

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Monday, February 28, 2022 – 9:00 A.M.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Chair Lynn E. Maulhardt
Director Mohammed A. Hasan

COMMITTEE MEMBERS ABSENT:

Director Sheldon G. Berger

STAFF PRESENT:

Mauricio E. Guardado, Jr., General Manager
Anthony Emmert, Assistant General Manager
Josh Perez, Chief Human Resources Officer
Brian Zahn, Chief Financial Officer
Craig Morgan, Engineering Manager
Zachary Plummer, Technology Systems Manager
Daryl Smith, Controller
Ambry Tibay, Senior Accountant
Jackie Lozano, Administrative Assistant

PUBLIC PRESENT:

None

OPEN SESSION 8:59 A.M.

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

Committee Members Roll Call

Chair Maulhardt and Director Hasan were present. Director Berger was absent.

1. Public Comment

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

2. Approval of the Agenda

Motion to approve the Committee meeting agenda, Director Hasan; Second, Chair Maulhardt. Voice vote, two ayes (Maulhardt, Hasan); none opposed; one absent (Berger). Motion carried, 2/0/1.

3. EXECUTIVE (CLOSED) SESSION 9:01 A.M.

Chair Maulhardt moved the Committee meeting into Executive (Closed) Session at 9:01 A.M.



- 3a. Conference Call with Legal Counsel–Anticipated Litigation**
Pursuant to Government Code Section 54956.9(d)(2), one (1) case.

SECOND OPEN SESSION 9:09 A.M.

Chair Maulhardt opened the second open session of the Finance and Audit Committee meeting at 9:06 A.M.

- 4. Oral Report Regarding Executive (Closed) Session**
General Manager Mauricio Guardado, Jr., reported there was no action taken in Executive (Closed) Session reportable under the Ralph M. Brown Act.
- 5. Approval of Minutes**
The Committee received and reviewed the draft Committee meeting minutes of February 8, 2022. Motion to approve the Committee meeting minutes, Director Hasan; Second, Chair Maulhardt. Voice vote, two ayes (Hasan, Maulhardt); none opposed; one absent (Berger). Motion carried, 2/0/1.
- 6. March 9, 2022, Board Meeting Agenda Items**
The Committee reviewed the following agenda items to be considered for approval at the March 9, 2022, Board of Directors meeting:
- 6a. Agenda Item 5.1: Proposed Ordinance No. 26 - Consideration to Increase the Compensation of the Board of Directors**
Board Motion
The Assistant General Manager Mr. Anthony Emmert summarized the agenda item for the Committee members, as outlined in the agenda packet.
- No public comments or questions were offered. No comments or questions were offered by the Committee. Chair Maulhardt stated that the Committee would recommend approval of the motion item to the full Board.
- 6b. Agenda Item 5.3: Request from Marz Farms Inc. to Waive Penalty Charges for Late Receipt of Groundwater Statements**
Board Motion
Chief Financial Officer Brian Zahn summarized the recommendation to the Committee members, as outlined in the agenda packet. There was discussion regarding the late payment policy of the Finance Department. The Committee would like to ensure the District is consistent and aligned in a way other requests for waivers were being processed internally. Director Maulhardt requested the presenting staff to spend more time explaining the reason behind the request so that the Committee has a better understanding of the issue.
- No public comments or questions were offered. No further comments or questions were offered by the Committee. Chair Maulhardt stated the Committee would recommend approval of the motion item to the full Board.



7. Monthly Investment Report (February 2022)

Information Item

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

No comments or questions from the Committee. No public comments or questions were offered.
No action was taken by the Committee.

8. Pipeline Delivery Report (February 2022)

Information Item

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

No comments or questions from the Committee. No public comments or questions were offered.
No action was taken by the Committee

9. 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 public comments or questions were offered.
No action was taken by the Committee.

10. Monthly Administrative Services Update

Information Item

Financial updates for the month of February 2022 were provided to the Committee by Mr. Zahn. Chief Human Resources Officer Josh Perez presented updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached).

Mr. Perez provided a response to Director Hasan on the peak visitation periods for the Lake Piru Recreational Area. March 15 through September 15 is typically when the lake sees a significant increase in camping and day use. Determining factors being spring and summer breaks, travel cycles, and the weather.

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



11. Future Agenda Items

Chair Maulhardt polled the Committee as to any future agenda items. None were offered. In closing, he added he was pleased with the work of the Committee, and the Finance and Administrative Services Departments who are consistently performing tasks which allow the Committee to function more efficiently. The General Manager also stressed to the Committee that efforts are being made to secure additional water that might be available.

ADJOURNMENT 9:33 A.M.


Chair Maulhardt adjourned the meeting at 9:33 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 February 28, 2022.

ATTEST:



Chair Lynn E. Maulhardt



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.

