

AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

Monday, June 5, 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 May 1, 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. June 14, 2023, Board Meeting Agenda Items

The Committee will review and discuss the following agenda items to be considered for approval at the June 14, 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. Resolution 2023-09 Adopting the Proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2023-24, and Appropriation Carryovers for Fiscal Year 2022-23
Board Motion**

The Committee will review and consider recommending approval of Resolution 2023-09 adopting the proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2023-24, and Appropriation Carryovers for Fiscal Year 2022-23, to the full Board.

**4b. Resolution 2023-10 Request for County Auditor-Controller to Compute and Affix a Tax Rate for the Fiscal Year 2023-24 Sufficient to Satisfy the State Water Project Charges
Board Motion**

The Committee will review and consider recommending approval of Resolution 2023-10 requesting the County Auditor-Controller to compute and affix a tax rate for fiscal year 2023-24 to provide approximately \$5,459,000 in property tax revenue sufficient to satisfy a portion of the voter approved debt for State Water Project costs, to the full Board.



5. District Staff and Board Member Reimbursement Report (January 1 through March 31, 2023)
Information Item

The Committee will review the expense reimbursement report for all reimbursements of business expenses to staff and Board members for the third quarter of fiscal year 2022-2023.

6. Monthly Investment Report (April 2023)

Information Item

The Committee will receive, review and discuss the Districts' investment portfolio and cash position as of April 30, 2023.

7. Monthly Pipeline Delivery Report (April 2023)

Information Item

The Committee will receive, review and discuss the Districts' pipelines' water activities as of April 30, 2023.

8. Board Requested Cost Tracking Items

Information Item

The Committee will receive and review the costs through April 30, 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.

9. 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.

10. Future Agenda Items

The Committee will suggest topics or issues for discussion at future meetings.

ADJOURNMENT

Directors:

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

Staff:

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

Anthony Emmert
Brian H. Zahn
Bobby Diaz
Sara Guzman
Jackie Lozano



Finance and Audit Committee Meeting AGENDA

June 5, 2023

Page 3

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: _____

Brian Zahn, Chief Financial Officer

Posted: (date) June 1, 2023

(time) 4:00 p.m.

(attest) Jackie Lozano

At: www.unitedwater.org

Posted: (date) June 1, 2023

(time) 4:15 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 1, 2023, at 9:00 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Lynn E. Maulhardt, chair
Sheldon G. Berger, director
Catherine P. Keeling, director (arrived at 9:11 a.m.)

STAFF PRESENT:

Mauricio Guardado, Jr., general manager
Anthony Emmert, assistant general manager
Brian Collins, chief operations officer
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:

One member of the public was present but chose not to sign the attendance sheet.

CALL TO ORDER – OPEN SESSION 9:01 a.m.

Chair Lynn Maulhardt called the meeting to order at 9:01 a.m.

Committee Members Roll Call

The Clerk called roll. Two members of the Committee were present (Maulhardt, Berger) and one member was absent (Keeling). Director Keeling did notify staff ahead of the meeting that she would be delayed.

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 Maulhardt. Voice vote, two ayes (Berger, Maulhardt); none opposed; one absent (Keeling). Motion carries, 2/0/1.

3. Approval of Minutes

Motion

The Committee received and reviewed the draft Committee meeting Minutes of April 3, 2023. Motion to approve the Committee meeting Minutes, Director Berger; Second, Chair Maulhardt. Voice vote, two ayes (Berger, Maulhardt); none opposed; one absent (Keeling). Motion carries, 2/0/1.



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

The Committee reviewed and discussed the following agenda item to be considered for approval at the May 17, 2023, Board meeting:

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

Board Motion

Chief Financial Officer Brian Zahn presented this motion to the Committee for their consideration. Approval of this motion by the District's Board of Directors would allow United Water Conservation District's use of the State Water Fund to pay Casitas Municipal Water District's State Water invoice on July 1, 2023. After a clarifying discussion between staff and the Committee members regarding funding, both Chair Maulhardt and Director Berger 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.

5. Monthly Investment Report (March 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.

6. Monthly Pipeline Delivery Report (March 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.

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 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) 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.



8. Monthly Administrative Services Department 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 (presentation attached).

There was discussion among the Committee and staff regarding Lake Piru activity and cleanup efforts relating to FEMA. Risk Management staff is working with FEMA and CalOES to ensure the invoices and documentation are submitted correctly and estimate three to six months from the time of submission to receive disaster relief grant funding which is occurring in stages. Repayment typically can take up to eighteen months. Mentioned was Julia Brownley's letter supporting the District's request for extension of FEMA's disaster relief. Also, discussed was timing of the public access to the Pothole Trailhead, and the upcoming Budget Workshop.

9. Future Agenda Items

Chair Maulhardt asked the Committee members if there were any agenda items they wished to bring forward to future meetings. There were no suggestions from the Committee, but Director Keeling asked Finance staff how she should prepare herself for the May 24 Budget Workshop. Mr. Zahn responded that the workshop provides an opportunity for the Board of Directors to ask questions, dive deeper into the content and refine. This also allows the public an opportunity to hear the requests, provide comments, and review the rate structure. Finance staff will then make the requested Board adjustments for approval at the next Board meeting.

ADJOURNMENT 9:28 a.m.

Chair Maulhardt adjourned the meeting at 9:28 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 1, 2023.

