition	-	-	4,000	-	-	-	-	-	-	-	4,000
Construction												
	Equipment	-	-	40,000	-	-	-	-	-	-	-	40,000
	Construction	-	-	5,000	-	-	-	-	-	-	-	5,000
	Total Improvements	-	-	45,000	-	-	-	-	-	-	-	45,000
	Total Project Costs	-	-	60,800	-	-	-	-	-	-	-	60,800
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Santa Paula Microwave Communications Tower</b>	<b>Project Number</b>	<b>8040</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>052</b>

Project Description	
<b>Description</b>	This project will provide for a microwave communications bypass through the Santa Paula basin.
<b>Need Benefit, and Relation to Existing Facilities</b>	The tower will facilitate business, SCADA and security communications after the headquarters relocation.
<b>Current Status</b>	The towers are currently in the design phase. Installation is expected to occur in FY 19-20.
<b>Graphical Information</b>	

PROJECT FUNDING												
Project 8040	Funding Split		Approved Allocation thru 6-30-19	FY 19-20		FY 20-21		FY 21-22		FY 23-24 and Beyond		Project Total
Funding Sources												
	General/Water Conservation	52.00%	-	138,986	-	-	-	-	-	-	-	138,986
	Debt Proceeds	0.00%	-	-	-	-	-	-	-	-	-	-
	Freeman	15.00%	-	40,092	-	-	-	-	-	-	-	40,092
	OH Pipeline	20.00%	-	53,456	-	-	-	-	-	-	-	53,456
	OH Well Replacement	0.00%	-	-	-	-	-	-	-	-	-	-
	PV Pipeline	1.00%	-	2,673	-	-	-	-	-	-	-	2,673
	PT Pipeline	12.00%	-	32,074	-	-	-	-	-	-	-	32,074
	Contributions/Grants	0.00%	-	-	-	-	-	-	-	-	-	-
	Total Funding Sources	100%	-	267,280	-	-	-	-	-	-	-	267,280
PROJECT COSTS												
Project Phase/Category												
Project Administration/Inspection												
	In-House Salaries	-	-	-	-	-	-	-	-	-	-	-
	Legal Fees	-	-	-	-	-	-	-	-	-	-	-
	Total Admin/Inspection	-	-	-	-	-	-	-	-	-	-	-
Project Planning & Design												
	Design	-	-	-	-	-	-	-	-	-	-	-
	Survey	-	-	-	-	-	-	-	-	-	-	-
	Geotechnical	-	-	-	-	-	-	-	-	-	-	-
	Total Planning & Design	-	-	-	-	-	-	-	-	-	-	-
Land Acquisition												
	Row / Land Acquisition	-	-	-	-	-	-	-	-	-	-	-
	CEQA / Permits	-	-	3,182	-	-	-	-	-	-	-	3,182
	Total Land Acquisition	-	-	3,182	-	-	-	-	-	-	-	3,182
Construction												
	Equipment	-	-	74,733	-	-	-	-	-	-	-	74,733
	Construction	-	-	189,365	-	-	-	-	-	-	-	189,365
	Total Improvements	-	-	264,098	-	-	-	-	-	-	-	264,098
	Total Project Costs	-	-	267,280	-	-	-	-	-	-	-	267,280
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 2019-20**  
**Capital Improvement Projects**

<b>Project Name:</b>	<b>Asset Management/CMMS System</b>	<b>Project Number</b>	<b>8041</b>
<b>Department:</b>	<b>Engineering</b>	<b>Fund Charged</b>	<b>052</b>

<b>Project Description</b>	
<b>Description</b>	Development of an Asset management/Computerized Maintenance Management system for the District. The District does not currently have such a system.
<b>Need Benefit, and Relation to Existing Facilities</b>	
<b>Current Status</b>	This is a 2-phase project. Phase 1 will begin in FY 19-20 and will include a needs assessment, basic database structure development and system selection/determination, led by a consultant. Phase 2 will be implementation of the District selected option which will include hardware/software procurement, workflow design and database development and staff training.
<b>Graphical Information</b>	



PROJECT FUNDING												
Project 8041	Funding Split		Approved Allocation thru 6-30-19	FY 19-20		FY 20-21		FY 21-22		FY 23-24 and Beyond		Project Total
Funding Sources												
General/Water Conservation				-	18,111	120,740	-	-	-	-	-	138,851
Debt Proceeds				-	-	-	-	-	-	-	-	-
Freeman				-	4,725	31,500	-	-	-	-	-	36,225
OH Pipeline				-	4,044	26,960	-	-	-	-	-	31,004
OH Well Replacement				-	-	-	-	-	-	-	-	-
PV Pipeline				-	312	2,080	-	-	-	-	-	2,392
PT Pipeline				-	2,808	18,720	-	-	-	-	-	21,528
Contributions/Grants				-	-	-	-	-	-	-	-	-
Total Funding Sources				100%	30,000	200,000	-	-	-	-	-	230,000
PROJECT COSTS												
Project Phase/Category	Approved Allocation thru 6-30-19	CURRENT YEAR STATUS		FY 19-20	FY 20-21	FY 21-22	FY 23-24 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	-	-	-	18,000	50,000	-	-	68,000	-	-	-	
Survey	-	-	-	12,000	-	-	-	12,000	-	-	-	
Geotechnical	-	-	-	-	-	-	-	-	-	-	-	
Total Planning & Design												
Land Acquisition	-	-	-	30,000	50,000	-	-	80,000	-	-	-	
Row / Land Acquisition												
CEQA / Permits	-	-	-	-	-	-	-	-	-	-	-	
Total Land Acquisition												
Construction												
Equipment	-	-	-	-	75,000	-	-	75,000	-	-	-	
Construction	-	-	-	-	75,000	-	-	75,000	-	-	-	
Total Improvements												
Total Project Costs												
Special Project Issues & Funding Sources (Other Agency Permits, Grants, Assessment Districts, Coordination with Others, Etc.)												
Annual Fiscal Impact - Maintenance & Operations (Current and Future)												



