



Board of Directors  
Bruce E. Dandy, President  
Sheldon G. Berger, Vice President  
Lynn E. Maulhardt, Secretary/Treasurer  
Mohammed A. Hasan  
Catherine P. Keeling  
Gordon Kimball  
Daniel C. Naumann

General Manager  
Maunicio E. Guardado, Jr.

Legal Counsel  
David D. Boyer

**AGENDA**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**Monday, May 1, 2023, at 9:00 a.m.**  
**UWCD Headquarters, First Floor, Board Room**  
**1701 N. Lombard Street, Oxnard, CA 93030**

**CALL TO ORDER – OPEN SESSION 9:00 a.m.**

**Committee Members Roll Call**

**1. Public Comment**

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

**2. Approval of Agenda  
Motion**

**3. Approval of Minutes  
Motion**

The Committee will review the Minutes from the April 3, 2023, Finance and Audit Committee meeting and approve as submitted or direct staff to revise as necessary to accurately reflect the discussion and action(s) taken during the meeting.

**4. May 17, 2023, Board Meeting Agenda Item(s)**

The Committee will review and discuss the following agenda items to be considered for approval at the May 17, 2023, 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:

**4a. Approving the use of the State Water Fund to Pay Casitas Municipal Water District  
State Water Invoice on July 1, 2023**

**Board Motion**

The Committee will consider recommending approval of the motion to the full Board allowing United Water Conservation District (United) use of the State Water Fund to pay Casitas Municipal Water District's (Casitas) State Water invoice on July 1, 2023.

**5. Monthly Investment Report (March 2023)  
Information Item**

The Committee will receive, review and discuss the Districts' investment portfolio and cash position as of March 31, 2023.

**6. Monthly Pipeline Delivery Report (March 2023)  
Information Item**

The Committee will receive, review and discuss the Districts' pipelines' water activities as of March 31, 2023.



## Finance and Audit Committee Meeting AGENDA

May 1, 2023

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**7. Board Requested Cost Tracking Items****Information Item**

The Committee will receive and review the costs through March 31, 2023, 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.

**8. 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.

**9. Future Agenda Items**

The Committee will suggest topics or issues for discussion on future agendas.

**ADJOURNMENT****Directors:**

Chair Lynn E. Maulhardt  
Sheldon G. Berger  
Catherine P. Keeling

**Staff:**

Mauricio E. Guardado, Jr.  
Josh Perez  
Zachary Plummer  
Tony Huynh  
Ed Reese

Anthony Emmert  
Brian H. Zahn  
Daryl Smith  
Ambry Tibay  
Jackie Lozano

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

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

Mauricio E. Guardado Jr., General Manager

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

DocuSigned by:

Brian H. Zahn

Brian H. Zahn, Chief Financial Officer

**Posted: (date)** April 27, 2023**(time)** 1:45 p.m.**(attest)** Jackie Lozano**At:** [www.unitedwater.org](http://www.unitedwater.org)**Posted: (date)** April 27, 2023**(time)** 2:00 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, April 3, 2023, at 9:00 a.m.**  
**UWCD Headquarters, Board Room**  
**1701 N. Lombard Street, Oxnard, CA 93030**

**COMMITTEE MEMBERS PRESENT:**

Lynn E. Maulhardt, chair  
Sheldon G. Berger, director  
Catherine P. Keeling, director

**STAFF PRESENT:**

Mauricio Guardado, Jr., general manager  
Anthony Emmert, assistant general manager  
David Boyer, legal counsel  
Marissa Caringella, environmental services manager  
Jackie Lozano, administrative assistant  
Josh Perez, chief human resources officer  
Zachary Plummer, technology systems manager  
Daryl Smith, controller  
Ambry Tibay, senior accountant  
Brian Zahn, chief financial officer

**PUBLIC PRESENT:**

None.

**OPEN SESSION 9:02 a.m.**

Chair Lynn Maulhardt called the meeting to order at 9:02 a.m.

**Committee Members Roll Call**

The Clerk called roll. All Committee members were in attendance.

**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 Keeling.  
Voice vote, three ayes (Berger, Keeling, Maulhardt); none opposed. Motion carries, 3/0.

**3. EXECUTIVE (CLOSED) SESSION 9:03 a.m.**

Chair Maulhardt moved the Committee into Executive (Closed) Session at 9:03 a.m.

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

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



## **SECOND OPEN SESSION 9:11 a.m.**

### **4. Oral Report Regarding Executive (Closed) Session**

Legal counsel David Boyer stated that the Committee took no action in the Executive (Closed) Session that is reportable under the Ralph M. Brown Act.

### **5. Approval of Minutes**

The Committee received and reviewed the draft Committee meeting Minutes of February 27, 2023. Motion to approve the Committee meeting Minutes, Director Berger; Second, Keeling Maulhardt. Voice vote, three ayes (Berger, Keeling, Maulhardt); none opposed. Motion carries, 3/0.

### **6. April 12, 2023, Board Meeting Agenda Items**

The Committee reviewed and discussed the following agenda items to be considered for approval at the April 12, 2023, Board of Directors meeting:

#### **6a. Approving the Appointment of Lance, Soll & Lunghard, LLP Board Motion**

The District's Chief Financial Officer Brian Zahn summarized the Board motion for the Committee for their consideration. There were comments from Chair Maulhardt and Director Berger regarding special services the auditor offers. Although Director Berger would move forward with recommending approval of the new auditing firm, he does not discourage staff from taking a second look at their services in the future. Chair Maulhardt requested, if the new auditors were going to request additional funding for other services, then those services need to go through the general manager. After further discussion among the Committee and staff regarding the ranking criteria and selection process, the Committee members agreed to recommend the motion to the full Board of Directors for their approval.

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

### **7. Monthly Investment Report (February 2023)**

#### **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.

### **8. Pipeline Delivery Report (February 2023)**

#### **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.



## **9. Board Requested Cost Tracking Items**

### **Information Item**

The Committee members received and reviewed the costs-to-date that the District had 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 the professional fees over the past several fiscal years; and
- e) a 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.

## **10. 2023-24 Preliminary Budget Review**

### **Information Item**

The Committee received a presentation from Mr. Zahn on the District's preliminary budget for fiscal year 2023-24 (presentation attached). Director Berger asked for clarification on the variance between the OH and PTP pipeline. Mr. Zahn responded the variance may possibly be due to the growth of users taking less water. He also mentioned it was difficult to come up with a projection but would continue to research for answers and work with the Water Resources Department. Chair Maulhardt raised questions regarding possible issues with the PTP and if that too would be at risk. The concern he had was the potential of the high cost PTP would incur if required to rebuild and suggested staff to keep an eye on it. There was also discussion among the Committee and staff regarding conveyance of water and the ideas of ways to repurpose the PTP. It was not requested by the Committee to act now but mentioned to slowly look at over time. General Manager Mauricio Guardado mentioned he would like to view the data on landowner pumping rates to see if they have increased or decreased. Finance staff would reach out to Water Resources for answers. Assistant General Manager Tony Emmert gave an example of a real scenario for the Committee to consider regarding the delta and how different scenarios could be in play. Also mentioned by the Committee, how valuable the internal mentorship was at UWCD, asset management analyses, and service life of equipment. Upon the conclusion of the presentation, the Committee offered their suggestion on what to bring forward to the Board. Present, but tailor it down a bit.

