

**AGENDA**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**Tuesday, February 8, 2022 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.

**2. Approval of Agenda  
Motion**

**3. Approval of Minutes  
Motion**

The Committee will review the Minutes from the January 11, 2022, 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.

**4. February 9, 2022 Board Meeting Agenda Items**

The Committee will review and discuss the following agenda items to be considered for approval at the February 9, 2022 Board meeting. 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 2.9: Proposed Ordinance No. 26 - Consideration to Increase the Compensation of the Board of Directors  
Board Motion**

The Board will open a Public Hearing and receive public comments on the proposed adoption of Ordinance No. 26, approving an increase in the Board of Director's per diem from \$237 to \$248 per day. After receiving public comments, the Board may move to close the Public Hearing and agendaize adoption of Ordinance No. 26 at the March 9, 2022 Regular Board meeting. If approved at the March 2, 2022 Regular Board meeting, the increase in the Director's per diem will take effect in 60 days (May 11, 2022).



**Agenda Item 3.F: Resolution 2022-07 Requesting an Amendment to the District's List of Authorized Signers on the District's Local Agency Investment Fund (LAIF) account with the California State Treasurer's Office**

**Board Motion**

The Board will consider approving Resolution 2022-07, requesting an amendment of the District's list of authorized signers on the District's Local Agency Investment Fund (LAIF) account with the California State Treasurer's Office.

**Agenda Item 5.2: Approval of Application Fee for Consideration for Water Infrastructure Finance and Innovation Act (WIFIA) low interest loan (through the U.S. Environmental Protection Agency (EPA)) for the Santa Felicia Dam Safety Improvement Project**

**Board Motion**

The Board will consider approving a \$125,000 application fee for a \$52 million Water Infrastructure Finance and Innovation Act (WIFIA) low interest loan, through the U.S. Environmental Protection Agency (EPA), for the Santa Felicia Dam Safety Improvement Project.

**5. Second Quarter Fiscal Year 2021-2022 Financial Report (July 1, 2021 – December 31, 2021)**

**Information Item**

The Committee will receive a presentation from staff and review the Fiscal Year 2021-2022 Second Quarter Financial Report for the period of July 1, 2021 through December 31, 2021.

**6. Second Quarter Fiscal Year 2021-2022 District Staff and Board Member Reimbursement Report (July 1, 2021 – December 31, 2021)**

**Information Item**

The Committee will receive and review the expense reimbursement report for all reimbursements of business expenses to staff and board members for the second quarter of fiscal year 2021-2022.

**7. Monthly Investment Report (December 2021)**

**Information Item**

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

**8. Pipeline Delivery Report (December 2021)**

**Information Item**

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

**9. 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.



**10. Monthly Administrative Services Update**

**Information Item**

The Committee will receive and review the monthly report from the Administrative Services team as well as receive a verbal presentation of its highlights.

**11. Future Agenda Items**

The Committee will suggest topics or issues for discussion on 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

Brian Zahn

Daryl Smith

Ambry Tibay

Jackie Lozano

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

Approved: \_\_\_\_\_

Mauricio E. Guardado, Jr. General Manager

Approved: \_\_\_\_\_

Anthony E. Emmert, Assistant General Manager

**Posted: (date)** February 3, 2022

**(time)** 5:00 P.M.

**(attest)** Jackie Lozano

**At:** [www.unitedwater.org](http://www.unitedwater.org)

**Posted: (date)** February 3, 2022

**(time)** 5:15 P.M.

**(attest)** Jackie Lozano

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

**MINUTES**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**Tuesday, January 11, 2022 – 9:00 A.M.**  
**UWCD Headquarters, Board Room**  
**1701 N. Lombard Street, Oxnard, CA 93030**

**COMMITTEE MEMBERS PRESENT:**

Chair Sheldon G. Berger  
Bruce Dandy  
Lynn Maulhardt

**STAFF PRESENT:**

Mauricio E. Guardado, Jr., General Manager  
Anthony Emmert, Assistant General Manager  
Josh Perez, Chief Human Resources Officer  
Zachary Plummer, Technology Systems Manager  
Maryam Bral, Chief Engineer  
Daryl Smith, Controller  
Ambry Tibay, Senior Accountant  
Jackie Lozano, Administrative Assistant

**PUBLIC PRESENT:**

None

**OPEN SESSION 8:59 A.M.**

Chair Berger called the meeting to order at 8:59 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 the Agenda**

The Committee received and reviewed the UWCD Finance and Audit Committee Agenda of January 11, 2022. Motion to approve the Committee meeting agenda, Director Dandy; Second, Director Maulhardt. Voice vote, three ayes (Berger, Dandy, Maulhardt); none opposed. Motion carried, 3/0.

**3. Approval of Minutes**

The Committee received and reviewed the draft Committee meeting minutes of December 7, 2021. Motion to approve the Committee meeting minutes, Director Maulhardt; Second, Director Dandy. Voice vote, three ayes (Berger, Dandy, Maulhardt); none opposed. Motion carried, 3/0.



**4. January 12, 2022, Board Meeting Agenda Items**

The Committee reviewed the following agenda items to be considered for approval at the January 12, 2022, Board of Directors meeting:

**Agenda Item 5.1: Memorandum of Understanding with Palmdale Water District**

**Board Motion**

Assistant General Manager Mr. Anthony Emmert summarized the motion item for the Committee. General Manager Mauricio Guardado, Jr., added when this item was presented at the Palmdale Water District (PWD) Board of Directors meeting, and it was voted Aye unanimously by their full board. There was excitement about the partnership and opportunity this will bring about between the two agencies. This MOU was highlighted as an excellent example of what all agencies should be looking to do in the region. The Committee members expressed approval and staff will look to build additional collaborative agreements with others. Having similar interests and goals, this partnership would eliminate some potential duplication of efforts and strengthen policies between agencies. Director Dandy also attended the Palmdale meetings and mentioned it was nice to hear what PWD had to say. After further discussion among Committee members and staff, Director Maulhardt thought it helpful if PWD staff made a presentation to the District's Board on what they do - to start a dialogue which could hopefully lead into a future joint Board of Directors meeting. He would like to see the momentum gained through this process continue. Follow up was scheduled to take place the next day at the monthly Board of Directors meeting at United. Director Maulhardt suggested, at the Committee or Board level, develop action markers/milestones, and determine how to meet those milestones along the way. He thought that this could become a model opportunity for other agencies.

No further 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 5.2: Resolution 2022-03 Adding Chief Financial Officer as Signatory to United Water Conservation District's (District) Bank of Sierra Accounts and Remove Signatories No Longer Affiliated with the District**

**Board Motion**

Controller Mr. Daryl Smith summarized the motion item for the Committee. There were no questions or comments from the Committee or staff. The Committee would recommend approval of Resolution 2022-03 to the full Board.

No public comments were offered.

**5. Monthly Investment Report (November 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.



**6. Pipeline Delivery Report (November 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.

**7. 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.

Director Dandy requested clarification on where the asterisk on the City of Ventura Lawsuit Cost item tied into the comments. He also had a question regarding the Legal Fees and Other Professional Fees calculations, specifically the total of the two combined. He stated that the two should add up to approximately \$42 million, and appeared to him that there was an error in the worksheet. Mr. Smith agreed and stated that he would follow-up on both issues after the meeting.

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

**8. Monthly Administrative Services Update**

**Information Item**

Financial updates for the month of December 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).

Upon conclusion of Mr. Smith's summary of motion items with fiscal impact, Director Berger had some concerns about the out-of-pocket expenses relating to the proposed Motion Item 5.3 which would authorize the General Manager to approve proposed change orders in response to adjusted material and equipment costs related to the Buy American Act compliance for the Iron and Manganese Removal Project. Chief Engineer Dr. Maryam Bral provided a brief explanation to the Committee members. She explained that the buy American requirement was part of the recently received federal grant, and although it would increase the construction cost of the project, receiving the grant would still yield a net benefit to ratepayers of approximately \$3 million dollars. Upon further discussion among the Committee and staff, Director Maulhardt suggested there may be a need to explain this to District constituents, if a question arose.



Mr. Smith continued by presenting highlights on the benefits of water diversion at the Freeman facility. Mr. Guardado commented it is beneficial for the Committee and Board members to see more information like this which was adding value to the message of what United provides and the cost savings to the customers. The Committee concurred. There was some discussion on the water flows during the recent downpour of rain the area had experienced and if there were any negative impacts to United operations. There were none. Director Maulhardt expressed his concerns with the growing debris and vegetation growth along the local water channels that could reduce their capacity to convey flood flows.

During the Administrative Department update, there was discussion surrounding technology security measures and operating systems. Mr. Perez assured the Committee that the United team was taking a proactive approach in addressing these issues as well as training and educating the District's employees on the vulnerabilities. Director Berger questioned whether the Department of Homeland Security offers grants for the upgrade of security systems? Mr. Perez's response was that the District does look for opportunities for additional funding and/or grants. This brought up further discussion from Director Maulhardt regarding the District's financial institution security measures. He suggested as a future action item for United staff, to evaluate the current security measures the District has in place with its banking needs and what the risks are.

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

**9. Future Agenda Items**

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


**ADJOURNMENT 10:02 A.M.**

Chair Berger adjourned the meeting at 10:02 A.M.

I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Audit Committee Meeting of January 11, 2022.

ATTEST: \_\_\_\_\_  
Chair Sheldon G. Berger





United Water

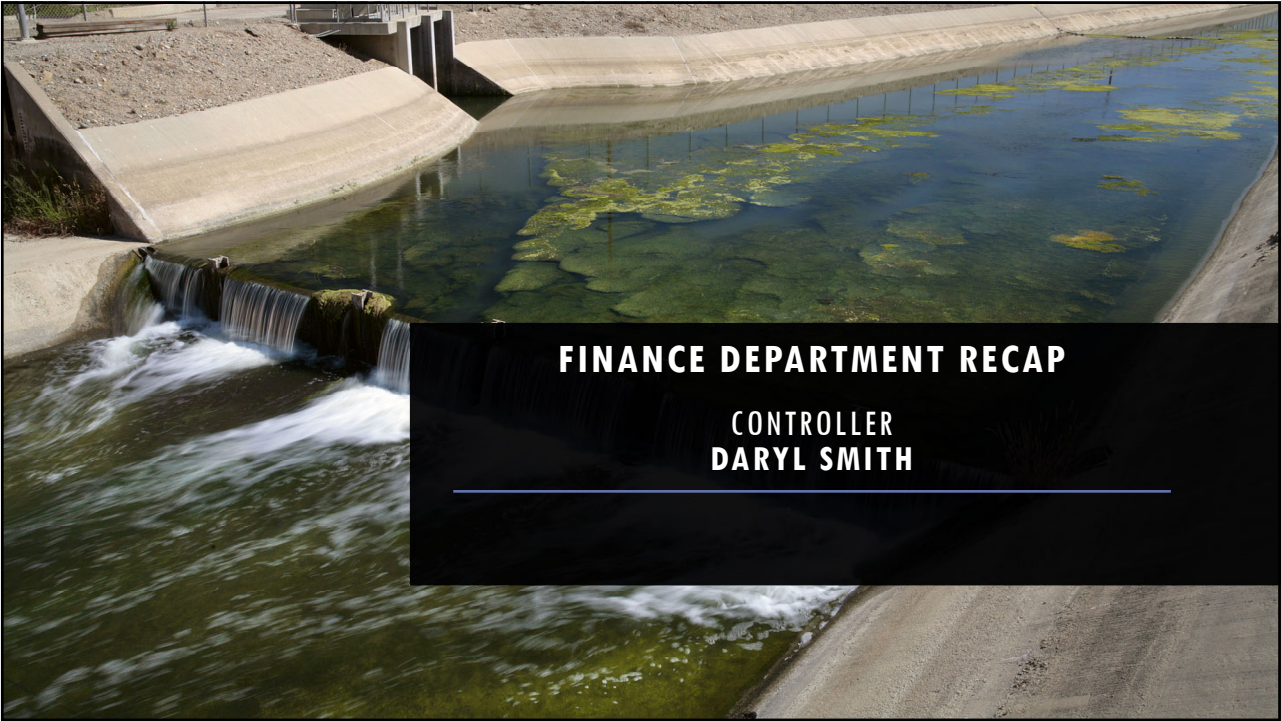
CONSERVATION DISTRICT

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

DECEMBER 2021 RECAP

1



FINANCE DEPARTMENT RECAP


CONTROLLER

DARYL SMITH

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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
5.3	Engineering Department	Authorize the General Manager to approve proposed change orders in response to adjusted material and equipment costs related to the Buy American Act compliance for the Iron and Manganese Removal Project	Y	451-400-81060	\$1M	--
5.4	Engineering Department	Engineering Services to support the hardened ramp physical modeling	Y	421-400-81020	\$341,254	--
5.6	Park and Recreation Department	Approval of licensing agreement between UWCD and Tommy's Boats, LLC for the Operation of the Marina and Boat Rental Services at the Lake Piru Recreation Area	N	N/A	--	Positive cash flow
TOTAL					\$1.3M	

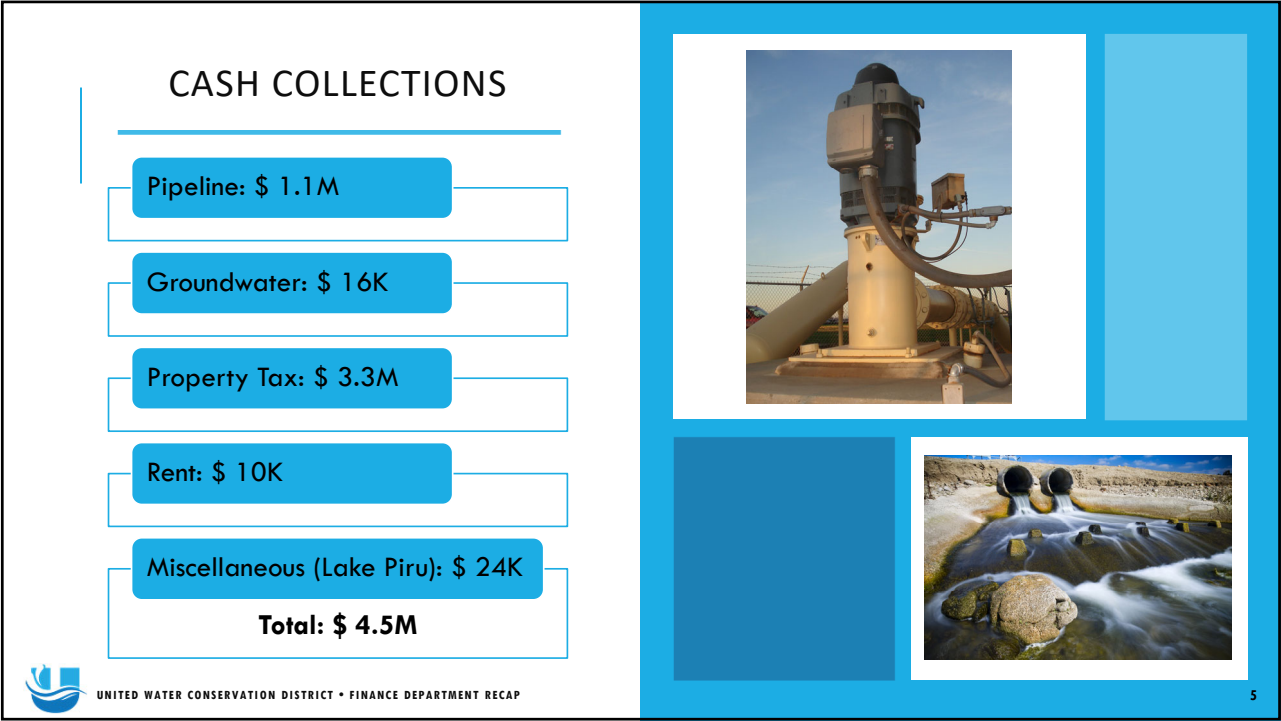
UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