ATTEST: _____

Chair Lynn E. Maulhardt



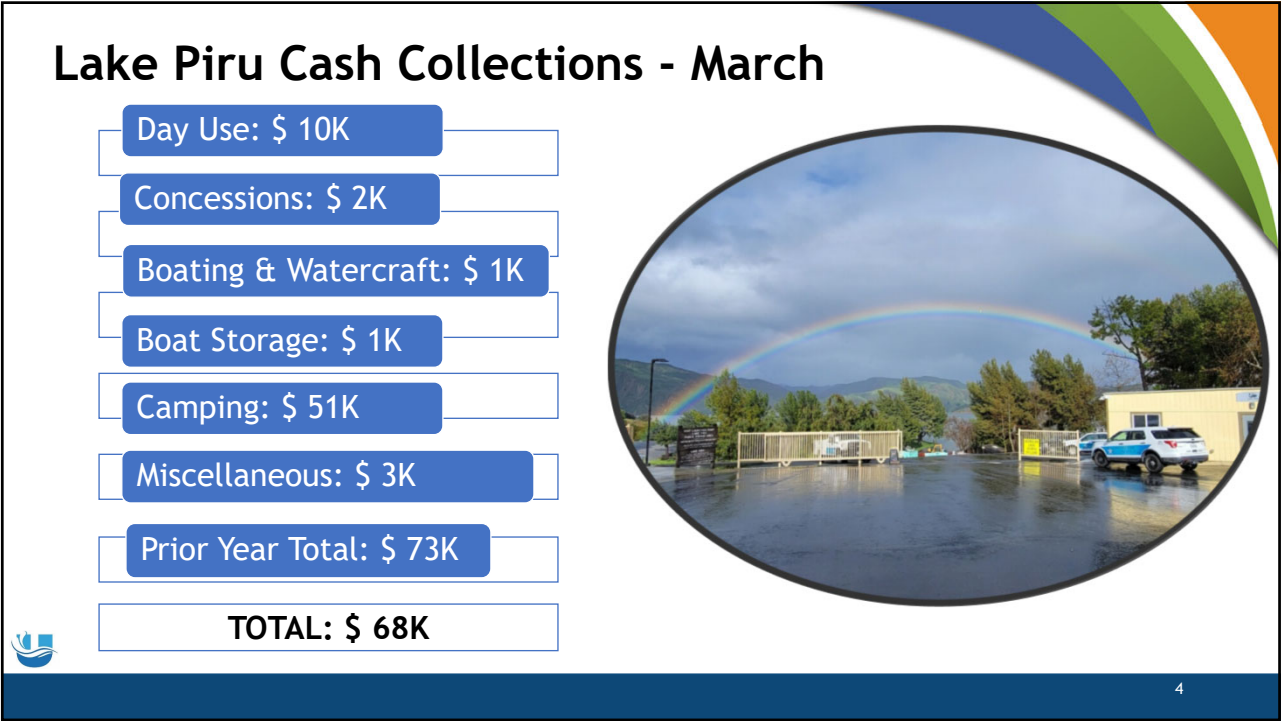
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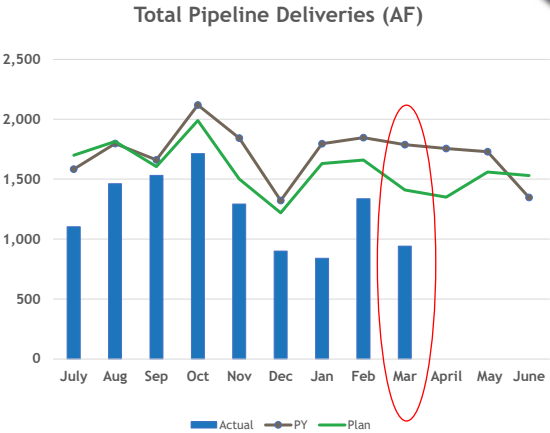


4

March 2023 Pipeline

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$690 K	703	960	(257)
PT	\$150 K	219	350	(131)
PV	\$29 K	19	100	(81)

- Year-to-date March deliveries are 23% below Plan and 29% 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
tbd	Finance	Approving the use of the State Water Fund to Pay Casitas Municipal Water District State Water Invoice on July 1, 2023	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	-
TOTAL					\$3,617,980	

*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



Finance Department Updates

- FY 2023-24 Proposed Budget and Rate Development completed. Target date to present Proposed Budget to the Board is on May 24, 2023.
- 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.



7

7



Administrative Update


Josh Perez
Chief Human Resources Officer


8

8

Human Resources

- Selected Recharge O&M Worker I Roger Cano, and Environmental Services Field Technician Jesse Mitchell.
- Environmental Services Field Assistant, selection pending General Manager approval.
- Processed three promotions: Marylou Fulton to Accounting Technician, Ruben Sanchez to Water Treatment Operator IV, and Natalie Everton to Park Ranger Cadet.
- 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 Department.
- Finalized salary chart for FY 2023-24 Budget pending outcome of labor negotiations.
- Participated in labor negotiations and briefed Executive Committee on most recent proposal.





Current Employee Recruitments

Hydrologist
Interviews completed 4/26/2023

Senior Hydrogeologist
Applications close on 5/5/2023

Water Treatment Operator II/III
Closed 4/28/2023, interviews to be scheduled








10


Risk Management

- Coordinated with Lake Piru 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 and delivered Valley Fever training.
- Conducted Respiratory Fit Testing for park ranger 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 their associate engineer on discussing SFD Functional Exercise observations and emergency management best practices.
- In partnership with IT , supported park rangers radio training with Ventura County Sheriff’s office and internal District radio SOP.






11



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 standby capabilities of staff.
- 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.
- Staff and IT contractors worked 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.
- Worked with Human Resources and other departments to assist with new staff on-boarding procedures. During this process, staff have worked to provide new and refreshed technological equipment.
- Currently supporting efforts to replace devices across the District that are unable to support software updates and unreliable on Microsoft Windows 11 operating systems.