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

## **11. Monthly Administrative Services Update**

### **Information Item**

The Finance Department monthly update was presented by Mr. Zahn. Chief Human Resources Officer Josh Perez presented updates on Administration, Human Resources, Risk Management, and Information Technology (presentations attached).

The Committee members inquired about the vacant space for rent at Headquarters and offered their input on the tours that have taken place at the Santa Felicia Dam and at Freeman Diversion. Chair Maulhardt commented, the tours told a great story and of the activities taking place. He recognized Chief Park Ranger Clayton Strahan on a wonderful job he did narrating for the guests



while on the tour. Additionally, guests were impressed on the complexity of the District's work, eye opening for some and drawing excitement in others. Overall, District staff did a good job. Mr. Perez continued with his presentation. Chair Maulhardt offered his suggestion regarding the use of body cameras in the workplace. He inquired if it would be appropriate to have a body camera on Operations and Maintenance employees when they are performing critical work outside of their normal duties. It may be a useful tool to assist with mitigating issues and analyzing District work processes.

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

## **12. Future Agenda Items**

Chair Maulhardt asked the Committee members if there were any agenda items they wished to bring forward to future meetings.

- Research policy on the use of employee body cameras.

There were no further comments or questions from the Committee.

## **ADJOURNMENT 10:29 a.m.**

Chair Maulhardt adjourned the meeting at 10:29 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 April 3, 2023.

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



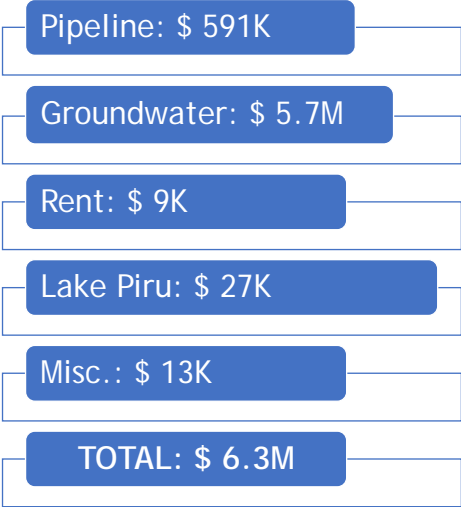


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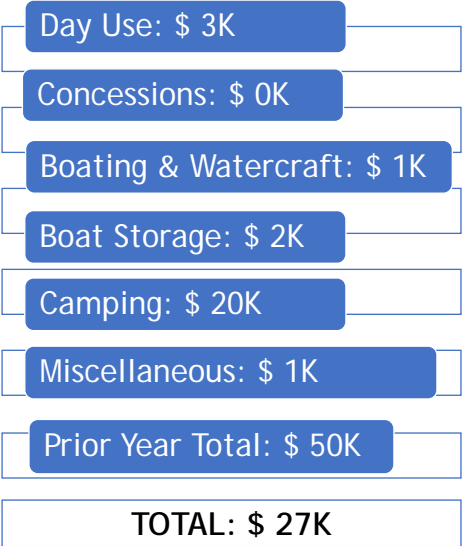
UWCD Cash Collections - February



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Lake Piru Cash Collections - February



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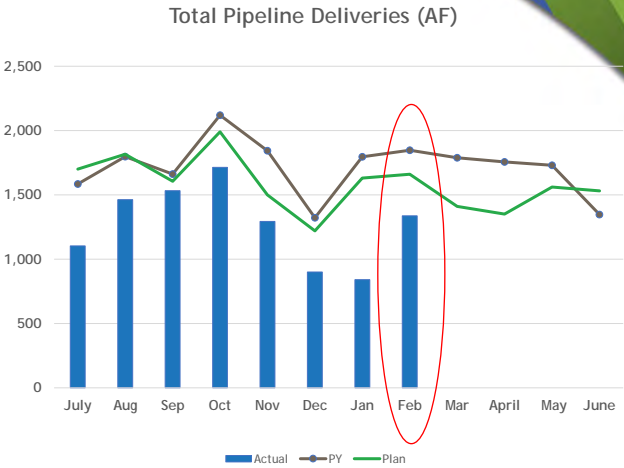
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February 2023 Pipeline

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$ 663K	674	890	(216)
PT	\$ 211K	350	370	(20)
PV	\$ 79K	313	400	(87)

- Year-to-date February deliveries are 22% below Plan and 27% below PY




Board Motion Items with Fiscal Impact

Motion No.	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
5.1	Finance	Change in Auditors - 3 Years	Y	110-52280	\$139,896	-
5.2	Engineering	O-H Well Replacement Program - El Rio Water Well No. 20 Construction Contract	Y	452-400-81060-8000	\$849,283	-
TOTAL					\$989,179	



## Finance Department Updates

- Met with General Manager, Assistant General Manager, and Department Managers to discuss FY 2023-24 Preliminary Budget.
- Continue to work on FY 2023-24 Budget and Rate Development process. FY 2023-24 Proposed Budget should be ready for the Finance Committee to review on May 1, 2023.
- Working with Auditors to complete FY 2022-23 Single Audits for Federal Grants received. Target completion date March 31, 2023.
- Filed annual State Controller’s Compensation Report on January 31, 2023.
- New Accountant II continued training on Accounts Payables and Purchase Order processes.



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## Administrative Update

Josh Perez  
Chief Human Resources Officer

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## Human Resources

- Participated in Labor Negotiations with Local SEIU 721.
- Successfully scheduled and onboarded personnel for the following positions:
  - Environmental Scientist–Regulatory Affairs (May 15)
  - Accountant II (April 17)
  - Recharge O&M Worker I (April 17)
- Interviewed and onboarded four Seasonal Park Ranger Assistant staff members for the Lake Piru Recreation Area team.
- Collaborated with IT/Risk and Safety for planning of deployment of First Net Devices.
- Attended the AALRR 2023 Employment Law Conference.



## Current Employee Recruitments

**Accounting Technician**

Closed 3/27/2023  
interviews to be  
scheduled

**Hydrologist**

Closed 3/27/2023  
interviews to be  
scheduled

**Park Ranger Cadet**

Position closed  
3/23/2023  
interviews  
scheduled



## Risk Management

- Attended SDRMA Education Day, resulting in a District cost-savings to Property/Liability and Worker’s Compensation Premiums totaling \$8,904.
- Participated in CISA Security and Infrastructure Security Dam and Levee Protection Training.
- Participated in Exploratory Call with FEMA on disaster recovery grant funding efforts and continued coordination of District’s disaster recovery efforts.
- Coordinated EOC Activation for March storm event and potential spill and served as duty officer.
- Provided Valley Fever Training to staff at monthly safety meeting.
- Collaborated with IT on security gate intercom system installation and implementation.