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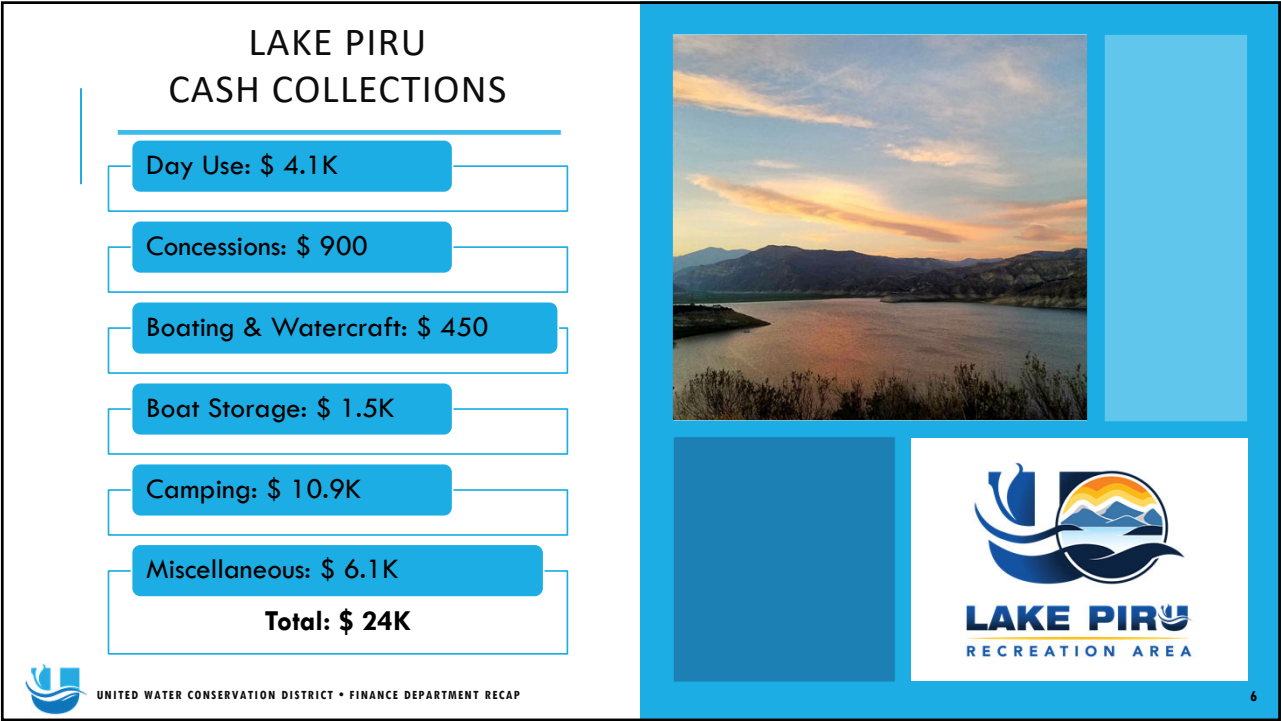
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<div>ACCOUNTS PAYABLE</div> <div>430 payables processed with a total amount of \$1.8M</div> <div></div> <div>UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP</div>	<div>PAYROLL</div> <div><ul style="list-style-type: none"><li>• Paid 12 payroll-related vendors a total amount of \$519K</li><li>• Gross: \$854K</li><li>• Net: \$584K</li></ul></div> <div></div> <div>4</div>
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4




5



6

### Benefits of Water Diversion at Freeman

- Diverted surface water from recent rains has an approximate value of \$4,957M.
- Approximately 1,860 AF of water spread at El Rio to assist with nitrate challenges as well as water added to the aquifer.
- Additional savings from the reduction of pumping due to direct water deliveries. This includes the reduction of greenhouse gases from well pumps not running.




UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

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### Finance Department Updates

- Completed FY 2020-21 Annual Comprehensive Financial Report (ACFR) and delivered to Board of Directors at December meeting.
- Submitted application to Government Financial Officers Association for award for excellence in financial reporting based on FY 2020-21 ACFR.
- Prepared groundwater statements for first half of fiscal year for 2021-22 and delivered to users.
- Began preparations for FY 2022-23 Budget.
- FY 2019-20 and FY 2020-21 Auditors Financial Reports for Mound Basin GSA and Fillmore and Piru Basins GSA have been completed.



UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

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ADMINISTRATIVE DEPARTMENT RECAP


HUMAN RESOURCES MANAGER

JOSH PEREZ

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- Prepared onboarding paperwork for new Chief Financial Officer to start on January 18.
- Prepared selection paperwork for Technology Systems Manager.
- Posted internal/external positions for Reservations Coordinator and Environmental Services Field Technician. Reviewing applications for the positions in coordination with management staff.
- Submitted and processed 2022 flexible spending plan for staff to be effective January 1, 2022, which also incorporated a change of provider because of a merger.
- Submitted Auditor’s annual Internal Controls Report to SDRMA.



UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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CURRENT EMPLOYEE RECRUITMENTS

Recreation - Reservations Coordinator


Position posted and interviews pending


Environmental Services – Field Assistant

Position posted and interviews pending

CFO

Selection made – official start date will be 01/18/22

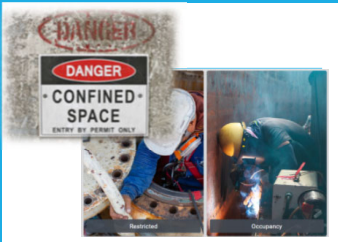






UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Obtained approval from Ventura County EMS on the District’s Public Safety-First Aid Naloxone Procedures and Protocol.
- Partnered with HR to review, evaluate, and incorporate pertinent legislative updates to Rangers Policy Manual.
- Supported Engineering Department with preparing Annual Security Compliance Certification with FERC.
- Coordinated/Secured eight hours of confined space refresher training for staff on site in February that would aid in minimizing travel costs and operational disruptions.
- Updated COVID-19 Prevention Program Plan and provided updates to staff at safety meeting and awareness messaging.





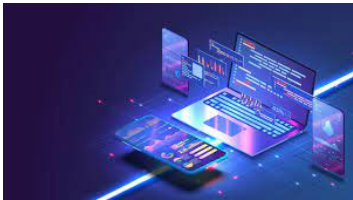

UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Executive out-brief completed, and recommendations provided for continued improvement by the Department of Homeland Security for our Validated Architecture Design Review.
- Board of Directors adopted Technology Systems Use Policy.
- Actively working on integrating new servers for District-wide use.



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:** January 27, 2022 (February 8, 2022 Meeting)

**Agenda Item: 4 - (Board Item 2.9) Proposed Ordinance No. 26 –  
Consideration to Increase Compensation of the Board of Directors  
Board Motion**

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**Staff Recommendation:**

The Committee will consider recommending the approval of the proposed adoption of Ordinance No. 26, approving an increase in the Board of Director's per diem from \$237 to \$248 per day, to the full Board. After receiving public comments, the Board may move to close the Public Hearing and agendaize adoption of Ordinance No. 26 at the March 9, 2022 Regular Board meeting. If approved at the March 9, 2022 Regular Board meeting, the increase in the Director's per diem will take effect in 60 days (May 11, 2022).

**Discussion:**

Since 2021, District Directors have received \$237 per meeting, for up to ten meetings per month. California Water Code Section 20202 authorizes the Board to increase its compensation up to five percent annually. A full five percent increase would allow the per-meeting compensation to increase to no more than \$248.85.

Notice has been given in the Ventura County Star on Saturday, January 29, 2022 and on Thursday, February 3, 2021 (in accordance with notice requirements for this public hearing) to allow for the per diem to be increased by five percent, up to \$248.85, as permitted by law.

District staff surveyed other local water agencies and ascertained per diems paid to Directors as of January 2022. As listed below, per diems are:

Calleguas MWD	\$227.00 (considering increase to \$232.00)
Camrosa Water District	\$200.00
Casitas MWD	\$198.02
Las Virgenes MWD	\$220.00
Santa Clarita Valley Water	\$239.00

**4 (Board Item 2.9) Proposed Ordinance No. 26 –  
Consideration to Increase Compensation of the Board of Directors  
Board Motion**

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The attached draft Ordinance includes a new per diem rate of \$248, reflecting a rounding of the maximum five percent increase allowable by law (\$248.85), however, the Board could move to reduce this amount prior to adopting and approving the Ordinance.

Regardless of the amount, any increase must be adopted through an Ordinance and a Public Hearing process, which is schedule for the February 2022 Regular Board meeting, along with the introduction of Ordinance No. 26. The Board would then vote to adopt the proposed Ordinance No. 26 at its March 2022 Regular Board meeting, and, if approved, the increase in per diem would take effect 60 days after the Ordinance’s adoption (May 11, 2022).

**Fiscal Impact**

Based upon prior activities and an average number of five meetings per month per Director, an increase in the per diem from \$237 to \$248 would result in a cost increase of approximately \$9,240 annually, as up to 10 meetings per month are compensable. There are sufficient funds within the budget to cover the additional costs.

**Attachments:** A – Proposed Ordinance No. 26

**UNITED WATER CONSERVATION DISTRICT  
ORDINANCE NO. 26**

**AN ORDINANCE AUTHORIZING AN INCREASE  
IN COMPENSATION OF THE MEMBERS OF  
THE BOARD OF DIRECTORS**

WHEREAS, the compensation of each Director of United Water Conservation District was last adjusted in 2021 to an amount not to exceed two hundred thirty seven dollars and no cents (\$237.) per day for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board, not exceeding a total of ten days in any calendar month, together with any expenses incurred in the performance of each Director's duties required or authorized by the Board; and

WHEREAS, California Water Code sections 20201 and 20202 authorize the governing board of a water conservation district to increase the compensation received by members of the Board of Directors of the District above the amount of one hundred dollars (\$100.00) per day by an amount not to exceed five percent of the compensation which is received when the ordinance is adopted, for each calendar year following the operative date of the last adjustment, for a total of not more than ten days in any calendar month.

NOW, THEREFORE, the Board of Directors of United Water Conservation District hereby ordains as follows:

That each Director of this District shall receive compensation in an amount not to exceed two hundred forty eight dollars and no cents (\$248) per day for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board, not exceeding a total of ten days in any calendar month, together with any expenses incurred in the performance of the Director's duties required or authorized by the Board.

This ordinance shall become effective sixty (60) days after its adoption.

**PASSED AND ADOPTED** this 9<sup>th</sup> day of March 2022.

**ATTEST:**

By \_\_\_\_\_  
Bruce E. Dandy, President

By \_\_\_\_\_  
Lynn E. Maulhardt, Secretary/Treasurer



**Staff Report**

**To:** UWCD Finance and Audit Committee Members

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

**From:** Kris Sofley, Clerk of the Board

**Date:** January 27, 2022 (February 8, 2022 Meeting)

**Agenda Item:** 4 - (Board Item 3.F) **Resolution 2022-07** Requesting an Amendment to the District's List of Authorized Signers on the District's Local Agency Investment Fund (LAIF) account with the California State Treasurer's Office  
**Board Motion**

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**Staff Recommendation:**

The Committee will review and consider recommendation to the full Board of approving Resolution 2022-07 requesting an amendment of the District's list of authorized signers on the District's Local Agency Investment Fund (LAIF) account with the California State Treasurer's Office.

**Background:**

In an effort to update the California State Treasurer's Office with regard to the District's new Executive Board members and add both the new Chief Financial Officer Brian Zahn and Controller Daryl Smith as authorized signers on the District's Local Agency Investment Fund (LAIF) account with the California State Treasurer's Office, LAIF requires a Board Resolution naming all authorized signers in order to update the information.

**Fiscal Impact:** none

**Attachments:** A. **Resolution 2022-07**  
B. Form STO-LAIF-4008 Authorization for Transfer of Funds

**RESOLUTION 2022-07**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
UNITED WATER CONSERVATION DISTRICT  
REQUESTING AN AMENDMENT TO THE DISTRICT'S LIST OF  
AUTHORIZED SIGNERS ON THE DISTRICT'S  
LOCAL AGENCY INVESTMENT FUND (LAIF) ACCOUNT WITH  
THE CALIFORNIA STATE TREASURER'S OFFICE.**

**WHEREAS**, the United Water Conservation District held a Regular Board of Directors meeting on February 9, 2022; and

**WHEREAS**, prior to this meeting date, the District's Executive Board members were elected to a new one-year term; and

**WHEREAS**, the United Water Conservation District desires to update the authorized signatures for its Local Agency Investment Fund (LAIF) account with the California State Treasurer's Office;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of United Water Conservation District request the updating of authorized signatures on its account with California State Treasurer's Office – Local Agency Investment Fund (LAIF).

Bruce E. Dandy, President; Sheldon G. Berger, Vice President; Lynn E. Maulhardt, Secretary/Treasurer; Mauricio E. Guardado, Jr., General Manager; Anthony Emmert, Assistant General Manager; Brian Zahn, Chief Financial Officer; and Daryl Smith, Controller, are hereby authorized to sign on behalf of the District any and all documents that may be required by the California State Treasurer's Office – Local Agency Investment Fund (LAIF).

**PASSED, APPROVED AND ADOPTED, this 9<sup>th</sup> of February, 2022**

ATTEST: \_\_\_\_\_  
Bruce E. Dandy, Board President

ATTEST: \_\_\_\_\_  
Lynn E. Maulhardt, Board Secretary/Treasurer





California State Treasurer's Office  
Local Agency Investment Fund (LAIF)

Authorization for Transfer of Funds

Effective Date  
February 9, 2022

Agency Name  
United Water Conservation District

LAIF Account #

Agency's LAIF Resolution # \_\_\_\_\_ or Resolution Date 2022-07

**ONLY** the following individuals whose names appear in the table below are hereby authorized to order the deposit or withdrawal of funds in LAIF. ***This authorization REPLACES AND SUPERSEDES all prior authorizations on file with LAIF for the transfer of funds.***

Name	Title
Bruce E. Dandy	Board President
Sheldon G. Berger	Board Vice President
Lynn E. Maulhardt	Board Secretary/Treasurer
Mauricio E. Guardado, Jr.	General Manager
Anthony A. Emmert	Assistant General Manager
Brian Zahn	Chief Financial Officer
Daryl Smith	Controller

**Two authorized signatures required.** Each of the undersigned certifies that he/she is authorized to execute this form under the agency's resolution, and that the information contained herein is true and correct.

Signature  
Bruce E. Dandy

Print Name  
Board President

Title  
805 525 4431

Telephone

Signature  
Mauricio E. Guardado, Jr.

Print Name  
General Manager

Title  
805 525 4431

Telephone

Please provide email address to receive LAIF notifications.

Name	Email
Brian Zahn	brianz@unitedwater.org
Daryl Smith	daryls@unitedwater.org

Please email a scanned copy for review to [laif@treasurer.ca.gov](mailto:laif@treasurer.ca.gov).  
After approval is received, mail the original form to: State Treasurer's Office  
Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001

**Staff Report**

**To:** UWCD Finance and Audit Committee Members

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

**From:** Maryam Bral, Chief Engineer  
Craig Morgan, Engineering Manager  
Michel Kadah, Engineer

**Date:** December 25, 2022 (February 8, 2022 Meeting)

**Agenda Item:** 4 - (Board Item 5.2) Approve Submission of an Application to the United States Environmental Protection Agency (EPA) Water Infrastructure Finance and Innovation Act (WIFIA) Loan Program and Authorize the General Manager to approve the estimated application fee of \$125,000 in Support of the Santa Felicia Dam Safety Improvement Project  
**Board Motion**

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**Staff Recommendation:**

The Committee will review and consider recommending for full Board approval of authorizing staff to submit an application to the United States Environmental Protection Agency (EPA) for the Water Infrastructure Finance and Innovation Act (WIFIA) low interest loan for \$62 million, including a 20 percent contingency, or not to exceed 49 percent of the total eligible cost of the Santa Felicia Dam Safety Improvement Project, and authorize the General Manager to approve the loan application fee of approximately \$125,000.

