

AGENDA
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, February 28, 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. EXECUTIVE (CLOSED) SESSION 9:05 A.M.

3a. Conference with Legal Counsel–Anticipated Litigation

Pursuant to Government Code Section 54956.9(d)(2), one (1) case.

SECOND OPEN SESSION 9:20 A.M.

4. Oral Report Regarding Executive (Closed) Session

Presented by legal counsel David D. Boyer.

**5. Approval of Minutes
Motion**

The Committee will review the Minutes from the February 8, 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.

6. March 9, 2022 Board Meeting Agenda Items

The Committee will review and discuss the following agenda items to be considered for approval at the March 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:



6a. Agenda Item 5.1: Proposed Ordinance No. 26 - Consideration to Increase the Compensation of the Board of Directors

Board Motion

The Board will consider adopting Ordinance No. 26, approving an increase in the Board of Director's per diem from \$237 to \$248 per day. A Public Hearing was held on February 9, 2022 as part of the Regular UWCD Board of Directors meeting. No public comments on the proposed Ordinance No. 26 were offered at that time. The Public Hearing was closed and Board President Dandy asked for the adoption of Ordinance No. 26 to be agendized for the March 9, 2022 Regular Board meeting. If approved at this Regular Board meeting, the increase in the Director's per diem will take effect in 60 days (May 11, 2022).

6b. Agenda Item 5.3: Request from Marz Farms Inc. to Waive Penalty Charges for Late Receipt of Groundwater Statements

Board Motion

The Board will consider authorizing District staff to waive the penalties imposed on Marz Farms Inc. for the 2021 period one groundwater production statements.

7. Monthly Investment Report (January 2022)

Information Item

The Committee will receive, review and discuss the Districts' investment portfolio and cash position as of January 31, 2022.

8. Monthly Pipeline Delivery Report (January 2022)

Information Item

The Committee will receive, review and discuss the Districts' pipelines' water activities as of January 31, 2022.

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:

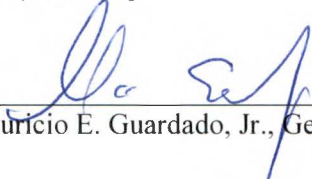
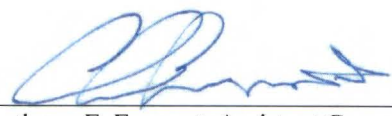
Chair Lynn E. Maulhardt
Sheldon G. Berger
Mohammed A. Hasan

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

Posted: (date) February 24, 2022

(time) 5:30 P.M.

(attest) Jackie Lozano

At: www.unitedwater.org

Posted: (date) February 24, 2022

(time) 5:45 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, February 8, 2022 – 9:00 A.M.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Chair Sheldon G. Berger
Director Mohammed A. Hasan (substituting for Director Bruce Dandy)
Director Lynn E. Maulhardt

COMMITTEE MEMBERS ABSENT:

Director Bruce Dandy

STAFF PRESENT:

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

PUBLIC PRESENT:

None

OPEN SESSION 9:00 A.M.

As granted by Chair Berger, Director Maulhardt called the meeting to order at 9:00 A.M., and continued to lead the meeting.

Committee Members Roll Call

Chair Berger and Director Maulhardt were present. Director Hasan was substituting for Director Dandy.

1. Public Comment

Director Maulhardt asked if there were any public comments. None were offered.

2. Approval of the Agenda

Motion to approve the Committee meeting agenda, Director Berger; Second, Director Hasan. Voice vote, three ayes (Berger, Maulhardt, Hasan); none opposed. Motion carried, 3/0.



3. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of January 11, 2022. Motion to approve the Committee meeting minutes, Director Berger; Second, Director Maulhardt. Voice vote, two ayes (Berger, Maulhardt); none opposed; one absent (Dandy). Motion carried, 2/0/1.

4. February 9, 2022, Board Meeting Agenda Items

The Committee reviewed the following agenda items to be considered for approval at the February 9, 2022, Board of Directors meeting:

Agenda Item 2.9: Proposed Ordinance No. 26 - Consideration to Increase the Compensation of the Board of Directors

Board Motion

The Assistant General Manager Mr. Anthony Emmert summarized the agenda item for the Committee members, as outlined in the agenda packet. There was little discussion regarding the range of compensation. No public comments or questions were offered. No further comments or questions were offered by the Committee. Director Maulhardt stated that the Committee would recommend approval of the motion item to the full Board.

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

Controller Mr. Daryl Smith summarized the recommendation to the Committee members. No public comments or questions were offered. No comments or questions were offered by the Committee. Director Maulhardt stated the Committee would recommend approval of the motion item to the full Board.

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

Chief Engineer Dr. Maryam Bral provided a presentation and overview of this this agenda item for the Committee (presentation attached). There was a question from Director Berger regarding the application fee. Dr. Bral doesn't believe that the fee is going to be included in the overall loan. It's a separate fee to pay for experts to review the application. Director Berger wondered if the fee could be covered by a loan. Dr. Bral said she believed it would not be likely, but would confirm.

No further comments or questions were offered by the Committee. No public comments or questions were offered. Director Maulhardt stated the Committee would recommend approval of the motion item to the full Board.



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

Mr. Smith provided a presentation and summarized the second quarter fiscal year 2021-2022 financial report for the Committee members (presentation attached). There was discussion among the Committee and staff concerning legal billing, as shown on slide 8 of the presentation. Chair Berger was wondering why there was a delay of the December billing since it was not included in the total. Director Maulhardt also brought to staff's attention that *Legal Miscellaneous* was a large number and asked if it would be helpful to break down as to with whom the District was spending its legal funds. The Committee was unaware of what issues the District was paying for and due to the significance of the amount felt this needed to be addressed by providing additional detail. Director Hasan agreed.

Mr. Smith explained the process for review of legal bills and how it affects when they are paid and therefore when they are included in reports to the Committee. Internally, a legal invoice received for December 31 expenses would typically be reviewed and signed by February 1. An invoice does go through three to four people for review and approval before payment is made. The cost tracking items, agenda item 9, provides a breakdown of the legal fees. Mr. Smith posed a question to the Committee on whether it would be helpful for staff to break down the miscellaneous category into more detailed categories. After discussion, Director Berger suggested that the Committee would like to see a more detailed breakout of expenditures under the *Board Cost Tracking Items* worksheet.

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

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

The Committee members received and reviewed the expense reimbursement report for all reimbursements of business expenses to staff and board members for the second quarter of fiscal year 2021-2022, as presented in the Finance and Audit Committee agenda packet.

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

7. Monthly Investment Report (January 2022)
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 public comments or questions were offered. No action was taken by the Committee.

8. Pipeline Delivery Report (January 2022)
Information Item

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



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

9. Board Requested Cost Tracking Items
Information Item

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

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

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

10. Monthly Administrative Services Update
Information Item

Financial updates for the month of January 2022 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).

The Committee was pleased to hear of the increase of revenue at the Lake Piru Recreation Area. Staff mentioned it was attributed to an investment in public outreach, the fact that people are doing more outdoor recreational activities, and the efficiency levels increased with personnel at the lake. Mr. Perez mentioned more positive news to come with boat rentals returning to the lake as well as more inquiries being received from the filming industry.

