



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 Guardado

Legal Counsel
David D. Boyer

AGENDA REGULAR BOARD MEETING

**Wednesday, December 13, 2023, 12:00 p.m.
Board Room, UWCD Headquarters
1701 N. Lombard Street, Oxnard CA 93030**

BOARD MATTERS

Normally, Action (Motion) Items will be considered and acted upon separately; Consent Items will be considered and acted upon collectively, although a Consent Item may be considered and acted upon separately; and Information Items will be considered separately without action. The Board of Directors in its discretion may change the order of agenda items.

ROLL CALL

1. FIRST OPEN SESSION 12:00 P.M.

Items to be discussed in Executive (Closed) Session will be announced.

1.1 Public Comments Information Item

Members of the public may address the Board on any matter on the Closed Session agenda or on any non-agenda item within the jurisdiction of the Board. All comments are subject to a five-minute time limit.

1.2 EXECUTIVE (CLOSED) SESSION 12:05 P.M.

The Board will discuss matters outlined in the attached Executive (Closed) Session Agenda (Exhibit A).

2. SECOND OPEN SESSION AND CALL TO ORDER 1:00 P.M.

2.1 Pledge of Allegiance

2.2 Public Comment Information Item

Members of the public may address the Board on any item on the Consent Calendar or on any non-agenda item within the jurisdiction of the Board. No action will be taken by the Board on any non-agenda item. All comments are subject to a five-minute time limit.

2.3 Approval of Agenda Motion

2.4 Oral Report Regarding Executive (Closed) Session Information Item

Presented by District Legal Counsel David D. Boyer.

2.5 Board Members' Activities Report

Information Item

The Board will receive and file information regarding meeting participation provided by each of the Board Members through Monthly Activities (aka per diem) Reports.

2.6 General Manager's Report

Information Item

The General Manager will present information on his activities of possible interest to the Board and that may have consequence to the District.

3. CONSENT CALENDAR: All matters listed under the Consent Calendar are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member pulls an item from the Calendar. Pulled items will be discussed and acted on separately by the Board. Members of the public who want to comment on a Consent Calendar item should do so under Public Comments. (ROLL CALL VOTE REQUIRED)

3.1 Approval of Minutes

Motion

Approval of the Minutes for the Regular Board Meeting of November 8, 2023 and the Special Board Meeting of November 21, 2023.

3.2 Groundwater Basin Status Reports

Information Item

Receive and file Monthly Hydrologic Conditions Report for the District.

3.3 Monthly Investment Reports for month ending October 31, 2023

Information Item

Report on the District's investments and the availability or restriction of these funds. All investments are in compliance with the District's investment policy, which is reviewed and approved annually by the Board.

3.4 Fiscal Year-end 2022-2023 Financial Reports (July 1, 2022 – June 30, 2023)

Information Item

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

4. PRESENTATIONS AND MONTHLY STAFF REPORTS (By Department)

Operations and Maintenance Department – Clayton Strahan

4.1 Monthly Operation and Maintenance Department Report Information Item

Summary report and presentation on monthly activities of the Operations and Maintenance Department, including but not limited to the District's facilities (Santa Felicia Dam and hydroplant; the Piru Groundwater Recharge facility; the Freeman Diversion; the Saticoy and El Rio Groundwater Recharge facilities; the Pleasant Valley and Pumping Trough Pipeline systems; and the Oxnard Hueneme Pipeline system), encompassing operating plans, the quantity and quality of water diverted and delivered, fish ladder operations, major maintenance problems and repairs, status of Operations and Maintenance projects and safety and training issues.

Park and Recreation Department – Clayton Strahan

4.2 Monthly Park and Recreation Department Report Information Item

Summary report and presentation on monthly activities of the Park and Recreation Department, including but not limited to the Lake Piru Recreation Area, encompassing camping and boating policies at the lake; operations and activities; financing and status of facility improvement projects; maintenance activities; security issues; and emergency response activities.

Water Resources Department – John Lindquist

4.3 Monthly Water Resources Department Report and Update on Activities of Local Groundwater Sustainability Agencies (GSAs) Information Item

Summary report and presentations on the monthly activities of the Water Resources Department including but not limited to updates to the District's Groundwater Flow Model; reservoir releases; importation of State Water Project (SWP) water; optimization of diversion and recharge operations; hydrologic and well conditions; available Forebay storage; support of design of the Extraction Barrier and Brackish (EBB) Water Treatment Project; other potential water supply and sustainability water projects; outreach and educational activities; and various user groups (including but not limited to Oxnard Plain and Pumping Trough Pipeline groups) including monthly activities of the three local Groundwater Sustainability Agencies (Mound Basin GSA, Fillmore and Piru Basins GSA, and the Fox Canyon Groundwater Management Agency), for which the District serves as a member director, and the Santa Paula basin (adjudicated) Technical Advisory Committee (including formation of groundwater sustainability agencies in the District's basins, stakeholder and basin user groups, joint powers or governance agreements, development of water markets, and potential basin boundary changes).

Administrative Services Department – Brian Zahn and Josh Perez

4.4 Monthly Administrative Services Department Report – Josh Perez and Brian Zahn

Information Item

Summary report and presentation on the monthly activities of the Administrative Services Department including but not limited to issues associated with budget development, financial performance versus budget plan, financial accounting requirements and procedures, potential debt issuance and related financial services, status of District investments and reserves, updates on its capital improvement programs, human resources and safety, District property and facilities maintenance and administration, District records and reports, groundwater extraction statements administration, risk management and District liability insurance matters, management of District contracts, policy development, governance procedures, and supporting activities of Board and staff.

Engineering Department – Dr. Maryam Bral

4.5 Monthly Engineering Department Report

Information Item

Summary report and presentation on the monthly activities of the Engineering Department, including but not limited to water resources, planning efforts and department programs impacting the District, such as project design and construction; dam safety; FERC license compliance; Freeman Diversion; recycled water; pipeline operations and various engineering analysis.

Environmental Services Department – Marissa Caringella

4.6 Monthly Environmental Services Department Report

Information Item

Summary report and presentation on the monthly activities of the Environmental Services Department, including but not limited to environmental and regulatory issues of note to the District, water releases, operations of the fish ladder at the Freeman Diversion, various monitoring efforts, study plans and issues associated with the Endangered Species Act, including the Section 10 MSHCP process, future fish passage requirements, compliance with the District's FERC license/Biological Opinion, the Santa Felicia Dam, studies and operations in and near Piru Creek, and any interactions with Rancho Temescal and Rancho Camulos.

5. MOTION ITEMS

Administrative Services Department – Anthony Emmert and Brian Zahn

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

Motion

Adopt Resolution 2023-16 approving the following proposed changes to the financial policies listed below as set forth in the attached redlines:

- 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

Administrative Services Department – Anthony Emmert

5.2 Waive Fees Associated with the November 2023 Operation of the Saticoy Wellfield During Recent Pause in Surface Water Deliveries

Motion

Approve 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.

Administrative Services Department – Brian Zahn

5.3 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

Motion

Approve 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.

Approve 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.

Administrative Services Department – Tracy Oehler

5.4 Request Board Approval to Increase the Hourly Rate from \$425 per hour to \$475 per hour for District's Special Counsel

Motion

Approve 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.

Administrative Services Department – Brian Zahn

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

Motion

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.

Park and Recreation Department – Clayton Strahan and Brian Zahn

5.6 District Vehicle Procurement

Motion

Approve procurement of a new vehicle to be used by Chief Operations Officer and authorize the General Manager to execute a purchase order in the amount of up to \$60,000 for this vehicle and its supporting equipment pursuant to the district's procurement policy.

Park and Recreation Department – Clayton Strahan, Maryam Bral, and Brian Zahn

5.7 Authorize the General Manager to Execute a Contract with Bellingham Marine Industries, Inc. for the Lake Piru Recreation Area Marina Replacement Project

Motion

Approve the General Manager the authority to execute an agreement with Bellingham Marine Industries, Inc. (BMI). The supplemental appropriation from the Replacement, Capital Improvement and Environmental Projects reserve account in the amount of \$1,196,119, would be used to fund the contract, once the District is reimbursed from FEMA and CalOES, the funds will then be returned to the reserve account.

Engineering Department – Maryam Bral

- 5.8 Approve Contract Amendment to the Professional Consulting Services Agreement with GEI Consultants, Inc. for the Development of the Final Design Phase of the Santa Felicia Dam Outlet Works Improvement Project (CIP 8002), Approval of a Supplemental Appropriation to Cover Fees Associated with the Amendment, and Approval to Fund the Supplemental Appropriation Using the EPA WIFIA Loan**

Motion

Authorize the General Manager to execute an amendment to the professional consulting services agreement with GEI Consultants, Inc. (GEI) in the amount of \$1,158,211.00 (including 4.73% of total fee allocated to optional tasks and 17.3% contingency) to continue the development of the final design phase of the Santa Felicia Dam Outlet Works Improvement Project (Project), approval of a supplemental appropriation and approval of fund transfer using the EPA Water Infrastructure Finance Innovation Act (WIFIA) low-interest loan to support the supplemental appropriation.

Engineering Department – Craig Morgan

- 5.9 Approve Resolution No. 2023-17 Determining the Three Barrel Culvert Replacement Project is Exempt from the Provisions of the California Environmental Quality Act and Approve the Project**

Motion

Approve Resolution No. 2023-17 determining that the Three Barrel Culvert Replacement Project (Project) is exempt from the provisions of the California Environmental Quality Act ("CEQA") and approving the Project, and direct staff to file the Notice of Exemption in accordance with CEQA.

Engineering Department – Craig Morgan

- 5.10 Approve Resolution No. 2023-18 Determining the Inverted Siphon Replacement Project is Exempt from the Provisions of the California Environmental Quality Act and Approve the Project**

Motion

Approve Resolution No. 2023-18, determining that the Inverted Siphon Replacement Project ("Project") is exempt from the provisions of the California Environmental Quality Act ("CEQA") and approving the Project, and directing staff to file the Notice of Exemption in accordance with CEQA.

Engineering Department – Craig Morgan

5.11 Approve Contract with HDR Engineers, Inc. to Develop the Final Design of the Freeman Conveyance System Upgrade – Freeman to Ferro Recharge Basin (CIP 8018)

Motion

Authorize the General Manager to execute an agreement with HDR Engineers, Inc. (HDR) in the not to exceed amount of \$350,000.00 to develop the final design of the Freeman Conveyance System Upgrade – Freeman to Ferro Recharge Basin (Project).

Environmental Services Department – Evan Lashly

5.12 Approve the Pre-implementation Studies in Support of Federal Energy Regulatory Commission Fish Passage Assessment – Amendment to Professional Consulting Services Agreement with Cramer Fish Sciences - \$196,054

Motion

Authorize the General Manager to execute an amendment to the professional consulting services (PCS) agreement with Cramer Fish Sciences in the amount of \$196,054 to complete the field study activities outlined in the "Santa Felicia Dam Fish Passage Program Pre-Implementation Study Plan".

6. BOARD OF DIRECTORS READING FILE

7. FUTURE AGENDA ITEMS

8. ADJOURNMENT

The Board will adjourn to the **Regular Board Meeting scheduled for Wednesday, January 10, 2024** or call of the President.

All testimony given before the Board of Directors is recorded. Materials, which are non-exempt public records and are provided to the Board of Directors to be used in consideration of the above agenda items, including any documents provided subsequent to the publishing of this agenda, are available for inspection at the District's offices at 1701 N. Lombard Street, Suite 200, Oxnard CA 93030 during normal business hours.

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 materials in an alternative format, please contact the District Office at (805) 525-4431. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

Approved: _____

Mauricio E. Guardado, Jr. – General Manager

Posted: December 7, 2023

3:00 p.m.

(attest) Tracy Oehler

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

Posted: December 7, 2023

3:00 p.m.

(attest) Tracy Oehler

At: www.unitedwater.org

EXHIBIT A
EXECUTIVE (CLOSED) SESSION AGENDA

1. LITIGATION

1.1 Conference with Legal Counsel-Anticipated Litigation

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

1.2 Conference with Legal Counsel – Existing Litigation

Pursuant to Government Code Section 54956.9 (d)(1)

- A. City of San Buenaventura v. United Water Conservation District, et al, Santa Barbara County Superior Court Case No. 19CV06168, pending before the Court of Appeal of the State of California, Second Appellate District, Division 6, Court of Appeal No. B312471.
- B. Wishtoyo Foundation, et al v. United Water Conservation District, U.S. District Court for the Central District of California, Case No.2:16-cv-03869 GHK (PLAx).
- C. OPV Coalition v Fox Canyon Groundwater Management Agency, Superior Court of the State of California, County of Ventura, Case No. 56-2021-00555357-CU-PT-VTA; Complaint for Comprehensive Groundwater Adjudication of the Oxnard Groundwater Subbasin (No. 4-004.02) and Pleasant Valley Subbasin (No. 4-006) Pursuant to Sections 830, *Et Seq.* of the Code of Civil Procedure; Declaratory Relief; Quiet Title; and Petition for Writs of Mandate.
- D. United Water Conservation District v United States, U.S. Court of Federal Claims, Case No. 22-542L; Complaint for Just Compensation under the 5th Amendment.
- E. United Water Conservation District v. California Fish and Game Commission, Los Angeles County Superior Court Case No. 2STCP02661; Petition for Writ of Mandate (CESA).
- F. State of California-Department of Transportation v. United Water Conservation District and Southern California Edison, Superior Court of the State of California, County of Ventura, Case No. 56-2023-00575593-CU-EI-VTA; Complaint in Eminent Domain (parcels 81216-1 and 81216-2).



Staff Report

To: UWCD Board of Directors

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

From: Tracy J. Oehler, Clerk of the Board

Date: December 5, 2023 (December 13, 2023 Meeting)

Agenda Item: 2.5 Board Members' Activities Reports
Information Item

Staff Recommendation:

Receive and file information regarding meeting participation provided by each of the Board of Directors through monthly activities reports (per diems).

Discussion:

This item is provided on the agenda of each regular meeting in order to allow Directors to report on non-agenda activities such as:

- 1) UWCD Committee participation – Committee Chair to report on Committee's objectives and actions to the Board.
- 2) Meetings, workshops, conferences, and functions attended during the previous month on behalf of the District.
- 3) Possible conflicts the Directors might have with respect to issues on the agenda.

Attachments:

- A – Directors' monthly activities reports
- B – 2023 Calendar of District's standing committees and outside agency meetings
- C – 2023 AWA VC Calendar of meetings and events

Board of Directors
Activities and Expenses for Month November **Year** 2023

Due on last day of month

Director: Berger

1. UWCD Board Meetings Regular, special or emergency meetings.			Date	Mileage	✓
			11/21	20	
2. UWCD Committee/Advisory Body Meetings Environmental, Executive, Finance/Audit, Groundwater, Operations, Planning, Recreation and RiverPark JPA Committees.		Committee Name & Location	Date	Mileage	
3. Meeting with GM or District Legal Counsel (LC)	W/ GM or LC	Meeting Description & Location	Date	Mileage	✓
		Meeting Dave Ceppos	11/17	-	
4. Conferences/Trainings. Includes conferences or educational activities organized by ACWA, AWAVC & CSDA.		Event Name & Location	Date	Mileage	✓
		AWA Board	11/2	20	
		AWA Water Wise	11/16	20	
5. Appointed representative to meetings of other entities' Boards. Includes FCGMA, LAFCO, RiverPark JPA, AWAVC BoD, Oxnard Chamber of Commerce Water Committee, ACWA, CSDA and GSA. Or preparatory meetings with GM regarding above meetings.		Entity Name & Location	Date	Mileage	
6. Meetings of other government entities at request of BoD, BP or GM. Such as PVCWD, FCGMA or Oxnard City Council.		Entity Name & Location	Date	Mileage	
7. Meetings with board members or executive management of other agencies. Includes FCGMA, LAFCO, RiverPark JPA, AWAVC BoD, Oxnard Chamber of Commerce Water Committee, ACWA, CSDA, GSA.		Entity Name & Location	Date	Mileage	
8. Public meetings hosted by District regarding District matters Such as Section 10 HCP, Vern Freeman Fish Panel.		Meeting Description & Location	Date	Mileage	

Board of Directors
Per Diem and Expenses for Month _____ Year _____

Due on last day of month

9. Meetings with state or federal legislators or officials or representatives from other entities. At the request of the BoD, BP or GM.	Official Name/Meeting Description & Location	Date	Mileage

Other Expenses	Total
Days of out of town travel	
Lodging*	\$
Meals*	\$
Transportation*	\$
Misc.*	\$

* attach all receipts

This section to be completed by Finance Department only			
Phone Allowance			\$50.00
Total # of meetings**	4	x \$249 /\$260 as of 5/8	\$1040 -
**not to exceed 10 meetings per month or 1 meeting per day			
Total days of travel		x \$100.00/day	
Total # of miles	60	x \$0.655/mile	\$ 39.30
Total other expenses			\$
TOTAL MILEAGE AND OTHER EXPENSES			\$1129.30

Director Signature

Date:

General Manager Signature

Date:

Definitions

BoD: Board of Directors

BP: Board President

GM: General Manager

Board of Directors
Activities and Expenses for Month November Year 2023

Due on last day of month

Director: Bruce Dandy

1. UWCD Board Meetings Regular, special or emergency meetings.		Date 11/8 11/21 	Mileage 8 8 	✓ ✓
2. UWCD Committee/Advisory Body Meetings Environmental, Executive, Finance/Audit, Groundwater, Operations, Planning, Recreation and RiverPark JPA Committees.	Committee Name & Location	Date	Mileage	
3. Meeting with GM or District Legal Counsel (LC)	W/ GM or LC	Meeting Description & Location	Date	Mileage
4. Conferences/Trainings. Includes conferences or educational activities organized by ACWA, AWAVC & CSDA.	Event Name & Location	Date	Mileage	✓ ✓
	VC Civic Alliance	11/1	16	
	ACWA	11/26,27,28,29	467	
5. Appointed representative to meetings of other entities' Boards. Includes FCGMA, LAFCO, RiverPark JPA, AWAVC BoD, Oxnard Chamber of Commerce Water Committee, ACWA, CSDA and GSA. Or preparatory meetings with GM regarding above meetings.	Entity Name & Location	Date	Mileage	✓
	WVCBA	11/13	0	
6. Meetings of other government entities at request of BoD, BP or GM. Such as PVCWD, FCGMA or Oxnard City Council.	Entity Name & Location	Date	Mileage	
7. Meetings with board members or executive management of other agencies. Includes FCGMA, LAFCO, RiverPark JPA, AWAVC BoD, Oxnard Chamber of Commerce Water Committee, ACWA, CSDA, GSA.	Entity Name & Location	Date	Mileage	
8. Public meetings hosted by District regarding District matters Such as Section 10 HCP, Vern Freeman Fish Panel.	Meeting Description & Location	Date	Mileage	

Board of Directors
Per Diem and Expenses for Month November Year 2023

Due on last day of month

9. Meetings with state or federal legislators or officials or representatives from other entities. At the request of the BoD, BP or GM.	Official Name/Meeting Description & Location	Date	Mileage

Other Expenses	Total
Days of out of town travel	4
Lodging*	\$
Meals*	\$
Transportation*	\$
Misc.*	\$

* attach all receipts

This section to be completed by Finance Department only			
Phone Allowance			\$50.00
Total # of meetings**	2	x \$260	\$ 2080 -
**not to exceed 10 meetings and \$2,600. per month or 1 meeting per day			
Total days of travel		x \$100.00/day	
Total # of miles	499	x \$0.655/mile	\$326.85
Total other expenses			\$
TOTAL MILEAGE AND OTHER EXPENSES			\$2456.85 →

Director Signature

Bruce Dandy

Date: 11/30/23

General Manager Signature

MD

12/3/23
Date:

Definitions

BoD: Board of Directors

BP: Board President

GM: General Manager

HYATT REGENCY

\$1050.06

\$3506.91



Hyatt Regency Indian Wells
Resort & Spa
44600 Indian Wells Lane
Indian Wells, CA 92210
Tel: 760-776-1234
Fax: 760-588-2236
hyattregencyindianwells.com

INVOICE

Bruce Dandy
2531 Topaz Ct
Oxnard CA 93030
United States

Room No. 1201
Arrival 11-28-23
Departure 11-29-23
Folio Window 1
Folio No.

Confirmation No. 5687549001

Group Name ASSN CA WATER AGENCIES 2023 Fall Confere

Date	Description		Charges	Credits
11-26-23	Parking Valet	Room# 1201 : CHECK# 11814 White Cadillac	32.06	
11-26-23	Accommodation		259.00	
11-26-23	Occupancy Tax 12.25%		31.73	
11-26-23	CA Tourism Assessment		0.51	
11-26-23	TBID Assessment 3%		7.77	
11-27-23	Citrus Market	Room# 1201 : CHECK# 26550	18.85	
11-27-23	Parking Valet	Room# 1201 : CHECK# 11814 White Cadillac	32.06	
11-27-23	Accommodation		259.00	
11-27-23	Occupancy Tax 12.25%		31.73	
11-27-23	CA Tourism Assessment		0.51	
11-27-23	TBID Assessment 3%		7.77	
11-28-23	Lantana	Room# 1201 : CHECK# 22387	38.00	
11-28-23	Parking Valet	Room# 1201 : CHECK# 11814 White Cadillac	32.06	
11-28-23	Accommodation		259.00	
11-28-23	Occupancy Tax 12.25%		31.73	
11-28-23	CA Tourism Assessment		0.51	
11-28-23	TBID Assessment 3%		7.77	

Total 1,050.06 0.00

Guest Signature

Balance 1,050.06

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

WE HOPE YOU ENJOYED YOUR STAY WITH US!

World of Hyatt Summary

Your feedback is always appreciated. Please let us know your thoughts at: IndianWells.Regency@hyatt.com

Membership: XXXXXX988I
Bonus Codes:
Qualifying Nights: 3
Eligible Spend: 818.00
Redemption Eligible: 56.85

We thank you for your business and appreciate your loyalty.
For questions regarding your World of Hyatt account, call 800-30-HYATT

For inquiries concerning your bill please call 888-588-4384

Board of Directors
Activities and Expenses for Month 11 **Year** 2023

Due on last day of month

Director: Mohammed Hasan, P.E.

1. UWCD Board Meetings Regular, special or emergency meetings.		Date 11-8 11-21	Mileage 12 12	✓ ✓
2. UWCD Committee/Advisory Body Meetings Environmental, Executive, Finance/Audit, Groundwater, Operations, Planning, Recreation and RiverPark JPA Committees.	Committee Name & Location	Date	Mileage	
3. Meeting with GM or District Legal Counsel (LC)	W/ GM or LC	Meeting Description & Location	Date	Mileage
4. Conferences/Trainings. Includes conferences or educational activities organized by ACWA, AWAVC & CSDA.	Event Name & Location	Date	Mileage	
	Speaker-Water, Ventura Senior Mens Group	11-7	9	✓
	Dave Ceppos interview	11-17	-	✓
	ACWA fall conference	11-28, 29, 30	420	✓
5. Appointed representative to meetings of other entities' Boards. Includes FCGMA, LAFCO, RiverPark JPA, AWAVC BoD, Oxnard Chamber of Commerce Water Committee, ACWA, CSDA and GSA. Or preparatory meetings with GM regarding above meetings.	Entity Name & Location <i>VC CIVIC ALLIANCE</i>	Date	Mileage	
	State of the region	11-1	28	✓
	VC 150 Reagan Lib.	11-2	60	✓
	LAFCO	11-15	3	✓
	AWA waterwise	11-16	12	✓
6. Meetings of other government entities at request of BoD, BP or GM. Such as PVCWD, FCGMA or Oxnard City Council.	Entity Name & Location	Date	Mileage	
	Mound Basin	11-27	-	✓
7. Meetings with board members or executive management of other agencies. Includes FCGMA, LAFCO, RiverPark JPA, AWAVC BoD, Oxnard Chamber of Commerce Water Committee, ACWA, CSDA, GSA.	Entity Name & Location	Date	Mileage	
8. Public meetings hosted by District regarding District matters Such as Section 10 HCP, Vern Freeman Fish Panel.	Meeting Description & Location	Date	Mileage	

Board of Directors
Per Diem and Expenses for Month 11 **Year** 2023

Due on last day of month

9. Meetings with state or federal legislators or officials or representatives from other entities. At the request of the BoD, BP or GM.	Official Name/Meeting Description & Location	Date	Mileage

Other Expenses	Total
Days of out of town travel	3
Lodging*	\$
Meals*	\$
Transportation*	\$
Misc.*	\$

* attach all receipts

This section to be completed by Finance Department only			
Phone Allowance			\$50.00
Total # of meetings**	10	x \$260	\$ 2600 -
**not to exceed 10 meetings and \$2,600. per month or 1 meeting per day			
Total days of travel		x \$100.00/day	
Total # of miles	532	x \$0.655/mile	\$ 348.46
Total other expenses			\$
TOTAL MILEAGE AND OTHER EXPENSES			\$ 2948.46 +

Director Signature

Mohammed Hassan Date: 11/30/23

General Manager Signature

[Signature] Date: 12/5/23

Definitions

BoD: Board of Directors

BP: Board President

GM: General Manager



United Water

CONSERVATION DISTRICT

2023 UWCD Standing Committee and Outside Agencies Meeting Dates

JANUARY 02- Finance and Audit (canceled)

03- Water Resources (canceled)

04- Recreation (canceled)

05- Engineering and Operations (9am-10:03am)

11- Board Meeting (12noon-2:55pm)

18- CoLAB VC WHEEL (1pm)

19 - Fillmore and Piru Basin GSA (5pm)

23- Mound Basin GSA (3pm)

24 – Special Board Meeting (11:30am-11:35am)

26- Fox Canyon GMA (1:30pm)

30- Finance and Audit – Feb (canceled)

31 – Water Resources – Feb (9am-)

FEBRUARY: 01- Recreation (1pm-)

02- Engineering and Operations (9am-10:09am)

08- Board Meeting (12noon-4:02pm)

09- Special Board Meeting-Board Norms Workshop (12noon-4pm)

15- CoLAB VC WHEEL (1pm)

16-Fillmore and Piru Basin GSA (5pm)

23- Fox Canyon GMA (1:30pm)

27- Finance and Audit - March (9am-10am)

Mound Basin GSA (canceled)

28- Water Resources - March (canceled)

MARCH: 01- Recreation (canceled)

02- Engineering and Operations (9am-10:41am)

08- Board Meeting (12noon-2:50p.m.)

16- Fillmore and Piru Basin GSA (canceled)

21- Mound Basin GSA (10am)

CoLAB VC WHEEL (1pm)

22- Fox Canyon GMA (1:30pm)

APRIL: 03- Finance and Audit (9am-10:29am)

04- Water Resources (9am-10:15am)

05- Recreation (9am-10:16am)

06- Engineering and Operations (9am-10:04am)

17- Board Meeting (12noon – 2:42pm)

19- CoLAB VC WHEEL (1pm)

20-Fillmore and Piru Basin GSA (5pm)

24- Mound Basin GSA (3pm)

26- Fox Canyon GMA (1:30pm)

MAY: 01- Finance and Audit (9am-9:28am)

02 - Water Resources (9am-10:27am)

03- Recreation (canceled)

Executive (8:30am-9:30am)

04- Engineering and Operations (9am-10:26)

17- Board Meeting (12noon-2:35pm)

CoLAB VC WHEEL (1pm)

18- Fillmore and Piru Basin GSA (5pm)

22- Mound Basin GSA (3pm)

24- Special Board Meeting – Budget Workshop (9am-10:32am)

24- Fox Canyon GMA (1:30pm)

JUNE: 01- Engineering and Operations (9am-10:25am)

05- Finance and Audit (9am-10:01am)

06– Water Resources (canceled)

06 – Executive (8am-9:20am)

07- Recreation (9am -10:33am)

14- Board (12pm-3:34pm)

15-Fillmore and Piru Basin GSA (5pm)

21- CoLAB VC WHEEL (1pm)

26- Mound Basin GSA (1pm-1:42pm)

29- Fox Canyon GMA (1:30pm)

JULY: 03- Finance and Audit (9am-9:35am)

05- Water Resources (9:00am-10:29am)

05- Recreation (canceled)

06 - Engineering and Operations (9am-10:36am)

12- Board Meeting (12noon-3:22pm)

19- CoLAB VC WHEEL (1pm)

20-Fillmore and Piru Basin GSA (5pm)

26- Mound Basin GSA (1pm)

26- Fox Canyon GMA (1:30pm)

AUGUST – UWCD DARK

16- CoLAB VC WHEEL (1pm)

17-Fillmore and Piru Basin GSA (5pm)

23- Fox Canyon GMA (1:30pm)

28- Mound Basin GSA (Canceled)

SEPTEMBER: 05- Water Resources (canceled)

05- Finance and Audit (9am-9:512am)

06- Recreation (canceled)

07- Engineering and Operations (canceled)

11- Executive Committee (10:10am-11:30am)

13- Board Meeting (8:30am-9:30am)

20- CoLAB VC WHEEL (1pm)

21-Fillmore and Piru Basin GSA (5pm)

25- Mound Basin GSA (3pm)

27- Fox Canyon GMA (1:30pm)

OCTOBER: 02- Finance and Audit (canceled)

03- Water Resources (9am)

04- Recreation (9am)

05- Engineering and Operations (9am)

11- Board Meeting (12noon)

18- CoLAB VC WHEEL (1pm)

19-Fillmore and Piru Basin GSA (5pm)

23- Mound Basin GSA (3pm)

25- Fox Canyon GMA (1:30pm)

26- Water Sustainability Summit IV

30- Finance and Audit November

31- Water Resources- November

NOVEMBER: 01- Recreation

02- Engineering and Operations

08- Board Meeting

15- CoLAB VC WHEEL (1pm)

16- Fillmore and Piru Basin GSA (5pm)

27- Mound Basin GSA (3pm)

DECEMBER: 04- Finance and Audit

05 – Water Resources (cancelled)

06- Recreation

07- Engineering and Operations

08- 08- Fox Canyon GMA (1:30pm)

13- Board Meeting

20- CoLAB VC WHEEL (1pm)

21-Fillmore and Piru Basin GSA (5pm)

?? -Mound Basin GSA (3pm)



2023 CALENDAR OF EVENTS

DATES ARE SUBJECT TO CHANGE

Meeting/Event notices with all details will be sent via email prior to each occurrence. Contact AWA for more information

JANUARY	5	Board Meeting	3:00 pm, Thursday	(Hybrid)
	17	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	19	WaterWise Program	8:00 am, Thursday	(Hybrid)
	25	Channel Counties/Water Systems	8:00 am, Wednesday	(Virtual)
FEBRUARY	2	Executive Committee Meeting	3:00 pm, Thursday	(Hybrid)
	16	WaterWise Program	8:00 am, Thursday	(Hybrid)
	21	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	22	Channel Counties/Water Systems	8:00 am, Wednesday	(Virtual)
MARCH	2	Board Meeting (Annual Meeting-Elections)	3:00 pm, Thursday	(Hybrid)
	16	WaterWise Program (Installation/Directors)	8:00 am, Thursday	(Hybrid)
	21	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	22	Channel Counties/Water Systems	8:00 am, Wednesday	(Virtual)
APRIL	6	Executive Committee Meeting	3:00 pm, Thursday	(Hybrid)
	20	Annual Water Symposium & Exposition (Hybrid)	8:00am–2:00pm, Thurs.	Courtyard Marriott Oxnard?
	20	Operators Tech Workshop & Exposition	8:00 am–3:30pm, Thurs.	Courtyard Marriott Oxnard?
MAY	4	Board Meeting	3:00 pm, Thursday	(Hybrid)
	16	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	18	WaterWise Program	8:00 am, Thursday	(Hybrid)
	24	Channel Counties/Water Systems	8:00 am, Wednesday	(Virtual)
	—	Math Workshop: Water Distribution Exam Review	8:30am–Noon	(Virtual?)
JUNE	1	Executive Committee Meeting	3:00 pm, Thursday	(Hybrid)
	15	WaterWise Program	8:00 am, Thursday	(Hybrid)
	20	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	28	Channel Counties/Water Systems	8:00 am, Wednesday	(Virtual)
JULY	6	Board Meeting	3:00 pm, Thursday	(Hybrid)
	18	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	20	WaterWise Program	8:00 am, Thursday	(Hybrid)
	26	Channel Counties/Water Systems	8:00 am, Wednesday	(Virtual)
AUGUST		DARK		
SEPTEMBER	7	Board Meeting	3:00 pm, Thursday	(Hybrid)
	*14	Reception for Members/Elected Officials	4:00 pm, Thursday	(In-Person Members/Guests)
	19	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	27	Channel Counties/Water Systems Luncheon	8:00 am, Wednesday	(Virtual)
	—	VCFD/AWA Confined Space Training	8:00 am - Noon	(VCFD / In-Person)
	—	Math Workshop: Water Treatment Exam Review	8:30am–Noon	(Virtual?)
OCTOBER	5	Executive Committee Meeting	3:00 pm, Thursday	(Hybrid)
	17	Water Issues Committee	8:00 am, Tuesday	(Hybrid/Members Only)
	19	WaterWise Program	8:00 am, Thursday	(Hybrid)
	25	Channel Counties/Water Systems Luncheon	8:00 am, Wednesday	(Virtual)
NOVEMBER	2	Board Meeting	3:00 pm, Thursday	(Hybrid)
	16	WaterWise Breakfast Program	8:00 am, Thursday	(Hybrid)
	21	Water Issues Committee	7:00 am, Tuesday	(Hybrid/Members Only)
	29	Channel Counties/Water Systems Lunch	8:00 am, Wednesday	(Virtual)
DECEMBER	7	Executive Committee Meeting	3:00 pm,	(Hybrid)
	7	Holiday Mixer/Corporate Night	5:00 pm, Tuesday	(Members/Guests In-Person)

* Indicates change from typical event date



Staff Report

To: UWCD Board of Directors

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

Date: December 5, 2023 (December 13, 2023 Meeting)

Agenda Item: 2.6 General Manager's Report
Information Item

Staff Recommendation:

The General Manager will present information on his activities of possible interest to the Board and that may have consequences to the District.

