

AGENDA FINANCE AND AUDIT COMMITTEE MEETING Tuesday, April 13, 2021 at 9:00 A.M. UWCD Headquarters, Board Room, First Floor 1701 N. Lombard Street, Oxnard, CA 93030

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

General Manager Mauricio E. Guardado, Jr.

Legal Counsel David D. Boyer

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:

 $\frac{https://unitedwaterconservation district.my.webex.com/unitedwaterconservation district.my/j.php?MTID=mc7c284}{27fae08f177ad3ad4c8d823d98}$

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 not on the agenda within the jurisdiction of the Committee. All comments are subject to a five-minute time limit.

EXECUTIVE (CLOSED) SESSION

2. Public Employee Performance Evaluation

General Manager: Mauricio E. Guardado, Jr.

[Government Codes §54954.5 subdivision e and §5497 subdivision b]

SECOND OPEN SESSION

3. Oral Report Regarding Executive (Closed) Session

Presented by Finance and Audit Committee Chair Sheldon G. Berger.

4. Approval of Minutes

Motion

The Committee will review the Minutes from the March 9, 2021, Finance and Audit Committee meeting.

5. Monthly Investment Report (February 2021)

Information Item

The Committee will receive, review and discuss the Districts' investment portfolio and cash position as of February 28, 2021. The Committee will provide direction to staff as necessary to ensure the fiscal stability of the District.

6. Pipeline Delivery Report (February 2021)

Information Item

The Committee will receive, review and discuss the Districts' pipelines' water activities as of February 28, 2021. The Committee will provide direction to staff as necessary to ensure the fiscal stability of the District.

7. 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, and District legal costs over the past several fiscal years;
- d) in relation to professional fees over the past several fiscal years; and
- e) motion items with fiscal impact.

8. Monthly Administrative Services Update

Information Item

The Committee will receive and review the monthly report from the Administrative Services team.

9. Future Agenda Items

The Committee will suggest topics or issues of discussion they would like to see added to future agendas.

ADJOURNMENT

Directors: Staff:

Sheldon G. Berger, Chair Mauricio E. Guardado, Jr. Anthony Emmert Bruce E. Dandy Joseph Jereb Josh Perez

Lynn E. Maulhardt Erin Gorospe Zachary Plummer

David Boyer, Legal Counsel 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.

Finance and Audit Committee Meeting AGENDA April 13, 2021

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Approved:

Mauricio E. Guardado, General Manager

Approved:

Anthony E. Emmert, Assistant General Manager

Approved:

Joseph Jereb, Chief Financial Officer

Posted: (date) April 8, 2021

(time) 8:15 A.M.

(attest) Jackie Lozano

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

Posted: (date) April 8, 2021

(time) 8:30 A.M.

(attest) Jackie Lozano

At: www.unitedwater.org



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

General Manager Mauricio E. Guardado, Jr.

Legal Counsel David D. Boyer

MINUTES FINANCE AND AUDIT COMMITTEE MEETING

Tuesday, March 9, 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:

Sheldon G. Berger, Chair Bruce Dandy Lynn Maulhardt

STAFF PRESENT:

Anthony Emmert, assistant general manager
Joseph Jereb, chief financial officer
Josh Perez, human resources manager
Maryam Bral, chief engineer
Jackie Lozano, administrative assistant
Zachary Plummer, information technology administrator
Linda Purpus, environmental services manager
Ambry Tibay, senior accountant
Peter Witman, park ranger

PUBLIC PRESENT:

None

OPEN SESSION 9:00 A.M.

Chair Berger called the meeting to order at 9:00 A.M.

1. Public Comment

Chair Berger asked if there were any public comments. None were offered.

Committee Members Roll Call

The Clerk called roll. Directors Dandy and Maulhardt were participating in person while Chair Berger participated via WebEx.

2. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of February 9, 2021. Motion to approve the Committee meeting minutes, Director Dandy; Second, Chair Berger. Roll call vote, two ayes (Dandy, Berger); none opposed; one abstained (Maulhardt) due to not being present during the last Committee meeting. Motion carried, 2/0/1.



3. Monthly Investment Report (January 2021)

The Committee reviewed the monthly investment report as presented in the Finance and Audit Committee agenda packet.

Informational item. No action was taken by the Committee.

4. Pipeline Delivery Report (January 2021)

The Committee reviewed the pipeline delivery report as presented in the Finance and Audit Committee agenda packet.

Informational item. No action was taken by the Committee.

5. 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 further comments or questions from the Committee.