12







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

Date: June 1, 2023 (June 5, 2023, meeting)

Agenda Item: 4a. **Resolution 2023-09 Adopting the Proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2023-24, and Appropriation Carryovers from Fiscal Year 2022-23**
Board Motion

Staff Recommendation:

The Committee will review and consider recommending approval of Resolution 2023-09, adopting the proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year (FY) 2023-24, and Appropriation Carryovers from FY 2022-23, to the full Board.

1. Consider the FY 2023-24 Budget (which includes, among other things, the District's overhead allocation methodology, and amended staffing levels and salary schedule) and recommended revisions to the original budget proposals identified later in this report and comments from Board members and the public.
2. Adopt Resolution 2023-09 (Attachment A) that:
 - a. approves the FY 2023-24 Budget, noting and including any changes agreed to by the Board as part of its budget deliberations at the May 24, 2023, meeting to the proposed budget submitted on April 28, 2023;
 - b. authorizes necessary FY 2022-23 appropriation carryovers;
 - c. approves Overhead Allocation Rates for FY 2023-24;
 - d. approves staffing levels and salary schedules; and
 - e. approves the Proposed FY 2023-24 Budget document.

Summary:

The District's Proposed FY 2023-24 Budget was made available on April 28, 2023, and formally presented to the Board on May 17, 2023, and again on May 24, 2023, in a public budget workshop. The presentation included an overview of the budget process, development of revenues and expenditures projections, rate changes recommended, how costs are fairly and proportionally

Agenda Item: 4b. Resolution 2023-09 Adopting the Proposed District Budget, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2023-24, and Appropriation Carryovers from Fiscal Year 2022-23
Board Motion

allocated to the various funds, and a review of the Proposed FY 2023-24 Budget in detail. The proposed Oxnard Hueneme Pipeline budget was reviewed with the Oxnard Hueneme Pipeline contractors on May 16, 2023. The Pumping Trough Pipeline (PTP) users were addressed by District staff on May 16, 2023. The Pleasant Valley Pipeline (PV) users were addressed by District staff on May 23, 2023.

Discussion:

The District's budget is comprised of the General/Water Conservation Fund (combination of Water Conservation Activities Sub Fund (Zone A), General Operating Activities Sub Fund and Recreation Activities Sub Fund), four enterprise funds, a proposed special revenue fund (State Water Import Fund (Zone S)) and the Overhead Fund. The Water Conservation Activities Sub Fund (Zone A) includes District-wide water conservation activities such as groundwater recharge operations, groundwater monitoring, modeling and analysis and the necessary environmental compliance required to support the District's core mission to preserve and augment groundwater resources. The Water Conservation Activities Sub Fund is funded primarily by revenue generated from groundwater extraction charges and in-lieu water delivery charges and may be partially augmented by available property tax revenue at the discretion of the Board. The General Operating Activities Sub Fund includes all activities that indirectly support District-wide water conservation efforts in Zone A. The General Operating Activities Sub Fund and the Recreation Activities Sub Fund are supported primarily by the District's property tax receipts.

The District's four enterprise funds are comprised of the Freeman Diversion Fund (Zone B), Oxnard Hueneme Pipeline Fund (OH), Pleasant Valley Pipeline Fund (PV) and the Pumping Trough Pipeline Fund (PTP). All expenses directly related to each enterprise fund are charged to that fund and are part of the equation used to determine delivery charges for each pipeline and how the groundwater extraction charge (Zone B) is determined for the Freeman Diversion.

The District maintains a State Water Importation Fund to account for the purchase and importation of water from the State Water Project, which is funded through a voter approved special property tax assessment and an extraction charge on groundwater pumping in Zone S. The tax assessment is separate from the property tax receipts accounted for in the General/Water Conservation Fund, as discussed earlier.

The District's budget includes the Supplemental Water Fund which will account for the purchase of water other than the Table A allocation from the State Water Project. The fund will be funded through a surcharge on groundwater extraction and in-lieu fees. The Supplemental Water Fund will be utilized exclusively for purchases of outside water and not for any other District expenses. The District's Overhead Fund is used to account for the indirect administrative costs of operating the District. These costs are proportionally distributed to the five primary operating funds used by the District via the overhead allocation rate setting methodology specified in the OH Pipeline Water Delivery contract and approved by the Board prior to each fiscal year as part of the budget approval process. Every month during the fiscal year, actual expenditures in the Overhead Fund

**Agenda Item: 4b. Resolution 2023-09 Adopting the Proposed District Budget, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2023-24, and Appropriation Carryovers from Fiscal Year 2022-23
Board Motion**

are charged against the operating funds (excluding the State Water Importation Fund) and revenues are transferred to the Overhead Fund to match revenues with expenditures; although overhead costs for liability/property insurance premiums and capital asset purchases are allocated and charged directly to the five operating funds.

The District is currently comprised of two zones: Zone A - Water Conservation Activities Sub Fund (also sometimes referred to as the Zone A Water Conservation Fund), and Zone B (Freeman Fund). A third zone is being proposed this year: Zone S (State Water Importation Fund). California Water Code Section 75540 provides the Board with the authority to establish zone(s) at its discretion, based on the District's annual investigation and report on groundwater conditions. A zone may include the entire District. The Board has consistently established the entire District as Zone A, in recognition that all of the groundwater basins in the District are hydro-geologically connected and it is acknowledged annually that there is an average annual and accumulated overdraft "of all the groundwater basins in the District." Zone A (Water Conservation Activities Sub Fund) charges are used to provide services, operations, infrastructure, and facilities that the District's Board has determined benefit all of the groundwater basins within the District by assisting in the District's efforts to combat the average annual and accumulated overdraft and corresponding seawater intrusion, as well as promote safe, reliable, sustainable and cost-effective local water supplies. Zone A charges do not include any metered or potable water utility or delivery operations, other than the Saticoy Well Field, established and used as a groundwater management facility. The FY 2023-24 Budget document includes more detailed information on the programs and activities funded under the General/Water Conservation Fund, the Freeman Diversion Fund (Zone B) and the State Water Importation Fund (Zone S). Groundwater extractions and pipeline delivery customers in Zone B pay both the Zone A and B groundwater extraction charges. Groundwater extractions and pipeline delivery customers in Zone S pay the Zone A, Zone B and Zone S groundwater extraction charges.