Discussion:

The General Manager's primary responsibility is to ensure that the policies and directions of the Board of Directors are adhered to as he oversees and manages the efforts of the department managers and their staff in the day-to-day operation and administration of the District. All of these efforts are to be consistent with the District's Mission Statement and within the fiscal constraints set by the Board of Directors.

The District's managers provide detailed monthly updates to the Board of Directors which outline projects' statuses, accomplishments, issues of concern, projects planning, etc. The monthly General Manager's report provides an opportunity for the General Manager to discuss issues that may impact the efforts of the separate departments as they pursue their defined goals and objectives. The report also provides the Board with information on the District's efforts and involvement in local, regional and state-wide issues.

Finally, the monthly General Manager's report offers the Board of Directors an overview of how their policies and directions are being administered through discussion of the work plan and efforts of the General Manager.

MINUTES
REGULAR BOARD MEETING
Wednesday, November 8, 2023, 12:00 p.m.
Board Room, UWCD Headquarters
1701 N. Lombard Street, Oxnard CA 93030

DIRECTORS PRESENT FIRST OPEN SESSION AND CLOSED SESSION

Bruce E. Dandy, president
Lynn E. Maulhardt, secretary/treasurer
Mohammed A. Hasan, director
Catherine P. Keeling, director
Daniel C. Naumann, director

DIRECTORS ABSENT FIRST OPEN SESSION AND CLOSED SESSION

Gordon Kimball, director
Sheldon G. Berger, vice president

DIRECTORS PRESENT SECOND OPEN SESSION

Lynn E. Maulhardt, secretary/treasurer
Mohammed A. Hasan, director
Catherine P. Keeling, director
Gordon Kimball, director
Daniel C. Naumann, director

DIRECTORS ABSENT SECOND OPEN SESSION

Bruce E. Dandy, president
Sheldon G. Berger, vice president

1. FIRST OPEN SESSION

President Dandy called the meeting to order at 12:00 p.m.

1.1 Public Comments

Information Item

No public speakers.

1.2 EXECUTIVE (CLOSED) SESSION

Meeting adjourned to Executive (Closed) session at 12:02 p.m.

2. SECOND OPEN SESSION

President Dandy called the Second Open session at 1:25 p.m.

2.1 Pledge of Allegiance

Director Kimball led the pledge of allegiance.

**2.2 Public Comment
Information Item**

No public speakers.

**2.3 Approval of Agenda
Motion**

M/S/C (Hasan/Kimball) to approve the agenda.

Voice vote: Ayes: Hasan, Maulhardt, Kimball, Keeling, and Naumann;
Noes: None; Absent: Berger and Dandy

**2.4 Oral Report Regarding Executive (Closed) Session
Information Item**

District Legal Counsel David Boyer stated there was no reportable action.

**2.5 Board Members' Activities Report
Information Item**

The Board received the Activities Report.

**2.6 General Manager's Report
Information Item**

The Board received the General Manager's Report.

3. CONSENT CALENDAR

M/S/C (Naumann/Hasan) to approve the Consent Calendar.

Vote: Ayes: Hasan, Maulhardt, Kimball, Keeling, and Naumann; Noes: None;
Absent: Berger and Dandy

**A. Approval of Minutes
Motion**

Approval of the Minutes for the Regular Board Meeting of October 11, 2023.

**B. Groundwater Basin Status Reports
Information Item**

Receive and file Monthly Hydrologic Conditions Report for the District.

**C. Monthly Investment Reports for months ending September 30, 2023
Information Item**

Report on the District's investments and the availability or restriction of these funds. All investments are in compliance with the District's investment policy, which is reviewed and approved annually by the Board.

4. PRESENTATIONS AND MONTHLY STAFF REPORTS (By Department)

Operations and Maintenance Department – Clayton Strahan

4.1 Monthly Operation and Maintenance Department Report Information Item

Received the Monthly Operation and Maintenance Department Report.

Park and Recreation Department – Clayton Strahan

4.2 Monthly Park and Recreation Department Report Information Item

Received the Monthly Parks and Recreation Department Report.

Water Resources Department – John Lindquist

4.3 Monthly Water Resources Department Report and Update on Activities of Local Groundwater Sustainability Agencies (GSAs) Information Item

Received the Monthly Water Resources Department Report.

Administrative Services Department – Brian Zahn and Josh Perez

4.4 Monthly Administrative Services Department Report – Josh Perez and Brian Zahn Information Item

Received the Monthly Administrative Services Department Report.

Engineering Department – Dr. Maryam Bral

4.5 Monthly Engineering Department Report Information Item

Received the Monthly Engineering Department Report.

Environmental Services Department – Marissa Caringella

4.6 Monthly Environmental Services Department Report Information Item

Received the Monthly Environmental Services Department Report.

5. MOTION ITEMS

Administrative Services Department – Brian Zahn and Josh Perez

5.1 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 Motion

M/S/C (Hasan/Keeling) to authorize the General Manager to transfer money with the current budget to procure items required for a radio systems enhancement and to execute a Memorandum of Understanding with the County of Ventura.

Vote: Ayes: Hasan, Maulhardt, Kimball, Keeling, and Naumann; Noes: None;
Absent: Berger and Dandy

6. BOARD OF DIRECTORS READING FILE

7. FUTURE AGENDA ITEMS

8. ADJOURNMENT

The meeting was adjourned at 1:25 p.m. to Closed Session.

The meeting was reconvened at 2:07 p.m. District Legal Counsel David Boyer stated there was no reportable action.

The meeting was adjourned at 2:07 p.m. to the next Regular Board Meeting scheduled for Wednesday, December 13, 2023 or call of the President.

I certify that the above is a true and correct copy of the minutes of the UWCD Board of Directors meeting of November 8, 2023.

ATTEST: _____
Lynn E. Maulhardt, Board Secretary

ATTEST: _____
Tracy J. Oehler, Clerk of the Board

MINUTES
SPECIAL BOARD MEETING
Tuesday, November 21, 2023, 10:30 a.m.
Santa Clara Conference Room, UWCD Headquarters
1701 N. Lombard Street, Oxnard CA 93030

DIRECTORS IN ATTENDANCE

Bruce E. Dandy, Board president
Sheldon G. Berger, Board vice president
Lynn E. Maulhardt, Board secretary/treasurer
Mohammed A. Hasan, director
Catherine P. Keeling, director
Gordon Kimball, director
Daniel C. Naumann, director

STAFF IN ATTENDANCE

Mauricio Guardado, general manager
David Boyer, legal counsel
David Ceppos, consultant

1. FIRST OPEN SESSION 10:30 a.m.

President Dandy called the meeting to order at 12noon.

A. Public Comments

President Dandy asked if there were any public comments. None were offered.

B. Pledge of Allegiance

Those in attendance recited the Pledge of Allegiance
District Legal Counsel announced the Executive Session agenda items for discussion.

2. EXECUTIVE (CLOSED) SESSION

President Dandy adjourned the meeting to Executive Session at 10:35 a.m.

3. SECOND OPEN SESSION

**3.A. Oral Report Regarding Executive (Closed) Session
Information Item**

District Legal Counsel reported that the Board approved the District's purchase of a roundtrip business class airline ticket for the General Manager to travel to Washington, D.C. in December 2023, and that no other action was taken during Executive Session that is reportable under the Brown Act.

4. ADJOURNMENT 1:30 p.m.

President Dandy adjourned the meeting at 1:30 p.m. to the next Regular Board Meeting of Wednesday, December 13, 2023.

I certify that the above is a true and correct copy of the minutes of the UWCD Board of Directors meeting of November 21, 2023.

ATTEST: _____
Lynn E. Maulhardt, Board Secretary

ATTEST: _____
Tracy J. Oehler, Clerk of the Board



Staff Report

To: UWCD Board of Directors

Through: Mauricio E. Guardado, Jr., General Manager
John Lindquist, Water Resources Supervisor
Maryam Bral, Chief Engineer

From: Kathleen Kuepper, Hydrogeologist
Bram Sercu, Senior Hydrologist

Date: December 6, 2023 (December 13, 2023 Meeting)

Agenda Item: 3.2 Groundwater Basin Status Report
Informational Item

Staff Recommendation:

The Board will receive and file the Monthly Hydrologic Conditions Report for the District for the month of November 2023.

Summary:

Diversions, Recharge and Ag Pipeline Deliveries for Month of November 2023*

Activity	Amount (acre-feet)
Total Diversions at Freeman Diversion	6,363
Lloyd-Butler Mutual Water Company surface water use	NA
Recharge to Saticoy basins (metered + unmetered)	1,702
Recharge to Noble and Rose basins	464
Recharge to El Rio basins	3,283
Total Ag Pipeline Deliveries of water diverted at Freeman	914
Total Ag Pipeline Deliveries of water pumped from Saticoy Well Field	224
Recharge to Piru spreading grounds	0

*Provisional data. Final data are made available in the September Hydrologic Conditions Report of each water year.

Groundwater Basin Available Storage at End of Month of November 2023

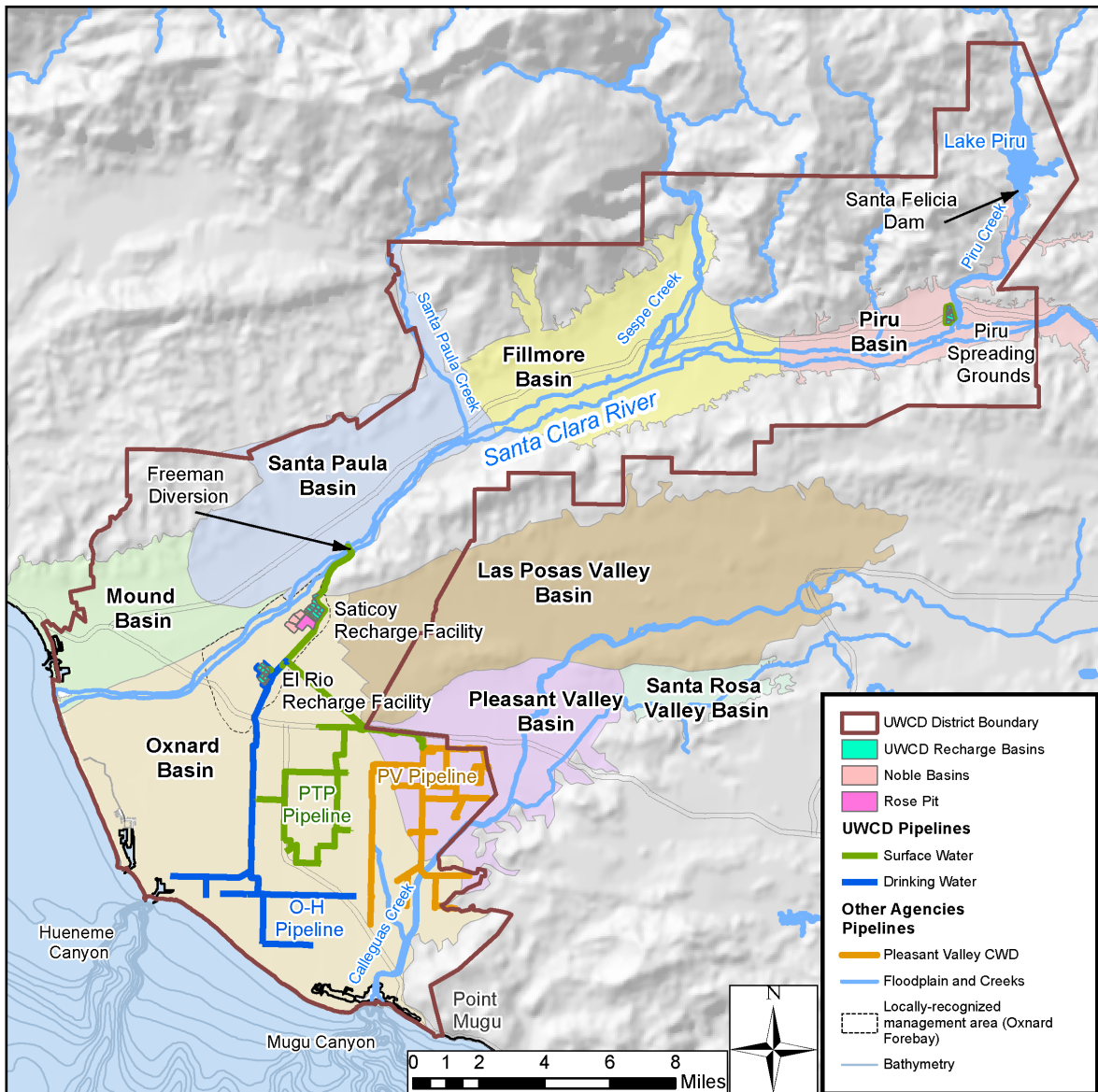
Basin	Available Storage (acre-feet)
Oxnard Forebay	26,600

Precipitation for Month of November 2023

Location	Precipitation (inches)
Lake Piru	0.94
Santa Paula	0.36
El Rio	0.56

November 2023 Hydrologic Conditions Report 2023/24 Water Year

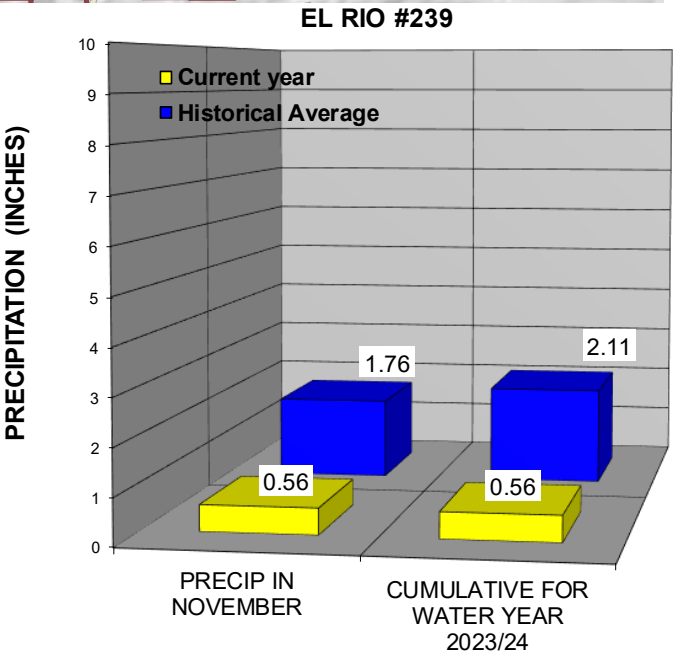
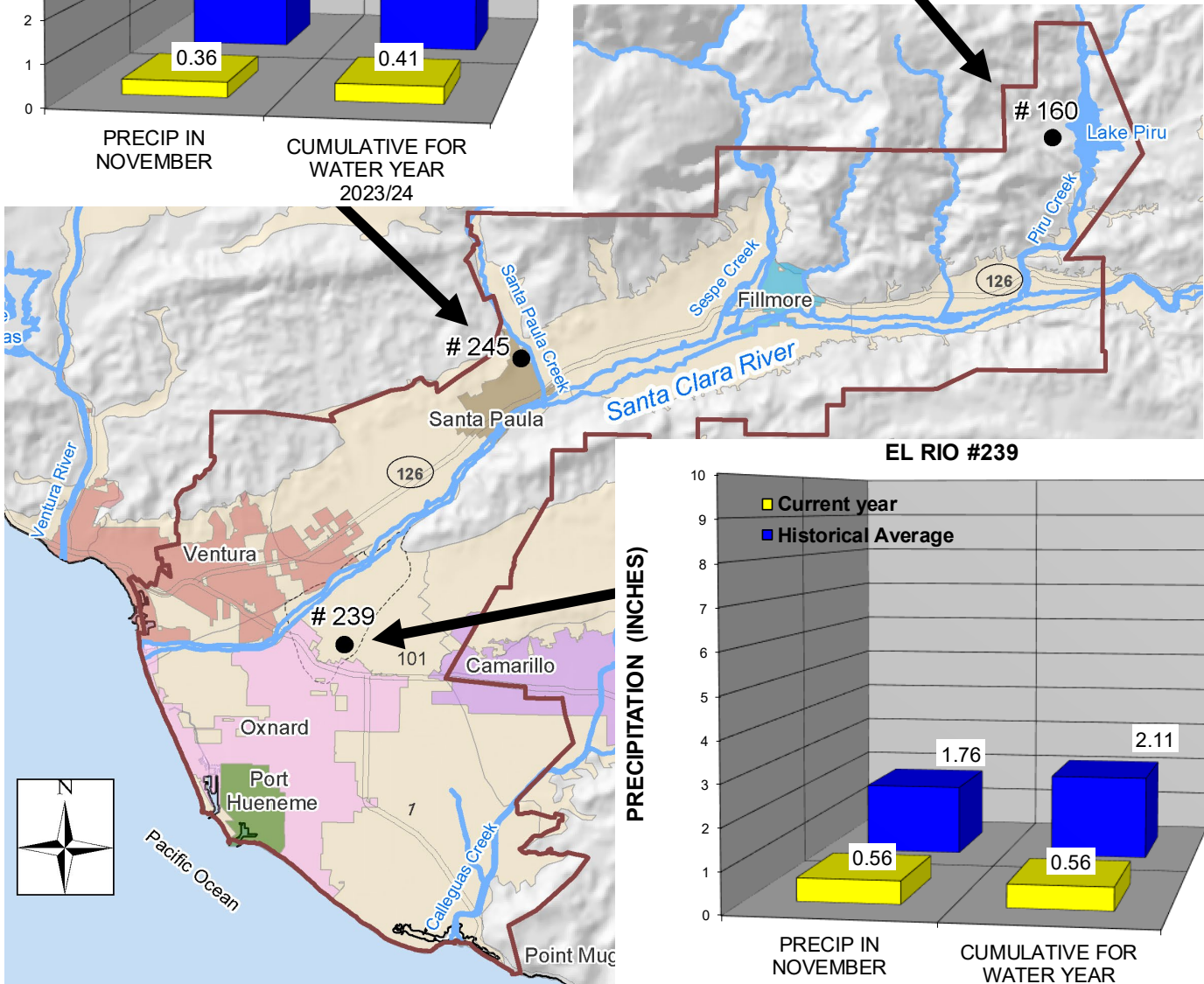
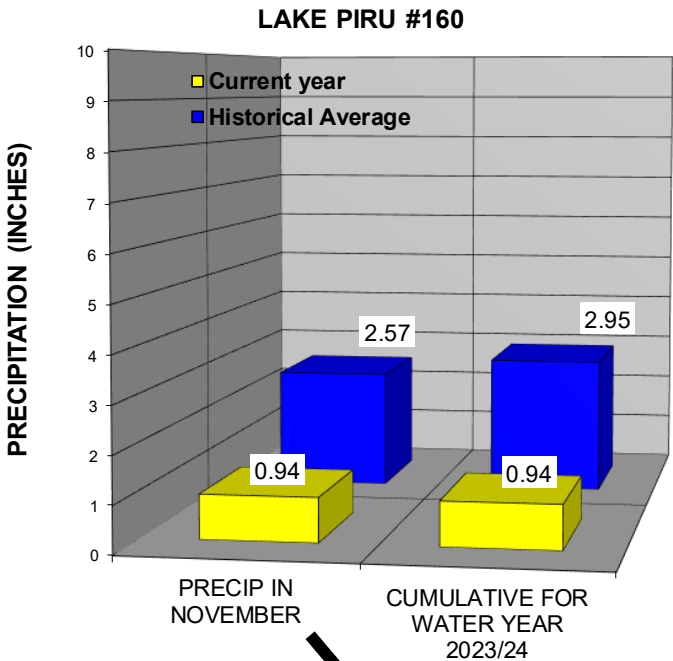
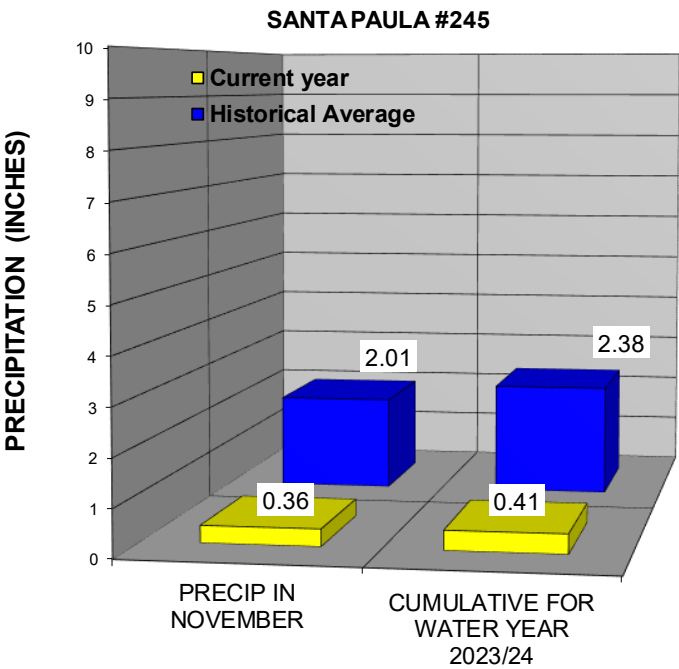
December 6, 2023



Note: This report may contain provisional data until final review at the end of the water year.

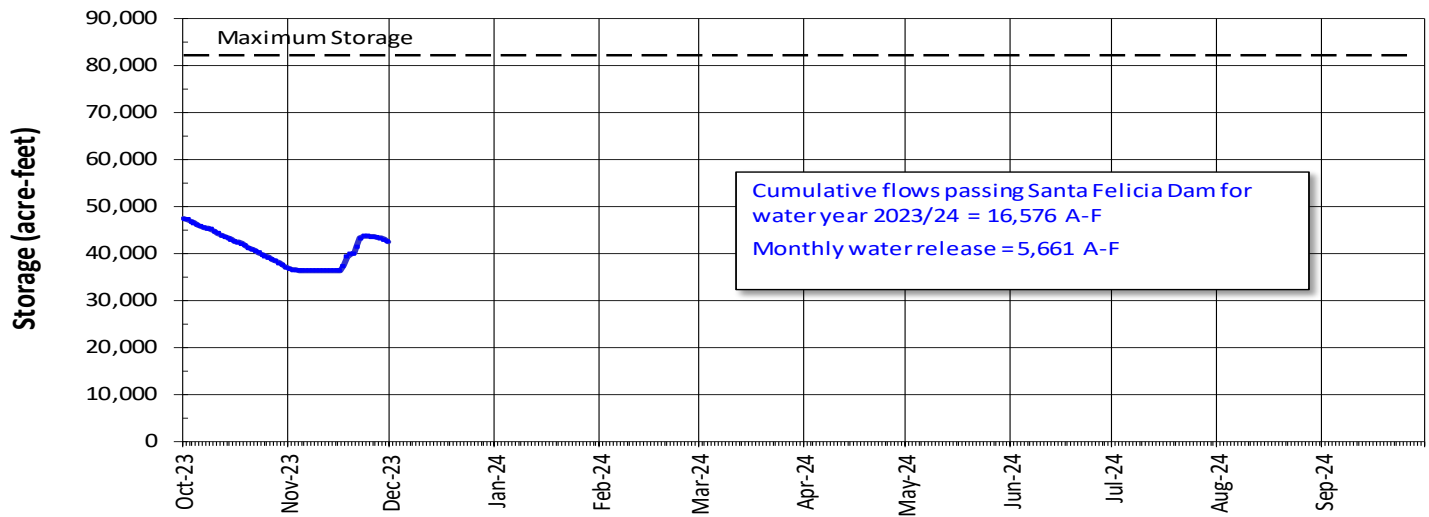
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Precipitation



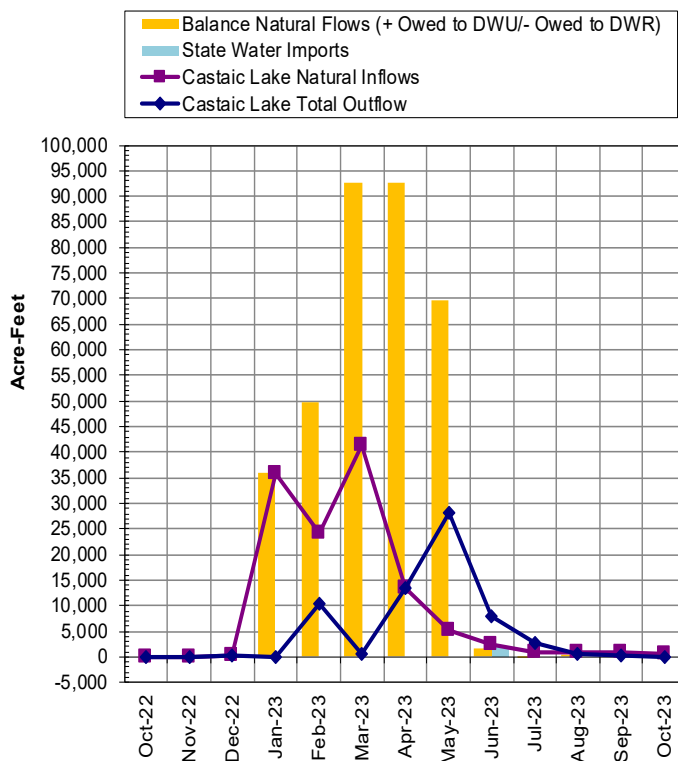
District-wide percent of normal precipitation = 26%

Lake Piru Storage and Outflow

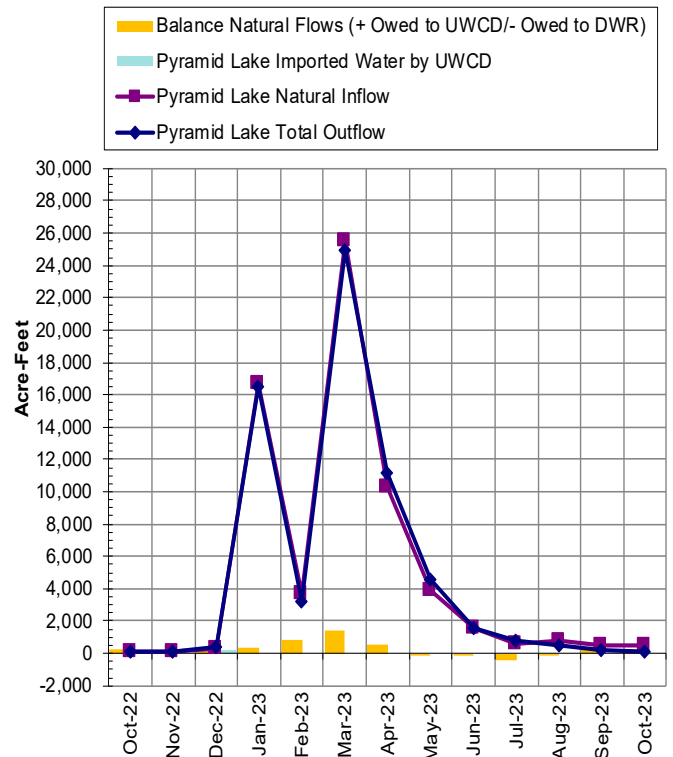


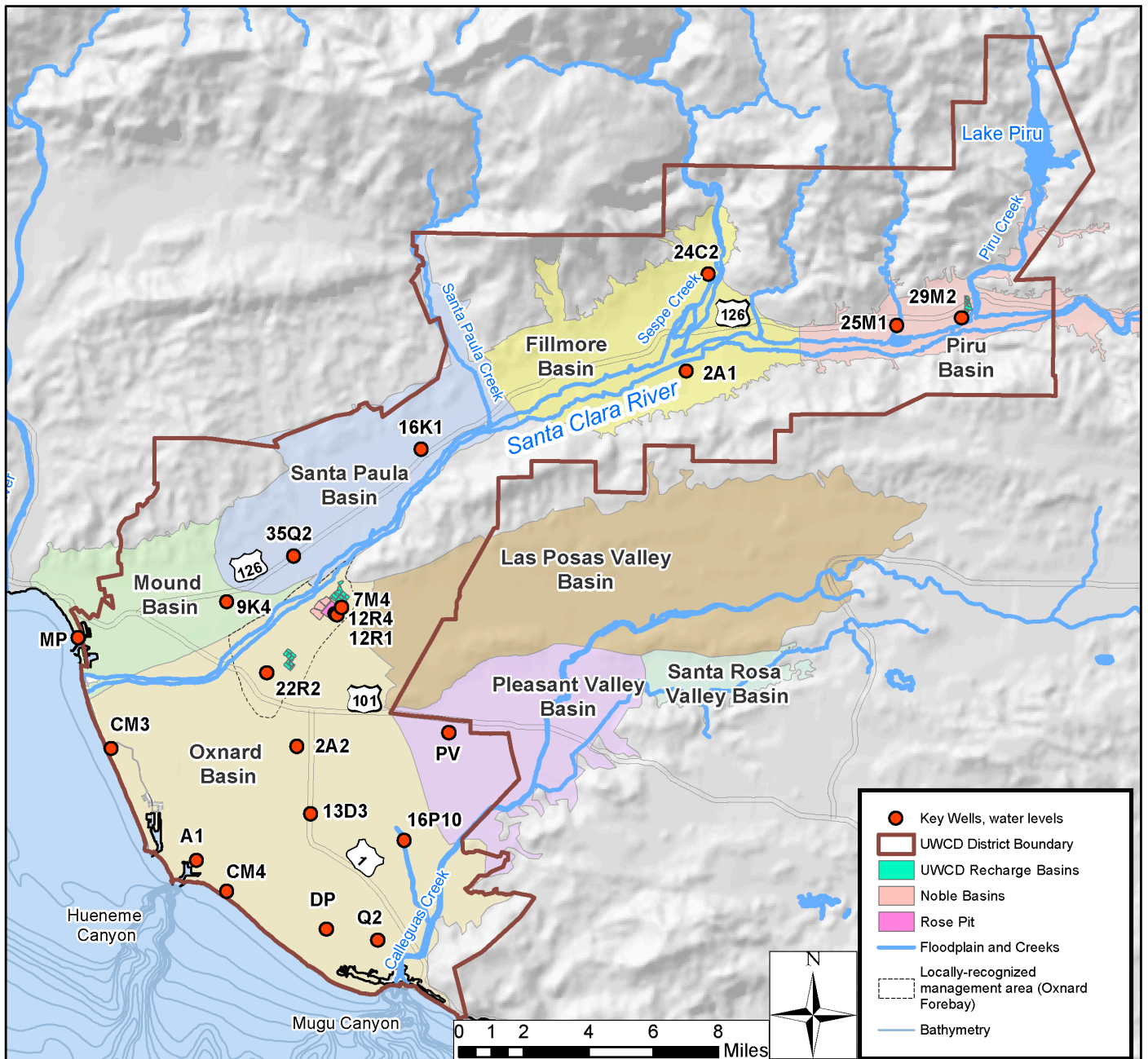
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Hydro Plant Outflow (Acre-Feet)	0	0										
Cumulative Hydro Plant Outflow (A-F)	0	0										