The District's General Manager Mauricio Guardado, Jr., asked Mr. Perez to please share with the Committee members what the District had accomplished in-house with regards to safety and training. Mr. Perez highlighted that instead of sending District employees out for CPR, respiratory, or confined space training, the District sent Safety and Security Program Coordinator Mr. Tony Huynh to specialized courses so that he may provide in-house training to District employees. This was extremely cost effective and allowed for the training to be done at times most advantageous to District operations and personnel. It also eliminated the need to send employees offsite, saving in per diem costs and potentially overtime related costs in some instances. This is extremely positive for the District overall by saving the District thousands of dollars and being more efficient in ensuring the safety of its personnel which is always the District's core responsibility. In addition, the training provided always meets or exceeds the regulatory standards set by safety regulatory agencies and aligns with industry best practices.

When discussing Information Technology, there was a question by Director Hasan on the sensing equipment used by the District. Mr. Perez as well as the District's Technology Systems Manager Mr. Zachary Plummer provided a brief explanation and assessment on how the equipment works and image quality.



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

11. Future Agenda Items


Chair Berger polled the Committee as to any future agenda items. None were offered. It was brought to the Committee members attention that a new Finance and Audit Committee meeting schedule had been proposed by now President Dandy. Going forward Finance Committee meetings would now be held nine days before every Regular Board meeting, which would allow time for modifications or adjustments to agenda items before being presenting to the Board.

ADJOURNMENT 10:04 A.M.

Chair Berger adjourned the meeting at 10:04 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 February 8, 2022.

ATTEST: _____
Chair Sheldon G. Berger



United Water

CONSERVATION DISTRICT

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

MOTION ITEM 5.2

ENGINEERING AND OPERATIONS DEPARTMENT

FEBRUARY 8, 2022

1

WIFIA Key Terms and Conditions

✓ \$125,000 Loan Application

✓ \$62M maximum loan amount (equivalent to 49% of total project cost)

✓ Includes 20% contingency


✓ Loan amount subject to increase, if needed

✓ Spending full loan amount is not required

✓ Begin repayment five years after project completion date

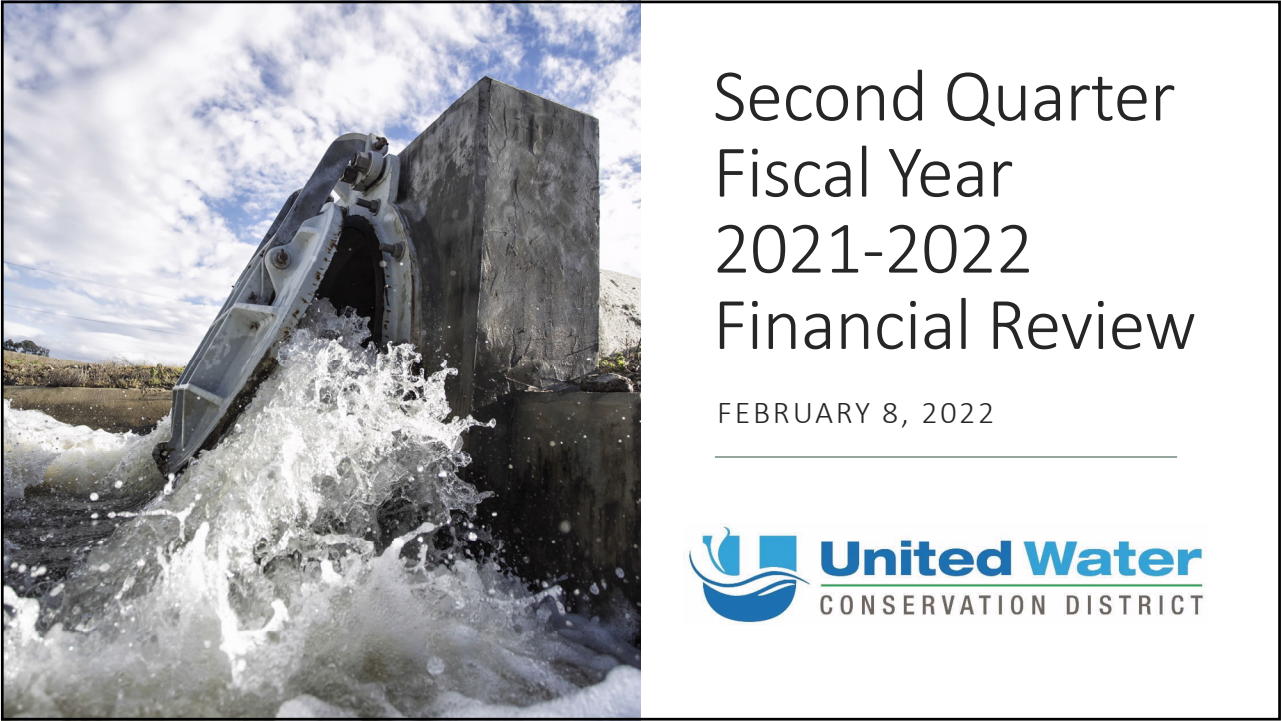
✓ Interest does not accrue on unused funding

✓ Payment over 35 years




2

2



1



Highlights

REVENUE AND OPERATING EXPENSES ACTUALS CONTINUE FAVORABLE TO BUDGET

REVENUE

- Operating revenue 17% ahead of plan on pipeline deliveries
- No groundwater extraction fees have been collected through Q2

EXPENDITURE

- Personnel slightly below budget (7%) due in part to vacant staff positions in a number of departments
- Professional and legal fees, maintenance and utilities drive underrun to budget (\$2.0M)
 - Partially offset by higher insurance expense (\$554K)
- Allocated overhead below budget on lower operating expenses (\$336k)

FUND BALANCE


- Freeman Fund currently below minimum balance, however no groundwater revenue has been recorded as of 12/31/2021

2

2

Overview

WATER VOLUMES CONTINUE TO DRIVE REVENUE UPSIDE



<i>in \$000's</i>	2Q 21-22 Actual	2Q 21-22 Budget	2Q 20-21 Actual
Taxes	3,438	2,564	2,078
Water Delivery/Fixed Cost	6,011	5,158	6,655
Groundwater	(61)	-	(18)
Other Operating Revenue	582	515	387
Non-Operating Revenue	1,138	1,232	206
Total Revenue	11,108	9,469	9,308
Personnel Expense	4,078	4,394	3,825
Operating Expense*	4,077	6,537	4,507
Allocated Overhead	2,118	2,454	1,844
Debt Service	294	1,102	1,094
Other	1,193	2,885	1,477
Total Expenditure	11,760	17,372	12,747

*Includes Depreciation

REVENUE

- Revenue is up \$853K despite the fact it does not include any groundwater extraction fees
- Tax revenue is up \$875K, 34% above budget and 65% above the prior year


EXPENDITURE

- Maintenance, Legal, Professional Fees and Utilities combined are below budget \$2.0M
- With depreciation included, total Operating Expense was \$5.6M favorable to budget