The FY 2023-24 Budget, as discussed at the May 24, 2023, Budget Workshop includes:

1. Changes to the Water Conservation Sub Fund Groundwater Extraction Charge (Zone A).
 - Agricultural - \$66.47/AF to \$89.75/AF
 - Municipal and Industrial - \$199.43/AF to \$100.52/AF
2. Changes to the Freeman Extraction Charge (Zone B).
 - Agricultural - \$41.17/AF to \$87.00/AF
 - Municipal and Industrial - \$123.51/AF to \$97.44/AF

**Agenda Item: 4b. Resolution 2023-09 Adopting the Proposed District Budget, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2023-24, and Appropriation Carryovers from Fiscal Year 2022-23
Board Motion**

3. Changes to the Water Purchase Surcharge to facilitate the purchase of Article 21 or other supplemental water in future years.
 - Agricultural - \$5.50/AF to \$10.00/AF
 - Municipal and Industrial - \$16.50/AF to \$10.00/AF
4. The addition of the Zone S Extraction Charge
 - Agricultural - \$26.79/AF
 - Municipal and Industrial - \$30.01/AF
5. Changes in Oxnard Hueneme Pipeline Fixed Costs per unit of peak capacity of \$32,555.00 to \$26,434.00.
6. Changes in the projected volume of groundwater extractions in the Upper and Lower Basins for agricultural pumpers decreased by approximately five percent from prior year's budget.
7. Changes to the Oxnard Hueneme Pipeline Fixed Well Replacement Charge from \$13.14 to \$24.40.
8. Changes to the PTP Fixed Costs Charge per unit of capacity from \$295.00 to \$395.00.
9. Inclusion of FY 2022-23 appropriation carryovers including ongoing capital improvement projects and open contractual or purchase order commitments that have been made but not yet completed and would run into the next fiscal year.

With the adoption of the FY 2023-24 Budget, the Board approves the various components included within the budget document such as:

- Staffing levels and related salary/compensation schedules (pages 13-15)
- Overhead allocation plan (page 32)

Fiscal Impact:

Adoption of the FY 2023-24 Budget, as modified and recommended, sets the District's rates and the Board's spending plan for staff for the upcoming fiscal year. This spending plan represents the authorization to expend funds over the next 12 months per the policies and established objectives and goals of the Board of Directors. The budget can be amended throughout the fiscal year as often and whenever the Board so desires, via a majority vote of its members. If a budget is not adopted, staff would not have the authority to expend funds or carry out District operations.

Attachment: Resolution 2023-09

RESOLUTION 2023-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
UNITED WATER CONSERVATION DISTRICT ADOPTING THE
PROPOSED DISTRICT BUDGET, OVERHEAD ALLOCATION METHOD,
STAFFING LEVELS, AND SALARY SCHEDULES FOR
FISCAL YEAR 2023-24, AND APPROPRIATION CARRYOVERS
FROM FISCAL YEAR 2022-2023**

SECTION 1. FISCAL YEAR 2023-24 BUDGET

WHEREAS, the General Manager, on May 17, 2023, submitted the Proposed Budget Plan for United Water Conservation District (“District”) for the Fiscal Year 2023-24, commencing July 1, 2023; and

WHEREAS, as required by the “WATER SUPPLY AGREEMENT FOR DELIVERY OF WATER THROUGH THE OXNARD HUENEME PIPELINE” the following activities were undertaken by the District:

1. A preliminary draft of the District’s Fiscal Year 2023-24 Budget Plan, including the Oxnard Hueneme Pipeline Fund (OH) budget, was submitted to the contractors for their review on May 16, 2023;
2. The preliminary draft of the budget included a summary of projected water deliveries; fixed and variable costs and projected fixed, variable and marginal rates;
3. The District held an OH contractors’ meeting on May 16, 2023; and

WHEREAS, a Board of Directors’ Budget Workshop was held on May 24, 2023, wherein the following was reviewed and discussed:

1. The budget preparation process;
2. The FY 2023-24 Budget Plan and five-year CIP Plan, as recommended by the General Manager, and

WHEREAS, the Board of Directors conducted a hearing on June 14, 2023, to discuss and consider the proposed Fiscal Year 2023-24 Budget Plan as originally submitted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby approves and adopts the Fiscal Year 2023-24 Budget Plan as proposed to the Board of Directors on June 14, 2023, with the following revisions, as directed by the Board:

RESOLUTION 2023-09
(continued)

SECTION 2: FISCAL YEAR 2022-23 APPROPRIATION CARRY-OVERS
(Encumbrances)

WHEREAS, the completion of District work does not necessarily coincide with the calendar dates of the fiscal year, and as such work is in progress, contracts are in progress, or work otherwise is unavoidably delayed beyond June 30, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby authorizes the carryover of specific appropriations from one budget year (FY 2022-23) to the next (FY 2023-24) to complete Board authorized work plan(s) and other operating needs, and therefore, effective June 30, 2023, before closing the District's financial accounting records for FY 2022-23, the Board of Directors hereby appropriates and authorizes the carryover in the General/Water Conservation Fund and other specified District funds for use in FY 2023-24, those appropriations from the Fiscal Year 2022-23 Budget deemed necessary by the General Manager to complete specific projects or services that could not be finalized prior to June 30, 2023.