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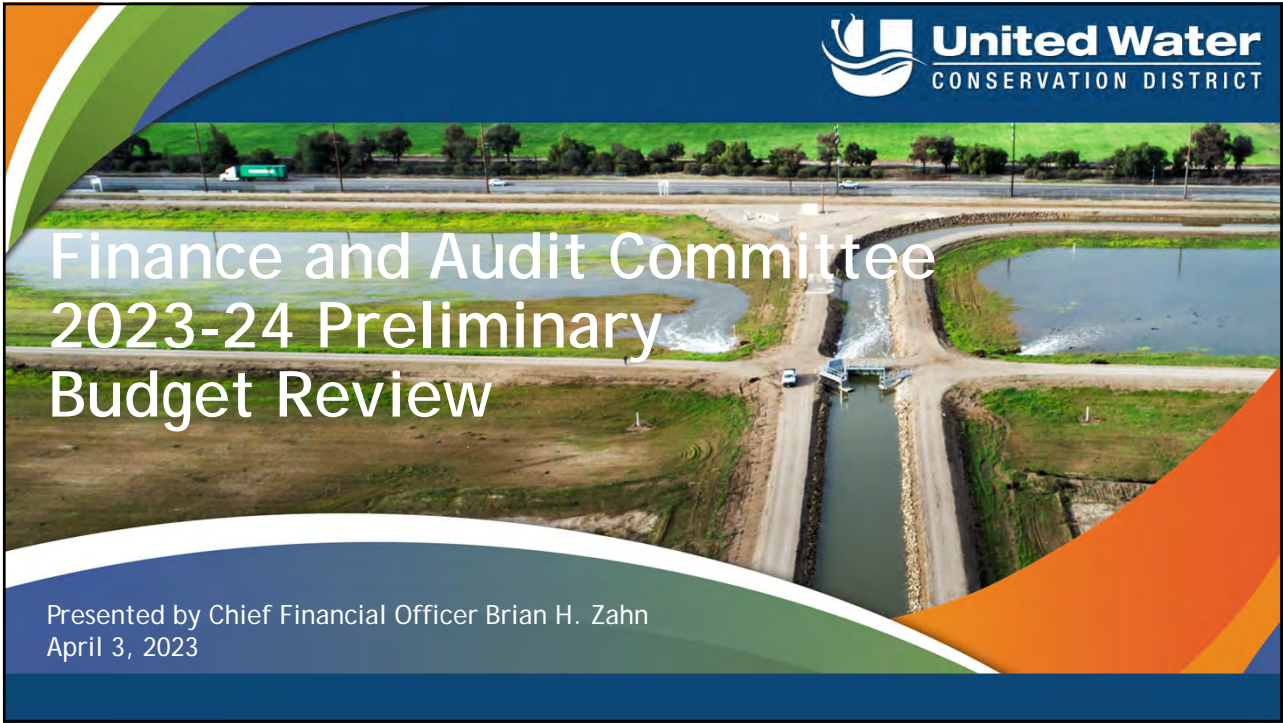
## Information Technology

- Upgraded the Microsoft Exchange Server.
- Successfully tested and deployed our new traveling virtual conference system.
- Completed the Santa Felicia Dam (SFD) Genetec upper and lower gate deployment and troubleshooting.
- Deployed SFD Genetec monitoring station.
- Partnered with Risk Management in implementation of new body-worn cameras for Park Ranger staff.

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Revenue

	10 / 50 General/Water Conservation Fund	110 State Water Fund	120 Water Purchase Fund	420 Freeman Fund	450 OH Pipeline Fund	460 PV Pipeline Fund	470 PT Pipeline Fund	Total
in USD '000's								
Proposed Budget 2023-24								
Property Tax	3,097	5,466	-	-	-	-	-	\$ 8,563
Water Deliveries	1,472	-	-	1,591	7,781	422	2,286	\$ 13,552
Groundwater	12,609	-	-	6,328	-	-	-	\$ 18,937
Other	9,490	67	1,632	655	771	22	263	\$ 12,899
Revenue	\$ 26,668	\$ 5,533	\$ 1,632	\$ 8,574	\$ 8,551	\$ 444	\$ 2,549	\$ 53,950
Budget 2022-23								
Property Tax	2,838	2,041	-	-	-	-	-	\$ 4,879
Water Deliveries	2,436	-	-	1,507	3,550	362	2,228	\$ 10,083
Groundwater	12,951	-	-	3,784	-	-	-	\$ 16,735
Other	4,344	12	1,095	763	4,560	8	604	\$ 11,386
Revenue	\$ 22,569	\$ 2,053	\$ 1,095	\$ 6,053	\$ 8,109	\$ 370	\$ 2,833	\$ 43,083
Variance								
Property Tax	259	3,425	-	-	-	-	-	\$ 3,684
Water Deliveries	(964)	-	-	84	4,231	60	58	\$ 3,468
Groundwater	(342)	-	-	2,544	-	-	-	\$ 2,202
Other	5,146	55	537	(107)	(3,789)	14	(342)	\$ 1,514
Revenue	\$ 4,099	\$ 3,480	\$ 537	\$ 2,521	\$ 442	\$ 73	\$ (284)	\$ 10,868

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Groundwater AF

GROUNDWATER

	FY 18-19 Actual 18-2	FY 19-20 Actual 19-2	FY 20-21 Actual 20-2	FY 21-22 Actual 21-2	FY 21-22 Actual 22-2	FY 23-24 Projection 23-2	Average 5-Year Average
July - Dec							
Zone A AG	37,752	35,909	43,600	38,754	37,471	37,923	38,697
Zone B AG	33,691	33,173	31,743	29,504	29,519	30,895	31,526
Zone A M&I	7,402	7,185	6,929	6,556	6,819	6,839	6,978
Zone B M&I	7,308	7,328	8,552	7,076	10,238	7,938	8,100
Total	86,153	83,595	90,823	81,890	84,046	83,595	85,301
% of FY Total	62.7%	58.9%	54.3%	53.1%	53.8%	56.3%	56.3%
Jan - June							
	Actual 19-1	Actual 20-1	Actual 21-1	Actual 22-1	Projection 23-1	Projection 24-1	5 yr average
Zone A AG	20,238	25,187	36,091	33,611	33,611	29,153	29,748
Zone B AG	18,624	20,481	27,003	23,581	23,581	22,201	22,654
Zone A M&I	5,791	5,635	5,728	6,668	6,668	5,976	6,098
Zone B M&I	6,505	7,001	7,516	8,438	8,438	7,428	7,580
Total	51,159	58,304	76,338	72,298	72,298	64,758	66,079
% of FY Total	37.3%	41.1%	45.7%	46.9%	46.2%	43.7%	43.7%
FY Total	137,312.10	141,898.83	167,161.30	154,187.58	156,344.27	148,353.20	151,380.82

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Pipeline PTP (AF)

PTP								
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projected 2023-24	5-year Average
Jul	461.73	349.60	381.90	385.32	378.15	309.00	330.00	360.79
Aug	627.67	576.67	554.17	683.23	596.03	591.42	550.00	600.30
Sep	480.07	489.15	492.00	479.71	485.81	555.90	450.00	500.51
Oct	976.15	766.82	877.62	841.04	669.20	786.16	720.00	788.17
Nov	513.63	487.80	425.33	540.08	525.37	475.13	450.00	490.74
Dec	535.70	214.37	175.93	524.51	170.24	204.30	230.00	257.87
Jan	314.13	180.08	247.04	410.81	334.79	152.70	240.00	265.08
Feb	393.64	130.35	447.03	433.48	576.13	576.13	390.00	432.62
Mar	206.96	258.58	305.68	512.75	596.85	596.85	410.00	454.14
Apr	539.26	428.41	396.58	648.21	617.25	617.25	480.00	525.94
May	568.43	377.82	561.72	632.48	621.97	621.97	500.00	552.48
June	530.88	395.35	538.14	501.80	492.66	492.66	450.00	491.77
Total	-	4,655	5,403	6,593	6,064	5,979	5,200	5,720