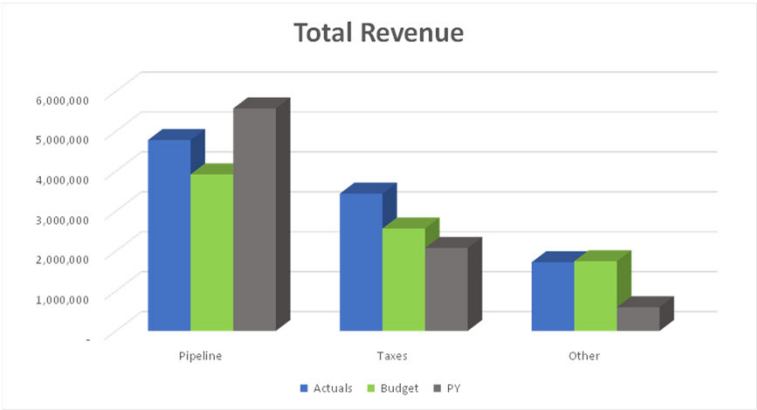
3

Q2 2021-2022 Revenue

Q2 PIPELINE AND TAX REVENUE AHEAD OF BUDGET



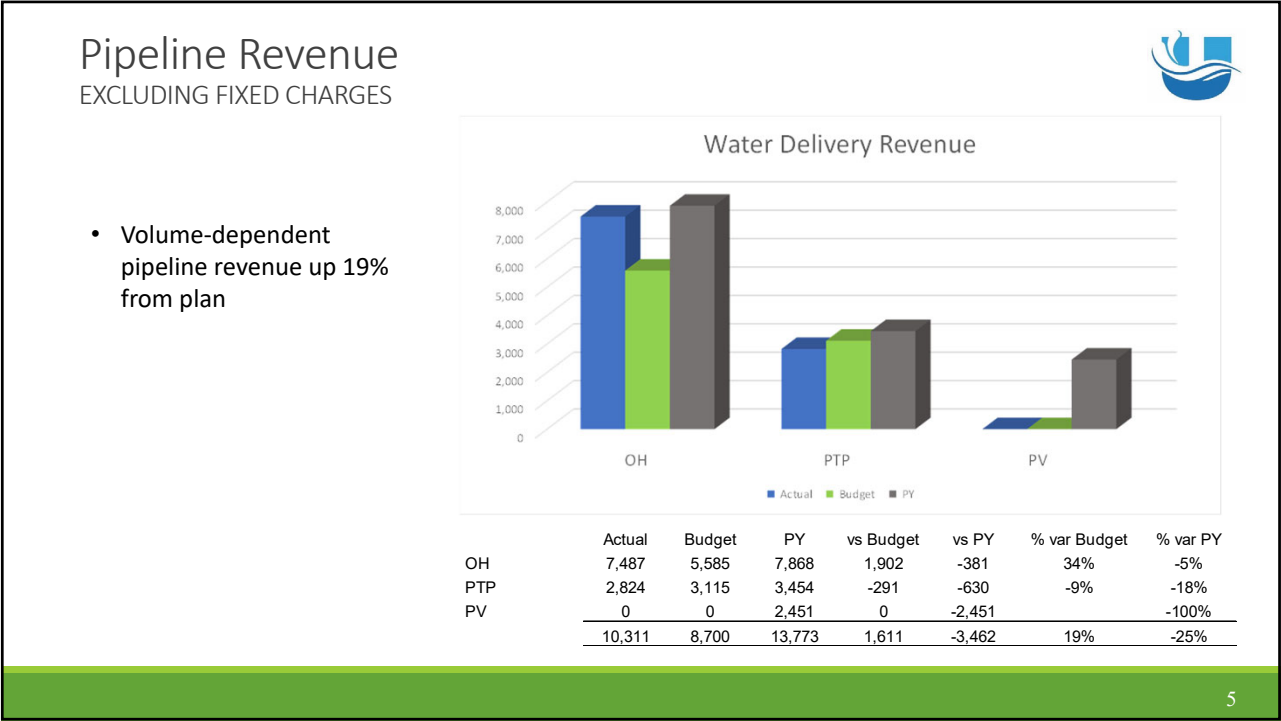
Total Revenue



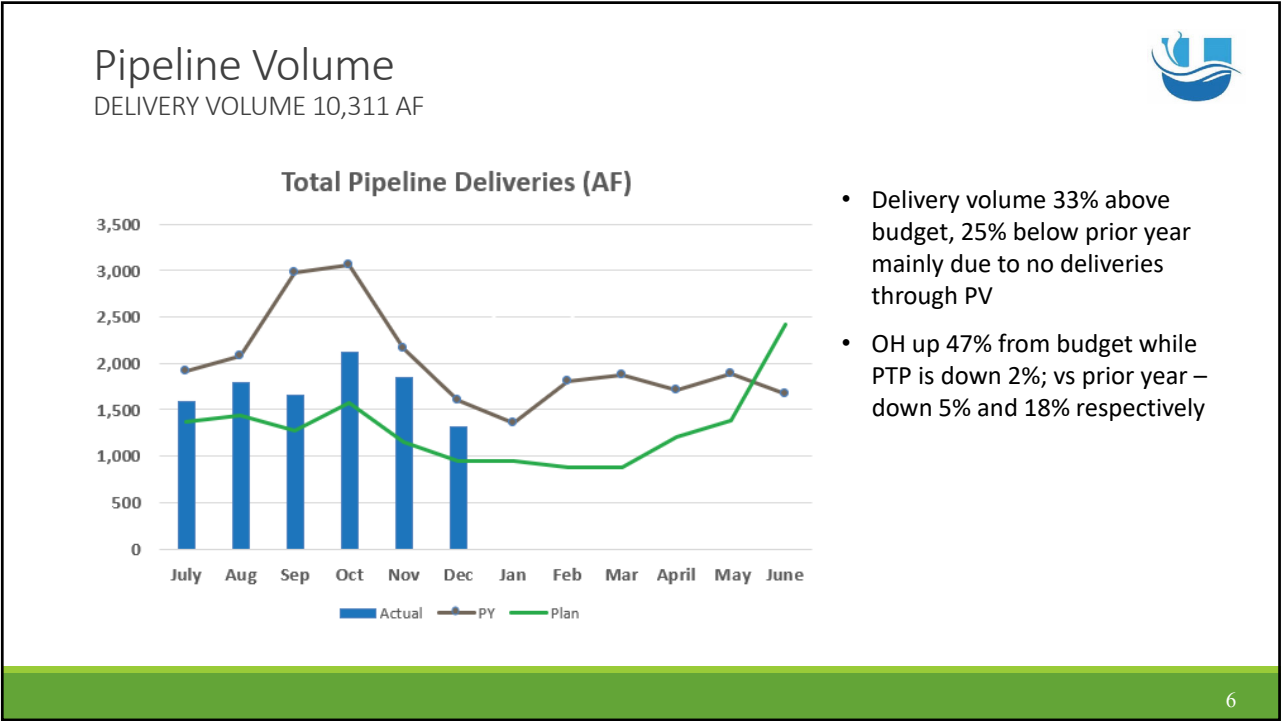
TOTAL OPERATING REVENUE \$4.9M OVER BUDGET

- Pipeline Revenue is \$940K above budget due to higher volumes delivered
- Tax revenue added to the revenue favorability as it was approximately \$875K above budget and \$1.3M above the prior year
- Other revenue is flat to budget; however, it is \$932K favorable to the prior year, mainly due to the increased revenues at Lake Piru