6. Monthly Administrative Services Update

Financial updates for the month of February 2021 were provided to the Committee by Chief Financial Officer Joseph Jereb. Human Resources Manager Josh Perez presented updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached).

After Mr. Jereb provided his review of the H2 2020 Groundwater Pumping and Revenue Recap, Director Maulhardt commented, from what he could see from the tables, variables were not calculated for cropping patterns and fallowing ground. He would like to see data on fallow ground and feels that some of those questions he has on the variables could be answered. Further, he mentioned growers follow Fox Canyon Groundwater Management Agency (FCGMA) allocation ordinances as not to incur penalties and are paying close attention to their water usage. Paying close attention to the numbers could prevent a huge impact on the bill to the FCGMA.

Mr. Jereb responded he would like to know the "why," so the District could project in the future how this would affect future budgets, and what the impact on rates would be. Finance can estimate on how to finish up the year but would like a better understanding. Revenue budgeted would be important to note in the total.

Also discussed by the Committee and staff was the auditor's internal controls special audit. Chair Berger proposed to staff that he would like to meet with the auditors more than one time per year and requested staff consult with the General Manager Mauricio Guardado to see if the audit review expense could be incorporated into the District's budget. Expectation would be to reevaluate the process in the next year or two and adjust, as necessary.

There was additional conversation among the Committee and staff regarding Human Resources hiring outreach, Recreation Area management services, and the internal processes for that go before the Board for review. Special to note, two of the Directors attended the California Special District Risk Management Authority Annual Conference, which saved the District \$6,500 on its insurance cost. It was requested by Director Maulhardt to change the title *Ticket Metrics* on the Administrative staff report in the Information Technology section to something that the reader can understand what it means. He suggested *Internal Service Metrics*.

Director Maulhardt raised a concern, with all the activities going on at the lake, how staff is handling communication to the Recreation Committee and Board explaining the direction of where the lake is headed. He felt the Board was not being brought along collectively in the process. He suggested that it would benefit staff to spend time delivering the vision for the recreation area to the Board and get the support they deserve. Additionally, he recommended providing an interim report to the Board before sending out any requests for proposals.

Chair Berger mentioned that Chief Park Ranger Clayton Strahan was working on updating the master plan for the Lake Piru Recreation Area. At some point, the Recreation Committee will put together a final presentation for the Board and informed the Committee to look for that to happen in the next couple of months.

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

7. Future Agenda Items

Chair Berger polled the Committee as to any future agenda items. None were offered.

ADJOURNMENT 10:03 A.M.

Chair Berger motioned to adjourn the meeting, Director Maulhardt; Second, Director Dandy. Meeting adjourned at 10:03 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 March 9, 2021.

ATTEST: Chair Sheldon G. Berger



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

FINANCE & ADMINISTRATIVE DIVISIONS

FEBRUARY 2021 RECAP

1

OPEN SESSION

Chair Sheldon Berger



Committee Members Roll Call

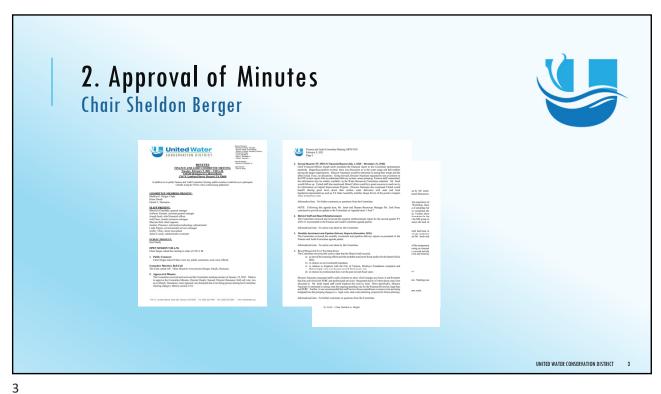
Clerk of the Board Jackie Lozano

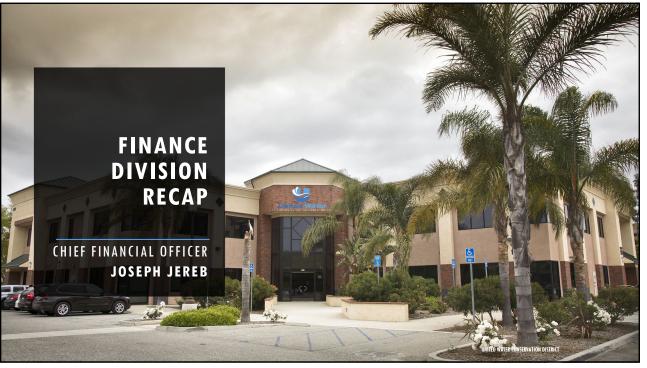
1. Public Comment

Chair Sheldon Berger



ED WATER CONSERVATION DISTRICT





ACCOUNTS PAYABLE

 344 payables processed with a total amount of \$1.7M



PAYROLL

- Paid 19 payroll-related vendors a total amount of \$370K
- 291 hours of overtime worked
 - o 2.79% of regular hours
 - o 159 paid-out
 - o 132 accrued as compensatory time