9% less than 2022-23

Pipeline OH (AF)

ALL OH SYSTEM								
	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	5-year Average	2023-24
Jul	1,103.97	1,211.09	1,240.24	1,484.10	1,205.48	794.49	1,187.08	1,009.02
Aug	1,155.69	1,041.62	1,173.79	1,251.46	1,200.96	870.33	1,107.63	941.49
Sep	1,092.51	765.22	1,067.65	1,328.00	1,174.77	975.64	1,062.26	902.92
Oct	964.01	917.50	988.85	1,467.38	1,449.96	926.65	1,150.07	977.56
Nov	748.51	720.17	806.09	1,277.97	1,317.58	817.63	987.89	839.70
Dec	560.98	600.48	811.61	1,059.27	1,136.81	687.68	859.17	730.30
Jan	838.23	696.79	857.87	927.37	1,118.58	603.11	840.74	714.63
Feb	815.34	617.32	844.36	996.27	965.04	965.04	877.61	745.96
Mar	740.63	768.68	749.27	1,100.51	1,190.89	1,190.89	1,000.05	850.04
Apr	952.50	1,056.05	854.51	993.09	1,039.58	1,039.58	996.56	847.08
May	1,236.49	1,021.32	1,190.35	1,253.99	1,098.96	1,098.96	1,132.72	962.81
June	1,193.32	1,037.32	1,265.51	1,161.60	838.49	838.49	1,028.28	874.04
Total	11,402.18	10,453.56	11,850.10	14,301.01	13,737.11	10,808.49	12,230.05	10,395.55

15% less than 2022-23



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Personnel Costs					
United Water Conservation District					
Total Personnel Costs					
	Actual	Projected	Proposed	Variance	Variance
	FY 2021-22	FY 2022-23	Budget		
	FY 2023-24			\$\$\$	%
(\$ thousands)					
Regular Salaries	7,722	8,232	8,884	652	7.4%
Part-Time Salaries	352	449	614	165	45.9%
Overtime Salaries	136	224	245	21	8.9%
Employee Benefits	3,308	4,173	4,549	376	8.7%
Total Personnel Costs	11,518	13,078	14,292	1,214	9.2%
Full-Time Equivalent District Positions	73.00	73.00	75.00		
Budget Assumptions 2023-24					
COLA 4%	\$160K	Medical 6%	\$ 35K		
Merit 5%	\$194K				
Promotions	\$ 40K	New FTE	\$638K		

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# Additional FTE / Promotions

- Human Resources

  - Human Resources Analyst – promotion

Water Resources

  - Supervising Hydrogeologist Modeler - promotion
  - Water Resources Supervisor - promotion

Operations

  - Control Systems Programmer – promotion
  - O&M Recharge Worker II – new position
  - Water Treatment Operator II – new position
- Engineering

  - Principal Engineer - promotion
  - Engineer - promotion
  - Engineer Modeler – promotion
  - Senior Engineer – new position

Recreation

  - Park Ranger Cadet

Finance

  - Accounting Technician



# Capital Equipment

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Capital Equipment

Account	Dept	Description	Total	FY 22-23	Change
80210 Strct & Improv	300 Operations & Maintenan	Gas Engine Piping Improvements	400,000	-	400,000
80210 Strct & Improv	300 Operations & Maintenan	OH Pipeline Valves	400,000	-	400,000
80210 Strct & Improv	300 Operations & Maintenan	PTP Turnout Valves	300,000	-	300,000
80510 Vehicles	300 Operations & Maintenan	Truck 4000 Gallon Water	185,000	-	185,000
80410 Equipment	100 Administration	Checkpoint Enterprise	190,000	28,000	162,000
80210 Strct & Improv	300 Operations & Maintenan	Gas Engine Room roof replacement	120,000	-	120,000
80210 Strct & Improv	300 Operations & Maintenan	El Rio Parking Lot	100,000	-	100,000
80210 Strct & Improv	300 Operations & Maintenan	OH Well Motors and Enclosure Ready Spare	80,000	-	80,000
80210 Strct & Improv	300 Operations & Maintenan	PTP spare VFDs	80,000	-	80,000
80210 Strct & Improv	300 Operations & Maintenan	El Rio residence #2 HVAC heater / AC	67,500	-	67,500
80210 Strct & Improv	300 Operations & Maintenan	Saticoy well VFD replacement	65,000	-	65,000
80410 Equipment	100 Administration	Ceragon radio link replacement	60,000	-	60,000
80510 Vehicles	200 Parks & Recreation	New Patrol Vehicle	60,000	-	60,000
80410 Equipment	110 Finance	AccuFund System- Software	58,000	-	58,000
80210 Strct & Improv	300 Operations & Maintenan	PTP Reservoir NaOCL Tank	50,000	-	50,000
80410 Equipment	300 Operations & Maintenan	Canal gear box / Head Bay actuators	50,000	-	50,000
80210 Strct & Improv	300 Operations & Maintenan	Freeman canal flow meters replacement	45,000	-	45,000
80410 Equipment	300 Operations & Maintenan	El Rio spare water quality analyzers	40,000	-	40,000
80210 Strct & Improv	300 Operations & Maintenan	El Rio residence exterior siding/door/roof repair	35,000	-	35,000
80410 Equipment	300 Operations & Maintenan	SCADA Claroty support contract	30,000	-	30,000
80510 Vehicles	300 Operations & Maintenan	El Rio John Deere Gator XUX865M	25,825	-	25,825
80210 Strct & Improv	300 Operations & Maintenan	El Rio Gas Engine Pump / rotating assembly inspection	22,000	-	22,000
80210 Strct & Improv	300 Operations & Maintenan	EL Rio CL2 sample pumps	20,300	-	20,300
80410 Equipment	100 Administration	Human Resources Neogov Application Tracking Software	15,000	-	15,000
80410 Equipment	200 Parks & Recreation	Coin Op Washer/Dryer	12,500	-	12,500
80410 Equipment	100 Administration	Enterprise Learning Management Software	9,000	-	9,000
80410 Equipment	100 Administration	Siklu Radio Monitoring Software	6,000	-	6,000
80410 Equipment	300 Operations & Maintenan	Pipe Chop Saw Hilti 14"	5,000	-	5,000
80510 Vehicles	500 Water Resources	Outfit New Water Resources truck	500	1,000	(500)
Total			2,731,625	811,164	1,920,461

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## Capital Improvement Projects

- Major projects for 2023-24 include:
  - Freeman Diversion Expansion - \$3.7 million
  - Santa Felicia Dam - \$2.5 million
  - EBB Water - \$7.4 million
- Capital Improvement Projects increase year-over-year from \$2.0 million to \$16.6 million; a 13.7% increase.

