

AGENDA

FINANCE AND AUDIT COMMITTEE MEETING

Monday, December 4, 2023, at 9:00 a.m.

UWCD Headquarters, First Floor, Board Room

1701 N. Lombard Street, Oxnard, CA 93030

OPEN SESSION – CALL TO ORDER 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 October 30, 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. EXECUTIVE (CLOSED) SESSION 9:05 a.m.

4.1. Conference with Legal Counsel – Anticipated Litigation

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

SECOND OPEN SESSION 9:20 a.m.

5. Oral Report Regarding Executive (Closed) Session

Presented by legal counsel David D. Boyer.

6. December 13, 2023, UWCD Board of Directors Meeting Agenda Item(s)

The Committee will review and discuss the following agenda item(s) to be considered for approval at the December 13, 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 item(s):

6.1 Resolution 2023-16 Requesting the United Water Conservation District Board of Directors to Approve the Proposed Changes to the Financial Policies

Board Motion

The Committee will review and consider recommending to the full Board Resolution 2023-16 approving the following proposed changes to the financial policies listed below as set forth in the attached redlines to this Resolution 2023-16:



- Budget Amendment Policy
- Budget Submittal Policy
- Expense And Compensable Activity Policy –Board Members and District Executive
- Expense Policy – Staff
- Accounts Receivable and Write-Off Policy
- Engineering Projects Administration Policy
- Procurement Policy

6.2 Waive fees associated with the November 2023 operation of the Saticoy Wellfield during recent pause in surface water deliveries

Board Motion

The Committee will review and consider recommending to the full Board approval to waive fees to Pumping Trough Pipeline Customers and Pleasant Valley County Water District associated with the recent operation of the Saticoy Wellfield during the pause in surface water deliveries.

6.3 Request Board Approval to use funds from the Replacement, Capital Improvement and Environmental Projects reserve account to fund the repair and replacement of damaged and lost equipment related to the January 9, 2023, storm event

Board Motion

The Committee will review and consider recommending to the full Board approval to use funds from the Replacement, Capital Improvement and Environmental Projects reserve account to fund the repair and replacement of damaged and lost instream and bankside monitoring equipment related to the Santa Felicia Fish Passage Pre-Implementation Studies. These expenses are reimbursable under FEMA and will be returned to the reserve account once reimbursed by FEMA.

6.4 Request Board Approval to increase the hourly rate from \$425 per hour to \$475 per hour for District's Special Counsel

Board Motion

The Committee will review and consider recommending for full Board approval an hourly rate increase from \$425 per hour to \$475 per hour for District's Special Counsel Mark Palin and Brian Wheeler, only, effective December 14, 2023

6.5 Request Board Approval to Amendment of 2021-2 to 2022-2 Groundwater Production Statements for Well# 02N22W16K01S – Saticoy Lemon Association #1

Board Motion

The Committee will review and consider recommending to the full Board to approve the request from Saticoy Lemon Association #1 to adjust their 2021-2 to 2022-2 production statements and refund for their overpayment (\$5,270.25). The request is for Well# 02N22W16K01S.



7. Fiscal Year-End 2022-23 Financial Reports

Information Item

The Committee will receive and review the District's Fiscal Year-end 2022-2023 Financial Reports for the period of July 1, 2022, through June 30, 2023, as well as a presentation from the Chief Financial Officer.

8. District Staff and Board Member Reimbursement Report (July 1 – September 30, 2023)

Information Item

The Committee will review the expense reimbursement report for all reimbursements of business expenses to staff and board members for the first quarter of fiscal year 2023-2024.

9. Monthly Investment Report (October 2023)

Information Item

The Committee will receive, review, and discuss the District's investment portfolio and cash position as of October 31, 2023.

10. Monthly Pipeline Delivery Report (October 2023)

Information Item

The Committee will receive, review, and discuss the District's pipeline water activities as of October 31, 2023.

11. Board Requested Cost Tracking Items (October 2023)

Information Item

The Committee will receive and review the costs that the District has incurred through October 31, 2023:

- 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 motion item(s) which have a fiscal impact.

12. 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.

13. Future Agenda Items

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

ADJOURNMENT



Finance and Audit Committee Meeting AGENDA

December 4, 2023

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Directors:

Chair Lynn E. Maulhardt

Sheldon G. Berger

Catherine P. Keeling

Staff:

Mauricio E. Guardado

Tracy Oehler

Brian H. Zahn

Sara Guzman

Jackie Lozano

Anthony Emmert

Josh Perez

Tony Huynh

Zachary Plummer

Ed Reese

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

Approved: _____

Mauricio E. Guardado, General Manager

Approved: _____

DocuSigned by:
Brian H Zahn 11/29/2023
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Brian H. Zahn, Chief Financial Officer

Posted: (date) November 30, 2023

(time) 3:00 p.m.

(attest) Jackie Lozano

At: www.unitedwater.org

Posted: (date) November 30, 2023

(time) 3:15 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, October 30, 2023 (November meeting),
at 9:00 a.m.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Lynn E. Maulhardt, chair
Catherine P. Keeling, director

COMMITTEE MEMBERS ABSENT:

Sheldon G. Berger, director

STAFF PRESENT:

Mauricio Guardado, Jr., general manager
Anthony Emmert, assistant general manager
Sara Guzman, senior accountant
Tony Huynh, risk and safety manager
Jackie Lozano, administrative assistant/clerk of the committee
Josh Perez, chief human resources officer
Zachary Plummer, technology systems manager
Brian Zahn, chief financial officer

PUBLIC PRESENT:

None.

OPEN SESSION 9:00 a.m.

Chair Lynn Maulhardt called the meeting to order at 9:00 a.m.

Committee Members Roll Call

The Clerk of the Committee Jackie Lozano called roll. Two Committee members were present (Keeling and Maulhardt), one was absent (Berger) who notified Ms. Lozano of his absence prior to the meeting via email.

1. Public Comment

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

2. Approval of the Agenda

Motion

Motion to approve the Committee meeting agenda, Director Keeling; second, Chair Maulhardt. Voice vote, two ayes (Keeling and Maulhardt); none opposed; one absent (Berger). Motion carries, 2/0/1.



3. Approval of Minutes

Motion

The Committee received and reviewed the draft Committee meeting Minutes of September 5, 2023. Motion to approve the Committee meeting Minutes, Director Keeling; second, Chair Maulhardt. Voice vote, two ayes (Keeling and Maulhardt); none opposed; one absent (Berger). Motion carries, 2/0/1.

4. November 8, 2023, Board Meeting Agenda Item(s)

The Committee reviewed and discussed the following agenda item to be considered for approval at the November 8, 2023, Board of Directors meeting:

4a. Approving the General Manager to Conduct Budget Transfers and Expenditures for Radio System Enhancement along with Execution of Memorandum of Understanding with the County of Ventura

Board Motion

Chief Financial Officer Brian Zahn presented this motion to the Committee members for its recommendation to the Board. If approved, the radio system that is now over 20 years old, would be replaced with a more reliable and robust communication system. Overall, District staff will have better coverage, reliability, and communication throughout internal and external networks. There also would be substantial cost savings to the District if the radios are procured by December 10, 2023.

Committee members supported and recommended this motion to the full Board for its approval. Director Keeling requested staff, when presenting this motion to the Board, there would be no need to go into detail, but to please provide an example of why the upgrade is important and how the radios are going to be used (i.e., communication with Ventura County Sheriff's office).

There were no further comments or questions from the Committee. No public comments or questions were offered, as no public was present.

5. Monthly Investment Report (September 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, as no public was present.

6. Monthly Pipeline Delivery Report (September 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, as no public was present.



7. 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) which have a fiscal impact.

There were no comments or questions from the Committee. No public comments or questions were offered, as no public was present.

8. Monthly Administrative Services Department Update

Information Item

The Finance Department monthly update was presented by Mr. Zahn (presentation attached). When presenting on Lake Piru Cash Collections (slide three), Chief Human Resources Officer Josh Perez briefly provided an update on the Lake Piru Recreation Area's Cash Collections. Mr. Zahn continued with his presentation.

During September's Pipeline update (slide four), General Manager Mauricio Guardado mentioned the District had been receiving inquiries from growers asking how they can obtain a secondary source of water supply. Also, if there were the possibility to reconstruct the OH interconnection pipeline agreement there could be an opportunity to collaborate with Calleguas Municipal Water District (Calleguas) for State Water. Chair Maulhardt added, conceptually an agreement or variation of what the District did for the City of Oxnard he would be open to. He felt it would be beneficial to work with Calleguas as a conceptual idea for discussion in order to collaborate with the District in the future. Discussions would also include looking at ways to work on a delivery mechanism for Article 21 water and storing it at Lake Piru. Chair Maulhardt was very open to that conversation.

Chief Human Resources Officer Josh Perez continued with updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached). Upon conclusion of the presentation, Chair Maulhardt stated to Mr. Perez, when presenting the motion of new radio enhancements to the Board for approval, to keep it concise and talk about two or more things that were important.

Considering the District's groundwater extraction rate increase, Director Keeling asked on behalf of the agriculture community if there was any place for them to look for that information and that it was not evident on the District's website. Staff noted the question and will follow up on the request.

There were no further comments or questions from the Committee. No public comments or questions were offered, as no public was present.

9. Future Agenda Items

Chair Maulhardt asked the Committee members if there were any agenda items they wished to bring forward to future meetings. No requests were offered by the Committee.



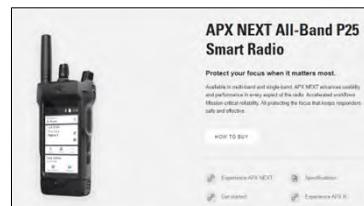
ADJOURNMENT 9:30 a.m.

Chair Maulhardt adjourned the meeting at 9:30 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 October 30, 2023 (November meeting).

ATTEST: _____
Chair Lynn E. Maulhardt

Board Motion - Item 4a. Radio System Enhancement/Upgrade



- **Existing Radios:**
Discontinued and incompatible
- **New Radios:**
Compatible across agencies, better coverage, and improved reliability



1

1

Why upgrade now?

Incentive Based Pricing

- Cost Savings
- Remove Cost Maintenance Items

Operational Efficiency

Employee Safety: Direct Connection to Resources

Enhanced Public Safety Responsiveness

Regional Safety Nexus

Reliability/Service



2

2

Pricing Summary



Committee Recommendation to Board

-

4

4



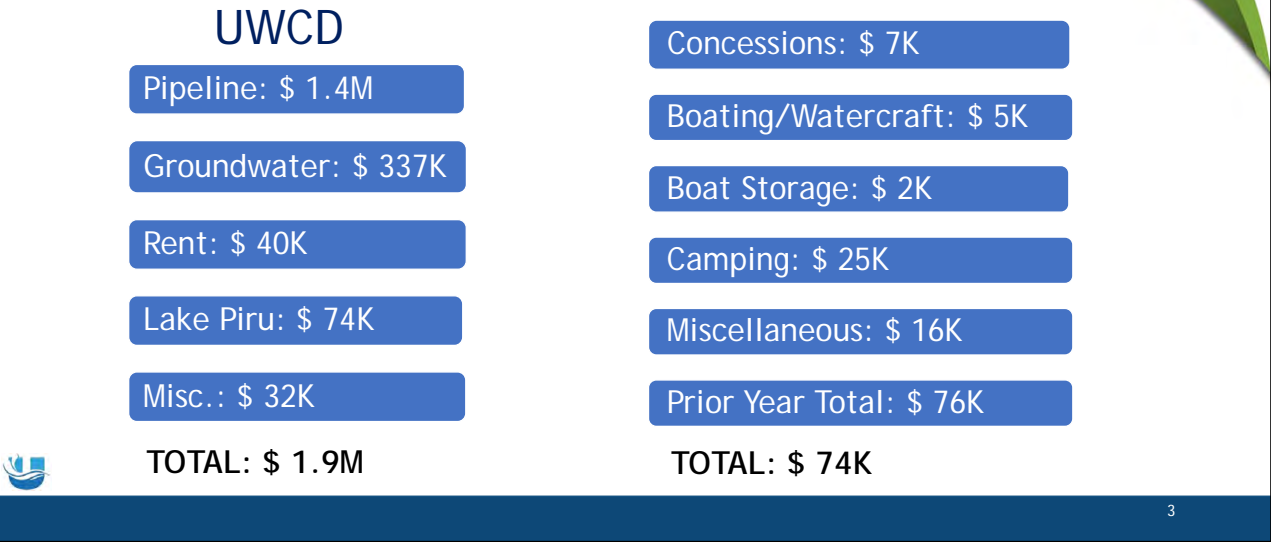


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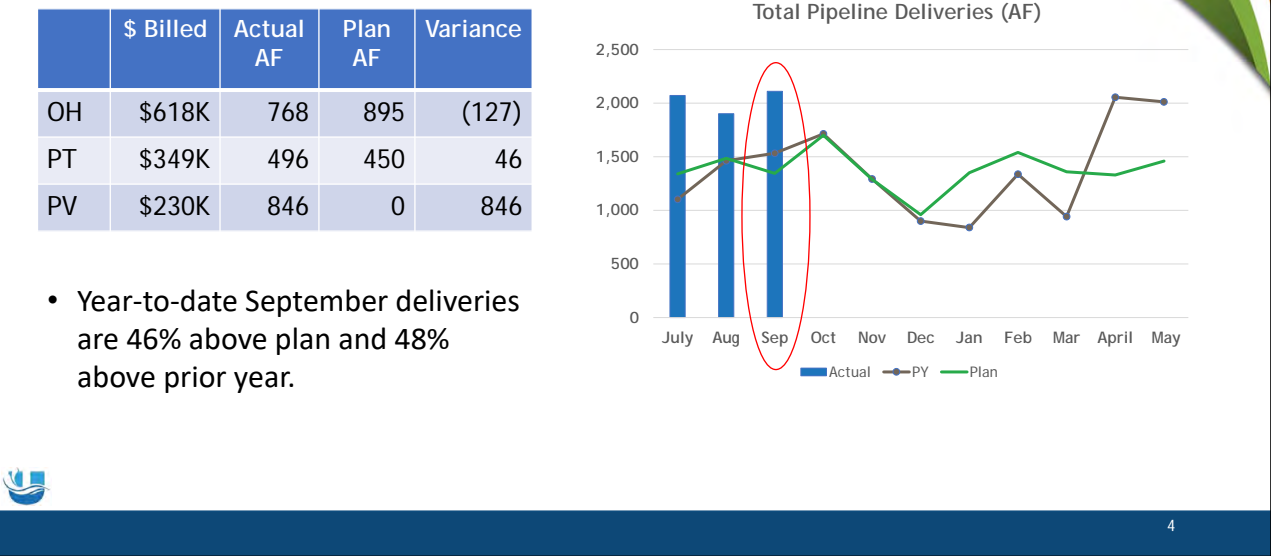
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September Cash Collections



3

September 2023 Pipeline



4

Board Motion Items with Fiscal Impact


Motion No.	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
4a.	Finance and Audit	Acquisition of new radios, District-wide, to allow for effective communication between Santa Felicia Dam, O&M, and headquarters	N	Multiple budget transfers and CIP 8058	\$275,000	\$12K annual expense
TBD	Recreation	Acquisition of new vehicle for increase in Lake Piru Recreation Area staff	Y	020-200-80510	\$60,000	-
TOTAL					\$335,000	



Finance Department

- Current estimate for emergency work performed on OH pipeline for the blockage removal is \$210K. We anticipate having the final cost in December and will bring it to the committee and board for supplemental appropriations.
- The finance team is conducting a review of our budgeting processes as we prepare files for the 2024-25 Financial Budget.
- The lease with Quest Diagnostics has been executed and will be extended until Sept. 30, 2030.
- Year-end financials to be presented in the December committee meeting.
- Financial audit is beginning the second week of December.





Administrative Update

Josh Perez
Chief Human Resources Officer

7

7

Human Resources

- Successfully onboarded the following positions:
 - Operations Supervisor - Water Treatment
 - Operations Supervisor - Water Supply and Distribution
 - Park Ranger Cadet
 - Human Resources Specialist
- Promotions:
 - Senior Engineer Robert Richardson to Principal Engineer
 - Senior Accounting Technician Nyvee De Leon to Accountant
- Calculated 2024 health insurance rates and processed all employee open enrollment changes.
- Attended the 2023 CalPERS Educational Forum and Annual Fire Extinguisher Training.



Mauricio Guardado honoring retirees John Carman, Kris Sofley, and Ofelia Leon at Board of Directors meeting held on October 11, 2023



8

Current Employee Recruitments

Executive Assistant/Clerk of the Board


Position closed 10/23/2023, GM review


Technology Systems Intern

Position posted, closes on 11/02/2023

Park Ranger Cadet

Position closed; agility exam scheduled for 10/30/2023.







9


Risk Management

- Coordinated confined space and hazmat training for staff at Ventura County Fire Department training center.
- Participated in Piru Siren Activation of additional vehicle fleets.
- Collaborated with O&M and Technology Systems (TS) staff on transitioning to new Dig Alert intake process.
- Certified new O&M staff members in Adult & Pediatric CPR/AED/First Aid.
- Investigated law enforcement incidents, including sharing information with Ventura County Sheriff's Office.
- Aided in procurement of FirstNet devices for wider District deployment.
- Managed the transition of fire and intrusion alarm monitoring services to new vendor.



Confined Space Training with VC Fire Department held on October 19, 2023

10



10



Technology Systems

- Worked on deployment of new domain controller.
- Equipped new onboarded staff members with workstations and devices to perform their core functions in various departments.
- Addressed advanced phishing tactics and email anomalies, and coordinated with security vendors to reinforce our defenses against malicious threats. This dissemination aligns with National Cyber Security and Awareness Month.
- Phone System Upgrade (scheduled for November 1, 2023)
 - Finalized user lists and other deliverables to advance the VOIP migration. In addition, TS staff made advancements with the notification process as the Districts’ enhanced physical security system is put into action.
- TS and Instrumentation Departments procured networking and wireless controllers intended for the Iron and Manganese Lab at El Rio.
 - Currently undergoing pre-configuration.
 - Coordination for setting installation dates is in progress.





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: November 25, 2023 (December 4, 2023, meeting)

Agenda Item: 6.1 **Resolution 2023-16** **Requesting the United Water Conservation District Board of Directors to Approve the Proposed Changes to the Financial Policies Board Motion**

Staff Recommendation:

The Committee will review and consider recommending to the full Board Resolution 2023-16 approving the following proposed changes to the financial policies listed below as set forth in the attached redlines to this Resolution:

- Budget Amendment Policy
- Budget Submittal Policy
- Expense And Compensable Activity Policy –Board Members and District Executive
- Expense Policy – Staff
- Accounts Receivable and Write-Off Policy
- Engineering Projects Administration Policy
- Procurement Policy

Discussion:

Periodically the Finance team reviews and evaluates the Financial Policies in effect to determine if any changes are needed based on the changing environment that the District is in.

The attached recommended changes will allow the Finance team to work more efficiently, meet IRS guidelines, and clarify areas in the policies that were somewhat vague, so the policies are more easily understood and enforceable.

Fiscal Impact:

There is no financial impact.

Attachment A: Resolution 2023-16

RESOLUTION 2023-16

**A RESOLUTION OF THE BOARD OF DIRECTORS OF UNITED WATER
CONSERVATION DISTRICT ADOPTING THE PROPOSED FINANCIAL POLICIES**

WHEREAS, the Board of Directors of United Water Conservation District has the authority to establish and revise the District's policies; and

WHEREAS, United Water Conservation District staff recommends the adoption of updated policies to remain consistent with District management and practices.

BE IT RESOLVED that the Board of Directors of United Water Conservation District hereby approves the following proposed changes to the financial policies listed below as set forth in the attached redlines to this Resolution:

- Budget Amendment Policy
- Budget Submittal Policy
- Expense And Compensable Activity Policy –Board Members and District Executive
- Expense Policy – Staff
- Accounts Receivable and Write-Off Policy
- Engineering Projects Administration Policy
- Procurement Policy

BE IT RESOLVED that the proposed changes shall take effect immediately upon the adoption of this Resolution.

ADOPTED AND PASSED this 13th day of December 2023.

ATTEST: _____
Bruce Dandy, President

ATTEST: _____
Lynn Maulhardt, Secretary/Treasurer

ACCOUNTS RECEIVABLE WRITE-OFF POLICY

Effective ~~December 13~~ July 1, 2023

POLICY STATEMENT

It is the District's policy to comply with government accounting standards and accurately report revenue by regularly writing off previously recognized revenue that has been determined to be uncollectable.

Types of receivables covered by this policy include, but are not limited to:

- Groundwater Extraction fees;
- Water Delivery charges;
- Fees for services;
- Fines and penalties;
- Recovery for damage to District property;
- Legal judgments; and
- Various unpaid fees.

A write-off of uncollectible accounts receivable from the District's accounting records does not constitute forgiveness of the debt or a gift of public funds. Accounts receivable should generally be written-off during the fiscal year in which an account is determined to be uncollectible. Subsequent collection of an account previously written-off will be treated as new revenue in the appropriate fund.

This policy does not supersede any provisions contained in the District's principal act, including but not limited to the procedures for levying and collection of groundwater extraction charges set forth in Chapter 3 of Part 9 of Division 21, Water Code Section 75560 et seq. In the event of any conflict between the District's principal act and the procedures set forth in this policy, the principal act shall govern.