# FY 2019-20 PROPOSED BUDGET

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## SUPPLEMENTAL INFORMATION

District Map & Area

Pipeline Delivery History

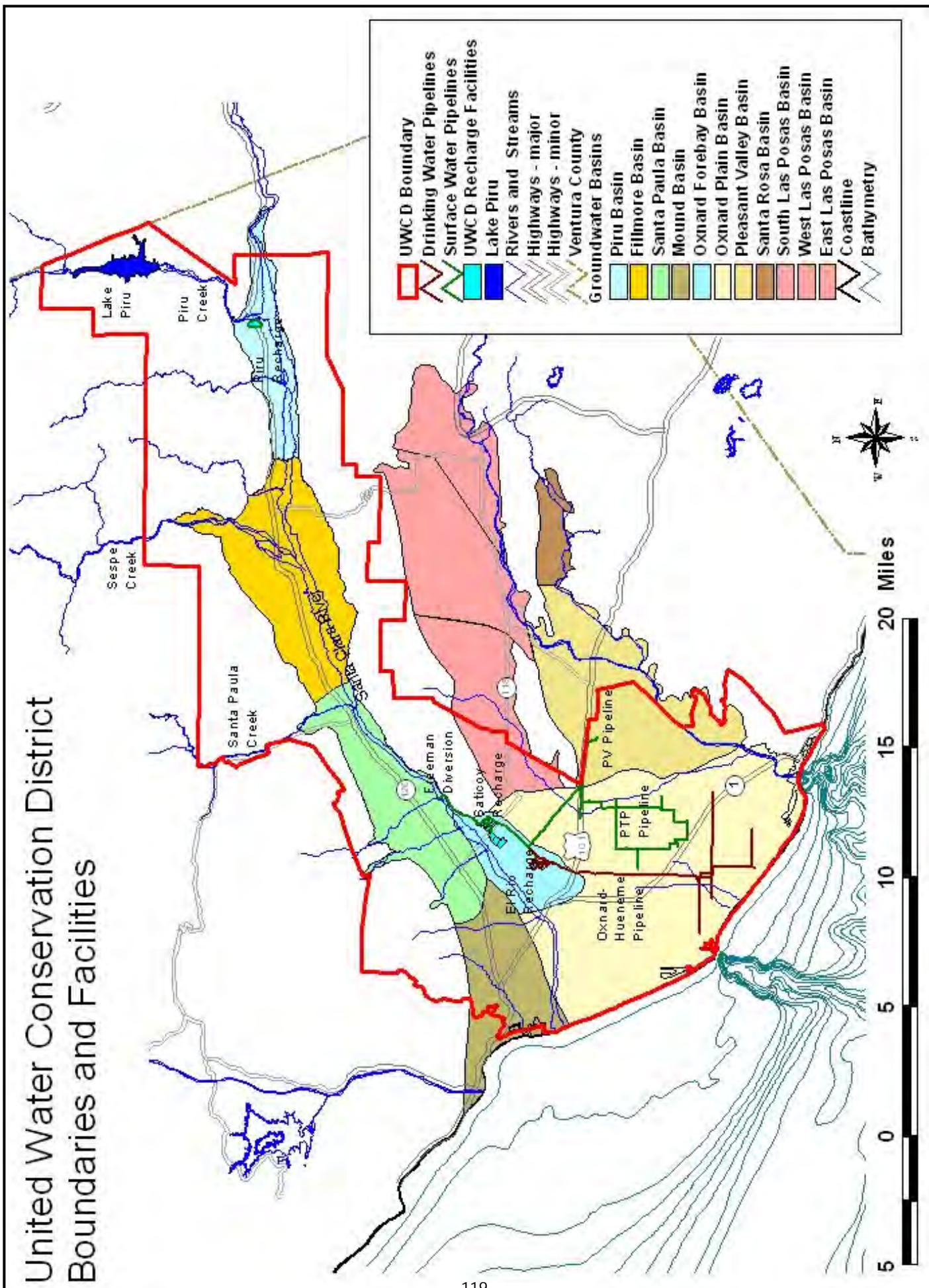
Groundwater Pumping by Zone

Lake Piru Water Storage Capacity/Fall Release



Agriculture is a multi-billion dollar industry in Ventura County and strawberries are its most valuable crop. Farmers rely on 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 Boundaries and Facilities





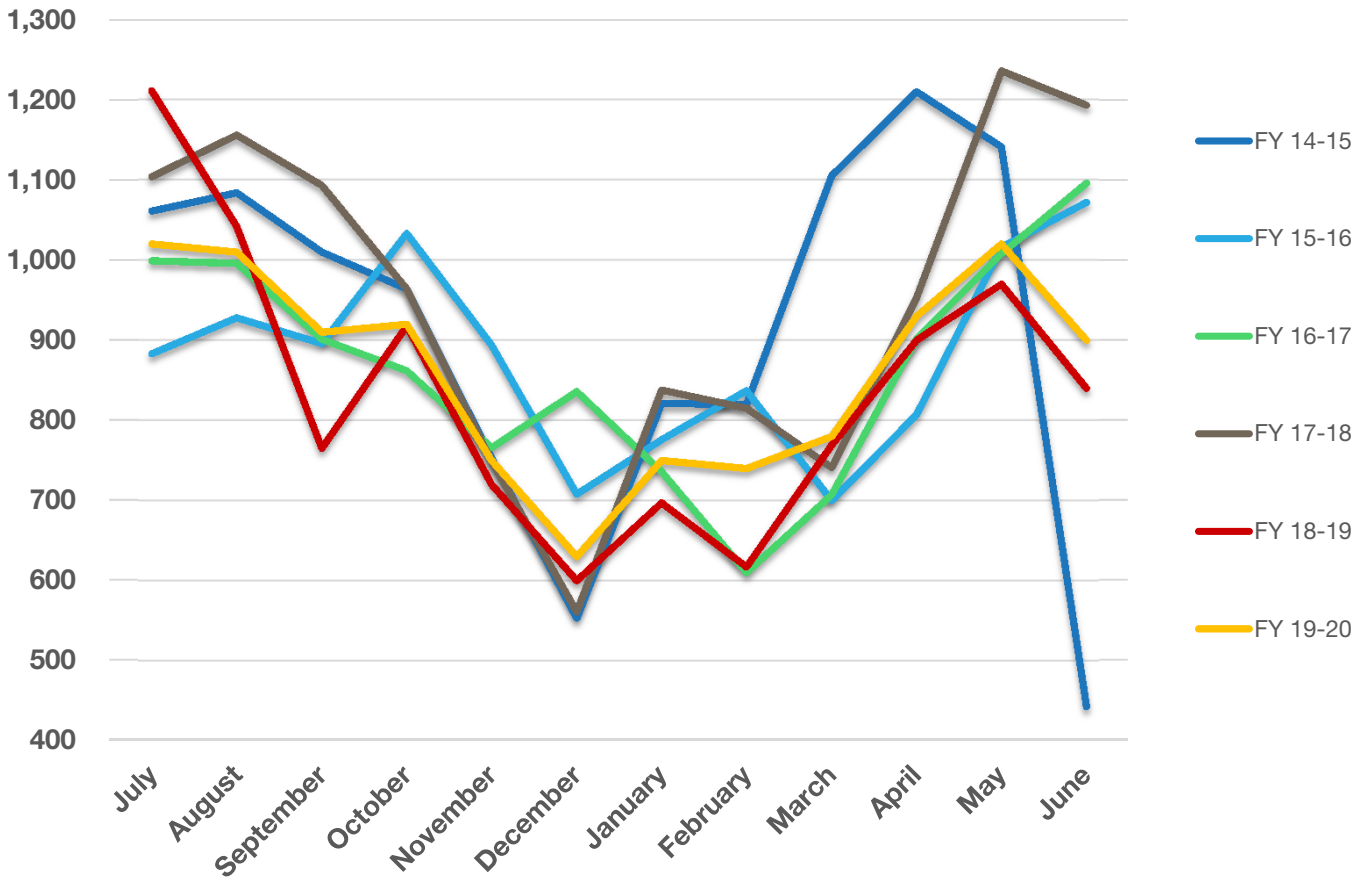
United Water Conservation District

OXNARD-HUENEME PIPELINE DELIVERIES

Acre Feet

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
					Projected	
July	1,061	883	999	1,104	1,211	1,020
August	1,084	928	996	1,156	1,042	1,010
September	1,010	896	901	1,093	765	910
October	964	1,033	862	964	918	920
November	753	894	766	749	720	750
December	553	708	836	561	600	630
January	821	776	736	838	697	750
February	820	837	610	815	617	740
March	1,105	700	707	741	769	780
April	1,210	807	902	953	900	930
May	1,141	1,016	1,008	1,236	970	1,020
June	443	1,072	1,096	1,193	840	900
Total	10,965	10,550	10,419	11,403	10,049	10,360

