

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

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

CALL TO ORDER – OPEN SESSION 9:00 A.M.

Committee Members Roll Call

1. Public Comment

The public may address the Finance and Audit Committee on any matter not on the agenda within the jurisdiction of the Committee. All comments are subject to a five-minute time limit.

EXECUTIVE (CLOSED) SESSION 9:05 A.M.

2. Conference with Legal Counsel-Anticipated Litigation

Pursuant to Government Code Section 54956.9(d)(2), two (2) cases.

SECOND OPEN SESSION 9:20 A.M.

3. Oral Report Regarding Executive (Closed) Session

Presented by legal counsel David D. Boyer.

4. Approval of Minutes

Motion

The Committee will review the Minutes from the October 12, 2021, Finance and Audit Committee meeting and approve as submitted or direct staff to revise as necessary to accurately reflect the discussion and action(s) taken during the meeting.

5. November 10, 2021 Board Meeting Agenda Items

The Committee will review and discuss the following agenda items to be considered for approval at the November 10, 2021 Board meeting that have a fiscal impact to the District. The Committee will formulate a recommendation to the entire Board based on the discussions with staff. The Committee will discuss the following items:

Agenda Item 2.8: Approval of Hourly Rate Increase for General Counsel

Motion

The Board will consider approving an hourly rate increase from \$325 per hour to \$350 per hour for District's General Counsel and authorizing the District's General Manager to execute an amendment to the fees agreement consistent with the Board's approval.



6. **First Quarter Fiscal Year 2021-2022 Financial Report (July 1, 2021 – September 30, 2021)**
Information Item
The Committee will receive and review the Fiscal Year 2021-2022 First Quarter Financial Report for the period of July 1, 2021 through September 30, 2021.
7. **First Quarter Fiscal Year 2021-2022 District Staff and Board Member Reimbursement Report (July 1, 2021 – September 30, 2021)**
Information Item
The Committee will review the expense reimbursement report for all reimbursements of business expenses to staff and board members for the first quarter of fiscal year 2021-2022.
8. **Monthly Investment Report (September 2021)**
Information Item
The Committee will receive, review and discuss the Districts' investment portfolio and cash position as of September 30, 2021.
9. **Pipeline Delivery Report (September 2021)**
Information Item
The Committee will receive, review and discuss the Districts' pipelines' water activities as of September 30, 2021.
10. **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 a fiscal impact.
11. **Monthly Administrative Services Update**
Information Item
The Committee will receive and review the monthly report from the Administrative Services team.
12. **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.
Josh Perez
Zachary Plummer

Anthony Emmert
Daryl Smith
Jackie Lozano



Finance and Audit Committee Meeting AGENDA

November 9, 2021

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

Approved:

A handwritten signature in blue ink, appearing to read 'M. Guardado'.

Mauricio E. Guardado, Jr., General Manager

Approved:

A handwritten signature in blue ink, appearing to read 'A. Emmert'.

Anthony E. Emmert, Assistant General Manager

Posted: (date) November 5, 2021

(time) 8:45 A.M.

(attest) Jackie Lozano

At: www.unitedwater.org

Posted: (date) November 5, 2021

(time) 9:00 A.M.

(attest) Jackie Lozano

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

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, October 12, 2021 – 9:00 A.M.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Chair Sheldon G. Berger
Bruce Dandy

COMMITTEE MEMBER ABSENT:

Lynn Maulhardt

STAFF PRESENT:

In person:

Mauricio Guardado, Jr., general manager
Anthony Emmert, assistant general manager
Daryl Smith, controller
Josh Perez, human resources manager
Zachary Plummer, information technology administrator
Ambry Tibay, Senior Accountant
Jackie Lozano, administrative assistant

Virtual:

David Boyer, legal counsel
Wendy Wiles, legal counsel

PUBLIC PRESENT:

None

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. Chair Berger as well as Director Dandy were present. Director Maulhardt was absent. Two of the three Committee members were present validating a quorum.

1. Public Comment

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

EXECUTIVE (CLOSED) SESSION: 9:02 A.M.

Chair Berger closed the Open Session and moved into Executive (Closed) Session at 9:02 A.M.

2. Conference with Legal Counsel-Anticipated Litigation

Pursuant to Government Code Section 54956.9(d)(2), two (2) cases.



SECOND OPEN SESSION 9:15 A.M.

3. Oral Report Regarding Executive (Closed) Session

Legal Counsel David. D. Boyer reported there was no action taken which was reportable under the Ralph M. Brown Act.

4. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of September 7, 2021. Motion to approve the Committee meeting minutes, Director Dandy; Second, Director Berger. Voice vote, two ayes (Berger, Dandy); none opposed; one absent (Maulhardt). Motion carried, 2/0/1.

5. October 13, Board Meeting Agenda Items

The Committee reviewed the following agenda items to be considered for approval at the October 13, 2021, Board meeting that have a fiscal impact to the District:

Agenda Item 4.1: Resolution No. 2021-20 A Resolution of the Board of Directors of United Water Conservation District Ordering the Operator(s) of Well No. 04N19W25J06S to Cease Extraction of Groundwater per Water Code Section 75637, Subdivision (b).

Motion

Controller Daryl Smith briefly summarized the Board motion item for the Committee members. The Committee members agreed to recommend full Board approval of Resolution No. 2021-20 ordering the operator(s) of Well No. 04N19W25J06S to cease extraction of groundwater due to delinquent groundwater extraction charges, following the Public Hearing.

No questions or comments from the Committee members. No public comments were offered.

Agenda Item 4.2: Amendment of 2019 Period 2, 2020 Period 1 and 2020 Period 2 Estimated Groundwater Production Statements (three statements total) for Fukutomi Farms dba El Rio Berry Farms (Fukutomi)

Motion

Controller Daryl Smith provided a summary of the Board motion item to the Committee members. Assistant General Manager Tony Emmert included clarification regarding the request. The Committee members agreed to recommend full Board approval allowing Fukutomi Farms dba El Rio Berry Farms (Fukutomi) to amend its estimated 2019 Period 2, 2020 Period 1 and 2020 Period 2 estimated groundwater production statements (three statements total).

No questions or comments from the Committee members. No public comments were offered.

6. Fiscal Year 2020-2021 Year End Financial Reports (July 1, 2020 – June 30, 2021)

Information Item

The Committee received and reviewed the FY 2020-2021 financial reports, Capital Improvement Projects status, and the Investment Benchmark report, as presented in the Finance and Audit Committee packet and as presented by Mr. Smith and Mr. Emmert (presentation attached).



There was discussion among the Committee and staff regarding pipeline revenue budget planning, allocation and reasoning for reserves, and liabilities. When reviewing the personnel slide, the Committee requested staff to depict a way to reflect the financials of the lake operations showing revenue offsetting what is going on at the lake and personnel expenses. A suggestion was to present the information on a separate slide. Staff would follow-up on the request after the meeting.

No further questions from the Committee. No public comments were offered.

7. Monthly Investment Report (August 2021)

The Committee members received and reviewed the monthly investment 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.

8. Pipeline Delivery Report (August 2021)

The Committee members received and 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.

9. Board Requested Cost Tracking Items

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

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

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

10. Monthly Administrative Services Update

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

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

11. Future Agenda Items

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




ADJOURNMENT 10:00 A.M.


Chair Berger adjourned the meeting at 10:00 A.M.

I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Audit Committee Meeting of October 12, 2021.

ATTEST: _____
Chair Sheldon G. Berger



United Water
CONSERVATION DISTRICT




Fiscal Year 2020-2021
Year End Financial Review

OCTOBER 12, 2021

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Highlights

REVENUE AND OPEX ACTUALS CONTINUE FAVORABLE TO BUDGET

REVENUE


- Operating revenue 24% ahead of plan on groundwater extraction and pipeline deliveries

EXPENDITURE

- Personnel slightly above budget (4%) due in part to increased staffing needs at Lake Piru as well as OT and CalPERS
- Professional fees, maintenance and travel drive underrun to budget
 - Partially offset by higher legal fees
- Allocated overhead below budget on lower OPEX

FUND BALANCE

- Freeman Fund below minimum balance – plan for remediation in development




UNITED WATER CONSERVATION DISTRICT

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Overview

WATER VOLUMES CONTINUE TO DRIVE REVENUE UPSIDE



<i>In \$000's</i>	4Q 20-21 Actual	4Q 20-21 Budget	4Q 19-20 Actual
Taxes	4,266	3,547	4,780
Water Delivery/Fixed Cost	11,907	9,024	10,343
Groundwater	15,919	13,820	13,936
Other Operating Revenue	447	505	2,463
Non-Operating Revenue	2,999	8,790	4,835
Total Revenue	35,538	35,686	36,357
Personnel Expense	7,075	6,822	6,900
Operating Expense*	13,648	15,014	15,870
Allocated Overhead	4,137	4,638	4,356
Debt Service	1,233	1,938	1,653
Other	639	585	1,441
Total Expenditure	26,732	28,997	30,220

*Includes Depreciation


REVENUE

- Revenue is at budget despite increased deliveries
- Mostly offset in Other Revenue as \$7M was budgeted for Debt Proceeds

EXPENDITURE

- Maintenance and Professional Fees combined are below budget \$1.3M, offset by the \$1.7M overrun of Legal Fees
- With depreciation included, Operating Expense increases \$1.2M favorably to budget

All funds, except for 420, above minimum reserve requirements at year end.


UNITED WATER CONSERVATION DISTRICT

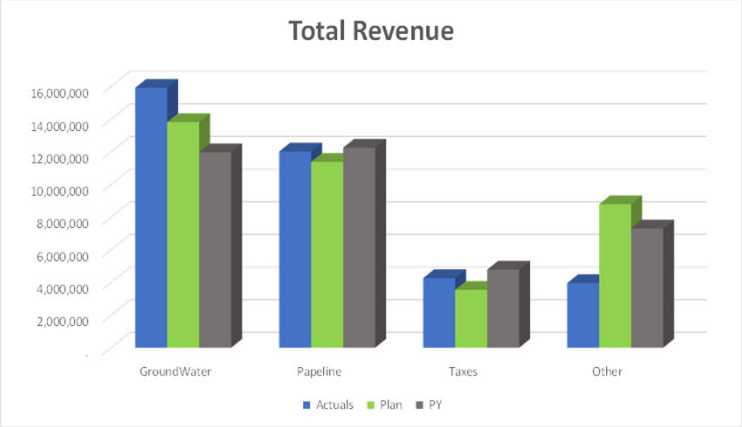
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Q4 2020-2021 Revenue

Q4 DOMINATED BY PIPELINE AND GROUNDWATER AHEAD OF BUDGET






Category	Actuals	Plan	PY
Groundwater	15,919,000	13,820,000	13,936,000
Pipeline	11,907,000	9,024,000	10,343,000
Taxes	4,266,000	3,547,000	4,780,000
Other	2,999,000	8,790,000	4,835,000

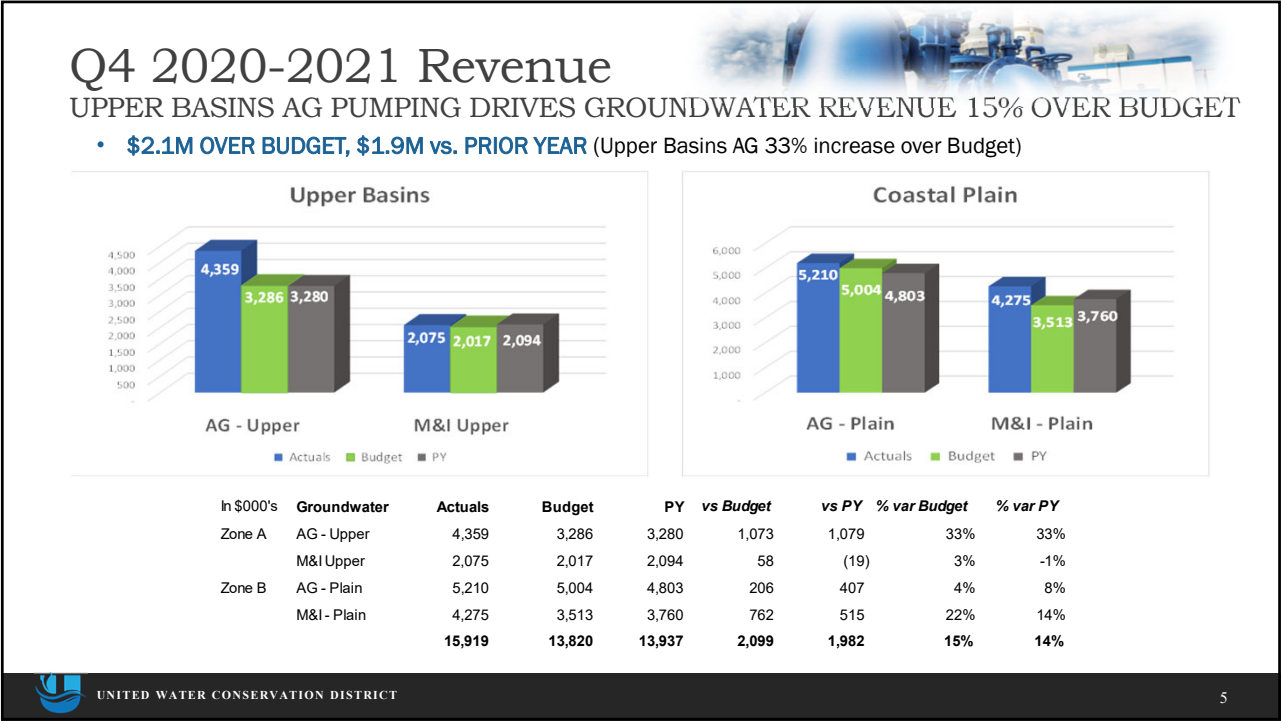
TOTAL OPERATING REVENUE \$4.9M OVER BUDGET

- Pipeline Revenue is \$2.8M above budget based on higher volumes as well as unbudgeted PV deliveries
- Groundwater Revenue is \$2.1M above budget from a 28% increase in Upper Basins volume
- Non-Operating Revenue offset the favorability of the increased volumes as budgeted Debt Proceeds were not recognized in Revenue