ADMINISTRATIVE SERVICES DEPARTMENT

JAN-FEB 2022
UPDATES

1



FINANCIAL UPDATE

CHIEF FINANCIAL OFFICER
BRIAN ZAHN

CONTROLLER
DARYL SMITH

2

UPCOMING BOARD MOTION ITEMS

Motion Number	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
5.1	Administrative	Proposed Ordinance No. 26 – Consideration to increase the compensation of the Board of Directors	Y	District Wide	\$1,260	-
5.2	Executive	Board Resolution 2022-10 after the conclusion of the Public Hearing for United Water Conservation District to initiate the realignment of Directors' division boundaries to more equitably distribute the populations in accordance with the 2020 Census	N/A	N/A	\$0	-
5.3	Finance	Consideration of Board approval of the waiver of late penalties associated with the receipt of late groundwater pumping statements returned to the District from Marz Farms Inc.	N	050-910-47600 120-910-47600 420-910-47600	\$6,855.03	-
TOTAL					\$8 K	

3

3

CASH COLLECTIONS

Pipeline: \$ 961K

Groundwater: \$ 3.2M

Property Tax: \$ 175K

Rent: \$ 16K

Miscellaneous: \$ 56K

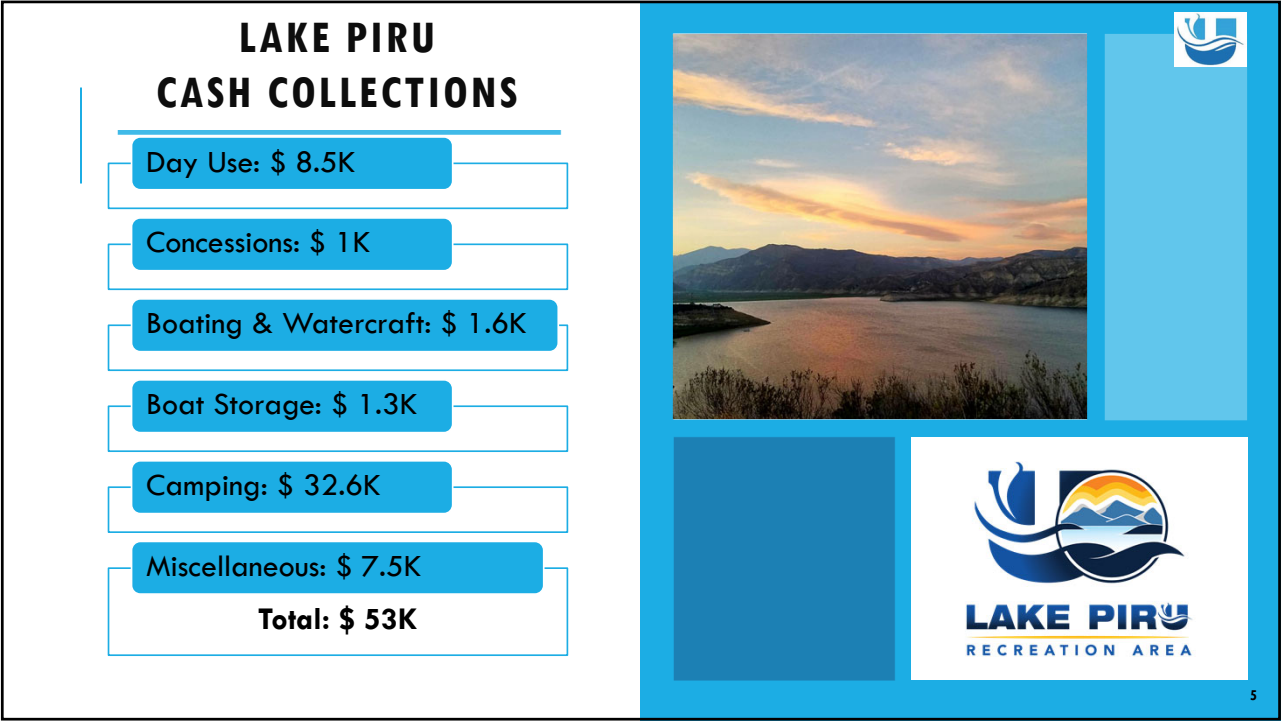
Total: \$ 4.4M



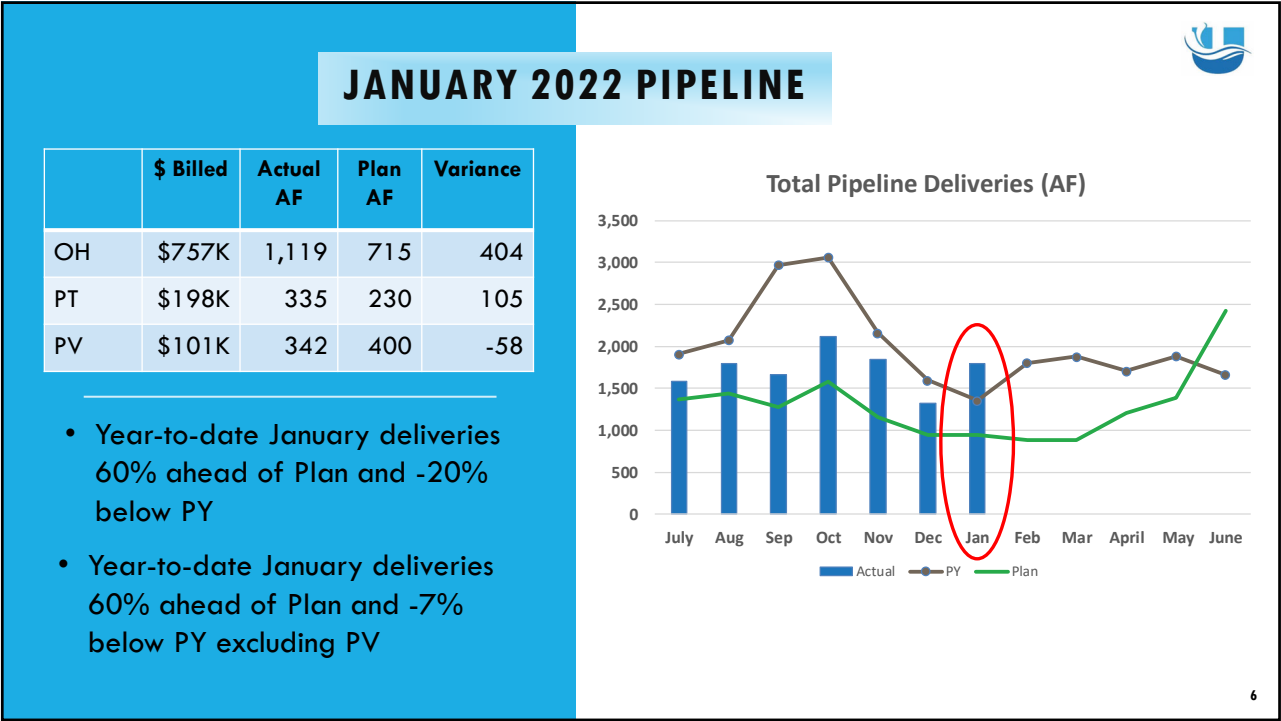


4


4



5



6



FINANCE DEPARTMENT

- Met with department managers to review their FY 22-23 Budget templates and preliminary requests. Staff working to combine requests into a FY 22-23 draft Budget.
- Processed a large volume of groundwater statements that were received.

7

7



ADMINISTRATIVE UPDATE

HUMAN RESOURCES MANAGER

JOSH PEREZ

8





- Successful onboarding for following position:
 - Environmental Services Field Assistant (Hanna Rueter)
- Working on recruitments for following positions:
 - Technology Systems Specialist/Senior Technology Systems Specialist (interviews held on 2/15, 2/16 and 2/17)
 - Seasonal Park Ranger Assistant (close date 2/25)
 - Controls Systems Supervisor (internal recruitment, close date 2/25)
