

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, December 7, 2021 – 9:00 A.M.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

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

COMMITTEE MEMBERS PRESENT:

Chair Sheldon G. Berger
Bruce Dandy
Lynn Maulhardt

STAFF PRESENT:

Anthony Emmert, assistant general manager
Josh Perez, human resources manager
Zachary Plummer, information technology administrator
Daryl Smith, controller
Ambry Tibay, senior accountant
Craig Morgan, engineering manager
Jackie Lozano, administrative assistant

PUBLIC PRESENT:

Burt Handy
Roger Martinez, Vasquez & Company LLP

OPEN SESSION 9:01 A.M.

Chair Berger called the meeting to order at 9:01 A.M.

Committee Members Roll Call

The Clerk called roll. Chair Berger as well as Director Maulhardt and Director Dandy were present.

1. Public Comment

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

2. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of October 12, 2021. Motion to approve the Committee meeting minutes, Director Dandy; Second, Chair Berger. Voice vote, two ayes (Berger, Dandy); one abstained (Maulhardt, not present at during October meeting); none opposed. Motion carried, 2/1/0.



3. December 8, 2021, Board Meeting Agenda Items

The Committee reviewed the following agenda items to be considered for approval at the December 8, 2021, Board of Directors meeting:

Agenda Item 2.7: Resolution 2021-26 A Resolution of the Board of Directors of the United Water Conservation District Requesting the Amendment of the District's Authorized Point of Contacts for the District's Bank Accounts with the Bank of the Sierra

Board Motion

Controller Mr. Daryl Smith briefly summarized the motion item for the Committee. No comments or questions were offered by the Committee. The Committee would recommend approval of the motion item to the full Board.

No public comments were offered.

Agenda Item 4.3: Approval of Supplemental Appropriation for Capital Improvement Project (CIP) 8001 Freeman Rehabilitation Project

Board Motion

Mr. Smith summarized the funding impact of the motion item for the Committee. This item was previously presented and discussed at the Engineering and Operations Committee meeting and had been recommended for full Board approval. Upon discussion among the Committee and staff, Director Berger mentioned that he would like to see what had been spent on modeling, the fish ladder, and other expenses over the years with regards to the Freeman Diversion.

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

4. Annual Comprehensive Financial Report (ACFR) presented by the District's Auditors Vasquez & Co.

Information Item

Chair Berger introduced Mr. Roger Martinez of Vasquez & Co. who provided a presentation of the Auditors report to the Committee (presentation attached). During the presentation, there were questions and discussion among the Committee and Mr. Martinez. Much of the discussion was related to liabilities. Mr. Martinez indicated that it would be a best practice to have no unfunded liability, but the District is in a good position relative to many other public agencies, regardless of the fact that it does have an unfunded portion of the liability. Financially, the District should continue to prioritize the use of their funds which is on the shoulders of the District and governing Board to make those decisions.

Regarding Information Technology (IT), the audit would be sent separately to the Committee due to significant security concerns. Director Maulhardt expressed that the IT policy and procedures are a continuous process of improvement. Mr. Martinez agreed. The issue could be an ongoing repeat item in all of the audits. Chair Berger suggested that this item could be referred to operations, and a funding mechanism be set up so there is always a sufficient fund available for IT improvement and/or for catastrophic changes. Possibly a separate line of where the funding is coming from. The recommendation would be to create a budget line item to address IT needs.



Chair Berger commended and thanked Mr. Vasquez for a job well done and the hard work the team (Vasquez & Company LLP and Finance Department) put into this audit and presentation. Director Maulhardt expressed his appreciation to Mr. Vasquez for the report and he felt it reflected what the District does and it gave the Committee the confidence in the District's financials.

Chair Berger asked District staff and the public to leave the room and adjourned the Committee meeting to Executive (Closed) session.

5. EXECUTIVE (CLOSED) SESSION 9:51 A.M.

SECOND OPEN SESSION 9:58 A.M.

Chair Berger opened the Second Open Session of the Committee meeting at 9:58 A.M.

6. Oral Report Regarding Executive (Closed) Session

Chair Berger reported there was no action taken that was reportable under the Brown Act.

7. Monthly Investment Report (October 2021)

Information Item

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

No comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered.

8. Pipeline Delivery Report (October 2021)

Information Item

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

No further comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered.

9. Board Requested Cost Tracking Items

Information Item

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.

No comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered.



10. Monthly Administrative Services Update

Information Item

Financial updates for the month of November 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).

As a follow-up from the last meeting, the Committee found their request of itemizing the miscellaneous receivables from the Lake Piru Recreation Area sufficient.

During this time, Assistant General Manager Anthony Emmert acknowledged the work of Mr. Smith, Senior Accountant Ambry Tibay, and the UWCD Finance team. Within the last six months, end of June through December, the team worked to put together the Annual Comprehensive Financial Report and came through with a quality product. It was a lot to learn as the department went along to put this together, but they couldn't have done it without the good leadership along every step of the process. Director Maulhardt was pleased to hear this and asked that Mr. Emmert repeat his sentiment at the Board of Directors meeting. Director Dandy agreed. Director Dandy also had a request for the administrative staff. In future, when emailing the path of a document, to please send the path which takes the receiver all the way to the document and not the path to the location. He mentioned that the Committee would appreciate that.

During the Administrative update, Mr. Perez summarized the intern opportunities and work being done to review what is required for such a program at the District. The Committee would see a formal proposal when research has been completed and reviewed. Director Maulhardt was pleased with the direction the District is going in this process, and how good this would be for building partnerships and the possibility of grants.

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

11. Future Agenda Items

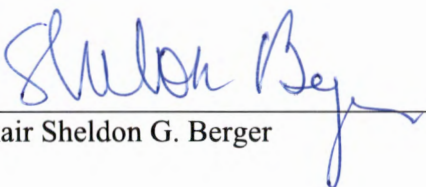
Chair Berger polled the Committee as to any future agenda items. None were offered.

ADJOURNMENT 10:22 A.M.

Chair Berger adjourned the meeting at 10:22 A.M.

