



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, July 13, 2021 – 9:00 A.M.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Chair Sheldon G. Berger
Bruce Dandy
Lynn Maulhardt

STAFF PRESENT:

In person:

Mauricio Guardado, Jr., general manager
Maryam Bral, chief engineer
Anthony Emmert, assistant general manager
Joseph Jereb, chief financial officer
Jackie Lozano, administrative assistant
Josh Perez, human resources manager
Zachary Plummer, information technology administrator
Ambry Tibay, senior accountant

Virtual:

David Boyer, legal counsel

PUBLIC PRESENT:

None

OPEN SESSION 9:00 A.M.

Chair Berger called the meeting to order at 9:00 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.

EXECUTIVE (CLOSED) SESSION: 9:00 A.M.

Chair Berger closed the Open Session and moved into Executive (Closed) Session at 9:00 A.M.

2. Conference with Legal Counsel-Anticipated Litigation

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

SECOND OPEN SESSION 10:25 A.M.



3. Oral Report Regarding Executive (Closed) Session

Legal Counsel David. D. Boyer reported there was no action taken which was reportable under the Ralph M. Brown Act.

4. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of June 8, 2021. Motion to approve the Committee meeting minutes, Director Dandy; Second, Director Maulhardt. Roll call vote, three ayes (Berger, Dandy, Maulhardt); none opposed. Motion carried, 3/0.

5. July 14, 2021, Board of Directors Meeting Motion Agenda Items

The Committee reviewed and discussed with staff the following agenda item to be considered for approval at the July 14, 2021, Board meeting that has a fiscal impact to the District.

Board Motion Item 4.1 Approval of [RE]DESIGN Contract in the amount of \$337,736 for replacement servers at the District's Oxnard Headquarters and replacement of SCADA servers at the District's El Rio facility.

Human Resources Manager Josh Perez summarized the motion item for the Committee. After review and a brief discussion surrounding cyber security measures, the Committee members agreed on recommendation for approval to the full Board of Directors.

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

6. Monthly Investment Report (May 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.

7. Pipeline Delivery Report (May 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.

8. 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 fiscal years.



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

9. Monthly Administrative Services Update

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

Chief Engineer Maryam Bral provided a recap to the Committee on the allocation of grant funding received for the Brackish Water Treatment Plant. General Manager Mauricio Guardado highlighted; comments received from the SEIU 721 union representatives during a recent meeting were positive toward the District. He stated that the union leaders viewed United as being a leader in their local area regarding its succession planning. He also mentioned that the District's savings from insurance and projects captured last year would go towards improvements, including preventative measures that enhance the District's cyber security. He stated that efficiencies gained by the District's efforts could contribute toward future cost savings for rate payers.

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

10. Future Agenda Items

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

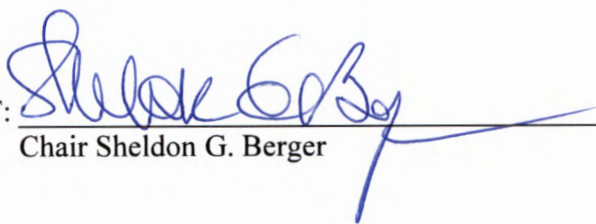
- Director Maulhardt requested regular updates on receivables to the Committee.

ADJOURNMENT 10:49 A.M.

Chair Berger adjourned the meeting at 10:49 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 July 13, 2021.

ATTEST:


Chair Sheldon G. Berger



United Water Conservation District shall manage, protect, conserve and enhance the water resources of the Santa Clara River, its tributaries and associated aquifers, in the most cost effective and environmentally balanced manner.



FINANCE & ADMINISTRATIVE DEPARTMENTS

JUNE 2021 RECAP

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ACCOUNTS PAYABLE	PAYROLL
<p>435 payables processed with a total amount of \$1.6M.</p> 	<ul style="list-style-type: none"> • Paid 12 payroll-related vendors a total amount of \$426K • 293 hours of overtime worked <ul style="list-style-type: none"> ○ 2.6% of regular hours ○ 221 paid-out ○ 72 accrued as compensatory time • Gross: \$561K • Net: \$370K 