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## Capital Improvement Projects

### CIP PROJECT COSTS

Project Name	Fund	Project #	Approved Allocation thru 6-30-23	CURRENT YEAR STATUS		FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28 and Beyond	Project Total
				Est Exp Thru End of Year	Est Balance to Carryover						
Well Replacement Program	452	8000	2,423,982	1,894,361	529,621	303,938	1,230,000	-	-	-	3,957,920
Freeman Diversion Expansion	421	8001	13,594,331	13,257,545	336,786	3,687,640	4,000,000	51,000,000	50,000,000	-	122,281,971
SFD Outlet Works Rehabilitation	051	8002	10,131,818	8,548,003	1,583,815	1,491,116	25,605,480	31,520,600	20,653,100	626,000	90,028,114
SFD Probable Maximum Flood Containment	051	8003	6,911,215	6,475,381	435,834	1,046,157	940,452	269,993	12,859,260	46,130,600	68,157,677
SFD Sediment Management	051	8005	294,950	185,322	109,028	-	-	-	-	-	294,950
CHP Iron and Manganese Treatment Facility	451	8007	14,048,174	13,624,599	423,576	-	-	-	-	-	14,198,037
Freeman Conveyance System Upgrade - Freeman to Ferro Recharge Basin	051	8018	2,939,940	1,338,125	1,601,815	-	1,990,000	1,750,000	-	-	6,679,940
Extraction Barrier Brackish Water Treatment	051	8019	3,037,370	1,903,451	1,133,919	7,420,846	12,607,834	17,074,160	13,816,287	333,689,380	387,645,878
Rice Avenue Overpass PTP	471	8021	102,806	108,719	(5,913)	13,159	-	-	-	-	115,965
PTP Metering Improvement Project	471	8022	1,746,717	1,197,765	548,952	94,614	-	-	-	-	1,841,331
State Water Interconnection Project	051	8025	313,698	222,836	90,862	38,319	-	-	-	-	352,016
Asset Management/CMMS System	Multiple	8041	248,220	52,448	195,772	102,764	-	-	-	-	350,983
PTP Recycled Water Connection - Laguna Road Pipeline	471	8043	416,821	97,080	319,741	394,913	4,351,600	-	-	-	5,163,334
Lake Piru Recreation Area Pavement Maintenance Program	051	8047	446,914	398,326	48,588	255,027	250,000	-	-	-	1,201,941
Main Supply Pipeline Sodium Hypochlorite Injection Facility	Multiple	8053	596,545	432	596,113	-	-	-	-	-	596,545
Lake Piru Campground and Recreation Area Renovations	051	8055	736,385	178,517	557,868	427,838	-	-	-	-	1,164,223
Critical Well Environmental Improvement	451 & 471	8057	-	-	-	375,000	-	-	-	-	375,000
Piru Early Warning System Replacement	051	8058	-	-	-	97,500	-	-	-	-	97,500
OH Well 13 Rehabilitation	452	8059	-	-	-	340,000	-	-	-	-	340,000
OH Well 14 Energy Efficiency Upgrades	451	8060	-	-	-	355,250	1,631,000	-	-	-	1,986,250
TOTAL			57,989,885	49,483,511	8,506,374	16,594,004	52,606,366	101,864,753	97,328,647	380,445,980	706,829,634

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United Water Conservation District								
Proposed Operating Budget Summary								
FY 2023-24								
	General Water Conservation Fund	Water Purchase Fund	State Water Fund	Freeman Fund	O/H Pipeline Fund	PV Pipeline Fund	PTP Pipeline Fund	TOTAL
(\$ thousands)								
<b>CASH RESERVATIONS/WORKING CAPITAL</b>								
Projected Beginning Balance July 1, 2023	18,485	2,911	4,109	1,961	1,337	642	976	30,421
<b>REVENUES</b>								
Property Tax	3,097	-	5,466	-	-	-	-	8,563
Water Deliveries/Fixed Costs	1,472	-	-	1,591	7,781	422	2,286	13,552
Groundwater Revenue	12,609	-	-	6,328	-	-	-	18,937
Unrecovered Variable	-	-	-	-	-	-	-	-
Fox Canyon GWA	-	-	-	-	415	-	208	623
Recreation	915	-	-	-	-	-	-	915
Grant Revenue	3,000	-	-	-	250	-	-	3,250
Rents & Leases	233	-	-	21	31	5	15	306
Investment/ Interest Earnings	294	(8)	67	44	63	15	32	507
Repayment of Interfund Loan	1,290	-	-	-	-	-	-	1,290
Proceeds from Financing	3,597	-	-	560	-	-	-	4,158
Water Purchase Surcharge	-	1,639	-	-	-	-	-	1,639
Other	161	-	-	29	11	-	8	209
Total Revenues	26,668	1,632	5,533	8,574	8,551	442	2,549	53,948
<b>EXPENDITURES</b>								
Personnel Costs	6,618	-	-	1,096	1,051	63	377	9,206
Operating Expenditures	7,646	-	4,029	1,917	2,988	82	1,195	17,856
Replacement/Depreciation	970	-	-	412	510	74	687	2,653
Allocated Overhead	4,148	-	-	1,177	1,091	60	530	7,006
Debt Service	1,319	-	117	749	447	3	395	3,031
Capital Outlay	1,031	-	-	147	1,156	8	484	2,826
Transfers Out-CIP	10,839	-	-	3,704	632	1	775	15,950
Total Expenditures	32,571	-	4,146	9,202	7,874	291	4,443	58,528
Net Surplus/(Shortfall)	(5,903)	1,632	1,387	(628)	677	150	(1,894)	(4,579)
Reservations/Designations	(11,146)	-	-	-	-	-	-	(11,146)
Add back Depreciation	970	-	-	412	510	74	687	2,653
Projected Cash Reserves/Working Capital June 30, 2024	2,407	4,543	5,496	1,745	2,524	867	(232)	17,350

# Overhead Allocation Rates

United Water Conservation District Overhead Allocation						
Fund	FY 2019-20 Overhead Allocation Rate	FY 2020-21 Overhead Allocation Rate	FY 2021-22 Overhead Allocation Rate	FY 2022-23 Overhead Allocation Rate	FY 2023-24 Overhead Allocation Rate	Change from FY 2022-23 to FY 2023-24
General/Water Conservation Fund	60.37%	61.53%	60.21%	61.80%	61.80%	0.00%
Freeman Fund	15.75%	15.60%	17.98%	17.66%	17.66%	0.00%
OH Pipeline Fund	13.48%	12.41%	10.91%	11.53%	11.53%	0.00%
PV Pipeline Fund	1.04%	1.13%	0.99%	0.79%	0.79%	0.00%
PT Pipeline Fund	9.36%	9.33%	9.91%	8.22%	8.22%	0.00%
TOTAL	100.00%	100.00%	100.00%	100.00%	100.00%	

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# Questions



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### **Staff Report**

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

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

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

**Date:** April 27, 2023 (May 1, 2023, meeting)

**Agenda Item:** **4a. Approving the use of the State Water Fund to Pay Casitas Municipal Water District State Water Invoice on July 1, 2023**  
**Board Motion**

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#### **Recommendation:**

The Committee will consider recommending approval of the motion to the full Board allowing United Water Conservation District (United) use of the State Water Fund to pay Casitas Municipal Water District's (Casitas) State Water invoice on July 1, 2023.

#### **Background:**

United is under contract with Casitas to purchase their annual Table A State Water allocation for the next five years. This year's allocation is 100% which will cost United \$1,375,000 for the water under the contract and an estimated \$1,375,000 in transportation costs for a total of \$2,750,000 or \$550 per acre foot.

Casitas will invoice United for the water in April 2023, but United has until July 1, 2023, to pay the invoice. Delivery of the water will most likely be taken later in the year. United is funding this purchase through the annual property tax assessment, but this assessment will not be collected by July 1, 2023, to pay for the purchase.

Finance staff recommends utilizing the State Water Fund to pay the Casitas State Water invoice on July 1, 2023, and then as the funds are collected through the property tax assessment, they will be returned to the fund.