**Background:**

Staff has been actively pursuing funding opportunities and financial support of the design and the construction fees for the Santa Felicia Dam Safety Improvement Project. While searching for state and federal grant fund opportunities is ongoing, the WIFIA low-interest loan program could provide funds to cover the cost of the Santa Felicia Safety Improvement Project, including design and construction costs.

In 2014, Congress passed the Water Resources Reform and Development Act (WRRDA) which established the WIFIA program. The WIFIA loan program is offered by the EPA to accelerate investment in the nation's water and wastewater infrastructure by providing long-term, low-interest supplemental credit assistance under customized terms to creditworthy water and wastewater projects of national and regional significance.

During the past four fiscal years (2017 to 2020), EPA has invited 149 prospective borrowers to submit WIFIA loan applications. To date, WIFIA has closed 72 loans totaling \$13.3 billion in credit assistance to help finance over \$28 billion for water infrastructure projects and create 81,000

**Agenda Item: 4 (Board Item 5.2) Approve Submission of an Application to the United States Environmental Protection Agency (EPA) Water Infrastructure Finance and Innovation Act (WIFIA) Loan Program and Authorize the General Manager to approve the estimated application fee of \$125,000 in Support of the Santa Felicia Dam Safety Improvement Project**  
**Board Motion**

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jobs. In 2021, EPA received 50 letters of interest from public and private entities as well as State Infrastructure Financing Authorities in response to the WIFIA loan program. EPA invited only 39 new projects to apply for water infrastructure loans, of which the Santa Felicia Dam Safety Improvement project was one of only 10 projects in California invited to apply for the loan. Four additional projects were placed on a waiting list.

**Discussion:**

Staff prepared and submitted a Letter of Interest (LOI) for the WIFIA loan program on July 23, 2021. The requested loan amount was \$51,693,083, which at the time comprised 49 percent of the total engineering cost estimate of \$105,496,088 for the Santa Felicia Dam Safety Improvement project. The total estimated project cost was based on the most current Opinion of Probable Construction Cost (OPCC) prepared by GEI Consultants in 2021, during the early design phase. The District has the option to request an increase in the loan amount by adding approximately 20 percent contingency to accommodate the anticipated cost increase at the time of the loan award.

The WIFIA loan program offers the following features:

- 49 percent is the maximum portion of eligible project costs that WIFIA can fund.
- Low interest rate that will be equal to or greater than the U.S. Treasury rate of a similar maturity. Single fixed rate will be established at the date of closing.
- Interest does not accrue on unused funds.
- Five years maximum time that repayment may be deferred after substantial project completion.
- Thirty-five years maximum final maturity date from substantial completion of the project.
- No penalty for prepayment.
- Project applicants must be creditworthy and have a dedicated source of revenue.
- NEPA, Davis-Bacon, American Iron and Steel, and all other federal cross-cutter provisions apply.
- Credit processing fee assessed at financial close to reimburse the EPA for the cost of hiring engineering, financial, and legal experts to review applications.

On October 26, 2021, the District received a letter from the EPA notifying the District that the Santa Felicia Dam Safety Improvement Project has met the selection criteria of the WIFIA loan, and the District was invited to apply for the WIFIA loan before June 1, 2022.

Staff requests the Board to recommend submitting the WIFIA loan application and authorizing the General Manager to approve approximately \$125,000 application and processing fee for the loan.

**Fiscal Impact:**

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**Agenda Item: 4 (Board Item 5.2) Approve Submission of an Application to the United States Environmental Protection Agency (EPA) Water Infrastructure Finance and Innovation Act (WIFIA) Loan Program and Authorize the General Manager to approve the estimated application fee of \$125,000 in Support of the Santa Felicia Dam Safety Improvement Project**  
**Board Motion**

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There is no fiscal impact associated with the approval of this motion item. The Santa Felicia Dam Safety Improvement Project is included in the CIP budgets in the current and future fiscal years. The application fee will be charged against the existing CIP budget for this project.

Attachment A: United Water Conservation District Selection Notification



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**

WASHINGTON, D.C. 20460

October 26, 2021

Ms. Maryam Bral  
Chief Engineer  
United Water Conservation District  
1701 N. Lombard Street Suite 200  
Oxnard, CA 93030

Subject: United Water Conservation District Selection Notification

Dear Ms. Bral,

Thank you for submitting your Water Infrastructure Finance and Innovation Act (WIFIA) letter of interest for the FY 2021 Selection Round. We have reviewed these materials and are very pleased to inform you that the Santa Felicia Safety Improvement Project has been selected to submit an application for a loan for up to \$51,693,083 or not to exceed 49 percent of total eligible project costs.

We will soon be reaching out to you to schedule an initial pre-application meeting to discuss the WIFIA underwriting process in greater detail. Kevin McDonald will be the primary point of contact for this transaction and is available by e-mail at [mcdonald.kevin@epa.gov](mailto:mcdonald.kevin@epa.gov) or by phone at 202-566-1486 to answer any immediate questions you may have.

In addition, the WIFIA program will be hosting a webinar for all selected prospective borrowers to provide an overview of the WIFIA application process and walk through the [application form](#) on December 7<sup>th</sup> at 2:00 pm EST. We encourage your participation and will send you a meeting invitation with more details soon. Please forward it to all members of your team, including contractors, who will have a role in the WIFIA application process.

Once we receive your complete application, the WIFIA team will commence underwriting your transaction. Receipt of a WIFIA loan remains subject to negotiation of an agreement on terms and conditions satisfactory to the Agency as well as the project's compliance with Federal requirements, including the National Environmental Protection Act (NEPA), American Iron and Steel requirements, Flood Plain Management Standards, and the Davis-Bacon Wage Act. Selected prospective borrowers may request to increase their loan amount during the application process. Loan increase requests will be reviewed on a case-by-case basis and are subject to the availability of funding.

You stated in your letter of interest that you will be ready to submit your application by October 22, 2021. We expect to receive your application as soon as possible. If timing for your application and/or project construction has changed, please notify your underwriter as soon as possible.

EPA is planning its announcement of the FY 2021 selections and will coordinate with your organization on this press release. Until then, the announcement of the selection of your project for a WIFIA loan is embargoed. Please do not share this information externally. If you have questions regarding communicating your selection or would like to coordinate your announcement with EPA, please contact Karen Fligger at [fligger.karen@epa.gov](mailto:fligger.karen@epa.gov) or 202-564-2992.

We look forward to working with you on this project.

Sincerely,

A handwritten signature in dark ink, appearing to read "Jorianne Jernberg", written in a cursive style.

Jorianne Jernberg  
Director, WIFIA Program





### **Staff Report**

**To:** UWCD Finance and Audit Committee Members

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

**From:** Brian Zahn, Chief Financial Officer  
Daryl Smith, Controller

**Date:** January 27, 2022 (February 8, 2022, meeting)

**Agenda Item:** 5 – (Board Item 3.D) FY 2021-22 Second Quarter Financial Report  
**Information Item**

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#### **Staff Recommendation:**

The Committee will receive a presentation from staff and review the FY 2021-22 Second Quarter Financial Report for the period of July 1, 2021, through December 31, 2021.

#### **Discussion:**

District staff 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 six months of financial information for District operations for FY 2021-22 (or 50 percent of the total fiscal year). Included in this report are budget to actual comparisons to date for District revenues, expenditures and water deliveries, and discussion of any significant variances. This report is based on unaudited financial data and therefore is subject to revisions as staff makes any necessary adjustments that may occur during the year.

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

- Staff currently offers no recommendations for budget adjustments.

Attachments: A – FY 2021-22 Second Quarter Report, Capital Improvement Projects  
B – FY 2021-22 Second Quarter Financial Reports

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

General Manager  
Mauricio E. Guardado, Jr.

Legal Counsel  
David D. Boyer

January 31, 2022

Board of Directors  
United Water Conservation District

**Subject: Fiscal Year 2021-2022 Second Quarter Financial Reports**

Dear Board Members:

Enclosed for your review is the District's FY 2021-22 Second Quarter (July 1, 2021, through December 31, 2021) Financial Report. This report represents six months of financial information for District operations (50% 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 December 31, 2021, all capital improvement projects (CIP) expenditures are within the total amount appropriated by the Board.

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

- *Well Replacement Program (CIP Project # 8000)*  
General Pump began installing the pump and motor on October 4 and completed the task in November. Following General Pump's work, staff flushed the well. In December Staff provided the required documents to the Division of Drinking Water (DDW) for a permit amendment and the permit amendment is in for review by DDW.
- *Freeman Diversion Rehabilitation (CIP Project # 8001)*  
In October, GEI commenced with the Geotechnical Investigation that was approved at the September Board of Directors meeting and completed the work by November.
- *Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002)*  
October 13 - The Board approved the design contract with GEI Consultants in the amount of \$1,715,706 for the 60% design phase of the Outlet Works Improvement Project. Staff issued a notice to proceed on October 13 and work began on October 15.

October 26 – Staff received a notification letter from the United States Environmental Protection Agency (EPA), which indicated that the Santa Felicia Dam Safety Improvement Project has been selected to submit an application for the WIFIA loan program for up to \$51,693,083, or not to exceed 49 percent of total eligible project costs.

October 29 - Staff prepared the Application for the Repair or Alternation of a Dam and Reservoir for the Outlet Works Improvement Project and submitted it to DSOD. A total application fee of \$392,000 which is calculated based on the estimated total project cost of approximately \$68 million is due to DSOD to initiate DSOD review of the design reports and documents. The application fees will be paid to DSOD in three increments, including the initial payment. The first payment equal to 20% of the fee equal to \$78,400 was made to DSOD on October 29 to initiate the review of the 30% design documents. The remaining fee of \$313,600 will be submitted to DSOD in two more payments along with the future design phase submittals.

November 3 – Staff met with Mr. Kevin McDonald, the EPA primary point of contact for the WIFIA loan program to discuss the WIFIA loan application requirements.



November 22 – Staff was informed through a letter correspondence dated November 16, 2021, from the Department of Water Resources (DWR), Division of Safety of Dams (DSOD) that United's grant application for the FEMA's FY 2021 Rehabilitation of High Hazard Potential Dams (HHPD) in support of the SFD SIP design phase was unsuccessful due the limited funding awarded to California. The SFD SIP was among the nine dam projects that were included in the DSOD grant application to FEMA. It is unclear how many dam projects were selected for the FEMA HHPD grant program.

November 23 – Staff received a letter from the DSOD that acknowledged the receipt of the District's application for the review of the 30% design phase of the Outlet Works Improvement Project along with the filing fee of \$78,400. The letter also indicated that DSOD would inform the District about the progress of the application review by December 1 and notify the District if additional information would be required.

December 7 – Staff attended EPA WIFIA Loan Program Application Experience webinar provided to the 2021 selected borrowers to learn more about the terms and conditions of the Water Infrastructure Finance and Innovation Act (WIFIA) loan.

December 14 – Task Order (TO) #2 in the amount of \$2,900 was issued to Kennedy Jenks Consultants (KJ) as part of KJ's On-Call Services Agreement with the purpose of receiving support from KJ during the preparation and submittal of a Notice of Interest (NOI) to Cal OES for the 2021 FEMA Hazard Mitigation Grant Program (HMGP) for the construction of the Outlet Works Improvement Project. The 2021 FEMA HMGP includes support of large projects (greater than \$10 million) that can be implemented over 36 months subsequent to the grant award.

December 23 – Staff submitted an NOI to Cal OES for the 2021 HMGP which included a grant request for the construction of the Outlet Works Improvement Project. The total federal cost share requested is \$39,150,000, which is 75% of the estimated construction cost of \$52,200,000. The non-federal cost share is \$13,050,000. If selected, the District will be invited to submit a sub-application to Cal OES in April 2022. Cal OES is expected to announce the selected projects in the late summer/early fall of 2022, and the grants are expected to be awarded by FEMA in 2023.

Staff reviewed the invoices received from GEI Consultants for the design work performed in October, November, and December 2021. The total invoice amounts for Purchase Order 01588 were \$11,594.50, \$61,130.00, and \$106,874.66, respectively. As of December 31, 2021, the 60% design phase of the Outlet Works Improvement Project is 11% complete and \$1,536,106.84 of the approved budget remains.

Staff reviewed the invoices received from Catalyst Environmental Solutions Corporation for the work performed in October through December 2021 regarding the new channel design. The total invoice amount for Purchase Order 01429 was \$1,167.50. As of December 31, 2021, the project is 58% complete and \$46,442.35 of the approved budget remains.

- *Santa Felicia Dam Probable Maximum Flood Containment (CIP Project # 8003)* October 13 - The Board approved the design contract with GEI Consultants in the amount of \$579,948 for the 30% design phase of the Spillway Improvement Project. Staff issued a notice to proceed on October 13 and work began on October 15.



The above updates reported for the Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002) regarding the WIFIA loan program are also applicable to this project.

Staff reviewed the invoices received from GEI Consultants for the design work performed in October, November, and December 2021. The total invoice amounts for Purchase Order 01587 were \$9,219.00, \$15,229.50, and \$23,384.81, respectively. As of December 31, 2021, the 30% design phase of the Spillway Improvement Project is 8% complete and \$532,114.69 of the approved budget remains.

- *Santa Felicia Dam Sediment Management (CIP Project # 8005)*  
October 19, 2021 - The Notification of Lake or Streambed Alteration was submitted to CDFW for the excavation work related to the Lake Piru Reservoir Sediment Sampling and Testing Plan. The District submitted a check for \$1,572.50 as a permit application fee.

October 19, 2021 - The 401 Nationwide Permit Notice of Intent was submitted to the Los Angeles Regional Water Quality Control Board (LARWQCB) for the excavation work related to the Lake Piru Reservoir Sediment Sampling and Testing Plan. The District submitted a check for \$2,066 as a permit application fee.

October 19, 2021 - The Nationwide Permit 6 application package was submitted to the USACE for the excavation work related to the Lake Piru Reservoir Sediment Sampling and Testing Plan. There is no fee associated with this permit application.

November 8, 2021 - CDFW requested additional information and an additional fee to continue the application review for Lake or Streambed Alteration. Staff mailed the check in the amount of \$938.50 for the additional fee on November 12.

December 3, 2021 - Staff received notice from LARWQCB that the District may proceed with this project per the terms and conditions of the General Order.

- *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)* October 19, 2021 – As part of the DWR Prop 1 IRWM Grant Program, the District purchased and installed project signage at the El Rio Facility.

October 27, 2021 – Staff completed the 2nd Quarterly Progress Report and Invoice for the DWR IRWMP Grant. The total invoice was \$51,106.49.

November 9 – Issued the Construction Notice to Proceed to GSE Construction with a commencement date of November 29, 2021.

November 15 – Obtained coverage under the Construction General Permit from the State Water Resources Control Board.



November 16 – Issued Change Order No. 1 to GSE Construction that permanently incorporates the Buy American Act (BAA) provisions to the Contract Documents and extends the construction completion date to January 3, 2023.

November 19 – Issued Work Directive Change Nos. 2, 3 and 4 to GSE Construction related to earthwork clarifications, erosion control and a blow-off for the existing Upper Aquifer System well manifold.

November 22 – Received notification from the OLDCC that the NEPA package was fully in compliance with the conditions necessary to commence with construction activities.

November 29 – GSE began construction activities, including potholing and rough grading operations.

December 10 – Issued Work Directive Change No. 10 related to vault revisions.