Gross: \$531K

Net: \$350K



UNITED WATER CONSERVATION DISTRICT

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FINANCE DIVISION RECAP

CASH COLLECTIONS

• Pipeline: \$923K

• Groundwater: \$4.7M

Rents: \$13K

• Miscellaneous (Lake Piru): \$94K

Total: \$5.7M





INITED WATER CONSERVATION DISTRICT

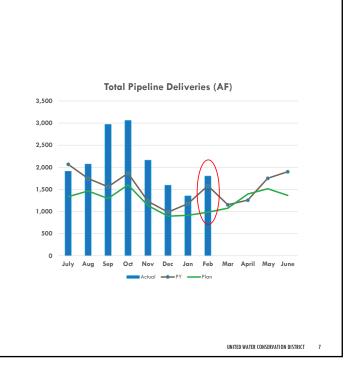
FINANCE DIVISION RECAP

FEBRUARY 2021 PIPELINE

	\$ Billed	Actual AF	Plan AF	Variance
ОН	\$605K	996	735	261
PT	\$229K	433	250	183
PV	\$65K	372	0	372

- Year-to-date February deliveries 76% ahead of Plan and 39% over PY
- 113% of FY Plan delivered to date
- Excluding Pleasant Valley deliveries, volumes 37%, 16% ahead of Plan & PY

FINANCE DIVISION RECAP



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H2 2020
GROUNDWATER
PUMPING AND
REVENUE RECAP

Ag Pumping

	Zone A	Zone B	Zone A	Zone B	TOTAL
Billed	43,600	31,743	6,929	8,552	90,823
Budget	33,103	34,231	6,881	7,000	81,215
AF Variance AF % Variance	10,497 32%	(2,488) -7%	48 1%	1,552 22%	9,608 12%

M&I Pumping

REVENUE (\$'000s)

Ag P	umping	M&I P	umping	
Zone A	Zone B	Zone A	Zone B	<u>TOTAL</u>
2,389	2,816	1,139	2,276	8,620*
1,814	3,037	1,131	1,863	7,845
575 32%	(221) -7%	8 1%	413 22%	775 10%
	Zone A 2,389 1,814 575	2,389 2,816 1,814 3,037 575 (221)	Zone A Zone B Zone A 2,389 2,816 1,139 1,814 3,037 1,131 575 (221) 8	Zone A Zone B Zone A Zone B 2,389 2,816 1,139 2,276 1,814 3,037 1,131 1,863 575 (221) 8 413

^{*} Excludes \$270K water purchase surcharge

UNITED WATER CONSERVATION DISTRICT

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FINANCE DIVISION RECAP

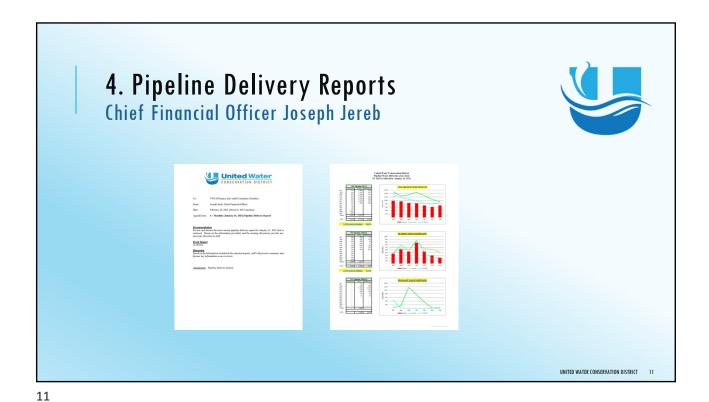
- Met with Department Managers to review their FY 21-22 Budget Templates and Preliminary Requests. Staff working to combine requests into a FY 21-22 draft Budget
- Processed large volume of groundwater statements received after reporting deadline; followed up with notices to non-reporters
- Auditors began the FY 20-21 Internal Controls audit on February 22.
 Auditors have interviewed Finance and other department staff on budget, reporting, and procurement processes; currently reviewing control documents and testing sample transactions
- Senior Accountant provided Incode training to Environmental Services team to assist them with budget and expense monitoring