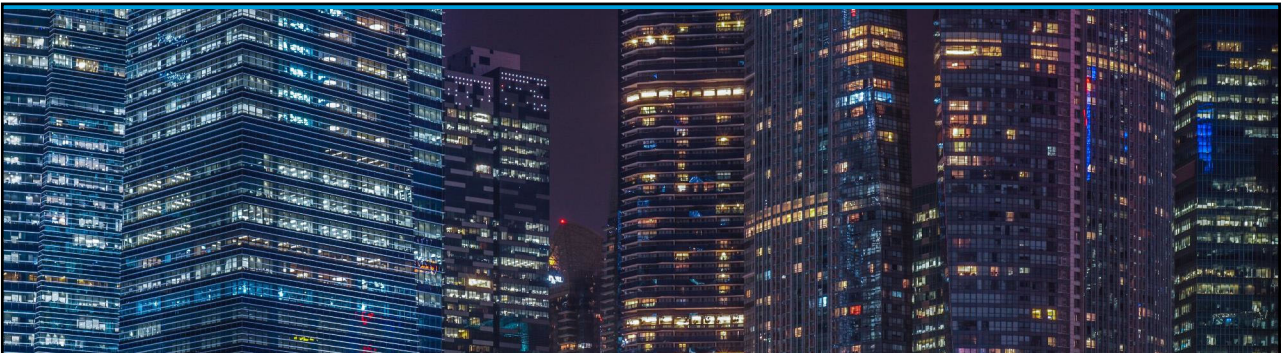
I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Audit Committee Meeting of December 7, 2021.

ATTEST:


Chair Sheldon G. Berger


UWCD Finance and Audit Committee Meeting



Item 4 Annual Comprehensive Financial Report (ACFR) presented by the District’s Auditors Vasquez & Co.





REPORT TO THE FINANCE AND AUDIT COMMITTEE
OF UNITED WATER CONSERVATION DISTRICT

December 7, 2021










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INTRODUCTION


**To the Finance and Audit Committee
United Water Conservation District**

We are pleased to present this report related to our audit of the financial statements of the United Water Conservation District (the District) as of and for the year ended June 30, 2021. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District’s financial reporting process, as well as other matters that we believe may be of interest to you. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities.

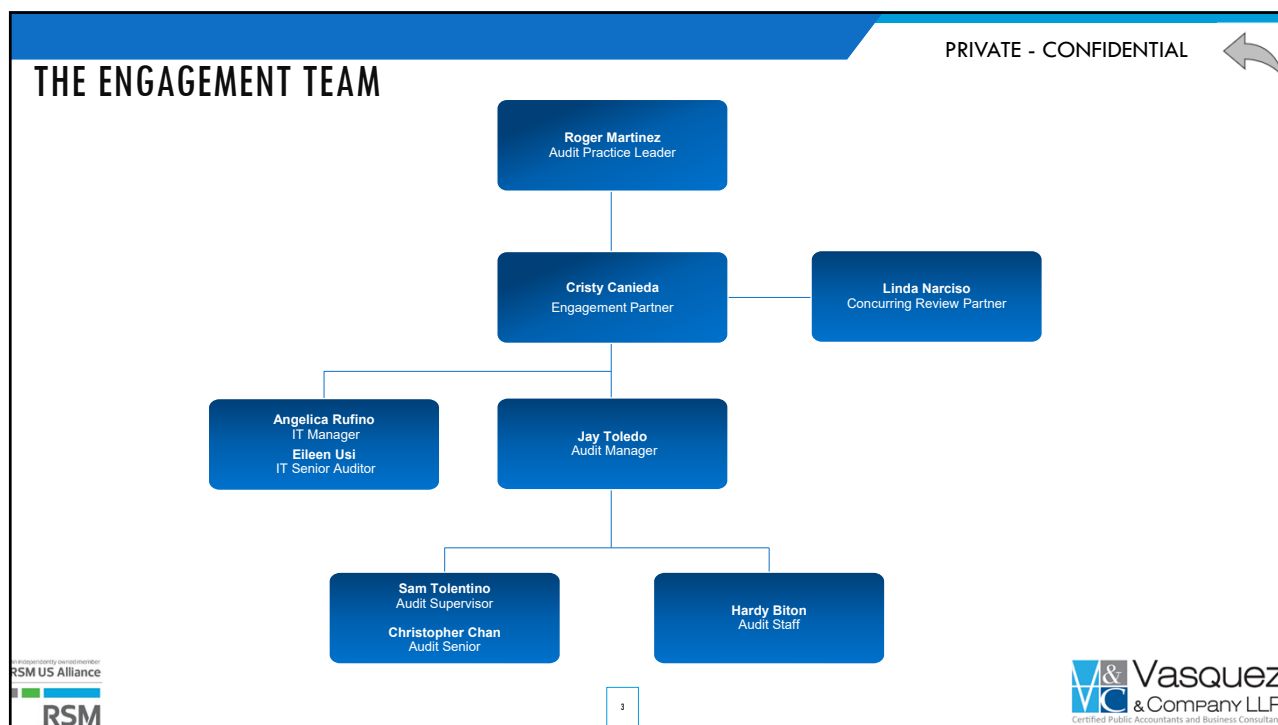
This report is intended solely for the information and use of the Finance and Audit Committee, Board of Directors and management, and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have regarding this report. We appreciate the opportunity to continue to be of service to the District.







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SCOPE OF ENGAGEMENT

Financial statement audit

in accordance with Generally Accepted Auditing Standards and the State Controller's Minimum Audit Requirements for California Special Districts.

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INDEPENDENCE

There are no relationships between any of our representatives and the District that in our professional judgment may reasonably be thought to bear on independence.

Vasquez & Company LLP meets the independence requirements of the *Government Accepted Auditing Standards* as it relates to the District.