Deliveries



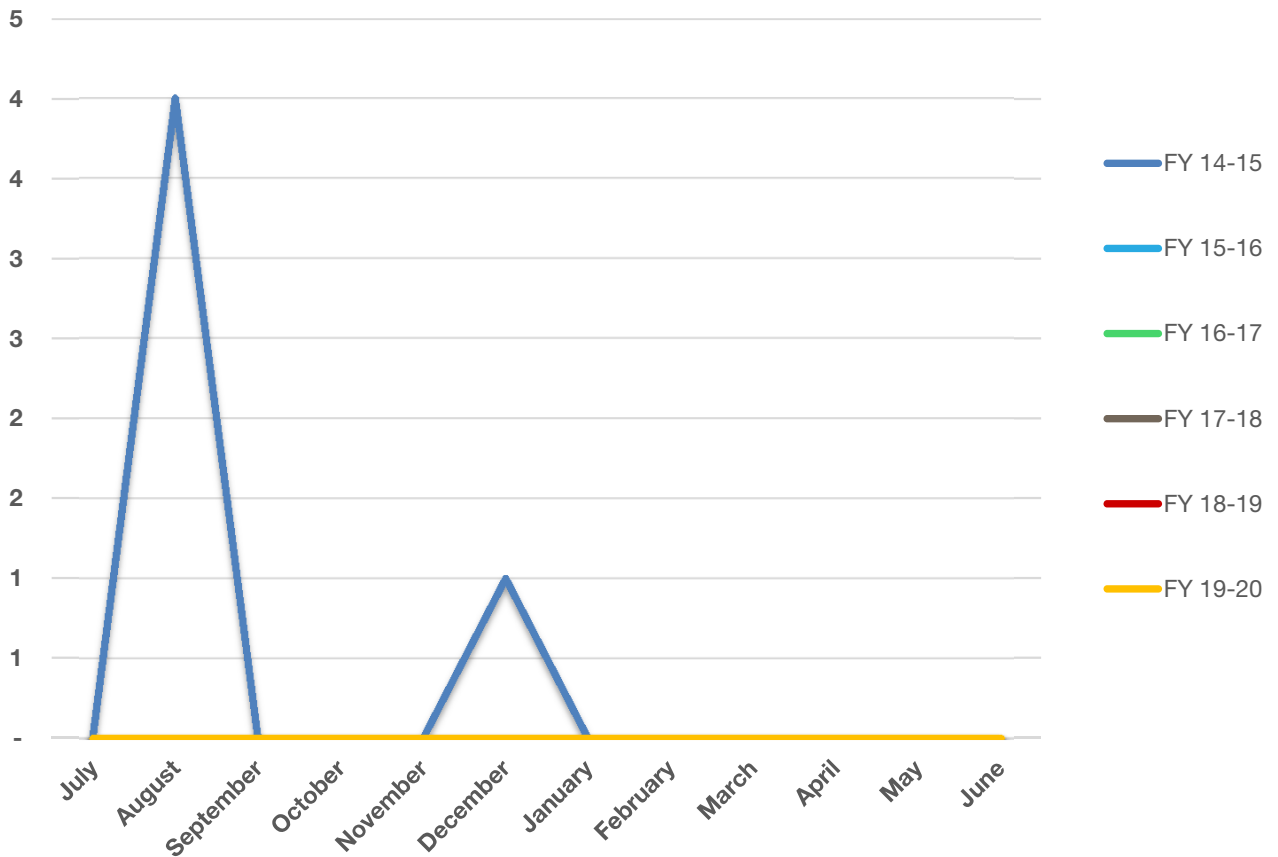
United Water Conservation District

PLEASANT VALLEY PIPELINE DELIVERIES

Acre Feet

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	Projected FY 18-19	FY 19-20
July	-	-	-	-	-	-
August	4	-	-	-	-	-
September	-	-	-	-	-	-
October	-	-	-	-	-	-
November	-	-	-	-	-	-
December	1	-	-	-	-	-
January	-	-	-	-	-	-
February	-	-	-	-	-	-
March	-	-	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
Total	5	-	-	-	-	-

