

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Tuesday, November 9, 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
Anthony Emmert, assistant general manager
Daryl Smith, controller
Josh Perez, human resources manager
Zachary Plummer, information technology administrator
Ambry Tibay, Senior Accountant
Jackie Lozano, administrative assistant

Virtual:

David Boyer, legal counsel
Wendy Wiles, legal counsel

PUBLIC PRESENT:

None

OPEN SESSION 9:01 A.M.

Chair Berger called the meeting to order at 9:01 A.M.

Committee Members Roll Call

The Clerk called roll. Chair Berger as well as Director Dandy and Director Maulhardt were present.

1. Public Comment

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

EXECUTIVE (CLOSED) SESSION: 9:02 A.M.

Chair Berger closed the Open Session and moved into Executive (Closed) Session at 9:02 A.M.

2. Conference with Legal Counsel-Anticipated Litigation

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

SECOND OPEN SESSION 9:20 A.M.



3. Oral Report Regarding Executive (Closed) Session

Assistant General Manager Anthony Emmert reported there was no actions taken which were reportable under the Ralph M. Brown Act.

4. Approval of Minutes

The Committee received and reviewed the draft Committee meeting minutes of October 12, 2021. Motion to approve the Committee meeting minutes, Director Dandy; Second, Chair Berger. Voice vote, two ayes (Berger, Dandy); none opposed; one absent (Maulhardt) during last Committee meeting. Motion carried, 2/0/1.

5. November 10, 2021, Board Meeting Agenda Items

The Committee reviewed the following agenda items to be considered for approval at the November 10, 2021, Board meeting that have a fiscal impact to the District:

Agenda Item 2.8: Approving of Hourly Rate Increase for General Counsel

Motion

General Manager Mauricio Guardado, Jr., summarized the Board motion item for the Committee members. An hourly rate increase was being proposed for legal counsel David Boyer due to the great work provided to the District during the past four years. The recommendation would increase the hourly rate by \$25.00 per hour. Director Maulhardt provided his opinion that the increase was not sufficient, comparatively, and recommended that the District take a harder look. There was a continued discussion between the Committee and staff regarding the legal fees and what they entailed. It was mentioned Mr. Boyer does not charge for much of his travel when typically, many other attorneys do. The Committee would like to ensure that given the massive legal issues and the nature of the business, the District compensate appropriately for Mr. Boyer's work.

The recommendation of the Committee to the Board of Directors would be to increase the hourly rate to \$375.00 with the suggestion for staff to look at the numbers on a more routine basis and not wait years for the next evaluation. Chair Berger mentioned there was discussion regarding the firm being more proactive with the District with the idea of tying the compensation into the work performed such as a proposal which can then be rolled into a package to know exactly what would be provided.

Mr. Guardado recapped, \$375.00 would be proposed now and based on the conversation with the Committee and staff, bring this back to the Committee and Board to demonstrate how the restructuring would occur. He felt this was great idea with respect to what Mr. Boyer has done for the District.

No further questions or comments from the Committee. No public comments or questions were offered, as no one from the public was present.



6. First Quarter Fiscal Year 2021-2022 Financial Report (July 1, 2021 – September 30, 2021)

Information Item

The Committee received and reviewed the FY 2021-2022 first quarter financial reports as presented in the Finance and Audit agenda packet.

No comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered, as no one from the public was present.

7. First Quarter Fiscal Year 2021-2022 District Staff and Board Member Reimbursement Report (July 1, 2021 – September 30, 2021)

Information Item

The Committee received and reviewed the FY 2021-2022 first quarter expense reimbursement report for all reimbursements of business expenses to staff and board members as presented in the Finance and Audit agenda packet.

No comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered, as no one from the public was present.

8. Monthly Investment Report (September 2021)

Information Item

The Committee members received and reviewed the monthly investment report as presented in the Finance and Audit Committee agenda packet. Mr. Guardado highlighted how far the District had come with purchasing additional water resources and has made significant progress to build up a water purchase reserve, in order to take advantage of water purchase opportunities. He was unaware of other agencies who have done this and felt the District was moving in the right direction.

No comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered, as no one from the public was present.

9. Pipeline Delivery Report (August 2021)

Information Item

The Committee members received and reviewed the pipeline delivery report as presented in the Finance and Audit Committee agenda packet. As a side note, the Committee commented on the preparedness of staff during the October UWCD Water Sustainability Summit. It was apparent how District staff were ready and on deck. The attendees were not having to wait for presenters to set up which kept things moving along nicely.

