

AGENDA
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, May 11, 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 not on the agenda 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 April 13, 2021, Finance and Audit Committee meeting.

3. Presentation of the Districts' Proposed Budget for Fiscal Year 2021-2022

Information Item

Staff will present the Districts' [Proposed Budget for Fiscal Year 2021-2022](#) to the members of the Finance and Audit Committee.

4. Monthly Investment Report (March 2021)

Information Item

The Committee will receive, review and discuss the Districts' investment portfolio and cash position as of March 31, 2021.

5. Pipeline Delivery Report (March 2021)

Information Item

The Committee will receive, review and discuss the Districts' pipelines' water activities as of March 31, 2021.

6. Third Quarter FY 2020-2021 Financial Report and Budget Amendments (July 1, 2020 – March 21, 2021)

Consent Calendar Motion

The Committee will receive and review the FY 2020-2021 Third Quarter Financial Report for the period of July 1, 2020 through March 31, 2021, and consider recommending approval of the proposed modifications to the FY 2020-21 budget to the full Board.

7. District Staff and Board Member Reimbursement Report

Information Item

The Committee will receive and review the expense reimbursement report for all reimbursements of business expenses to staff and Board members for the third quarter of FY 2020-2021.

8. 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.

9. Monthly Administrative Services Update

Information Item

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

10. Future Agenda Items

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

ADJOURNMENT

Directors:

Chair Sheldon G. Berger
Bruce E. Dandy
Lynn E. Maulhardt

Staff:

Mauricio E. Guardado, Jr.
Joseph Jereb
Erin Gorospe

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: _____

Anthony E. Emmert, Assistant General Manager

Approved: _____

Joseph Jereb, Chief Financial Officer

Posted: (date) May 7, 2021

(time) 9:30 A.M.

(attest) Jackie Lozano

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

Posted: (date) May 7, 2021

(time) 9:45 A.M.

(attest) Jackie Lozano

At: www.unitedwater.org

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, April 13, 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:

Maryam Bral, chief engineer
Anthony Emmert, assistant general manager
Erin Gorospe, controller
Jackie Lozano, administrative assistant
Joseph Jereb, chief financial officer
Josh Perez, human resources manager
Zachary Plummer, information technology administrator
Linda Purpus, environmental services manager
Clayton Strahan, chief park ranger

PUBLIC PRESENT:

Maria Christopher, Heritage Valley Tourism Bureau
Roger Martinez, Vasquez & Company LLP

OPEN SESSION 9:00 A.M.

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

Committee Members Roll Call

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

1. Public Comment

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

2. EXECUTIVE (CLOSED) SESSION 9:01 A.M.

The Committee was adjourned to Executive (Closed) Session by Chair Berger at 9:01 A.M.

Public Employee Performance Evaluation

General Manager: Mauricio E. Guardado, Jr.

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



SECOND OPEN SESSION 9:29 A.M.

Chair Berger opened the second open session of the Finance and Audit Committee meeting at 9:29 A.M.

3. Reporting out of Executive (Closed) Session

Chair Berger reported there was no action taken in Executive (Closed) Session reportable under the Brown Act.

4. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of March 9, 2021. Motion to approve the Committee meeting minutes, Director Dandy; Second, Director Maulhardt. Roll call vote, three ayes (Dandy, Maulhardt, Berger); none opposed. Motion carried, 3/0.

5. Monthly Investment Report (February 2021)

The Committee reviewed the monthly investment report as presented in the Finance and Audit Committee agenda packet. Director Dandy had a question as to the income received and would like to know if that was consistent with water receipts. Chief Financial Officer Joseph Jered explained that February was a big month for groundwater extraction billing receipts. Cash collection this month from pipeline included \$100K in additional groundwater billing and income received from follow-up on past due accounts. Lake Piru Recreation Area also had a good month for revenue, which was also a contributing factor. Director Dandy mentioned the difference was \$4M from this month and last month in the increase in cash (February and March).

Informational item. No further comments or questions from the Committee. No action was taken by the Committee.

6. Pipeline Delivery Report (February 2021)

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

Informational item. No comments or questions from the Committee. No action was taken by the Committee.

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

Informational item. No comments or questions from the Committee. No action was taken by the Committee.



8. Monthly Administrative Services Update

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

The Committee and staff discussed an update on the occupancy and vacant rental space at United's headquarters. The previous rental space once occupied by Farmers Insurance had been vacant since last July. There was some interest from potential renters, but nothing that developed. Currently, there is not a lot of demand for commercial space and the District is continuing to work with the broker. Quest and Realty World are in place for the foreseeable future.

Mr. Jereb presented to the Committee a first draft of the financial impact summary report which was requested by the Directors. These two tables (as shown in the presentation) would be included as part of the Board Requested Cost Tracking Items monthly report. Directors Dandy and Maulhardt agreed to this approach and felt the information presented in this manner would provide the Committee with a bigger picture and would answer any of the questions they had. All agreed that this is a work in progress, and updates could be made to the tables as needed. Chair Berger concurred and felt this would benefit the Committee and address any concerns. He also thanked Mr. Jereb for putting this together.

Director Dandy revisited his inquiry from his collection/revenue question when commenting on agenda item 5. Mr. Jereb said he would work out a quick reconciliation and get back to him.

During the Recreation Committee meeting on April 7, Chair Berger requested to see an updated *Day Use plus Camping Revenue and Visitation Comparison* table to include years 2018 and 2019 at the Finance and Audit Committee meeting, which was presented by Mr. Perez. Chair Berger also inquired as to the television and production (filming) revenue and how that was incorporated into the report. Mr. Perez responded those revenue numbers were omitted to give a better comparison of the revenue. Director Maulhardt asked staff to add an additional column to the table to capture other revenue which would include items such as filming. He commended staff on their reporting out to the Committee and how they moved the presentation along by highlighting the issues, and expressed his appreciation. Director Dandy concurred with those comments.

Chief Park Ranger Clayton Strahan provided filming revenue comparison information for the 1Q (Jan-Mar) to the Committee: 2018 - \$6,200, 2019 - \$4,800, and to date collected \$1,000. He also mentioned filming activity shifted out of state due to prolonged area closures/restrictions imposed by California due to COVID-19 public health and safety issues, but is hopeful filming would once again take place at the lake when things turnaround.

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

9. Future Agenda Items

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

Mr. Jereb addressed Director Dandy's question earlier in the meeting. He reported that the investment activity for the month of February, which showed a \$4M increase in reserves was driven by groundwater rate collection in February and apologized for the error.




ADJOURNMENT 10:07 A.M.

Chair Berger adjourned the meeting at 10:07 A.M.

I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Audit Committee Meeting of April 13, 2021.

ATTEST: _____
Chair Sheldon G. Berger



United Water

CONSERVATION DISTRICT

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

MARCH 2021 RECAP


1

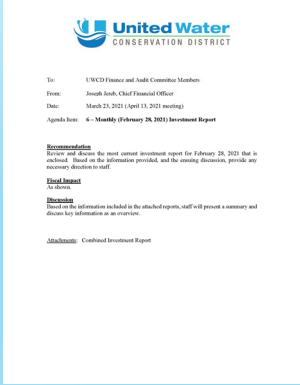


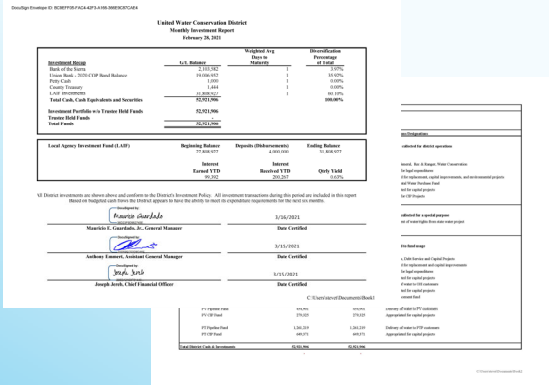
2

5. Monthly Investment Report

Chief Financial Officer Joseph Jereb








UNITED WATER CONSERVATION DISTRICT 3

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ACCOUNTS PAYABLE

- 411 payables processed with a total amount of \$1.9M




PAYROLL

- Paid 12 payroll-related vendors a total amount of \$373K
- 205 hours of overtime worked
 - 1.93% of regular hours
 - 115 paid-out
 - 90 accrued as compensatory time

Gross: \$538K

Net: \$356K



FINANCE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 4

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CASH COLLECTIONS

- Pipeline: \$1.2M
- Groundwater: \$137K
- Rents: \$30K
- Miscellaneous (Lake Piru): \$62K
- Grants: \$15K

Total: \$1.5M






FINANCE DIVISION RECAP
 UNITED WATER CONSERVATION DISTRICT 5

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6. Pipeline Delivery Report

Chief Financial Officer Joseph Jereb





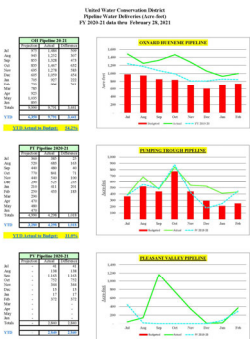
To: UWCD Finance and Audit Committee Members
 From: Joseph Jereb, Chief Financial Officer
 Date: March 11, 2021 (April 13, 2021 meeting)
 Agenda Item: 7 - Pipeline Delivery Report (February 2021)

Recommendation
 Review and discuss the most current pipeline delivery report for February 2021 that is enclosed. Based on the information provided, and the ensuing discussion, provide any necessary direction to staff.

Final Action
 To discuss.

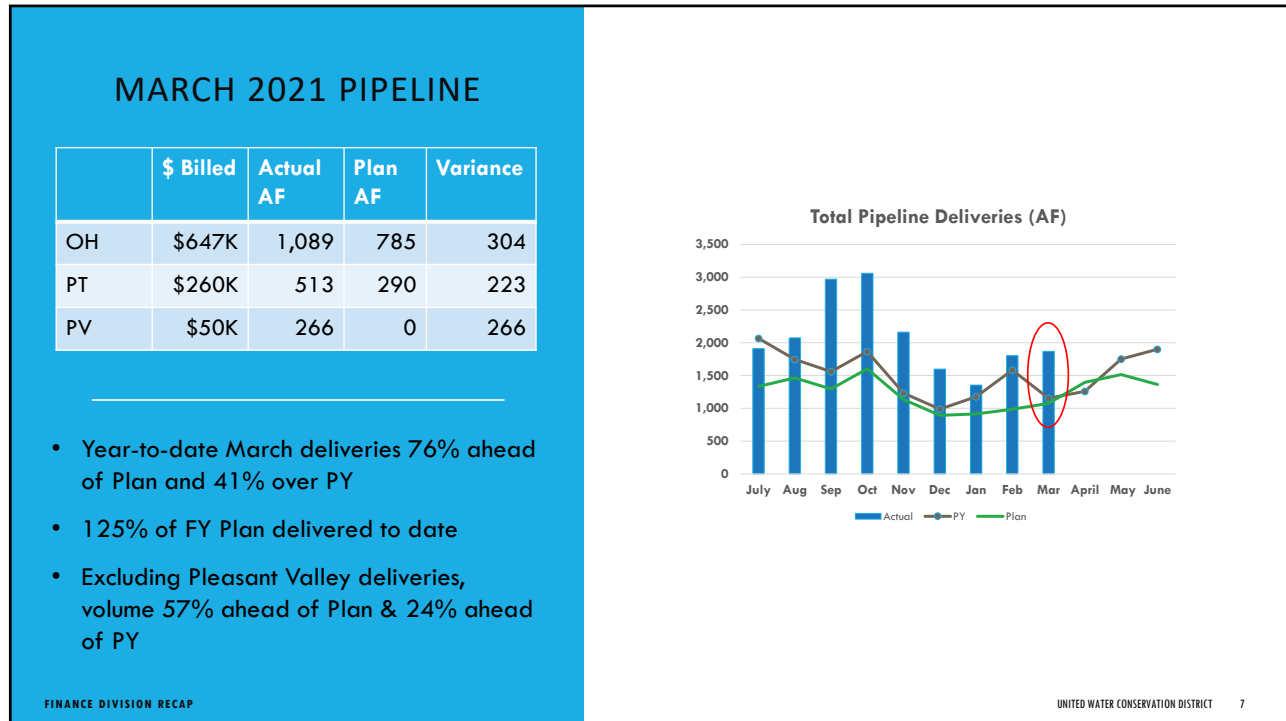
Discussion
 Based on the information included in the attached reports, staff will present a summary and discuss key information as appropriate.

Attachments: Pipeline Delivery Report



UNITED WATER CONSERVATION DISTRICT 6

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7. Board Requested Cost Tracking Items

Chief Financial Officer Joseph Jereb

United Water CONSERVATION DISTRICT

To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: March 25, 2021 (April 13, 2021 meeting)

Agenda Item: 8 - Board Requested Cost Tracking Items

Recommendation:
Approve and authorize the cost to date reports for:

- 1) 2020 Accounting
- 2) The Probable Maximum Precipitation Flood Study
- 3) General Water Conservation Fund Environmental
- 4) Pleasant Valley Environmental
- 5) Oregon Dam Safety
- 6) City of Central Oregon
- 7) Volunteer Legislation
- 8) All legal fees
- 9) All professional fees (including legal fees)

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

Chief Financial Officer
Joseph Jereb

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 February 2021.

