



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

General Manager  
Mauricio E. Guardado, Jr.

Legal Counsel  
David D. Boyer

**AGENDA**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**Monday, November 9, 2020 – 9:00 A.M.**  
**Board Room, First Floor, UWCD HEADQUARTERS**  
**1701 N. Lombard Street, Oxnard, CA 93030**

Meeting attendees should be aware that the meetings of the Committee are, as required by law, open to the public and the District has very limited powers to regulate who attends Committee meetings. Therefore, attendees must exercise their own judgement with respect to protecting themselves from exposure to COVID-19, as the District cannot ensure that all attendees at public meetings will be free from COVID-19.

**In addition to its public Finance and Audit Committee Meeting, people may choose to participate virtually using the Webex video conferencing application. To participate in the UWCD Finance and Audit Committee Meeting via Webex, please click here:**

<https://unitedwaterconservationdistrict.my.webex.com/unitedwaterconservationdistrict.my/j.php?MTID=mc7c28427fae08f177ad3ad4c8d823d98>

Meeting number: 126 712 3217

Password: Money (66639 from phones)

To join by phone: 1-408-418-9388 (toll rates apply)

Access code: 126 712 3217

**OPEN SESSION**

**Committee Members Roll Call**

**1. Public Comment**

The public may address the Finance and Audit Committee on any matter on the agenda or within the jurisdiction of the Committee. All comments are subject to a five minute time limit.

**CLOSED SESSION**

**2. Real Property Matters**

**Discussion of Real Property Negotiations**

[Government Code Section 54956.8]

Property: 1701 N. Lombard Street, Oxnard CA

Agency Negotiator: Joseph Jereb

Negotiating Party: United Water Conservation District

Under Negotiation: Instructions to negotiators will concern price and terms of lease.

**SECOND OPEN SESSION**

**3. Oral Report Regarding Executive (Closed) Session**

Presented by District Legal Counsel David D. Boyer.

**4. Approval of Minutes**

**Motion**

The Committee will review the Minutes from the October 13, 2020, Finance and Audit Committee meeting and approve as submitted or direct staff to revise as necessary to accurately reflect the discussion and actions taken at the meetings.

**5. November 10, 2020 Board Meeting Agenda Item**

The Committee will review and discuss the following agenda item to be considered for approval at the November 10, 2020, Board meeting that have a fiscal impact to the District. The Committee will formulate a recommendation to the entire Board based on the discussions with staff. The Committee will discuss the following item:

**Agenda Item 4.3: Request from AT&T to Amend Lease Agreement for Cell Tower and Backup Generator at Lake Piru**

The Board of Directors will review and consider approving an amendment to the lease agreement with AT&T governing the company's use of property at Lake Piru for the operation of a cellular communications tower and backup power generator.

**6. Monthly Investment and Pipeline Delivery Reports (September 2020)**

The Committee will receive, review and discuss the Districts' investment portfolio and cash position, as well as the pipelines' water activities as of September 30, 2020. The Committee will provide direction to staff as necessary to ensure the fiscal stability of the District.

**7. Fiscal Year 2020-21 First Quarter Financial Report (July 1, 2020 – September 30, 2020)**

The Committee will receive and review the FY 2020-21 First Quarter Financial Report for the period of July 1, 2020 through September 30, 2020.

**8. Board Requested Cost Tracking Items**

The Committee will receive and review the costs to date that the District has incurred:

- a) as part of the licensing efforts and the probable maximum flood studies for the Santa Felicia Dam;
- b) in relation to environmental mandates;
- c) in relation to litigation with the City of Ventura, Wishtoyo Foundation complaint and District legal costs over the past several fiscal years; and
- d) in relation to professional fees over the past several fiscal years.

**9. Monthly Administrative Services Update**

The Committee will receive and review the monthly report from the administrative services team.

**Future Agenda Items**

The Committee will suggest topics or issues they would like to add to future agendas.

**ADJOURNMENT**

**Directors:**

Sheldon G. Berger, Chair  
Bruce Dandy  
Patrick Kelley

**Staff:**

Mauricio E. Guardado, Jr.  
Joseph Jereb  
Ambry Tibay

Anthony Emmert  
Josh Perez

# Finance and Audit Committee Meeting AGENDA


November 9, 2020

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*The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda material in an alternative format, please contact the District Office at (805) 525-4431. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.*

Approved:   
Mauricio E. Guardado, General Manager

Approved:   
Anthony E. Emmert, Assistant General Manager

Approved:   
Joseph Jereb, Chief Financial Officer

**Posted: (date) November 4, 2020**

**(time) 3:30 p.m.**

**(attest) Jackie Lozano**

**At:** United Water Conservation District Headquarters, 1701 N. Lombard Street, Oxnard, CA 93030

**Posted: (date) November 4, 2020**

**(time) 4:00 p.m.**

**(attest) Jackie Lozano**

**At:** [www.unitedwater.org](http://www.unitedwater.org)

**MINUTES**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**Tuesday, October 13, 2020 – 9:00 A.M.**  
**UWCD Headquarters, Board Room**  
**1701 N. Lombard Street, Oxnard, CA 93030**

In addition to its public Finance and Audit Committee Meeting, public members could choose to participate virtually using the Webex video conferencing application.

**COMMITTEE MEMBERS PRESENT:**

Sheldon G. Berger, Chair  
Bruce Dandy  
Patrick Kelley

**STAFF PRESENT:**

Mauricio Guardado, General Manager  
Anthony Emmert, Assistant General Manager  
Joseph Jereb, Chief Financial Officer  
Erin Gorospe, Controller  
Ambry Tibay, Senior Accountant  
Josh Perez, Human Resources Manager  
Zachary Plummer, Information Technology Administrator  
Jackie Lozano, Administrative Assistant II  
David Boyer, Legal Counsel

**PUBLIC PRESENT:**

David Brodsky, KNN Public Finance  
Larry Lom, KNN Public Finance

**OPEN SESSION 9:00 A.M.**

The meeting was called to order by Chair Berger at 9:00 A.M.

**Committee Members Roll Call**

Chair Berger acknowledged the presence of the following Committee members: Director Dandy and Director Kelley. All Committee members were present.

**1. Public Comment**

Chair Berger asked if there were any public comments; none were offered.

**2. Approval of September 8, 2020, Finance and Audit Committee Meeting Minutes**

Motion to approve the Committee Minutes from September 8, 2020, Director Dandy; Second, Director Berger. Voice vote: two ayes (Dandy, Berger); none opposed; one abstained (Kelley); Director Kelley was not present during the last Committee meeting. Motion carried, 2/0/1.



### **3. October 14, 2020, Board Meeting Agenda Items**

#### **Agenda Item 3.E: Request from City of Fillmore to Waive Penalty Charges for Late Receipt of Statements**

Chief Financial Officer Joseph Jereb summarized the request for the Committee. The Committee will recommend that the Board waive penalty charges of \$15,576 for late receipt of groundwater statements.

#### **Agenda Item 3.F: Request from Department of Fish and Wildlife to Waive Penalties and Interest Charges for Late Payment**

Mr. Jereb summarized the request to the Committee. The establishment had been struggling with having sufficient accounting staff due to COVID-19 restrictions. This was their first time asking for a waiver. The location is the Fillmore Fish Hatchery, which has four significant wells that pump from the Fillmore basin. The Committee will recommend that the Board waive penalty and interest charges of \$9,425 for a late filing and payment.

#### **Agenda Item 3.G: Request from Duda Farm Fresh Foods Inc. to Waive Penalties for Late Receipt of Statements**

Mr. Jereb summarized the request for the Committee. Duda Farm Fresh Foods was only one day past deadline. There was no prior history of late payment. The Committee will recommend that the Board waive penalty charges of \$13,417 for a late filing of groundwater production statements.

General Manager Mauricio Guardado mentioned that this practice of requesting the Committee's recommendation to the Board is consistent with UWCD policy. Requests over \$5,000 do require Board approval.

#### **Agenda Item 3.H: Request from San Miguel Produce for a Payment Plan**

Mr. Jereb summarized the request for the Committee. San Miguel Produce claims sales were adversely affected by the COVID-19 health and economic situation. There was no history of late payments. UWCD was notified in June 2020 of the request. San Miguel Produce has made monthly payments since its June 2020 request. The Committee will recommend that the Board consider a request from San Miguel Produce to enter into a payment plan for past due groundwater extraction fees and penalties of \$17,018 plus interest.

The Committee asked staff if UWCD sends secondary notices as reminders to pumpers that the due dates for payment are approaching? UWCD does not currently send notices in advance of due date of the fees. UWCD does sent out three late notices: 30, 60, and 90 days after the deadline for submission.

The Committee asked if there could be a way to have computer-generated emails alerting Finance staff and pumpers of approaching due dates. Mr. Jereb stated that it is his understanding that UWCD does have email addresses for a significant number of pumpers but not all. He stated that staff could work to obtain email addresses from all pumpers. He stated that he would research this and report back to the Committee. Mr. Guardado added, in light of today's climate and all of the



unknown issues impacting payments and knowing that many businesses are struggling, there is a benefit to providing advance notices, especially to those who appear to be struggling.

Chair Berger also suggested that calling the pumpers before the deadline would be ideal as it would allow the person an opportunity to respond before having to go through the request process. It would also provide Finance staff with the knowledge of what the issues are and allow for the District to work with the pumper. He reiterated that reminders of due dates would be helpful, and the Committee would be happy to know Finance is working with its' constituents.

**Agenda Item 4.1: Resolution 2020-20 Stating the Board's Authorization of the Execution and Delivery of Revenue Certificates of Participation**

Mr. Jereb provided an overview of the Resolution 2020-20 and the documents provided to the Committee (presentation attached). Per the request of Mr. Guardado, Mr. Jereb introduced UWCD's financial advisors for this financial transaction: Mr. David Brodsky and Mr. Larry Lom of KNN Public Finance.

Chair Berger inquired as to UWCD's credit rating. Mr. Jereb responded UWCD had a rating call with Standard and Poor's Global (S&P Global) last week, which went very well, and Finance is hoping to receive the credit rating this week. KNN financial advisor David Brodsky stated his cautious expectation that the credit rating would come back as double A.

Chair Berger also inquired if there were any questions about the lawsuits that UWCD is currently involved in. Mr. Brodsky said UWCD had a frank discussion about the challenges and risk of what the district does and that staff and counsel did a great job of putting the information in the proper context.

Director Kelley requested a change to his title in Attachment 4.1 E Preliminary Official Statement, page 18, to "Retired Bank Portfolio Manager."

Per the request of Mr. Guardado, Mr. Jereb summarized for the Committee the various sections that were reviewed during the S&P Global Zoom meeting. Chair Berger complimented the Finance team on a job well done.

The Committee will recommend that the Board consider adopting Resolution 2020-20, stating the Board's authorization of the execution and delivery of Revenue Certificates of Participation (RCPs), and approving the execution and delivery of certain agreements and document in connection therewith.

**Agenda Item 4.2: Amendment of 2017 and 2018 Groundwater Reporting and Issuance of Refund**

Mr. Jereb summarized the request for the Committee. The groundwater pumper discovered they overstated their pumping over several years because of an erroneous meter read and calculation of acre feet usage. Mr. Jereb stated that this error resulted in a reported usage of ten times that actual usage. He said that the staff reviewed photos of the meter reading at the beginning of the period in question and photos of the meter reading at the end of the period. After correction of the error, the



water usage is consistent with the usage expected for the crops grown over the period. The pumper was not asking for a cash refund, but to apply the credit to future billings.

The Committee will recommend that the Board consider allowing the customer to amend its 2017 and 2018 groundwater production statements and apply the overpayment to future billing.

**4. FY 2019-20 Year End Financial Reports (July 1, 2019 – June 30, 2020)**

Mr. Jereb provided a recap of the FY 2019-20 financial reports, Capital Improvement Projects statuses, and the Investment Benchmark report (presentation attached).

Director Kelley commented on the low level of the Freeman Fund working capital and asked about the timeframe being recommended by staff to get it back to a better level. Mr. Jereb responded that the recovery of the Freeman Fund will be dependent upon the pumping volumes and pipeline deliveries for the 2020 H2 period. If the Freeman Fund is still in a deficient in early 2021, then that would be a factor in the development of Zone B rates for the following budget year.

Chair Berger asked if there were further questions or comments; none were offered.

**5. Monthly Investment and Pipeline Delivery Reports (August 2020)**

The Committee reviewed the monthly investment and pipeline delivery reports as presented in the Finance and Audit Committee packet.

Informational item. No action was taken by the Committee.

**6. Board Requested Cost Tracking Items**

The Committee reviewed the costs to date that the District has incurred:

- a) as part of the licensing efforts and the probable maximum flood studies for the Santa Felicia Dam;
- b) in relation to environmental mandates;
- c) in relation to litigation with the City of Ventura, Wishtoyo Foundation complaint and District legal costs over the past several fiscal years; and
- d) in relation to professional fees over the past several fiscal years.

Informational item. No action was taken by the Committee.

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

The Committee reviewed the expense reimbursement report for all reimbursements of business expenses to staff and Board members for the fourth quarter FY 2019-20 as presented in the Finance and Audit Committee packet.

Informational item. No action was taken by the Committee.

**8. Monthly Administrative Services Update**

Prior to providing the update, Mr. Jereb brought to the attention of the Committee that on October 28, 2020, the Fox Canyon GMA will be holding a board meeting to consider an increase of up to 100% in



its groundwater rates. He said that there would be minimal impact to the UWCD finances, as the District passes through the increase to pumpers. If adopted, the increase would take effect January 1, 2021, and Finance would send a notice out to all affected pumpers.

Financial updates for the month of September 2020 were provided to the Committee by Mr. Jereb. Human Resources Manager Mr. Josh Perez presented updates on Administration, Human Resources and Risk Management (presentation attached).

Mr. Guardado added that coming soon, UWCD will be laying out a new museum located in the Library for staff and visitors to enjoy. The museum would display artifacts and historical news that otherwise would be in storage.

Director Kelley wanted to mention that at this time of year, employers offer health care choices and it had been a trying time especially when employees are busy. He commended the staff for getting the information out and readily available. Mr. Perez said that his team had asked for feedback from the employees on anything they felt the team could offer or do better in the future. The feedback received was very positive. Constructive and helpful suggestions would be incorporated into future presentations.

Chair Berger asked if there were any further questions or comments; none were offered.

#### **9. Future Agenda Items**

No future agenda items were requested by the Committee.

#### **ADJOURNMENT 10:07 A.M.**

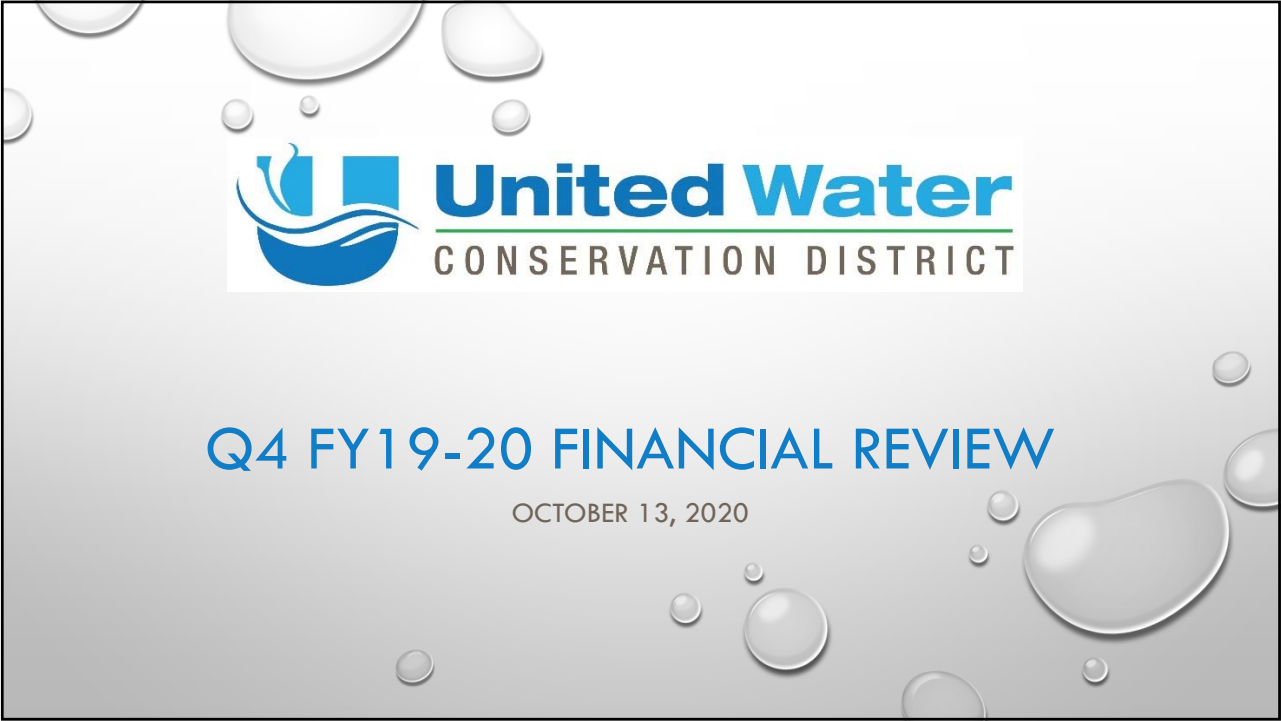
Chair Berger thanked the UWCD staff for all the hard work they put into the presentation and adjourned the meeting at 10:07 A.M.

I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Audit Committee Meeting of October 13, 2020.

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Committee Chair Sheldon G. Berger





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### KEY DOCUMENTS

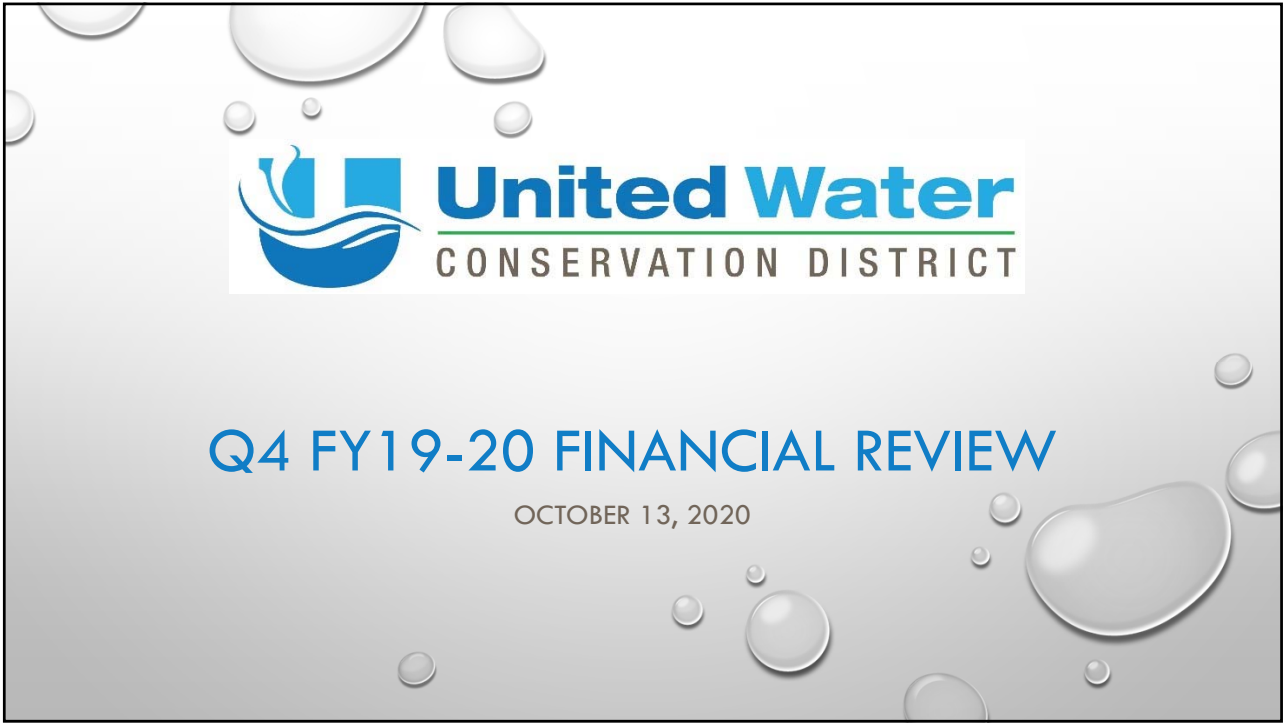
**NET REVENUE AHEAD OF PLAN, EVEN WITH OPEX OVERRUNS**

- 1. RESOLUTION**—AUTHORIZES DISTRICT STAFF TO EXECUTE DEBT INSTRUMENTS
- 2. TRUST AGREEMENT**—ESTABLISHES TERMS OF DELIVERY AND PAYMENT OF CERTIFICATES OF PARTICIPATION
- 3. INSTALLMENT PURCHASE AGREEMENT**—ESTABLISHES CONTRACT BETWEEN DISTRICT AND PUBLIC FACILITIES FINANCING CORPORATION
- 4. ESCROW AGREEMENT**—FACILITATES REFUNDING OF 2001, 2005 AND 2009 DEBT
- 5. PRELIMINARY OFFICIAL STATEMENT**—PRINCIPAL OFFERING DOCUMENT PROVIDES ALL OPERATIONAL AND FINANCIAL INFORMATION ON THE DISTRICT RELEVANT TO MARKETING 2020 CERTIFICATES

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TIMELINE

Date	Task
Wednesday, October 7, 2020	Rating Call with S&P
Week of October 12	Receive credit ratings
Wednesday, October 14, 2020	UWCD Public Facilities Financing Corp. and Board of Directors Meeting and approval
Tuesday, October 20, 2020	Post POS
Tuesday, October 27, 2020	Pricing
Wednesday, October 28, 2020	Issue Notice of Redemption
Monday, November 9, 2020	Pre-closing
Tuesday, November 10, 2020	Closing
Wednesday, December 2, 2020	Redemption of Bonds (30 day escrow)



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## FY19-20 HIGHLIGHTS

### DRIVE HIGHER REVENUE AND OPEX

#### REVENUE

- OPERATING REVENUE AT PLAN DESPITE LARGE GROUNDWATER REVENUE MISS
  - PIPELINES DELIVERED 2,400AF OVER PLAN
- NON-OPERATING REVENUE 80% OVER PLAN AND 40% OVER PRIOR YEAR
  - FCGMA GRANT, REFUND OF LEGAL JUDGEMENT AND GAIN ON SALE OF SANTA PAULA HQ