FINANCE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT

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5. Board Requested Cost Tracking Items
Chief Financial Officer Joseph Jereb

William Management Cost Tracking Items
Chief Financial Officer Joseph Jereb

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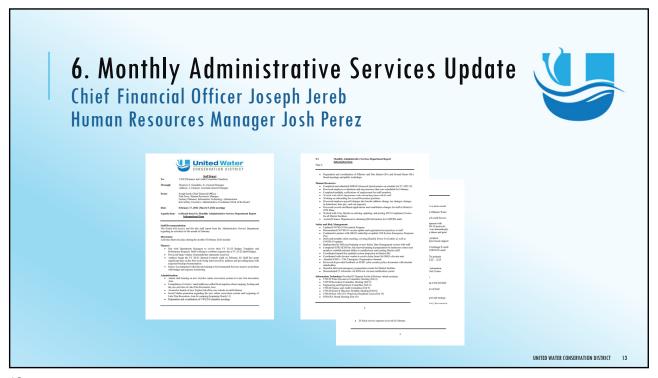
William Management Cost Tracking Items
Chief Financial Officer Joseph Jereb

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Chief Financial Officer Joseph Jereb

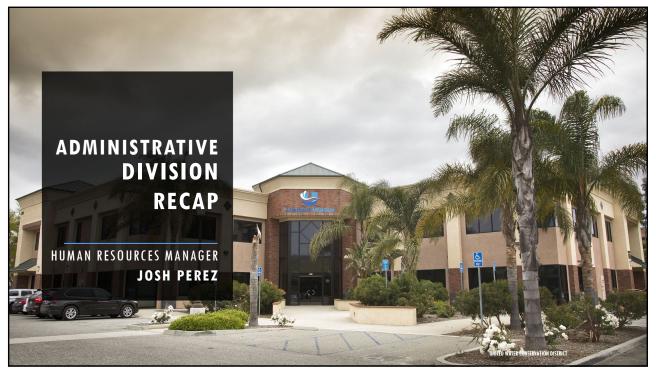
William Management Cost Tracking Items
Chief Financial Officer Joseph Jereb

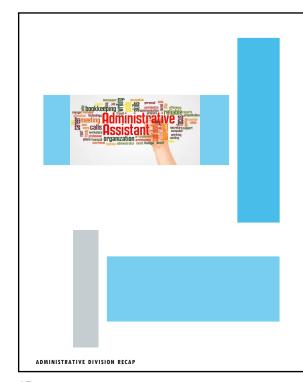
William Management Cost Tracking Items
Chief Financial Officer Jereb

William Management Cost Tracking Items
Chief Finan



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- Administrative staff completed training on new MySites online reservation system for Lake Piru Recreation Area (LPRA).
- Compiled Lake Piru Recreation Area visitors' email addresses culled from inquiries about camping, boating and day use activities at the LPRA.
- Assisted in launch of new ExploreLakePiru.com website in mid-February.
- Promoted the new online reservation system and reopening of Lake Piru Recreation Area for camping (beginning March 11) using Social Media.
- Prepared and coordinated District Board and Committee meetings.
- Prepared and coordinated Fillmore and Piru Basins GSA and Mound Basin GSA Board meetings and public workshops.

