

AGENDA
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, February 9, 2021 at 9:00 A.M.
UWCD Headquarters (Board Room, First Floor)
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 (audio only, toll rates apply)

Access code: 126 712 3217

OPEN SESSION 9:00 A.M.

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.

2. Approval of Minutes

Motion

The Committee will review the Minutes from the January 12, 2021, Finance and Audit Committee meeting and approve as submitted or direct staff to revise as necessary to accurately reflect the discussion and actions taken at the meetings.

3. Second Quarter FY 2020-21 Financial Report (July 1, 2020 – December 31, 2020)

The Committee will receive and review the FY 2020-21 Second Quarter Financial Report for the period of July 1, 2020 through December 31, 2020.

4. District Staff and Board Member Reimbursement

The Committee will review the expense reimbursement report for all reimbursements of business expenses to staff and board members for the second quarter FY 2020-21.

5. Monthly Investment and Pipeline Delivery Reports (December 2020)

The Committee will receive, review and discuss the Districts' investment portfolio and cash position, as well as the pipelines' water activities as of December 31, 2020. The Committee will provide direction to staff as necessary to ensure the fiscal stability of the District.

6. Board Requested Cost Tracking Items

Information Item

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.

7. Monthly Administrative Services Update

Information Item

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

8. 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
Dan Naumann

Staff:

Mauricio E. Guardado, Jr.
Joseph Jereb
Ambry Tibay

Anthony Emmert
Josh Perez
Zachary Plummer
Jackie Lozano

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) February 4, 2021

(time) 2:30 p.m.

(attest) Jackie Lozano

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

Posted: (date) February 4, 2021

(time) 2:45 p.m.

(attest) Jackie Lozano

At: www.unitedwater.org

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, January 12, 2021 – 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:

Bruce Dandy
Daniel C. Naumann

COMMITTEE MEMBERS ABSENT:

Sheldon G. Berger, Chair

STAFF PRESENT:

Mauricio Guardado, General Manager
Anthony Emmert, Assistant General Manager
Joseph Jereb, Chief Financial Officer
Josh Perez, Human Resources Manager
Maryam Bral, Chief Engineer
Zachary Plummer, Information Technology Administrator
Linda Purpus, Environmental Services Manager
Ambry Tibay, Senior Accountant
Jackie Lozano, Administrative Assistant II/Clerk for the Committee

PUBLIC PRESENT:

No one from the public was present.

OPEN SESSION 9:04 A.M.

The meeting was called to order by Director Dandy at 9:04 A.M.

Committee Members Roll Call

The Clerk called roll call. Two Directors were present (Dandy, Nauman) and one Director was absent due to technical difficulties (Berger).

1. Public Comment

Director Dandy asked if there were any public comments; none were offered.

2. EXECUTIVE (CLOSED) SESSION 9:06 A.M.

The Executive (Closed) Session was called to order by Director Dandy at 9:06 A.M.



2a. Conference with Legal Counsel-Anticipated Litigation

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): one (1) case.

SECOND OPEN SESSION

3. Reporting out of Executive (Closed) Session

District's Legal Counsel David D. Boyer reported there was no action taken in Executive Session reportable under the Brown Act.

4. Approval of December 8, 2020 Finance and Audit Committee Meeting Minutes

Motion to approve the Committee Minutes from December 8, 2020, Director Dandy; Second, Director Naumann. Roll call vote, two ayes (Dandy, Naumann); none opposed; one absent (Berger). Motion carried, 2/0/1.

5. Monthly Investment and Pipeline Delivery Reports (November 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 had 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. Monthly Administrative Services Update

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

Director Dandy expressed concern regarding pumpers draining the aquifers during droughts and causing them permanent damage. Director Naumann requested that staff follow-up with the Fox Canyon GMA regarding implementation of its allocation system. Mr. Guardado responded that with a managed aquifer approach, the pumpers do rely upon groundwater during droughts, and that United works to recharge the groundwater aquifers when surface water is available, or when supplemental water is available. He noted that the recent release from the Santa Felicia Dam allowed surface water deliveries to Oxnard Plain water users for three months, leading to greatly reduced groundwater pumping by users. He stated that having the right operational plans and projects in place will better prepare the aquifers for the next drought. Mr. Emmert assured the Committee that United staff is remaining engaged with the Fox Canyon GMA regarding implementation of its allocation system, and that the Oxnard Hueneme Pipeline contractors are aware of their suballocations.



Director Dandy stated that he planned on attending the Ventura County Special Districts Association (VCSDA) meeting that evening and inquired regarding United's expenditures on COVID-19-related activities. Mr. Jereb and Mr. Perez responded that staff had reviewed the District's COVID-19 expenditures and believed they would qualify under the terms of the program being discussed by the VCSDA. They stated that expenditures included the purchase of personal protective equipment, signage, filtration, sick time, and some overtime. They stated that the District had also experienced lost revenue at the Lake Piru Recreation Area, which was negatively impacted by the stay-at-home order. Staff provided VCSDA with a list of total expenses related to COVID-19. Mr. Guardado requested that the information be circulated to Directors Dandy and Naumann prior to their attendance at the VCSDA meeting that evening.

Informational item. No further comments or questions from the Committee.

8. Future Agenda Items

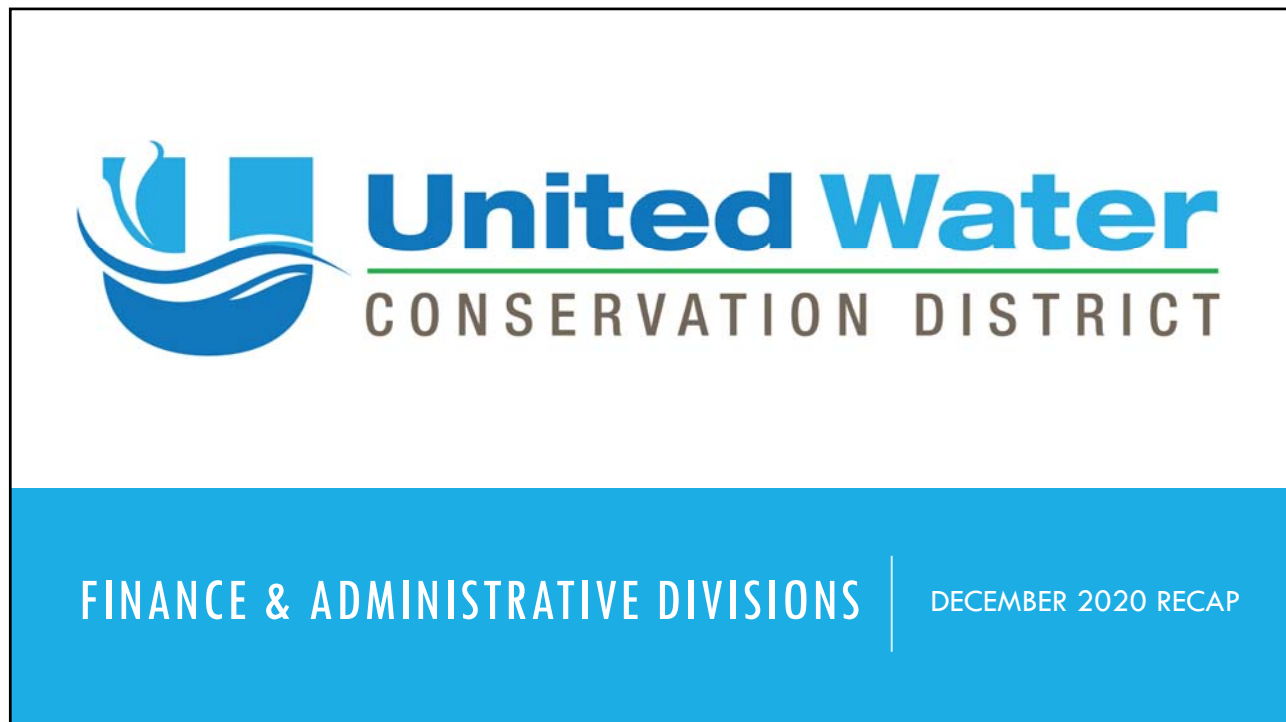
Director Dandy polled the Committee as to any future agenda items. None were offered.

ADJOURNMENT 10:08 A.M.

Director Dandy adjourned the meeting at 10:08 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 January 12, 2021.

Committee Director Bruce Dandy
Substitute for Chair Sheldon G. Berger



1



2

ACCOUNTS PAYABLE

- 385 payables processed with a total amount of \$1.9M
 - Includes \$1M to GEI Consultants for design services on SFD outlet and spillway



FINANCE DIVISION RECAP

PAYROLL

- Paid 26 payroll-related vendors a total amount of \$468K
- 583 hours of overtime worked
 - 3.8% of regular hours
 - 291 paid-out
 - 292 accrued as compensatory time

Gross: \$786K

Net: \$542K



UNITED WATER CONSERVATION DISTRICT 3

3

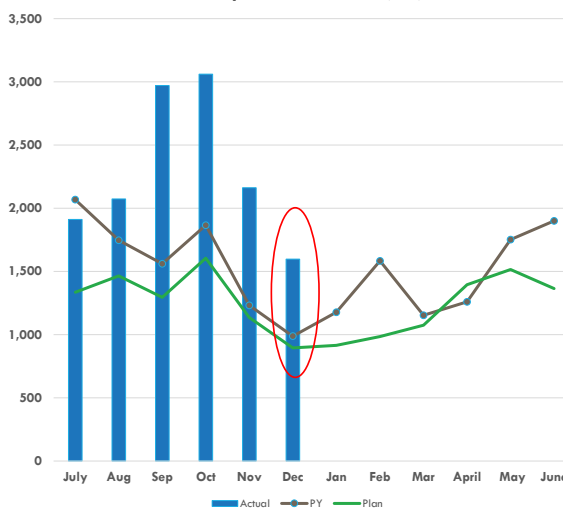
DECEMBER 2020 PIPELINE

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$673K	1,059	605	454
PT	\$264K	525	290	235
PV	\$13K	13	0	13

- Year-to-date December deliveries 78% ahead of Plan and 46% over PY
- 92% of FY Plan delivered to date
- Excluding Pleasant Valley deliveries, volumes 46%, 21% ahead of Plan & PY

FINANCE DIVISION RECAP

Total Pipeline Deliveries (AF)



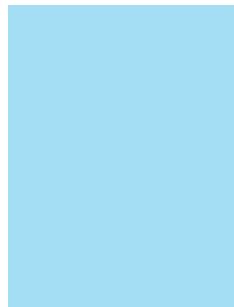
UNITED WATER CONSERVATION DISTRICT 4

4

CASH COLLECTIONS

- Taxes: \$2M
- Pipeline: \$1.1M
- Rents: \$40K
- Miscellaneous: \$20K
- Groundwater: \$900

Total: \$3.2M



FINANCE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 5

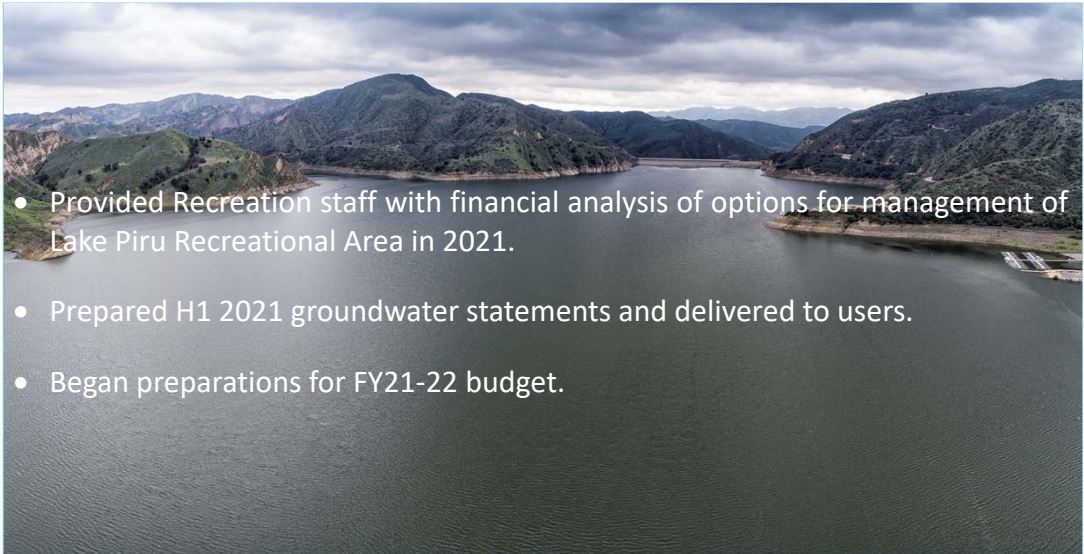
5

- Completed FY19-20 Comprehensive Annual Financial Report (CAFR) and delivered to Board of Directors at December meeting.
- Submitted application to Government Financial Officers Association for Award of Excellence in Financial Reporting based on FY19-20 CAFR.
- Received proceeds from 2020 COP Bonds Issue on 02-Dec. Researched and prepared accounting entries to record receipts of proceeds, payment of issuing expense, and refunding of outstanding bonds.