POLICY OBJECTIVE

The purpose of this policy is to set authorization levels and standard guidelines to write-off uncollectible accounts receivables.

POLICY PROCEDURES

A. Prevention Procedures:

1. The District shall not pay for third party obligations, unless legally obligated to do so.
2. Whenever possible, the District shall require advance payment of all fees and costs in accordance with the District's Rates and Fees Schedule.

B. Write-Off Procedures:

1. Designation of an Account as Uncollectible:

After the appropriate collection procedures have been followed, an account will be considered uncollectible if it meets one or more of the following criteria:

- The debt is disputed and the District has insufficient documentation to pursue collection efforts;
- The cost of further collection efforts will exceed the estimated recovery amount;
- The amount is up to \$50 and remains unpaid after one year;
- The account remains unpaid after the lesser of four years or the applicable period for commencement of a recovery action (statute of limitations);
- The debtor cannot be located, nor any of the debtor's assets;
- The debtor has no assets and there is no expectation they will have any in the future;
- The debtor has died and there is no known estate or guarantor;
- The debtor is a company that is no longer in business;
- The debt is discharged through legal action (bankruptcy or court judgment); and
- The debt has been forgiven by action of the Board or as outlined under Section E.3 of this policy.

2. Preparation of Write-off of Accounts Receivable List:

Annually or as warranted, the Chief Financial Officer or his/her designee will identify any accounts receivable that meet the criteria for designation as an uncollectible account.

An itemized list of uncollectible accounts to be written-off will be compiled specifying the following:

- Debtor name;
- Account balance;
- Due date;
- Brief description of receivable type;
- Criteria under which the account was deemed uncollectible; and
- Account number of the receivable in the District's financial system if applicable.

For each uncollectible account, documentation should be attached supporting the uncollectible account designation and substantiating that collection procedures have been followed and due diligence has been exercised in collection efforts. Due diligence documentation should, at a minimum, include:

- Invoices, reminder letters, returned checks and/or collection letters (and any documentation that is returned as undeliverable, no known forwarding address, etc.);
- Bankruptcy claims and any documents supporting a claims court or other judgment rendered by proper authority;
- Judgment awarded by a court or settlement agreement; and
- Notice of discontinuation of services.

3. Approval Authority for Write-off Requests:

The Chief Financial Officer will review the list of uncollectible accounts to ensure that it is complete and that all necessary due diligence documentation has been attached. Once the review is complete, the qualified accounts will be written-off after approval from the corresponding authority is received. Subsequent to the write-off step, the write-off list will be presented to the appropriate reporting party according to the following approved authority levels:

Transaction Amount (per account):	Write-Off Authority:	Reported to:
Up to \$1,000	CFO	General Manager
\$1,001 up to \$5,000	General Manager	Finance Committee
Excess of \$5,000	District Board	District Board

If new developments arise suggesting that a possibility exists for collection of an account previously written-off, the collections process will be resumed.

C. Criteria for Maintaining Accounts Receivable:

Accounts receivable write-off will not be performed based on the criteria listed below:

- a. Insufficient collection efforts have been made or demonstrated;
- b. Existence of a lien and future collection is possible;
- c. Knowledge that the debt will be collected in the future; and
- d. Lack of proper approval as outlined in Section E.3.

BUDGET AMENDMENT POLICY

Effective ~~December 13~~ July 1, 2023

ESTIMATED REVENUES

Amendments to revenue estimates, which may have a significant effect on the adopted budget, will be presented to the Finance Committee and the Board of Directors for discussion as they become known. Staff will present proactive recommendations to the Board to provide options to respond to any known or anticipated significant revenue fluctuation.

APPROPRIATIONS

Consistent with the District's Procurement Policy, the General Manager is authorized to approve supplemental appropriations (additional spending authority) of up to \$50,000 for any one service or purchase. Supplemental appropriations of more than \$50,000 will be presented to the Board of Directors for consideration and approval prior to the commitment of funds. The Board will approve all supplemental appropriations over \$10,000 if the fiscal year-to-date supplemental appropriations approved by the General Manager exceeds \$500,000. This includes contract amendments for any one service or purchase during the fiscal year to contracts with original amounts that exceed the General Manager's authority. Services or purchases necessitating the need for a supplemental appropriation cannot be separated to avoid the requirement for requesting prior Board approval. Resources needed to fund the supplemental appropriation (i.e. reserves, new/additional revenues, grants, etc.) must be identified at the time of the supplemental appropriation request to the Board. Whenever possible, a budget appropriation transfer should be requested in lieu of a supplemental appropriation request if savings in other line items (internal to each fund) can be identified without impacting other operational needs. When a supplemental appropriation is requested for the Oxnard-Hueneme Pipeline Fund, all Contractors will be given proper notice as required by the Water Delivery Agreement, of the recommendation proposed to the Board of Directors for their approval seven (7) days prior to the commitment of funds.

In the case of an emergency situation and/or repair, that must be declared by the General Manager, any unbudgeted expenditure greater than \$50,000 must be presented to the Board of Directors at their next regular meeting and the Board must be updated at each following meeting until the emergency has concluded. The Chief Financial Officer will additionally inform the Finance Committee of the situation. Upon conclusion of the emergency, when all costs are known, the Chief Financial Officer will seek Board approval to use identified funds to fund the emergency expenditures. Emergency expenditures under \$50,000 only require the General Manager approval, as long as budgeted funds are available to fund the expenditures. When an unbudgeted expenditure greater than \$50,000 has been made in the course of an emergency, the appropriation will be presented to the Board of Directors at their next regular meeting.

Any planned or potential reduction in expenditures that were appropriated (approved) by the Board that may result in service, operations, program or policy changes will be presented to the Board of Directors for discussion as they become available.

The Finance Committee will review all supplemental appropriations at their regular monthly meetings.

BUDGET TRANSFERS

In an effort to operate within the approved budget, it may become necessary to shift spending authority from one purpose to another. Budget transfers must be internal to each fund (General Water Conservation sub funds are considered one fund) and cannot result in a change in policy without the Board of Director's approval. Appropriations not exceeding ~~\$25,000~~\$75,000 can be transferred between line items with the approval of the Chief Financial Officer. Line-item transfers between ~~\$7525,000~~ and ~~\$4200,000~~ can be transferred with the approval of both the Chief Financial Officer and the General Manager; however, for any line-item transfers between \$75,000 and \$200,000 they must be reported to the Finance and Audit committee. Transfer requests over ~~\$4200,000~~ will be presented to the Board of Directors for consideration and approval. Any balance remaining for completed capital improvement projects will be transferred back to the operating funds that funded the project with the approval of the project manager and the General Manager.

Exceptions: Line-item transfers within a specific project are not subject to the above approval limits and transfers can be made up to the amount of available funding with the approval of the General Manager. This exception applies to specific projects, such as the Habitat Conservation Plan project, the Quagga Mussels project, or any capital improvement project. It does not apply to general projects, such as departmental General & Management projects; the Saticoy/El Rio Operations Center projects; the Freeman, O.H. Pipeline, P.V. Pipeline, or P.T. Pipeline projects; etc.

BUDGET SUBMITTAL POLICY

Effective ~~December 13~~ July 1, 2023

United Water Conservation District operates on a fiscal year beginning on the first day of July and ending on the thirtieth day of June of the following year.

The District's annual operations and capital improvement budget is the principal vehicle for developing the Board of Directors' plans and policies for the District.

In order to ensure appropriate time for Board review, consideration and revisions (if necessary), on or before the first business day of May of each year, the General Manager shall submit to the Board of Directors a proposed/recommended operations and capital improvement budget for the next fiscal year.

The proposed budget shall provide a complete financial plan, including a 5-year Capital Improvement Project Plan, of all District funds and activities for the next fiscal year. The total of proposed expenditures for each fund shall not exceed the total estimated revenue and/or estimated funds/resources available.

~~Any proposed rate adjustments which impact estimated revenue must be clearly documented. The District's legal positions that such charges: (a) are not fees for property related services or charges incident to property ownership and are not subject to the requirement of Proposition 218 [California Constitution, Article 13D, Section 6 (b)]; (b) are not a general or special tax subject to Proposition 26 [California Constitution, Article 13C]; (c) do not exceed the reasonable cost of providing District services and do not violate Proposition 13 or various statutory or common law provisions; and (d) are not capacity charges. The City of San Buenaventura has sued the District concerning these and other legal issues in connection with the District's groundwater charges, and such issues are being addressed in litigation.~~

On or before June 30, the Board of Directors shall adopt, by resolution, the proposed/recommended budget with any amendments directed by the affirmative vote of a majority of the Board. While the Board adopts the next - fiscal year's budget by June 30. The budget can be amended at any time throughout the fiscal year via approval by a majority of the Board, consistent with the District's Budget Amendment Policy.

ENGINEERING PROJECTS ADMINISTRATION POLICY

Effective ~~December 13~~ July 1, 2023

POLICY GOALS

To the extent possible:

- A. Obtain the long-term best value for the public's resources.
- B. Adhere to an objective decision-making process utilizing documented procedures.
- C. Provide fair competition for District work.

DESIGN

A. In designing improvements, attempt to achieve the following objectives:

The features designed should:

- 1) Be safe to construct and operate;
- 2) Achieve the highest economy;
- 3) Provide maximum operational simplicity and flexibility;
- 4) Utilize redundancy where appropriate;
- 5) Utilize industry standards where appropriate; and
- 6) Incorporate those components for which service and parts may be expected to remain readily available in the future.

B. Design responsibility rests with engineering staff. Design shall be performed in-house to the fullest extent possible. Outside consultants are to be utilized when the schedule, scale or scope of a project exceeds the available in-house capabilities. The use of outside consultants is encouraged for design or peer-review of specialty components of a particular project, such as electrical, geotechnical, or complex structural, mechanical and hydraulic items.

C. Engineering Drawings should be plotted on either "11x17" or "22x34" sheets. Final Record Drawings are logged in the drawing log and filed in the central drawing files. Backup documentation including calculations, specs, permits, survey data, approved submittals, etc., is organized and placed in appropriately labeled folders and filed in the project drawers in the Engineering Department. One copy of the specifications should also be filed sequentially on the spec shelf.

CONSULTANT SELECTION

A. On-Call Services

An on-call services agreement may be used for projects that are

- Under \$100,000 **AND**
- Less than 6 months in duration **AND**
- Time critical

The Engineering department accepts proposals from firms to be included in the District's list of on-call services firms every 5 years. The proposals are evaluated based on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory

performance of the services required. Upon inclusion in the list, the District signs a contract with the firm which specifies rates and other terms of engagement. At the time on-call services are to be utilized, District staff selects a firm from this list and initiates a work order for the needed work. The department must document the reason that on-call services are needed. A firm may be used more than once per fiscal year for on-call services, but the total amount of work ordered under on-call services must be limited to \$250,000 cumulative per firm per fiscal year.

B. Qualification Based Selections

Qualification Based Selections will be used for projects that are

- Over \$100,000 **OR**
- Greater than 6 months in duration **OR**
- Construction management projects

For larger one-time capital projects (with Engineering Fees expected to be greater than \$100,000), specialized studies and similar matters, consultants should be through a process known as Qualification Based Selection (QBS).

The QBS process is accomplished through the following steps:

- ~~1. Write a detailed "Request for Proposals" and transmit to a list of appropriate firms. The proposal's fee schedule may be requested, but if a project estimate is desired, require that it be included only in a separate sealed envelope.~~

Prepare a detailed "Request for Proposals" and transmit to a list of firms with relevant qualifications or use a digital purchasing platform to advertise the RFP. The RFP may request the proposers include their fee schedules, proposed total hours, and the fee for the proposed services in their proposals.

- ~~2. Select a review panel of no fewer than two and no more than four. If outside individuals are to participate on a panel, they should have no financial interest in the outcome and if privately employed they should be willing to sign a non-collusion affidavit.~~

Establish a selection panel consisting of representatives from various District departments as appropriate and relevant to the scope of the project. Other District representatives (e.g., operations or financial consultants) may be invited to serve on the selection panel. Additionally, external parties (e.g., consultants) may be invited to participate in the selection process as panelists if needed. These individuals should have no financial interest in the outcome of the selection and should be willing to sign a non-collusion affidavit.

- ~~3. Create a table in which specific responses are to be graded with appropriate weighting factors. DO NOT SHARE THE FINAL TABLE WITH ANYONE OUTSIDE THE REVIEW PANEL.~~

Create a rating table in which specific responses are to be graded with appropriate weighting factors. DO NOT SHARE THE FINAL TABLE WITH ANYONE OUTSIDE THE SELECTION PANEL. Each selection panel member rates each proposal's merits on the rating table. The weighting factors are multiplied and the products summed to yield ranking values, which are then compared.

- ~~4. Each panel member rates each proposal's merits on the rating table. The weighting factors are multiplied and the products summed to yield ranking values, which are then compared.~~

Consider using the following criteria for selecting the qualified proposers:

Specialized experience and technical competence of the proposer, the proposer's familiarity with types of problems applicable to the project or project understanding, past performance on District projects, or other governmental agencies, including the project completion within budget and on schedule, the proposer's project team's expertise and qualifications to perform the work, the proposer's financial responsibility, level of efforts and fee proposal for the proposed services, and other key factors as appropriate for the type of service.

~~5. If deemed necessary by the review panel, the top 2 to 4 firms are interviewed by the review panel.~~

The rankings provided by the selection panel will be used to determine the top 2 to 4 proposers qualified to perform the work. If deemed necessary by the panel, the selected top 2 to 4 firms are interviewed by the panel. A second table is used for rating and ranking the interview responses.

~~6. A second table is used for rating and ranking the interview responses.~~

~~7. If requested, the pricing envelope for the interviewed firm(s) may be opened and reviewed.~~

~~8~~6. Begin negotiation for a professional services agreement with the highest ranked firm. If agreement is not reached, begin negotiations with second highest ranked firm and so on.

PROFESSIONAL SERVICES AGREEMENT

A standardized agreement is utilized. There are three templates: one for time and materials, one for a fixed amount, and a third for on-call services. The standard agreements were created in-house and reviewed and approved by the District's Legal Counsel and should not be modified without additional legal review of the proposed change(s). This standard is used for all professional services, not just for design engineering. The use of a consistent format for administering services greatly simplifies the administration of multiple contracts. It is recommended that staff copy the template into their project folders and begin modifications there to avoid writing over the template.

Each specific agreement requires modification to the firm's name, address and type of business, the District's contact person, the not-to-exceed cap as well as to the four attached exhibits. These exhibits detail the scope of services (Exhibit A), the fee schedule(s) to be used (Exhibit B), the time of delivery schedule(s) (Exhibit C), and insurance requirements (Exhibit D).

Legal Counsel has confirmed that the language in the templates conforms to California law. Changes to the templates may be approved by the General Manager and, when necessary, reviewed by legal counsel.

Administration of professional service agreements includes checking that each billing shows the actual hours worked by each class of consultant as well as division of incidental costs in compliance with Exhibit B. United's project administrator should also track overall time and costs relative to the schedule provided in Exhibit C.

Consultants who have exceeded the not-to-exceed amount in the contract must inform the project administrator and submit written requests for extra compensation. Clear justification for the expense should be included. The District has full discretion to approve/disapprove such

requests. Approval authority will be determined by the total contract value including amendments.

EQUIPMENT SUPPLY CONTRACTS

When purchasing major equipment, proposals rather than bids are solicited from potential suppliers. The proposals are then ranked according to predetermined criteria. Typical ranking criteria include cost, operability, durability, efficiency, schedule of delivery, ease of installation, availability of parts and location of fabrication / assembly.

The District has a form for Request for Quotations for the purchase of equipment over \$40,000. This form will be used to the extent possible.

CONSTRUCTION CONTRACTS

The District's standard construction contract shall be used for jobs exceeding \$100,000.

GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. District contracts will provide language required to be in all subcontracts and disclosure of any audit requirement.

PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

CONSTRUCTION ADMINISTRATION

A. The District goals in Construction Management (CM) are as follows:

1. Complete a safe, accident-free project.
2. Acquire the quality required by the design.
3. Eliminate cost increases.
4. Complete work in a timely manner.

B. The sequence of construction project administration should be as follows:

1. Bidding (Public Bidding is recommended for Projects not involving critical infrastructure (security information) and estimated over \$100,000).
 - a. Advertise: Draft Notice for publication in the Ventura County Star & give to Clerk of the UWCD Board.
 - b. Bid Package Distribution: Each plan set is numbered and accounted for. Determine a fair price for each set. Finance Division sells the packages and tracks the plan holders.
 - c. Addenda Issuance: Make sure each set of plans receives an addendum. Fax addenda are acceptable. Follow up faxed copies with a telephone call. The bidders are to acknowledge any addenda in their bid.

- d. Public Bid Opening: The preferred schedule is 2:00 PM on Tue., Wed., or Thur. Bids may be submitted electronically or at the District headquarters. The front desk will accept sealed bids until the scheduled time. The sealed bids are taken together to the meeting area.
 - i. Engineer's Estimate: Provide this information prior to opening bids. If the lowest bids are more than 15% above or below estimate, ascertain the reasons for the discrepancy and include in the staff recommendation for the Board's decision.
 - ii. Bid reading: Open each envelope, scan for completeness, state and log the bidder's names and the appropriate bid amount(s).
 - iii. Bid Bonds: Must be attached. Declare the presence of the bond during the opening.
 - iv. Bid Information / Subcontractor listing: This can be verbally shared with the other bidders after opening all bids. Copies of bid documents are provided should they be requested in writing.
 - v. Apparent Low Bid: Always refer to the bidder with the lowest dollar amount by this term. There may be inconsistencies with the bid package that are not apparent until a detailed review is performed.
 - vi. Waiver of Irregularities: This is complicated and can have specific timing and wording requirements. Refer to Acret Calif. Construction Law Manual and discuss with Legal Counsel.

Projects involving critical infrastructure (especially certain features of Santa Felicia Dam) should also include a modified section 1) Notice which references an additional document named, "Confidential and Proprietary Information Protection Agreement." A template is available for this purpose. This agreement is to be signed by any prospective bidder prior to receiving bid documents containing information of a secure nature. In order to limit the number of copies of secure bid documents, staff may limit the number of bidders on critical infrastructure projects to invited firms.

- 2. Award / Rejection: Prepare a staff report recommending the Board to authorize the General Manager to execute the construction contract for the amounts specified, or reject all bids and direct staff to reconsider project specifics.
- 3. Contract Execution: Receive, review and check dollar amounts and Best ratings of all insurance and bond documents. These shall include Payment Bond, Performance Bond, Liability Insurance and Worker's Compensation Insurance as specified in the bid documents. Have the contractor sign the agreement documents and submit for the execution by the General Manager's signature.
- 4. Contract Administration
 - a. Pre-construction Meeting: Create an agenda to include schedule, testing, etc. Take and publish minutes for all parties.

- b. Notice to Proceed: This document must be issued prior to mobilization onto District right of way. The notice's date starts the time clock for the construction period.
- c. Preliminary Notices: Subcontractors will submit these to maintain their lien rights for work performed on the property. Legally, contractors cannot lien public property, however subs can file claim against the District and are entitled to fair payment. Accordingly, all preliminary notices should be logged in for later use. (see "release of retention" below)
- d. Construction Observation: The Department representative assures that a daily construction progress log is kept that includes activities, key conversations and the weather conditions. Inspections should be scheduled promptly. It is often best to spend extra observation / testing effort at the start of any specific activity. The Contractor's work force then understands what quality is acceptable.
- e. Pay Requests: On a monthly basis the Department representative should estimate the degree of completion (or units) that is expected to be complete by the 1st of the next month. The bill is then submitted to the Finance Division for each pay cycle. The Department will assure that each bill accurately depicts the status of the construction under contract, showing all change orders, liquidated damages, retainages, etc. The District will retain 5% of the construction cost for each invoice until the project is completed.
- f. Submittals: These should be reviewed and returned promptly. Log and track submittals on an appropriate form. Always have the appropriate O&M staff member review the specific items of mechanical or electrical equipment that will be operated or periodically maintained by O&M staff.
- g. Record Drawings / O&M Manual: The Contractor is to keep an active set of drawings with as-built changes marked thereon. These and three sets of binders containing all approved submittals should be provided during start-up and prior to issuing the Notice of Completion.
- h. The General Manager is authorized to approve change orders in accordance with the District's Procurement Policy.
- h. Notice of Completion: Department representative shall complete our standard form and file a copy with the County Recorder's Office. The date of recordation starts a 35 -calendar-day period for release of retention. It also starts a 1-year period in which the performance bond remains in effect to secure the contractor's warranties.
- i. Release of Retention: The contractor shall be required to submit Unconditional Waivers from each subcontractor that filed a preliminary notice. If there are any missing or if conditional waivers are submitted, contact the subs, ascertain the amount owed and request written authorization to release retention from the Payment Bond Surety.

EXPENSE POLICY - STAFF

Effective ~~December 13~~ July 1, 2023

SCOPE

This policy applies to District staff that have occasion to incur expenses on behalf of the District, with the exception of executive management (General Manager and Assistant General Managers).

PURPOSE AND GENERAL PROVISIONS

The intent of this policy is to establish equitable standards and achieve reasonably consistent and fair treatment relating to reimbursement of actual and necessary expenses incurred in the service of the District. It is further intended as a guide for both the preparation of expense reports and for approval of such reports. It is also a means of informing all concerned of their privileges and obligations in the use of District funds for travel, education, and other expenses.

