

## **AGENDA**

### **FINANCE AND AUDIT COMMITTEE MEETING**

**Tuesday, September 6, 2022, at 10:30 a.m.**

**UWCD Headquarters, First Floor, Board Room**

**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 10:30 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**

### **EXECUTIVE (CLOSED) SESSION 10:35 a.m.**

**3. Conference with Legal Counsel-Anticipated Litigation**

Pursuant to Government Code Section 54956.9(d)(2), 19 cases.

### **SECOND OPEN SESSION 11:00 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 May 31, 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. The July 5, 2022, meeting was canceled, and appropriate notification was emailed to Directors, staff, as well as the interested parties list.

**6. September 14, 2022, Board Meeting Motion Agenda Item(s)**

The Committee will review and discuss the following agenda item(s) to be considered for approval at the September 14, 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 item(s):



**6a. Board Motion Item 5.1: Resolution 2022-37 Approving a Change of United Water Conservation District's Banking Relationship from Bank of the Sierra to Citizens Business Bank**

The Board will review and consider approving Resolution 2022-37 changing United Water Conservation District's (District) banking relationship from Bank of the Sierra to Citizens Business Bank. This transition would provide the District with better customer service, an improved web-based banking solution, and the convenience of the following services at no additional cost: wire transfers, remote deposit capture, Automated Clearing House (ACH) payments and receipts, and check and ACH Positive Pay services. Additionally, branch locations are more accessible with locations in Oxnard (one block from District headquarters), Ventura, Camarillo, and Santa Clarita.

**7. Fourth Quarter Fiscal Year 2021-2022 District Staff and Board Member Reimbursement Report (July 1, 2021 – June 30, 2022)**

**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 fourth quarter of fiscal year 2021-2022.

**8. Monthly Investment Report (June-July 2022)**

**Information Item**

The Committee will receive, review and discuss the Districts' investment portfolio and cash position as of June 30, and July 31, 2022.

**9. Monthly Pipeline Delivery Report (June-July 2022)**

**Information Item**

The Committee will receive, review and discuss the Districts' pipelines' water activities as of June 30, and July 31, 2022.

**10. Board Requested Cost Tracking Items**

**Information Item**

The Committee will receive and review the costs through June 30, 2022, 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 general environmental mandates, and CESA;
- c) in relation to litigation with the City of Ventura, Wishtoyo Foundation, Fifth Amendment takings, and District legal costs over the past several fiscal years;
- d) in relation to professional fees over the past several fiscal years; and
- e) summary of Board motion item(s) with fiscal impact.

**11. Monthly Administrative Services Department 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.



## 12. 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  
Tony Huynh

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, General Manager

Approved:   
Anthony E. Emmert, Assistant General Manager

**Posted: (date)** September 1, 2022

**(time)** 12noon

**(attest)** Jackie Lozano

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

**Posted: (date)** September 1, 2022

**(time)** 12:15 p.m.

**(attest)** Jackie Lozano

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

**MINUTES**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**Monday, May 31, 2022 – 10:00 a.m.**  
**UWCD Headquarters, Board Room**  
**1701 N. Lombard Street, Oxnard, CA 93030**

**COMMITTEE MEMBERS PRESENT:**

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

**STAFF PRESENT:**

Mauricio E. Guardado, Jr., general manager  
Anthony Emmert, assistant general manager  
Brian Zahn, chief financial officer  
Josh Perez, chief human resources officer  
Brian Collins, chief operations officer  
Dr. Maryam Bral, chief engineer  
Daryl Smith, controller  
Dan Detmer, water resources manager  
Zachary Plummer, technology systems manager  
Ambry Tibay, senior accountant  
Edward Reese, IT systems administrator  
Jackie Lozano, administrative assistant

**PUBLIC PRESENT:**

None

**OPEN SESSION 10:05 a.m.**

Chair Lynn Maulhardt called the meeting to order at 10:05 a.m.

**Committee Members Roll Call**

The Clerk called roll. Chair Maulhardt as well as Directors Hasan and Berger were present.

**1. Public Comment**

Chair 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 (Hasan, Berger, Maulhardt); none opposed. Motion carries, 3/0.

**3. Approval of Minutes**

The Committee received and reviewed the draft Committee meeting minutes of May 2, 2022. Motion to approve the Committee meeting minutes, Director Hasan; Second, Director Berger. Voice vote, three ayes (Hasan, Berger, Maulhardt); none opposed. Motion carries, 3/0.



**4. June 8, 2022, Board Meeting Agenda Items**

The Committee reviewed the following agenda items to be considered for approval at the June 8, 2022, Board of Directors meeting:

**4a. Agenda Item 3.E: Resolution 2022-26 Approving The Addition of the Chief Financial Officer and Controller as Authorized Signatories to United Water Conservation District's (District) Accounts in the County's Treasury Investment Pool and the Ventura County Financial Management System**

The Committee received and reviewed the staff report and attachment as provided in the Finance and Audit Committee agenda packet. Since this recommendation was general in nature, Chair Lynn Maulhardt motioned the Committee members who were all in agreement of recommending this motion item to the full Board for approval. There were no comments or questions from the Committee. No public comments or questions were offered.

**4b. Agenda Item 5.2: Resolution 2022-24 Adopting the Proposed District Budget Plan, Financial Policies, Overhead Allocation Method, Staffing Levels and Salary Schedules for Fiscal Year 2022-23, and Appropriation Carryovers for Fiscal Year 2021-22**

The Committee received and reviewed the staff report and attachment as provided in the Finance and Audit Committee agenda packet. Chief Financial Officer Brian Zahn provided a presentation of the final changes of the Financial Policies to the Committee members (attached). There was discussion among the Committee members and staff regarding the increase to the Petty Cash limit for the Lake Piru Recreational Area. Director Berger mentioned many locations were moving towards cashless transactions, including some sporting events that only accept credit and debit cards. He suggested the same could stand true for the District, should it choose to move in that direction. It was mentioned, District staff considers the demographics of who the visitors are and continually evaluates operations for efficiency.

Also discussed was the proposed increase of the PTP Pipeline Reserve to \$1M. Mr. Zahn provided the dollar amount of the current year's actual which is \$907K. Questions arose from the Committee members such as, "What happens whe the capped is reached?" and "Where do excess funds come from, if an emergency or catastrophic repair exceeds the \$1M?" Mr. Zahn explained that the reserve would be kept at a manageable amount to be reviewed annually during the budget cycle. Should repairs exceed the \$1M reserve, the District would be paying the additional funds required which they do have the authority to do. The District's Chief Operating Officer Brian Collins provided some examples of what a serious incident may resemble. Chair Maulhardt expressed his appreciation of staff's input.

With input from Directors Hasan and Berger, Director Maulhardt commented that the range can be set to \$900K to \$1M, and that Engineering and Operations had been good at looking ahead on preventative maintenance projects. The Committee would recommend approval to the full Board the adoption of Resolution 2022-24.



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

**4c. Board Motion Item 5.3: Resolution 2022-25 Requesting the Auditor-Controller to Compute and Affix a Tax Rate for the Fiscal Period 2022-23 Sufficient to Satisfy the State Water Project Charges**

The Committee received and reviewed the staff report and attachment as provided in the Finance and Audit Committee agenda packet. Mr. Zahn briefly summarized the request to the Committee members. The members were all in agreement to move this item forward for recommendation to the full Board for approval.

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

**5. Monthly Investment Report (April 2022)**

**Information Item**

The Committee members received and reviewed the monthly investment report as presented in the Finance and Audit Committee agenda packet. There were no comments or questions from the Committee. No public comments or questions were offered.

**6. Pipeline Delivery Report (April 2022)**

**Information Item**

The Committee members received and reviewed the pipeline delivery report as presented in the Finance and Audit Committee agenda packet. There were no comments or questions from 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) summary of Board motion item(s) with fiscal impact.

There were no 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 May 2022 were provided to the Committee by Mr. Zahn. Chief Human Resources Officer Josh Perez presented updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached).



