

**MINUTES**  
**FINANCE AND AUDIT COMMITTEE MEETING**  
**Tuesday, September 7, 2021 – 9:00 A.M.**  
**UWCD Headquarters, Board Room**  
**1701 N. Lombard Street, Oxnard, CA 93030**

In addition to its in-person 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:**

*In person:*

Mauricio Guardado, Jr., general manager  
Anthony Emmert, assistant general manager  
Joseph Jereb, chief financial officer  
Josh Perez, human resources manager  
Jackie Lozano, administrative assistant  
Zachary Plummer, information technology administrator  
Daryl Smith, controller

*Virtual:*

David Boyer, legal counsel

**PUBLIC PRESENT:**

Tara Bravo (CV Strategies)

**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: 9:01 A.M.**

Chair Berger closed the Open Session and moved into Executive (Closed) Session at 9:01 A.M.

**2. Conference with Legal Counsel-Anticipated Litigation**

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



**SECOND OPEN SESSION 9:25 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 July 15, 2021. Motion to approve the Committee meeting minutes, Director Maulhardt; Second, Director Dandy. Roll call vote, three ayes (Berger, Dandy, Maulhardt); none opposed. Motion carried, 3/0.

**5. Monthly Investment Report (June-July 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.

**6. Pipeline Delivery Report (June-July 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.

**7. 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;
- d) in relation to the professional fees over the past several fiscal years; and
- e) motion items with a fiscal impact.

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

**8. Monthly Administrative Services Update**

Financial updates for the months of June and July 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).

Mr. Jereb asked the Clerk of the Committee Jackie Lozano to remove the second bullet point on page 5 of the PowerPoint; no PV deliveries.



Regarding updates concerning the District's recruitments, Director Maulhardt asked that staff provide the recruitments information in the context of how they fit within the Board-approved staffing plan in the annual budget document. He stated that doing so would help him and the other Committee members to discuss District staffing with constituents, in order to show that the District's head count is realistic and fair – that staffing is based upon meeting the District's goals and objectives. Chair Berger agreed. Mr. Perez agreed that it would be useful to reference the District staffing plan in the approved budget.

After the Information Technology update, Director Maulhardt asked if there were any record or number of attempts of people hacking into the Districts' system. Mr. Perez commented that the District had taken preventative measures to protect us from those types of threats. Although the numbers are low, Mr. Perez had seen an increase in the sophistication in illegal acts such as email scams which may prompt the receiver to click on a link to pay for an invoice. Director Maulhardt was pleased that the District was taking cybersecurity seriously. Mr. Perez responded, it was the significant team effort led by the General Manager which allowed for server and network upgrades that now gives technology staff the visibility it needs to threats.

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

**9. Future Agenda Items**

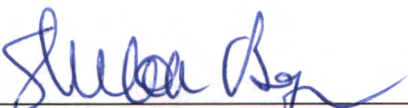
Chair Berger polled the Committee as to any future agenda items. None were offered.


**ADJOURNMENT 9:47 A.M.**

Chair Berger adjourned the meeting at 9:47 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 September 7, 2021.

ATTEST:

  
Chair Sheldon G. Berger



# United Water

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## CONSERVATION DISTRICT

*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

SEPT 2021 RECAP


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ACCOUNTS PAYABLE


367 payables processed with a total amount of \$2.2M.



UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

PAYROLL

- Paid 12 payroll-related vendors a total amount of \$390K
- 198 hours of overtime worked
  - 1.7% of regular hours
  - 111 paid-out
  - 88 accrued as compensatory time
- Gross: \$ 581K
- Net: \$ 386K