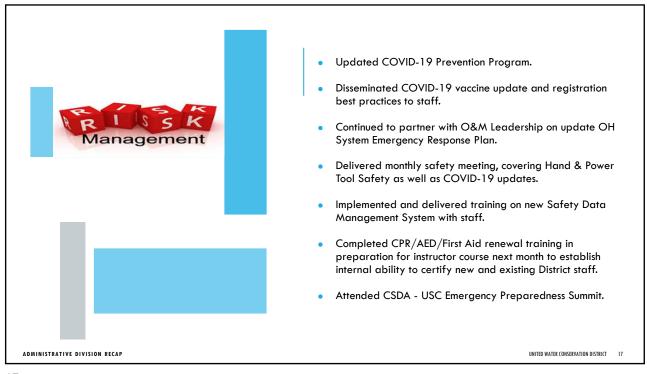
UNITED WATER CONSERVATION DISTRICT 15

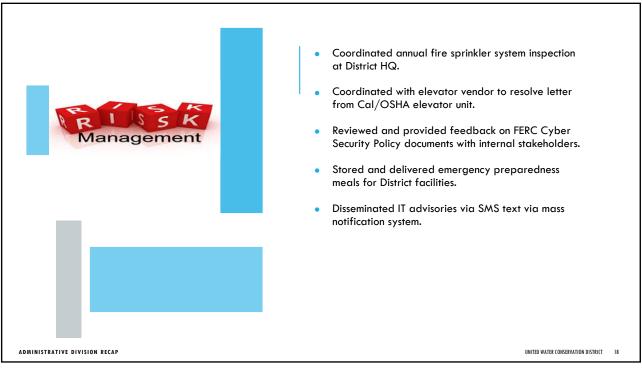
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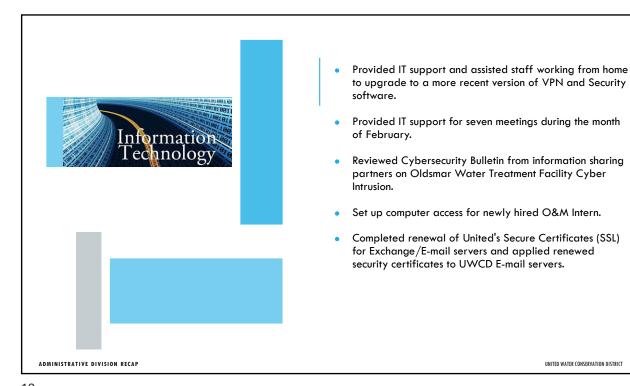
- Assisted Finance Department in obtaining HR information for CalPERS audit.
- Worked with O&M Department with onboarding intern O&M staff.
- Onboarded several seasonal Recreation personnel.
- Processed several enrollment applications and contribution changes for staff in District's 457b Plans.
- Worked with Safety and Security on ordering, updating, and posting 2021 Compliance Posters for all District facilities.

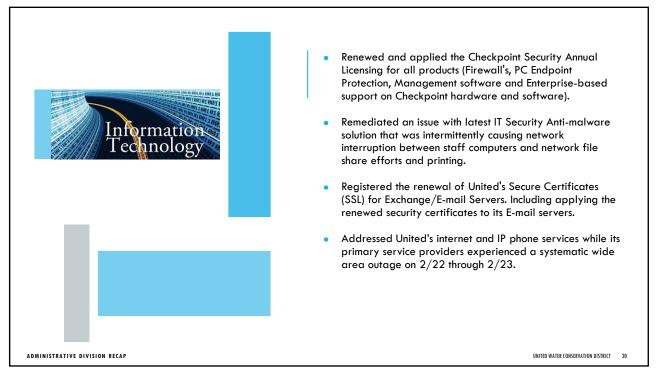
UNITED WATER CONSERVATION DISTRICT

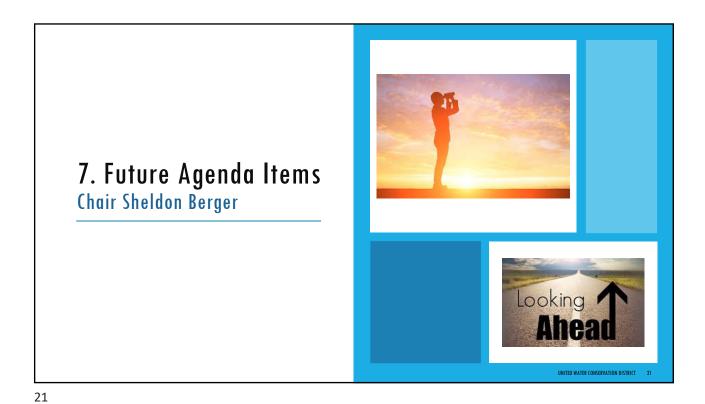




UNITED WATER CONSERVATION DISTRICT







ADJOURNMENT
Chair Sheldon Berger

Thank you!

United Water Conservation District
"Conserving water since 1927"



To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: April 6, 2021 (April 13, 2021 meeting)

Agenda Item: 5 – Monthly (February 28, 2021) Investment Report

Recommendation

Review and discuss the most current investment report for February 28, 2021 that is enclosed.

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.

