

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Monday, May 1, 2023, at 9:00 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Lynn E. Maulhardt, chair
Sheldon G. Berger, director
Catherine P. Keeling, director (arrived at 9:11 a.m.)

STAFF PRESENT:

Mauricio Guardado, Jr., general manager
Anthony Emmert, assistant general manager
Brian Collins, chief operations officer
Jackie Lozano, administrative assistant
Josh Perez, chief human resources officer
Zachary Plummer, technology systems manager
Daryl Smith, controller
Ambry Tibay, senior accountant
Brian Zahn, chief financial officer

PUBLIC PRESENT:

One member of the public was present but chose not to sign the attendance sheet.

CALL TO ORDER – OPEN SESSION 9:01 a.m.

Chair Lynn Maulhardt called the meeting to order at 9:01 a.m.

Committee Members Roll Call

The Clerk called roll. Two members of the Committee were present (Maulhardt, Berger) and one member was absent (Keeling). Director Keeling did notify staff ahead of the meeting that she would be delayed.

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 Berger; Second, Director Maulhardt. Voice vote, two ayes (Berger, Maulhardt); none opposed; one absent (Keeling). Motion carries, 2/0/1.

3. Approval of Minutes

Motion

The Committee received and reviewed the draft Committee meeting Minutes of April 3, 2023. Motion to approve the Committee meeting Minutes, Director Berger; Second, Chair Maulhardt. Voice vote, two ayes (Berger, Maulhardt); none opposed; one absent (Keeling). Motion carries, 2/0/1.



4. May 17, 2023, Board Meeting Agenda Item(s)

The Committee reviewed and discussed the following agenda item to be considered for approval at the May 17, 2023, Board meeting:

4a. Approving the use of the State Water Fund to Pay Casitas Municipal Water District State Water Invoice on July 1, 2023

Board Motion

Chief Financial Officer Brian Zahn presented this motion to the Committee for their consideration. Approval of this motion by the District's Board of Directors would allow United Water Conservation District's use of the State Water Fund to pay Casitas Municipal Water District's State Water invoice on July 1, 2023. After a clarifying discussion between staff and the Committee members regarding funding, both Chair Maulhardt and Director Berger agreed to recommend the motion to the Full Board of Directors for their approval.

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

5. Monthly Investment Report (March 2023)

Information Item

The Committee members received and reviewed the monthly investment report as presented in the Finance and Audit Committee agenda packet. There were no comments or questions from the Committee. No public comments or questions were offered.

6. Monthly Pipeline Delivery Report (March 2023)

Information Item

The Committee members received and reviewed the pipeline delivery report as presented in the Finance and Audit Committee agenda packet. There were no comments or questions from the Committee. No public comments or questions were offered.

7. 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 general environmental mandates, and CESA;
- c) in relation to litigation with the City of Ventura, Wishtoyo Foundation, Fifth Amendment takings, and District legal costs over the past several fiscal years;
- d) in relation to professional fees over the past several fiscal years; and
- e) a summary of Board motion item(s) with fiscal impact.

There were no comments or questions from the Committee. No public comments or questions were offered.



8. Monthly Administrative Services Department Update

Information Item

The Finance Department monthly update was presented by Mr. Zahn. Chief Human Resources Officer Josh Perez presented updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached).

There was discussion among the Committee and staff regarding Lake Piru activity and cleanup efforts relating to FEMA. Risk Management staff is working with FEMA and CalOES to ensure the invoices and documentation are submitted correctly and estimate three to six months from the time of submission to receive disaster relief grant funding which is occurring in stages. Repayment typically can take up to eighteen months. Mentioned was Julia Brownley's letter supporting the District's request for extension of FEMA's disaster relief. Also, discussed was timing of the public access to the Pothole Trailhead, and the upcoming Budget Workshop.

9. Future Agenda Items

Chair Maulhardt asked the Committee members if there were any agenda items they wished to bring forward to future meetings. There were no suggestions from the Committee, but Director Keeling asked Finance staff how she should prepare herself for the May 24 Budget Workshop. Mr. Zahn responded that the workshop provides an opportunity for the Board of Directors to ask questions, dive deeper into the content and refine. This also allows the public an opportunity to hear the requests, provide comments, and review the rate structure. Finance staff will then make the requested Board adjustments for approval at the next Board meeting.

ADJOURNMENT 9:28 a.m.

Chair Maulhardt adjourned the meeting at 9:28 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 May 1, 2023.

ATTEST:

A handwritten signature in blue ink, appearing to read 'Lynn E. Maulhardt', written over a horizontal line.
Chair Lynn E. Maulhardt

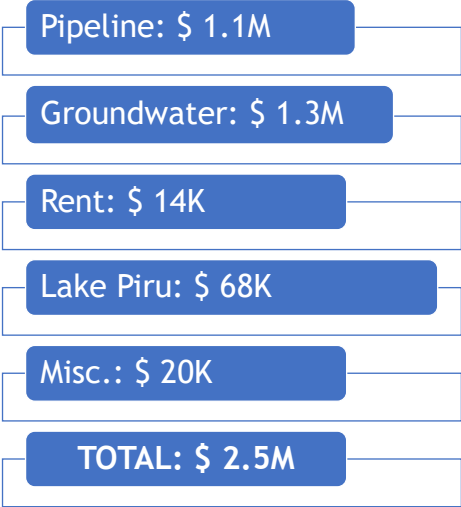


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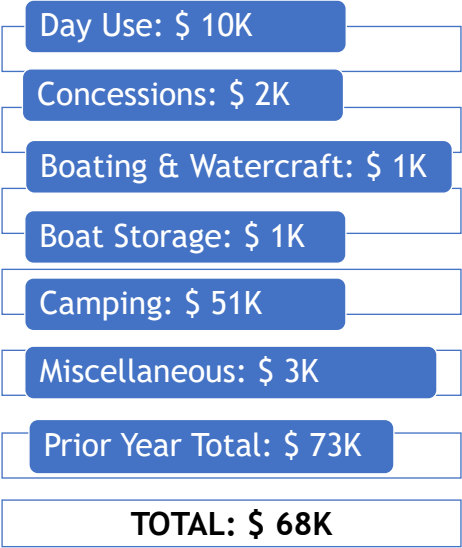