4



5



6

UWCD Finance and Audit Committee Meeting
Item 5 2Q FY2021-2022 Financial Report

Personnel Expenses

\$316K 7% BELOW BUDGET, 7% OVER PREVIOUS YEAR



\$000's	2Q 21-22 Actual	2Q 21-22 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Regular Salary	2,202	2,340	2,079	-138	-6%	123	6%
Over-time Salary	55	85	77	-30	-35%	-22	-29%
Part-time	104	108	48	-4	-4%	56	117%
Salaries	2,361	2,533	2,204	-172	-7%	157	7%
Retirement- Classic	1,114	1,148	983	-34	-3%	131	13%
Retirement - PEPRA	71	62	58	9	15%	13	22%
Soc Sec/457b Expense	143	141	130	2	1%	13	10%
Medicare Expense	34	37	32	-3	-8%	2	6%
SUI Expense	1	8	1	-7	-88%	0	0%
Medical Ins Exp	249	356	222	-107	-30%	27	12%
LTD	1	5	2	-4	-80%	-1	-50%
Life Insurance	7	10	6	-3	-30%	1	17%
Worker's Comp Expens	97	94	95	3	3%	2	2%
OPEB	0	0	93	0	0%	-93	100%
Employee Benefits	1,717	1,861	1,622	-144	-8%	95	6%
Personnel Expenses	4,078	4,394	3,826	-316	-7%	252	7%

- Several positions in multiple departments are still vacant resulting in Regular Salaries being below budget by \$138K

- CalPERS benefits are under budget by \$25K and OT was under by \$30K

- Medical Insurance expense was below budget by \$107K, adding to the overall favorability

7

7

Operating Expenses

PROFESSIONAL FEES AND MAINTENANCE DRIVE PLAN UNDERRUN



\$000's	2Q 21-22 Actual	2Q 21-22 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Profess Fees - Engineering	41	160	38	-119	-74%	3	8%
Prof. Fees - Environmental	168	714	173	-546	-76%	-5	-3%
Prof. Fees - IT consulting	1	60	21	-59	-98%	-20	-95%
Prof. Fees - GW Consulting	26	64	20	-38	-59%	6	30%
Prof. Fees - Other	154	420	391	-266	-63%	-237	-61%
Professional Fees	390	1,418	643	-1,028	-72%	-253	-39%
Legal Fees	978	1,299	1,255	-321	-25%	-277	-22%
Utilities	604	832	604	-228	-27%	0	0%
Maintenance	735	1,179	268	-444	-38%	467	174%
Field Supplies	151	246	172	-95	-39%	-21	-12%
Insurance	555	177	341	378	214%	214	63%
Office Expenses	50	99	57	-49	-49%	-7	-12%
Miscellaneous	1,174	2,772	2,789	-1,598	-58%	-1,615	-58%
Travel, Trainings and Meetings	26	86	3	-60	-70%	23	767%
Gasoline, Diesel, Fuel	94	93	46	1	1%	48	104%
Fox Canyon GMA	-176	314	92	-490	-156%	-268	-291%
Safety, supplies, clothing	31	41	32	-10	-24%	-1	100%
Telephone	3	20	6	-17	-85%	-3	-50%
General Operating Expenses	3,247	5,859	4,410	-2,612	-45%	-1,163	-26%
State Water Import Costs	489	901	440	-412	-46%	49	100%
Total Operating Expenses	5,104	9,477	6,748	-4,373	-46%	-1,644	-24%

- A combination of all Professional Fees are favorable to budget by \$1.0M, with a savings of \$546K in Environmental

- Miscellaneous is favorable to budget by \$1.6M and includes depreciation below budget by \$544K and Overhead that is below budget by \$336K.

- Legal fees are favorable to budget by \$321K and prior year by \$277K


- State Water import costs are favorable to budget by \$412K

8

8

Top 10 Vendors

Excluding: SWP, Taxes, Debt Service, and CIP




Vendor	FY 21-22	FY 20-21	\$ Change
BUREAU OF RECLAMATION - REGION: LOWER COLORADO	\$ 1,458,537.60	\$ 31,080.00	\$ 1,427,457.60
SPECIAL DISTRICT RISK	\$ 1,091,646.35	\$ 474,560.22	\$ 617,086.13
QUINN COMPANY, INC	\$ 666,950.00	\$ 126,932.53	\$ 540,017.47
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	\$ 665,322.05	\$ 1,076,356.06	\$ (411,034.01)
THE DRALA PROJECT INC	\$ 614,744.41	\$ -	\$ 614,744.41
CASITAS MUNICIPAL WATER	\$ 566,878.24	\$ 605,825.08	\$ (38,946.84)
SO. CALIFORNIA EDISON	\$ 556,527.66	\$ 681,726.47	\$ (125,198.81)
R & B AUTOMATION, INC	\$ 497,388.81	\$ 2,988.34	\$ 494,400.47
OILFIELD ELECTRIC CO INC	\$ 364,020.30	\$ -	\$ 364,020.30
GEI CONSULTANTS, INC	\$ 223,528.24	\$ 1,627,560.03	\$ (1,404,031.79)
Top 10 Total	\$ 6,705,543.66	\$ 4,627,028.73	\$ 2,078,514.93

9

Supplemental Water Purchase Fund

STATUS UPDATE



	Revenue (\$000'S)
Beginning Balance - July 1, 2021	\$1,600
REVENUES	
Surcharge Revenue	\$0
Water Delivery	\$108
LAIF Interest	\$0
EXPENDITURES	
2021 Carryover Water Purchase (2)	\$0
Ending Balance December 31, 2021	\$1,708

10



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.

ADMINISTRATIVE SERVICES DEPARTMENT

DEC 2021 / JAN 2022
UPDATES

1



FINANCE DEPARTMENT UPDATE

CHIEF FINANCIAL OFFICER
BRIAN ZAHN

2

UPCOMING BOARD MOTION ITEMS



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	

3

ACCOUNTS PAYABLE

430 payables processed with a total amount of \$2.1M



PAYROLL

- Paid 12 payroll-related vendors a total amount of \$519K
- Gross: \$854K
- Net: \$584K