During the presentation updates by Mr. Perez, there was discussion among the Committee members and staff relating to Casitas' handling of monitoring payments with the State Water Program. Also discussed was the likelihood of the District staying with the current auditing company. Controller Daryl Smith responded that staff would decide next year and evaluate whether the District would need to change.

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

**9. Future Agenda Items**

Chair Maulhardt polled the Committee as to any future agenda items. No agenda items were brought forward from the Committee.

**ADJOURNMENT 10:58 a.m.**

Chair Maulhardt adjourned the meeting at 10:58 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 May 31, 2022.

ATTEST: \_\_\_\_\_  
Chair Lynn E. Maulhardt






1



2





### Budget Transfers

Current Approval Limit

- \$0 - \$10K CFO
- \$10 - \$100K CFO and GM


Proposed Approval Limit

- \$0 - \$25K CFO
- \$25K - \$100K CFO and GM

BUDGET AMENDMENT POLICY

3

3



### Mileage

- IRS mileage as published in current policy \$0.56
- New IRS mileage \$0.585

EXPENSE POLICY

4

4

## Credit Card Limits



### Travel Card Limit

- Current \$12,500
- Proposed \$25,000

Department Heads (direct report to GM) Card Limit

- |                    |                |                 |
|--------------------|----------------|-----------------|
| • Current \$2,000  | Anthony Emmert | Josh Perez      |
| • Proposed \$5,000 | Maryam Bral    | Clayton Strahan |
|                    | Brian Collins  | Brian Zahn      |

## PROCUREMENT POLICY

## Petty Cash




## Lake Piru Recreation Area

- Current \$3,000
- Proposed \$4,000

## PROCUREMENT POLICY

6

**CalOES Corrective Action Plan**




- Adding standards of conduct related to conflicts of interest in accordance with the requirements contained in Title 2 CFR,220.318(c)(1)
- Adding federally required provisions per Title 2 CFR, Part 200 including:
  - a) Debarment and Suspension
  - b) Byrd Anti-Lobbying and Certification
  - c) Clean Air Act and Federal Water Pollution Control Act
  - d) Equal Employment Opportunity clause
- Adding language for solicitation of small and minority business in accordance with Title 2 CFR, Part 200.321 to the standard contract

PROCUREMENT POLICY

7

7

**PTP Pipeline Reserve**



- Current \$200K - \$300K
- Proposed \$1.0M

Per our discussions with Operations, one serious incident (rupture, damaged pipe, etc.) on the PTP Pipeline would cost in excess of \$1.0M. All UWCD funds have reserves that reasonably cover any unforeseen incident.

RESERVE POLICY

8

8



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

APR-MAY 2022  
UPDATES

1



FINANCIAL UPDATE

CHIEF FINANCIAL OFFICER  
BRIAN H. ZAHN

2

CASH COLLECTIONS

Pipeline: \$ 970K

Groundwater: \$ 24K

Property Tax: \$ 1.96M



2020 COP: \$ 4.25M


Grants: \$ 663K

Rent: \$ 55K

Lake Piru: \$ 98K

Total: \$ 8M





3

LAKE PIRU  
CASH COLLECTIONS

Day Use: \$ 23K

Concessions: \$5K



Boating & Watercraft: \$ 6K


Boat Storage: \$ 2K

Camping: \$ 58K

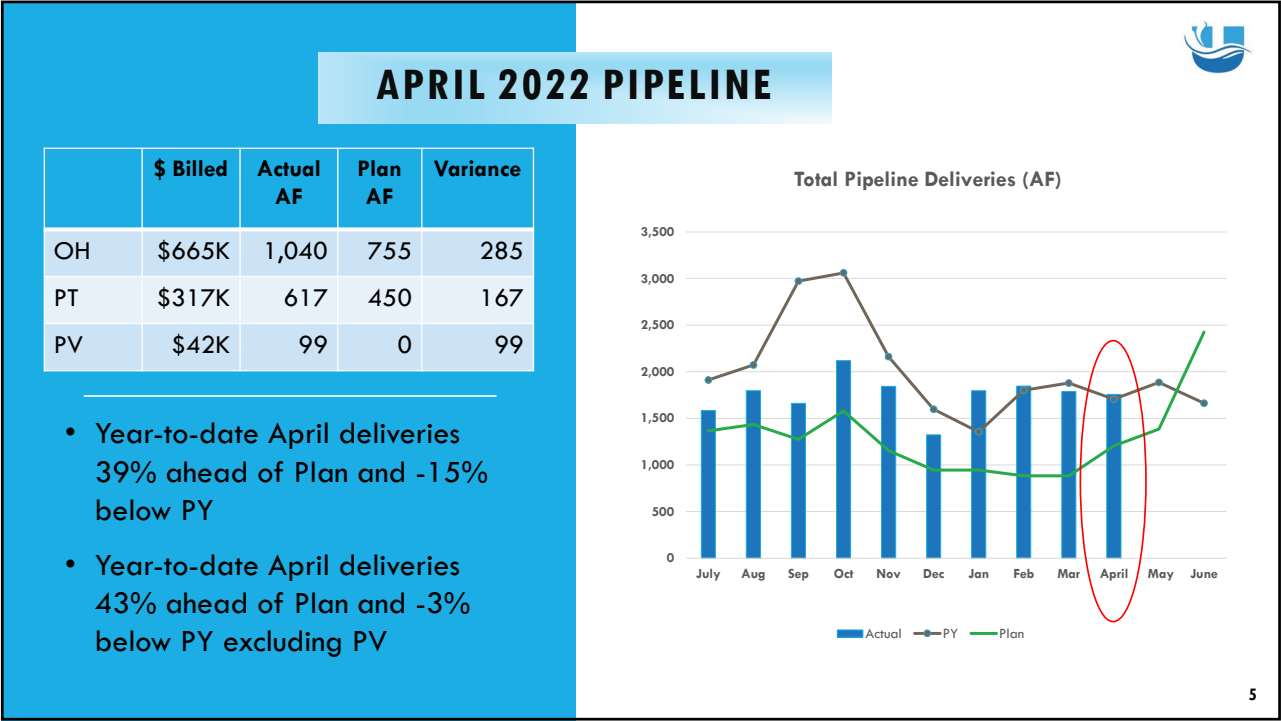
Miscellaneous: \$ 4K

Total: \$ 98K





4




BOARD MOTION ITEMS with FISCAL IMPACT

Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
5.1	Water Resources	Conclusion of Annual Groundwater Hearing, Acceptance of Public Comment and Setting of 2022-23 Zones and Extraction Charges (Resolution No.'s 2022-22 and 2022-23)	N/A	N/A	Revenues	N/A
5.6	Operations and Maintenance	Authorize the Supplemental Appropriation of Funds to Purchase a Replacement Pump for the Pumping Trough Pipeline (PTP) Reservoir	N	PTP Reserves (Fund 470)	(189K)	N/A
TOTAL					(\$189K)	

6





### FINANCE DEPARTMENT

- Met with Department Managers to review their March YTD spend and created an updated projection and analysis of total FY 21-22 spend.
- Presented Proposed FY 22-23 Budget and Financial Policies at the May 11 Board meeting.
- Held meetings with the OH and PTP customers to discuss the FY 22-23 Budget and District activity.
- Held audit kickoff meeting and began interim fieldwork for the audit.
- Prepared FY 22-23 Proposed Budget for GSAs.
- Began recruitment for open Accounting Technician and Accountant II positions.
- Provided O&M with financial data needed for filling out the State Water Resources Control Board’s Electronic Annual Report for the OH Pipeline.