The District recognizes that attendance at workshops, seminars, meetings and conferences provides District staff with a vital forum for the exchange of ideas and methods in all areas of governmental administration, for presenting and receiving information, to provide training and professional growth opportunities, and for advocating legislation of benefit to the District. It is the District's policy to reimburse individuals for all actual and necessary expenses incurred while engaged in such activity. Individuals are expected to exercise good judgment in the expenditure of District funds. Items deemed to be of a purely personal nature are not reimbursable.

ADVANCE APPROVAL

Supervisor or Department Manager approval is required in advance for attendance at all training programs, meetings, seminars and conferences, and/or professional growth events.

Advance approval by the Department Manager and General Manager is required for attendance at all training programs, meetings, seminars and conferences, and/or professional growth events beyond Los Angeles and Santa Barbara Counties that require an overnight stay, air travel and/or involves an expense exceeding \$500.

ALLOWABLE EXPENSES

A. Travel Expenses

1. Airline or other travel accommodations shall be economy class. Travel arrangements will be made through District staff. Airline travel will be arranged so as to be as cost efficient to District as possible, including early booking to minimize costs. Baggage fees are considered part of the cost of airline travel and are an allowable expense.

In cases of trips longer than three hours scheduled flight time, tickets may be booked in premium economy class. (eg; Economy Plus on United Airlines, Main Cabin Extra on American, etc.). Where possible, this class should be booked at time of ticket purchase. The District will not pay for upgrades in any other circumstances. When travelling on District business, the work/meeting schedule will take priority over the travel schedule. As such, opportunities for premium bookings and upgrades may not be available on every trip.

When scheduling flexibility is necessary, a refundable ticket may be purchased.

Travel arrangements and costs for guests are the responsibility of the individual attending and are not considered a District expense.

2. District owned vehicles shall be used by staff assigned a District-owned vehicle or staff that do not receive a mileage allowance, whenever possible when traveling on District business.
3. Personal vehicles may be used if necessary and the staff shall be reimbursed at the standard IRS mileage rate (i.e. \$0.~~65.558.5~~³² cents a mile for calendar year 202³²), but for a total of no more than the cost of round trip airfare. Mileage is to be calculated via the shortest route between the District worksite or point of origin for staff, whichever is less, to the destination and the return. The owner's/driver's auto insurance is responsible for any damage, accident, etc. incurred. Staff who do not receive a monthly mileage allowance must seek approval from their department manager in advance for use of personal vehicles on District business. Employees must provide the District with evidence of personal auto insurance, including liability insurance, in advance of travel.
4. Mileage reimbursement for staff's use of their personal vehicle shall be from the point of origin to destinations in Southern California, including District offices or facilities, as defined as counties south of and including: Monterey, Kern and Inyo Counties and any other destination involving total round-trip mileage equal to or less than such destinations. If the destination is outside these geographic areas (e.g. is in San Francisco, Sacramento, etc.), the individual may elect to drive rather than fly, but shall receive a mileage reimbursement not greater than the cost of a round trip standard economy or coach class airline ticket to that destination.
5. Rental automobile costs are reimbursable when justified by the nature of the trip. Except in cases where there are more than three District-affiliated individuals travelling together, only rental of vehicles of full-size standard or smaller are permitted to be reimbursed. Rental of SUVs, minivans or premium/luxury vehicles will not be reimbursed for fewer than four individuals in one vehicle. In such cases, the names of all District-affiliated individuals will be recorded in the expense report. All drivers of rental vehicles must provide their own insurance that covers the rental vehicle. Charges for insurance provided by the rental company will not be reimbursed. Fuel costs will be reimbursed with appropriate receipts.
6. Taxis and other local transportation costs, including ride share apps, incurred to and from businesses, hotels or airports, or in other District-related activities are reimbursable upon submittal of a receipt (see tipping guidelines under Tipping section).
7. Government and group rates offered by a transportation provider shall be used when available.

B. Hotels

1. The cost of hotel or motel accommodations incurred on approved business trips is reimbursable. It is expected that an individual will use accommodations appropriate to the nature of the business trip. Accommodations may be reserved for guests attending a District-approved function; however, the District will reimburse only the cost of the single person room rate.

2. Government and group rates offered by a lodging services provider will be utilized when available. If a lodging expense is incurred in connection with a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq., reimbursement of lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board member or District staff at the time of booking. If lodging is available at the group rate, and a Board member or District staff elects to stay at a non-group rate hotel which has a higher rate, reimbursement to the director or staff shall not exceed the maximum group rate published by the activity or group sponsor, that is the Board member or staff shall be financially responsible for the difference. If rooms at the group rate are not available, the Board member or staff shall use comparable lodging that is consistent with the requirements of Government Code Section 53232.2(c) and (e), respectively. In such event, a Board member or staff may be reimbursed for up to 110% of the group rate, that is the Board member or staff shall be financially responsible for any amount in excess of 110% of the group rate.

The rates specified in the above paragraph refer to base rates and shall not include transient occupancy taxes or parking.

C. Meals

The actual costs of meals, including tips, incurred on approved business trips is reimbursable. Meals for guests in attendance are the responsibility of the individual, except for business guests invited as part of a District-hosted event.

For staff attending functions, such as training or meetings of professional organizations, the District will reimburse the cost of the event including meals provided. For functions occurring during normal mealtimes and which do not provide meals, meal reimbursement will not exceed \$125 for each full day of travel. For partial days of travel, managers will use their discretion in approving their employees' meal expenses.

See tipping guidelines in section I, below. Itemized receipts are required for all meal expenditures.

The daily meal allowance will be adjusted for those meals included in the cost of the conferences and seminars. It is not the intent of the District to pay twice for the same meal. Exceptions may be made by the General Manager when the traveler is unable to partake in the meal provided.

The limits for daily meals include all aspects of the meal, e.g. appetizer, entrée, dessert and beverages, excluding tip. Meal costs eligible for reimbursement do not include alcohol. Any amount in excess of the maximum limit for the day (excluding tip) shall be the responsibility of the individual.

It is recognized that periodically, District staff may need to use their District-issued credit cards (if issued) or directly pay for meals with and for District guests while conducting District business. Reasonable use of this privilege for this purpose is permissible, provided there is adherence to the above limits, and documentation is provided as to the participants and the business discussed.

D. Communications (Phone calls)

All necessary business calls and messages are reimbursable. It is expected that the least expensive method of communications (i.e. use of a mobile phone in lieu of hotel phone) that is consistent with the best interest of the District will be used whenever possible. Staff receiving a cellular phone allowance will adhere to the District's Cellular Phone Allowance Policy.

E. Travel Requiring Advance Approval [District Staff]

When overnight lodging is required, a travel authorization form "Request for Travel/Training Approval" must be completed by the staff as follows:

1. The completed travel authorization form must list all actual and anticipated costs associated with attendance at the event and required approvals per the Purpose and General Provisions section. Please include the account number to be used to pay for the associated expense costs and all background information describing the event and attendance arrangements.
2. When required the travel authorization form is submitted to the General Manager for final approval.
3. If the General Manager's approval is granted, a copy of the request is submitted to the designated Finance personnel. If the request is denied, all paperwork is returned to the Department Manager.

F. Advances

If an advance is required for approved travel, please indicate such on the "Request for Travel/Training Approval" form. Advances and District-issued credit cards are appropriate means of funding District-related trips. As stated above, whenever possible, the District- will prepay hotel, tuition, airline, etc. costs to vendors with an approved purchase requisition, therefore an advance for these costs will not be necessary. Staff may request an advance for meals, not to exceed the maximum per diem amounts, via a Check/Petty Cash Request form. Upon return, all receipts must be submitted and any excess advance shall be returned to the District.

G. Non-Use of Advance Paid Reservations

Whenever staff makes an advance paid reservation, or the District staff makes a reservation on behalf of the staff, whether for travel, lodging or meals (e.g. conference meal tickets), if the reservation or ticket is unused and the associated expense is not refundable and the staff utilizes alternative arrangements, the expense associated with such alternative arrangements is not reimbursable by the District.

I. Tipping

The District shall cover tipping up to 20% of the cost of meal and transportation service charges.

J. Non-reimbursable expenses

This document covers all reimbursable expenses. Any expenses not specifically mentioned will not be reimbursed without prior General Manager approval.

In no circumstances will the following be reimbursed:

- Hotel movie rentals
- Personal medical expenses not related to a workplace injury
- Personal entertainment such as sight-seeing, movies/theater, golf or other sports (except in the course of District outreach activities).

ADMINISTRATION

This policy shall be administered by the General Manager. The key to prompt reimbursement is proper documentation. This includes a clear statement of the business purpose of the trip, a copy of the meeting/conference agenda, and receipts for business expenses.

Expenses rendered for reimbursement shall be itemized and sufficiently described as to the nature and intent of the expense. Expense reports should be prepared on a monthly basis and submitted to the Finance Division on prescribed forms. To receive reimbursement for authorized travel, please submit a "Travel Expense Claim" form to the Finance Division. A separate Travel Expense Claim is to be submitted for each trip taken. Original documents such as receipts or bills for all hotel charges, the last page of the airline ticket showing the itinerary and costs, usually called the "passenger receipt," and receipts for other expenses must be attached to the Travel Expense Claim for documentation. Credit card charge slips will not serve as adequate documentation for transportation, room or car rental expense. In the event a receipt is lost please provide a written explanation. A copy of the approved "Request for Travel/Training Approval Form" should be attached to the Travel Expense Claim when the travel required advance approval.

The traveler is required to sign the Travel Expense Claim certifying that the amounts included on the report are actual and reasonable. Refunds of unused advances, by a check payable to the United Water Conservation District, should be submitted to the Finance Division with the Travel Expense Claim.

It is the responsibility of each individual, as well as each person approving the Travel Expense Claim, to ensure that there is no appearance nor occurrence of extravagant and/or unsupported expenditures for travel. During the review of these reports, any questionable or incomplete reports may be returned to the individual in order to obtain additional approval or documentation to support expenses.

The Chief Financial Officer shall advise the General Manager of any outstanding matters relating to the administration of this policy. Exceptions to this policy may be authorized by the General Manager.

The Chief Financial Officer or his/her designee shall provide overall oversight of the reimbursement of expenses and shall provide a quarterly report to the Board Finance Committee detailing the expenses of the District of at least one hundred dollars (\$100.00) for each individual charge for service or product received. Additionally, in compliance with Government Code §53065.5, by September 30th of each year, the Finance Division will submit a detailed report to the Board's Finance Committee that discloses any reimbursement paid to any one employee or member of the Board by the District within the immediately

preceding fiscal year of at least one hundred dollars (\$100.00) for each individual charge for service or product received. The report shall be made available for public inspection at the first meeting of the Board of Directors following the Finance Committee submittal.

EXPENSE AND COMPENSABLE ACTIVITY POLICY – BOARD MEMBERS AND DISTRICT EXECUTIVES

Effective ~~December 13~~ July 1, 2023

SCOPE

This policy applies to members of the Board of Directors and to District executive staff (General Manager and Assistant General Managers) that have occasion to incur expenses on behalf of the District.

This policy additionally sets forth the types of activities for which board members may receive compensation and reimbursement for their actual and necessary expenses thereto in accordance with Government Code Section 53232 et seq.

PURPOSE AND GENERAL PROVISIONS

The intent of this policy is to establish equitable standards and achieve reasonably consistent and fair treatment relating to reimbursement of actual and necessary expenses incurred in the service of the District. It is further intended as a guide for both the preparation of expense reports and for approval of such reports. It is also a means of informing all concerned of their privileges and obligations in the use of District funds for travel, education, community and legislative outreach, and other expenses.

The District recognizes that attendance at workshops, seminars, meetings and conferences provides Board members and District staff with a vital forum for the exchange of ideas and methods in all areas of governmental administration, for presenting and receiving information, to provide training and professional growth opportunities. The District also recognizes the importance of building relationships with legislators, regulators and key opinion leaders in local, state and federal government centers. It is the District's policy to reimburse individuals for all actual and necessary expenses incurred while engaged in activities critical to building these relationships. Individuals are expected to exercise good judgment in the expenditure of District funds. Items deemed to be of a purely personal nature are not reimbursable or covered by the District.

A. District Executives

Advance approval by the immediate supervisor and General Manager is required for attendance at all training programs, meetings, seminars and conferences, and/or professional growth events beyond Los Angeles and Santa Barbara Counties that require an overnight stay, air travel and/or involves an expense exceeding \$500.

B. District Board Members

Consistent with the requirements of this policy, Board members may receive reimbursement for their actual and necessary expenses incurred when participating in those activities listed in the "Compensable Activities" section of this policy. Pre-approval of the Board for these expenses is not required.

However, any expenses which are incurred for activities not set forth in the "Compensable Activities" section, or which do not fall within the requirements of this policy (e.g. which exceed the maximum permissible rate), must be approved by the Board of Directors in a public meeting before the expense is incurred, or the expense will not be reimbursed. The only exception to this requirement pertains to lodging expenses, as set forth below.

ALLOWABLE EXPENSES

A. Travel Expenses

1. Airline or other travel accommodations shall be economy class. Travel arrangements will be made through District staff. Airline travel will be arranged so as to be as cost efficient to District as possible, including early booking to minimize costs. Baggage fees are considered part of the cost of airline travel and are an allowable expense.

In cases of trips longer than three hours scheduled flight time, tickets may be booked in premium economy class. (eg; Economy Plus on United Airlines, Main Cabin Extra on American, etc.). Where possible, this class should be booked at time of ticket purchase. Upgrades to premium economy purchased at check-in will be reimbursed. The District will not pay for upgrades in any other circumstances. When travelling on District business, the work/meeting schedule will take priority over the travel schedule. As such, opportunities for premium bookings and upgrades may not be available on every trip.

When scheduling flexibility is necessary, a refundable ticket may be purchased.

Travel arrangements and costs for guests are the responsibility of the individual attending and are not considered a District expense.

2. District-owned vehicles shall be used by executive management staff assigned a District-owned vehicle or staff that do not receive a mileage allowance, whenever possible when traveling on District business.
3. Personal vehicles may be used if necessary and the Board member or staff shall be reimbursed at the standard IRS mileage rate (i.e. \$0.~~65.558-5~~ per mile for calendar year 202~~32~~), but for a total of no more than the cost of round-trip airfare. Mileage is to be calculated via the shortest route between the District worksite or point of origin for staff, whichever is less, and from the point of origin for Directors, to the destination and the return. The owner's/driver's auto insurance is responsible for any damage, accident, etc. incurred. Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply. Staff who do not receive a monthly mileage allowance must seek approval from their department manager in advance for use of personal vehicles on District business. Employees must provide the District with evidence of personal auto insurance, including liability insurance, in advance of travel.
4. Mileage reimbursement for a Board member's use of their personal vehicle shall be from the point of origin to destination and return. Executive management staff receiving a monthly mileage allowance shall abide by the terms of this section except where it conflicts with their employment agreement, in which case the terms of the employment agreement shall apply. Board members may be reimbursed for mileage for up to 10 meetings per month in accordance with Section B of the District Board Members: Compensation and Compensable Activities section of this policy.
5. Rental automobile costs are reimbursable when justified by the nature of the trip. Except in cases where there are more than three District-affiliated individuals travelling together, only rental of vehicles of full-size standard or smaller are permitted

to be reimbursed. Rental of SUVs, minivans or premium/luxury vehicles will not be reimbursed for fewer than four individuals in one vehicle. In such cases, the names of all District-affiliated individuals will be recorded in the expense report. All drivers of rental vehicles must provide their own insurance that covers the rental vehicle. Charges for insurance provided by the rental company will not be reimbursed. Fuel costs will be reimbursed with appropriate receipts.

6. Taxis and other local transportation costs, including ride-share apps, incurred to and from businesses, hotels or airports, or in other District-related activities are reimbursable upon submittal of a receipt (see tipping guidelines under Tipping section).
7. Government and group rates offered by a transportation provider will be utilized when available.

B. Hotels

1. The cost of hotel or motel accommodations incurred on approved business trips is reimbursable. It is expected that an individual will use accommodations appropriate to the nature of the business trip. Accommodations may be reserved for guests attending a District-approved function; however, the District will reimburse only the cost of the single person room rate.

2. Government and group rates offered by a lodging services provider will be utilized when available. If a lodging expense is incurred in connection with a conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq., lodging costs covered by the District shall not exceed the maximum group rate published by the conference or activity sponsor, provided that lodging at the group rate is available to the Board member or District staff at the time of booking. If lodging is available at the group rate, and a Board member or District staff elects to stay at a non-group rate hotel which has a higher rate, District charges shall not exceed the maximum group rate published by the activity or group sponsor, that is the Board member or staff shall be financially responsible for the difference. If rooms at the group rate are not available, the Board member or staff shall use comparable lodging that is consistent with the requirements of Government Code Section 53232.2(c) and (e), respectively. In such event, the District may pay for up to 110% of the group rate, that is the Board member or staff shall be financially responsible for any amount in excess of 110% of the group rate.

The rates specified in the above paragraph refer to base rates and shall not include transient occupancy taxes or parking.

C. Travel Per diem

In order to provide for the costs of ad-hoc expenses related to District travel, the District will reimburse \$100 per full day of authorized travel outside of the District that requires an overnight stay. The per diem is expected to cover all meals not part of outreach activities and other District business as well as any and all incidental expenses not specifically addressed in this document. The per diem will be claimed on the standard business expense report and will not be paid in advance of travel.

D. District Outreach Events

Periodically Board Members and District Executives engage in activities related to legislative outreach. Recognizing that these events often have irregular schedules and venues, food and

beverages provided as part of these activities will be reimbursed, provided the cost is reasonable for the situation as determined by the General Manager. Alcohol of reasonable cost and quantity may be provided at these events at District expense. Third-party attendees of such events must be verbally approved by the General Manager in advance to assure that the event is pursuant to District objectives and not social in nature.

Meetings of District personnel prior to or following outreach events where food and beverage are provided will be considered part of the outreach activities and as such will be covered by the District and not an incidental expense covered by the abovementioned travel per diem.

Expenses for such activities will be comprehensively documented. Supporting documentation will include a detailed check or invoice (not just a credit card receipt) and a clear accounting of the names, positions and affiliations of all attendees at the event.

E. Communications (Phone calls)

All necessary business calls and messages are reimbursable. It is expected that the least expensive method of communications (i.e. use of a mobile phone in lieu of hotel phone) that is consistent with the best interest of the District will be used whenever possible. The Board of Directors will be reimbursed \$50.00 per month for District business related phone/fax costs. Each Director is also eligible for reimbursement of business-related long-distance calls from their personal phone that are not covered by an all-inclusive phone plan upon submittal of their phone bill. Staff receiving a cellular phone allowance will adhere to the District's Cellular Phone Allowance Policy.

F. Travel Requiring Advance Approval (District Executives)

When overnight lodging is required, a travel authorization form "Request for Travel/Training Approval" must be completed by the staff as follows:

1. The completed travel authorization form must list all actual and anticipated costs associated with attendance at the event and required approvals per the Purpose and General Provisions section. Please include the account number to be used to pay for the associated expense costs and all background information describing the event and attendance arrangements.
2. When required the travel authorization form is submitted to the General Manager for final approval (Allowable Expenses -Section A).
3. If the General Manager's approval is granted, a copy of the request is submitted to the designated Finance personnel. If the request is denied, all paperwork is returned to the Department Manager.

G. Advances

The District will not provide cash advances for travel to board members or executives. Airfare will be paid directly by the District. Whenever possible, the District will prepay hotel, tuition, etc. costs to vendors with an approved purchase requisition, therefore an advance for these costs will not be necessary.

H. Non-Use of Advance Paid Reservations

Whenever staff or Board member makes an advance paid reservation, or the District staff makes a reservation on behalf of the staff or Board member, whether for travel, lodging or meals (e.g. conference meal tickets), if the reservation or ticket is unused and the associated

expense is not refundable and the staff or Board member utilizes alternative arrangements, the expense associated with such alternative arrangements will be reimbursable by the District at the General Manager's discretion.

I. Tipping

The District shall cover tipping up to 20% of cost of the meal and transportation service charges.

J. Non-reimbursable expenses

This document covers all reimbursable expenses. Any expenses not specifically mentioned will not be reimbursed without prior General Manager approval.

In no circumstances will the following be reimbursed:

- Hotel movie rentals
- Personal medical expenses not related to a workplace injury
- Personal entertainment such as sight-seeing, movies/theater, golf or other sports (except in the course of District outreach activities).

DISTRICT BOARD MEMBERS: COMPENSATION AND COMPENSABLE ACTIVITIES

A. Compensation.

Compensation for members of the Board of Directors is established in accordance with section 74208 of the California Water Code, and increases are authorized in accordance with Water Code Section 20202. Actual and necessary expenses incurred by a Board member in the performance of their duties required or authorized by the Board are reimbursed in accordance with Water Code Section 74208 and the terms of this policy.

B. Compensable Activities.

In accordance with Government Code Section 53232.1, a Board member's attendance at the following occurrences (activities) constitutes the performance of official duties on behalf of the District which qualify a Board member to receive compensation and reimbursement of actual and necessary expenses but limited to 1 compensable activity per day and 10 compensable activities per month incurred thereto:

1. Regular, special or emergency meetings of the District Board of Directors.
2. Regular or special meetings of District Board committees, or an advisory body established by the Board of Directors, of which the Board member is a member thereof.
3. Agenda review meeting of President with General Manager as well as other meetings of Board members with the District's General Manager, Legal Counsel or District consultants, as requested by the General Manager.
4. A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234 et seq. This includes conferences or educational activities organized by the Association of California Water Agencies (ACWA), the Association of Water Agencies of Ventura County (AWAVC), and the California Special Districts Association (CSDA). It shall also include any other training providers approved in advance by the Board of Directors. AWAVC events

included within this policy are the Water Wise breakfast series, annual Symposium, Elected Official Night and Year-End Report Event; not included are the Annual BBQ or other events of a strictly social nature.

