



Board of Directors
Michael W. Mobley, President
Bruce E. Dandy, Vice President
Sheldon G. Berger, Secretary/Treasurer
Mohammed A. Hasan
Lynn E. Maulhardt
Edwin T. McFadden III
Daniel C. Naumann

General Manager
Mauricio E. Guardado, Jr.

Legal Counsel
David D. Boyer

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, June 8, 2021 – 9:00 A.M.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

In addition to its public Finance and Audit Committee Meeting, public members could choose to participate virtually using the Webex video conferencing application.

COMMITTEE MEMBERS PRESENT:

Chair Sheldon G. Berger
Bruce Dandy
Lynn Maulhardt

STAFF PRESENT:

Maryam Bral, chief engineer
Anthony Emmert, assistant general manager
Erin Gorospe, controller
Jackie Lozano, administrative assistant
Joseph Jereb, chief financial officer
Josh Perez, human resources manager
Zachary Plummer, information technology administrator
Linda Purpus, environmental services manager

PUBLIC PRESENT:

Burt Handy

OPEN SESSION 8:59 A.M.

Chair Berger called the meeting to order at 8:59 A.M.

Committee Members Roll Call

The Clerk called roll. Chair Berger as well as Directors Dandy and Maulhardt were all participating in person.

1. Public Comment

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

2. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of May 11, 2021. Motion to approve the Committee meeting minutes, Director Dandy; Second, Director Maulhardt. Roll call vote, three ayes (Dandy, Maulhardt, Berger); none opposed. Motion carried, 3/0.

3. June 9, 2021, Board of Directors Meeting Motion Agenda Items

The Committee reviewed and discussed with staff the following agenda items to be considered for approval at the June 9, 2021, Board meeting that have a fiscal impact to the District.



Board Motion Item 4.2: Resolution 2021-13 Adopting the Proposed District Budget Plan, Financial Policies, Overhead Allocation Method, Staffing Levels and Salary Schedules for Fiscal Year 2021-22 and Appropriation Carryovers for Fiscal Year 2020-21

Chief Financial Officer Joseph Jereb summarized Board Motion Item 4.2 for the Committee members. After review, the Committee members recommended full Board approval at the upcoming Board of Directors meeting.

No comments or questions from the Committee members. No public comments were offered.

Board Motion Item 4.3: Resolution 2021-14 Requesting the Auditor-Controller to Compute and Affix a Tax Rate for the Fiscal Period 2021-22 Sufficient to Satisfy the State Water Project Charges

Mr. Jereb provided a summary to the Committee members. After review, the Committee members recommended full Board approval at the upcoming Board of Directors meeting.

No comments or questions from the Committee members. No public comments were offered.

Board Motion Item 4.4: Resolution 2021-01 Authorizing the General Manager to Execute a Sub-Grant Agreement with Calleguas Municipal Water District for the State of California Department of Water Resources Integrated Regional Water Management Implementation Grant Awarded to the Watershed Coalition of Ventura County

Assistant General Manager Anthony Emmert summarized Motion Item 4.4 for the Committee members. Chair Berger asked the District's Chief Engineer Maryam Bral if there was anything she would like to add. Ms. Bral answered that if bids are favorable, the District would be ready to begin construction within the next two months. The Committee members recommended approval to the full Board at the upcoming Board of Directors meeting.

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

Board Motion Item 4.6: Resolution 2021-15 Authorizing Workers' Compensation Benefits for Volunteer Workers

Human Resources Manager Josh Perez summarized Motion Item 4.6 for the Committee members. After a brief discussion with staff, the Committee was pleased as to the minimal cost of the policy and mentioned how this was another great example of the work District staff has done to accept the responsibilities of running the Lake Piru Recreation Area and felt it was the right move for the District. The Committee members recommended approval to the full Board at the upcoming Board of Directors meeting.

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



4. Monthly Investment Report (April 2021)

The Committee members received and reviewed the monthly investment report as presented in the Finance and Audit Committee agenda packet.

Informational item. No comments or questions from the Committee. No action was taken by the Committee.

5. Pipeline Delivery Report (April 2021)

The Committee members received and reviewed the pipeline delivery report as presented in the Finance and Audit Committee agenda packet.