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CASH COLLECTIONS

Pipeline: \$ 920K

Groundwater: \$ 2M

Grants: \$ 38K

Rents: \$ 8K

Miscellaneous (Lake Piru): \$ 83K

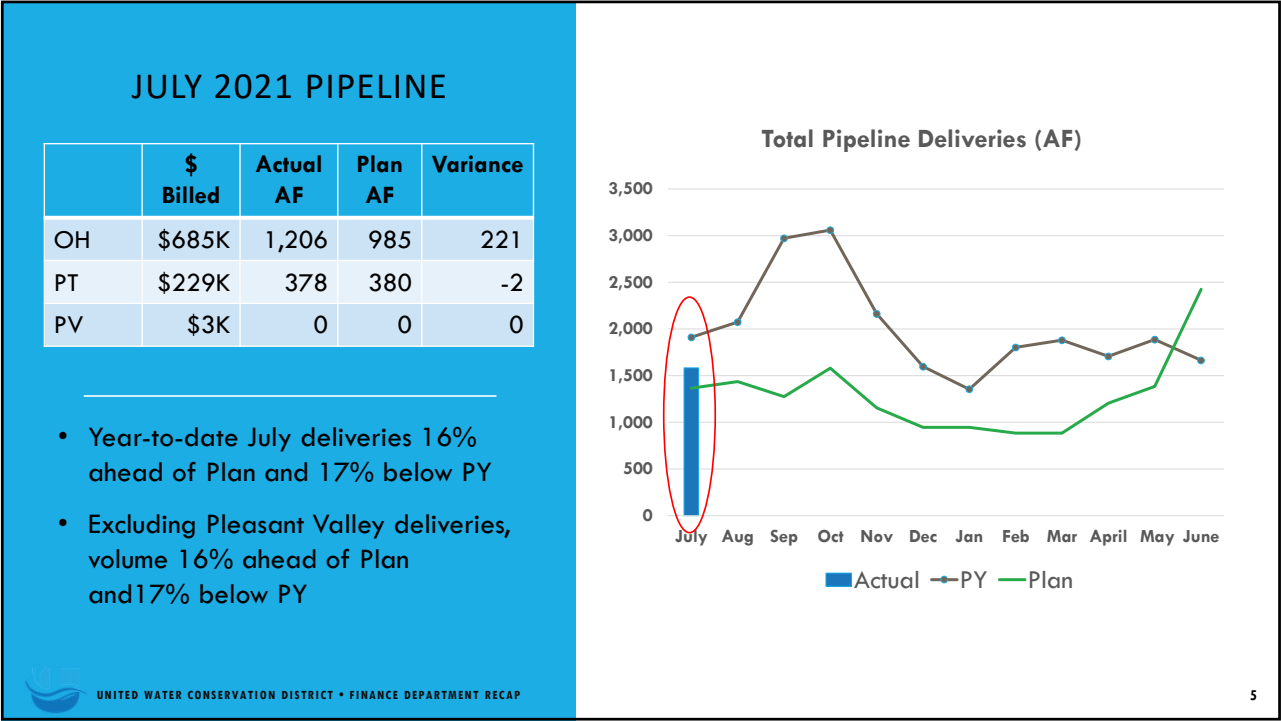
Total: \$ 3M

UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP





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### UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/ Summary	Budgeted Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
4.2	Engineering	Gen/WC Fund: Consider awarding contract (GEL Consultants, Inc.) for geotechnical investigation at Freeman Diversion. \$500K	Y	N/A	Increase available cash by \$0	None


UNITED WATER CONSERVATION DISTRICT

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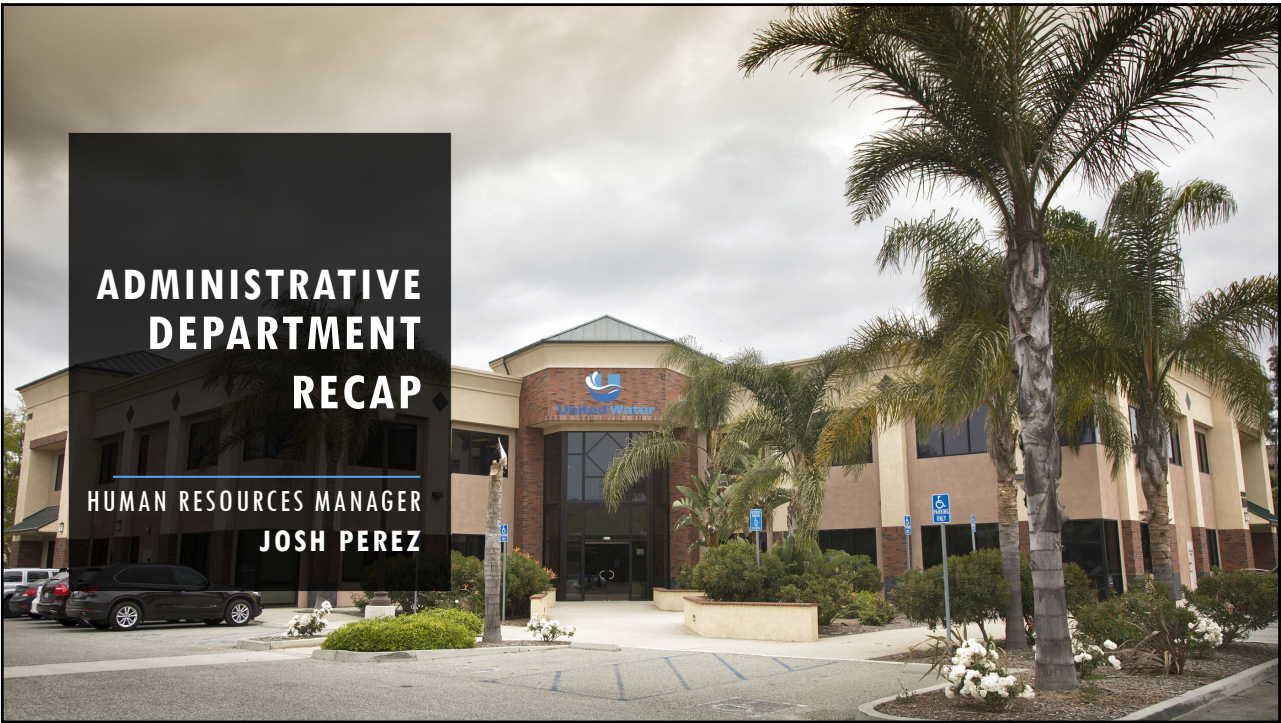