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UWCD Cash Collections - March



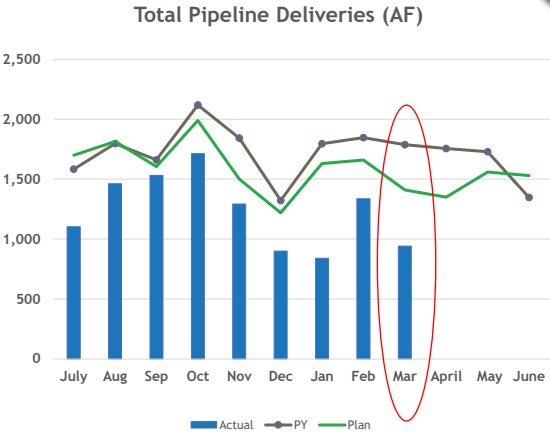
Lake Piru Cash Collections - March



March 2023 Pipeline

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$690 K	703	960	(257)
PT	\$150 K	219	350	(131)
PV	\$29 K	19	100	(81)

- Year-to-date March deliveries are 23% below Plan and 29% below PY



Board Motion Items with Fiscal Impact


Motion No.	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
tbd	Finance	Approving the use of the State Water Fund to Pay Casitas Municipal Water District State Water Invoice on July 1, 2023	Y*	110-910-56015	\$2,750,000	-
tbd	Engineering	Authorize Approval of a Contract with GEI Consultants, Inc. to Develop the Final Design Phase of the Santa Felicia Dam Outlet Works Improvement Project, Prepare Final Bid Documents and Support Bid Phase	Y**	051-400-81080 8002-815	\$867,980	-
TOTAL					\$3,617,980	

*Payable July 1, 2023, and included in FY 2023-24 Budget
**Work to be performed in FY 2023-24 and included in FY 2023-24 Budget



Finance Department Updates

- FY 2023-24 Proposed Budget and Rate Development completed. Target date to present Proposed Budget to the Board is on May 24, 2023.
- Met with Department Managers to review their March YTD spend and create an updated projection and analysis of total FY 2022-23 spend.
- Awarded a three-year contract to new external Auditors – Lance, Soll, and Lunghard, LLP. Interim Audits are set to start in May 2023.
- New Accountant II started training on grants, fixed assets, and capital improvement projects processes.



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Administrative Update


Josh Perez
Chief Human Resources Officer


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Human Resources

- Selected Recharge O&M Worker I Roger Cano, and Environmental Services Field Technician Jesse Mitchell.
- Environmental Services Field Assistant, selection pending General Manager approval.
- Processed three promotions: Marylou Fulton to Accounting Technician, Ruben Sanchez to Water Treatment Operator IV, and Natalie Everton to Park Ranger Cadet.
- Attended the FEMA Recovery Scoping meeting.
- Working on gathering groundwater hearing exhibits for the 2023 groundwater/workshop hearings.
- Working on reclassification documents for several positions in Water Resources and Finance Department.
- Finalized salary chart for FY 2023-24 Budget pending outcome of labor negotiations.
- Participated in labor negotiations and briefed Executive Committee on most recent proposal.





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Current Employee Recruitments

Hydrologist
Interviews completed 4/26/2023

Senior Hydrogeologist
Applications close on 5/5/2023

Water Treatment Operator II/III
Closed 4/28/2023, interviews to be scheduled








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Risk Management

- Coordinated with Lake Piru chief park ranger on FEMA Disaster Recovery Efforts with support from multiple departments, including organizing documentation efforts in alignment with FEMA templates and initiating reimbursement process.
- Certified park ranger staff on Bloodborne Pathogens Protection through the American Red Cross and delivered Valley Fever training.
- Conducted Respiratory Fit Testing for park ranger staff.
- Participated with Engineering in a meeting with a Northern California public agency on sharing dam sector security best practices and resources.
- Participated with internal stakeholders on SFD Functional Exercise After Action briefing.
- Met with City of Oxnard Emergency Management team along with their associate engineer on discussing SFD Functional Exercise observations and emergency management best practices.
- In partnership with IT , supported park rangers radio training with Ventura County Sheriff's office and internal District radio SOP.





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Technology Systems

- Working on full implementation of new technology enhancing our remote access capabilities while also providing ease of access in a secure manner which will enhance the standby capabilities of staff.
- Continue to deploy enhanced options for door access across district facilities. Partnered with Risk and Safety to pilot test and enroll District FirstNet Devices with HID Bluetooth Proxy Applications.
- Staff and IT contractors worked towards completing final phases of a planned e-mail server migration project. Two new windows servers were configured to run Microsoft's latest mail server software.
- Worked with Human Resources and other departments to assist with new staff on-boarding procedures. During this process, staff have worked to provide new and refreshed technological equipment.
- Currently supporting efforts to replace devices across the District that are unable to support software updates and unreliable on Microsoft Windows 11 operating systems.

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