7




### ADMINISTRATIVE SERVICES UPDATE

CHIEF HUMAN RESOURCES OFFICER  
JOSH PEREZ








- Working on completing PAFs for merit pay and administrative leave for selected eligible staff members.
- Processed exit documents for several full-time and part-time staff that submitted retirement notices or resignations during the month.
- In coordination with Water Resources Department, assisted in gathering Groundwater Hearing exhibits for the 2022 Groundwater/Workshop Hearings.
- Worked with Department managers on strategies to improve preparations for staff turnover and upcoming changes.
- Worked with SDRMA regarding several ongoing insurance claims submitted regarding vehicle damage.

9



### 457 PLAN UPDATE

- As discussed in the March 31, 2022, Finance and Audit Committee meeting, we have reviewed and made the decision based on all the information available for consideration that the best course of action is to consolidate the 457 Plan with Lincoln Financial Group.
- This will dramatically lower the cost of investments for all current and future United staff participating in the plan and leverage assets under management resulting in modernization of accounts for employees.

10


### CURRENT EMPLOYEE RECRUITMENTS

**Accounting Technician:**  
Selection made – pending GM approval of candidate

**Accountant II:**  
Job posting closed – interviews being scheduled

**Lead Field Technician:**  
Job posting closed – selection committee reviewing candidates

**Human Resources Generalist:**  
Job posting closed, selection committee reviewed candidates, interviews being scheduled



11

- Led DHS Dams Sector Information Sharing Drill across multiple departments and partnered with IT Department on evaluating technology in District EOC.
- Trained and certified 10 new staff members in CRP/AED/First Aid at Lake Piru Recreation Area.
- Delivered Annual Heat Illness Prevention Training at monthly safety meeting.
- Continued respiratory fit testing efforts throughout O&M.
- Procured audiometric device for in-house hearing testing which will begin in July.
- Supported IT Department with cyber security efforts as needed.
- Supported HR Department with HR Generalist candidate screenings/reviews.











12



- IT and Risk Management participated in a nationwide drill exercise. Internal staff had the opportunity to assess our readiness to activate the EOC and evaluate our responses to the simulated scenarios.
- Completed cybersecurity review with the DHS Vulnerabilities Detection team.
- IT staff provided technology support for several district-held hybrid meeting events as well as technical assistance to relocate computer and network equipment into the modernized Lake Piru entrance Kiosk.
- IT staff are continuing to recommend District employees to submit requests through the ticketing application allowing IT staff to prioritize support and security responses.

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  
Anthony E. Emmert, Assistant General Manager

**From:** Brian H. Zahn, Chief Financial Officer

**Date:** August 19, 2022 (September 6, 2022, meeting)

**Agenda Item:** 6a. (Board Motion Item 5.1) **Resolution 2022-37** Approving a Change of United Water Conservation District's Banking Relationship from Bank of the Sierra to Citizens Business Bank

---

#### **Staff Recommendation:**

The Committee will review and consider recommending to the full Board Resolution 2022-37 approving a change of United Water Conservation District's (District) banking relationship from Bank of the Sierra to Citizens Business Bank. This transition would provide the District with better customer service, an improved web-based banking solution, and the convenience of the following services at no additional cost: wire transfers, remote deposit capture, Automated Clearing House (ACH) payments and receipts, and check and ACH Positive Pay services. Additionally, branch locations are more accessible with locations in Oxnard (one block from District headquarters), Ventura, Camarillo, and Santa Clarita.

#### **Background:**

The District has been with the Bank of the Sierra since March of 2018. Over time, the level of customer service has declined, and the services being provided have not kept up with the current market demands. Further, since the District headquarters move to Oxnard, the locations offered by the bank are no longer convenient to District operations.

In April, staff had begun inquiring with other local banks to see what they were offering customers comparable to the District. In selecting banks for consideration, staff looked at full-service business banks that have a strong presence in the Ventura County area. The following banks were a few selected for consideration: Bank of the Sierra, Citizens Business Bank, Montecito Bank and Trust, Royal Business Bank, California Bank and Trust, and Bank of the West.

**Agenda Item 6a. (Board Motion Item 5.1) Resolution 2022-37 Approving a Change of United Water Conservation District's Banking Relationship from Bank of the Sierra to Citizens Business Bank**

---

An initial phone interview was conducted with each of the banks to ensure they would meet District and staff requirements which are:

- Remote deposit and check scanning
- Reports/Query downloadable in various formats
- Monthly statements downloadable in various formats
- Simplified wire transfer
- Web based banking with a robust solution that is user friendly
- Monthly service costs covered by credits
- Proximity to District offices
- Dedicated support
- Corporate card
- Meet the deposit requirements of a government entity

All of the selected banks, with the exception of Bank of the Sierra, met the above requirements and were considered as our bank of choice. In the next step, we provided each bank with three months of our current bank statements and asked them to prepare a business analysis comparing their banks' services and costs to those provided by Bank of the Sierra along with providing a banking proposal. By the end of June, we had received responses from all but two of the banks. California Bank and Trust and Bank of the West became non-responsive. After numerous follow-up phone calls and e-mails, with no response, those two banks were dropped for consideration. In evaluating the various proposals, the following six criteria were used:

- Proximity to office
- Number of locations
- Credit covers expenses
- Online banking features
- Flexible limits to ACH and wire transfer
- Remote check capture/deposit

When subjectively ranking the proposals based on these six criteria (1=Yes, 2=No), Citizens Business Bank rose to the top as the prime candidate (the lower the number, the better):

	Bank of Sierra	Citizen Bank	Montecito Bank	Royal Bank	CA Bank and Trust	Bank of West
Proximity to Office	4	1	2	3		
Number of Locations	3	1	2	4		
Credit covers expenses	4	1	2	3		
Online Banking	4	2	1	3		
Flexible limits to ACH and WT	4	3	2	1		
Remote Check Capture/Deposit	4	1	2	3		
	23	9	11	17	-	-

**Agenda Item 6a. (Board Motion Item 5.1) Resolution 2022-37 Approving a Change of United Water Conservation District's Banking Relationship from Bank of the Sierra to Citizens Business Bank**

---

When objectively ranking proposals on these six criteria (1=Yes, 2=No), Citizens Business Bank ranked top of the list again (the lower the number, the better):

	Bank of Sierra	Citizen Bank	Montecito Bank	Royal Bank	CA Bank and Trust	Bank of West
Proximity to Office	2	1	1	1		
Number of Locations	2	1	2	2		
Credit covers expenses	1	1	1	1		
Online Banking	1	1	1	1		
Flexible limits to ACH and WT	2	1	1	1		
Remote Check Capture/Deposit	1	1	1	1		
	9	6	7	7	-	-

In reviewing the proposal from Citizens Business Bank, the following are the benefits that stood out against all the rest:

- More area bank locations
  - A branch is located one block from Headquarters
  - An additional branch is located in Santa Clarita which would benefit the Lake for making more frequent cash deposits
- Support the increased use of ACH
- Dedicated governmental unit to support the District
- Monthly credit is higher than the other banks (allows District to utilize more services at no cost)

**Fiscal Impact:**

There is no fiscal impact associated with the adoption of Resolution 2022-37.

**Attachment:**

A – Resolution 2022-37



**RESOLUTION 2022-37**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
UNITED WATER CONSERVATION DISTRICT (DISTRICT)  
APPROVING THE TRANSFER OF THE DISTRICT'S BANK ACCOUNTS  
FROM BANK OF THE SIERRA'S SANTA PAULA BRANCH TO  
CITIZEN'S BUSINESS BANK'S OXNARD BRANCH AND  
AUTHORIZING SIGNATORIES FOR THE DISTRICT'S BANK ACCOUNTS  
WITH CITIZEN'S BUSINESS BANK AND PERSONS TO SERVE AS  
POINT OF CONTACT FOR THE DISTRICT WITH CITIZEN'S BUSINESS BANK**

**WHEREAS**, the Board of Directors has determined it to be in the best interest of the United Water Conservation District to transfer its bank accounts from Bank of Sierra (Santa Paula) to Citizen's Business Bank (Oxnard), establish a banking resolution with Citizens Business Bank, be it:

**RESOLVED**, that the District execute and deliver to said bank a duly signed original of the completed banking resolution as is annexed thereto, and that the authority to transact business, including but not limited to the maintenance of savings, checking and other accounts as well as borrowing by the District, shall be as contained in said resolution with the named officers therein authorized to so act on behalf of the District as specified hereto.