Attachments: Combined Investment Report

United Water Conservation District Monthly Investment Report February 28, 2021

		Weighted Avg Days to	Diversification Percentage
Investment Recap	G/L Balance	Maturity	of Total
Bank of the Sierra	2,103,582	1	3.97%
Union Bank - 2020 COP Bond Balance	19,006,952	1	35.92%
Petty Cash	1,000	1	0.00%
County Treasury	1,444	1	0.00%
LAIF Investments	31,808,927	1	60.10%
Total Cash, Cash Equivalents and Securities	52,921,906		100.00%
Investment Portfolio w/o Trustee Held Funds	52,921,906		
Trustee Held Funds	-		
Total Funds	52,921,906		

Local Agency Investment Fund (LAIF)	Beginning Balance 27,808,927	Deposits (Disbursements) 4,000,000	Ending Balance 31,808,927
	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:	
Mauricio Guardado	3/16/2021
Mauricio E. Guardado, Jr., General Manager	Date Certified
DocuSigned by:	3/15/2021
Anthony Emmert, Assistant General Manager	Date Certified
Joseph Jerch	3/15/2021
Joseph Jereb, Chief Financial Officer	Date Certified

United Water Conservation	on District	
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Cash Position February 28, 2021

Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	14,984,913	5,868,729	Includes General, Rec & Ranger, Water Conservation
		1,725,000	Reserved for legal expenditures
		5,435,000	Designated for replacement, capital improvements, and environmental projects
		1,956,184	Supplemental Water Purchase Fund
General CIP Funds	3,693,862	3,693,862	Appropriated for capital projects
2020 COP Bond Funds	18,772,248	18,772,248	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	3,231,341	3,231,341	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	1,170,400	1,170,400	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		=	Reserved for legal expenditures
Freeman CIP Fund	3,679,521	3,679,521	Appropriated for capital projects
OH Pipeline Fund	2,015,990	2,015,990	Delivery of water to OH customers
OH CIP Fund	1,740,245	1,740,245	Appropriated for capital projects
OH Pipeline Well Replacement Fund	988,569	988,569	Well replacement fund
PV Pipeline Fund	454,901	454,901	Delivery of water to PV customers
PV CIP Fund	279,325	279,325	Appropriated for capital projects
PT Pipeline Fund	1,261,219	1,261,219	Delivery of water to PTP customers
PT CIP Fund	649,371	649,371	Appropriated for capital projects



To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: April 6, 2021 (April 13, 2021 meeting)

Agenda Item: 6 – Pipeline Delivery Report (February 2021)

Recommendation

Review and discuss the most current pipeline delivery report for February 28, 2021 that is enclosed.

Fiscal Impact

As shown.

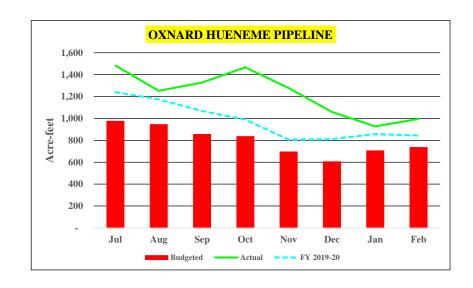
Discussion

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

Attachments: Pipeline Delivery Report

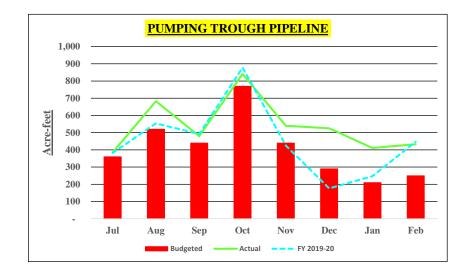
United Water Conservation District Pipeline Water Deliveries (Acre-feet) FY 2020-21 data thru February 28, 2021

	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	927	222	
Feb	735	996	261	
Mar	785			
Apr	925			
May	1,035			
Jun	895			
Totals	9,990	9,791	3,441	
YTD	6,350	9,791	3,441	



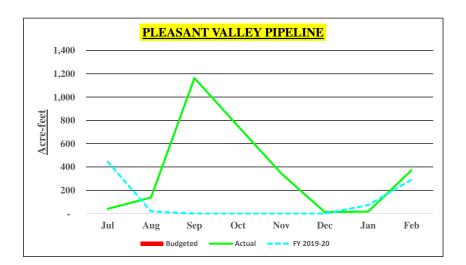
YTD Actual to Budget: 54.2%

	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	411	201				
Feb	250	433	183				
Mar	290						
Apr	470						
May	480						
Jun	470						
Totals	4,990	4,298	1,018				
		•					
YTD	3,280	4,298	1,018				
I.							