Attachment: Consolidated Cost Summary

BOARD MOTION ITEMS

Description/Summary	Budget FY20	Funding Source: If not Funded	Cost Impact of Request	Other Financial Impact
City of Central Oregon			Impact to Cash Flow (Revenue in Plan)	Revenue/Expense, CIP allocation, etc.
TOTAL	\$M		\$M	

UNITED WATER CONSERVATION DISTRICT 8

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2 ATTACHMENT A: Supplement to Finance and Audit Committee MINUTES

UWCD Finance and Audit Committee Presentation - April 13, 2021 Monthly Administrative Services Update

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
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UNITED WATER CONSERVATION DISTRICT 9

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IMPACT OF BOARD MOTIONS TO FUND BALANCES

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

UNITED WATER CONSERVATION DISTRICT 10

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2 ATTACHMENT A: Supplement to Finance and Audit Committee MINUTES

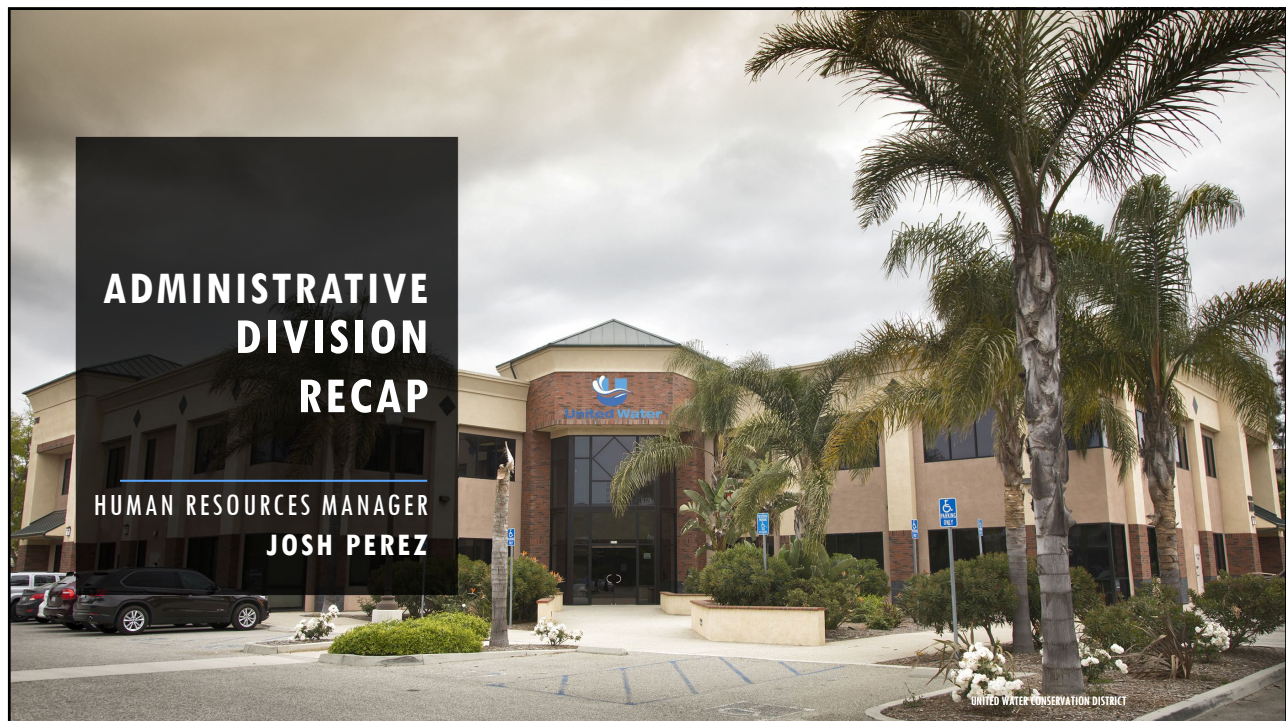
UWCD Finance and Audit Committee Presentation - April 13, 2021 Monthly Administrative Services Update

- 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 Fiscal Year 2021-22 Preliminary Proposed Budget requests with General Manager.
- Continued work on transition of LPRA to direct management, establishing processes for cash collection and reconciliation.
- Completed work on internal controls review exercise with auditors.
- Completed CalPERS Special Compensation Audit.
- Attended grant kickoff meeting with National Fish and Wildlife Foundation.
- “Re-boarded” Controller back from medical leave.

FINANCE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 11


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Lake Piru Recreation Area

Day Use plus Camping Revenue and Visitation Comparison





Year	Day Use Revenue	Camping Revenue	Combined Revenue	Persons	Vehicles	Vessels
2021	\$52,145	\$64,844	\$116,721	8,280	4,011	773
2020	\$9,731	\$49,322	\$50,293	2,885	1,282	224
2019	\$11,361	\$110,065	\$121,426	7,228	3,313	254
2018	\$11,918	\$63,283	\$75,126	5,336	2,571	252

- All revenue and visitation figures are through March 31 of each of the four calendar years shown
- **Day Use Revenue** saw an annual average growth rate of 50% over the 4-year average
- **337% increase** in **Day Use Revenue** (2021 vs. same period 2018)
- **358% increase** in **Day Use Revenue** (2021 vs. same period 2019)
- **425% increase** in **Day Use Revenue** (2021 vs. same period 2020)
- **Total Revenue** is up **132%** over 2020; up **55%** over 2018; and **down 3.88%** over 2019
- *It should be noted that 2019 was a record revenue year and 2021 revenue reflects camping revenue collection of only 41 days vs. approximately 90 days in each of the previous years.*

UNITED WATER CONSERVATION DISTRICT 13

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- Organized legislative outreach meetings with Foley & Lardner for General Manager (GM) 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 Mound Basin GSA GSP Workshop on March 4 and regular Board meeting on March 18.
- 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 Ventura County Special District Association's meeting on April 6.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 14

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2 ATTACHMENT A: Supplement to Finance and Audit Committee MINUTES

UWCD Finance and Audit Committee Presentation - April 13, 2021 Monthly Administrative Services Update





- Human Resources (HR) has been working on significant recruitment efforts and onboarding seasonal personnel for Recreation positions such as Seasonal Park Ranger Assistants and Volunteer Camp Hosts 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 documentation and participated in exit interviews for two part-time Field Technicians that submitted resignations to take full-time positions with another organization.
- Assisted Finance Department in obtaining specific HR information and documentation for a routine CalPERS audit.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 15

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- Collaborated with O&M on finalizing the Districts' Emergency Response Plan to meet regulatory requirements.
- Disseminated latest COVID-19 Vaccine Guidance to staff, including best practices on securing appointments.
- 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 meetings 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 and reviewed and issued updated guidance to Park Rangers' Manual as a result of state law modifications.



ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 16

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2 ATTACHMENT A: Supplement to Finance and Audit Committee MINUTES

UWCD Finance and Audit Committee Presentation - April 13, 2021 Monthly Administrative Services Update





- 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 for new Recreation staff.
- Conducted preliminary test of the Lake Piru Recreational Area publicly accessible Wi-Fi network. As of 3/31, currently six of ten wireless access points have been deployed in the campground.

ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 17

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- Implemented new technology solution allowing Microsoft Teams to integrate with Santa Clara Conference Room.
- Installed upgraded Fish Ladder camera recording hardware.
- Reviewed Cybersecurity Bulletin from information sharing partners regarding Cybersecurity Breach of Microsoft Exchange Servers. UWCD Exchange servers and patched to ensure no vulnerabilities were available to cyber actors that may have nefarious intentions.
- 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 a specialized "Confined Spaces" software application for O&M in a new technology environment.
- Finalized five laptops' refreshments of O&M and Environmental Services equipment that support UWCD's flex requirements associated with COVID-19 protocols.



ADMINISTRATIVE DIVISION RECAP

UNITED WATER CONSERVATION DISTRICT 18

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9. Future Agenda Items

Chair Sheldon Berger



UNITED WATER CONSERVATION DISTRICT 19

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ADJOURNMENT

Chair Sheldon Berger



Thank you!

United Water Conservation District
"Conserving water since 1927"

UNITED WATER CONSERVATION DISTRICT 20

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To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: April 19, 2021 (May 11, 2021 meeting)

Agenda Item: **4 – (Board Item 3.C) Monthly (March 31, 2021) Investment Report**

Recommendation

Review and discuss the most current investment report for March 31, 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.


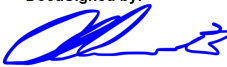

Attachments: Combined Investment Report

United Water Conservation District
Monthly Investment Report
March 31, 2021

<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	2,080,074	1	4.02%
Union Bank - 2020 COP Bond Balance	19,006,332	1	36.76%
Petty Cash	1,800	1	0.00%
County Treasury	1,444	1	0.00%
LAIF Investments	30,608,927	1	59.20%
Total Cash, Cash Equivalents and Securities	51,698,578		100.00%
Investment Portfolio w/o Trustee Held Funds	51,698,578		
Trustee Held Funds	-		
Total Funds	51,698,578		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	31,808,927	(1,200,000)	30,608,927
	Interest	Interest	
	Earned YTD	Received YTD	Qtrly Yield
	131,593	200,267	0.44%

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

<p>DocuSigned by:  36D23F0D982745E...</p> <p>Mauricio E. Guardado, Jr., General Manager</p>	<p>4/26/2021</p> <hr/> <p>Date Certified</p>
<p>DocuSigned by:  70D59ECEF0D8D46F...</p> <p>Anthony Emmert, Assistant General Manager</p>	<p>4/26/2021</p> <hr/> <p>Date Certified</p>
<p>DocuSigned by:  300DA3130F81440...</p> <p>Joseph Jereb, Chief Financial Officer</p>	<p>4/26/2021</p> <hr/> <p>Date Certified</p>

<i>United Water Conservation District</i>			
<i>Cash Position</i>			
March 31, 2021			
Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	15,082,666	5,945,887	Includes General, Rec & Ranger, Water Conservation
		1,725,000	Reserved for legal expenditures
		5,435,000	Designated for replacement, capital improvements, and environmental projects
		1,976,779	Supplemental Water Purchase Fund
General CIP Funds	3,287,537	3,287,537	Appropriated for capital projects
2020 COP Bond Funds	17,727,028	17,727,028	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	3,183,303	3,183,303	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	1,144,571	1,144,571	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	3,476,386	3,476,386	Appropriated for capital projects
OH Pipeline Fund	2,350,744	2,350,744	Delivery of water to OH customers
OH CIP Fund	1,628,677	1,628,677	Appropriated for capital projects
OH Pipeline Well Replacement Fund	998,774	998,774	Well replacement fund
PV Pipeline Fund	468,744	468,744	Delivery of water to PV customers
PV CIP Fund	277,356	277,356	Appropriated for capital projects
PT Pipeline Fund	1,446,846	1,446,846	Delivery of water to PTP customers
PT CIP Fund	625,947	625,947	Appropriated for capital projects
Total District Cash & Investments	51,698,578	51,698,578	



To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: April 16, 2021 (May 11, 2021 meeting)

Agenda Item: **5 – Pipeline Delivery Report (March 2021)**

Recommendation

Review and discuss the most current pipeline delivery report for March 31, 2021 that is enclosed.

Fiscal Impact

As shown.

Discussion

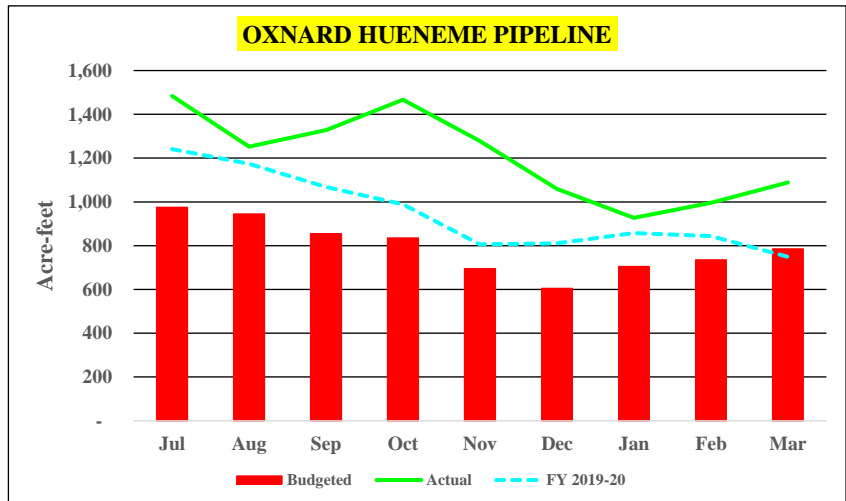
Based on the information included in the attached reports, staff will present a summary and discuss key information as an overview.