#### EXPENDITURE

- WATER PURCHASES, COURT AWARD AND LEGAL FEES DRIVE OPEX 25% OVER PLAN
  - OFFSET BY LOWER CONSULTING MAINTENANCE AND UTILITIES

#### CAPITAL EXPENDITURE

- \$8.6M IN CIP OUT OF \$12.6M PLAN

2

### Q4 OVERVIEW

#### NET REVENUE AHEAD OF PLAN, EVEN WITH OPEX OVERRUNS

	4Q19-20 Actual	4Q19-20 Budget	4Q18-19 Actual	Actual vs Plan	Actual vs PY
<i>in \$000's</i>					
Taxes	4,775	4,496	5,533	6%	-14%
Water Delivery/Fixed Cost	10,433	9,439	8,681	11%	20%
Groundwater	13,936	15,191	11,070	-8%	26%
Other Operating Revenue	2,739	913	1,473	200%	86%
Non-Operating Revenue	4,269	3,106	3,258	37%	31%
Debt Proceeds	-	6,917	-	-100%	0%
<b>Total Revenue</b>	<b>36,153</b>	<b>40,062</b>	<b>30,014</b>	<b>-10%</b>	<b>20%</b>
Personnel Expense	6,652	6,589	6,555	1%	1%
Operating Expense	14,588	11,303	10,657	29%	37%
Allocated Overhead	4,356	4,589	3,765	-5%	16%
Debt Service	1,708	2,890	1,681	-41%	2%
Other	2,000	3,114	2,059	-36%	-3%
<b>Total Expenditure</b>	<b>29,304</b>	<b>28,485</b>	<b>24,717</b>	<b>3%</b>	<b>19%</b>

#### REVENUE

- OPERATING REVENUE AHEAD OF PLAN ON DELIVERY VOLUMES
- NON-OPERATING REVENUE EXCESS DUE TO JUDGMENT REFUND

#### EXPENDITURE

- PROF FEES AND MAINTENANCE CONTRIBUTE UNDERRUN PARTIALLY OFFSET BY OVERRUN IN LEGAL EXPENSE AND COURT AWARD
- OTHER EXPENSE DOWN ON DEPRECIATION AND CAPITAL OUTLAY

#### ALL FUNDS EXCEPT 420 ABOVE MINIMUM RESERVE REQUIREMENTS AT YEAR END

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### Q4 19-20 REVENUE

#### PIPELINE DELIVERIES AND UNPLANNED ITEMS OFFSET LOWER GROUNDWATER VOLUMES

*in \$000's*

Total Revenue

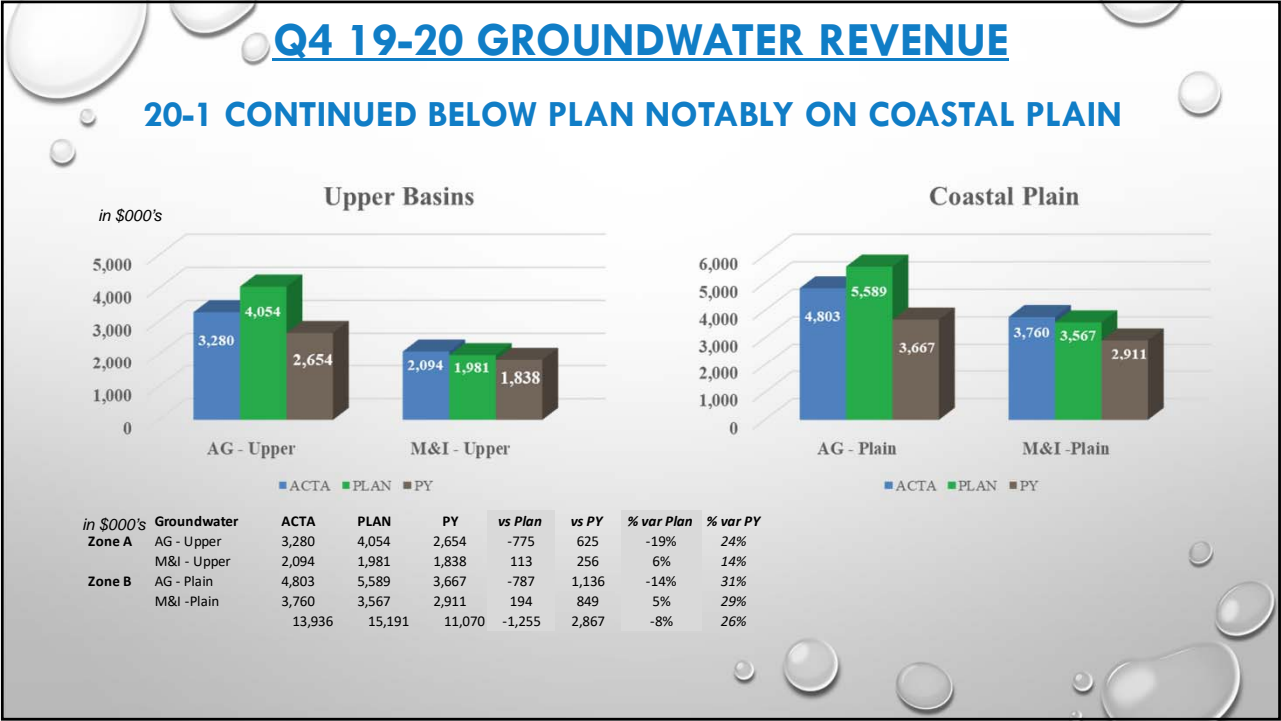
Category	ACTA	PLAN	PY
Groundwater	13,936	15,191	11,070
Pipeline	10,433	9,439	8,681
Taxes	4,775	4,496	5,533
Other	7,019	10,937	5,734

#### TOTAL REVENUE \$3.0M OVER PLAN\*

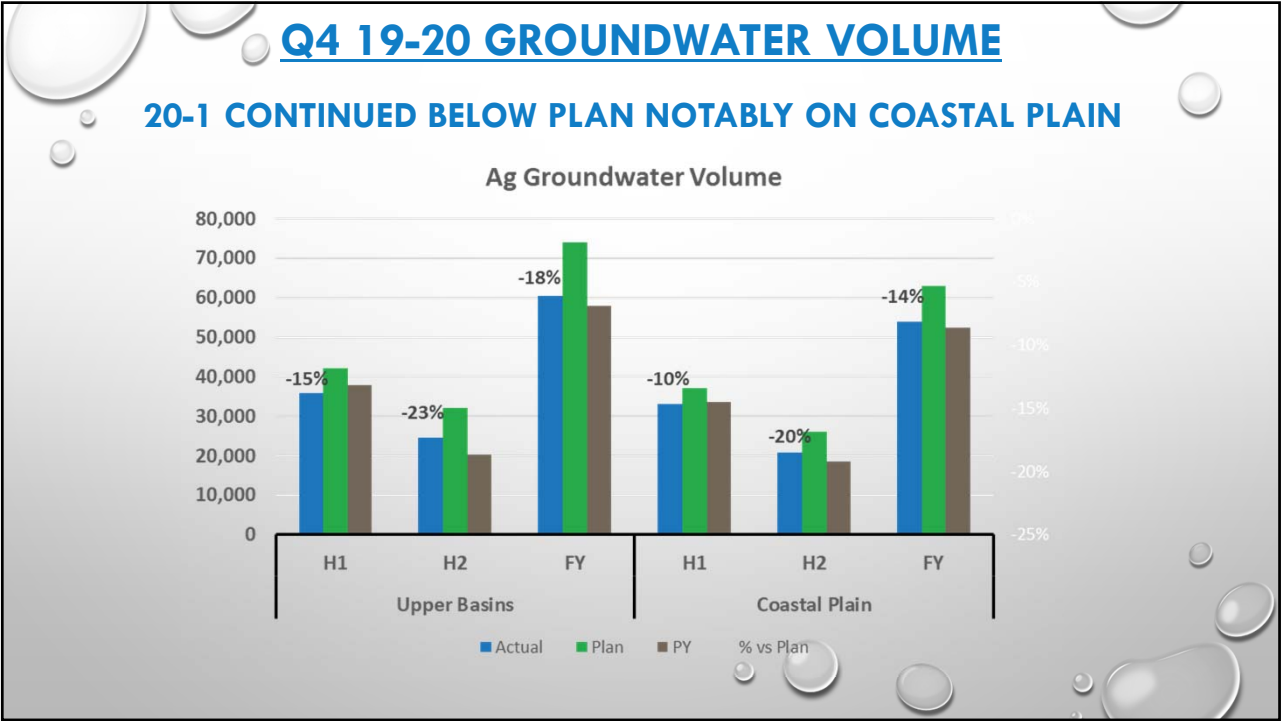
- PIPELINE REVENUE \$1M AHEAD OF PLAN ON HIGHER VOLUMES +PV DELIVERIES
- GROUNDWATER DOWN \$1.3M FROM PLAN ON LOWER VOLUME
- OTHER REVENUE INCLUDES JUNE DELIVERY OF FCGMA WATER (\$1.8M)

\*EXCLUDING PLANNED DEBT PROCEEDS

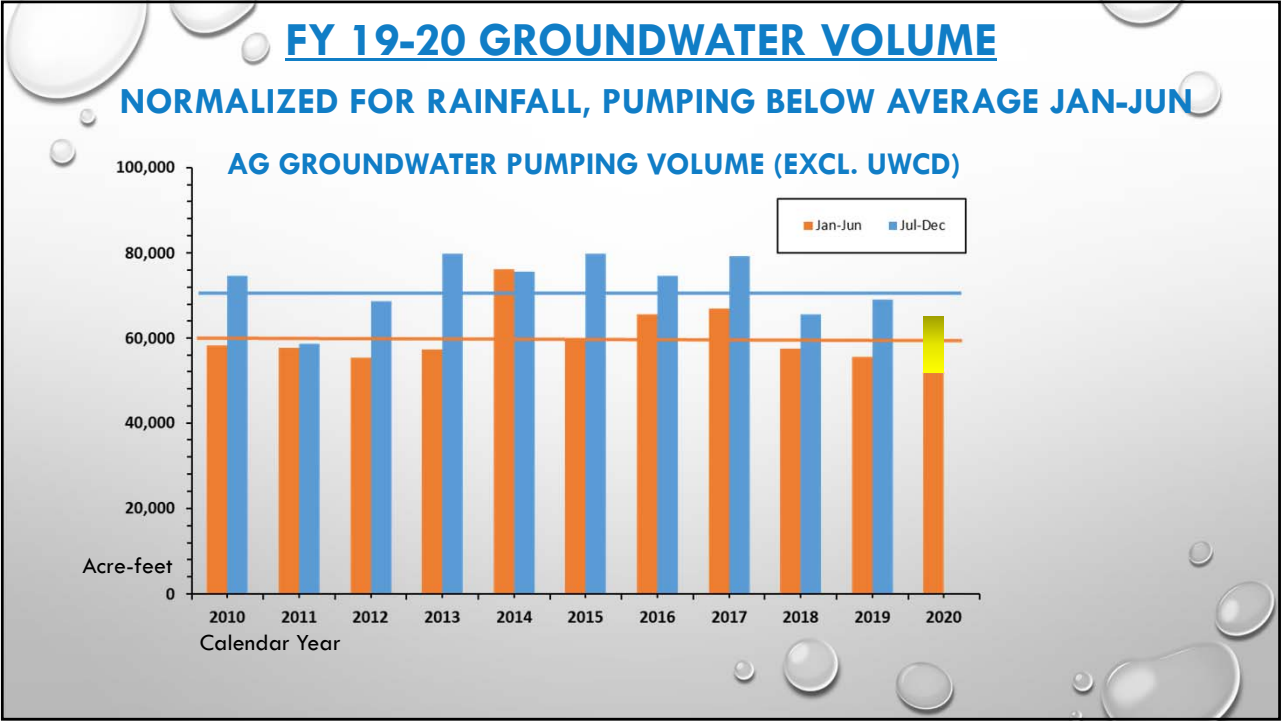
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### TOP GROUNDWATER PUMPERS

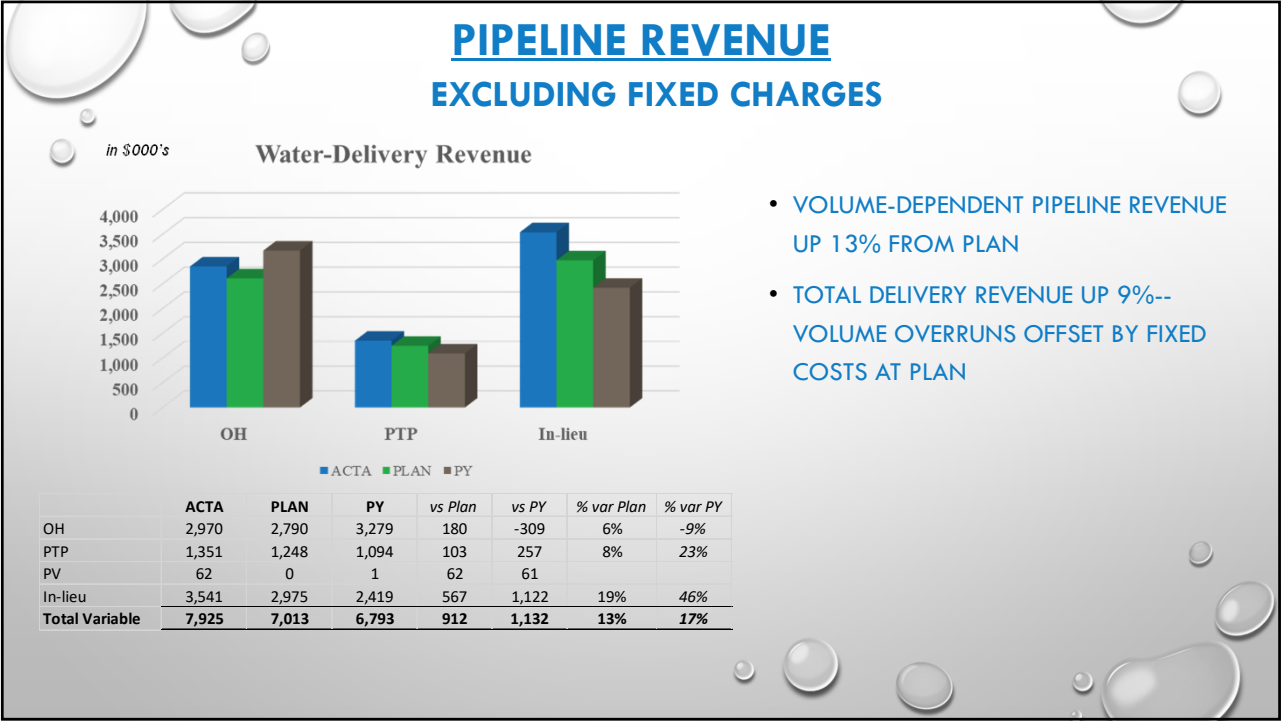
#### AG

Customer Name	FY19-20	FY18-19	% Change
FARMERS IRRIGATION CO	8,424	7,768	8%
SOUTHLAND SOD FARMS	4,757	3,242	47%
PLEASANT VALLEY CO WTR	4,733	5,926	-20%
SESPE AGRICULTURAL WATER	4,609	3,863	19%
DUDA FARM FRESH FOODS INC	4,126	3,604	14%
REITER BROTHERS	2,900	2,411	20%
ALTA MUTUAL WATER CO	2,058	1,939	6%
NAUMANN RANCH	2,050	2,086	-2%
DEL NORTE WATER COMPANY	2,046	1,908	7%
MARZ FARMS INC	1,925	1,735	11%
<b>Top 10 Total</b>	<b>37,627</b>	<b>34,482</b>	<b>9%</b>
<b>% of Total Billed AF</b>	<b>33%</b>	<b>31%</b>	

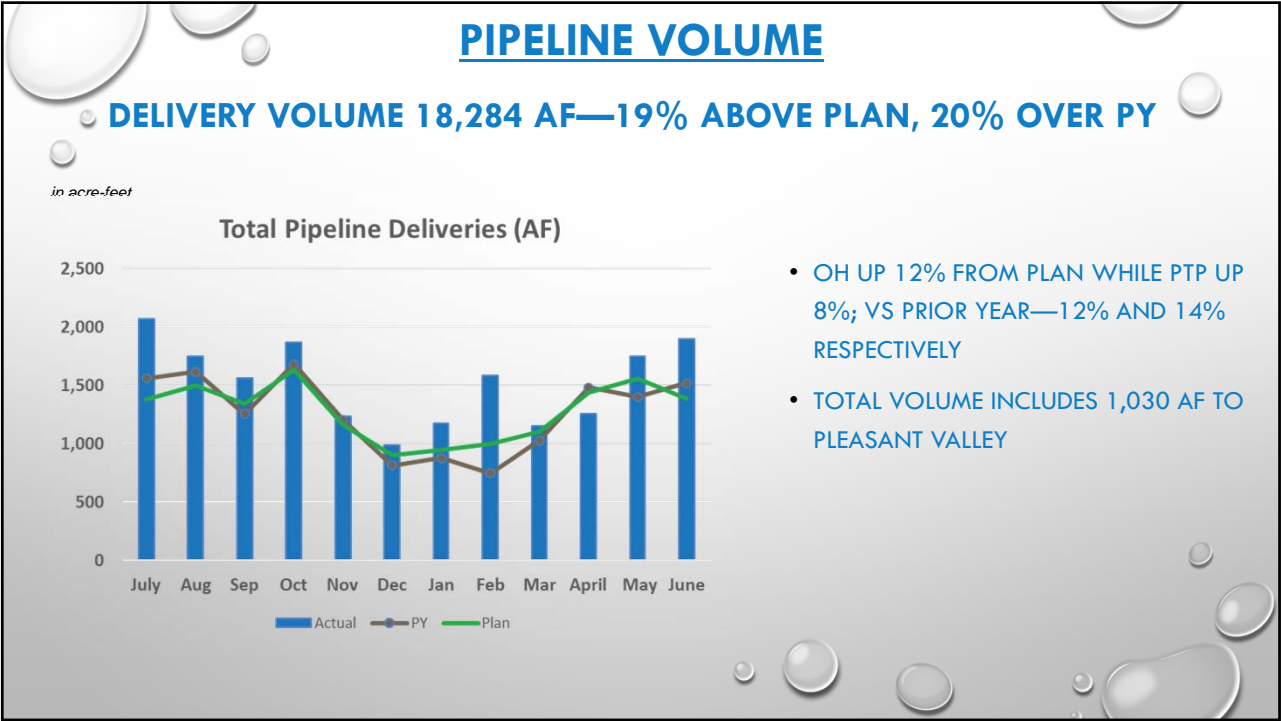
#### M&I

Customer Name	FY19-20	FY18-19	% Change
VENTURA	8,716	9,800	-11%
OXNARD	7,026	7,806	-10%
SANTA PAULA	4,155	3,956	5%
FILLMORE	1,960	1,876	4%
CAMARILLO	970	295	229%
RIVER RIDGE GOLF COURSE	609	16	3708%
HIGH TIDE & GREEN GRASS INC	380	453	-16%
BOSKOVICH FARMS INC	357	450	-21%
STERLING HILLS GOLF CLUB	258	178	45%
JOE ROLDAN (AMERICAN WATER)	230	245	-6%
<b>Top 10 Total</b>	<b>24,662</b>	<b>25,075</b>	<b>-2%</b>
<b>% of Total Billed AF</b>	<b>90%</b>	<b>93%</b>	

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PERSONNEL EXPENSES							
SALARIES AT PLAN WITH UNDERRUN IN BENEFITS							
\$000's	Q419-20 Actual	Q4 19-20 Plan	PY Actual	Var to Plan	%Var to Plan	Var to PY	%Var to PY
Regular Salary	6,613	6,542	6,480	71	1%	133	2%
Over-time Sal	167	119	75	48	41%	92	122%
Part-time Sal	165	297	209	-131	-44%	-44	-21%
<b>Salaries</b>	<b>6,946</b>	<b>6,958</b>	<b>6,765</b>	<b>-12</b>	<b>0%</b>	<b>181</b>	<b>3%</b>
Retirement - Classic	1,310	811	1,184	499	61%	126	11%
Retirement - PEPPRA	193	169	226	24	14%	-32	-14%
Soc Sec/401a/457b	410	402	375	8	2%	35	9%
OPEB Expense	172	169	168	3	2%	4	2%
Retirement PEB Expense	28	662	28	-634	-96%	0	1%
Medical Ins Exp - Coverage	776	885	699	-108	-12%	78	11%
Medicare Expense	98	101	97	-3	-3%	2	2%
LTD	12	18	13	-6	-33%	-1	-7%
Life Insurance	23	17	15	6	37%	8	56%
SUI Expense	15	19	15	-4	-22%	-1	-5%
Worker's Comp	178	208	122	-30	-14%	56	46%
<b>Employee Benefits</b>	<b>3,216</b>	<b>3,461</b>	<b>2,941</b>	<b>-246</b>	<b>-7%</b>	<b>275</b>	<b>9%</b>
<b>Total Personnel Expense</b>	<b>10,162</b>	<b>10,419</b>	<b>9,706</b>	<b>-258</b>	<b>-2%</b>	<b>456</b>	<b>5%</b>

- RETIREMENT EXPENSE DRIVES UNDERRUN
  - CLASSIC EXPENSE FLAT
  - PEPPRA DOWN 17%
- INCREASES IN MEDICAL PREMIUMS LOWER THAN BUDGETED
- PAYMENT OF UAL = \$608K

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OPERATING EXPENSES							
PROFESSIONAL FEES AND MAINTENANCE DRIVE PLAN UNDERRUN							
\$000's	Q4 19-20 Actual	Q4 19-20 Plan	PY Actual	Var to Plan	%Var to Plan	Var to PY	%Var to PY
Prof. Fees - Environmental	1,297	1,687	976	-389	-23%	321	33%
Prof. Fees - Other	1,072	1,099	830	-27	-2%	242	29%
Prof. Fees - Engineering	113	435	213	-322	-74%	-100	-47%
Profess Fees - Finance	139	232	99	-93	-40%	39	39%
Prof Fees - GW, IT, HR	310	271	330	39	15%	-20	-6%
<b>Professional Fees</b>	<b>2,931</b>	<b>3,723</b>	<b>2,449</b>	<b>-792</b>	<b>-21%</b>	<b>482</b>	<b>20%</b>
<b>Legal Fees</b>	<b>5,800</b>	<b>1,543</b>	<b>2,073</b>	<b>4,257</b>	<b>276%</b>	<b>3,728</b>	<b>180%</b>
Utilities	1,216	1,760	1,327	-544	-31%	-111	-8%
Maintenance	925	1,647	1,012	-722	-44%	-86	-9%
Field Supplies	492	653	444	-161	-25%	48	11%
Insurance	249	212	193	37	18%	56	29%
Office Expenses	253	412	184	-159	-39%	69	37%
Miscellaneous	225	342	151	-117	-34%	74	49%
Travel, Meetings, Training	128	232	150	-104	-45%	-22	-15%
Gasoline, Diesel, Fuel	139	161	137	-22	-14%	2	1%
Fox Canyon GMA	263	204	192	58	29%	71	37%
Safety, Supplies, Clothing	63	80	57	-17	-21%	6	10%
Telephone	75	60	54	15	26%	21	38%
<b>General Operating Expenses</b>	<b>4,028</b>	<b>5,764</b>	<b>3,902</b>	<b>-1,736</b>	<b>-30%</b>	<b>126</b>	<b>3%</b>
<b>State Water Import Costs</b>	<b>3,183</b>	<b>1,632</b>	<b>3,463</b>	<b>1,551</b>	<b>95%</b>	<b>-281</b>	<b>-8%</b>
<b>Total Operating Expenses</b>	<b>15,942</b>	<b>12,661</b>	<b>11,887</b>	<b>3,281</b>	<b>26%</b>	<b>4,055</b>	<b>34%</b>