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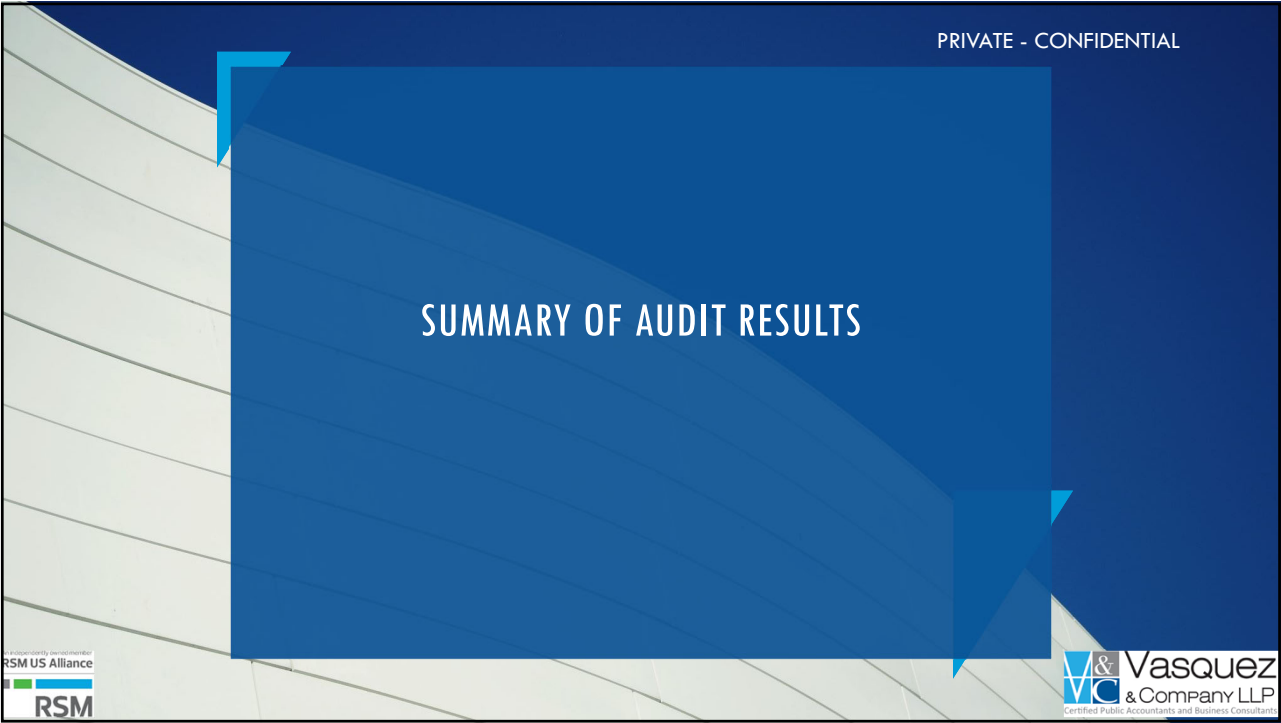
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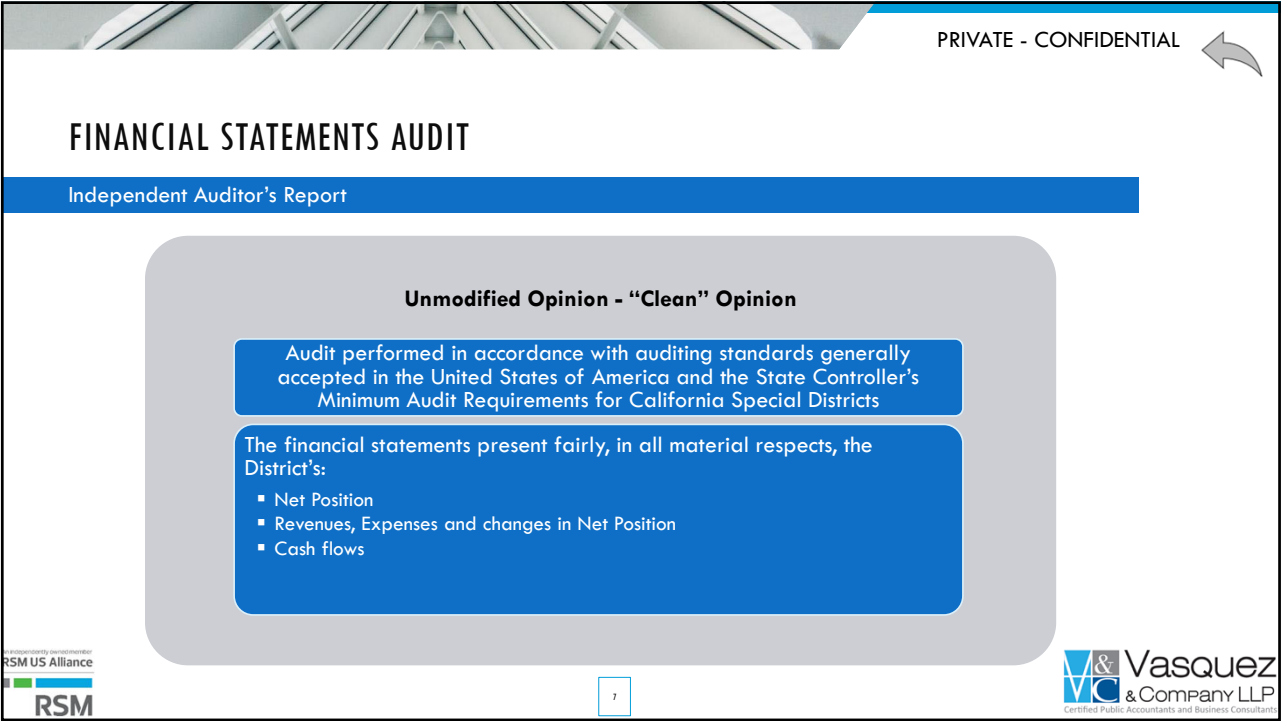
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SUMMARY OF AUDIT RESULTS

GASB Pronouncements

The District implemented the following accounting standards during the fiscal year ended June 30, 2021:

- ☐ **GASB 98**, “The Annual Comprehensive Financial Report”, introduced a new acronym “ACFR” to eliminate “CAFR”.
- ☐ **GASB 95**, *Postponement of the Effective Dates of Certain Authority Guidance*, provides temporary relief to governments and other stakeholders in light of the COVID-19 pandemic.

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SIGNIFICANT AUDIT AREAS

AN OVERVIEW

- ☐ Information Technology Controls
- ☐ Management Override of Controls – fraud risks
- ☐ Cash and Investments
- ☐ Receivables and Charges for Services, Property Taxes
- ☐ Capital Assets
- ☐ Net Pension Liability, Net OPEB Liability and the related accounts
- ☐ Contingencies and Claims
- ☐ COVID 19 – impact on asset impairment and going concern

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SIGNIFICANT AUDIT AREAS

Information Technology Controls

Updated our understanding of the General IT Controls of the District. The areas reviewed include the following:

IT Organization and Management

IT Policies and Procedures

Change Management

Information Security/ User Access Management

Computer Operations (e.g. capacity planning, network management, helpdesk)

Incident Management

Data Integrity (DRP, backup, restoration, retention)

Management Override of Controls (Fraud Risk)

Obtained an understanding of the District's financial reporting process.