5. Meetings of the board of directors or board committees of governmental or non-governmental entities to which a Board member has been designated by the President, as the District's representative, liaison or alternate. Such designation shall be published at least annually at a District Board meeting. The entities include the Fox Canyon Groundwater Management Agency (FCGMA), Ventura County Local Agency Formation Commission (LAFCO); RiverPark Joint Powers Authority; the AWAVC Board of Directors and the AWAVC Water Issues Committee; Oxnard Chamber of Commerce Water Committee; ACWA; CSDA, and GSA. A District Board member who is a designated representative, liaison or alternate to a non-governmental entity, and who will be unable to attend a scheduled meeting, may request or ask the General Manager to designate another Board member to attend the meeting on his behalf, and attendance at the meeting shall be considered a compensable activity for such other Board member.

Additionally, any preparatory meetings the Board member needs with the District's General Manager ahead of Board meetings or Board Committees entities in the paragraph above.

6. At the specific request of the District Board of Directors, Board President, or General Manager, meetings of the board of directors of the Pleasant Valley County Water District (PVCWD), FCGMA, or the Oxnard City Council, or the governing body of any local government entity during which there is discussion of specific matters related to the District.
7. Meetings by designated District Board members or alternates, with board members or executive management of the entities set forth in No. 5 during which there is substantial and substantive discussion of specific matters related to the District.
8. Attendance at public meetings hosted by the District (e.g. Section 10 HCP, Vern Freeman Fish Panel) at which there is a presentation of specific matters related to the District.
9. At the specific request of the District Board of Directors, Board President or General Manager, attendance at meetings with state or federal legislators, or officials of the state or federal administrations (e.g. California Department of Water Resources, U.S. Bureau of Reclamation, etc.), or representatives from other entities during which there is discussion of specific matters related to the District.

ADMINISTRATION

This policy shall be administered by the General Manager. The key to prompt reimbursement is proper documentation. This includes a clear statement of the business purpose of the trip, a copy of the meeting/conference agenda, and receipts for business expenses.

Expenses rendered for reimbursement shall be itemized and sufficiently described as to the nature and intent of the expense. Expense reports should be prepared on a monthly basis and submitted to the Finance Division on prescribed forms. To receive reimbursement for authorized travel, please submit a "Travel Expense Claim" form to the Finance Division. A separate Travel Expense Claim is to be submitted for each trip taken. Original documents such as receipts or bills for all hotel charges, the last page of the airline ticket showing the itinerary and costs, usually called the "passenger receipt," and receipts for other expenses must be attached to the Travel Expense Claim for documentation. Credit card charge slips will not serve as adequate documentation for transportation, room or car rental expense. In the event a receipt is lost please provide a written explanation.

The traveler is required to sign the Travel Expense Claim certifying that the amounts included on the report are actual and reasonable.

It is the responsibility of each individual, as well as each person approving the Travel Expense Claim, to ensure that there is no appearance nor occurrence of extravagant and/or unsupported expenditures for travel. During the review of these reports, any questionable or incomplete reports may be returned to the individual in order to obtain additional approval or documentation to support expenses.

The Chief Financial Officer shall advise the General Manager of any outstanding matters relating to the administration of this policy.

Exceptions to this policy may be authorized by the General Manager for other staff and by the Board Treasurer if the exception applies to the General Manager.

The Chief Financial Officer or his/her designee shall provide overall oversight of the reimbursement of expenses and shall provide a quarterly report to the Board Finance Committee detailing the expenses of the District of at least one hundred dollars (\$100.00) for each individual charge for service or product received. Additionally, in compliance with Government Code §53065.5, by September 30th of each year, the Finance Division will submit a detailed report to the Board's Finance Committee that discloses any reimbursement paid to any one employee or member of the Board by the District within the immediately preceding fiscal year of at least one hundred dollars (\$100.00) for each individual charge for service or product received. The report shall be made available for public inspection at the first meeting of the Board of Directors following the Finance Committee submittal.

For District Board Members:

1. Expense reports of Board members shall be submitted to the General Manager, together with receipts, within a reasonable time after incurring the expense, and shall document that the expenses have been incurred for the types of occurrences (activities) authorized by the Board for reimbursement of such expenses.
2. Members of the Board shall provide brief reports on meetings attended at the District's expense at the next regular meeting of the Board of Directors.
3. All documents relating to expenditures of Board members as set forth herein are public records subject to disclosure under the California Public Records Act.

PROCUREMENT POLICY

Effective ~~December 13~~ July 1, 2023

OVERVIEW

This policy is written to document the policies and procedures that shall be followed when purchasing goods or services. All purchases of materials, supplies, equipment and services required by the District shall be made in accordance with the following, and pursuant to applicable provisions of the Government Code. This policy will be reviewed with new members of the Board of Directors and new District Department Heads/Managers as soon as possible after they assume responsibility. This policy shall also be reviewed as part of the annual budgeting process.

OBJECTIVES

- Purchase the best product or service at the most favorable price
- Establish authority, responsibility, accountability for purchasing activity
- Provide an environment of fair competition and impartiality in purchasing process
- Set objective decision-making procedures for District staff to follow when procuring materials or services
- Communicate organization goals/policies as they relate to purchasing

QUOTATIONS FOR GOODS, SERVICES AND EQUIPMENT; PROFESSIONAL SERVICES; PUBLIC WORKS PROJECTS

The District shall invite bid proposals or quotations for goods, services and equipment as required by applicable provisions of California Law. Invitations to bid shall include all information required by law and grant requirements. District personnel shall always use their best judgment in receiving either oral or written quotations. For expenditures over \$50,000, the District shall solicit, if available, two (2) written quotations or bids. Generally, the purchase will be made from the lowest responsible bidder. The District in its sole discretion reserves the right to reject all bids or quotations. In the event bids or quotations are not received or, in the District's sole discretion are unacceptable, the District reserves the right to have the work done by its own forces.

For Federally funded projects the following provisions should be included in the procurement process as applicable and necessary:

- Standards of conduct related to conflicts of interest in accordance with the requirements contained in Title 2 CFR, 220.318(c)(1)
- Federally required provisions per Title 2 CFR, Part 200 including:
 - a) Debarment and Suspension (Section H),
 - b) Byrd Anti-Lobbying and Certification (Section I),
 - c) Clean Air Act and Federal Water Pollution Control Act (Section G)
 - d) Equal Employment Opportunity clause (Section C)

- Solicitation of small and minority business in accordance with Title 2 CFR, Part 200.321 to the standard contract

EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding may be waived in the case of an emergency or when:

- The items or services to be furnished are in such short supply that there is no competition.
- The specifications or other restrictions limit the number of prospective suppliers.
- The skill or knowledge of a particular individual is sought.
- Consolidating its procurement with that of another agency or entity constituted for governmental purposes; provided that the commodities or contractual services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding exists.
- Using on-call services as described in the Engineering Projects Administration Policy.

PROFESSIONAL SERVICES

The District may in its discretion, but is not required to, utilize a request for proposal process or other formal process for the selection of consultants to provide professional services. Selection of professional services consultants shall be made in the District's sole discretion based on demonstrated competence, professional qualifications and other criteria which the District deems relevant.

PUBLIC WORKS PROJECTS

Water conservation districts like United are not included within, and are not subject to, competitive bidding requirements in the Public Contract Code. The District reserves the right in its discretion to determine whether it will seek competitive bids for public works projects.

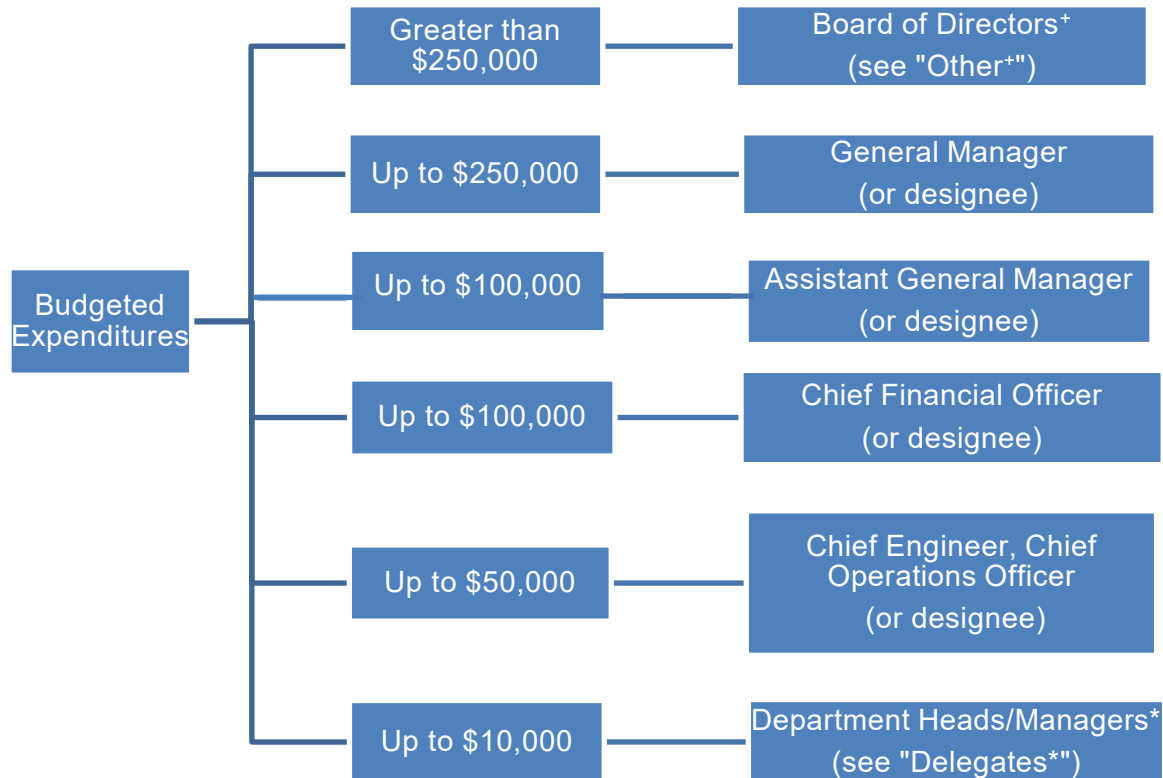
PURCHASING AUTHORITY

The Board of Directors adopts an annual budget, which includes detail^s of all capital items, professional fees for services and all other expenditures. Items referred to hereafter as "budgeted" refer to expenditures that have been appropriated in the adopted budget or approved for expenditure by the Board after the budget is adopted for the current fiscal year.

Authority to approve expenditures and sign contracts shall be determined as shown in the diagrams below. Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the guidelines.

The General Manager and Chief Financial Officer may designate their approval authority in their absence. Designation must be made in writing and a log of designations of authority will be maintained by the Executive Assistant. The General Manager, Assistant General Manager, and other Department Heads/Managers may delegate approval authority to anyone within their department up to \$5,000. A list of delegates and their approval authority level is maintained in the Finance Department.

Figure 1. Purchase Authority Levels for Budgeted Expenditures



A contract amendment that is a budgeted expenditure and relates to an original contract with an amount below the General Manager's authority may be executed by the General Manager provided that the total amount of the contract and amendment(s) do not exceed the General Manager's authority. For example, a contract amendment of \$50,000 to a \$200,000 contract may be executed by the General Manager. However, a contract amendment of \$50,000 to a \$210,000 (total contract value of \$260,000) must be approved by the Board.

A contract amendment that is a budgeted expenditure and relates to an original contract with an amount exceeding the General Manager's authority, may be executed by the General Manager up to his approval level, not exceeding 50% of the original contract amount. For example, a contract amendment to a \$400,000 contract may be made up to \$200,000. Contract amendments for non-budgeted expenditures are subject to the limits set forth in the Appropriations section of the Budget Amendment Policy.

Exceptions to Purchase Authority Levels

Charges over \$250,000 do not need to be approved by the Board if they are related to payroll, State Water (including supplemental water purchases), insurance, utilities, debt service payments, GMA fees, U.S. Geological Survey charges, or regulatory fees for the Santa Felicia Dam. Charges related to payroll are approved during the payroll process. Charges related to all other items in the above list are approved at the department head level.

Authority levels for non-budgeted expenditures are detailed in the Budget Amendment policy.

CREDIT CARDS

The General Manager or their designee may acquire credit cards in the name of the District for use by designated District personnel. The District shall maintain a written log of credit cards. Employees assigned credit cards will sign an acknowledgement form (Exhibit A) agreeing to the limitations of the card use as described below.

Credit cards:

- May be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other District employee. Credit cards should only be used for the purchase of supplies and equipment when the vendor does not accept other forms of payment (such as an online vendor) or when the vendor does not extend credit to the District.
- May be used for the purchase of gas, oil, supplies, and repairs for District vehicles.
- May be used to purchase meals.
- May be acquired for vendors (i.e. Home Depot.) with approval by the General Manager.
- May not be used for personal benefit or personal use even when the cardholder reimburses the District.
- May not be issued to members of the Board of Directors. They will be reimbursed according to the District's established Reimbursement Policy.
- Must be returned to the district upon termination or resignation prior to receiving their last paycheck.
- Cannot be used to pay for another credit card.

Misuse of the credit card privilege can result in disciplinary action, including termination.

Receipts for all credit card expenditures must be promptly turned into the Finance Division along with appropriate documentation stating the purpose of the expenditure.

Credit card limits are as follows:

General Manager	\$12,500
Assistant General Manager	\$10,000
Chief Financial Officer	\$ 5,000
Chief Engineer	\$10,000
Chief HR Officer	\$ 5,000
Chief Operations Officer	\$ 5,000
Chief Park Ranger	\$ 5,000
Engineering Manager	\$ 2,000
Environmental Services Manager	\$ 2,000
Travel Card	\$25,000
Water Resources Manager	\$ 2,000
<u>Executive Assistant/Clerk of the Board • Administration</u>	<u>\$ 5,000</u>
<u>Park Ranger IV</u>	<u>\$ 2,000</u>

The travel card is to be used for conference/seminar registration, airline, hotel and car rental costs for the Board of Directors, General Manager, employees or other designated individuals of the District. The card may be used by the Administrative Assistant II occasionally to purchase supplies when the vendor does not accept other forms of payment (such as an online vendor). This card is kept in the District headquarters vault.

Supervisors approve credit card charges for all staff and the Chief Financial Officer approves the General Manager's credit card charges.

PURCHASE ORDERS

A purchase order will be created and electronically approved for all expenditures in excess of \$5,000 for which a fixed price is known or can be reasonably estimated prior to receiving the invoice. Purchase orders must be approved electronically by appropriate level of management prior to making the actual purchase or commitment of funds. In the case of purchase orders for amounts over the General Manager's approval limits, the Clerk of the Board will electronically approve the purchase order at the Board level after the item has been approved at a Board meeting.

It is the responsibility of each department manager to verify that the funding amount of the requested purchase is available before authorizing the purchase order.

If a purchase order is required by the vendor, one may be created even if the dollar amount of the product or services falls below \$5,000.

After a purchase order has been approved by the appropriate level of management, only department head approval is required for payment of invoices related to those purchase orders. The invoice may exceed the amount of the purchase order by the lower of 10% or \$5,000. Invoices that exceed the purchase order by more than these levels will require the purchase order to be modified and will require reapproval at the appropriate level of management.

If a purchase order has not been fully utilized by the end of the year, the PO Creator may request that the purchase order be rolled over to the next year to accommodate expenses that come in the next fiscal year. The PO creator must notify the Finance Department and the purchase order will be rolled over. If the Finance Department is not notified, the open purchase order will be closed out at year end. Purchase orders can only be rolled over a maximum of 3 consecutive years.

PETTY CASH FUND

A Petty Cash fund of \$300 will be established for the District headquarters and \$100 at El Rio. Expenditures up to \$20 may be made for postage, freight, permit fees, licenses and similar charges, and employee expenses. In each instance a written receipt for payment is required. The Chief Financial Officer or their designee will be responsible for the Petty Cash Fund in the District headquarters and the Chief Water Treatment Officer will be responsible at El Rio.

A petty cash fund of \$4,000 will be established at the Lake Piru Recreation Area for change from cash sales. Each gatehouse staff person will have a change bank of \$100 for point-of-sale cash transactions. Change banks will be reconciled at the end of each shift and signed off by the ranger in charge of supervising gatehouse staff. The Chief Park Ranger is responsible for the petty cash at the Lake Piru Recreation Area.

PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. District contracts will provide language required to be in all subcontracts and disclosure of an audit requirement.

REQUIREMENTS FOR PROFESSIONAL SERVICES

The District's standardized agreement for professional services, made available on the District's shared network, should be utilized. Any changes to the standard agreement need to be approved by the General Manager, and if necessary, legal counsel. In cases where the standardized agreement is not used because the contractor has a standard agreement that the District has deemed acceptable any professional services agreement must specify the scope of work, timing of work/term of the contract, indemnification, and hourly rates for the consultants engaged in the work. A request for any change order to the signed agreement must be submitted in writing.

UWCD CREDIT CARD HOLDER AGREEMENT

Employee: _____ Department: _____
(Cardholder)

The Cardholder has been issued a District credit card and hereby agrees to comply with all terms and conditions set forth in the District's Procurement policy, including but not limited to:

- 1. Official Use Only.** Charging personal expenses on District cards is a misuse of public funds—even if the intent is to reimburse the District at a later time—and may result in disciplinary action, including termination, at the General Manager's discretion.
- 2. Timely, Accurate and Supported Payments.** Credit card payments will be processed on a timely basis, and adequate supporting documentation (such as vendor order forms, receipts, invoices and credit card receipts) will be retained for all charges and submitted to the Finance Division.
- 3. Disputed Charges.** The vendor and issuing bank will be notified immediately of any disputed charges.
- 4. Lost or Stolen Cards.** The issuing bank and the Finance Division will be notified immediately of a lost or stolen card. Failure to do so could make the Cardholder responsible for any fraudulent use of the card.
- 5. Surrender Upon Request or Separation.** The credit card will be immediately surrendered upon separation from the District or upon request of the department head. Use of the credit card for any purpose after its surrender is prohibited. The bottom section of this form will be signed upon return of the credit card.
- 6. Credit Card Limit.** The credit limit of this card is \$_____.

Cardholder Signature

Date

RETURN OF CREDIT CARD UPON SEPARATION FROM DISTRICT EMPLOYMENT

I HEREBY SURRENDER the credit card issued to me by the United Water Conservation District to the Human Resource Administrator. I declare that all outstanding charges on the credit card are for official District business and will be paid through established procedures.

Cardholder Signature

Date

Human Resources

Date



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Anthony A. Emmert, Assistant General Manager

Date: November 20, 2023 (December 4, 2023, meeting)

Agenda Item: **6.2 Waive fees associated with the November 2023 operation of the Saticoy Wellfield during recent pause in surface water deliveries**
Board Motion

Staff Recommendation:

The Committee will review and consider recommending to the full Board approval to waive fees to Pumping Trough Pipeline Customers and Pleasant Valley County Water District associated with the recent operation of the Saticoy Wellfield during the pause in surface water deliveries.

Background:

The District's fee schedule (Water Delivery Rate Summary) for the Fiscal Year 2023-2024 includes a \$30 per acre-foot charge for the operation of the Saticoy Wellfield. This charge applies to both customers of the Pumping Trough Pipeline (PTP) system and to the Pleasant Valley County Water District (PVCWD), which receives surface water and Saticoy Wellfield water through the Pleasant Valley Pipeline. The purpose of the fee is to offset operational expenditures, primarily energy costs, during operation of the four Saticoy wells.

As the Board is aware, since early January 2023, the District has been able to divert a near-continuous flow of surface water from the Santa Clara River and make it available to the PTP system and the PVCWD for use for agricultural irrigation in lieu of groundwater pumping. The District has also utilized the surface water for groundwater recharge in the Saticoy and El Rio Groundwater Recharge facilities, pushing them to capacity and developing a groundwater mound under the recharge basins. On November 6, 2023, the District ceased diversion at its Freeman Diversion facility to perform necessary end-of-season inspections, maintenance, and repairs prior the rainy season. On November 16, 2023, the District resumed diversion of surface water. During the eleven days of paused surface water diversions, the District chose to operate its Saticoy Wellfield, in order to draw-down the groundwater mound under the Saticoy Recharge facility. 223.36 acre-feet was produced. The District delivered a portion of the water produced by the Saticoy Wellfield to the PTP system and a portion to the PVCWD system. Operating the Saticoy Wellfield benefitted the Saticoy Recharge facility's future recharge capacity and minimized groundwater pumping in the PTP service area and PVCWD service area, minimizing seawater intrusion. The District's objectives were achieved by the operation.

6.2 Waive fees associated with the November 2023 operation of the Saticoy Wellfield during recent pause in surface water deliveries
Board Motion

Because the District operated the Saticoy Wellfield to achieve overall groundwater objectives and not for the express benefit of the PTP customers and PVCWD, staff recommends the Board consider waiving the November 2023 Saticoy Wellfield fees, amounting to \$6,701.