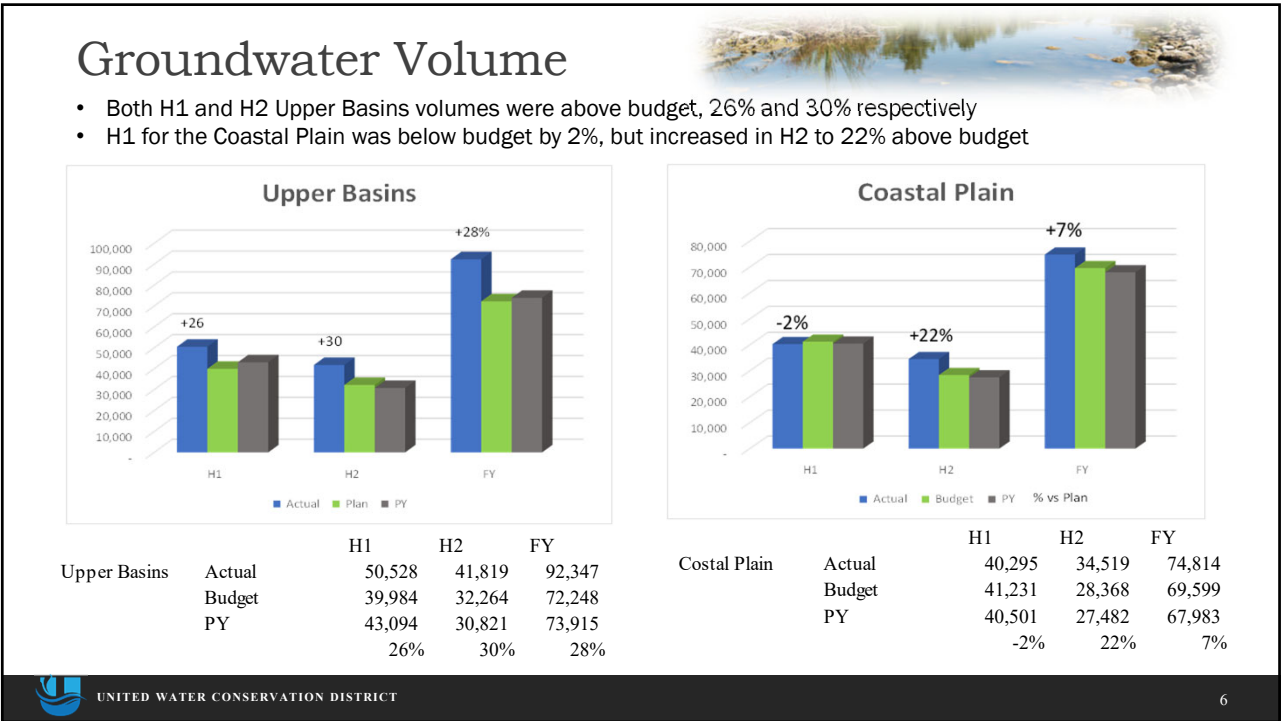
UNITED WATER CONSERVATION DISTRICT

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Customer Name	FY 20-21	FY 19-20	% Change
FARMERS IRRIGATION CO,	10,996	8,424	31%
FISH AND WILDLIFE	8,303	2,943	182%
PLEASANT VALLEY CO WTR,	6,312	4,733	33%
SESPE AGRICULTURAL WATER,	6,200	4,609	35%
SOUTHLAND SOD FARMS,	4,971	4,757	5%
REITER BROTHER INC.	4,554	2,900	57%
DUDA FARM FRESH FOODS INC	4,207	4,126	2%
DEL NORTE WATER COMPANY,	2,497	2,046	22%
ALTA MUTUAL WATER CO,	2,452	2,058	19%
LAUBACHER FARMS INC	2,138	1,479	45%
Top 10 Total	52,629	38,075	38%
% of Billed AF	38%	33%	




Top Groundwater Pumpers

UNITED WATER CONSERVATION DISTRICT

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M&I



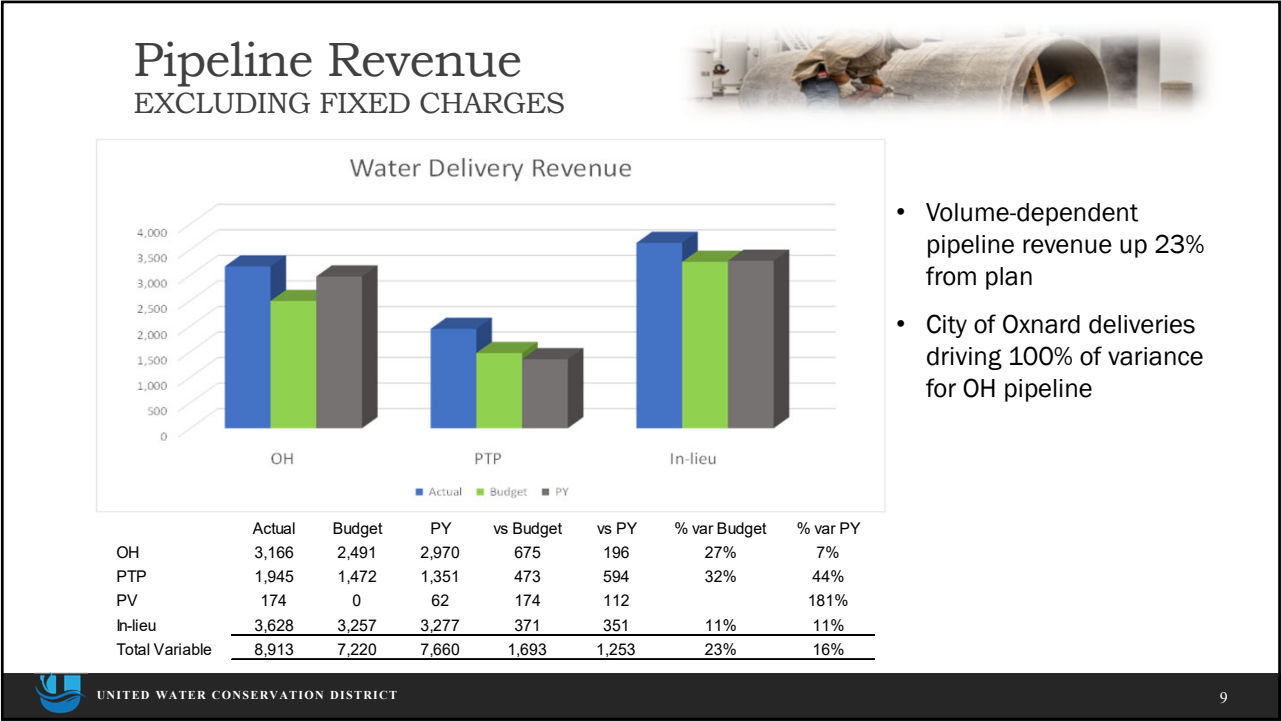
Customer Name	FY 20-21	FY 19-20	% Change
SAN BUENAVENTURA, CITY OF	9,243	8,716	6%
OXNARD - WTR DIV, CITY OF	8,089	7,026	15%
SANTA PAULA, CITY OF	4,469	4,155	8%
FILLMORE, CITY OF	2,193	1,960	12%
RIVER RIDGE GOLF COURSE	833	609	37%
CAMARILLO (A/P), CITY OF	468	970	-52%
WARRING WATER SERVICE,	457	408	12%
STERLING HILLS GOLF CLUB,	378	258	47%
VINEYARD AVE ACRES MUT,	259	173	50%
CALIFORNIA AMERICAN WATER	246	230	7%
Top 10 Total	26,635	24,506	9%
% of Billed AF	93%	90%	

Top Groundwater Pumpers

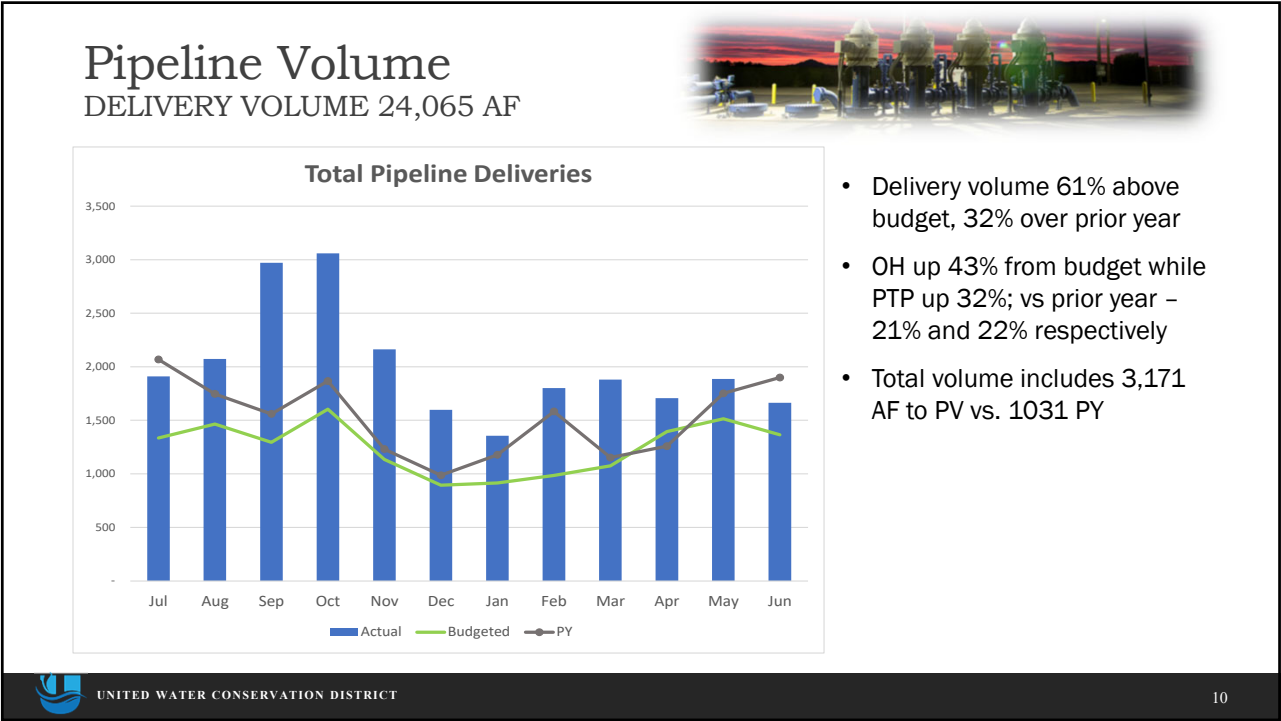
UNITED WATER CONSERVATION DISTRICT

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Personnel Expenses

\$250K 4% ABOVE BUDGET, 3% OVER PREVIOUS YEAR



\$000's	4Q 20-21 Actual	4Q 20-21 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Regular Salary	4,343	4,054	4,164	289	7%	179	4%
Over-time Salary	129	99	133	30	30%	-4	-3%
Part-time	149	129	77	20	16%	72	94%
Salaries	4,621	4,282	4,374	339	8%	247	6%
Retirement- Classic	1,269	1,248	1,425	21	2%	-156	-11%
Retirement - PEPRA	122	108	111	14	13%	11	10%
Soc Sec/457b Expense	278	245	260	33	13%	18	7%
Medicare Expense	65	62	61	3	5%	4	7%
SUI Expense	11	12	10	-1	-8%	1	10%
Medical Ins Exp	516	561	511	-45	-8%	5	1%
LTD	3	5	3	-2	-40%	0	0%
Life Insurance	15	16	16	-1	-6%	-1	-6%
Worker's Comp Expens	82	138	129	-56	-41%	-47	-36%
OPEB	93	145	0	-52	-36%	93	100%
Employee Benefits	2,454	2,540	2,526	-86	-3%	-72	-3%
Personnel Expenses	7,075	6,822	6,900	253	4%	175	3%

- Increased staff needed for Lake Piru operations which was previously outsourced
- CalPERS benefits are over budget by \$34k and OT was above by \$30K



UNITED WATER CONSERVATION DISTRICT

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Operating Expenses

PROFESSIONAL FEES AND MAINTENANCE DRIVE PLAN UNDERRUN



\$000's	4Q 20-21 Actual	4Q 20-21 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Profess Fees - Engineering	165	243	113	-78	-32%	52	46%
Prof. Fees - Environmental	443	916	1,297	-473	-52%	-854	-66%
Prof. Fees - IT consulting	79	43	25	36	84%	54	216%
Prof. Fees - GW Consulting	95	40	157	55	138%	-62	-39%
Prof. Fees - Other	857	1,145	902	-288	-25%	-45	-5%
Professional Fees	1,639	2,387	2,494	-748	-31%	-855	-34%
Legal Fees	4,489	2,715	5,408	1,774	65%	-919	-17%
Utilities	1,599	1,545	1,154	54	3%	445	39%
Maintenance	842	1,443	799	-601	-42%	43	5%
Field Supplies	393	487	327	-94	-19%	66	20%
Insurance	344	355	249	-11	-3%	95	38%
Office Expenses	163	167	71	-4	-2%	92	130%
Miscellaneous	2,554	3,268	3,348	-714	-22%	-794	-24%
Travel, Trainings and Meetings	25	188	93	-163	-87%	-68	-73%
Gasoline, Diesel, Fuel	110	179	130	-69	-39%	-20	-15%
Fox Canyon GMA	555	301	263	254	84%	292	111%
Safety, supplies, clothing	71	82	58	-11	-13%	13	100%
Telephone	13	21	14	-8	-38%	-1	-7%
General Operating Expenses	6,669	8,036	6,506	-1,367	-17%	163	3%
State Water Import Costs	851	1,876	1,462	-1,025	-55%	-611	100%
Total Operating Expenses	13,648	15,014	15,870	-1,366	-9%	-2,222	-14%

- Planned Maintenance costs were \$600K favorable to budget
- Travel, Trainings and Meetings were below budget by \$160K, mostly due to travel restrictions resulting from COVID-19
- Combination of all Professional Fees are under budget by \$750K, Environmental makes up \$470K of this favorability
- Legal Fees offset the favorability by \$1,775K



UNITED WATER CONSERVATION DISTRICT


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Vendor	FY20-21	FY19-20	\$ Change	% Change
GEI CONSULTANTS, INC	2,959	1,138	1,821	160%
CITY OF VENTURA	2,078	324	1,754	541%
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	1,920	2,209	(289)	-13%
ENVIRONMENTAL ADVOCATES	1,192	1,061	131	12%
SO. CALIFORNIA EDISON	1,159	1,411	(252)	-18%
SPECIAL DISTRICT RISK	595	431	164	38%
PMC - LAKE PIRU RECREATION	502	306	196	64%
FOX CANYON GW MANAGEMENT AGENCY	499	228	271	119%
BEST DRILLING AND PUMP INC	433	-	433	0%
STANTEC CONSULTING SERVICE	369	282	87	31%
Top 10 Total	11,706	7,390	4,316	58%


Top Vendors

Excluding: SWP, Taxes,
Debt Service, and CIP


UNITED WATER CONSERVATION DISTRICT


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Capital Improvement Projects Update					
FREEMAN PHYSICAL MODELING AND FE AND MN CONSTRUCTION					
WILL PICK UP CIP PACE IN H2					
Project Description	Current FY 20-21	Budget FY 20-21	% FY Budget	Total to Date	% of Total Est. Project Cost spent to date
OHP Iron and Manganese Treatment Removal	205,349	4,039,156	5%	1,220,713	13%
SFD Outlet Works Rehab	1,598,412	1,297,194	123%	4,263,383	8%
SFD PMF Containment	1,692,037	1,052,369	161%	4,291,845	10%
OH System Emergency Generator	202,510	908,775	22%	202,510	22%
Well Replacement Program	558,692	714,429	78%	1,190,827	75%
Freeman Diversion Rehab	1,682,394	589,294	285%	5,818,750	8%
PTP Turnout Metering System	230,518	442,339	52%	1,022,222	58%
Pothole Trailhead	202,717	190,828	106%	402,552	80%
Lake Piru e-Kiosk	-	105,500	0%	-	0%
Others	686,850	402,197	171%	2,047,117	
Total	7,059,480	9,742,081	72%	20,459,918	48%

UNITED WATER CONSERVATION DISTRICT

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<div>Supplemental Water Purchase Fund</div> <div>STATUS UPDATE</div>	
	
	<div>Revenue (\$000'S)</div>
Beginning Balance - July 1, 2021	\$1,799
REVENUES	
Surcharge Revenue	\$507
Water Delivery	\$112
LAIF Interest	\$6
EXPENDITURES	
2021 Carryover Water Purchase (2)	\$825
Ending Balance June 30, 2021	\$1,599