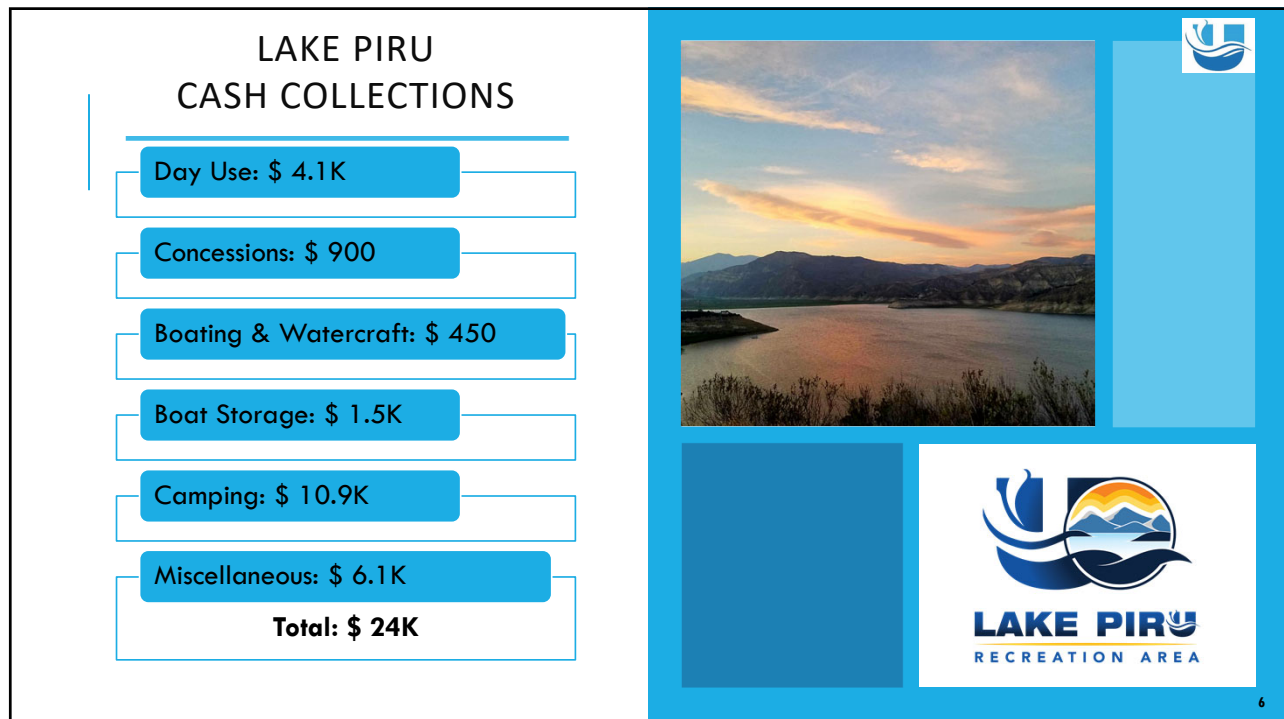


4

4



5



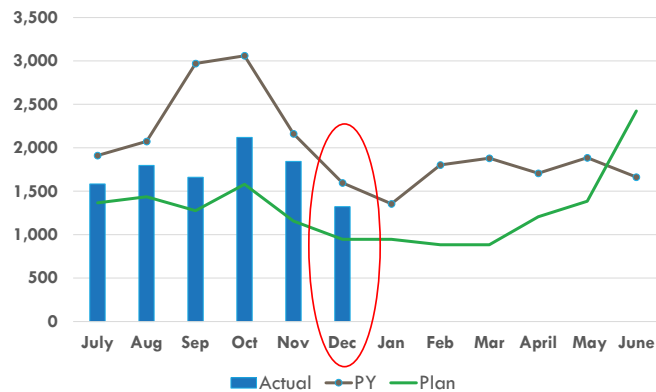
6

DECEMBER 2021 PIPELINE

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$759K	1,137	645	492
PT	\$136K	170	300	-130
PV	\$29K	0	0	0

- Year-to-date December deliveries 33% ahead of Plan and -9% below PY

Total Pipeline Deliveries (AF)



7

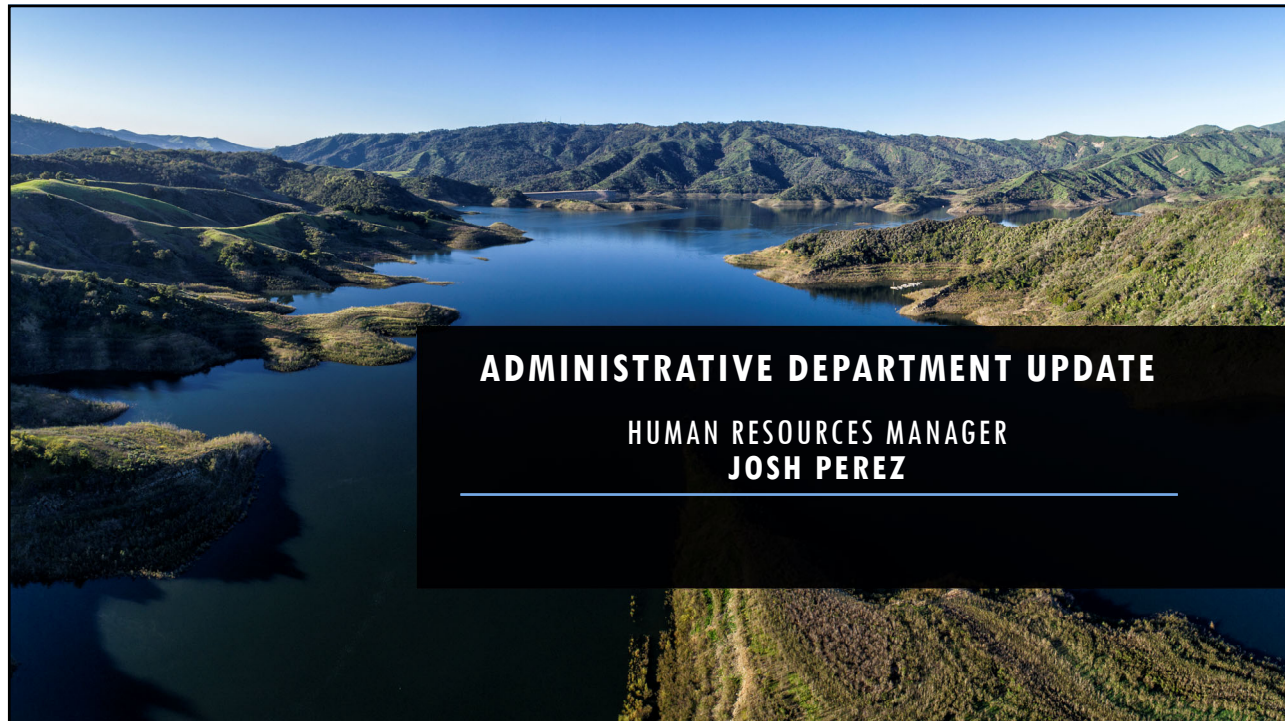
7

Finance Department


- 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.

8

8



9

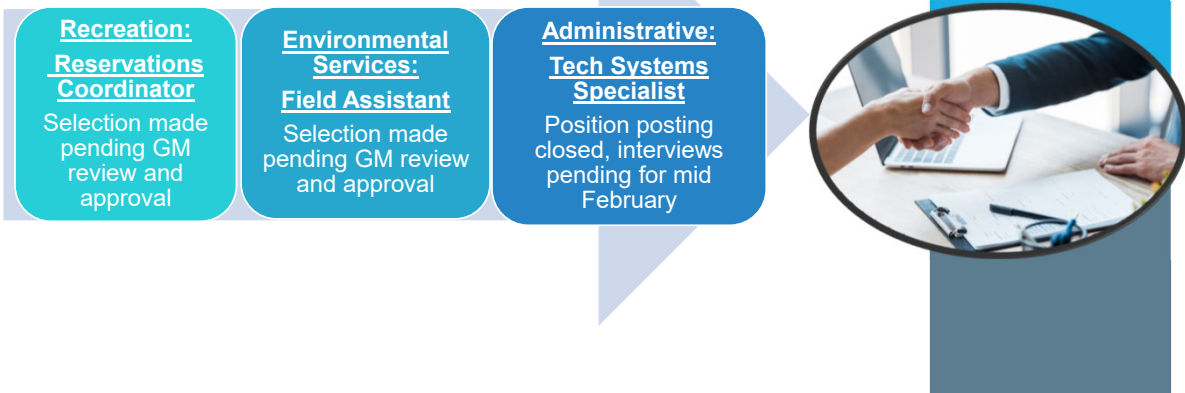


- Attended CSDA Annual Employment Law Update webinar.
- Processed 2021 1094C and 1095C for full-time employees as required by the IRS.
- Initiated SDRMA Annual Insurance Renewal submission.
- Successfully onboarded the Chief Financial Officer (started January 18).
- Continue to work on recruitments for following positions:
 - Environmental Services Field Technician interviews conducted, and selection made pending GM approval
 - Reservations Coordinator interviews conducted, and selection made pending GM approval
 - Technology Systems Specialist/Senior Technology Systems Specialist (close date 1/28)