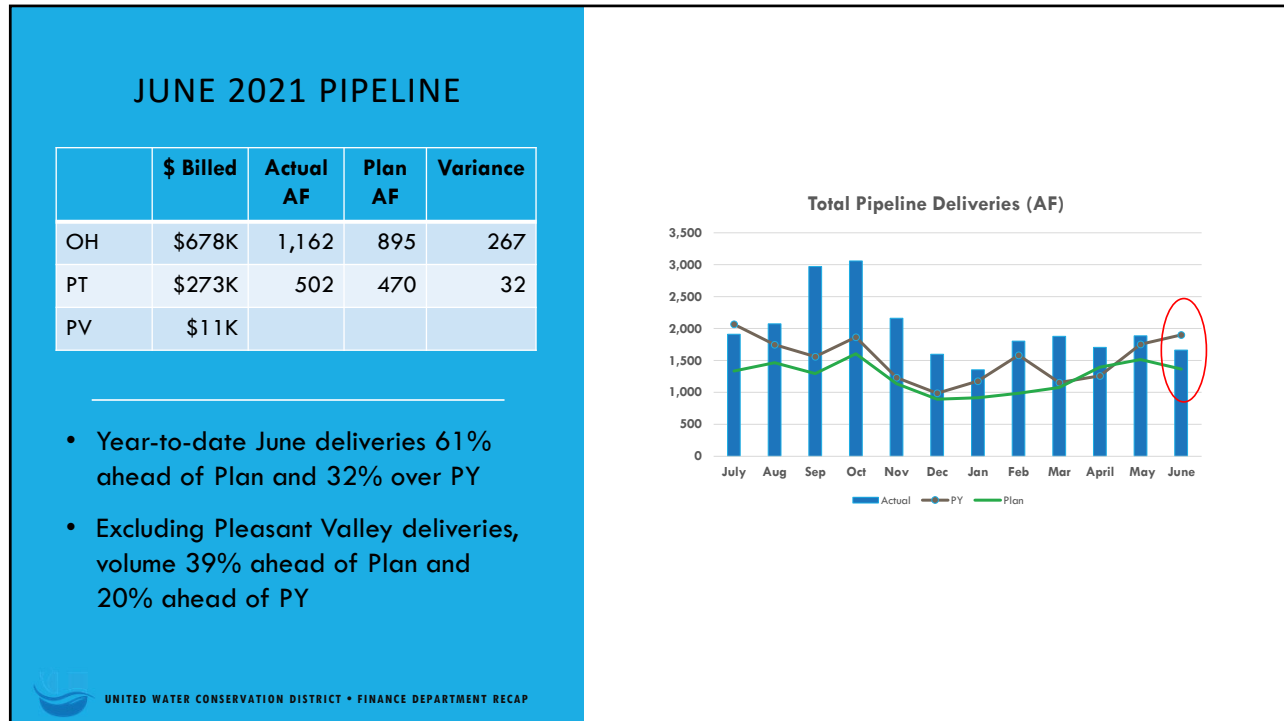
UNITED WATER CONSERVATION DISTRICT • FINANCE DIVISION RECAP

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CASH COLLECTIONS	
Property Taxes: \$50K	
Pipeline: \$1.2M	
Grants: \$25K	
Rents: \$68K	
Miscellaneous (Lake Piru): \$139K	
Total: \$1.5M	

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UPCOMING BOARD MOTION ITEMS


Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
4.1	Josh Perez	Replacement of SCADA servers at El Rio	Y		\$337,736	
4.2	Maryam Bral	Construction management services for Fe/Mn Treatment Plant award to HDR Engineering	Y		\$701,956	
4.3	Maryam Bral	Design services for Fe/Mn Treatment Plant award to Kennedy Jenks	Y		\$537,488	
4.4	Maryam Bral	Construction of Fe/Mn Treatment Plant award to GSE	Y		\$9,342,900	
4.6	Brian Collins	Purchase of long-reach excavator	Y		\$281,000	
TOTAL					\$11,201,080	

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The infographic is set within a light blue rectangular frame with a darker blue border. It contains four items arranged in a 2x2 grid. Each item consists of a circular icon on the left and a text block on the right. The icons are: a group of people in a meeting (top-left), a single water drop (top-right), a checkmark (bottom-left), and a bar chart (bottom-right).

-  Finalized the FY 2021-22 budget which was adopted by the Board on June 8, 2021.
-  Prepared 2021-1 groundwater statements and mailed them to customers.
-  Completed the FY 2020-21 Interim Audits.
-  Finalized the FY 2021-22 GSA budgets which were adopted by their respective Boards in June.

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- Aided Water Resources Department with groundwater hearing exhibits for June Board meeting
- Met with SEIU Local 721 on employment and labor relations matters
- Assisted with the following recruitments:
 - Finance Department Controller position
 - New Controller to start 7/19/21
 - Significant cost savings over typical recruitment.
 - Environmental Services Field Assistant (Part-Time)





UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Updated COVID-19 Prevention Plan to align with recent updated state and local public health guidance, as well as prepared all required workplace safety compliance documentation
- Met with Ventura County Sheriffs Office regarding grant funding opportunities
- Santa Felicia Dam:
 - Updated Security Plan in partnership with Engineering Department
 - Supported the Engineering Department with Emergency Action Plan Drill and Emergency Management Notification System





UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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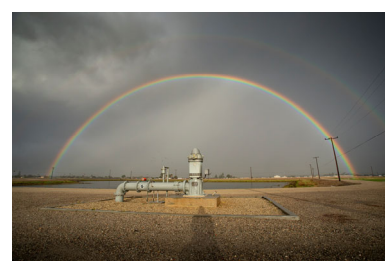



- Provided IT support for District virtual meetings
- Cybersecurity and Phishing:
 - Distributed advisories to staff to mitigate risk to technology systems
 - Upgraded security posture to UWCD firewall devices
- Provided documentation of current Technology Systems configurations to UWCD External Audit Team for review
- Lake Piru Recreation Area:
 - Modernized the phone menu, call routing, and voicemail applications

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Future Agenda Items



 UNITED WATER CONSERVATION DISTRICT

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ADJOURNMENT

Thank you!

United Water Conservation District
"Conserving water since 1927"



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