FINANCE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 6

6



- Provided Recreation staff with financial analysis of options for management of Lake Piru Recreational Area in 2021.
- Prepared H1 2021 groundwater statements and delivered to users.
- Began preparations for FY21-22 budget.

FINANCE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 7


7



**ADMINISTRATIVE
DIVISION
RECAP**

UNITED WATER CONSERVATION DISTRICT 8

8




A word cloud graphic with the word "Human" in large blue letters and "RESOURCES" in large blue letters below it. Other words in smaller fonts include: TRAINING, RECRUITMENT, EDUCATION, LEADERS, TEAMWORK, RESPONSIBILITIES, EMPLOYMENT, CARE, RELATIONS, COMPENSATION, RETIREMENT, BENEFITS, WELLNESS, and UNIVERSITY.

- Processed onboarding paperwork for new Board Member.
- Coordinated order and pickup of annual service awards for eligible employees.
- Completed draft job descriptions for potential new positions within the District in anticipation of their use for the FY20-21 and FY21-22 year.
- Chief Operations Officer posted, and interviews completed.
- Processed employee evaluations, promotions, and step increases that were scheduled for December.
- Submitted and processed 2021 flexible spending plan for staff to be effective January 1, 2021.
- Updated 2021 health insurance rates into Incode to reflect 2021 rates for all health plans.
- Processed several end of year updates (SDI, SUI, misc. allowances, etc.) into Incode.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 9

9



A graphic showing the words "RISK" and "Management" in white letters on red 3D blocks. The word "RISK" is on top of the "Management" blocks.

- Reviewed and issued Rangers Policy Manual Updates and Monthly, Daily Training Bulletins covering topics such as protests and use of force.
- Completed draft of updated Injury & Illness Prevention Plan (IIPP).
- Completed update to COVID-19 Prevention Plan.
- Secured Additional Face Masks (cloth masks and KN95s) for District staff.
- Presented two monthly safety meetings, covering Confined Space and Industrial Ergonomics, as well as COVID-19 updates.
- Coordinated respirator fit testing for new District staff.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 10

10




The graphic for the Risk Management slide features the word "RISK" in large, bold, red 3D letters. Below it, the word "Management" is written in a smaller, black, sans-serif font. The background is white with a light blue vertical bar on the left and a light blue horizontal bar at the bottom. A grey vertical bar is also present on the left side of the slide.

- Supported Engineering Department with FERC Annual Compliance Letter on security matters pertaining to Santa Felicia Dam.
- Investigated and resolved camera and access control system troubleshooting issues
- Completed two additional OSHA courses (accident investigation and transitioning to safe chemicals) to achieve credits/cost savings for insurance premiums.
- Assisted Environmental Services with essential services designation for upcoming Freeman Rehab Project.
- In Conjunction with Operations and Maintenance Manager, completed certification of Risk and Resilience Assessment to EPA.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 11

11



The graphic for the Information Technology slide features the words "Information Technology" in a white, serif font, centered over a background of blue and white binary code (0s and 1s) that appears to be flowing or swirling. The background is white with a light blue vertical bar on the left and a light blue horizontal bar at the bottom. A grey vertical bar is also present on the left side of the slide.

- Made progress towards Active Directory Replacement from 2008 to 2016 Operating System.
- Replaced expiring RSA Multi Factor Keychain tokens with O&M Operators and provided new RSA tokens to newest operators.
- Supported Environmental Services staff to troubleshoot Ethernet and PC Connections for fish monitoring and recording equipment at Freeman Diversion.
- Migrated GM and CFO cellular service to AT&T's First Responders (FirstNet) service program and issued new devices.
- Provided IT Support for nine virtual meetings.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 12

12



- Installed conferencing PC in the General Manager's office for Teams, and all other virtual meeting suites used by District partners and agencies.
- Purchased and installed Xerox all-in one-color printer for the Lake Piru Recreation Area Rangers.
- Installed networking equipment at the Lake Piru Recreation Area Rangers Office to support planned activities and communications requirements.
- Worked with service providers to repair area-wide internet service outage on December 15th.
- Supported District employees virtual holiday party over Microsoft Teams Virtual Meeting product.
- Solar Winds hacking - no direct impact to the District.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 13



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: February 1, 2021 (February 9, 2021 Meeting)

Agenda Item: **3. (Board Item 3.D) FY 2020-21 Second Quarter Financial Report
Information Item**

Staff Recommendation:

Review the FY 2020-21 Second Quarter Financial Report for the period of July 1, 2020 through December 31, 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 50 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 Second Quarter Report, Capital Improvement Projects
B – FY 2020-21 Second Quarter Financial Reports



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

February 2, 2021

Board of Directors
United Water Conservation District

Subject: Fiscal Year 2020-21 Second Quarter Financial Report

Dear Board Members:

Enclosed for your review is the District's FY 2020-21 Second Quarter (July 1, 2020 through December 31, 2020) Financial Report. This report represents six months of financial information for District operations (50% 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 that which 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 December 31, 2020, all capital improvement project (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 for replacement of all the original groundwater wells serving the Oxnard Hueneme Pipeline System. The project is funded by the Oxnard Hueneme Pipeline Well Replacement Fund. The well replacement project is targeting Well No. 6 in the 2020-21 Fiscal Year. Staff released a request for bids for construction of El Rio Water Well No. 19 replacing Well No. 6 on December 22 (Spec. No. 20-05). The bids are due on January 21, 2021.
- *Freeman Diversion Rehabilitation (CIP Project # 8001)* – This project is funded from the Freeman Diversion Fund (Zone B). NHC has continued its design efforts on the Hardened Ramp. National Marine Fisheries Service (NMFS) reviewed and commented on the Hydraulic Basis of Design reports that were submitted last quarter. NHC then prepared and submitted a response to those comments, specifically on the Hydraulic Basis of Design report for the Hardened Ramp. In January 2020 Staff, NMFS, Stantec, and Stillwater Sciences met to discuss the path forward for the Vertical Slot fish passage alternative. A contract was written and executed for Stantec to perform the first two Computational Fluid Dynamics (CFD) modeling for the Vertical Slot fish passage alternative. NHC has continued its design efforts on the Hardened Ramp. In April, United Staff met with NMFS and California Department of Fish and Wildlife (CDFW) to discuss the design for the hardened ramp. Staff also attended a two-day (April 8-9, 2020) Multiple Species Habitat Conservation Plan (MSHCP) live edit meeting. On May 14, May 21, June 9, and June 23, Staff had teleconferences with NHC, NMFS and CDFW to discuss the Hardened Ramp Design. Last quarter, The District executed a contract with Stantec to perform two Computational Fluid Dynamics (CFD) models for the Vertical Slot fish passage alternative design. Stantec has continued the CFD modeling. On October 9, Staff met with Stantec, NHC and the U.S. Bureau of Reclamation (USBR) to discuss physical modeling. On October 23, Staff, NMFS, CDFW and USBR met to discuss the physical modeling of the hardened ramp and vertical slot. At the November 10, 2021 Board Meeting, the Board members authorized the General Manager to execute an amendment with Stantec in in the amount of

\$120,600 to provide further analysis of the Vertical Slot as a Freeman Diversion Fish Passage Facility alternative. On December 3, 2020, the General Manager executed an agreement with Dr. Larry Weber for consultation services in connection with the project. On December 16, Staff and USBR conducted a meeting to introduce Senior Fish Passage Advisor Dr. Larry Weber who has extensive knowledge of fish passage structures and physical modeling activities. On December 18, staff, USBR, NMFS, CDFW, Dr. Weber, Stantec and NHC had a conference call to discuss USBR's physical modeling plan.

- *Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002)* – This project is funded by the Water Conservation Activities subfund (Zone A). Upon completion of the 10% design phase in April, Staff submitted the electronic copy of the 10% design documents to Federal Energy Regulatory Commission (FERC) and Division of Safety of Dams (DSOD) for their review. A Professional Services Agreement (PSA) was executed with GEI Consultants (GEI) in amount of \$1,661,975.00 for the 30% design of the outlet works was approved by the Board at the April 8, 2020 Board Meeting. The 30% design work started on May 4, 2020 and is planned to be completed by October 2021. The 30% design phase also includes development of the 2020 Drilling Program Plan (DPP) and the subsurface exploration field activity. The DPP provides the necessary geotechnical information to support the detailed design phase of the project. Staff worked with GEI Consultants to finalize the DPP and to obtain the applicable permits from DSOD, California Department of Fish and Wildlife (CDFW) and FERC. DSOD and CDFW permits were received on July 24 and July 31, 2020, respectively. FERC's initial approval was received on August 13, 2020 and the written and final approval on October 1, 2020. The DPP field activities started on August 17 and ended on November 14, 2020. The as-drilled survey of the borings and test pits was completed by GEI and Encompass Consultant Group, Inc. (ECG) on November 30. Staff prepared and submitted daily construction reports and boring logs to FERC and DSOD during the field activities. A total of seven (7) new piezometers, including three (3) new Vibrating Wire Piezometers (VWP) at the proposed location for the sloped intake facility, along the proposed location for the tunnel alignment, and four (4) Open Stand-Pipe Piezometers at the west dam abutment and at the proposed location for the Downstream Control Facility were installed. The recordings of the new piezometers were added to the SFD monthly inspection process and will be documented in the SFD monthly inspection reports. Biological monitoring and field observation of the borings was conducted pursuant to the CDFW permit requirements. As of December 31, 2020, 68% of the DPP was completed. GEI is in the process of compiling the laboratory data and finalizing the Geotechnical Data Report (GDR) as part of the 30% design package that will be submitted to FERC, DSOD, and BOC in August 2021. The Board of Consultants (BOC) meeting No. 5 is scheduled for September 14 through 16, 2021. Staff continued the review of the 30% design documents. As of December 31, 2020, the design portion of this project was 19% complete.

The District executed a contract with Encompass Consultant Group (ECG) in amount of \$45,200 to provide the aerial and topographic survey services to support the design of the SFD Safety Improvement project. ECG completed the aerial and topographic survey work and submitted the final survey data to the design team on December 14, 2020.

Staff completed the review of the draft Environmental Assessment (EA) as well as the draft Biological Assessment (BA) both prepared by Catalyst Environmental Solutions (Catalyst). The SFD FERC license amendment application, including the draft EA, and the draft BA were electronically submitted to FERC on May 13 and July 28, respectively. Staff and Catalyst met with FERC on October 14 and October 22 to discuss the draft Biological Assessment report. Staff submitted a follow up response letter in response to FERC's comments on the draft BA and the Section 7 consultation on December 16, 2020. Currently, the draft BA is being revised per FERC comments.

Staff submitted the 401 Water Quality Certification application to the State Water Resources Control Board (WRCB) on November 20, 2020, along with \$1,000 check for the permit processing fees. Staff received a letter from the WRCB on December 21 notifying the District that the 401 Water Quality Certification application is incomplete per the California Code of Regulations (CCR), title 23, section 3856. Additional information is also needed to comply with the new certification procedures established by the U.S. Environmental Protection Agency (USEPA), which went into effect on September 11th, 2020.

- *Santa Felicia Dam Probable Maximum Flood Containment (CIP Project # 8003)* – This project is funded by the Water Conservation Activities subfund (Zone A). Staff submitted the electronic copy of the 10% design documents as well as the Spillway Condition Assessment final report to FERC and DSOD for their review on April 9, 2020. At the BOC meeting No. 4 held on December 2019, the BOC recommended United to conduct supplemental analyses as part of the 10% design of the Spillway Improvement project. A PSA was executed with GEI in amount of \$1,795,941.00 for the spillway supplemental 10% design phase was approved by the Board at the April 8, 2020 Board meeting. The Supplemental 10% design of the spillway started on May 4 and is expected to be complete by October 2021. This design phase also includes the above noted 2020 DPP and subsurface exploration field activities. As indicated above, the DPP field activities was completed on November 14, 2020. GEI Consultants is in the process of preparing the GDR to be included in the supplemental 10% design package. As of December 31, 2020, the DPP portion of the project is 74% complete. Staff continued the review of the design documents. Staff reviewed the 60% submittal plan for the spillway heel drain cleanout and provided comments to GEI to be incorporated in the next plan submittal.