Fiscal Impact:

Waiving \$6,701 in fees would reduce the overall revenue for the PTP enterprise and the PVP enterprise. Sufficient funds are included in the budget to cover the expected costs of electricity for the use of the Saticoy Wellfield.

Attachment:

None



To: UWCD Finance and Audit Committee Members

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

From: Brian H. Zahn, Chief Financial Officer

Date: November 17, 2023 (December 4, 2023, meeting)

Agenda Item: **6.3 Approval to use funds from the Replacement, Capital Improvement and Environmental Projects reserve account to fund the repair and replacement of damaged and lost equipment related to the January 9, 2023, storm event**
Board Motion

Staff Recommendation:

The Committee will review and consider recommending to the full Board approval to use funds from the Replacement, Capital Improvement and Environmental Projects reserve account to fund the repair and replacement of damaged and lost instream and bankside monitoring equipment related to the Santa Felicia Fish Passage Pre-Implementation Studies. These expenses are reimbursable under FEMA and will be returned to the reserve account once reimbursed by FEMA.

Background:

On January 24, 2023, the District declared a state of emergency for disaster damage resulting from the January 9, 2023, storm event. This declaration authorized the General Manager to begin execution of contracts for disaster recovery efforts throughout the District, including at the Lake Piru Recreation Area.

On March 8, 2023, the Board approved a motion to utilize the \$6,184,000 from the Replacement, Capital Improvement, and Environmental Project reserves to fund the clean-up efforts at the Lake Piru Recreation Area. Subsequently, the District's Emergency Operations Center was activated to coordinate disaster recovery efforts and to ensure all Departments possess awareness of the practices, policies, and procedures that would be required for the FEMA Public Assistance Grant process.

As part of the damages sustained from the January 9, 2023, storm, elevated runoff in middle Piru Creek resulted in damage to and loss of instream and bankside monitoring equipment related to the Santa Felicia Fish Passage Pre-implementation Studies, specifically:

1. Complete loss of the upstream Passive Integrated Transponder (PIT) array
 2. Partial loss of the downstream PIT array
 3. Complete loss of the fyke trap and appurtenant equipment
 4. Displacement of the rotary screw trap and loss of appurtenant equipment
-

**6.3 Approval to use funds from the Replacement, Capital Improvement and Environmental Projects reserve account to fund the repair and replacement of damaged and lost equipment related to the January 9, 2023, storm event
Board Motion**

As previously communicated to Executive Management and the Board, these pieces of equipment are required to maintain regulatory compliance. Much of this equipment was custom fabricated and all items require specialized skill and experience to install and/or operate. Therefore, the District seeks to replace, repair, and reinstall this equipment through the original contractor (Cramer Fish Sciences) and sub-contractor (West Fork Environmental) to maintain consistency and scientific integrity. The District intends to replace or restore each equipment component to its original configuration, as existed prior to the January 9, 2023 storm. The specific costs related to materials for purchase/fabrication and labor for installation of each component are detailed in the table below:

Project Component	Cost
Complete loss of fyke trap - Materials	\$43,050
Labor	\$11,000
Redeployment of rotary screw trap	\$11,000
Complete loss of upper PIT antenna array - Materials	\$57,373
Labor	\$18,610
Partial loss of lower PIT antenna array - Materials	\$34,846
Labor	\$9,759
Total (Overall)	\$185,638

Because there are some variables in the costs quoted above, the staff is recommending approval to spend up to \$200,000 for the repair and replacement of damaged and lost equipment listed above.

Fiscal Impact:

Because the costs are reimbursable by FEMA, there is no financial impact; however, because the reimbursement may happen in a different financial year, there will be a timing difference between incurring the expenses and the reimbursement.

Attachment:

None



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Tracy Oehler, Executive Assistant/Clerk of the Board

Date: November 29, 2023 (December 4, 2023, meeting)

Agenda Item: **6.4 Request Board Approval to increase the hourly rate from \$425 per hour to \$475 per hour for District's Special Counsel**
Board Motion

Staff Recommendation:

The Committee will review and consider recommending for full Board approval an hourly rate increase from \$425 per hour to \$475 per hour for District's Special Counsel Mark Palin and Brian Wheeler, only, effective December 14, 2023.

Fiscal Impact:

Funding for the proposed increase in hourly fee, which is estimated to have an annual fiscal impact of \$66,000 and FY 2023-24 fiscal impact of \$33,000, is available in the FY 2023-24 Budget.

Attachment:

None



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Brian Zahn, Chief Financial Officer

Date: November 17, 2023 (December 4, 2023, meeting)

Agenda Item: **6.5 Request Board approval to Amendment of 2021-2 to 2022-2
Groundwater Production Statements for Well# 02N22W16K01S –
Saticoy Lemon Association #1
Board Motion**

Staff Recommendation:

The Committee will review and consider recommending to the full Board to approve the request from Saticoy Lemon Association #1 to adjust their 2021-2 to 2022-2 production statements and refund for their overpayment (\$5,270.25). The request is for Well# 02N22W16K01S.

Background:

Laura Troost, the CFO of Saticoy Lemon Association, has submitted a letter requesting an adjustment to their groundwater report from 2021-2 to 2022-2. In her letter, she pointed out that they have been misreporting their usage by including the fixed number from their meter in their report and using a multiplier of 100.

Staff provided materials that explain the two options for handling a water meter with a fixed number at the end: either include the fixed number in your reading and multiply by 1 or exclude the fixed number and multiply by the multiplier. In the case of the Saticoy Lemon Association, they included the fixed number and applied a multiplier of 100 which was incorrect.

Included as Attachment A is the calculation comparing Saticoy Lemon Association's groundwater reports from 2021-2 to 2022-2 with the correct calculation. Based on this analysis, staff agrees with the requested refund of \$5,270.25.

Fiscal Impact:

The Approval to amend the Groundwater reporting of well# 02N22W16K01S for 2021-2 to 2022-2 of Saticoy Lemon Association #1 would decrease the District's General/Water Conservation Fund by \$5,270.25.

Attachment:

A. Comparison Calculation

ATTACHMENT A

Reported								
Period	Ending Reading	Beginning Reading	Total Units	Multiplier	Divider	Production	Rate	Amount Due
2021-2	60300	56800	3500	100	43560	8.03	\$ 202.53	\$ 1,628.34
2022-1	65366	60300	5066	100	43560	11.63	\$ 202.53	\$ 2,355.43
2022-2	67400	65366	2034	100	43560	4.67	\$ 215.93	\$ 1,008.40
Total								\$ 4,992.17
P&I 2022-1								\$ 331.26
Total								\$ 5,323.43

For Adjustment								
Period	Ending Reading	Beginning Reading	Total Units	Multiplier	Divider	Production	Rate	Amount Due
2021-2	603	568	35	100	43560	0.08	\$ 202.53	\$ 16.27
2022-1	653	603	50	100	43560	0.11	\$ 202.53	\$ 23.25
2022-2	674	653	21	100	43560	0.05	\$ 215.93	\$ 10.41
Total								\$ 49.93
P&I 2022-1								\$ 3.25
Total								\$ 53.18

For Refund \$ 5,270.25



Staff Report

To: UWCD Finance and Audit Committee Members

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

From: Brian H. Zahn, Chief Financial Officer

Date: November 29, 2023 (December 4, 2023, meeting)

Agenda Item: 7. **Fiscal Year-end 2022-2023 Financial Reports**
(July 1, 2022 – June 30, 2023)
Information Item

Staff Recommendation:

The Committee will receive and review the Fiscal Year-end (FYE) 2022-23 Financial Reports for the period of July 1, 2022, through June 30, 2023.

Discussion:

The District prepares quarterly financial reports for each quarter which provide an analysis of District operations through the end of each quarter to highlight variances and for fiscal accountability.

This report represents twelve months of financial information for District operations for FYE 2022-23 (100 percent of the total fiscal year). Included in this report are budget to actual comparisons to date for District revenues, expenditures, and water deliveries, as well as discussion of any significant variances. This report is based on unaudited financial data and therefore is subject to revision as staff makes any necessary adjustments that may occur during the year.

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

Staff currently offer no recommendations for budget adjustments.

Attachments:

- A – CIP Status FYE 2022-23 Financial Reports
 - B – FY 2022-23 Fourth Quarter Financial Reports
-



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
 Mauricio E. Guardado, Jr.

Legal Counsel
 David D. Boyer

November 29, 2023

Board of Directors
 United Water Conservation District

Subject: Fiscal Year-end 2022-2023 Financial Reports

Dear Board Members:

Enclosed for your review are the District's Fiscal Year-end (FYE) 2022-2023 Financial Reports. These reports represent one year of financial information for District operations and three months of Capital Improvement Project (CIP) updates (April 1 through June 30, 2023).

The report focuses primarily on the operating funds of the District and corresponding CIP funds:

- General/Water Conservation Fund
- Recreation and Ranger Activities Sub-fund
- Freeman Fund
- Oxnard/Hueneme Pipeline (OHP) Fund
- Pleasant Valley Pipeline (PVP) Fund
- Pumping Trough Pipeline (PTP) Fund
- State Water Import Fund
- Overhead Fund

Staff provides the Board's Finance and Audit Committee with monthly cash position and pipeline delivery activities reports throughout the fiscal year. Quarterly financial reports are submitted to the Board to provide information on the financial status of the District and to assure the Directors and District customers that staff is operating within the parameters of the annual adopted budget, including any supplemental appropriations. At the end of each fiscal year, an outside certified public accounting firm performs an independent financial audit to test staff's financial reporting accuracy and internal controls. It is staff's responsibility to ensure that the Board has received adequate financial information throughout the year so that there are no surprises, and so that fiscally prudent decisions can be made when the Board is asked to consider approval of budgeted and unbudgeted expenditure requests.

This report compares the revenues and budget appropriations for the fiscal year-to-date with data to provide the Board and District customers a preliminary financial view (subject to audit adjustments at year-end). The following discussion will provide a summary of the Districts' projected revenues and approved spending plan compared to what actually occurred throughout the fiscal year. It also provides an update on approved and funded capital improvement projects.



OPERATING FUNDS

Narrative and graphical analyses are provided by fund (and the Recreation sub-fund) on the pages following the Capital Improvement Program Status.

CAPITAL IMPROVEMENT PROGRAM STATUS

A one-page summary of the District's current Five-Year Capital Improvement Program appears along with Benchmark Interest Rates as part of Attachment B. As of June 30, 2023, all capital improvement projects (CIP) expenditures are within the total amount appropriated by the Board.

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

- *Well Replacement Program (CIP Project # 8000)*

In this quarter bids were received for the drilling of Well No. 20 were developed and bids were received. A contract was awarded to Bakersfield Well and Pump for the sum of \$849,283. Construction is scheduled to begin next quarter.

- *Freeman Diversion Expansion (CIP Project # 8001)*

In this quarter there were two visits to USBR's Denver test center to view two versions of the Hardened Ramp 1:24 and 1:12 physical models. These visits included staff, consultants, regulators, and attorneys. Trip reports were also delivered to the Federal Court in June to summarize the findings of the visit.

NHC started phase one of the geomorphic analysis of the Santa Clara River in the vicinity of the Freeman Diversion to achieve a better understanding of how the years of drought affected the river.

- *Santa Felicia Dam Outlet Works Rehabilitation (CIP Project # 8002)*

- During this period the Engineering staff was in the process of selecting a qualified firm to provide construction management and inspection services for the Santa Felicia Dam Outlet Works Improvement Project. Engineering Staff released addenda No. 1 and No. 2 to the Request for Qualification/Proposals (RFQ/P) for construction management and inspection services through BidNet and responded to questions received from prospective proposers. On April 17, Staff completed the review of three (3) proposals received from Black and Veatch Corporation (BV), Delve Underground, and Mott MacDonald. All three proposals were considered responsive. All three firms were interviewed during May 1 and May 3, 2023. Following the Engineering Projects Administration policy, the interview/selection completed its evaluation and selected BV as the most qualified firm on May 8.
- The Engineering and Operations staff attended the 90% design workshop for the outlet works improvement project during which GEI Consultants (GEI) presented design changes that occurred during the 90% phase and responded to questions and feedback. The 90% design phase of the Outlet Works Improvement Project was completed in June 2023. The technical memoranda, reports, plans, and specifications were submitted to the Federal Energy Regulatory Commission (FERC), California Department of Water Resources, Division of



Safety of Dams (DSOD), and Board of Consultants (BOC) on June 7 as part of the BOC pre-meeting packet. The 90% design phase was completed on schedule and within the approved budget. The BOC meeting No. 7 was held at the District headquarters on June 21 and 22 to review 90% design documents and receive the BOC recommendations. Following the BOC meeting, a Professional Consulting Services (PCS) agreement with GEI was executed to develop the final design phase, prepare final bid documents, and support the bid phase following the Board approval on May 17.

- Engineering and Environmental Services staff attended bi-weekly permitting progress meetings with Catalyst Environmental Solutions (Catalyst) to discuss FERC license amendment application and NEPA documentation updates.
 - Staff finalized responses to FERC and the National Marine Fisheries Service (NMFS)'s comments on the draft Biological Assessment (BA). The District responses were e-filed to FERC on May 24.
 - Engineering and Environmental Services staff met twice with the FERC and NMFS in April to discuss NMFS comments of the draft BA. Staff prepared Amendment No. 2 to Catalyst's contract to prepare the 60% design of the new release channel connecting the new outlet works with lower Piru Creek.
 - On June 28 and 29, staff conducted an independent security evaluation for the Santa Felicia Dam Safety Improvement Project. The security evaluation was conducted with participation of the Santa Clara Valley Water District's Security Manager and the Joint Regional Intelligence Center (JRIC).
 - On June 19, staff submitted a Letter of Intent (LOI) to the Department of Energy (DOE) Section 247 Hydro Incentives Program requesting \$5M federal funding to cover a portion of the construction costs of the new outlet works. The incentive payment for this program is capped at \$5M per applicant/FERC license.
- *Santa Felicia Dam Probable Maximum Flood Containment (CIP Project # 8003)*
The 60% design efforts of the Spillway Improvement Project continued during this reporting period. Bi-weekly progress meetings with GEI were held to review and discuss the 60% design analyses, plans and drawings, and specifications. As of June 30, the 60% design is 56% complete, on schedule to be completed by November 2023 and within the approved budget.
 - *Santa Felicia Dam Sediment Management (CIP Project # 8005)*
This project includes sediment sampling and estimating the sediment removal from Lake Piru Reservoir to restore the original storage capacity of Santa Felicia Dam partially or fully at the time when the dam was constructed. Sediment samples were collected from four target exploration locations or test pits in the upper areas of the Lake. Representative samples from the test pits were collected and analyzed for typical geotechnical parameters by Earth Systems. The soil stratigraphy and the depth of groundwater if encountered at each test pit were documented. GEI Consultants conducted a simplified analysis for the removal of sediment and estimated the sediment volume above elevation 970 to be removed to be approximately 4.4 million cubic yards or 2,743 acre-feet. The estimated sediment volume below elevation 970 that would not be removed is approximately 16,415 acre-feet. Generally, the sediment is characterized as lacustrine sediment consisting mainly of interbedded strata of sands, silty to clayey sands, and sandy to silty clays, does not contain hazardous substances and can be easily excavated. The excavated sediment could be



hauled to six onsite disposal locations within the District property. Alternatively, the sediment can be hauled to an offsite landfill (i.e., Chiquita Canyon Landfill). The probable cost of the sediment removal from Lake Piru Reservoir for onsite disposal was estimated at approximately \$297 million in 2022. The project, including the initial assessment of sediment removal was completed in September 2022 and the project is currently on hold.

- *Oxnard Hueneme Pipeline Iron and Manganese Treatment Facility (CIP Project # 8007)*
As of June 2023, construction is approximately ninety-three (93%) complete. During this quarter, weekly coordination meetings were held between Engineering Staff and the District's construction manager (HDR) and weekly construction progress meetings were hosted by HDR and attended by GSE Construction (contractor), Taft Electric (subcontractor), Kennedy Jenks (KJ) Consultants (design engineer) and Engineering and O&M Staff. GSE submitted one (1) submittal package and one (1) Requests for Information (RFIs) that HDR and KJ reviewed and provided responses. Thirty-four (34) Change Orders (COs) have been fully executed to date in the total amount of \$1,167,569.06 which represents 12.5% of the original construction contract amount of \$9,342,900. Four (4) of these COs amount to \$662,910.19 or 7.1% of the original contract amount are directly related to compliance with the Buy American Act (BAA) which is a federal grant requirement (the project was not originally bid with this requirement in place). Start-up and testing activities commenced in May 2023 without filter media or filter drain pumps installed. Construction activities that are still pending are filter media installation, completion of start-up and testing activities, asphalt pavement installation, construction punch list items, and completion of Division of Drinking Water (DDW) and Federal and State grant deliverables.
- *Freeman Conveyance System Upgrade – Freeman to Ferro Recharge Basin (CIP Project # 8018)*
Design continued for the Three Barrel Culvert Replacement Project and updated 90% design drawings were delivered.
- *Extraction Barrier and Brackish Water Treatment (CIP Project # 8019)*
During this quarter, weekly internal progress meetings were held between Engineering, Environmental, and Water Resources staff. "Drumbeat" meetings were held monthly with District staff, District's environmental and permitting consultant, and the Navy's environmental staff and Subject Matter Experts (SMEs). District staff also held biweekly meetings with the District's environmental and permitting services consultant (ESA Consultants, or "ESA") and District's design consultant (Kennedy Jenks Consultants, or "KJ"). On April 19, 2023, the District presented the project to Office of Local Defense Community Cooperation (OLDCC) staff which included a tour of Naval Base Ventura County (NBVC) Point Mugu and meet and greet with NBVC's Commander, Capt. Kimnach III. On May 8, District and ESA staff met with Los Angeles Regional Water Quality Control Board (LA RWQCB) staff to discuss the permitting approach for the Phase 1 discharge facility under the National Pollutant Discharge Elimination System (NPDES).

District and Navy staff jointly developed a draft Memorandum of Agreement (MOA) between the District and the Navy to lay the roles and responsibilities for implementation of the Phase 1 project. The draft MOA has been reviewed by both District and Navy legal counsels. A draft Letter of Request (LOR) that initiates the Navy's real estate process for an outgrant easement for the Phase 1 project was submitted to the Navy.



KJ submitted the draft Technical Memorandum (TM) No. 1 entitled “Discharge Options Evaluation” which included input from ESA on environmental and regulatory considerations. The TM was reviewed by District and Navy staff and revised by KJ. ESA reviewed water quality data related to the Mugu Lagoon and reviewed general NPDES permit requirements. The TM included a recommendation on a proposed discharge alternative. KJ prepared a draft scope of work for surveying and geotechnical needs which were reviewed by District staff. ESA prepared a project description under the California Environmental Quality Act (CEQA). The District solicited and received eight (8) proposals in response to the RFQ/P for “Planning, Design, Construction Oversight, and Related Support Services for up to Twenty (20) Phase 1 Groundwater Monitoring Wells.” KJ submitted the draft TM No. 2 entitled “Pipeline Evaluation for Phase 1 EBB Water Project” which is under review by District staff.

The District responded to information requests from the State Water Resources Control Board (SWRCB) Division of Financial Assistance (DFA) for the grant award of \$8,449,062 that was approved on March 6, 2023, for the Phase 1 project. A grant agreement is pending execution. On June 23, 2023, the District submitted a Fiscal Year 2023 Defense Community Infrastructure Grant application to the OLDCC with the requested Federal funding amount of \$20 million with a 30% local cost match requirement. The District approved contracts to KJ for preparation of the grant application and HDR for preparation of an independent third-party cost estimate. Notification of grant awards are anticipated in September 2023.

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

During the reporting period, Caltrans filed an eminent domain action against the District. The District attorney visited PTP 4 Well Site on May 17 to develop a better understanding of the District operational and maintenance challenges related to a smaller site footprint as a result of the Rice Avenue Grade Separation Project. A draft declaration related to the Caltrans eminent domain at the PTP 4 Well site was reviewed, signed, and submitted to the legal counsel.

- *PTP Metering Improvement Project (CIP Project # 8022)*

As of June 2023, construction is 75% complete (45 total meters installed) and utility easement deed acquisition is 82.5% complete (33 total deeds). During this quarter, four (4) meters were installed, and two (2) owner-signed utility easements deeds were obtained. Three (3) utility easement deeds were recorded with the Ventura County Clerk-Recorder Office.

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

The draft copy of the Three-party Interagency Agreement (Agreement) was presented as a motion item to the Engineering and Operations Committee Meeting on March 2 and the District Board of Directors who approved the Agreement and authorized the General Manager to execute the final copy of the Agreement on March 8. Ventura Water Commission staff presented the Agreement to the City Council on April 10 requesting the City Council adopt the Agreement. Staff met with Ventura Water Commission staff and the City’s consultant, Stantec, to discuss the location of United’s turnouts from the interconnection on June 6. Staff discussed the proposed turnout on Rose Avenue and proposed an additional blow off in the Ferro recharge basin for flush water discharge.

- *Replace El-Rio Trailer (CIP Project # 8028)* – The project is still in the permitting stage.