Deliveries

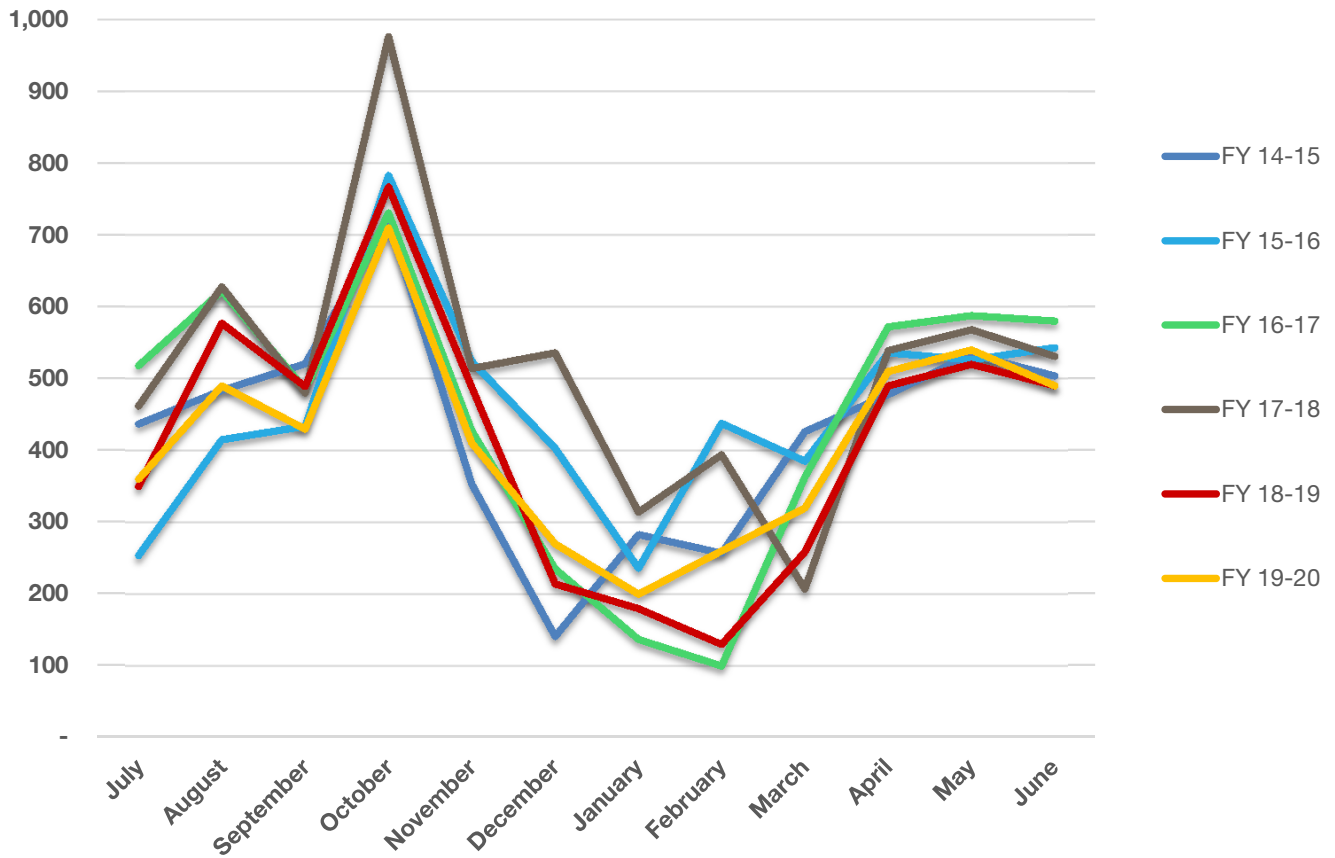


**United Water Conservation District**

**PUMPING TROUGH PIPELINE DELIVERIES**  
Acre Feet

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20
					<i>Projected</i>	
<b>July</b>	437	254	518	462	350	360
<b>August</b>	484	415	622	628	577	490
<b>September</b>	521	434	485	480	489	430
<b>October</b>	721	783	731	976	767	710
<b>November</b>	353	524	427	514	488	410
<b>December</b>	141	403	235	536	214	270
<b>January</b>	283	236	137	314	180	200
<b>February</b>	257	438	100	394	130	260
<b>March</b>	426	385	363	207	259	320
<b>April</b>	478	536	572	539	490	510
<b>May</b>	534	526	588	568	520	540
<b>June</b>	504	543	580	531	490	490
<b>Total</b>	<b>5,139</b>	<b>5,477</b>	<b>5,358</b>	<b>6,149</b>	<b>4,954</b>	<b>4,990</b>

Deliveries





## GROUNDWATER PUMPING

### By Zone

(Billable Acre-Feet)

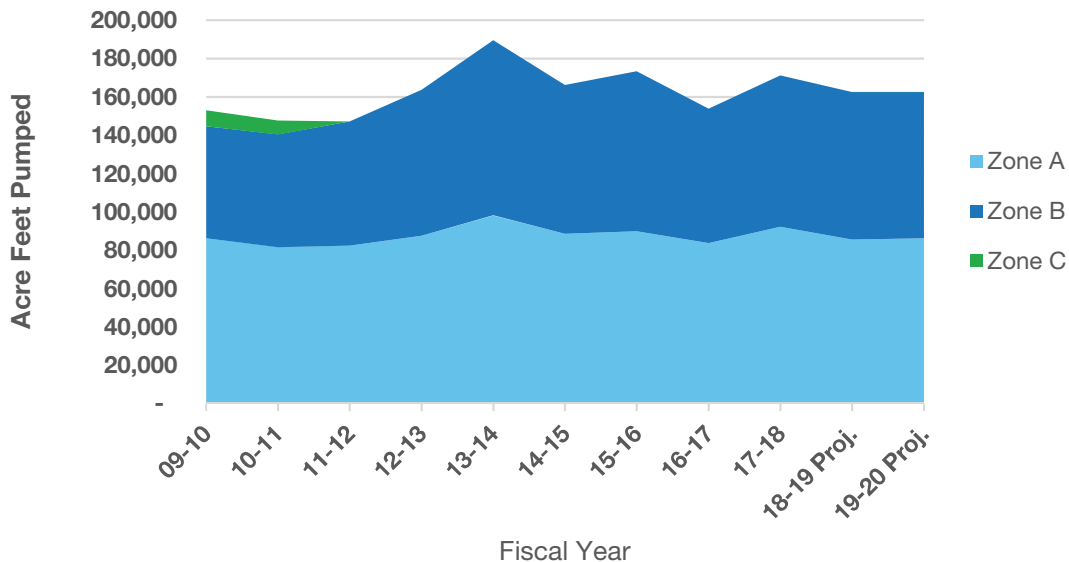
09-10	86,031	58,454	8,383	152,868
10-11	81,506	58,799	7,322	147,627
11-12	82,170	64,907	-	147,077
12-13	87,376	76,280	-	163,656
13-14	98,105	91,530	-	189,634
14-15	88,436	77,688	-	166,124
15-16	89,784	83,529	-	173,313
16-17	83,608	70,132	-	153,740
17-18	92,150	78,982	-	171,132
18-19 Proj.	85,354	76,999	-	162,353
19-20 Proj.	86,050	76,400	-	162,450

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.



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**United Water Conservation District**

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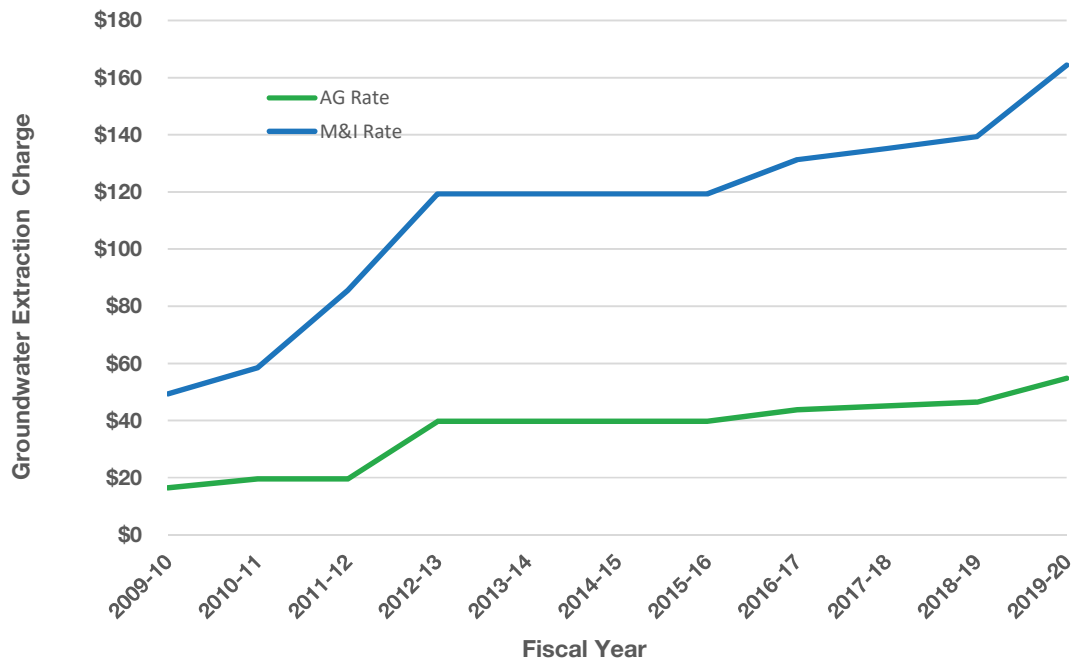
**GROUNDWATER EXTRACTION CHARGE PER ACRE FOOT**