Castaic Lake releases to downstream water users (DWU)



Pyramid Lake releases to UWCD

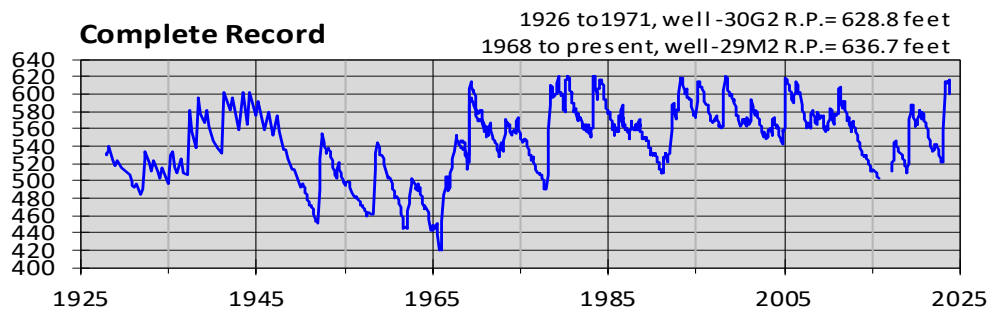
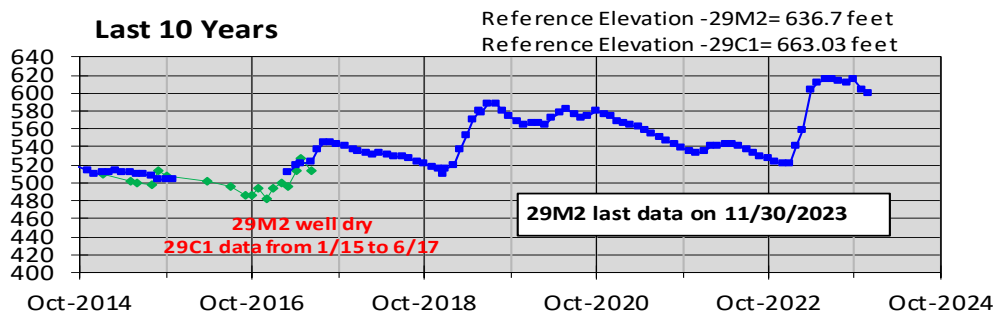




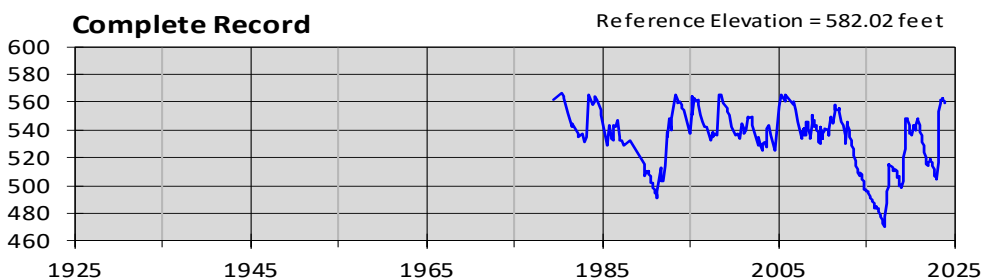
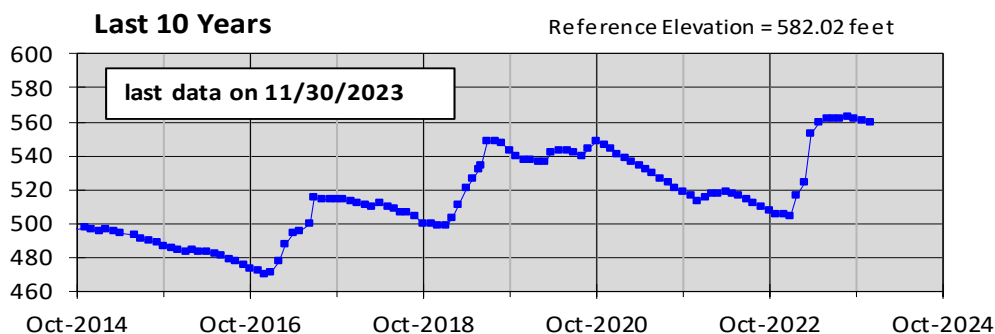
Locations of Key Wells, Monthly Groundwater Elevation Monitoring

Groundwater Elevation Records – Piru Basin

Well 04N18W29M02S (29M2)



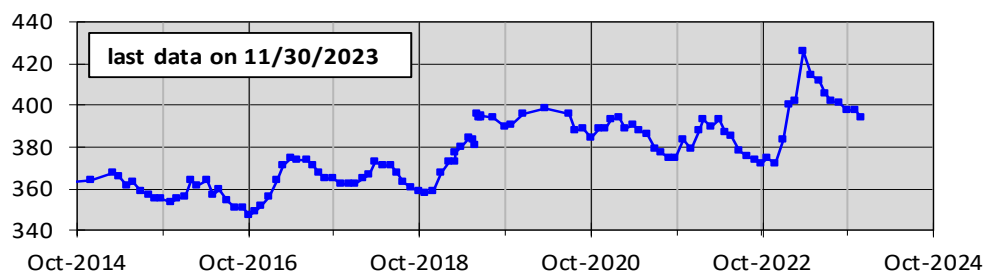
Well 04N19W25M01S (25M1)



Groundwater Elevation Records – Fillmore Basin

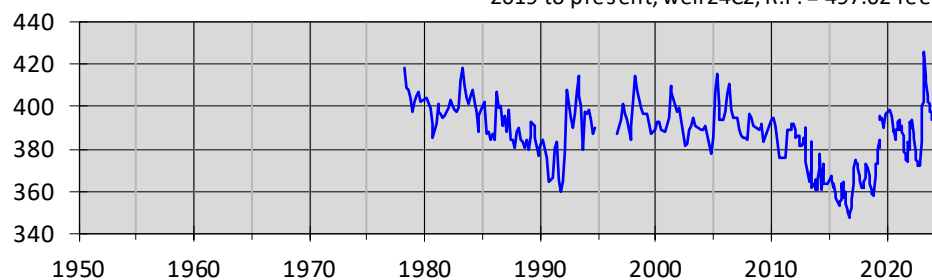
Well 04N20W24C02S (24C2)

Last 10 Years



Complete Record

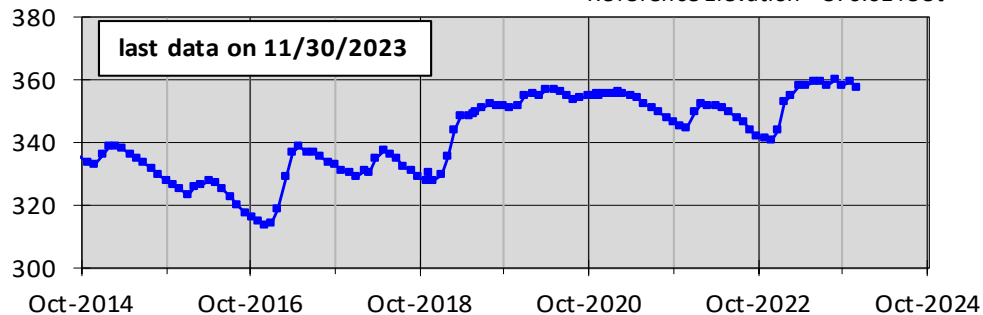
1978 to 2014, well 23Q2, R.P. = 513.99 feet
2015 to 2019, well 23N1, R.P. = 559.00 feet
2019 to present, well 24C2, R.P. = 497.02 feet



Well 03N20W02A01S (2A1)

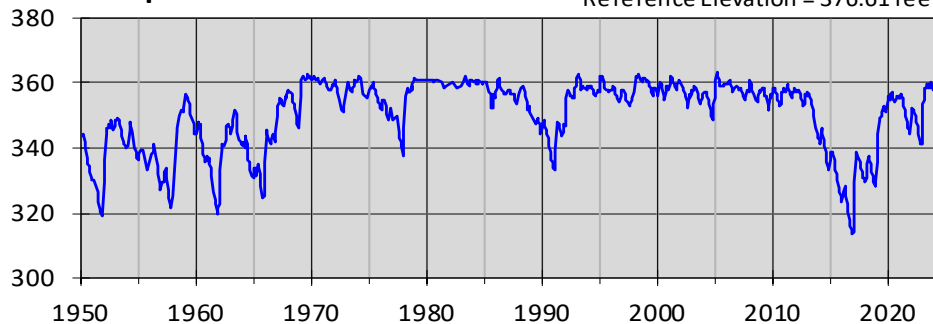
Last 10 Years

Reference Elevation = 376.61 feet

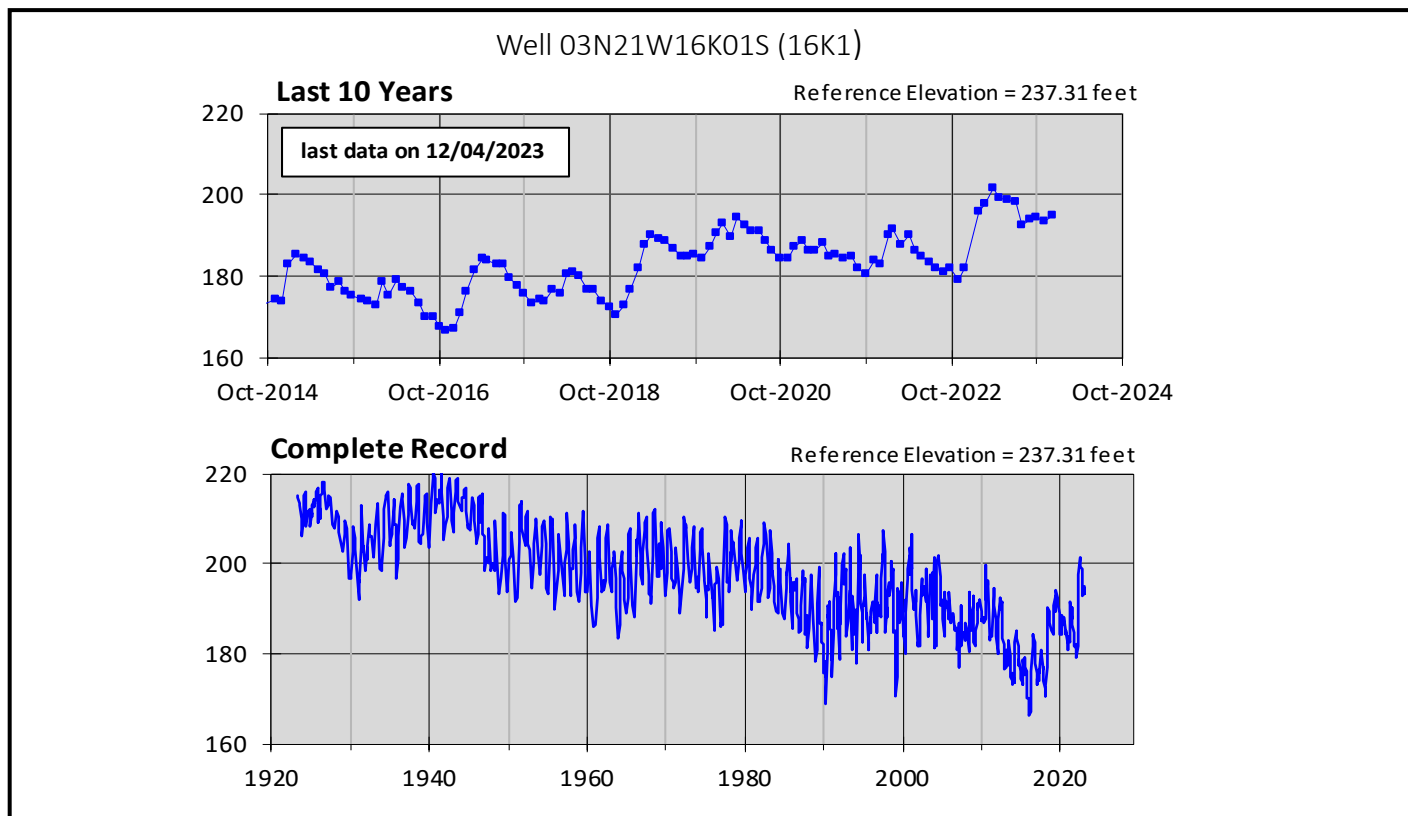


Complete Record

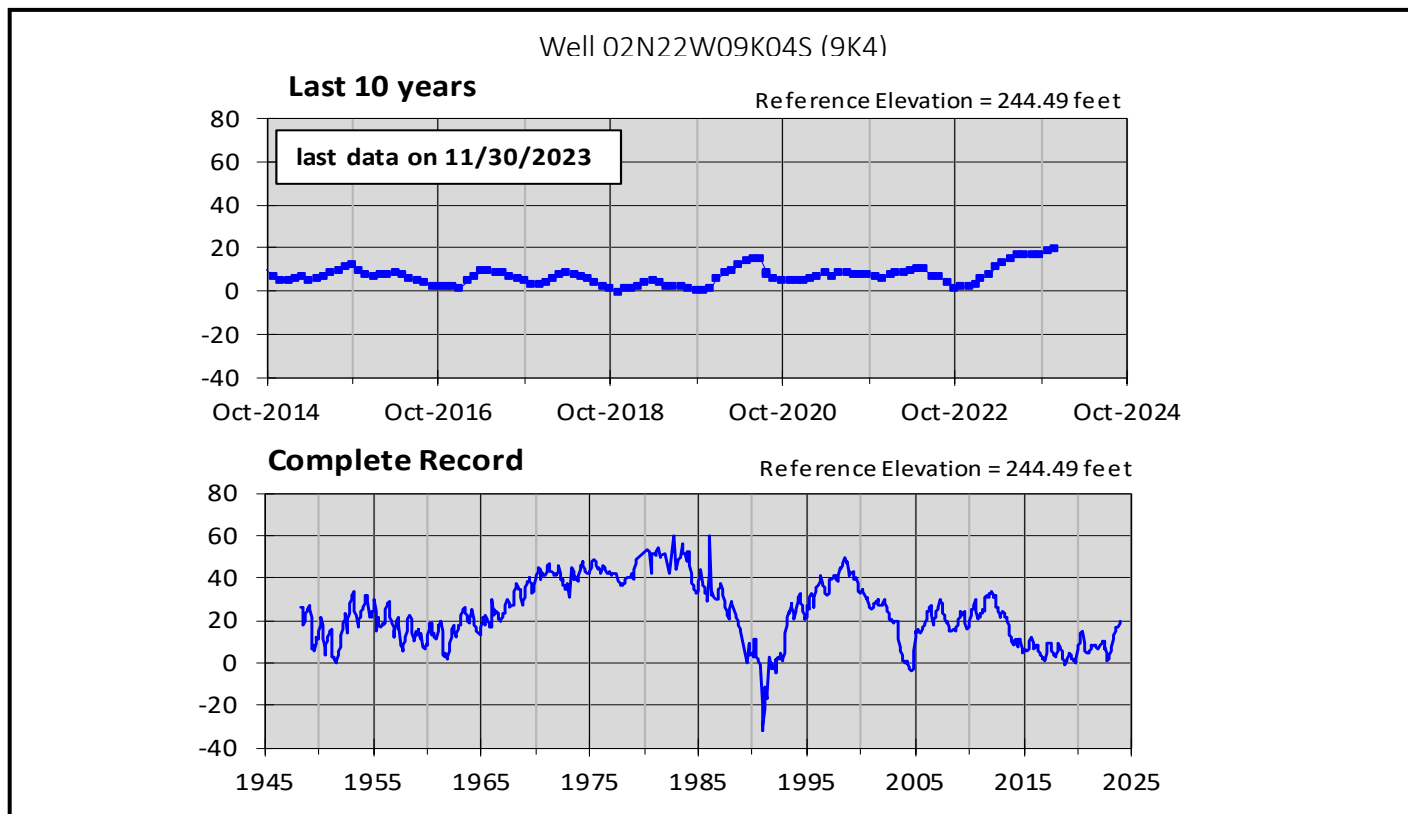
Reference Elevation = 376.61 feet



Groundwater Elevation Records – Santa Paula Basin



Groundwater Elevation Records – Mound Basin

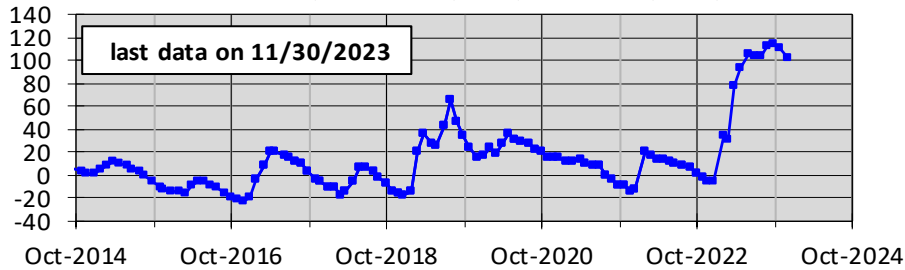


Groundwater Elevation Records – Oxnard Basin, Forebay

Wells 02N22W12R01S (12R1), 02N22W12R04S (12R4), and 02N21W07M04S (7M4)

Last 10 Years

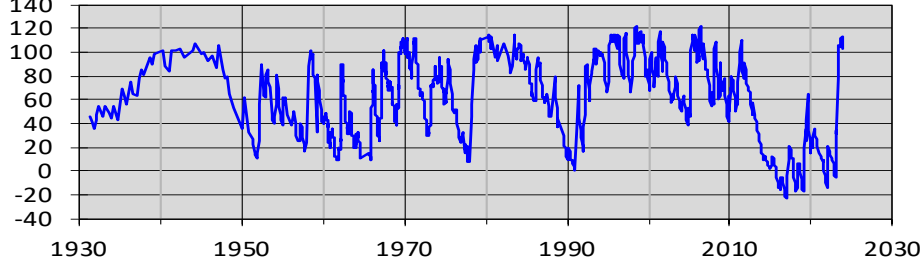
-12R1; RP = 134.19 ft; - 7M4; RP = 142.84 ft; -12R4; RP = 137.11 ft



Note: Well 12R1 was destroyed in 2014 and replaced with well 12R4. When well 12R4 goes dry at approximately 9 ft msl, well 7M4 is used to measure groundwater level.

Complete Record

-12R1; RP = 134.19 ft; - 7M4; RP = 142.84 ft; -12R4; RP = 137.11 ft

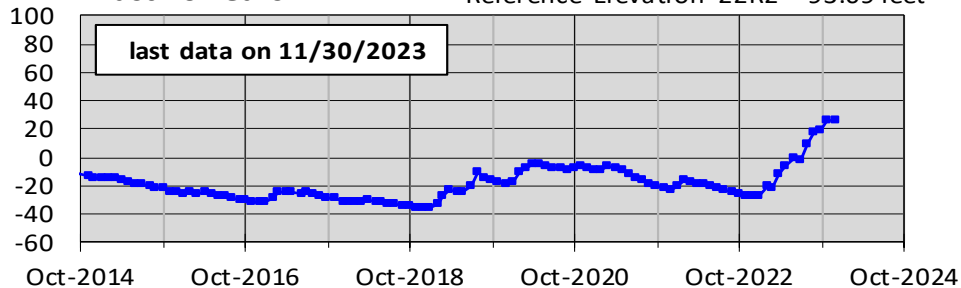


Note: Well 12R1 was destroyed in 2014 and replaced with well 12R4. When well 12R4 goes dry at approximately 9 ft msl, well 7M4 is used to measure groundwater level.

Well 02N22W22R02S (22R2)

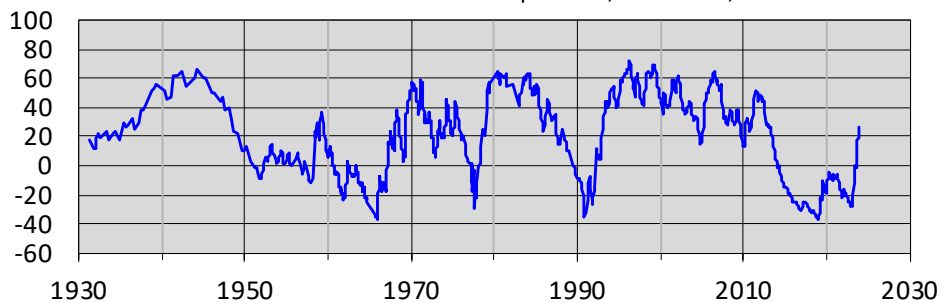
Last 10 Years

Reference Elevation -22R2 = 93.09 feet



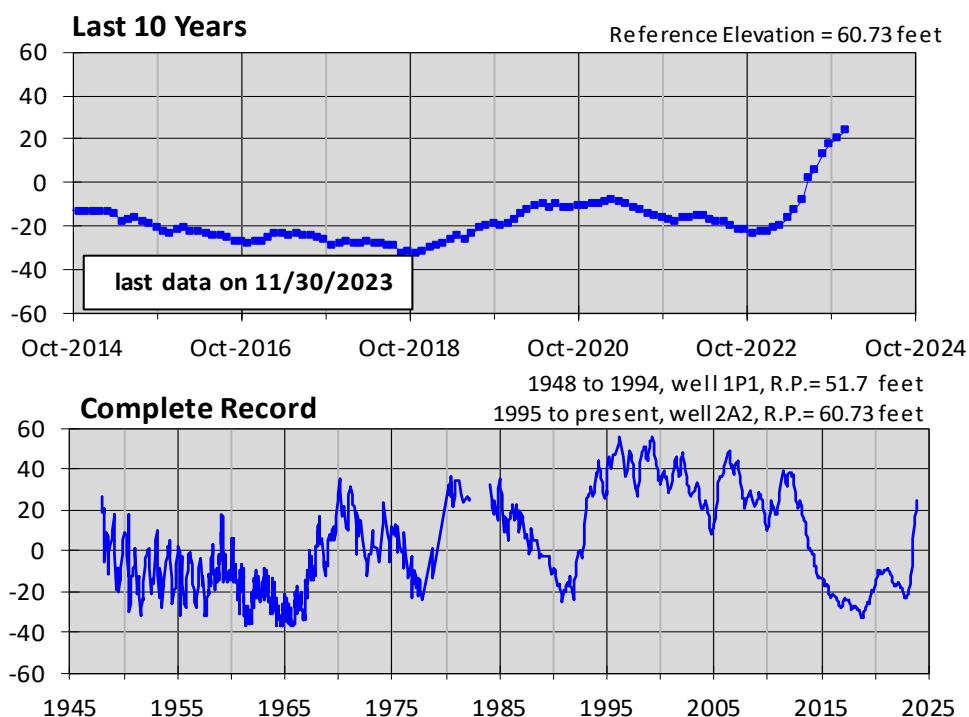
Complete Record

1931 to 2004, well -22R1, RP = 93.6 feet
2004 to present, well -22R2, RP = 93.09 feet

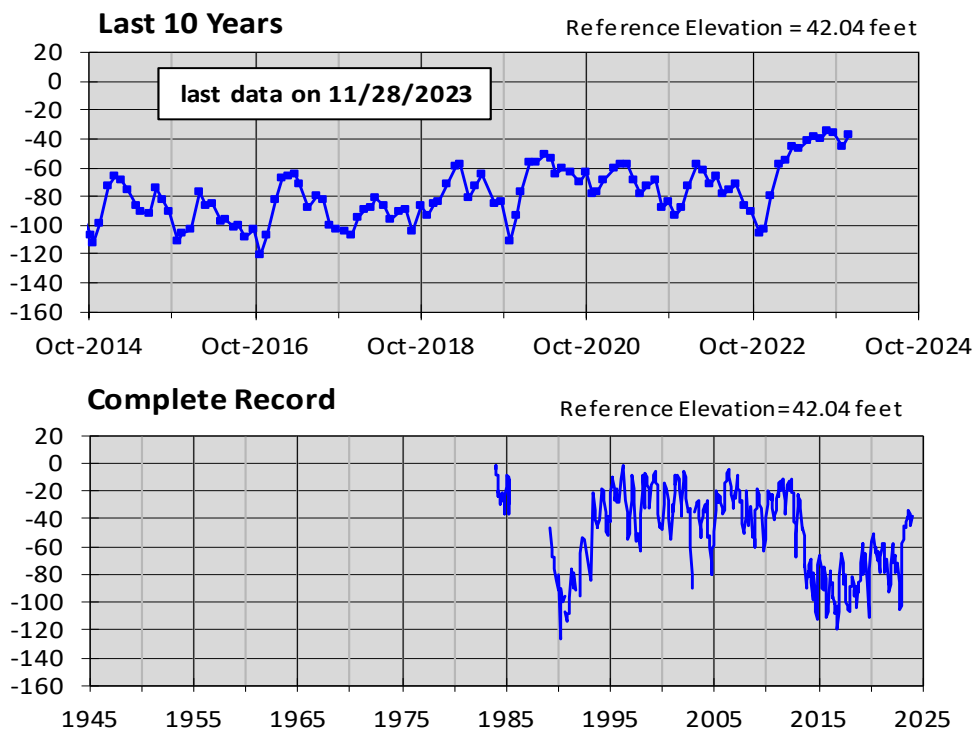


Groundwater Elevation Records – Oxnard Basin

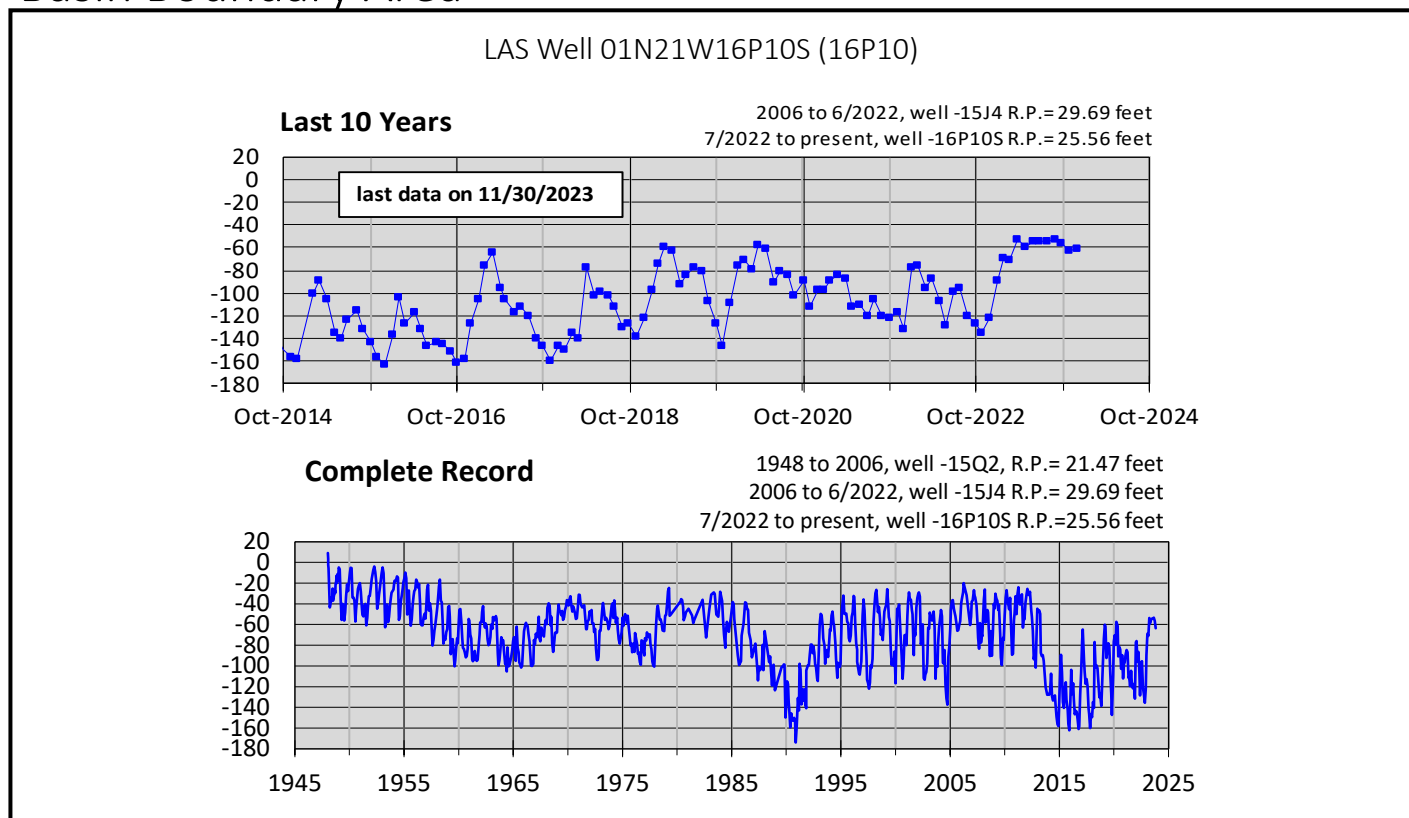
UAS Well 01N22W02A02S (2A2)



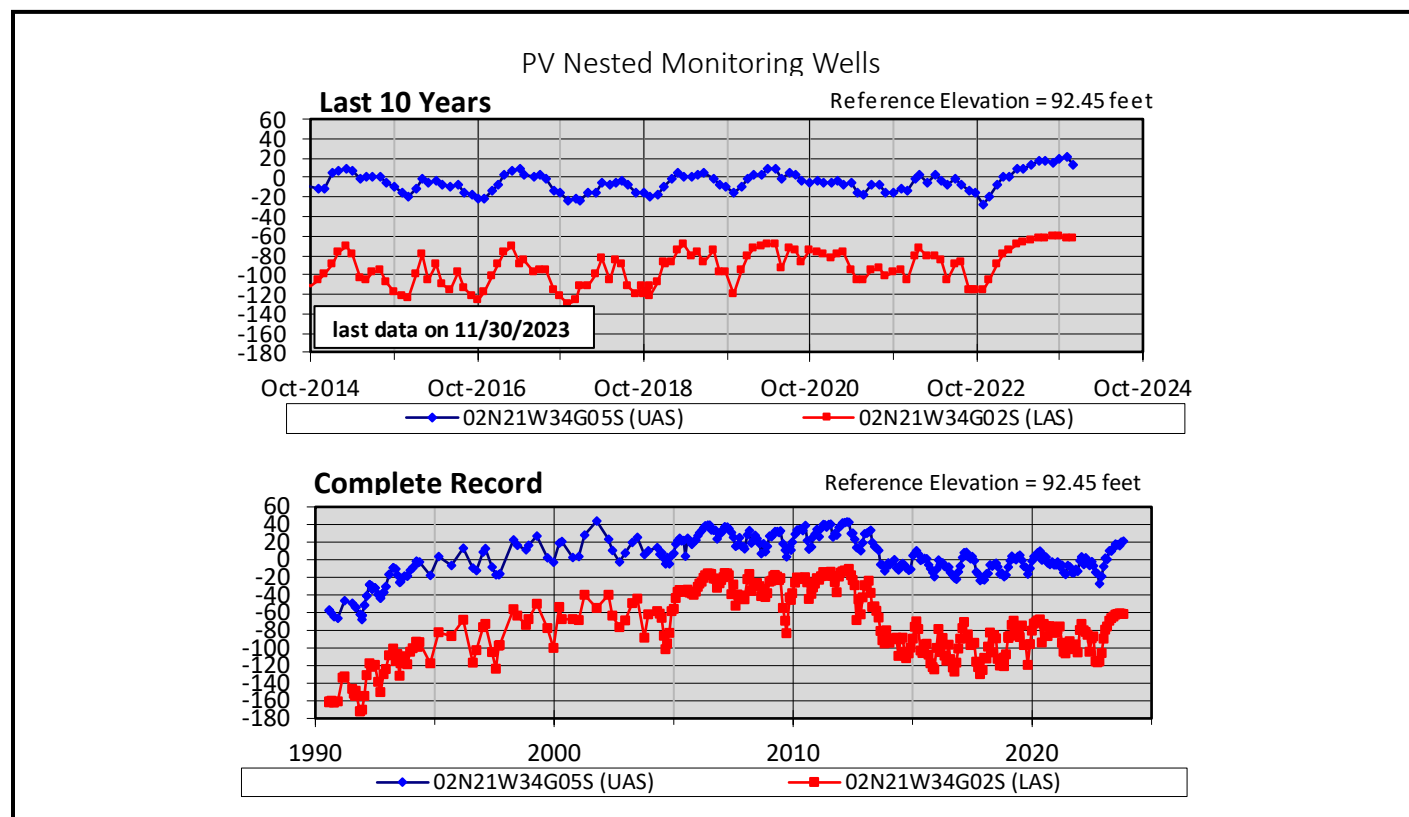
LAS well 01N22W13D03S (13D3)