The undersigned hereby certifies that he is the duly elected and qualified Secretary/Treasurer and the custodian of the books and records and seal of United Water Conservation District, a California Special District, duly formed pursuant to the laws of the state of California and that the foregoing is a true record of a resolution duly adopted at a meeting of the United Water Conservation District Board of Director and that said meeting was held in accordance with state law and the Bylaws of United Water Conservation District at its Regular Board of Directors meeting on September 14, 2022 and that said resolution is now in full force and effect without modification or rescission.

**IN WITNESS WHEREOF**, I have executed my name as Secretary/Treasurer and have hereunto affixed the corporate seal of the United Water Conservation District this 14<sup>th</sup> day of September 2022.

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

The persons, whose signatures appear below, have been duly authorized to serve as signatories on the bank accounts and as point of contact for United Water Conservation District:

\_\_\_\_\_  
Mauricio E. Guardado, Jr., General Manager

\_\_\_\_\_  
Anthony Emmert, Assistant General Manager

\_\_\_\_\_  
Brian Zahn, Chief Financial Officer

\_\_\_\_\_  
Daryl Smith, Controller



### **Staff Report**

To: UWCD Finance and Audit Committee Members

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

From: Brian Zahn, Chief Financial Officer

Date: August 24, 2022 (September 6, 2022, meeting)

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

---

#### **Staff Recommendation:**

The Committee will review and discuss the report detailing the reimbursement of expenses to District staff members and members of the Board in compliance with Government Code §53065.5.

#### **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.

Please find attached the report detailing the reimbursements made during Fiscal Year 2021-2022.

#### **Attachment:**

Attachment A – Lists of Employees and Directors Reimbursements for FY 2021-2022

**UNITED WATER CONSERVATION DISTRICT  
CHECK REPORT  
FISCAL YEAR ENDED 06/30/2022**

<u>Vendor Name</u>	<u>Payable Description</u>	<u>Payable Amount</u>	<u>Payment Amount</u>	<u>Payment Date</u>	<u>Check Number</u>
BRIAN COLLINS	RAPID COVID TEST	\$ 199.00	\$ 199.00	09/09/2021	208077
BRIAN COLLINS	REIMBURSEMENT FOR TRAVEL EXPENSES	\$ 287.63	\$ 287.63	11/12/2021	208372
KRIS SOFLEY	REIMBURSEMENT FOR GM LUNCHES & STAFF LUNCH	\$ 268.50	\$ 268.50	7/9/2021	207799
GREG DEJARNETTE	REIMBURSEMENT - TRAVEL TO SAN VINCENTE DAM	\$ 113.77	\$ 113.77	5/5/2022	209078
JOHN CARMAN	REIMBURSEMENT FOR AMERICAN WATER COLLEGE CEU	\$ 149.95	\$ 239.95	10/1/2021	208191
	REIMBURSEMENT FOR D-3 RENEWAL	\$ 90.00			
JEFF LOWE	REIMBURSEMENT FOR D2 RENEWAL & CE COURSES	\$ 119.90	\$ 119.90	10/14/2021	208256
EVA IBARRA	MILEAGE REIMBURSEMENT / 2021	\$ 53.20	\$ 105.84	9/17/2021	208116
	MILEAGE REIMBURSEMENT / AUGUST 21	\$ 52.64			
EVA IBARRA	REIMBURSEMENT FOR FURNITURE/ IRON & MANG PROJ TRAI	\$ 2,121.59	\$ 2,121.59	11/4/2021	208342
EVA IBARRA	REIMBURSEMENT - MEDICAL EXPENSE	\$ 199.00	\$ 199.00	1/27/2022	208659
EVA IBARRA	REIMBURSEMENT FOR UWCD LUNCH PICKUP	\$ 128.69	\$ 128.69	5/19/2022	209135
PETER CERVANTEZ	REIMBURSEMENT - COVID TESTING	\$ 199.00	\$ 549.00	8/27/2021	208032
	REIMBURSEMENT - D1-5 DISTRIBUTION EXAM PREP	\$ 350.00			
ZACHARY HANSON	REIMBURSEMENT FOR OUTREACH PROPS	\$ 120.32	\$ 120.32	12/23/2021	208549
ZACHARY HANSON	REIMBURSEMENT -ENGINEERING EDUCATION & TRAINING	\$ 1,503.10	\$ 1,503.10	2/10/2022	208749
CHERIE WINDSOR	REIMBURSEMENT - WORK BOOTS	\$ 250.00	\$ 250.00	1/10/2022	208553
DANNY HELTON	REIMBURSEMENT FOR DIESEL TANK - SMALL TOOLS	\$ 320.00	\$ 320.00	1/10/2022	208556
DANIEL PERRAULT	REIMBURSEMENT FOR HOSE PURCHASE	\$ 177.31	\$ 177.31	11/12/2021	208380
KEVIN ORTEGA	REIMBURSEMENT FOR COVID TESTING	\$ 199.00	\$ 199.00	10/14/2021	208257
ERIC JAMES ELLIOTT	REIMBURSEMENT - PROF GEOLOGIST & CA SPECIFIC EXAM	\$ 425.00	\$ 425.00	2/10/2022	208711
DANIEL NAUMANN	MILEAGE REIMBURSEMENT 10/21	\$ 53.76	\$ 264.98	12/10/2021	208463
	MILEAGE REIMBURSEMENT 11/21	\$ 211.22			
DANIEL NAUMANN	MILEAGE & TRAVEL REIMBURSEMENT 12/21	\$ 314.94	\$ 314.94	1/14/2022	208593
MAURICIO GUARDADO	REIMBURSEMENT - TRANSPORTATION AT CONFERENCE	\$ 46.21	\$ 201.24	3/10/2022	208847
	REIMBURSEMENT FOR LUNCH MEETING	\$ 155.03			
MAURICIO GUARDADO	REIMBURSEMENT - TRANSPORTATION IN DC & ACWA CONFER	\$ 284.97	\$ 284.97	5/12/2022	209116
		<u>\$ 8,393.73</u>	<u>\$ 8,393.73</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:** August 24, 2022 (September 6, 2022, meeting)

**Agenda Item:** 8 **(Board Information Item 3.C) Monthly Investment Reports  
(June 30, 2022, and July 31, 2022)  
Information Item**

---

**Staff Recommendation:**

The Committee will review and discuss the most current investment report for June 30, 2021, and July 31, 2022, that are 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:**


Attachment A - Combined Investment Report

**United Water Conservation District**  
**Monthly Investment Report**  
**June 30, 2022**

<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	2,174,016	1	4.71%
US Bank - 2020 COP Bond Balance	11,521,029	1	24.98%
Petty Cash	4,400	1	0.01%
County Treasury	1,712	1	0.00%
LAIF Investments	32,417,921	1	70.28%
<b>Total Cash, Cash Equivalents and Securities</b>	<b>46,119,076</b>		<b>100.00%</b>
 <b>Investment Portfolio w/o Trustee Held Funds</b>	<b>46,119,076</b>		
<b>Trustee Held Funds</b>	<b>-</b>		
<b>Total Funds</b>	<b>46,119,076</b>		

<b>Local Agency Investment Fund (LAIF)</b>	<b>Beginning Balance</b>	<b>Deposits (Disbursements)</b>	<b>Ending Balance</b>
	30,917,921	1,500,000	32,417,921
	<b>Interest</b>	<b>Interest</b>	
	<b>Earned YTD</b>	<b>Received YTD</b>	<b>Qtrly Yield</b>
	110,920	76,793	0.32%

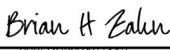
All District investments are shown above and conform to the District's Investment Policy. All investment transactions during this period are included in this report.  
 Based on budgeted cash flows the District appears to have the ability to meet its expenditure requirements for the next six months.