Informational item. No comments or questions from the Committee. No action was taken by the Committee.

6. Board Requested Cost Tracking Items

The Committee members received and reviewed the costs to date that the District has incurred:

- a) as part of the licensing efforts and the probable maximum flood studies for the Santa Felicia Dam;
- b) in relation to environmental mandates;
- c) in relation to litigation with the City of Ventura, Wishtoyo Foundation, and District legal costs over the past several fiscal years; and
- d) in relation to the professional fees over the past several years.

Informational item. No comments or questions from the Committee. No action was taken by the Committee.

7. Monthly Administrative Services Update

Financial updates for the month of May 2021 were provided to the Committee by Mr. Jereb. Human Resources Manager Josh Perez presented updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached).

There was discussion among the Committee members and Finance staff regarding the unpaid balances of groundwater invoices. The Committee requested that the topic be agendaized for a future meeting.

Director Maulhardt inquired if the District has a program to regularly quiz employees on where safety equipment and supplies are stored, in order to help employees to be better prepared during emergencies. He stated that having a daily pop quiz worked well for employees in the airline industry. Mr. Perez responded that Tony Huynh does quiz employees regarding safety equipment during safety training events. Mr. Perez also stated that he would address this with Headquarters employees during the upcoming all-hands meeting on June 17. Mr. Perez also commended Safety and Security Program Coordinator Tony Huynh for all the work he has done for the District.

Director Dandy requested advice on the compatibility of personal phone devices with regards to the rollout of the new laptops to directors. Mr. Perez assured Committee members that staff would personally assist directors to set-up and customize their new equipment, to best fit their needs.



Informational item. No further comments or questions from the Committee.

8. Future Agenda Items

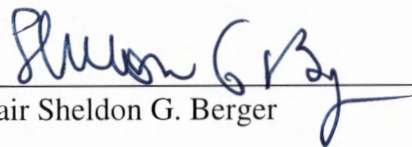
Chair Berger polled the Committee as to any future agenda items.

- Brief Committee on the status of unpaid groundwater invoices and associated collection actions.

ADJOURNMENT 9:42 A.M.

Chair Berger adjourned the meeting at 9:42 A.M.

I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Audit Committee Meeting of June 8, 2021.