YTD Actual to Budget: 31.0%

	PV P	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	-	17	17							
Feb	-	372	372							
Mar	-		-							
Apr	-		-							
May	-		-							
Jun	-		-							
Totals	-	2,840	2,840							
YTD	-	2,840	2,840							





To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: April 6, 2021 (April 13, 2021 meeting)

Agenda Item: 7 – Board Requested Cost Tracking Items

Recommendation

Review and discuss the cost to date reports for:

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

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 (Attachment A) provides data through February 2021. Staff is also *proposing* the attached summary (Attachment B) be utilized to summarize each of the motion item discussions, provide the overall expectation of the impact to the individual funds, and financial outlook going forward.

Attachments: A - Consolidated Cost Summary

B - Draft Table: Summary of Motion Items with Fiscal Impact

United Water Conservation District Consolidated Cost Summary Report Through February, 2021

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	179,316	1,030,416	9,560	310,109	187,647	261,381	945,224	1,663,100	1,146,234	2,809,333
Report Total	8,394,260	3,798,273	4,959,018	7,434,522	2,665,710	2,323,063	8,666,489	15,986,517	19,674,327	35,660,844
Previous Report Total	8,381,559	3,790,435	4,957,237	7,380,941	2,650,672	2,282,999	8,585,743	15,699,628	19,553,998	35,253,625
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Current Activity	12,701	7,838	1,781	53,581	15,038	40,064	80,745	286,889	120,329	407,219

Current Activity Narrative:

- FERC The activity for February (\$13K) was primarily spent on staff time (\$10K) and legal fees (\$3K) for the fish passage and FERC.
- PMF The activity for February (\$8K) was spent primarily on staff time (\$5K) and CEQA (\$3K).
- Gen/Wtr Cons The activity for February (\$2K) was spent primarily on legal fees (\$2K).
 - $Free man-The\ activity\ for\ February\ (\$54K)\ was\ spent\ primarily\ on\ staff\ time\ (\$29K),\ professional\ fees\ (\$23K),\ and\ legal\ fees\ (\$2K)\ related\ to\ HCP\ support.$
 - Quagga The activity for February (\$15K) was spent on staff time (\$13K), professonal fees (\$1K), and supplies (\$1K) for quagga mussel eradication and the scientific dive agreement.
 - Ventura There were legal costs of \$40K associated with the City of Ventura Lawsuit.
 - Wishtoyo The activity for February (\$81K) 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, Fox Canyon GMA, and administration costs.
- Other Prof Fees Includes all contracted professional fees except legal fees. These fees were dominated by consulting fees and USGS Gauging expenses.

UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/ Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
	Dept. head requesting BOD approval			(i.e., transfer, supplementary appropriation)	Impact to cash flow forecast (vs Plan)	Revenue/Expense/CIP allocation, etc.

TOTAL \$M \$M

IMPACT OF BOARD MOTIONS TO FUND BALANCES

Balance Before Designations	General	Freeman	Water Purchase	ОНР	РТР	PVP	State Water	Total
PY Actual								
CY Plan								
CY Forecast								
Forecast vs PY								
Forecast vs Plan								



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: March 22, 2021 (April 13, 2021 meeting)

Agenda Item: 8 – (Board Item 5.1) Monthly Administrative Services Update

Informational Item

Staff Recommendation:

The Board will receive and file this staff report from the Administrative Services team regarding its activities for the month of March.

Discussion:

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

Finance:

- Developed Fiscal Year 2021-22 Proposed Budget, including holding a series of meetings with Department Managers to discuss plans and priorities for next Fiscal Year.
- Reviewed FY 2021-22 Preliminary Proposed Budget requests with General Manager.
- Continued work on Internal Controls Audit.
- Completed CalPERS Special Compensation Audit.
- Attended grant kickoff meeting with National Fish and Wildlife Foundation.
- Controller back from Medical Leave.

Administration:

- Organized legislative outreach meetings with Foley & Lardner for General Manager and ad hoc legislative committee members;
- Secured UWCD sponsorship of ACWA Federal Water Issues online meetings;
- Organized outreach meeting for GM with Native American Heritage Commissioner Julie Tumamait-Stenslie;
- Provided administrative/clerk duties for Recreation Committee meeting (March 3), Engineering and Operations Committee (March 4) and Finance Committee meeting (March 9);

- Provided administrative/clerk duties for Fillmore and Piru Basins GSA Board meeting on March 18;
- Provided administrative/clerk duties for Mound Basin GSA GSP Workshop on March 4;
- Provided administrative/clerk duties for Ventura County Special District Association's meeting on April 6.