December 15 – Prepared and issued letter to USBR requesting 6-month time extension (expires July 1, 2022) until further agreement can be reached on how to maintain both sources of Federal funding for the Project. A decision from the USBR is pending.

December 29 – Prepared and submitted 1st Quarterly Progress/Financial Report for the DOD OLDCC Grant.

- *Ferro-Rose Recharge (CIP Project # 8018)*  
NHC continues to develop the design of the Inverted Siphon and 2 Barrel Culvert.
- *Brackish Water Treatment (CIP Project # 8019)*  
October 14, 2021 – Presented project progress at 2021 Water Sustainability Summit.

October 19, 2021 – District executed an agreement with GEI consultants in the amount of \$249,727 for Phase 1 of the California Environmental Quality Act (CEQA) Documentation and Processing for the project.

November 17, 2021 – Engineering and Water Resources staff prepared and submitted an informational letter to the Los Angeles Regional Water Quality Control Board related to baseline groundwater sampling work related to developing treatment and discharge criteria for future permitting.

December 6 – Water Resources staff led a public workshop related to the groundwater modeling work under the Proposition 1 Round 1 Groundwater Grant Program (GWGP)

December 6, 2021 – Kennedy/Jenks Consultants submitted the final draft report related to Water Distribution Alternatives Analysis.

December 7 – Water Resources, Engineering and Environmental Services staff held Technical Advisory Committee (TAC) Meeting No. 4, the last and final meeting to conclude groundwater modeling work conducted under the Prop 1 Round 1 GWGP.





December 17, 2021 – Trussel Tech Consultants submitted the final draft report related to extended desktop treatment modeling evaluations.

December 29, 2021 – Water Resources staff completed the final draft report entitled “Extraction Barrier and Brackish Water Treatment Project Feasibility Study: Groundwater Modeling” which completed the work under the grant funding provided by Proposition 1 – the Water Quality, Supply, and Infrastructure Act of 2014 through an agreement with the State Water Resources Control Board.

In December, Water Resources and Engineering staff prepared information related to the Phase 1 project (construction of six monitoring wells) for submission to DWR’s Sustainable Groundwater Management Grant Program through the Fox Canyon Groundwater Management Agency.

- *Rice Ave. Overpass PTP (CIP Project # 8021)*

On November 22, Maryam Bral, Mauricio Guardado, Shiri Klima, City of Oxnard Deputy City Manager and Mike Wolfe, City of Oxnard Public Works Director attended a virtual meeting with Assembly Member, Jacquie Irwin and her staff to discuss the Rice Avenue Project. Assembly Member, Jacquie Irwin suggested her Staff to schedule a meeting with the California Transportation Commission, United, City of Oxnard, Ventura County and Assembly Member to discuss the Project.

Per the most updated engineering cost estimate prepared by WKE Inc., the City’s consultant, United’s utility replacement costs \$990,000 and the entire Project cost, including United’s utility replacement is nearly \$119 million (in 2023 dollars).

- *PTP Turnout Metering System (CIP Project # 8022)*

As of December 31, 2021, thirty-four (34) of sixty-one (61) turnouts are installed and operational. Nineteen (19) easement deeds out of forty-one (41) have been signed by property owners and sixteen (16) have been recorded. The cost per turnout is currently tracking at approximately \$23,400 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)*

October 13, 2021 – Quality Ag, Inc was retained to provide material, labor, and equipment to deliver approximately 25 boulders to the Pothole Trailhead and set them in strategic places to prevent vehicular trespassing past the Pothole Gate onto Piru Canyon Road. The invoice in the amount of \$3,934 was paid in November 2021.

- *State Water Interconnection Project (CIP Project # 8025)*

The City of Ventura (City) completed the geotechnical borings within the Santa Clara River (SCR) riverbed in early October. The remaining geotechnical borings on the south side of the river will be drilled next. The City has requested to relocate one of those borings to the Noble groundwater recharge basin (Noble). Staff is meeting the City and their consultant Fugro on site in the week of November 1 to discuss the boring location within Noble.



The City and Casitas are currently in discussions to determine whether Casitas will continue to be a part of the project and maintain its financial commitment towards the project costs, including the design and construction fees. In a letter to the Casitas Board on November 23, Ventura Water's general manager requested Casitas' Board of Directors to determine Casitas' level of commitment to the project. The City's plan is to move forward with the project even if Casitas decides to opt out temporarily or permanently.

- *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)*  
October 13 - The 3rd quarterly report and the reimbursement request in the amount of \$612,944 were submitted to Cal OES.

October 19 - Staff issued Amendment No. 1 in the amount of \$29,790 to the Phoenix Civil Engineering contract. This amendment extended the construction management services to account for the extended construction time approved by the Cal OES. The construction time extension was needed due to the delay in equipment manufacturing and material availability. Subsequently, Staff issued Task Order No. 1 to Lucci & Associates, the electrical engineering consultant in the amount of \$7,520 to extend the engineering service support and Task Order No. 1 to Earth Systems Pacific in the amount of \$2,500 to provide additional special inspection services.

October 27 – Staff received a Notification of Payment from Cal OES in the amount of \$413,737.43. The total payment received from Cal OES is \$480,428.15.

December 1 - Staff received Cal OES approval for the time extension request for an additional two months to complete the project. The time extension request would require the project construction to be completed by February 25, 2022, and the entire project, including a three-month grant close-out period, to be completed by May 25, 2022.

Staff reviewed invoices received from Oilfield Electric & Motor for the work performed during the month of October, November, and December 2021. The invoice amounts for Purchase Order 01438 were \$43,130.00, \$110,912.50, and \$27,027.50, respectively.

Staff reviewed invoice received from Phoenix Civil Engineering for the work performed during the months of October 2021. The invoice amount for Purchase Order 01439 was \$9,483.75.



Staff reviewed invoice received from Lucci & Associates for the work performed during the months of December 2021. The invoice amount for Purchase Order 01560 was \$2,665.00.

Staff reviewed invoices received from Earth Systems for the work performed during the months of October, November, and December 2021. The invoice amounts for Purchase Order 01557 were \$245.00, 452.00 and \$553.00, respectively.

- *Emergency Power Supply for UWCD Drinking Water Treatment and Supply Facilities Related to CIP Projects # 8033, 8037, 8039)*  
On November 12, Staff submitted the first progress and expenditure of funds report on the purchase and installation of the backup emergency generators for the LPWTP, Flocculation building and the Santa Paula communication tower to CalOES as part of the CalOES State Community Power Resiliency Allocations grant program.
- *Asset Management System/CMMS System (CIP Project #8041)*  
December 1 – EOS Arrow Gold quote was approved and the purchase of the GNSS is in progress. A Mid-December delivery date was originally given but the unit has been delayed due to manufacturing delays.
- *Recycled Water (CIP Project # 8043)*  
December 29 – Reviewed proposal from Kennedy/Jenks Consultants for Preliminary Design Report related to the Laguna Road Recycled Water Pipeline and provided comments.
- *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 second quarter of FY 2021-22, the status of the project was ongoing and do not anticipate spending the entire budget in current year.
- *Lake Piru Asphalt (CIP Project #8047)*  
October 28, 2021 – Three bids were submitted in response to the Notice Inviting Bids for the Lake Piru Water Treatment Plant Slope Repair and Drainage Improvement Project. The three bidders were Summer Construction (\$91,480), J&H Engineering (\$69,100), and Quality Ag, Inc. (\$69,774).

November 15, 2021 – Task Order No.2 under the On-Call Services Agreement with Earth Systems Pacific was issued on November 15, 2021, in the amount of \$10,762.40 for the geotechnical engineering and materials testing services during construction related to the Lake Piru Water Treatment Plant Slope Repair and Drainage Improvement Project.

December 7, 2021 – Amendment No.1 to the Agreement with RRM Design Group in connection with the Lake Piru Recreation Area Facilities Improvement Plan was executed. The additional scope of work included additional deliverables as requested by Staff. The additional fee was \$1,200.

December 9, 2021 – Agreement in the amount of \$69,100 executed with J&H Engineering General Contractors for the construction of the Lake Piru Water Treatment Plant Slope Repair and Drainage Improvement Project.



- *Condor Improvement Project (CIP Project #8048)*  
November 4, 2021 – Agreement in the amount of \$40,240 executed with MNS Engineers, Inc for design services related to the Condor Point Improvement Project.
- *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 second quarter of FY 2021-22, a server was installed at Headquarters and at the El Rio Booster Plant. The vendor is slated to complete virtual migration before the end of February 2022.
- *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 December 31, 2021, the District had a total of \$47.9M 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:

	<b><u>Dec 31, 2021</u></b>	<b><u>Dec 31, 2020</u></b>
Bank of the Sierra	\$6,065,779	\$3,292,394
US Bank - 2020 COP Bond Balance	\$19,006,973	\$19,000,164
Petty Cash	\$3,400	\$1,000
County Treasury	\$1,644	\$1,444
LAIF Investments	\$22,881,671	\$24,268,872
Total	<b><u>\$47,959,467</u></b>	<b><u>\$46,563,874</u></b>

The only current restriction is the \$19M for CIP projects in the 2020 COP Bonds. Any restrictions on the remaining \$ 28.9M are listed in this report.

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

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Daryl Smith', is written over a horizontal line.

Daryl Smith, Controller

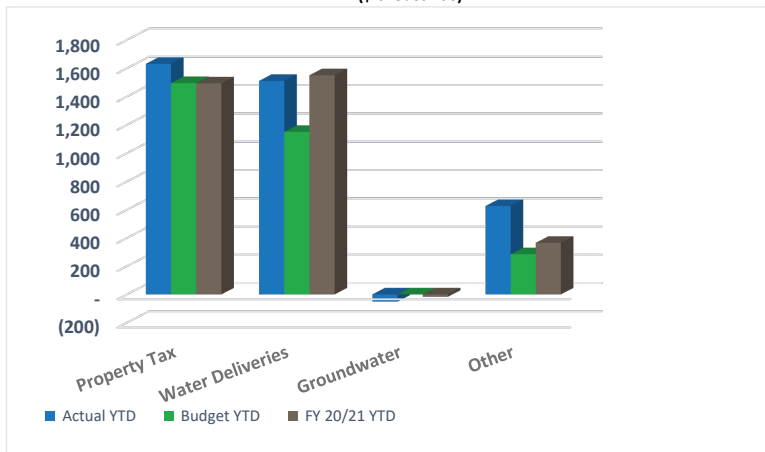
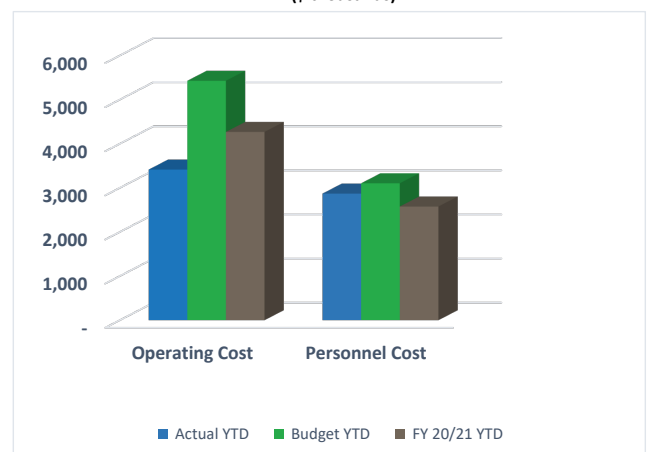
**FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

**General/Water Conservation Fund**

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	1,510	1,150	360	31%	1,550	(40)	-3%
Groundwater	(51)	0	(51)	0%	(17)	(34)	203%
Supplemental Water	0	0	0	0%	0	0	0%
Property Taxes	1,631	1,495	136	9%	1,493	138	9%
Earnings on Investments	10	75	(65)	-87%	9	1	13%
Other	661	670	(9)	-1%	369	292	79%
Transfers in	0	0	0	0%	0	0	0%
<b>Total Revenues</b>	<b>3,761</b>	<b>3,391</b>	<b>370</b>	<b>11%</b>	<b>3,404</b>	<b>357</b>	<b>10%</b>
<b>Expenses</b>							
Personnel Costs	2,871	3,104	(234)	-8%	2,577	294	11%
Operating Expenditures	3,416	5,429	(2,013)	-37%	4,269	(854)	-20%
Capital Outlay	298	278	19	7%	356	(59)	-16%
Transfers out	2,470	4,406	(1,937)	-44%	499	1,971	395%
<b>Total Expenses</b>	<b>9,054</b>	<b>13,218</b>	<b>(4,164)</b>	<b>-32%</b>	<b>7,702</b>	<b>1,352</b>	<b>18%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(5,293)</b>	<b>(9,826)</b>	<b>4,534</b>	<b>-46%</b>	<b>(4,297)</b>	<b>(995)</b>	<b>23%</b>

 Revenues  
(\$ thousands)

 Expenses  
(\$ thousands)

**Revenue Status vs. Budget**

- Revenue received through second quarter is \$3.8M (\$11%), \$370K above Plan primarily due to pipeline deliveries at \$360K above Plan. 2,556 AF more delivered than Plan for three pipelines combined.
- Property taxes \$136K above Plan due to higher tax revenue received from Ventura County.
- Groundwater Revenue \$51K below Plan due to utility billing adjustments for Camulus Ranch, Hardscrabble & Rancho Dos Hernanas and Sterling Hills Golf prior years billing errors.
- Earnings on investments were \$65K under Plan due to a steep reduction in the rate of return.
- Grant revenue \$37K lower than Plan. Grant revenues will not be earned until construction has been completed.

**Revenue Status vs. Prior Year**

- Q2 Revenue \$357K (10%) higher than PY primarily due to increased Lake Piru Operations revenue, \$296K greater than PY. Lake Piru was closed on the first half of prior year due to covid restrictions and United Water took over concessions in the current calendar year with revenues being recognized in real time. Contributing to the variance is increased property tax revenue of \$138K greater than PY.
- Offsetting the increase in revenue were decreased pipeline deliveries of \$40K less than prior year. 3,462 fewer AF delivered compared to PY for three pipelines combined. Groundwater Billing adjustments \$34K more than prior year.

## **FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

### **General/Water Conservation Fund - Continued**

#### ***Appropriation/Expenditure Status vs. Budget***

- Total Expenditures were \$4.2M (32%) under Plan primarily due to CIP Transfers Out \$1.9M lower than budget. Operating Expenditures \$2M also under budget due to Professional Fees \$957K from the under-utilized Admin and Finance consulting budget and FERC – Fish Passage and quagga expenditures timing difference of invoices. Principal and interest payment was favorable \$567K partially due to the principal payment budgeted to expense but paid directly to liability and interest savings from the refinancing of debt in 2020. Overhead costs \$203K under Plan due to timing difference. Contributing to the variance is savings in Maintenance, Supplies, and Permits of \$381K due to delay in invoicing and fewer "emergencies" in the second quarter. Maintenance expenditures is expected to be fully utilized by end of the fiscal year. Savings slightly offset by overrun in Insurance Premiums \$225K. Personnel Costs under budget \$234K due to vacant Controls positions in O&M.
- Expenditure underruns slightly offset by increased Capital Outlay of \$19K due to the purchase of equipment and vehicles to use at the Lake.

#### ***Appropriation/Expenditure Status vs. Prior Year***

- Expenditures are \$1.4M (18%) higher than PY, primarily due to transfers out for CIP of \$2.5M in current year for SFD, Ferro Rose and Brackish Water CIP projects. Contributing to the variance is higher salary \$294K in the current year 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.
- Offsetting the unfavorability is lower Operating Expenditures in current year of \$854K. Principal and interest payments were down \$1.4M due to 2001, 2005 and 2009 bonds being refunded in November 2020. Contributing to the variance is reduced Capital Outlays of \$59K due to Eddy Pump attachment combined with new service and recreation patrol trucks purchased in the prior year. Materials and Supplies were \$373K higher than PY primarily due to Insurance premium increase by \$125K and maintenance of \$110K, utilities at \$43, fuel at \$31K and misc costs of \$28K more than PY 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.