Groundwater Elevation Records – eastern Oxnard/Pleasant Valley Basin Boundary Area

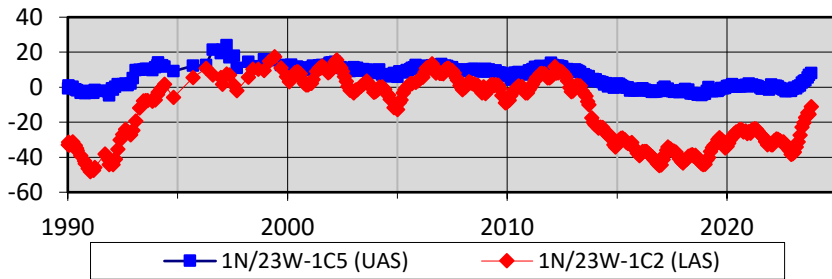


Groundwater Elevation Records – Pleasant Valley Basin

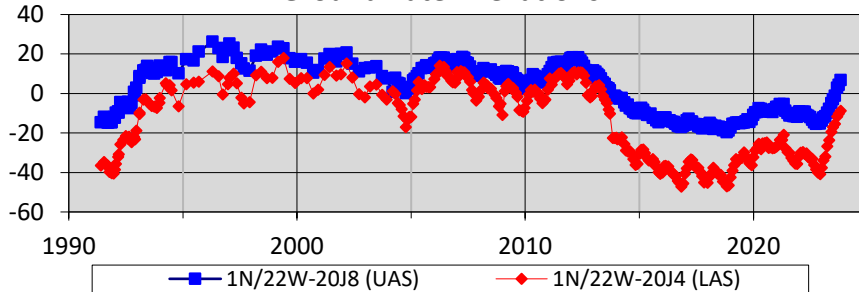


Groundwater Elevation Records – Coastal Nested Monitoring Wells

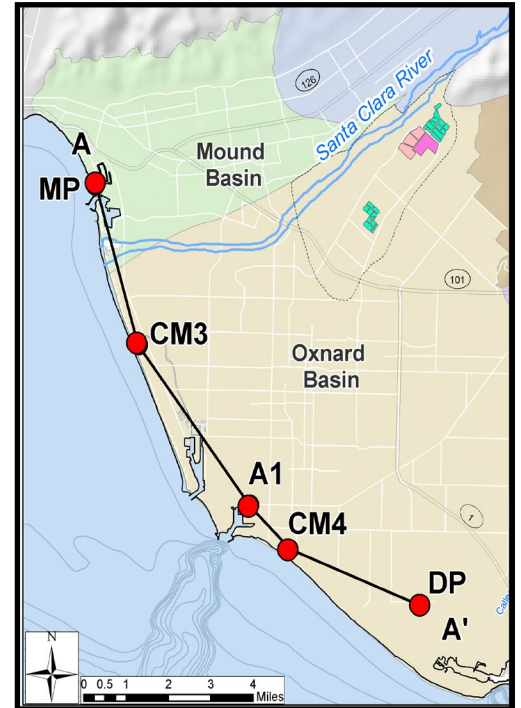
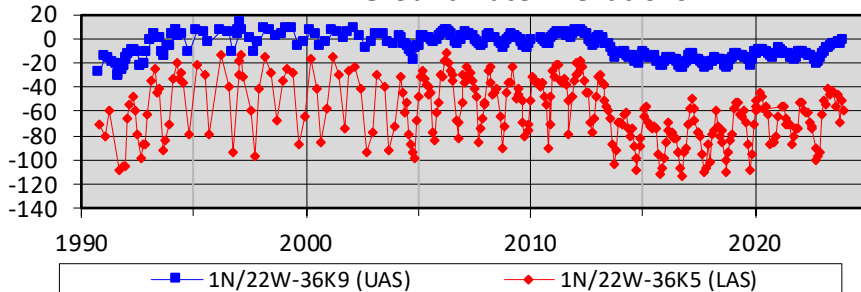
CM3 Groundwater Elevations



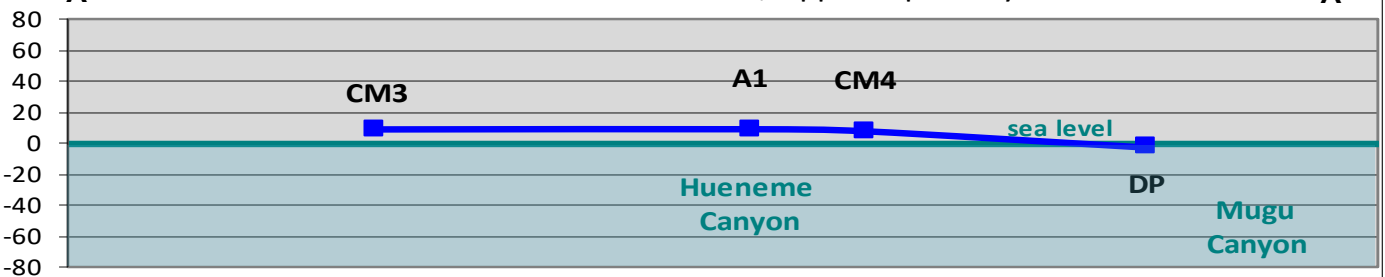
A1 Groundwater Elevations



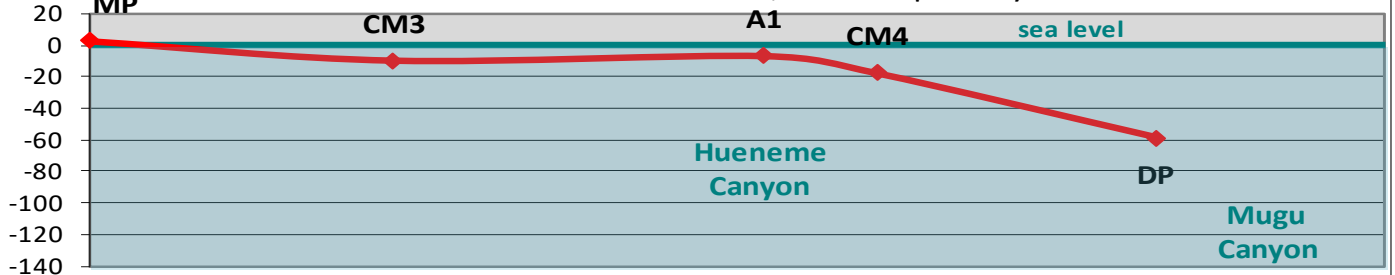
DP Groundwater Elevations



Coastal Groundwater Elevation Transect, Upper Aquifer System



Coastal Groundwater Elevation Transect, Lower Aquifer System



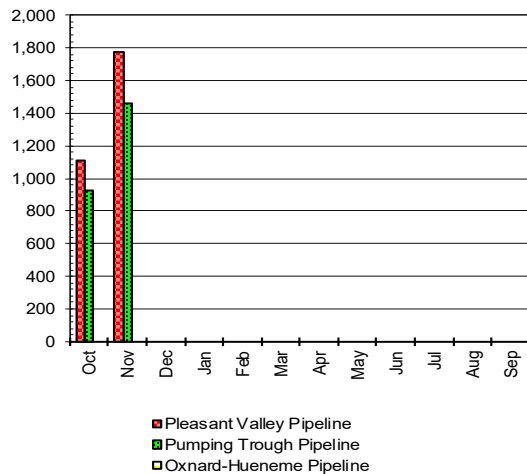
Monthly Water Deliveries, acre-feet (Water Year 2023/24)

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
PV Pipeline (surface water)	1,114.2	555.3										
PV Pipeline (Saticoy well field)	0.0	105.8										
Total to Pleasant Valley Pipeline	1,114.2	661.1										
PTP (surface water)	913.9	359.0										
PTP (PTP 1-5)	10.5	54.2										
PTP (OH-12/13)	0.0	0.0										
PTP (Saticoy well field)	0.0	118.6										
Total PTP	924.4	531.8										
C-customers (surface water)	0.0	0.0										
Saticoy Well Field (groundwater)	0.0	224.4										
O-H Pipeline (groundwater)	0.0	0.0										
Total Surface Water Delivery (PTP, PV, c-cust)	2,028.1	914.3										
Total Groundwater Delivery (PTP, OH, Sat)	10.5	278.6										
Total Delivery (surface water, groundwater)	2,038.6	1,192.9										

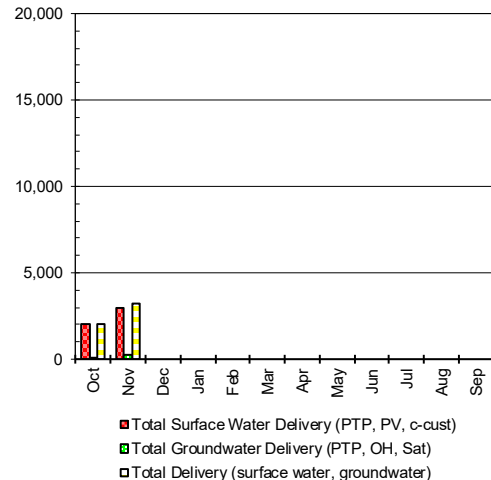
Cumulative Water Deliveries, acre-feet (Water Year 2023/24)

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
PV Pipeline (surface water)	1,114.2	1,669.5										
PV Pipeline (saticoy well field)	0.0	105.8										
Total to Pleasant Valley Pipeline	1,114.2	1,775.3										
PTP (surface water)	913.9	1,272.9										
PTP (PTP 1-5)	10.5	64.7										
PTP (OH-12/13)	0.0	0.0										
PTP (Saticoy well field)	0.0	118.6										
Total PTP	924.4	1,456.2										
C-customers (surface water)	0.0	0.0										
Saticoy Well Field (groundwater)	0.0	224.4										
O-H Pipeline (groundwater)	0.0	0.0										
Total Surface Water Delivery (PTP, PV, c-cust)	2,028.1	2,942.4										
Total Groundwater Delivery (PTP, OH, Sat)	10.5	289.1										
Total Delivery (surface water, groundwater)	2,038.6	3,231.5										

Cumulative deliveries by system



Cumulative deliveries by source/type



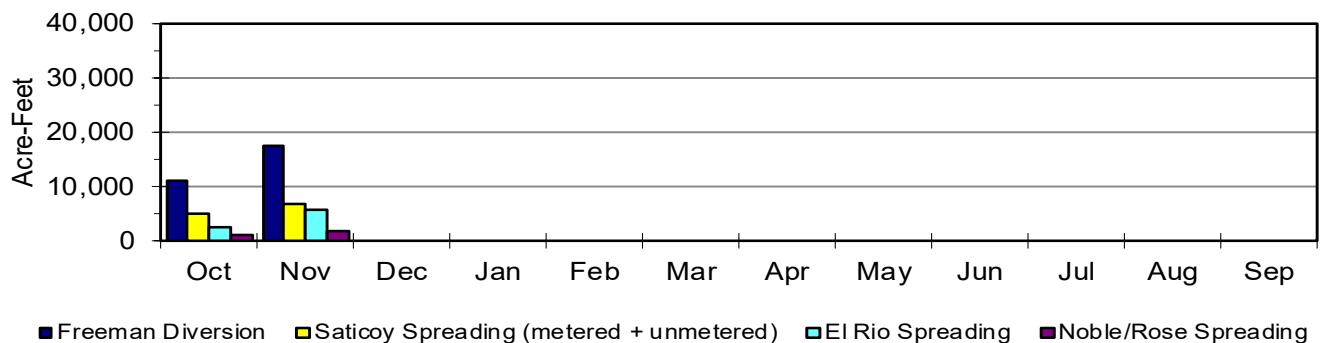
Monthly diversion and recharge totals by facility, 2023/24, in acre-feet

Month	Piru Spreading	Freeman Diversion	Saticoy Spreading (metered + unmetered)	El Rio Spreading	Noble/Rose Spreading	LBMWC Water Use
Oct	0	10,946	5,094	2,591	1,186	47
Nov	0	6,363	1,702	3,283	464	NA
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						

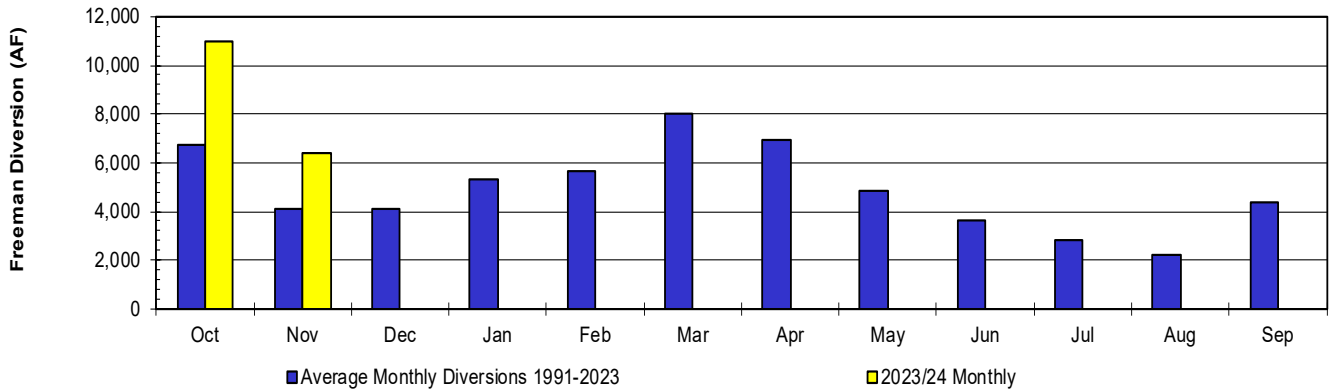
Cumulative diversion and recharge totals by facility, 2023/24, in acre-feet

Month	Piru Spreading	Freeman Diversion	Saticoy Spreading (metered + unmetered)	El Rio Spreading	Noble/Rose Spreading	LBMWC Water Use
Oct	0	10,946	5,094	2,591	1,186	47
Nov	0	17,309	6,796	5,875	1,650	NA
Dec						
Jan						
Feb						
Mar						
Apr						
May						
Jun						
Jul						
Aug						
Sep						

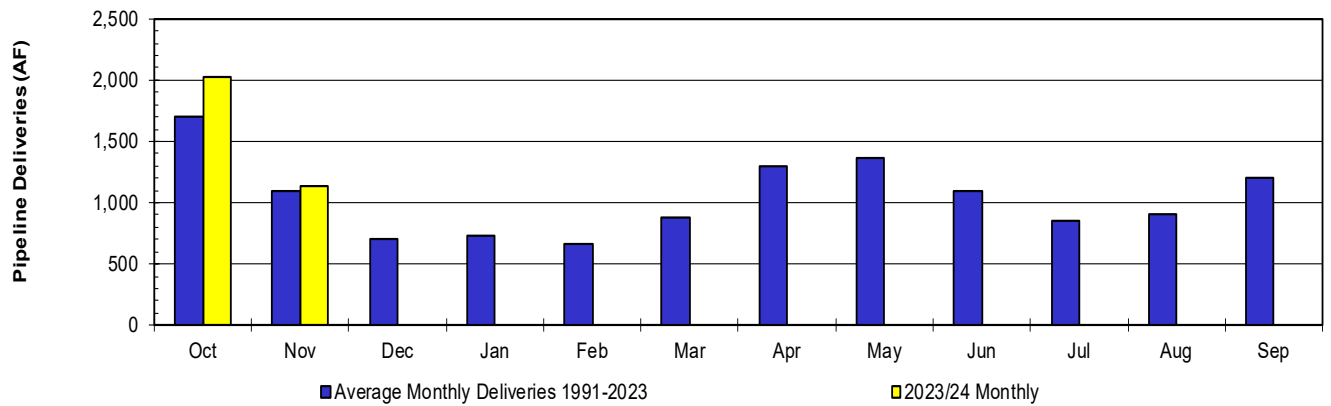
Cumulative diversion at Freeman, and distribution to recharge facilities



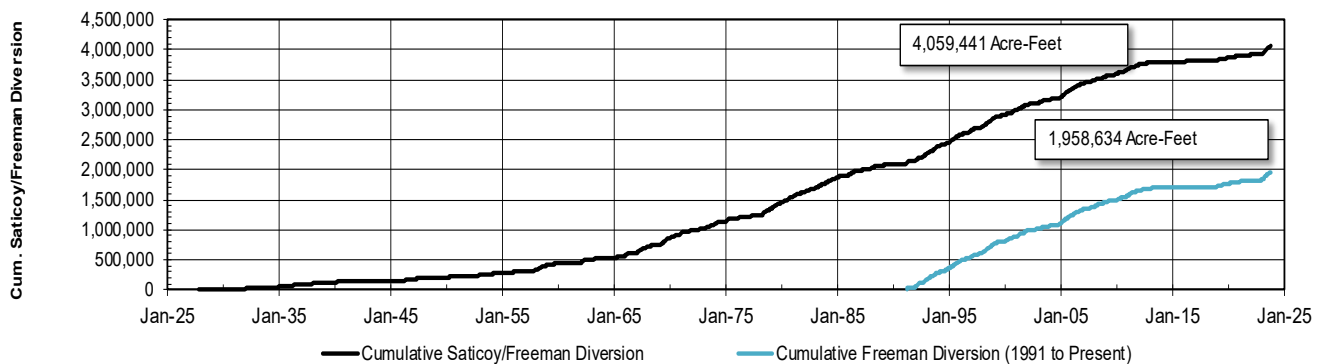
Monthly 2023/24 diversion at Freeman,
compared to average monthly diversions (1991-2023)



Monthly 2023/24 pipeline deliveries (surface water deliveries),
compared to average monthly pipeline deliveries (1991-2023)

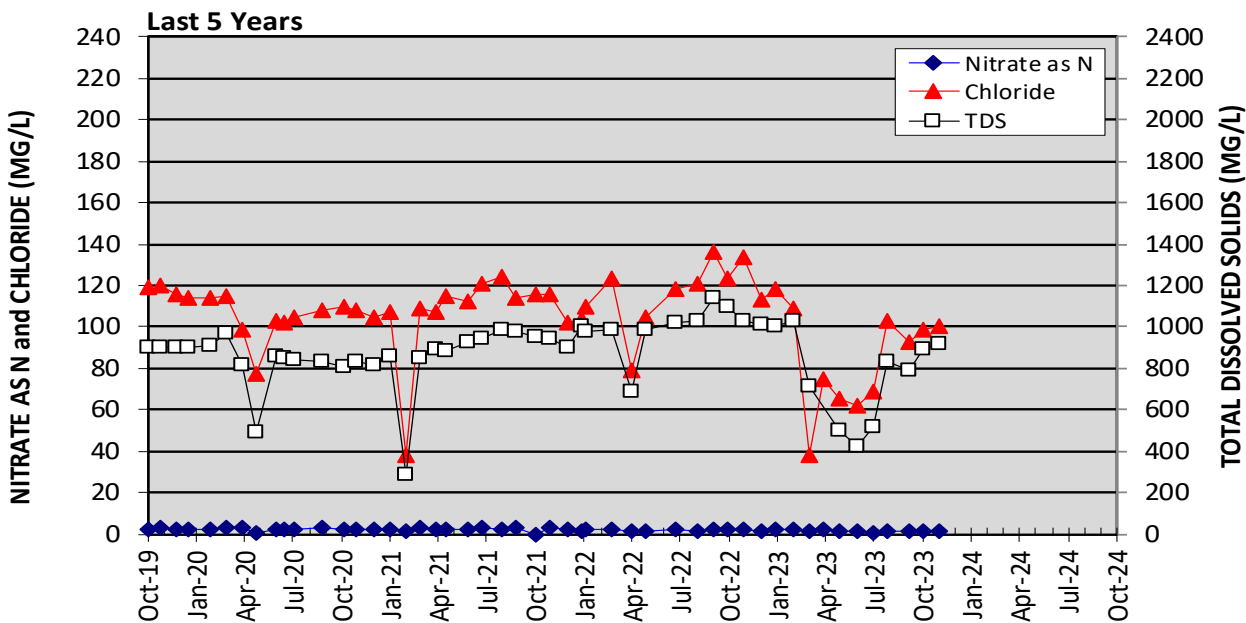


Cumulative diversion at Saticoy and Freeman Diversion, in acre-feet

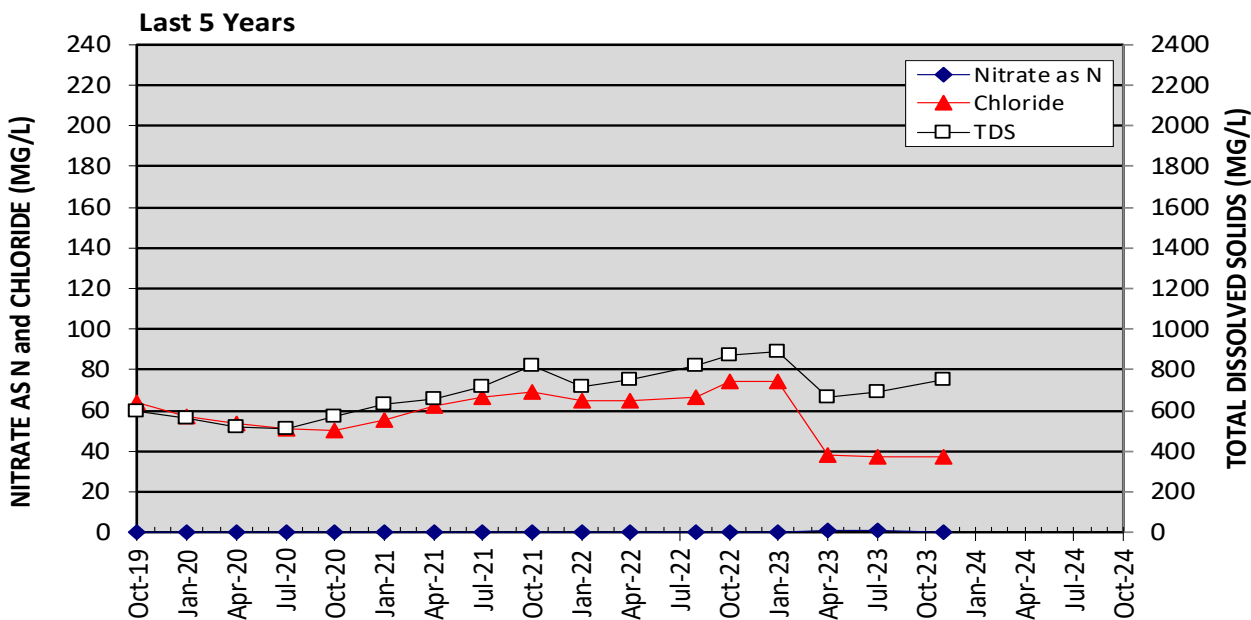


Water Quality

Santa Clara River water quality near Los Angeles/Ventura County line

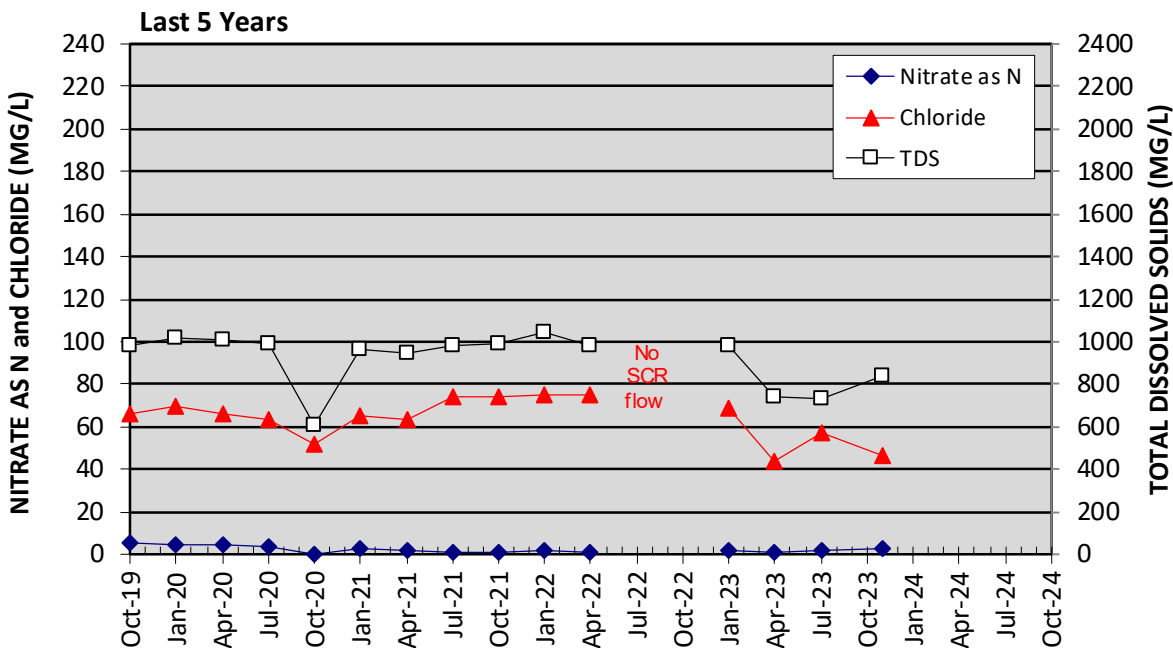


Piru Creek water quality below Santa Felicia Dam

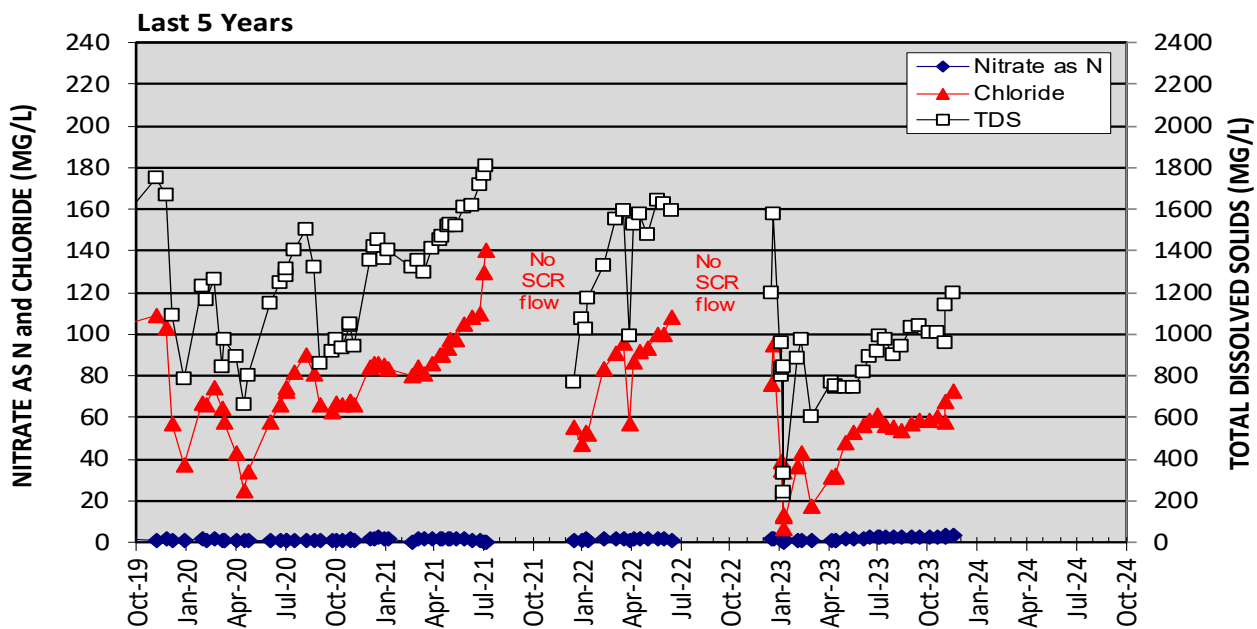


Water Quality

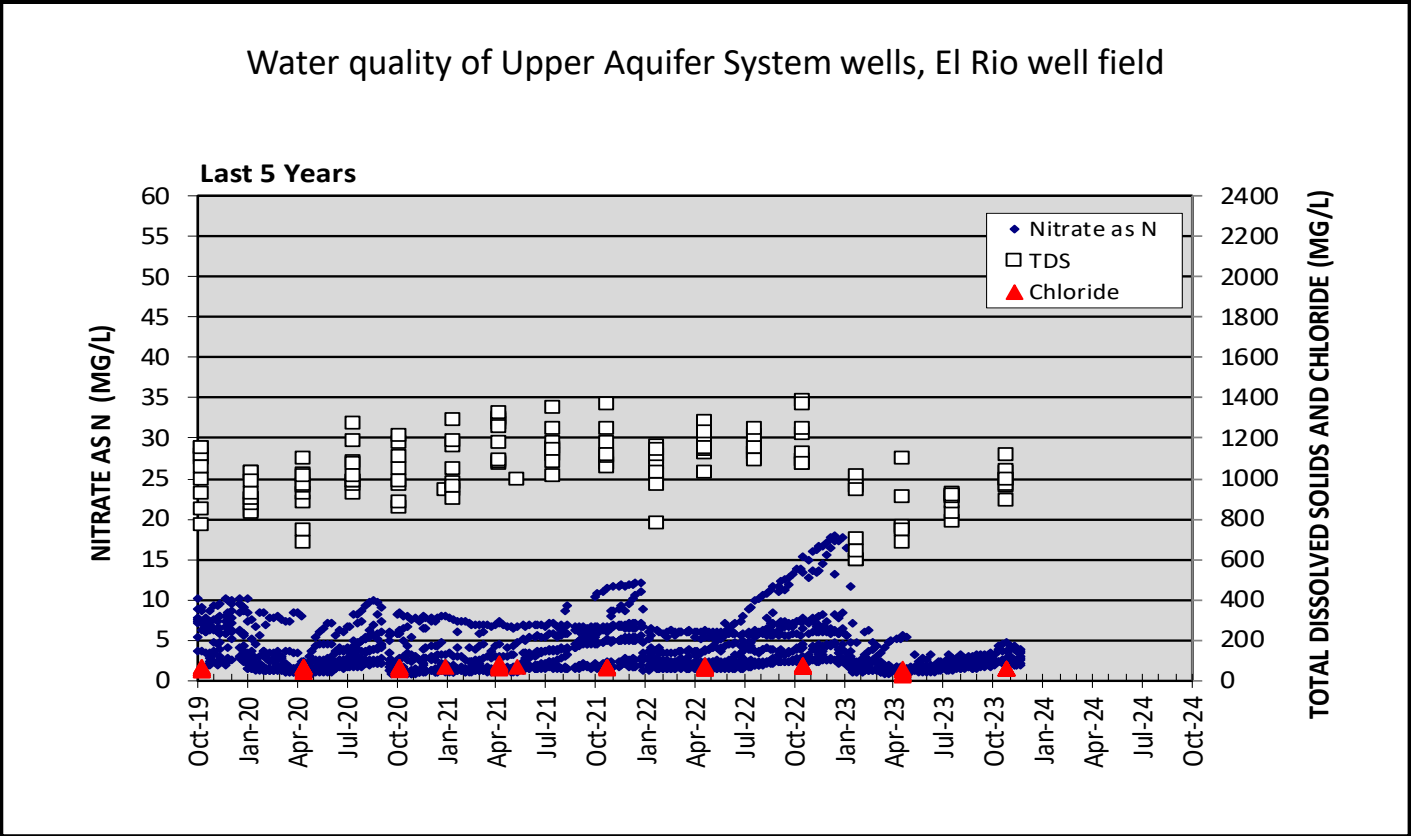
Santa Clara River water quality near Fillmore Fish Hatchery