No further comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered, as no one from the public was present.



10. Board Requested Cost Tracking Items

Information Item

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.

No comments or questions from the Committee. No action was taken by the Committee. No public comments or questions were offered, as no one from the public was present.

11. Monthly Administrative Services Update

Information Item

Financial updates for the month of August 2021 were provided to the Committee by Mr. Smith. Human Resources Manager Josh Perez presented updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached). Under *Cash Collections, Miscellaneous (Lake Piru)* (slide 4), Director Maulhardt would like to see the line item broken out – more detail for the Lake Piru Recreational Area.

Mr. Guardado asked the Committee members if the table *Upcoming Board Motion Items* (slide 6) worked for the Committee, and they all agreed it does. Within the same table under *Funding Source*, Chair Berger requested that the table highlight better what fund will be impacted by the proposed action. Overall, the process is working for the Committee members.

Director Dandy had a question for Mr. Smith regarding the First Quarter Financial Report, specifically relating to the projected year-end fund balance for Oxnard Hueneme pipeline enterprise. Mr. Smith stated that he would report back verbally to Director Dandy at the next Committee meeting in December.

Chair Berger posed two questions regarding opportunities with ACWA. 1) Is there an opportunity for the Summit event to be nominated for any award at ACWA; and 2) Is that something that at an ACWA event, a presentation could be made to what UWCD has done to benefit districts throughout California?

Upon further discussion among Committee members and staff, Mr. Perez responded that based on what he has seen, something can be written up. The District has become more involved by joining committees and being active participants. It was also mentioned, participating in the ACWA event in the spring would be a way to open the door to working collaboratively with other water organizations. Considering in the future, ACWA conferences could be improved by having breakout sessions on the District's projects and activities, such as highlighting groundwater modeling – the sophistication of the project and how the District got there. Demonstrating that the District is trying to follow science, highlighting the collaboration with the U.S. Navy, and taking the high-level work showing the District is competent.



The Committee agreed, there needs to be recognition of what the District is doing and feels the Summit event should be nominated for one of their awards.

No further comments or questions from the Committee. No public comments or questions were offered, as no one from the public was present.

12. Future Agenda Items

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

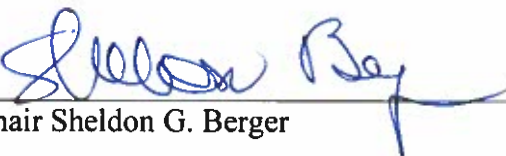
- Consider opportunities for potential internship programs at the District by reaching out to local schools and/or trade schools. Human Resources would present the idea to the Committee, and if appealing to the Committee, then the next step would be to work on developing a proposal for budget review. The Committee showed their support of this internship process.


ADJOURNMENT 10:19 A.M.

Chair Berger adjourned the meeting at 10:19 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 November 9, 2021.

ATTEST:


Chair Sheldon G. Berger



United Water

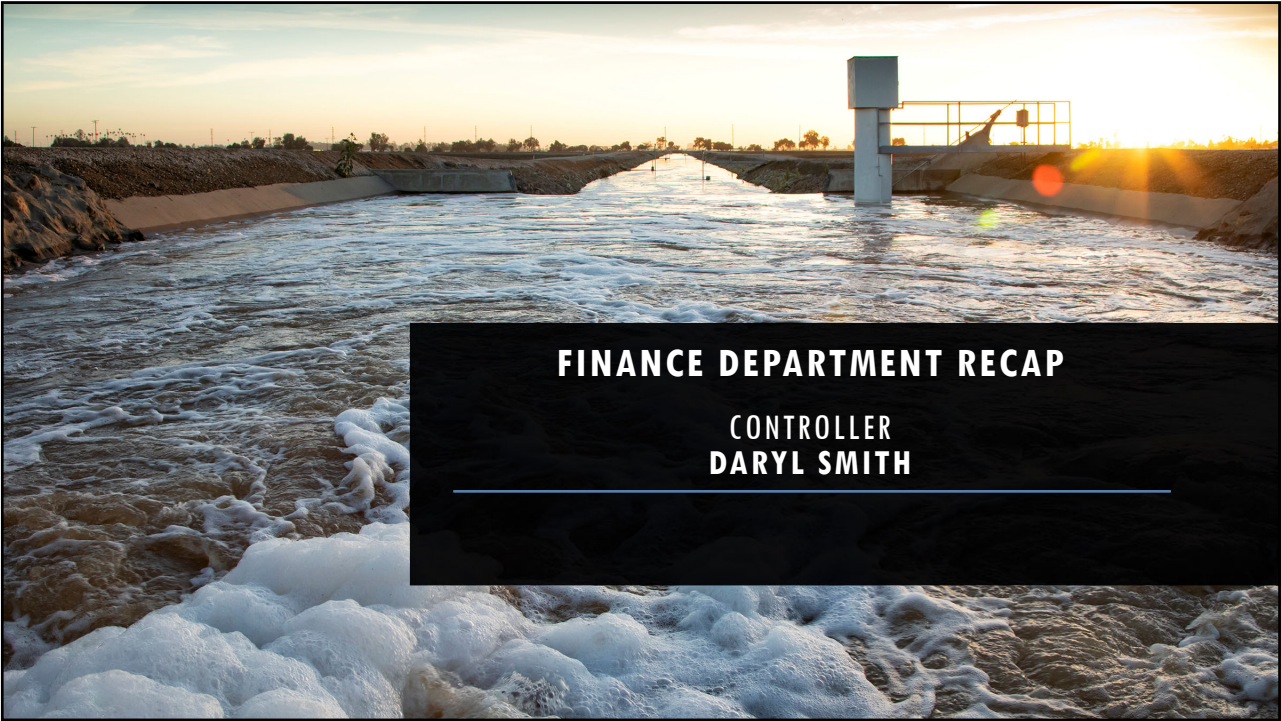
CONSERVATION DISTRICT

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

OCTOBER 2021 RECAP


1




2

ACCOUNTS PAYABLE

419 payables processed with a total amount of \$1.6M






UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

PAYROLL

- Paid 12 payroll-related vendors a total amount of \$398K
- 228 hours of overtime worked
 - 2% of regular hours
 - 164 paid-out
 - 70 accrued as compensatory time
- Gross: \$572K
- Net: \$382K