DocuSigned by:  
  
36D23F9D982745E...  
**Mauricio E. Guardado, Jr., General Manager**

8/31/2022  
**Date Certified**

**Anthony Emmert, Assistant General Manager**

**Date Certified**

DocuSigned by:  
  
6685DB362AB74A3...  
**Brian Zahn, Chief Financial Officer**

8/29/2022  
**Date Certified**

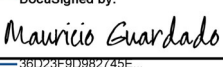
<b><i>United Water Conservation District</i></b>			
<b><i>Cash Position</i></b>			
<b>June 30, 2022</b>			
<b>Fund</b>	<b>Total</b>	<b>Composition</b>	<b>Restrictions/Designations</b>
<b>General/Water Conservation Fund:</b>			<b>Revenue collected for district operations</b>
General/Water Conservation	17,535,287	4,494,314	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		5,809,000	Designated for replacement, capital improvements, and environmental projects
		2,269,973	Supplemental Water Purchase Fund
General CIP Funds	2,656,837	2,656,837	Appropriated for capital projects
2020 COP Bond Funds	7,231,471	7,231,471	Reserved for CIP Projects
<b>Special Revenue Funds:</b>			<b>Revenue collected for a special purpose</b>
State Water Project Funds	5,540,339	5,540,339	Procurement of water/rights from state water project
<b>Enterprise Funds:</b>			<b>Restricted to fund usage</b>
Freeman Fund	831,473	831,473	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	1,784,719	1,784,719	Appropriated for capital projects
OH Pipeline Fund	5,149,856	5,149,856	Delivery of water to OH customers
OH CIP Fund	1,891,730	1,891,730	Appropriated for capital projects
OH Pipeline Well Replacement Fund	504,765	504,765	Well replacement fund
PV Pipeline Fund	492,608	492,608	Delivery of water to PV customers
PV CIP Fund	185,497	185,497	Appropriated for capital projects
PT Pipeline Fund	1,534,347	1,534,347	Delivery of water to PTP customers
PT CIP Fund	780,148	780,148	Appropriated for capital projects
<b>Total District Cash &amp; Investments</b>	<b>46,119,076</b>	<b>46,119,076</b>	

**United Water Conservation District**  
**Monthly Investment Report**  
**July 31, 2022**

<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	5,353,004	1	11.30%
US Bank - 2020 COP Bond Balance	11,527,890	1	24.34%
Petty Cash	4,400	1	0.01%
County Treasury	1,712	1	0.00%
LAIF Investments	30,475,302	1	64.34%
<b>Total Cash, Cash Equivalents and Securities</b>	<b>47,362,307</b>		<b>100.00%</b>
 <b>Investment Portfolio w/o Trustee Held Funds</b>	 <b>47,362,307</b>		
<b>Trustee Held Funds</b>	<b>-</b>		
<b>Total Funds</b>	<b>47,362,307</b>		

<b>Local Agency Investment Fund (LAIF)</b>	<b>Beginning Balance</b>	<b>Deposits (Disbursements)</b>	<b>Ending Balance</b>
	32,417,921	(1,942,619)	30,475,302
	<b>Interest</b>	<b>Interest</b>	
	<b>Earned YTD</b>	<b>Received YTD</b>	<b>Qtrly Yield</b>
	-	57,381	0.75%

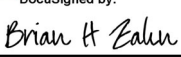
All District investments are shown above and conform to the District's Investment Policy. All investment transactions during this period are included in this report.  
 Based on budgeted cash flows the District appears to have the ability to meet its expenditure requirements for the next six months.

DocuSigned by:  
  
361223F9D982745E  
**Mauricio E. Guardado, Jr., General Manager**

8/31/2022  
**Date Certified**

**Anthony Emmert, Assistant General Manager**

**Date Certified**

DocuSigned by:  
  
6685DB362A674A3  
**Brian Zahn, Chief Financial Officer**

8/29/2022  
**Date Certified**



<b><i>United Water Conservation District</i></b>			
<b><i>Cash Position</i></b>			
<b>July 31, 2022</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	16,444,610	3,393,053	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		5,809,000	Designated for replacement, capital improvements, and environmental projects
		2,280,557	Supplemental Water Purchase Fund
General CIP Funds	7,001,673	7,001,673	Appropriated for capital projects
2020 COP Bond Funds	7,238,332	7,238,332	Reserved for CIP Projects
<b>Special Revenue Funds:</b>			<b>Revenue collected for a special purpose</b>
State Water Project Funds	5,405,860	5,405,860	Procurement of water/rights from state water project
<b>Enterprise Funds:</b>			<b>Restricted to fund usage</b>
Freeman Fund	314,496	314,496	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	1,571,432	1,571,432	Appropriated for capital projects
OH Pipeline Fund	4,340,825	4,340,825	Delivery of water to OH customers
OH CIP Fund	1,690,726	1,690,726	Appropriated for capital projects
OH Pipeline Well Replacement Fund	513,010	513,010	Well replacement fund
PV Pipeline Fund	472,470	472,470	Delivery of water to PV customers
PV CIP Fund	235,575	235,575	Appropriated for capital projects
PT Pipeline Fund	1,004,686	1,004,686	Delivery of water to PTP customers
PT CIP Fund	1,128,613	1,128,613	Appropriated for capital projects
<b>Total District Cash &amp; Investments</b>	<b>47,362,307</b>	<b>47,362,307</b>	



**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:** August 24, 2022 (September 6, 2022, meeting)

**Agenda Item: 9 Monthly Pipeline Delivery Reports  
(June 30, 2022, and July 31, 2022)  
Information Item**

---

**Staff Recommendation:**

The Committee will review and discuss the most current pipeline delivery report for June 30, 2022, and July 31, 2022, that are enclosed.

**Fiscal Impact:**

As shown.

**Discussion:**

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

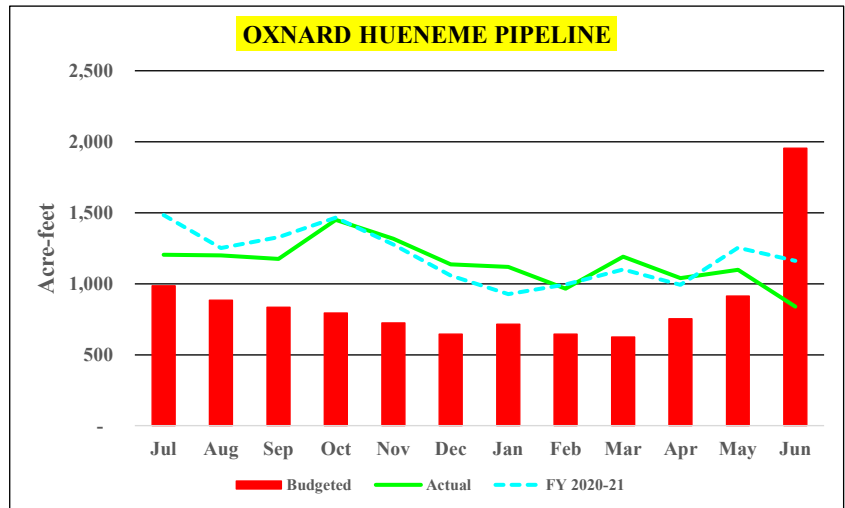
**Attachments:**

Attachment A – June Pipeline Delivery Report  
Attachment B – July Pipeline Delivery Report

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

<b>OH Pipeline 21-22</b>			
	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	965	320
Mar	625	1,191	566
Apr	755	1,040	285
May	915	1,099	184
Jun	1,955	838	(1,117)
Totals	10,480	13,737	3,257
YTD	10,480	13,737	3,257