Human Resources:

- HR has been working on significant recruitment efforts and onboarding personnel for Recreation positions such as Seasonal Park Ranger Assistants and Camp Host Volunteers that will be working at the Lake during our upcoming Spring and Summer season.
- Worked on recruiting for our Field Technician position to support our Environmental Services team.
- Processed exit documents for two part time Field Technicians that submitted resignations.
- Assisted Finance Department in obtaining specific HR information and documentation for a routine CalPERS audit.

Safety and Risk Management:

- Collaborated with O&M on finalizing the District's Emergency Response Plan to meet regulatory requirements.
- Disseminated latest COVID-19 Vaccine Guidance to staff, including best practices on securing appointments.
 - o Provided individual registration assistance as needed, resulting in additional appointments being secured.
- Completed First Aid/CPR/AED Instructor certification training, which results in the ability to provide in-house training and certifications at significantly lowered cost.
- Conducted monthly safety meeting that covered material handling and COVID-19 updates.
- Provided best practices and guidance regarding O&M's schedule adaptation which will return them to their routine pre-pandemic schedule.
- Attended SDRMA Spring Education Day
- Reviewed and issued updated guidance to Park Rangers' manual as a result of state law modifications.

Information Technology

Provided IT Support for the following virtual meetings:

- UWCD Recreation Committee Meeting (March 3rd)
- Mound Basin GSA GSP Workshop (March 4th)
- Engineering and Operations Committee (March 4th)
- UWCD Finance and Audit Committee (March 9th)
- UWCD Board of Directors Monthly Meeting (March 10th)
- FPB GSA Board Meeting (March 18th)

General IT Helpdesk/Cyber Support:

- Implemented new technology solution allowing Microsoft Teams to integrate with Santa Clara conference room. This will allow better functionality in virtual room settings.
- Installed upgraded Fish Ladder Camera Recording Hardware. Replaced equipment that had reached end of life status.
- Reviewed Cybersecurity Bulletin from information sharing partners regarding Cybersecurity Breach of Microsoft Exchange Servers. UWCD Exchange servers were patched the same day Microsoft announced the vulnerability and no cybersecurity concerns were observed on any UWCD accounts.
- Assisted and supported O&M Department with modernization of SCADA alerting and monitoring node refresh. Ongoing project that will follow a phased implementation process throughout the next month.
- Refreshed the "Confined Spaces" software application for O&M in a new technology environment. This involved extensive vendor support to test and ensure proper functionality.
- Finalized five laptops' refreshments of O&M and Environmental Services equipment that support UWCD's flex requirements associated with COVID-19 protocols.
- Registered for additional technology cyber monitoring resources provided by our Federal government partnership with the Department of Homeland Security.
- Improved our VPN software for staff members to expedite downloading PDF documents and remote access printing capability addressing a software issue.
- Replaced tokens for a phased group of O&M operators that ensure cybersecurity associated with remote access capabilities.
- Setup IT Accounts, e-mails, and provided proper IT equipment as necessary to Recreation staff that joined the District in the month of March/April to prepare for upcoming Lake Piru Recreation Area busy season.
- Conducted a test of the Lake Piru Recreational Area Public accessible Wi-Fi. As of 3/31; currently six of ten potential wireless access points have been deployed in the campground. These areas include: Restroom areas, Gatehouse, and the Rangers Station. Supplementary access points are planned for the storefront area and the perimeter once a range assessment of the Wi-Fi has been completed.

IT Meetings and Events:

- Call with third party vendor regarding Network Equipment and Professional services
 to improve firewall between Lake Piru and other UWCD Facilities. This will improve the
 cyber security, reduce network complexity, and maintain better bandwidth between siteto-site communications throughout the District.
- UWCD Account review with third party vendors regarding hardware solutions for potential 2021-22 technology enhancements requested in the proposed budget.
- MS-ISAC (Multi-State Information Sharing & Analysis Center) Virtual Services Review with the United Water Conservation District.
- Monthly FBI Long Beach Energy and Water Cyberwatch Information sharing meeting.

- Monthly Cal-OES Cyber Security Integration Center Information sharing meeting
- March 2021 Multi-State Information Sharing and Analysis Center (MS-ISAC) Monthly Membership Call (public call)

Technology Systems Customer Service Metrics:

• During the month of March 2021, 20 new customer service requests were added to the ticketing system. Through analysis of reports, 30 service requests were completed in this period with the major accomplishments highlighted in the staff report.