#### **Fiscal Impact:**

The annual impact to the fund should be zero.

#### **Attachment:**

None

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**Staff Report**

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

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

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

**Date:** April 26, 2023 (May 1, 2023, meeting)

**Agenda Item:** 5. **Monthly Investment Report (March 31, 2023)**  
**Information Item**

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**Staff Recommendation:**

The Committee will review and discuss the most current investment report for March 31, 2023, 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:**

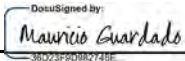
Combined Monthly Investment Report

**United Water Conservation District**  
**Monthly Investment Report**  
**March 31, 2023**

<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	1,671,279	1	3.38%
Citizens Business Bank	2,409,545	1	4.87%
US Bank - 2020 COP Bond Balance	10,121,506	1	20.47%
Petty Cash	4,400	1	0.01%
County Treasury	1,712	1	0.00%
LAIF Investments	35,241,746	1	71.26%
<b>Total Cash, Cash Equivalents and Securities</b>	<b>49,450,188</b>		<b>100.00%</b>
 <b>Investment Portfolio w/o Trustee Held Funds</b>	 <b>49,450,188</b>		
<b>Trustee Held Funds</b>	<b>-</b>		
<b>Total Funds</b>	<b>49,450,188</b>		

<b>Local Agency Investment Fund (LAIF)</b>	<b>Beginning Balance</b>	<b>Deposits (Disbursements)</b>	<b>Ending Balance</b>
	35,241,747	-	35,241,747
	<b>Interest</b>	<b>Interest</b>	
	<b>Earned YTD</b>	<b>Received YTD</b>	<b>Qtrly Yield</b>
	266,445	323,826	2.07%

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.

  
 Mauricio E. Guardado, Jr., General Manager

4/26/2023  
 Date Certified

Anthony Emmert, Assistant General Manager

Date Certified

  
 Brian H. Zahn, Chief Financial Officer

4/24/2023  
 Date Certified

<b><i>United Water Conservation District</i></b>			
<b><i>Cash Position</i></b>			
<b>March 31, 2023</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	15,410,921	771,247	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		6,184,000	Designated for replacement, capital improvements, and environmental projects
		3,493,674	Supplemental Water Purchase Fund
General CIP Funds	10,055,025	10,055,025	Appropriated for capital projects
2020 COP Bond Funds	6,795,887	6,795,887	Reserved for CIP Projects
<b>Special Revenue Funds:</b>			<b>Revenue collected for a special purpose</b>
State Water Project Funds	6,917,308	6,917,308	Procurement of water/rights from state water project
<b>Enterprise Funds:</b>			<b>Restricted to fund usage</b>
Freeman Fund	2,528,493	2,528,493	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	2,073,691	2,073,691	Appropriated for capital projects
OH Pipeline Fund	(2,401,330)	(2,401,330)	Delivery of water to OH customers
OH CIP Fund	4,525,645	4,525,645	Appropriated for capital projects
OH Pipeline Well Replacement Fund	603,103	603,103	Well replacement fund
PV Pipeline Fund	595,816	595,816	Delivery of water to PV customers
PV CIP Fund	243,578	243,578	Appropriated for capital projects
PT Pipeline Fund	1,108,222	1,108,222	Delivery of water to PTP customers
PT CIP Fund	993,831	993,831	Appropriated for capital projects
<b>Total District Cash &amp; Investments</b>	<b>49,450,188</b>	<b>49,450,188</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 H. Zahn, Chief Financial Officer  
Daryl Smith, Controller

**Date:** April 25, 2023 (May 1, 2023, meeting)

**Agenda Item:** **6. Monthly Pipeline Delivery Reports (March 31, 2023)**  
**Information Item**

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**Staff Recommendation:**

The Committee will review and discuss the most current pipeline delivery report for March 31, 2023, 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.

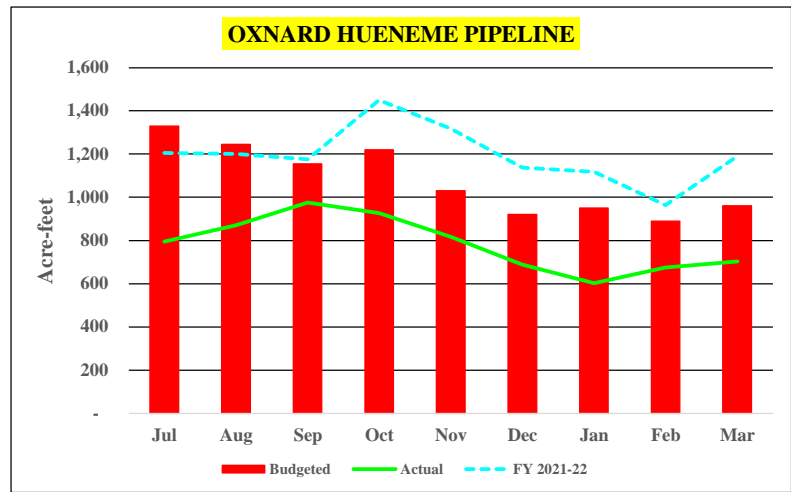
**Attachments:**

Attachment A – March Pipeline Delivery Report

**United Water Conservation District  
Pipeline Water Deliveries (Acre-feet)  
FY 2022-23 data thru March 31, 2023**

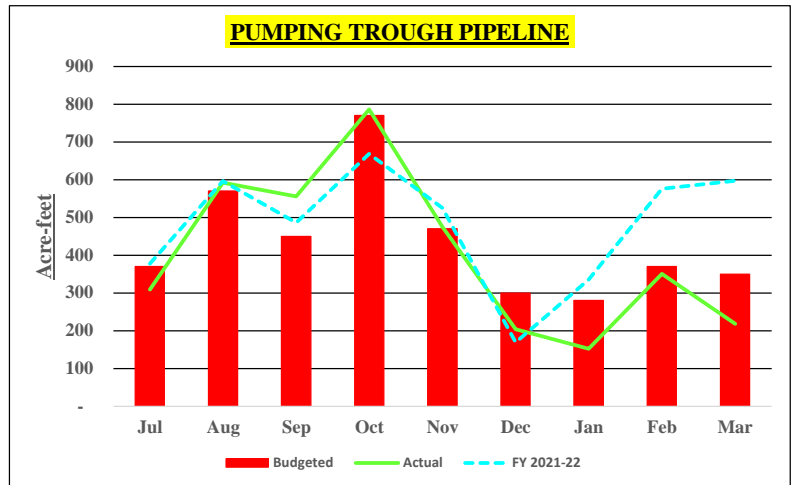
OH Pipeline 22-23			
	Projection	Actual	Difference
Jul	1,330	795	(535)
Aug	1,245	870	(375)
Sep	1,155	976	(179)
Oct	1,220	927	(293)
Nov	1,030	818	(212)
Dec	920	688	(232)
Jan	950	603	(347)
Feb	890	674	(216)
Mar	960	703	(257)
Apr	870		
May	1,050		
Jun	1,050		
Totals	12,670	7,053	(2,647)
YTD	9,700	7,053	(2,647)