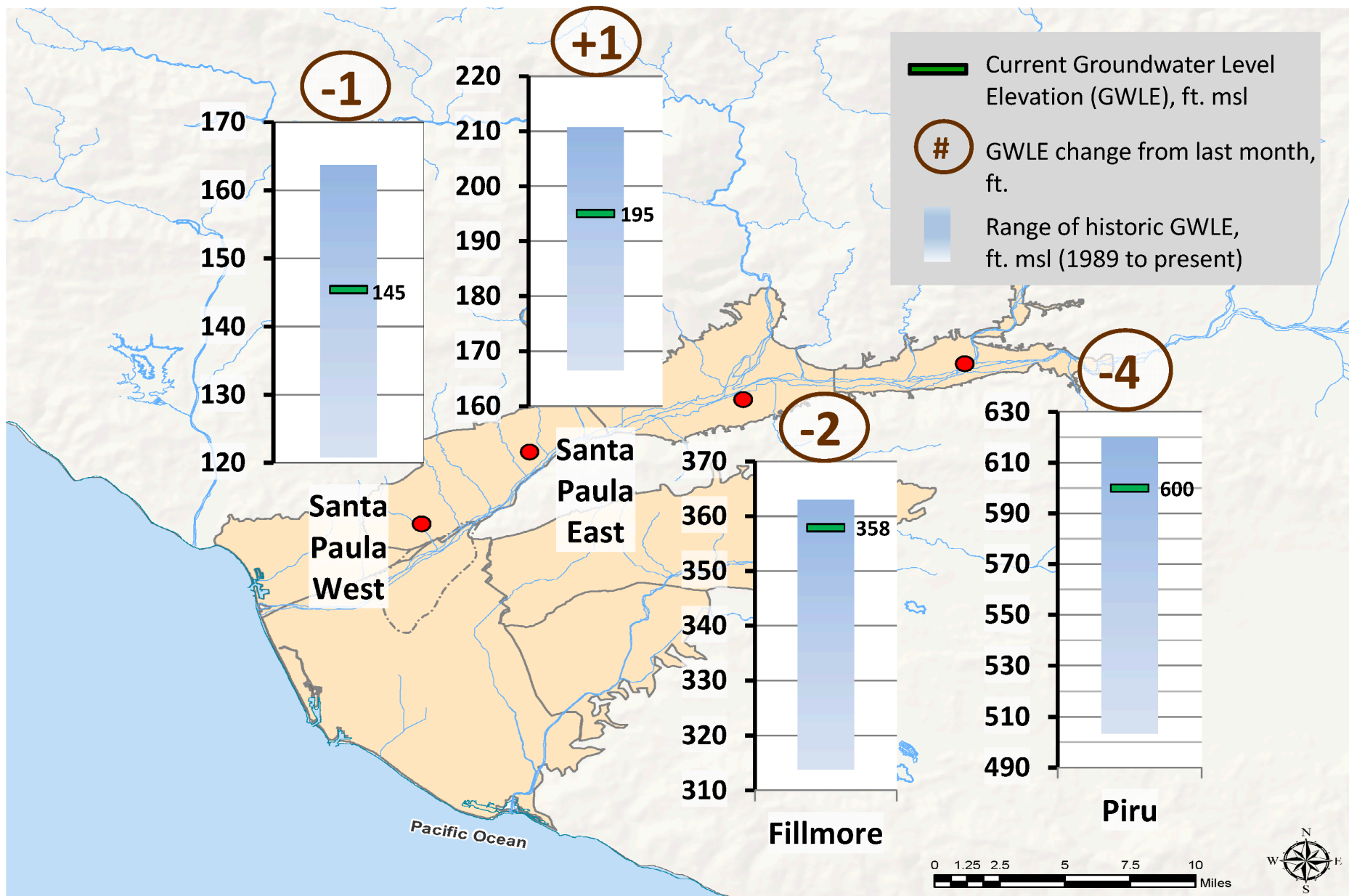


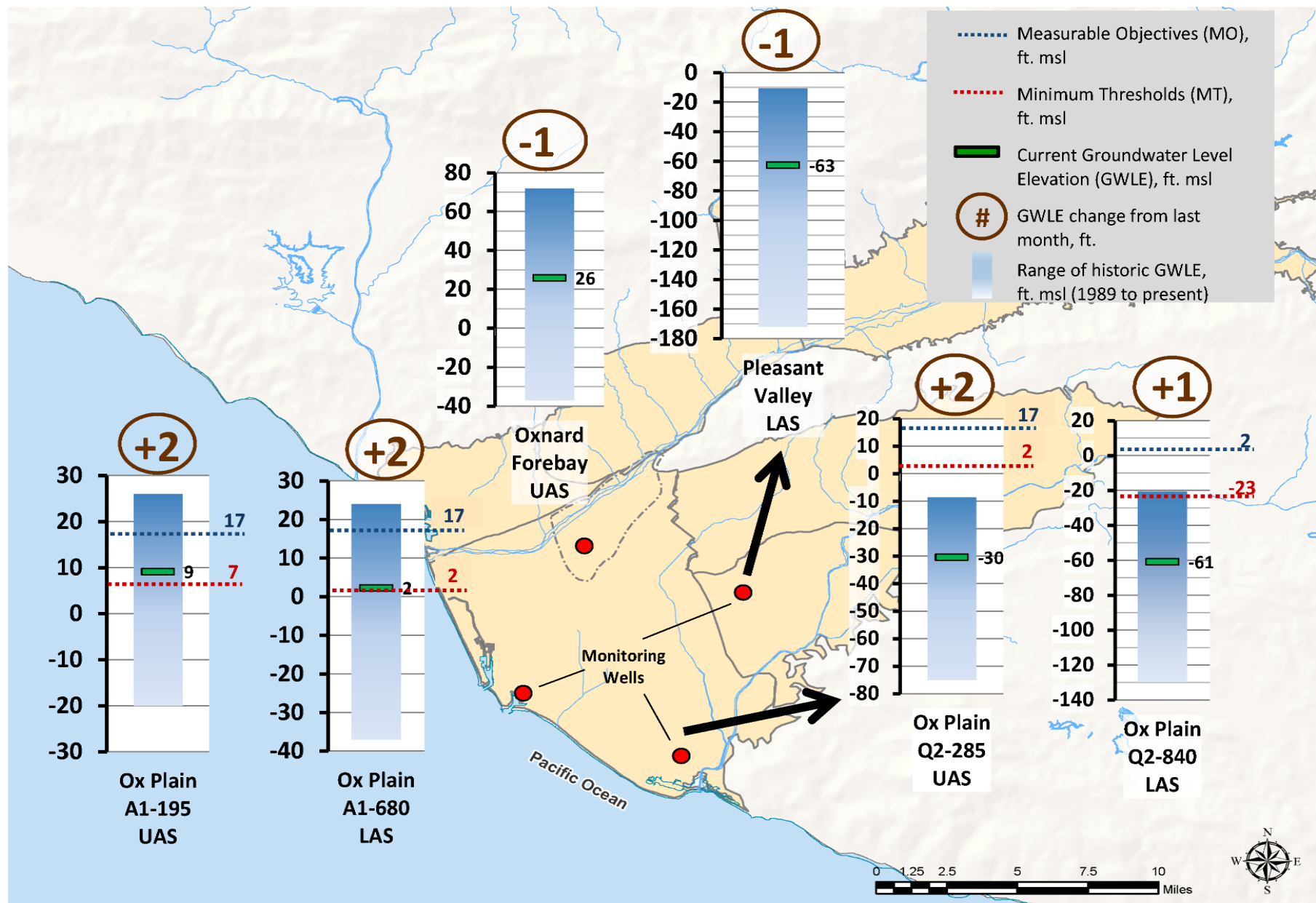
Santa Clara River water quality at Freeman Diversion



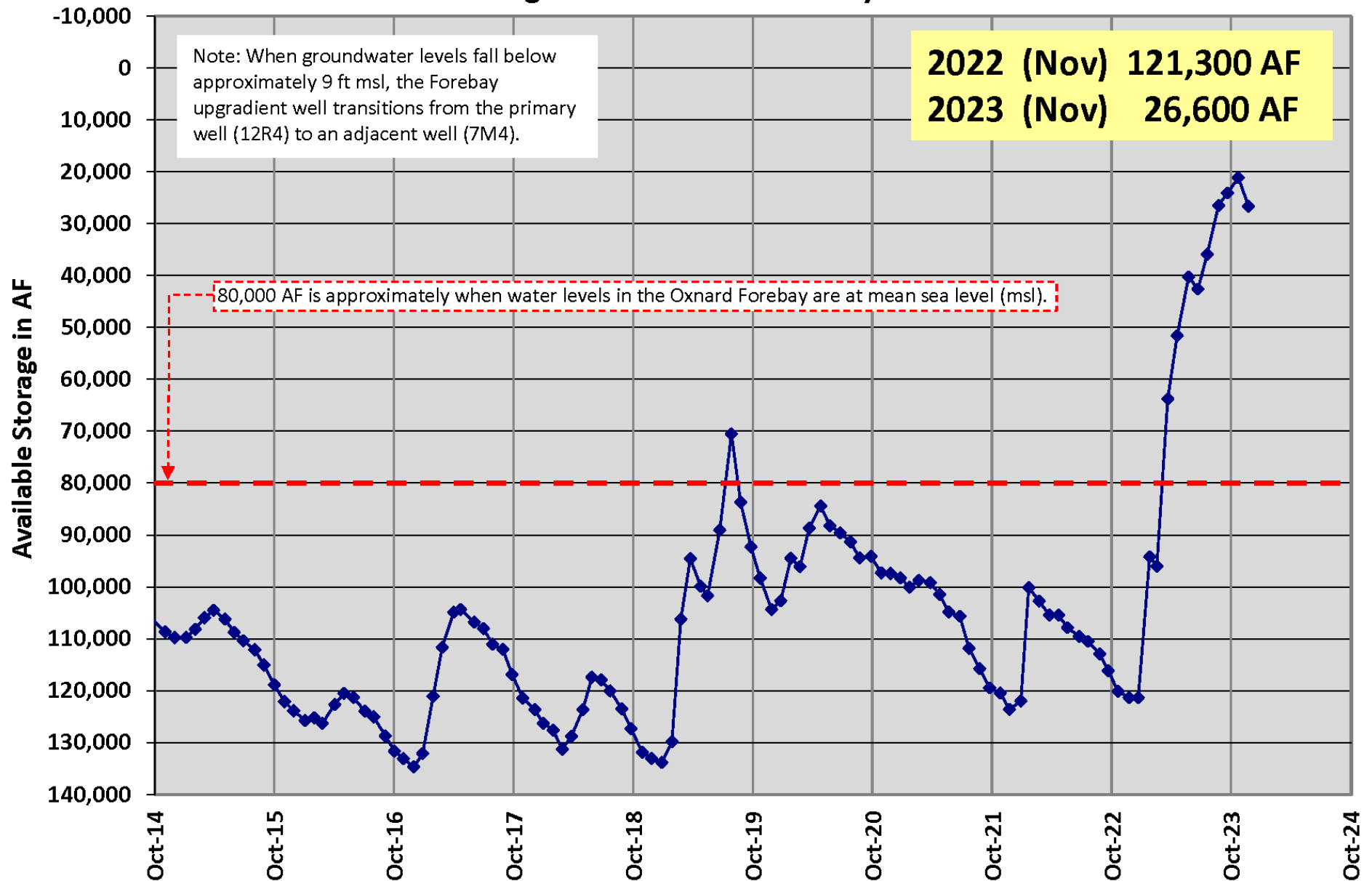
Water Quality

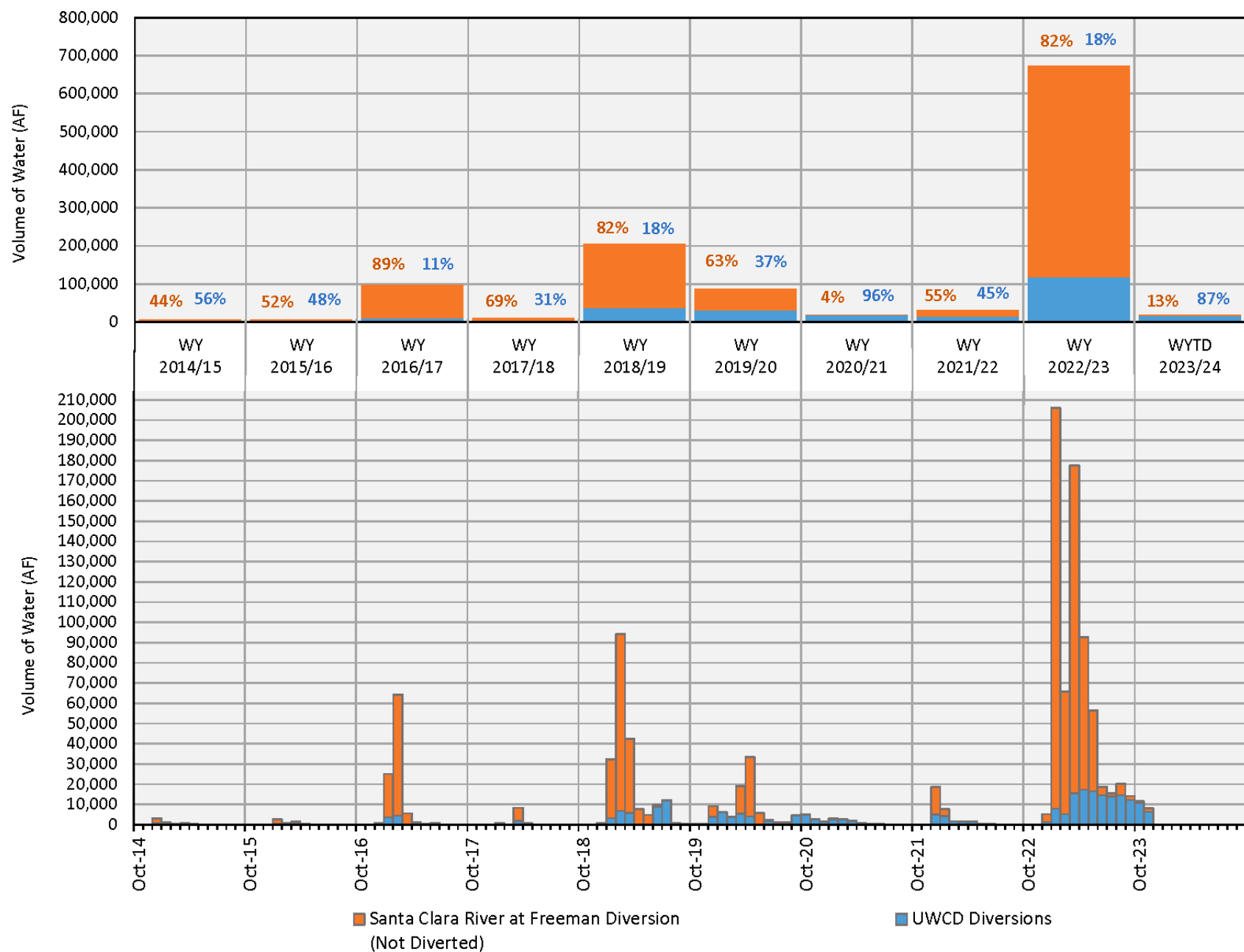






Available Storage in the Oxnard Forebay - Last 10 Years





Water Year (WY) = October 1 to September 30; WYTD = Water Year To Date



Staff Report

To: UWCD Board of Directors

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 13, 2023, meeting)

Agenda Item: 3.3 Monthly Investment Report (October 31, 2023)
Information Item

Staff Recommendation:

The Board will receive and review the most current investment report for the month ending October 31, 2023, that is attached.

Discussion:

Informational purposes.

Fiscal Impact:

As shown.

Attachment:

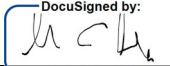
Combined Monthly Investment Report

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:

 381231F9D982745E
Mauricio E. Guardado, Jr., General Manager

11/28/2023

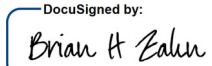
Date Certified

DocuSigned by:

 70D59ECF008D46E
Anthony Emmert, Assistant General Manager

11/27/2023

Date Certified

DocuSigned by:

 6685D8362A874A3
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 Board of Directors

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

From: Brian H. Zahn, Chief Financial Officer

Date: November 29, 2023 (December 13, 2023, meeting)

Agenda Item: 3.4 Fiscal Year-end 2022-2023 Financial Reports
(July 1, 2022 – June 30, 2023)
Information Item

Staff Recommendation:

The Board 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)*
The 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 in 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,

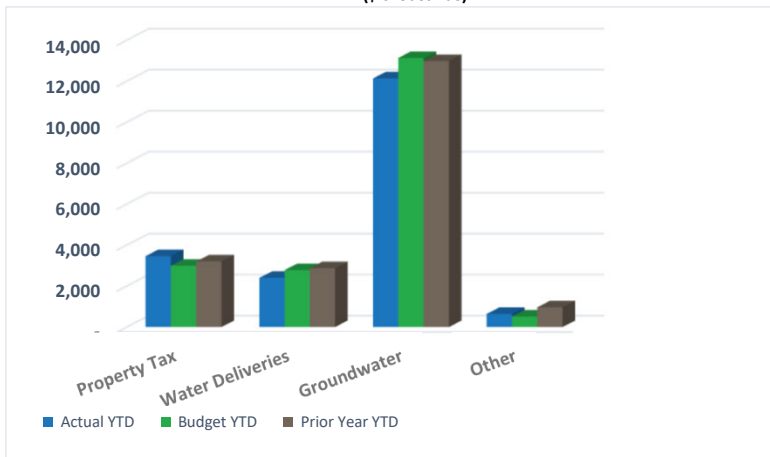
A handwritten signature in blue ink, which appears to read 'Brian H. Zahn', is positioned above the printed name.

Brian H. Zahn
Chief Financial Officer

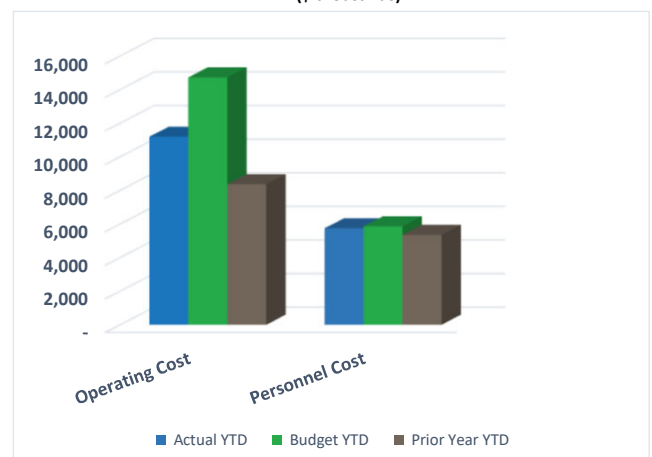
General/Water Conservation Fund

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.

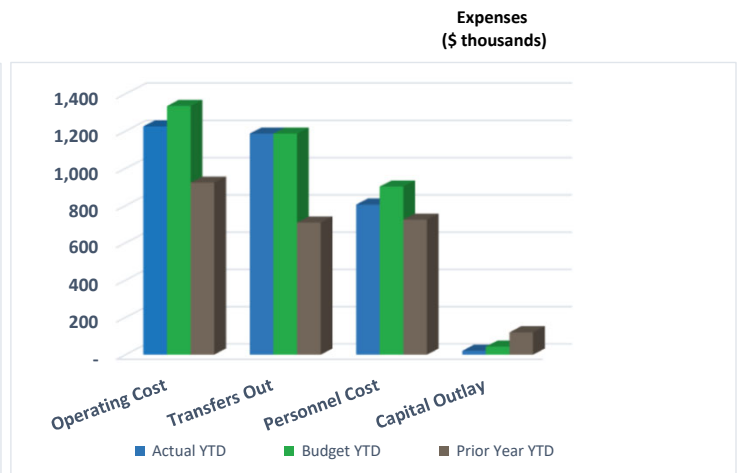
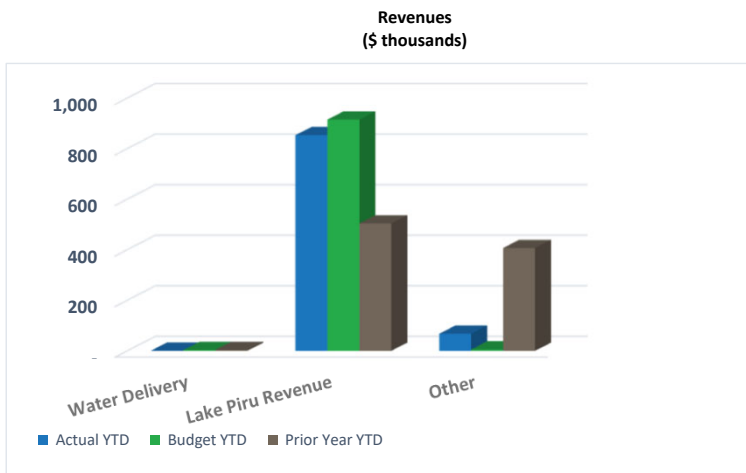
FY 2022-23 Fourth Quarter Financial Review

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

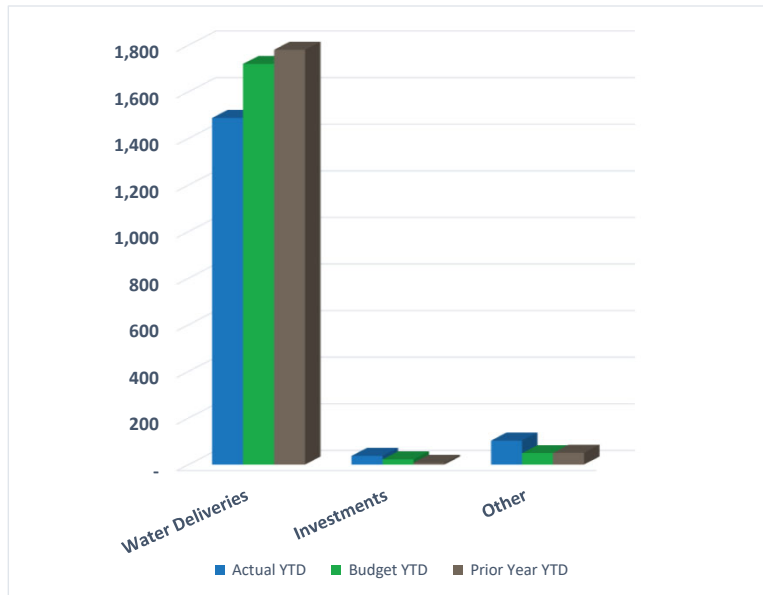
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

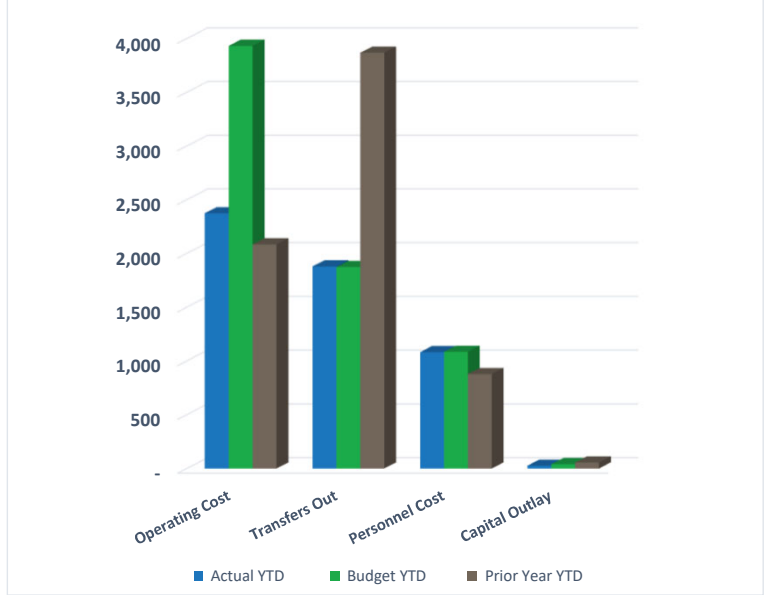
Freeman Diversion Fund (Zone B)

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.

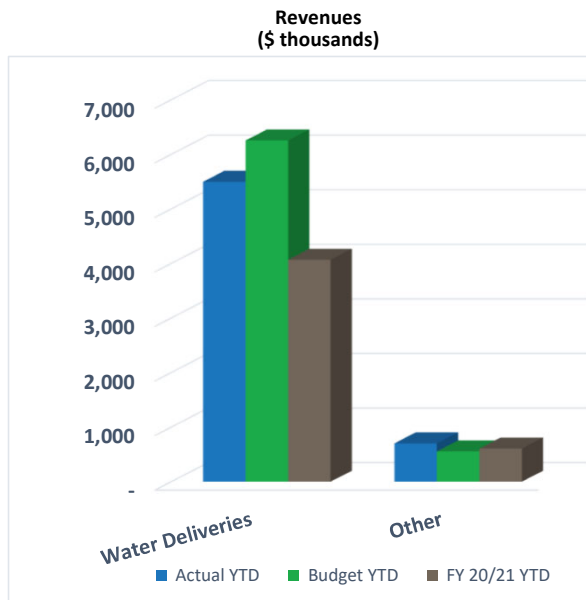
FY 2022-23 Fourth Quarter Financial Review

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

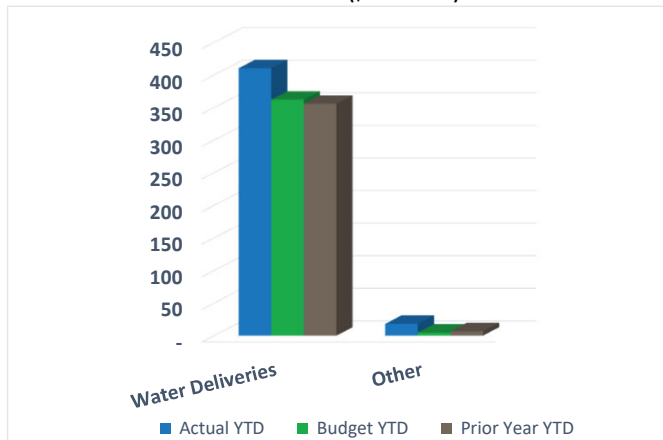
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

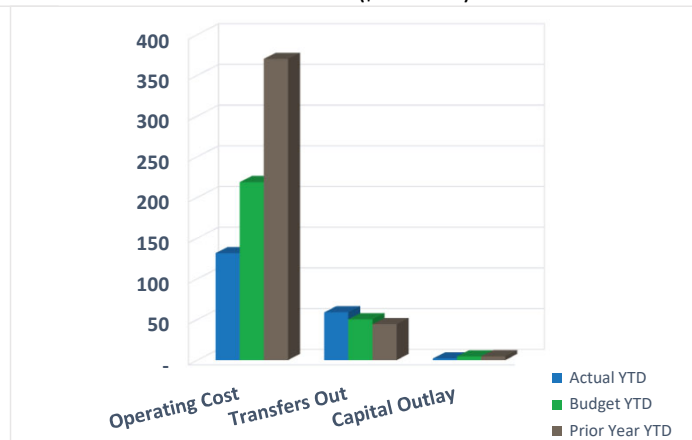
Pleasant Valley Pipeline Fund

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

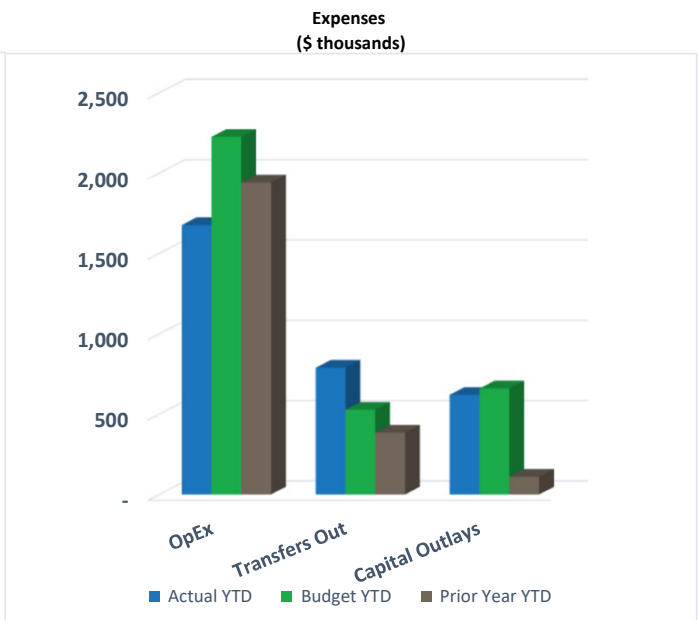
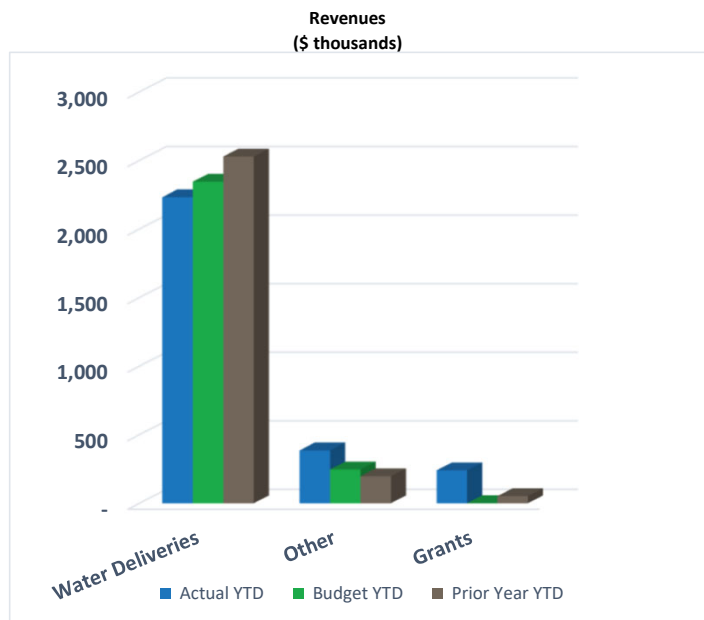
The projected ending undesignated working capital balance at the end of FY 22-23 is approximately \$800K. The District's reserve policy requires a \$326K minimum undesignated balance which was met.

