

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Monday, June 5, 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

STAFF PRESENT:

Anthony Emmert, assistant general manager
Jackie Lozano, administrative assistant
Josh Perez, chief human resources officer
Zachary Plummer, technology systems manager
Daryl Smith, controller
Clayton Strahan, chief park ranger
Brian Zahn, chief financial officer

PUBLIC PRESENT:

Burt Handy

OPEN SESSION 9:00 a.m.

Chair Lynn Maulhardt called the meeting to order at 9:00 a.m.

Committee Members Roll Call

The Clerk called roll. All Committee members were in attendance.

1. Public Comment

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

2. Approval of the Agenda

Motion

Motion to approve the Committee meeting agenda, Director Berger; Second, Director Keeling. Voice vote, three ayes (Berger, Keeling, Maulhardt); none opposed. Motion carries, 3/0.

3. Approval of Minutes

Motion

The Committee received and reviewed the draft Finance and Audit Committee meeting Minutes of May 1, 2023. Motion to approve the Committee meeting Minutes, Director Keeling; Second, Director Berger. Voice vote, three ayes (Berger, Keeling, Maulhardt); none opposed. Motion carries, 3/0.



4. June 14, 2023, Board Meeting Agenda Items

The Committee reviewed and discussed the following agenda items to be considered for approval at the June 14, 2023, Board meeting:

4a. Resolution 2023-09 Adopting the Proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2023-24, and Appropriation Carryovers for Fiscal Year 2022-23

Board Motion

Chief Financial Officer Brian Zahn presented this motion to the Committee for their consideration. He also provided an update on the new process for approving amended sections of the District's Financial Policies. After discussion, all Committee members were in favor of recommending approval of this motion to the full Board. No questions or further comments were offered by the Committee. No public comments or questions were offered.

4b. Resolution 2023-10 Request for County Auditor-Controller to Compute and Affix a Tax Rate for the Fiscal Year 2023-24 Sufficient to Satisfy the State Water Project Charges

Board Motion

Mr. Zahn presented this motion to the Committee for their consideration. There was a brief discussion between the Directors and staff regarding the rates, estimated revenue, and the State Water Project purchase. After discussion, all Committee members were in favor of recommending approval of this motion to the full Board. No further questions or comments were offered by the Committee. No public comments or questions were offered.

5. District Staff and Board Member Reimbursement Report (January 1 through March 31, 2023)

Information Item

The Committee reviewed the expense reimbursement report for all reimbursements of business expenses to staff and Board members for the third quarter of fiscal year 2022-2023. There were no questions or comments from the Committee. No public comments or questions were offered.

6. Monthly Investment Report (April 2023)

Information Item

The Committee received, reviewed, and discussed the Districts' investment portfolio and cash position as of April 30, 2023. Director Berger had an inquiry regarding Bond proceeds. Mr. Zahn mentioned there was still a small amount in the District's US Bank account. There were also questions regarding the Districts' business rating and Mr. Zahn explained the impacts if a rating were to change. Director Berger expressed the importance of keeping an eye on the rating to know when the District would be ready to buy and be prepared to take action. No further questions or comments were offered by the Committee. No public comments or questions were offered.

7. Monthly Pipeline Delivery Report (April 2023)

Information Item

The Committee received and reviewed the Districts' pipelines' water activities as of April 30, 2023. There were no comments or questions from the Committee. No public comments or questions were offered.



8. Board Requested Cost Tracking Items

Information Item

The Committee received and reviewed the costs through April 30, 2023, 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) 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.

9. 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).

During the Lake Piru Recreation Area revenue slide, Chief Park Ranger Clayton Strahan added that the Memorial Day holiday revenue was the highest they had seen since he had been working there (over 17 years). He expects to beat the 2021-22 gross revenue numbers at the lake this year overall. Also discussed with the Committee that he had seen a shift in visitors than the ones they had seen before (i.e., more families, etc.). He attributed some of the change in deterring bad behavior due to ranger staff being outfitted with uniforms and badges. Visitors are taking ranger staff more seriously. All the changes that the Board has instituted over the years fundamentally changed what the recreation area is today. Chair Maulhardt added the Board recognized that we need to manage issues that arise and in this technological era the public can get a sense of who Lake Piru is and Mr. Strahan agreed.

Chair Maulhardt went on to state social media may be an gateway on how to partner with some of our local colleges such as Channel Islands or California Lutheran by looking at ways to intern and leverage one or two of their students to learn their latest techniques on this platform. He felt there was a huge opportunity between the colleges that would place the District out in the marketplace to become an outreach organization. Director Keeling added it may be helpful to take some of that responsibility away from Mr. Strahan and pass it along to a student with a social media degree. Chair Maulhardt agreed. Director Keeling mentioned she would reach out to someone she knew and would report back. On that same subject, Chair Maulhardt suggested there would be a benefit for those college students to shadow our highly educated District employees and it should be part of the District's public outreach campaign. Director Berger added the District should find someone who can take responsibility off of its executive assistant by tapping into a college or university's resources. This would be beneficial and should be pursued and investigated. Mr. Perez offered to assist with this request and will report back his findings to the Committee.