- ALL BUT \$200K OF LEGAL FEES OVERRUN DUE TO SINGLE CASE
- MAINTENANCE BELOW ORIGINAL PLAN AS FUNDS REDEPLOYED
- UTILITIES DOWN ON SURFACE WATER DELIVERIES AND SYSTEM EFFICIENCIES

12



TOP VENDORS				
EXCLUDING SWP, TAXES, DEBT SERVICE AND CIP				
Vendor	FY19-20	FY18-19	\$ Change	% Change
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	2,221	1,526	695	45%
SO. CALIFORNIA EDISON	1,407	1,091	316	29%
QUINN COMPANY, INC	715	112	604	541%
PMC - LAKE PIRU RECREATIO	484	267	217	81%
SOMACH, SIMMONS & DUNN	360	286	73	26%
STILLWATER SCIENCES INC	324	108	216	199%
CITY OF VENTURA	316	63	253	404%
ASCENT ENVIRONMENTAL INC	310	21	288	1358%
RINCON CONSULTANTS INC	255	287	-32	-11%
FOLEY & LARDNER LLP	241	203	38	19%
Top 10 Total	6,632	3,965	2,667	67%

13

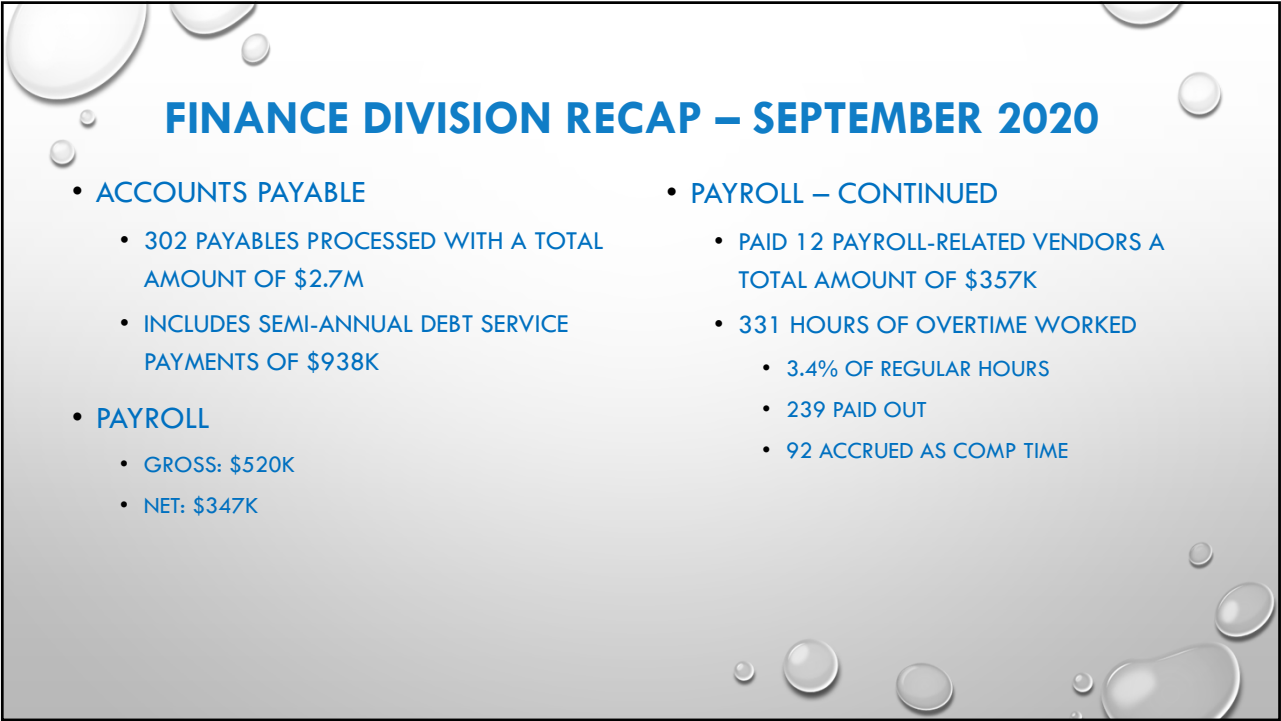
CIP EXPENDITURE BY PROJECT					
INCLUDES PERSONNEL ALLOCATED TO PROJECTS					
Project Description	Current FY 19-20	Budget FY19-20	% FY Budget	Total to date	% of Total Est Project costs spent to date
OHP Iron and Manganese Treatment	456,220	2,722,089	17%	1,100,607	17%
Freeman Diversion Rehab	1,080,938	2,057,186	53%	4,355,470	10%
New Headquarters	3,543,475	1,763,662	201%	9,563,788	106%
SFD PMF Containment	819,008	1,095,802	75%	2,606,920	7%
PTP System Emergency Generator	772,194	902,800	86%	772,194	86%
OH System Emergency Generator	-	898,800	0%	-	0%
SFD Outlet Works Rehab	650,168	748,572	87%	2,670,176	4%
Grand Canal Modifications	110,957	525,916	21%	115,821	9%
OH Booster Pump Overhaul	239,583	280,000	86%	239,583	86%
SP Microwave Communications Tower	326,244	267,280	122%	326,244	122%
PTP Turnout Metering System	357,714	220,959	162%	803,717	50%
Pothole Trailhead	116,138	111,310	104%	199,856	64%
Other	168,963	481,104	35%	3,770,587	
TOTAL	8,641,603	12,590,173		26,524,962	11%

14

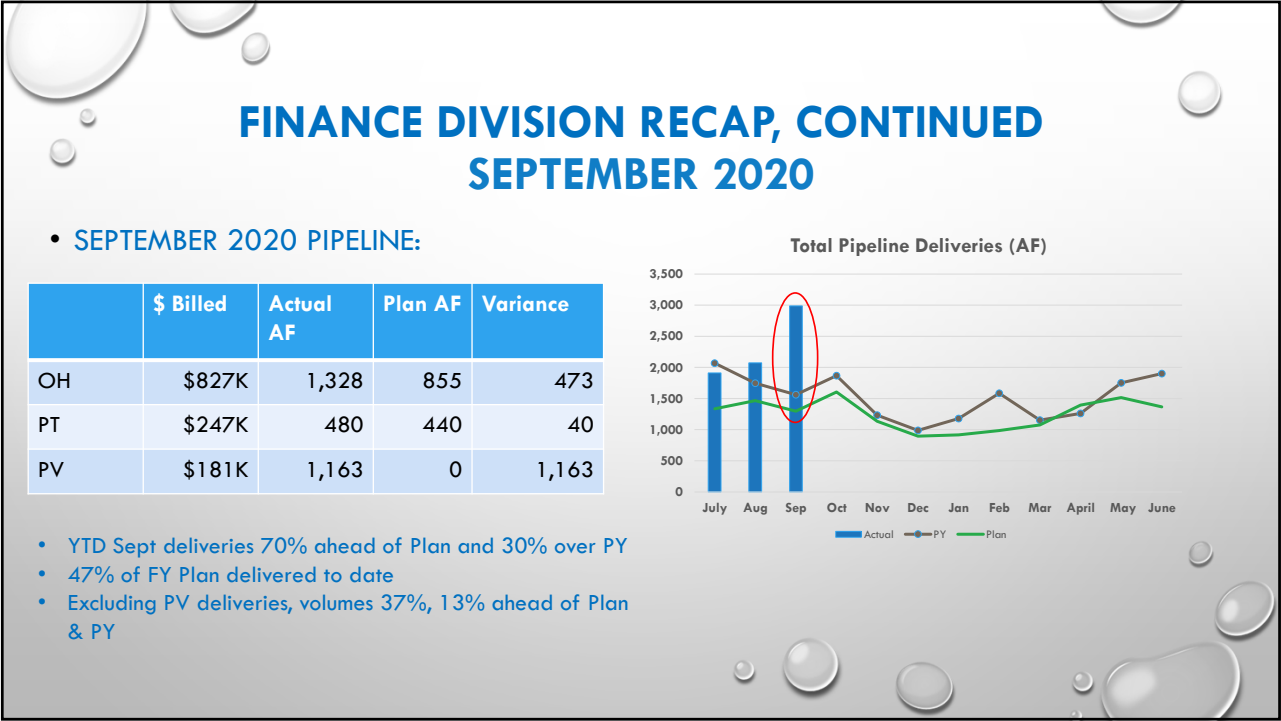
SUPPLEMENTAL WATER PURCHASE FUND			
STATUS UPDATE			
	REVENUE	EXPENSE	BALANCE
BEGINNING BALANCE (FCGMA-JUNE)			\$1,200K
INFLOWS			
FCGMA GRANT (JULY)	\$1,800		
SURCHARGE REVENUE (PIPELINE)	\$319		
OUTFLOWS			
SANTA CLARITA EXCHANGE		\$181	
VENTURA TRANSFER		\$1,548	
NET AVAILABLE			\$1,590
PROJECTED SURCHARGE	\$205		
6/30 BALANCE			\$1,799



1



2



3



## FINANCE DIVISION RECAP, CONTINUED SEPTEMBER 2020

- FINALIZED GROUNDWATER EXTRACTION FEE BILLING FOR THE PERIOD OF JANUARY 1 TO JUNE 30, 2020 DURING THE FIRST WEEK OF SEPTEMBER.
- CLOSED THE BOOKS FOR FY 19-20
- AUDITORS BEGAN THEIR YEAR-END FIELD WORK ON SEPTEMBER 16
- CONTINUED TO WORK WITH FINANCIAL ADVISORS, BOND COUNSEL AND DISCLOSURE COUNSEL ON UPCOMING DEBT ISSUANCE.
- HIRED TEMPORARY ACCOUNTANT AND CONTINUED CROSS-TRAINING AMONG FINANCE STAFF TO PREPARE FOR UPCOMING CONTROLLER LEAVE OF ABSENCE.
- COMPLETED GROUNDWATER EXTRACTION FEE INVOICING FOR FILLMORE AND PIRU BASINS GSA AND MOUND BASIN GSA.

5

## FINANCE DIVISION RECAP, CONTINUED SEPTEMBER 2020

- INTERVIEWED CONSULTANTS TO ASSIST DISTRICT WITH DEVELOPING AND EVALUATING NEW SOURCES OF REVENUE; CONTRACT AWARD ESTIMATED EARLY OCT 2020
- RESEARCHED DEFERRAL OF SOCIAL SECURITY TAX WITHHOLDING. NO CHANGE AT PRESENT TIME.
- REVIEWED ASSET LISTING IN FINANCIAL SOFTWARE TO ENSURE THAT ALL ASSETS COMPRISING THE FORMER SANTA PAULA HEADQUARTERS WERE DISPOSED AS OF JUNE 30, 2020.
- FINANCE STAFF CONTINUED TO WORK WITH OTHER DEPARTMENTS TO DETERMINE WHICH PURCHASE ORDERS FROM FY 19-20 ARE STILL OUTSTANDING AND WHICH CAN BE CLOSED OUT.
- COMPLETED SEMI-ANNUAL DEBT SERVICE PAYMENT FOR THE DISTRICT'S THREE OUTSTANDING DEBT ISSUANCES.

6

ADMINISTRATIVE SERVICES RECAP  
SEPTEMBER 2020

- DISTRIBUTED E-INVITES TO SOME 150 KEY INFLUENCERS, ELECTED OFFICIALS AND STAKEHOLDERS TO TOUR THE FREEMAN DIVERSION AND SATICOY RECHARGE BASINS
- CREATED PRESENTATION FOR FREEMAN TOUR PARTICIPANTS HIGHLIGHTING THE CURRENT SFD RELEASE, SEDIMENT MANAGEMENT PROJECT AND FREEMAN DIVERSION EXPANSION PROJECT.
- FINALIZED THE LAYOUT, IMAGES AND DOCUMENTS ACCESSIBLE THROUGH THE NEW UWCD WEBSITE
- COORDINATED STAKEHOLDER ENGAGEMENT WORKSHOPS FOR BOTH THE MOUND BASIN GSA AND FILLMORE AND PIRU BASINS GSA.
- REIMAGINED THE UWCD LIBRARY ON THE 1<sup>ST</sup> FLOOR, WHICH IS NOW OPEN AND ACCESSIBLE TO ALL STAFF.
- COMMENCING DESIGN CONCEPTS FOR THE UWCD MUSEUM, A SPACE WHERE THE DISTRICT'S IMAGES (PHOTOS AND SLIDES), TOOLS, AWARDS AND OTHER ITEMS OF HISTORICAL VALUE WILL BE STORED AND DISPLAYED.

7

HUMAN RESOURCES RECAP  
SEPTEMBER 2020

- COORDINATING OPEN ENROLLMENT FOR HEALTH CARE, FSA AND AFLAC TO BE EFFECTIVE JANUARY 1<sup>ST</sup>.
- HELD STAFF WORKING LUNCH ON HEALTHCARE OPTIONS FOR EMPLOYEES ON 9/30
- SENT ALL EMPLOYEE E-MAIL REGARDING BLUE SHIELD HEALTH CARE PROGRAM CHANGES FOR UPCOMING YEAR AND OFFER OF CONSULTATION
- WORKED IN COORDINATION WITH VARIOUS DEPARTMENTS TO POST JOB LISTINGS, SCHEDULED INTERVIEWS TO FILL VACANCIES / PROMOTIONS

8

## RISK MANAGEMENT RECAP SEPTEMBER 2020

- COMPLETED RISK AND RESILIENCY ASSESSMENT IN PARTNERSHIP WITH O&M AND ENGINEERING STAFF
- COMPLETED TRAINING ON ESTABLISHING AN INFECTIVE INSIDER THREAT PROGRAM
- SUPPORTED THE DRAFTING OF SCADA-SPECIFIC CYBER INCIDENT RESPONSE PLAN WITH IT, O&M, AND HR
- UPDATED & INCORPORATED CHANGES IN RANGERS POLICY MANUAL
- REVIEWED AND APPROVED DAILY TRAINING BULLETINS FOR RANGERS STAFF
- IMPLEMENTED NEW BUILDING SECURITY PROCESSES LEVERAGING TECHNOLOGY AND ACCESS CONTROL RULES

9

## INFORMATION TECHNOLOGY RECAP SEPTEMBER 2020

- UPDATED DATA BACKUP SUBSYSTEMS WITH THE LATEST RELEASE FROM THE SOFTWARE VENDORS.
- MONITORING AND ADDRESSING CVE- 2020-1472 (ZERO LOGIN EXPLOIT)
- DEVICES ARE BEING PATCHED OR PHASED OUT OF PRODUCTION TO REDUCE RISK.
- STAFF CREATED THE FIRST DRAFT OF CYBER INCIDENT RESPONSE PLAN.

10



### **Staff Report**

**To:** UWCD Finance and Audit Committee Members

**Through:** Mauricio E. Guardado Jr., General Manager  
Anthony A. Emmert, Assistant General Manager

**From:** Joseph Jereb, Chief Financial Officer

**Date:** October 26, 2020 (November 9, 2020 meeting)

**Agenda Item:** 5 - (Board Agenda Item 4.3) Request from AT&T to Amend Lease Agreement for Cell Tower and Backup Generator at Lake Piru

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#### **Staff Recommendation:**

The Committee will review and consider recommending to the full Board an amendment to the lease agreement with AT&T governing the company's use of property at Lake Piru for the operation of a cellular communications tower and backup power generator.

#### **Discussion:**

Since 2011, AT&T has leased approximately 250 square feet of land at the Lake Piru site and have placed a 60-foot communications tower on this space. The tower supports wireless communications at the District facility.

The company is now proposing the installation of a backup power generator to support service continuity in the event of a power outage. The Operations and Maintenance as well as Recreation Departments are supportive of this move in light of the increased risk of wildfires in the area that can threaten power supply to the Lake Piru recreational facility and in turn, communications with other District facilities and the public during an emergency situation.

#### **Fiscal Impact:**

Rental income to Fund 20 will increase by \$4,680 per year. The anticipated incremental revenue of \$3,120 for the remainder of FY20-21 is not included in the FY20-21 Budget.

#### **Attachment:**

Second Amendment to Revocable Communications Site License Agreement - Legal Red-lined



Market: Los Angeles  
Cell Site Number: NL0415  
Cell Site Name: Lake Piru  
Fixed Asset Number: 10138296

## SECOND AMENDMENT TO REVOCABLE COMMUNICATIONS SITE LICENSE AGREEMENT

THIS SECOND AMENDMENT TO REVOCABLE COMMUNICATIONS SITE LICENSE AGREEMENT ("Second Amendment") dated \_\_\_\_\_, 2020 ("Effective Date"), by and between United Water Conservation District, a special district, organized and existing under the Water Conservation Act~~ion~~ of 1931, having a mailing address of 1701 North Lombard Street, Suite 200, Oxnard, CA 93030 ("**District**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, ~~having a mailing address of 1025 Lenox Park Blvd. NE, Third Floor, Atlanta, GA 30319 ("**Carrier**")~~ (collectively the "Parties"). ~~amends that certain REVOCABLE COMMUNICATIONS SITE LICENSE AGREEMENT dated August 10, 2011 as amended by that First Amendment to the Agreement dated February 27, 2019 (hereinafter collectively the "Agreement"). TO REVOCABLE COMMUNICATIONS SITE LICENSE AGREEMENT dated as of the latter of the signature dates below, is by and between United Water Conservation District, a special district, organized and existing under the Water Conservation Act of 1931, having a mailing address of 106 N. 8<sup>th</sup> Street, Santa Paula, California 93060 ("**District**") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, having a mailing address of 1025 Lenox Park Blvd NE, Third Floor, Atlanta, GA 30319 ("**Carrier**").~~

WHEREAS, District and Carrier entered into that certain Revocable Communications Site License Agreement dated August 10, 2011 as amended by that First Amendment to Communications Site License Agreement dated February 27, 2019 (hereinafter collectively the "Agreement") ~~the Agreement~~ establishing terms by which District authorized Carrier to use a certain portion ("Site") of land owned by the District located at 4902 Piru Canyon Road, Lake Piru, CA 93040 ("Property"); ~~and a REVOCABLE COMMUNICATIONS SITE LICENSE AGREEMENT dated August 10, 2011, whereby District leased to Carrier certain Premises, therein described, that are a portion of the Property located at 4902 Piru Canyon Road, Lake Piru, CA 93040, as amended by that certain First Amendment to Revocable Communications Site License Agreement dated February 27, 2019 (herein referred to as "Agreement"); and~~

WHEREAS, District and Carrier desire, in their mutual interest, wish to amend the Agreement as set forth below.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, District and Carrier agree as follows:

1. New Premises Expanded Site Area. District agrees to increase the size of the Premises Site leased-licensed to Carrier to accommodate Carrier's needs. Upon the execution of this Second Amendment, District agrees to licenseleases ~~to~~ Carrier the

additional premises as described on attached in Exhibit B-1; attached hereto (“New Premises Area”). District’s execution of this Second Amendment will signify District’s approval of Exhibit B-1. Exhibit B-1 hereby supplements Exhibit B to the Agreement. Hereafter, the defined term “Site” in the Agreement shall include the New Premises Area. The Premises under the Agreement prior to this Amendment in addition to the New Premises Area under this Amendment shall be the Premises under the Agreement.

2. **-Generator.** Carrier shall have the right to install, repair, maintain, modify, replace, remove, utilize and operate (including but not limited to operate as may be required by applicable law) equipment within the New Premises Area, including without limitation a concrete pad and generator thereon, including back-up power supply. Carrier shall have the right to access the New Premises Area, and any provisions in the Agreement governing access shall apply to such access. The generator shall remain the property of Carrier, and Carrier shall have the right to remove or modify it at any time. The terms and provisions of the Agreement shall apply to any all equipment installed, repaired, maintained, modified, replaced, removed, utilized, and/or operated on the New Premises Area.
3. **-RentLicense Fee.** Commencing the first day of the month following commencement of installation within the New Premises Area (“Increase Commencement Date”), ~~Rent~~ the License Fee shall be increased by ~~Forty~~ Three Hundred Ninety and No/100 Dollars (\$390.00) per month, subject to further adjustments, if any, as provided in the Agreement; provided that the first such increased payment shall not be due until sixty (60) days after such Increase Commencement Date ~~and provided further that, any partial month occurring after the Increase Commencement Date, the increased Rent amount shall be pro-rated.~~
4. **-Other.** District makes no representations and/or warranties as to the conditions of the New Premises Area, Property, or Site except as otherwise provided in Section 15(b) of the Agreement. Carrier’s access to and use of the New Premises is granted on an “AS-IS” basis. ~~represents and warrants that, to its knowledge, no conditions exist within the New Premises Area or otherwise on the property where the Premises and New Premises Area are located that would adversely impact Carrier’s permitting and/or installation of a generator within the New Premises Area.~~ District authorizes Carrier to prepare, execute and file all required applications to obtain any government approvals for Carrier’s use of the New Premises Area under ~~this the~~ Agreement and agrees, at Carrier’s request, to reasonably assist Carrier with such applications and with obtaining and maintaining the government approvals. Where applicable law governs how the generator will be used, Carrier may use the generator in the manner set forth in applicable law. Carrier may terminate this Second Amendment by written notice to District at any time, and the ~~rent~~ License Fee increase set forth in Section 3 hereof shall not take effect or shall be cancelled, as applicable, following any such termination. Within one hundred twenty ~~(120)~~ days after termination of this Second Amendment, Carrier shall remove its equipment from the New Premises Area; provided that any portions of the equipment that Carrier fails to remove within such period and cessation of Carrier’s operations at the New Premises Area shall be deemed abandoned. Carrier

shall repair any damage, less ordinary wear and tear, to the New Premises Area caused by its removal activities.