SECTION 3. OVERHEAD ALLOCATION METHOD

WHEREAS, District management has reviewed the relationship of overhead expenses to the various funds and programs of the District; and

WHEREAS, the review considered the relative proportion of each fund's expenditures to total operating expenditures, the units of billings per fund, the direct labor hours worked in each fund, the number of accounts payable transactions in each fund and the revenue generated in each fund based on prior year activity; and

WHEREAS, in the judgment of management and after review by the Finance and Audit Committee the following allocation of overhead expenses is equitable, proportional, and rational.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby approves District overhead expenses to be proportionately allocated for Fiscal Year 2023-24 to the District's operating funds as follows:

General/Water Conservation Fund	59.21 %
Freeman Fund	16.80 %
OH Pipeline Fund	15.57 %
PV Pipeline Fund	0.85 %
PT Pipeline Fund	7.57 %
Total	100.00 %

RESOLUTION 2023-09
(continued)

SECTION 4. STAFFING LEVELS AND SALARY SCHEDULES

BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby approves the Position Titles and Annual Salary Ranges and Staffing Levels as amended in the proposed Fiscal Year 2023-24 Budget Plan.

ADOPTED AND PASSED this 14th day of June 2023.

ATTEST: _____
Bruce Dandy, President

ATTEST: _____
Lynn Maulhardt, Secretary/Treasurer



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Brian H. Zahn, Chief Financial Officer

Date: May 31, 2023 (June 5, 2023, meeting)

Agenda Item: 4b. **Resolution 2023-10** Request for County Auditor-Controller to Affix a Tax Rate for the Fiscal Year 2023-24 Sufficient to Satisfy State Water Project Charges
Board Motion

Staff Recommendation:

The Committee will review and consider recommending approval of Resolution 2023-10 requesting the County Auditor-Controller to compute and affix a tax rate for FY 2023-24 to provide approximately \$5,459,000 in property tax revenue sufficient to satisfy a portion of the voter approved debt for State Water Project costs, to the full Board.

Discussion:

Annually, in order to fund State Water Project Table A allocation costs, the District's Board of Directors must request that the County's Auditor-Controller compute and affix a tax rate to the property tax roll for the upcoming fiscal year.

As part of the budget preparation, staff estimates the operating costs and debt service for State Water corresponds to the District's annual 5,000 acre-foot AF share of the 20,000 AF Table A contracted amount held by the Ventura County Watershed Protection District (VCWPD). Additionally, starting in 2023 for five (5) years, the District has contracted to purchase the Casitas Municipal Water District's annual 5,000 AF share of the 20,000 AF Table A contracted amount held by the Ventura County Watershed Protection District (VCWPD). The Board may fund these costs by using tax revenues or a combination of tax revenues and reserves. These estimates are to be submitted to the County no later than August 1, 2023, for the Auditor-Controller to establish calculations for the tax rate necessary to fund the annual project cost obligation.

The State of California operates the State Water Project on a calendar year basis and the District typically attempts to purchase as much of its Table A allocation as possible for delivery. The District cannot currently receive delivery of State Water during the months of January through October, largely due to the U.S. Endangered Species Act issues along middle Piru Creek.

Agenda Item: 4b. Resolution 2023-10 Request for County Auditor-Controller to Compute and Affix a Tax Rate for the Fiscal Year 2023-24 Sufficient to Satisfy State Water Project Charges
Board Motion

Of the total \$1,896,000 budgeted costs for State Water in FY 2023-24, approximately \$1,251,624 represents the District's projected share of the VCWPD State Water contractual fixed costs. As the Board is aware, Port Hueneme Water Agency (PHWA) leases 1,850 AF of the District's 5,000 AF Table A allocation, leaving the District with a total of 3,150 AF. PHWA reimburses the District only for actual State Water delivered.

As of May 2023, the Department of Water Resources has authorized deliveries at 100 percent of State Water Contractors' Table A allocation. The District's allocation at 100 percent is 3,150 AF for the District's contract and 5,000 AF for the Casitas Municipal Water District contract.

The assessment rate for FY 2023-24 will be based on the actual assessed valuation of properties within the State Water Importation tax roll areas. It is not possible for staff to estimate what the actual assessed valuation total will be. The assessor calculates a rate by dividing the District's request by the total assessed valuation of properties within the State Water Importation tax roll areas. That rate is then applied to the assessed value of each individual property to compute a proportional share to affix to each property owner's individual tax bill.

Fiscal Impact:

Property tax revenue of \$5,459,000 is necessary to cover the budgeted costs of State Water in FY 2023-24 and maintain adequate reserves, pursuant to the District's reserve policy.

Attachment: Resolution 2023-10

RESOLUTION 2023-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
UNITED WATER CONSERVATION DISTRICT
REQUESTING THE AUDITOR-CONTROLLER TO COMPUTE AND AFFIX
A TAX RATE FOR THE FISCAL PERIOD 2023-2024 SUFFICIENT TO SATISFY THE
STATE WATER PROJECT CHARGES**

WHEREAS, the United Water Conservation District, as of July 1, 1970, was allocated 5,000 acre-feet of state water; and

WHEREAS, since 1970 there has been annual revenue needed to pay the State Water Project fixed and variable charges (voter approved debt) for the District's 5,000 acre-foot allocation, and United Water Conservation District has paid the variable charges in the years when all or a portion of the Table A allocation was received; and

WHEREAS, starting in 2023 for five years, there will be annual revenue needed to pay the State Water Project fixed and variable charges (voter approved debt) for the Casitas Municipal Water District 5,000 acre-foot allocation the District has contracted to purchase; and

WHEREAS, the estimated amount of revenue required for the fiscal year July 1, 2023, through June 30, 2024, to satisfy unfunded State Water Project charges is \$5,459,000.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the United Water Conservation District does request the Auditor-Controller to compute and affix a tax rate for the fiscal period July 1, 2023, through June 30, 2024, sufficient to satisfy the State Water Project charges up to the amount set forth above.