UNITED WATER CONSERVATION DISTRICT

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United Water

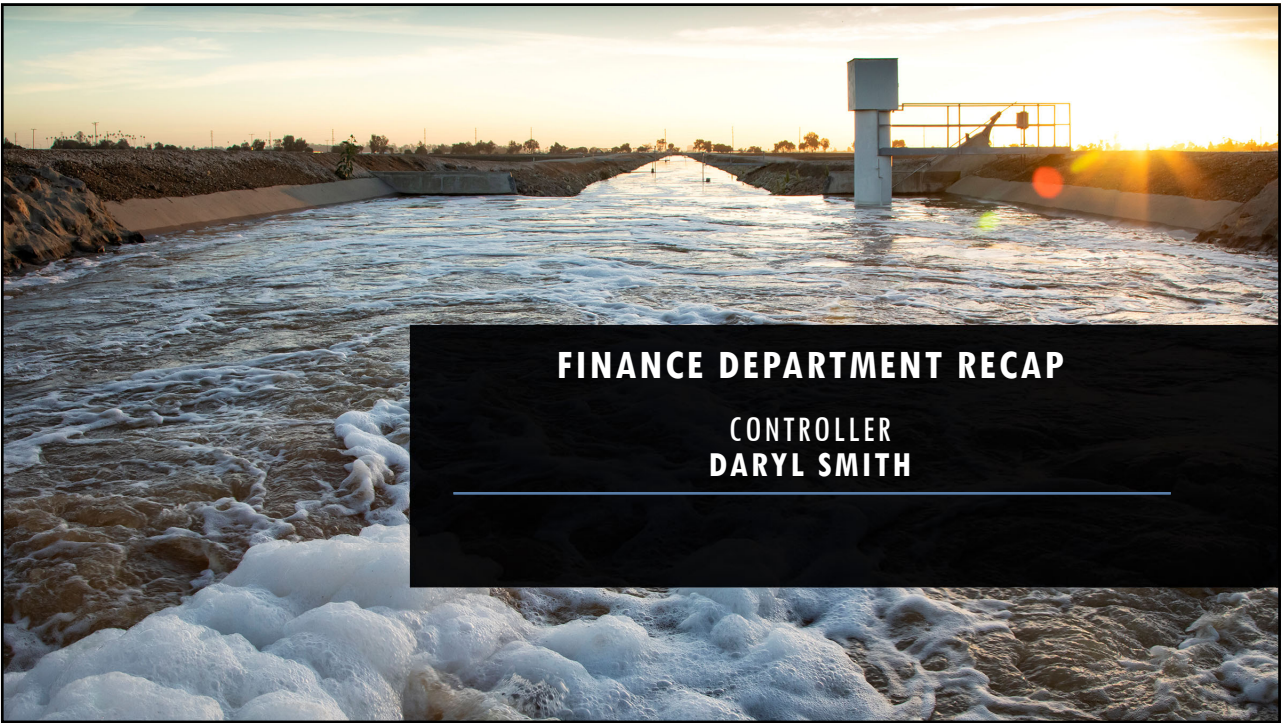
CONSERVATION DISTRICT

United Water Conservation District shall manage, protect, conserve and enhance the water resources of the Santa Clara River, its tributaries and associated aquifers, in the most cost effective and environmentally balanced manner.

FINANCE & ADMINISTRATIVE DEPARTMENTS

SEPTEMBER 2021
RECAP


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ACCOUNTS PAYABLE


350 payables processed with a total amount of \$2.5M.



UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

PAYROLL

- Paid 12 payroll-related vendors a total amount of \$399K
- 284 hours of overtime worked
 - 2.5% of regular hours
 - 194 paid-out
 - 90 accrued as compensatory time
- Gross: \$ 584K
- Net: \$ 388K



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CASH COLLECTIONS

Pipeline: \$ 974K

Groundwater: \$ 81K

Property Tax: \$ 12K

Rents: \$ 36K

Miscellaneous (Lake Piru): \$ 89K

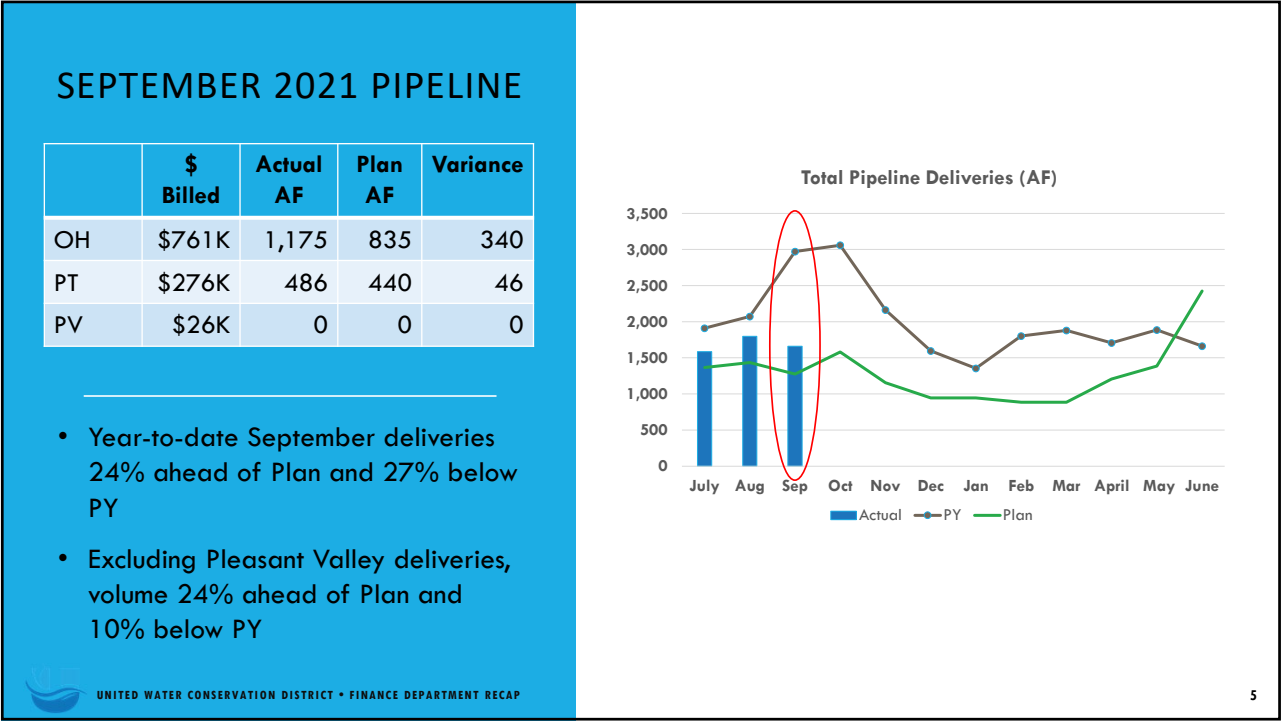
Total: \$ 1.3M

UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP





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UPCOMING BOARD MOTION ITEMS						
Motion Number	Sponsor	Description/ Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
4.5	Engineering	Consider awarding contract (GEI Consultants, Inc.) to Develop the 60% Design Phase of the Santa Felicia Dam Outlet Works Improvement Project for \$1,715K	Y	N/A	Increase available cash by \$0	None
4.6	Engineering	Consider awarding contract (GEI Consultants, Inc.) to Develop the 30% Design Phase of the Santa Felicia Dam Spillway Improvement Project for \$580K	Y	N/A	Increase available cash by \$0	None

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UPCOMING BOARD MOTION ITEMS						
Motion Number	Sponsor	Description/ Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
4.2	Finance	Allow for the amendment of prior period estimated Groundwater Production Statements resulting in a credit of \$14K	N	Gen / WC Fund	Decrease available cash through decreased Revenue of \$14K	None
TOTAL					-14K	

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- Finalized groundwater extraction fee billing for the period of January 1 to June 30, 2021, during the first week of September
- Staff completed all year-end entries to close the books for FY 2020-21 in preparation for audit fieldwork
- Auditors began their year-end field work on September 9th in which staff has spent significant time providing auditors with requested backup documentation
- Completed groundwater extraction fee invoicing for Fillmore and Piru Basins GSAs and Mound Basin GSA

UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

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The image features a word cloud on the left with terms like 'Assistant', 'Administrative', 'writing', 'bookkeeping', 'organization', 'focus', 'calls', 'meeting', 'support', 'work', 'operations', 'office', 'report', 'technology', 'confidential', 'polite', 'professional', 'reliable', 'sales', 'marketing', 'information', 'monitor', 'reports', 'friendly', 'workplace', 'busy', 'tasks', 'secretary', 'confidence', 'personal', 'phone', 'help', 'will', 'can', 'do', 'it', 'for', 'you', 'I', 'am', 'here', 'to', 'assist', 'you', 'in', 'any', 'way', 'I', 'can', 'provide', 'you', 'with', 'the', 'best', 'possible', 'service', 'I', 'can', 'offer', 'you', 'I', 'am', 'dedicated', 'to', 'your', 'success', 'and', 'I', 'will', 'go', 'above', 'and', 'beyond', 'to', 'make', 'sure', 'you', 'are', 'satisfied', 'with', 'the', 'results', 'I', 'provide', 'you', 'I', 'am', 'always', 'available', 'to', 'answer', 'your', 'questions', 'and', 'I', 'will', 'do', 'my', 'best', 'to', 'solve', 'any', 'problems', 'you', 'may', 'encounter', 'I', 'am', 'committed', 'to', 'your', 'success', 'and', 'I', 'will', 'do', 'my', 'best', 'to', 'make', 'sure', 'you', 'are', 'satisfied', 'with', 'the', 'results', 'I', 'provide', 'you', 'I', 'am', 'always', 'available', 'to', 'answer', 'your', 'questions', 'and', 'I', 'will', 'do', 'my', 'best', 'to', 'solve', 'any', 'problems', 'you', 'may', 'encounter', I am committed to your success and I will do my best to make sure you are satisfied with the results I provide you. I am always available to answer your questions and I will do my best to solve any problems you may encounter.

The poster on the right is for the '2021 SUMMIT FOR WATER SUSTAINABILITY'. It features a landscape image with a water body and mountains. Text on the poster includes: 'United Water Conservation District's', '2021 SUMMIT FOR WATER SUSTAINABILITY', 'IS COMING', 'SAVE THE DATE THURSDAY, OCTOBER 14TH OXNARD, CA', 'Join industry leaders for this free workshop to identify water supply projects, funding sources and opportunities to collaborate. This year's hybrid event will feature speakers in person; participants can attend in person with socially-distanced seating or join virtually. More details to come. UnitedWater.org', and a photo of a speaker with the text 'Keynote speaker: E. Joseph Engman, Chief Executive Officer, United Water Conservation District'.

- Provided administrative assistance of the following:
 - Drafting, finalizing, and distributing/posting materials for the UWCD's Water Resources Committee, Recreation Committee, Engineering and Operations Committee, and Finance and Audit Committee meetings
 - Additionally, for:
 - Fillmore and Piru Basins Groundwater Sustainability Agency's Board meeting as well as Groundwater Sustainability Plan workshops for the public
 - Mound Basin Groundwater Sustainability Agency's Board meeting and Groundwater Sustainability Plan workshop for the public
 - Ventura County Special District's Association
- Secured speakers and moderators for the upcoming Water Sustainability Summit II and worked with CV Strategies to develop promotional materials for the event

UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Sent all staff e-mail regarding health care plan changes effective on January 1st, 2022
- Coordinating open enrollment requests from staff members for Health Care, FSA, and AFLAC to be effective January 1st of the next calendar year
- Hosting an All-Staff Health Care Overview presentation scheduled for October 6th
- Processed new employee onboarding paperwork for the following position:
 - Associate Environmental Scientist (Hannah Garcia-Wickstrum started on September 20)



UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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EMPLOYEE RECRUITMENTS

Technology Systems Manager
(Interviews completed September 28th and 29th)

Chief Financial Officer
(Interviews slated for next week – mid October)

Part Time Accountant
(Resume reviews ongoing)








UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Trained and certified 12 District staff in Adult & Pediatric CPR/AED/First Aid
- Coordinated and organized Annual Fire Extinguisher Training
- Finalized update to Respiratory Protection Program
- Finalized update to HQ/Main Office Emergency Action Plan
- Supported District's participation in DHS CISA Validated Architecture Design Review (VADR) Assessment Planning
- Completed OSHA 2225 Respiratory Protection course as part of insurance's credit incentive program
- Collaborated with Engineering Department on providing physical and cyber security updates to FERC
- Provided COVID-19 Update to staff during monthly safety meeting




UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Worked towards completing the upgrade of the District's electronic filing software (this is the digital copies of the District's physical filing systems)
- Participated in the Project Kickoff with contractors preforming the SCADA Server Migration
- Technology, Security, and Safety and Risk Management staff participated in an assessment planning call with our partners at the Cyber Security and Infrastructure Security Agency (CISA)
- Initiated the formal Validated Architecture Design Review (VADR) program with CISA to effectively plan and support the assessment
- Tech Systems working through supply chain issues to continue the Tech Systems refresh program
- Information technology and network consultants facilitated plan to make changes necessary to support the new planned servers and technology systems upgrades



UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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Future Agenda Items





UNITED WATER CONSERVATION DISTRICT

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ADJOURNMENT

Thank you!

United Water Conservation District

"Conserving water since 1927"



UNITED WATER CONSERVATION DISTRICT

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Staff Report

To: UWCD Finance and Audit Committee Members

Through: Mauricio E. Guardado, Jr., General Manager

From: Kris Sofley, Clerk of the Board

Date: October 28, 2021 (November 9, 2021, meeting)

Agenda Item: **5 – (Board Agenda Item 2.8) Approval of Hourly Rate Increase for General Counsel Motion**

Staff Recommendation:

The Committee will consider recommending for Board approval an hourly rate increase from \$325 per hour to \$350 per hour for District's General Counsel, effective December 1, 2021.

Fiscal Impact:

Funding for the proposed increase in hourly fee, which is estimated to have an annual fiscal impact of \$48,000 and FY 2021-22 fiscal impact of \$28,000, is available in the FY 2021-22 Budget. As the proposed increase is for General Counsel, the fees will be allocated to many different funds, each of which has adequate balance to absorb the FY 2021-22 fiscal impact.



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Daryl Smith, Controller

Date: October 27, 2021 (November 9, 2021, meeting)

Agenda Item: **6 – (Board Agenda Item 3.D) FY 2021-22 First Quarter Financial Report
Information Item**

Staff Recommendation:

Review the FY 2021-22 First Quarter Financial Report for the period of July 1, 2021 through September 30, 2021.

Discussion:

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

This report represents the first three months of financial information for District operations for FY 2021-22 (or 25 percent of the total fiscal year). Included in this report are budget to actual comparisons to date for District revenues, expenditures and water deliveries, and discussion of any significant variances. This report is based on unaudited financial data and therefore is subject to revisions as staff makes any necessary adjustments that may occur during the year.

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

- Staff currently offers no recommendations for budget adjustments.

Attachments: A – FY 2021-22 First Quarter Report, Capital Improvement Projects
B – FY 2021-22 First 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

November 1, 2021

Board of Directors
United Water Conservation District

Subject: Fiscal Year 2021-22 First Quarter Financial Reports

Dear Board Members:

Enclosed for your review is the District's FY 2021-22 First Quarter (July 1, 2021, through September 30, 2021) Financial Report. This report represents three months of financial information for District operations (25% of the total fiscal year).

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

- General/Water Conservation Fund
 - Recreation and 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 and 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 District customers 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 for the fiscal year-to-date with data to provide the Board and District customers a preliminary financial view (subject to audit adjustments at year-end). The following discussion will provide a summary of the District's projected revenues and approved spending plan compared to what actually occurred throughout the first quarter of the fiscal 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 the pages following the Capital Improvement Program Status.

Capital Improvement Program Status

A one-page summary of the District's current Five-Year Capital Improvement Program appears along with Benchmark Interest Rates as part of Attachment B. As of September 30, 2021, all capital improvement projects (CIP) expenditures are within the total amount appropriated by the Board.

The majority of the CIPs that have been funded are currently underway, either in the planning, design or construction stages of the project.

- *Well Replacement Program (CIP Project # 8000)*
Best Drilling and Pump completed construction and General Pump is slated to install pump and motor in early October.
- *Freeman Diversion Rehabilitation (CIP Project # 8001)*
September 8, 2021 – Board of Directors approved agreement with GEI to develop a supplemental geotechnical investigation program.