5. Section ~~27-16~~ of the Agreement is hereby deleted in its entirety and replaced with the following:

**Notices.** All notices, requests, demands and communications hereunder will be given by first class certified or registered mail, return receipt requested, or by a nationally recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused or returned undelivered. Notices will be addressed to the parties as follows.

If to DISTRICT:	United Water Conservation District <u>1701 North</u> <u>Lombard Street,</u> <u>Suite 200, Oxnard,</u> <u>CA 93030</u> <del>106 N. 8<sup>th</sup></del> <u>Street</u> <u>Santa Paula, CA 93060</u> _____ _____ _____ _____ _____	If to CARRIER:	New Cingular Wireless PCS, LLC  Attn: TAG - LA   Re: Cell Site # NL0415 Cell Site Name: Lake Piru (CA) Fixed Asset #: 10138296 1025 Lenox Park Blvd. NE 3rd Floor Atlanta, GA 30319  With copy to:
			New Cingular Wireless PCS, LLC Attn: Legal Department Re: Cell Site # NL0415 Cell Site Name: Lake Piru (CA) Fixed Asset #: 10138296 208 S. Akard Street Dallas, Texas, 75202-4206

The copy sent to the Legal Department is an administrative step which alone does not constitute legal notice. Either party hereto may change the place for the giving of notice to it by thirty (30) days prior written notice to the other as provided herein.

**6. Other Terms and Conditions Remain.** In the event of any inconsistencies between the Agreement and this Second Amendment, the terms of this Second Amendment shall control. Except as expressly set forth in Second Amendment, the Agreement otherwise is unmodified and remains in full force and effect. Each reference in the Agreement to itself shall be deemed also to refer to this Second Amendment. The rights granted to Carrier herein are in addition to and not intended to limit any rights of Carrier in the Agreement. Unless otherwise specified herein or unless the context requires otherwise, the terms in the Agreement shall apply to the New Premises Area.

**7. Capitalized Terms.** All capitalized terms used but not defined herein shall have the same meanings as defined in the Agreement.

**IN WITNESS WHEREOF**, the parties have caused their properly authorized representatives to execute and seal this Second Amendment on the dates set forth below.

**DISTRICT:**

United Water Conservation  
District, a public district, organized  
and existing under the Water  
Conservation Act of 1931

**CARRIER:**

New Cingular Wireless PCS, LLC,  
a Delaware limited liability  
company

By: AT&T Mobility Corporation  
Its: Manager

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name: \_\_\_\_\_

\_\_\_\_\_  
Its: \_\_\_\_\_

Date: \_\_\_\_\_

## DISTRICT ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_)

On \_\_\_\_\_ before me,

\_\_\_\_\_  
(insert name and title of the officer)

personally appeared

\_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

## CARRIER ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me,

\_\_\_\_\_  
(insert name and title of the officer)

personally appeared

\_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the

person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

|





**Return when recorded to:**  
**New Cingular Wireless PCS, LLC**  
**Attn Tower Asset Group-Lease Administration**  
**1025 Lenox Park Blvd. NE**  
**3rd Floor**  
**Atlanta, GA 30319**

**APN: 16020016**

Space above this line for Recorder's Use

Cell Site Number: **Error! Reference source not found.**~~Site Number~~  
Cell Site Name: **Error! Reference source not found.**~~Site Name~~  
Fixed Asset Number: **Error! Reference source not found.**~~FA Code~~  
State: **Error! Reference source not found.**~~CA~~  
County: VENTURA

MEMORANDUM OF SECOND AMENDMENT TO REVOCABLE COMMUNICATIONS  
SITE LICENSE AGREEMENT

This Memorandum of Second Amendment to Revocable Communications Site License Agreement dated \_\_\_\_\_, 2020 ("Effective Date"), is entered into on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, ~~20~~, 20, by and between United Water Conservation District, a special district, organized and existing under the Water Conservation Act~~ion~~ of 1931, having a mailing address of 1701 North Lombard Street, Suite 200, Oxnard, CA 93030 ("District") and New Cingular Wireless PCS, LLC, a Delaware limited liability company, -having a mailing address of 1025 Lenox Park Blvd., NE, Third Floor, Atlanta, GA 30319 ("Carrier")

1. District and Carrier entered into that certain Revocable Communications Site License Agreement dated August 10, 2011, as amended by that First Amendment to Communications Site License Agreement dated February 27, 2019 and the Second Amendment to Communications Site License Agreement dated \_\_\_\_\_, 2020~~as amended by that First Amendment to the Agreement dated February 27, 2019~~ (hereinafter collectively, the "Agreement") establishing terms by which District authorized Carrier to use a certain portion ("Site") of land owned by the District located at 4902 Piru Canyon Road, Lake Piru, CA 93040 ("Property"); ~~and (collectively, the "Agreement"),~~ for the purpose of installing, operating and maintaining a communications facility and other improvements. All of the foregoing are set forth in the Agreement.

2. The initial lease term was five (5) years (“**Initial Term**”) and commenced on October 1, 2011, with six (6) successive five (5) year options to renew.
3. District agrees to increase the size of the ~~Premises-Site~~ to accommodate additional equipment. Error! Reference source not found.Licenser leases to Error! Reference source not found.Licensee the additional premises area as more completely described on attached **Exhibit 1**.
4. This Memorandum of Second Amendment to Revocable Communications Site License Agreement is not intended to amend or modify and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Agreement, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum of Second Amendment to Revocable Communications Site License Agreement and the provisions of the Agreement, the provisions of the Agreement shall control. The Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns, subject to the provisions of the Agreement.

**IN WITNESS WHEREOF**, the parties have executed this Memorandum of Second Amendment to Revocable Communications Site License Agreement as of the day and year first above written.

**DISTRICT:**  
**UNITED WATER CONSERVATION**  
**DISTRICT, A PUBLIC DISTRICT,**  
**ORGANIZED AND EXISTING**  
**UNDER THE WATER**  
**CONSERVATION ACT OF 1931**

**CARRIER:**  
**NEW CINGULAR WIRELESS PCS, LLC,**  
**A DELAWARE LIMITED LIABILITY**  
**COMPANY**

**BY: AT&T MOBILITY CORPORATION**  
**ITS: MANAGER**

**BY:**

**BY:**

**PRINT NAME:**

**PRINT NAME:**

**ITS:**  
**DATE:**

**ITS:**  
**DATE:**

## DISTRICT ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of \_\_\_\_\_)

On \_\_\_\_\_ before me,

\_\_\_\_\_  
(insert name and title of the officer)

personally appeared

\_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

## CARRIER ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of \_\_\_\_\_)

On \_\_\_\_\_ before me,

\_\_\_\_\_  
(insert name and title of the officer)

personally appeared

\_\_\_\_\_,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the

person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

EXHIBIT 1  
Page 1 of ~~23~~

to the Memorandum of Second Amendment to Revocable Communications Site License Agreement dated \_\_\_\_\_, 20~~19~~, 20, by and between United Water Conservation District, a special district, organized and existing under the Water Conservation Act~~ion~~ of 1931, as District, and New Cingular Wireless PCS LLC, a Delaware limited liability company, as Carrier.

**See Property Legal Description Attached.**

**~~The premises are a portion of the property depicted below~~**

## PROPERTY LEGAL DESCRIPTION:

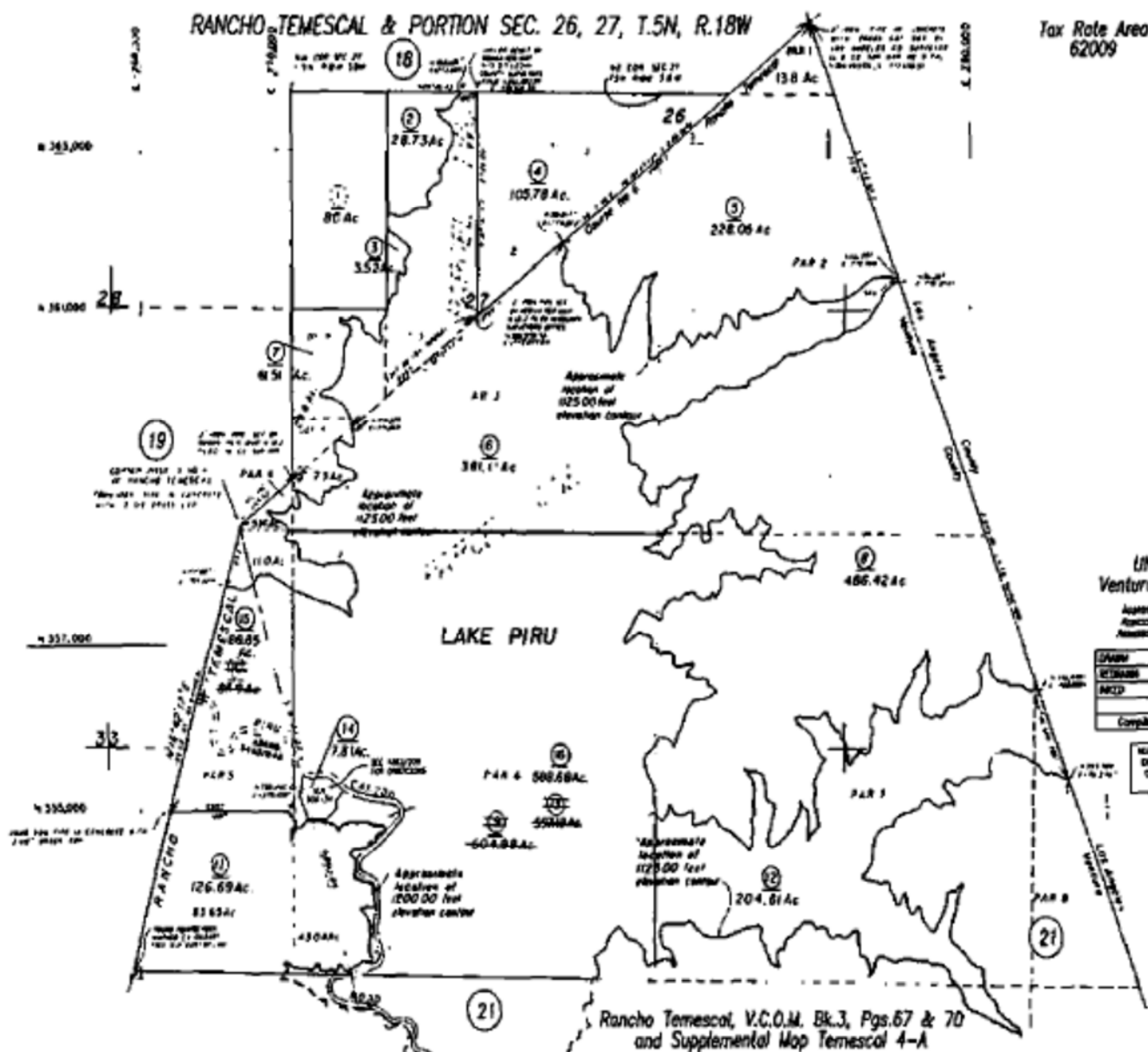
ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE COUNTY OF VENTURA, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

A PORTION OF THE RANCHO TEMESCAL LOCATED IN THE COUNTY OF VENTURA, STATE OF CALIFORNIA, AS DELINEATED ON A CERTAIN MAP BASED ON CALIFORNIA COORDINATE SYSTEM ZONE 5, CERTIFIED BY JULIAN HINDS, REGISTERED ENGINEER, DATED APRIL 5, 1954, NUMBERED 340-81, RECORDED IN THE OFFICE OF THE COUNTY RECORDER OF SAID VENTURA COUNTY, IN BOOK 16, RECORD OF SURVEYS, AT PAGE(S) 88 AND 89, SAID POINT OF SAID RANCHO TEMESCAL, LYING WITHIN THE BOUNDARIES OF SAID LAND AS SHOWN WITHIN THE VENTURA COUNTY TAX ASSESSORS 016-0-200-165, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT CORNER POST T NO. 6 OF SAID RANCHO AS SHOWN ON THE OFFICIAL RECORDS OF SAID VENTURA COUNTY, CALIFORNIA, SAID CORNER HAVING GRID COORDINATES NORTH 358,456.86, EAST 1,769,456.40 OF ZONE 5 OF THE CALIFORNIA STATE COORDINATE SYSTEM, SAID CORNER BEING MARKED BY A BRASSCAPPED IRON PIPE SET FOR SAID CORNER; THENCE SOUTH 16° 27' 27" EAST (BEARINGS BASED ON A BEARING OF NORTH 16° 42' 17" EAST FOR COURSE NO. 5 OF SAID RANCHO) A DISTANCE OF 9,860.85 FEET MORE OR LESS TO A CORNER MARKED BY AN IRON PIPE WITH A 2-1/2 INCH BRASS CAP SET FOR SUCH CORNER, THE TRUE POINT OF BEGINNING, SAID POINT HAVING GRID COORDINATES NORTH 349,000.00 EAST 1,772,250.00 OF SAID ZONE 5; THENCE EAST A DISTANCE OF 2,250.00 FEET MORE OR LESS TO AN IRON PIPE WITH A 2-1/2 INCH BRASS CAP SET FOR SUCH CORNER, SAID POINT HAVING GRID COORDINATES NORTH 349,000.00 EAST 1,774,500.00 OF SAID ZONE 5; THENCE NORTH 2,050 FEET TO A POINT HAVING GRID COORDINATES NORTH 351,050.00, EAST 1,774,500.00 OF SAID ZONE 5; THENCE WEST 75 FEET TO A POINT HAVING GRID COORDINATES NORTH 351,050.00, EAST 1,774,425.00 OF SAID ZONE 5; THENCE NORTH ON A LINE TO THE INTERSECTION OF THIS COURSE WITH THE 1,125.00 FEET ELEVATION (ELEVATIONS BASED ON AN ELEVATION OF 692.443 FEET FOR THE U.S. COAST AND GEODETIC SURVEY BENCH MARK NUMBER H 305 SITUATED IN PIRU, VENTURA COUNTY, CONTOUR LINE, SAID INTERSECTION POINT HAVING GRID COORDINATES NORTH 352,295, MORE OR LESS, EAST 1,774,425.00, OF SAID ZONE 5; THENCE IN A GENERALLY EASTERLY AND NORTHERLY DIRECTION ALONG SAID 1,125.00 FEET CONTOUR LINE TO THE INTERSECTION OF SAID CONTOUR LINE WITH THE VENTURA COUNTY - LOS ANGELES COUNTY BOUNDARY LINE, SAID INTERSECTION POINT HAVING APPROXIMATE GRID COORDINATES NORTH 355,303, EAST 1,781,346, OF SAID ZONE 5; THENCE NORTHWESTERLY ALONG SAID COUNTY BOUNDARY LINE TO THE INTERSECTION OF SAID LINE WITH THE 1,125.00 FEET CONTOUR LINE, SAID INTERSECTION POINT HAVING APPROXIMATE GRID COORDINATES NORTH 356,449, EAST 1,780,889, OF SAID ZONE 5; THENCE IN A GENERALLY WESTERLY, NORTHERLY AND EASTERLY DIRECTION ALONG THE 1,125.00 FEET CONTOUR LINE TO THE INTERSECTION OF SAID CONTOUR LINE WITH THE VENTURA COUNTY - LOS ANGELES BOUNDARY LINE, SAID INTERSECTION POINT HAVING APPROXIMATE GRID COORDINATES NORTH 361,307, EAST 1,778,954, OF SAID ZONE 5; THENCE NORTHWESTERLY ALONG SAID COUNTY BOUNDARY LINE TO THE INTERSECTION OF SAID COUNTY BOUNDARY LINE WITH THE 1,125.00 FEET CONTOUR LINE, SAID INTERSECTION POINT HAVING APPROXIMATE GRID COORDINATES NORTH 361,357, EAST 1,778,934, OF SAID ZONE 5; THENCE IN A GENERALLY WESTERLY AND NORTHWESTERLY DIRECTION ALONG SAID 1,125.00 FEET CONTOUR LINE TO THE INTERSECTION OF SAID CONTOUR LINE WITH COURSE NO. 6 OF SAID RANCHO TEMESCAL, SAID INTERSECTION POINT HAVING APPROXIMATE GRID COORDINATES NORTH 361,817, EAST 1,774,073, OF SAID ZONE 5; THENCE SOUTHWESTERLY ALONG SAID COURSE NO. 6 TO THE INTERSECTION OF SAID COURSE WITH THE 1,125.00 FEET CONTOUR LINE, SAID INTERSECTION POINT HAVING APPROXIMATE GRID COORDINATES NORTH 359,626, EAST 1,771,063, OF SAID ZONE 5; THENCE IN A GENERALLY SOUTHERLY AND WESTERLY DIRECTION ALONG SAID 1,125.00 FEET CONTOUR LINE TO THE INTERSECTION OF SAID CONTOUR LINE WITH COURSE NO. 5 OF SAID RANCHO TEMESCAL, SAID INTERSECTION POINT HAVING APPROXIMATE GRID COORDINATES NORTH 357,687, EAST 1,769,225, OF SAID ZONE 5; THENCE SOUTH 16° 42' 17" WEST ALONG COURSE NO. 5 OF SAID RANCHO TO AN IRON PIPE WITH A 2 1/2 INCH BRASS CAP SET IN SAID COURSE NO. 5 OF SAID RANCHO, SAID POINT HAVE GRID COORDINATES NORTH 355,000.00, EAST 1,768,418.98, OF SAID ZONE 5; THENCE EAST ON A LINE TO THE INTERSECTION OF SAID LINE WITH THE 1,200.00 FEET ELEVATION CONTOUR LINE, SAID INTERSECTION POINT HAVING GRID COORDINATES NORTH 355,000.00, EAST 1,770,100, MORE OR LESS, OF SAID ZONE 5; THENCE IN A GENERALLY EASTERLY AND SOUTHERLY DIRECTION ALONG SAID 1,200.00 FEET CONTOUR LINE TO THE INTERSECTION OF SAID CONTOUR LINE WITH A LINE BEARING NORTH THROUGH A POINT HAVING GRID COORDINATES NORTH 350,500.00, EAST 1,772,500.00, OF SAID ZONE 5, SAID INTERSECTION POINT HAVING GRID COORDINATES NORTH 351,115 MORE OR LESS, EAST 1,772,500.00, OF SAID ZONE 5; THENCE SOUTH ON SAID LINE TO A POINT HAVING GRID COORDINATES NORTH 350,500.00, EAST 1,772,500.00, OF SAID ZONE 5; THENCE WEST A DISTANCE OF 250.00 FEET TO A POINT HAVING GRID COORDINATES NORTH 350,500.00, EAST 1,772,250.00, OF SAID ZONE 5; THENCE SOUTH A DISTANCE OF 1,500.00 FEET MORE OR LESS TO THE TRUE POINT OF BEGINNING.

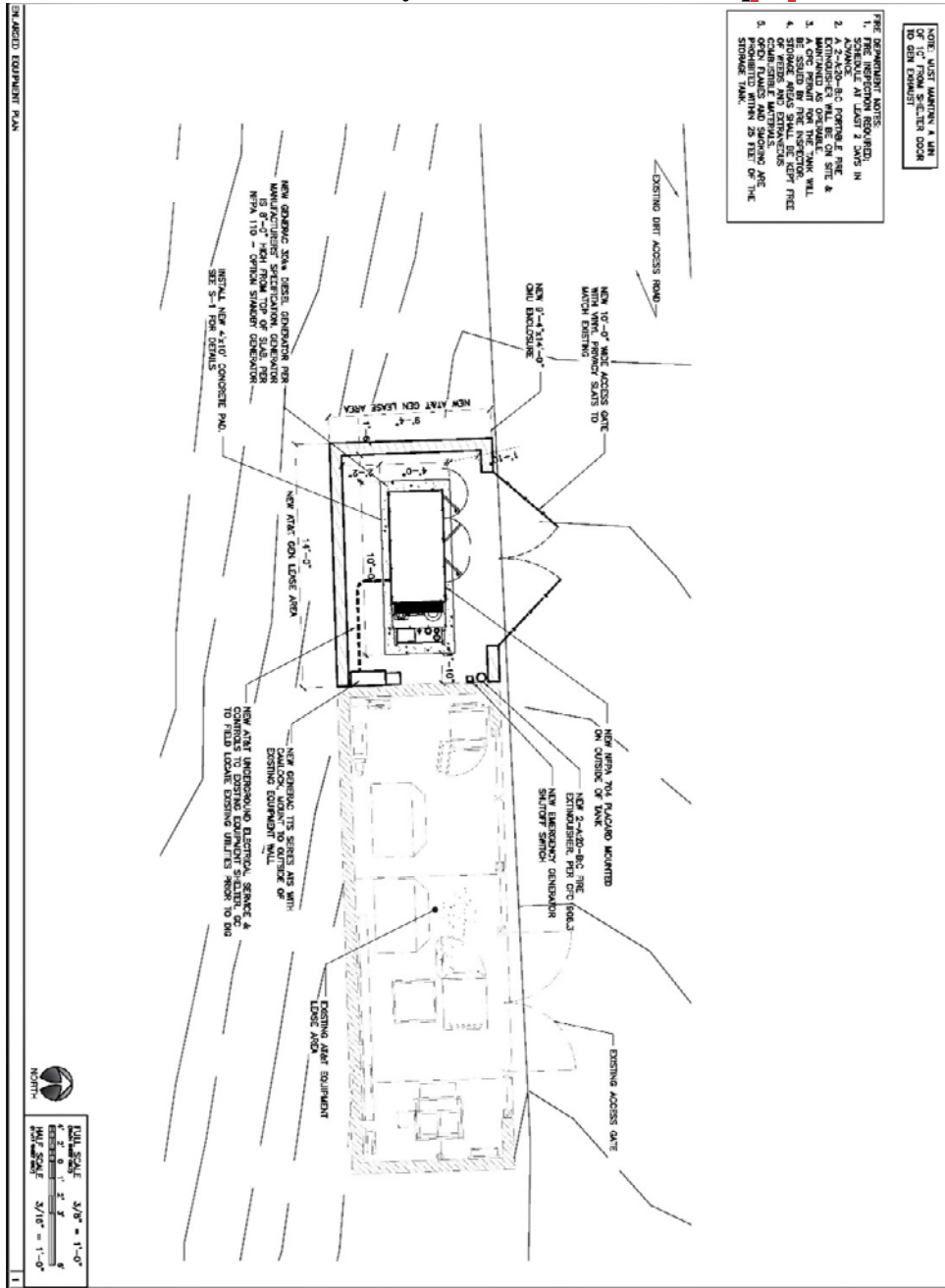


Tax Rate Area  
62009



### Additional Premises Area

**14 feet- 0 inches by 9 feet 4 -inches or 162 sq. ft.**







**To:** UWCD Finance and Audit Committee Members

**From:** Joseph Jereb, Chief Financial Officer

**Date:** October 28, 2020 (November 9, 2020 meeting)

**Agenda Item:** **6 - Monthly Investment and Pipeline Delivery Reports  
(September 30, 2020)**

**Recommendation**

Review and discuss the most current investment and pipeline delivery reports for September 30, 2020 that are attached. Based on the information provided, and the ensuing discussion, provide any necessary direction to staff.