Examined selected journal entries and other adjustments.

Conducted procedures to evaluate fraud risks.

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SIGNIFICANT AUDIT AREAS

Continued

Cash and Investments

Tested controls over cash receipts and disbursements.

Confirmed material cash and investment balances as of June 30, 2021.

Tested bank reconciliation statements and transfers for proper cut-off.

Reviewed valuation of investments.

No material exceptions were noted.

Receivables and Charges for Services, Property Taxes

Reviewed the revenues recognized during the fiscal year against the District's revenue recognition policy.

Performed tests of controls over cash receipts process.

Examined supporting documents for subsequent collections.

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SIGNIFICANT AUDIT AREAS

Continued

Capital Assets

Examined significant additions during the year.

Tested the reasonableness of depreciation.

No material exceptions were noted.

Net Pension Liability,
Net OPEB Liability,
and Deferred
Inflows/Outflows
of Resources
Related to Pension
and OPEB

Obtained and reviewed the valuation reports.

Reviewed the actuarial assumptions used in the valuation reports.

Tested the census data.

Recalculated the net pension liability using the CalPERS 68 tool.

No material exceptions were noted.

Contingencies
and Claims

Reviewed legal responses for any commitments made subsequent to year end and evaluated if adjustment is necessary.

All outstanding legal commitments are properly accrued and disclosed.

No material exceptions were noted.

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SIGNIFICANT AUDIT AREAS

Continued

COVID 19
(impact on asset
impairment and
going concern)

Obtained an understanding on the impact of COVID 19 in the District's operations in FY2021.

Reviewed the impact of COVID 19 in the District's assessment of asset impairment. Management does not expect the impact to be material to the District's June 30, 2021 financial statements.

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PERFORMANCE IMPROVEMENT OBSERVATION

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Enhance the development, approval, and implementation of IT policies and procedures to address noted observations and to ensure that overall company objectives are met. *(Repeat Finding)*

(The details of our findings and recommendations have been provided to management. Details are not presented herein due to IT Security reasons.)

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STATUS OF 2020 PERFORMANCE IMPROVEMENT OBSERVATIONS

Ensure that formal IT policies and procedures have been adequately developed for the proper administration of IT functions.

• **Repeat Finding.**

Ensure that signed copies of bond and other legal documents on file for proper documentation.

• **Implemented.**

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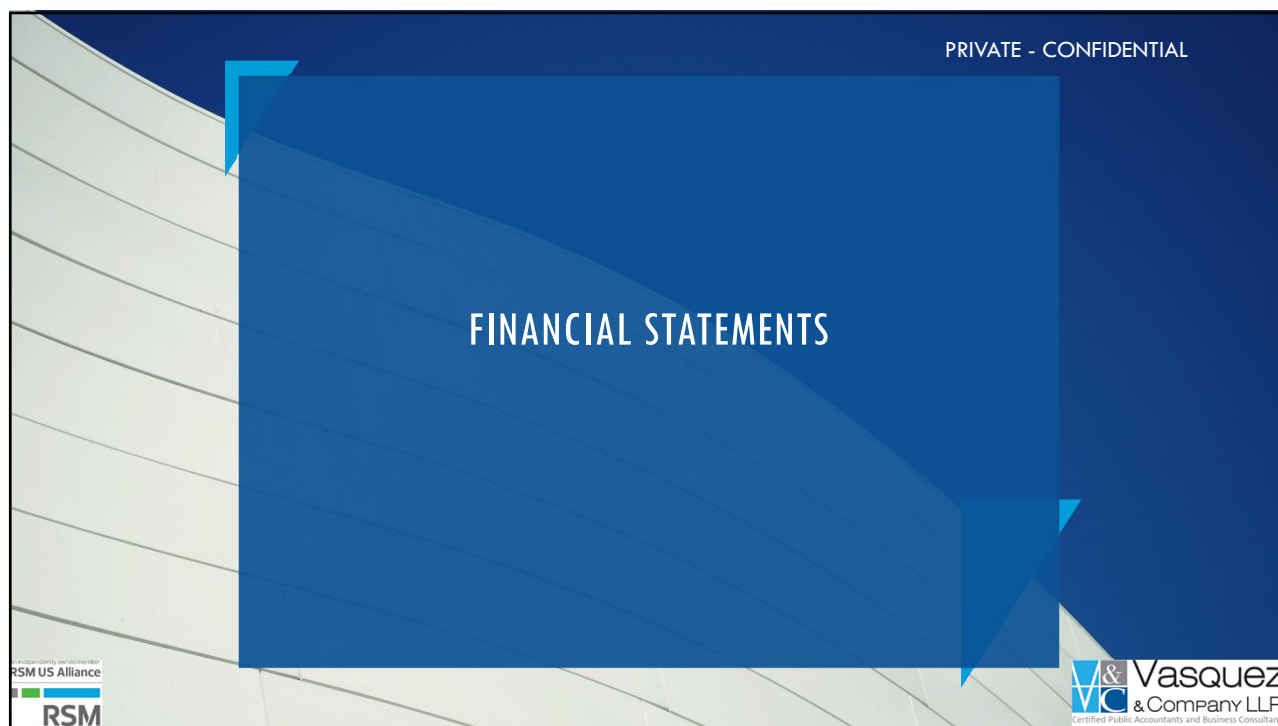
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STATEMENTS OF					
NET					
POSITION					
		June 30		Increase (decrease)	
		2021	2020	\$	%
ASSETS					
Current assets					
Cash		\$ 2,046,318	\$ 2,038,071	8,247	0%
Investments		45,880,905	26,238,771	19,642,134	75%
Receivables					
Accounts receivable, net		9,170,957	7,960,564	1,210,393	15%
Property taxes		97,703	70,070	27,633	39%
Interest		23,041	106,464	(83,423)	-78%
Prepayments		246,693	190,755	55,938	29%
Total current assets		57,465,617	36,604,695	20,860,922	57%
Noncurrent assets					
Restricted investments		-	815,647	(815,647)	-100%
Net OPEB asset		189,136	66,103	123,033	186%
Capital assets not being depreciated		39,699,185	34,069,044	5,630,141	17%
Capital assets being depreciated, net		60,997,221	61,466,604	(469,383)	-1%
Total noncurrent assets		100,885,542	96,417,398	4,468,144	5%
Total assets		158,351,159	133,022,093	25,329,066	19%
DEFERRED OUTFLOWS OF RESOURCES					
Deferred outflows of resources related to pensions		2,926,737	3,046,958	(120,221)	-4%
Deferred outflows of resources related to OPEB		30,333	171,911	(141,578)	-82%
Total deferred outflows of resources		2,957,070	3,218,869	(261,799)	-8%