September 9, 2021 – Agreement executed with GEI in the amount of \$499,724 which includes a 9% contingency or \$41,403 to be used upon the district's written authorization only).

- *Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002)*
July 23, 2021 – Staff prepared and submitted a Letter of Interest to the U.S. Environmental Protection Agency (EPA) for consideration of the Santa Felicia Dam Safety Improvement Project for the Water Infrastructure Finance and Innovation Act (WIFIA) low interest loan program. The total requested WIFIA loan amount is \$51,693,083, which is 49% of the estimated total project cost of \$105,496,088. The final loan amount will be determined based on the updated estimated project cost if the project is selected for this loan program.

September 21-23, 2021 – Staff held the in-person Board of Consultants (BOC) meeting #5 at the District's headquarters.

Staff reviewed the invoices received from GEI Consultants for the design work performed in July, August, and September 2021. The total invoice amounts for Purchase Orders 01042 and 01059 were \$126,862.73, \$32,029.73, and \$15,528.86, respectively. The 30% design phase of the outlet works improvement project was 100% completed, and no additional invoices are expected.

Staff reviewed the invoices received from Catalyst Environmental Solutions Corporation for the work performed in July and September 2021 regarding the new channel design. The total invoice amounts for Purchase Order 01429 were \$30,393.45 and \$15,584.70, respectively.

- *Santa Felicia Dam Probable Maximum Flood Containment (CIP Project # 8003)*
The above updates reported for the Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002) regarding the WIFIA low interest loan, and the BOC meeting No. 5 are also applicable to this project.

Staff reviewed the invoices received from GEI Consultants for the design work performed in July, August, and September 2021. The total invoice amounts for Purchase Orders 01043 and 01060 were \$51,473.00, \$47,956.75, and \$25,258.70, respectively. The supplemental 10% design phase of the spillway improvement project was 100% completed, and no additional invoices are expected.

- *Santa Felicia Dam Sediment Management (CIP Project # 8005)*
August 11, 2021 – Agreement in the amount of \$25,565 executed with Rincon Consultants for permit support services related to the Lake Piru Reservoir Sediment Sampling and Testing Plan.
- *Lower River Invasive Species Control (CIP Project # 8006)*
Currently, there is no update available on this project.
- *Oxnard Hueneme Pipeline Iron and Manganese Treatment (CIP Project # 8007)*
July 1, 2021 – The Calleguas Municipal Water District and grant administrative services consultant, Kennedy/Jenks Consultants (K/J), provided information needed to prepare the first progress report and invoice to the Department of Water Resources (DWR) for the Proposition 1 Integrated Regional Water Management (IRWM) Implementation Grant Program

July 14, 2021 – Staff issued the Notice of Award to GSE Construction Company, Inc. for construction of the El Rio Iron and Manganese Treatment Project Phase 1.

July 26, 2021 – Staff executed an agreement with HDR Engineering, Inc. (HDR) for construction management and inspection services related to the El Rio Iron and Manganese Treatment Plant Phase 1 for a fee of \$701,956 including a ten percent contingency.

July 26, 2021 – Staff executed an agreement with K/J Consultants, Inc. for engineering services during construction related to the El Rio Iron and Manganese Treatment Plant Phase 1 for a fee of \$488,625 (an additional 10% contingency not included in this amount that was authorized by the Board of Directors to be used upon written authorization only).

August 19, 2021 – Staff executed a 16-month Lease Agreement with Mobile Modular Management Corporation for a 12'x 32' construction office trailer with a monthly charge of approximately \$563 per month.

August 26, 2021 – After receiving the documents specified in the Notice of Award (Payment and Performance Bond, Preliminary Construction Schedule, Billing Schedule of Values, etc), Staff executed a Construction Agreement with GSE Construction Inc. for a fee of \$9,342,900.

August 26, 2021 – the USBR issued notice that their Program, Policy and Grants Office determined that additional Federal funding is not allowable on this project due to Financial Assistance Law and Authorizing Legislation that prohibits multiple Federal funding sources to cover the same scope of work. Now that the District has accepted the OLDCC DCIP grant, the District will have to request termination of the USBR's WaterSMART grant in the amount of \$300,000.

August 27, 2021 – The District with the assistance of K/J Consultants submitted a formal grant application to the OLDCC seeking \$4,371,450 in Federal funding.

August 29, 2021 – Staff completed the 1st Quarterly Progress Report and Invoice for the DWR IRWMP Grant. The total invoice was \$1,067,003.11 to serve as local cost match with costs dating back to 2016.

August 30, 2021 – Staff issued Work Directive Change No. 1 to GSE Construction Inc. (GSE) in anticipation of award of the DCIP Grant, Staff has directed GSE to prepare an alternate set of submittals for material and equipment that would satisfy the Buy American Act (BAA) as required by this grant. In addition, the change directive requests that GSE identify the estimated cost and schedule impacts resulting from the sourcing of the American made material that would satisfy the BAA requirements.

September 20, 2021 – Staff issued an Administrative Notice to Proceed to GSE to proceed with all non-ground disturbing activities associated with the project. A Construction Notice to Proceed will be issued upon OLDCC grant administration approval to the District.

September 21, 2021 - The District received notice that the OLDCC approved a federal grant for \$4,230,133 to the District for the project.

September 23, 2021 – District fully executed the OLDCC DCIP grant agreement.

- *Ferro-Rose Recharge (CIP Project # 8018)*
NHC continues to develop the design on the Inverted Siphon and 3 Barrel Culvert.
- *Brackish Water Treatment (CIP Project # 8019)*
August 18, 2021 – District executes an agreement with K/J in the amount of \$101,530 to provide distribution alternatives analysis services.

September 7, 2021 – Staff submitted a concept proposal for an implementation grant in the amount of \$4,225,291 under the Proposition 1 Groundwater Grant Program Round 3 solicitation which is administered by the State Water Resources Control Board. The concept proposal includes the installation of production wells that will serve as an extraction barrier for seawater intrusion and monitoring wells to demonstrate the effectiveness.

- *Rice Ave. Overpass PTP (CIP Project # 8021)*
July 12, 2021 – Maryam Bral and Brian Collins met with the Ventura County Public Works Agency (VCPWA) Staff and the City of Oxnard’s Engineers at the County’s Government Center to discuss the Rice Avenue Grade Separation Project. United provided comments on the 95% design plans and worked with K/J to evaluate the drainage and stormwater design. K/J charges the District for their consulting services, however, in this period there was no payment was requested by K/J.
- *PTP Turnout Metering System (CIP Project # 8022)*
As of September 30, 2021, thirty-three (33) of sixty-one (61) turnouts are installed and operational. Seventeen (17) easement deeds out of forty-one (41) have been signed by property owners and fifteen (15) easement deeds have been recorded. The cost per turnout is currently tracking at approximately \$23,000 per turnout and the estimate budget is \$26,400 per turnout. A total amount of \$446,216.49 has been invoiced to the Department of Water Resources under the Proposition 1 Agriculture Water Use Efficiency Grant with a remaining grant amount of \$188,842.51.
- *Pothole Trailhead (CIP Project # 8023)*
There are currently no updates available for this period.
- *State Water Interconnection Project (CIP Project # 8025)*
Addendum #1 to the certified EIR was adopted by the City Council on July 12, 2021. Addendum #1 includes geotechnical borings within the Santa Clara River riverbed for the purpose of geotechnical investigation and informing the project design and geophysical field exploration to collect data that were not included in the EIR.

The draft Agency Agreement is on hold and might need to be revised to update Casitas’ level of involvement in the project. Design of Calleguas portion of the interconnect has started. Engineering Staff continues to support the City and the City’s consultants who are preparing for geotechnical investigations at Ferro Basin and Santa Clara River riverbed within United’s property.

Since adoption of Addendum #1 to the certified EIR by the City of Ventura Council on July 12, 2021, the City has obtained all applicable permits, including encroachment permit, streambed alteration agreement, Clean Water Act Section 401, and the Nationwide Permit for the geological exploration for three borings within the Santa Clara

River (SCR) riverbed. The purpose of the geotechnical exploration that includes drilling three borings is to collect data that were not included in the EIR to inform the design of the proposed interconnection that will be undercrossing the SCR. The proposed borings are in the District property.

Upon review of the applicable permits, the District allowed the City to proceed with the drilling work on September 20, 2021. A bioresources survey was completed on September 21, 2021, a preconstruction meeting was held by Fugro on September 22, 2021. Fugro, the County of Ventura, the City of Ventura, United and the drilling contractor were in attendance.

The City of Ventura informed United and other project partners on September 28, 2021, that California Water Impact Network (CWIN) had filed a notice of appeal in the project CEQA litigation.

- *Replace El-Rio Trailer Project (CIP Project # 8028)*
There are currently no updates available for this period.
- *Alternative Supply Assurance Pipeline (CIP Project #8030)*
The project is currently on hold.
- *Grand Canal Hydraulic Constraint Removal (CIP Project # 8032)*
September 13, 2021 - Notice of Completion was filed with the County of Ventura. There will be no future update on this project.
- *Lake Piru Campground Electrical Update (CIP Project #8034)*
This project has been placed on hold as it is one part of the Facility Improvement Plan.
- *Oxnard Hueneme System Backup Generator (CIP #8036)*
July 13, 2021 – Staff received FEMA’s approval of the budget increase request. The project was approved for additional grant funding in the amount of \$165,784 (Federal share) that increased the total approved grant amount to \$812,321.

August 5, 2021 – Notification of payment received from Cal OES in the amount of \$65,232.72. The total payments received to date are \$66,690.72.

August 16, 2021 – Staff issued Change Order No. 2 to Oilfield Electric & Motor that extended the project completion date to December 23, 2021. The time extension was issued to accommodate the delay in manufacturing and delivery of the remaining long lead items. This change order does not change the Agreement amount of \$771,000.00.

September 27, 2021 – Staff received a request for an additional fee in amount of \$29,970 from Phoenix Civil Engineering to extend the construction management services during the project additional time extension.

Staff reviewed invoices received from Oilfield Electric & Motor for the work performed during the month of July, August, and September 2021. The invoice amounts for Purchase Order 01438 were \$150,824.37, \$173,244.37, and \$31,825.00, respectively.

Staff reviewed invoices received from Phoenix Civil Engineering for the work performed during the months of August and September 2021. The invoice amounts for Purchase Order 01439 were \$10,371.25 and \$13,325.00, respectively.

Staff reviewed invoices received from Lucci & Associates for the work performed during the months of July and September 2021. The invoice amounts for Purchase Order 01449 were \$1,956.00 and \$2,152.50, respectively.

Staff reviewed invoices received from Earth Systems for the work performed during the months of July and August 2021. The invoice amounts for Purchase Order 01440 were \$2,095.00 and \$2,366.00, respectively.

- *Emergency Power Supply for UWCD Drinking Water Treatment and Supply Facilities Related to CIP Projects # 8033, 8037, 8039)*

On March 12, 2021, the District received a notification of subrecipient allocation from the California Governor's Office of Emergency Services (CalOES) that notified the District the approval of the District's FY 2020-21 Community Power Resiliency allocation in the amount of \$198,612. This allocation that was paid in full covers the fees for procurement of generators and generator connections and ancillaries for three facilities within the District service area, including the Floc Building, Lake Piru Water Treatment Plant, and Santa Paula Communication Tower. The work must be completed by March 2022.

The District issued a purchase order to Quinn on August 6, 2021 in the amount of \$135,000 for the purchase of a 200 kW backup generator, generator connection, control panel and instrumentation. The generator was delivered to the site on October 7, 2021 and installed by Staff. The testing and start up is scheduled for the end of October, early November. The District completed the purchase of a portable 12 kW generator for the floc building. The generator and a switch gear were delivered to the site on October 7, 2021. District Staff is planning to install the equipment in the last week October. A payment of \$28,539.59 was made to Quinn on October 21, 2021. The backup generator for the Lake Piru Water Treatment Plant has been ordered but not received to date.

- *Asset Management System/CMMS System (CIP Project #8041)*
The project will be advanced in calendar year 2022.
- *Recycled Water (CIP Project # 8043)*
The project will be advanced in calendar year 2022.
- *Lake Piru E-Kiosk (CIP Project #8045)*
This project has been foregone with the continued use of the MySites software system.

- *SCADA Hardware Update (CIP Project #8046)*
During the first quarter of FY 2021-22 the hardware has been purchased and this project is currently in progress.
- *Lake Piru Asphalt (CIP Project #8047)*
July 26, 2021 – Agreement in the amount of \$21,850 executed with RRM Design Group for professional services related to the 2021 Lake Piru Master Plan and CUP Update.
- *Condor Improvement Project (CIP Project #8048)*
There are currently no updates available for this period.
- *Lake Piru Entry Kiosk Renovation (CIP Project #8049)*
There are currently no updates available for this period.
- *Security Gate Upgrade (CIP Project #8050)*
There are currently no updates available for this period.
- *Server Replacement (CIP Project #8051)*
During the first quarter of FY 2021-22 the hardware has been purchased and this project is currently in progress.
- *SCADA Continuous Threat Detection System (CIP Project #8052)*
There are currently no updates available for this period.
- *Main Supply Pipeline Sodium Hypochlorite Injection (CIP Project #8053)*
The project will be advanced in calendar year 2022.

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Cash Position and Investments of the District

As of September 30, 2021, the District had a total of \$47M 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:

	<u>Sept 2021</u>	<u>Sept 2020</u>
Bank of the Sierra	2,049,439	2,415,022
US Bank - 2020 COP Bond Balance	19,006,655	
Petty Cash	3,400	400
County Treasury	1,644	1,444
LAIF Investments	26,164,382	26,209,535
Union Bank - 2001 Revenue Bond Balance		40
Union Bank - 2005 Revenue Bond Balance		116
Union Bank - 2009 COP Bond Reserve Account		654,525
	<u>47,225,520</u>	<u>29,281,082</u>

Approximately \$655K was held by Union Bank as trustee in reserve for future debt payments on the 2009 COP Bonds as of September 30, 2020. This amount has been released with the refinancing of the 2009 COP Bonds into the new 2020 COP Bonds and a reserve is no longer required. The only current restriction is the \$19M for CIP projects in the 2020 COP Bonds. Any restrictions on the remaining \$ 28.2M are listed in this report.