**Fiscal Impact**

As shown.

**Discussion**

Based on the information included in the attached reports, staff will present a summary and discuss key information as an overview.

**Attachment:** Combined Investment Report

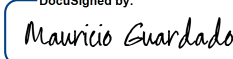
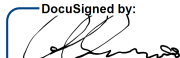
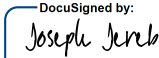
**United Water Conservation District**  
**Monthly Investment Report**  
**September 30, 2020**

<b><u>Investment Recap</u></b>	<b><u>G/L Balance</u></b>	<b><u>Weighted Avg Days to Maturity</u></b>	<b><u>Diversification Percentage of Total</u></b>
Bank of the Sierra	2,415,022	1	8.25%
Petty Cash	400	1	0.00%
County Treasury	1,444	1	0.00%
LAIF Investments	26,209,535	1	89.50%
Union Bank - 2001 revenue bond balance	40	1	0.00%
Union Bank - 2005 revenue bond balance	116	1	0.00%
Union Bank - 2009 COP Bond Reserve Account	654,525	6,841	2.24%
<b>Total Cash, Cash Equivalents and Securities</b>	<b>29,281,083</b>		<b>100.00%</b>
<b>Investment Portfolio w/o Trustee Held Funds</b>	<b>28,626,402</b>		
<b>Trustee Held Funds</b>	<b>654,681</b>		
<b>Total Funds</b>	<b>29,281,083</b>		

<b>Local Agency Investment Fund (LAIF)</b>	<b>Beginning Balance</b>	<b>Deposits (Disbursements)</b>	<b>Ending Balance</b>
	29,209,535	(3,000,000)	26,209,535
	<b>Interest</b>	<b>Interest</b>	
	<b>Earned YTD</b>	<b>Received YTD</b>	<b>Qtrly Yield</b>
	59,337	100,875	0.84%

All District investments are shown above and conform to the District's Investment Policy. All investment transactions during this period are included in this report.

Based on budgeted cash flows the District appears to have the ability to meet its expenditure requirements for the next six months.

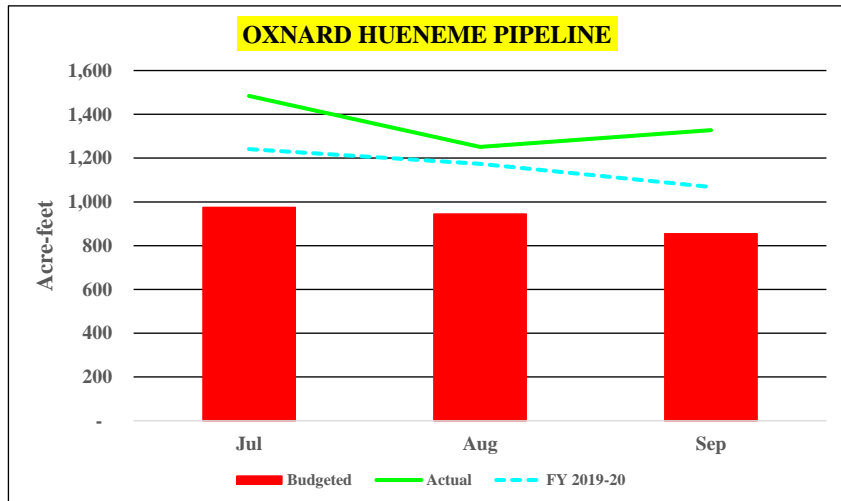
<p>DocuSigned by:    36D23F9D982745E...</p> <hr/> <p><b>Mauricio E. Guardado, Jr., General Manager</b></p>	<p>10/28/2020</p> <hr/> <p><b>Date Certified</b></p>
<p>DocuSigned by:    70D59ECF08D46E...</p> <hr/> <p><b>Anthony Emmert, Assistant General Manager</b></p>	<p>10/27/2020</p> <hr/> <p><b>Date Certified</b></p>
<p>DocuSigned by:    308DA3150E81440</p> <hr/> <p><b>Joseph Jereb, Chief Financial Officer</b></p>	<p>10/27/2020</p> <hr/> <p><b>Date Certified</b></p>

<b><i>United Water Conservation District</i></b>			
<b><i>Cash Position</i></b>			
<b>September 30, 2020</b>			
<b>Fund</b>	<b>Total</b>	<b>Composition</b>	<b>Restrictions/Designations</b>
<b>General/Water Conservation Fund:</b>			<b>Revenue collected for district operations</b>
General/Water Conservation	10,286,271	659,052	Includes General, Rec & Ranger, Water Conservation
		654,525	Reserved for future debt repayment 2009 COP
		1,725,000	Reserved for legal expenditures
		5,435,000	Designated for replacement, capital improvements, and environmental projects
General CIP Funds	5,586,709	1,812,694	Supplemental Water Purchase Fund
		5,586,709	Appropriated for capital projects
<b>Special Revenue Funds:</b>			<b>Revenue collected for a special purpose</b>
State Water Project Funds	2,911,840	2,911,840	Procurement of water/rights from state water project
<b>Enterprise Funds:</b>			<b>Restricted to fund usage</b>
Freeman Fund	(238,337)	(238,337)	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	4,643,110	4,643,110	Appropriated for capital projects
OH Pipeline Fund	1,245,579	1,245,579	Delivery of water to OH customers
OH CIP Fund	1,983,289	1,983,289	Appropriated for capital projects
OH Pipeline Well Replacement Fund	938,003	938,003	Well replacement fund
PV Pipeline Fund	327,132	327,132	Delivery of water to PV customers
PV CIP Fund	279,517	279,517	Appropriated for capital projects
PT Pipeline Fund	587,676	587,676	Delivery of water to PTP customers
PT CIP Fund	730,293	730,293	Appropriated for capital projects
<b>Total District Cash &amp; Investments</b>	<b>29,281,083</b>	<b>29,281,083</b>	

**United Water Conservation District  
Pipeline Water Deliveries (Acre-feet)  
FY 2020-21 data thru September 30, 2020**

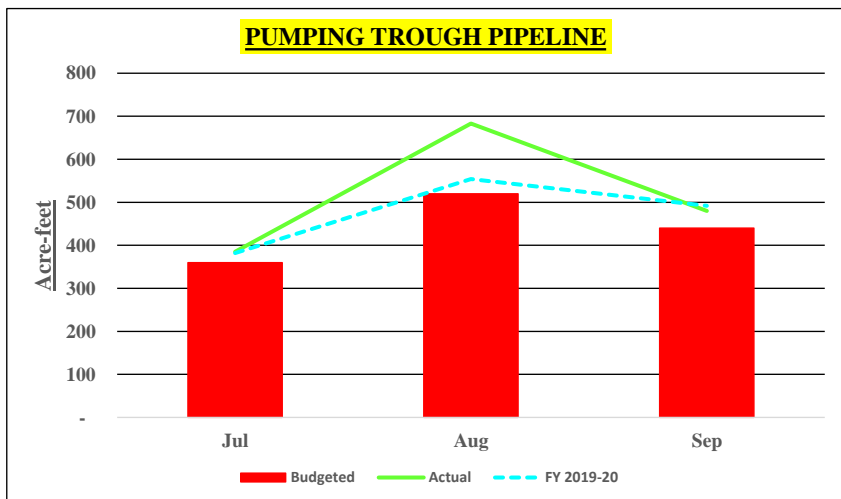
<b>OH Pipeline 20-21</b>			
	Projection	Actual	Difference
Jul	975	1,484	509
Aug	945	1,251	306
Sep	855	1,328	473
Oct	835		
Nov	695		
Dec	605		
Jan	705		
Feb	735		
Mar	785		
Apr	925		
May	1,035		
Jun	895		
Totals	9,990	4,063	
<b>YTD</b>	<b>2,775</b>	<b>4,063</b>	<b>1,288</b>

**YTD Actual to Budget: 46.4%**

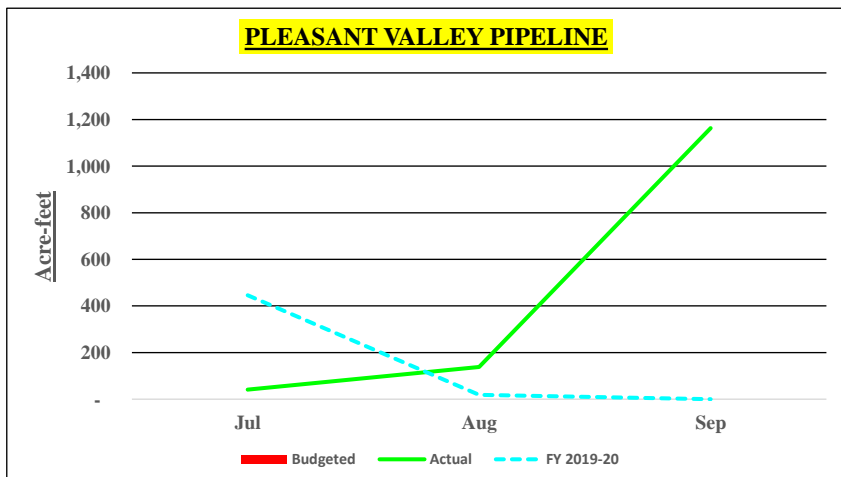


<b>PT Pipeline 2020-21</b>			
	Projection	Actual	Difference
Jul	360	385	25
Aug	520	683	163
Sep	440	480	40
Oct	770		
Nov	440		
Dec	290		
Jan	210		
Feb	250		
Mar	290		
Apr	470		
May	480		
Jun	470		
Totals	4,990	1,548	
<b>YTD</b>	<b>1,320</b>	<b>1,548</b>	<b>228</b>

**YTD Actual to Budget: 17.3%**



<b>PV Pipeline 2020-21</b>			
	Projection	Actual	Difference
Jul	-	41	41
Aug	-	138	138
Sep	-	1,163	1,163
Oct	-	-	-
Nov	-	-	-
Dec	-	-	-
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Totals	-	1,342	
<b>YTD</b>	<b>-</b>	<b>1,342</b>	<b>1,342</b>





**Staff Report**

**To:** UWCD Finance and Audit Committee Members

**Through:** Mauricio E. Guardado Jr., General Manager  
Anthony Emmert, Assistant General Manager

**From:** Joseph Jereb, Chief Financial Officer

**Date:** November 1, 2020 (November 9, 2020 meeting)

**Agenda Item:** **7 - (Board Agenda Item 3.C.) FY 2020-21 First Quarter Financial Report**  
**Information Item**

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**Staff Recommendation:**

Review the FY 2020-21 First Quarter Financial Report for the period of July 1, 2020 through September 30, 2020.

**Discussion:**

The District normally prepares quarterly financial reports which provide an analysis of District operations at the end of each quarter to highlight variances and for fiscal accountability.

This report represents the first three months of financial information for District operations for FY 2020-21 (or 25 percent of the total fiscal year). Included in this report are budget to actual comparisons to date for District revenues, expenditures and water deliveries, and discussion of any significant variances. This report is based on unaudited financial data and therefore is subject to revisions as staff makes any necessary adjustments that may occur during the year.

While some funds appear to have some savings potential, adjustment recommendations may not be made at this time because the potential savings may be as a result of delays in timing and therefore may not materialize.

Attachments: A – FY 2020-21 First Quarter Report, Capital Improvement Projects  
B – FY 2020-21 First Quarter Financial Reports

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November 3, 2020

Finance and Audit Committee Members  
United Water Conservation District

**Subject: Fiscal Year 2020-21 First Quarter Financial Report**

Dear Committee Members:

Enclosed for your review is the District's FY 2020-21 First Quarter (July 1, 2020 through September 30, 2020) Financial Report. This report represents three months of financial information for District operations (25% of the total fiscal year). The report includes budget to actual comparisons for District revenues, expenditures, water deliveries, and a discussion of any significant variances. The financial data is unaudited and therefore subject to revisions.

This report focuses primarily on the operating funds of the District and corresponding Capital Improvement Project (CIP) funds:

- General/Water Conservation Fund
  - Recreation & Ranger Activities Sub-fund
- Freeman Fund
- Oxnard/Hueneme Pipeline (OHP) Fund
- Pleasant Valley Pipeline (PVP) Fund
- Pumping Trough Pipeline (PTP) Fund
- State Water Import Fund
- Overhead Fund

Staff provides the Board's Finance & Audit Committee with monthly cash position and pipeline delivery activities reports throughout the fiscal year. Quarterly financial reports are submitted to the Board to provide information on the financial status of the District and to assure the Directors and our rate payers that staff is operating within the parameters of the annual adopted budget, including any supplemental appropriations. At the end of each fiscal year, an outside certified public accounting firm performs an independent financial audit to test staff's financial reporting accuracy and internal controls. It is staff's responsibility to ensure that the Board has received adequate financial information throughout the year so that there are no surprises, and so that fiscally prudent decisions can be made when the Board is asked to consider approval of budgeted and unbudgeted expenditure requests.

This report compares the revenues and budget appropriations projected for the entire fiscal year with actual data to provide the Board and our rate payers with a preliminary financial view (subject to audit adjustments). The following discussion will provide a summary of the District's projected revenues and approved spending plan compared to what actually occurred throughout the year. It also provides an update on approved and funded capital improvement projects.

## **Operating Funds**

Narrative and graphical analyses are provided by fund (and the Recreation sub-fund) on pages 1 through 11.

## **CAPITAL IMPROVEMENT PROGRAM STATUS**

A one-page summary of the District's current Five-Year Capital Improvement Program appears on page 12 along with Benchmark Interest Rates on page 13. As of September 30, 2020, all capital improvement projects (CIP) expenditures are within the total amount appropriated by the Board.

Most of the CIPs that have been funded are currently underway, in the planning, design or construction stages. An exception is the Santa Felicia Dam Sediment Management project which is on hold due to a backlog of other projects.

- *Well Replacement Program (CIP Project # 8000)* – This is an ongoing CIP to eventually replace all of the original groundwater wells serving the Oxnard-Hueneme Pipeline System. The project is funded by the Oxnard-Hueneme Pipeline Well Replacement Fund. The next well replacement project is scheduled for the 2020-21 Fiscal Year.
- *Ferro Rose Project (CIP Project # 8018)* – The District intends to use the soil from the floor of Ferro Basin to construct the partition levees. The geological investigations conducted by Oakridge Geoscience in January 2019 determined that the fill materials occupy approximately 24-42 inches of the topsoil layer in the Ferro Basin and the fill materials are expected to be suitable for levee construction/ maintenance. Wellhead Energy (WE) continues to pursue the Clean Power Alliance (CPA) or the Southern California Edison's approval of the project.

If selected, WE is planning to complete the installation of the solar field and start operating the system by the end of 2022. The partition levee portion of the project is funded by the Water Conservation Activities sub fund (Zone A).

Staff was able to divert water into the Rose Basin during the winter storms. Unfortunately, there was an issue with one of the conveyance pipes, so water was only diverted for a short time. Staff completed a repair of the conveyance pipe and fortified the area in and around the pipes.

- *Freeman Diversion Rehabilitation (CIP Project # 8001)* – A hydraulic basis of design report on the vertical slot fish passage facility was produced and submitted to NMFS in August. NMFS provided comments on the hydraulic basis of design report and Stantec is working to address those comments. NHC delivered hydraulic basis of design reports for the hardened ramp and notch to NMFS. NMFS provided comments on both reports and NHC continues to perform work on the hardened ramp. Staff, Stantec and NHC

participated in weekly calls with NMFS to discuss each of the proposed fish passage alternatives. This project is funded from the Freeman Diversion Fund (Zone B).

- *Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002)* – The Board of Directors approved a professional services agreement with GEI Consultants (GEI) in the amount of \$486,682.00 for the 10% design work on April 10, 2019. Staff issued a Notice to Proceed to GEI on April 15, 2019. GEI conducted field investigations on May 7, 2019. Staff and GEI presented the hydropower plan assessment and options for future improvement to the Planning Committee meeting in July 18, 2019. As part of the 10% design work, GEI is preparing six (6) Technical Memorandums (TMs) for staff review and comments. As of September 30, 2019, the project is 57% complete and within the approved budget. \$210,398 of the approved budget remains.
- *Santa Felicia Dam Probable Maximum Flood Containment (CIP Project # 8003)* – The Board of Directors approved a professional services agreement with GEI Consultants (GEI) in the amount of \$553,605.00 for the 10% design work on April 10, 2019. Staff issued a Notice to Proceed to GEI on April 15, 2019. GEI conducted a drone survey of the spillway area on May 7, 2019. In addition, GEI performed a field spillway assessment and geologic reconnaissance on July 29 through August 1, 2019. As part of the 10% design work, GEI is preparing nine (9) Technical Memorandums (TMs) for staff review and comments. As of September 30, 2019, the project is 59% complete and within the approved budget. \$226,976 of the approved budget remains.

The Final EIR was adopted and the Dam Safety Improvement project was approved by the Board on February 13, 2019. A notice of determination (NOD) was filed with the State Clearinghouse on February 15, 2019. The Board of Directors approved a professional services agreement with Catalyst Environmental Solutions (Catalyst) in the amount of \$321,912.00 on April 10, 2019 for providing support with the federal processes associated with the preparation of the compliance documents required for implementation of the SFD outlet works and spillway projects that are collectively referred to as the Santa Felicia Dam Safety Improvement Project. This project is funded by the Water Conservation Activities sub fund (Zone A). Staff issued a notice to proceed to Catalyst on April 25 to proceed with the preparation of the National Environmental Policy Act (NEPA) documentation and processing. Staff also commissioned Rincon Consultants (Rincon) to continue providing as-needed project management and environmental services support for compliance with NEPA, including review of the documents, coordination with FERC and other applicable federal agencies, and support to secure the necessary permitting. Catalyst conducted a delineation survey of the area below the Santa Felicia Dam on September 13 in order to complete the 401-certification application. Staff continues meeting with Catalyst and Rincon on a biweekly basis to keep track of the schedule and progress of the NEPA documentation and processing project. As of September 27, Catalyst has completed the draft of the Environmental Assessment (EA) report. Staff and Catalyst will be meeting with FERC on October 28, 2019 to discuss the EA.



- *Santa Felicia Dam Sediment Management (CIP Project # 8005)* – A milestone for this project was the recently completed 10-year sediment survey of the Lake Piru Reservoir. The current useable capacity of the reservoir is approximately 81,942 acre-feet. The sediment management project may be included in the SFD Outlet Works Improvement project.
- *Lower River Invasive Species Control (CIP Project # 8006)* – In order to prepare for the potential infestation of Quagga mussels at the Freeman Diversion, the District is investigating potential modifications to protect the Lower River System recharge basins, canals and pipelines. In September 2016, the District's engineering consultant (AECOM) prepared a feasibility study that reviewed multiple chemical, biological and physical treatment options for the control of quagga mussels in Lower River System infrastructure. Many of the projects proposed and reviewed in the feasibility study require pilot testing to validate treatment efficacy. In November 2018, Staff started discussing one or more pilot studies and has been working with KASF Consulting, LLC to develop a pilot test plan. The goal of the proposed pilot study is twofold: (1) investigate the treatment efficacy of three chemical disinfectants (chlorine, copper sulfate and potassium permanganate) on quagga mussel veligers in water supplied by the Freeman Diversion and (2) determine the survivability of quagga mussel adults in 100% groundwater supplied by the PTP system. In September 2019, KASF Consulting completed the proposed pilot testing and submitted a final report. Staff is currently reviewing the report which recommends follow-up investigations of alternative chemical treatments.
- *Oxnard-Hueneme Pipeline Iron and Manganese Treatment (CIP Project # 8007)* – The Oxnard-Hueneme (O-H) pipeline is supplied from a wellfield within and near the El Rio Groundwater and Booster Pumping Plant facility. The wellfield includes twelve municipal water wells. Nine of the wells pump water from the upper aquifer system. Three of the wells (Well Nos. 12, 13, and 14) draw water from the Lower Aquifer System (LAS also referred to as Fox Canyon Aquifer). These deeper wells are primarily used as a backup source of water during peak demand periods, extended periods of drought, or emergencies. The overall water quality from the lower system wells is generally better but they include higher concentrations of dissolved iron and manganese. The current levels of these elements are not a health hazard but cause aesthetic water quality problems for the District's wholesale customers on the O-H Pipeline. Staff prepared an engineering feasibility report of the proposed project. The study was distributed to the O-H stakeholders. A professional services contract was awarded for the treatment plant design on July 11, 2018 to Kennedy/Jenks Consultants. The design is separated into two phases in order to optimize the existing infrastructure at the El Rio facility. The initial design phase is focusing on iron and manganese removal based on the current operating conditions. The second phase will integrate nitrate removal process for if and when groundwater conditions allow utilization of the upper aquifer system wells. Staff completed a two-month pilot study that evaluated the potential hazard and disposal options of iron and manganese treatment sludge and verified the efficiency of filtration process on waters from the three LAS wells. As of September

2019, 90% design is complete. In support of the on-going design work, the District's on-call consultants Stantec and Oakridge Geoscience completed surveying and geotechnical exploration services. The District made an initial determination that the project is categorically exempt under the California Environmental Quality Act (CEQA). The District's on-call consultant, Rincon Consultants, has substantiated this determination through an environmental impact analysis. The work will be incorporated into the final design plans, specifications and estimates which are expected to be ready for staff review at the end of 2019. On September 18, 2019, the District received the fully executed grant agreement in the amount of \$300,000 from the United States Department of the Interior Bureau of Reclamation. Staff has been actively pursuing an additional \$2.5 million grant application through the Proposition 1 Integrated Regional Water Management (IRWM) Implementation Grant Program. The final grant application will be submitted in December of 2019 with announcement of awards anticipated in spring of 2020.