The supplemental 10% design package is expected to be completed and submitted to FERC, DSOD, and BOC in August 2021 prior to the BOC meeting No. 5. As of December 31, 2020, the design portion of the project is 37% complete.

- *Santa Felicia Dam Sediment Management (CIP Project # 8005)* - The District worked with GEI to develop a potential Sediment Removal Feasibility Study for the Lake Piru Reservoir. A proposal was then submitted by GEI and Water Resources Staff evaluated the proposal to determine if any portion of the study could be performed in house. The District is planning to begin this study following the completion of the 2020 Bathymetric Survey. A PSA was executed with Fugro USA Marine, Inc. on June 11 to complete the Bathymetric Survey. A Notice to Proceed was subsequently issued on June 15 and Fugro mobilized the following day. Fugro USA Marine completed the 2020 Bathymetric survey on September 28, 2020.

On October 20th, 2020 staff met with GEI to finalize the scope of the study and the study is expected to begin by February 2021. Staff received the final proposal from GEI for \$65,000. A dive inspection of the Santa Felicia Dam Intake Tower was completed on December 21, 2020.

- *Lower River Invasive Species Control (CIP Project # 8006)* – The District’s consultant, KASF Consulting, LLC (KASF) completed a pilot study for investigating 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 for determining the survivability of quagga mussel adults in 100% groundwater supplied by the PTP system. None of the chemicals tested reached the goal of 100% quagga mussel veliger mortality within 24 hours (a goal intended for pipeline treatment). Additionally, quagga mussel adults were able to survive for long periods of time in both surface and groundwater. Staff submitted comments that included the District’s environmental consultant, Catalyst, to KASF for finalization. Staff is currently considering different alternatives for additional pilot testing that could improve treatment efficacy.

Staff continued to review and submit comments to finalize the chemical treatment pilot study report that was prepared by KASF. In March 2020, Staff and Catalyst completed their review of the Pilot Study. In April 2020, KASF submitted the final draft of the Pilot Study which is currently being reviewed by United Staff. Since then, Engineering has been coordinating with Environmental Services Department for the next phase of chemical treatment pilot testing which includes a veliger mortality study at the Santa Felicia Dam.

On November 2, 2020, District staff met with PVCWD staff at the District’s Saticoy Shop to discuss and implement temporary chemical treatment control measures at the Moss Screen to prevent quagga mussel contamination in downstream infrastructure. On November 18, 2020, District staff met with PVCWD staff to discuss chemical treatment control options (mainly chlorine residual) at the PV Terminal Reservoir. No detections of quagga mussel veligers or adults have been observed in any downstream infrastructure through December 31, 2020.

- *Oxnard Hueneme Pipeline Iron and Manganese Treatment (CIP Project # 8007)* - The work will be incorporated into the final design plans, specifications, and estimates. Kennedy/Jenks (K/J) Consultants and Staff worked together to complete the preliminary review of the 90% Design Documents and addressing comments. Shortly after, Staff and K/J discussed the design of the control system for the proposed Iron and Manganese treatment system. The District received an amendment request letter from Kennedy Jenks related to “out-of-scope design items” and “additional work items” in final design. The General Manager authorized the amendment in the amount of \$173,227, this included a 10% contingency to be authorized by the District on an “as needed” basis. On April 14, Staff issued the Notice to Proceed to Kennedy Jenks. Kennedy Jenks also prepared a potholing plan to explore potential utility conflicts with the Iron and Manganese Treatment Plant design at the El Rio WTP. United Staff decided to not pursue potholing (destructive process) until a contractor is mobilized and ready to start construction. Staff also worked with K/J to determine fire suppression system requirements. The U.S. Bureau of Reclamation started work on NEPA compliance and its determination of the applicability of a categorical exclusion. Staff continued to work with Kennedy Jenks on the 100% design and it is on schedule to be completed by July 17. On June 8, Staff provided a formal project progress update letter to the Division of Drinking Water. Staff has been coordinating with Waste Management and other companies on future disposal of iron and manganese solids. Staff has been working on the overall control scheme to prepare for integration of the new treatment into the existing water treatment process. On March 19, Staff sent a letter to the Honorable Assembly member Jacqui Irwin regarding the status of the Iron and Manganese Treatment Project. The letter also included notice of the District’s \$2.5 million grant application as one of six projects submitted by the Watersheds Coalition of Ventura County through the Integrated Regional Water Management Program (IRWMP) Proposition 1 Grant Program to the Department of Water Resources (DWR).

On September 23, 2020, the DWR released the final awards for the Proposition 1 IRWMP Implementation Grant Program for the Los Angeles Region (includes Ventura County). Grant funding in the amount of \$2.5 million was awarded to this project. On September 30, 2020, Staff met with State Water Resources Control Board Division of Drinking Water (DDW) to discuss the review comments on the 100% design plans, specifications, estimate and schedule. On October 19, 2020, Calleguas Municipal Water District (CMWD) provided the subgrant agreement and grant compliance documents for the Prop 1 IRWMP Grant. Calleguas is acting on behalf of the Watershed Coalition of Ventura County (WCVC) and the project proponents which include the District’s share of \$2.5 million in grant funds. On December 8, 2020, Staff prepared a notice to the DDW requesting an amendment to the District’s Domestic Water Supply Permit for the Oxnard Hueneme Pipeline system. On December 16, 2020, Staff directed Kennedy/Jenks Consultants to complete the 100% design following review of the District’s comments. Additionally, staff authorized additional work that was identified as part of the 100% design comments. The work will be performed utilizing the existing contract contingency amount.

On December 17, 2020, the CMWD provided a draft scope of work and fee from Kennedy/Jenks Consultants for grant administration services related to the five (5) projects that received grant funding under the Proposition 1 IRWMP Round 1 Implementation Grant for the WCVV. On December 21, 2020, staff confirmed Kennedy/Jenks Consultants responses and provided additional clarifications to the District's 100% design comments. Staff coordinated with the Ventura County Fire Department the review of an application for a fire clearance permit. Staff issued a Notice to Proceed on December 14, 2021 to Kennedy Jenks to spend the contingency budget on design.

- *Quagga Decontamination Station (CIP Project # 8008)* – This project is no longer in the 2020/21 CIP. Currently, the Park Rangers are using a mobile unit to disinfect the visitor boats that have been in the water longer than 96 hours.
- *Juan Fernandez Day Use (CIP Project # 8013)* – This project is no longer in the 2020/21 CIP. The Recreation Management Plan (RMP) 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)* – Last quarter, the District requested Northwest Hydraulic Consultants (NHC) to provide a proposal for the design of the replacement of the 3-barrel culvert and inverted siphon within the Freeman Conveyance system. An agreement was put into place in April 2020 and on July 1, NHC delivered design alternatives for the replacement of the inverted siphon and the 3-barrel culvert. Implementation of the replacements will allow conveyance of up to 750 cfs flow through those portions of the Freeman Conveyance. The design work is expected to be complete in the next fiscal year. The District is deferring construction of partition levees in the Ferro Basin until Wellhead Energy's (WE) application for solar panels installation at the Ferro Basin is approved by the Clean Power Alliance (CPA) or the Southern California Edison. The next opportunity to submit an application to CPA or SCE is in 2021. 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 subfund (Zone A). NHC continued to advance the design efforts on the three-barrel culvert. In October, NHC delivered the 30% design on the three-barrel culvert. Staff submitted the application for a watercourse permit with the County of Ventura for the three-barrel culvert. Due to the three-barrel culvert bisecting the Santa Clara River levee, the County of Ventura will have to get a permit from the Army Corps of Engineers. The watercourse permit is the first step for the County to start the permit process with the Corps.

- *Brackish Water Treatment (CIP Project # 8019)* - Staff continued to provide conceptual design details to Navy staff in order to support their internal discussions and consideration of the project.

On September 24, 2020, Water Resources staff conducted a Technical Advisory Committee (TAC) meeting related to the Proposition 1 Planning Grant with the State Water Resources Control Board and groundwater modeling effort. Members from the State Water Resources Control Board, Regional Water Quality Control Board, Division of Drinking Water, Fox Canyon Groundwater Management Agency and the Navy were present at the TAC meeting.

In October staff prepared updated construction cost estimates for the project. On November 9, 2020, Staff received a Letter of Intent to Support from the commander Navy Installations Command in support of the project.

On December 17, 2020, Engineering and Water Resources staff observed field sampling of coastal well CM1A which is located at Naval Base Ventura County (NBVC) Point Mugu. This is the third sampling event that includes an expanded list of constituents in addition to the regularly scheduled list of constituents to help identify treatment requirements. On December 17, 2020, Engineering, Water Resources and Environmental Staff met with Nathan Jacobsen (U.S. Navy) at NBVC Point Mugu to explore potential extraction well locations (13 in total) on Beach Road closer to Mugu Canyon. On December 18, 2020, staff submitted a data request to Navy staff related to the potential extraction well locations along Beach Road that will aid in a more detailed location selection process.

- *Rice Ave Overpass PTP (CIP Project # 8021)* –The Rice Avenue Overpass which is led by the City of Oxnard requires utility relocations along Rice Avenue between Fifth Street and Sturgis Road. Staff provided project updates to the Engineering and Operations Committee meeting on the October 1, including the utility relocation plans for reconstruction and reinforcement of approximately 730-ft of the 30” pipeline on Rice Avenue between Sturgis Road and Eastman Avenue. Staff received the Committee’s comments and discussed the 30-inch transmission relocation alternatives with Kennedy/Jenks Consultants (K/J), the City of Oxnard’s subconsultant on October 5 and 8. KJ agreed with Staff’s request to include additional features in the 65% design plans. Staff was told that the request for encasing the new pipe segment would most likely not be granted as the new Rice Avenue is not considered a CalTrans Facility.

On December 15, Staff received a letter from the City of Oxnard’s attorney stating that the City does not agree to pay for the relocation costs associated with the District’s 30” pipeline.

- *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 was approved by the Department of Water Resources (DWR), 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. On January 9, 2020, the District received the fully executed Amendment Letter A-2 authorizing scope of work and budget modifications to the Agricultural Water Use Efficiency Grant which was prepared by the DWR to reflect changes in the project delivery method (use of in-house Staff versus contractors for construction).

On May 13, 2020, Staff provided an update on the project to the PTP User's group and no questions were received. As of June 30, 2020, a total of twenty (20) meters had been installed comprising 32.3% completion of the project and a total of two (2) utility easement deeds had been recorded and one (1) utility easement deed had been signed by the owner comprising 4.8% completion of easement acquisitions. A total of seventeen (17) letters had been mailed to property owners requesting their signature on utility easement deeds. As it relates to construction, Staff has developed a space-saving alternate for construction of the new facilities that includes elevating solar power and communication equipment on wood utility poles. Additionally, O&M Staff is working with the equipment manufacturer to resolve communication issues with the radio communications equipment.

In November 2020, the Board authorized the General Manager to execute Utility Easement Deeds related to the PTP Metering Project. As of December 9, 2020, a total of 11 easements have been acquired. The District has received comments from two attorneys representing different property owners on some of the language included in the default utility easement deed. Staff is working with the District's legal counsel and Hamner, Jewell & Associates to resolve those requests. prepared progress and financial reports and submitted Invoice No. 8 to the Department of Water Resources (DWR). DWR has been billed \$405,551.39 in grant funds due to date.

- *Pothole Trailhead (CIP Project # 8023)* – Staff were notified last quarter that the Project was not selected to continue in the competitive process for Proposition 68 – Recreational Trails and Greenways Grant Funding. Engineering Staff worked on finalizing the design and permit acquisitions in order to put the parking area improvement part of the project out to bid in October 2020. Construction was scheduled to begin after September 15, 2020 following the conclusion of nesting season and be completed by December 31, 2020, the FERC deadline. The project construction was planned to be implemented in two phases. As part of Phase I, the District completed the installation of the prefabricated restroom building on September 24, 2020. The restroom building was inspected and passed by the Ventura County Division of Building and Safety on September 29, 2020. As part of Phase II, the District released a bid package on October 8 and conducted a pre-bid inspection meeting on October 22, 2020. A total of 6 bids were opened at the October 29 bid opening. J&H Engineering was awarded a contract

in the amount of \$91,000. A notice to proceed was issued and construction began on December 3 and was completed by December 31. During construction, grading, subgrade compaction of the parking area, aggregate installation and perimeter boulders installation were completed.