10

10

CURRENT EMPLOYEE RECRUITMENTS



Recreation:
Reservations
Coordinator
Selection made pending GM review and approval

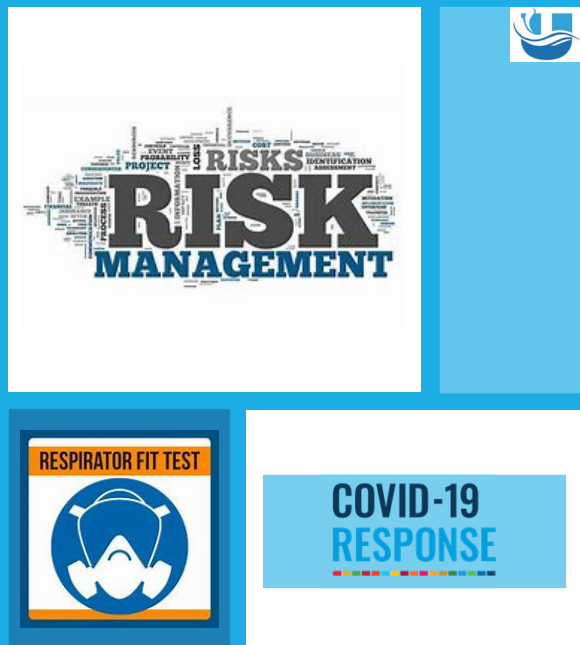
Environmental Services:
Field Assistant
Selection made pending GM review and approval

Administrative:
Tech Systems
Specialist
Position posting closed, interviews pending for mid February

11



11


- 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.
- Advised and managed COVID-19 response efforts, including updating COVID Prevention Program Plan, communications, and procuring additional PPE and testing kits in coordination with COO Brian Collins.
- Researched and evaluated respirator fit testing equipment.
- Troubleshooted security system along with Technology Systems and the O&M Electrical and Instrumentation team.



12

12






- Enabled equipment redundancy reducing likelihood of network interruptions due to failed hardware.
- Continued work on network upgrades and server upgrades.
- Acquired new laptops PC's.
- Purchased a new Xerox all-in-one printer which added additional printing capabilities at Oxnard HQ.
- Aided the Environmental Services staff with the development of a revised remote monitoring solution to enhance video monitoring of the Freeman fish passage.

13

13

Future Agenda Items



14

14



ADJOURNMENT

Thank you!

United Water Conservation District
"Conserving water since 1927"

15



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Kris Sofley, Clerk of the Board

Date: February 24, 2022 (February 28, 2022 meeting)

Agenda Item: **6a. (Board Item 5.1: Proposed Ordinance No. 26 – Consideration to Increase Compensation of the Board of Directors
Board Motion**

Staff Recommendation:

At its February 9, 2022 meeting, the Board opened a Public Hearing to 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. No public comments were offered at that hearing, so the Board President moved to close the Public Hearing and agenda adoption of Ordinance No. 26 at its Regular Board meeting (March 9, 2022). If approved at the Regular Board meeting, the increase in the Director's per diem will take effect in 60 days (May 11, 2022). Staff requesting Committee members recommendation for full Board approval.

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

**6a. (Board Item 5.1) Proposed Ordinance No. 26 –
Consideration to Increase Compensation of the Board of Directors
Board Motion**

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 9th 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
Anthony A. Emmert, Assistant General Manager

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

Date: February 11, 2022 (February 28, 2022, meeting)

Agenda Item: **6b. (Board Item 5.3) Request from Marz Farms Inc. to Waive Penalty Charges for Late Receipt of Groundwater Statements**

Staff Recommendation:

The Committee will consider recommending to the full Board authorization of District staff to waive the penalties imposed on Marz Farms Inc. for the 2021 period one groundwater production statements.

Discussion:

Mr. Jorge Reyes of Marz Farms Inc. contacted District staff to request a waiver of the penalties imposed on the groundwater production statements for the 2021 period one for seven accounts. Mr. Reyes indicated that Marz Farms Inc. has never been late on these accounts. This was a unique situation that is unlikely to occur in the future.

UWCD Finance staff reviewed all seven accounts to confirm they had not made any late payments in the past and all accounts are current. The total amount of the penalty late fees:

Marz Farms Inc.	Penalty 10% late
600-00520	976.46
600-00590	553.76
600-00930	431.61
600-03820	921.70
600-04510	930.98
600-01160	2,212.24
700-03325	828.28
TOTAL	6,855.03

Fiscal Impact:

Waiving late fees and interest will result in reduced revenue received by the District in the amount of \$6,855.03. However, late fees and interest are not budgeted by the District and waiving the fees will not materially impact the District's financial position.



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: February 14, 2022 (February 28, 2022, meeting)

Agenda Item: **7 – (Board Item 3.C) Monthly (January 31, 2022) Investment Report
Information Item**

Staff Recommendation:

Review and discuss the most current investment report for January 31, 2022, 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.

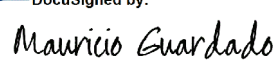

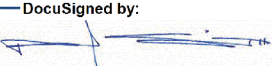
Attachment: Combined Investment Report

United Water Conservation District
Monthly Investment Report
January 31, 2022

<u>Investment Recap</u>	<u>G/L Balance</u>	<u>Weighted Avg Days to Maturity</u>	<u>Diversification Percentage of Total</u>
Bank of the Sierra	4,599,253	1	9.48%
US Bank - 2020 COP Bond Balance	19,007,481	1	39.18%
Petty Cash	3,400	1	0.01%
County Treasury	1,644	1	0.00%
LAIF Investments	24,895,890	1	51.31%
Total Cash, Cash Equivalents and Securities	48,507,668		100.00%
 Investment Portfolio w/o Trustee Held Funds	 48,507,668		
Trustee Held Funds	-		
Total Funds	48,507,668		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	22,881,671	2,014,218	24,895,890
	Interest	Interest	
	Earned YTD	Received YTD	Qtrly Yield
	31,507	54,762	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:  36D23F9D982745E...</p> <p>_____ Mauricio E. Guardado, Jr., General Manager</p>	<p>2/16/2022</p> <p>_____ Date Certified</p>
<p>DocuSigned by:  70D59ECF0D8D46E...</p> <p>_____ Anthony Emmert, Assistant General Manager</p>	<p>2/15/2022</p> <p>_____ Date Certified</p>
<p>DocuSigned by:  C90D61B430034D1...</p> <p>_____ Daryl Smith, Controller</p>	<p>2/15/2022</p> <p>_____ Date Certified</p>

<i>United Water Conservation District</i>			
<i>Cash Position</i>			
January 31, 2022			
Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	15,416,608	6,559,674	Includes General, Rec & Ranger, Water Conservation
		1,725,000	Reserved for legal expenditures
		5,435,000	Designated for replacement, capital improvements, and environmental projects
		1,696,934	Supplemental Water Purchase Fund
General CIP Funds	5,066,556	5,066,556	Appropriated for capital projects
2020 COP Bond Funds	12,718,695	12,718,695	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	4,721,145	4,721,145	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	37,898	37,898	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	681,956	681,956	Appropriated for capital projects
OH Pipeline Fund	1,761,332	1,761,332	Delivery of water to OH customers
OH CIP Fund	4,870,411	4,870,411	Appropriated for capital projects
OH Pipeline Well Replacement Fund	455,420	455,420	Well replacement fund
PV Pipeline Fund	416,712	416,712	Delivery of water to PV customers
PV CIP Fund	186,070	186,070	Appropriated for capital projects
PT Pipeline Fund	1,258,065	1,258,065	Delivery of water to PTP customers
PT CIP Fund	916,801	916,801	Appropriated for capital projects
Total District Cash & Investments	48,507,668	48,507,668	



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: February 14, 2022 (February 28, 2022, meeting)

Agenda Item: **8 – Monthly (January 31, 2022) Pipeline Delivery Report**
Information Item

Staff Recommendation

Review and discuss the most current pipeline delivery report for January 31, 2022, that is enclosed.