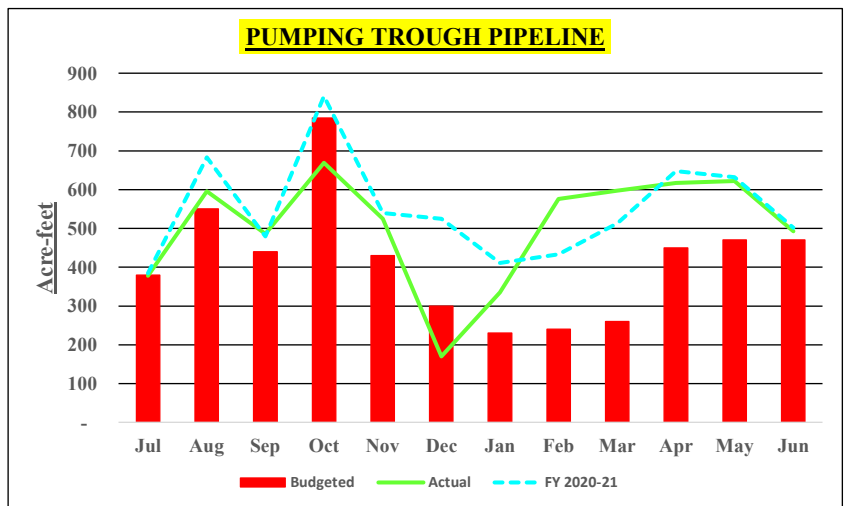
**YTD Actual to Budget: 31.1%**



<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	335	105
Feb	240	576	336
Mar	260	597	337
Apr	450	617	167
May	470	622	152
Jun	470	493	23
Totals	5,005	6,064	1,059
YTD	5,005	6,064	1,059

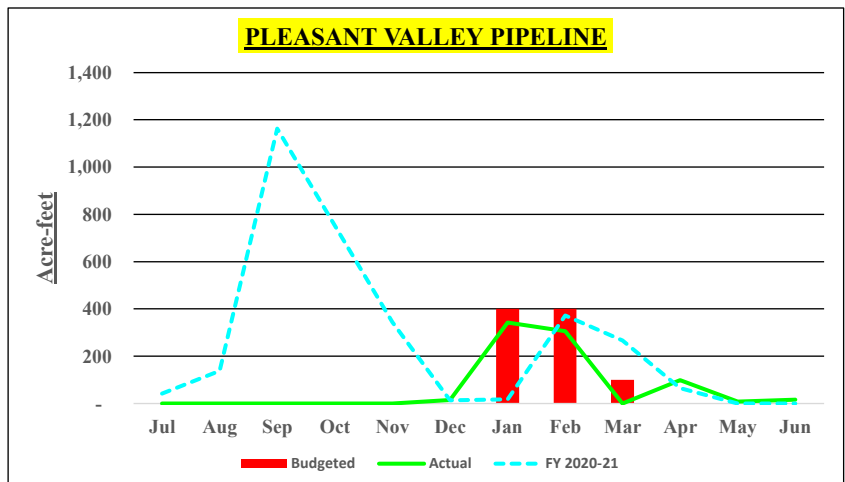
**YTD Actual to Budget: 21.2%**

1,059



<b>PV Pipeline 2021-22</b>			
	Projection	Actual	Difference
Jul	-	-	-
Aug	-	-	-
Sep	-	-	-
Oct	-	-	-
Nov	-	-	-
Dec	-	15	15
Jan	400	342	(58)
Feb	400	305	(95)
Mar	100	-	(100)
Apr	-	99	99
May	-	8	8
Jun	-	16	16
Totals	900	785	(115)
YTD	900	785	(115)

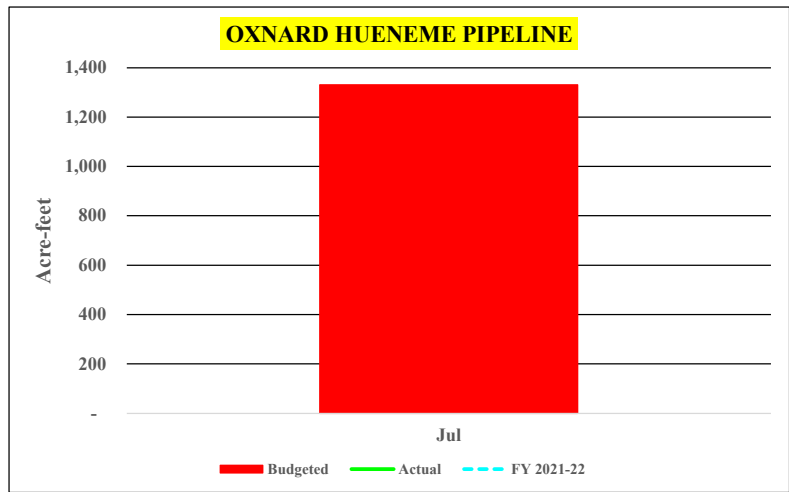
**YTD Actual to Budget: -12.8%**



**United Water Conservation District  
Pipeline Water Deliveries (Acre-feet)  
FY 2022-23 data thru July 31, 2022**

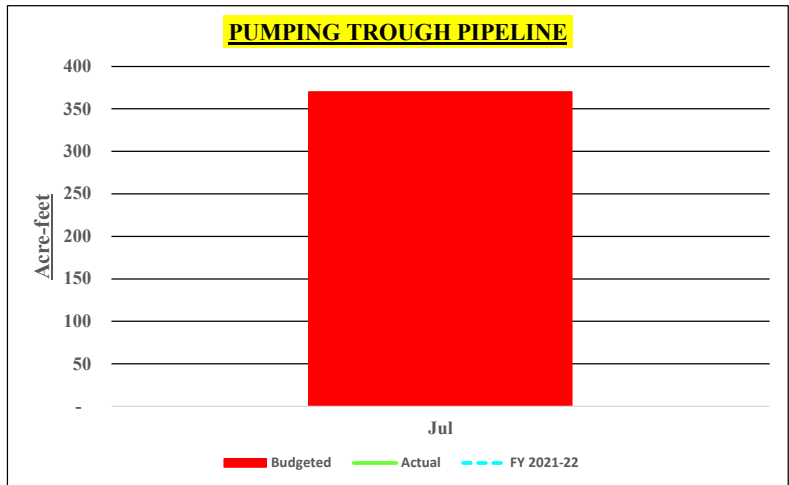
OH Pipeline 22-23			
	Projection	Actual	Difference
Jul	1,330	795	(535)
Aug	1,245		
Sep	1,155		
Oct	1,220		
Nov	1,030		
Dec	920		
Jan	950		
Feb	890		
Mar	960		
Apr	870		
May	1,050		
Jun	1,050		
Totals	12,670	795	(535)
YTD	1,330	795	(535)

**YTD Actual to Budget: -40.2%**



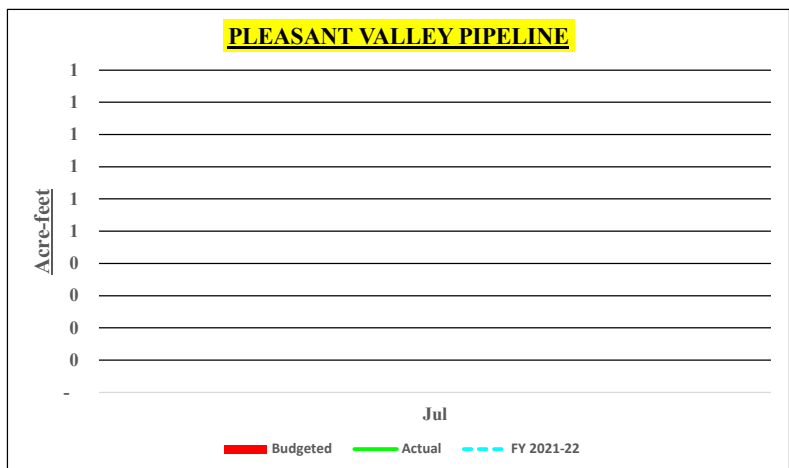
PT Pipeline 2022-23			
	Projection	Actual	Difference
Jul	370	309	(61)
Aug	570		
Sep	450		
Oct	770		
Nov	470		
Dec	300		
Jan	280		
Feb	370		
Mar	350		
Apr	480		
May	510		
Jun	480		
Totals	5,400	309	(61)
YTD	370	309	(61)

**YTD Actual to Budget: -16.5%**



PV Pipeline 2022-23			
	Projection	Actual	Difference
Jul	-	-	
Aug	-		
Sep	-		
Oct	-		
Nov	-		
Dec	-		
Jan	400		
Feb	400		
Mar	100		
Apr	-		
May	-		
Jun	-		
Totals	900	-	-
YTD	-	-	-

**YTD Actual to Budget: 0.0%**





### **Staff Report**

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

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

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

**Date:** August 24, 2022 (September 6, 2022, meeting)

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

---

### **Staff Recommendation:**

The Committee will 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) O. Mykiss CESA Listing
- 8) 5<sup>th</sup> Amendment Takings Claim
- 9) Wishtoyo Litigation
- 10) All legal fees
- 11) All professional fees (excluding legal fees)
- 12) Summary of Board Motion Item(s) 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 (Attachment A) provides data through June 30.