- *State Water Interconnection Project (CIP Project # 8025)* – United Water is partnering with the City of Ventura (City), Calleguas MWD and Casitas MWD to bring State Water Project water to western Ventura County. The City was served with a petition by California Water Impact Network (CWIN) on September 10, 2019. The Real Parties of Interest named by the petitioner, included United, Casitas and Calleguas and Metropolitan Water District of Southern California. United along with other three agencies were dismissed from the petition. Through a competitive process, the City selected Stantec/HDR consulting team to design the SWP Interconnection project. Per the City's recommendation, the City of Ventura (City) approved a contract agreement with Stantec/HDR in the amount of \$3.55M for design development of the SWP Interconnection Pipeline and Blending Station projects on May 18. Staff participated in the SWP Interconnection & Blending Station kick off meeting on July 2, 2020. Both Calleguas, Casitas, City of Ventura, HDR and Stantec and subconsultants Fugro and Bennett Trenchless were in attendance. Based on the draft project schedule presented at the meeting, completion of the final design phase is scheduled for March 9, 2022. Staff responded to HDR's requests for data and information regarding United's existing pipelines and future projects within the project area in August. Casitas will be paying 33 percent of the design and construction fees. United will not pay for the design and construction of the projects but will be able to take delivery of any water to which United is entitled to by law available and can be delivered. On October 7 staff met with HDR and the City of Ventura to conduct a site visit of the project area within United's properties. The City has initiated the discussions on a wheeling agreement with the Metropolitan Water District (MWD) and is working on a joint agency agreement between the City, Calleguas, Casitas and United. Staff received a copy of the draft joint agency agreement from the City of Ventura on September 18, 2020 and provided a second round of comments on the draft agreement in the week of October 26. Staff received an updated draft joint agency agreement for the SWP Interconnection project from the City of Ventura on December 13. Staff reviewed the agreement and provided comments to the City on January 13, 2021.
- *Alternative Supply Assurance Supply Pipeline (CIP Project # 8030)* - Engineering and Water Resources worked together to verify the proposed pipe size and the amount of imported water conveyed using the proposed alignment. The findings of the feasibility study and initial surface water modeling were presented at the Water Sustainability Summit on February 28. Staff revisited the project estimated cost and began evaluating the proposed alignment and identifying required easements. The project is currently on hold.

- *Grand Canal Hydraulic Constraint Removal (CIP Project # 8032)* – Staff provided comments on the draft construction plans which were developed by North Hydraulics Consultants (NHC). On June 26, NHC returned the draft construction plans that incorporated United’s comments. NHC delivered the final plans for the replacement of the pipeline at the entrance of the Grand Canal prior to the release of notice inviting bids. On August 20, five bids were received for the Grand Canal Headworks Replacement project. The Board approved award a construction contract to the lowest responsible bid at the September 9 board meeting. Staff received contract documents from DOD construction and met for a pre-construction meeting on October 14. The construction of the Grand Canal Upgrades is scheduled for April 2021.

Staff has received the new Grand Canal headwork gates manufactured by Waterman Valve LLC on September 28, 2021. On November 23, Staff received delivery of the reinforced concrete boxes from Jensen Precast.

- *Recycled Water (CIP Project # 8043)*- Staff met with Pleasant Valley County Water District (PVCWD) on November 19, 2020 to discuss the potential recycled water interconnection on Laguna Road between the Pumping Trough Pipeline (PTP) and PVCWD system. On December 14, 2020, staff met with Ian Prichard (Camrosa Water District or “Camrosa”), Jared Bouchard (Pleasant Valley County Water District or “PVCWD”) and Lucie McGovern (Camarillo Sanitary District or “CSD”). Topics included:
 - Potential distribution and use of excess Conejo Creek surface water diversions of up to 2,500 acre-feet per year.
 - Potential distribution and use of non-utilized Camarillo Water Reclamation Facility recycled water of up to 1,500 acre-feet per year.
 - Additional water storage and pipeline connection opportunities for the PVCWD and the Pumping Trough Pipeline systems.

On December 17, 2020, the City of Oxnard opened bids on the second rebid of the Hueneme Road Recycled Water Pipeline Phase II project.

- *Oxnard Hueneme System Backup Generator (CIP #8036)* - Staff received notification of the Hazard Mitigation Grant Program award on October 26 for \$645,050.00 which is equivalent to 75% matching funds for the Oxnard Hueneme System Backup Generator project approved by the Federal Emergency Management Agency (FEMA) and administered by the California Office of Emergency Services (CalOES). Staff had a kickoff meeting with CalOES on December 2 and subsequently executed the grant agreement on December 10. On December 2, Staff issued Task Order No.1 to Lucci & Associates, Inc. (Lucci) for design of project in the amount of \$45,000. On December 10, staff held a kickoff meeting with the Operations staff and Lucci to discuss the scope of work and project schedule. On December 18, staff met with the Operations staff and Lucci at the project site. The design plans are expected to be finalized on January 15 and the notice inviting bids for the construction of the project is expected to be released on January 15, 2021.

CASH POSITION AND INVESTMENTS OF THE DISTRICT

As of December 31, 2020, the District had a total of just over \$ 46.5M 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:

	Dec 31, 2020	Dec 31, 2019
Local Agency Investment Fund (LAIF)	\$ 24,268,872	\$ 23,032,877
Union Bank – 2020 COP Project Account	\$ 19,000,001	\$ 0
Union Bank – 2001, 2005, 2009 Account Balances	\$ 163	\$ 837,003
Bank of the Sierra Checking Account	\$ 3,292,394	\$ 5,884,553
County Treasury	\$ 1,444	\$ 392
Petty Cash	\$ 1,000	\$ 400
Total	<u>\$ 46,563,875</u>	<u>\$ 29,755,225</u>

Approximately \$836K was held by Union Bank as trustee in reserve for future debt payments December 31, 2019 for the 2009 COP. This has been rolled into the new 2020 COP and no reserve is required. The only current restriction is the \$19M for CIP projects in the 2020 COP. Any restrictions on the remaining \$ 27.6M 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

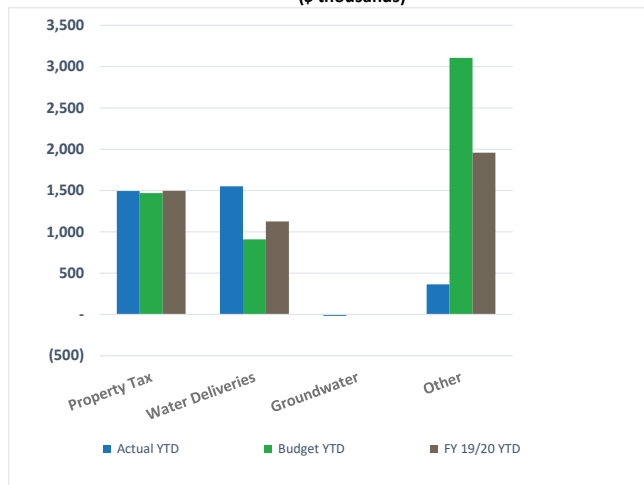
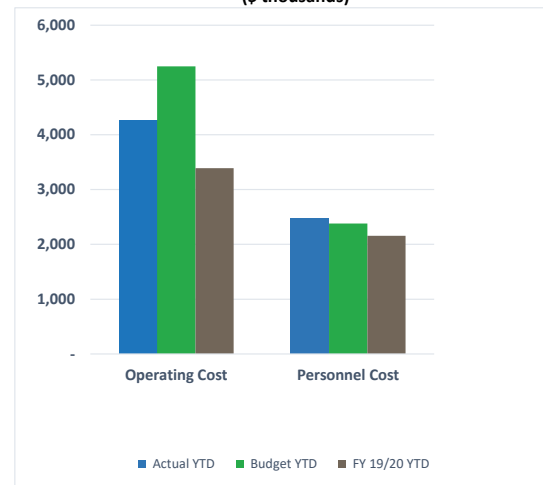
FY 2020-21 Second Quarter Financial Review

July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

General/Water Conservation Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	1,550	909	642	71%	1,125	425	38%
Groundwater	(17)	0	(17)	0%	5	(22)	-442%
Supplemental Water	0	0	0	0%	1,840	(1,840)	0%
Property Taxes	1,493	1,468	25	2%	1,497	(4)	0%
Earnings on Investments	9	52	(44)	-83%	170	(161)	-95%
Other	365	3,107	(2,741)	-88%	1,957	(1,592)	-81%
Transfers in		0	0	0%	0	0	0%
Total Revenues	3,401	5,536	(2,135)	-39%	6,594	(3,194)	-48%
Expenses							
Personnel Costs	2,480	2,382	98	4%	2,157	323	15%
Operating Expenditures	4,269	5,248	(979)	-19%	3,390	879	26%
Capital Outlay	356	330	26	8%	36	320	898%
Debt Service	0	0	0	0%	0	0	0%
Transfers out	499	3,382	(2,883)	-85%	3,264	(2,765)	-85%
Total Expenses	7,604	11,342	(3,738)	-33%	8,846	(1,242)	-14%
Net Surplus / (Shortfall)	(4,203)	(5,806)	1,603	-28%	(2,252)	(1,952)	87%

Revenues
 (\$ thousands)

Expenses
 (\$ thousands)

Revenue Status vs. Budget

- Revenue received through second quarter \$2.1M (\$39%) below Plan primarily due to a pending Interfund Loan of \$2.9M.
- Earnings on investments were \$44K under plan due to a GAAP market value adjustment to LAIF of \$63K in addition to a steep reduction in the rate of return.
- Groundwater Revenue were \$17K below Plan due to utility billing adjustment to Sespe because of prior years billing errors.
- Decrease in Revenue were slightly offset by increase in pipeline deliveries \$642K above Plan; 6,043 AF more delivered than Plan for three pipelines combined including 2,451 AF more for PV
- Property taxes \$25K above plan due to higher tax revenue received from Ventura County.
- Other Revenue increases included conservative budgeting of hydroplant revenue \$57K and easement revenue \$30K from So Cal Gas.

Revenue Status vs. Prior Year

- Q2 Revenue \$3.2 (49%) under PY primarily due to Supplemental Water Revenue of \$1.8M received for Fox Canyon GMA in prior year and Interfund Loan of \$2.9M that will be reflected before the end of the fiscal year.
- Earnings on investment \$161K lower than PY due to GAAP market value adjustment and lower market rates in the current year (2.29% to .63%).
- Decrease in Revenue was slightly offset by increase in Pipeline deliveries \$425K higher than PY; 4,312 AF more delivered in FY 20-21 than in FY 19-20.

FY 2020-21 Second Quarter Financial Review

July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

General/Water Conservation Fund - Continued

Appropriation/Expenditure Status vs. Budget

- Total Expenditures were \$4M (35%) under Plan primarily due to a pending Interfund Loan for \$2.9M. Contributing to the variance is savings in Professional Fees \$867K from the under-utilized Admin and Finance consulting budget and FERC – Fish Passage and quagga expenditures which were significantly less than estimated.
- Maintenance and Supplies were \$200K under budget. O&M and Recreation contributed to the variance due to fewer staff and staff spending less time in the field to due to Covid. Timing issues also contributed and are expected to catch up by the end of the fiscal year.
- Overhead costs \$300K, Travel and Training \$83K, and equipment rental \$50K, were under budget due to Covid considerations and delays in invoicing. Staff expects this to catch up toward the fiscal year end.
- Offsetting under-budget was Personnel Costs of \$98K due to an extra pay period in December.

Appropriation/Expenditure Status vs. Prior Year

- Expenditures \$1.3M (15%) lower than PY. Primarily due to a pending Interfund Loan transfer of \$2.9M in current year and CIP Projects Transfers for the new HQ and SFD projects, partially offset by lower personnel costs and Operating and Capital expenditures in PY.
- Professional fees \$435K over PY due higher PMC invoices and earlier legal payments in current year.
- Principal payments were down \$162K due to 2009 bond payments being refunded in November while financing costs were up \$653K due to payoff costs on previous bonds.
- Salary expenses were up \$323K primarily due to the extra payroll in the current fiscal year.
- Insurance premiums increased by \$60K and Maintenance Costs exceeded PY by \$40K.
- Capital outlays were up \$277K due primarily to the Eddy Pump attachment along with new service and recreation patrol trucks.