Fiscal Impact

As shown.

Discussion

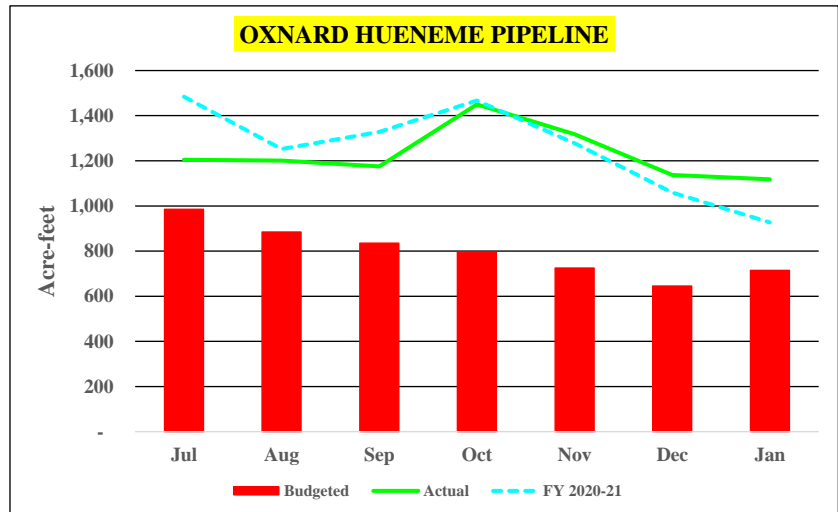
Based on the information included in the attached reports, staff will present a summary and discuss key information as an overview.

Attachment: Pipeline Delivery Report

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

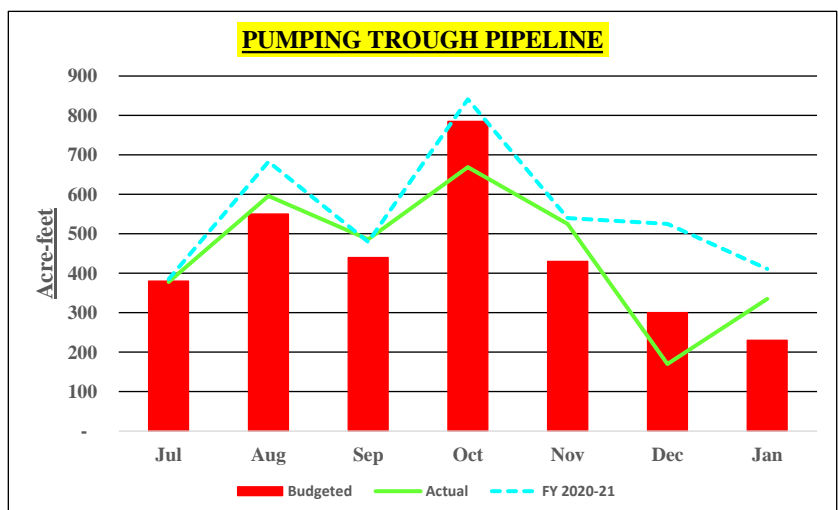
OH Pipeline 21-22			
	Projection	Actual	Difference
Jul	985	1,205	220
Aug	885	1,201	316
Sep	835	1,175	340
Oct	795	1,450	655
Nov	725	1,318	593
Dec	645	1,137	492
Jan	715	1,118	403
Feb	645		
Mar	625		
Apr	755		
May	915		
Jun	1,955		
Totals	10,480	8,604	
YTD	5,585	8,604	3,019

YTD Actual to Budget: 54.1%



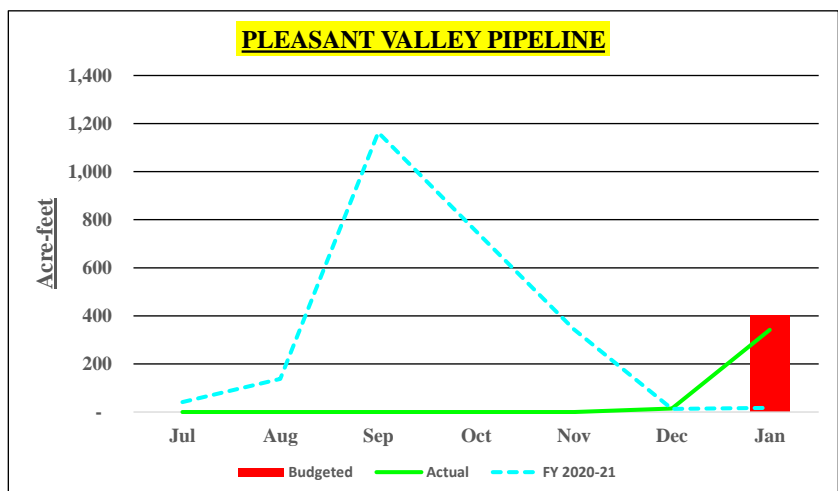
PT Pipeline 2021-22			
	Projection	Actual	Difference
Jul	380	378	(2)
Aug	550	596	46
Sep	440	486	46
Oct	785	669	(116)
Nov	430	525	95
Dec	300	170	(130)
Jan	230	335	105
Feb	240		
Mar	260		
Apr	450		
May	470		
Jun	470		
Totals	5,005	3,159	
YTD	3,115	3,159	44

YTD Actual to Budget: 1.4%



PV Pipeline 2021-22			
	Projection	Actual	Difference
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
Oct	-	-	-
Nov	-	-	-
Dec	-	15	15
Jan	400	342	(58)
Feb	400		
Mar	100		
Apr	-		
May	-		
Jun	-		
Totals	900	357	(43)
YTD	400	357	(43)

YTD Actual to Budget: -10.8%





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: February 14, 2022 (February 28, 2022, meeting)

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

Staff Recommendation:

Review and discuss the cost to date reports for:

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

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

Discussion:

The Finance and Audit Committee requested a monthly update of the accounting being maintained by the District for costs being incurred for various items. The attached report provides data through January 31, 2022.