Last Ten Fiscal Years

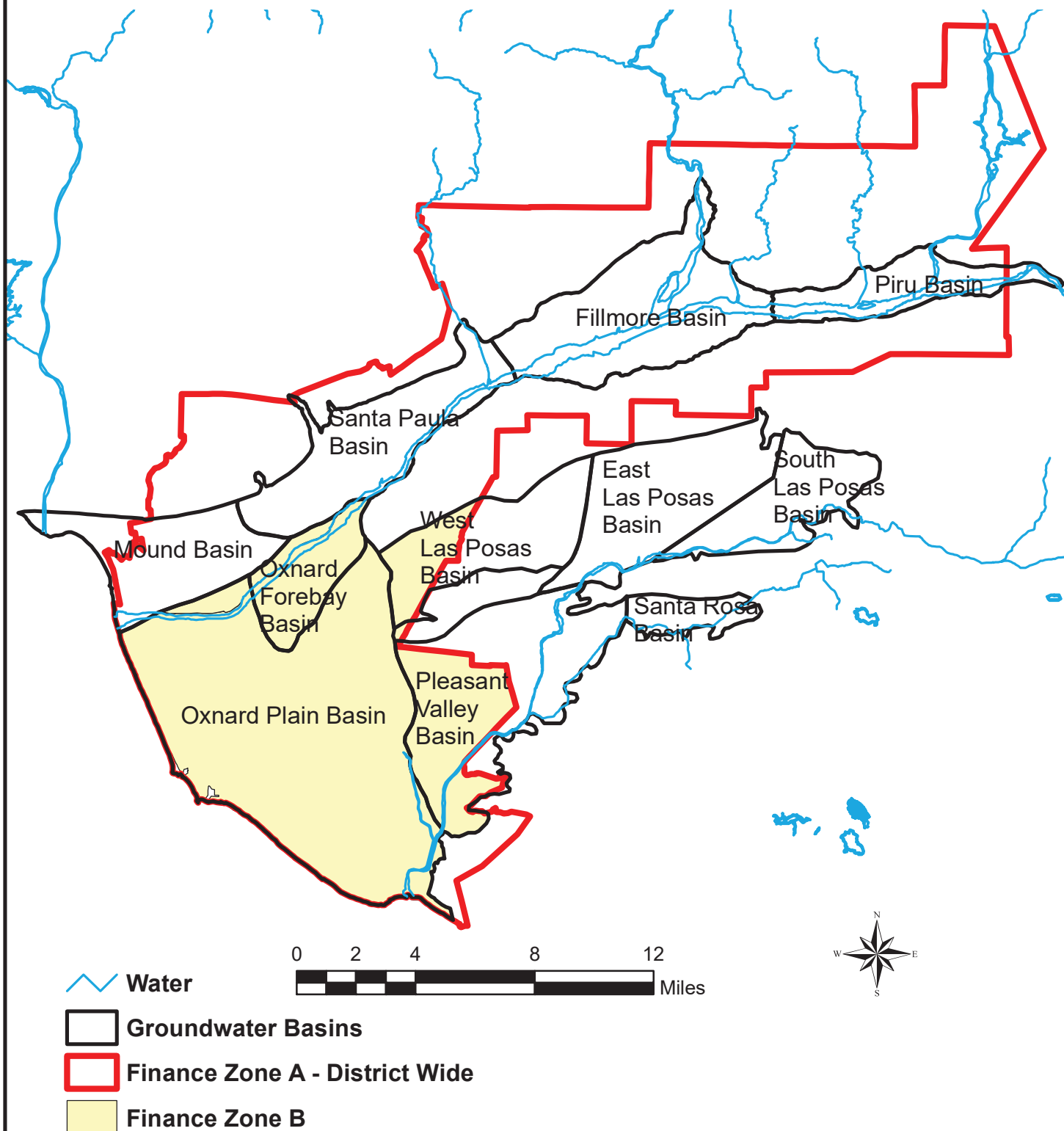
Zone A

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Fiscal Year	AG Rate	M&I Rate
2009-10	\$16.45	\$49.35
2010-11	\$19.50	\$58.50
2011-12	\$19.50	\$85.50
2012-13	\$39.75	\$119.25
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
2019-20	\$54.79	\$164.37



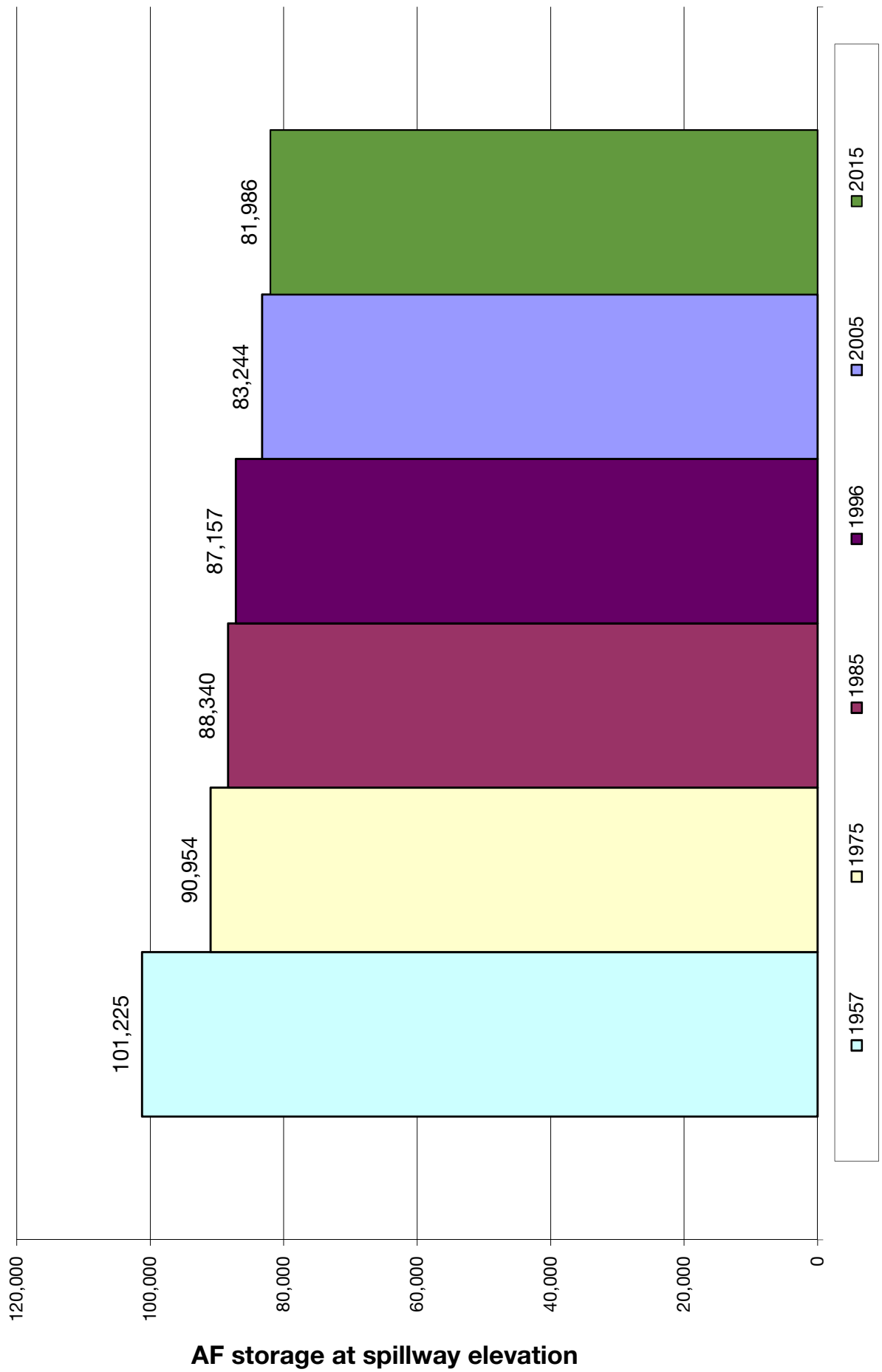
# United Water Conservation District Groundwater Finance Zones