Attachments: Pipeline Delivery Report

**United Water Conservation District
Pipeline Water Deliveries (Acre-feet)
FY 2020-21 data thru March 31, 2021**

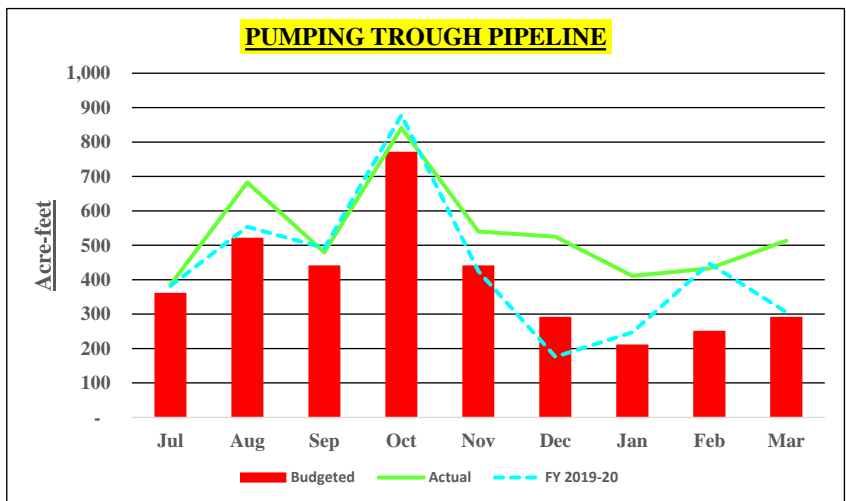
	OH Pipeline 20-21		
	Projection	Actual	Difference
Jul	975	1,484	509
Aug	945	1,252	307
Sep	855	1,328	473
Oct	835	1,467	632
Nov	695	1,278	583
Dec	605	1,059	454
Jan	705	927	222
Feb	735	996	261
Mar	785	1,089	304
Apr	925		
May	1,035		
Jun	895		
Totals	9,990	10,880	3,745
YTD	7,135	10,880	3,745

YTD Actual to Budget: 52.5%

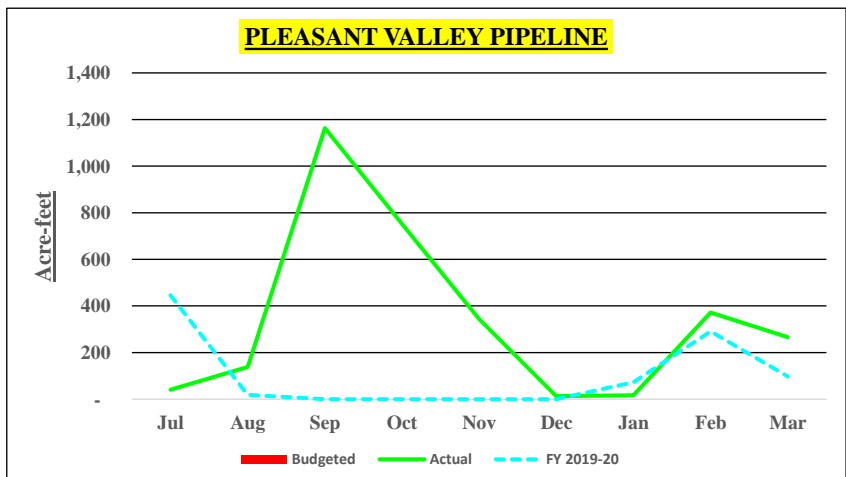


	PT Pipeline 2020-21		
	Projection	Actual	Difference
Jul	360	385	25
Aug	520	683	163
Sep	440	480	40
Oct	770	841	71
Nov	440	540	100
Dec	290	525	235
Jan	210	411	201
Feb	250	433	183
Mar	290	513	223
Apr	470		
May	480		
Jun	470		
Totals	4,990	4,811	1,241
YTD	3,570	4,811	1,241

YTD Actual to Budget: 34.8%



	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	-	266	266
Apr	-	-	-
May	-	-	-
Jun	-	-	-
Totals	-	3,106	3,106
YTD	-	3,106	3,106





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: April 27, 2021 (May 11, 2021 Meeting)

Agenda Item: **6 – (Board Motion Item 3.D) FY 2020-21 Third Quarter Financial Report and Budget Amendments**
Consent Calendar Motion

Staff Recommendation:

The Committee will receive and review the FY 2020-21 Third Quarter Financial Report for the period of July 1, 2020 through March 31, 2021 and consider recommending approval of the proposed modifications to the FY 2020-21 budget to the full Board.

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 nine months of financial information for District operations for FY 2020-21 (or 75 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. The following budget modifications are being recommended as of the third quarter review:

General/Water Conservation Fund

Staff recommends increasing budgeted revenue for Water Delivery by \$800,000 due to increased deliveries to all three pipelines in FY 20-21.

Staff recommends decreasing Professional Fees for Environmental Services by \$350,000. The amount of funding needed for quagga mussels has decreased with a shift away from eradication to population control. Work on FERC – Fish Passage has slowed down because of legal concerns and covid restrictions.

6 – (Board Item 3.D) FY 2020-21 Third Quarter Financial Report and Request of Budget Modifications
Consent Calendar Motion

Staff recommends increasing the budget for Legal Fees \$1,031,000 due to higher than anticipated fees for the Ventura and Wishtoyo litigation, OPV, as well as District general legal counsel.

Freeman Fund

Staff recommends increasing budgeted revenue for Water Delivery by \$500,000 due to increased deliveries to all three pipelines in FY 20-21.

Staff recommends increasing the budget for Legal Fees by \$1,020,000 due to higher than anticipated fees for Wishtoyo and Ventura litigation.

Oxnard Hueneme Pipeline, Pleasant Valley Pipeline, and Pumping Trough Pipeline Funds

Staff recommends increasing budgeted revenue for water delivery by \$600,000, \$170,000 and \$200,000, respectively, because of increased pipeline deliveries in FY 20-21.9

Revenues

050-910-42010	800,000	Water Conservation Fund – Water Delivery
420-910-42010	500,000	Freeman Fund – Water Delivery
450-910-42010	600,000	OH Pipeline Fund – Water Delivery
460-910-42010	170,000	Pleasant Valley Pipeline Fund – Water Delivery
470-910-42010	290,000	PT Pipeline – Water Delivery

Expenses

050-100-52500	115,000	Water Conservation Fund – Legal Fees, Appointed
050-100-52500	251,000	Water Conservation Fund – Legal Fees, Specialist
050-100-52510	500,000	Water Conservation Fund – Legal Fees, Specialist
050-600-52500	(15,000)	Water Conservation Fund – Legal Fees, Appointed
050-600-52510	180,000	Water Conservation Fund – Legal Fees, Specialist
050-600-52220	(350,000)	Water Conservation Fund – Professional Fees
420-100-52510	620,000	Freeman Fund – Legal Fees, Specialist
420-600-52510	400,000	Freeman Fund – Legal Fees, Specialist

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



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

April 29, 2021

Board of Directors
United Water Conservation District

Subject: Fiscal Year 2020-21 Third Quarter Financial Report

Dear Board Members:

Enclosed for your review is the District's FY 2020-21 Third Quarter (July 1, 2020 through March 31, 2021) Financial Report. This report represents nine months of financial information for District operations (75% 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 April 30, 2021, 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 targeted Well No. 6 in the 2020-21 Fiscal Year. Staff released a request for construction bids for El Rio Water Well No. 19, replacing Well No. 6, on December 22 (Spec. No. 20-05).

Staff received three (3) bids on January 21, 2021 from Best Drilling and Pump, Inc., Nor-Cal Pump & Well Drilling, Inc., and Zim Industries. The bid prices ranged from \$450,774 to \$604,874. Upon review of the bids, staff recommended an award of a construction contract to Best Drilling and Pump, Inc. (Best) at the February 10, 2021 Board of Directors meeting. The contract with Best was executed on March 9, 2021 in the amount of \$450,774. Construction is expected to be complete by mid-May. In March, Best completed the pilot hole. In April, Best completed the construction of the well and will start developing the well in the beginning of May. Best will also complete destruction of Well No. 6. The District issued a change order to Best in March for \$38,583.11 to install a 30-in ream instead of the specified 26-inch ream at a deeper depth to increase the well production. A second change order in the amount of approximately \$12,000 is expected to be awarded to Best in May. The second change order is related to Well No. 6 destruction.

- ***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 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.

On January 25, 2021, staff and DFW had a conference call to discuss their comments on the physical model plan. On February 2 and 5, UWCD, USBR, NMFS, CDFW, Dr. Weber, Stantec, and NHC had conference calls to discuss USBR's updated physical modeling plan. Following approval from the Board of Directors at the January 13, 2021 Board Meeting, United executed two contract amendments with NHC (\$125,595) and Stantec (\$403,879) for continued technical support during physical modeling. On February 8, staff delivered USBR's updated Physical Model Plan to NMFS and CDFW. In March, USBR commenced the physical model design and provided staff with drawings of the proposed 1:24 scale Hardened Ramp. In April, USBR created space in their laboratory for one of the 1:24 scale physical models. Additionally, NHC continued to develop the alternative for the Hardened Ramp. The District entered into a Professional Services Agreement with NHC on April 21. The contract amount in the amount of \$199,550.00 will allow NHC to prepare design alternatives and assess the feasibility of the design alternatives in order to improve and increase the diversion capacity at the Freeman Diversion. The contract term ends on October 31, 2021.

- ***Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002)*** – This project is funded by the Water Conservation Activities subfund (Zone A). 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. The PSA 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 the development of the 2020 Drilling Program Plan (DPP) and the subsurface exploration field activity. 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, 2020. GEI prepared and submitted draft Geotechnical Data Report (GDR) that summarizes the findings of the 2020 subsurface exploration program on April 2, 2021. As of March 31, 2021, the DPP portion of this project was 95% complete and the design portion was 32% complete.

On January 6, 2021, staff met with OPS staff and GEI to review the 30% design of the new outlet works. On February 10, an internal meeting with OPS was held to discuss the design components. Following the February 10 meeting, staff provided recommendations to GEI to be incorporated in the 30% design. A second workshop with GEI will be held on May 13 to review design modifications and finalize staff recommendations. The 30% design documents 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 filed a request for time extension with FERC on February 23. If approved, the project would be extended by approximately two years.

Staff continued the work on the FERC license amendment application and the NEPA documentation. Staff submitted a letter to the Water Board on January 26 requesting a pre-filing meeting. A pre-filing meeting with the Water Board took place on February 22. The Water Board met with staff and Catalyst again on February 25 and requested the District to proceed with the re-filing of the 401 Water Quality Certification (WQC) application to the Water Board and defer the filing of the 404 certification to the Army Corps of Engineers by approximately nine months after the 401 WQC is filed. Staff submitted the 401 WQC application to the Water Board on March 1 and notified FERC of the filing.

On April 22, staff attended the technical assistance virtual meeting with FERC and NMFS to discuss the conceptual design of the new channel connecting the discharge of the new outlet works to the Lower Piru Creek. A workshop with FERC and NMFS is scheduled for June 10. The purpose of the workshop is for the District to present the preliminary design of the new channel. The new channel design once is more advanced will be included in the revised draft Biological Assessment (BA) report and submitted to FERC.

- ***Santa Felicia Dam Probable Maximum Flood Containment (CIP Project # 8003)*** – This project is funded by the Water Conservation Activities sub fund (Zone A). A PSA 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. The DPP field activities were completed on November 14, 2020. GEI prepared and submitted draft Geotechnical Data Report (GDR) that summarizes the findings of the 2020 subsurface exploration program on April 2, 2021. Staff began review of the draft GDR that summarizes the results of the 2020 subsurface exploration program.

Staff reviewed multiple Technical Memorandums (TM) and provided comments to GEI to be incorporated in the final Supplemental 10% Design packet. This including, Hydraulic Analysis TMs, Part 1, Part 2, and Part 3, Seismic Analysis TM, Dam Crest Raise Seepage TM, and Wall Structural Analysis TM. Staff also reviewed the 60% submittal plans for the spillway Heel Drain Cleanout. Staff is currently in the process of reviewing the 90% submittal plans and specifications.

In response to FERC's letter dated January 6, 2021 and a follow up letter to FERC by the District on February 5, 2021, staff requested Gannett Fleming (GF) to reevaluate GEI's 2015 Seismic Deformation Study that concluded Santa Felicia Dam is not subject to liquefaction. On March 31, staff submitted a follow-up response letter to FERC along with the technical memorandum by GF and concluded that the evaluation of the Santa Felicia Dam liquefaction potential is considered finalized at this time.

Staff filed a letter with FERC requesting a project time extension on February 23. The proposed project schedule will extend the project completion by two years. FERC has indicated that the request for time extension will be evaluated, and a formal response will be provided to the District.

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 March 31, 2021, the design portion of the project is 57% complete.

- ***Santa Felicia Dam Sediment Management (CIP Project # 8005)*** – On October 20th, 2020 staff met with GEI to finalize the scope of the study. Staff received the final proposal from GEI, and the District executed a Professional Services Agreement (PSA) with GEI for the Santa Felicia Dam Sediment Removal Study on March 17, 2021 (\$69,400). GEI submitted a sediment sampling plan to the District on March 26, 2021. The plan outlines the sampling and testing protocols for collecting sediment samples at five (5) locations in the Lake Piru Reservoir. The sampling will be in the dry, as the selected locations are currently in the dry above the reservoir surface elevation. The sediment sampling will help determine laboratory analyzed physical and chemical properties of the lake bottom sediment at various locations and depths. Because the

sampling will take place in California Department of Fish and Wildlife (CDFW) and U.S. Army Corps of Engineers (USACE) jurisdictions, the District will need to acquire the respective environmental permits from these agencies prior to the work. Engineering staff will coordinate with the Environmental Services Department for this permitting effort. Once the permits are in place, the District will proceed with the sediment sampling in Summer 2021 with the support of a local geotechnical firm.

- ***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 Assemblymember 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 WCVC. 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.

In January 2021, staff reviewed the draft Prop 1 Integrated Regional Water Management (IRWM) agreement comments from the Department of Water Resources (DWR) and coordinated with the grant administrator, Calleguas Municipal Water District (CMWD). Staff then received notice that DWR plans on executing the grant agreement in June 2021. On February 25, 2021 Engineering and Finance staff attended the Prop 1 IRWM Implementation Grant Management Kickoff Meeting hosted by DWR. On March 24, 2021, DWR clarified that all projects need to have all construction related-permits in place before the grant agreement is executed or be reclassified as "placeholder" projects until permits have been obtained. Staff is now working to complete all construction related permits by June 1, 2021.

In January 2021, staff coordinated with the Ventura County Fire Department (VCFD) and incorporated comments into the 100% design plans. Staff performed fire flow testing and submitted passing results to the VCFD as part of the fire flow verification process and permitting effort for the proposed building. On January 22, 2021, the District received the stamped and signed 100% design plans, specifications and estimate from Kennedy/Jenks Consultants. On March 31, 2021, staff selected Phoenix Civil Engineering, Inc. (Santa Paula) to prepare the Storm Water Pollution Prevention Plan (SWPPP) under the Construction General Permit. This was done through a task order (\$9,980) under the On-Call Services Agreement. On March 18, 2021, staff submitted final comments on the stamped and signed 100% design plans (Plans) and continued to review the Plans, specifications and estimate from Kennedy/Jenks Consultants. On April 14, 2021, staff confirmed with Ventura County Public Works staff that the project is exempt from grading permit requirements.