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%


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

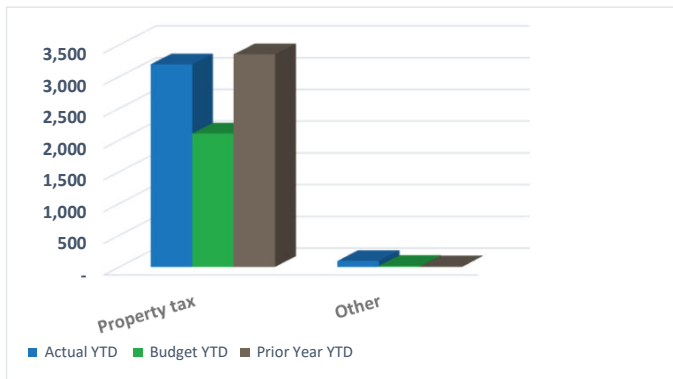
July 1, 2022 through June 30, 2023

100% of Fiscal Year Completed

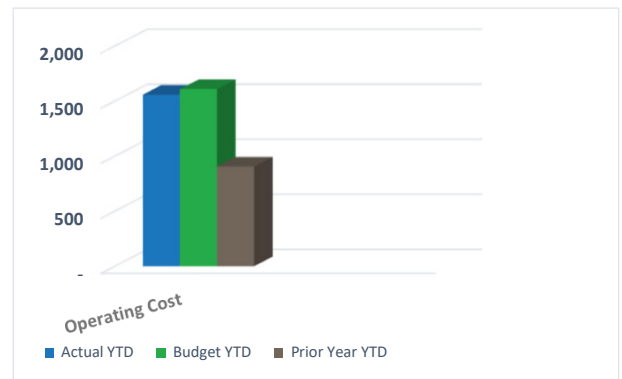
State Water Fund

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

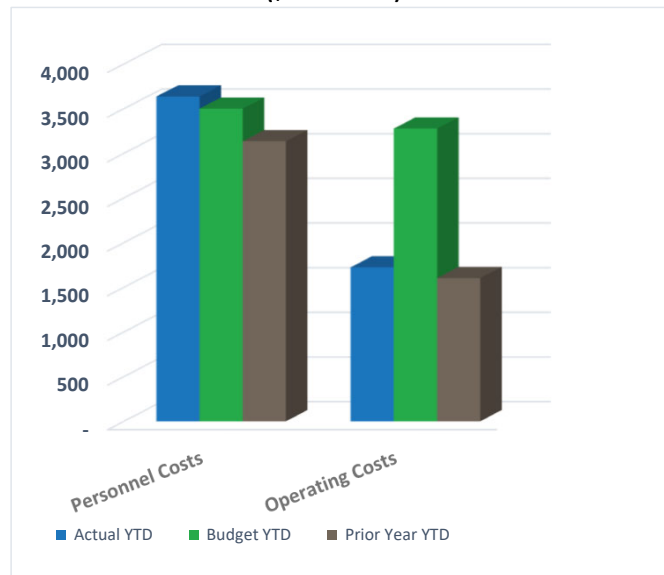
100% of Fiscal Year Completed

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 Board of Directors

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

From: Clayton Strahan, Chief Operations Officer
Randy Castañeda, Operations Supervisor — Water Treatment
J.D. Smallwood, Operations Supervisor — Water Distribution

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 4.1 Monthly Operations and Maintenance Department Report
Information Item

Staff Recommendation:

The Board of Directors will receive this summary report from the Operations and Maintenance department regarding its activities for the month of November 2023.

1. **Water Releases, Diversions**

- Lake Piru rose 6.71 feet in November because of the importation of the district's Table- A water and two water transfers from Palmdale Water and the Santa Clarita Valley Water Agency. Levels peaked at 43,712 acre-feet (AF) of storage but are currently decreasing as the district continues its water conservation releases from Santa Felicia Dam.
- 6,363 AF of water was diverted by the Freeman Diversion facility in November.
- 2,189 AF of water was delivered to the Saticoy recharge basins in November (metered plus unmetered, including Noble and Rose Basins).
- 3,188 AF of surface water was delivered to the El Rio recharge basins in November.
- 478 AF of surface water was delivered to the PTP system in November.
- 0 AF of surface water was delivered to C customers in November.
- 661 AF of surface water was delivered to Pleasant Valley County Water District in November.

2. **Major Facilities Update**

- **Santa Felicia Dam**
 - On November 1, 2023, the lake level was 1010 and reached a peak of 1018 on November 23, 2023.
 - Conservation releases from the Santa Felicia Dam (SFD) varied due to Freeman maintenance during the month of November, at a release rate of 7-290 cubic feet per second (cfs).
-

Agenda Item: 4.1 Monthly Operations and Maintenance Department Report
Information Item

- Grading / road maintenance is ongoing and continuing.
- Bathymetric survey being performed by Fugro starting on 11/27/23.
- **Freeman Diversion, Saticoy, and El Rio Recharge Facilities**
 - Diversion rate at the Freeman Diversion averaged 61 cfs for the month of November, with 217 cfs of surface water being diverted on November 1, 2023.
 - District staff operated the Freeman Diversion throughout the month of November, harvesting Santa Felicia Dam release flows, recharging basins, and delivering surface water to El Rio, PTP and PV pipelines.
 - Beginning November 6, 2023, staff performed a maintenance shutdown of the Freeman diversion. This project was initially slated to last 13 working days but was completed on November 15 and in just eight days due to the diligence of staff. Diversions resumed the evening of November 15, 2023.
 - Freeman Fish Ladder gates were repaired and re-installed by R&B Automation with assistance from T&T Crane and district staff.
 - The Saticoy Well Field ran from November 6, 2023, to November 16, 2023, with a total production of 224.4 AF. Individual well production ranged from 2.5 CFS to 4.5 CFS.
 - Staff performed various heavy equipment operations in preparation for storm season to include discing of ponds, sediment removal and grading of roadways.
 - Freeman roller-gate maintenance was performed by R&B Automation on Monday, November 27 and 28, 2023 as the final step in the Freeman maintenance shutdown.
 - R&B Automation performed preventative maintenance on various gates around the Freeman Diversion & Saticoy Spreading Grounds as part of the district's Freeman Shutdown Exercise. Staff dried, scraped, disced, and rotated low percolation rate recharge basins in Saticoy and El Rio. Ponds number 2 and number 3 in El Rio are now percolating at significantly faster rate than before and are currently percolating approximately 90 CFS without staging up.
 - Static water levels (distance of water from the well pad to the water table):

	2023	2022	2021
Saticoy	28'	143'	149'
El Rio	71'	145'	148'
PTP	80'-111'	145'-177'	130'-175'

- **Oxnard-Hueneme (OH) Delivery System**
 - Staff continued the testing of the backwash process for Iron/Manganese Plant filters.
 - Staff reconnected wiring at test stations for OH Pipeline cathodic protection system and identified sacrificial anodes that need to be replaced in the near future as a CIP project.
-

Agenda Item: 4.1 Monthly Operations and Maintenance Department Report
Information Item

- Staff obtained VOC, SOC water quality samples from OH Wells 12 and 13 to ready them for use as OH production supply wells after being processed through the new Iron/Manganese Plant.
 - Staff assisted a contractor prepare the EL Rio office parking lot for new asphalt overlay, slurry coat and vehicle space striping.
Staff attended the OH Well 14 energy efficiency pre-proposal meeting, where details of replacing discharge piping from the well to the EL Rio plant were discussed.
 - **Pleasant Valley County Water District (PVCWD)**
 - PVCWD received United's surface water supply, surface supply from Conejo Creek Project and received highly treated recycled water from the City of Oxnard's Advanced Water Purification Facility (AWPF).
 - 12% sodium hypochlorite injection continues at Saticoy's Moss Screen facilities for quagga mussel control.
 - EL Rio operators started Saticoy wells during Freeman Diversion shutdown to maintain UWCD supply to Pleasant Valley County Water District and balance pressure throughout PTP System.
 - EL Rio staff used heavy equipment to cut down dense brush that has grown outside the perimeter of PV Reservoirs.
 - **Pumping Trough Pipeline (PTP)**
 - During the month of November, the PTP system demand was met primarily with surface water and supplemented with PTP wells.
 - Staff upgraded PTP Turnout meter #162 with Endress Hauser Electromagnetic meter.
 - "No Drinking Water" signs were installed at miscellaneous PTP turnout stations.
 - **Control Systems**
 - Control Systems staff resolved issues with fuses, the trough pumps and the VFD drives for the traveling screens at Saticoy Moss Screen.
 - Staff worked on testing procedures for Piru emergency warning siren, which resulted in the replacement of the backup batteries. The obsolete batteries were causing incomplete siren activation.
 - Staff continued their support for Fe-Mn (Iron and Manganese) treatment project programming and start-up testing.
 - Staff programed and commissioned an Endress Hauser Electromagnetic flow meter at Turnout #162 off Laguna Road.
 - Staff worked on miscellaneous flow meter issues throughout the Freeman Diversion infrastructure.
 - **Lake Piru Water System**
-

Agenda Item: 4.1 Monthly Operations and Maintenance Department Report

Information Item

- All chlorine residuals and turbidity readings for the drinking water system were within proper ranges for the month of November.
- Monthly pH, turbidity and coliform samples were obtained for Lake Piru, as part of the Long Term 2 Enhanced Surface Water Treatment Rule compliance monitoring.

3. Operations and Maintenance Projects Update

- Staff performed a change out of the EL Rio chlorine leak detection sensors to ensure monthly calibrations are within pre-determined manufacture and safety program specifications.
- Staff accepted the delivery of the new access vault for the EL Rio 42" UAS pipeline. This will complete the previously discussed ammonia ball repair at the facility.
- **Other Operations and Maintenance Activities**
 - The Santa Felicia Dam Emergency Action Plan sirens located in Piru were exercised on November 1st, 2023.
 - Staff facilitated tours at Freeman Diversion facilities.
 - Staff continued oversight of the chemical injection process at the Moss screen for quagga control.
 - Staff completed the monthly inspection of Santa Felicia Dam completed on November 15, 2023.
 - Monthly bacteria samples were obtained for the PTP system.
 - Monthly meter readings were obtained for OH, PTP and PV pipelines.
 - Staff completed and electronically transmitted the monthly OH Surface Water Treatment Rule report to the State Water Resources Control Board Division of Drinking Water.
 - Static water levels were obtained for all El Rio, Saticoy, and PTP wells.
 - Weed abatement continued throughout the District.

Safety and Training

- The online Target Safety assignment for November was "Water Industry Industrial Ergonomics."
- Staff deployed new safety and security signs as part of the Santa Felicia Dam Public Safety Plan assessment.
- Tailgate safety meetings were conducted at all individual O&M field locations and the topic included refresher training on equipment used at the various O&M locations; specifically, tailgate safety meetings were conducted prior to every commencement of maintenance activities at the Freeman Diversion.

Attachment: Operations Log for November.



Staff Report

To: UWCD Board of Directors

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

From: Clayton W. Strahan, Chief Operations Officer

Date: November 15, 2023 (December 13, 2023, meeting)

Agenda Item: 4.2 Monthly Park and Recreation Department Report
Information item

Staff Recommendation:

The Board will receive and file this staff report from Parks and Recreation Department regarding its activities for the month of November 2023.

Discussion:

During the month of November staff and guests alike enjoyed the first significant rainfall of the season, which occurred on November 15 and 18, bringing approximately 0.86 inches of rain to the Piru area. Staff continued to perform maintenance tasks throughout the park during this time, as it typical during the fall. The lake also received its annual allotment of Table A State Water, along with water purchased under transfers with Palmdale Water and Santa Clarita Valley Water Agency. With this influx of water, staff worked to ensure lakeside facilities remained operational, including the critically disabled marina which is slated for replacement. Staff hope for more rain in the coming months to raise the lake level and provide additional water for United customers.

Staff Tasks and Activity Highlights

- **November:** Staff worked on facilities rehabilitation project at the condor point store. This included painting the store, redoing the floors on the interior, and conducting pest control. These are small steps being taken toward the goal of opening the store next season.
 - **November 2:** Staff upgraded the lakes herbicide application rig with a new and improved 5-nozzle boom assembly that replaces an old and leaking assembly that is out of regulation. This new assembly will allow staff to spend less time in the field spraying.
 - **November 8, 17- 20:** Staff, along with support of the Santa Felicia dam team, spent a significant amount of time moving the marina as the water levels fluctuated from the influx of water coming into the lake and as releases form eh lake ramped up to ensure diversions downstream.
-

Monthly Park and Recreation Department Report

Page 2

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- **November 8:** Waterworks Plumbing performed repairs to the septic line in the Olive Grove campground. The septic line was full of rocks and other debris that was causing major blockages. Waterworks also cut out low spots in the septic line that were promoting new blockages. Staff will be installing locking lids, so that when not in use, debris cannot be put into the line. It's believed that this is the result of young kids being kids and placing rocks in the line.
 - **November 8:** Staff worked to clear Reasoner Launch Ramp of sediment that accumulated on the bottom of the ramp after the January storms brought in significant sediment. Clearing this sediment is crucial in ensuring the launch ramp is accessible for future use and safe for guests.
 - **November 13-15:** Staff worked to fill sandbags and set hay wattles in key areas of the campground in preparation for the excessively wet winter we are expecting. These sandbags and wattles effectively route water runoff through the campground to avoid damage to any of the sites.
 - **November 16:** Staff performed maintenance on the districts dump trailer and restored the hydraulic dump capability by replacing the electric motor and rewiring the trailer. Staff uses this trailer to move debris, green waste and other heavy items from one location to another in and around the recreation area. The dump trailer has been historically used to remove trash from the river bottom and to haul sediment off the launch ramps.
 - **November 13-16:** Staff made repairs to the aging tile floors in the upper Olive Grove restroom. Staff replaced broken tiles in order to ensure public safety and a best in class appearance.
 - **November 18-22:** Staff worked to remove a large fallen tree in the upper Olive Grove campground. The tree fell as a result of the high East winds experienced during much of the second half of November.
 - **November 20:** Staff began spraying herbicide to prevent excess growth of weeds and brush following the storm earlier in the month. It should be noted that this effort has been ongoing due to the unprecedented rainfall received this year.

Staff Training/Meetings/Events

- **October 30-November 3:** Staff conducted a physical battery test for new Park Ranger Cadet candidates. All of those who tested passed successfully and they are all moving forward with the hiring process. A conditional offer has been made for the preferred candidate, pending completion of a California POST approved background and psychological evaluation.
 - **November:** Park Ranger Cadet Natalie Everton completed her online portion of her Part 107 FAA drone training certification. She will complete the process in December when she tests for certification and performs the practical exam.
 - **November:** Park Ranger Cadet Matt Lundberg completed his POST mandated public safety-first aid training. The 24-hour course is a state requirement for first responders working in a law enforcement role.
-

Monthly Park and Recreation Department Report

Page 3

- **November 13:** CDFW conducted a fisheries survey at Lake Piru. The collected data is used to track fish population trends, evaluate the effectiveness of management actions, and establish realistic management goals for a given lake or stream.
- **November 15:** Ranger staff had the opportunity to work with O&M staff, as they trained staff to take reads at the Santa Felicia Dam. Staff also had the opportunity to gain a better understanding of how the dam operates with a tour of the Santa Felicia Dam.

Revenue and Visitation Recap

2023 Day Use/Other Revenue Recap and Comparison	
2023 Day Use/Other Revenue (Jan. 1 – Nov. 15)	\$388,863
2022 Day Use/Other Revenue (Jan. 1 – Nov. 15)	\$359,115
Total Revenue Increase/Decrease from Prior Year	\$29,748
Annual Increase/Decrease %	+8.28%
2023 Camping Revenue Recap and Comparison	
2023 Camping Revenue (Jan. 1 – Nov 15)	\$537,771
2022 Camping Revenue (Jan. 1 – Nov 15)	\$498,735
Total Revenue Increase/Decrease from Prior Year	\$39,036
Annual Increase/Decrease in %	+7.82%
Total Combined Revenue Current and Previous Year Comparison (2023 vs. 2022)	
2023 All Revenue (Jan. 1 – Nov 15)	\$926,634
2022 All Revenue (Jan. 1 – Nov 15)	\$857,850
Total Revenue Increase from Prior Year	+\$68,784
Annual Increase/Decrease in %	+8.01%

*****It should be noted that the above figures have not been verified by the district's finance department**

2023 Total Visitation Figures				
Month	# People	# Vehicles	# Vessels	Pets
January	598	414	16	10
February	1,698	366	0	3
March	3,475	1,036	0	3
April	11,466	3,222	125	67
May	12,194	3,242	514	47
June	12,873	2,955	513	29
July	24,482	5,716	893	54
August	9,105	2,561	400	16
September	3,747	1,667	694	17
October	2,243	1,400	197	8
November	1,811	693	64	4
Total	83,692	23,272	3,416	254

Monthly Park and Recreation Department Report

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- **Incidents/Arrests/Medicals**

Nothing new to report.

- **Citations/Enforcement Summary**

Throughout November, no citations were issued for violations of District Ordinance 15 and or for violations of the California Penal Code of the California Harbors and Navigation Code. Additionally, it should be noted that Ranger staff issued numerous verbal warnings throughout the month for violations of District ordinances and State laws.

- **Grants**

Nothing new to report.



Staff Report

To: UWCD Board of Directors

Through: Mauricio E. Guardado, Jr., General Manager
Maryam Bral, Chief Engineer

From: John Lindquist, Water Resources Supervisor
Dr. Jason Sun, Supervisory Water Resources Engineer
Murray McEachron, Hydrologist Supervisor

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 4.3 Monthly Water Resources Department Report and Update on Activities of Local Groundwater Sustainability Agencies (GSAs) Information Item

Staff Recommendation:

Receive a report on Water Resources Department activities for the month of November 2023, including a summary of the activities of the three local Groundwater Sustainability Agencies (Fox Canyon Groundwater Management Agency, Fillmore and Piru Basins GSA, and Mound Basin GSA and the Santa Paula Basin (adjudicated) Technical Advisory Committee.

Discussion:

Staff Activities

Notable efforts and activities conducted by staff during September included the following:

- Groundwater Modeling:
 - Staff collected and processed diverse datasets, encompassing precipitation, water level measurements, pumping records, stream flow, and surface water-related data spanning from 2016 to 2022. This effort is a crucial step in the preparation for extending the UWCD flow model to September 2022.
 - Staff collaborated with FCGMA in developing and finalizing a consulting agreement with FCGMA for GSP modeling update. In the October Board Meeting, the FCGMA Board approved an agreement with UWCD. This agreement entails the UWCD staff's efforts in updating the GSP modeling for Oxnard Basin, PV, and West Las Posas, utilizing the UWCD flow model. The
-

Agenda Item: 4.3 Monthly Water Resources Department Report and Update on Activities of local Groundwater Sustainability Agencies (GSAs) Information Item

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financial commitment from FCGMA to UWCD under this agreement is capped at a 'Not-To-Exceed-Limit' of \$95,715.52.

- Staff held a kickoff meeting on October 15, 2023, with FCGMA staff and its consultant, DUDEK, on the modeling support efforts using the updated Coastal Plain Model. Several action items were identified including data request and deliverables.
- Staff are working on the subsidence model calibration.
- Hydrology:
 - Staff continued to assist with planning and coordination for the purchase and release of Table A water and supplemental State Water Project (SWP) water acquired from other SWP contractors.
 - Staff continued to provide input on operational decisions at Freeman Diversion to manage sediment accumulation near the intake structure, maximize diversions, and comply with regulatory requirements.
 - Staff continued to assist the Environmental Services and Engineering Departments in evaluating fish passage design modifications under consideration for United's Habitat Conservation Plan (HCP),
 - Staff continued to coordinate with recharge operators at Saticoy and El Rio to maintain optimum percolation rates for the facilities.
 - Staff has continued to monitor the Conservation Release from Santa Felicia Dam performing frequent discharge measurement at the groundwater basin boundaries to determine the benefits of the release to each groundwater basin.
 - Staff continued to assist the Engineering Department in developing a reservoir operations plan and hydrological risk assessment for Lake Piru prior and during the construction of the new outlet works as part of the Santa Felicia Dam Safety Improvement project.
- Hydrogeology:
 - Staff continued routine groundwater monitoring and reporting activities within the District.
 - Staff participated in meetings of the Groundwater Sustainability Agencies (GSAs) within the District, as detailed subsequently in this report.
 - Staff continued to assist the Engineering Department and their consultant with design of Phase 1 of the EBB Water Project, including providing guidance and input on development of specifications for extraction wells, as well as support in planning and contracting for a geotechnical investigation at the project site.
 - Staff are working with United's consultant and the U.S. Navy to develop specifications and plan installation of EBB Water Project Phase 1

Agenda Item: 4.3 Monthly Water Resources Department Report and Update on Activities of local Groundwater Sustainability Agencies (GSAs) Information Item

Page 3

groundwater monitoring wells. Staff are also managing the SGM Grant activities associated with this effort and developing a sampling and analysis plan to provide data on ambient groundwater conditions in the project area.

- Staff continued working with the State Water Resources Control Board to develop an appropriate scope of work for the Prop 1, Round 3 grant in support of the EBB Water Project. The grant is expected to be finalized and signed late this year.
- Staff provided review and comment on a draft completion report prepared by United's consultant for El Rio replacement well #20.
- Staff began updating analysis of trends in groundwater and surface-water use within the District through water year 2022.
- Staff began reviewing recent downscaled climate-model results for selected locations to update forecasts developed by the State for future rainfall amounts within the District's service area.
- Staff reviewed construction, lithologic, and geophysical data for selected wells in the Oxnard and Pleasant Valley basins to determine if there may be data gaps that can be filled that could result in improvement in calibration of the coastal-plain groundwater flow model.
- Staff assisted the Finance Department with several requests for information regarding locations of wells, groundwater elevations, and allocations.
- Outreach and Education
 - Chris Coppinger gave a presentation to the Los Angeles Regional Water Quality Control Board (LARWQCB) on November 16 summarizing the Extraction Barrier and Brackish (EBB) Water project's history and future direction, focusing on
 - Several staff attended the Association of Water Agencies-Ventura County (AWAVC) Water Information Series presentation on November 16, which included summaries of 2023 activities of Calleguas Municipal Water District, Casitas Municipal Water District, and United Water Conservation District.
 - Staff gave several tours of Freeman Diversion and Saticoy Spreading Grounds to Orange County Water District.

Fox Canyon Groundwater Management Agency (FCGMA)

Staff continue to monitor and, where appropriate, participate in the FCGMA's groundwater sustainability planning and implementation efforts in the Oxnard, Pleasant Valley, and Las Posas Valley Basins. United staff continued to meet periodically with FCGMA staff and other stakeholders to analyze benefits and impacts of water-supply projects in support of developing a sustainable, resilient water-supply portfolio for the service areas of both agencies. United staff also attended and, where appropriate, contributed to, FCGMA Board and Committee meetings, as follows:

Agenda Item: 4.3 Monthly Water Resources Department Report and Update on Activities of local Groundwater Sustainability Agencies (GSAs) Information Item

Page 4

Board of Directors meetings – The FCGMA held a special Board meeting on November 17. The sole regular agenda item at this meeting was an update on, and appointment of nominees to, the Las Posas Valley Watermaster Policy Advisory Committee (PAC).

The next Board meeting is scheduled for December 1 at 1:30 p.m.

Operations Committee meetings – The FCGMA held an Operations Committee meeting on November 1. The sole topic of discussion at this meeting was the “strawman” ranking of water-supply projects provided by stakeholders in the Oxnard, Pleasant Valley, and Las Posas Valley basins. The initial ranking was performed by FCGMA’s consultant, Dudek. The outcome of the meeting was agreement that stakeholders would provide their input on the strawman ranking, and discussion would continue at the next Operations Committee meeting, scheduled for December 4 at 2:00 p.m.

Fillmore and Piru Basins Groundwater Sustainability Agency (FPBGSA)

Staff continue to participate in FPBGSA activities supporting SGMA compliance and GSP implementation for the Fillmore and Piru basins, as follows:

Board of Directors meetings – The FPBGSA cancelled its November 16 Board meeting.

The next FPBGSA Board meeting is scheduled for December 14 at 4:00 p.m.

Mound Basin Groundwater Sustainability Agency (MBGSA)

Staff continue to participate in MBGSA activities supporting SGMA compliance and GSP implementation for the Mound basin, as follows:

Board of Directors meetings – The MBGSA held a Board meeting on November 27. Notable agenda items for this meeting included:

- The Board approved the proposed schedule for regular Board meetings in 2024.
- The Executive Director provided a summary of DWR’s assessment and approval of the Mound Basin GSP (submitted in January 2022).
- The Board approved contracting with Intera, Inc., for preparation of the WY 2023 GSP annual report and for providing as needed consulting services.

The next MBGSA Board meeting is scheduled for December 21 at 1:00 p.m.

Santa Paula Basin Technical Advisory Committee (TAC)

Staff continue to participate in the Santa Paula basin TAC in support of the Santa Paula Basin Judgment and in conformance with SGMA reporting requirements for adjudicated basins, as follows:

- Staff have prepared a draft version of the Santa Paula Basin Annual Report for water year and calendar year 2022.

**Agenda Item: 4.3 Monthly Water Resources Department Report and Update on
Activities of local Groundwater Sustainability Agencies (GSAs)
Information Item**

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State Water Table A Water

UWCD has purchased and received 12,150 Acre-Feet of State Water this year with an additional 8,000 AF to be delivered in December. With 100% of the State Table A water allocations available this year, United received its full allocation of 3,150 AF. The full 5,000 AF of water contracted with Casitas Municipal Water District has also been received at Lake Piru. In addition, the district also arranged a transfer agreement of 2,000 AF of water from Palmdale Water District and 2,000 AF of Santa Clarita Valley Water with an option to purchase an additional 8,000 by the end of 2023. In total United has taken delivery of the 12,150 AF of Table A water and will receive the additional 8,000 AF from SCVW in the last 2 weeks of December bringing a total delivery of Table A State water to 20,150 AF. The district is currently releasing the State Water from Lake Piru to the Freeman Diversion. Staff have been monitoring this release to determine the benefits to each of the downstream groundwater basins.



Staff Report

To: UWCD Board of Directors

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 13, 2023, meeting)

Agenda Item: 4.4 Monthly Administrative Services Department Report
Information Item

Staff Recommendation:

Receive staff report 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.
- A new vehicle was purchased for the General Manager. The 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.
 - 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.
-

4.4 Monthly Administrative Services Department Report Information Item

- 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.
































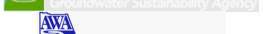












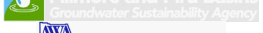














Technology Systems










- 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.
-

4.4 Monthly Administrative Services Department Report Information Item

- 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.

Boardroom Calendar of Events

DATE	ORGANIZATION	MEETING	LOCATION
January 5, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Board of Directors Meeting	Boardroom
January 17, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Meeting	Boardroom
January 19, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
January 30, 2023		ACP-HLB Grower Meeting	Boardroom
February 2, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Executive Committee	Boardroom
February 7, 2023	 <div>VCSDA</div>	VCSDA Regular Board Meeting	Travel across member locations
February 15, 2023	 <div>UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources</div>	Avocado Growers	Boardroom
February 16, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
February 21, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Meeting	Boardroom
March 2, 2012	 <div>Association of Water Agencies Ventura County</div>	AWA VC Board of Directors Meeting	Boardroom
March 9, 2023	 <div>MoundBasin GROUNDWATER SUSTAINABILITY AGENCY</div>	Mound Basin GSA Board of Directors Meeting	Offsite
March 16, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
March 21, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Meeting	Boardroom
March 23, 2023	 <div>Association of Water Agencies Ventura County</div>	Canadian Consulate Water Innovative Roadshow	Boardroom
April 4, 2023	 <div>VCSDA</div>	VCSDA Regular Board Meeting	Boardroom
April 6, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Board of Directors Meeting	Boardroom
April 20, 2023	 <div>Association of Water Agencies Ventura County</div>	Water Symposium	Boardroom
April 20, 2023	 <div>MoundBasin GROUNDWATER SUSTAINABILITY AGENCY</div>	Mound Basin GSA Board of Directors Meeting	Offsite
April 25, 2023	 <div>UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources</div>	Avocado Growers Meeting	Boardroom
April 27, 2023	 <div>CALIFORNIA WATER BOARDS San Joaquin Hills</div>	Irrigated Lands Regulatory Program Workshop	Boardroom
May 4, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Board of Directors Meeting	Boardroom
May 16, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Meeting	Boardroom
May 18, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
May 31, 2023		Cal Avocado Commission Meeting	Boardroom
June 1, 2023	 <div>Association of Water Agencies Ventura County</div>	Executive Committee Meeting	Boardroom
June 15, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
June 20, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Comm.	Boardroom
July 6, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Board of Directors Meeting	Boardroom
July 18, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Meeting	Boardroom
July 18, 2023		Avocado Irrigation Workshop in Ventura	Boardroom
July 20, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
August 31, 2023	 <div>Fillmore and Piru Basins Groundwater Sustainability Agency</div>	SPECIAL Board of Directors Meeting	Offsite
September 7, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Board of Directors Meeting	Boardroom
September 12, 2023	 <div>UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources</div>	Strawberry and Vegetable Crop meeting	Boardroom
September 12, 2023		Cal Avocado Commission Meeting	Boardroom
September 19, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Meeting	Boardroom
September 20, 2023		Farm Bureau Ventura County meeting: Regulatory Issues	Boardroom
September 25, 2023	 <div>MoundBasin GROUNDWATER SUSTAINABILITY AGENCY</div>	Mound Basin GSA Board of Directors Meeting	Offsite
September 26, 2023		Cal Avocado Commission Meeting	Boardroom
September 27, 2023	 <div>Watersheds Coalition of Ventura County</div>	WCVC General Membership Meeting	Boardroom
October 3, 2023		Cal Avocado Commission Meeting	Boardroom
October 5, 2023	 <div>Association of Water Agencies Ventura County</div>	Executive Committee Meeting	Boardroom
October 17, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues Committee meeting	Boardroom
October 19, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
October 19, 2023	 <div>Fillmore and Piru Basins Groundwater Sustainability Agency</div>	Regular Board of Directors meetings	Offsite
November 2, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA Board Meeting	Boardroom
November 6, 2023		Cal Avocado Commission Meeting	Boardroom
November 16, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC WaterWise Program	Boardroom
November 21, 2023	 <div>Association of Water Agencies Ventura County</div>	AWA VC Water Issues	Boardroom
December 7, 2023	 <div>Association of Water Agencies Ventura County</div>	Executive Committee Meeting	Boardroom
	 <div>United Water CONSERVATION DISTRICT</div>	Permitting Charrette - EBB Water Treatment Project	Boardroom
June 1, 2023	 <div>United Water CONSERVATION DISTRICT</div>	Board of Consultant Meetings (Dam Safety Improvement Collaborative Sessions)	Boardroom
November 1, 2023	 <div>United Water CONSERVATION DISTRICT</div>	Board of Consultant Meetings (Dam Safety Improvement Collaborative Sessions)	Boardroom
As Needed	 <div>United Water CONSERVATION DISTRICT</div>	Freeman Diversion Tour Presentation	Boardroom
As Needed	 <div>United Water CONSERVATION DISTRICT</div>	Brown Bag Events (Lunch and Learn)	Boardroom
July 25, 2023	 <div>United Water CONSERVATION DISTRICT</div>	Nyeland Acres meeting re: OPV Adjudication	Boardroom
August 3, 2023	 <div>United Water CONSERVATION DISTRICT</div>	4 Million Acre Feet of Water Recharge Celebration	Offsite
October 26, 2023	 <div>United Water CONSERVATION DISTRICT</div>	Water Sustainability Summit IV	Boardroom
February 1, 2023	 <div>United Water CONSERVATION DISTRICT</div>	SFD Functional Exercise	Boardroom

Overview	
 <div>Association of Water Agencies Ventura County</div>	30
	2
	2
 <div>UNIVERSITY OF CALIFORNIA Agriculture and Natural Resources</div>	3
 <div>MoundBasin GROUNDWATER SUSTAINABILITY AGENCY</div>	3
 <div>CALIFORNIA WATER BOARDS San Joaquin Hills</div>	1
	6
 <div>Fillmore and Piru Basins Groundwater Sustainability Agency</div>	2
 <div>Watersheds Coalition of Ventura County</div>	1



Staff Report

To: UWCD Board of Directors

Through: Mauricio E. Guardado Jr., General Manager

From: Maryam A. Bral, Chief Engineer
Craig A. Morgan, Engineering Manager
Robert J. Richardson, Principal Engineer
Nathan Summerville, Senior Engineer
Michel Kadah, Engineer
Adrian Quiroz, Engineer
Kaili Taniguchi, Engineer

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 4.5 Monthly Engineering Department Report
Information item

Staff Recommendation:

Receive this summary report from the Engineering Department regarding its activities for the month of November 2023.