### **Fiscal Impact:**

As shown.

### **Attachments:**

Attachment A – Consolidated Cost Summary

Attachment B – Summary of Board Motion Items with Fiscal Impact

**United Water Conservation District  
Consolidated Cost Summary Report  
Through June, 2022**

Fiscal Year	FERC License	PMF Study	Gen/Water Conservation Environmental	Freeman Environmental	Quagga Mussels	City of Ventura Lawsuit *	O. Mykiss CESA Listing	Takings Claim	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	-	259,432	2,301,320	4,841,413	2,115,988	6,957,400
2021-22	731,766	777,246	44,037	385,341	394,269	394,491	-	237,376	1,182,593	2,957,128	1,827,256	4,784,384
<b>Report Total</b>	<b>9,245,194</b>	<b>5,237,140</b>	<b>5,016,077</b>	<b>8,042,784</b>	<b>3,221,065</b>	<b>3,996,560</b>	<b>-</b>	<b>496,808</b>	<b>13,397,408</b>	<b>24,314,189</b>	<b>22,471,337</b>	<b>46,785,526</b>
<b>Previous Report Total</b>	<b>9,161,187</b>	<b>4,988,193</b>	<b>5,012,238</b>	<b>7,974,454</b>	<b>3,174,190</b>	<b>3,783,409</b>	<b>-</b>	<b>414,913</b>	<b>13,792,233</b>	<b>24,210,360</b>	<b>22,105,493</b>	<b>46,315,853</b>
<b>Current Activity</b>	<b>84,007</b>	<b>246,935</b>	<b>3,840</b>	<b>68,330</b>	<b>46,875</b>	<b>213,151</b>	<b>-</b>	<b>81,895</b>	<b>335,919</b>	<b>103,829</b>	<b>365,844</b>	<b>469,672</b>

\* Does not include City of San Buenaventura judgment

**Current Activity Narrative:**

- FERC - The activity for June (\$84K) was primarily spent on staff time (\$27K) and professional fees for the fish passage (\$57K).
- PMF - The activity for June (\$247K) was spent primarily on staff time (\$5K), professional fees (\$233K) and permitting fees (\$9K).
- Gen/Wtr Cons - The activity for June (\$4K) was spent on staff time.
- Freeman - The activity for June (\$68K) was spent primarily on staff time (\$53K) and professional fees (\$15K) related to HCP support.
- Quagga - The activity for June (\$47K) was spent primarily on staff time (\$18K), professional fees (\$26K), and supplies (\$3K) related to quagga mussel eradication and the scientific dive agreement.
- Ventura - There were legal costs of \$213K associated with the settlement of the City of Ventura Lawsuit.
- Takings Claim - There were legal costs of \$82K associated with the Takings Claim.
- Wishtoyo - The activity for June (\$336K) 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 and the City of Ventura Lawsuit.
- Other Prof Fees - Includes all contracted professional fees except legal fees. These fees were dominated by fish passage and administrative costs.

## BOARD MOTION ITEMS with FISCAL IMPACT

Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
5.4	Engineering	Authorize a Contract with GEI Consultants, Inc. to Develop the 90% Design Phase of the Santa Felicia Dam Outlet Works Improvement Project	Y	051-400-81020-8002-815	\$1,502,018	N/A
5.5	Engineering	Authorize a Contract with GEI Consultants, Inc. to Develop the 60% Design Phase of the Santa Felicia Dam Spillway Improvement Project	Y	051-400-81020-8003-815	\$917,004	N/A
5.6	Operations and Maintenance	Five-year Purchase of State Water from Casitas Municipal Water District. *Fiscal impact is based on a scale of 5-100% of deliveries of Table A allocations	Y	120-910-56015	\$250,000 – \$2,875,000	N/A
				<b>TOTAL</b>	<b>\$2,669,022 – \$5,294,022</b>	



### **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, Risk and Safety Manager  
Kris Sofley, Executive Assistant/Clerk of the Board

**Date:** August 30, 2022 (September 6, 2022, meeting)

**Agenda Item:** 11 **Monthly Administrative Services Department Report**  
**Information Item**

---

#### **Staff Recommendation:**

The Committee will receive and review this staff report from the Administrative Services Department regarding its activities for the months of July and August 2022.

#### **Discussion:**

##### **Finance**

- Collected over \$5.4 million in payments for groundwater pumping in July.
- Continued the billing and estimate process for groundwater which will be completed the first week of September.
- Communicated with Department Managers their FY 2021-2022 total spend and created their Budget-to-Actuals reports and analysis.
- Began the fiscal year-end close process for FY 2021-2022.
- Planned for auditor year-end fieldwork which will take place in the second half of September.
- New Accountant II continued training on Accounts Payables.

##### **Administrative**

- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the UWCD's Recreation Committee and Executive Committee meetings as well as the regular UWCD Board meeting and a Special Board Meeting in July.
-



- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the Fillmore and Piru Basins Groundwater Sustainability Agency's Regular Board meeting July.
- Provided administrative assistance and technical support for the August 2 VCSDA membership meeting in the UWCD Boardroom.
- Continued to host the Santa Clara River Watershed Committee meeting at the UWCD Boardroom with support from Administrative staff and IT Manager.
- Coordinated with AWA VC on an Emergency Subcommittee meeting at UWCD's Boardroom.
- Coordinated with University of California Cooperative Extension's Irrigation and Water Resources Advisor on a half-day water irrigation and fertilizer workshop utilizing the UWCD Boardroom (August 31). The event attracted some 60+ participants comprised of farmers and consultants.
- Organized a student tour of the Freeman Diversion for 16 students and chaperones from the Nyland Promise organization (including Oxnard Harbor Commissioner Mary Ann Rooney). Tour was led by O&M's Chris Hendricks and "goodie bags" with water conservation tips, stickers, a leak detector system and rain gauge along with colored pencils and water conservation coloring sheets were provided to tour participants.
- Admin Team also coordinated Directors and Staff travel, accommodation, and participation at the 2022 CSDA Conference in Palm Desert (August 22-25); assisted with the development of the collaborative presentation presented by UWCD and Palmdale Water District to CSDA attendees (August 24); and Staff visits to the Bureau of Reclamation and University of Iowa to evaluate modeling efforts for fish passage alternatives; in addition to individual training and event participation.