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 January, 2022**

Fiscal Year	FERC License	PMF Study	Gen/Water Conservation Environmental	Freeman Environmental	Quagga Mussels	City of Ventura Lawsuit *	Wishtoyo Complaint	Legal Fees	Other Professional Fees	Total Professional Fees
2001-02	27,083	-	-	-	-	-	-	-	-	-
2002-03	137,116	-	-	-	-	-	-	-	-	-
2003-04	395,575	-	-	-	-	-	-	-	-	-
2004-05	527,191	53,364	-	-	-	-	-	-	-	-
2005-06	169,655	16,486	3,170	148,847	-	-	-	-	-	-
2006-07	74,929	10,554	71,678	170,323	-	-	-	-	-	-
2007-08	105,950	-	304,745	170,995	-	-	-	-	-	-
2008-09	364,883	-	1,483,036	458,887	-	-	-	1,267,547	822,498	2,090,045
2009-10	258,473	68,839	524,532	548,673	-	-	-	324,553	860,496	1,185,049
2010-11	407,597	123,915	306,071	374,490	-	-	-	255,183	992,758	1,247,941
2011-12	789,792	87,059	479,648	138,686	-	353,598	-	533,216	902,051	1,435,267
2012-13	531,196	6,942	568,207	291,674	-	52,222	-	261,810	1,316,817	1,578,627
2013-14	771,128	97,340	499,114	434,354	186,505	365,903	169,167	770,488	1,244,116	2,014,604
2014-15	968,028	120,094	116,393	725,345	232,259	227,522	85,654	505,973	1,811,454	2,317,427
2015-16	469,632	53,062	137,400	605,003	311,047	161,858	230,513	690,261	1,463,670	2,153,931
2016-17	435,599	257,750	139,791	666,810	613,210	23,373	1,029,773	1,030,758	1,535,352	2,566,110
2017-18	363,051	617,564	119,971	546,179	413,501	272,526	2,410,909	2,931,575	2,153,367	5,084,942
2018-19	735,757	436,136	137,761	659,368	431,494	193,240	1,174,589	2,104,842	2,526,710	4,631,553
2019-20	682,306	818,753	57,942	1,184,780	290,047	411,440	4,812,891	5,839,441	2,898,804	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	384,056	300,614	31,720	213,254	209,108	144,052	576,384	1,446,684	906,742	2,353,426
Report Total	8,897,483	4,760,508	5,003,760	7,870,697	3,035,904	3,746,120	12,791,199	22,803,745	21,550,823	44,354,568
Previous Report Total	8,710,211	4,745,390	4,999,473	7,830,144	3,017,091	3,743,441	12,740,085	22,577,941	21,259,808	43,837,749
<i>Current Activity</i>	<i>187,272</i>	<i>15,118</i>	<i>4,287</i>	<i>40,553</i>	<i>18,813</i>	<i>2,679</i>	<i>51,114</i>	<i>225,804</i>	<i>291,015</i>	<i>516,819</i>

* Does not include City of San Buenaventura judgment

Current Activity Narrative:

- FERC - The activity for January (\$187K) was primarily spent on staff time (\$11K) and professional fess (\$176K) for the fish passage.
- PMF - The activity for January (\$15K) was primarily spent on staff time (\$2K) and CEQA Permits (\$13K).
- Gen/Wtr Cons - The activity for January (\$4K) was spent on staff time (\$3K) and legal fees (\$1K).
- Freeman - The activity for January (\$41K) was spent primarily on staff time (\$40K) and professional fees (\$1K) related to HCP support.
- Quagga - The activity for January (\$19K) was spent primarily on staff time (\$13K) and professional fees (\$6K) related to quagga mussel eradication and the scientific dive agreement.
- Ventura - There were legal costs of \$3K associated with the settlement of the City of Ventura Lawsuit.
- Wishtoyo - The activity for January (\$51K) 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 lawsuit, Fox Canyon and general legal.
- Other Prof Fees - Includes all contracted professional fees except legal fees. These fees were dominated by the fish passage costs, plus advocacy and consulting fees.

UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
5.1	Administrative	Proposed Ordinance No. 26 – Consideration to increase the compensation of the Board of Directors	Y	District Wide	\$1,260	-
5.2	Executive	Board Resolution 2022-10, after the conclusion of the Public Hearing for United Water Conservation District to initiate the realignment OF Directors' division boundaries to more equitably distribute the populations in accordance with the 2020 Census	N/A	N/A	\$0	-
5.3	Finance	Consideration of Board approval of the waiver of late penalties associated with the receipt of late groundwater pumping statements returned to the District from Marz Farms Inc.	N	050-910-47600 120-910-47600 420-910-47600	\$6,855.03	-
				TOTAL	\$8 K	



Staff Report

To: UWCD Finance and Audit Committee Members

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

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

Date: February 24, 2022 (February 28, 2022, meeting)

Agenda Item: **10 – (Board Item 4.5) Monthly Administrative Services Department Report**
Information Item

Staff Recommendation:

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

Discussion:

Finance

- Met with department managers to review their FY 22-23 Budget templates and preliminary requests. Staff is working to combine requests into a FY 2022-23 draft Budget.
- Received and processed large volumes of groundwater statements.

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 February.
 - Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the Fillmore and Piru Basins Groundwater Sustainability Agency's Board meeting in February.
 - Provided support to outreach effort and document preparation for the District's comments and testimony as well as ACWA coalition efforts in response to the CalTrout CESA listing petition submitted to the California Fish and Game Commission for consideration at its February 17 meeting.
-

10 – (Board Item 4.5) Monthly Administrative Services Department Report

Information Item

- Prepared and distributed news release for the Special “ceremonial” Board meeting on February 28 – “groundbreaking” ceremony for the Iron and Manganese Treatment project at the District’s El Rio facility.

Human Resources

- Finalizing the 2022 SDRMA Annual Renewal Questionnaire submission due on March 1st of the current year.
- Successful onboarding for following position:
 - Environmental Services Field Assistant (Hanna Rueter)
- Working on recruitments for following positions:
 - Technology Systems Specialist/Senior Technology Systems Specialist (interviews held on 2/15, 2/16 and 2/17)
 - Seasonal Park Ranger Assistant (close date 2/25)
 - Controls Systems Supervisor (close date 2/25)
- Processed promotion paperwork for following position:
 - Environmental Services Field Technician (Robyn Gorecki)
- Continue to work with Recreation Department to fill Volunteer Camp Host positions in preparation of upcoming annual season.

Safety and Risk Management

- Developed—in partnership with O&M—an excavator field exam checklist/evaluation.
- Coordinated the completion of Confined Space Refresher training for O&M staff and GIS analyst.
- Completed annual Confined Space Permit review at Santa Felicia Dam.
- Coordinated Narcan (Naloxone) training for Park Ranger staff to enhance Public Safety-First Aid capabilities.
- Updated COVID-19 Prevention Program Plan to reflect changes in state and local guidance.
- Provided COVID-19 updates and training on eye safety at monthly safety meeting.
- Arranged the completion and walk-through of annual fire sprinkler inspection, as required by the City of Oxnard.
- Troubleshooted Security Cameras at Lake Piru Kiosk candidates.
- Participated in career selection panel of Tech Systems Specialist position.
- Completed CSDA live virtual training (webinar) on Tools for Workplace Violence De-escalation.
- Evaluated and initiated procurement of quantitative fit testing device
 - This capability provides long term cost-savings through eliminating reliance upon external vendors and enhances operational flexibility as well as leveraging best-in class technology to provide fit testing resources administered and controlled by District personnel.

10 – (Board Item 4.5) Monthly Administrative Services Department Report

Information Item

Technology Systems

- Server migration to new servers is continuing to progress towards final completion. Some ancillary punch list items to complete, but primary and secondary migrations have been completed successfully.
- Participated in selection of Technology Systems Specialist position.
- Backup system initiated and competed; next action will be integration to Cloud-based server product.
- Began initial review of 24-hour specialized monitoring service providers for Operational Technology Environment.
- Continued with computer refreshments for several departments deploying newly received devices.
- Provided audio/visual support to February Committee and Board meetings.