ADOPTED AND PASSED this 14th day of June 2023.

ATTEST: _____
Bruce Dandy, President

ATTEST: _____
Lynn Maulhardt, Secretary/Treasurer



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: June 1, 2023 (June 5, 2023, meeting)

Agenda Item: 5. District Staff and Board Member Reimbursement Report
(January 1 – March 31, 2023)
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 the third quarter of fiscal year 2022-2023.

Attachment:

List of Employees and Directors Reimbursements for the Third Quarter 2022-2023

ATTACHMENT

**UNITED WATER CONSERVATION DISTRICT
CHECK REPORT
QUARTER ENDED 03/31/2023**

<u>Vendor Name</u>	<u>Payable Description</u>	<u>Payable Amount</u>	<u>Payment Amount</u>	<u>Payment Date</u>	<u>Check Number</u>
MOHAMMED HASAN	MILEAGE/TRAVEL REIMBURSEMENT 12/2022	\$ 290.63	\$ 290.63	1/13/2023	55
HANNAH GARCIA-WICKSTRUM	FY22-23 BOOT ALLOWANCE	\$ 250.00	\$ 250.00	1/20/2023	76
STEVEN KADOWAKI	TUITION REIMBURSEMENT	\$ 1,243.00	\$ 1,243.00	1/20/2023	88
KRIS SOFLEY	LUNCH FOR STAFF MEETING RE WISHTOYO	\$ 477.39	\$ 477.39	1/26/2023	97
MARYAM BRAL	VC STORM ROAD CLOSURE - HOTEL & MEAL EXPENSES	\$ 299.70	\$ 299.70	1/26/2023	98
KRIS SOFLEY	BUYING LUNCH FOR INTERNAL MEETINGS	\$ 197.47	\$ 197.47	2/9/2023	140
Tessa Lenz	ANNUAL BOOT ALLOWANCE FOR FY 2022-23	\$ 250.00	\$ 250.00	2/17/2023	165
JACKIE LOZANO	REIMBURSEMENT AND MILEAGE GSA'S 02/2023	\$ 236.36	\$ 236.36	3/17/2023	230
DESTINY RUBIO	REIMBURSEMENT FOR MAIL AND OFFICE SNACKS	\$ 53.98	\$ 53.98	3/23/2023	241
	UCSB TUITION REIMBUSEMENT	\$ 1,962.20	\$ 1,962.20		
DESTINY RUBIO	MILEAGE REIMBURSEMENT FOR 2023 AALRR CONFERENCE	\$ 112.01	\$ 112.01	3/31/2023	263
Groeneveld, Michael	TRAINING FOR PC832 (LOCATION:FRESNO)	\$ 538.20	\$ 538.20	2/3/2023	300152
KATHRYN PRADO	TRAVEL TO HQ-OXNARD	\$ 100.21	\$ 100.21	2/9/2023	300191
Randall McInvale	BOOT PURCHASE REIMBURSEMENT	\$ 250.00	\$ 250.00	3/17/2023	300340
ZACHARY HANSON	REIMBURSEMENT - ENGINEERING EDUACTION AND TRAINING	\$ 2,069.82	\$ 2,069.82	3/17/2023	300346
MAURICIO GUARDADO	REIMBURSEMENT FOR ACWA DC EVENT	\$ 327.02	\$ 327.02	3/23/2023	300361
Groeneveld, Michael	DRONE FAA CERTIFICATION TEST REIMBURSEMENT	\$ 175.00	\$ 175.00	3/31/2023	300375
		<u>\$ 8,832.99</u>	<u>\$ 8,832.99</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 H. Zahn, Chief Financial Officer

Date: May 31, 2023 (June 5, 2023, meeting)

Agenda Item: 6. **Monthly Investment Report (April 30, 2023)**
Information Item

Staff Recommendation:

The Committee will review and discuss the most current investment report for April 30, 2023, that is attached.

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

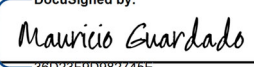

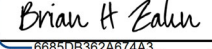
ATTACHMENT

United Water Conservation District
Monthly Investment Report
April 30, 2023

<u>Investment Recap</u>	<u>G/L Balance</u>	<u>Weighted Avg Days to Maturity</u>	<u>Diversification Percentage of Total</u>
Bank of the Sierra	3,633,065	1	7.35%
Citizens Business Bank	2,115,543	1	4.28%
US Bank - 2020 COP Bond Balance	10,192,552	1	20.63%
Petty Cash	4,400	1	0.01%
County Treasury	1,712	1	0.00%
LAIF Investments	33,458,313	1	67.71%
Total Cash, Cash Equivalents and Securities	49,405,585		100.00%
 Investment Portfolio w/o Trustee Held Funds	 49,405,585		
Trustee Held Funds	-		
Total Funds	49,405,585		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	35,241,747	(1,783,434)	33,458,313
	Interest	Interest	
	Earned YTD	Received YTD	Qtrly Yield
	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.