**YTD Actual to Budget: -27.3%**



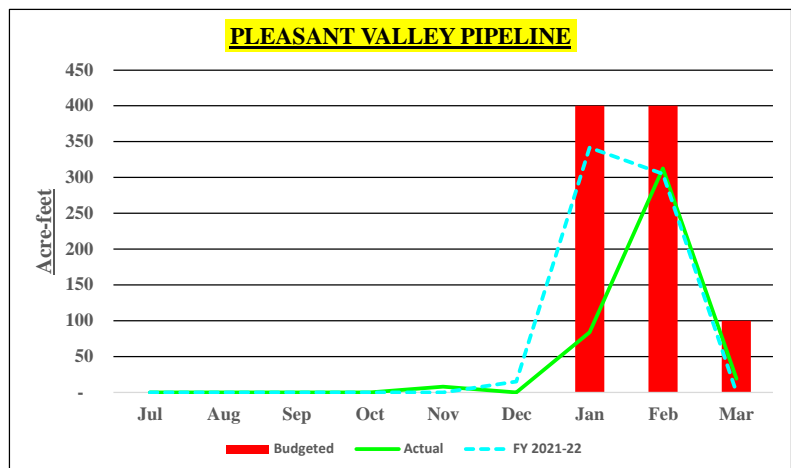
PT Pipeline 2022-23			
	Projection	Actual	Difference
Jul	370	309	(61)
Aug	570	592	22
Sep	450	556	106
Oct	770	786	16
Nov	470	475	5
Dec	300	204	(96)
Jan	280	153	(127)
Feb	370	350	(20)
Mar	350	219	(131)
Apr	480		
May	510		
Jun	480		
Totals	5,400	3,644	(286)
YTD	3,930	3,644	(286)

**YTD Actual to Budget: -7.3%**



PV Pipeline 2022-23			
	Projection	Actual	Difference
Jul	-	-	
Aug	-	-	
Sep	-	-	
Oct	-	-	
Nov	-	8	8
Dec	-	-	-
Jan	400	84	(316)
Feb	400	313	(87)
Mar	100	19	(81)
Apr	-		
May	-		
Jun	-		
Totals	900	424	(476)
YTD	900	424	(476)

**YTD Actual to Budget: -52.9%**







### **Staff Report**

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

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

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

**Date:** April 25, 2023 (May 1, 2023, meeting)

**Agenda Item:** 7. **Board Requested Cost Tracking Items**  
**Information Item**

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#### **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) Fifth 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 March 31, 2023.

#### **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 March 31, 2023**

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
2022-23	647,402	456,202	6,772	407,857	204,058	149,633	40,657	214,924	438,434	1,257,172	1,873,579	3,130,751
<b>Report Total</b>	<b>9,892,596</b>	<b>5,693,342</b>	<b>5,022,849</b>	<b>8,450,641</b>	<b>3,425,123</b>	<b>4,146,192</b>	<b>40,657</b>	<b>711,732</b>	<b>13,835,842</b>	<b>25,571,361</b>	<b>24,344,916</b>	<b>49,916,276</b>
<b>Previous Report Total</b>	<b>9,642,846</b>	<b>5,595,606</b>	<b>5,022,183</b>	<b>8,232,905</b>	<b>3,399,929</b>	<b>4,146,192</b>	<b>38,094</b>	<b>708,752</b>	<b>13,828,626</b>	<b>25,544,899</b>	<b>23,394,028</b>	<b>48,938,927</b>
<i>Current Activity</i>	<i>249,750</i>	<i>97,736</i>	<i>666</i>	<i>217,737</i>	<i>25,194</i>	<i>-</i>	<i>2,564</i>	<i>2,980</i>	<i>7,216</i>	<i>26,462</i>	<i>950,887</i>	<i>977,349</i>

\* Does not include City of San Buenaventura judgment

**Current Activity Narrative:**

- FERC - The activity for March (\$250K) was spent on staff time (\$14K) and professional services (\$236K).
- PMF - The activity for March (\$98K) was spent on staff time (\$4K), design professional service (\$92K) and Permitting (\$2K).
- General/Water Cons - The activity for March (\$666) was spent on staff time.
- Freeman - The activity for March (\$218K) was spent on staff time (\$20K) and professional services (\$198K).
- Quagga - The activity for March (\$25K) was spent on staff time (\$8K) and professional services (\$17K) related to quagga mussel eradication and the scientific dive agreement.
- Ventura - There were no costs associated with the settlement of the City of Ventura Lawsuit.
- O. Mykiss CESA - March's activity (\$3K) was spent on staff time.
- Takings Claim - Legal fees of \$3K associated with the settlement of the Takings Claim for March.
- Wishtoyo - The activity for March (\$7K) was spent on legal fees (\$5K) and staff time (\$2K) related to the Wishtoyo complaint.
- Legal Fees - Includes all legal fees for the District. These fees were dominated by the Wishtoyo Lawsuit, Ventura Lawsuit, FCGMA SGMA and General Counsel.
- Other Prof Fees - Includes all contracted professional fees except legal fees. These fees were dominated by fish passage, SFD EAP, quagga related services and administrative costs.

## BOARD MOTION ITEMS with FISCAL IMPACT

Motion No.	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
tbd	Finance	Change Approving the use of the State Water Fund to Pay Casitas Municipal Water District State Water Invoice on July 1, 2023, in Auditors – 3 Years	Y*	110-910-56015	\$2,750,000	-
tbd	Engineering	Authorize Approval of a Contract with GEI Consultants, Inc. to Develop the Final Design Phase of the Santa Felicia Dam Outlet Works Improvement Project, Prepare Final Bid Documents and Support Bid Phase	Y**	051-400-81080 8002-815	\$867,980	-
<b>TOTAL</b>					<b>\$3,617,980</b>	

\*Payable July 1, 2023, and included in FY 2023-24 Budget

\*\*Work to be performed in FY 2023-24 and included in FY 2023-24 Budget



### **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:** April 26, 2023 (May 1, 2023, meeting)

**Agenda Item:** 7. **Monthly Administrative Services Department Report**  
**Information Item**

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#### **Staff Recommendation:**

The Committee will review this staff report as well as receive a presentation from the Administrative Services Department regarding its activities for the month of April 2023.

#### **Discussion:**

##### **Finance**

- FY 2023-24 Proposed Budget and Rate Development completed. Target date to present Proposed Budget to the Board is on May 24, 2023, at the Budget Workshop.
- Met with Department Managers to review their March YTD spend and create an updated projection and analysis of total FY 2022-23 spend.
- Awarded a three-year contract to new external Auditors – Lance, Soll, and Lunghard, LLP. Interim Audits are set to start in May 2023.
- New Accountant II started training on Grants, Fixed Assets, and Capital Improvement Projects processes.

##### **Administrative Services**

- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the UWCD Finance and Audit (April 3), Water Resources (April 4), Recreation (April 5) and Engineering and Operations (April 6), Committee meetings as well as the regular UWCD Board meeting (April 12).
  - Assisted Engineering department in preparing for and coordinating a meeting with OLDCC representatives and UWCD staff as well as USNBV for discussion of the Extraction Barrier Brackish Water (EBB Water) Treatment project (April 19).
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- Provided support for the UWCD exhibit table at the AWA Symposium (April 20) and also secured video acceptance speech from Congresswoman Julia Brownley as the 2023 Laubacher award, which was played during the AWA Awards luncheon.
- Provided administrative support, coordination, and assistance to Farm Bureau Ventura County for its meeting in the UWCD Boardroom on April 17; to UCEE for its Avocado Growers meeting in the UWCD Boardroom on April 25; and to the Los Angeles Regional Water Quality Control Board meeting in the UWCD Boardroom and Santa Clara Conference Room on April 27.
- Provided administrative assistance, coordination, and technical support in organizing tours of the Freeman Diversion for Limoneira, City of San Buenaventura, Assemblymember Jacqui Irwin, Channel Islands Beach Community Services District Board and staff, Nyeland Acres Mutual Water Company Board and staff, and Santa Paula City Councilmember Pedro Chavez.