- Processed promotion paperwork for following position:
 - Environmental Services Field Technician (Robyn Gorecki)
- Continue to work with Recreation Department to fill Volunteer Camp Host positions in preparation of upcoming annual season

9

9

CURRENT EMPLOYEE RECRUITMENTS

Recreation:
Seasonal Park Ranger Assistant
Interviews slated for 2/22 – 2/28

Environmental Services:
Field Assistant
Selection made – internal promotion processed on 2/7/22

Administrative:
Tech Systems Specialist
Selection made, pending GM approval








10

10

- Developed—in partnership with O&M—an excavator field exam checklist/evaluation.
- Coordinated the completion of Confined Spaces Refresher training for O&M staff and GIS Analyst.
- Completed annual Confined Spaces Permit review at Santa Felicia Dam.
- Updated COVID-19 Prevention Program Plan to reflect changes in state and local guidance.
- Provided COVID-19 updates and training on eye safety at monthly safety meeting.
- Completed CSDA live virtual training (webinar) on Tools for Workplace Violence De-escalation.
- Evaluated and initiated procurement of quantitative fit testing device.



11



- Server migration to new servers is continuing to progress towards final completion. Some ancillary punch list items to complete, but primary and secondary migrations have been completed successfully.
- Backup system initiated and competed; next action will be integration to Cloud Based server product.
- Began initial review of 24-hour specialized monitoring service providers for Operational Technology Environment.
- Continued with computer refreshments for several departments deploying newly received devices.
- Provided Audio/Visual support to February Committee and Board meetings.

12

Future Agenda Items







13

13

ADJOURNMENT

Thank you!

United Water Conservation District

"Conserving water since 1927"



14

14