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 Second Quarter Financial Review

July 1, 2020 through December 31, 2020

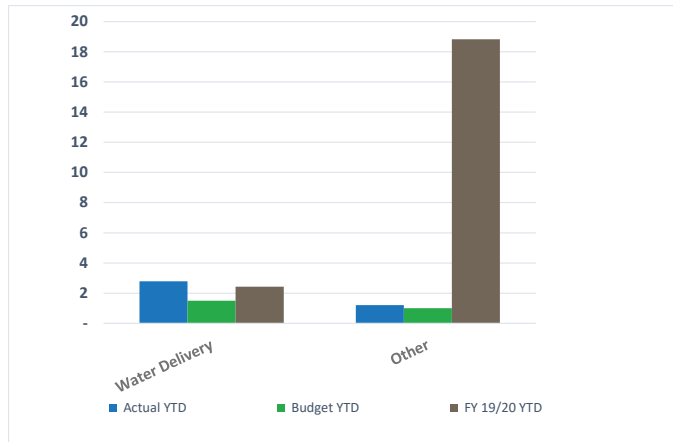
50% of Fiscal Year Completed

Recreation Sub-Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	3	1	1	86%	2	0	15%
Earnings on Investments	0	0	0	0%	0	0	0%
Other	1	1	0	21%	19	(18)	-94%
Total Revenues	4	2	1	60%	21	(17)	-81%
Expenses							
Personnel Costs	285	272	12	4%	229	55	24%
Operating Expenditures	390	418	(28)	-7%	231	159	69%
Capital Outlay	68	81	(13)	-16%	5	63	1368%
Debt Service	0	0	0	0%	0	0	0%
Transfers out	405	405	0	0%	332	74	22%
Total Expenses	1,148	1,177	(29)	-2%	796	352	44%
Net Surplus / (Shortfall)	(1,144)	(1,174)	31	-3%	(775)	(369)	48%

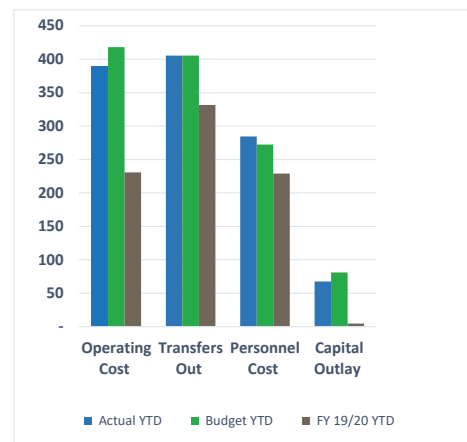
Revenues

(\$ thousands)



Expenses

(\$ thousands)



Revenue Status vs. Budget

- Revenue received through 2nd quarter 60% above Plan due to higher water delivery revenue.

Revenue Status vs. Prior Year

- Q2 Revenue \$17K (81%) under PY due to zero filming revenue because of Lake Piru closure and Covid restrictions.

Appropriation/Expenditure Status vs. Budget

- Total expenditures \$1.1M, under budget by \$29K (2%). Savings is in Maintenance and supplies expenses and Capital Expenditures, slightly offset by increase in Professional Fees.
- Professional Fees were \$53K over budget due to increase in PMC invoices. Last PMC invoice will be December 2020. Expected savings for PMC contract will be spent for in-house operations at Lake Piru.
- Maintenance and Supplies budget \$40K under-utilized due to covid impact and fewer staff in O&M.

Appropriation/Expenditure Status vs. Prior Year

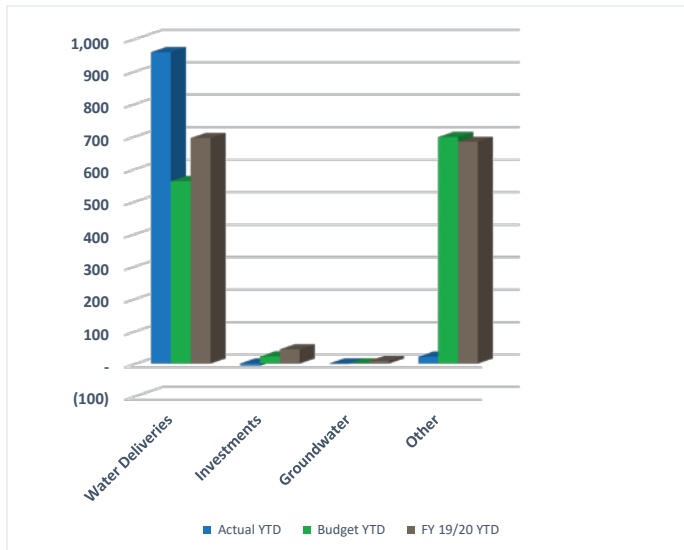
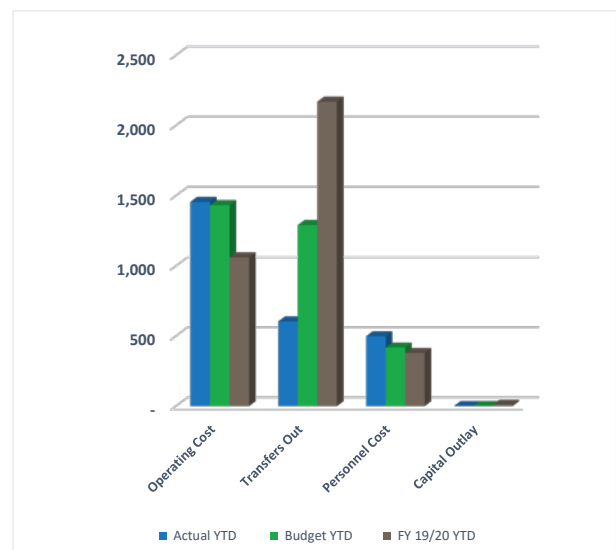
- Expenditures \$352K (44%) higher than PY
- Operating Costs is higher in current year due to higher costs of PMC fees \$234K, increase in Personnel Costs \$55K due to additional staffing, and purchase of Rec Truck \$30K.

FY 2020-21 Second Quarter Financial Review

July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed
Freeman Diversion Fund (Zone B)

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Groundwater	(1)	0	(1)	0%	8	(9)	-116%
Water Delivery	958	562	397	71%	694	264	38%
Earnings on Investments	(7)	22	(29)	-131%	44	(50)	-116%
Other	25	697	(672)	-96%	683	(658)	-96%
Transfers in	0	0	0	0%	0	0	0%
Total Revenues	975	1,281	(306)	-24%	1,428	(453)	-32%
Expenses							
Personnel Costs	498	417	81	19%	379	120	32%
Operating Expenditures	1,457	1,433	23	2%	1,061	396	37%
Capital Outlay	0	0	0	0%	10	(10)	-100%
Transfers out	605	1,292	(687)	-53%	2,170	(1,565)	-72%
Total Expenses	2,560	3,142	(582)	-19%	3,619	(1,060)	-29%
Net Surplus / (Shortfall)	(1,585)	(1,861)	277	-15%	(2,191)	607	-28%

Revenues
 (\$ thousands)

Expenses
 (\$ thousands)

Revenue Status vs. Budget

- Revenue received Q2 \$975K, down \$306K (24%)
- Decrease primarily due to a delay in proceeds from financing (\$687K) for Emergency Generator, Recycled Water Replenishment and SCADA Hardware capital improvement projects
- Lower earnings on investments (\$29K) were due to a GAAP market value adjustment to LAIF
- Offsetting this decrease were higher than expected pipeline deliveries (in lieu charges), which were \$397K over Plan
- Total pipeline deliveries were up 6,044 AF (78%) compared to budgeted 7,730 AF

Revenue Status vs. Prior Year

- Current year lower by \$453K (32%)
- Decrease from previous fiscal due to a City of Ventura Refund of Judgement (\$663K) received during Fiscal Year 2019-2020
- Offsetting decrease were higher pipeline delivery revenue (\$264K) in Fiscal Year 2020-21
- Pipeline deliveries were up 4,313 AF (46%) compared to Q2'19-20
- Earnings on Investments \$50K lower than PY due to GAAP market value adjustment and lower market rates in the current year



FY 2020-21 Second Quarter Financial Review

July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

Freeman Diversion Fund (Zone B) - continued

Appropriation/Expenditure Status vs. Budget

- Total expenditures \$2.6M, \$582K (19%) below Plan
- Primarily due to a decrease in CIP transfers-out (\$687K) for Emergency Generator, Recycled Water Replenishment and SCADA Hardware CIP projects
- Operating expenditure were also lower (\$74K) than Budget. Decrease in operating expenditures are primarily related to maintenance (\$59K), fuel (\$14K) and permits and licenses (\$10K)
- Delay in operating expenditures partially due to Covid-19, however expected to pick up by the end of the fiscal year
- Overhead costs also under budget by \$74K due to timing difference
- Offsetting decrease are on going District legal fees (\$198K) for Wishtoyo, City of Ventura and HCP
- Personnel Costs were also \$81K higher than expected due to five new hires at the District. Two O&M Recharge Workers and four EPCD Field Assistance. In addition to new hires, there were internal employee promotions and an increase in work performed in HCP, Freeman Diversion and Freeman Fishery projects

Appropriation/Expenditure Status vs. Prior Year

- Total Expenditures are \$1.1M (29%) below PY
- Decrease largely due to a decrease in transfers-out for CIP projects (\$1.6M)
- Lower transfers-out partially due to a delay in funding and multiple projects being completed last fiscal year
- Offsetting decrease are higher operating expenditures (\$396K) in current fiscal year, which include rental equipment (\$151K) for the Freeman sediment removal project and professional fees (\$211K) primarily for Wishtoyo
- Personnel cost also had an increase of \$120K 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
- Additional funding for the Freeman fund will be required in FY 2020-21, either from external and/or interfund lending

FY 2020-21 Second Quarter Financial Review

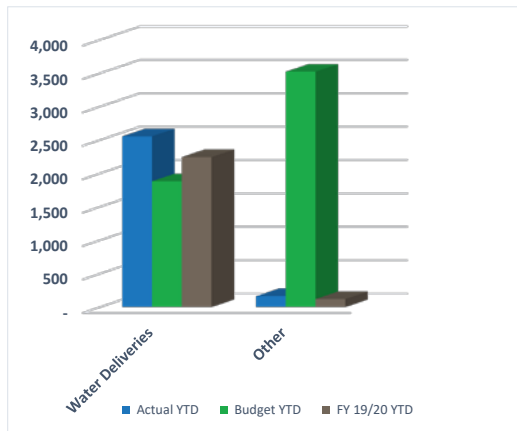
July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

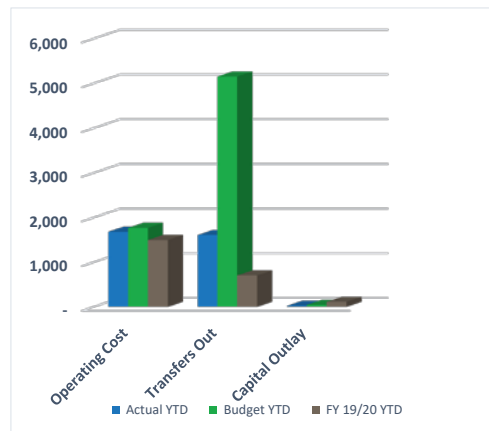
Oxnard Hueneme Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	2,556	1,883	673	36%	2,244	312	14%
Earnings on Investments	(8)	10	(18)	-179%	27	(35)	-129%
Grants	4	150	(146)	-97%	0	4	0%
Other	173	3,514	(3,341)	-95%	93	79	85%
Total Revenues	2,725	5,557	(2,832)	-51%	2,365	360	15%
Expenses							
Personnel Costs	504	402	103	26%	463	42	9%
Operating Expenditures	1,179	1,370	(191)	-14%	1,035	144	14%
Capital Outlay	24	48	(24)	-49%	116	(92)	-79%
Transfers out	1,610	5,157	(3,547)	-69%	705	905	128%
Total Expenses	3,318	6,977	(3,659)	-52%	2,319	999	43%
Net Surplus / (Shortfall)	(593)	(1,420)	827	-58%	46	(639)	-1390%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue

- Water Delivery Revenue \$673K (36%) higher than Budget. 2,958 AF (60%) more delivered than Plan. Deliveries exceed prior year by \$312K (1,779 AF). The decrease in variable rates made the dollar revenue increase less than the actual deliveries.
- Grants under Plan by \$146K. Grant for Fe & Mn treatment; revenue will not be earned until construction begins later in FY.
- Fox Canyon revenues up \$55K (54%) over budget and \$80K (106%) over prior year.
- Investment revenue \$18K under budget and down \$35K compared to last year due to a \$19K GAAP market value adjustment to LAIF this year and lower returns compared to last year.
- Total revenue under budget by \$2.8M due to financing receipts of \$3.4M not being realized.