- *Quagga Decontamination Station (CIP Project # 8008)* – Project has not yet begun. The District is seeking grant funding for the project. The grant funding may require special legislation to allow the use of funds set aside for monitoring activities to be used for construction of control facilities such as the decontamination station. In addition to the decontamination station, staff is considering constructing a boat and watercraft quarantine storage compound.
- *Lake Piru Asphalt Repairs (CIP Project # 8010)* – The annual maintenance budget for the Lake Piru Recreation includes a pavement maintenance program of the campground service roads, parking lots and campground roads. The Board of Directors awarded the 2019 Lake Piru Asphalt Repair Project to BC Rincon Construction in amount of \$174,368.29 (the lowest bid) on April 10, 2019. Staff issued a Notice to Proceed to the BC Rincon Construction on April 19, 2019. The construction work began on April 22, 2019. Staff revisited the proposed pavement method and recommended a pulverize-in-place method to repair the existing Olive Grove Campground roads pavement instead of the original proposed 2-inch AC overlay installation. Two (2) change orders with a total amount of \$19,568 were approved to cover the pulverize-in-place and the additional asphalt concrete quantity used for the pavement repair. The 2019 Lake Piru Pavement Maintenance Project included: construction of a new exit road and a new asphalt concrete pavement at the Quagga Mussel Decontamination Area, a new concrete curb and gutter at the Olive Grove Campground entrance, and approximately 53,000 square feet of new pavement for the campground adjacent roads. The construction works were completed on May 23, 2019 and the total contract amount was \$193,936.
- *Day Use Pavilion Rehab (CIP Project # 8011)* – Project is complete.
- *Juan Fernandez Day Use (CIP Project # 8013)* – The District retained Stantec to prepare a Recreation Management Plan (RMP) for the Lake Piru Recreation area. Construction of the Juan Fernandez Day Use facilities is required to comply with Article 412 of the FERC license for Santa Felicia Dam project. The FERC license compliance division has

requested that the RMP be revised and resubmitted with a license amendment. The recreation management plan assessed the public need to install these additional facilities and is recommending alternative improvements that are less costly and more appropriate. The license amendment application and the RMP were submitted to the FERC on September 20, 2018. In October 2018, United Board of Directors adopted the RMP. Staff is currently in the process of providing the details of the proposed alternatives to FERC.

- *Ferro-Rose Recharge (CIP Project # 8018)* – Wellhead Energy (WE) still plans on placing solar panels on the floors of the Ferro and Rose Basins. The solar project would accelerate the need to construct the partition levees per the Northwest Hydraulic Consultant’s feasibility analysis for the Ferro-Rose Recharge Project.
- *Brackish Water Treatment (CIP Project # 8019)* – The proposed project would require a significant change in the Fox Canyon Groundwater Management Agency policy with regards to various approaches to abate the seawater intrusion problem near the coast. Staff continues to coordinate with other stakeholders in preparation for modeling potential configurations of a proposed coastal brackish-water extraction and treatment system. The District submitted an application for the Proposition 1 Ground Water Grant Program. The full proposal for the Coastal Brackish Water Treatment Plant – Basin Impact and Benefits Analysis project was submitted to the State Water Resources Control Board on March 4, 2019. The District received a letter from the State Water Resources Control Board on October 18, 2019 regarding a preliminary grant award of up to \$103,600 equivalent to a 50% match. The total project cost is \$207,200.
- *Rice Ave Overpass PTP (CIP Project # 8021)* – The City of Oxnard, Caltrans, County of Ventura Department of Public Works, and the Ventura County Transportation Commission (CTC) have made a final decision on design and construction of the Rice Avenue Grade Separation project. The revised design (formerly identified as Alternative 3B- Realigned Rice Avenue Single Collector), includes a single pass along Rice Avenue. The new design will impact the east side of the PTP Well # 4 site and might limit the access to the PTP Well # 4 wellhead. The extent of the impact on the site will be identified by staff as detail of the new design becomes available later this year. The District was formally informed about the change of the alternate and project alignment via a letter from the City of Oxnard on September 4, 2019
- *PTP Turnout Metering System (CIP Project # 8022)* – This project proposes to replace 62 meter turnouts on the PTP pipeline. Grant funding that provides 50% matching funds for the meter replacements has been approved by the Department of Water Resources, and a Board resolution to accept the funds was approved by the Board in February 2017. Funding for a 50% portion of the project will be required by the PTP customers. Installation of the first phase of equipment by O&M personnel began in April 2018; 17 of the 62 units have been installed. District staff is planning on an additional 2 units installed by end of 2019 bringing the total to 19 installations. There are currently right-of-way issues that need to be resolved before proceeding with the remaining 43

meters. In April 2018, the District hired Jensen Design & Survey to assist with the acquisition of utility easements (providing surveying services only) at existing PTP system turnouts and work is currently underway. As of March 2019, the District has received two utility easement deeds signed by property owners which will be recommended for adoption by the Board of Directors and recorded by the County of Ventura. In an effort to make the process of easement acquisition more expeditious, District staff solicited for full easement acquisition service proposals from professional right-of-way consultants. District staff hired Hamner, Jewell and Associates with Stantec as a subconsultant to complete the easement acquisitions. To date, 25 meter locations have been surveyed in order to prepare utility easement deeds.

- *Pothole Trailhead (CIP Project # 8023)* – FERC issued an order approving the Recreation Trail Plan on January 6, 2017. Staff is coordinated with the US Forest Service (USFS) on their NEPA process for a companion project associated with realignment of the Pothole trail and trailhead. The final plan was submitted to stakeholders on November 1, 2017, who had 30 days to submit comments. The Mitigated Negative Declaration (MND) was released for public review in May 2018. After the public comment period had ended, the Board of Directors adopted the Notice of Determination (NOD) approving the MND on July 11, 2018. District staff met with Ventura County Planning on March 28, 2019, and the Planning Department determined that the project is exempt from a CUP modification. The project will, however, require a Building Permit from Ventura County Division of Building and Safety (Building and Safety), a Zoning Clearance from the Ventura County Planning Division (Planning), a Grading Permit from the Ventura County Public Works Department (Public Works) a Construction Permit from the Ventura County Fire Protection District and a Ministerial Tree Permit also from Planning. A purchase order for the vault restroom facility was issued on April 23, 2019. The site survey was performed on April 25, 2019 by ECG. United retained Phoenix Civil Engineering to develop the parking lot and entrance road engineering plans. The parking area site plans and the manufactured restroom drawings were submitted on August 02, 2019 to both Public Works and Building and Safety as a first step towards a Grading and Building Permits, respectively. A Ventura County Fire Department Construction Permit was received on July 31, 2019. A Zoning Clearance was received from Planning on August 26, 2019. All permits, including the Grading and Building permits are expected to be received by November 2019. On October 16, 2019 United submitted a project proposal for Proposition 68 – Recreational Trails and Greenways grant funding. The proposed package would include realigning the first 1.8 miles of the Pothole Trail as well as an enhanced Parking Area project. If the grant is awarded, the total project cost would be \$929,000 of which the district would be required to match twenty percent. Projects selected to advance to the next step of the grant application process will be notified in mid to late February 2020. The grant will be awarded in mid to late June 2020. If the grant is not awarded, the District will only construct the Pothole Trailhead Parking Area. Pending a request for extension from FERC, the parking area construction will begin in September 2020, after the conclusion of nesting season.

- *New Headquarters (CIP Project # 8024)* – Newton Construction was awarded the contract for the tenant improvements in the middle of August. Construction started in late August and the construction crew pushes to have the first floor substantially complete by November 22, 2019. Changes can be seen daily, and the goal is to have construction complete in early 2020.
- *State Water Interconnection Project (CIP Project # 8025)* – United Water is partnering with the City of Ventura, Calleguas MWD and Casitas MWD to bring State Water Project water to western Ventura County. Certification and adaptation of the final EIR for the State Water Project Interconnection project that was completed at the Ventura City Council meeting on August 5. On August 8, the City of Ventura received a letter from Ventura Local Agency Formation Commission (LAFCO) stating that LAFCO approval of the project is not required pursuant to Government Code section 56133. Ventura LAFCO legal counsel reviewed the relevant statutes and applicable case law and determined that the delivery of SWP water to the City of Ventura by the Calleguas/Metropolitan Water District is not considered a new service and the conveyance of water through the proposed new pipeline from Calleguas to the City of Ventura for the purpose of compensating for reduced supplies during severe drought conditions is not considered outside of the Calleguas service area. The City was served with a petition by California Water Impact Network (CWIN) on September 10, 2019. The petitioner has challenged the failure of the City to comply with the CEQA when it certified the final EIR and rendered final approval of the project. The Real Parties of Interest named by the petitioner, include United, Casitas and Calleguas and Metropolitan Water District of Southern California. United along with other three agencies have requested to be dismissed from the petition. The City is planning to present this request to the petitioner and takes the lead to respond to the petitioner. The City has been seeking Statements of Qualifications (SOQs) from consulting companies for the design of steel transmission pipelines and or blending facilities for the project. The City has received six SOQs from Kennedy Jenks, Statec, Carollo Engineers, AECOM, Cannon, and Jensen Design. The SOQs are currently being reviewed by the City, Casitas, United and Ventura Water.
- *Alternative Supply Assurance Supply Pipeline (CIP Project # 8030)* – Staff completed the review of the Alternative Supply Assurance Pipeline Project (ASAPP) report: ASAPP Feasibility Study: Conceptual Design, Yields and Benefits to Groundwater in May. Staff met with Civiltech Engineering (Civiltec) on July 19 to discuss the project planning and initial evaluation of potential environmental impacts as a result of project implementation. Civiltec has been working on alternative alignments. The ASAPP Feasibility Study, Conceptual Design, Yields and Benefits to Groundwater was posted on the District's website in September and is available to the Public.
- *Grand Canal Hydraulic Constraint Removal (CIP Project # 8032)* – NHC delivered a technical memorandum on alternatives for increasing the capacity of the Grand Canal headworks. Staff has selected an alternative to take forward and NHC is working on the hydraulic and engineering design for that alternative. Construction is likely to begin in the spring of 2020.

### **CASH POSITION AND INVESTMENTS OF THE DISTRICT**

As of September 30, 2020, the District had a total of \$ 29.3M in cash and investments. As noted on the cash position report, some of the District's resources are readily available for use while other funds have restrictions that limit how they can be used. The District must adhere to any legal, bond or contractual restrictions placed on funds. However, some restrictions are based on Board designations and can be redirected for other uses if the Board so determines.

The District's cash, cash equivalents and securities held in the various accounts as compared to the prior year are as follows:

	Sep 30, 2020	Sep 30, 2019
Local Agency Investment Fund (LAIF)	\$ 26,209,535	\$ 23,676,029
Union Bank – 2009 COP Reserve Account	\$ 654,525	\$ 831,632
Union Bank – 2001, 2005 Account Balances	\$ 156	\$ 65
Bank of the Sierra Checking Account	\$ 2,415,022	\$ 1,680,793
County Treasury	\$ 1,444	\$ 392
Petty Cash	\$ 400	\$ 400
Total	\$ 29,281,083	\$ 26,189,311

Approximately \$655K is held by Union Bank as trustee which is held in reserve for future debt payments. Any restrictions on the remaining \$ 28.6M are listed in this report.

If you have any questions regarding this report on the financial position, please let me know.

Respectfully submitted,



Joseph Jereb, Chief Financial Officer

## FY 2020-21 First Quarter Financial Review

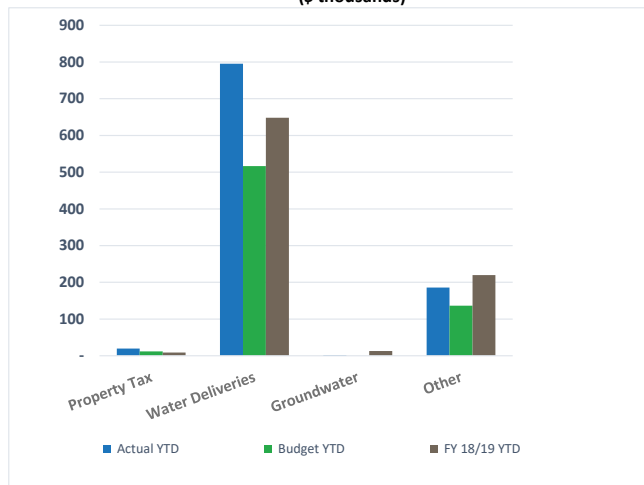
July 1, 2020 through September 30, 2020

25% of Fiscal Year Completed

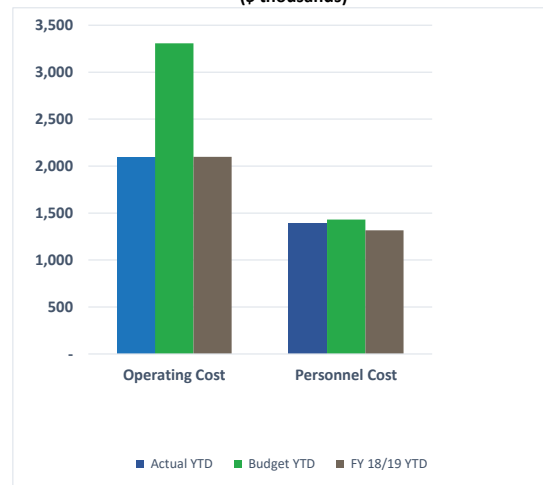
### General/Water Conservation Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	796	517	279	54%	648	147	23%
Groundwater	2	0	2	-	13	(11)	-86%
Supplemental Water	0	0	0	0%	1,840	(1,840)	0%
Property Taxes	20	12	8	64%	9	11	126%
Earnings on Investments	(29)	26	(56)	-212%	74	(103)	-140%
Other	186	136	49	36%	220	(34)	-16%
Transfers in		0	0	0%	0	0	#DIV/0!
<b>Total Revenues</b>	<b>973</b>	<b>691</b>	<b>282</b>	<b>41%</b>	<b>2,804</b>	<b>(1,831)</b>	<b>-65%</b>
<b>Expenses</b>							
Personnel Costs	1,393	1,430	(37)	-3%	1,317	76	6%
Operating Expenditures	2,093	3,307	(1,214)	-37%	2,099	(6)	0%
Capital Outlay	39	151	(111)	-74%	17	22	129%
Debt Service	0	0	0	0%	0	0	0%
Transfers out	499	499	0	0%	3,001	(2,502)	-83%
<b>Total Expenses</b>	<b>4,024</b>	<b>5,387</b>	<b>(1,363)</b>	<b>-25%</b>	<b>6,434</b>	<b>(2,410)</b>	<b>-37%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(3,051)</b>	<b>(4,696)</b>	<b>1,645</b>	<b>-35%</b>	<b>(3,631)</b>	<b>580</b>	<b>-16%</b>

**Revenues**  
(\$ thousands)



**Expenses**  
(\$ thousands)



#### Revenue Status vs. Budget

- Revenue received through first quarter \$285K (41%) above Plan.
- In-lieu charges from pipeline deliveries \$278K above Plan; 2,858 AF more delivered than Plan for three pipelines combined including 1,342 AF more for PV
- Property taxes 64% above plan due to higher tax revenue received from Ventura County.
- Earnings on investments were \$58K under plan due to a GAAP market value adjustment to LAIF of \$63K.
- Other Revenue sources 36% above Plan. Variance primarily due to conservative budgeting of Hydroplant revenue \$9K and Easement revenue \$30K from So Cal Gas.

#### Revenue Status vs. Prior Year

- Q1 Revenue \$1.8M (65%) under PY primarily due Supplemental Water Revenue \$1.84M received for Fox Canyon GMA in July 2019.
- Pipeline delivery is \$148K higher than PY; 1,577 AF more delivered in FY 20-21 than in FY 19-20.
- Earnings on investment \$103k lower than PY due to GAAP market value adjustment and lower market rates in the current year.
- Property taxes \$11K higher due to conservative budgeting on county tax revenue.
- Other Revenue sources \$35K lower due to lower Hydroplant revenue than PY.

## **FY 2020-21 First Quarter Financial Review**

**July 1, 2020 through September, 2020**

*25% of Fiscal Year Completed*

### **General/Water Conservation Fund - Continued**

#### ***Appropriation/Expenditure Status vs. Budget***

- Total Expenditures \$1.4M (25%) under Plan primarily due to underspend in Professional Fees \$780K because of Admin and Finance consulting budget under-utilized, timing difference of PMC invoices, and FERC – Fish Passage expenditures significantly less than estimated.
- Maintenance and Supplies underruns \$200K in O&M and Recreation contributed to the variance due to Lake Piru closed for half of the quarter and O&M operating with fewer staff and staff spending less time on the field to do maintenance due to Covid.
- Overhead costs \$210K under budget partially due to timing issues and partially due to lake closure.
- Personnel costs \$37K lower due to Medical Insurance Expenses lower than budgeted.
- Capital Outlay \$111K underrun due to pending purchase of O&M Trucks 15 and 53 \$87K and pending purchase of Recreation's UTV \$30K.
- Offsetting under-budget was interest expenses of \$103K. This was a timing issue as interest on 2009 bond fund is paid in September and March and budget was averaged over 12 months

#### ***Appropriation/Expenditure Status vs. Prior Year***

- Expenditures \$2.4M (37%) lower than PY. Primarily due to CIP Projects Transfers for the new HQ and SFD projects, partially offset by lower personnel costs and capital expenditures in PY.
- Professional fees \$231K over PY due primarily to delayed legal billing in FY19-20.
- Principal payments were down \$247K due to 2009 bond payments payment schedule which reduced premium payment in FY 2020-21 by \$265K.
- Insurance premiums and overhead costs exceeded PY by \$62K and \$65K respectively.

#### ***Fund Balance***

The Projected ending undesignated working capital balance at the end of FY 20-21 is \$5.5M which is \$1M higher than projected.

The District's reserve policy requires a \$4 - \$5 million minimum undesignated balance.



## FY 2020-21 First Quarter Financial Review

July 1, 2020 through Sept 30, 2020

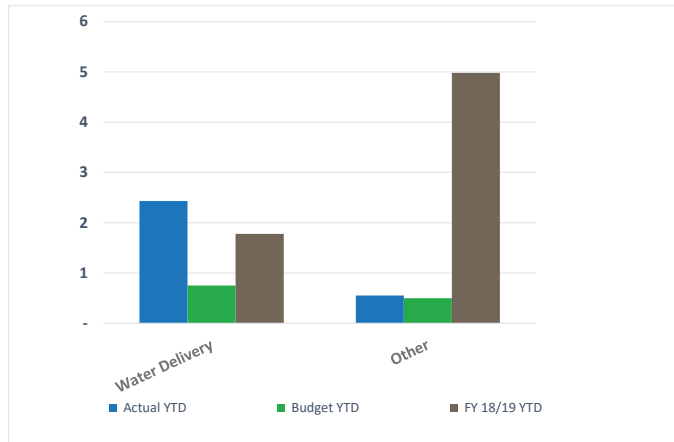
25% of Fiscal Year Completed

### Recreation Sub-Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	2	1	2	224%	2	1	37%
Earnings on Investments	0	0	0	0%	0	0	0%
Other	1	0	0	11%	5	(4)	-89%
<b>Total Revenues</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>139%</b>	<b>7</b>	<b>(4)</b>	<b>-56%</b>
<b>Expenses</b>							
Personnel Costs	136	136	(0)	0%	118	18	15%
Operating Expenditures	75	220	(144)	-66%	152	(77)	-51%
Capital Outlay	32	42	(10)	-24%	5	27	590%
Debt Service	0	0	0	0%	0	0	0%
Transfers out	405	405	0	0%	332	74	22%
<b>Total Expenses</b>	<b>649</b>	<b>803</b>	<b>(154)</b>	<b>-19%</b>	<b>606</b>	<b>42</b>	<b>7%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(646)</b>	<b>(802)</b>	<b>156</b>	<b>-19%</b>	<b>(600)</b>	<b>(46)</b>	<b>8%</b>

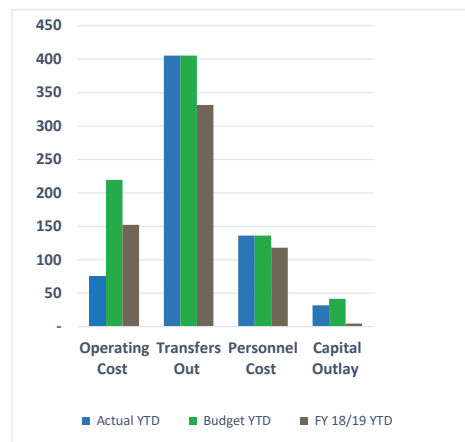
#### Revenues

(\$ thousands)



#### Expenses

(\$ thousands)



#### Revenue Status vs. Budget

- Revenue received through 1st quarter \$139% above Plan due to higher water delivery revenue.

#### Revenue Status vs. Prior Year

- Q1 Revenue \$4K (56%) under PY due to zero filming revenue because of Lake Piru closure.

#### Appropriation/Expenditure Status vs. Budget

- Total expenditures \$649K, under budget by \$154K (19%). Savings is primarily in Professional Services, Maintenance and supplies expenses, slightly offset by Capital Outlay.
- Professional Fees were \$81K under budget due to timing difference in PMC invoices.
- Maintenance and Supplies budget \$40K under-utilized due to covid impact and fewer staff in O&M.

#### Appropriation/Expenditure Status vs. Prior Year

- Expenditures \$42K (7%) higher than PY
- Operating Costs higher in prior year due to 2009 Bond Q1 principal expense \$85K. 2009 Bond in O20 has been fully paid and will only have payments out of Fund 050 beginning this FY. This decrease is slightly offset by increase in Transfers Out \$74K and purchase of Rec truck this FY \$30K.