- Collected over \$7.4 million in payments for groundwater pumping: \$5.4 million in July and \$2 million in August.
- Began the fiscal year-end close process for FY 2020-2021.
- Attended a kickoff meeting for the Integrated Regional Water Management Plan **STATE** grant and coordinated with Calleguas Municipal Water District regarding submission and requirements for the first grant invoice. Final first grant invoice submitted August 27, 2021.
- Attended an introductory grant application meeting for the new the Integrated Regional Water Management Plan **FEDERAL** grant.

UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

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UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

- Completed End of Fiscal Year Tasks (July):
  - Coordinated Administrative Assistant II
  - appraisals for staff
  - Coordinated Administrative Leave
  - Prepared for Cost-of-Living Increases (COLAs) for all staff
  - Prepared Housing Increases for District housing
  - Updated Workers Compensation rates for new fiscal year
- Advanced internal and external recruitments, including interviews and onboarding, for the following positions:
  - Associate Environmental Scientist (External)
  - Engineering Manager (Internal)
  - Environmental Services Lead Field Technician (Internal)
  - Environmental Services Field Assistants (4 new part-time hires) (External – Part Time)
  - Environmental Scientist – Regulatory Affairs (Internal)
  - Principal Hydrogeologist – Modeler (Internal)
  - Seasonal Park Ranger Assistants (two new external part-time hires)
  - Technology Systems Manager (interviews late Sept 2021)
  - Water Resources Manager (Internal)

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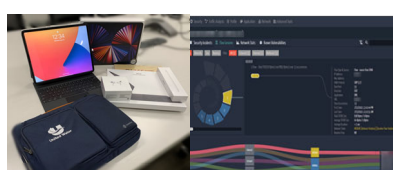



UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP


- In conjunction with Engineering and the Recreation Departments, coordinated FERC Annual LE Security Consult Meeting
- Managed Annual Hearing and Respiratory Fit testing for multiple departments
- Organized outreach with VCFD Urban Search & Rescue Officer and O&M Department on confined space site visits throughout the District
- Arranged Active Assailant Training for District Staff that received high praise from staff members in attendance
- Updated COVID-19 Prevention Plan because of the new public health order issued by Ventura County
- Provided Adult & Pediatric CPR/AED/First Aid Training, resulting in eight additional staff members becoming certified

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- Completed a successful migration of UWCD file and folder-shared drives to a refreshed network infrastructure
- Acquired equipment and mobile storage that will enhance UWCD capabilities for the Emergency Operations Center
- Rolled out Board member FirstNet iPads and provided personalized training
- Deployed additional FirstNet devices to key departments to support On Call Duty and Temporary construction projects
- Provided employee training on end user Cybersecurity challenges with an emphasis on phishing and content verification of attachments and links on e-mail messages

UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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- Registered with DHS CISA to preform Cyber Architecture Review limited of United's Critical Infrastructure technology systems
- Performed software assessments of "Internet of Things" Asset management and security software to potentially add to the technology department's cyber response and detection capabilities
- Based on the contract approved by the Board of Directors in July, United's new IT servers have shipped and begun to arrive at District facilities

UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

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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"



UNITED WATER CONSERVATION DISTRICT

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