On March 5, 2021, staff issued a Request for Qualifications/Proposals to select consultants for Construction Management (CM) and Inspection Services. One additional addendum was issued to extend the statement of qualifications/proposal due date to April 23, 2021. On April 23, 2021, staff received four (4) Statements of Qualifications/Proposals in response to the Request for Qualifications/Proposals (RFQ/P) for Construction Management (CM) and Inspection Services. On May 5, 2021, staff held a workshop to select consultants for interviews in response to the RFQ/P for CM and Inspection Services.

On March 30, 2021, staff prepared the semi-annual progress report for the WaterSmart grant (USBR). On April 21, 2021, staff prepared and submitted the semi-annual progress report for the WaterSmart Grant (USBR).

- ***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.

On January 28, February 23, March 23, and April 29, 2021, Engineering, Water Resources and Environmental staff met with Nathan Jacobsen (U.S. Navy) to provide an update on the conceptual design, CEQA/NEPA consultant selection process, groundwater modeling efforts under the Proposition 1 grant and six-month outlook. Navy staff provided information on potential sea level rise and climate change impacts at Naval Base Ventura County Point Mugu. Staff discussed additional data requests and planning for subsurface geotechnical exploration. On February 18, 2021, Maryam Bral and Nathan Jacobsen (U.S. Navy staff) presented a project update to the Association of Water Agencies of Ventura County.

In February 2021, Engineering staff assisted Environmental Services staff in preparation of a Request for Proposals (RFP) for consultant services for CEQA/NEPA documentation and processing. On April 21, 2021 Environmental Services staff issued a Request for Qualifications/Proposals (RFQ/P) for Consultant Services for CEQA Documentation and Processing. Engineering staff provided support. Proposals are due on May 21, 2021.

On March 29, 2021, Board President Michael Mobley, Mauricio Guardado, Maryam Bral, Dan Detmer, Robert Richardson and Yan Qu with Trussell Technologies met with U.S. Navy staff at the Seawater Desalination Test Facility (SDTF) located on Naval Base Ventura County Port Hueneme. The objective of the tour was to better understand the Navy's testing facilities and capabilities which could facilitate small scale pilot testing for the project in the near future.

In March 2021, Engineering staff tasked Trussell Technologies with attending the SDTF tour, conducting an extended desktop treatment process modeling evaluation (\$80,000) that will be used in the development of a test plan for future pilot scale testing. A Notice to Proceed was issued to Trussell Technologies on April 22, 2021.

On April 26, 2021, staff received, compiled and reviewed fourth quarter special sampling results that was conducted at select monitoring wells on Naval Base Ventura County Point Mugu in March 2021.

- ***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.

In March, staff received the 95% plans and specifications for utilities relocation, including the District’s 30-inch pipeline. Staff is currently reviewing the design documents and is planning to provide comments to Kennedy Jenks in May. Per the design documents, approximately 800 linear feet (LF) of the exiting 30-in concrete cylinder pipe will be replaced with cement mortar lined and coated steel, 5/16-in thick. The new pipe will have two isolation valves and a 24-in access for inspection. In addition, the new segment will have a blow off system and a combination air vacuum valve. In addition, the 8-in irrigation pipe from Turn Out No. 129, located north of the PTP Well Site No. 4, will be abandoned in place, and replaced with new 1256 LF 8-in C-900 DR-25 irrigation line. The new line will be routed along the Old Rice Avenue and turn easterly along 5th Street and will be encased in a 20-in steel casing where it crosses the new East Connector Rd east of the new Rice Avenue.

- ***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.

O&M made progress to resolve communication issues with the equipment supplier and radio manufacturer and also set-up a test site at PTP Well No. 2. On March 24, staff prepared the progress report for Invoice No. 9 to the Department of Water Resources for reimbursement under the Proposition 1 Agricultural Water Use Efficiency Grant. The total State funds expended to date is \$425,287.50. As of April 30, 28 of 61 (46%) meters have been installed and 14 of 41 (34.1%) easement acquisitions have been obtained. In April, staff negotiated with right-of-way acquisition consultant Hamner, Jewell & Associates and subconsultant Stantec on the scope of work and fee for finalizing easement documents at seven (7) turnout locations that were partially prepared by Jensen Design & Survey.

- ***Pothole Trailhead (CIP Project # 8023)*** – Final completion of the project was achieved on January 7, 2021. A notice of completion was recorded with the Ventura County Recorder's Office. On February 22, staff conducted a coordination meeting with the USFS to discuss the opening of the Juan Fernandez gate and Piru Canyon Road beyond. The USFS decided to move forward with opening of the Juan Fernandez Gate on March 1, 2021. The Pothole Trailhead Parking area will now be accessible to the public by motorized vehicle. District Ranger staff are prepared to operate and maintain the facility as well as patrol the newly open stretch of Piru Canyon Road on a frequent basis. The District is responsible for the operation and maintenance of the facility in perpetuity. A Notice of Completion was e-filed with FERC on March 1, 2021 to provide confirmation that the District has fulfilled its obligations per Article 411 of the FERC License.

The next steps would be for the District to execute an easement to the Forest Service in perpetuity for the public use of the trailhead parking area as well as the stretches of the Pothole Trail that traverse District Property. Districts legal counsel has begun work to draft these two documents. In addition, staff have been working with the Forest Service to develop content for an interpretative sign structure. The sign structure will be installed in June 2021.

- ***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 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 been 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 (City) on December 13. Staff reviewed the agreement and provided comments to the City on January 13, 2021.

Staff received the official final draft copy of the SWP Interconnection Joint Agencies Agreement (Agreement) from the City of Ventura on February 16. The Agreement included United's the latest comments by United, Casitas Municipal Water District and Calleguas Municipal Water District.

The City staff presented the Agreement to the Ventura Water Commission on February 23 and was requested to add two revisions to the Agreement, a "Dispute Resolution" clause and a better definition for "reasonable judgement" in Section 11- Protection of Facilities of the Agreement. The Water Commission otherwise recommended the City Council to consider approving the revised Agreement. The City invited the other three parties to provide their suggestions for the requested revisions. The City staff modified the Agreement accordingly and provided the revised draft Agreement to United and Casitas on April 13.

Engineering Staff is planning to present the modified draft Agreement to the Engineering and Operations Committee, then to the Board of Directors for their approval in May. Staff attended the March 5th project progress meeting with the City of Ventura, Casitas, Stantec and HDR Engineers. Stantec discussed the project progress, including the completion of the topographic survey north of Santa Clara River and continued corrosion analysis and testing in the northern segment of the proposed alignment), upcoming geotechnical borings in Santa Clara River and a proposed alignment included in a draft technical memorandum (TM). Staff will review the draft TM and provide comments to the City.

In addition, the final hearing for the CWIN lawsuit which was scheduled for March 15 was postponed to April 12. The judge ruling is supposed to be made available no later than 90 days from the date of the final hearing date. Calleguas will be waiting on the judge ruling on the CWIN case before presenting the draft agreement to their Board, Casitas may want to wait on the approval of Casitas Comprehensive Water Resources Plan before presenting the draft Agreement to their Board. Approval by the City Council will be the final step.

- ***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.

DOD Construction began start construction of the Grand Canal hydraulic improvements on April 15 and has begun submitting submittals for the work, the anticipated completion date is end of June.

- ***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.

On December 11, 2020, the District sent a letter to Mr. Alexander Nguyen (City Manager for the City of Oxnard) acknowledging recycled water as an important source of water to the region, and also reminding the City of its obligation under the “Full Advanced Treatment Recycled Water Management and Use Agreement” to design, permit and construct one recycled water connection to the PTP system. On January 20, 2021, the City of Oxnard Office of the City Manager responded to the District’s letter stating that the City did not commit to a particular timeline for the connection to the PTP system and acknowledged the regional role of Oxnard and UWCD and working together. On January 25, 2021, the City of Oxnard City Council approved three appointment items:

- Construction contract with Blois Construction, Inc. in the amount of \$13,713,961 for the Hueneme Road Recycled Water Pipeline Phase II (Rebid 2) Project.
- Construction contract with Speiss Construction Co., Inc. in the amount of \$4,167,000 for the ASR (Aquifer Storage Recovery) Well No. 1 (Rebid) Project.
- 2021 Water Revenue Bonds in the principal amount of \$30,000,000.

In January 2021, 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”). Discussion involved conducting a data collection effort of existing supplies and demands within the area to better determine the volume and timing of potential non-utilized water in the area which could be put to beneficial use. In February 2021, staff prepared a data request to assist in the quantification of available recycled water within the Camrosa Water District (Camrosa) and Camarillo Sanitary District (CSD) service areas. The data request will facilitate future discussions with Camrosa, CSD and the Pleasant Valley County District (PVCWD).

- ***Oxnard Hueneme System Backup Generator (CIP #8036)*** – At the January 13, 2021 Board meeting, the Board approved staff to file a CEQA Notice of Exemption (NOE), subsequently the NOE was filed on January 19. On January 15th, staff submitted the first quarterly report to CalOES as part of the CalOES Hazard Mitigation Grant Program (HMGP) requirements. On January 15, staff released the invitation for bids for purchasing a new 800kW diesel powered emergency generator and for the construction of the Oxnard Hueneme System Backup Generator project. Addendum No. 1 to the bid documents was issued on January 19 which included structural design documents. On January 25, staff held a mandatory pre-bid job walk inspection meeting for the OH System Backup Generator Project. With only one contractor in attendance, staff in consultation with the Legal Counsel issued Addendum No. 2 on January 28 that postpone the bid due date to February 22 to ensure the receipt of several bids. As part of Addendum No. 2, staff included the District’s COVID-19 response plan in the bid documents and requested hard copy bids. On February 1, staff submitted a reimbursement request in the amount of \$2,160.29 to CalOES and received Notification of Payment from CalOES on February 16. Also on February 1, staff received two quotations for the new generator from Quinn Electric (Quinn) and from Cummins. After completing the selection process, staff accepted Quinn’s quotation which was \$12,162.69 less than Cummin’s quote and issued a purchase order in the amount of \$203,159.65 to Quinn on February 24 for the purchase of the new generator.

On February 17, staff issued Addendum No. 3 which shifted the responsibilities related to the removal of the existing 750 kW diesel generator from the Contractor to the District.

On February 22, the District received three bids from Oilfield Electric, Pacific Industrial Electric and Taft Electric. Staff identified the lowest responsive bidder to be Oilfield Electric and Motor (Oilfield) and made a recommendation to the Board of Directors. On March 10, following the Board of Directors approval, staff issued a notice of award to Oilfield for construction of the project. The contract agreement (Agreement) with Oilfield was fully executed on March 24.

On March 26, staff prepared and submitted to CalOES a request for budget increase and time extension. Staff requested a budget increase of \$165,784.00 to the current grant amount to accommodate the revised project cost estimate. In addition, due to the anticipated long lead time for the electrical equipment and per CalOES recommendation, staff submitted a request to extend the project completion due date by four (4) months (to December 24, 2021). However, staff will continue pursuing August 26, 2021 as the project completion date.

On April 1, staff issued Change Order No. 1 to the Agreement in order to adjust the project duration from thirty-eight (38) working days to one hundred and one (101) working days. Adjustment to the project time will allow Oilfield to immediately start the procurement and submittal process of the long lead electrical equipment to ensure the availability of the equipment and to prevent any delays in manufacturing and delivery due to COVID-19 uncertainties. Change Order No.1 will not impact the project completion date by August 26, 2021 nor the original construction contract cost. On April 2, staff issued a notice to proceed to Oilfield. A virtual pre-construction meeting was held between staff, Oilfield, Phoenix Civil Engineering (project construction manager), and Lucci & Associates (project design consultant).

On April 15, staff prepared and submitted the second quarterly report covering the period from January 1 to March 31, 2021 to CalOES. On April 21, the existing generator was removed. The second reimbursement request in an amount of \$72,888.65 was submitted to CalOES on April 24. Staff followed-up with CalOES on the budget increase and the time extension requests. As of April 29, Oilfield prepared and submitted a total of 18 of 22 submittals of the long lead items. The submittals were reviewed by staff, the project construction manager, and the design consultant. The responses to these submittals were sent to Oilfield to proceed accordingly.

Staff and the project team coordinated meeting with Southern California Edison (SCE) to discuss the power shutdown during construction. The meeting will be held on May 4 at the project site. Additionally, On April 14 and 28, staff prepared and submitted an Outage Request Form and a Request for Actual Short Circuit Duty or Data for an Arc Flash Study to SCE.

- ***Emergency Power Supply for UWCD Drinking Water Treatment and Supply Facilities***

Staff's application for the CalOES Grant Program for Community Power Resiliency Allocation to Special Districts that was submitted in 2020 was successfully accepted for the grant. The grant award of \$198,612 was received in March 2021. This will allow the District to install small backup generators at the Lake Piru Water Treatment Plant, at the Flocculation Building and at the Santa Paula Communication Tower. Staff has prepared Motion Item No. 4.5 for Board's consideration requesting the Board considers approving the CEQA Notice of Categorical Exemption determination for the project.