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

Respectfully submitted,



Daryl Smith, Controller

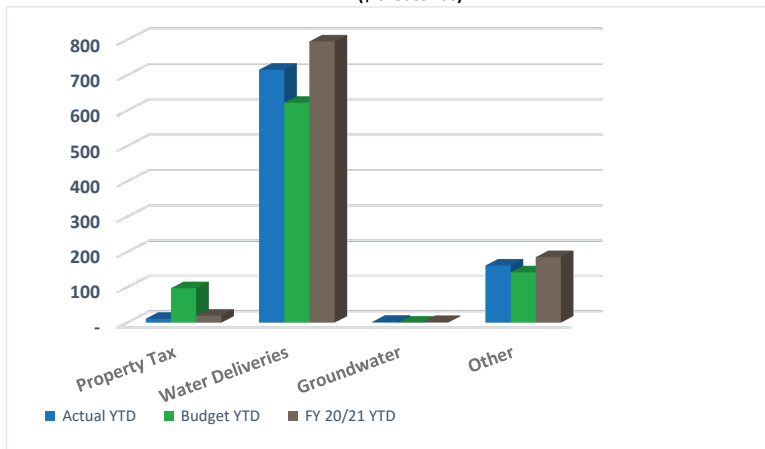
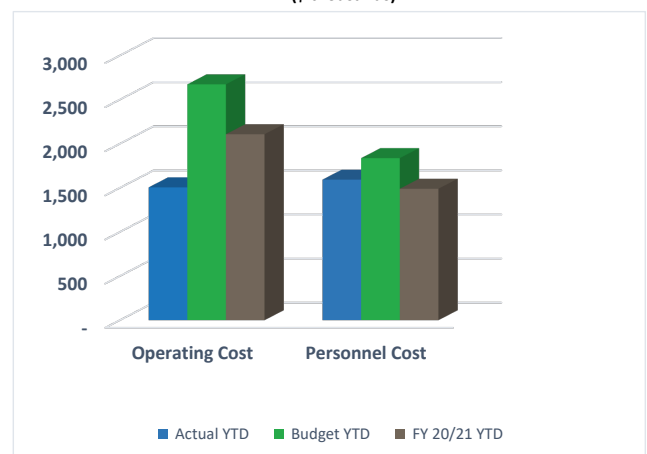
FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

General/Water Conservation Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	716	622	93	15%	796	(80)	-10%
Groundwater	2	0	2	0%	2	0	22%
Supplemental Water	0	0	0	0%	0	0	0%
Property Taxes	11	97	(86)	-89%	20	(9)	-44%
Earnings on Investments	10	38	(28)	-73%	(20)	30	-149%
Other	473	335	138	41%	183	290	158%
Transfers in	0	0	0	0%	0	0	0%
Total Revenues	1,212	1,093	120	11%	980	232	24%
Expenses							
Personnel Costs	1,594	1,837	(243)	-13%	1,490	104	7%
Operating Expenditures	1,506	2,674	(1,168)	-44%	2,108	(602)	-29%
Capital Outlay	197	130	68	52%	39	158	400%
Transfers out	2,470	4,406	(1,937)	-44%	499	1,971	395%
Total Expenses	5,767	9,047	(3,280)	-36%	4,137	1,630	39%
Net Surplus / (Shortfall)	(4,554)	(7,954)	3,400	-43%	(3,157)	(1,398)	44%

 Revenues
(\$ thousands)

 Expenses
(\$ thousands)

Revenue Status vs. Budget

- Revenue received through first quarter \$1.2M (\$11%) above Plan primarily due to pipeline deliveries \$93K above Plan. 965 AF more delivered than Plan for three pipelines combined.
- Property taxes \$87K below plan due to property taxes budgeted over 12 months and most property taxes paid begin in December and April.
- Earnings on investments were \$28K under plan due to a GAAP market value adjustment to LAIF in addition to a steep reduction in the rate of return.
- Other Revenue sources \$157K above Plan primarily due to revenue coming from Lake Piru Day Use, Camping, and Boating fees and reservations.

Revenue Status vs. Prior Year

- Q1 Revenue \$232K (24%) higher than PY primarily due to higher Lake Piru Operations revenue, \$288K more than PY. The Lake is providing all revenue and services directly in the current year whereas PMC was handling services previously.
- Offsetting the increase in revenue is lower pipeline deliveries, \$80K less than prior year. 570 AF less delivered than PY for three pipelines combined. Contributing to the variance is lower property taxes \$9K less than PY.



FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

General/Water Conservation Fund - Continued

Appropriation/Expenditure Status vs. Budget

- Total Expenditures were \$3.3M (36%) under Plan primarily due to CIP Transfers Out \$1.9M lower than budget.
- Professional Fees \$730K savings from the under-utilized Admin and Finance consulting and legal budget and FERC – Fish Passage and quagga expenditures timing difference of invoices.
- Operating Expenditures \$1.2M under budget primarily due to Principal being budgeted as an expense \$167K but paid directly to liability and an additional \$200K of 2020 Revenue Bond interest offsetting in the 710 fund. Overhead costs \$217K under Plan due to timing differences. Contributing to the variance is a savings in Maintenance, Supplies, and Permits of \$203K due to delay in invoicing and fewer emergencies in the first quarter. Maintenance expenditures is expected to be fully utilized by end of the fiscal year. Savings slightly offset by overrun in Insurance Premiums \$276K.
- Personnel Costs under budget \$243K due to vacant Controls positions in O&M.
- Capital Outlays were \$68K over budget primarily due to the purchase of SLR Excavator and replacement of O&M Saticoy vehicle. The total budget of the vehicles was distributed to twelve months in the system rather than one specific period.

Appropriation/Expenditure Status vs. Prior Year

- Expenditures were \$1.6M (39%) higher than PY, primarily due to transfers out for CIP of \$1.9M in current year for SFD, Ferro Rose and Brackish Water CIP projects. Contributing to the variance is higher Salary expenses \$104K due to COLA increase, additional Rangers hired to support Lake Piru operations and more water staff time spent on water conservation activities compared to PY. Capital Outlays was up \$158K due to SLR excavator and O&M Saticoy replacement vehicle purchase in the current year.
- Operating Expenditures were lower in the current year by \$602K. Professional fees are \$182K lower than PY due to delays in Environmental consulting fees. Principal and interest payments were down \$369K due to bonds 2001, 2005, and 2009 refunded in November 2020; new Revenue Bond payment and interest is being offset in Fund 710 in current year.
- Materials and Supplies \$268K higher than PY primarily due to Insurance premiums increase by \$121K and maintenance costs exceeded PY by \$80K due to Lake Piru operations.

Fund Balance

The projected ending undesignated working capital balance at the end of FY 21-22 is approximately \$6.4M.

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

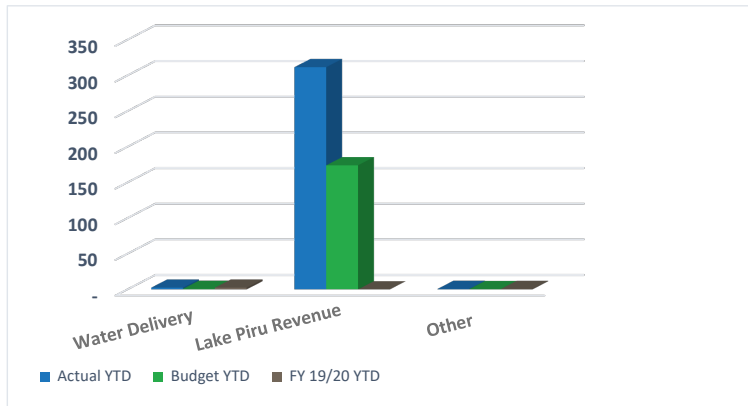
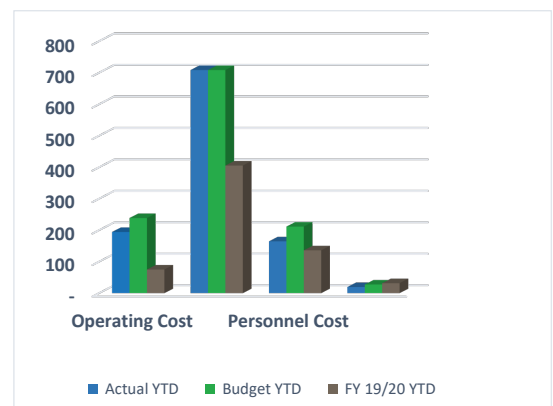
FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

Recreation Sub-Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	2	1	2	224%	2	(0)	0%
Earnings on Investments	0	0	0	0%	0	0	0%
Lake Piru Revenue	312	174	137		0	312	
Other	1	0	0	85%	1	0	17%
Total Revenues	315	175	139	80%	3	312	10435%
Expenses							
Personnel Costs	165	212	(47)	-22%	136	29	21%
Operating Expenditures	194	239	(44)	-19%	75	119	159%
Capital Outlay	20	28	(8)	-29%	32	(12)	-38%
Transfers out	709	709	0	0%	405	303	75%
Total Expenses	1,087	1,187	(99)	-8%	649	439	68%
Net Surplus / (Shortfall)	(773)	(1,011)	239	-24%	(646)	(127)	20%

 Revenues
(\$ thousands)

 Expenses
(\$ thousands)

Revenue Status vs. Budget

- Revenue received through 1st quarter above Plan Total by \$138K due to higher Day Use, Camping, Boating fees and reservations.

Revenue Status vs. Prior Year

- Q1 Revenue \$312K over PY due to increase in fees and reservations; the District has assumed operations at Lake Piru for the current FY. Lake Piru was closed because of covid restrictions for half of the first quarter in the PY.

Appropriation/Expenditure Status vs. Budget

- Total expenditures \$99K (8%) under budget primarily due to Personnel Costs savings \$47K due to vacant Receptionist position to assist at the Lake. Contributing to the variance is savings in Maintenance and Supplies expense \$27K slightly offset by increase in Insurance premiums \$15K and Small Tools \$10K.

Appropriation/Expenditure Status vs. Prior Year

- Expenditures \$439K (68%) higher than PY.
- Personnel costs (\$29K) higher in current year due to the district hiring part time Rangers to assist with Lake Piru Operations. Operating Expenditures \$119K higher in current year due to Lake Piru being closed for half of the quarter in PY. Maintenance and Tools has increased by \$71K, utilities increased by \$24K.
- Contributing to the variance is CIP Transfers Out \$303K higher than PY for CIP Lake Piru Asphalt, Entry Kiosk Renovation, and Condor Point Improvement Projects.



FY 2021-22 First Quarter Financial Review

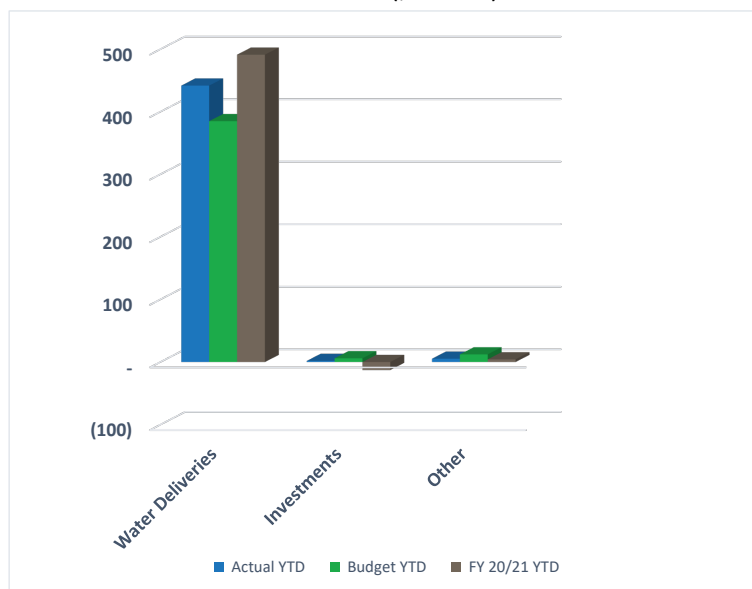
July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

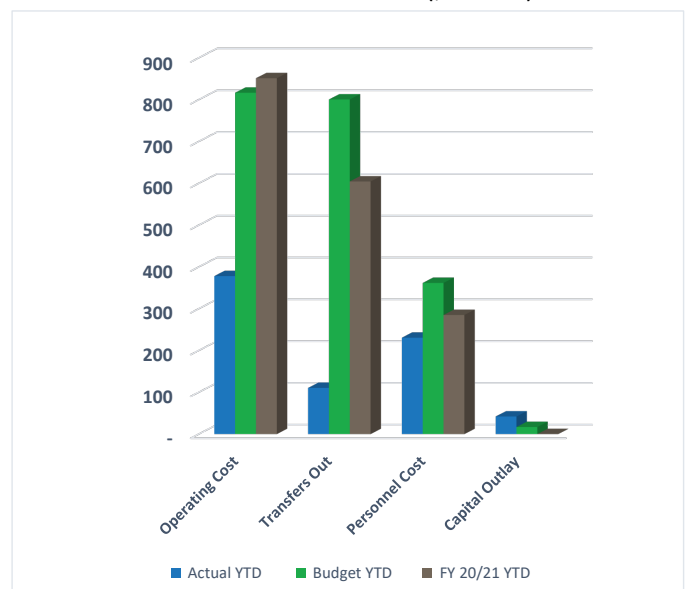
Freeman Diversion Fund (Zone B)

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	442	385	57	15%	491	(49)	-10%
Earnings on Investments	2	6	(4)	-71%	(13)	15	-114%
Other	5	12	(7)	-57%	4	1	24%
Transfers in	0	0	0	0%	0	0	0%
Total Revenues	449	403	46	11%	483	(34)	-7%
Expenses							
Personnel Costs	231	362	(131)	-36%	285	(54)	-19%
Operating Expenditures	378	817	(439)	-54%	851	(473)	-56%
Capital Outlay	42	17	25	0%	0	42	#DIV/0!
Transfers out	111	801	(690)	-86%	605	(494)	-82%
Total Expenses	762	1,996	(1,234)	-62%	1,741	(979)	-56%
Net Surplus / (Shortfall)	(313)	(1,593)	1,280	-80%	(1,259)	946	-75%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget

- Revenue received Q1 \$449K, up \$46K (11%) due to higher pipeline deliveries, which were 967AF over Plan, 5,042AF Actuals vs 4,075 AF Plan; OH Pipeline is 877 of this variance.
- Offsetting the increase are lower earnings on investments (\$4K) due to a GAAP market value adjustment to LAIF.

Revenue Status vs. Prior Year

Current year lower by \$34K (7%). The decrease is primarily due to Pipeline delivery 1,912AF below prior year's deliveries; of which, 1,342AF were through PV.



FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

Freeman Diversion Fund (Zone B) - continued

Appropriation/Expenditure Status vs. Budget

- Total expenditures \$1.2M (62%) below Plan. Savings is primarily due to lower CIP Transfer Out \$690K. Interfund loan of \$690K for CIPs expected in July. Salaries and Benefits are also \$131K under budget.
- Contributing to the variance is Operating Expenditures at \$439K lower than budget, this is primarily due to under utilized Environmental Services Legal Fees \$184K. Principal savings of \$113K due to Principle being budgeted as an expense offset by the increased Interest expense on the new 2020 Revenue Bonds (7K). Overhead costs under budget \$65K due to timing difference. Maintenance savings due to Freeman Emergency Funds \$48K not being used in first quarter. Permit \$27K and Misc Expense \$29K expected to be fully utilized by end of the fiscal year. Savings is partially offset by increase in Insurance Premiums \$85K.
- Capital Outlay Costs were also \$25K higher than budget due to the purchase of SLR excavator.

Appropriation/Expenditure Status vs. Prior Year

- Total Expenditures are \$980K (56%) below PY. Decrease largely due to Wishtoyo legal fees \$474K in PY. Overhead costs lower \$28K due to lower Operating Expenditures. Lower transfers-out \$493K in the current year to Freeman CIP projects. No Excavator Rental fees in current year due to the purchase of excavator in September, savings of \$75K. Slightly offsetting decrease are Insurance premiums \$46K in the current fiscal year
- Capital Outlay Costs \$42K higher than PY due to the purchase of SLR excavator.

Fund Balance

- The projected ending undesignated working capital balance at the end of FY 21-22 is approximately \$610K.
- The District's reserve policy requires an undesignated balance of between \$1.5M for this fund, which is not projected to be met.