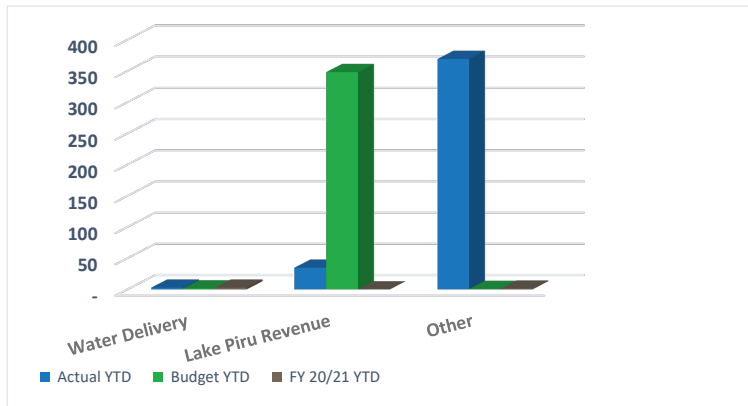
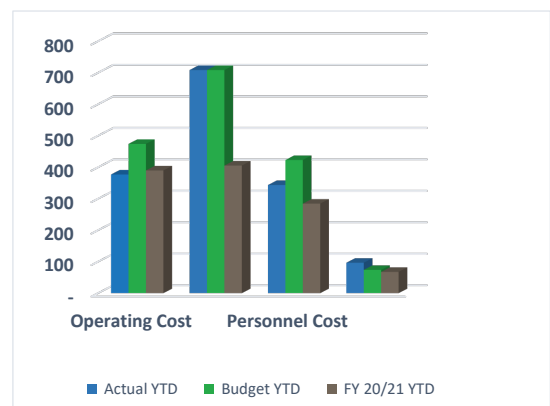
**FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

**Recreation Sub-Fund**

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	3	2	1	86%	3	(0)	0%
Earnings on Investments	0	0	0	0%	0	0	0%
Lake Piru Revenue	35	348	(313)		0	35	
Other	369	1	369	52672%	1	368	30478%
<b>Total Revenues</b>	<b>407</b>	<b>350</b>	<b>56</b>	<b>16%</b>	<b>4</b>	<b>403</b>	<b>10075%</b>
<b>Expenses</b>							
Personnel Costs	344	423	(79)	-19%	285	59	21%
Operating Expenditures	377	474	(97)	-20%	390	(13)	-3%
Capital Outlay	97	74	23	31%	68	29	43%
Transfers out	709	709	0	0%	405	303	75%
<b>Total Expenses</b>	<b>1,526</b>	<b>1,680</b>	<b>(154)</b>	<b>-9%</b>	<b>1,148</b>	<b>379</b>	<b>33%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(1,120)</b>	<b>(1,330)</b>	<b>210</b>	<b>-16%</b>	<b>(1,144)</b>	<b>24</b>	<b>-2%</b>

 Revenues  
(\$ thousands)

 Expenses  
(\$ thousands)

**Revenue Status vs. Budget**

- Revenue received through 2nd quarter above Budget by \$56K due to higher Day Use, Camping, Boating fees and reservations.

**Revenue Status vs. Prior Year**

- Q2 Revenue \$403K over PY due to increase in fees and reservations. Additionally, PMC was contracted through Q2 of the PY and there were no revenues received from PMC.

**Appropriation/Expenditure Status vs. Budget**

- Total expenditures \$154K (9%) under budget primarily due to Personnel Costs savings of \$79K due to vacant Receptionist position to assist at the Lake as well as other turnover. Contributing to the variance is savings in Maintenance and Supplies expense of \$84K slightly offset by an increase in Insurance premiums of \$13K and Capital Outlay of \$23K due to the purchase of side by side vehicle. Maintenance and Supplies budget is expected to be fully utilized by the end of the fiscal year.

**Appropriation/Expenditure Status vs. Prior Year**

- Expenditures are \$379K (33%) higher than PY due to CIP Transfers Out of \$303K over PY for CIP's including Lake Piru Asphalt, Entry Kiosk Renovation, and Condor Point Improvement Projects. Contributing to the variance is higher salaries \$59K due to the district hiring part time Rangers to assist with Lake Piru Operations when UWCD took over concessions from PMC. Capital Outlay is \$29K higher than prior year due to the purchase of additional Lake Piru equipment and vehicles.
- The increase is slightly offset by a decrease in PMC concession fees of \$206K, although maintenance costs for landscaping services





## FY 2021-22 Second Quarter Financial Review

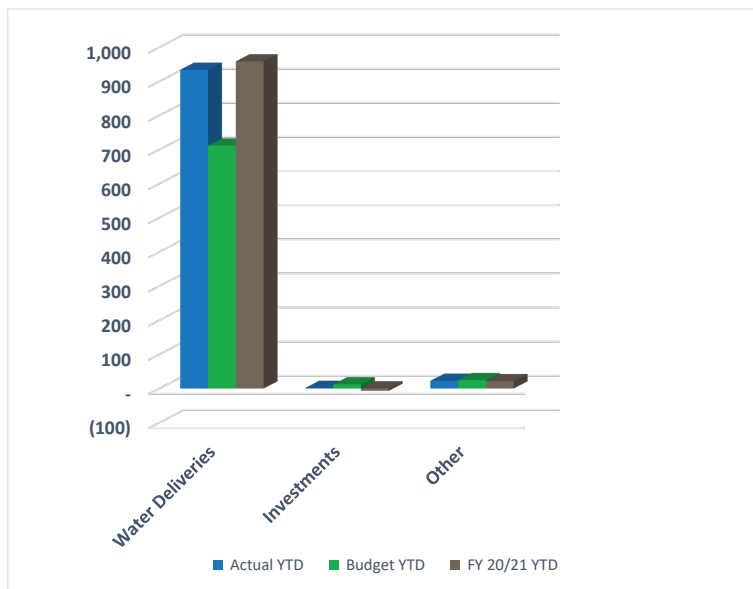
July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

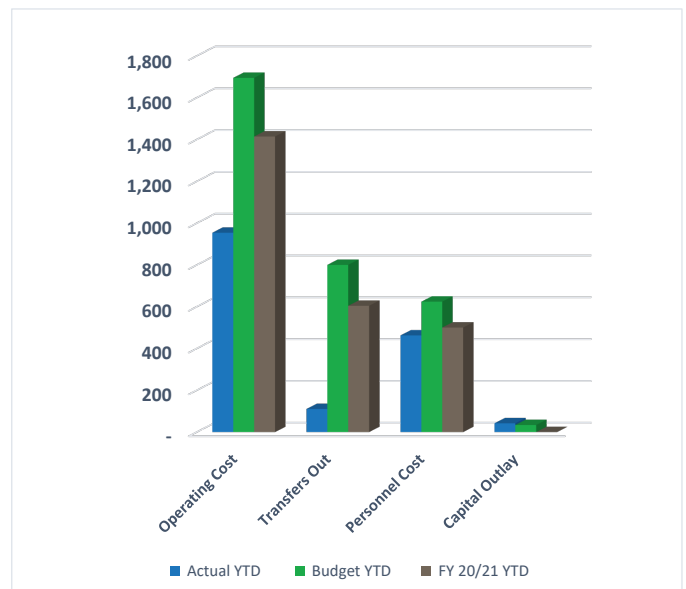
### Freeman Diversion Fund (Zone B)

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	934	712	222	31%	958	(25)	-3%
Earnings on Investments	2	12	(10)	-87%	(7)	8	-124%
Other	68	24	43	177%	23	45	194%
Transfers in	0	0	0	0%	0	0	0%
<b>Total Revenues</b>	<b>993</b>	<b>748</b>	<b>245</b>	<b>33%</b>	<b>973</b>	<b>20</b>	<b>2%</b>
<b>Expenses</b>							
Personnel Costs	463	624	(162)	-26%	500	(38)	-8%
Operating Expenditures	954	1,695	(741)	-44%	1,415	(460)	-33%
Capital Outlay	42	34	8	0%	0	42	#DIV/0!
Transfers out	111	801	(690)	-86%	605	(494)	-82%
<b>Total Expenses</b>	<b>1,570</b>	<b>3,154</b>	<b>(1,584)</b>	<b>-50%</b>	<b>2,520</b>	<b>(950)</b>	<b>-38%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(577)</b>	<b>(2,406)</b>	<b>1,829</b>	<b>-76%</b>	<b>(1,546)</b>	<b>969</b>	<b>-63%</b>

Revenues  
(\$ thousands)



Expenses  
(\$ thousands)



#### Revenue Status vs. Budget

- Revenue received in Q2 is \$993K, up \$245K (33%) due to higher pipeline deliveries, which were 2,556AF over Plan.
- Offsetting the increase are lower earnings on investments (\$10K) due to lower interest rates.

#### Revenue Status vs. Prior Year

- Current year higher by \$20K (2%). The increase is primarily due to grant reimbursements \$44K slightly offset by a decrease in Pipeline delivery, 3,462AF below prior year's deliveries.

## **FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

### **Freeman Diversion Fund (Zone B) - continued**

#### ***Appropriation/Expenditure Status vs. Budget***

- Total expenditures through Q2 are \$1.6M, which is approximately \$1.6M (50%) below Plan. Savings is primarily due to lower CIP Transfer Out of \$690K. CIP Transfer Out of \$690K is expected in July. Contributing to the variance is lower Operating Expenditures of \$741K primarily due to under-utilized Environmental Services Legal Fees \$337K. Principal and Interest savings \$239K of which \$231K of Principal was budgeted to expense but paid directly to the liability. Overhead costs are under budget by \$61K due to timing differences. Maintenance savings due to \$72K not being used in second quarter. Permits \$30K and Misc Expense \$44K expected to be fully utilized by end of the fiscal year. Salaries and benefits \$162K under budget due to vacant Field Technician and Controls Technician positions. Savings is partially offset by increase in Insurance Premiums \$72K.
- Underruns slightly offset by overruns in Capital Outlay which is \$8K higher than budget due to the purchase of SLR excavator.

#### ***Appropriation/Expenditure Status vs. Prior Year***

- Total Expenditures are \$950K (38%) below PY. Decrease is largely due to Wishtoyo legal fees \$509K in prior year. Lower transfers-out of \$493K due to Freeman CIP projects in prior year. No Excavator Rental fees in current year due to the purchase of excavator in September 2021, resulting in savings of \$75K.
- Slightly offsetting the decrease are Insurance premiums \$47K greater in the current fiscal year. Contributing to the variance are Overhead costs running \$93K higher in current year due to higher overhead expenditures. 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 \$1.1M.
- The District's reserve policy requires an undesignated balance of \$1.5M for this fund, which is projected not to be met at the end of Q2. The current balance does not include any Groundwater revenues for FY 2021-22, however with the current increased revenues, decreased expenses and budgeted target met, it is believed that this projection will be corrected by the end of FY 2021-22.

## FY 2021-22 Second Quarter Financial Review

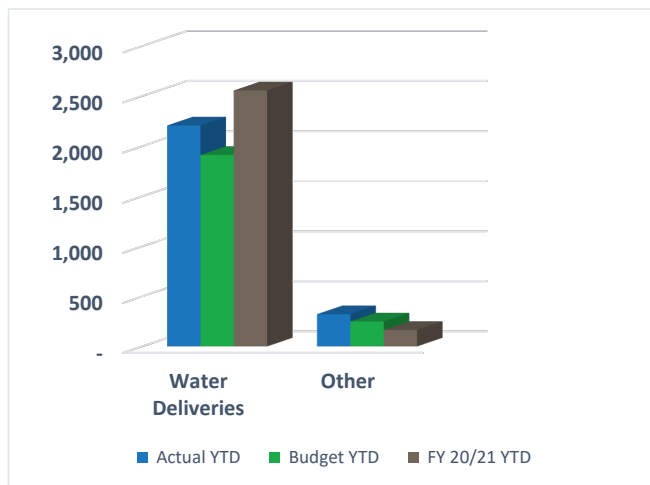
July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

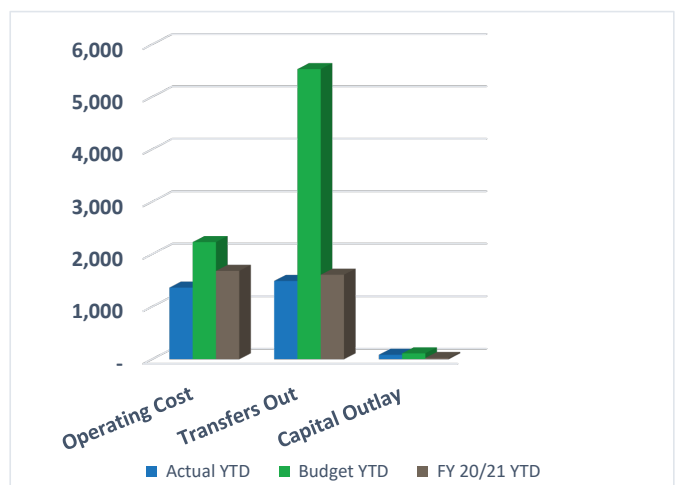
### Oxnard Hueneme Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	2,207	1,913	294	15%	2,556	(349)	-14%
Earnings on Investments	5	10	(5)	-47%	(8)	13	-166%
Grants	460	473	(14)	-3%	4	455	83%
Other	317	239	77	32%	173	144	83%
<b>Total Revenues</b>	<b>2,988</b>	<b>2,635</b>	<b>353</b>	<b>13%</b>	<b>2,725</b>	<b>263</b>	<b>10%</b>
<b>Expenses</b>							
Personnel Costs	501	428	73	17%	504	(3)	-1%
Operating Expenditures	863	1,803	(940)	-52%	1,179	(316)	-27%
Capital Outlay	85	112	(28)	-25%	24	60	249%
Transfers out	1,491	5,531	(4,039)	-73%	1,610	(119)	-7%
<b>Total Expenses</b>	<b>2,940</b>	<b>7,875</b>	<b>(4,934)</b>	<b>-63%</b>	<b>3,318</b>	<b>(377)</b>	<b>-11%</b>
<b>Net Surplus / (Shortfall)</b>	<b>48</b>	<b>(5,240)</b>	<b>5,288</b>	<b>-101%</b>	<b>(593)</b>	<b>641</b>	<b>-108%</b>

Revenues  
(\$ thousands)



Expenses  
(\$ thousands)



### Revenue Status vs. Budget and vs. Prior Year

- Total Revenue is \$353K (13%) over budget primarily due to water delivery revenue.
- Water Delivery Revenue is \$294K (15%) higher than Budget; 2,617 AF (54%) more delivered than Plan. Deliveries are less than prior year by \$349K (381 AF). The 17% decrease in variable rates made the dollar revenue decrease much more than the actual delivery decrease.
- Fox Canyon revenues up \$75K (33%) over budget and \$142K (90%) over prior year due to higher pumping charges.

## **FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

*50% of Fiscal Year Completed*

### **Oxnard Hueneme Pipeline Fund - continued**

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

- Expenses are \$4.9M under budget primarily due to transfers out which are \$4M less than budgeted. There is the possibility of a timing issue for this item.
- Electricity is \$151K under budget which is a timing issue as billing is a month behind, and \$110K under prior year due to increased deliveries in FY 20-21.
- Maintenance - S&I is under budget by \$40K and Equipment is under by \$44K. These are primarily timing issues and staff expects actuals to catch up with budget as year progresses.
- Fox Canyon is \$356K under budget due to delay in billing. Contributing to the variance is an extraction fee accrual from FY 20-21 carried over to the current fiscal year. The accrual will be reversed once we receive a statement and pay our fees.
- Principal payment is \$187K lower which was budgeted to expense but paid directly to liability.