Mr. Zahn continued with his presentation. During the April 2023 Pipeline summary, the Committee and staff discussed pipeline and surface deliveries. Mr. Strahan summarized for the Committee the motion going to the Board requesting their approval of facility improvements at Lake Piru. Chair Maulhardt's experience was that it may be challenging to get through the County of Ventura's (County) approval process. He suggested to Mr. Strahan to be strategic in finding a contact in the County to keep this moving, so it doesn't turn into a two-year process. Mr. Strahan mentioned he does have a reliable County contact who has been very helpful and is confident that the process would not take two years to complete. He is forwarding the plan to the County in stages to engage them early in the process. Chair Maulhardt stated Mr. Strahan had the full support of the Board to keep this project moving forward. He also added there is a huge need to have a recreation area. It had been a long strategic process and he would not like to have any financial issues arise. He continued to advise Mr. Strahan to utilize the support of the Board when needed.

Continuing, the Committee had questions regarding the WIFIA loan. Mr. Zahn mentioned he would map out who should be present at the meeting and if the questions were in-depth then he'd like a loan bond representative present. Director Berger felt the Committee didn't need to micromanage the WIFIA loan but just to receive a better understanding of how Mr. Zahn is going to manage it. He was comfortable with Mr. Zahn being present and answering the questions. Mr. Zahn replied that he would not have an answer on the rates at that time, but when the loan documents are executed, the rates will be locked in. Director Keeling was unfamiliar with the need for the loan and asked Mr. Zahn what it was for. Director Berger suggested Mr. Zahn provide background on the process and work for the loan since this was the first time Director Keeling had heard of it. Mr. Zahn also provided background on how funding and grants affect the loan and the variables which may impact them.

After staff provided their monthly updates, the Committee requested that the Risk Management slide be presented to the Board. They felt it was important to understand if the Board was engaged in their processes. Mr. Strahan added, there was a significant cost of \$6K plus for the playground maintenance, as an example of ensuring equipment complies with safety standards.

10. Future Agenda Items

Mr. Zahn mentioned that the District's WIFIA loan for the Santa Felicia Dam Safety Improvement Project would be brought to the Committee next month.

ADJOURNMENT 10:01 a.m.

Director Maulhardt adjourned the meeting at 10:01 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 June 5, 2023.

ATTEST:

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



Board of Directors
Bruce E. Dandy, President
Sheldon G. Berger, Vice President
Lynn E. Maulhardt, Secretary/Treasurer
Mohammed A. Hasan
Catherine P. Keeling
Gordon Kimball
Daniel C. Naumann

General Manager
Mauricio E. Guardado, Jr.

Legal Counsel
David D. Boyer

ATTENDANCE LIST

MEETING DATE: Monday, June 5, 2023

MEETING: UWCD Finance and Audit Committee Meeting

The signing or registering of your name on this sign-up form is not required but is voluntary. All persons may attend the meetings of the Board of Directors of United Water Conservation District without signing or registering their names on this form.

Name (Please Print)

Representing

Bruce Dandy



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UWCD Cash Collections - April

Pipeline: \$ 1.3M
Groundwater: \$ 26K
Rent: \$ 30K
Lake Piru: \$ 116K
Misc.: \$ 2M
TOTAL: \$ 3.5M



Lake Piru Cash Collections - April

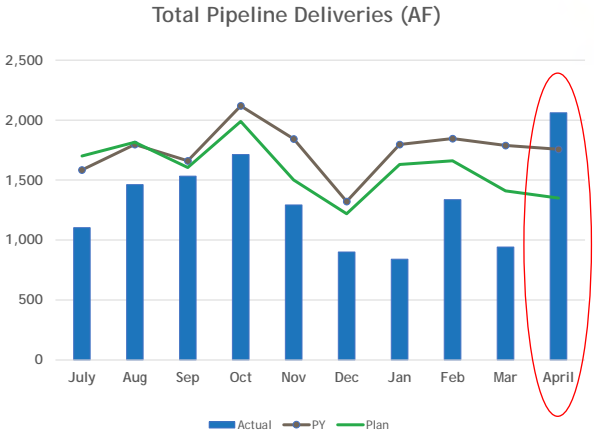
Day Use: \$ 22K
Concessions: \$ 6K
Boating & Watercraft: \$ 1K
Boat Storage: \$ 1K
Camping: \$ 81K
Miscellaneous: \$ 5K
Prior Year Total: \$ 98K
TOTAL: \$ 116K



April 2023 Pipeline

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$890 K	985	870	115
PT	\$255 K	477	480	(3)
PV	\$127 K	599	0	599

- Year-to-date March deliveries are 17% below Plan and 25% 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
3.1	Engineering and Operations	Santa Felicia Dam Safety Improvement Project-Outlet Works Improvement Project Construction Management and Inspection Services Award of Contract and Funds Transfer	Y	8002-850	\$1,498,623	-
3.3	Engineering and Operations	Contract Award to Jacobs Engineering Group Inc. for EBB Water Treatment Project Phase 1	Y	051-400-81060-8019-835	\$412,316	-
4.	Recreation	Lake Piru Draft Conceptual Facilities Improvement Plan	Y	051-400-8055 *(carry over from FY22-23)	\$557,868* \$427,838	
TOTAL					\$2,896,645	