Discussion:

1. Santa Felicia Dam Safety Improvement Project
 - Spillway Improvement Project
 - On October 31, Staff submitted 60% design technical memorandums, reports, plans, and specifications to FERC, DSOD, and the Board of Consultants (BOC) in preparation for the Santa Felicia Dam Safety Improvement Project BOC meeting No. 8.
 - A total of 28 individuals from FERC, DSOD, BOC, GEI, Black and Veatch and Staff attended the meeting in person or virtually. The meeting was held at the District headquarters on November 15 and 16. Staff provided the project status updates and GEI presented the 60% design documents to the BOC. After nearly a day of deliberation and prior to the conclusion of the two-day meeting on November 16, the BOC presented its findings and recommendations and received a number of comments and requests for clarification. The BOC will be submitting the final draft to Staff for review and comments. The final copy of the BOC report will be prepared by the BOC and submitted to FERC and DSOD by Staff.
-

- Outlet Works Improvement Project
 - On October 30, Staff prepared and submitted an updated and revised overall project schedule to FERC and DSOD. The updated and revised schedule includes the outlet works, spillway improvements and new release channel design and construction activities, with the construction start date for the new outlet works project in July 2025. The construction start date of July 2025 depends on the proposed completion of the regulatory compliance, permitting and consultations in the calendar year 2024.
 - Staff continued to schedule coordination meetings with GEI, Catalyst and Stantec to discuss various engineering and environmental topics as part of preparation of the revised Biological Assessment (BA) that is due to FERC in late December.
 - Staff commented on the revised Drilling Program Plan (DPP) that includes geotechnical field investigations along the proposed alignment of the new release channel to inform the release channel design. DPP approval by FERC is required prior to field work begins.
 - Staff received DSOD comments on the new intake facility slope stability modeling results and seismic load values included in the 60% design reports prepared by GEI. Staff and GEI met with DSOD in November to discuss DSOD's comments.
 - Staff met with GEI to discuss the proposed modifications to the final design plans and specifications that have resulted in an amendment to GEI's existing contract to complete the final design of the outlet works. Modifications are required to (1) optimize flow releases from the lake during future dry periods, (2) implement and respond to the Project Construction Manager, Black & Veatch's (BV) review comments on the constructability report and design plans in order to reduce risk and minimize change orders and cost overrun during construction, and (3) additional efforts required from GEI to complete a design Potential Failure Mode Analysis (PFMA) required by FERC prior to construction.
 - Staff participated in several meetings with BV to discuss the design PFMA meeting, and expectations during construction and construction bid strategies. The Design PFMA meeting is scheduled to be held at the District Headquarters on January 22-25, 2024. The 90% outlet works, and 60% spillway improvements designs will be discussed at this four-day meeting.
 - FERC License Amendment Application, NEPA Documentation and the Endangered Species Act Section 7 Consultation
 - Please see the monthly Environmental Services Department staff report for updates on the Project's environmental compliance and permitting process.
-

X.X Monthly Engineering Department Report Information Item

- Loan and Grant Applications
 - Staff and Grant Task Force (GTF) are considering various federal grant funding programs for the new outlet works and spillway improvement projects.
 - 2. Condor Point Improvement Project
 - UWCD will utilize Gordian's Job Order Contracting service to retain a contractor for construction of the Condor Point Swim Beach. A pre-bid job walk was conducted with Gordian on October 26, 2023. Gordian submitted a work order package for this work on November 09, 2023. The deadline to construct the swim beach per FERC order is May 04, 2024.
 - 3. Freeman Diversion Expansion
 - Staff, consultants, special advisors, NMFS, CDFW and Wishtoyo participated in bi-weekly Operational Work Group meetings. At the completion of the meetings, the agencies requested and received a Gantt Chart outlining the critical dates required for completing the 60% Engineering Design and submittal of the MSHCP.
 - Staff delivered a draft outline of the operational plan to NMFS and CDFW.
 - 4. Iron and Manganese Treatment Facility
 - Meetings:
 - Weekly coordination meetings between Staff and HDR.
 - GSE has submitted approximately 385 out of a total of 410 submittal packages anticipated for the project (many remaining submittals relate to project close-out). HDR and KJ have provided responses on approximately 375 submittal packages including a requirement to comply with the Buy American Act (BAA).
 - GSE has submitted approximately 147 RFIs to date. HDR, KJ and the District have been providing responses and 3 RFIs are currently open.
 - Forty-One (41) Change Orders (COs) have been fully executed to date amounting to a net total of \$1,470,222.18. This represents approximately 15.7% of the original contract amount (\$9,342,900). Four (4) of these COs amounting to \$662,910.19 or 7.1% of the original contract amount are directly related to compliance with the BAA which is a federal grant requirement (the project was not originally bid with this requirement in place) and \$807,311.99 or 8.6% of the original contract amount is related to all other COs that have resulted in additions or modifications to the original scope of work.
 - GSE in collaboration with the designer, KJ, continued working on resolving an issue with the operation of the air scour system. GSE is scheduled to be on site on November 28 and 29, 2023, to make a modification to the filter vessels air vacuum and air release valves that could potentially resolve this air scour system issue.
 - GSE's work in this reporting period included the following:
 - Punchlist Items
 - Air Scour System Troubleshooting
-

X.X Monthly Engineering Department Report Information Item

- Asphalt Berm Construction
 - The facility startup and testing activities will continue in the next three months to comply with the Division of Drinking Water (DDW) requirements for demonstrating full treatment efficacy.
5. PTP Metering Improvement Project
- Total number of meters installed: 48 of 60 or 80% complete (+2 meters).
 - Additional five (5) meter installations are planned by late-2023 (Turnout Nos. 102, 114, 132, 134, 161).
 - Easement acquisition completion: 33 of 40 obtained or 82.5% complete.
6. PTP Recycled Water Connection – Laguna Road Pipeline Project
- No updates to report.
7. Rice Avenue Grade Separation Project and Impact on PTP
- On October 12, the Chief Engineer and the Engineering Manager provided two individual declarations to the Counsel regarding a motion for order to possess filed by CalTrans against Pegh Investments, LLC (Pegh) and other private companies and public agencies including United in the Ventura County. United holds easement deeds on the property owned by Pegh. The court hearing is scheduled for December 6, 2023.
8. State Water Project (SWP) Interconnection Pipeline Project
- Staff have started the review of the 90% project plans, specifications and cost estimates. The comments are due to the City by December 4, 2023.
9. Freeman Conveyance System Upgrade - Freeman to Ferro
- Authority for the General Manager to execute a contract for up to \$350,000 with HDR Engineering, Inc. for final design, permitting support, and bid support for the connection between Noble and Ferro is pending Board approval. Preparation of permit plans for submission to Caltrans would begin immediately after completion of the Final Preliminary Design Report, which is expected in late December.
 - Execution of a resolution for a Notice of Exemption under CEQA is pending Board approval for both the replacement of the Three Barrel Culvert and for the replacement of the Inverted Siphon. The projects have independent utility and are being considered individually with separate permitting and construction schedules.
10. Extraction Barrier and Brackish Water Treatment Project
- Agreements:
 - New Monitoring Wells: An amendment is needed to an existing license agreement that covers access, maintenance, operation, and data collection for existing monitoring wells (22, A1, A-2, CM-1, CM-2, CM-1A, CM-6 and Q2).
-

- The amendment will include new monitoring wells (EM-1 through 5) planned for installation in 2024. Minor adjustments to the site locations have been requested by the Navy and are currently under review by District staff. This amendment is pending site approval by the Navy which is expected to be done by late-2023.
- The Memorandum of Agreement (MOA) between UWCD and the Navy that develop roles and responsibilities for the Phase 1 project was fully executed on November 9, 2023. A brief overview of the MOA will be presented to the Board of Directors as an informational item at the December 2023 meeting.
 - The draft Letter of Request (LOR) initiating the Navy's real estate process for an outgrant easement for the Phase 1 project is currently in review by the Navy.
- Grants:
 - The District is currently working with the State Water Resources Control Board (SWRCB) Division of Financial Assistance (DFA) staff in development of a grant agreement for the \$8,449,062 Groundwater Grant Program (GWGP) grant that was approved on March 6, 2023, for the Phase 1 project. Execution of the grant agreement is anticipated by December 2023.
 - Upon request by the SWRCB DFA, District staff provided a presentation of the project at the November 16th Board Meeting.
 - Meetings:
 - Held weekly internal meetings between Engineering, Environmental, and Water Resources staff to discuss progress on agreements with the Navy (MOA, Outgrant Easement), grants (SGM, GWGP), CEQA/NEPA documentation preparation, permitting agency engagement, discharge, and pipeline alternatives evaluation, well site suitability analysis, coastal water quality sampling and groundwater flow modeling.
 - Held monthly NEPA/CEQA "Drumbeat" meetings with District, ESA Consultants and Navy NEPA staff and Subject Matter Experts (SMEs).
 - District staff held two progress meetings with the Phase 1 project design team, KJ.
 - District staff held four progress meetings with the Phase 1 project CEQA and permitting team, ESA Consultants.
 - Held one monthly progress meeting with Navy staff.
 - Design:
 - The Well Site Suitability TM is currently under development and will include an evaluation of well construction and development options.
 - Kennedy/Jenks Consultants (K/J) has proposed an equipment pre-procurement approach for long-lead time procurements to meet the GWGP grant requirement of construction completion by February 2026. K/J and District Staff are currently developing a plan including completing a list of equipment and further developing the basis of design.
-

X.X Monthly Engineering Department Report Information Item

- CEQA/NEPA/Permits:
 - Please see the Monthly Environmental Services Department Report for updates on the Project's environmental compliance and permitting process.
- Geotech/Hydrogeology:
 - District Staff has successfully negotiated a scope of work and fee with Earth Systems and will be working towards executing a Professional Services Agreement with geotechnical exploration activities starting in early 2024.

11. Asset Management/ CMMS System

- No updates to report.

12. OH Water Well No.20

- No updates to report.

13. OH Well 14 Energy Efficiency Upgrade

- A request for proposals was sent to six firms on November 3. The firms were pre-selected based on the statement of qualifications received during United's On-Call process. The scope will include preliminary and final design activities to replace the existing 12 inch well discharge pipe with an 18 inch well discharge pipe. Proposals are due December 1st. Staff conducted a pre-proposal meeting on November 17 with perspective firms. Two firms attended.

14. Other Topics, Meetings and Training

- November 16 - Craig Morgan, Robert Richardson, and Nathan Summerville attended the AWA / CCWUC Waterwise meeting titled "The Three Big Water Agencies General Manager Update".



Staff Report

To: UWCD Board of Directors

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

cc: Dr. Maryam Bral, Chief Engineer

From: Marissa Caringella, Environmental Services Manager

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 4.6 **Monthly Environmental Services Department Report**
Information Item

Staff Recommendation:

The Board of Directors will receive this summary report from the Environmental Services Department regarding its activities for the month of November 2023.

Discussion:

1. Santa Felicia Project Operations and Federal Energy Regulatory Commission (FERC) License Support

- Water Release Plan and Water Release and Ramping Rate Implementation Plan

Under the Water Release Plan and FERC license for the Santa Felicia Project, United Water Conservation District (United) is required to make certain water releases from the Santa Felicia Dam for steelhead habitat and migration, when specific triggers are met. Triggers for habitat water releases are based on cumulative rainfall within the water year. Beginning each October 1, at the start of the water year, United shall release a minimum flow of seven cubic feet per second (cfs) into Piru Creek below Santa Felicia Dam. The minimum required habitat water release starting October 1 through January 1 is seven cfs.

- Santa Felicia Fish Passage Pre-Implementation Studies

On November 7, 2023, Environmental Services staff (ES) hosted a meeting for a portion of the Santa Felicia Fish Passage Science and Technology Panel (FPSTP), as a follow-up to the October 4, 2023, FPSTP meeting. The meeting was attended by staff from U.S. Fish and Wildlife Service, National Marine Fisheries Service (NMFS), California

4.6 Monthly Environmental Services Department Report Information Item

Department of Fish and Wildlife (CDFW), and Cramer Fish Sciences (CFS). CFS and ES presented fish trapping protocols and field study plans for the 2023–24 trapping season.

The reinstallation of instream monitoring equipment (PIT antennas and fish traps) that was lost or damaged by the January 2023 storm flows is anticipated to begin on November 27, 2023, and be completed by December 4, 2023. With CFS support, United plans to maintain and operate two PIT antenna arrays and two fish traps (fyke trap and rotary screw trap, as conditions allow) from December through May 2024 to collect data for the middle Piru Creek pre-implementation study.

On November 21, 2023, ES filed a status update with FERC detailing the recent FPSTP meetings and field study activities.

- Santa Felicia Dam Safety Improvement Project (SFDSIP)

On October 31, 2023, United filed a response to comment letter with FERC regarding NMFS' September 14, 2023, comment letter. United's response letter disagreed with NMFS' representation of the SFDSIP, their conclusions regarding effects of the SFDSIP, and the need to reinitiate consultation on the underlying hydropower facility for the Santa Felicia Project (FERC No. 2153).

On November 16, 2023, United met with FERC to discuss submittal of the revised draft Biological Assessment required to initiate Endangered Species Act Section 7 consultation with NMFS for the SFDSIP.

- Habitat Improvement Plan (HIP)

On October 31, 2023, United met with NMFS and FERC to inform new NMFS staff about the lower Piru Creek HIP development history and to discuss the current HIP draft. At the meeting, FERC requested that NMFS file their comments on the draft.

On November 20, 2023, FERC issued a letter accepting United's October 6, 2023, extension of time request to file the HIP with FERC for approval due to not receiving comments or agreement from NMFS. The draft HIP was provided to NMFS for review on May 8, 2023. NMFS' agreement is required to file the final HIP with FERC for approval.

- Vegetation and Noxious Weed Management Plan

During the week of November 13, 2023, Channel Islands Restoration (CIR) conducted annual tamarisk surveys and treatment at the Santa Felicia Dam and the Lake Piru Recreation Area in accordance with the FERC Noxious Weed and Vegetation Management Plan. Results of CIR's survey and treatment will be reported to FERC and the U.S. Forest Service Los Padres on or before March 15, 2024.

- United Water Conservation District v. FERC, Court Case in Abeyance

On September 29, 2010, the U.S. Court of Appeals granted United a motion to hold the court case “United Water Conservation District v. FERC” in abeyance and directed United to file status reports every 60 days. United filed the case to challenge the biological opinion issued by NMFS on FERC’s issuance of a license for the Santa Felicia Project. On November 23, 2023, the seventy-ninth status update was filed with the U.S. Court of Appeals for District of Columbia Circuit.

- Santa Felicia Whitewater Boating Access Plan

On November 21, 2023, United informed the local whitewater boating community of whitewater recreational opportunities on lower Piru Creek per the Santa Felicia Whitewater Boating Access Plan. The water conservation release is anticipated to provide this opportunity until December 31, 2023, or until a significant rain event occurs (whichever comes first). To make a reservation, the public must call United’s Lake Piru ranger office at least 24-hours prior to the requested launch date. United has advised that boaters exercise extreme caution as United has no control over conditions in lower Piru Creek downstream of the property line and conditions are likely poor due to overgrown vegetation.

2. Lake and Streambed Alteration (LSA) Agreement for Freeman Diversion Routine Maintenance

On November 27, 2023, United’s LSA notification for Freeman Diversion Routine Maintenance was deemed complete by CDFW, following United’s submittal of additional information on October 26, 2023. CDFW has 60 days from the complete date to issue a draft agreement.

3. Freeman Diversion Operations

During the month of November, ES supported Freeman Diversion operations and maintenance activities by conducting surveys of dewatered areas and providing on site biological monitoring.

On November 6, 2023, United temporarily ceased diversions and dewatered the Freeman Diversion facility to allow Operations and Maintenance staff to conduct end-of-season maintenance. On October 18, 2023, ES issued a notification to NMFS and CDFW and requested on-site assistance. A CDFW game warden was present on site for the November 6, 2023, operations. ES conducted surveys of all dewatered areas and rescued and relocated a total of 219 fish. No *Oncorhynchus mykiss* were observed.

4.6 Monthly Environmental Services Department Report Information Item

4. Freeman Diversion Multiple Species Habitat Conservation Plan (MSHCP)

On November 9, 2023, United staff submitted a Gantt chart to NMFS and CDFW outlining the schedule for the completion of project plans and documents through the February 9, 2024, submittal deadline. On November 17, 2023, staff submitted the operations plan outline to NMFS and CDFW describing the proposed operations associated with diversions, bypass flows, flushing, and desanding, which is the foundation of the draft Environmental Impact Report, the MSHCP, and regulatory applications currently in development. Both the Gantt chart and operations plan outline submittals were in accordance with the November 3, 2023, Joint Stipulation in the *Wishtoyo et al. v. United* case.

5. Quagga Mussel Management

Throughout the month of November, ES continued conducting all quagga mussel monitoring activities on Lake Piru, lower Piru Creek, and the spillway pool in accordance with the Quagga Mussel Monitoring and Control Plan.

Beginning November 13, 2023, ES returned to biweekly quagga mussel veliger (larva) sampling of United's lower system after four weeks of no detections. United staff continues to meet regularly with Pleasant Valley County Water District and coordinate internally to plan and prepare for future control actions if needed.

6. Capital Improvement Projects

ES supported the Engineering Department by completing two California Environmental Quality Act (CEQA) Notice of Exemptions (NOE) for the Inverted Siphon Replacement Project and the Three Barrel Culvert Replacement Project. The Projects are categorically exempt pursuant to State CEQA Guidelines Section 15301 (Existing Facilities) and Section 15302 (Replacement or Reconstruction). If approved by the Board, the NOEs will be filed with the Ventura County Clerk.

7. Miscellaneous

- On November 7, 2023, Scott Lewis and Mike Gibson of Casitas Municipal Water District provided a tour of the Robles Diversion Facility to ES.



Staff Report

To: UWCD Board of Directors

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 13, 2023, meeting)

Agenda Item: 5.1 **Resolution 2023-16** Request the United Water Conservation District Board of Directors to Approve the Proposed Changes to the Financial Policies
Motion

Staff Recommendation:

Adopt Resolution 2023-16 approving the following proposed changes to the financial policies listed below as set forth in the attached redlines:

- 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 202~~32~~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, 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.

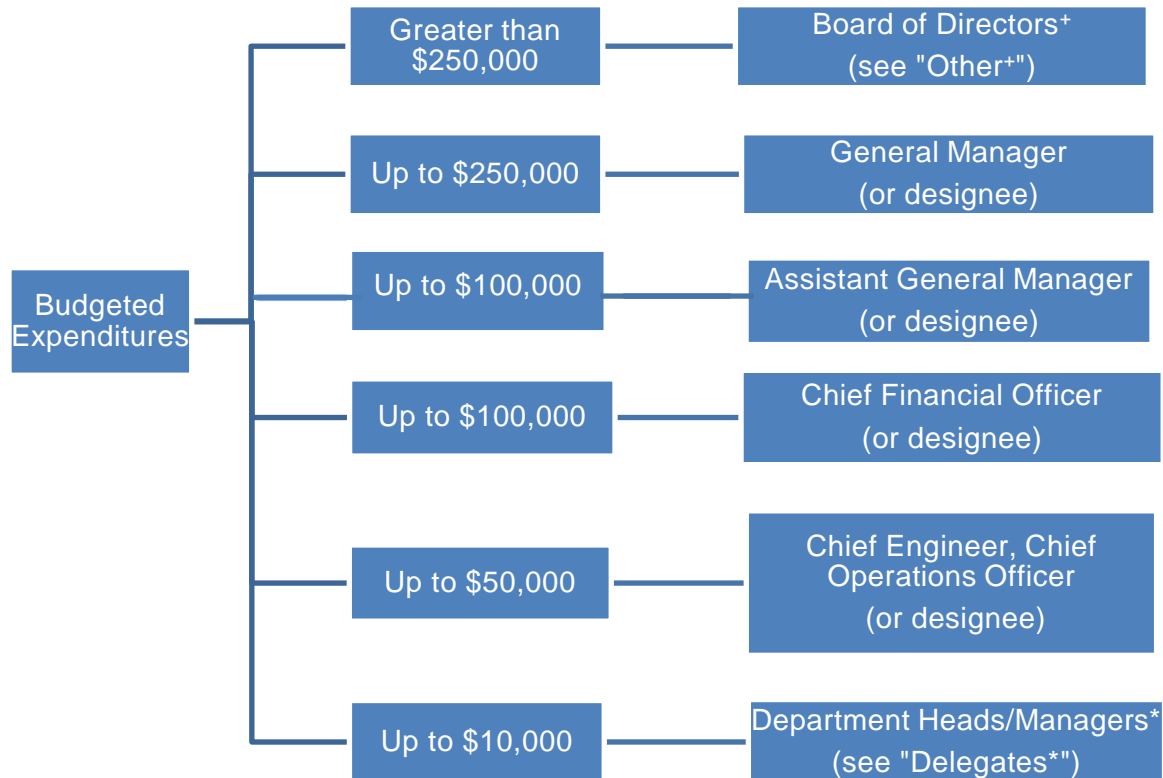
PURCHASING AUTHORITY

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 Board of Directors

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

From: Anthony A. Emmert, Assistant General Manager

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

Agenda Item: 5.2 **Waive Fees Associated with the November 2023 Operation of the Saticoy Wellfield During Recent Pause in Surface Water Deliveries**
Motion

Staff Recommendation:

Approve 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 to 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.

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.

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

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



Staff Report

To: UWCD Board of Directors

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

From: Brian H. Zahn, Chief Financial Officer

Date: November 17, 2023 (December 13, 2023, meeting)

Agenda Item: 5.3 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
Motion

Staff Recommendation:

Approve 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
-

5.3 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
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 Board of Directors

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

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

Date: November 29, 2023 (December 13, 2023, meeting)

Agenda Item: 5.4 Request Board Approval to Increase the Hourly Rate from \$425 per hour to \$475 per hour for District's Special Counsel
Motion

Staff Recommendation:

Approve 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 Board of Directors

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

From: Brian H. Zahn, Chief Financial Officer

Date: November 17, 2023 (December 13, 2023, meeting)

Agenda Item: 5.5 Approval to Amendment of 2021-2 to 2022-2 Groundwater Production Statements for Well# 02N22W16K01S – Saticoy Lemon Association #1 Motion

Staff Recommendation:

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 Board of Directors

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

From: Clayton Strahan, Chief Operations Officer
Brian H. Zahn, Chief Financial Officer

Date: November 20, 2023 (December 6, 2023, Meeting)

Agenda Item: 5.6 District Vehicle Procurement
Motion

Staff Recommendation:

Approve procurement of a new vehicle to be used by Chief Operations Officer and authorize the General Manager to execute a purchase order in the amount of up to \$60,000 for this vehicle and its supporting equipment pursuant to the district's procurement policy.

Background:

As the operations at Lake Piru have increased in scope, so has the size of the full-time staff. With the increase in staff associated with the park ranger team, there is an increased need for the appropriate number of emergency response vehicles necessary to perform public safety functions at Lake Piru. As part of the Fiscal Year 2023-2024 budget, the Board approved a capital purchase for a new vehicle. The intent is the purchase of this vehicle will allow the Chief Operations Officer patrol vehicle to be placed into patrol rotation and allow for the purchase of a more economical, appropriate, and fuel-efficient vehicle. If approved, the new vehicle will be utilized by the Chief Operations Officer position, while increasing the patrol fleet size at Lake Piru. This would ensure a greater presence and response within the park. With the increased volume of driving conducted by the Chief Operating Officer position through the District's service area and the increase in the frequency for tours and passenger related activities, the decision has been made to purchase a sedan, rather than the typical pickup truck often used by staff. If approved, this vehicle would be outfitted with hidden "visor bar" light bar so that in emergencies the vehicle could still be used to respond to emergencies, if necessary, without giving the appearance of the vehicle being an emergency response vehicle. The vehicle would also not be badged and would simply be unmarked like all other District vehicles.

5.6 District Vehicle Procurement Motion

Fiscal Impact:

The total procurement cost requested is \$60,000. This is a budgeted item that is included in the Fiscal Year 2023-24 budget. The budgeted request includes the purchase of the vehicle and the purchase and installation of the necessary supporting equipment such as radios. It should be noted that while this is a budgeted item, pursuant to financial policies, Board approval is necessary for the procurement of all vehicles even when budgeted.



Staff Report

To: UWCD Board of Directors

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

From: Clayton Strahan, Chief Operating Officer
Maryam Bral, Chief Engineer
Brian Zahn, Chief Financial Officer

Date: November 21, 2023 (December 13, 2023, meeting)

Agenda Item: 5.7 Authorize the General Manager to Execute a Contract with Bellingham Marine Industries, Inc. for the Lake Piru Recreation Area Marina Replacement Project
Motion

Staff Recommendation:

Approve the General Manager the authority to execute an agreement with Bellingham Marine Industries, Inc. (BMI). The supplemental appropriation from the Replacement, Capital Improvement and Environmental Projects reserve account in the amount of \$1,196,119, would be used to fund the contract, once the District is reimbursed from FEMA and CalOES, the funds will then be returned to the reserve account.

Discussion:

The 2023 winter storms damaged the existing marina at the Lake Piru Recreation Area. SDRMA has inspected the marina and deemed that an in-kind replacement of the existing marina is warranted. As a result, staff circulated an RFP, to multiple dock building contractors, for the design and construction of a marina that mimics the existing marina and be built to the current standards. A sole proposal was received in the amount of \$1,636,701 from BMI.

BMI visited Lake Piru and worked with staff to produce a comprehensive proposal that outlines their plan for an in-kind replacement of the existing marina.

SDRMA placed a \$854,000 value on the existing marina, for which the District has a \$500,000 deductible, so the check received from SDRMA was \$354,000.

Of the remaining \$1,282,701 in costs, the District will receive a 75% reimbursement from FEMA and an 18.25% reimbursement from CalOES, in addition to the SDRMA funds for a combined total of \$1,550,119. This leaves \$86,582 to be funded by the District.

Staff are requesting the Committee consider recommending the award of a contract with Bellingham Marine Industries, Inc. to the full Board and authorizing the General Manager to execute said contract.

5.7 Lake Piru Recreation Area Marina Replacement Project Board Motion

Fiscal Impact:

After deducting the \$354,000 SDRMA funds from the contract price of \$1,636,701, FEMA and CalOES will reimburse the District 93.25% of the balance or \$1,196,119. The fiscal impact for the District is \$86,582. This will be accounted for using 050-200-52290 (professional services – other).

Staff Report

To: UWCD Board of Directors

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

From: Dr. Maryam Bral, Chief Engineer
Michel Kadah, Engineer

cc: Brian Zahn, Chief Financial Officer

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 5.8 Approve Contract Amendment to the Professional Consulting Services Agreement with GEI Consultants, Inc. for the Development of the Final Design Phase of the Santa Felicia Dam Outlet Works Improvement Project (CIP 8002), Approval of a Supplemental Appropriation to Cover Fees Associated with the Amendment, and Approval to Fund the Supplemental Appropriation Using the EPA WIFIA Loan
Motion

Staff Recommendation:

Authorize the General Manager to execute an amendment to the professional consulting services agreement with GEI Consultants, Inc. (GEI) in the amount of \$1,158,211.00 (including 4.73% of total fee allocated to optional tasks and 17.3% contingency) to continue the development of the final design phase of the Santa Felicia Dam Outlet Works Improvement Project (Project), approval of a supplemental appropriation and approval of fund transfer using the EPA Water Infrastructure Finance Innovation Act (WIFIA) low-interest loan to support the supplemental appropriation.

Background:

The Santa Felicia Dam existing outlet works system needs to be replaced due to concerns related to seismic stability of the intake tower and water conveyance conduit through the dam and the ongoing reservoir siltation that could potentially obstruct operation of the outlet works in the near future. The new outlet works facility includes an Intake control facility (ICF), consisting of a sloping intake facility in the reservoir and fish screens, two water conveyance conduits in a Tunnel through the east abutment, a Downstream Control Facility (DCF), a hydropower facility consisting of a small cross-flow turbine located within the DCF, and an access road connecting the ICF to DCF.

GEI was retained to develop the design of the Project in multiple phases (i.e., 10%, 30%, 60%, 90%, 100%). The latest design phase (i.e., 90% design) was substantially

**Agenda Item: 5.8 Authorize Approval of a Contract Amendment to the Professional Consulting Services Agreement with GEI Consultants, Inc. for the Development of the Final Design Phase of the Santa Felicia Dam Outlet Works Improvement Project (CIP 8002), Approval of a Supplemental Appropriation to cover Fees associated with the Amendment and Approval to Fund the Supplemental Appropriation using the EPA WIFIA Loan
Motion**

completed in May 2023 and the design documents were presented to the Board of Consultants (BOC), the Federal Energy Regulatory Commission (FERC), and the California Department of Water Resources Division of Safety of Dams (DSOD) at the BOC meeting No. 7 on June 20-21, 2023. In order to prevent delays in advancing the design to the final phase, United entered into a professional services agreement with GEI on June 9, 2023.

Discussion:

The development of the final design is currently in progress. However, as the final design evolved, additional design modifications have been identified. Contract Amendment No. 1 includes the continued efforts needed to develop the requested design modifications for inclusion in the final design documents as a result of the following:

1. United's request to redesign the sloping intake, thereby increasing the number of high-flow intakes to six to allow discharges from Lake Piru Reservoir during anticipated future extended drought periods when reservoir levels are low. Lowering high-flow intakes (No. 2, 3, and 4) is required to allow up to 500 cubic feet per second (cfs) cfs discharge, thus enabling increased operational flexibility of the new outlet works system. The additional two intakes (No. 5 and 6) will be designed to be operational in the future should reservoir siltation make the lowermost intakes inoperable.
2. The BOC's recommended design modifications and additional analysis discussed at the BOC meeting No. 7 on June 21, 2023 and documented in the BOC Final Report and other associated documents. These modifications are not included in the June 9, 2023 GEI agreement.
3. Recommendations for developing design details, and considerations for construction re-sequencing opportunities and alternative means and methods requested by Black and Veatch (BV) (Project construction manager) following the review of the constructability evaluation report prepared by GEI. Inclusion of these recommendations in the final design could reduce the potential for contractor claims during construction and result in a more cost-effective construction contract.
4. FERC's request for performing a design Potential Failure Mode Analysis (PFMA) in accordance with FERC guidelines. The design PFMA covering the design of both the outlet works improvement and spillway improvement projects will be performed during a four-day workshop from January 22 through 25, 2024, prior to

**Agenda Item: 5.8 Authorize Approval of a Contract Amendment to the Professional Consulting Services Agreement with GEI Consultants, Inc. for the Development of the Final Design Phase of the Santa Felicia Dam Outlet Works Improvement Project (CIP 8002), Approval of a Supplemental Appropriation to cover Fees associated with the Amendment and Approval to Fund the Supplemental Appropriation using the EPA WIFIA Loan
Motion**

the final design phase completion. GEI's subject matter experts will attend the workshop and GEI will provide support to finalize the PFMA report post-PFMA workshop. The report will be submitted to FERC for review and approval prior to the commencement of construction.

5. Additional analysis to support the environmental documents (i.e., draft biological assessment and environmental assessment documents) required for completion of the Endangered Species Act Section 7 consultation with the National Marine Fisheries Service (NMFS), other State and Federal agencies, as well as NEPA documentation for review and approval by FERC as the lead agency.

Additionally, Contract Amendment No.1 will extend the contract term to December 31, 2024 in accordance to the revised overall project schedule that was submitted to FERC by October 31, 2023. The revised schedule includes the Project construction start date as July 2025. The proposed amendment would increase the contract by \$1,158,211 and result in a total revised not-to-exceed contract amount of \$2,026,191.

Staff recommends execution of Contract Amendment No. 1, which is included in Attachment A. A copy of the proposed Contract Amendment No. 1 detailing GEI's scope of work and a breakdown of the associated proposed fee, is included in Attachment A as Exhibits A and B.