## FY 2020-21 First Quarter Financial Review

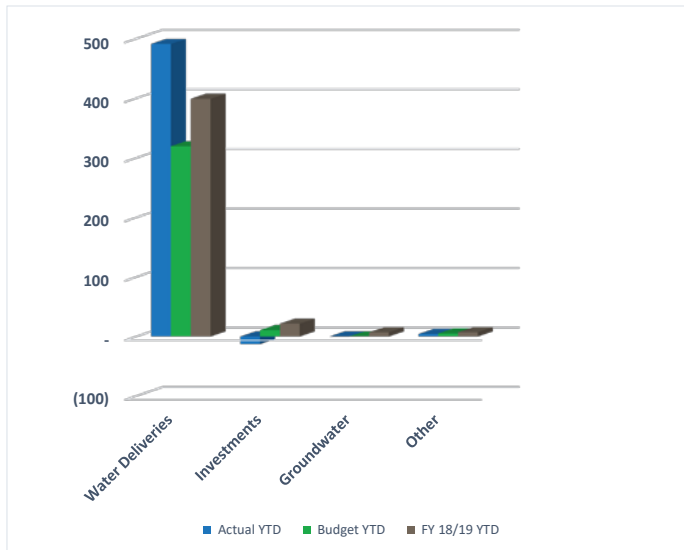
July 1, 2020 through September 30, 2020

25% of Fiscal Year Completed

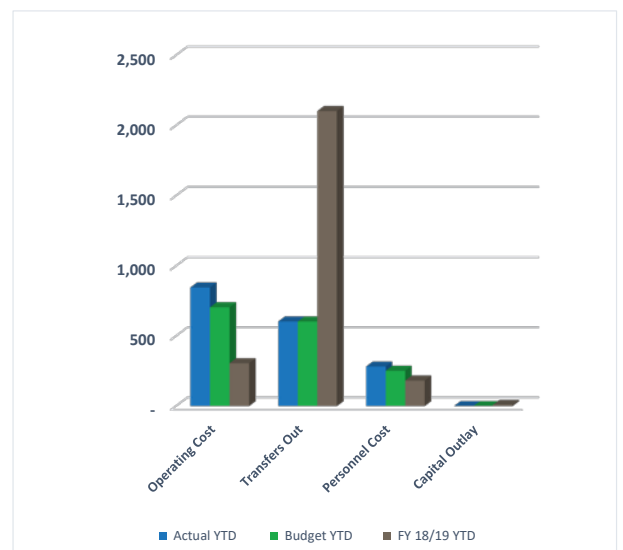
### Freeman Diversion Fund (Zone B)

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Groundwater	(0)	0	(0)	0%	7	(7)	-102%
Water Delivery	491	319	172	54%	399	92	23%
Earnings on Investments	(13)	11	(24)	-217%	22	(34)	-159%
Other	4	5	(1)	-17%	7	(3)	-41%
Transfers in	0	0	0	0%	0	0	0%
<b>Total Revenues</b>	<b>483</b>	<b>335</b>	<b>147</b>	<b>44%</b>	<b>435</b>	<b>48</b>	<b>11%</b>
<b>Expenses</b>							
Personnel Costs	283	253	30	12%	183	100	55%
Operating Expenditures	847	705	142	20%	307	540	176%
Capital Outlay	0	0	0	0%	9	(9)	-100%
Transfers out	605	605	0	0%	2,103	(1,498)	-71%
<b>Total Expenses</b>	<b>1,735</b>	<b>1,562</b>	<b>173</b>	<b>11%</b>	<b>2,602</b>	<b>(867)</b>	<b>-33%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(1,252)</b>	<b>(1,226)</b>	<b>(26)</b>	<b>2%</b>	<b>(2,167)</b>	<b>915</b>	<b>-42%</b>

**Revenues**  
(\$ thousands)



**Expenses**  
(\$ thousands)



#### Revenue Status vs. Budget

- Revenue received Q1 \$483K, up \$147K (44%)
- Primarily due to the higher in-lieu fees on pipeline deliveries, which were \$172K over plan
- Total pipeline deliveries were up 2,611AF (60%) compared to budgeted 4,344 AF
- Slightly offsetting this increase is lower earnings on investments \$24K due to a GAAP market value adjustment to LAIF \$21K

#### Revenue Status vs. Prior Year

- Current year higher by \$48K (11%)
- Increase primarily due an increase in pipeline deliveries (\$92K)
- Pipeline deliveries were up 1,579 AF (29%) compared to last year's first quarter
- Earnings on Investments \$34K lower than PY due to GAAP market value adjustment and lower market rates in the current year



## **FY 2020-21 First Quarter Financial Review**

July 1, 2020 through September 30, 2020

*25% of Fiscal Year Completed*

### **Freeman Diversion Fund (Zone B) - continued**

#### **Appropriation/Expenditure Status vs. Budget**

- Total expenditures \$1.7M, \$173K (11%) above Plan
- Primarily due to ongoing legal fees (\$265K) for Wishtoyo, City of Ventura and HCP
- Personnel Costs were also \$30K higher than expected due to additional staff and overtime related to the silt management work
- Offsetting this increase are underruns in operating expenditures primarily related to maintenance (\$27K) and overhead costs (\$53K)
- Delay in operating expenditures partially due to Covid-19 with O&M staff spending less time on the field doing maintenance, however expected to pick up later in the fiscal year
- Overhead costs under budget due to timing difference

#### **Appropriation/Expenditure Status vs. Prior Year**

- Total Expenditures are \$867K (33%) below PY
- Decrease largely due to a decrease in transfers out for CIP projects (\$1.5M)
- Lower transfers out partially due to an increase in grant and debt funding for CIP projects
- Offsetting decrease are higher operating expenditures (\$540K) in current fiscal year, which include rental fees (\$72K) for the Freeman sediment removal project and professional fees (\$437K) primarily for Whistoyo
- Personnel cost also had an increase of \$100K in current fiscal year, primarily due to an increase in work in O&M and EPCD departments

#### **Fund Balance**

- The beginning working capital was approximately \$808K. Assuming FY 2020-21 activity is consistent with the approved budget, the projected ending balance is a \$548K
- The District's reserve policy requires an undesignated balance of between \$800K and \$1M for this fund, which is not being met

### FY 2020-21 First Quarter Financial Review

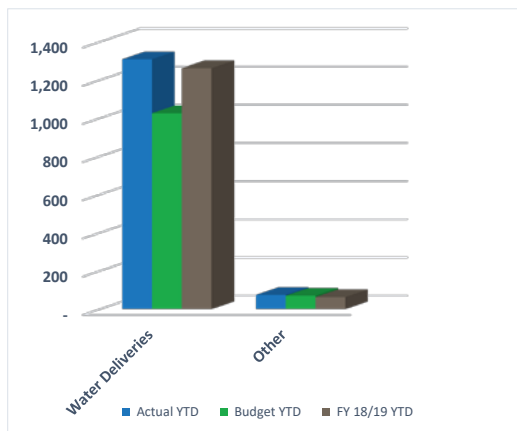
July 1, 2020 through Sept 30, 2020

25% of Fiscal Year Completed

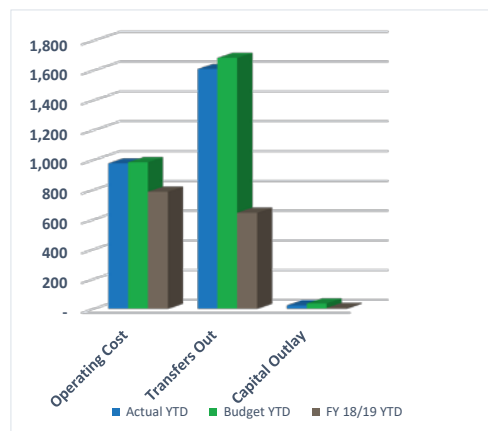
#### Oxnard Hueneme Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	1,309	1,026	283	28%	1,263	47	4%
Earnings on Investments	(13)	5	(18)	-356%	11	(24)	-213%
Grants	2	75	(73)	-97%	0	2	
Other	88	65	23	35%	52	36	70%
<b>Total Revenues</b>	<b>1,387</b>	<b>1,172</b>	<b>215</b>	<b>18%</b>	<b>1,326</b>	<b>61</b>	<b>5%</b>
<b>Expenses</b>							
Personnel Costs	271	249	22	9%	269	3	1%
Operating Expenditures	707	737	(30)	-4%	519	188	36%
Capital Outlay	24	37	(13)	-35%	7	17	251%
Transfers out	1,610	1,685	(75)	-4%	647	963	149%
<b>Total Expenses</b>	<b>2,612</b>	<b>2,708</b>	<b>(96)</b>	<b>-4%</b>	<b>1,441</b>	<b>1,171</b>	<b>81%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(1,225)</b>	<b>(1,536)</b>	<b>311</b>	<b>-20%</b>	<b>(115)</b>	<b>(1,110)</b>	<b>965%</b>

**Revenues**  
(\$ thousands)



**Expenses**  
(\$ thousands)



#### Revenue

- Water Delivery Revenue \$283K (28%) higher than Budget. 1,288 AF more delivered than Plan (46%). Deliveries exceed prior year by \$47K (\$80 AF). The decrease in variable rates made the dollar revenue increase less than the actual deliveries. AG deliveries were also down substantially (22%).
- Grants under Plan by \$73K. Grant for Fe & Mn treatment; revenue will not be earned until construction begins later in FY.
- Other: Fox Canyon revenues up \$23K, offset by Investment Income down \$19K GAAP on market value adjustment to LAIF. Compared to last year, Fox Canyon revenues up \$37K and investment earnings down \$24K mainly due to GAAP entry.

#### Expenses

- Electricity \$176K over budget and \$171K over last year due to increased deliveries
- Maintenance - S&I under budget by \$43K and Equipment under by \$30K. These are primarily timing issues and staff expects actuals to catch up with budget as year progresses.
- Professional fees \$29K under budget due to timing issues and under-utilized EPA budget \$50K.
- Transfers out under budget by \$75K due to delayed Fe & Mn treatment project.
- Overhead costs under budget by \$42K

#### Fund Balance

The projected fund balance at the end of FY 20-21 is \$1.5M which is \$360K higher than projected. \$43K outstanding purchase orders were carried forward in FY 20-21 resulting a net balance that is \$317K higher than projected.

The District's reserve policy requires a \$1.1M undesignated balance for this fund, which is expected to be met. The fund balance over the requirement will be used to reduce the amount of external financing that will be needed to complete the large capital improvement projects in FY 20-21 including the Iron & Manganese treatment facility.

## FY 2020-21 First Quarter Financial Review

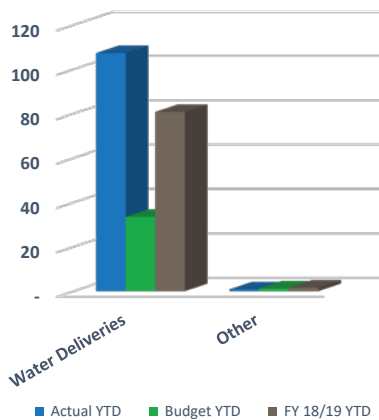
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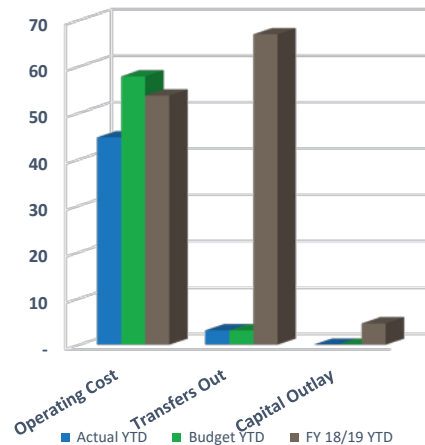
### Pleasant Valley Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	107	33	74	221%	81	27	33%
Earnings on Investments	(1)	1	(3)	-241%	3	(4)	-155%
Other	1	1	(0)	-35%	2	(1)	-49%
<b>Total Revenues</b>	<b>107</b>	<b>36</b>	<b>71</b>	<b>199%</b>	<b>85</b>	<b>22</b>	<b>25%</b>
<b>Expenses</b>							
Personnel Costs	23	17	6	36%	16	7	42%
Operating Expenditures	22	41	(19)	-46%	38	(16)	-42%
Capital Outlay	0	0	0	0%	5	(5)	-100%
Transfers out	3	3	0	0%	67	(64)	-95%
<b>Total Expenses</b>	<b>48</b>	<b>61</b>	<b>(13)</b>	<b>-22%</b>	<b>125</b>	<b>(77)</b>	<b>-62%</b>
<b>Net Surplus / (Shortfall)</b>	<b>59</b>	<b>(25)</b>	<b>84</b>	<b>-332%</b>	<b>(40)</b>	<b>99</b>	<b>-246%</b>

Revenues (\$ thousands)



Expenses (\$ thousands)



#### Revenue

- Water delivery was \$74K (1,342 AF) higher than Plan. Increase in water deliveries were primarily due to SFD water releases, which provided surface water to the pipeline. Water releases are expected to subside sometime in November 2020. Deliveries also exceed prior year by \$27K (877 AF). Staff anticipates water delivery revenue to continue to be above Budget in second quarter.

#### Expenses

- Operating Expenditures under Budget by \$19K this fiscal year and down \$16K from prior year. As a result of COVID-19 there has been a 15% reduction of O&M staff in field to work on maintenance projects. Transfers out last fiscal year are higher by \$64K due to new headquarters.

#### Fund Balance

- FY 2019-20 ending working capital was approximately \$344K. A shortfall of \$121K is planned for FY 2020-21, resulting in a projected fund balance (net of \$76K of depreciation) of \$298K at year-end.
- The District's reserve policy requires an undesignated balance of \$262K for this fund, which is projected to be met.

## FY 2020-21 First Quarter Financial Review

July 1, 2020 through September 30, 2020

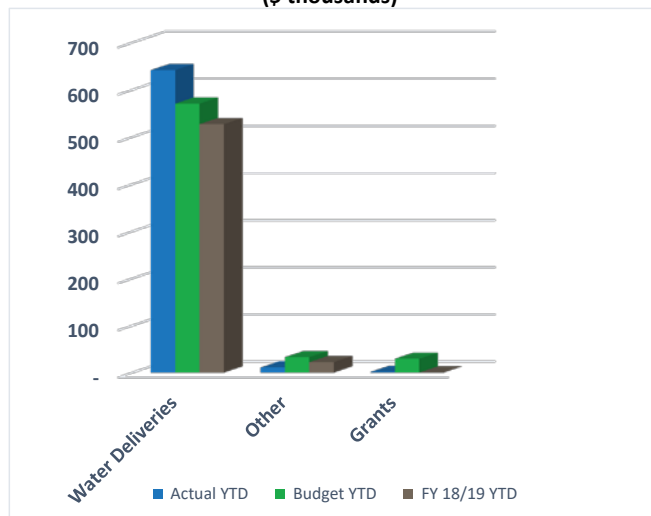
25% of Fiscal Year Completed

### Pumping Trough Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	642	571	71	12%	527	114	22%
Earnings on Investments	(3)	3	(6)	-227%	6	(9)	-154%
Grants	1	29	(28)	-95%	0	1	-11%
Other	14	30	(16)	-53%	16	(2)	-11%
<b>Total Revenues</b>	<b>654</b>	<b>633</b>	<b>21</b>	<b>3%</b>	<b>549</b>	<b>104</b>	<b>19%</b>
<b>Expenses</b>							
Personnel Costs	127	125	2	2%	113	14	13%
Operating Expenditures	254	387	(133)	-34%	242	11	5%
Capital Outlay	6	56	(51)	-90%	46	(41)	-88%
Transfers out	11	41	(29)	-72%	62	(51)	-82%
<b>Total Expenses</b>	<b>398</b>	<b>609</b>	<b>(211)</b>	<b>-35%</b>	<b>464</b>	<b>(66)</b>	<b>-14%</b>
<b>Net Surplus / (Shortfall)</b>	<b>256</b>	<b>24</b>	<b>232</b>	<b>970%</b>	<b>86</b>	<b>170</b>	<b>199%</b>

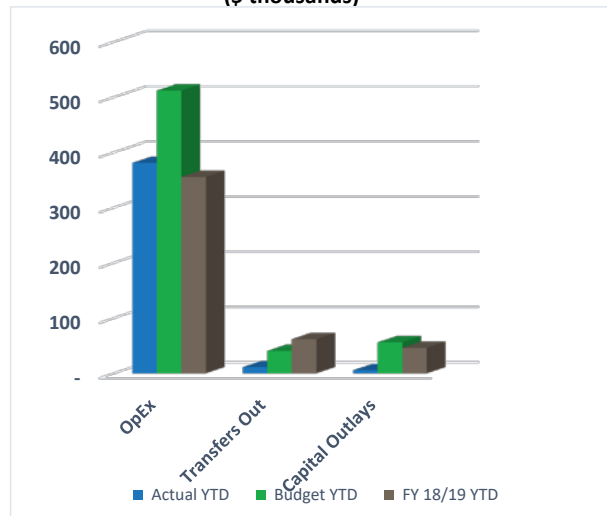
### Revenues

(\$ thousands)



### Expenses

(\$ thousands)



#### Revenue

- Revenue received through Q1 \$654K, up \$21K (3%)
- Revenue increase primarily due to higher than planned pipeline deliveries (228 AF), which resulted in \$71K additional revenue
- Offsetting decrease was a delay in grant revenue (\$28K) received for PTP metering project. Debt issuance for project has also been delayed
- Fox Canyon GMA charges were also \$16K lower than expected due to more surface water being delivered than pumped water

#### Revenue Status vs. Prior Year

- Current fiscal year revenues up \$104K (19%) compared to last fiscal year
- Primarily due an increase of 120 AF (8%) of water deliveries (\$114K) versus prior fiscal year
- Slightly offsetting increase was lower earnings on investments (\$9K) due to lower market rates in the current year.



## **FY 2020-21 First Quarter Financial Review**

**July 1, 2020 through September 30, 2020**

*25% of Fiscal Year Completed*

### **Pumping Trough Pipeline Fund (Continued)**

#### **Expenses**

- Total expenditures \$398K, \$211K (35%) below Plan
- Primarily due to lower operating expenditures (\$133K), capital outlay (\$51K) and transfers-out (\$29K)
- Maintenance \$55K under Plan this year due to delays caused by Covid-19, as well as less than projected maintenance on corroding PTP turnouts
- Electricity \$8K under budget due to considerable surface water deliveries (1,037 AF) in the first quarter, which resulted in less time running PTP wells
- Permits and licenses (\$5K), water treatment chemicals (\$6K) and rent and leases (\$4K) are also lower than budget, but expected to pick up later in the fiscal year
- Fox Canyon Fees \$3K under forecast as more surface water was delivered than pumped water
- General and administrative expense also \$32K lower than budget due to timing difference
- Lower than planned transfers out are due to a delay in grant revenue and debt issuance for PTP metering project

#### **Expense Status vs. Prior Year**

- Compared to last fiscal year, expenditures are lower by \$66K (14%)
- Primarily due to lower CIP transfers-out (\$51K) in current fiscal year, due to an increase in debt and grant funding for CIP projects. CIP projects with debt and grant funding in FY 20-21 include PTP metering, SCADA Hardware, Replace El Rio Trailer and Asset Management CMMS System project
- Capital outlay (\$41K) were also lower in current fiscal due to replacement VFD and new sand separator purchased prior year
- Offsetting the decrease are lower personnel costs (\$14K) and operating (\$11K) expenditures

#### **Fund Balance**

- The beginning working capital was approximately \$465K. Assuming FY 2020-21 activity is consistent with the approved budget, the projected ending balance is \$370K. The District's reserve policy requires an undesignated balance of between \$250K and \$300K for this fund, which is expected to be met



## FY 2020-21 First Quarter Financial Review

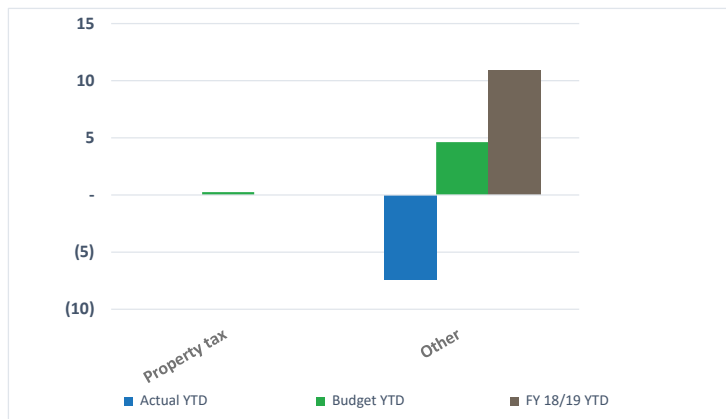
July 1, 2020 through Sept 30, 2020

25% of Fiscal Year Completed

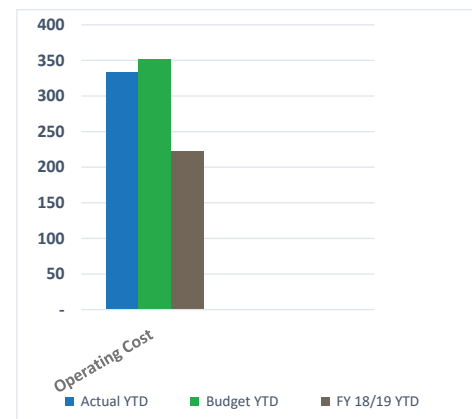
### State Water Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	0	0	0	0%	0	0	0%
Earnings on Investments	(7)	5	(12)	-260%	11	(18)	-168%
Other	0	0	(0)	-100%	0	0	#DIV/0!
<b>Total Revenues</b>	<b>(7)</b>	<b>5</b>	<b>(12)</b>	<b>-251%</b>	<b>11</b>	<b>(18)</b>	<b>-168%</b>
<b>Expenses</b>							
Personnel Costs	0	0	0	0%	0	0	0%
Operating Expenditures	333	352	(19)	-5%	223	110	50%
Capital Outlay	0	0	0	0%	0	0	0%
Debt Service	0	0	0	0%	0	0	0%
Transfers out	0	0	0	0%	0	0	0%
<b>Total Expenses</b>	<b>333</b>	<b>352</b>	<b>(19)</b>	<b>-5%</b>	<b>223</b>	<b>110</b>	<b>50%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(340)</b>	<b>(347)</b>	<b>6</b>	<b>-2%</b>	<b>(212)</b>	<b>(129)</b>	<b>61%</b>

**Revenues**  
(\$ thousands)



**Expenses**  
(\$ thousands)



#### Revenue

- Revenue received through Q1 \$8K investment earnings less a GAAP market value adjustment to LAIF of \$15K.
- Current year investment earnings \$3K lower adjusting for GAAP entry. This is due to much lower percentage return on investment this year.

#### Expenditures

- Total expenditures \$19K (5%) lower than budgeted. This is primarily due to variable costs not being consistent throughout the year although the budget is distributed equally.
- Compared to last year, expenditures higher by \$110K (50%). This is due to higher fixed costs in the first quarter that were unbilled previous years.

#### Fund Balance

The projected fund balance at the end of FY 20-21 is approximately \$2.2M.

The District's reserve policy requires a \$1.7M balance for this fund, which will be exceeded. The entire fund balance is designated for the fixed and variable costs related to the District's State Water Project allocation of 5,000 AF per year, plus the allowable balance of Table A water that was not purchased in prior years (1,500 AF for FY 20-21).