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STATEMENTS OF NET POSITION	LIABILITIES	June 30		Increase (decrease)	
		2021	2020	\$	%
	Current liabilities				
	Accounts payable	2,456,890	2,227,194	229,696	10%
	Deposits	44,247	55,299	(11,052)	-20%
	Accrued interest payable	294,923	165,164	129,759	79%
	Accrued wages and benefits	250,452	426,687	(176,235)	-41%
	Unearned revenue	19,737	74,157	(54,420)	-73%
	Accrued legal liability	730,743	730,743	-	0%
	Long-term debt - due within one year	1,196,353	852,355	343,998	40%
	Total current liabilities	4,993,345	4,531,599	461,746	10%
	Noncurrent liabilities				
	Net pension liability	11,546,367	10,526,612	1,019,755	10%
	Compensated absences	1,425,128	1,139,961	285,167	25%
	Accrued legal liability	730,743	1,461,487	(730,744)	-50%
	Long-term debt - due in more than one year	31,846,928	14,331,049	17,515,879	122%
	Total noncurrent liabilities	45,549,166	27,459,109	18,090,057	66%
	Total liabilities	50,542,511	31,990,708	18,551,803	58%
	DEFERRED INFLOWS OF RESOURCES				
	Deferred inflows of resources related to pensions	743,354	1,212,016	(468,662)	-39%
	Deferred inflows of resources related to OPEB	7,044	667	6,377	956%
	Total deferred inflows of resources	750,398	1,212,683	(462,285)	-38%
	NET POSITION				
	Net investment in capital assets	68,849,478	81,204,599	(12,355,121)	-15%
	Restricted for:				
	Debt covenant	-	815,647	(815,647)	-100%
	State Water Import	2,170,847	1,758,066	412,781	23%
	Unrestricted	38,994,995	19,259,259	19,735,736	102%
	Total net position	\$ 110,015,320	\$ 103,037,571	6,977,749	7%



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STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION		Years Ended June 30		Increase (decrease)	
		2021	2020	\$	%
	Operating Revenues				
	Charges for services	\$ 28,392,365	\$ 26,729,632	1,662,733	6%
	Total operating revenues	28,392,365	26,729,632	1,662,733	6%
	Operating Expenses				
	Salaries and benefits	10,793,756	10,710,800	82,956	1%
	Services and supplies	13,232,147	15,863,934	(2,631,787)	-17%
	Depreciation	2,424,699	2,478,288	(53,589)	-2%
	Other expenses	266,935	8,848	258,087	2917%
	Total operating expenses	26,717,537	29,061,870	(2,344,333)	-8%
	Operating income (loss)	1,674,828	(2,332,238)	4,007,066	-172%
	Non-operating revenues (expenses)				
	Property taxes	4,265,948	4,780,181	(514,233)	-11%
	Grants and contributions	311,624	174,684	136,940	78%
	Investment earnings	65,108	700,083	(634,975)	-91%
	Other income	1,768,405	2,993,251	(1,224,846)	-41%
	Gain on sale of capital assets	12,151	1,034,650	(1,022,499)	-99%
	Interest expense	(1,120,315)	(729,460)	(390,855)	54%
	Non-operating revenues	5,302,921	8,953,389	(3,650,468)	-41%
	Change in net position	6,977,749	6,621,151	356,598	5%
	Net position				
	Net position, at beginning of year	103,037,571	96,416,420	6,621,151	7%
	Net position, at end of year	\$ 110,015,320	\$ 103,037,571	6,977,749	7%

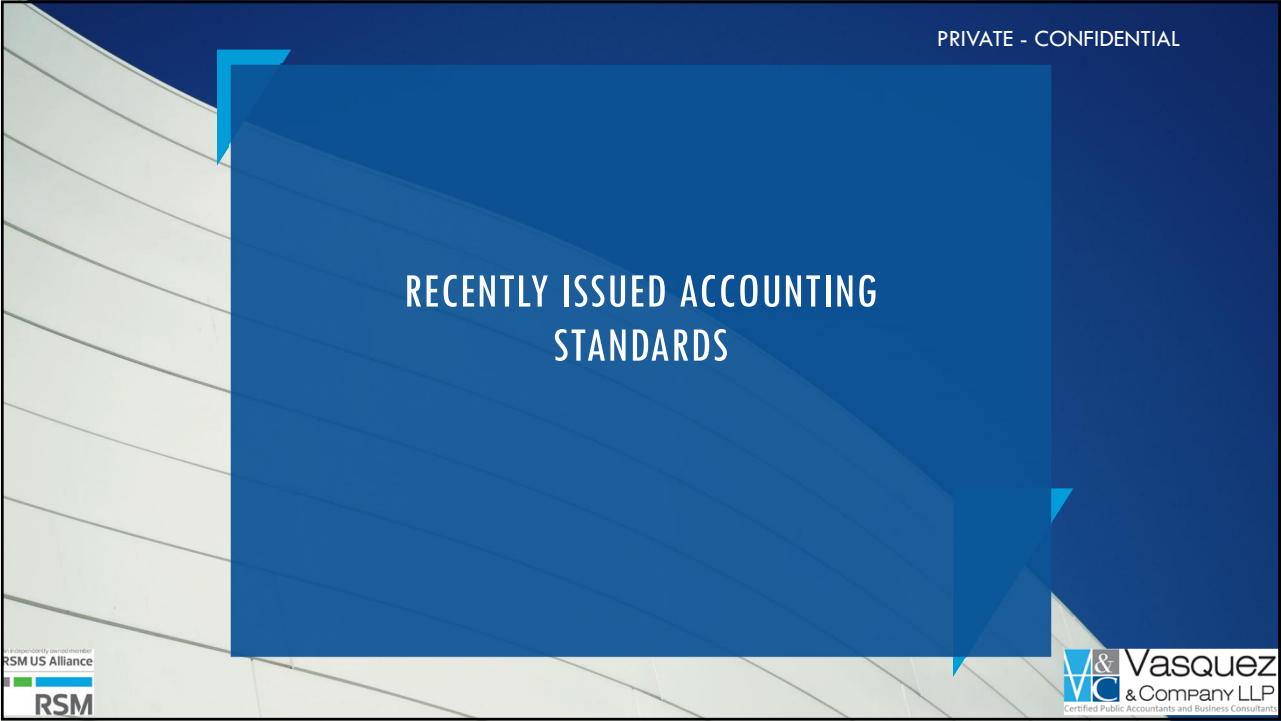


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RECENTLY ISSUED ACCOUNTING STANDARDS