- *Lake Piru Campground Electrical System Upgrade (CIP Project # 8034)*
During the most recent reporting period, a contract with Southern California Edison was approved by the General Manager, authorizing SCE to design the electrical service upgrade for the Olive Grove Campground. This cost was approximately \$3,000.00. There was a budget of \$12,000.00 to cover the cost of the task. No additional work was completed toward this CIP during this reporting period.
- *Emergency Power Supply for UWCD Drinking Water Treatment and Supply Facilities related to CIP Projects # 8033, 8037, 8039)*
Through the FY 20 Community Power Resiliency Allocation Program, backup generators were furnished at three locations, including the Lake Piru Water Treatment Plant, the flocculation building, and the Santa Paula Communication Tower. The project was completed on December 31, 2022, and the project closeout report was submitted to Cal OES who administers the grant funding program on June 11, 2023. Through the program, a grant funding in the amount of \$198,612.00 covered 77.4% of the total project cost of \$256,611.53.
- *Asset Management System/CMMS System (CIP Project # 8041)*
No activities to report during this quarter.
- *PTP Recycled Water Connection – Laguna Road Pipeline (CIP Project # 8043)*
 - Staff prepared a Professional Consulting Services (PCS) agreement with Rincon Consultants, Inc. (Rincon) to perform environmental investigations and prepare the Initial Study as part of the CEQA analysis. The PCS agreement was fully executed on May 4.
 - Staff evaluated proposals from Kennedy Jenks, and MKN and Associates, Inc. (MKN) to provide design services and bid support for Phase 1 of the project.
 - Staff selected the lowest proposal and prepared a Professional Consulting Services agreement with MKN to provide design services and bid support for Phase 1 of the project. The scope of project Phase 1 includes the preparation of the final design of the proposed pipeline, bid support for the pipeline construction, and preparation of the 30% design of the proposed booster pump station. The final design and construction of the proposed booster pump station will be included in Phase 2 of the project that will be addressed in the 2024/25 fiscal year or beyond.
- *SCADA Hardware Update (CIP Project # 8046)*
Staff is in the process of installing the updated hardware. The project is approximately 60% complete.
- *Lake Piru Recreation Area Pavement Maintenance Program (CIP Project # 8047)*
 - On May 11, the asphalt contractor applied asphalt seal coating at the entire Phase 3 area in front of the park ranger's office and the Marina parking lot. The contractor completed the final items included in the punch list and the project final completion was achieved. The Notice of Completion (NOC) was signed and recorded with the Ventura County Recorder's Office. This project was completed in May of 2023.



- On May 11, staff met with Gordian Group and J&H Engineering (J&H) at the recreation area and discussed the asphalt repair for the Dry Storage parking lot and Oak Lane as part of the 2023 Pavement Maintenance Program. Staff requested a proposal from J&H, and prepared and submitted a Technical Provision and plans for the proposed asphalt repair work.
- On June 6, staff prepared a construction agreement with J&H to perform the asphalt repair work. The work will include repair of approximately 59,000 square feet of the Dry Storage parking lot, and approximately 2,060 square feet of full depth replacement. It also includes asphalt repair of approximately 5,000 square feet of the damaged asphalt concrete pavement on Oak Lane.
- *Condor Improvement Project (CIP Project # 8048)*
The interpretive signage panels for the Condor Point Improvement Project were delivered on March 3, 2023. Recreation Staff installed the signs on March 26, 2023. On June 6, staff executed a Professional Services Agreement with MNS Engineers for design services related to the new swim beach.
- *Lake Piru Entry Kiosk Renovation (CIP Project # 8049)* – Project completed summer of 2022.
- *Security Gate Upgrade (CIP Project # 8050)*
The project installation is completed and integrated with the existing security system, resulting in a federated system where each site can be viewed as a stand-alone location or District-wide, depending on the permission level of the user.
- *SCADA Continuous Threat Detection System (CIP Project # 8052)*
The continuous threat detection system project installation, which involved integrating software systems with the district's Supervisory Control and Data Acquisition (SCADA) network, is nearing completion. This integration enables real-time monitoring of the booster plant facility and seamless SCADA communication across all district facilities. As anticipated, the project has pinpointed areas for network architecture improvement, enhancing visibility across all facilities - a crucial step towards our goal of improved operational efficiency. With the deployment phase complete, we've entered the system tuning phase. Our vendor contractors are fine-tuning the application and conducting baseline training on the detection AI, alongside training staff for optimal use and understanding of the new system. The project will reach full completion once this phase concludes.
- *Main Supply Pipeline Sodium Hypochlorite Injection (CIP Project # 8053)* – No updates this quarter.
- *Lake Piru Campground and Recreation Area Renovations (CIP Project # 8055)*
This project is ongoing. During fiscal year 2022-2023, the Districts' consultant Stantec completed the draft Lake Piru Facilities Improvement Plan which informed a 10% design. This project is expected to carry over into the 2023-2024 fiscal year where staff plans to utilize this CIP to advance the design to 30%.
- *OHP Low-Flow Upgrades (CIP Project # 8056)* – No updates this quarter.



CASH POSITION AND INVESTMENTS OF THE DISTRICT

As of June 30, 2023, the District had a total of \$44.6M in cash and investments. As noted on the cash position report, some of the District's resources are readily available for use while other funds have restrictions that limit how they can be used. The District must adhere to any legal, bond or contractual restrictions placed on funds. However, some restrictions are based on Board designations and can be redirected for other uses if the Board so determines.

The District's cash, cash equivalents and securities held in the various accounts as compared to the prior year are as follows:

	Dec-23		Dec-22	
Bank of Sierra	\$	3,631,299	\$	3,471,308
Citizens Business Bank	\$	4,910,151	\$	2,778,457
US Bank - 2020 COP Bond Balance	\$	6,113,344	\$	10,203,188
Petty Cash	\$	4,400	\$	440
County Treasury	\$	1,712	\$	1,712
LAIF Investments	\$	29,958,313	\$	27,587,193
Total	\$	44,619,219	\$	44,042,298

The only current restriction is the \$6.1M for CIP projects in the 2020 COP Bonds. Any restrictions on the remaining \$38.5M are listed in the Investment report.

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

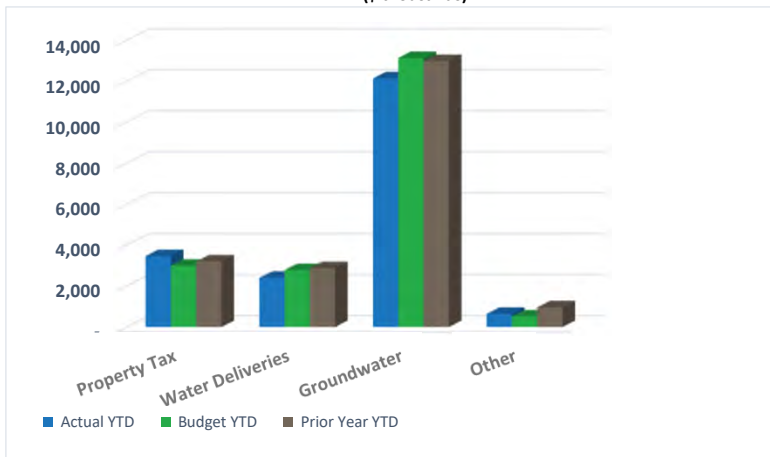
Respectfully submitted,

Brian H. Zahn
Chief Financial Officer

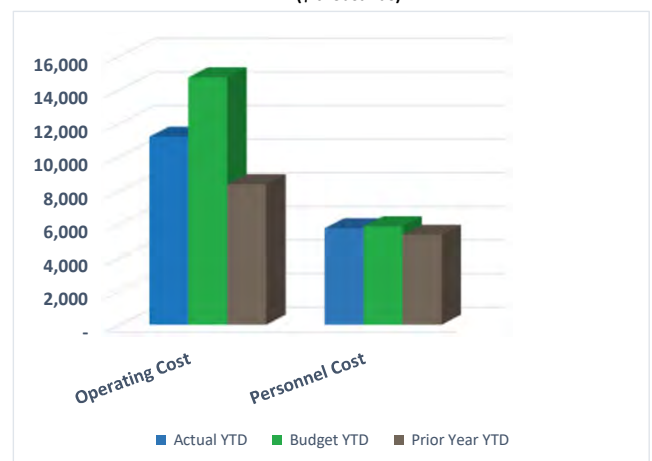
General/Water Conservation Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	2,402	2,778	(376)	-14%	2,877	(475)	-17%
Groundwater	12,133	13,133	(999)	-8%	12,986	(852)	-7%
Supplemental Water	0	0	0	0%	0	0	0%
Property Taxes	3,466	2,994	472	16%	3,204	263	8%
Earnings on Investments	447	109	338	311%	71	376	527%
Other	1,709	1,429	280	20%	1,471	238	16%
Transfers in	451	0	451		0	451	
Total Revenues	20,608	20,444	165	1%	20,608	0	0%
Expenses							
Personnel Costs	5,749	5,866	(116)	-2%	5,352	397	7%
Operating Expenditures	11,195	14,727	(3,531)	-24%	8,364	2,831	34%
Capital Outlay	125	314	(189)	-60%	386	(262)	-68%
Transfers out	9,164	8,900	264	3%	4,544	4,620	102%
Total Expenses	26,233	29,806	(3,573)	-12%	18,647	7,585	41%
Net Surplus / (Shortfall)	(5,624)	(9,362)	3,738	-40%	1,961	(7,585)	-387%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget

- Revenue received through year end is \$20.6M, \$165K (1%) above Plan. Earnings on Investments \$338K above Plan due to GAAP market value adjustment to LAIF in addition to increase in rate of return. Grant Revenue higher \$210K due to Brackish Water Treatment Grant and SGM Grant. Property Taxes received from County of Ventura \$472K higher than budget.
- The increase in Non-Operating Revenues is offset by Pipeline deliveries \$376K lower than Plan (1,715 AF less delivered for three pipelines combined) and Groundwater billings \$1M under. Lake Piru revenue lower \$62K to budget due to weather related closures.

Revenue Status vs. Prior Year

- Revenue of \$20.6M steady with Prior Year.
- Earnings on Investments \$376K higher due to GAAP market value adjustment to LAIF. Grant revenue \$209K over prior year as well as Lake Piru revenue \$349K.
- Pipeline deliveries lower in current year \$475K (1,616 AF less delivered than Prior Year) and Groundwater billings \$852K lower.

FY 2022-23 Fourth Quarter Financial Review

July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

General/Water Conservation Fund - Continued

Appropriation/Expenditure Status vs. Budget

- Total Expenditures were \$26M, \$3.5M (12%) under Plan primarily due to Operating Expenditures \$3.5M under budget. Professional Fees \$903K savings from under-utilized Admin and Finance consulting budget, FERC – Fish Passage and CESA Fisheries timing difference of invoices. Overhead costs \$843K under. Maintenance \$215K under as emergency funds not utilized by year end. Travel \$158K under due to under-utilized out of town or out of state trainings, conferences, and seminars. Savings in Office Expense of \$83K and Miscellaneous \$108K. Principal payments \$608K due to 2020 COP Payments budgeted as expense but paid to liability. Interest expense \$781K due to 2020 COP Payments budgeted in Fund 710 which is the fund used for long term liabilities. Contributing to the variance is Salaries and Benefits \$116K under budget due to vacant Park Ranger Cadet, Field Technician, and Park Ranger Assistants.
- Savings slightly offset by overrun in Insurance Premiums \$212K and Utilities \$21K.

Appropriation/Expenditure Status vs. Prior Year

- Expenditures are \$7.5M (41%) higher than Prior Year, primarily due CIP transfers \$4.6M for the Brackish Water Treatment and Lake Piru Renovation Projects. Salaries and Benefits were up \$397K Board Approved 2% COLA increase, annual merit increases, and new Reservations Coordinator position at Lake. Operating expenditures up \$2.8M (34%) primarily due to Professional Fees up \$2.3M.
- Offsetting these increases were lower Capital Outlay expenditures \$262K due to the purchase of the SLR excavator in Prior Year.

Fund Balance

The ending undesignated working capital balance at the end of FY 22-23 is \$11M.

The District's reserve policy requires a \$4 - \$5 million minimum undesignated balance.

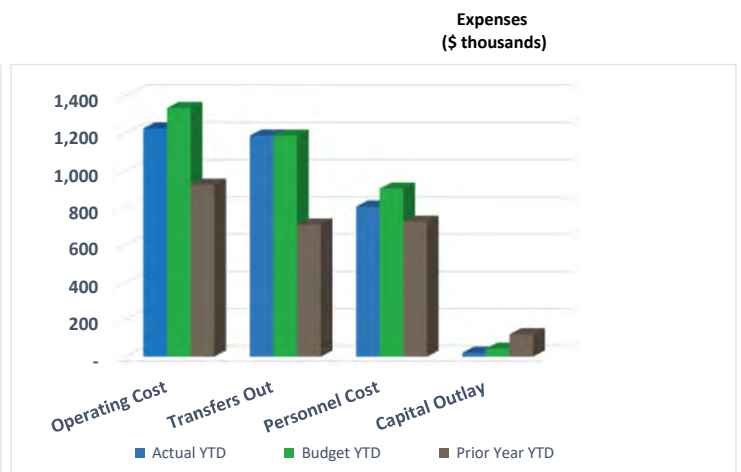
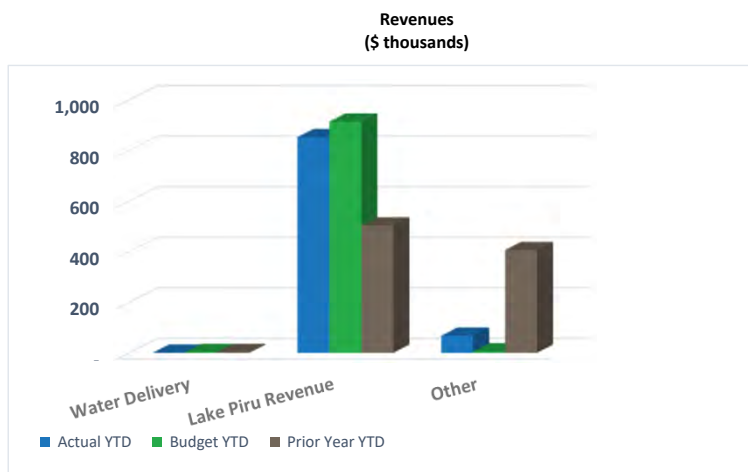
FY 2022-23 Fourth Quarter Financial Review

July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

Recreation Sub-Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	1	3	(2)	-66%	4	(3)	-72%
Earnings on Investments	0	0	0		0	0	
Lake Piru Revenue	853	915	(62)	-7%	504	349	69%
Other	68	5	62	1154%	407	(339)	-83%
Total Revenues	922	923	(1)	0%	914	8	1%
Expenses							
Personnel Costs	805	902	(97)	-11%	724	81	11%
Operating Expenditures	1,225	1,335	(110)	-8%	923	302	33%
Capital Outlay	21	43	(23)	-52%	120	(99)	-83%
Transfers out	1,186	1,186	0	0%	709	478	67%
Total Expenses	3,237	3,466	(229)	-7%	2,476	762	31%
Net Surplus / (Shortfall)	(2,315)	(2,543)	228	-9%	(1,561)	(754)	48%


Revenue Status vs. Budget

- Operational Revenue received through year end \$922K, below Budget by \$1K.

Revenue Status vs. Prior Year

- Operational Revenue \$8K (1%) up over prior year due to higher day use, concessions, boating and camping revenue in Current Year.

Appropriation/Expenditure Status vs. Budget

- Total expenditures of \$3.2M, \$229K (7%) under Budget primarily due to Operating Expenditures \$110K. Professional Fees \$40K under due to under-utilized Marketing and Advertising fees. Also below budget are Office Expense \$11K, Permits \$18K and Maintenance \$63K due to less electrical and instrumental expenses than expected.
- Contributing to the variance is Salaries and Benefits \$97K (11%) due to vacant Park Ranger Cadet and Park Ranger Assistants positions.
- Savings are partially offset by an increase in Insurance Premiums of \$17K and utilities of \$28K primarily over due to electricity costs.

Appropriation/Expenditure Status vs. Prior Year

- Expenditures are \$762K (31%) higher than Prior Year primarily due to CIP Transfers Out \$478K over PY for the Lake Piru Campground and Recreation Area Renovations. Operating Expenditures up \$302K primarily due to utility cost increase of \$144K. Contributing to the variance is higher Salaries and Benefits \$81K due to the Board Approved 2% COLA increase and annual merits increases.
- Increase slightly offset by a decrease in Capital Outlay \$99K due to the Side by Side vehicle purchased in Prior Year. Professional fees are also lower \$60K.



FY 2022-23 Fourth Quarter Financial Review

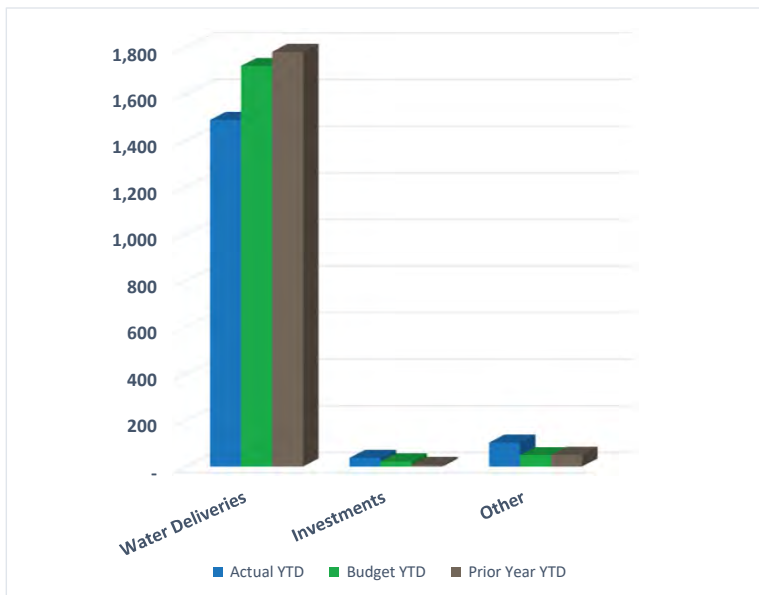
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

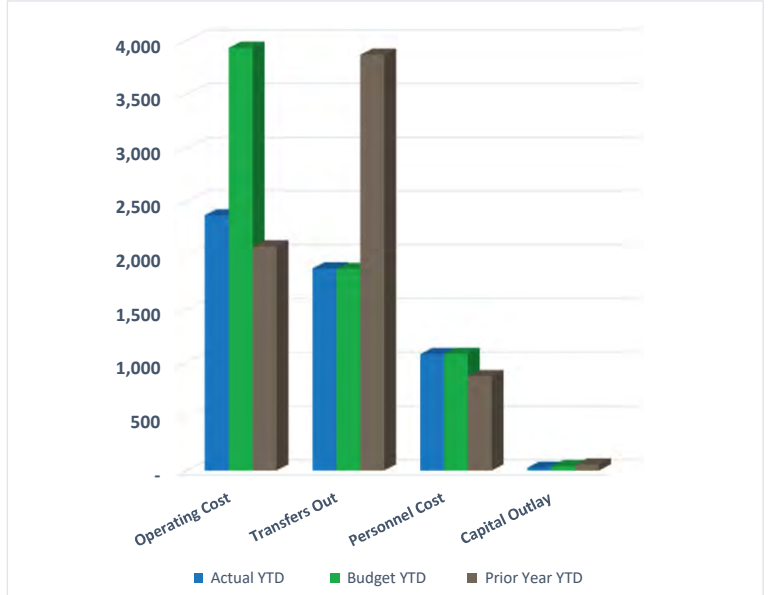
Freeman Diversion Fund (Zone B)

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Groundwater	3,822	4,001	(179)	-4%	3,792	29	1%
Water Delivery	1,487	1,719	(232)	-13%	1,779	(293)	-16%
Earnings on Investments	37	22	15	68%	7	30	396%
Other	116	49	68	138%	98	18	18%
Transfers in	86	0	86		0	86	
Total Revenues	5,548	5,791	(243)	-4%	5,678	(130)	-2%
Expenses							
Personnel Costs	1,082	1,084	(3)	0%	878	204	23%
Operating Expenditures	2,374	3,933	(1,559)	-40%	2,084	290	14%
Capital Outlay	26	40	(15)	-36%	56	(30)	-54%
Transfers out	1,879	1,873	6	0%	3,869	(1,990)	-51%
Total Expenses	5,360	6,931	(1,571)	-23%	6,886	(1,526)	-22%
Net Surplus / (Shortfall)	187	(1,140)	1,328	-116%	(1,209)	1,396	-115%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget

- Revenue received through year of \$5.5M, down \$243K (4%) primarily due to lower Pipeline deliveries \$232K (13%) which was 2,307 AF under Plan for OH Pipeline. Groundwater deliveries ended year at \$179K (4%) under plan. Slightly offsetting the decrease are CIP Transfers in of \$86K and late fees of \$52K favorable to plan.

Revenue Status vs. Prior Year

- Current Year revenue lower by \$130K (2%). The decrease is predominantly due to lower pipeline deliveries of \$293K (16%) which is 3,374AF less delivered.



FY 2022-23 Fourth Quarter Financial Review

July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

Freeman Diversion Fund (Zone B) - continued

Appropriation/Expenditure Status vs. Budget

- Total expenditures at year end are \$5.3M, which is \$1.5M (23%) below Plan. Savings in Operating Expenditures of \$1.5M, largely due to under-utilized Environmental Services Legal Fees of \$765K and Consulting Fees \$365K. Contributing to the variance are Overhead costs \$241K under budget. Maintenance under \$71K due to less than anticipated repairs on structures and Permits \$81K due to sediment management permits not pulled. Principal payments of \$177K under plan for 2020 COP as payments were budgeted as expense but paid directly to liability.
- Savings are partially offset by an increase in Insurance Premiums \$68K and Interest Expenses \$121K due to payments higher than originally allocated amount.