Expenses

- Maintenance - S&I under budget by \$72K and Equipment under by \$55K. These are primarily timing issues and staff expects actuals to catch up with budget as year progresses.
- Professional fees \$67K under budget due to timing issues and under-utilized EPA budget \$50K.
- Overhead costs \$59K under budget which is primarily a timing issue.
- Transfers out under budget by \$3.5M due primarily to delayed Fe & Mn treatment project.
- Salary costs \$103K and Fox Canyon costs \$83K over budget. Fox Canyon expenses were in December and budgeted costs in second half of year. Salary costs up due to extra payroll period and additional time spent on OH pipeline.

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 Second Quarter Financial Review

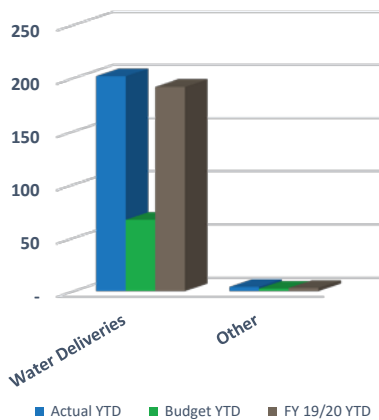
July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

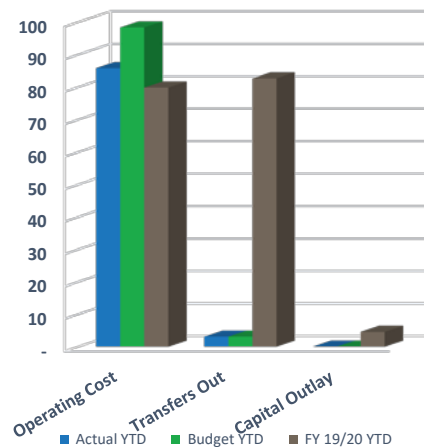
Pleasant Valley Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	202	67	135	202%	192	10	5%
Earnings on Investments	(1)	2	(3)	-132%	6	(7)	-111%
Other	4	2	2	70%	3	1	35%
Total Revenues	205	71	134	187%	201	4	2%
Expenses							
Personnel Costs	41	24	17	70%	21	20	95%
Operating Expenditures	45	74	(30)	-40%	59	(14)	-24%
Capital Outlay	0	0	0	0%	5	(5)	-100%
Transfers out	3	3	0	0%	83	(80)	-96%
Total Expenses	89	101	(13)	-12%	167	(78)	-47%
Net Surplus / (Shortfall)	116	(30)	146	-486%	34	82	243%

Revenues (\$ thousands)



Expenses (\$ thousands)



Revenue

- Water delivery was \$202K (2,452 AF) higher than Plan. Increase in water deliveries were primarily due to SFD water releases, which provided surface water to the pipeline. Water releases subsided mid-November 2020. Deliveries also exceed prior year by \$10K (1,987 AF). Staff anticipates water delivery revenue to continue to be above Budget in third quarter.

Expenses

- Operating expenditures under Budget by \$13K this fiscal year and down \$78K 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 \$80K due to new headquarters.
- Personnel Costs up \$17K over plan due to several factors including an unexpected additional payroll period in Q2, one new O&M Recharge Worker hire and an increase in work performed on PV Pipeline.

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 Second Quarter Financial Review

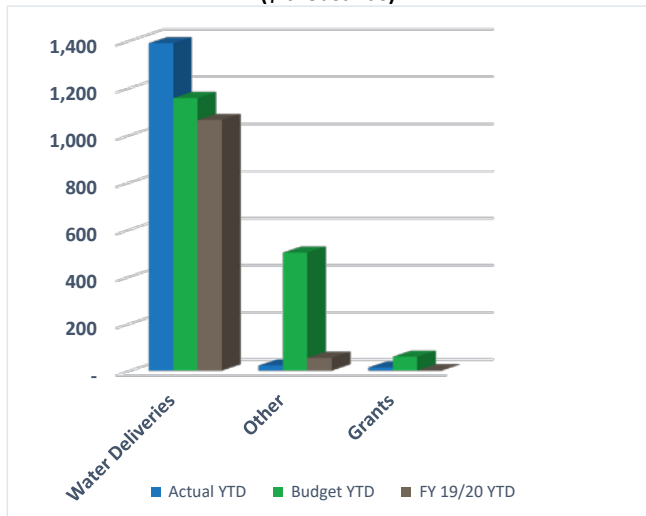
July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

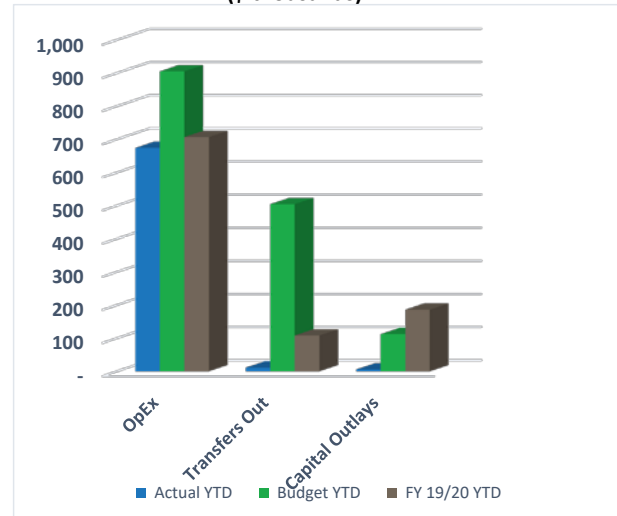
Pumping Trough Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	1,389	1,156	233	20%	1,063	325	31%
Earnings on Investments	(1)	5	(6)	-113%	13	(14)	-105%
Grants	13	59	(46)	-78%	0	13	0%
Other	22	496	(473)	-96%	41	(18)	-45%
Total Revenues	1,423	1,716	(292)	-17%	1,117	306	27%
Expenses							
Personnel Costs	208	194	15	7%	194	14	7%
Operating Expenditures	466	711	(245)	-35%	512	(47)	-9%
Capital Outlay	6	112	(107)	-95%	186	(181)	-97%
Transfers out	11	504	(493)	-98%	108	(97)	-90%
Total Expenses	691	1,522	(831)	-55%	1,001	(310)	-31%
Net Surplus / (Shortfall)	732	194	538	278%	116	616	532%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue

- Revenue received through Q2 \$1.4M, down \$292K (17%) from Plan
- Revenue reduction primarily due to a delay in proceeds from financing (\$434K) for PTP Metering, Replace El Rio Trailer, Management CMMS and SCADA Hardware capital improvement projects
- Fox Canyon GMA charges were also \$40K lower than expected due to more surface water being delivered than pumped water
- Grant revenue for the PTP Metering project has only been partially received, which lessens the amount of revenue received through the second quarter
- Compensating for revenue decrease are higher than expected pipeline deliveries (22%). 2,820 AF pipeline deliveries were expected to be delivered in the first half of FY 2020-21, but 3,454 AF were made. This resulted in \$239K additional revenue



FY 2020-21 Second Quarter Financial Review

July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

Pumping Trough Pipeline Fund (Continued)

Revenue Status vs. Prior Year

- Current fiscal year revenues up \$306K (27%) compared to last fiscal year
- Primarily due to an increase of 547 AF (19%) pipeline deliveries (\$325K) versus prior fiscal year
- Grant revenue in current fiscal year was also higher by \$13K compared to last fiscal year
- Slightly offsetting increase was lower Fox Canyon GMA revenue (\$18K) and earnings on investments (\$14K) due to lower market rates in the current year

Expenses

- Total expenditures \$691K, \$831K (55%) below Plan
- Primarily due to lower than planned transfers-out (\$493K) to capital improvement projects
- Operating expenditures (\$245K) and capital outlay (\$107K) were also under Budget
- Maintenance \$92K below Plan this year due to delays caused by Covid-19, as well as less than projected maintenance on corroding PTP turnouts
- Electricity \$83K under Budget due to considerable surface water deliveries (2,806 AF) through the second quarter, which resulted in less time running PTP wells
- General and administrative expense were also \$44K lower than Budget due to timing difference
- Operating expenditures and capital outlay are expected to pick up later in the fiscal year
- Slightly offsetting decrease are higher than expected personnel cost (\$15K). Personnel increase due to a rise in remote training for Covid-19 and a unanticipated payroll in December 2020

Expense Status vs. Prior Year

- Compared to last fiscal year, expenditures are lower by \$310K (31%)
- Primarily due to capital outlay being \$181K lower in current fiscal year. However, capital outlay expenses are expected to pick up later in the fiscal year. Mainly for equipment needed for the PTP Replacement Isolation Valve project
- CIP transfers-out (\$97K) are also lower in current fiscal year due to a delay in funding for PTP Metering, SCADA Hardware, Replace El Rio Trailer and Management CMMS System project

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 exceeded given the additional delivery revenue in H1'20-21.



FY 2020-21 Second Quarter Financial Review

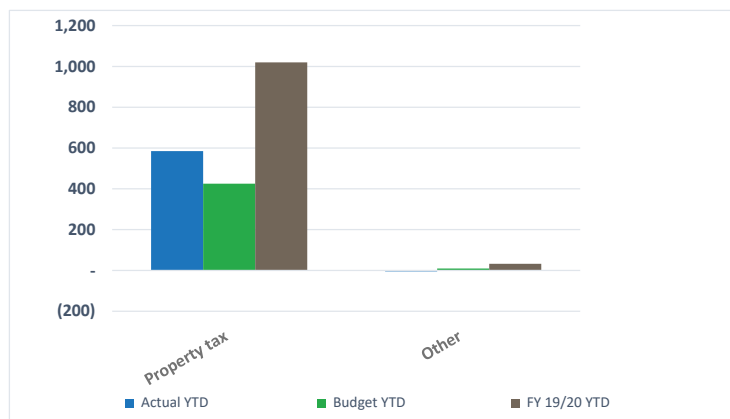
July 1, 2020 through December 31, 2020

50% of Fiscal Year Completed

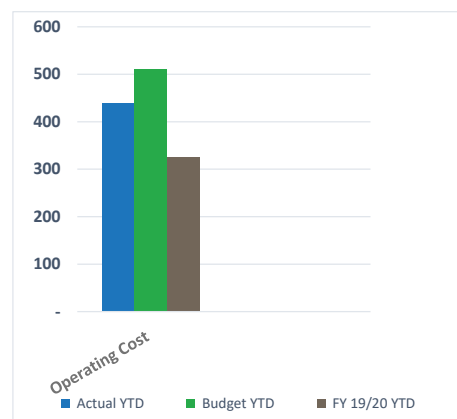
State Water Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	0	0	0	0%	0	0	0%
Earnings on Investments	(4)	9	(14)	-146%	28	(32)	-115%
Other	585	425	159	37%	1,024	(440)	-43%
Total Revenues	580	435	146	34%	1,052	(472)	-45%
Expenses							
Personnel Costs	0	0	0	0%	0	0	0%
Operating Expenditures	440	510	(70)	-14%	325	115	35%
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%
Total Expenses	440	510	(70)	-14%	325	115	35%
Net Surplus / (Shortfall)	140	(76)	216	-285%	727	(587)	-81%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue

- Property tax revenues \$159K (37%) over budget primarily due to passthrough and residual taxes not being budgeted. Revenue requested of State Water \$435K (43%) lower than previous year so as not to exceed reserve maximum.
- Investment earnings through Q2 was on budget less a GAAP market value adjustment to LAIF of \$15K. Excluding the GAAP adjustment, there was a \$17K (60%) decrease compared to last year due to much lower percentage returns.

Expenditures

- Total expenditures \$70K (14%) lower than budgeted. This is primarily due to variable costs not being consistent throughout the year although the budget is distributed equally. Additionally, variable charges by DWR vary from one year to the next and are difficult to budget accurately.
- Compared to last year, expenditures higher by \$115K (35%). This is due to higher transportation costs in current fiscal year (\$109K).

