

DATE: July 24, 2025

TO: WCA Governing Board

FROM: Mark Stanley, Executive Officer

SUBJECT: Item 11: Consideration of a resolution to approve Unanet Module Training

RECOMMENDATION: The Watershed Conservation Authority approve Unanet Module Training through April 30, 2026.

PROJECT DESCRIPTION: The WCA acquired Unanet software (Resolution xxx). At the time of purchase, the software used for project management included training and data population of WCA projects for of scope, personnel assignments, payroll. The software has been consistently used payroll processing.

Unanet includes a robust component for financial management, staff would like to continue the training to maximize usage of those components and will help to merge tracking of project budgets and expenditures within the system. The focus of the next set of training will include the following core priorities.

Planned Scope and Focus Areas

- Enabling the financial reporting features.
- Bookkeeping: Setting up recurring and standard transactions (imported without manual entry).
- Providing training resources (video and/or written), particularly for the project management modules.

Implementation Timeline and Budget

- Month 1: 07/25/25 – 08/21/25
- Month 2: 08/22/25 – 09/19/25
- Month 3: 09/22/25 – 10/23/25
- Milestone: Draft financial reporting by 09/08/2025
- Payment schedule: \$5,000.00 per month for a total of \$15,000.00

The schedule outlined above reflects training for financial components. Staff anticipate additional training will be required for project management as staff and consultants are added to the team for work. A period of nine months should suffice for all training from Unanet. After the nine-month period, staff should be adept at providing training for others.

BACKGROUND: WCA was formed in 2003, and historically, relied on a series of Excel workbooks to manage all the organization's financial accounting such as employee time tracking, fund management, and grant-related activities and reporting for tasks such as grant reimbursement requests and quarterly reports.

WCA manages 700 hundred acres of property and oversees thirteen active capital projects and four programs which are funded by more than twenty-eight (28) grants valued at more than \$120 million. Due to the scale of our current operations, the Excel workbook format is challenging to manage and creates inefficiencies.

FISCAL INFORMATION: The proposed action would approve an amount up to \$45,000 for nine months of training, approximately \$5,000 per month. It is anticipated that three months of training is need for financial management and additional budget will be used other aspects of project management. This approval will provide opportunity for additional training as needed to ensure maximization of Unanet use. The JPA Contributions as well as equipment and software line items will be utilized to pay for expenses, with some utilization from project budgets as specific tasks are defined.

July 24, 2025 – Item 11

RESOLUTION 2025-28

**CONSIDERATION OF A RESOLUTION TO APPROVE
UNANET MODULE TRAINING**

WHEREAS, the Watershed Conservation Authority (WCA) has been established as a joint powers agency between the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) and the Los Angeles County Flood Control District; and

WHEREAS, the Watershed Conservation Authority (WCA) has been established to facilitate joint projects between the Rivers and Mountains Conservancy and Los Angeles County Flood Control District; and

WHEREAS, the Watershed Conservation Authority has been established to focus on projects which will provide open space, habitat restoration, and watershed improvement projects in both the San Gabriel and Lower Los Angeles Rivers watershed; and

WHEREAS, Unanet includes a robust component for project management and financial management; and

WHEREAS, staff anticipates additional training will be required for project management as staff and consultants are added to the team for work.

WHEREAS, this action is exempt from the environmental impact report requirements of the California Environmental Quality Act (CEQA); NOW

Therefore be it resolved that the WCA hereby:

1. **FINDS** that this action is consistent with the purposes and objectives of the WCA.
2. **FINDS** that the actions contemplated by this resolution are exempt from the environmental impact report requirements of the California Environmental Quality Act.
3. **ADOPTS** the staff report dated July 24, 2025.
4. **AUTHORIZES** approve of an amount up to \$45,000 for nine months of training, approximately \$5,000 per month. This approval will provide opportunity for additional training as needed to ensure maximization of Unanet use.

~ End of Resolution ~

//

Resolution No. 2025-28

Motion: _____ Second: _____

Ayes: _____ Nays: _____ Abstentions: _____

Passed and Adopted by the Board of the
WATERSHED CONSERVATION AUTHORITY
On July 24, 2025

Vincent Chang
Governing Board Chair

ATTEST: _____
John Natalizio
Deputy Attorney General