## FY 2020-21 First Quarter Financial Review

July 1, 2020 through Sept 30, 2020

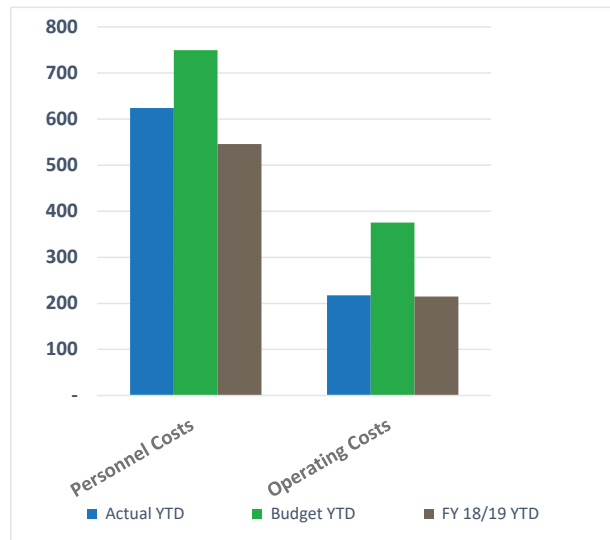
25% of Fiscal Year Completed

### Overhead Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Expenses</b>							
Personnel Costs	624	750	(126)	-17%	546	78	14%
Operating Expenditures	218	375	(158)	-42%	215	3	1%
Capital Outlay	0	0	0	-	0	0	
<b>Total Expenses</b>	<b>842</b>	<b>1,125</b>	<b>(284)</b>	<b>-25%</b>	<b>761</b>	<b>81</b>	<b>11%</b>

### Expenses

(\$ thousands)



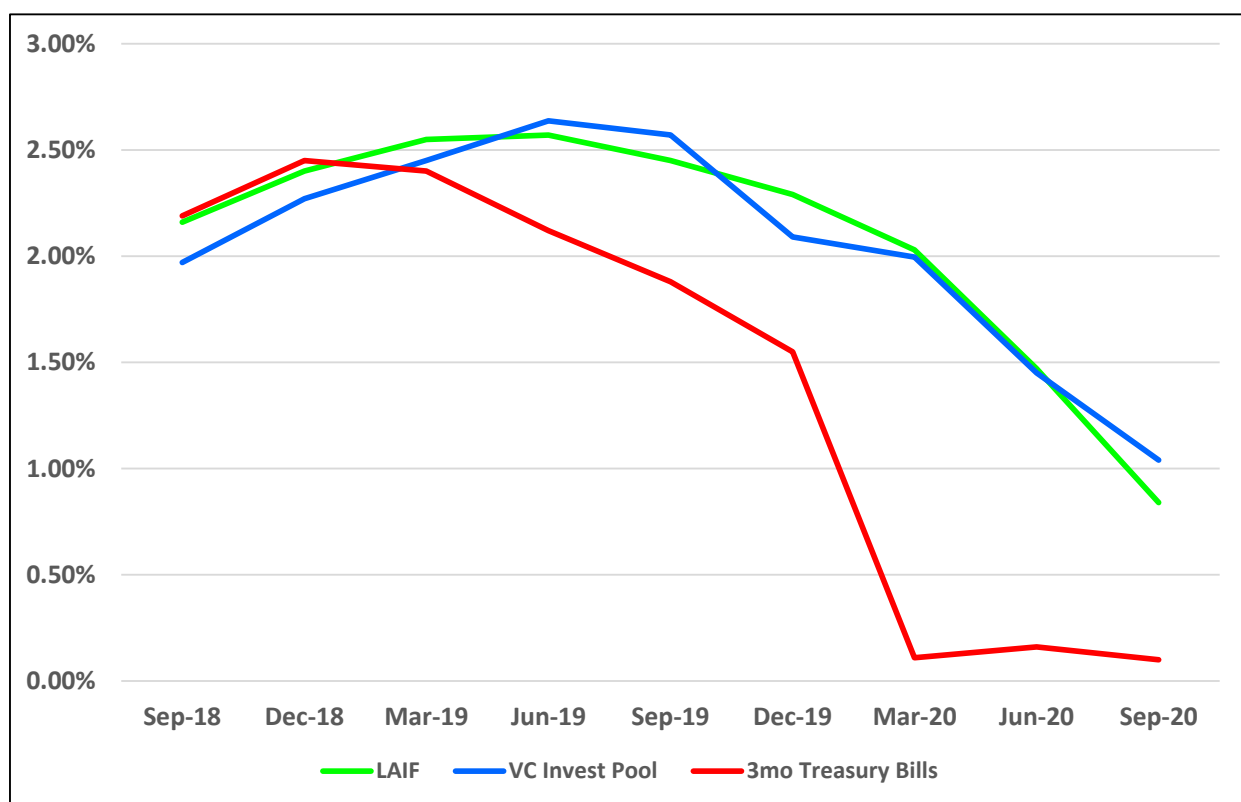
#### Expenses

- Expenditures significantly under budget by \$284K (25%).
- The largest savings were in Personnel due to the vacant Assistant General Manager position \$80K and OPEB \$30K, and Consulting services for Admin and Finance savings (\$146K). Costs for Admin consulting under-utilized and financial advisory services also under-utilized, as some of the FA costs will be included in debt issuance in the second quarter.
- Compared to last year, expenditures are higher by \$81K (11%). The variance is primarily due to Personnel costs up by \$81K because of additional staffing in Admin and Finance. Admin filled two Administrative positions and Finance filled Senior Accountant and Accountant I positions.

United Water Conservation District															
CURRENTLY APPROPRIATED CAPITAL IMPROVEMENT PROJECT PLAN															
FY 20-2120 Available Appropriations as of September 30, 2020															
							Total	Appropriations			Expended and Encumbered			% of Total	
			1st	1st	Expected		Est Project	Total Approp	Suppl	Total				Est Project	Remaining
Project Description	Fund #	Proj #	Budget Year	Activity Date	End Year	Class	Cost (000s)	Approved thru FY 2019-20	Approp FY 20-21	Approp to Date	Total as FY 2019-20	Current FY 20-21	Total to date	costs spent to date	Appropriations FY 20-21
Well Replacement Program Well #18	452	8000	2015-16	08/06/15	2021	I	1,590	875,705	714,429	1,590,134	632,134	246	632,380	39.77%	957,754
Freeman Diversion Rehab	421	8001	2009-10	03/23/11	2024	II&IV	73,966	8,376,614	589,294	8,965,908	4,231,103	551,278	4,782,381	6.47%	4,183,527
SFD Outlet Works Rehab		8002	2007-08	04/20/11	2025+	I&II	53,390	3,743,353	1,297,194	5,040,547	2,669,751	1,811,447	4,481,198	8.39%	559,349
SFD PMF Containment		8003	2008-09	06/22/09	2025+	II	42,520	3,861,136	1,052,369	4,913,505	2,606,665	1,860,000	4,466,664	10.50%	446,841
SFD Sediment Management		8005	2013-14	05/28/14	2022	II	175	94,954	-	94,954	60,341	613	60,954	34.83%	34,000
Lower River Invasive Species Control	471	8006	2015-16	08/06/15	2023	IV	640	865,517	3,783	869,300	179,414	167	179,581	28.06%	689,719
OHP Iron and Manganese Treatment	451	8007	2015-16	08/06/15	2022	III	9,655	1,140,777	4,039,157	5,179,934	1,015,364	110,158	1,125,522	11.66%	4,054,412
Ferro-Rose Recharge		8018	2006-07	03/23/07	2023	III	31,849	1,896,577	12,752	1,909,329	1,155,924	154,281	1,310,206	4.11%	599,123
Brackish Water Treatment		8019	2015-16	07/08/15	2025+	III	154,667	60,180	339,576	399,756	58,315	17,109	75,425	0.05%	324,331
Rice Ave Overpass PTP	471	8021	2016-17	08/17/18	2021	II	83	73,497	9,823	83,320	25,350	23,990	49,340	59.45%	33,980
PTP Turnout Metering System	471	8022	2016-17	03/10/17	2022	I	1,755	1,166,254	442,339	1,608,593	791,703	182,809	974,513	55.53%	634,080
Pothole Trailhead		8023	2016-17	02/14/17	2021	I	503	312,011	190,828	502,839	199,834	62,814	262,648	52.22%	240,191
State Water Interconnection Project		8025	2016-17	06/15/17	2022	II	559	753,121	5,615	758,736	187,920	28,111	216,032	38.65%	542,704
El Rio Trailer		8028	2019-20		2022	II	390	35,000	75,000	110,000	-	-	-	0.00%	110,000
Alternative Supply Alliance Pipeline		8030	2018-19	06/08/18	2021	II	362	361,578	-	361,578	35,261	-	35,261	9.74%	326,317
Grand Canal Modifications		8032	2018-19	06/30/19	2021	II	810	525,916	20,149	546,065	115,821	141,773	257,594	31.80%	288,471
Floc Building Emergency Generator	421	8033	2019-20		2021	II	78	75,000	78,416	153,416		-	-	0.00%	153,416
Lak Piru Campground Electrical Update		8034	2019-20		2023	I	673	65,800	7,624	73,424		-	-	0.00%	73,424
OH System Emergency Generator	451	8036	2020-21		2021	II	909	0	908,775	908,775		-	-	0.00%	908,775
Piru WTP Emergency Generator		8037	2020-21		2021	II	102	0	101,527	101,527		-	-	0.00%	101,527
Santa Paula Tower Emergency Generator		8039	2019-20		2021	II	66	60,800	4,727	65,527		-	-	0.00%	65,527
Asset Management / CMMS System		8041	2019-20	04/10/20	2022		263	30,000	82,780	112,780	463	1,956	2,418	0.92%	110,362
Recycled Water GW Replenishment/Reu	421	8042	2020-21		2024	III	8,714	0	519,380	519,380		-	-	0.00%	519,380
Lake Piru e-Kiosk		8045	2020-21		2021	II	106	0	105,500	105,500		-	-	0.00%	105,500
SCADA Hardware Update		8046	2020-21		2021	II	1,003	0	660,260	660,260		16,190	16,190	1.61%	644,070
<b>TOTAL AMOUNT PER YEAR</b>							384,828	24,373,790	11,261,297	35,635,087	13,965,363	4,962,943	18,928,306	4.92%	16,706,781
Class I = Infrastructure Repair or Replacement															
Class II = Structural/Hydraulic Improvement (no yield)															
Class III = Water Resource Improvement															
Class IV = ESA Improvement															

### Current Benchmark Yields

LAIF	September 30, 2020	0.84%
VC Invest Pool	September 30, 2020	1.04%
3mo Treasury Bills	September 30, 2020	0.10%





**To:** UWCD Finance and Audit Committee Members

**From:** Joseph Jereb, Chief Financial Officer

**Date:** October 28, 2020 (November 9, 2020 meeting)

**Agenda Item:** 8 – Board Requested Cost Tracking Items

**Recommendation**

Review and discuss the cost to date reports for:

- 1) FERC licensing
- 2) The Probable Maximum Precipitation/Flood Study
- 3) General/Water Conservation Fund Environmental
- 4) Freeman Fund Environmental
- 5) Quagga Mussels
- 6) City of Ventura Litigation
- 7) Wishtoyo Litigation
- 8) All legal fees
- 9) All professional fees (excluding legal fees)

Based on the information provided and the ensuing discussion, provide any necessary direction to staff.

**Fiscal Impact**

As shown.

**Discussion**

The Finance and Audit Committee requested a monthly update of the accounting being maintained by the District for costs being incurred for various items. The attached report provides data through September 2020.

Attachment: Consolidated Cost Summary

**United Water Conservation District  
Consolidated Cost Summary Report  
Through September 2020**

Fiscal Year	FERC License	PMF Study	Gen/Water Conservation Environmental	Freeman Environmental	Quagga Mussels	City of Ventura Lawsuit *	Wishtoyo Complaint	Legal Fees	Other Professional Fees	Total Professional Fees
2001-02	27,083	-	-	-	-	-	-	-	-	-
2002-03	137,116	-	-	-	-	-	-	-	-	-
2003-04	395,575	-	-	-	-	-	-	-	-	-
2004-05	527,191	53,364	-	-	-	-	-	-	-	-
2005-06	169,655	16,486	3,170	148,847	-	-	-	-	-	-
2006-07	74,929	10,554	71,678	170,323	-	-	-	-	-	-
2007-08	105,950	-	304,745	170,995	-	-	-	-	-	-
2008-09	364,883	-	1,483,036	458,887	-	-	-	1,267,547	822,498	2,090,045
2009-10	258,473	68,839	524,532	548,673	-	-	-	324,553	860,496	1,185,049
2010-11	407,597	123,915	306,071	374,490	-	-	-	255,183	992,758	1,247,941
2011-12	789,792	87,059	479,648	138,686	-	353,598	-	533,216	902,051	1,435,267
2012-13	531,196	6,942	568,207	291,674	-	52,222	-	261,810	1,316,817	1,578,627
2013-14	771,128	97,340	499,114	434,354	186,505	365,903	169,167	770,488	1,244,116	2,014,604
2014-15	968,028	120,094	116,393	725,345	232,259	227,522	85,654	505,973	1,811,454	2,317,427
2015-16	469,632	53,062	137,400	605,003	311,047	161,858	230,513	690,261	1,463,670	2,153,931
2016-17	435,599	257,750	139,791	666,810	613,210	23,373	1,029,773	1,030,758	1,535,352	2,566,110
2017-18	363,051	617,564	119,971	546,179	413,501	272,526	2,410,909	2,931,575	2,153,367	5,084,942
2018-19	735,757	436,136	137,761	659,368	431,494	193,240	1,174,589	2,104,842	2,526,710	4,631,553
2019-20	682,306	818,753	57,942	1,184,780	290,047	411,440	2,620,660	3,647,211	2,898,804	6,546,015
2020-21	44,998	247,612	2,499	117,481	56,802	180,798	616,910	878,616	162,767	1,041,383
<b>Report Total</b>	<b>8,259,941</b>	<b>3,015,470</b>	<b>4,951,957</b>	<b>7,241,895</b>	<b>2,534,865</b>	<b>2,242,481</b>	<b>8,338,174</b>	<b>15,202,034</b>	<b>18,690,860</b>	<b>33,892,894</b>
<b>Previous Report Total</b>	<b>8,232,778</b>	<b>2,777,629</b>	<b>4,951,126</b>	<b>7,204,822</b>	<b>2,522,908</b>	<b>2,065,281</b>	<b>7,779,530</b>	<b>14,370,715</b>	<b>18,611,149</b>	<b>32,981,864</b>
<i>Current Activity</i>	<i>27,163</i>	<i>237,841</i>	<i>831</i>	<i>37,073</i>	<i>11,597</i>	<i>177,200</i>	<i>558,644</i>	<i>831,318</i>	<i>79,711</i>	<i>911,029</i>

**Current Activity Narrative:**

- FERC - The activity for September (\$27K) was primarily spent on staff time (\$7K), professional fees (\$8K), legal fees (\$4K), and capital outlays (\$8K) for the fish passage and FERC.
- PMF - The activity for September (\$238K) was spent primarily on staff time (\$10K), geotechnical subservice exploration (\$189K), design (\$34K), equipment (\$4K), and CEQA/permitting (\$1K).
- Gen/Wtr Cons - The activity for September (\$1K) was spent primarily on professional fees (\$1K).
- Freeman - The activity for September (\$37K) was spent primarily on staff time (\$36K) and legal fees (\$1K) related to HCP support.
- Quagga - The activity for September (\$12K) was spent on staff time (\$10K) and professional fees (\$2K) for quagga mussel eradication and the scientific dive agreement.
- Ventura - There were legal costs of \$177K associated with the City of Ventura Lawsuit.
- Wishtoyo - The activity for September (\$559K) was spent primarily on legal fees related to the Wishtoyo complaint. Current legal fees included both July and August billing.
- Legal Fees - Includes all legal fees for the District. These fees were dominated by the Wishtoyo and City of Ventura lawsuits.
- Other Prof Fees - Includes all contracted professional fees except legal fees. These fees were dominated by the HCP, fish passage, auditing contract, lobbying and consulting expenses.



### **Staff Report**

**To:** UWCD Finance and Audit Committee Members

**Through:** Mauricio E. Guardado, Jr., General Manager  
Anthony A. Emmert, Assistant General Manager

**From:** Joseph Jereb, Chief Financial Officer  
Josh Perez, Human Resources Manager  
Zachary Plummer, Information Technology Administrator

**Date:** November 2, 2020 (November 9, 2020 meeting)

**Agenda Item:** 9 - (Board Agenda Item 5.1) Monthly Administrative Services Department Report  
**Informational Item**

---

#### **Staff Recommendation:**

Board shall receive report on administrative services activities for October 2020.

#### **Discussion:**

Activities that took place during the month of October 2020 include:

#### **Finance:**

- FY 19-20 Audit fieldwork completed. CAFR preparation is ongoing and expected to be finalized before end of November.
- Finance staff completed FY 19-20 Purchase Order and CIP Budget Rollovers. Closed outstanding Purchase Orders that needed to be closed out per Department's instructions.
- Met with Department Managers to review their current YTD spend and create an updated projection of total FY 20-21 spend.
- Attended a kickoff meeting for the Integrated Regional Water Management Plan regarding the first grant invoice.
- Controller's leave of absence effective October 19, 2020 with anticipated return date in March 2020.
- Recruited Temporary Accountant to support Accounts Receivable. Replacement temp to start with District on November 2.
- Completed pricing/sale of 2020 COP issue with anticipated close date of November 10.

#### **Human Resources & Risk Management:**

- Finalized open enrollment for Health Care plans for all changes requested.
    - FSA and AFLAC still open until end of the year.
  - Completed onboarding paperwork for following positions:
    - Recharge O&M Worker I (two new hires and one promotion) strengthening an exceptional O&M Department
-

**Agenda Item: 9 - (Board Agenda Item 5.1) Monthly Administrative Services Department Report**  
**Information Item**

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- Part Time Field Assistants (four staff) strengthening our Environmental Services team
  - Began coordination of new recruitment for Instrument & Electrical Technician position after previously selected candidate abruptly withdrew from consideration.
  - Processed employee evaluations and step increases that were scheduled for the month of October.
  - Submitted quarterly employee list to SEIU, per AB 119.
  - Coordinated Department of Transportation required testing to comply with DOT-regulated testing requirements
  - Processed employee payroll changes into Incode (address changes, tax changes, changes in deductions, base pay modifications, and approved cash out requests submitted)
  - Worked with SDRMA to add or modify district vehicles as appropriate on our insurance policy.
- **Safety and Security**
- Coordinated replenishment of First Aid vehicle kits as well as cabinets at all District locations.
  - Provided training on Bloodborne Pathogens safety, briefed staff on COVID-19 developments, and provided general awareness training on safe driving (as part of Distracted Driving Awareness month).
  - Assigned safety trainings for new staff onboarded in the past month to coincide with their role and Department assignment.
  - Evaluated and engaged with vendors and key internal stakeholders on development of a new Safety Data Sheet (SDS) management system that will enhance District safety, provide efficiencies for staff, and ensure OSHA compliance with SDS standards.
  - Collaborated with AWA VC Emergency Management subcommittee on testing emergency notification system.
  - Together with the Chief Water Treatment Operator, coordinated regional training with local FD HazMat units.
  - Attended OSHA Confined Space training course (10/27) which will continue training efforts to minimize insurance costs to District in 2021-2022 when renewal occurs.
  - Reviewed and assigned monthly Daily Training Bulletins for Park Ranger staff.
  - Reviewed CPR/First Aid/AED training options for current pandemic.
  - Published communication/awareness to staff on Flu Vaccine encouragement and Cyber Security tips as part of National Cyber Security Awareness month.
  - Reviewed existing earthquake preparedness kit and compiled items needed for kits at HQ, El Rio, and Saticoy.

**Information Technology:**

- Provided WebEx/Zoom IT Coordinator for:
    - Groundwater Sustainability Plan Stakeholder Workshop
    - Legislative and Outreach Committee
    - Water Resources Committee
    - Rehearsal Meeting for Standard & Poor's
    - Finance and Administration Committee Meeting
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- UWCD Board of Directors Meeting
    - UWCD Board of Directors Special Board Meeting
    - Fillmore Piru Basin GSA Board of Directors Meeting
  - Continued to optimize UWCD Boardroom and meeting room spaces with additional technology request.
  - Board Chambers was updated with a camera and PC Casting AIO compatible with Zoom/WebEx/Teams.
  - Santa Clara Room (original location) moved to UW Boardroom preparation for a Special Board Meeting:
    - Project required equipment gathering and provisioning of laptops to participate in a hybrid WebEx board meeting configuration.
  - Completed the preliminary move-order for migrating Lake Piru Ranger phone numbers into the HQ VOIP System.
  - Completed an in-depth analysis of Tyler Technologies network activity in our environment due to a vendor advisory of suspicious activity reports of their own networks. Coordinated with Finance and HR to ensure all activity was generated by a UWCD staff-requested support call.
  - Finalized a replacement Windows 2016 Controller Server that will lead to a replacement of the previous controller utilized by the District which has reached its end life state.
  - Reviewed FERC Cyber Documentation with the staff supporting the licensing requirements:
    - Cyber Incident Response Plan Development
    - IT Backup and Recovery Plan Development
    - IT Patch Management Plan Development
  - Off site visits to Saticoy and El Rio for various network-related changes to physical connections:
    - New staff starting at the District, and social distancing practices have us creating new workspaces.
    - Changes to El Rio network switches and proceeded with creating new backup copies of certain switch configurations before adjusting as mentioned above.
    - Formatted an end-of-life laptop from storage with new OS/Office Suite/Anti-Virus. Transported and setup A/V equipment in Saticoy shop for Districts' month-long tour of the Freeman Diversion with the invited key stakeholders.
  - Monthly call with Novacoast - IT strategic planning call:
    - Discussed the open quotes with Novacoast to support United's IT incentives with emphasis on network architecture changes to: A) simplify networks physical and routing shortcomings, B) put United in position to implement cloud capable security equipment in remote locations, and C) reassessment current implemented (and) engineer services to implement the additional purchased security features and services in regards to our Checkpoint (vendor) Firewall and Threat Prevention Cyber Security Suite. (SSL Inspection, Treat Emulation, Full Disk Encryption on Mobile Devices, etc.)
  - Ordered computer equipment for Operations and Maintenance.
    - New staff joining the District, and COVID-19 distancing measures.
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- Ordered various IT equipment that I was requiring for the various helpdesk or conferencing room requirements.
  - End of last month purchased High End Conference Cameras - This month accessories or cables and surge protector extensions were purchased.
  - Ordered USB headsets, mice for use in various environments, accessories will be assigned to staff who are still require laptops or device usage during Districts' Teams and/or Zoom/WebEx meetings.
  - Replacement of hard drives (required to repair several district laptops)
- New staff and/or new hire user account provisioning for several departments:
  - Environmental
  - Oxnard Operations and Maintenance
  - Santa Felicia O&M
- Refurbished and new equipment provisioning for staffing changes
- Helpdesk tracking:
  - Eleven (11) new requests were opened in October 2020.