#### ***Fund Balance***

The ending working capital balance is projected to be \$2.5M, all of which is undesignated. Assuming FY 2021-22 activity for the remaining half of the year is consistent with the approved budget, the required minimum fund balance of \$1.1M will be met.

## FY 2021-22 Second Quarter Financial Review

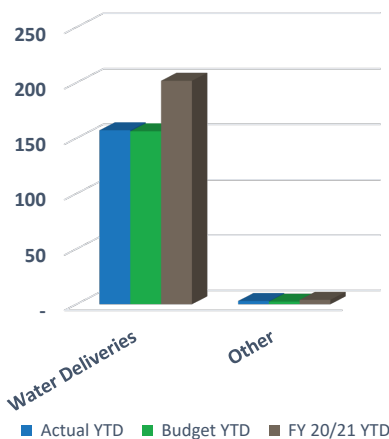
July 1, 2021 through December 31, 2022

50% of Fiscal Year Completed

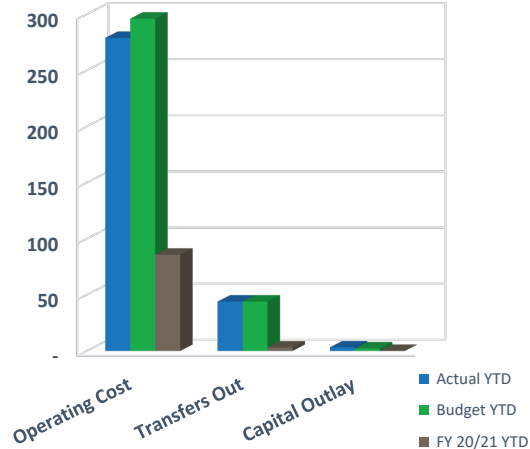
Pleasant Valley Pipeline Fund

in \$ thousands	CY Actuals	CY Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	157	156	1	1%	202	(45)	-22%
Earnings on Investments	0	2	(1)	-86%	(1)	1	-134%
Other	3	2	1	23%	4	(1)	-26%
<b>Total Revenues</b>	<b>160</b>	<b>160</b>	<b>0</b>	<b>0%</b>	<b>205</b>	<b>(45)</b>	<b>-22%</b>
<b>Expenses</b>							
Personnel Costs	37	38	(1)	-2%	41	(4)	-9%
Operating Expenditures	242	258	(16)	-6%	45	197	442%
Capital Outlay	3	2	1	0%	0	3	
Transfers out	44	44	0	0%	3	41	1310%
<b>Total Expenses</b>	<b>326</b>	<b>342</b>	<b>(16)</b>	<b>-5%</b>	<b>89</b>	<b>237</b>	<b>267%</b>
<b>Net Surplus / (Shortfall)</b>	<b>(166)</b>	<b>(182)</b>	<b>16</b>	<b>-9%</b>	<b>116</b>	<b>(282)</b>	<b>-243%</b>

Revenues (\$ thousands)



Expenses (\$ thousands)



### Revenue Status vs. Budget & vs. Prior Year

- Revenue received through Q2 on target.
- Revenue less than prior year by \$45K primarily due to water delivery revenue down by 22%. Minimal surface water (15AF) was delivered through Q2, revenue collected is predominately from fixed costs.

### Appropriation/Expenditure Status vs. Budget & vs. Prior Year

- Operating expenditures under Budget by \$16K this fiscal year primarily due to maintenance budget not being fully utilized in Q2 and up \$197K from prior year. Increase over PY is due to \$195K spent on PV reservoir maintenance work in Q1.
- Transfers out on target for Q2 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 \$601K. A surplus of \$42K is planned for FY 2021-22, resulting in a projected fund balance (net of \$80K of depreciation) of \$659K at year-end.

The District's calculated reserve policy requires a \$342K undesignated balance for this fund, which is projected to be met.

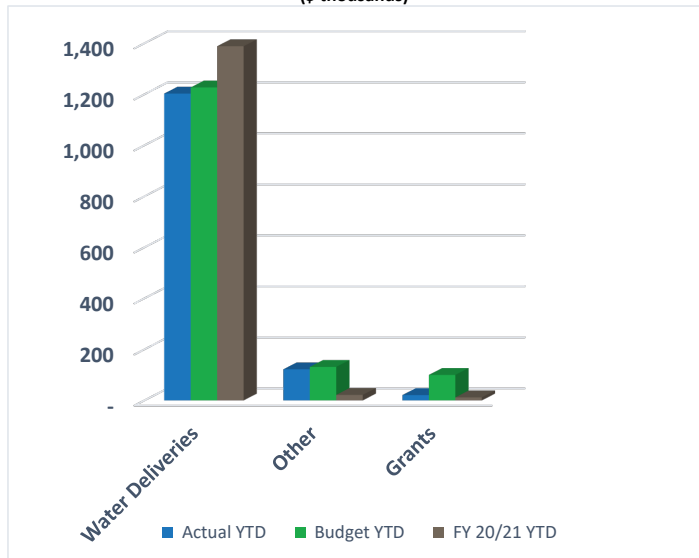
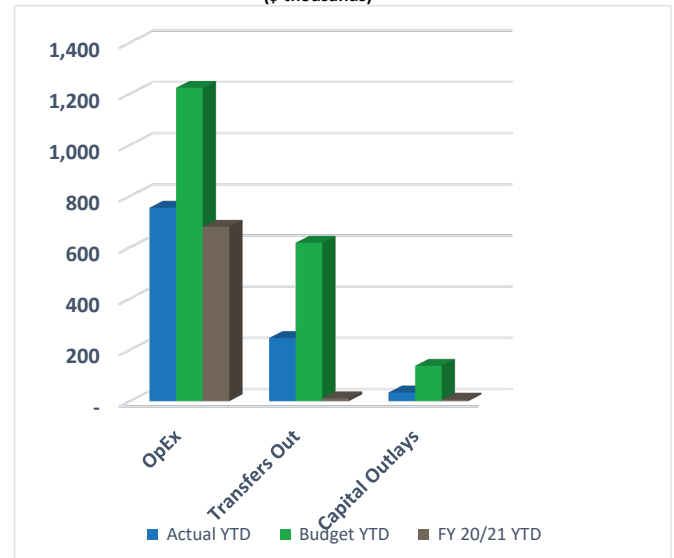
**FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

**Pumping Trough Pipeline Fund**

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Water Delivery	1,203	1,227	(24)	-2%	1,389	(186)	-13%
Earnings on Investments	1	5	(4)	-79%	(1)	2	-260%
Grants	21	100	(79)	-79%	12	9	0%
Other	121	126	(5)	-4%	22	99	443%
<b>Total Revenues</b>	<b>1,346</b>	<b>1,459</b>	<b>(113)</b>	<b>-8%</b>	<b>1,422</b>	<b>(76)</b>	<b>-5%</b>
<b>Expenses</b>							
Personnel Costs	205	198	7	4%	210	(4)	-2%
Operating Expenditures	550	1,026	(476)	-46%	471	79	17%
Capital Outlay	34	138	(104)	-75%	6	28	494%
Transfers out	246	618	(372)	-60%	11	235	2074%
<b>Total Expenses</b>	<b>1,035</b>	<b>1,980</b>	<b>(945)</b>	<b>-48%</b>	<b>698</b>	<b>338</b>	<b>48%</b>
<b>Net Surplus / (Shortfall)</b>	<b>311</b>	<b>(521)</b>	<b>832</b>	<b>-160%</b>	<b>724</b>	<b>(414)</b>	<b>-57%</b>

 Revenues  
(\$ thousands)

 Expenses  
(\$ thousands)

**Revenue Status vs. Budget**

- Revenue received through Q2 \$1.3M, down \$113K (8%). The decrease is primarily due to PTP Metering Q2 Grant \$79K reimbursement not received. Grant revenue will not be earned until construction has been completed. Contributing to the variance is lower water deliveries \$24K, 61AF less water delivered than Plan

**Revenue Status vs. Prior Year**

- Current fiscal year revenues down \$76K (5%) compared to last fiscal year primarily due to lower pipeline deliveries \$186K. Offsetting the decrease is higher pump charges for Fox Canyon GMA revenue (\$62K).

## **FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

*50% of Fiscal Year Completed*

### **Pumping Trough Pipeline Fund - continued**

#### ***Appropriation/Expenditure Status vs. Budget***

- Total expenditures through Q2 are \$1M, \$945K (48%) below Budget primarily due to lower Transfers Out \$372K to PTP Capital Improvement Projects. Contributing to the variance is lower operating expenditures \$476K. Maintenance is \$58K 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 down \$135K due to delay in billing. Principal and Interest savings of \$196K, of which \$177K was attributable to principal payments budgeted to expense but paid directly to the liability. Overhead costs are \$33K under budget due to timing differences. Electricity is \$47K under Budget due to timing differences. Capital outlay is \$104K lower than anticipated due to fewer than planned PTP isolation valves and VFD replacements
- Slightly offsetting the savings is an increase in Insurance Premiums of \$38K over budget and Personnel Costs of \$7K.

#### ***Appropriation/Expenditure Status vs. Prior Year***

- Compared to last fiscal year, expenditures are higher by \$338K (48%) primarily due to transfers-out of \$235K for PTP Capital Improvement Projects in current fiscal year. Contributing to the variance is Capital outlay of \$28K due to purchase of SLR excavator. Operating expenditures are \$78K higher in current year due to maintenance at \$71K, utilities at \$69K and insurance expense at \$23K. Principal and Interest \$54K lower than prior year due to refunding of old revenue bonds. Overhead costs \$38K higher than prior year due to increase in PTP expenditures.
- Slightly offsetting the increase are lower permits and licenses of \$16K and fox canyon charges of \$45K.

#### ***Fund Balance***

The projected ending undesignated working capital balance is approximately \$1M.

The District's reserve policy requires an undesignated balance of between \$250K and \$300K for this fund which is expected to be met.

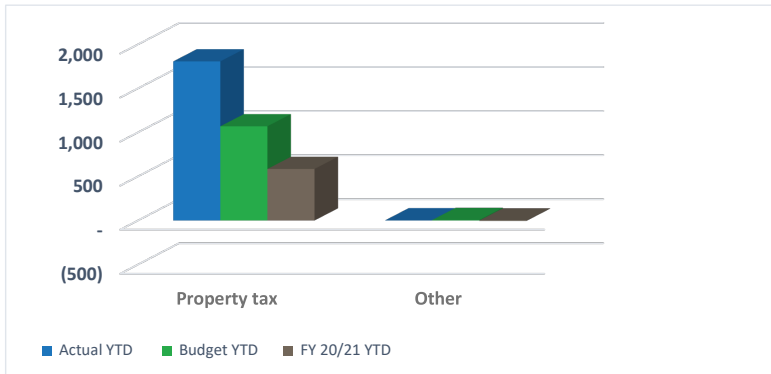
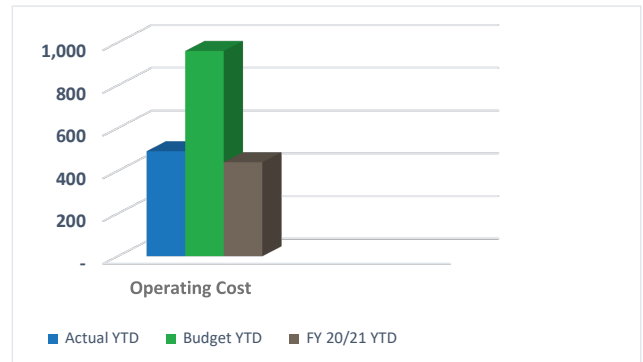
**FY 2021-22 Second Quarter Financial Review**

July 1, 2021 through December 31, 2021

50% of Fiscal Year Completed

**State Water Fund**

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Revenues</b>							
Earnings on Investments	2	6	(4)	-64%	(4)	6	-152%
Other	1,807	1,070	738	69%	585	1,222	209%
<b>Total Revenues</b>	<b>1,809</b>	<b>1,076</b>	<b>734</b>	<b>68%</b>	<b>580</b>	<b>1,229</b>	<b>212%</b>
<b>Expenses</b>							
Personnel Costs	0	0	0	0%	0	0	0%
Operating Expenditures	492	961	(469)	-49%	440	52	12%
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%
<b>Total Expenses</b>	<b>492</b>	<b>961</b>	<b>(469)</b>	<b>-49%</b>	<b>440</b>	<b>52</b>	<b>12%</b>
<b>Net Surplus / (Shortfall)</b>	<b>1,317</b>	<b>115</b>	<b>1,202</b>	<b>1045%</b>	<b>140</b>	<b>1,177</b>	<b>840%</b>

 Revenues  
(\$ thousands)

 Expenses  
(\$ thousands)

**Revenue Status vs. Budget & vs. Prior Year**

- Revenue received through Q2 is \$734K (68%) above budget. This is primarily due to property taxes, specifically the secured and passthrough taxes. Property taxes were \$1.2M greater than the prior year also due primarily to the secured and passthrough tax increases.
- Current year investment earnings are \$4K lower than budget due to a much lower rate of return on investment this year.

**Appropriation/Expenditure Status vs. Budget & vs. Prior Year**

- Total expenditures are \$469K (49%) lower than budgeted. This is primarily due to budgeted water purchases of \$3,150 AF and no variable charges received from DWR/Casitas.
- Compared to last year, expenditures are higher by \$52K (12%). Much of this is also attributable to State Water variable charges from DWR/Casitas

**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 and 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 Second Quarter Financial Review

July 1, 2021 through December 31, 2021

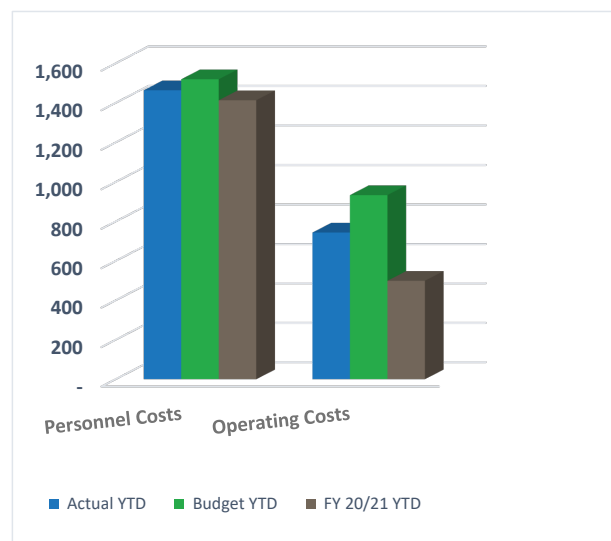
50% of Fiscal Year Completed

### Overhead Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
<b>Expenses</b>							
Personnel Costs	1,464	1,520	(56)	-4%	1,414	50	4%
Operating Expenditures	744	934	(189)	-20%	499	245	49%
Capital Outlay	0	0	0	0%	0	0	0%
<b>Total Expenses</b>	<b>2,208</b>	<b>2,453</b>	<b>(245)</b>	<b>-10%</b>	<b>1,913</b>	<b>295</b>	<b>15%</b>

### Expenses

(\$ thousands)