CASH POSITION AND INVESTMENTS OF THE DISTRICT

As of March 31, 2021, the District had a total of just over \$ 51.7M 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:

	Mar 31, 2021	Mar 31, 2020
Local Agency Investment Fund (LAIF)	\$ 30,608,927	\$ 28,775,519
Union Bank – 2020 COP Project Account	\$ 19,006,332	\$ 0
Union Bank – 2001, 2005, 2009 Account Balances	\$ 0	\$ 815,685
Bank of the Sierra Checking Account	\$ 2,080,074	\$ 2,437,072
County Treasury	\$ 1,444	\$ 392
Petty Cash	\$ 1,800	\$ 400
Total	<u>\$ 51,698,578</u>	<u>\$ 29,755,225</u>

Approximately \$815K was held by Union Bank as trustee in reserve for future debt payments March 31, 2020 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 \$ 32.7M 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

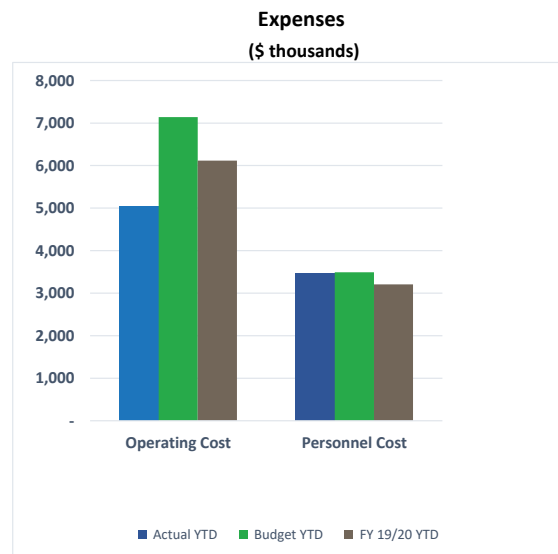
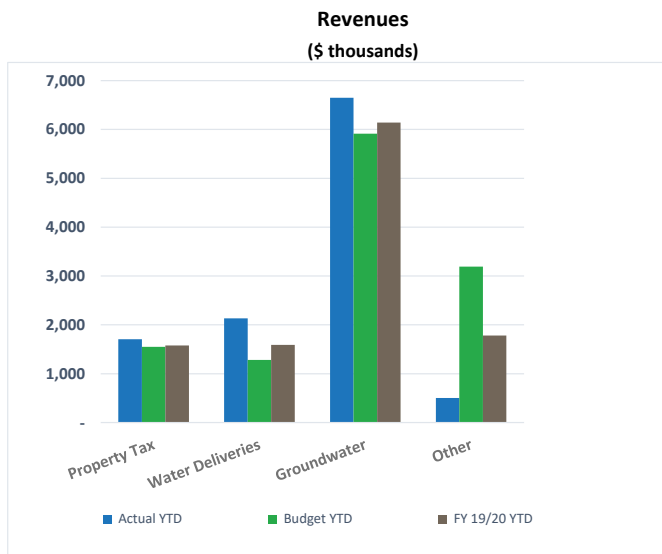
FY 2020-21 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

75% of Fiscal Year Completed

General/Water Conservation Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	2,133	1,283	851	66%	1,589	544	34%
Groundwater	6,648	5,915	732	0%	6,141	507	8%
Supplemental Water	0	0	0	0%	1,840	(1,840)	0%
Property Taxes	1,707	1,548	159	10%	1,576	132	8%
Earnings on Investments	25	79	(53)	-68%	268	(243)	-91%
Other	610	3,194	(2,584)	-81%	1,782	(1,172)	-66%
Transfers in		0	0	0%	2	(2)	0%
Total Revenues	11,123	12,018	(895)	-7%	13,198	(2,075)	-16%
Expenses							
Personnel Costs	3,472	3,492	(20)	-1%	3,205	267	8%
Operating Expenditures	5,044	7,140	(2,096)	-29%	6,117	(1,072)	-18%
Capital Outlay	394	522	(128)	-24%	54	341	633%
Transfers out	499	3,382	(2,883)	-85%	3,264	(2,765)	-85%
Total Expenses	9,409	14,537	(5,128)	-35%	12,639	(3,230)	-26%
Net Surplus / (Shortfall)	1,714	(2,519)	4,233	-168%	559	1,155	207%



Revenue Status vs. Budget

- Revenue received through third quarter \$895K (\$7%) below Plan primarily due to proceeds from financing of \$2.9M which will be allocated in Q4, offset by groundwater revenue \$732K above Plan and pipeline deliveries \$851K above Plan. 8,092 AF more delivered than Plan for three pipelines combined including 3,106 AF more for PV
- Property taxes \$159K above plan.
- Earnings on investments were \$70K under plan due to a GAAP market value adjustment to LAIF of \$63K in addition to a steep reduction in the rate of return.
- Other Revenue increases included conservative budgeting of Hydroplant revenue \$57K, Lake Piru fees and reservations revenue \$90K and easement revenue \$30K from So Cal Gas.

Revenue Status vs. Prior Year

- Q3 Revenue \$2.1M (16%) lower than PY primarily due to Supplemental Water revenue of \$1.8M received for Fox Canyon GMA and a refund of legal fees of \$1.3M.
- Offsetting the decrease in revenue were increases in pipeline (\$544K) and Groundwater \$507K deliveries. Additionally, there were current year recreation revenues of \$99K and none in the PY due to direct management of recreation activities by District staff rather than the use of a concessionaire. Lastly, property taxes are higher by \$132K in the current year.
- Earnings on investment \$243K lower than PY due to GAAP market value adjustment and lower market rates in the current year (2.03% to .44%).

FY 2020-21 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

75% of Fiscal Year Completed

General/Water Conservation Fund - Continued

Appropriation/Expenditure Status vs. Budget

- Total Expenditures were \$5.1M (35%) under Plan primarily due transfers out for CIP \$2.9M, which will be allocated in Q4 after the issuance of the 2020 COPs. Contributing to the variance is savings in Professional Fees \$990K from the under-utilized Admin and Finance consulting budget and FERC – Fish Passage and quagga expenditures which were significantly less than estimated. Finance profesional fees will be utilized in Q4 for annual rate analysis while Admin and Environmental expenses are expected to come in significantly under budget.
- Maintenance and Supplies were \$473K 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, some of which are expected to catch up by the end of the fiscal year. Other maintenance will not as the mild year translates to fewer emergencies. Travel expense also significantly under budget \$118K due to training being performed online.
- Overhead costs were \$383K under budget due to the vacant AGM position and lower consulting costs, plus Covid considerations and delays in invoicing. Staff expects the invoicing to catch up toward the fiscal year end while the personnel and Covid-related overhead underrun will remain under budget.
- Capital Outlays were \$128K under budget primarily due to funds recently budgeted to Recreation for customer operations. This is a timing issue which is expected to catch up by year end.

Appropriation/Expenditure Status vs. Prior Year

- Expenditures \$3.2M (26%) lower than PY. Primarily due to transfers out for CIP of \$2.9M which will be allocated in Q4, partially offset by higher personnel costs \$267K and capital expenditures \$341K compared to PY.
- Professional fees \$579K lower than PY. Charges for supplemental water are \$817K lower than in PY due to a larger purchase in FY 19-20 and the delay in billing by DWR for this year's supplemental water purchase. Decrease is slightly offset by an increase in legal fees \$241K in the current fiscal year. Principal and interest payments were down \$1.1M due to bonds 2001 2005 and 2009 refunded in November while financing costs were up \$653K due to payoff costs.
- Salary expenses were up \$267K due to COLA increase and more water staff time spent on water conservation activities compared to PY.
- Insurance premiums increased by \$62K and maintenance costs exceeded PY by \$48K. This was offset by lower travel costs (\$71K) due to covid and lower permit/licensing fees (\$60K) which staff believes should catch up by year end.
- Capital outlays were up \$341K due primarily to the Eddy Pump purchase along with new O&M service truck \$134K and recreation vehicles.

Fund Balance

The projected ending undesignated working capital balance at the end of FY 20-21 is \$6.2M.

The District's reserve policy requires a \$4 - \$5 million minimum undesignated balance which is projected to be met.

FY 2020-21 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

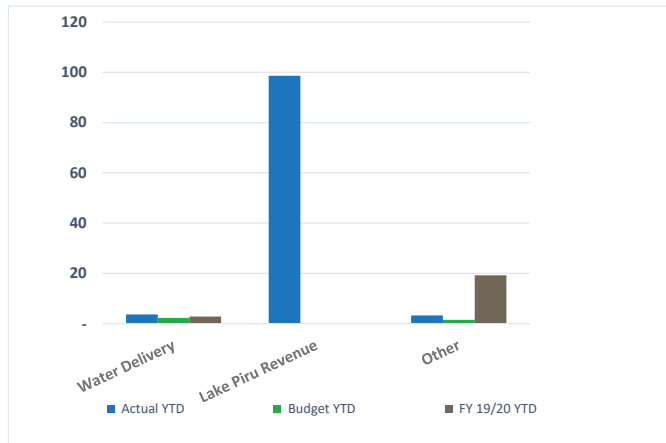
75% of Fiscal Year Completed

Recreation Sub-Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	4	2	1	62%	3	1	29%
Earnings on Investments	0	0	0	0%	0	0	0%
Lake Piru Revenue	99	0	99		0	99	
Other	3	1	2	120%	19	(16)	-83%
Total Revenues	106	4	102	2716%	22	84	379%
Expenses							
Personnel Costs	433	443	(10)	-2%	375	58	15%
Operating Expenditures	570	589	(19)	-3%	529	41	8%
Capital Outlay	101	201	(100)	-50%	5	96	2095%
Transfers out	405	405	0	0%	332	74	22%
Total Expenses	1,510	1,639	(129)	-8%	1,240	269	22%
Net Surplus / (Shortfall)	(1,404)	(1,635)	231	-14%	(1,218)	(186)	15%

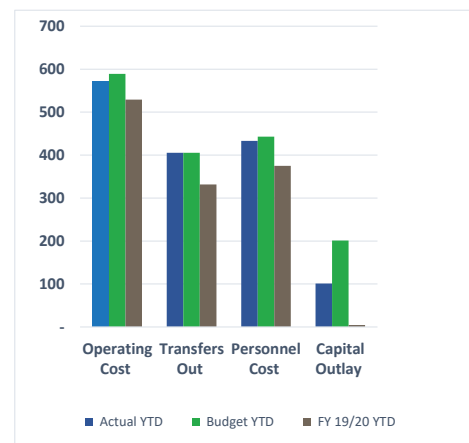
Revenues

(\$ thousands)



Expenses

(\$ thousands)



Revenue Status vs. Budget

- Revenue received through 3rd quarter significantly above Plan \$102K since the district has taken over Lake Piru operations from PMC. Revenue primarily coming from Lake Piru Day Use, Camping, and Boating fees and reservations \$99K through Q3.

Revenue Status vs. Prior Year

- Q3 Revenue \$84K (379%) over PY due to increase in fees and reservations slightly offset by decrease in filming revenue because of Lake Piru closure and Covid restrictions.

Appropriation/Expenditure Status vs. Budget

- Total expenditures \$129K (8%) under budget due to a recent budget transfer of \$100K from General Fund to support a variety of expenses including staffing, general maintenance, purchase of equipment and other expenses associated with managing Lake Piru operation after termination of PMC's concessions agreement. Savings from Maintenance \$38K expected to be used by end of the fiscal year.

Appropriation/Expenditure Status vs. Prior Year

- Expenditures \$269K (22%) higher than PY.
- Personnel and Operating Costs higher in current year due to the district taking over Lake Piru operations. The district has hired additional part time Rangers and maintenance and supplies costs have increased. Capital Outlays are also higher due to the purchase of a Recreation truck, Utility Vehicles, and equipment because of the transition.
- Professional fee payments to PMC Concessions were \$65K higher in the current FY due to Covid-related closures at the lake resulting in lower revenue for the concessionaire.
- Offsetting the increases was an \$85K decrease in premium payments on the 2009 bond, due to the recreation sub-fund's portion of the debt being paid of in FY

FY 2020-21 Third Quarter Financial Review

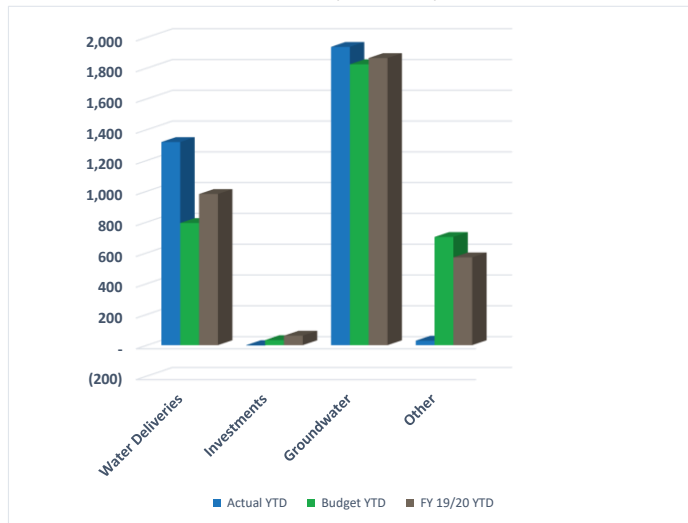
July 1, 2020 through March 31, 2021

75% of Fiscal Year Completed

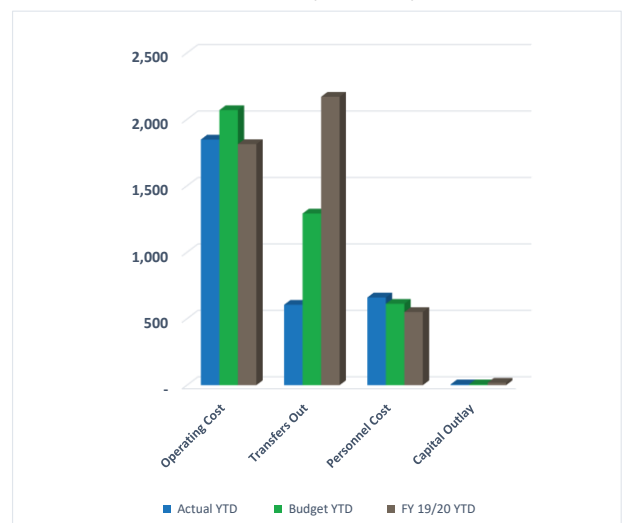
Freeman Diversion Fund (Zone B)