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**



# FY 2019-20 PROPOSED BUDGET

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## FINANCIAL POLICIES



The UWCD Board with General Manager Mauricio E. Guardado, Jr.

# ACCOUNTS RECEIVABLE ~~AND~~ WRITE-OFF POLICY

Effective July 1, 201~~9~~

## POLICY STATEMENT

It is the District's policy to comply with government accounting standards and accurately report revenue by regularly writing off previously recognized revenue that has been determined to be uncollectable. ~~minimize the District's loss exposure by:~~  
~~limiting the creation of accounts receivables to necessary and essential items or services requiring payment at or before services are rendered when practical and feasible~~  
~~regularly reviewing all past due accounts~~  
~~actively pursuing collection of past due accounts receivable~~  
~~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. 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.~~

## **G.B. 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 ~~ED~~.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:

<b>Transaction Amount (per account):</b>	<b>Write-Off Authority:</b>	<b>Reported to:</b>
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.

**D.C. 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 ~~ED~~.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.~~

# ACCOUNTS RECEIVABLE ~~AND WRITE-OFF~~COLLECTIONS POLICY

Effective July 1, 201~~8~~<sup>9</sup>

## 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, and to outline the procedures and actions the District will pursue in the collection of past-due accounts receivable.~~

## 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 (2<sup>nd</sup>) 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 ~~Department~~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 account-holder 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. Pursuant to Water Code section 75635.5, these legal remedies include the right to seek a writ of attachment against the property of any named defendant in suits for the collection of delinquent groundwater charges, interest and fees. The accountholder shall also 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.

4a) Should the hearing result in an injunction restraining the operation of a water-producing facility, Water Code section 75637.5 allows the District to require that the operator post a bond or cash deposit equal to the amount of delinquent groundwater charges due for the preceding six-month period prior to the injunction being lifted.

1.5. 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 ~~threesix~~ **(36) 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 ED.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:~~

<b>Transaction Amount:</b>	<b>Write-Off Authority:</b>	<b>Reported to:</b>
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.~~

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**~~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 ED.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, 201~~9~~<sup>8</sup>

## **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, 201~~9~~<sup>8</sup>

## 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~~50,000 for any one service or purchase. Supplemental appropriations of more than \$~~10,000~~50,000 will be presented to the Board of Directors for consideration and approval prior to the commitment of funds. The Board will approve all supplemental appropriations over \$10,000 if the fiscal year-to-date supplemental appropriations approved by the General Manager exceeds \$500,000. ~~This~~ 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~~50,000 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~~100,000 can be transferred with the approval of both the Chief Financial Officer and the General Manager. Transfer requests over \$~~20,000~~100,000 will be presented to the Board of Directors for consideration and approval. Any balance remaining for completed capital improvement projects will be transferred back to the operating funds that funded the project with the approval of the project manager and the General Manager.

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 with the approval of

| the General Manager. 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, 201~~9~~<sup>8</sup>

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~~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 Proposition 218 [California Constitution, 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, 201~~9~~<sup>8</sup>

## 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:

<u>Asset Class</u>	<u>Type</u>	<u>Years</u>
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, 201~~9~~<sup>8</sup>

## **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, 201<sup>98</sup>

## **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, 201~~9~~<sup>8</sup>

## 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, 201~~9~~**8**

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 \$~~7540~~,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 \$7540,000), 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, 201<sup>98</sup>

## 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 REIMBURSEMENT AND BOARD MEMBER COMPENSABLE ACTIVITY POLICY - STAFF~~**

**Effective July 1, 201~~98~~**

## **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, with the exception of executive management (General Manager and Assistant General Managers).

~~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 APPROVAL**

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 class. Travel arrangements will be made through District staff. Airline travel will be arranged so as to be as cost efficient to District as possible, including early booking to minimize costs. Baggage fees are considered part of the cost of airline travel and are an allowable expense.

In cases of trips longer than three hours scheduled flight time, tickets may be booked in premium economy class. (eg; Economy Plus on United Airlines, Main Cabin Extra on American, etc.). Where possible, this class should be booked at time of ticket purchase. The District will not pay for upgrades in any other circumstances. When travelling on District business, the work/meeting schedule will take priority over the travel schedule. As such, opportunities for premium bookings and upgrades may not be available on every trip.

When scheduling flexibility is necessary, a refundable ticket may be purchased.

Travel arrangements and costs for guests are the responsibility of the individual attending and are not considered a District expense.

- ~~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. ~~\$0.5845~~ cents a mile for calendar year 20198), 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 staff'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.~~

5.4. \_\_\_\_\_

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. Except in cases where there are more than three District-affiliated individuals travelling together, only rental of vehicles of full-size standard or smaller are permitted to be reimbursed. Rental of SUVs, minivans or premium/luxury vehicles will not be reimbursed for fewer than four individuals in one vehicle. In such cases, the names of all District-affiliated individuals will be recorded in the expense report. All drivers of rental vehicles must provide their own insurance that covers the rental vehicle. Charges for insurance provided by the rental company will not be reimbursed. Fuel costs will be reimbursed with appropriate receipts.~~
6. Taxis and other local transportation costs, including ride share apps, incurred to and from businesses, hotels or airports, or in other District-related activities are reimbursable upon submittal of a receipt (see tipping guidelines under Tipping section).
7. ~~Members of the Board of Directors and District staff shall use government~~Government and group rates offered by a transportation provider shall be used, 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 G~~government and group rates offered by a lodging services provider will be utilized, 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, meal reimbursement will not exceed \$125 for each full day of travel. For partial days of travel, managers will use their discretion in approving their employee's meal expenses. ~~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. See tipping guidelines in section I, below.~~ 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~~daily 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~~necessary. 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.