### **Human Resources**

- Successfully onboarded the following personnel:
    - Recharge O&M Worker I (Roger Cano selected and first day on the job will be May 1).
    - Environmental Services Field Technician (Jesse Mitchell selected and will start April 24).
    - Environmental Services Field Assistant (selection pending General Manager approval).
  - Working on recruitments for the following positions:
    - Hydrologist interviews are scheduled for April 26th.
    - Senior Hydrogeologist, application close date May 5<sup>th</sup>.
    - Water Treatment Operator II, application close date April 28<sup>th</sup>.
    - Water Treatment Operator III, application close date April 28<sup>th</sup>.
  - Promotions
    - Promoted Receptionist Marylou Fulton to Accounting Technician.
    - Promoted Water Treatment Operator III Ruben Sanchez to Water Treatment Operator IV.
    - Promoted Seasonal Park Ranger Assistant Natalie Everton to Park Ranger Cadet.
  - Attended CalPERS Prefunding Programs workshop.
  - Attended the FEMA Recovery Scoping meeting.
  - Working on gathering groundwater hearing exhibits for the 2023 groundwater/workshop hearings.
  - Working on reclassification documents for several positions in Water Resources and Finance Departments.
  - Finalized salary chart for FY 23-24 Budget pending outcome of labor negotiations.
  - Participated in labor negotiations and briefed Executive Committee on most recent proposal from the bargaining unit.
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## **7. Monthly Administrative Services Department Report**

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#### **Safety and Risk Management**

- Coordinated with Chief Park Ranger on FEMA Disaster Recovery Efforts with support from multiple departments, including organizing documentation efforts in alignment with FEMA templates and initiating reimbursement process.
- Certified Park Ranger staff on Bloodborne Pathogens Protection through the American Red Cross.
- Delivered Valley Fever training for Park Rangers staff.
- Administered Exit Hearing Testing for departing O&M staff.
- Conducted Respiratory Fit Testing for Park Ranger staff.
- Responded to Positive COVID-19 case and disseminated awareness notification to staff.
- Participated with Engineering in a meeting with a northern California public agency on sharing dam sector security best practices and resources.
- Participated with internal stakeholders on SFD Functional Exercise After Action briefing.
- Met with City of Oxnard Emergency Management team along with Associate Engineer on discussing SFD Functional Exercise observations and emergency management best practices.
- Supported Human Resources and Recreation Departments with Park Ranger Cadet interview.
- In partnership with IT, supported Park Rangers radio training with VC Sheriff's Office and internal District radio SOP.

#### **Technology Systems**

- Working on full implementation of new technology enhancing our remote access capabilities while also providing ease of access in a secure manner which will enhance the on-call capabilities of staff members.
  - Continue to deploy enhanced options for door access across district facilities. Partnered with Risk and Safety to pilot test and enroll District FirstNet Devices with HID Bluetooth Proxy Applications. (Works well with iPhone, additional considerations for Android devices.)
  - Staff and IT Contractors work towards completing final phases of a planned e-mail server migration project. Two new windows servers were configured to run Microsoft's latest mail server software. Designed with security in mind, UWCD Staff continue to utilize Microsoft cloud e-mail services. This Email server supports UWCD software, Office Printers and SCADA e-mail services and bridges benefits from both cloud and traditional e-mail features.
  - Worked with HR and Administrative departments to assist with new staff on-boarding procedures. Several of United's Departments have recently begun filling department vacancies. During this process, Tech Systems staff have worked to provide new and refreshed technological equipment including laptops, mobile devices and proper security access to district facilities and appropriate network access.
  - Assisted District Operations and Maintenance teams with various "plain old telephone" services that had connectivity issues due to a phone carrier's network upgrade. This required the development between the teams of an entirely new approach of alarming on
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SCADA events using Voice over Internet Protocol services. This is a massive development in the Districts use of new technologies which work towards providing staff and management with more reliable communication and creating resilient systems less prone to interruption and failure.

- Currently supporting efforts alongside the District's preferred printer and copier vendor to enhance and replace devices across the District that are unable to support software updates and unreliable on Microsoft Windows 11 operating systems. Windows OS 11 was being introduced on PCs since early 2023 and this will enhance operational and technical capabilities moving forward.
- Ordered a new desktop server with enhanced CPU processing capabilities to become the next generation of the ground water modeling workhorse. The Water Resources Groundwater Modelers are planning to benchmark modeling capabilities and will share realized improvements in future updates. The last upgrade of this type occurred ten years ago.
- Supported the requests of District staff for the month of April as noted below:
  - Provided A/V services throughout the month of April. Various tours, Board Committees, and virtual seminars were enhanced by United's technology program. Some notable events include the Farm Bureau of Ventura County, and UC Cooperative Extension presenting to the Avocado Growers Association and finally, the California Water Board LA Regional Water Quality Board Meeting scheduled for April 27, 2023.
- Technology Systems Desk Request Statistics:








State by Agent						
	Open	In Progress	Awaiting Reply	Pending 3rd party	Waiting for approval	Total
Unassigned	12	0	0	0	0	12
Ed Reese	1	12	7	0	0	20
Zachary Plummer	6	16	4	0	4	30
Total	19	28	11	0	4	62

State by Ticket Type						
	Open	In Progress	Awaiting Reply	Pending 3rd party	Waiting for approval	Total
Employee Information Update	0	1	0	0	0	1
IT Projects and Change Management	3	4	0	0	0	7
IT Purchase Request	1	0	0	0	1	2
IT Services and Support	15	23	11	0	2	51
SCADA Proj. and Change Management	0	0	0	0	1	1
Total	19	28	11	0	4	62



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Monthly ticket type overview - 2023

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 Employee Information Update	0	2	0	0	/	/	/	/	/	/	/	/	2
 IT Projects and Change Management	0	1	0	0	/	/	/	/	/	/	/	/	1
 IT Purchase Request	0	1	0	0	/	/	/	/	/	/	/	/	1
 IT Services and Support	20	27	26	34	/	/	/	/	/	/	/	/	107
 Network   Port patching	0	1	0	0	/	/	/	/	/	/	/	/	1
 New employee	0	3	0	0	/	/	/	/	/	/	/	/	3
 Offboarding   Disable Account	0	2	0	0	/	/	/	/	/	/	/	/	2
Total	20	37	26	34	/	/	/	/	/	/	/	/	117

Monthly ticket priority overview - 2023

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 High	0	1	0	0	/	/	/	/	/	/	/	/	1
 Low	20	36	26	34	/	/	/	/	/	/	/	/	116
Total	20	37	26	34	/	/	/	/	/	/	/	/	117

Monthly ticket source overview - 2023

Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
 Email	19	33	22	32	/	/	/	/	/	/	/	/	106
 Website	1	4	4	2	/	/	/	/	/	/	/	/	11
Total	20	37	26	34	/	/	/	/	/	/	/	/	117