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 Second Quarter Financial Review

July 1, 2020 through December 31, 2020

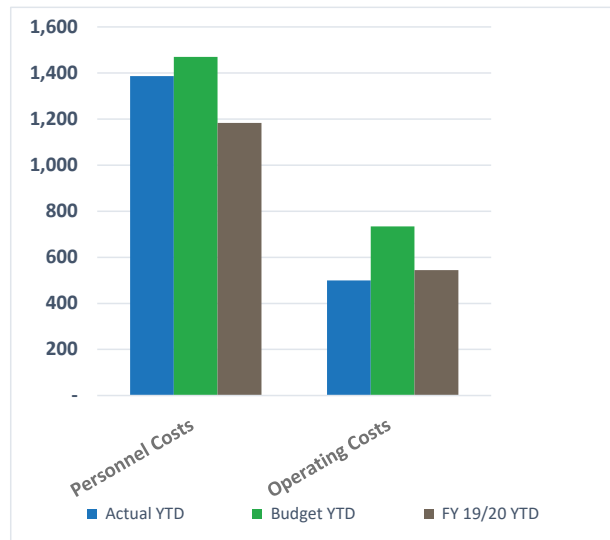
50% of Fiscal Year Completed

Overhead Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Expenses							
Personnel Costs	1,387	1,470	(84)	-6%	1,183	203	17%
Operating Expenditures	499	734	(235)	-32%	544	(44)	-8%
Capital Outlay	0	0	0	0%	13	(13)	0%
Total Expenses	1,886	2,205	(318)	-14%	1,740	146	8%

Expenses

(\$ thousands)



Expenses

- Expenditures under budget by \$318K (14%).
- The largest savings were in Personnel due to the vacant Assistant General Manager position \$84K, and Consulting services for Admin and Finance savings (\$235K). Costs for Admin consulting under-utilized and financial advisory services also under-utilized, as some of the FA costs was included in debt issuance.
- Compared to last year, expenditures are higher by \$146K (8%). The variance is primarily due to Personnel costs up by \$203K because of additional staffing in Admin and Finance. Admin filled two Administrative positions and Finance filled Senior Accountant and Accountant I positions. This increase was slightly offset by decrease in Professional fees (\$41K).



Staff Report

To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: January 6, 2021 (February 9, 2021 Meeting)

Agenda Item: **4. Reimbursement of Expenses to District Staff Members and Members of the Board**
Information Item

Recommendation

Review and discuss the report detailing the reimbursement of expenses to District staff members and members of the Board for the second quarter of FY 2020-21 (October through December 2020).

Fiscal Impact

As shown.

Discussion

The District's Expense Reimbursement Policy requires quarterly reporting of all expense reimbursements, in the amount of \$100 or more, made to Board Members or employees. In accordance with that policy, attached is the list of reimbursement payments for the Finance Committee's review.

Attachment – Disbursements Report

**UNITED WATER CONSERVATION DISTRICT
CHECK REPORT
QUARTER ENDED 12/31/2020**

<u>Vendor Name</u>	<u>Payable Description</u>	<u>Pavable Amount</u>	<u>Payment Amount</u>	<u>Payment Date</u>	<u>Check Number</u>
MIKE KAMINSKI	WORK BOOTS PURCHASE	172.40	172.40	10/1/2020	206298
KRIS SOFLEY	LUNCH FOR BOARD OF DIRECTORS AND STAFF	215.62	215.62	10/9/2020	206346
KRIS SOFLEY	LUNCH FOR BD & STAFF & MEG REGISTRATION	271.66	271.66	10/30/2020	206494
KRIS SOFLEY	REIMBURSEMENT FOR LUNCH FOR BOARD OF DIRECTORS	197.26	197.26	11/12/2020	206595
MIKE KAMINSKI	REIMBURSEMENT FOR APPROVED COURSE	975.00	975.00	11/12/2020	206597
KRIS SOFLEY	MEALS FOR BOARD OF DIRECTORS & MEG	230.35	230.35	11/20/2020	206639
STEVEN KADOWAKI	STEEL TOE BOOTS PURCHASE	219.00	219.00	12/4/2020	206729
KRIS SOFLEY	LUNCH FOR MEG, DR. MATHIS & BOD	102.28	102.28	12/10/2020	206770
MIKE KAMINSKI	REIMBURSEMENT FOR APPROVED COURSE	580.00	580.00	12/18/2020	206818
RANDY CASTANEDA	REIMBURSEMENT FOR D-5 RENEWAL	105.00	105.00	12/30/2020	206880
		<u>3,068.57</u>	<u>3,068.57</u>		



To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: February 2, 2021 (February 9, 2021 meeting)

Agenda Item: **5. Monthly (December 31, 2020) Investment and Pipeline Delivery Reports**

Recommendation

Review and discuss the most current investment and pipeline delivery reports for December 31, 2020 that are enclosed. 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
December 31, 2020

<u>Investment Recap</u>	<u>G/L Balance</u>	<u>Weighted Avg Days to Maturity</u>	<u>Diversification Percentage of Total</u>
Bank of the Sierra	3,292,394	1	7.07%
Union Bank - Bond Proceeds	19,000,164	1	40.80%
Petty Cash	1,000	1	0.00%
County Treasury	1,444	1	0.00%
LAIF Investments	24,268,872	1	52.11%
Total Cash, Cash Equivalents and Securities	46,563,875		100.00%
Investment Portfolio w/o Trustee Held Funds	46,563,875		
Trustee Held Funds	-		
Total Funds	46,563,875		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	24,268,872	-	24,268,872
	Interest	Interest	
	Earned YTD	Received YTD	Qtrly Yield
	99,392	200,267	0.63%

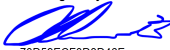
All District investments are shown above and conform to the District's Investment Policy. All investment transactions during this period are included in this report
Based on budgeted cash flows the District appears to have the ability to meet its expenditure requirements for the next six months.

DocuSigned by:

36D23F9D982745E...
Mauricio E. Guardado, Jr., General Manager

2/2/2021

Date Certified

DocuSigned by:

70D59ECF0D8D46E...
Anthony Emmert, Assistant General Manager

2/2/2021

Date Certified

DocuSigned by:

306DA3150F61440...
Joseph Jereb, Chief Financial Officer

2/2/2021

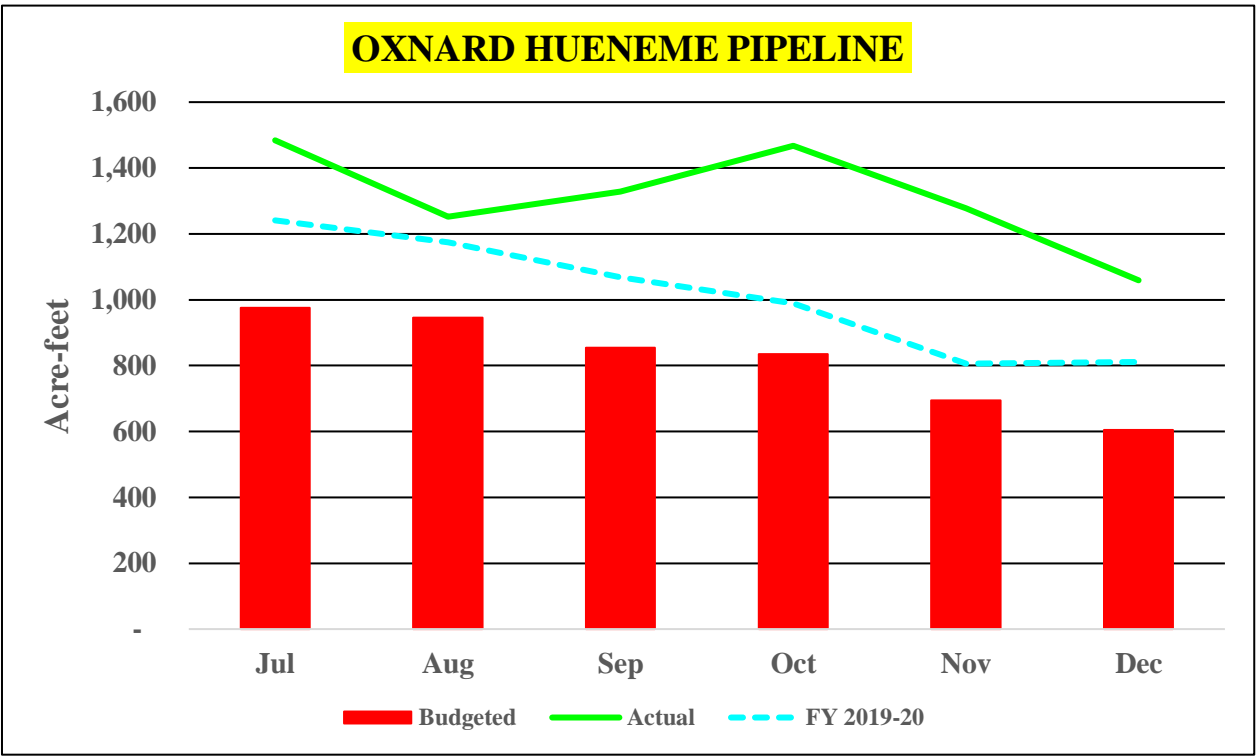
Date Certified

<i>United Water Conservation District</i>			
<i>Cash Position</i>			
December 31, 2021			
Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	9,375,990	368,716	Includes General, Rec & Ranger, Water Conservation
		1	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
		1,847,273	Supplemental Water Purchase Fund
General CIP Funds	4,044,683	4,044,683	Appropriated for capital projects
2020 COP Bond Funds	18,765,457	18,765,457	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	3,370,155	3,370,155	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	(594,680)	(594,680)	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	4,399,434	4,399,434	Appropriated for capital projects
OH Pipeline Fund	2,007,145	2,007,145	Delivery of water to OH customers
OH CIP Fund	1,824,218	1,824,218	Appropriated for capital projects
OH Pipeline Well Replacement Fund	970,527	970,527	Well replacement fund
PV Pipeline Fund	424,739	424,739	Delivery of water to PV customers
PV CIP Fund	279,325	279,325	Appropriated for capital projects
PT Pipeline Fund	1,019,340	1,019,340	Delivery of water to PTP customers
PT CIP Fund	677,543	677,543	Appropriated for capital projects
Total District Cash & Investments	46,563,875	46,563,875	

United Water Conservation District
Pipeline Water Deliveries (Acre-feet)
FY 2020-21 data thru December 31, 2020

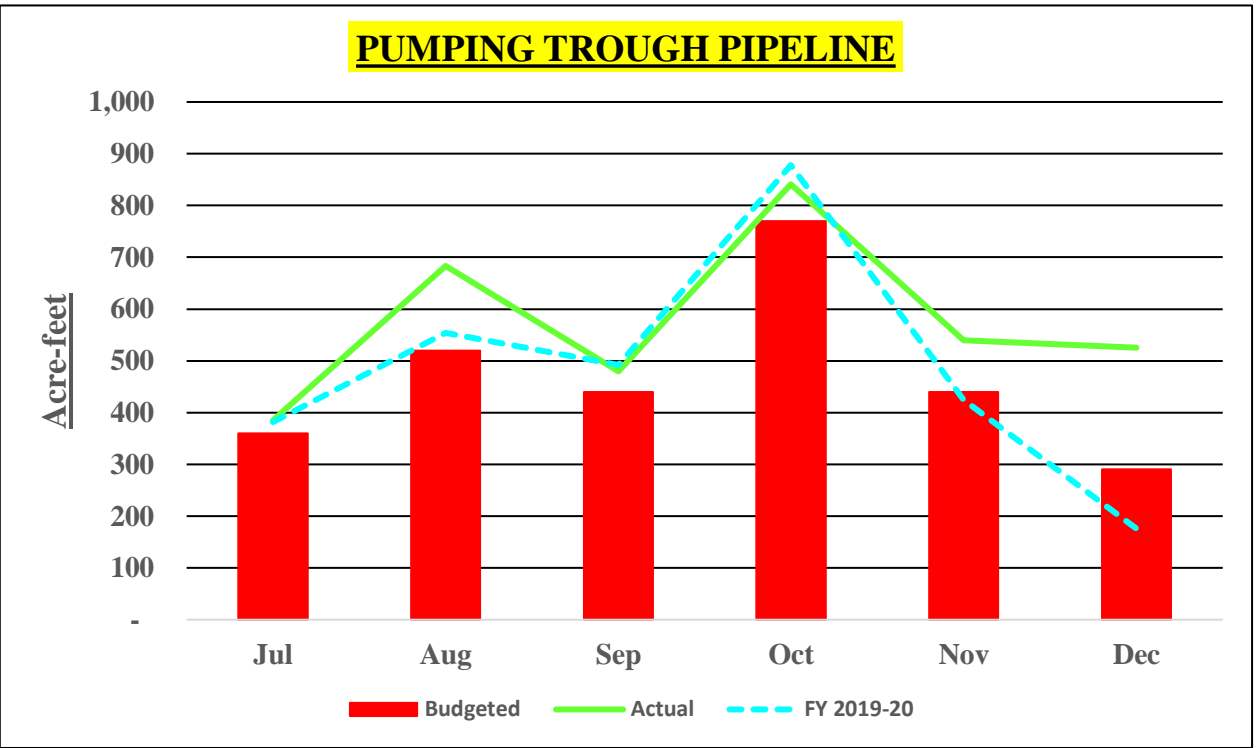
OH Pipeline 20-21			
	Projection	Actual	Difference
Jul	975	1,484	509
Aug	945	1,252	307
Sep	855	1,328	473
Oct	835	1,467	632
Nov	695	1,278	583
Dec	605	1,059	454
Jan	705		
Feb	735		
Mar	785		
Apr	925		
May	1,035		
Jun	895		
Totals	9,990	7,868	
YTD	4,910	7,868	2,958