Appropriation/Expenditure Status vs. Prior Year

- Total Expenditures are \$1.5M (22%) lower than Prior Year. CIP Transfers Out \$2M greater in prior year due to Freeman Diversion.
- Conversely Operating Expenditures are \$290K (14%) higher primarily due to overhead costs \$102K and maintenance \$72K. Interest expense \$82K higher due to 2020 COP Bond allocated to Freeman in current year. Also, Salaries and Benefits \$204K (23%) higher than PY due to Board approved 2% COLA increase and annual merit increases.

Fund Balance

- The projected ending undesignated working capital balance at the end of FY 22-23 is approximately \$2.3M. The District's reserve policy requires a \$1.5M minimum undesignated balance which will be exceeded.

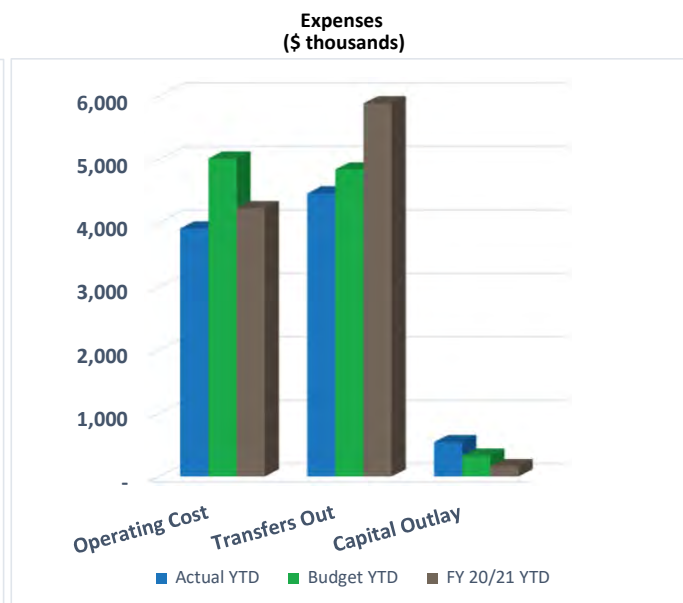
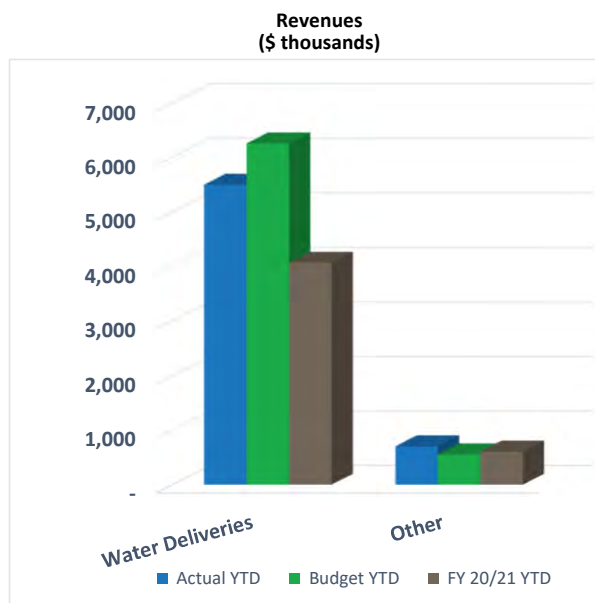
FY 2022-23 Fourth Quarter Financial Review

July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

Oxnard Hueneme Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	5,403	6,255	(852)	-14%	4,069	1,334	33%
Earnings on Investments	88	19	69	361%	17	71	419%
Grants	6,276	7,030	(754)	-11%	1,219	5,057	
Other	614	537	78	14%	590	24	4%
Total Revenues	12,381	13,841	(1,460)	-11%	5,895	6,486	110%
Expenses							
Personnel Costs	942	946	(4)	0%	1,008	(66)	-7%
Operating Expenditures	2,967	4,065	(1,098)	-27%	3,221	(254)	-8%
Capital Outlay	539	324	215	66%	160	379	236%
Transfers out	4,461	4,839	(378)	-8%	5,880	(1,419)	-24%
Total Expenses	8,909	10,175	(1,266)	-12%	10,270	(1,361)	-13%
Net Surplus / (Shortfall)	3,472	3,666	(194)	-5%	(4,374)	7,847	-179%



Revenue Status vs. Budget and vs. Prior Year

- Total Revenue \$12.4M (10%) under Budget primarily due to Water Delivery Revenue.
- Water Delivery Revenue \$757K (12%) lower than Budget; 2,270 AF (18%) less delivered than Plan. Deliveries less than prior year by 3,337 AF. However, revenue was up by \$1.4M (34%) compared to the prior fiscal year due to a higher variable rate.
- Fox Canyon revenues were up \$26K (5%) over budget and down \$17K (3%) over the prior year due to the decrease in water deliveries.
- Grant Revenue below Budget by \$754K (10%) as a result of a cancelled \$300K State Grant and timing of the revenue received for a Federal Grant. Both are related to Iron and Manganese Project.
- Compared to the prior year, Grant Revenue \$5.1M over prior year due to multiple grants being completed in FY 2022-23.



FY 2022-23 Fourth Quarter Financial Review
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

Oxnard Hueneme Pipeline Fund - continued

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

- Expenses \$1.3M under Budget primarily due to operating expenditures which were \$1.1M less than budgeted.
- Utilities \$189K below Budget due to lower water deliveries and available surface water, which resulted in less electricity used for pumping. Costs are also down \$234K from Prior Year.
- Contractual Services (\$81K), Maintenance (\$96K), and Water Chemicals (\$51K) were also lower than projected. This is due to funds not being needed this fiscal year.
- Overhead Cost were also \$157K under Budget.
- Principal payments \$355K under Plan due to 2020 COP payments budgeted as expense but paid directly to liability.
- Interest Expense under budget by \$197K due to payments lower than originally allocated amount, down \$164K compared to Prior Year due to changes in 2020 COP allocation.
- Slightly offsetting this are higher than expected Fox Canyon Fees (\$52K), Insurance Expense (\$36K), and Capital Outlay Cost (\$215K). Fox Canyon Fees were up due to a rate increase in October 2022, and Capital Outlay costs were up due to an unplanned emergency repair for well #12. Compared to the prior fiscal year, Capital Outlay (\$379K) and Insurance Expense (\$19K) were also up. Capital Outlay higher due to El Rio gas

Fund Balance

- The ending undesignated working capital balance is approximately \$1.4M.
- The District's reserve policy requires an undesignated balance of \$1.1M for this fund which will be met for FY 2022-23.



FY 2022-23 Fourth Quarter Financial Review

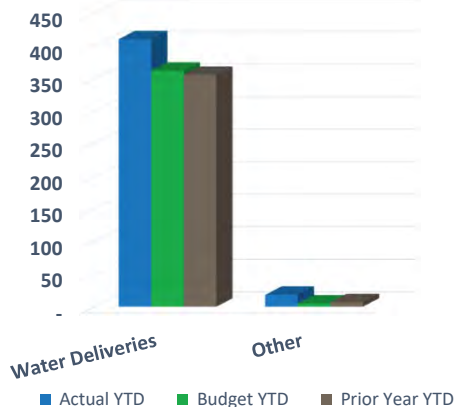
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

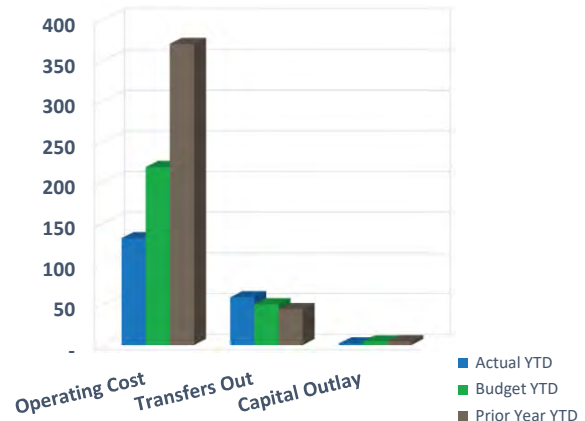
Pleasant Valley Pipeline Fund

in \$ thousands	CY Actuals	CY Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	410	362	48	13%	356	55	15%
Earnings on Investments	10	3	7	224%	2	8	452%
Other	18	5	14	281%	7	11	168%
Total Revenues	438	370	69	19%	364	74	20%
Expenses							
Personnel Costs	58	82	(24)	-29%	75	(18)	-24%
Operating Expenditures	74	137	(63)	-46%	295	(221)	-75%
Capital Outlay	2	5	(3)	0%	5	(3)	-56%
Transfers out	59	50	9	17%	44	15	33%
Total Expenses	192	274	(81)	-30%	419	(227)	-54%
Net Surplus / (Shortfall)	246	96	150	155%	(55)	301	-551%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget and vs. Prior Year

- Revenue received through Q4 over budget by approximately \$69K (19%).
- Water Delivery revenue greater than Budget by \$48K (13%) due to availability of surface water, 878AF more than budgeted water was delivered through year end.
- Revenue has an increase of approximately \$74K (20%) from prior fiscal year primarily due to Water Delivery increase of \$55K (993AF).

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

- Operating Expenditures are under Budget by \$63K (46%) this fiscal year due to maintenance budget not being fully utilized in Q4. Additional variance in Salaries and Benefits \$24K (29%) lower than Budget due to staff spending less time working on Pleasant Valley Pipeline.
- Transfers Out are over budget by \$9K (17%) due to Operating Fund 460 funding the completed/closed CIP Projects in Fund 461.
- Compared to prior year, Operating Expenditures are down \$221K primarily due to PV reservoir maintenance work. Salaries and Benefits are also down \$18K from prior year due to overall less staff at PV Pipeline.

Fund Balance

The projected ending undesignated working capital balance at the end of FY 22-23 is approximately \$800K. The District's reserve policy requires a \$326K minimum undesignated balance which was met.

FY 2022-23 Fourth Quarter Financial Review

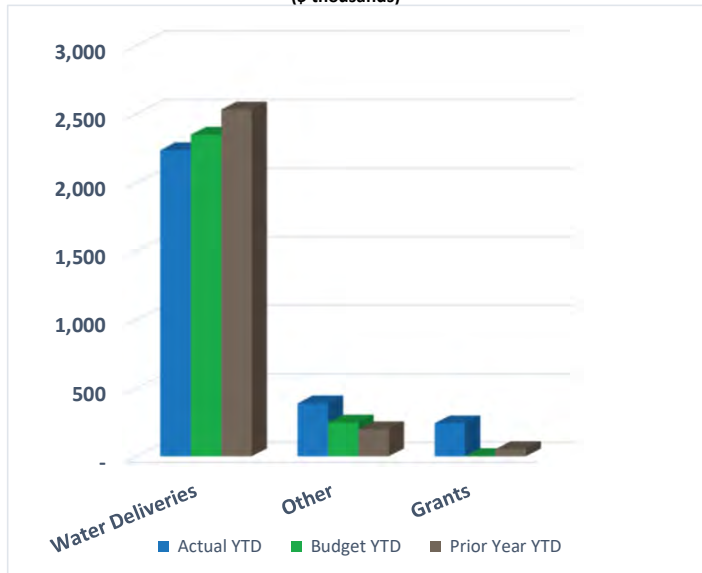
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

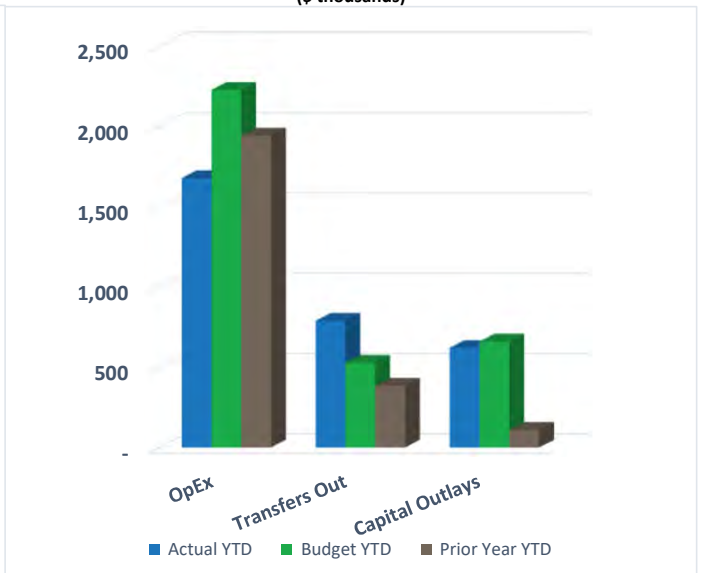
Pumping Trough Pipeline Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Water Delivery	2,232	2,345	(113)	-5%	2,528	(296)	-12%
Earnings on Investments	42	9	33	366%	8	34	435%
Grants	239	0	239		52	187	360%
Other	343	238	106	45%	189	154	82%
Total Revenues	2,857	2,592	265	10%	2,777	80	3%
Expenses							
Personnel Costs	351	381	(30)	-8%	398	(47)	-12%
Operating Expenditures	1,325	1,844	(519)	-28%	1,543	(217)	-14%
Capital Outlay	620	660	(40)	-6%	110	510	463%
Transfers out	789	528	261	49%	384	404	105%
Total Expenses	3,085	3,413	(328)	-10%	2,435	649	27%
Net Surplus / (Shortfall)	(228)	(821)	593	-72%	342	(570)	-167%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget

- Revenue received through Q4 \$2.8M, up \$265K (10%) over budget. The increase is due to higher LAIF to Market value adjustment \$33K and CIP Transfers In from Closed/Completed projects \$180K. Grants received through year-end of \$239K.
- Offsetting the increase is lower pipeline deliveries \$113K (286AF lower water delivered than Plan).

Revenue Status vs. Prior Year

- Revenue received \$80K higher than Prior Year. Increases in earnings on Investments LAIF to Market value (\$34K), Grant Revenue (\$187K) and CIP Transfers in (\$180K).



FY 2022-23 Fourth Quarter Financial Review

July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

Pumping Trough Pipeline Fund - continued

Appropriation/Expenditure Status vs. Budget

- Total expenditures through Q4 are \$3M, \$328K (10%) below Budget primarily due to lower Operating Expenditures \$519K (28%). Fox Canyon expenses are down \$55K due to delay in billing. Maintenance is \$88K under budget due to less maintenance completed on structures and improvements in this fiscal year. Principal payments \$135K under due to 2020 COP payments budgeted as expense but paid directly to liability.
- Contributing to the variance is Capital outlay \$40K lower than anticipated due to fewer than planned PTP isolation valves and VFD replacements and overhead costs that were under plan by \$113K.
- Offsetting the savings are transfers out to CIP projects which were \$261K (49%) over plan.

Appropriation/Expenditure Status vs. Prior Year

- Compared to last fiscal year, expenditures are higher by \$649K (27%) primarily due to higher CIP Transfers Out \$404K for PTP Recycled Water Connection. Capital Outlay \$510K is also higher in Current Year due to PTP booster replacement, four valve replacements and pump #3 rehabilitation.

Fund Balance

- The ending undesignated working capital balance is approximately \$964K.
- The District's reserve policy requires an undesignated balance of \$1M for this fund, leaving a slight shortfall for FY 2022-23.



FY 2022-23 Fourth Quarter Financial Review

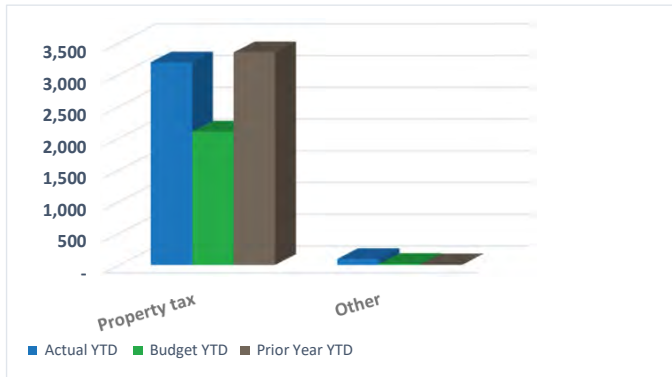
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

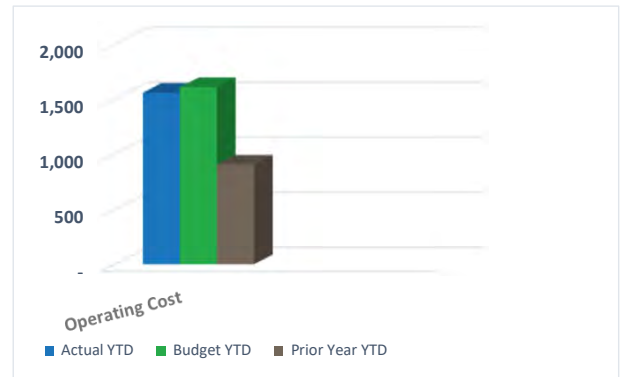
State Water Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Revenues							
Earnings on Investments	80	15	65	435%	10	70	664%
Property Taxes	3,205	2,100	1,105	53%	3,349	(143)	-4%
Total Revenues	3,286	2,115	1,171	55%	3,359	(73)	-2%
Expenses							
Personnel Costs	0	0	0	0%	0	0	0%
Operating Expenditures	1,558	1,608	(51)	-3%	904	653	72%
Capital Outlay	0	0	0	0%	0	0	0%
Debt Service	0	0	0	0%	0	0	0%
Transfers out	0	0	0	0%	0	0	0%
Total Expenses	1,558	1,608	(51)	-3%	904	653	72%
Net Surplus / (Shortfall)	1,728	507	1,222	241%	2,455	(727)	-30%

Revenues
(\$ thousands)



Expenses
(\$ thousands)



Revenue Status vs. Budget and vs. Prior Year

- Revenue received through year end is above Plan by \$1.1M (55%).
- Property tax revenue is favorable by \$1.1M largely due to higher than budgeted current secured and passthrough taxes . Earnings on investments are also over Plan by \$65K due to GAAP market value adjustment to LAIF in addition to the increase in rate of return.
- Compared to the Prior Year, revenue is down 2% (\$73K) primarily due to lower earnings on property taxes by 4% (\$143K).

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

- Total expenditures of \$1.5M under budget by \$51K (3%) for year end. Operating costs under budget by \$51K primarily due to Variable costs lower than expected.

Fund Balance

- The ending undesignated working capital balance for FY 22-23 is approximately \$7.7M. The District's reserve policy requires a minimum fund balance of \$5M, which is exceeded.
- The entire fund balance is designated for the fixed and variable costs related to the District's State Water Project allocation of 5,000 AF per year, plus allowable Table A water.

FY 2022-23 Fourth Quarter Financial Review

July 1, 2022 through June 30, 2023

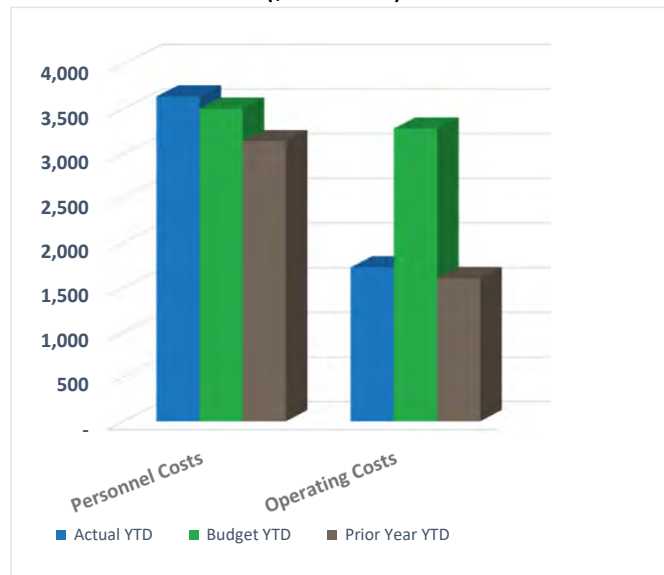
100% of Fiscal Year Completed

Overhead Fund

in \$ thousands	CY Actuals	CY Revised Budget	Variance	% Variance	PY Actuals	Variance	% Variance
Expenses							
Personnel Costs	3,636	3,500	136	4%	3,135	501	16%
Operating Expenditures	1,724	3,277	(1,553)	-47%	1,602	122	8%
Capital Outlay	0	40	(40)	0%	0	0	0%
Total Expenses	5,360	6,817	(1,458)	-21%	4,737	623	13%

Expenses

(\$ thousands)



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

- Expenditures under budget by \$1.4M (21%).
- The largest savings were in Professional Fees, \$1.1M primarily due to Legal Counsel – Appointed under-utilized. Operating Expenditures overall under budget by 1.5M (47%). Contributing to the variance are Maintenance \$31K under budget due to emergency funds not being needed in Q2. Office Expense of \$267K and Travel \$40K not fully used by the end of the year. Capital Outlay under budget by \$40K due to delay in HQ generator connection project.
- Compared to prior year, total expenditures are higher by \$623K (13%). Slightly offsetting savings were personnel costs over budget by \$501K. Higher personnel costs due in part to Board Approved 2% Cost of Living increase, annual merit increases as well as internal promotions. Materials and Supplies Expense was also \$76K higher than prior year.