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Groundwater	1,937	1,824	113	6%	1,865	73	4%
Water Delivery	1,319	793	526	66%	981	338	34%
Earnings on Investments	(2)	33	(35)	-107%	61	(64)	-104%
Other	32	702	(670)	-95%	570	(538)	-94%
Transfers in	0	0	0	0%	0	0	0%
Total Revenues	3,286	3,352	(66)	-2%	3,477	(191)	-5%
Expenses							
Personnel Costs	660	612	48	8%	550	110	20%
Operating Expenditures	1,848	2,069	(221)	-11%	1,813	35	2%
Capital Outlay	6	6	(0)	0%	18	(12)	-68%
Transfers out	605	1,292	(687)	-53%	2,170	(1,565)	-72%
Total Expenses	3,118	3,979	(861)	-22%	4,551	(1,433)	-31%
Net Surplus / (Shortfall)	168	(627)	795	-127%	(1,074)	1,242	-116%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget

- Total Q3 YTD Revenue \$3.29M, down \$66K from Plan (2%)
- Decrease primarily due to a delay in proceeds from financing (\$687K) due to timing of Emergency Generator, Recycled Water Replenishment and SCADA Hardware capital improvement projects
- Lower earnings on investments (\$35K) were due to a GAAP market value adjustment to LAIF
- Offsetting this decrease were higher volumes of pipeline deliveries which generate in-lieu pumping charge revenue--\$526K over Plan
- Total pipeline deliveries were up 8,104 AF (76%) compared to budgeted 10,705 AF
- Groundwater pumping revenue was also \$113K (6%) higher than Budget due to higher-than-Plan M&I pumping offsetting Ag pumping which was 7% below Plan

Revenue Status vs. Prior Year

- Current year lower by \$191K (5%)
- Decrease from previous fiscal due to a City of Ventura Refund of Judgement (\$543K) received during Fiscal Year 2019-2020
- Offsetting decrease were higher pipeline delivery (\$338K) and groundwater (\$73K) revenue in Fiscal Year 2020-21 on higher volumes at same rates
- Pipeline deliveries were up 5,436 AF (41%) YTD vs prior year
- Earnings on Investments \$64K lower than PY due to GAAP market value adjustment and lower market rates in the current year



FY 2020-21 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

75% of Fiscal Year Completed

Freeman Diversion Fund (Zone B) - continued

Appropriation/Expenditure Status vs. Budget

- Total expenditures \$3.12M, \$861K (22%) 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 (\$221K) than Budget. Decrease in operating expenditures are primarily related to maintenance (\$86K), equipment rentals (\$61K), fuel (\$21K) and permits and licenses (\$12K)
- Delay in operating expenditures partially due to Covid-19, however, may pick up by the end of the fiscal year
- Overhead costs also under budget by \$97K due to timing difference
- Offsetting decrease are ongoing District legal fees (\$108K) for Wishtoyo, City of Ventura and HCP
- Personnel Costs were also \$48K higher than Plan due to an increase in work performed in Environmental Issues, Freeman Diversion and Freeman Fishery projects

Appropriation/Expenditure Status vs. Prior Year

- Total Expenditures are \$1.43M (31%) below PY
- Decrease largely due to a decrease in transfers-out for CIP projects (\$1.57M)
- Lower transfers-out partially due to a delay in funding and multiple projects being completed last fiscal year
- Offsetting decrease are higher personnel cost of \$110K 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
- The Proposed FY21-22 Budget will contain plans for rebuilding Fund reserves back to the required levels.

FY 2020-21 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

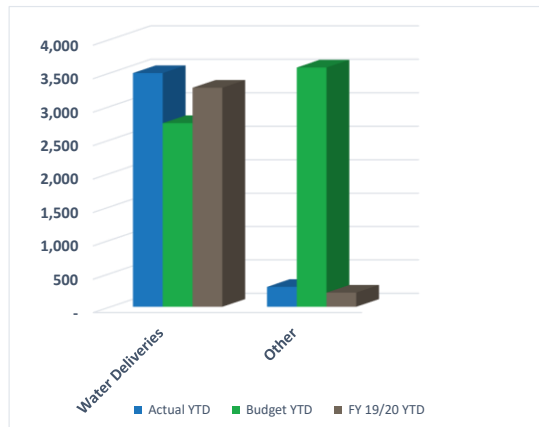
75% of Fiscal Year Completed

Oxnard Hueneme Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	3,496	2,748	748	27%	3,277	219	7%
Earnings on Investments	(4)	15	(19)	-127%	41	(46)	-110%
Grants	6	225	(219)	-97%	0	6	0%
Other	302	3,563	(3,262)	-92%	170	132	77%
Total Revenues	3,799	6,551	(2,752)	-42%	3,488	311	9%
Expenses							
Personnel Costs	688	586	102	17%	684	4	1%
Operating Expenditures	1,625	2,112	(487)	-23%	1,602	23	1%
Capital Outlay	36	58	(23)	-39%	145	(110)	-76%
Transfers out	1,610	5,232	(3,622)	-69%	705	905	128%
Total Expenses	3,959	7,988	(4,029)	-50%	3,137	822	26%
Net Surplus / (Shortfall)	(160)	(1,437)	1,277	-89%	351	(511)	-145%

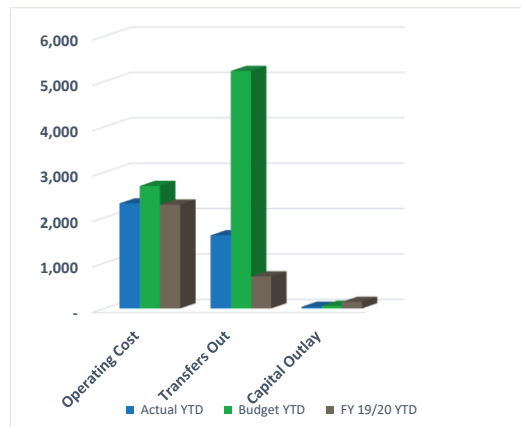
Revenues

(\$ thousands)



Expenses

(\$ thousands)



Revenue

- Water Delivery Revenue \$748K (27%) higher than Budget. 3,745 AF (53%) more delivered than Plan. Deliveries exceed prior year by \$219K (2,340 AF). The decrease in variable rates made the dollar revenue increase less than the actual deliveries.
- Grants under Plan by \$219K. Grant for Fe & Mn treatment; revenue will not be earned until construction begins later in FY21-22.
- Fox Canyon revenues up \$78K (39%) over budget and \$133K (92%) over prior year on water volumes and increase in FCGMA rates.
- Investment revenue \$19K under budget and down \$46K compared to last year due to a \$19K GAAP market value adjustment to LAIF this year and a 78% lower rate of return than last year.
- Total revenue under budget by \$2.8M due to timing of financing transfers.

Expenses

- Maintenance under budget by \$108K and Equipment under by \$59K. These are primarily timing issues and lower corrective action maintenance events.
- Overhead costs \$77K under budget and \$38K below last FY. This is primarily due to the vacant AGM position and lower consulting costs culminating in lower overhead expenses.
- Transfers out under budget by \$3.6M due primarily to delayed Fe & Mn treatment project.
- Salaries \$102K and electricity \$102K over budget due to higher OH deliveries and additional time spent on OH pipeline plus higher KWH rate charges. Utilities \$170K over last FY.
- 2001/2005 bond premium & interest costs under budget by \$161K due to bond refund and refinancing.
- Capital Outlays while \$23K under budget, are \$110K lower compared to last year. This is primarily due to \$99K for rehab work on OH well #8 in prior year.

Fund Balance

The projected fund balance at the end of FY 20-21 is \$3M.

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 Third Quarter Financial Review

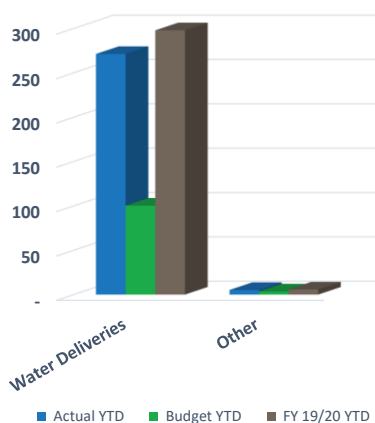
January 1, 2021 through March 31, 2021

75% of Fiscal Year Completed

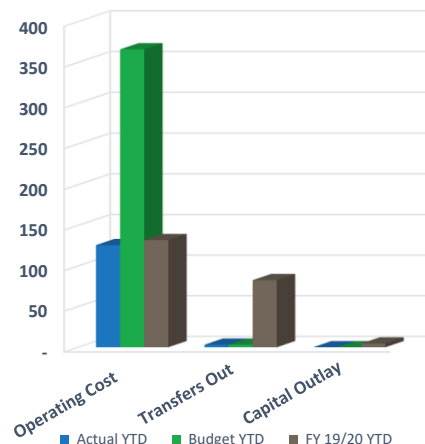
Pleasant Valley Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	271	100	171	170%	298	(27)	-9%
Earnings on Investments	(0)	3	(3)	-102%	9	(9)	-101%
Other	5	4	2	47%	6	(0)	-9%
Total Revenues	276	107	169	158%	313	(36)	-12%
Expenses							
Personnel Costs	61	34	27	78%	38	22	58%
Operating Expenditures	65	332	(267)	-80%	93	(28)	-30%
Capital Outlay	0	0	0	0%	5	(5)	-100%
Transfers out	3	3	0	0%	83	(80)	-96%
Total Expenses	129	369	(240)	-65%	219	(90)	-41%
Net Surplus / (Shortfall)	147	(262)	410	-156%	93	54	58%

Revenues (\$ thousands)



Expenses (\$ thousands)



Revenue

- Water delivery was \$271K (3,106 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 revenue less than prior year by \$27K due to lower fixed rate. Staff anticipates water delivery revenue to continue to be above Budget in fourth quarter.

Expenses

- Operating expenditures under Budget by \$267K this fiscal year and down \$28K from prior year. Decrease is primarily due to \$225K budgeted for PV reservoir maintenance which is expected to be used later in current fiscal year.
- Transfers out lower than last fiscal year are higher by \$80K due to new headquarters.
- Personnel costs up \$27K over Plan and up \$22K from prior year due to several factors including two new O&M Recharge Worker hires, one O&M Intern hire and an internal employee promotion, with higher allocations of staff time to PV work.

Fund Balance

- The projected fund balance at the end of FY 20-21 is \$217K.
- The District's reserve policy requires an undesignated balance of \$262K for this fund, which is not projected to be met, due to additional maintenance work performed in FY 20-21. The Proposed FY 21-22 Budget will contain plans for rebuilding the Fund reserves back to the required levels.

FY 2020-21 Third Quarter Financial Review

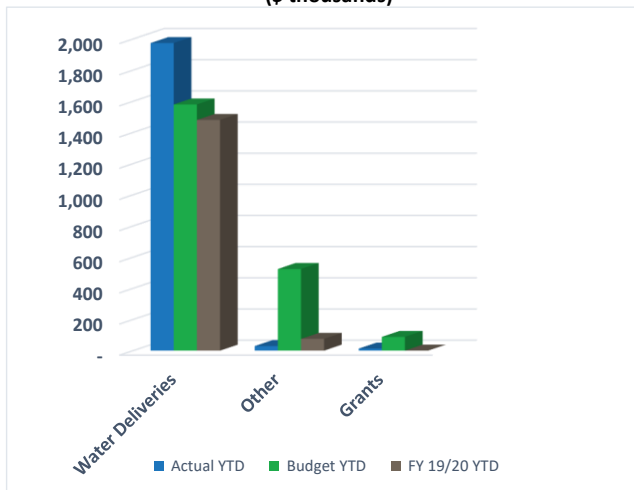
July 1, 2020 through March 31, 2021

75% of Fiscal Year Completed

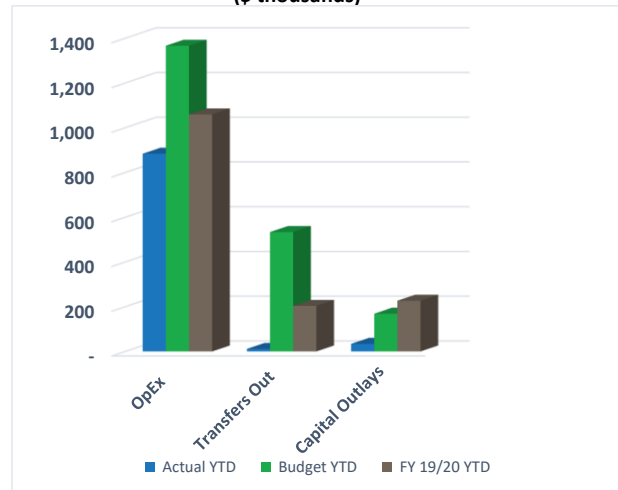
Pumping Trough Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	1,974	1,579	394	25%	1,480	493	33%
Earnings on Investments	2	8	(6)	-79%	18	(16)	-91%
Grants	13	88	(75)	-85%	0	13	0%
Other	27	516	(489)	-95%	57	(30)	-52%
Total Revenues	2,016	2,191	(176)	-8%	1,556	460	30%
Expenses							
Personnel Costs	282	278	5	2%	293	(11)	-4%
Operating Expenditures	601	1,089	(487)	-45%	766	(165)	-21%
Capital Outlay	34	169	(135)	-80%	227	(193)	-85%
Transfers out	11	534	(522)	-98%	204	(192)	-94%
Total Expenses	929	2,069	(1,140)	-55%	1,490	(561)	-38%
Net Surplus / (Shortfall)	1,087	123	964	786%	66	1,021	1543%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue

- Revenue received through Q3 \$2.02M, down \$176K (8%) 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 \$56K 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 third quarter
- Compensating for revenue decrease are higher than expected pipeline deliveries (25%). 3,570 AF pipeline deliveries were expected to be delivered through the third quarter of FY 2020-21, but 4,811 AF were made. This resulted in \$394K additional revenue.