<p>DocuSigned by:  <small>36D23F9D982745E...</small> Mauricio E. Guardado, Jr., General Manager</p>	<p>5/31/2023 Date Certified</p>
<p>DocuSigned by:  <small>70D59ECFDD8D48E...</small> Anthony Emmert, Assistant General Manager</p>	<p>5/26/2023 Date Certified</p>
<p>DocuSigned by:  <small>6685D5382A674A3...</small> Brian H. Zahn, Chief Financial Officer</p>	<p>5/26/2023 Date Certified</p>

<i>United Water Conservation District</i>			
<i>Cash Position</i>			
April 30, 2023			
Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	15,893,624	1,213,635	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		6,184,000	Designated for replacement, capital improvements, and environmental projects
		3,533,989	Supplemental Water Purchase Fund
General CIP Funds	9,416,550	9,416,550	Appropriated for capital projects
2020 COP Bond Funds	6,633,437	6,633,437	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	7,650,775	7,650,775	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	2,348,490	2,348,490	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	1,889,313	1,889,313	Appropriated for capital projects
OH Pipeline Fund	(2,118,059)	(2,118,059)	Delivery of water to OH customers
OH CIP Fund	4,211,771	4,211,771	Appropriated for capital projects
OH Pipeline Well Replacement Fund	624,284	624,284	Well replacement fund
PV Pipeline Fund	640,340	640,340	Delivery of water to PV customers
PV CIP Fund	243,455	243,455	Appropriated for capital projects
PT Pipeline Fund	1,001,079	1,001,079	Delivery of water to PTP customers
PT CIP Fund	970,525	970,525	Appropriated for capital projects
Total District Cash & Investments	49,405,585	49,405,585	



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

Date: May 31, 2023 (June 5, 2023, meeting)

Agenda Item: 7. **Monthly Pipeline Delivery Reports (April 30, 2023)**
Information Item

Staff Recommendation:

The Committee will review and discuss the most current pipeline delivery report for April 30, 2023, that is attached.

Fiscal Impact:

As shown.

Discussion:

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

Attachment:

March Pipeline Delivery Report

YTD	10,570	8,038	(2,532)
-----	--------	-------	---------

Month	Budgeted	Actual	FY 2021-22
Jul	1320	780	1200
Aug	1240	850	1200
Sep	1150	970	1180
Oct	1220	920	1450
Nov	1030	820	1350
Dec	910	700	1150
Jan	940	600	1120
Feb	880	680	950
Mar	950	700	1180
Apr	860	980	1050

YTD	4,410	4,121	(289)
-----	-------	-------	-------

Month	Budgeted	Actual	FY 2021-22
Jul	370	300	380
Aug	570	580	580
Sep	450	550	480
Oct	770	780	650
Nov	470	550	550
Dec	300	200	200
Jan	280	150	320
Feb	370	350	580
Mar	350	220	590
Apr	480	480	610

YTD	900	1,023	123
-----	-----	-------	-----

Month	Budgeted (Acre-feet)	Actual (Acre-feet)	FY 2021-22 (Acre-feet)
Jul	0	0	0
Aug	0	0	0
Sep	0	0	0
Oct	0	0	0
Nov	0	10	10
Dec	0	10	20
Jan	400	100	340
Feb	400	300	320
Mar	100	10	10
Apr	0	600	100



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

Date: May 31, 2023 (June 5, 2023, meeting)

Agenda Item: 8. **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) 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 April 30, 2023.

Fiscal Impact:

As shown.

Attachments:

Attachment A – Consolidated Cost Summary

Attachment B – Summary of Board Motion Items with Fiscal Impact

ATTACHMENT A

**United Water Conservation District
Consolidated Cost Summary Report
Through April 30, 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	728,481	565,950	6,772	451,074	233,381	170,578	42,673	214,924	737,386	1,801,443	2,125,320	3,926,764
Report Total	9,973,674	5,803,090	5,022,849	8,493,858	3,454,446	4,167,137	42,673	711,732	14,134,794	26,115,632	24,596,657	50,712,289
Previous Report Total	9,892,596	5,693,342	5,022,849	8,450,641	3,425,123	4,146,192	40,657	711,732	13,835,842	25,571,361	24,344,916	49,916,276
<i>Current Activity</i>	<i>81,078</i>	<i>109,748</i>	<i>1,780</i>	<i>43,217</i>	<i>29,322</i>	<i>20,945</i>	<i>2,015</i>	<i>-</i>	<i>298,952</i>	<i>544,272</i>	<i>251,742</i>	<i>796,013</i>

* Does not include City of San Buenaventura judgment

Current Activity Narrative:

- FERC - The activity for April (\$81K) was spent on staff time (\$13K), Legal Fees (\$33K) and professional services (\$35K).
- PMF - The activity for April (\$110K) was spent on staff time (\$11K), design professional service (\$97K) and Permitting (\$2K).
- General/Water Cons - The activity for April (\$2K) was spent on professional services.
- Freeman - The activity for April (\$43K) was spent on staff time (\$31K) and professional services (\$12K).
- Quagga - The activity for April (\$29K) was spent on staff time (\$11K) and professional services (\$18K) related to quagga mussel eradication and the scientific dive agreement.
- Ventura - There were legal costs of \$21K associated with the settlement of the City of Ventura Lawsuit.
- O. Mykiss CESA - April's activity (\$2K) was spent on staff time.
- Takings Claim - There were no costs associated with the Takings Claim.
- Wishtoyo - The activity for April (\$299K) 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, 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
3.1	Engineering and Operations	Santa Felicia Dam Safety Improvement Project-Outlet Works Improvement Project Construction Management and Inspection Services Award of Contract and Funds Transfer	Y	8002-850	\$1,498,623	-
3.3	Engineering and Operations	Contract Award to Jacobs Engineering Group Inc. for EBB Water Treatment Project Phase 1	Y	051-400-81060-8019-835	\$412,316	-
4.	Recreation	Lake Piru Draft Conceptual Facilities Improvement Plan	Y	051-400-8055 *(carry over from FY22-23)	\$557,868* \$427,838	-
				TOTAL	\$2,896,645	



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 H. Zahn, Chief Financial Officer
Zachary Plummer, Technology Systems Manager
Tony Huynh, Risk and Safety Manager
Kris Sofley, Executive Assistant/Clerk of the Board

Date: May 31, 2023 (June 5, 2023, meeting)

Agenda Item: 9. **Monthly Administrative Services Department Report Information Item**

Staff Recommendation:

The Committee will receive this staff report and presentation from the Administrative Services Department regarding its activities for the month of May 2023.