FY 2021-22 First Quarter Financial Review

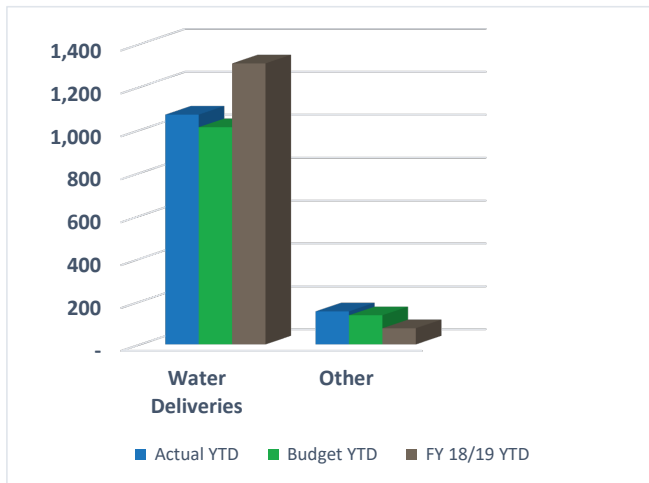
July 1, 2021 through Sept 30, 2021

25% of Fiscal Year Completed

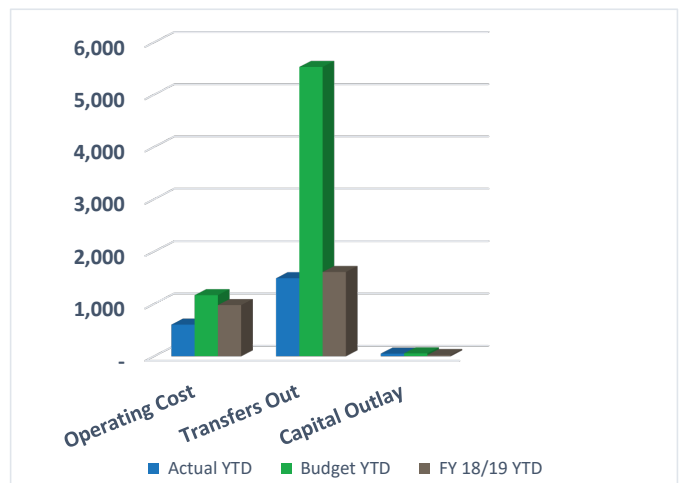
Oxnard Hueneme Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	1,071	1,012	59	6%	1,309	(238)	-18%
Earnings on Investments	3	5	(2)	-45%	(13)	16	-121%
Grants	0	237	(237)	-100%	2	(2)	
Other	151	131	20	16%	88	63	71%
Total Revenues	1,225	1,385	(160)	-12%	1,387	(162)	-12%
Expenses							
Personnel Costs	290	267	23	9%	271	19	7%
Operating Expenditures	315	901	(586)	-65%	707	(392)	-55%
Capital Outlay	51	56	(5)	-9%	24	27	110%
Transfers out	1,491	5,531	(4,039)	-73%	1,610	(119)	-7%
Total Expenses	2,147	6,755	(4,608)	-68%	2,612	(465)	-18%
Net Surplus / (Shortfall)	(923)	(5,370)	4,447	-83%	(1,225)	303	-25%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget and vs. Prior Year

- Total Revenue \$160K (12%) under budget primarily due to timing of grant revenue.
- Grants under Plan by \$237. Revenue will not be earned until construction begins later in the current FY.
- Water Delivery Revenue \$59K (6%) higher than Budget; 877 AF (32%) more delivered than Plan. Deliveries less than prior year by \$238K (482 AF). The 17% decrease in variable rates made the dollar revenue decrease much more than the actual delivery decrease.
- Fox Canyon revenues up \$63K over prior year due to higher pumping charges.



FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

Oxnard Hueneme Pipeline Fund - continued

Appropriation/Expenditure Status vs. Budget and vs. Prior Year

- Expenses \$4.6M under budget primarily due to transfers out which are \$4M less than budgeted. This is a timing issue as the budgeted amount is front-loaded.
- Electricity \$138K under budget which is a timing issue as billing is a month behind, and \$227K under last year due to increased deliveries FY 20-21.
- Maintenance - S&I under budget by \$45K and Equipment under by \$20K. These are primarily timing issues and staff expects actuals to catch up with budget as year progresses.
- Fox Canyon \$249K under budget due to an extraction fee accrual from FY 20-21 carried over to the current fiscal year and the budget being averaged over 12 months in the current year.
- Principal payment \$94K lower as this was budgeted as an expense budgeted but paid directly to liability.

Fund Balance

The ending working capital balance was approximately \$2.9M, all of which is undesignated. Assuming FY 2021-22 activity is consistent with the approved budget, the projected ending undesignated balance is \$908K, which is \$234K lower than the required \$1.1M fund minimum.

FY 2021-22 First Quarter Financial Review

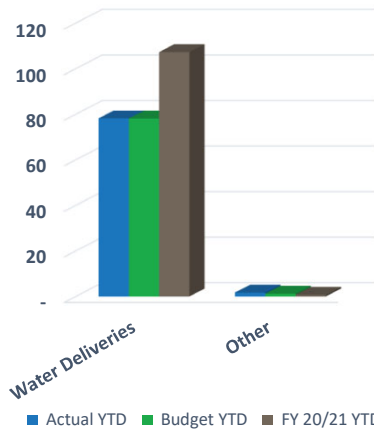
July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

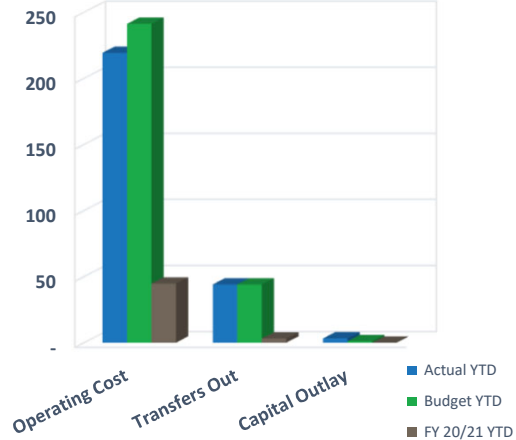
Pleasant Valley Pipeline Fund

in \$ thousands	CY Actuals	CY Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	78	78	0	0%	107	(29)	-27%
Earnings on Investments	0	1	(1)	-72%	(1)	2	-115%
Other	2	1	1	43%	1	1	124%
Total Revenues	80	80	(0)	0%	107	(26)	-25%
Expenses							
Personnel Costs	22	24	(2)	-10%	23	(1)	-5%
Operating Expenditures	198	217	(20)	-9%	22	176	796%
Capital Outlay	3	1	2	0%	0	3	
Transfers out	44	44	0	0%	3	41	1310%
Total Expenses	267	286	(20)	-7%	48	219	457%
Net Surplus / (Shortfall)	(186)	(206)	20	-10%	59	(245)	-417%

Revenues (\$ thousands)



Expenses (\$ thousands)



Revenue Status vs. Budget and vs. Prior Year

- Revenue received through Q1 on target.
- Revenue less than prior year by \$26K primarily due to water delivery revenue down \$29K. No surface water was delivered during Q1, revenue collect is from fixed costs.

Appropriation/Expenditure Status vs. Budget and vs. Prior Year

- Operating expenditures under Budget by \$20K this fiscal year primarily due to maintenance budget not being fully utilized in Q1 and up \$176K from prior year. Increase over PY is due to \$195K spent on PV reservoir maintenance work in Q1.
- Transfers out on target for Q1 at \$44K and higher than PY by \$41K for several CIP Projects including Main Supply Pipeline Sodium Hypochlorite Injection and Server Replacement.

Fund Balance

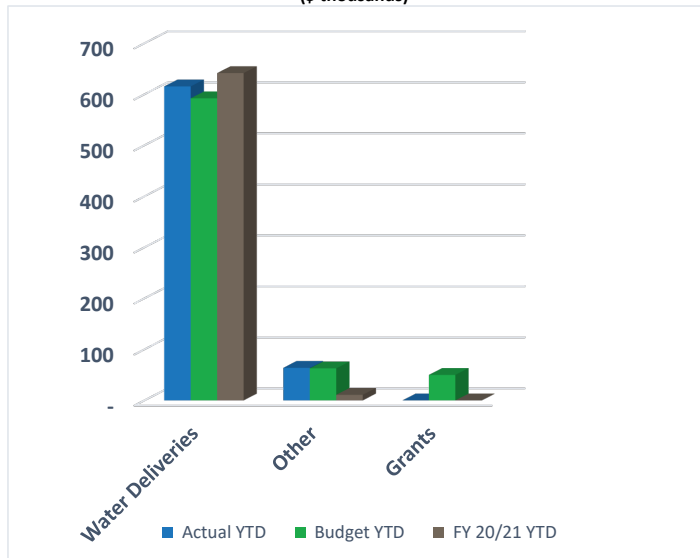
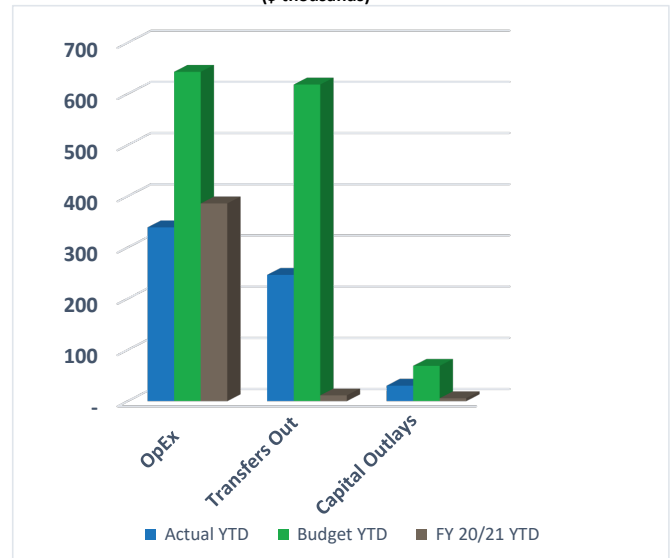
- FY 2020-21 ending working capital was approximately \$602K. A surplus of \$42K is planned for FY 2021-22, resulting in a projected fund balance (net of \$80K of depreciation) of \$695K at year-end .
- The District's calculated reserve policy requires a \$342K undesignated balance for this fund, which is projected to be met.

FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed
Pumping Trough Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	616	592	23	4%	642	(26)	-4%
Earnings on Investments	1	3	(2)	-59%	(3)	4	-133%
Grants	0	50	(50)	-100%	0	0	0%
Other	63	60	3	4%	14	49	340%
Total Revenues	679	705	(26)	-4%	653	27	4%
Expenses							
Personnel Costs	122	130	(9)	-7%	129	(7)	-5%
Operating Expenditures	217	513	(295)	-58%	257	(40)	-16%
Capital Outlay	30	69	(39)	-56%	6	24	429%
Transfers out	246	618	(372)	-60%	11	235	2074%
Total Expenses	616	1,330	(715)	-54%	403	213	53%
Net Surplus / (Shortfall)	64	(625)	689	-110%	250	(186)	-74%

 Revenues
(\$ thousands)

 Expenses
(\$ thousands)

Revenue Status vs. Budget

- Revenue received through Q1 is \$679K, down 26K (4%). The Decrease is primarily due to PTP Metering Q1 Grant of \$50K reimbursement that remains to be finalized. Offsetting the decrease is higher water deliveries of \$23K, 46AF more water delivered than Plan.

Revenue Status vs. Prior Year

- Current fiscal year revenues are up \$27K (4%) compared to last fiscal year primarily due to higher pumping charges for Fox Canyon GMA revenue (\$49K). Offsetting the increase is water deliveries of \$26K less water delivered than prior year.

FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

25% of Fiscal Year Completed

Pumping Trough Pipeline Fund - continued***Appropriation/Expenditure Status vs. Budget***

- Total expenditures \$616K, \$715K (54%) below Plan primarily due to Transfers Out \$372K to PTP Capital Improvement Projects.
- Contributing to the variance are lower operating expenditures of \$295K. Overhead costs of \$36K are under budget due to timing a difference. Electricity is \$47K under Budget due to timing differences of when SCE reads the meter/bills for the read. Maintenance is \$53K under budget due to emergency funds not being needed in the first quarter as well as less than projected maintenance on corroding PTP turnouts. Maintenance and Supplies are expected to be fully utilized by the end of the year. Fox Canyon expenses are down \$85K due to a delay in billing. Principal payments of \$89K were budgeted to expense but were paid directly to liability. Slightly offsetting the savings is increase in Insurance Premiums of \$46K over budget.
- Capital outlay of \$39K is lower than anticipated due to less than planned PTP isolation valves and VFD replacements.

Appropriation/Expenditure Status vs. Prior Year

- Compared to PY, expenditures are higher by \$213K (53%) primarily due to transfers-out of \$235K for PTP Capital Improvement Projects in current fiscal year.
- Contributing to the variance is Capital outlay of \$24K due to the purchase of the SLR excavator.
- Offsetting the increase is a decrease in operating expenditures of Principal and Interest of \$51K lower than prior year due to refunding of old revenue bonds.

Fund Balance

- The projected ending undesignated working capital balance is approximately \$1.1M which is expected to be met.
- The District's reserve policy requires an undesignated balance of between \$250K and \$300K for this fund.

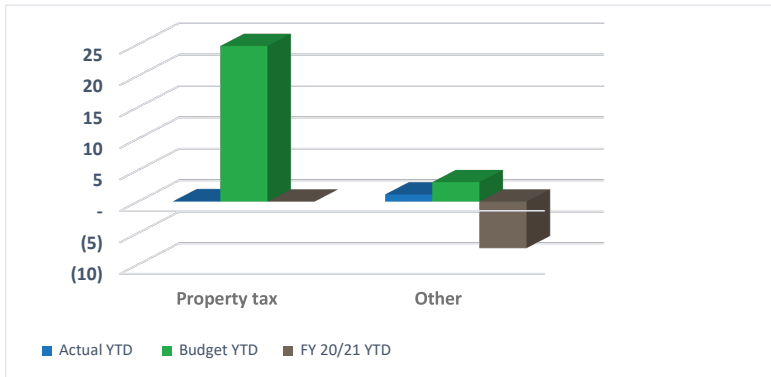
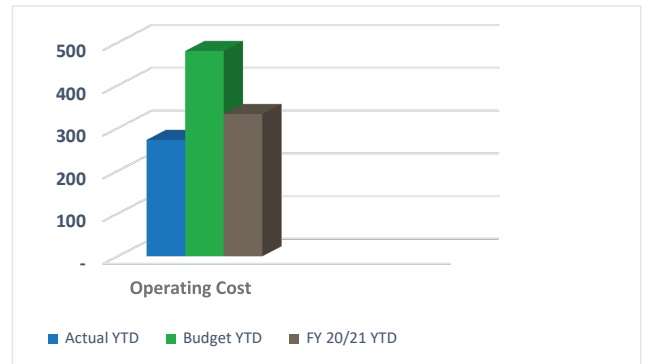
FY 2021-22 First Quarter Financial Review

July 1, 2021 through Sept 30, 2021

25% of Fiscal Year Completed

State Water Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Earnings on Investments	1	3	(2)	-63%	(7)	9	-115%
Other	0	25	(25)	-100%	0	0	#DIV/0!
Total Revenues	1	28	(27)	-96%	(7)	9	-116%
Expenses							
Personnel Costs	0	0	0	0%	0	0	0%
Operating Expenditures	272	480	(208)	-43%	333	(61)	-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	272	480	(208)	-43%	333	(61)	-18%
Net Surplus / (Shortfall)	(271)	(452)	181	-40%	(340)	69	-20%

 Revenues
(\$ thousands)

 Expenses
(\$ thousands)

Revenue Status vs. Budget and vs. Prior Year

- Revenue received through Q1 \$27K below budget. This is primarily due to property taxes which were budgeted monthly but typically not received prior to December and April based on the due date of the taxes.
- Current year investment earnings \$9K higher than FY 2021 due to a \$15K adjusting GAAP entry the previous year. Investment returns in previous year are \$8K higher due to much lower rate of return on investment this year.

Appropriation/Expenditure Status vs. Budget and vs. Prior Year

- Total expenditures \$208K (43%) lower than budgeted. This is primarily due to variable costs not being consistent throughout the year although the budget is distributed equally.
- Compared to PY, expenditures lower by \$61K (18%). This is primarily due to the September invoice being entered in October.

Fund Balance

- The beginning working capital for FY 21-22 is approximately \$3.6M.
- The District's reserve policy requires a \$2.8M balance for this fund and a \$3.7M reserve maximum. Assuming FY 2021-22 activity is consistent with the approved budget, the projected ending balance is \$3.7M is within the budgeted range.
- The entire fund balance is designated for the fixed and variable costs related to the District's State Water Project allocation of 5,000 AF per year, plus the allowable balance of Table A water that was not purchased in prior years (1,500 AF for FY 20-21).