GASB Current Year Standards

GASB No. 95
In May 2020, the Governmental Accounting Standards Board issued Statement No. 95, “Postponement of the Effective Dates of Certain Authoritative Guidance.” The Statement postponed the effective dates of certain Statements to provide temporary relief to governments and other stakeholders in light of the COVID-19 pandemic. The effective dates of the affected Statements listed below have been updated to reflect the impact of this Statement.

GASB Pending Accounting Standards

The Governmental Accounting Standards Board (GASB) has issued several pronouncements, that have effective dates that may impact future financial presentations. Management has not yet determined any impact the implementation of the following statements may have on the financial statements of the District.

GASB No. 87
In June 2017, the Governmental Accounting Standards Board issued Statement No. 87 “Leases”. The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

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RECENTLY ISSUED ACCOUNTING STANDARDS

Continued


GASB Pending Accounting Standards (continued)

GASB No. 89
In June 2018, the Governmental Accounting Standards Board issued Statement No. 89 "Accounting for Interest Cost Incurred before the End of a Construction Period". The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

GASB No. 91
In May 2019, the Governmental Accounting Standards Board issued Statement No. 91, "Conduit Debt Obligations." The requirements of this Statement are effective for reporting periods beginning after December 15, 2021.


GASB No. 92
In January 2020, the Governmental Accounting Standards Board issued Statement No. 92, "Omnibus 2020." The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.

GASB No. 93
In March 2020, the Governmental Accounting Standards Board issued Statement No. 93, "Replacement of Interbank Offered Rates." The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.




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RECENTLY ISSUED ACCOUNTING STANDARDS


Continued

GASB Pending Accounting Standards (continued)

GASB No. 94
In May 2020, the Governmental Accounting Standards Board issued Statement No. 94, "Public-Private and Public-Public Partnerships and Availability Payment Arrangements." The requirements of this Statement are effective for reporting periods beginning after June 15, 2022.


GASB No. 96
In May 2020, the Governmental Accounting Standards Board issued Statement No. 96, "Subscription-Based Information Technology Arrangements." The requirements of this Statement are effective for reporting periods beginning after June 15, 2022.

GASB No. 97
In June 2020, the Governmental Accounting Standards Board issued Statement No. 97, "Certain Component Unit Criteria, and Accounting and Financial Reporting for Internal Revenue Code Section 457 Deferred Compensation Plan – an amendment of GASB Statements No. 14, 84, and a suppression of GASB Statement No. 32." The requirements of this Statement are effective for reporting periods beginning after June 15, 2021.



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AUDITOR’S REQUIRED
COMMUNICATION TO THOSE CHARGED
WITH GOVERNANCE
(AU-C 260)

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REQUIRED COMMUNICATION TO THOSE CHARGED WITH GOVERNANCE

Management’s Responsibility	Management has primary responsibility for the accounting principles used, including their consistency, application, clarity and completeness. The District implemented GASB 95 and GASB 98 during the fiscal year ended June 30, 2021.
Consultations with Other Accountants	We are not aware of any consultations by management with other accountants about accounting or auditing matters.
Difficulties with Management	We did not encounter any difficulties with management while performing our audit procedures that require the attention of the Board.
Disagreements with Management	We encountered no disagreements with management on financial accounting and reporting matters as they relates to the current year financial statements.

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REQUIRED COMMUNICATION TO THOSE CHARGED WITH GOVERNANCE		
Continued		
Significant Accounting Policies	The District's significant accounting policies are appropriate, and management has applied its policies consistently with prior periods in all material respects.	
Management's judgments and accounting estimates	Significant items subject to estimates include:	<p>The determination of estimated net pension liability and net OPEB liability and the related deferred inflows and deferred outflows of resources related to pension and OPEB,</p> <p>The collectability of receivable, and</p> <p>The determination of useful lives for depreciable assets.</p>
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REQUIRED COMMUNICATION TO THOSE CHARGED WITH GOVERNANCE


Continued

Controversial issues	No significant or unusual transactions or accounting policies in controversial or emerging areas for which there is lack of authoritative guidance or consensus were identified.
Audit Adjustments	All adjustments that we proposed related to GASB 68 and GASB 75 were recorded by the District and are reflected in the financial statements.
Passed Audit Differences	There were no uncorrected misstatements (passed audit differences).
Conditions of Retention	No significant issues were discussed, or subject to correspondence, with management prior to retention.

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REQUIRED COMMUNICATION TO THOSE CHARGED WITH GOVERNANCE

Continued

Material Weakness and Significant Deficiency	There were no material weakness and/or significant deficiency identified.
Irregularities, Fraud or Illegal Acts	No irregularities, fraud or illegal acts or that would cause a material misstatement of the financial statements, came to our attention as a result of our audit procedures.
Management Representations	The District will provide us with a signed copy of the management representation letter prior to issuance of our audit report.

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QUESTIONS

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Certified Public Accountants and Business Consultants

UWCD Finance and Audit Committee Meeting

Item 4 Annual Comprehensive Financial Report (ACFR) presented by the District's Auditors Vasquez & Co.