FY 2020-21 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

75% of Fiscal Year Completed

Pumping Trough Pipeline Fund (Continued)

Revenue Status vs. Prior Year

- Current fiscal year revenues up \$460K (30%) compared to last fiscal year
- Primarily due to an increase of 904 AF pipeline deliveries (\$493K) 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 (\$30K) and earnings on investments (\$16K) due to lower market rates in the current year

Expenses

- Total expenditures \$929K, \$1.14M (55%) below Plan
- Primarily due to lower than planned transfers-out (\$522K) to capital improvement projects
- Operating expenditures (\$487K) and capital outlay (\$135K) were also under Budget
- Maintenance \$133K below Plan this year due to delays caused by Covid-19, as well as less than projected maintenance on corroding PTP turnouts. However, activity expected to pick up by the end of the fiscal year
- Electricity \$138K under Budget due to considerable surface water deliveries (4,148 AF) through the third quarter, which resulted in less time running PTP wells
- General and administrative expense were also \$58K lower than Budget due to timing difference
- Fox Canyon expenses down \$45K, which also due to more surface water deliveries
- Slightly offsetting decrease are higher than expected personnel cost (\$5K). Personnel increase due to a rise in remote training for Covid-19 and an unanticipated payroll in December 2020.

Expense Status vs. Prior Year

- Compared to last fiscal year, expenditures are lower by \$561K (38%)
- Primarily due to capital outlay being \$193K 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 (\$192K) 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
- Operating expenditures (\$165K) lower in current fiscal year due to a decrease in utility and maintenance expenses, which is slightly correlated to Covid-19

Fund Balance

- The projected ending balance is \$692K. 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 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

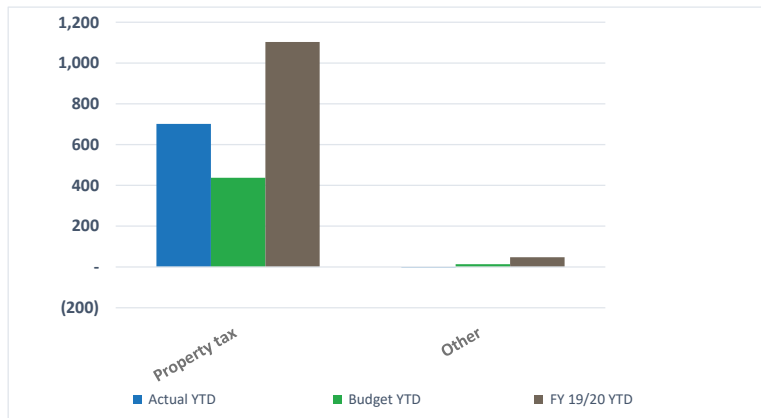
75% of Fiscal Year Completed

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	(2)	14	(16)	-116%	44	(46)	-105%
Other	702	437	265	61%	1,108	(406)	-37%
Total Revenues	700	451	249	55%	1,152	(452)	-39%
Expenses							
Personnel Costs	0	0	0	0%	0	0	0%
Operating Expenditures	776	1,356	(580)	-43%	655	121	18%
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	776	1,356	(580)	-43%	655	121	18%
Net Surplus / (Shortfall)	(76)	(905)	829	-92%	497	(573)	-115%

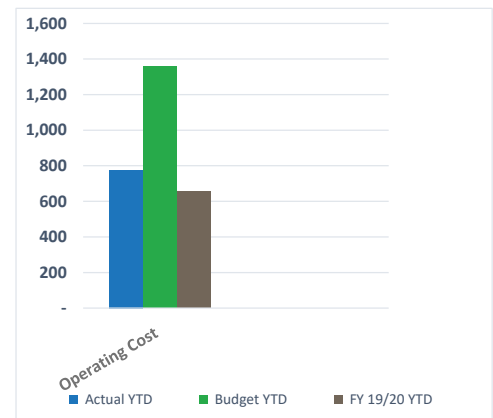
Revenues

(\$ thousands)



Expenses

(\$ thousands)



Revenue

- Total revenues \$249K (55%) higher than budgeted.
- Property tax revenues \$265K (61%) over budget primarily due to passthrough and residual taxes not being budgeted for. Revenue requested of State Water \$435K (43%) lower than previous year due to build up fund balance from previous years' unavailable Table A allocation.
- Investment earnings through Q3 was on budget except for a GAAP market value adjustment to LAIF of \$15K. Including the GAAP adjustment, there was a \$46K (105%) decrease in earnings income compared to last year predominantly due to a 78% lower rate of return on assets held with LAIF.

Expenditures

- Total expenditures \$580K (43%) lower than budgeted, due to 25% Table A allocation. Additionally, variable charges by DWR fluctuate from one year to the next and can be unpredictable.
- Compared to last year, expenditures higher by \$121K (19%). 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 \$2.7M.

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). The Proposed FY21-22 Budget takes this into account with a reduced projection in revenues from the county.

FY 2020-21 Third Quarter Financial Review

July 1, 2020 through March 31, 2021

75% of Fiscal Year Completed

Overhead Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Expenses							
Personnel Costs	2,060	2,298	(238)	-10%	1,973	87	4%
Operating Expenditures	848	1,099	(251)	-23%	932	(84)	-9%
Capital Outlay	0	0	0	0%	45	(45)	0%
Total Expenses	2,907	3,397	(489)	-14%	2,949	(41)	-1%

Expenses

(\$ thousands)



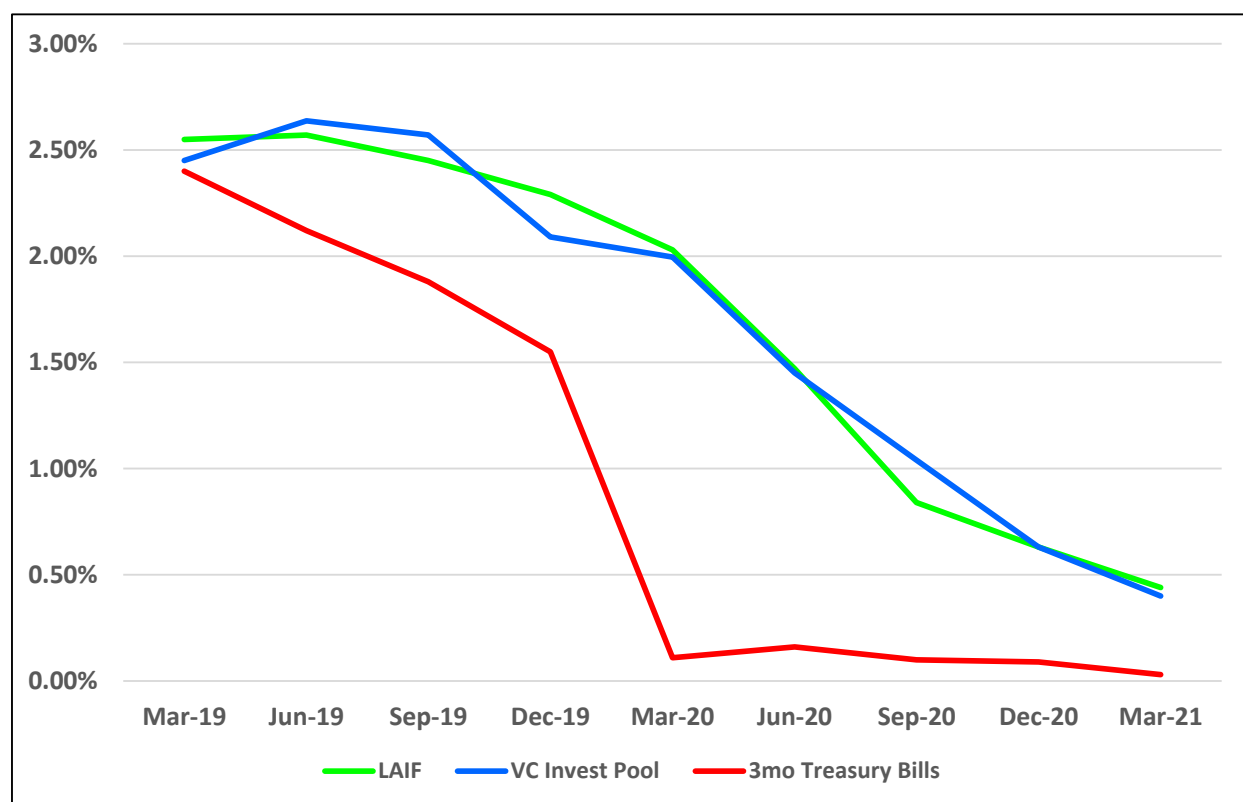
Expenses

- Expenditures under budget by \$489K (14%).
- The largest savings were in Personnel due to the vacant Assistant General Manager position and lower benefits expenses, and Consulting services for Admin/Finance (\$187K). Costs for Admin consulting under-utilized and financial advisory services also under-utilized, as some of these costs were included in debt issuance.
- Compared to prior year, expenditures are lower by \$41K (1.4%). Although Assistant General Manager position has been vacant, Personnel costs still up by \$87K 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 offset by decrease in Professional fees \$37K, Maintenance costs \$35K, and Travel and Training \$22K due to Covid-19 restrictions.

United Water Conservation District															
CURRENTLY APPROPRIATED CAPITAL IMPROVEMENT PROJECT PLAN															
FY 20-2021 Available Appropriations as of March 31, 2021															
							Total	Appropriations			Expended and Encumbered			% of Total	
			1st	1st	Expected		Est Project	Total Approp	Suppl	Total				Est Project	Remaining
Project Description	Fund #	Proj #	Budget Year	Activity Date	End Year	Class	Cost (000s)	Approved thru FY 2019-20	Approp FY 20-21	Approp to Date	Total as FY 2019-20	Current FY 20-21	Total to date	costs spent to date	Appropriations FY 20-21
Well Replacement Program Well #18	452	8000	2015-16	08/06/15	2021	I	1,590	875,705	714,429	1,590,134	632,134	486,529	1,118,663	70.36%	471,471
Freeman Diversion Rehab	421	8001	2009-10	03/23/11	2024	II&IV	73,966	8,376,614	589,294	8,965,908	4,231,103	2,231,111	6,462,214	8.74%	2,503,694
SFD Outlet Works Rehab		8002	2007-08	04/20/11	2025+	I&II	53,390	3,743,353	1,297,194	5,040,547	2,669,751	1,876,920	4,546,671	8.52%	493,876
SFD PMF Containment		8003	2008-09	06/22/09	2025+	II	42,520	3,861,136	1,052,369	4,913,505	2,606,665	1,917,889	4,524,553	10.64%	388,952
SFD Sediment Management		8005	2013-14	05/28/14	2022	II	175	94,954	-	94,954	60,341	2,193	62,534	35.73%	32,420
Lower River Invasive Species Control	471	8006	2015-16	08/06/15	2023	IV	640	865,517	(285,217)	580,300	179,414	5,160	184,575	28.84%	395,725
OHP Iron and Manganese Treatment	451	8007	2015-16	08/06/15	2022	III	9,655	1,140,777	4,039,157	5,179,934	1,015,364	146,006	1,161,370	12.03%	4,018,564
Ferro-Rose Recharge		8018	2006-07	03/23/07	2023	III	31,849	1,896,577	12,752	1,909,329	1,155,924	158,886	1,314,810	4.13%	594,519
Brackish Water Treatment		8019	2015-16	07/08/15	2025+	III	154,667	60,180	339,576	399,756	58,315	58,042	116,358	0.08%	283,398
Rice Ave Overpass PTP	471	8021	2016-17	08/17/18	2021	II	83	73,497	9,823	83,320	25,350	32,320	57,669	69.48%	25,651
PTP Turnout Metering System	471	8022	2016-17	03/10/17	2022	I	1,755	1,017,500	442,340	1,459,840	791,703	232,046	1,023,750	58.33%	436,090
Pothole Trailhead		8023	2016-17	02/14/17	2021	I	503	312,011	190,828	502,839	199,834	198,221	398,055	79.14%	104,784
State Water Interconnection Project		8025	2016-17	06/15/17	2022	II	559	303,121	5,616	308,737	187,920	27,646	215,567	38.56%	93,170
El Rio Trailer		8028	2019-20		2022	II	390	35,000	75,000	110,000	-	-	-	0.00%	110,000
Alternative Supply Alliance Pipeline		8030	2018-19	06/08/18	2021	II	362	361,578	-	361,578	35,261	2,896	38,156	10.54%	323,422
Grand Canal Modifications		8032	2018-19	06/30/19	2021	II	810	525,916	20,149	546,065	115,821	419,250	535,071	66.06%	10,994
Floc Building Emergency Generator	421	8033	2019-20		2021	II	78	75,000	3,416	78,416		-	-	0.00%	78,416
Lak Piru Campground Electrical Update		8034	2019-20		2023	I	673	65,800	7,624	73,424		-	-	0.00%	73,424
OH Booster Pump Overhaul	451	8035	2019-20	05/27/20	2020	I	280	280,000	-	280,000	66,703	172,880	239,583	85.57%	40,417
OH System Emergency Generator	451	8036	2020-21	12/18/20	2021	II	909	0	908,775	908,775		292,741	292,741	32.20%	616,034
Piru WTP Emergency Generator		8037	2020-21		2021	II	102	0	101,527	101,527		-	-	0.00%	101,527
PTP System Emergency Generator	471	8038	2019-20	08/01/19	2020	II	903	902,800	-	902,800	772,194	112,505	884,699	97.97%	18,101
Santa Paula Tower Emergency Generator		8039	2019-20		2021	II	66	60,800	4,727	65,527		-	-	0.00%	65,527
Asset Management / CMMS System		8041	2019-20	04/10/20	2022	-	263	30,000	82,780	112,780	463	4,645	5,107	1.94%	107,673
Recycled Water GW Replenishment/Reu	421	8042	2020-21	12/04/20	2024	III	8,714	0	519,380	519,380		1,617	1,617	0.02%	517,763
Lake Piru e-Kiosk		8045	2020-21		2021	II	106	0	105,500	105,500		-	-	0.00%	105,500
SCADA Hardware Update		8046	2020-21	11/20/20	2021	II	1,003	0	660,260	660,260		55,092	55,092	5.49%	605,168
TOTAL AMOUNT PER YEAR							386,011	24,957,836	10,897,299	35,855,135	14,804,260	8,434,594	23,238,854	6.02%	12,616,282
Class I = Infrastructure Repair or Replacement															
Class II = Structural/Hydraulic Improvement (no yield)															
Class III = Water Resource Improvement															
Class IV = ESA Improvement															