3

CASH COLLECTIONS

Pipeline: \$ 1.06M

Groundwater: \$ 28K

Property Tax: \$ 10K

Rents: \$ 19K

Miscellaneous (Lake Piru): \$ 62K

Total: \$ 1.2M

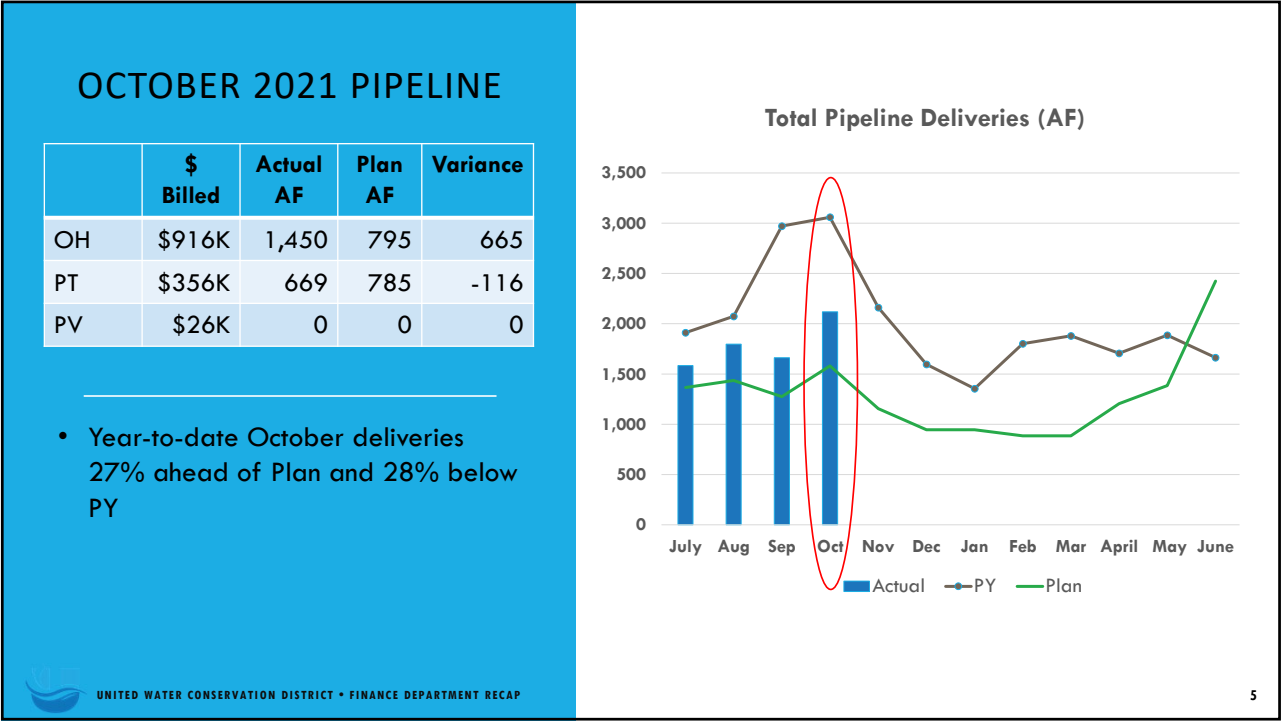


UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP






4



5

UPCOMING BOARD MOTION ITEMS


Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source (if not budgeted)	Cash Impact of Approval	Other Financial Impact
2.8	Administrative Services	All Expense Funds: Approving an hourly rate increase from \$325 to \$350 for District General Counsel and authorize the General Manager to execute an amendment to the fee agreement.	Y	N/A	Decrease available funds by approximately \$28K through encumbrance	None
4.2	Environmental Planning and Construction	Gen/WC Fund: Authorization for the General Manager to execute a contract amendment with Cramer Fish Sciences to provide fish passage pre-implementation studies under the FERC project. \$441K	Y	N/A	Decrease available funds through a \$441K encumbrance	None
TOTAL					-\$469K	

UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

6

6

- Staff completed FY 2020-21 Purchase Order and CIP Budget Rollovers. Closed out outstanding Purchase Orders, per Department’s instructions.
- Completed FY 2020-21 United Water Conservation District Audit fieldwork. CAFR preparation is ongoing and expected to be finalized before end of November.
- Met with Department Managers to review their current YTD spend and create an updated projection of total FY 2021-22 spend.
- Attended a grant kickoff meeting with the Office of Local Defense Community Cooperation, Department of Defense, for the Iron and Manganese Treatment Project.
- Completed FY 2020-21 Mound Basin GSA and Fillmore and Piru Basins GSA Audit fieldwork. CAFR preparation is also ongoing and expected to be finalized before mid-November.

UNITED WATER CONSERVATION DISTRICT • FINANCE DEPARTMENT RECAP

7





EMPLOYEE RECRUITMENTS

Technology Systems Manager
(Interviews completed, GM reviewing and analyzing panel recommendations)

Chief Financial Officer
(Interviews slated for next week – mid November)

Recharge Worker I
(Interviews recently completed)







UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP


11

11





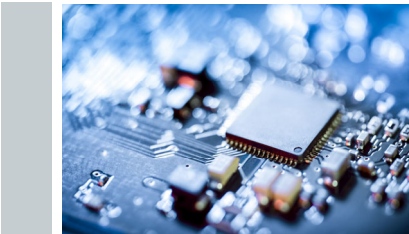

- Certified 22 staff members in CPR/AED/First Aid including the entirety of the O&M Staff.
- Organized and implemented District's participation in the Great California Shakeout, which included earthquake and fire drills (with support from Admin staff).
- Completed and implemented updated HQ EAP along with training Admin Staff on utilizing emergency mass notification system.
- Supported Engineering Department with preparing Phase III of Multijurisdictional Hazard Mitigation Plan.
- Supported Engineering Department with Responding to FERC on status of physical and cyber security risk mitigation measures.
- Provided COVID-19 update and covered Bloodborne Pathogens Protection in monthly safety meeting.
- Attended the State of California Virtual Cybersecurity Education Summit.




UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

12

12



- Supported the DHS information and real data request for the Department of Homeland's Cyber and Infrastructure Security Agencies VADR Review.
- Installed new network distribution layer switch at El Rio. This is one of several network upgrades being accomplished to support the 2021 Server upgrade project.
- Recent domain controller upgrades included replacement of two older and less secure network controllers.
- Completed the on-site assessment surveys with vendors doing the rack mounting and install of the new server equipment.
- Remapped network architecture schematics for segmenting network equipment at all site locations.
- Provided IT and Audio/Video (AV) Support for several District held Meetings and Events.



UNITED WATER CONSERVATION DISTRICT • ADMINISTRATIVE DEPARTMENT RECAP

13

13

Future Agenda Items





UNITED WATER CONSERVATION DISTRICT

14

14

ADJOURNMENT

Thank you!

United Water Conservation District

"Conserving water since 1927"

 UNITED WATER CONSERVATION DISTRICT

15