FY 2021-22 First Quarter Financial Review

July 1, 2021 through September 30, 2021

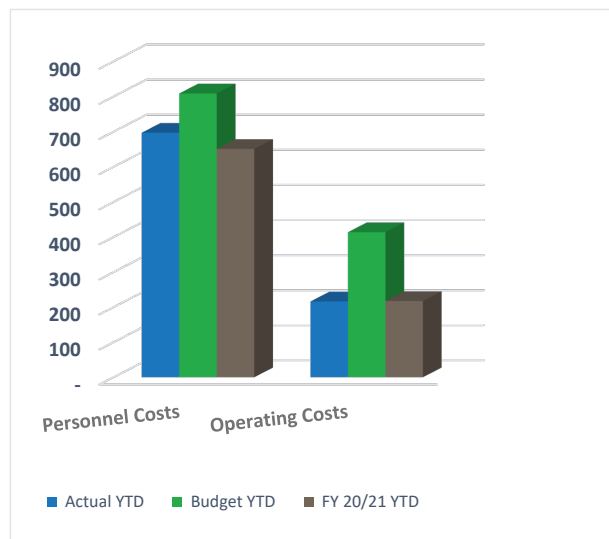
25% of Fiscal Year Completed

Overhead Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Expenses							
Personnel Costs	697	809	(112)	-14%	651	46	7%
Operating Expenditures	216	414	(198)	-48%	218	(1)	-1%
Capital Outlay	0	0	0	0%	0	0	0%
Total Expenses	913	1,222	(309)	-25%	869	45	5%

Expenses

(\$ thousands)



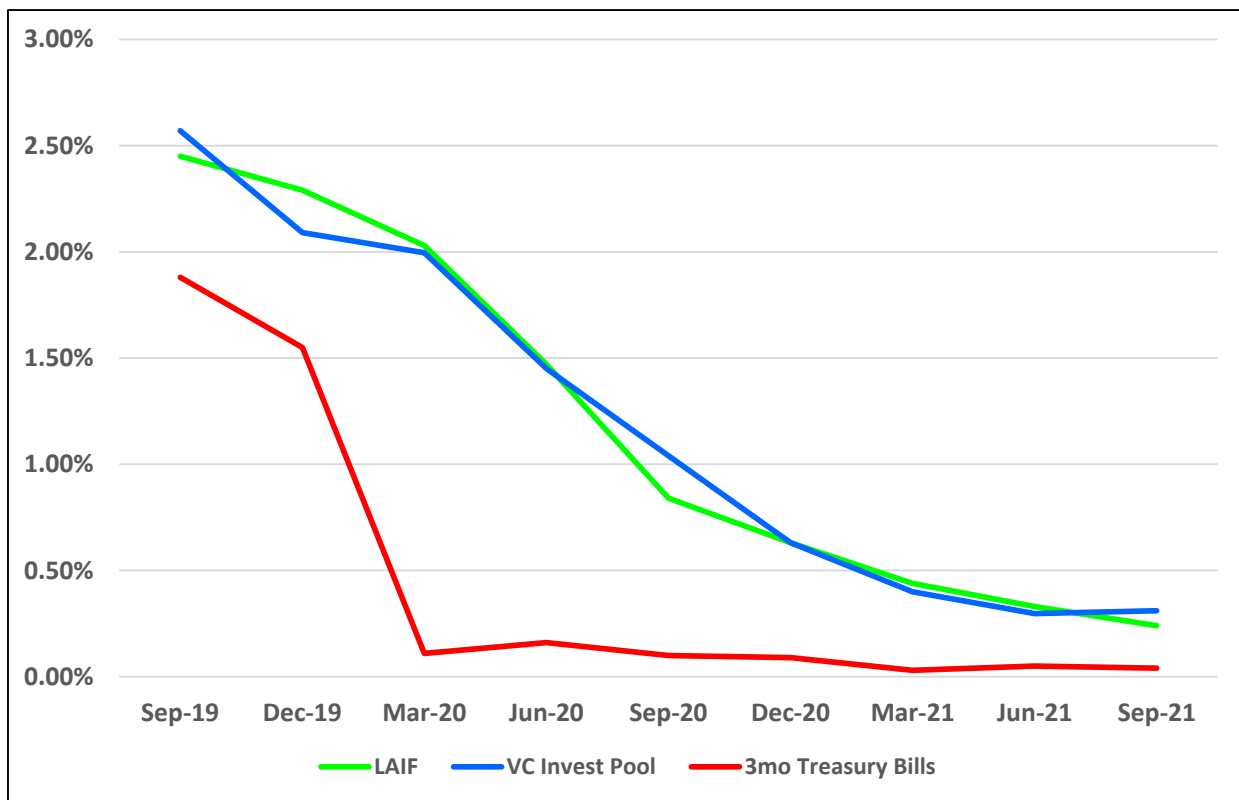
Appropriation/Expenditure Status vs. Budget and vs. Prior Year

- Expenditures under budget by \$309K (25%).
- The largest savings were in Professional Fees, \$163K due to Admin and Financial Advisory consulting under-utilized. Costs for consulting is expected to catch up by the end of the fiscal year. Salaries and Benefits of \$112K are under budget due to budgeted positions in Admin (HR Generalist, Admin Assistant II) that have not been filled. Contributing to the variance is the Retirement Benefit Replacement budget of \$30K expected to be realized before the end of the fiscal year.
- Compared to PY, expenditures are higher by 45K (5%). The variance is primarily from Personnel up by \$46K due to Board Approved 2% Cost of Living Adjustment increase and annual merit increases.

United Water Conservation District														
CURRENTLY APPROPRIATED CAPITAL IMPROVEMENT PROJECT PLAN														
FY 2021-22 Available Appropriations as of September 30, 2021														
							Total	Appropriations			Expended and Encumbered			% of Total
			1st	1st	Expected		Est Project	Total Approp	Suppl	Total	Total as	Current	Total	Est Project
	Fund	Proj	Budget	Activity	End	Class	Cost	Approved thru	Approp	Approp	FY 20-21	FY 21-22	to date	costs spent
Project Description	#	#	Year	Date	Year		(000s)	FY 20-21	FY 21-22	to Date	FY 20-21	FY 21-22		FY 21-22
Well Replacement Program Well #18	452	8000	2015-16	08/06/15	2021	I	1,618	1,590,134	27,480	1,617,614	1,190,827	33,031	1,223,857	75.64%
Freeman Diversion Rehab	421	8001	2009-10	03/23/11	2024	II&IV	126,787	8,965,908	670,960	9,636,868	5,913,497	2,899,049	8,812,546	6.95%
SFD Outlet Works Rehab		8002	2007-08	04/20/11	2025+	I&II	57,359	5,040,547	1,503,548	6,544,095	4,268,163	337,073	4,605,236	8.03%
SFD PMF Containment		8003	2008-09	06/22/09	2025+	II	49,048	4,913,505	894,207	5,807,712	4,298,702	284,214	4,582,915	9.34%
SFD Sediment Management		8005	2013-14	05/28/14	2022	II	231	94,954	96,371	191,325	64,752	10,686	75,438	32.66%
Lower River Invasive Species Control	471	8006	2015-16	08/06/15	2023	IV	591	580,300	10,772	591,072	184,575	-	184,575	31.23%
OHP Iron and Manganese Treatment	451	8007	2015-16	08/06/15	2022	III	12,571	5,179,934	4,442,980	9,622,914	1,220,713	823,349	2,044,062	16.26%
Quagga Decontamination Station		8008	2016-17	06/23/17	2020	II	292	221,974	-	221,974	56,323	-	56,323	19.29%
Ferro-Rose Recharge		8018	2006-07	03/23/07	2023	III	38,771	1,909,329	256,354	2,165,683	1,230,181	103,584	1,333,766	3.44%
Brackish Water Treatment		8019	2015-16	07/08/15	2025+	III	196,672	399,756	584,511	984,267	176,744	116,609	293,353	0.15%
Rice Ave Overpass PTP	471	8021	2016-17	08/17/18	2021	II	86	83,320	2,984	86,304	55,502	22,028	77,531	90.15%
PTP Turnout Metering System	471	8022	2016-17	03/10/17	2022	I	1,612	1,259,995	352,548	1,612,543	1,022,222	64,522	1,086,743	67.42%
Pothole Trailhead		8023	2016-17	02/14/17	2021	I	503	502,839	-	502,839	402,552	9,475	412,027	81.91%
State Water Interconnection Project		8025	2016-17	06/15/17	2022	II	618	308,737	3,846	312,583	193,699	28,419	222,118	35.94%
El Rio Trailer		8028	2019-20		2022	II	110	110,000	-	110,000	-	-	-	0.00%
Alternative Supply Alliance Pipeline		8030	2018-19	06/08/18	2021	II	362	361,578	-	361,578	38,156	-	38,156	10.54%
Grand Canal Modifications		8032	2018-19	06/30/19	2021	II	546	546,065	314	546,379	496,902	69,375	566,278	103.71%
Floc Building Emergency Generator	421	8033	2019-20	05/20/21	2021	II	78	78,416	-	78,416	17	30,000	30,017	38.48%
Lak Piru Campground Electrical Update		8034	2019-20		2023	I	73	73,424	-	73,424	-	-	-	0.00%
OH System Emergency Generator	451	8036	2020-21	12/18/20	2021	II	1,144	268,107	875,698	1,143,805	202,510	992,006	1,194,516	104.42%
Piru WTP Emergency Generator		8037	2020-21	05/20/21	2021	II	102	101,527	-	101,527	17	64,000	64,017	62.76%
Santa Paula Tower Emergency Generator		8039	2019-20	05/20/21	2021	II	66	115,427	-	115,427	17	135,000	135,017	204.57%
Asset Management / CMMS System		8041	2019-20	04/10/20	2022	-	289	112,780	121,235	234,015	11,273	3,236	14,510	5.02%
Recycled Water GW Replenishment/Reu	421	8042	2020-21	12/04/20	2024	III	2	519,380	-	519,380	1,681	-	1,681	84.06%
PTP Recycled Water Connection	471	8043	2021-22				2,431		132,826	132,826	-	-	-	0.00%
Lake Piru e-Kiosk		8045	2020-21		2021	II	106	105,500	-	105,500	-	-	-	0.00%
SCADA Hardware Update		8046	2020-21	11/20/20	2021	II	801	660,260	140,900	801,160	59,450	63,927	123,376	15.40%
Lak Piru Asphalt		8047	2021-22			I	237		237,156	237,156	-	21,911	21,911	9.25%
Condor Point Improvement Project		8048	2021-22	06/30/21			333		332,556	332,556	367	1,239	1,606	0.48%
Lake Piru Entry Kiosk Renovation		8049	2021-22			I	139		138,946	138,946	-	2,129	2,129	1.53%
Security Gate Upgrade		8050	2021-22			I	58		58,049	58,049	-	-	-	0.00%
Server Replacement		8051	2021-22			I	372		372,000	372,000	-	364,318	364,318	97.94%
SCADA Continuous Threat Detection		8052	2021-22				100		100,000	100,000	-	-	-	0.00%
Main Supply Pipeline Sodium Hypochlorite		8053	2021-22				281		71,200	71,200	-	-	-	0.00%
TOTAL AMOUNT PER YEAR							494,389	34,103,696	11,427,441	45,531,137	21,088,841	6,479,180	27,568,021	5.58%
Class I = Infrastructure Repair or Replacement														
Class II = Structural/Hydraulic Improvement (no yield)												\$6,479,180		
Class III = Water Resource Improvement														
Class IV = ESA Improvement														

Current Benchmark Yields

LAIF	September 30, 2021	0.24%
VC Invest Pool	June 30, 2021	0.31%
3mo Treasury Bills	September 30, 2021	0.04%





Staff Report

To: UWCD Finance and Audit Committee Members

From: Daryl Smith, Controller

Date: October 28, 2021 (November 9, 2021, meeting)

Agenda Item: 7 – First Quarter Fiscal Year 2021-2022 District Staff and Board Member Reimbursement Report (July 1, 2021 – September 30, 2021)
Information Item

Staff Recommendation:

Review and discuss the report detailing the reimbursement of expenses to District staff members and members of the Board for the first quarter of FY 2021-2022 (July 1, 2021, through September 30, 2021).

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.

Fiscal Impact:

As shown.

Attachment: Disbursements Report

UNITED WATER CONSERVATION DISTRICT
CHECK REPORT
QUARTER ENDED 09/30/2021

<u>Vendor Name</u>	<u>Payable Description</u>	<u>Payable Amount</u>	<u>Payment Amount</u>	<u>Payment Date</u>	<u>Check Number</u>
KRIS SOFLEY	REIMBURSEMENT FOR GM LUNCHES & STAFF LUNCH	\$ 268.50	\$ 268.50	7/9/2021	207799
PETER CERVANTEZ	REIMBURSEMENT- MEDICAL TESTING	\$ 199.00	\$ 549.00	8/27/2021	208032
	REIMBURSEMENT - D1-5 DISTRIBUTION EXAM PREP	\$ 350.00			
BRIAN COLLINS	REIMBURSEMENT - MEDICAL TESTING	\$ 199.00	\$ 199.00	9/9/2021	208077
EVA IBARRA	MILEAGE REIMBURSEMENT / 2021	\$ 53.20	\$ 105.84	9/17/2021	208116
	MILEAGE REIMBURSEMENT / AUGUST 2021	\$ 52.64			
		<u>\$ 1,122.34</u>	<u>\$ 1,122.34</u>		



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Daryl Smith, Controller

Date: October 28, 2021 (November 9, 2021, meeting)

Agenda Item: **8 – (Board Agenda Item 3.C) Monthly (September 30, 2021)**
Investment Report
Information Item

Staff Recommendation:

Review and discuss the most current investment report for September 30, 2021, that is enclosed.

Discussion:

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

Fiscal Impact:

As shown.




Attachment: Combined Investment Report

United Water Conservation District
Monthly Investment Report
September 30, 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	2,049,439	1	4.34%
US Bank - 2020 COP Bond Balance	19,006,655	1	40.25%
Petty Cash	3,400	1	0.01%
County Treasury	1,644	1	0.00%
LAIF Investments	26,164,382	1	55.39%
Total Cash, Cash Equivalents and Securities	47,225,521		100.00%
Investment Portfolio w/o Trustee Held Funds	47,225,521		
Trustee Held Funds	-		
Total Funds	47,225,521		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	30,664,382	(4,500,000)	26,164,382
	Interest	Interest	
	Earned YTD	Received YTD	Qtrly Yield
	17,289	23,254	0.24%

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

DocuSigned by:  36D23F9D982745F	10/28/2021
Mauricio E. Guardado, Jr., General Manager	Date Certified
DocuSigned by:  70D59ECEF0D8D46F	10/27/2021
Anthony Emmert, Assistant General Manager	Date Certified
DocuSigned by:  C90D01B430034D1...	10/27/2021
Daryl Smith, Controller	Date Certified

United Water Conservation District			
Cash Position			
September 30, 2021			
Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	13,211,053	4,430,930	Includes General, Rec & Ranger, Water Conservation
		1,725,000	Reserved for legal expenditures
		5,435,000	Designated for replacement, capital improvements, and environmental projects
		1,620,122	Supplemental Water Purchase Fund
General CIP Funds	5,714,068	5,714,068	Appropriated for capital projects
2020 COP Bond Funds	12,717,869	12,717,869	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	3,329,805	3,329,805	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	328,461	328,461	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	2,333,513	2,333,513	Appropriated for capital projects
OH Pipeline Fund	822,048	822,048	Delivery of water to OH customers
OH CIP Fund	5,816,198	5,816,198	Appropriated for capital projects
OH Pipeline Well Replacement Fund	490,205	490,205	Well replacement fund
PV Pipeline Fund	351,823	351,823	Delivery of water to PV customers
PV CIP Fund	186,546	186,546	Appropriated for capital projects
PT Pipeline Fund	968,004	968,004	Delivery of water to PTP customers
PT CIP Fund	955,929	955,929	Appropriated for capital projects
Total District Cash & Investments	47,225,521	47,225,521	



Staff Report

To: UWCD Finance and Audit Committee Members

From: Daryl Smith, Controller

Date: October 27, 2021 (November 9, 2021, meeting)

Agenda Item: 9 – Monthly (September 30, 2021) Pipeline Delivery Report
Information Item

Staff Recommendation:

Review and discuss the most current pipeline delivery report for September 30, 2021, that is enclosed.