Finance Department Updates

- Interim Financial audit to commence June 19th
- 2023-24 Budget ready for June 14th Board Meeting
- Sr. Accountant interviews done and selection process underway
- WIFIA loan documents will be available for the July meetings



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Administrative Update

Josh Perez
Chief Human Resources Officer

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Human Resources

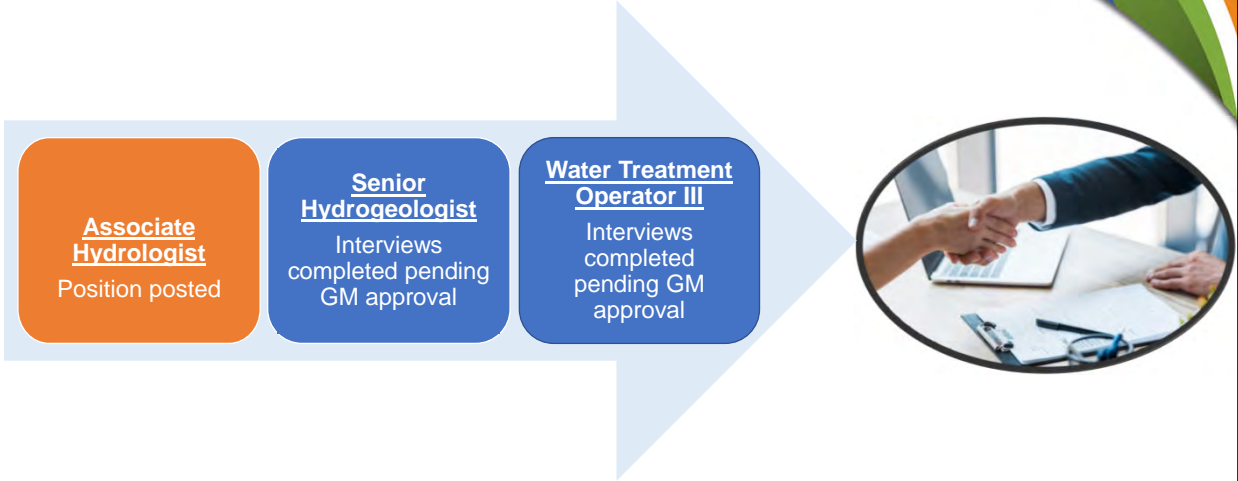
- Labor Agreement progress
- Successfully onboarded new employees
- Developed recruitments
- Finalized annual administrative leave and merit pay
- Continued to assemble groundwater hearing exhibits for the 2023 groundwater/workshop hearings



Brown Bag Session May 18, 2023 (online and in-person)



Current Employee Recruitments



Risk Management


- Certified Lake Piru Recreation staff on Adult & Pediatric CPR/First Aid/AED.
- Conducted annual respirator fit testing for current O&M staff and hearing test for newly hired staff.
- Participated with Engineering Department on joint outreach efforts with Santa Paula Police Department’s new Emergency Manager on SFD Emergency Action Plan.
- Supported Water Resources with deployment of stream safety signs deployment.
- Assessed Piru Dam Siren testing, equipment, and training with new Ranger staff.
- Coordinated Playground Safety Inspection at Lake Piru and supported the implementation of recommendations.



First Aid, CPR Training

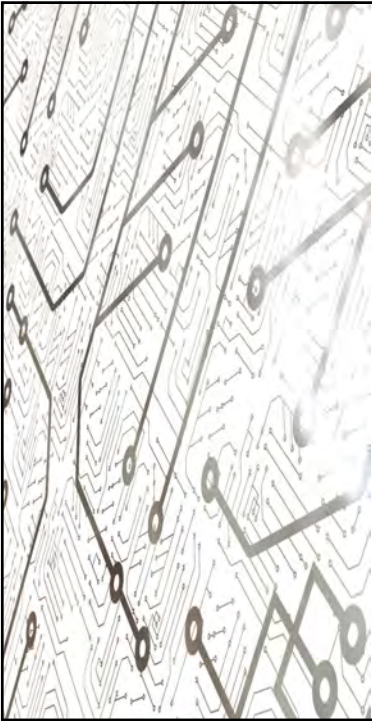


Fit Testing






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Technology Systems

- Technology Systems and Operational staff held kickoff meeting with vendors supporting the install of the "Continuous threat detection monitoring" for SCADA. Equipment was shipped and has been installed.
- Provided to Lake Piru Recreation support for semi-regular interruptions to Wi-Fi service related to Radio Power Supply, an AT&T Server Outage, and SoCal Edison Planned Maintenance activities.
- Performed a review of the mobile devices deployed throughout the district.
- Worked with printer and copier services vendor to review Districts printing capabilities and recommended enhancements.
- Control Systems personnel worked with staff to deploy a modernized way for operators to acknowledge alarms.
- Presented at an HR-sponsored "Brown Bag" session on how to create strong passwords, the use of password managers, and how multi-factor authentication benefits staff and the District.



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