#### I. Tipping

The District shall cover tipping up to 20% of cost of the meal or 15% of transportation service charges.

#### J. Non-reimbursable expenses

This document covers all reimbursable expenses. Any expenses not specifically mentioned will not be reimbursed without prior General Manager approval.

In no circumstances will the following be reimbursed:

- Hotel movie rentals
- Personal medical expenses not related to a workplace injury
- Personal entertainment such as sight-seeing, movies/theater, golf or other sports (except in the course of District outreach activities).

~~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(e), 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 30<sup>th</sup> 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.~~
- ~~3.1. 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.~~

# **EXPENSE BOARD MEMBER AND DISTRICT EXECUTIVE TRAVEL/COMPENSABLE ACTIVITY POLICY – BOARD MEMBERS AND DISTRICT EXECUTIVES**

Effective ~~February 13, 2019~~ July 1, 2019

## **SCOPE**

This policy applies to members of the Board of Directors and to District executive staff (General Manager and Assistant General Managers) 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, community and legislative outreach, 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. The District also recognizes the importance of building relationships with legislators, regulators and key opinion leaders in local, state and federal government centers. It is the District's policy to reimburse individuals for all actual and necessary expenses incurred while engaged in activities critical to building these relationships. 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 or covered by the District.

### **A. District Executives**

Advance approval by the immediate supervisor 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 class. Travel arrangements will be made through District staff. Airline travel will be arranged so as to be as cost efficient to District as possible, including early booking to minimize costs. Baggage fees are considered part of the cost of airline travel and are an allowable expense.

In cases of trips longer than three hours scheduled flight time, tickets may be booked in premium economy class. (eg; Economy Plus on United Airlines, Main Cabin Extra on American, etc.). Where possible, this class should be booked at time of ticket purchase. Upgrades to premium economy purchased at check-in will be reimbursed. The District will not pay for upgrades in any other circumstances. When travelling on District business, the work/meeting schedule will take priority over the travel schedule. As such, opportunities for premium bookings and upgrades may not be available on every trip.

When scheduling flexibility is necessary, a refundable ticket may be purchased.

Travel arrangements and costs for guests are the responsibility of the individual attending and are not considered a District expense.

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. \$0.58 per mile for calendar year 2019), 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 destination and return. 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. Except in cases where there are more than three District-affiliated individuals travelling together, only rental of vehicles of full-size standard or smaller are permitted to be reimbursed. Rental of SUVs, minivans or premium/luxury vehicles will not be reimbursed for fewer than four individuals in one vehicle. In such cases, the names of all District-affiliated individuals will be recorded in the expense report. All drivers of rental vehicles must provide their own insurance that covers the rental vehicle. Charges for insurance provided by the rental company will not be reimbursed. Fuel costs will be reimbursed with appropriate receipts.
6. Taxis and other local transportation costs, including ride-share apps, incurred to and from businesses, hotels or airports, or in other District-related activities are reimbursable upon submittal of a receipt (see tipping guidelines under Tipping section).
7. Government and group rates offered by a transportation provider will be utilized 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. Government and group rates offered by a lodging services provider will be utilized 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., lodging costs covered by the District 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, District charges 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, the District may pay 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. Travel Per diem

In order to provide for the costs of ad-hoc expenses related to District travel, the District will reimburse \$100 per full day of authorized travel outside of the District that requires an overnight stay. The per diem is expected to cover all meals not part of outreach activities and other district business as well as any and all incidental expenses not specifically

addressed in this document. The per diem will be claimed on the standard business expense report and will not be paid in advance of travel.

#### D. District Outreach Events

Periodically Board Members and District Executives engage in activities related to legislative outreach. Recognizing that these events often have irregular schedules and venues, food and beverages provided as part of these activities will be reimbursed, provided the cost is reasonable for the situation as determined by the General Manager. Alcohol of reasonable cost and quantity may be provided at these events at District expense. Third-party attendees of such events must be verbally approved by the General Manager in advance to assure that the event is pursuant to District objectives and not social in nature.

Meetings of District personnel prior to or following outreach events where food and beverage are provided will be considered part of the outreach activities and as such will be covered by the District and not an incidental expense covered by the abovementioned travel per diem.

Expenses for such activities will be comprehensively documented. Supporting documentation will include a detailed check or invoice (not just a credit card receipt) and a clear accounting of the names, positions and affiliations of all attendees at the event.

#### E. 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 \$50.00 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.

#### F. Travel Requiring Advance Approval (District Executives)

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 (Allowable Expenses -Section A).
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.

#### G. Advances

The District will not provide cash advances for travel to board members or executives. Airfare will be paid directly by the District. Whenever possible, the District will prepay hotel,



tuition, etc. costs to vendors with an approved purchase requisition, therefore an advance for these costs will not be necessary.

#### H. 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 will be reimbursable by the District at the General Manager's discretion.

#### I. Tipping

The District shall cover tipping up to 20% of cost of the meal or 15% of transportation service charges.

#### J. Non-reimbursable expenses

This document covers all reimbursable expenses. Any expenses not specifically mentioned will not be reimbursed without prior General Manager approval.

In no circumstances will the following be reimbursed:

- Hotel movie rentals
- Personal medical expenses not related to a workplace injury
- Personal entertainment such as sight-seeing, movies/theater, golf or other sports (except in the course of District outreach activities).

### **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.

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 for other staff and by the Board Treasurer if the exception applies to the General Manager.

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 30<sup>th</sup> 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 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, 201~~9~~<sup>8</sup>

## **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, 201~~9~~**8**

## 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 10<sup>th</sup> 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 10<sup>th</sup> 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
- 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, 201~~9~~<sup>8</sup>

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, 201~~9~~<sup>8</sup>

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). 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.

(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 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.

(l) (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.