ATTEST: _____
Chair Sheldon G. Berger

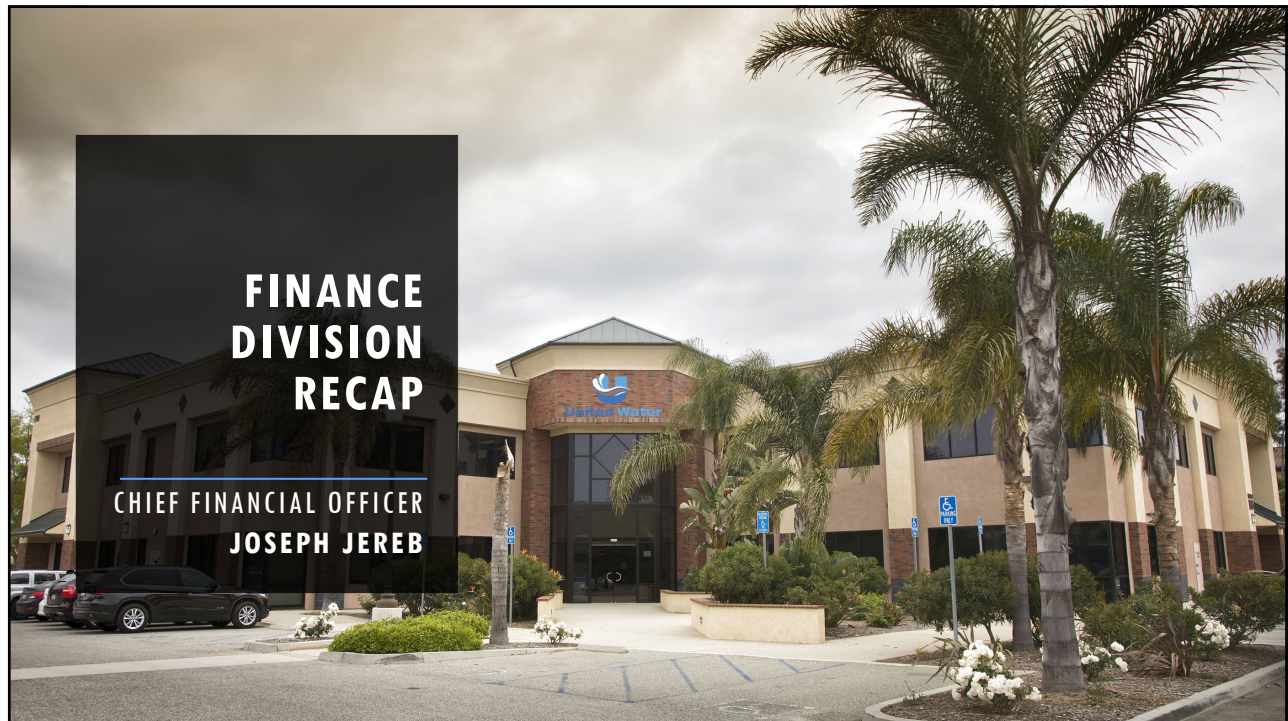


United Water Conservation District manages, protects, conserves and enhances the water resources of the District and produces a reliable and sustainable supply of groundwater for the reasonable, beneficial uses of all users.

FINANCE & ADMINISTRATIVE DIVISIONS

MAY 2021 RECAP


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ACCOUNTS PAYABLE


323 payables processed with a total amount of \$2.1M.



FINANCE DIVISION RECAP

PAYROLL

- Paid 12 payroll-related vendors a total amount of \$382K
- 202.25 hours of overtime worked
 - 1.84% of regular hours
 - 112 paid-out
 - 90 accrued as compensatory time
- Gross: \$553K
- Net: \$364K


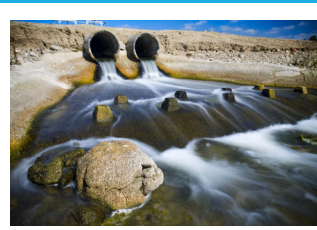


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CASH COLLECTIONS

Property Tax: \$362K
Pipeline: \$896K
Groundwater: \$37K
Grants: \$0
Rents: \$8K
Miscellaneous (Lake Piru): \$100K
Total: \$1.4M

FINANCE DIVISION RECAP

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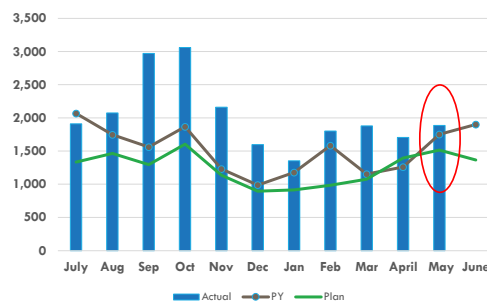
MAY 2021 PIPELINE

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$720K	1,255	1,035	220
PT	\$316K	632	480	152
PV	\$11K			

- Year-to-date May deliveries 65% ahead of Plan and 37% over PY
- 150% of FY Plan delivered to date
- Excluding Pleasant Valley deliveries, volume 41% ahead of Plan & 23% ahead of PY

FINANCE DIVISION RECAP

Total Pipeline Deliveries (AF)