**Human Resources**

- Processed evaluations for months of July and August including end of fiscal year evaluations.
  - Processed employee payroll changes into Incode (address change, tax changes, changes in deductions, base pay, and cash out requests).
  - Working with Special District Risk Management Authority (SDRMA) on several insurance claims submitted regarding minor vehicle damage and fence damage.
  - Coordinated several mandated Department of Transportation tests required for Class A License holders in July for the third quarter.
  - Completed end of fiscal year tasks (July):
    - Coordinated Administrative Leave (memos and PAFs)
    - Prepared for Cost-of-Living increases for staff members
    - Prepared housing increases for District housing
    - Updated Workers Compensation rates for new fiscal year
  - Working on sending out open enrollment information for 2023 calendar year.
  - Distributed final Cost-of-Living Adjustment notices to staff for our new fiscal year.
-

- Began working on new healthcare rates in preparation of upcoming CalPERS Healthcare Open Enrollment period.
  - Entered new fiscal year 2022-23 rates into Incode and, subsequently, updated rates on all platforms and adjusted group life rates.
  - Worked on recruitment for the following positions:
    - Season Park Ranger Assistant (onboarded three employees)
    - Accountant II (Brenda Sanchez who is replacing retiring Accountant III Steve Trocino)
      - Great example of our relationship with staff and succession planning efforts in practice.
    - Environmental Services Manager (currently accepting applications)
    - Park Ranger III (internal promotion)
    - Park Ranger Cadet (initial interviews held, second phase physical exams scheduled for September 9 after the busy Labor Day weekend)
    - Environmental Services Lead Field Technician (internal promotion)
    - Environmental Services Manager (currently reviewing applications)
    - Environmental Services Field Technician (interviews held week of August 8; selection pending approval)
    - Administrative Assistant III (internal promotion(s) and external selection)
    - Engineer - Part Time (new hire set to start August 22)
    - Receptionist (internal promotion)
    - Water Treatment Operator IV (internal promotion)
    - Supervising Hydrogeologist (internal promotion)
    - Principal Environmental Scientist (internal promotion)
  - Presented “Facing up to Stress” and the Districts Employee Assistant Program at the July monthly safety meeting.
  - Continued training with NEOGOV team on new Human Resources processing coming to the District.
  - The 457 Plan has begun a transition initiation period, and recurring calls with Lincoln are taking place weekly. Anticipated timeline of completion is late October 2022.
  - Attended an introductory call with SHOEBOX Audiometry.
  - Started planning for Accountant III Steve Trocino’s retirement luncheon and recognition.
  - Collaborated with Technology Systems to create a digital new hire form.
  - Completed verification of employment and requests for enrollment into our current 457 Plan from staff members.
-

**Safety and Risk Management**

- Transitioned annual occupational hearing testing from utilizing third-party contractor to internal. Completed testing of staff covered within District's Hearing Conservation Program and consulted testing results with program supervisor (who is a licensed audiologist), as required by Cal/OSHA. Also covered a refresher on hearing conservation during safety meeting.
- Supported Oxnard Police Department with video surveillance request.
- Participated in interview panels for Receptionist and Park Ranger Cadet positions. Also assisted with review of Administrative Assistant III candidates.
- Completed American Red Cross CPR Instructor Renewal for the latest revision (course content) and earned new Instructor Certificate.
- Managed/Responded to COVID-19 cases.
- Supported District's response to cyber security inquiries.
- Delivered an overview of cyber security resources to regional water agencies alongside counterpart from Calleguas during the July AWA VC Emergency Subcommittee Meeting.
- Partnered with Engineering, Recreation, and O&M Departments on hosting the Annual Law Enforcement Security Meeting at Santa Felicia Dam.
- Provided initial support to Engineering Department with EAP Tabletop and Functional Exercise Planning.
- Provided ongoing support of Security Systems Capital Improvement Project alongside Control Systems and IT teams.
- Assisted with procurement of new gas detector device and applied for \$1,000 SDRMA Loss Prevention Fund to offset costs.




**Technology Systems**

- Technology Systems staff initiated Lake Piru network improvements including new logical networks for device and security zone segmentation using districts most recent radio equipment installed over the last few months with the support of O&M's Electrical and Instrumentation Teams. Technology Systems and the O&M Instrumentation Teams cut over to UWCD's owned and operated microwave radio links that bridge the Saticoy shop facility to our Lake Piru Santa Felicia Dam Project. Migrating away from the shared networks owned and operated by the Ventura County Sheriff's Technology and Communications Teams.
  - Worked with O&M team to upgrade firewalls and improve the network for personnel working at the Saticoy facility. Future network improvements will support additional projects aimed at enhancing our technology infrastructure and performance at the Saticoy and Freeman facilities.
  - Received additional audio/visual equipment that had been on back order for nine months and installed additional wireless microphones inside the UWCD HQ Board Room maxing out the limitations at 16 independent audio channels. Audit and video enhancements are in
-

various planning and execution stages and are expected to be completed before the end of this calendar year. For example, more refined and simplistic room controls in addition to supporting three new camera positions for virtual and hybrid meetings.

- Technology Systems, Human Resources, and Risk and Safety staff compiled a district response to a cyber inquiry made to the District from the Ventura County Grand Jury to water agencies within its jurisdiction.
- Staff supported the Financial Audit teams request made to the for information on technology policies, procedures, controls, and understanding of the state of United's technology environment and their impact on financial systems.
- UWCD Headquarters underwent an improvement effort managed from the I&E Department to equip the facility with a generator transfer switch. This effort required headquarters to undergo a planned power outage. Technology Systems staff supported the engagement by preforming a controlled technology shutoff and startup post-completion of the installation services.
- Provided technology support for the implementation of additional network video recording devices across district facilities in support of the ongoing improvements to the District's physical Security Program.
- Processed several requests for new accounts and equipment for the recently filled positions or new staff recently hired with the district. Staff has incorporated its lifecycle management plan of the equipment into consideration and has deployed modernized hardware to new and existing staff that meet the benchmarks.
- Assisted in onboarding three new employees.
- Technology Systems staff developed, in conjunction with Human Resources, a new onboarding process that will provide awareness and process control measures to the effort. The process utilizes Microsoft SharePoint and Microsoft Power Automate for the information intake, processing, and messaging.
- Developed Standard Operating Procedure for Radio Communications that will soon be implemented at the park ranger facility.
- Monthly ticket overview summarized on below:



Monthly ticket priority overview - 2022

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 High	0	0	0	0	2	1	1	0	/	/	/	/	4
 Low	11	9	20	45	51	44	24	21	/	/	/	/	225
 Medium	0	0	0	4	3	2	1	2	/	/	/	/	12
<b>Total</b>	<b>11</b>	<b>9</b>	<b>20</b>	<b>49</b>	<b>56</b>	<b>47</b>	<b>26</b>	<b>23</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>241</b>











## Monthly Administrative Services Department Report

### Information Item

Monthly ticket source overview - 2022

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 Email	11	8	19	44	41	39	25	15	/	/	/	/	202
 Website	0	1	1	5	15	8	1	8	/	/	/	/	39
<b>Total</b>	<b>11</b>	<b>9</b>	<b>20</b>	<b>49</b>	<b>56</b>	<b>47</b>	<b>26</b>	<b>23</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>241</b>

Monthly ticket type overview - 2022

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 Alerts and Advisories	0	1	5	2	0	0	0	0	/	/	/	/	8
 E-Mail Phishing and Spam	0	0	0	0	2	0	1	0	/	/	/	/	3
 Employee Information Update	0	0	0	0	0	6	3	0	/	/	/	/	9
 IT Projects and Change Management	0	0	0	1	7	3	0	1	/	/	/	/	12
 IT Purchase Request	1	2	0	3	6	1	1	0	/	/	/	/	14
 IT Services and Support	10	4	12	41	39	37	21	22	/	/	/	/	186
 Network   Port patching	0	0	1	0	0	0	0	0	/	/	/	/	1
 New employee	0	2	2	2	0	0	0	0	/	/	/	/	6
 Offboarding   Disable Account	0	0	0	0	1	0	0	0	/	/	/	/	1
 SCADA Proj. and Change Management	0	0	0	0	1	0	0	0	/	/	/	/	1
<b>Total</b>	<b>11</b>	<b>9</b>	<b>20</b>	<b>49</b>	<b>56</b>	<b>47</b>	<b>26</b>	<b>23</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>/</b>	<b>241</b>