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THANK YOU FOR YOUR TIME
AND ATTENTION




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United Water

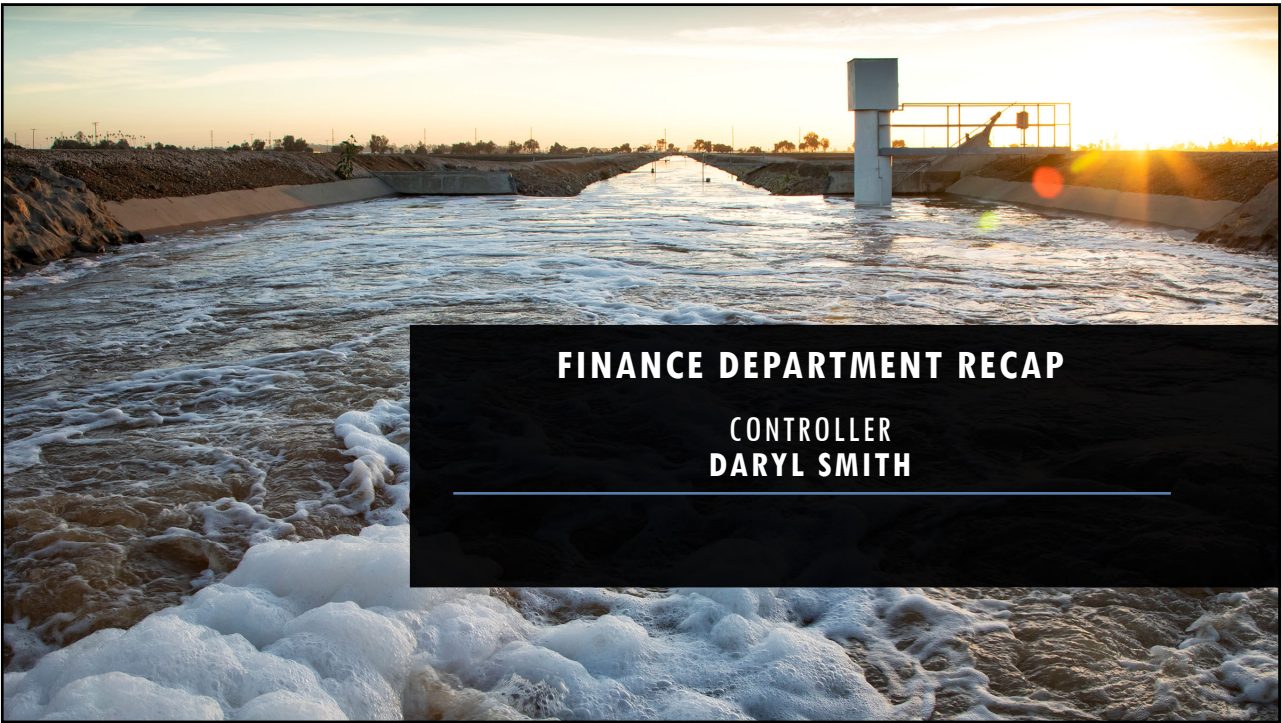
CONSERVATION DISTRICT

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

NOVEMBER 2021 RECAP

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FINANCE DEPARTMENT RECAP


CONTROLLER
DARYL SMITH

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ACCOUNTS PAYABLE


227 payables processed with a total amount of \$555K



UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

PAYROLL

- Paid 12 payroll-related vendors a total amount of \$371K
- 292 hours of overtime worked
 - 2.7% of regular hours
 - 143 paid-out
 - 149 accrued as compensatory time
- Gross: \$555K
- Net: \$371K