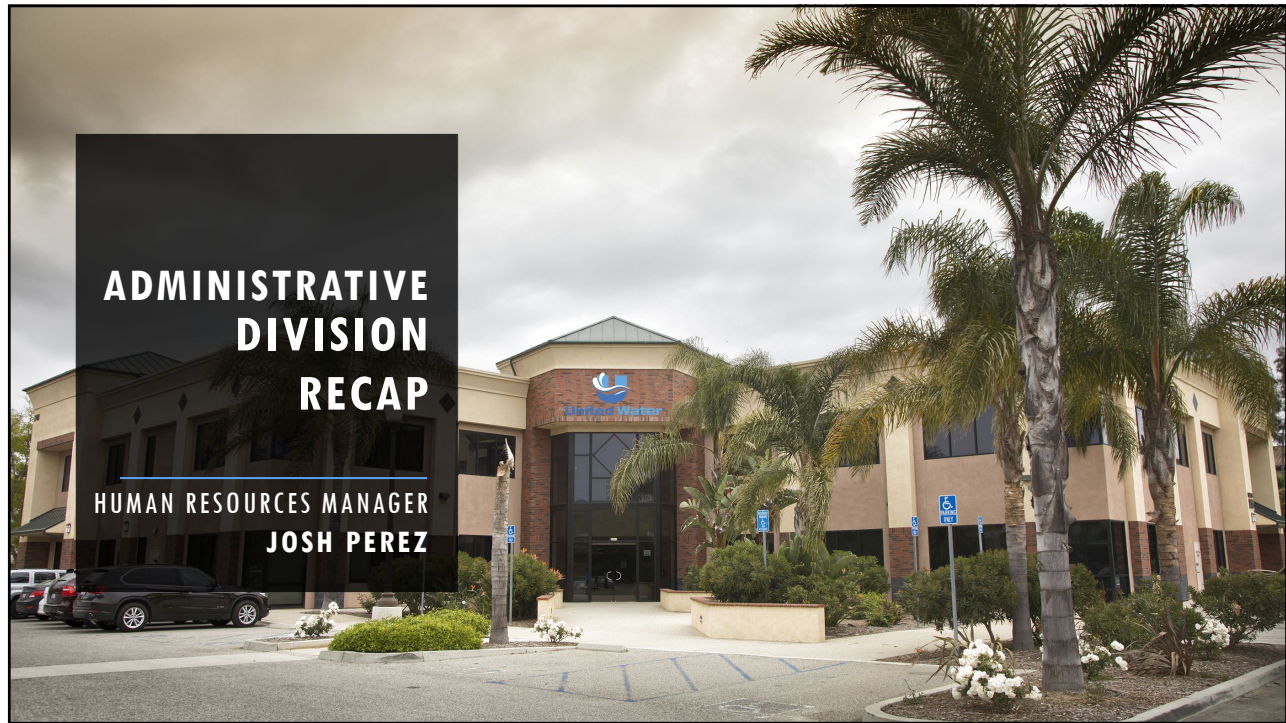


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- Presented proposed FY 21-22 budget at May 12 Board meeting
- Held meetings with the OH and PT Pipeline customers to discuss the FY 21-22 Budget and District activity
- Held audit kickoff meeting and began interim fieldwork for the audit
- Began recruitment for open Controller position
- Prepared FY 21-22 Proposed Budget for GSAs
- Provided O&M with financial data needed for filling out the State Water Resources Control Board's Electronic Annual Report for the OH Pipeline

FINANCE DIVISION RECAP

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- Completed promotion documents for two new Field Technicians (Melissa Beebe and Melissa Marovitz).
- Handled onboarding of several new part time seasonal staff for Lake Piru and the exit paperwork for several Environmental Services seasonal staff members.
- Initiated recruitment for our soon-to-be vacant Controller position.

ADMINISTRATIVE DIVISION RECAP

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ADMINISTRATIVE DIVISION RECAP

- Provided Adult and Pediatric CPR/AED/First Aid training to 15 staff at Lake Piru and HQ office.
- Delivered monthly safety training, covering COVID-19 Updates, Valley Fever, and Heat Illness Prevention.
- Coordinated and evaluated responses to FERC's request on physical security recommendations.
- Supported IT and Engineering with cyber incident response, reporting, and communications.

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ADMINISTRATIVE DIVISION RECAP

- Initiated SDRMA safety consultant review at HQ, El Rio, Saticoy, and SFD.
- Purchased and installed AED device with assistance from Operations Department.



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ADMINISTRATIVE DIVISION RECAP

- Supported a Cyber Security Advisory originating from staff member who received suspicious e-mail with instructions.
- Provided IT support of the Lake Piru Recreational Area for public access, including some IT changes to provide effective internet and printing for the kiosk staff members.
- Updated security appliance software across UWCD remote sites.
- Updating security and threat prevention software across UWCD laptops and desktop computers.

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ADMINISTRATIVE DIVISION RECAP

- Received Apple Pro tablets and most iPad accessories. Base configuration provisioning is in process.
 - Individual meetings to be scheduled with Board of Directors for device assignment.



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Future Agenda Items

Chair Sheldon Berger



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ADJOURNMENT

Chair Sheldon Berger



Thank you!

United Water Conservation District
"Conserving water since 1927"

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