Current Benchmark Yields

LAIF	March 31, 2021	0.44%
VC Invest Pool	January 31, 2021	0.40%
3mo Treasury Bills	March 31, 2021	0.03%





To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: April 20, 2021 (May 11, 2021 Meeting)

Agenda Item: **7 - Reimbursement of Expenses to District Staff Members and Members of the Board**

Recommendation

Review and discuss the report detailing the reimbursement of expenses to District staff members and members of the Board for the third quarter of FY 2020-21 (January through March 2021).

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 03/31/2021

<u>Vendor Name</u>	<u>Payable Description</u>	<u>Payable Amount</u>	<u>Payment Amount</u>	<u>Payment Date</u>	<u>Check Number</u>
CHERIE WINDSOR	TUITION REIMBURSEMENT	2,030.00	2,030.00	1/7/2021	206903
KRIS SOFLEY	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	588.20	588.20	1/15/2021	206962
TONY HUYNH	SAFETY PROFESSIONAL ANNUAL MEMBERSHIP	321.00	321.00	1/21/2021	207009
JASON CHIN CHENG SUN	ASCE MEMBERSHIP RENEWAL FEE	245.00	245.00	1/21/2021	207001
KRIS SOFLEY	REIMBURSEMENT FOR BOARD MEETING PREP & LUNCH	239.62	239.62	1/28/2021	207027
TONY HUYNH	TUITION REIMBURSEMENT	2,196.00	2,196.00	1/28/2021	207039
KRIS SOFLEY	REIMBURSEMENT FOR ENGINEERING & BOARD EXPENSES	312.94	312.94	2/26/2021	207166
TESSA LENZ	ANNUAL WORK BOOT ALLOWANCE FY 20-21	250.00	250.00	2/26/2021	207172
DANNY HELTON	TRAVEL EXPENSES FOR INLAND BOAT OPERATOR TRAINING	605.54	605.54	3/12/2021	207235
STEVEN KADOWAKI	REIMBURSEMENT FOR PTP METER PROJECT PARTS	113.09	113.09	3/12/2021	207260
KRIS SOFLEY	REIMBURSEMENT FOR OUT OF POCKET EXPENSES	378.46	378.46	3/18/2021	207285
		<u>7,279.85</u>	<u>7,279.85</u>		



To: UWCD Finance and Audit Committee Members

From: Joseph Jereb, Chief Financial Officer

Date: April 19, 2021 (May 11, 2021 meeting)

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

Recommendation

Review and discuss the costs 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) 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 March 2021. Attachment B summarizes each of the motion items and provides the overall expectation of the impact to the individual funds and financial outlook going forward.

Attachments: A - Consolidated Cost Summary
B - Summary of Motion Items with Fiscal Impact

**United Water Conservation District
Consolidated Cost Summary Report
Through March, 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	202,504	1,195,102	17,716	355,647	238,227	330,628	1,022,707	1,923,166	1,285,352	3,208,517
Report Total	8,417,447	3,962,959	4,967,174	7,480,061	2,716,290	2,392,310	8,743,972	16,246,583	19,813,445	36,060,028
Previous 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
<i>Current Activity</i>	<i>23,188</i>	<i>164,686</i>	<i>8,156</i>	<i>45,539</i>	<i>50,580</i>	<i>69,247</i>	<i>77,483</i>	<i>260,066</i>	<i>139,118</i>	<i>399,184</i>

Current Activity Narrative:

- FERC - The activity for March (\$23K) was primarily spent on staff time (\$13K), professional fees (\$8K), and legal fees (\$2K) for the fish passage and FERC.
- PMF - The activity for March (\$165K) was spent primarily on geotechnical services (\$43K), design (\$108K), staff time (\$7K) and CEQA (\$7K).
- Gen/Wtr Cons - The activity for March (\$8K) was spent primarily on legal fees (\$8K).
- Freeman - The activity for March (\$46K) was spent primarily on staff time (\$27K), professional fees (\$15K), legal fees (\$3K), and supplies (\$1K) related to HCP support.
- Quagga - The activity for March (\$51K) was spent on staff time (\$16K) and professional fees (\$34K) for quagga mussel eradication and the scientific dive agreement.
- Ventura - There were legal costs of \$69K associated with the City of Ventura Lawsuit.
- Wishtoyo - The activity for March (\$77K) 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 and Ventura lawsuits, 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 expenses related to quagga removal and the fish passage.

Attachment B

UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/ Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
3D	Finance	Gen/WC Fund: Increase budgeted revenue by \$800K; Increase budgeted legal expense by \$1,031K; Decrease budgeted professional fees by \$350K	N	Supplemental appropriation	Increase available cash by \$119K	None
3D	Finance	Freeman Fund: Increase budgeted revenue by \$500k; Increase budgeted legal expense by \$1,020K	N	Supplemental appropriation	Decrease available cash by \$520K	None

UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/ Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
3D	Finance	OH Pipeline: Increase budgeted revenues by \$600K	N	Supplemental appropriation	Increase available cash by \$600K	None
3D	Finance	PV Pipeline: Increase budgeted revenues by \$170K	N	Supplemental appropriation	Increase available cash by \$170K	None
3D	Finance	PT Pipeline: Increase budgeted revenues by \$290K	N	Supplemental appropriation	Increase available cash by \$290K	None

TOTAL	+\$659K
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IMPACT OF BOARD MOTIONS TO FUND BALANCES

Balance Before Designations	General	Freeman	Water Purchase	OHP	PV	PT	State Water	Total
PY Actual	\$11,049K	\$1,601K	\$1,799K	\$3,095K	\$345K	\$462K	\$3,262K	\$21,613K
CY Plan	\$12,630K	\$801K	\$2,420K	\$1,228K	\$263K	\$262K	\$1,680K	\$19,284K
CY Forecast*	\$14,300K	\$1,209K	\$1,527K	\$3,037K	\$217K	\$692K	\$2,657K	\$23,639K
Forecast vs PY	\$3,251K	\$(392K)	\$(272K)	\$(58K)	\$(128K)	\$230K	\$(605K)	\$2,026K
Forecast vs Plan	\$1,670K	\$408K	\$(893K)	\$1,809K	\$(46K)	\$430K	\$977K	\$4,355K

*also includes adjustments made earlier in the FY



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: April 21, 2021 (May 11, 2021 meeting)

Agenda Item: 9 – (Board Item 5.1) Monthly Administrative Services Update
Information Item

Staff Recommendation:

The Committee will receive and review this staff report from the Administrative Services Department regarding its activities for the month of April.

Discussion:

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

Finance

- Compiled department requests to form preliminary budget and calculate proposed rates for FY 21-22.
- Provided Proposed Budget Projections to rate analysts and received their preliminary results.
- Met with Department Managers to review their March YTD spend and created an updated projection and analysis of total FY 20-21 spend.
- Continued to work with Lake Piru staff to improve the revenue collection and reporting process at the Recreation Area.
- Filed annual State Controller's Compensation Report.
- Two Finance staff attended a CSDA webinar on Financial Management for Special Districts.

Administration

- Secured UWCD sponsorship of ACWA Virtual Spring Conference "Behind the Scenes at the Monterey Aquarium" event and oversaw development of the UWCD video that opens the event (May 12 at 4pm);
-

- Provided administrative/clerk duties for Recreation Committee meeting (April 7), Water Resources Committee meeting (April 12), Finance Committee meeting (April 13); and Executive Committee meeting (April 26);
- Provided administrative/clerk duties for Fillmore and Piru Basins GSA Board meeting on April 15;
- Provided administrative/clerk duties for Mound Basin GSA Board meeting on April 15;
- Continued to provide administrative/clerk duties for Ventura County Special District Association.

Human Resources

- Processed onboarding paperwork for several new seasonal Park Rangers and several Camp Host volunteers.
- Assisted staff with several inquiries regarding District benefits.
- Coordinated regarding all staff e-mail regarding COVID-19 Special SL leave adopted by the State Legislature.
- Processed promotion paperwork for several Field Technicians.
- Processed several staff 457b contribution changes during the month for staff.
- Coordinated several mandated Department of Transportation specialized tests required to maintain Class A licenses for April.
- Coordinated with SDRMA to add new equipment purchased by the District to ensure sustained coverage of the equipment.

Safety and Risk Management

- Provided COVID-19 update and annual respiratory protection training to staff during monthly safety meeting.
 - Disseminated COVID-19 updates to staff.
 - Disseminated guidance for return to work to Oxnard HQ staff members.
 - Coordinated and participated in FERC Security Branch Spring Webinar for Engineering, O&M, and Admin Services Departments.
 - Evaluated and processed California SB 338 policy updates to Ranger's policy manual.
 - Enrolled and tested Emergency Notification System with new staff, including the system's new mobile application.
 - Finalized CPR/First Aid/AED Instructor Portal Configuration and Acquisition of Training Supplies; initiated/assigned blended CPR/First Aid/AED blended learning course.
 - Assisted with the ongoing procurement effort of District's best-in-class iPad initiative/program.
 - Followed up with SDRMA to update Credit Incentive Program (CIP) to ensure credits were maximized/applied correctly from recent trainings by Board and Staff members.
 - Final CIP figure: \$47,169
-

Information TechnologyProvided IT Support for the following virtual meetings:

- UWCD Recreation Committee Meeting (April 7th)
- UWCD Water Resources Committee Meeting (April 12th)
- UWCD Finance and Audit Committee (April 13th)
- UWCD Board of Directors Monthly Meeting (April 14th)
- FPB GSA Board Meeting (April 15th)
- Engineering Dam Safety Technical Meeting

General IT Helpdesk/Cyber Support:




- Supported a Cyber Security Advisory originating from security alert from behavior analytics AI software. During manual analysis from staff and the security engineers from product support it was determined to be a false positive and corrective changes were implemented.
- Setup IT Accounts, e-mails, and provided proper IT equipment as necessary to Recreation staff that joined the District in the month of April to prepare for upcoming Lake Piru Recreation Area busy season.
- Provided IT Support of the Lake Piru Recreational Area Public accessible Wi-Fi. As of April 30, six of the planned 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.
- Upgraded Water Resources Supervisor with refreshed Laptop and Docking station equipment.
- Facilitated various network activities at Lake Piru. One example was the consolidation of Lake Piru sub-networks in anticipation adding upgraded point to point radio and the updated Firewall appliances.
- Improved the download and uplink bandwidth capabilities at the SFD Maintenance Shop from 10 to 150+ Mbps.
 - Increased the limitation on the SFD Wi-Fi access point. Teams and other virtual meetings now permitted inside the shop office spaces.








IT Meetings and Events:

- FERC D2SI Security Branch Spring Webinar
 - MS-ISAC (Multi-State Information Sharing & Analysis Center) monthly membership call
 - UWCD account review with third party vendors regarding Datacenter hardware solutions for potential 2021-22 technology enhancements requested in the proposed budget
 - Bi-weekly with the Security Operations Team to plan and coordinate development of a UWCD Emergency Operations Center.
-

Technology Systems Customer Service Metrics:

- During the month of April 2021, seven (7) new ticket service requests were added to the ticketing system.

State by Ticket Type						
	Open	In Progress	Awaiting Reply	Pending 3rd party	Waiting for approval	Total
 IT Projects and Change Management	0	3	0	0	0	3
 IT Purchase Request	0	2	0	0	3	5
 IT Services and Support	6	3	2	0	0	11
Total	6	8	2	0	3	19

Monthly ticket type overview - 2021													
Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 Alerts and Advisories	0	2	1	1	0	/	/	/	/	/	/	/	4
 Fix a Account Problem Password Reset	0	0	0	1	0	/	/	/	/	/	/	/	1
 IT Projects and Change Management	0	2	2	0	0	/	/	/	/	/	/	/	4
 IT Purchase Request	6	5	0	0	0	/	/	/	/	/	/	/	11
 IT Services and Support	10	14	17	2	0	/	/	/	/	/	/	/	43
 Network Port patching	0	1	0	0	0	/	/	/	/	/	/	/	1
 New employee	0	2	2	3	0	/	/	/	/	/	/	/	7
Total	16	26	22	7	0	/	/	/	/	/	/	/	71