Mission Goal:

Meets Mission-Related Goal C, Regulatory and Environmental Compliance – Ensure long-term sustainability of all water sources within the District while complying with all regulations, Goal B, System Reliability – Ensure that the District's existing and planned water supply, conveyance, and recharge systems meet regional needs, including emergency response and Goal A, Water Supply - Ensure long-term water supply for all users.

Fiscal Impact:

There is currently no sufficient fund available in the Fiscal Year 2023/24 budget (CIP 8002, Account No. 051-400-81080-8002-815) to cover the proposed Contract Amendment No. 1 in the amount of \$1,158,211.00. A supplemental appropriation is required to cover the proposed fee. The EPA WIFIA low-interest loan in the amount of \$13.5M designated to the Santa Felicia Dam Safety Improvement Project is available to fund the supplemental appropriation. Transferring funds from the EPA WIFIA loan to CIP

**Agenda Item: 5.8 Authorize Approval of a Contract Amendment to the Professional Consulting Services Agreement with GEI Consultants, Inc. for the Development of the Final Design Phase of the Santa Felicia Dam Outlet Works Improvement Project (CIP 8002), Approval of a Supplemental Appropriation to cover Fees associated with the Amendment and Approval to Fund the Supplemental Appropriation using the EPA WIFIA Loan
Motion**

8002, Account No. 051-400-81080-8002-815 will cover the proposed Amendment No. 1 fee.

Attachment:

Attachment A - Amendment No. 1 to the Professional Consulting Services Agreement with GEI Consultants Inc. for the Final Design of the Santa Felicia Dam Outlet Works Improvement Project.

AMENDMENT NO. 1
TO THE PROFESSIONAL CONSULTING SERVICES AGREEMENT

The Professional Service Agreement (hereinafter referred to as “Agreement”) for the purpose of providing professional design consultation services in connection with the **Development of Final Design Documents, Prepare Final Bid Documents, and Support Bid Phase of the Santa Felicia Dam Outlet Works Improvement Project (Project)**, made effective on **June 9, 2023** by and between the **United Water Conservation District (hereinafter “UNITED”)** and **GEI Consultants, Inc., (hereinafter “CONSULTANT”)** is hereby amended as follows:

SCOPE OF SERVICES

This Amendment (Amendment No. 1) dated **November 22, 2023** hereby provides for additional services generally described as Supplemental Design services as set forth in Exhibit “A”. CONSULTANT shall perform such services in addition to the scope of services as set forth in the Agreement.

CONTRACT TERM

Amendment No. 1 changes the term of the Agreement currently set to expire on July 15, 2024 to **December 31, 2024**.

COMPENSATION

The maximum not-to-exceed amount for the additional services authorized by Amendment No. 1 is **one million one hundred fifty-eight thousand and two hundred eleven dollars (\$1,158,211)**. Therefore, the maximum not-to-exceed amount of total charges for services authorized by the Agreement and Amendment No. 1 is \$2,026,191 as follows:

<u>Item</u>	<u>Amount (Not-To-Exceed)</u>
Original Agreement	\$867,980
Amendment No. 1 (incl. 4.7% of total fee for optional tasks and 17.3% contingency)	\$1,158,211
Total	\$2,026,191

CONSULTANT shall complete those tasks specified in the Agreement and this amendment and provide all services shown on Exhibit “A” within this maximum not-to-exceed authorization. A detailed schedule of charges is provided in Exhibit “B.”

The conditions of the original Agreement dated June 9, 2023 shall remain enforce except as amended herein.

UNITED WATER CONSERVATION DISTRICT

By _____
Mauricio E. Guardado, Jr., General Manager

GEI CONSULTANTS, INC.

By _____
Tom Keller, Vice President

AMENDMENT NO. 1

TO THE PROFESSIONAL CONSULTING SERVICES AGREEMENT

EXHIBIT “A” – ADDITIONAL SERVICES

AMENDMENT NO. 1

TO THE PROFESSIONAL CONSULTING SERVICES AGREEMENT

EXHIBIT “B” – ADDITIONAL SERVICES



Staff Report

To: UWCD Board of Directors

Through: Mauricio E. Guardado, Jr., General
Manager Maryam Bral, Chief Engineer
Craig Morgan, Engineering Manager

From: Hannah Garcia-Wickstrum, Environmental Scientist

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 5.9 Approve Resolution No. 2023-17 Determining the Three Barrel Culvert Replacement Project is Exempt from the Provisions of the California Environmental Quality Act and Approve the Project Motion

Staff Recommendation:

Approve Resolution No. 2023-17 determining that the Three Barrel Culvert Replacement Project (Project) is exempt from the provisions of the California Environmental Quality Act ("CEQA") and approving the Project, and direct staff to file the Notice of Exemption in accordance with CEQA.

Discussion:

The District is the lead agency for the proposed Project under CEQA. The proposed Project consists of replacing an existing three barrel culvert structure with a cast-in-place 14'x7' double box culvert structure within the Main Canal downstream of the desilting basin near the District's Saticoy maintenance yard. The proposed Project involves negligible or no expansion of existing or former use and negligible or no expansion of capacity.

The Project is categorically exempt from review under CEQA pursuant to State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.) Section 15301 "Existing Facilities" (Class 1) and Section 15302 "Replacement or Reconstruction" (Class 2). The District has reviewed the proposed Project and has determined that none of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

Mission Goal:

Meets mission-related Goal B (System Reliability) and Goal C (Regulatory & Environmental Compliance).

Agenda Item 5.9 Approve Resolution No. 2023-17 Determining the Three Barrel Culvert Replacement Project is Exempt from the Provisions of the California Environmental Quality Act and Approve the Project Motion

Fiscal Impact:

The County Clerk and Recorder's Office filing fee for the CEQA NOE is \$50.00 which is included in the Adopted Fiscal Year 2023-24 Budget under project account 051-400-81020; 8018-815.

Attachment A – Resolution No. 2023-1

Attachment B – Notice of Exemption

RESOLUTION
NO. 2023-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE UNITED WATER CONSERVATION DISTRICT DETERMINING THAT THE THREE BARREL CULVERT REPLACEMENT PROJECT (“PROJECT”) IS EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND APPROVING THE PROJECT

WHEREAS, pursuant to the proposed Project the United Water Conservation District (“District”) intends to replace the three-barrel culvert structure with a cast-in-place 14’x7’ double box culvert structure within the Main Canal near the District’s Saticoy maintenance yard; and

WHEREAS, the proposed Project will provide improved drainage, remove a restriction within the canal system, and replace an aging culvert; and

WHEREAS, the proposed Project will be performed upstream of the District’s Saticoy maintenance yard and involves negligible or no expansion of existing or former use and negligible or no expansion of capacity; and

WHEREAS, the District has reviewed the provisions of the California Environmental Quality Act (“CEQA”) (Pub. Resources Code, § 21000 et seq.) and the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.); and

WHEREAS, the CEQA Guidelines Section 15301 (Class 1 Existing Facilities) categorical exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage or other public utility services if the project involves negligible or no expansion of existing or former use; and

WHEREAS, the CEQA Guidelines Section 15302 (Class 2 Replacement or Reconstruction) categorical exemption applies to the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including, but not limited to, the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity; and

WHEREAS, the District has reviewed the proposed Project and has determined that it is categorically exempt from the provisions of CEQA pursuant to CEQA Guidelines Section 15301 (Class 1 Existing Facilities) and Section 15302 (Class 2 Replacement or Reconstruction); and

WHEREAS, the District has reviewed the proposed Project and has determined that none of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UNITED WATER CONSERVATION DISTRICT AS FOLLOWS:

1. The District's Board of Directors hereby finds and determines that the proposed Project is exempt from the provisions of CEQA. Specifically, the Board of Directors finds and determines that the proposed Project is categorically exempt pursuant to the Class 1 Existing Facilities and Class 2 Replacement or Reconstruction exemptions (CEQA Guidelines § 15301 and § 15302, respectively).

2. The District's Board of Directors hereby finds and determines that none of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

3. The District's Board of Directors hereby approves the proposed Project and authorizes its implementation when deemed appropriate by the General Manager.

4. The Board hereby authorizes and directs the District's Environmental Services Manager to file a Notice of Exemption for the Project in accordance with CEQA.

5. The foregoing recitals are true and correct and incorporated herein as if fully set forth.

PASSED, APPROVED AND ADOPTED this 13th day of December 2023.

ATTEST:_____

Bruce E. Dandy, Board President

ATTEST:_____

Lynn E. Maulhardt, Board Secretary/Treasurer

NOTICE OF EXEMPTION

To:
Ventura County Clerk
800 South Victoria Ave.
Ventura, CA 93009

From:
United Water Conservation District
1701 North Lombard Street, Suite 200
Oxnard, CA 93030

Project Title: Three Barrel Culvert Replacement Project (Project)

Project Location: The address for Project site entry is 2641 West Los Angeles Avenue, Oxnard, CA 93030. The Project will be completed downstream of the Vern Freeman Diversion Facility near the unincorporated community of Saticoy in Ventura County, California. The Assessor Parcel Numbers are 090019006 (primary), 109001003, 090019008, 109001019, 090019007, and 109039024.

Name of Public Agency Approving Project (Lead Agency): United Water Conservation District

Name of Person or Agency Carrying Out Project: United Water Conservation District

Project Description: United Water Conservation District (United) proposes to replace an existing triple barrel culvert structure in the Main Canal with a cast-in-place 14'x7' double box culvert structure (Figure 1). The Main Canal is a controlled engineered system that conveys diverted flows from the Freeman Diversion to the downstream groundwater recharge basins. The Project is located upstream of United's Saticoy maintenance yard and crosses the existing Santa Clara River Levee, which is owned and operated by the Ventura County Watershed Protection District. The Project would involve removing the current three barrel culvert structure, constructing cast-in-place culvert and wingwall structures, installing slide gates, reconstructing the crossing drainage facility, installing rock slope protection, backfilling filling, and restoring the disturbed roads. A temporary bypass system may also be constructed to allow diversion operations to continue during construction. The temporary bypass system would likely consist of diesel pumps, HDPE piping, and in-channel flow stops. The Project requires grading 0.6-acre and a 0.25-acre contractor staging area. Construction activities will occur within United's existing civil infrastructure and access roads. The goal of the Project is to provide improved drainage, remove a restriction in the canal system, and replace an aging culvert. The Project involves the replacement or reconstruction of existing publicly-owned utility systems and/or facilities with negligible or no expansion of existing or former use and negligible or no expansion of capacity.

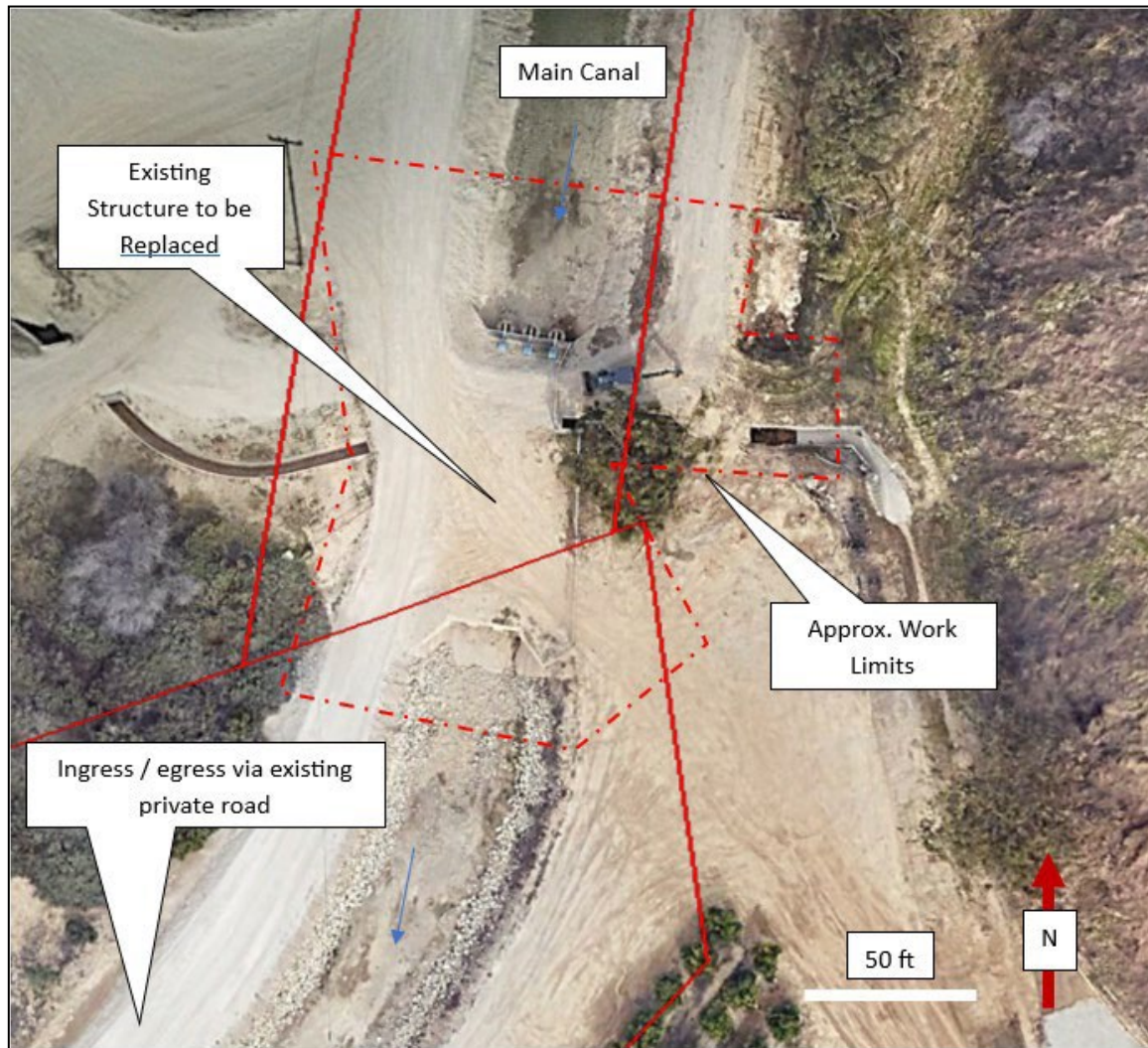


Figure 1. Three Barrel Culvert Replacement Project location.

Exempt Status:

- ☐ Ministerial (Sec. 21080(b)(1); 15268)
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a))
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
☒ Categorical Exemptions: Class 1, Guidelines § 15301 – Existing Facilities; Class 2, Guidelines § 15302 – Replacement or Reconstruction
☐ Statutory Exemption
-

Reasons Why Project is Exempt:

The Project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.) Section 15301 *Existing Facilities* (Class 1) and Section 15302 *Replacement or Reconstruction* (Class 2).

The Section 15301 *Existing Facilities* exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage or other public utility services if the project involves negligible or no expansion of existing or former use.

The Section 15302 *Replacement or Reconstruction* exemption applies to the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including, but not limited to, the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.

None of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

Lead Agency Contact Person: Maryam Bral, Chief Engineer
Telephone: 805-525-4431
Email: MaryamB@unitedwater.org

Marissa Caringella
Environmental Services Manager
United Water Conservation District

Date

Date OPR received for filing: _____



Staff Report

To: UWCD Board of Directors

Through: Mauricio E. Guardado, Jr., General
Manager Maryam Bral, Chief Engineer
Craig Morgan, Engineering Manager

From: Hannah Garcia-Wickstrum, Environmental Scientist

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 5.10 Approve Resolution No. 2023-18 Determining the Inverted Siphon Replacement Project is Exempt from the Provisions of the California Environmental Quality Act and Approve the Project
Motion

Staff Recommendation:

Approve Resolution No. 2023-18, determining that the Inverted Siphon Replacement Project ("Project") is exempt from the provisions of the California Environmental Quality Act ("CEQA") and approving the Project, and directing staff to file the Notice of Exemption in accordance with CEQA.

Discussion:

The District is the lead agency for the proposed Project under CEQA. The proposed Project consists of replacing an inverted siphon culvert structure by constructing a precast bridge culvert structure within the Main Canal near the District's Saticoy maintenance yard. The proposed Project involves negligible or no expansion of existing or former use and negligible or no expansion of capacity.

The Project is categorically exempt from review under CEQA pursuant to State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.) Section 15301 "Existing Facilities" (Class 1) and Section 15302 "Replacement or Reconstruction" (Class 2). The District has reviewed the proposed Project and has determined that none of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

Mission Goal:

Meets mission-related Goal B (System Reliability) and Goal C (Regulatory & Environmental Compliance).

**Agenda Item 5.10 Approve Resolution No. 2023-18 Determining the Inverted Siphon Replacement Project (“Project”) is Exempt from the Provisions of the California Environmental Quality Act and Approve the Project
Motion**

Fiscal Impact:

The County Clerk and Recorder’s Office filing fee for the CEQA NOE is \$50.00 which is included in the Adopted Fiscal Year 2023-24 Budget under project account 051-400-81020; 8018-815.

Attachment A – Resolution 2023-18

Attachment B – Notice of Exemption

RESOLUTION
NO. 2023-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE UNITED WATER CONSERVATION DISTRICT DETERMINING THAT THE INVERTED SIPHON REPLACEMENT PROJECT (“PROJECT”) IS EXEMPT FROM THE PROVISIONS OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND APPROVING THE PROJECT

WHEREAS, pursuant to the proposed Project the United Water Conservation District (“District”) intends to replace an inverted siphon culvert structure by constructing a precast bridge culvert structure within the Main Canal near the District’s Saticoy maintenance yard; and

WHEREAS, the proposed Project will provide improved drainage, remove a restriction within the canal system, and replace an aging culvert; and

WHEREAS, the proposed Project will be performed near the District’s Saticoy maintenance yard upstream of the Saticoy well field and recharge basins and involves negligible or no expansion of existing or former use and negligible or no expansion of capacity; and

WHEREAS, the District has reviewed the provisions of the California Environmental Quality Act (“CEQA”) (Pub. Resources Code, § 21000 et seq.) and the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.); and

WHEREAS, the CEQA Guidelines Section 15301 (Class 1 Existing Facilities) categorical exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage or other public utility services if the project involves negligible or no expansion of existing or former use; and

WHEREAS, the CEQA Guidelines Section 15302 (Class 2 Replacement or Reconstruction) categorical exemption applies to the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including, but not limited to, the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity; and

WHEREAS, the District has reviewed the proposed Project and has determined that it is categorically exempt from the provisions of CEQA pursuant to CEQA Guidelines Section 15301 (Class 1 Existing Facilities) and Section 15302 (Class 2 Replacement or Reconstruction); and

WHEREAS, the District has reviewed the proposed Project and has determined that none of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE UNITED WATER CONSERVATION DISTRICT AS FOLLOWS:

1. The District's Board of Directors hereby finds and determines that the proposed Project is exempt from the provisions of CEQA. Specifically, the Board of Directors finds and determines that the proposed Project is categorically exempt pursuant to the Class 1 Existing Facilities and Class 2 Replacement or Reconstruction exemptions (CEQA Guidelines § 15301 and § 15302, respectively).

2. The District's Board of Directors hereby finds and determines that none of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

3. The District's Board of Directors hereby approves the proposed Project and authorizes its implementation when deemed appropriate by the General Manager.

4. The Board hereby authorizes and directs the District's Environmental Services Manager to file a Notice of Exemption for the Project in accordance with CEQA.

5. The foregoing recitals are true and correct and incorporated herein as if fully set forth.

PASSED, APPROVED AND ADOPTED this 13th day of December 2023.

ATTEST:_____

Bruce E. Dandy, Board President

ATTEST:_____

Lynn E. Maulhardt, Board Secretary/Treasurer

NOTICE OF EXEMPTION

To:
Ventura County Clerk
800 South Victoria Ave.
Ventura, CA 93009

From:
United Water Conservation District
1701 North Lombard Street, Suite 200
Oxnard, CA 93030

Project Title: Inverted Siphon Replacement Project (Project)

Project Location: The address for Project site entry is 2641 West Los Angeles Avenue, Oxnard, CA 93030. The Project will be completed near United Water Conservation District's maintenance yard near the Saticoy well field and recharge basins (Assessor Parcel Number 109001003).

Name of Public Agency Approving Project (Lead Agency): United Water Conservation District

Name of Person or Agency Carrying Out Project: United Water Conservation District

Project Description: United Water Conservation District (United) proposes to replace an existing inverted siphon type culvert structure on the existing Main Canal with a precast bridge culvert structure (Figure 1). The Main Canal is a controlled engineered system that conveys diverted flows from the Freeman Diversion to downstream groundwater recharge basins. The Project is located near United's Saticoy maintenance yard upstream of the Saticoy well field and recharge basins. The Project involves removing the current inverted siphon culvert structure, constructing cast-in-place foundations, installing the precast bridge structure, rock slope protection, filling, and repaving the disturbed roads. A temporary bypass system may also be constructed to allow diversion operations to continue during construction. The temporary bypass system would likely consist of diesel pumps, HDPE piping, and in-channel flow stops. The Project requires grading 0.3 acre and a 0.25-acre contractor staging area. Construction activities will occur within United's existing civil infrastructure and access roads. The goal of the Project is to provide improved drainage through this section of the canal, remove a restriction in the canal system, and replace an aging culvert. The Project involves the replacement or reconstruction of existing publicly-owned utility systems and/or facilities with negligible or no expansion of existing or former use and negligible or no expansion of capacity.



Figure 1. Inverted Siphon Replacement Project Location.

Exempt Status:

- ☐ Ministerial (Sec. 21080(b)(1); 15268)
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a))
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c))
☒ Categorical Exemptions: Class 1, Guidelines § 15301 – Existing Facilities; Class 2, Guidelines § 15302 – Replacement or Reconstruction
☐ Statutory Exemption
-

Reasons Why Project is Exempt:

The Project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.) Section 15301 *Existing Facilities* (Class 1) and Section 15302 *Replacement or Reconstruction* (Class 2).

The Section 15301 *Existing Facilities* exemption applies to the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing facilities of both investor and publicly owned utilities used to provide electric power, natural gas, sewerage or other public utility services if the project involves negligible or no expansion of existing or former use.

The Section 15302 *Replacement or Reconstruction* exemption applies to the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced, including, but not limited to, the replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity.

None of the exceptions to categorical exemption set forth in CEQA Guidelines Section 15300.2 apply.

Lead Agency Contact Person: Maryam Bral, Chief Engineer
Telephone: 805-525-4431
Email: Maryamb@unitedwater.org

Marissa Caringella
Environmental Services Manager
United Water Conservation District

Date

Date OPR received for filing: _____



Staff Report

To: UWCD Board of Directors

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

From: Dr. Maryam Bral, Chief Engineer
Craig Morgan, Engineering Manager
Nathan Summerville, Senior Engineer

cc: Brian Zahn, Chief Financial Officer

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 5.11 Approve Contract with HDR Engineers, Inc. to Develop the Final Design of the Freeman Conveyance System Upgrade – Freeman to Ferro Recharge Basin (CIP 8018)
Motion

Staff Recommendation:

Authorize the General Manager to execute an agreement with HDR Engineers, Inc. (HDR) in the not to exceed amount of \$350,000.00 to develop the final design of the Freeman Conveyance System Upgrade – Freeman to Ferro Recharge Basin (Project).

Background:

United Water Conservation District (District) is in the process of designing a connection between the Noble Basin and Ferro Basin that will cross Vineyard Avenue. The Vineyard Avenue undercrossing is one component of the Freeman Conveyance System Upgrade – Freeman to Ferro Recharge Basin (Project). In October, the District contracted HDR under the existing On-Call Services Agreement to complete the Preliminary Design Report (PDR). HDR completed the draft PDR and the final PDR is expected at the end of December. A connection to Ferro will add 190 acres of new recharge area to the Freeman Conveyance System.

Discussion:

The draft PDR prepared by HDR concluded that three 5-foot diameter concrete pipes installed beneath Vineyard Avenue would be sufficient to transfer 375 cubic feet per second (cfs) from Noble to Ferro under both current and future hydraulic conditions. The goal is to begin construction by November 2024 to take advantage of the 2024/2025 water year. However, the critical path is the encroachment permit process with the California Department of Transportation (Caltrans) which can be lengthy. To expedite plan submittal to Caltrans, final design will begin immediately following the preliminary design phase. The District selected HDR for the preliminary design effort based on HDR's unique qualifications and familiarity with the project area. HDR is currently developing the final design of the City of Ventura's State Water Project (SWP) Interconnection

Agenda Item: 5.11 Authorize Approval of a Contract with HDR Engineers, Inc. to Develop the Final Design of the Freeman Conveyance System Upgrade Project – Noble to Ferro (CIP 8018)
Motion

Project, which will cross the District's proposed facility. HDR has already compiled site specific data including soil data, utility research, and survey information in the project area that will be used to support the design. After completing the Preliminary Design Report, HDR will move directly to the final design development and begin coordination with Caltrans.

Staff recommends execution of a contract with HDR for final design, permitting support, and bid support of the Project.

Mission Goal:

Meets Mission-Related Goal A, Water Supply and Goal B, System Reliability.

Fiscal Impact:

Sufficient funds to cover the proposed contract amount of \$350,000.00 are included in the Fiscal Year 2023/24 budget (Account No. 051-400-81020; 8018-815).

Staff Report

To: UWCD Board of Directors

Through: Mauricio E. Guardado Jr., General Manager

From: Maryam Bral, Chief Engineer
Marissa Caringella, Environmental Services
Manager Evan Lashly, Senior Environmental
Scientist

Date: November 28, 2023 (December 13, 2023, meeting)

Agenda Item: 5.12 Approve the Pre-implementation Studies in Support of Federal Energy Regulatory Commission Fish Passage Assessment – Amendment to Professional Consulting Services Agreement with Cramer Fish Sciences - \$196,054 Motion

Staff Recommendation:

Authorize the General Manager to execute an amendment to the professional consulting services (PCS) agreement with Cramer Fish Sciences in the amount of \$196,054 to complete the field study activities outlined in the “Santa Felicia Dam Fish Passage Program Pre-Implementation Study Plan”.

Background:

In April 2017, the District submitted a Fish Passage Feasibility Assessment Report for the Santa Felicia Project to the Federal Energy Regulatory Commission (FERC), National Marine Fisheries Service (NMFS) and California Department of Fish and Wildlife (CDFW). The Santa Felicia Project FERC license and 2008 biological opinion issued by NMFS require the District to evaluate fish passage feasibility and report the results. As noted in the report, implementation of trap and haul facilities (the preferred passage alternative identified by the panel of fish passage experts) is contingent on resolution of outstanding issues, including uncertainties regarding engineering and biological feasibility, and development of biological criteria that would trigger implementation.

On December 17, 2017, the District executed a contract with Cramer Fish Sciences to develop pre- implementation studies to address uncertainties. On March 20, 2018, Cramer Fish Sciences provided United with the “Santa Felicia Dam Fish Passage Program Pre-Implementation Study Plan” (study plan). The study plan outlines measures to fill in the following knowledge gaps associated with *Oncorhynchus mykiss* in middle Piru Creek: 1) population dynamics (number, size, and timing of fish movement); 2) the number and size class of *Oncorhynchus mykiss* that can be removed without jeopardizing the viability of the existing population; and 3) identify the most

**Agenda Item: 5.12 Pre-implementation Studies in Support of Federal Energy
Regulatory Commission Fish Passage Assessment –
Amendment to Professional Services Agreement with Cramer
Fish Sciences - \$196,054
Motion**

effective sampling methods, locations, and seasons. The study plan is structured as a three-year (i.e., phase) project. This work will result in high-caliber scientifically defensible research, lead to peer reviewed publication, form the foundation from which United can evaluate the efficacy of interim passage operations and provide information for establishing biological criteria for triggering development of permanent fish passage facilities.

United and Cramer Fish Sciences implemented this work in April 2018. The first phase project activities were completed during FY 2018-19. The second phase project activities were initiated in fall 2019, interrupted in March 2020 due to COVID-19, and completed in Spring 2022. The third phase project activities were initiated in Fall 2022, interrupted by storm flows and road damage in January 2023, and resumed in Fall 2023. The PCS agreement has been amended for each phase of the project and funding for the studies has been allocated on an annual basis.

Discussion:

The first phase of the study plan was aimed at gathering basic population dynamics information to inform the second phase of the study. The second phase of study was designed to be more extensive and included installation and monitoring of traps and electrofishing. The third phase of the study was designed to continue phase two activities to provide for two full years of information regarding trap operations (i.e., engineering feasibility) and fish movement (i.e., biological feasibility). Staff proposes to continue this third phase of study elements to complete the field components of the study plan; there may be a need for development of final reports during 2024-25. The proposed amendment would increase the contract by \$196,054 and result in a total revised not-to-exceed amount of \$1,897,177. The cost of replacing and reinstalling monitoring equipment lost during the January 2023 storm is not included in this amendment and is being reimbursed by the Federal Emergency Management Agency.

A copy of the Amendment to the PCS agreement detailing Cramer Fish Science's complete proposal, including the scope of work and deliverables, proposed fee, and the project schedule, is included in Attachment A.

Fiscal Impact:

Funding for the services to be conducted under the proposed amendment is available in the FY 2023-24 Budget (050-600-52220; 4340-300). If additional work is needed to complete final project reports, that funding would be included in FY 2024-25 Budget.

Attachment:

Attachment A – Eighth Amendment to the Professional Consulting Service Agreement with Cramer Fish Sciences

**EIGHTH AMENDMENT TO
AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES**

This Amendment to the Agreement for Professional Consulting Services is entered into as of _____, 2023, by and between **United Water Conservation District (UNITED)**, a public entity, and **Cramer Fish Sciences (CONSULTANT)** with reference to the following terms and conditions:

WITNESSETH

WHEREAS, on December 17, 2017, UNITED and CONSULTANT entered into a Professional Consulting Services AGREEMENT for the purpose of developing a study plan and providing specific support in United's effort to pursue fish passage at the Santa Felicia Project, and subsequently entered into amendments to the AGREEMENT to implement the study plan including a FIRST AMENDMENT on May 11, 2018, a SECOND AMENDMENT on May 21, 2019, a THIRD AMENDMENT on June 19, 2019, a FOURTH AMENDMENT on July 11, 2019; a FIFTH AMENDMENT on July 13, 2021; a SIXTH AMENDMENT on December 16, 2021; a SEVENTH AMENDMENT on November 10, 2022, and;

WHEREAS, UNITED and CONSULTANT have discussed and agreed to amend certain terms and conditions of the AGREEMENT, the FIRST, SECOND, THIRD, FOURTH, FIFTH, SIXTH, and SEVENTH AMENDMENTS involving scope of work, and compensation as specified in this EIGHTH AMENDMENT.

NOW, THEREFORE, based on the covenants and considerations set forth, UNITED and CONSULTANT mutually agree as follows:

1. The not-to-exceed total charge described in the AGREEMENT the FIRST, SECOND, THIRD, FOURTH, FIFTH, SIXTH, and SEVENTH AMENDMENTS is hereby increased by \$196,054. This amendment results in a total revised not-to-exceed amount of: \$1,896,955 as total payment inclusive of all services.
2. The Scope of Work included as Exhibit A of the AGREEMENT, Attachment A of the FIRST AMENDMENT, Attachment A of the SECOND AMENDMENT, ITEM 2 of the THIRD AMENDMENT, Attachment A of the FOURTH AMENDMENT, Attachment A of the SIXTH AMENDMENT, and Attachment A of the SEVENTH AMENDMENT is hereby amended to include the Scope of Work included in Attachment A of this EIGHTH AMENDMENT.
3. The term of the AGREEMENT, the FIRST, SECOND, THIRD, FOURTH, FIFTH, SIXTH, and SEVENTH AMENDMENTS is hereby extended to expire on June 30, 2024.
4. Each and all other provisions of said AGREEMENT and the FIRST, SECOND, THIRD, FOURTH, FIFTH, SIXTH, and SEVENTH AMENDMENTS remain in full force and effect and apply to all services and payments made under this EIGHTH AMENDMENT.

UNITED WATER CONSERVATION DISTRICT

By _____
Mauricio E. Guardado, Jr., General Manager

CRAMER FISH SCIENCES

By _____
(Joseph E. Merz, President)