Discussion:

Finance

- The Interim Financial Audit commences on June 19, 2023.
- The FY2023-24 Budget is ready for the upcoming Board Meeting and approval.
- Sr. Accountant interviews were completed, and the selection process is underway.
- WIFIA loan documents will be available for the July Committee and Board meetings.

Administrative Services

- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the UWCD Finance and Audit (May 1), Water Resources (May 2), Recreation (May 3) and Engineering and Operations (May 4), Committee meetings as well as the regular UWCD Board meeting (May 17) and the Special Board Meeting: Budget Workshop (May 24).
 - Provided administrative assistance for drafting, finalizing, distributing/posting and coordinating the OH Users and PTP Users meetings (May 16).
 - Assisted Engineering department in preparing for and coordinating an Integrated Coordination Meeting with DWR, LADWP and UWCD staff (May 4).
 - Provided administrative support, coordination and assistance to AWA VC for its Board meeting (May 4), Water Issues Committee meeting (May 16), and AWA WaterWise
-

9. Monthly Administrative Services Department Report

Information Item

meeting (May 18); and to the California Avocado Commission for its Executive Committee meeting (May 31).

- Provided administrative assistance, coordination, and technical support in organizing tours of the Freeman Diversion for Camrosa Water (May 1), US Navy Ventura County (May 11) and the West Ventura County Business Alliance and other special guests (May 18).
- Continue public outreach, inviting various elected officials, agencies, municipalities, public works and special interest groups to tour the Freeman Diversion and/or Santa Felicia Dam and El Rio's Iron and Manganese Treatment plant.

Human Resources

- Held successful HR Bag Session with Technology Systems presenting Password and Authentication presentation.
- Participated in an Armada Care Health Benefits Program refresher meeting.
- Successfully onboarded the following personnel:
 - Seasonal Park Ranger Assistants (Wanda Trego, Giselle Lozano, and Michael Johnson)
 - Environmental Scientist – Regulatory Affairs (Adriana Stovall)
- Working on recruitments for the following positions:
 - Associate Hydrologist
 - Hydrologist
 - Senior Hydrogeologist
 - Seasonal Park Ranger Assistants
 - Senior Accountant
 - Water Treatment Operator II
 - Water Treatment Operator III
- Processed exit documents for several staff that submitted retirement or resignation letters during the month of May.
- Processed employee evaluations and step increases for the month of May.
- Finalizing annual administrative leave and merit pay for eligible designated staff.
- Continued to assemble groundwater hearing exhibits for the 2023 groundwater/workshop hearings.
- Worked with SDRMA to add new equipment to policy and several accident claims.
- Briefed the Executive Committee and General Manager on efforts to secure a fair and equitable labor agreement that represents the common interests of both sides.

Safety and Risk Management

- Certified Lake Piru Recreation staff on Adult & Pediatric CPR/First Aid/AED.
 - Conducted annual respirator fit testing for O&M staff.
 - Conducted hearing test for newly hired O&M staff.
 - Participated with Engineering Department on joint outreach efforts with Santa Paula Police Department's new Emergency Manager on the SFD Emergency Action Plan.
 - Supported Water Resources with deployment of stream safety signs.
 - Assessed Piru Dam Siren testing, equipment, and training with new Ranger staff.
-

9. Monthly Administrative Services Department Report

Information Item

- Coordinated Playground Safety Inspection at Lake Piru and supported the implementation of safety recommendations.

Technology Systems

- Technology Systems and Operational Technology Staff held a kickoff meeting with vendors supporting the installation of the "Continuous threat detection monitoring" for SCADA. Equipment was shipped and has been installed inside the server data closets.
- Technology Systems provided support to Lake Piru Recreation regarding semi-regular interruptions to Wi-Fi service related to Radio Power Supply, an AT&T Server Outage, and So Cal Edison Planned Maintenance activities.
- Technology Systems is in development to provide a redundant network path to Lake Piru Kiosk for critical business operations.
- Technology Systems performed a review of the mobile devices deployed throughout the district. Technology Systems deployed updated devices in the month of May to District personnel and provided a list of recommendations for additional deployments.
- Technology Systems held a health check with the Audio Video Integrators. The Vendor provided a list of enhancements that are desired by staff.
- Technology Systems worked with printer and copier services vendor to review Districts printing capabilities and recommended enhancements.
- Technology Systems assisted Operations & Maintenance Instrumentation staff with several phone line related interruptions that impacted SCADA Alarming software.
- Control Systems Instrumentation personnel worked with Technology Systems networking to deploy a more modernized application for operators to review and acknowledge alarms.
- Technology Systems spoke at an HR sponsored "Brown Bag" where Technology Systems spoke about creating strong passwords, use of password managers, what is multiple factor authentication? and how it all works here at United Water.
- Technology Systems met with vendors and licensing experts for several of the upcoming software products approaching renewal for the upcoming year.
- Microsoft Exchange Server integration is anticipated to be completed Memorial Day weekend.
- Completed the design, built and implementation of the SharePoint Offboarding Process
- Created a Technology Systems Equipment inventory to track mobile devices and computers in a shareable format.
- Created a SharePoint list which displays current and future district cellphone deployments.
- Met with several vendors for the Microsoft Intune (Mobile Device Management) plan.