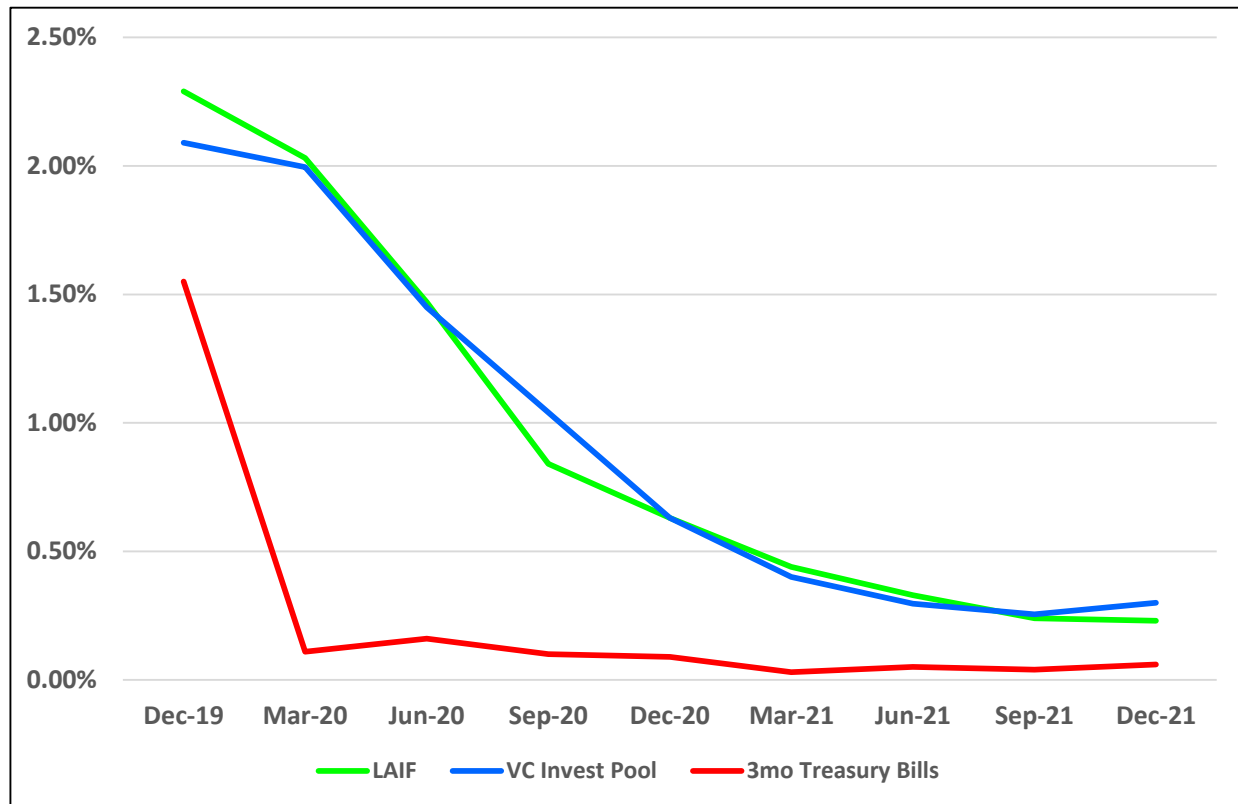


### ***Appropriation/Expenditure Status vs. Budget and vs. Prior Year***

- Expenditures under budget by \$245K (10%).
- The largest savings were in Professional Fees \$112K 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 are \$56K under budget due to budgeted positions in Admin (HR Generalist, Admin Assistant II) currently not filled.
- Compared to prior year, expenditures are higher by \$295K (15%). The variance is primarily from higher Professional Fees \$169K in current year. Contributing to the variance is personnel costs up by \$50K due to Board Approved 2% Cost of Living Adjustment increase and annual merit increases. Operating Expenditures are also up \$75K due to higher maintenance costs of \$19K, Office Expense up \$29K, and Utilities up \$16K.

United Water Conservation District															
CURRENTLY APPROPRIATED CAPITAL IMPROVEMENT PROJECT PLAN															
FY 2021-22 Available Appropriations as of December 31, 2021															
							Total	Appropriations			Expended and Encumbered			% of Total	
			1st	1st	Expected		Est Project	Total Approp	Suppl	Total				Est Project	Remaining
	Fund	Proj	Budget	Activity	End		Cost	Approved thru	Approp	Approp	Total as	Current	Total	costs spent	Appropriations
Project Description	#	#	Year	Date	Year	Class	(000s)	FY 20-21	FY 21-22	to Date	FY 20-21	FY 21-22	to date	to date	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	113,810	1,304,636	80.63%	312,978
Freeman Diversion Rehab	421	8001	2009-10	03/23/11	2024	II&IV	126,787	8,965,908	3,670,960	12,636,868	5,913,497	3,474,164	9,387,660	7.40%	3,249,207
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	1,972,273	6,240,437	10.88%	303,658
SFD PMF Containment		8003	2008-09	06/22/09	2025+	II	49,048	4,913,505	894,207	5,807,712	4,298,702	966,565	5,265,266	10.73%	542,446
SFD Sediment Management		8005	2013-14	05/28/14	2022	II	231	94,954	96,371	191,325	64,752	46,423	111,175	48.13%	80,150
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%	406,497
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	6,507,533	7,728,246	61.48%	1,894,668
Quagga Decontamination Station		8008	2016-17	06/23/17	2020	II	292	221,974	-	221,974	56,323	140	56,463	19.34%	165,511
Ferro-Rose Recharge		8018	2006-07	03/23/07	2023	III	38,771	1,909,329	256,354	2,165,683	1,230,181	104,040	1,334,221	3.44%	831,462
Brackish Water Treatment		8019	2015-16	07/08/15	2025+	III	196,672	399,756	584,511	984,267	176,744	491,440	668,184	0.34%	316,083
Rice Ave Overpass PTP	471	8021	2016-17	08/17/18	2021	II	86	83,320	2,984	86,304	55,502	27,534	83,037	96.55%	3,268
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	82,150	1,104,372	68.51%	508,171
Pothole Trailhead		8023	2016-17	02/14/17	2021	I	503	502,839	-	502,839	402,552	16,244	418,795	83.26%	84,044
State Water Interconnection Project		8025	2016-17	06/15/17	2022	II	618	308,737	3,846	312,583	193,699	28,824	222,523	36.01%	90,060
El Rio Trailer		8028	2019-20		2022	II	110	110,000	-	110,000	-	-	-	0.00%	110,000
Alternative Supply Alliance Pipeline		8030	2018-19	06/08/18	2021	II	362	361,578	-	361,578	38,156	-	38,156	10.54%	323,422
Grand Canal Modifications		8032	2018-19	06/30/19	2021	II	546	546,065	314	546,379	496,902	69,600	566,503	103.76%	(20,124)
Floc Building Emergency Generator	421	8033	2019-20	05/20/21	2021	II	78	78,416	-	78,416	17	28,540	28,556	36.61%	49,860
Lak Piru Campground Electrical Update		8034	2019-20		2023	I	73	73,424	-	73,424	-	-	-	0.00%	73,424
OH System Emergency Generator	451	8036	2020-21	12/18/20	2021	II	1,144	268,107	875,698	1,143,805	202,510	1,044,395	1,246,905	109.00%	(103,100)
Piru WTP Emergency Generator		8037	2020-21	05/20/21	2021	II	102	101,527	-	101,527	17	64,000	64,017	62.76%	37,510
Santa Paula Tower Emergency Generator		8039	2019-20	05/20/21	2021	II	66	115,427	-	115,427	17	125,211	125,228	189.74%	(9,801)
Asset Management / CMMS System		8041	2019-20	04/10/20	2022	-	289	112,780	121,235	234,015	11,273	20,102	31,375	10.86%	202,640
Recycled Water GW Replenishment/Reus	421	8042	2020-21	12/04/20	2024	III	2	519,380	-	519,380	1,681	-	1,681	84.06%	517,699
PTP Recycled Water Connection	471	8043	2021-22	11/19/21			2,431		132,826	132,826	-	498	498	0.02%	132,328
Lake Piru e-Kiosk		8045	2020-21		2021	II	106	105,500	-	105,500	-	-	-	0.00%	105,500
SCADA Hardware Update		8046	2020-21	11/20/20	2021	II	801	660,260	140,900	801,160	59,450	64,473	123,922	15.47%	677,238
Lak Piru Asphalt		8047	2021-22	09/24/21		I	237		237,156	237,156	-	185,201	185,201	78.14%	51,955
Condor Point Improvement Project		8048	2021-22	06/30/21		I	333		397,699	397,699	367	3,442	3,809	1.14%	393,890
Lake Piru Entry Kiosk Renovation		8049	2021-22	08/27/21		I	139		138,946	138,946	-	2,129	2,129	1.53%	136,817
Security Gate Upgrade		8050	2021-22	10/08/21		I	58		58,049	58,049	-	58,278	58,278	100.48%	(229)
Server Replacement		8051	2021-22	09/24/21		I	372		372,000	372,000	-	365,387	365,387	98.22%	6,613
SCADA Continuous Threat Detection		8052	2021-22				100		100,000	100,000	-	-	-	0.00%	100,000
Main Supply Pipeline Sodium Hypochlorite		8053	2021-22				281		71,200	71,200	-	-	-	0.00%	71,200
TOTAL AMOUNT PER YEAR							494,389	34,103,696	14,492,584	48,596,280	21,088,841	15,862,396	36,951,237	7.47%	11,645,043
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	December 31, 2021	0.23%
VC Invest Pool	November 30, 2021	0.30%
3mo Treasury Bills	December 31, 2021	0.06%





**Staff Report**

**To:** UWCD Finance and Audit Committee Members

**From:** Brian Zahn, Chief Financial Officer  
Daryl Smith, Controller

**Date:** January 21, 2022 (February 8, 2022, meeting)

**Agenda Item:** **6 – Second Quarter Fiscal Year 2021-2022 District Staff and Board Member Reimbursement Report (October 1, 2021 – December 31, 2021)**  
**Information Item**

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**Staff Recommendation:**

Review and discuss the report detailing the reimbursement of expenses to District staff members and members of the Board for the second quarter of FY 2021-2022 (October 1, 2021, through December 31, 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 12/31/2021**

<u>Vendor Name</u>	<u>Payable Description</u>	<u>Payable Amount</u>	<u>Payment Amount</u>	<u>Payment Date</u>	<u>Check Number</u>
KRIS SOFLEY	REIMBURSEMENT FOR MEALS	187.91	221.57	10/1/2021	697
	REIMBURSEMENT FOR MEALS	33.66			
JOHN CARMAN	REIMBURSEMENT FOR AMERICAN WATER COLLEGE CEU	149.95	239.95	10/1/2021	208191
	REIMBURSEMENT FOR D-3 RENEWAL	90.00			
JOSH PEREZ	REIMBURSEMENT FOR MILEAGE/ CSDA CONFERENCE	342.72	342.72	10/1/2021	696
BRUCE DANDY	REIMBURSEMENT FOR TRAVEL 09/21	426.24	426.24	10/14/2021	733
JEFF LOWE	REIMBURSEMENT FOR D-3 RENEWAL & CE COURSES	119.90	119.90	10/14/2021	208256
KEVIN ORTEGA	MEDICAL REIMBURSEMENT	199.00	199.00	10/14/2021	208257
EVA IBARRA	REIMBURSEMENT FOR FURNITURE/ IRON & MANG PROJ TRAILER	2,121.59	2,121.59	11/4/2021	208342
KRIS SOFLEY	REIMBURSEMENT FOR TRAVEL AND MILEAGE	451.80	451.80	11/4/2021	804
DANIEL PERRAULT	REIMBURSEMENT FOR HOSE PURCHASE	177.31	177.31	11/12/2021	208380
RANDY CASTANEDA	MEDICAL REIMBURSEMENT	129.00	129.00	11/12/2021	835
BRIAN COLLINS	REIMBURSEMENT FOR TRAVEL EXPENSES / COLORADO	287.63	287.63	11/12/2021	208372
MARYAM BRAL	REIMBURSEMENT FOR LODGING & MEAL/ BOARD OF CONSULTANTS	350.07	350.07	11/18/2021	847
MOHAMMED HASAN	MILEAGE & TRAVEL REIMBURSEMENT 11/21	209.76	209.76	12/10/2021	901
MICHAEL MOBLEY	MILEAGE & TRAVEL REIMBURSEMENT 11/21	216.48	216.48	12/10/2021	899
DANIEL NAUMANN	MILEAGE REIMBURSEMENT 10/21	53.76	264.98	12/10/2021	208463
	MILEAGE REIMBURSEMENT 11/21	211.22			
EDWIN MCFADDEN	MILEAGE REIMBURSEMENT 10/21	89.60	156.80	12/10/2021	891
	MILEAGE REIMBURSEMENT 11/21	67.20			
BRUCE DANDY	MILEAGE & TRAVEL REIMBURSEMENT 11/21	497.68	497.68	12/10/2021	884
MIKE KAMINSKI	REIMBURSEMENT FOR EDUCATION TUITION	2,500.00	2,630.00	12/10/2021	900
	REIMBURSEMENT FOR TREATMENT OPERATOR EXAM FEE	130.00			
PETER WITMAN	REIMBURSEMENT FOR TRAVEL AND TRAINING	289.01	289.01	12/16/2021	932
STEVEN KADOWAKI	REIMBURSEMENT FOR FAA PART 107 TEST	175.00	175.00	12/16/2021	936
ZACHARY HANSON	REIMBURSEMENT FOR OUTREACH PROPS	120.32	120.32	12/23/2021	208549
		<u>9,626.81</u>	<u>9,626.81</u>		



**Staff Report**

**To:** UWCD Finance and Audit Committee Members

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

**From:** Brian Zahn, Chief Financial Officer  
Daryl Smith, Controller

**Date:** January 31, 2022 (February 8, 2022, meeting)

**Agenda Item:** **7 – (Board Item 3.C) Monthly (December 31, 2021) Investment Report**  
**Information Item**

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**Staff Recommendation:**

The Committee will review and discuss the most current investment report for December 31, 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.