(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, 201~~9~~<sup>8</sup>

## 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.

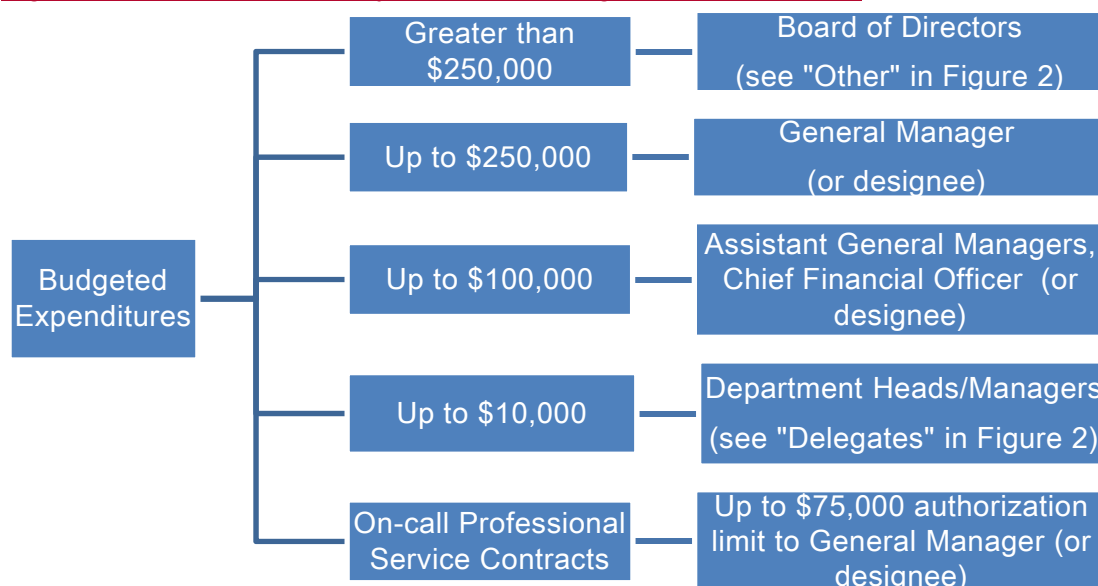
## **PURCHASING AUTHORITY**

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. Designation must be made in writing and a log of designations of authority will be maintained by the Executive Assistant.

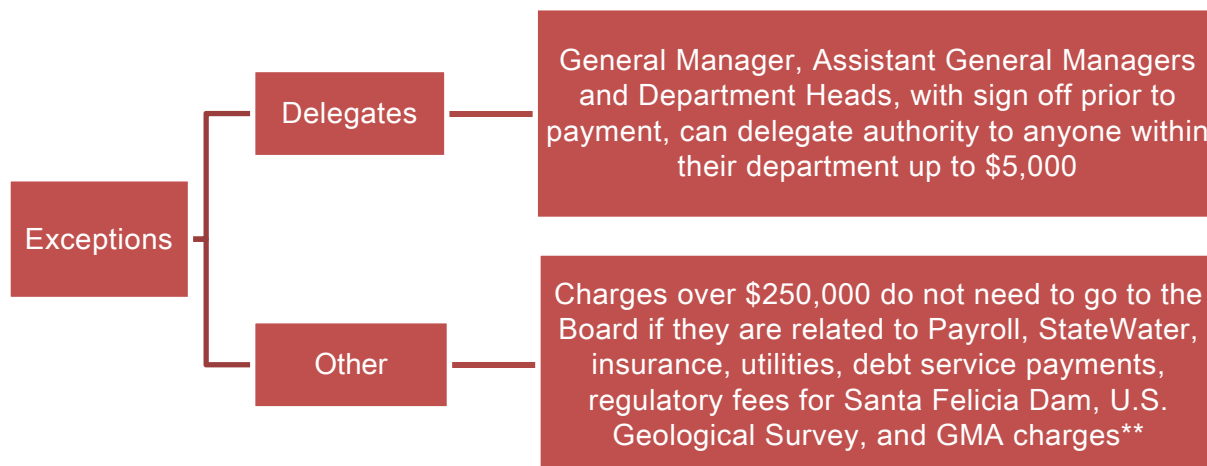
Figure 1. Purchase Authority Levels for Budgeted Expenditures



A contract amendment that is a budgeted expenditure and relates to an original contract with an amount below the General Manager's authority may be executed by the General Manager provided that the total amount of the contract and amendment(s) do not exceed the General Manager's authority. For example, a contract amendment of \$50,000 to a \$200,000 contract may be executed by the General Manager. However, a contract amendment of \$50,000 to a \$210,000 (total contract value of \$260,000) must be approved by the Board.

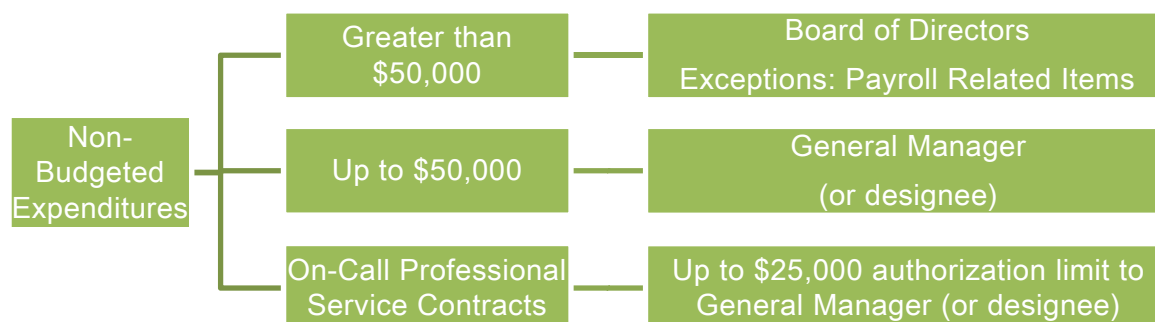
A contract amendment that is a budgeted expenditure and relates to an original contract with an amount exceeding the General Manager's authority, may be executed by the General Manager up to his approval level, not exceeding 50% of the original contract amount. For example, a contract amendment to a \$400,000 contract may be made up to \$200,000. Contract amendments for non-budgeted expenditures are subject to the limits set forth in the Appropriations section of the Budget Amendment Policy.

Figure 2. Exceptions to Purchase Authority Levels



\*\* Charges related to payroll are approved during the payroll process. Charges related to all other items in the above list are approved at the department head level.]

Figure 3. Purchase Authority Levels for Non-Budgeted Expenditures



## 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	<del>\$10,000</del> <u>\$12,500</u>
<del>Deputy Assistant</del> General Managers	\$10,000
Chief Financial Officer	\$2,000
<del>Executive Coordinator</del>	<del>\$2,000</del>
Chief Engineer	\$2,000
<u>Human Resources Manager</u>	<u>\$2,000</u>
Operations & Maintenance Manager	\$2,000
<del>Environmental Planning and Conservation Manager</del>	<del>\$2,000</del>
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~~ District headquarters 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~~ District headquarters ~~and~~, \$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~~ District headquarters ~~and~~, 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: \_\_\_\_\_ -Department:- \_\_\_\_\_  
(Cardholder)

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, 201~~9~~**8**

## **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, 201~~9~~**8**

## **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-maximum~~ 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" Amendment No. 1 (dated January 2002): The level of cash reserves in the Fund will be set at \$750,000, 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 \$750,000 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 eminent 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, 201~~9~~<sup>8</sup>

## 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  $\frac{3}{4}$  ton pick-ups only should be purchased - no  $\frac{1}{2}$  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, 201~~9~~**8**

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 31<sup>st</sup> day of January and on or before the 31<sup>st</sup> 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. 8<sup>th</sup> St., Santa Paula, CA 93060 or may be emailed to [gwreporting@unitedwater.org](mailto: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.