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: November 20, 2023 (December 13, 2023, meeting)

Agenda Item: 8. **District Staff and Board Member Reimbursement Report
(July 1, 2023 –September 30, 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 First Quarter of Fiscal Year 2023-2024.

Attachment:

A – List of Employees and Directors Reimbursements for First Quarter 2023-2024

**UNITED WATER CONSERVATION DISTRICT
CHECK REPORT
QUARTER ENDED 09/30/2023**

<u>Vendor Name</u>	<u>Payable Description</u>	<u>Pavable Amount</u>	<u>Payment Amount</u>	<u>Payment Date</u>	<u>Check Number</u>
JOSH PEREZ	FLIGHT REIMBURSEMENT/ SDRMA EDUACTION DAY	\$328.00	\$328.00	07/14/2023	588
KRIS SOFLEY	REIMBURSEMENT FOR LUNCH/BEVERAGES AT LAKE PIRU	\$592.10	\$592.10	07/14/2023	589
JOSH PEREZ	REIMBURSEMENT/FERC MANDARED SFD SECURITY INSPECT.	\$1,538.85	\$1,538.85	07/28/2023	635
KRIS SOFLEY	REIMBURSEMENT FOR FLORAL SPRAY, BOARD MEETING EXP	\$321.01	\$321.01	07/28/2023	637
KRIS SOFLEY	REIMBURSEMENT FOR 4MAF CELEBRATION PURCHASES	\$517.75	\$1,012.75	08/18/2023	699
	REIMBURSEMENT FOR 4MAF CLEANING COSTS	\$400.00			
KRIS SOFLEY	REIMBURSEMENT FOR MILITARY DINNER COST	\$95.00			
KRIS SOFLEY	REIMBURSEMENT FOR PAYMENT TO SO CAL SHREDDING	\$180.00	\$180.00	09/07/2023	740
JOSH PEREZ	REIMBURSEMENT FOR PURCHASE OF RETIREMENT GIFT	\$463.40	\$1,445.80	09/15/2023	759
	TRAVEL & MILEAGE REIMURSEMENT TO MONTEREY	\$982.40			
MIKE KAMINSKI	SAFETY BOOT REIMBURSEMENT FY 23-24	\$278.85	\$278.85	09/15/2023	764
ROBERT WILLIAM ZAMBELLI	REIMBURSEMENT FOR BOOT ALLOWANCE FY 23-24	\$300.00	\$300.00	09/15/2023	769
KRIS SOFLEY	REIMBURSEMENT FOR RIBBON CUTTING & TEAM LUNCH	\$423.26	\$423.26	09/25/2023	789
MIKE KAMINSKI	TUITON REIMBURSEMENT FOR FY 23-24	\$2,762.50	\$2,762.50	09/25/2023	790
DESTINY RUBIO	REIMBURSEMENT FOR MILEAGE AND CARDS PURCHASED	\$104.99	\$104.99	09/28/2023	802
HANNAH GARCIA-WICKSTRUM	FY 23-24 BOOT ALLOWANCE REIMBURSEMENT	\$300.00	\$300.00	09/28/2023	812
EVA IBARRA	MILEAGE REIMBURSEMENT/ FILLMORE CITY HALL	\$112.38	\$112.38	07/07/2023	300763
SHELDON BERGER	TRAVEL REIMBURSEMENT/ JUNE 2023	\$123.14	\$123.14	07/14/2023	300807
VANESSA VASQUEZ	REIMBURSEMENT FOR MILEAGE	\$107.30	\$107.30	07/14/2023	300812
MAURICIO GUARDADO	GROUND TRANSPORTATION/ WASHINGTON DC	\$395.60	\$395.60	08/04/2023	300894
PATRICK O'CONNELL	MILEAGE REIMBURSEMENT/ TODD BARRANCA ROCK CHARAT.	\$14.28	\$374.28	08/04/2023	300897
	REIMBURSEMENT FOR CA GEOLOGIST & CERT RENEWAL	\$360.00			
MAURICIO GUARDADO	REIMBURSEMENT FOR GAS TO FUEL VEHICLE	\$100.00	\$100.00	09/25/2023	301080
NATALIE EVERTON	REIMBURSEMENT FOR WATER TREATMENT PLANT OP. COURSE	\$214.25	\$214.25	09/28/2023	301119
		<u>\$11,015.06</u>	<u>\$11,015.06</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
Sara Guzman, Senior Accountant

Date: November 28, 2023 (December 4, 2023, meeting)

Agenda Item: 9. **Monthly Investment Report (October 31, 2023)**
Information Item

Staff Recommendation:

The Committee will review and discuss the most current investment report for October 31, 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:

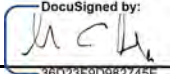
Combined Monthly Investment Report

United Water Conservation District
Monthly Investment Report
October 31, 2023

<u>Investment Recap</u>	<u>G/L Balance</u>	<u>Weighted Avg Days to Maturity</u>	<u>Diversification Percentage of Total</u>
Citizens Business Bank	4,782,158	1	12.49%
US Bank - 2020 COP Bond Balance	6,030,329	1	15.75%
Petty Cash	4,400	1	0.01%
County Treasury	1,712	1	0.00%
LAIF Investments	27,458,812	1	71.73%
Total Cash, Cash Equivalents and Securities	38,277,411		100.00%
 Investment Portfolio w/o Trustee Held Funds	 38,277,411		
Trustee Held Funds	-		
Total Funds	38,277,411		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	27,209,962	248,850	27,458,812
	Interest	Interest	
	Earned YTD	Received YTD	Qtrly Yield
	248,850	500,499	3.59%

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

DocuSigned by:

 3612319D982745E
Mauricio E. Guardado, Jr., General Manager

11/28/2023

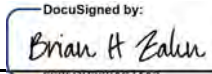
Date Certified

DocuSigned by:

 70D59ECF008046E
Anthony Emmert, Assistant General Manager

11/27/2023

Date Certified

DocuSigned by:

 66851B362A87343
Brian H. Zahn, Chief Financial Officer

11/26/2023

Date Certified

<i>United Water Conservation District</i>			
<i>Cash Position</i>			
October 31, 2023			
Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	6,217,469	(7,429,340)	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		4,633,064	Designated for replacement, capital improvements, and environmental projects
		4,051,745	Supplemental Water Purchase Fund
General CIP Funds	15,227,063	15,227,063	Appropriated for capital projects
2020 COP Bond Funds	5,780,881	5,780,881	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	4,501,390	4,501,390	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	(1,615,552)	(1,615,552)	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	4,274,489	4,274,489	Appropriated for capital projects
OH Pipeline Fund	(2,261,360)	(2,261,360)	Delivery of water to OH customers
OH CIP Fund	2,529,493	2,529,493	Appropriated for capital projects
OH Pipeline Well Replacement Fund	463,575	463,575	Well replacement fund
PV Pipeline Fund	912,384	912,384	Delivery of water to PV customers
PV CIP Fund	244,584	244,584	Appropriated for capital projects
PT Pipeline Fund	469,961	469,961	Delivery of water to PTP customers
PT CIP Fund	1,533,033	1,533,033	Appropriated for capital projects
Total District Cash & Investments	38,277,411	38,277,411	



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
Sara Guzman, Senior Accountant

Date: November 22, 2023 (December 4, 2023, meeting)

Agenda Item: 10. **Monthly Pipeline Delivery Report (October 31, 2023)**
Information Item

Staff Recommendation:

The Committee will review and discuss the most current pipeline delivery report for October 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.

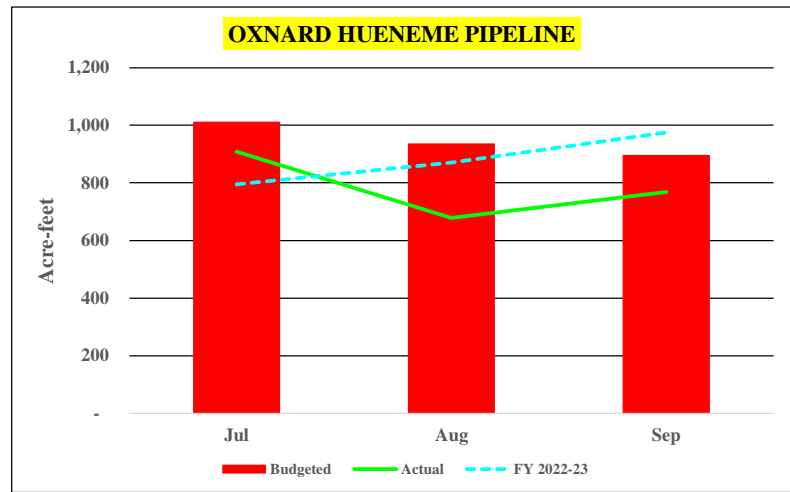
Attachment:

Monthly Pipeline Delivery Report

**United Water Conservation District
Pipeline Water Deliveries (Acre-feet)
FY 2023-24 data thru October 31, 2023**

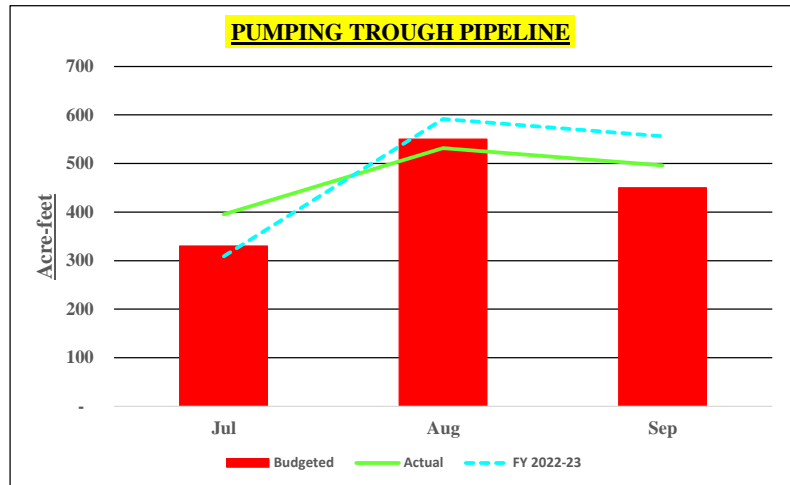
OH Pipeline 2023-24			
	Projection	Actual	Difference
Jul	1,010	909	(101)
Aug	935	678	(257)
Sep	895	768	(127)
Oct	980	1,052	72
Nov	840		
Dec	730		
Jan	710		
Feb	750		
Mar	850		
Apr	850		
May	960		
Jun	870		
Totals	10,380	3,408	(412)
YTD	3,820	3,408	(412)

YTD Actual to Budget: -10.8%



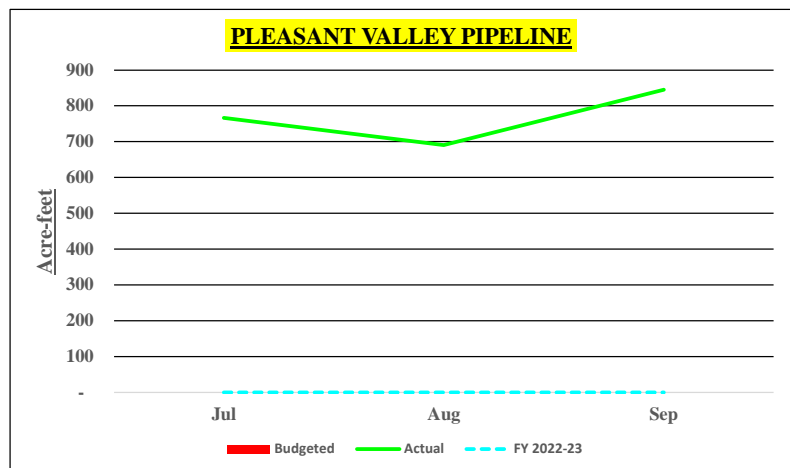
PT Pipeline 2023-24			
	Projection	Actual	Difference
Jul	330	396	66
Aug	550	532	(18)
Sep	450	496	46
Oct	720	913	193
Nov	450		
Dec	230		
Jan	240		
Feb	390		
Mar	410		
Apr	480		
May	500		
Jun	450		
Totals	5,200	2,337	287
YTD	2,050	2,337	287

YTD Actual to Budget: 14.0%



PV Pipeline 2023-24			
	Projection	Actual	Difference
Jul	-	766	766
Aug	-	691	691
Sep	-	846	846
Oct	-	1,114	1,114
Nov	-		
Dec	-		
Jan	400		
Feb	400		
Mar	100		
Apr	-		
May	-		
Jun	-		
Totals	900	3,417	3,417
YTD	-	3,417	3,417

YTD Actual to Budget:





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
Sara Guzman, Senior Accountant

Date: November 22, 2023 (December 4, 2023, meeting)

Agenda Item: 11. **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 October 31, 2023.

Fiscal Impact:

As shown.

Attachments:

Attachment A – Consolidated Cost Summary

Attachment B – Board Motion Items with Fiscal Impact Summary

**United Water Conservation District
Consolidated Cost Summary Report
Through October 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	907,733	921,871	9,189	607,690	288,682	215,063	44,519	294,337	1,749,252	3,393,774	69,178,088	72,571,862
2023-24	76,466	221,976	3,603	149,118	134,173	23,890	8,915	878	173,991	617,931	571,578	1,189,508
Report Total	10,229,393	6,380,988	5,028,870	8,799,593	3,643,920	4,235,512	53,435	792,022	15,320,652	28,325,894	92,221,003	120,546,896
Previous Report Total	10,197,168	6,194,141	5,028,870	8,758,651	3,603,515	4,211,635	51,908	791,145	15,162,922	27,784,436	92,067,151	119,851,587
<i>Current Activity</i>	<i>32,224</i>	<i>186,846</i>	<i>1,805</i>	<i>40,942</i>	<i>40,405</i>	<i>23,877</i>	<i>1,527</i>	<i>878</i>	<i>157,730</i>	<i>541,457</i>	<i>153,852</i>	<i>695,309</i>

* Does not include City of San Buenaventura judgment

Current Activity Narrative:

FERC - The activity for October (\$32K) was spent on staff time (\$23K), legal fees (\$5K) and professional services (\$4K).

PMF - The activity for October (\$187K) was spent on staff time (\$10K), Permitting (\$1K), Professional Services (\$170K) and Legal Fees (\$6K).

General/Water Cons - There were minimal salary costs associated for October.

Freeman - The activity for October (\$41K) was spent on staff time (\$37K) and professional services (\$4K).

Quagga - The activity for October (\$40K) was spent on staff time (\$12K) and professional services (\$28K) related to quagga mussel eradication and the scientific dive agreement.

Ventura - There legal costs of \$24K associated with the settlement of the City of Ventura Lawsuit.

O. Mykiss CESA - October's activity (\$2K) was spent on staff time.

Takings Claim - Minimal salary activity associated with the Takings Claim.

Wishtoyo - The activity for October (\$158K) was spent on salaries (\$1K) and legal fees (\$157K) related to the Wishtoyo complaint.

Legal Fees - Includes all legal fees for the District. These fees were dominated by the Ventura Lawsuit, FCGMA SGMA, SFD FERC 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, storm clean up and administrative costs.

Board Motion Items with Fiscal Impact

Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
Finance and Audit	Resolution 2023-16 Requesting the Board to approve the proposed changes to the Financial Policies	Y	Various	None	None
Finance and Audit	Waive fees associated with the 11-2023 operation of the Saticoy Wellfield during recent pause in surface water deliveries	N	Revenue	\$5,270	None
Finance and Audit	Requesting Board approval to use funds from select reserve accounts to fund the repair and replacement of damaged and lost equipment related to the Jan. 2023 storm event	N	Reserves	None	None
Eng. and Ops	Authorize Contract Amendment to the PCS with GEI Consultants, Approval of a Supplemental Appropriation and to fund it using the EPA WIFIA loan (CIP 8002)	N	WIFIA Loan	\$1.2M	None



Board Motion Items with Fiscal Impact (continued)

Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
Eng. and Ops	Authorize approval of a contract with HDR Engineers to develop the final design of the Freeman Conveyance System upgrade (CIP 8018)	Y	051-400-81020	\$350K	None
Eng. and Ops.	Authorize contract amendment to PCS with Cramer Fish Sciences to complete pre-implementation studies	Y	050-600-52220	\$196K	None
Lake Piru Rec. Area	Approving District to procure a new vehicle to be used by the Chief Park Ranger and Interim Chief Operations Officer	Y	020-200-80510	\$60K	None
Lake Piru Rec. Area	Approving General Manager execution of an agreement with Bellingham Marine Industries, Inc., to design and replace the Lake Piru Recreation Area Marina	N	Reserves	<\$100K	None
TOTAL				\$1.9M	\$0





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
Tony Huynh, Risk and Safety Manager
Zachary Plummer, Technology Systems Manager
Tracy Oehler, Executive Assistant/Clerk of the Board

Date: November 21, 2023 (December 4, 2023, meeting)

Agenda Item: **12. 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 November 2023.

Discussion:

Finance

- Financial audit is beginning the second week of December.
- New District credit cards were implemented and have been distributed.
- New vehicle purchased for the General Manager. Old vehicle will replace one of the 20-year-old vehicles at the Santa Felicia Dam.
- Groundwater team researching unregistered wells and non-reporting wells for potential action.
- Working with Operations to identify fleet management software to manage fleet.

Administrative Services

- Provided administrative assistance for drafting, finalizing, and distributing/posting materials for the Finance and Audit Committee meeting (Oct. 30), as well as the regular Board of Directors meeting (Nov. 8); and additionally, the Mound Basin Groundwater Sustainability Agency meeting (Nov. 27) at the City of San Buenaventura Public Works office.
 - Provided administrative support, coordination, and room and beverage setup for the AWA VC Board of Directors meeting (Nov. 2), the AWA WaterWise Program meeting (Nov. 16), and the AWA Water Issues Committee meeting (Nov. 21) at UWCD Headquarters in the Board Room.
-

12. Monthly Administrative Services Department Report

Information Item

- Provided administrative assistance for drafting and finalizing select meeting materials, purchasing consumables, room setup, and hosting of the two-day Santa Felicia Dam Safety Improvement Project Board of Consultants meetings (Nov. 15-16) which took place at UWCD Headquarters.
- Provided administrative assistance by purchasing consumables and room setup for Water Resources staff who hosted an informational meeting and tour for Orange County Water District staff (Nov. 29) at UWCD Headquarters.

Human Resources

- Working on recruitments for the following positions:
 - Technology Systems Intern – Interviews held November 20th and 21st.
 - Park Ranger I – Position closes December 3rd.
 - Administrative Assistant I – Recreation Area – position closes December 3rd.
 - Water Treatment Operator II - position closed; interviews scheduled.
 - Water Treatment Operator III – position closed; interviews scheduled.
- Promotions
 - Promoted Recharge O&M Worker I JD Smallwood to Operations Supervisor– Water Supply and Distribution.
 - Promoted Seasonal Park Ranger Kellen Everton to Recharge O&M Worker I.
 - Promoted Seasonal Park Ranger Todd Spencer to Park Ranger Cadet.
- Attended the ACWA JPIA Human Resources Group Meeting at Cucamonga Valley Water District.
- Supported Palmdale Water District in the selection process of a Water Treatment Plant– Operations Supervisor consistent with the MOU that the Board approved.
- Processed exit documents for staff that submitted retirement paperwork.
- Continued enrollment for Health Equity Flexible Spending Account.
- Began preparations for personnel planning for next fiscal year.
- Commenced process for employee service awards to be awarded in January.

Safety and Risk Management

- Recertified HR and Technology Systems personnel in Adult & Pediatric First Aid/CPR/AED.
 - Coordinated Cybersecurity outreach efforts and participated in the regional tabletop exercise as an observer.
 - Established a new documentation transfer process with FEMA and Cal OES for ongoing disaster recovery efforts to make efforts to speed up the repayment processing.
 - Met with Ventura County IT on regional radio network project to discuss MOU and future milestones.
 - Collaborated with vendor and senior hydrologist in developing caution (public safety) high flow release signs deployed as part of our Pyramid Lake water release.
 - Attended FEMA's Webinar on Planning Considerations for Cyber Incidents—Guidance for Emergency Managers.
-

12. Monthly Administrative Services Department Report

Information Item

Technology Systems

- Successfully hosted the Water Sustainability Summit on October 26th, which facilitated critical discussions on water resource management and sustainability.
- Launched the UWCD phone system, marking a significant milestone in our communication infrastructure upgrade.
- Assessed and prepared the installation of new wireless network equipment for Lake Piru Recreation Area and evaluated new color label software to improve our physical file system management.
- Provided technology support during the multi-day Santa Felicia Dam Safety Improvement Project meetings, enhancing our capacity for large-scale infrastructure management.
- Upgraded the El Rio Firewall to the current release, conducted routine firewall maintenance, and engaged in cybersecurity initiatives with Monthly Tree Landscaping and Critical Vulnerability Calls, aligning with National Cybersecurity Guidelines.
- Fulfilled requests for standing desk equipment installation and relocation, promoting workplace health and safety in line with regulatory standards.
- Finalized the Base adjustments to internal systems to enable full operation mode, enhancing our system's protection and resilience.
- Conducted lease discussions for copiers and large printers at headquarters, ensuring cost-effective and efficient document management solutions.
- Internal support:
 - November 2023: 20 tickets closed.