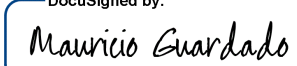

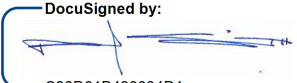
Attachment: Combined Investment Report

**United Water Conservation District**  
**Monthly Investment Report**  
**December 31, 2021**

<b><u>Investment Recap</u></b>	<b><u>G/L Balance</u></b>	<b><u>Weighted Avg Days to Maturity</u></b>	<b><u>Diversification Percentage of Total</u></b>
Bank of the Sierra	6,065,779	1	12.65%
US Bank - 2020 COP Bond Balance	19,006,973	1	39.63%
Petty Cash	3,400	1	0.01%
County Treasury	1,644	1	0.00%
LAIF Investments	22,881,671	1	47.70%
<b>Total Cash, Cash Equivalents and Securities</b>	<b>47,959,467</b>		<b>100.00%</b>
 <b>Investment Portfolio w/o Trustee Held Funds</b>	 <b>47,959,467</b>		
<b>Trustee Held Funds</b>	<b>-</b>		
<b>Total Funds</b>	<b>47,959,467</b>		

<b>Local Agency Investment Fund (LAIF)</b>	<b>Beginning Balance</b>	<b>Deposits (Disbursements)</b>	<b>Ending Balance</b>
	24,681,671	(1,800,000)	22,881,671
	<b>Interest</b>	<b>Interest</b>	
	<b>Earned YTD</b>	<b>Received YTD</b>	<b>Qtrly Yield</b>
	31,507	40,543	0.23%

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

<p>DocuSigned by:    <small>36D23F9D002746E...</small></p> <hr/> <p><b>Mauricio E. Guardado, Jr., General Manager</b></p>	<p>2/1/2022</p> <hr/> <p><b>Date Certified</b></p>
<p>DocuSigned by:    <small>70D60ECF0D8D46E...</small></p> <hr/> <p><b>Anthony Emmert, Assistant General Manager</b></p>	<p>1/25/2022</p> <hr/> <p><b>Date Certified</b></p>
<p>DocuSigned by:    <small>600D64B430034D4...</small></p> <hr/> <p><b>Daryl Smith, Controller</b></p>	<p>1/25/2022</p> <hr/> <p><b>Date Certified</b></p>



<i><b>United Water Conservation District</b></i>			
<i><b>Cash Position</b></i>			
<b>December 31, 2021</b>			
<b>Fund</b>	<b>Total</b>	<b>Composition</b>	<b>Restrictions/Designations</b>
<b>General/Water Conservation Fund:</b>			<b>Revenue collected for district operations</b>
General/Water Conservation	12,785,552	3,946,852	Includes General, Rec & Ranger, Water Conservation
		1,725,000	Reserved for legal expenditures
		5,435,000	Designated for replacement, capital improvements, and environmental projects
		1,678,701	Supplemental Water Purchase Fund
General CIP Funds	5,179,596	5,179,596	Appropriated for capital projects
2020 COP Bond Funds	12,718,187	12,718,187	Reserved for CIP Projects
<b>Special Revenue Funds:</b>			<b>Revenue collected for a special purpose</b>
State Water Project Funds	4,918,489	4,918,489	Procurement of water/rights from state water project
<b>Enterprise Funds:</b>			<b>Restricted to fund usage</b>
Freeman Fund	87,048	87,048	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	1,855,624	1,855,624	Appropriated for capital projects
OH Pipeline Fund	1,742,843	1,742,843	Delivery of water to OH customers
OH CIP Fund	5,359,996	5,359,996	Appropriated for capital projects
OH Pipeline Well Replacement Fund	444,009	444,009	Well replacement fund
PV Pipeline Fund	398,771	398,771	Delivery of water to PV customers
PV CIP Fund	186,070	186,070	Appropriated for capital projects
PT Pipeline Fund	1,364,220	1,364,220	Delivery of water to PTP customers
PT CIP Fund	919,061	919,061	Appropriated for capital projects
<b>Total District Cash &amp; Investments</b>	<b>47,959,467</b>	<b>47,959,467</b>	



**Staff Report**

**To:** UWCD Finance and Audit Committee Members

**From:** Brian Zahn, Chief Financial Officer  
Daryl Smith, Controller

**Date:** January 21, 2022 (February 8, 2022, meeting)

**Agenda Item:** **8 – Monthly (December 31, 2021) Pipeline Delivery Report**  
**Information Item**

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**Staff Recommendation:**

Review and discuss the most current pipeline delivery report for December 31, 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:**

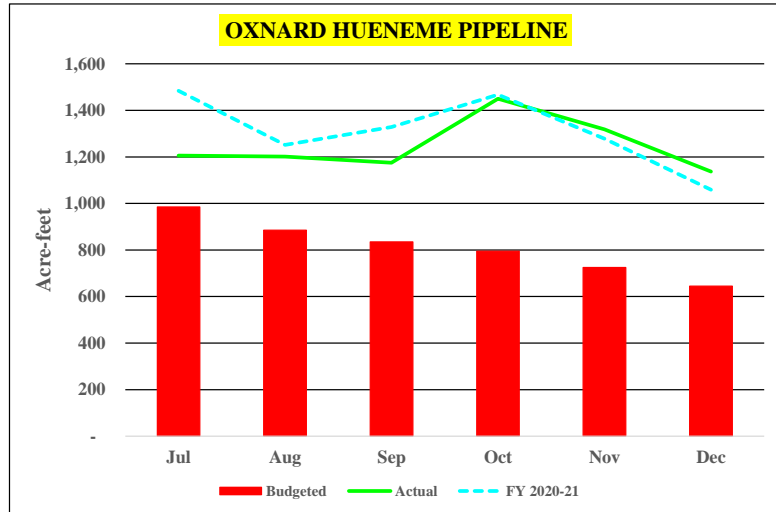
As shown.

Attachment: Pipeline Delivery Report

**United Water Conservation District**  
**Pipeline Water Deliveries (Acre-feet)**  
**FY 2021-2022 data thru December 31, 2021**

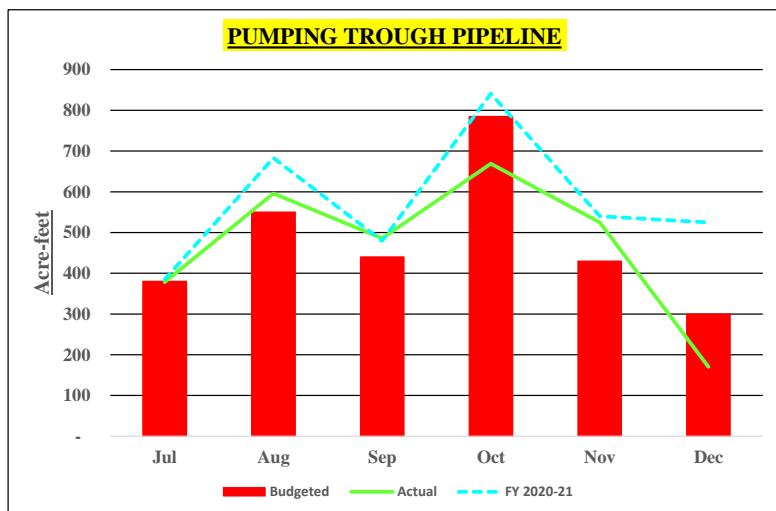
<b>OH Pipeline 21-22</b>			
	Projection	Actual	Difference
Jul	985	1,206	221
Aug	885	1,201	316
Sep	835	1,175	340
Oct	795	1,450	655
Nov	725	1,318	593
Dec	645	1,137	492
Jan	715		
Feb	645		
Mar	625		
Apr	755		
May	915		
Jun	1,955		
Totals	10,480	7,487	
<b>YTD</b>	<b>4,870</b>	<b>7,487</b>	<b>2,617</b>

**YTD Actual to Budget: 53.7%**



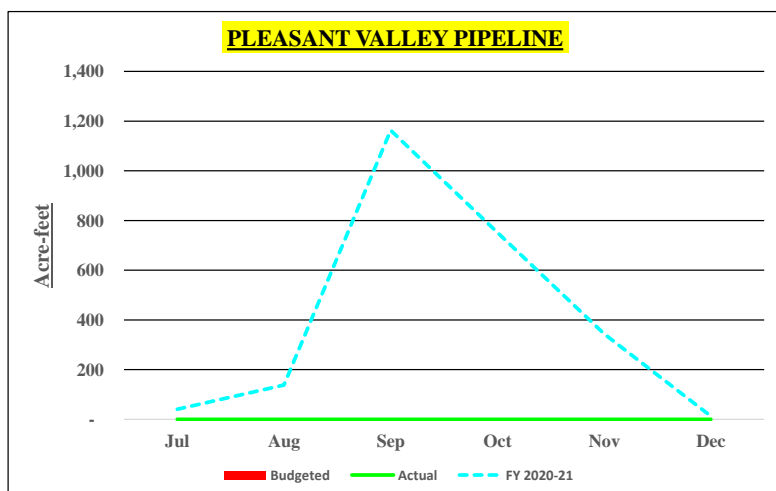
<b>PT Pipeline 2021-22</b>			
	Projection	Actual	Difference
Jul	380	378	(2)
Aug	550	596	46
Sep	440	486	46
Oct	785	669	(116)
Nov	430	525	95
Dec	300	170	(130)
Jan	230		
Feb	240		
Mar	260		
Apr	450		
May	470		
Jun	470		
Totals	5,005	2,824	
<b>YTD</b>	<b>2,885</b>	<b>2,824</b>	<b>(61)</b>

**YTD Actual to Budget: -2.1%**



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

**YTD Actual to Budget: 0.0%**





### **Staff Report**

**To:** UWCD Finance and Audit Committee Members

**From:** Brian Zahn, Chief Financial Officer  
Daryl Smith, Controller

**Date:** January 21, 2022 (February 8, 2022, meeting)

**Agenda Item:** **9 – Board Requested Cost Tracking Items**  
**Information Item**

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### **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 Consolidated Cost Summary (Attachment A) provides data through December 31, 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 December, 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	188,753	57,942	1,184,780	290,047	411,440	4,812,891	5,839,441	2,898,804	8,738,246
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	196,784	298,696	27,433	172,701	202,941	144,052	576,384	1,220,880	615,727	1,836,607
<b>Report Total</b>	<b>8,710,211</b>	<b>4,758,590</b>	<b>4,999,473</b>	<b>7,830,144</b>	<b>3,029,737</b>	<b>3,746,120</b>	<b>12,791,199</b>	<b>22,577,941</b>	<b>21,259,808</b>	<b>43,837,749</b>
<b>Previous Report Total</b>	<b>8,638,957</b>	<b>4,730,912</b>	<b>4,992,941</b>	<b>7,791,165</b>	<b>2,992,772</b>	<b>3,689,864</b>	<b>12,521,786</b>	<b>21,935,143</b>	<b>21,093,553</b>	<b>43,028,696</b>
<i>Current Activity</i>	<i>71,254</i>	<i>27,677</i>	<i>6,532</i>	<i>38,978</i>	<i>36,965</i>	<i>56,256</i>	<i>269,413</i>	<i>642,798</i>	<i>166,255</i>	<i>809,053</i>

\* Does not include City of San Buenaventura judgment

**Current Activity Narrative:**

- FERC - The activity for December (\$71K) was primarily spent on staff time (\$44K), capital outlays (\$9K), professional fess (\$16K), and permits (\$2K).
- PMF - The activity for December (\$28K) was primarily spent on design (\$25K), staff time (\$2K), and CEQA Permits (\$1K).
- Gen/Wtr Cons - The activity for December (\$7K) was spent on staff time (\$6K) and legal fees (\$1K).
- Freeman - The activity for December (\$39K) was spent primarily on staff time (\$35K) and professional fees (\$4K) related to HCP support.
- Quagga - The activity for December (\$37K) was spent primarily on staff time (\$12K) and professional fees (\$25K) related to quagga mussel eradication and the scientific dive agreement.
- Ventura - There were legal costs of \$56K associated with the settlement of the City of Ventura Lawsuit.
- Wishtoyo - The activity for December (\$269K) was spent on legal fees related to the Wishtoyo complaint.
- Legal Fees - Includes all legal fees for the District. These fees were dominated by the Wishtoyo and Ventura lawsuits, fifth amendment permitting, plus Fox Canyon and general legal.
- Other Prof Fees - Includes all contracted professional fees except legal fees. These fees were dominated by consulting fees and quagga removal costs.

# UPCOMING BOARD MOTION ITEMS

Attachment B

Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
2.9	Administrative	Proposed Ordinance No. 26 – Consideration to increase the compensation of the Board of Directors	Y	District Wide	\$1,260	-
5.2	Engineering Department	Approval of application fee for consideration of a WIFIA low interest loan for the Santa Felicia Dam Safety Improvement Project	N	8002815 and 8003815	\$125,000	-
5.3	Engineering Department	Resolution 2022-06 Supporting the submission of the 2021 Sustainable SGM Grant Program application to DWR	-	-	\$0	-
5.4	Ops and Maintenance	Authorize an agreement amendment w- Bureau of Reclamation in support of Hardened Ramp physical modeling	N	710-27044	\$683,633	-
5.5	Ops and Maintenance	Authorize an agreement amendment w- Iowa Institute of Hydraulic Research in support of Vertical Slot physical modeling	N	710-27044	\$1,004,495	-
				TOTAL	\$1,814 K	



### **Staff Report**

**To:** UWCD Finance and Audit Committee Members

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

**From:** Brian Zahn, Chief Financial Officer  
Josh Perez, Human Resources Manager  
Zachary Plummer, Technology Systems Manager  
Tony Huynh, Safety and Security Program  
Coordinator Kris Sofley, Executive Assistant/Clerk of the Board

**Date:** January 25, 2022 (February 8, 2022 Meeting)

**Agenda Item:** 10 - (Board Item 4.1) Monthly Administrative Services Department Report  
**Information Item**

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#### **Staff Recommendation:**

The Committee will receive this staff report and presentation from the Administrative Services Department regarding its activities for the month of January 2022.

#### **Discussion:**

##### **Finance**

- Held FY 2022-23 Budget Kickoff meeting with UWCD management.
- Met with department managers to review their December YTD spend and create an updated projection and analysis of total FY 2021-22 spend.
- Continued to coordinate with auditors to complete the FY 2020-21 State Controller's reports for UWCD and the GSAs.
- Completed final grant invoice for Brackish Water Treatment Plant.

##### **Administrative**

- 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 and the regular UWCD Board meeting in January.
  - Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the Fillmore and Piru Basins Groundwater Sustainability Agency's Board meeting in January.
-



## **10 - (Board Item 4.1 ) Monthly Administrative Services Department Report**

### **Information Item**

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- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the Mound Basin Groundwater Sustainability Agency's Board meeting in January.
- Provided support to outreach effort and document preparation for the District's comments and coalition efforts in response to the CalTrout CESA listing petition submitted to the California Fish and Game Commission.
- Drafted and distributed press release regarding the Board's approval of a Memorandum of Understanding with Palmdale Water District (see Board Reading File for media coverage).
- Drafted and distributed press release regarding the District's hiring of new Chief Financial Officer Brian Zahn.

### **Human Resources**

- Processed 2021 1094C and 1095C for full-time employees, as required by the IRS.
- Coordinated employee DOT testing to comply with DOT-regulated testing requirements to maintain Class A licenses.
- Initiated efforts on the SDRMA Annual Insurance Renewal submission.
- Attended the CSDA Annual Employment Law Update webinar on January 27.
- Successfully onboarded the Chief Financial Officer (started January 18).
- Continue to work on recruitments for following positions:
  - Technology Systems Specialist/Senior Technology Systems Specialist (interviews pending for mid-February)
  - Environmental Services Field Technician interviews conducted, and selection made pending GM approval.
  - Reservations Coordinator interviews conducted, and selection made pending GM approval.
  - Processed promotion paperwork for Technology Systems Manager.
- Continue to work with Recreation Department to fill Volunteer Camp Host positions for upcoming annual season.

### **Safety and Risk Management**

- Advised and managed COVID-19 response efforts, including updating COVID Prevention Program Plan, communications, and procuring additional PPE and testing kits with the assistance of Chief Operating Officer Brian Collins.
  - Supported on board of new CFO Brian Zahn (including enrollment into required CSDA trainings and DHS GETS cards).
  - Prepared and posted OSHA 300A log by mandatory deadline.
  - In monthly safety meeting, covered excavation and trenching safety along with COVID-19 updates for all staff in attendance.
  - Initiated research and identified opportunities to meet SDLF District of Distinction.
  - Researched and evaluated respirator fit testing equipment.
  - Supported Human Resources and Technology Services Departments with evaluation of technology systems applicants.
-

**10 - (Board Item 4.1 ) Monthly Administrative Services Department Report**  
**Information Item**

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**Technology Systems**

- Sorted and organized IT cables and components.
- Enabled equipment redundancy reducing the likelihood of network interruptions due to failed hardware.
- Continued work on network upgrades and server upgrades to enhance cybersecurity of the District.
- Server installation update.
  - IT contractor has completed test migrations from 2017 servers to 2022 servers.
  - Hardware racked for server installation and eventual migration.
  - SCADA migrations are 50% complete. Maintenance windows required for the remaining 50%.
  - Coordinating with O&M for appropriate timing to reduce any impact to operations. Minor outages expected during switchover.
- Acquired new/upgraded laptops PC's. Deployed five laptop upgrades to staff during the month of January which allowed for some machines designated end-of-life to be removed from use.
- Addressed end of life hardware components and enabled staff more flexibility and mobility, maximizing remote work abilities.
- Processed end of life devices as Electronic waste and cleaned up active inventory sheets
- Added additional printing capabilities at Oxnard HQ by purchased a new Xerox all in one printer. Note, some of the new equipment is delayed because of worldwide supply chain challenges currently being faced.
- Helped with the development of a revised remote monitoring solution for Environmental Services staff and techs to review video monitoring of the Freeman Diversion fish passage.