Discussion:

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

Fiscal Impact:

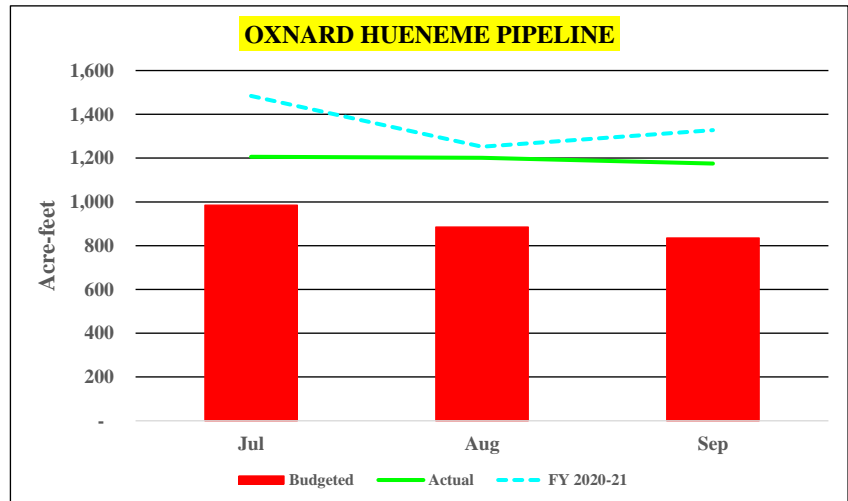
As shown.

Attachment: Pipeline Delivery Report

United Water Conservation District
Pipeline Water Deliveries (Acre-feet)
FY 2021-2022 data thru September 30, 2021

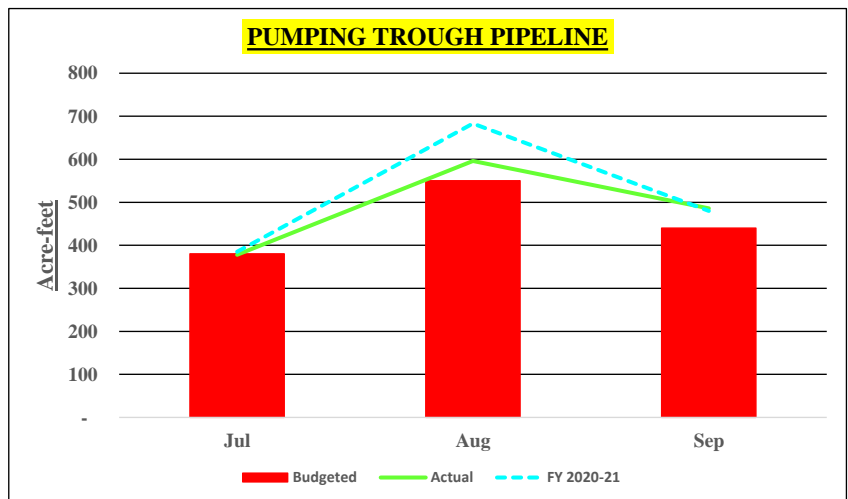
OH Pipeline 21-22			
	Projection	Actual	Difference
Jul	985	1,206	221
Aug	885	1,201	316
Sep	835	1,175	340
Oct	795		
Nov	725		
Dec	645		
Jan	715		
Feb	645		
Mar	625		
Apr	755		
May	915		
Jun	1,955		
Totals	10,480	3,582	
YTD	2,705	3,582	877

YTD Actual to Budget: 32.4%



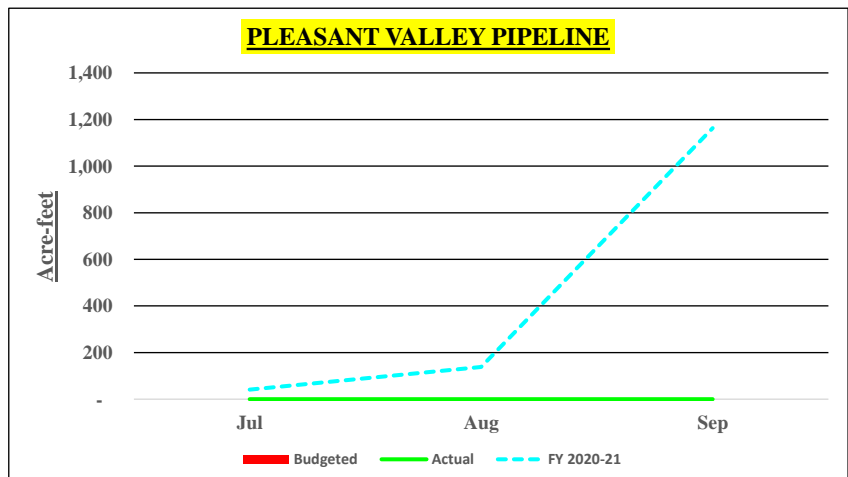
PT Pipeline 2021-22			
	Projection	Actual	Difference
Jul	380	378	(2)
Aug	550	596	46
Sep	440	486	46
Oct	785		
Nov	430		
Dec	300		
Jan	230		
Feb	240		
Mar	260		
Apr	450		
May	470		
Jun	470		
Totals	5,005	1,460	
YTD	1,370	1,460	90

YTD Actual to Budget: 6.6%



PV Pipeline 2021-22			
	Projection	Actual	Difference
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
Oct	-		
Nov	-		
Dec	-		
Jan	400		
Feb	400		
Mar	100		
Apr	-		
May	-		
Jun	-		
Totals	900	-	-
YTD	-	-	-

YTD Actual to Budget: 0.0%





Staff Report

To: UWCD Finance and Audit Committee Members

From: Daryl Smith, Controller

Date: October 27, 2021 (November 9, 2021, meeting)

Agenda Item: **10 – Board Requested Cost Tracking Items**
Information Item

Staff Recommendation:

Review and discuss the cost to date reports for:

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

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

Discussion:

The Finance and Audit Committee requested a monthly update of the accounting being maintained by the District for costs being incurred for various items. The attached report provides data through September 30, 2021.

Fiscal Impact:

As shown.

Attachments: Attachment A – Consolidated Cost Summary
Attachment B – Summary of Motion Items with a Fiscal Impact

**United Water Conservation District
Consolidated Cost Summary Report
Through September, 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	4,812,891	5,839,441	2,898,804	6,546,015
2020-21	298,484	1,692,037	22,583	533,030	348,733	1,540,385	2,301,320	4,841,413	2,115,988	6,957,400
2021-22	63,014	75,553	8,872	86,074	86,377	(3,526)	110,075	120,847	247,347	368,194
Report Total	8,576,442	4,535,448	4,980,912	7,743,517	2,913,174	3,598,542	12,324,890	21,477,908	20,891,428	40,177,105
Previous Report Total	8,541,012	4,475,510	4,978,215	7,702,537	2,882,315	3,598,068	12,215,470	21,357,061	20,752,319	39,917,149
<i>Current Activity</i>	<i>35,430</i>	<i>59,937</i>	<i>2,698</i>	<i>40,980</i>	<i>30,858</i>	<i>474</i>	<i>69,420</i>	<i>80,847</i>	<i>137,965</i>	<i>218,812</i>

Current Activity Narrative:

- FERC - The activity for September (\$35K) was primarily spent on staff time (\$15K) and legal fees (\$21K).
- PMF - The activity for September (\$60K) was primarily spent on design (\$48K), geotechnical (\$5K), CEQA (\$2K), and staff time (\$5K).
- Gen/Wtr Cons - The activity for September (\$3K) was spent primarily on staff time (\$3K).
- Freeman - The activity for September (\$41K) was spent primarily on staff time (\$30K) and professional fees (\$11K) related to HCP support.
- Quagga - The activity for September (\$31K) was spent on staff time (\$16K), professional services (\$14K), and supplies (\$1K) related to quagga mussel eradication and the scientific dive agreement.
- Ventura - There were minor legal costs associated with the settlement of the City of Ventura Lawsuit.
- Wishtoyo - The activity for September (\$69K) was spent on legal fees related to the Wishtoyo complaint. Legal bills tend to run behind so more fees are pending.
- Legal Fees - Includes all legal fees for the District. These fees were dominated by the Wishtoyo lawsuit.
- Other Prof Fees - Includes all contracted professional fees except legal fees. These fees were dominated by consulting fees, quagga removal costs and groundwater modeling.

UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
2.8	Administrative Services	All Expense Funds: Approving an hourly rate increase from \$325 to \$350 for District General Counsel and authorize the General Manager to execute an amendment to the fee agreement.	Y	N/A	Decrease available funds by approximately \$28K through encumbrance	None
4.2	Environmental Planning and Construction	Gen/WC Fund: Authorization for the General Manager to execute a contract amendment with Cramer Fish Sciences to provide fish passage pre-implementation studies under the FERC project. \$441K	Y	N/A	Decrease available funds through a \$441K encumbrance	None
				TOTAL	-\$469K	



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Daryl Smith, Controller
Josh Perez, Human Resources Manager
Zachary Plummer, Information Technology Administrator
Kris Sofley, Executive Administrative Coordinator/Clerk of the Board

Date: November 3, 2021 (November 9, 2021, meeting)

Agenda Item: 11 – (Board Item 5.5) Monthly Administrative Services Department Report
Information Item

Staff Recommendation:

The Committee will receive this staff report and a presentation from the Administrative Services Department regarding its activities for the month of October 2021.

Discussion:

Finance

- Finance staff completed FY 2020-21 Purchase Order and CIP Budget Rollovers. Closed outstanding Purchase Orders that needed to be closed out per Department's instructions.
 - FY 2020-21 United Water Conservation District Audit fieldwork completed. CAFR preparation is ongoing and expected to be finalized before end of November.
 - Met with Department Managers to review their current YTD spend and create an updated projection of total FY 2021-22 spend.
 - Attended grant kickoff meeting with the Office of Local Defense Community Cooperation, Department of Defense for the Iron and Manganese Treatment Project.
 - Accountant I on Maternity Leave effective October 1.
 - FY 2020-21 Mound Basin GSA and Fillmore and Piru Basins GSA Audit fieldwork completed. CAFR preparation is also ongoing and expected to be finalized before mid-November.
-

Administrative

- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the UWCD's Water Resources Committee, Engineering and Operations Committee, Executive Committee and Finance and Audit Committee meetings and the UWCD Board meeting in October.
- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the Fillmore and Piru Basins Groundwater Sustainability Agency's Board meeting in October.
- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the Mound Basin Groundwater Sustainability Agency's Board meeting in October.
- Provided administrative assistance to the Ventura County Special District's Association for its Chapter meeting in October.
- Secured speakers and moderators, performed public outreach emails and phone calls to promote registration and attendance and organized staff presentation and technical rehearsals, as well as on-site registration check-in, room set-up and post social gathering for the October 14 Water Sustainability Summit II.

The event attracted some 150 participants (between in-person and online registrants), including a number of project partners (Ventura Water's Betsy Cooper, Oxnard City Councilmember Bert Perello and the U.S. Navy Base Ventura County's Water Program Manager Nathan Jacobsen). In addition to Legislative panelists CA State Senator Monique Limón, US Congressman Salud Carbajal's Senior District Representative and Water Policy Advisor Wendy Motta, and US Congresswoman Julia Brownley's Legislative Director Sharon Wagener, we also welcomed representatives from US Senator Dianne Feinstein's office, CA Assemblymember Jacqui Irwin's office, City Councilmembers from Fillmore, Santa Paula, Ventura and Oxnard and Ventura County Supervisor Bob Huber's representative and Supervisor Carmen Ramirez.

Human Resources

- Held an All-Staff Health Care Overview Presentation on October 6 and received very positive feedback.
 - Completed open enrollment for Health Care to be effective January 1st.
 - Participated in a two-day virtual CalPERS Educational Forum.
 - Continued efforts associated with recruitments for following positions:
 - Technology Systems Manager
 - Chief Financial Officer
 - Accountant I – Part Time
 - Chief Human Resources Officer
 - Recharge O&M Worker I
 - Processed promotion paperwork for following position:
 - Administrative Assistant II (Destiny Rubio)
 - Worked with Recreation Dept. to fill and/or extend Volunteer Camp hosts at Lake Piru as we begin the offseason and preparations for the 2022 spring and summer season.
 - Processed employee evaluations and step increases that were scheduled for October.
-

- Processed employee payroll changes into Incode (address change, tax changes, changes in deductions, base pay, cash out requests).
- Assisted Koff and Associates with a Salary Survey and Benefits information request. This is similar to one we will begin around this time next year as we prepare for Labor Negotiations.

Safety and Risk Management

- Certified 22 staff—including 100% of O&M Department—in Adult & Pediatric CPR/AED/First Aid.
- Organized and implemented District's participation in the Great California Shakeout, which included earthquake and fire drills (with support from Admin staff).
- Completed and implemented updated HQ EAP along with training Admin Staff on utilizing emergency mass notification system.
- Coordinated Fire Sprinkler and Notification System inspections at O&M sites with support from each site's supervisor/lead.
- Supported Engineering Department with preparing Phase III of Multijurisdictional Hazard Mitigation Plan.
- Supported Engineering Department with Responding to FERC on status of physical and cyber security risk mitigation measures.
- Participated in SFD Emergency Action Plan annual seminar.
- Provided COVID-19 update and covered Bloodborne Pathogens Protection in monthly safety meeting.
- Procured additional COVID-19 PPE (e.g., face coverings and test kits).
- Supported COVID-19 breakthrough case responses (case did not originate within the workplace).
- Resolved facilities matter at HQ (e.g., troubleshooting fire alarm false activations, graffiti, trash removal, abandoned vehicle, etc.).
- Attended the State of California Virtual Cybersecurity Education Summit

Technology Systems

- IT worked to support the DHS information and real data request for the Department of Homeland's Cyber and Infrastructure Security Agencies VADR Review
 - Captured Network Traffic from preferred collection points
 - Submitted Network Device Asset Identification List
 - Provided detailed network maps network subnetting reports
 - Retired the two 2008 Domain Controllers from UWCD Networks. These were unsupported operating systems and their decommissioning had been planned.
 - Replaced by two 2019 Domain Controllers that have been in production for the last few months.
 - Installed new network distribution layer switch at El Rio. This is one of several network upgrades being accomplished to support the 2021 Server upgrade project.
 - Provides higher bandwidth transit to our primary as well as our remote site locations.
-

- Completed the on-site assessment surveys with vendors doing the rack mounting and install of the new server equipment. Vendor is currently scheduled mid-November to complete the onsite portions.
- Remapped network architecture schematics for segmenting network equipment at all site locations. This was quite intricate and involved and provides better cybersecurity posture and framework to address future challenges.
- Provided IT and Audio/Video (AV) support for several District-held meetings and events. Including and not limited to:
 - Water Sustainability Submit
 - UWCD Board of Director Meeting
 - Scheduled UWCD Committee Meetings for October
 - Halloween Virtual/Hybrid
 - Engineering Emergency Action Planning Seminar