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CASH COLLECTIONS

Pipeline: \$ 1.4M

Groundwater: \$ 24K

Property Tax: \$ 76K

Grants: \$ 465K

Miscellaneous (Lake Piru): \$ 34K

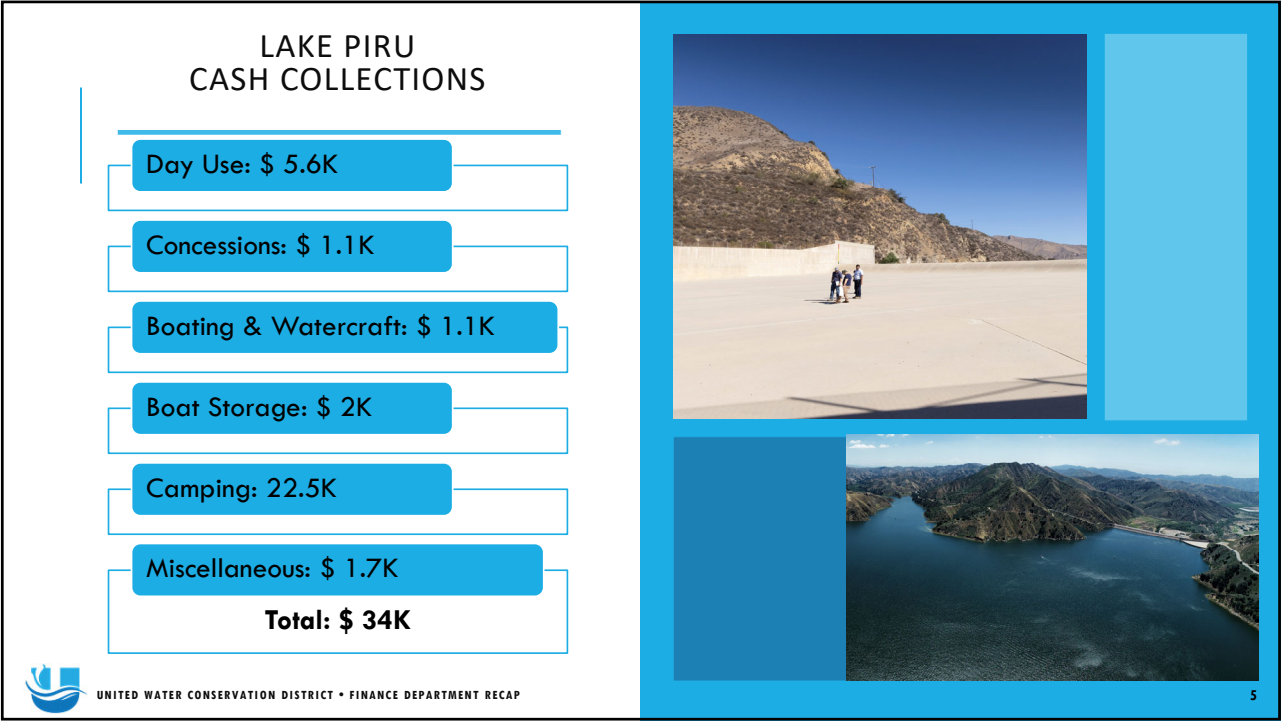
Total: \$ 2M

UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

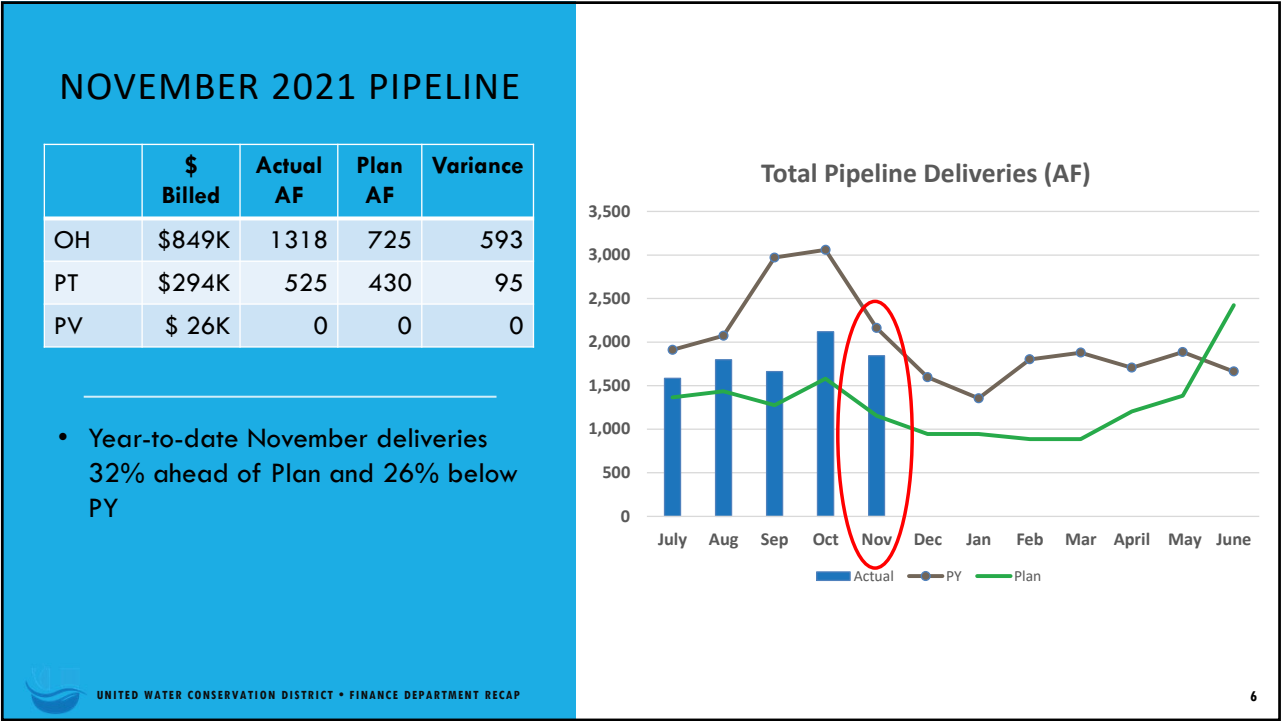




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UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
4.3	Engineering and Operations Department	District-Wide Adjustments Fund: Approving a supplemental appropriation for CIP 8001 Freeman Rehabilitation Project. \$3.0M	N	710-27044	Decrease available bond funds by \$3.0M through an allocation to fund 421	None
TOTAL					-3.0M	




UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

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- Continued work on FY 2020-21 Annual Comprehensive Financial Report which will be completed by December 6.
- Held Iron and Manganese Project meeting with grant administrators of the USBR and DOD grants.
- New Accountant – Part Time continued training on Accounts Receivables.



UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

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- Confirmed itineraries for the General Manager and Board members participation at the ACWA Annual Fall conference including logistics for the GM's presentation to ACWA Water Quality Committee, numerous off-site meetings and outreach efforts.
- Organized Zoom meeting for UWCD with the City of Oxnard and Assemblymember Jacqui Irwin to discuss and seek solutions for the Rice Avenue Overpass project.
- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the UWCD's Executive Committee, Recreation Committee, Engineering and Operations Committee, and Finance and Audit Committee meetings as well as a Special UWCD Board Meeting (Board Norms Workshop) and the regular UWCD Board of Directors meeting in November.



- Working towards completion of 2022 Flexible Spending Account (FSA) open enrollment. FSA Plan Administrator transitioning to HealthEquity because of acquisition of the current provider (Wageworks).
- Provided a Manager Workshop on HR Matters and Management Development topics on November 17th.
- Ordered annual employee service awards and working on drafts of scripts for award presentation.
- Met with Department Managers regarding Internship opportunities.
- Successfully onboarded applicants for following positions:
 - Accountant – Part Time (started November 15th)
 - Recharge Worker I (started November 29th)
 - Volunteer Camp Hosts



UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP


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CURRENT EMPLOYEE RECRUITMENTS

Recharge Worker I
Selection made – started 11/29/2021

Field Technician
Position posted 11/30/2021

Chief Financial Officer
Selection made – official start date will be 1/18/2022








UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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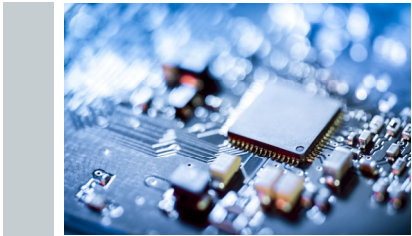

- Participated in Cybersecurity and Infrastructure Security Agency Validated Architecture & Design Review (VADR).
- Collaborated on the draft of the District's Technology Acceptable Use Policy.
- Updated Lake Piru COVID Guidance to ensure compliance with current protocols for staff members and guests.
- Supported O&M with safety audit - Desilt Project.
- Applied to Ventura County Emergency Medical Services Agency to enhance our Public Safety training regarding suspected opioid overdose.
- Coordinated trainings in the following: Adult and Pediatric AED/CPR/First Aid, Confined Space Entry course, and Driving Safety, as well as provided COVID-19 updates.






UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Completed the VADR Architecture review with the CISA (Cyber security and infrastructure security agency) Executive out-brief scheduled for December 9th.
- Implemented new server subnetworks to support the requirements of the new IT data servers. Continuation with segmentation practices placing different device types into specific networks for IT security.
- Provided IT and Audio Video Support for several District held Committee Meetings and Events.
- Coordinated with Redesign and completed the physical Install of new IT Servers at El Rio and HQ data rooms. Tentative schedule for migration of production servers' and systems IT and SCADA is for December and January.



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Future Agenda Items





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ADJOURNMENT

Thank you!

United Water Conservation District

"Conserving water since 1927"



UNITED WATER CONSERVATION DISTRICT

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