YTD Actual to Budget: 60.2%

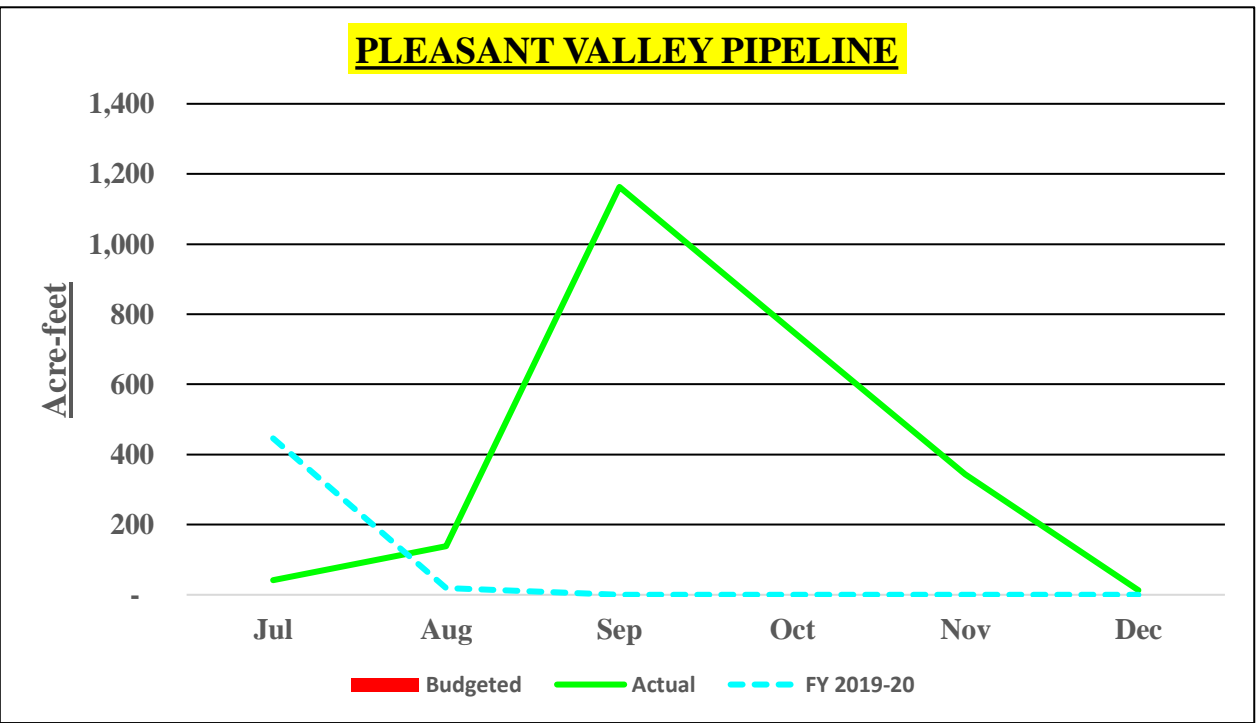


PT Pipeline 2020-21			
	Projection	Actual	Difference
Jul	360	385	25
Aug	520	683	163
Sep	440	480	40
Oct	770	841	71
Nov	440	540	100
Dec	290	525	235
Jan	210		
Feb	250		
Mar	290		
Apr	470		
May	480		
Jun	470		
Totals	4,990	3,454	
YTD	2,820	3,454	634

YTD Actual to Budget: 22.5%



PV Pipeline 2020-21			
	Projection	Actual	Difference
Jul	-	41	41
Aug	-	138	138
Sep	-	1,163	1,163
Oct	-	752	752
Nov	-	344	344
Dec	-	13	13
Jan	-	-	-
Feb	-	-	-
Mar	-	-	-
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Totals	-	2,451	
YTD	-	2,451	2,451





Staff Report

To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: January 26, 2021 (February 9, 2021 Meeting)

Agenda Item: **6. Board Requested Cost Tracking Items
Information Item**

Staff 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 December 2020.

Attachment: Consolidated Cost Summary

**United Water Conservation District
Consolidated Cost Summary Report
Through December 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	154,958	956,384	6,969	231,502	161,529	221,317	852,377	1,346,947	841,080	2,188,027
Report Total	8,369,901	3,724,242	4,956,427	7,355,915	2,639,592	2,282,999	8,573,642	15,670,364	19,369,173	35,039,538
Previous Report Total	8,322,306	3,134,435	4,954,791	7,317,496	2,595,535	2,282,999	8,426,551	15,521,331	19,195,902	34,717,232
<i>Current Activity</i>	<i>47,596</i>	<i>589,806</i>	<i>1,636</i>	<i>38,419</i>	<i>44,057</i>	<i>-</i>	<i>147,091</i>	<i>149,033</i>	<i>173,272</i>	<i>322,305</i>

Current Activity Narrative:

- FERC - The activity for December (\$48K) was primarily spent on staff time (\$28K), professional fees (\$18K) and annual maintenance fees (\$2K) for the fish passage and FERC.
- PMF - The activity for December (\$590K) was spent primarily on geotechnical services (\$445K), design (\$133K), staff time (\$6K) and CEQA (\$6K).
- Gen/Wtr Cons - The activity for December (\$2K) was spent primarily on staff time (\$1K) and legal fees (\$1K).
- Freeman - The activity for December (\$38K) was spent primarily on staff time (\$33K), legal (\$3K), and professional fees (\$2K) related to HCP support.
- Quagga - The activity for December (\$44K) was spent on staff time (\$17K) and professional fees (\$27K) for quagga mussel eradication and the scientific dive agreement.
- Ventura - There were no legal costs associated with the City of Ventura Lawsuit.
- Wishtoyo - The activity for December (\$147K) was spent primarily on legal fees related to the Wishtoyo complaint.
- Legal Fees - Includes all legal fees for the District. These fees were dominated by the Wishtoyo lawsuit.
- Other Prof Fees - Includes all contracted professional fees except legal fees. These fees were dominated by consulting fees, quagga and lobbying 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
Kris Sofley, Executive Administrative Coordinator/Clerk of the Board

Date: January 28, 2021 (February 9, 2021 meeting)

Agenda Item: 7. (Board Item 5.5) Monthly Administrative Services Department Report
Informational Item

Staff Recommendation:

The Committee will receive and review this staff report from the Administrative Services Department regarding its activities for the month of December as well as receive the presentation supporting this report.

Discussion:

Activities that took place during the month of January 2021 include:

Finance:

- Held FY 2021-22 Budget Kickoff meeting with UWCD management.
- Met with Department Managers to review their December YTD spend and create an updated projection and analysis of total FY 20-21 spend.
- Developed Vendor Accounts Payable ACH payment process.
- Assisted Recreation in implementing credit card payments in Lake Piru.

Administration:

- Finalized new Explore Lake Piru website.
 - Continued organization of District's first floor and "museum" files/display items.
 - Organizing UWCD logo wear requests by department for FY 2021-22.
 - Responding to email inquiries regarding Lake Piru Reservations and reopening for overnight camping
 - Continued legislative outreach effort on behalf of General Manager
 - Coordinating with CV Strategies on social media posts and presentations for the General Manager as a continuation of District's public outreach efforts.
-

Human Resources:

- Processed employee evaluations and step increases that were scheduled for January
- Completed annual end of year updates (SDI, SUI, misc. allowances, end of year deduction allocations, PERS compensation limits into our financial and human resources management system
- Worked extensively on staffing plan reorganization updates in preparation for budget discussions
- Coordinated annual employee service awards delivery and scripts for Board meeting presentation.
- Processed promotion documents for new Chief Operations Officer position.
- Worked with Recreation Department on several job descriptions for potential new positions that will be necessary in the wake of the Lake takeover of operations.
- Processed employee payroll changes into Incode (address change, tax changes, changes in deductions, base pay, cash out requests)
- Coordinated employee DOT testing to comply with DOT-regulated testing requirements
- Completed the 2020 1094-C and 1095-C for full time employees due to IRS February 28th
- Provided SDRMA responses to specific insurance related requests on specific items as part of their annual audit.
- Processed several enrollment applications for staff to enroll in District's 457b Plan
- Preparing to complete the 2021 SDRMA Annual Renewal Questionnaire submission due on March 1st

Safety and Risk Management:

- Updated COVID-19 Prevention Program Plan based on the latest information complying with all best practices cited by local, state, and federal regulatory agencies.
 - Updated and Posted Annual OSHA 300A Log
 - Earned Certified Safety Professional designation through the Board of Certified Safety Professionals
 - Delivered COVID-19 Updates and Training on Excavation/Trenching during monthly safety meeting
 - Supported O&M with inquiry from regulatory agency on our current emergency response plan
 - Identified and procured security needs at Lake Piru in collaboration with Chief Park Ranger
 - Conducted monthly review and assignment of February Daily Training Bulletins for Park Rangers
 - Develop Emergency Accountability Plan with Assistance from GIS Analyst and Human Resources personnel
 - Coordinated training on SDS Management System with designated site administrators
 - Procured emergency water supplies and emergency meals for preparedness repository/kit at HQ, El Rio, and Saticoy facilities
-

Information Technology:

- Provided IT Support for the following virtual meetings:
 - UWCD Water Resources Committee Meeting (Jan 5)
 - UWCD Recreation Committee Meeting (Jan 6)
 - UWCD Engineering and Operations Committee (Jan 7)
 - UWCD Finance and Audit Committee (Jan 12)
 - UWCD Board of Directors Monthly Meeting (Jan 13)
 - FPB GSA Board Meeting (Jan 21)
 - Monthly Multi-State Information Sharing and Analysis Center (MS-ISAC) Meeting (Jan 26)
 - General IT Helpdesk/Cyber Support:
 - Supported Environmental Services staff to troubleshoot fish monitoring and network video recording equipment at Freeman Diversion.
 - Replaced a failed hard disk and rebuilt the RAID array (failure resilience module)
 - Ordered replacement Synology Disk equipment to be replaced during a time TBD while the freeman fish ladder has low chance of requiring operation.
 - Migrated Chief Ranger and Park Rangers cellular service to AT&T's First Responders (FirstNet) service program and issued new devices.
 - Purchased and new point of sale desktop computers, printing equipment and cash drawers for accepting cash payments at Lake Piru.
 - Installed networking equipment at the Lake Piru Recreation Area Rangers Office to support planned activities and communications requirements.
 - Purchased and setup Point of Sale Credit Card Terminals for use at the Lake Piru Recreation Area entry area.
 - Conducted PCI compliance survey for accepting Card Payments at the Lake Gatehouse. Pending Final review and submission.
 - Submitted a telecommunications service transfer from PMC to UWCD to maintain ownership of the published recreation facility land lines.
 - Purchased laptop equipment and peripherals for groundwater modeler. Provisioned the equipment with UWCD Management software and reshipped the equipment to home address for remote access.
 - Designed and implemented a small managed network for use by Point-of-Sale Devices at Lake Piru, which will allow cashless transactions.
 - Purchased, issued, and installed additional virtual meeting peripherals to District staff to ensure technology capabilities for all to participate in virtual meetings.
 - Upgraded the UWCD Boardroom audio and microphone controllers to ensure continued functionality.
-

- IT Meetings and Events:
 - Lake Piru Website and Reservation Technology Discussion
 - Participated in virtual call with CV Strategies and Mysites.com partners to aid in the development of camping reservations through our new online portal.
 - Technology discussion with Novacoast and Check Point partners to aid in the review and modification of software security licensing agreements for the upcoming fiscal year (2021-2022).
 - Follow up meeting with Netwrix Sales and Presales Engineers to discuss IT Audit Software - Monitoring of privileged access and system changes.
 - UWCD Virtual Meeting with Engineering and Operations FERC Assessment teams to review current progress on UWCD Cyber Security Program capabilities.
 - System health check call with Veeam - Reviewed United's Data backup systems and upcoming product enhancements
- Ticket Metrics: *(as of Jan 26th)*
 - 5 New Tickets Submitted in the month of January 2021
 - 11 Tickets completed and closed in the month January 2021
 - 17 Tickets in Progress or Awaiting Update
 - Majority of Ticket Submissions redirected through e-mails directed to IT Administrator