

## AGENDA

### FINANCE AND AUDIT COMMITTEE MEETING

Monday, December 4, 2023, at 9:00 a.m.

**UWCD Headquarters, First Floor, Board Room**

**1701 N. Lombard Street, Oxnard, CA 93030**

#### **OPEN SESSION – CALL TO ORDER 9:00 a.m.**

##### **Committee Members Roll Call**

#### **1. Public Comment**

The public may address the Finance and Audit Committee on any matter not on the agenda within the jurisdiction of the Committee. All comments are subject to a five-minute time limit.

#### **2. Approval of Agenda**

##### **Motion**

#### **3. Approval of Minutes**

##### **Motion**

The Committee will review the Minutes from the October 30, 2023, Finance and Audit Committee meeting and approve as submitted or direct staff to revise as necessary to accurately reflect the discussion and action(s) taken during the meeting.

#### **4. EXECUTIVE (CLOSED) SESSION 9:05 a.m.**

##### **4.1. Conference with Legal Counsel – Anticipated Litigation**

Pursuant to Government Code Section 54956.9(d)(2), one (1) case.

#### **SECOND OPEN SESSION 9:20 a.m.**

#### **5. Oral Report Regarding Executive (Closed) Session**

Presented by legal counsel David D. Boyer.

#### **6. December 13, 2023, UWCD Board of Directors Meeting Agenda Item(s)**

The Committee will review and discuss the following agenda item(s) to be considered for approval at the December 13, 2023, Board meeting. The Committee will formulate a recommendation to the entire Board based on the discussions with staff. The Committee will discuss the following item(s):

##### **6.1 Resolution 2023-16 Requesting the United Water Conservation District Board of Directors to Approve the Proposed Changes to the Financial Policies**

##### **Board Motion**

The Committee will review and consider recommending to the full Board Resolution 2023-16 approving the following proposed changes to the financial policies listed below as set forth in the attached redlines to this Resolution 2023-16:



- Budget Amendment Policy
- Budget Submittal Policy
- Expense And Compensable Activity Policy –Board Members and District Executive
- Expense Policy – Staff
- Accounts Receivable and Write-Off Policy
- Engineering Projects Administration Policy
- Procurement Policy

**6.2 Waive fees associated with the November 2023 operation of the Saticoy Wellfield during recent pause in surface water deliveries**

**Board Motion**

The Committee will review and consider recommending to the full Board approval to waive fees to Pumping Trough Pipeline Customers and Pleasant Valley County Water District associated with the recent operation of the Saticoy Wellfield during the pause in surface water deliveries.

**6.3 Request Board Approval to use funds from the Replacement, Capital Improvement and Environmental Projects reserve account to fund the repair and replacement of damaged and lost equipment related to the January 9, 2023, storm event**

**Board Motion**

The Committee will review and consider recommending to the full Board approval to use funds from the Replacement, Capital Improvement and Environmental Projects reserve account to fund the repair and replacement of damaged and lost instream and bankside monitoring equipment related to the Santa Felicia Fish Passage Pre-Implementation Studies. These expenses are reimbursable under FEMA and will be returned to the reserve account once reimbursed by FEMA.

**6.4 Request Board Approval to increase the hourly rate from \$425 per hour to \$475 per hour for District's Special Counsel**

**Board Motion**

The Committee will review and consider recommending for full Board approval an hourly rate increase from \$425 per hour to \$475 per hour for District's Special Counsel Mark Palin and Brian Wheeler, only, effective December 14, 2023

**6.5 Request Board Approval to Amendment of 2021-2 to 2022-2 Groundwater Production Statements for Well# 02N22W16K01S – Saticoy Lemon Association #1**

**Board Motion**

The Committee will review and consider recommending to the full Board to approve the request from Saticoy Lemon Association #1 to adjust their 2021-2 to 2022-2 production statements and refund for their overpayment (\$5,270.25). The request is for Well# 02N22W16K01S.



**7. Fiscal Year-End 2022-23 Financial Reports**

**Information Item**

The Committee will receive and review the District's Fiscal Year-end 2022-2023 Financial Reports for the period of July 1, 2022, through June 30, 2023, as well as a presentation from the Chief Financial Officer.

**8. District Staff and Board Member Reimbursement Report (July 1 – September 30, 2023)**

**Information Item**

The Committee will review the expense reimbursement report for all reimbursements of business expenses to staff and board members for the first quarter of fiscal year 2023-2024.

**9. Monthly Investment Report (October 2023)**

**Information Item**

The Committee will receive, review, and discuss the District's investment portfolio and cash position as of October 31, 2023.

**10. Monthly Pipeline Delivery Report (October 2023)**

**Information Item**

The Committee will receive, review, and discuss the District's pipeline water activities as of October 31, 2023.

**11. Board Requested Cost Tracking Items (October 2023)**

**Information Item**

The Committee will receive and review the costs that the District has incurred through October 31, 2023:

- 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 motion item(s) which have a fiscal impact.

**12. Monthly Administrative Services Department Update**

**Information Item**

The Committee will receive and review the monthly report from the Administrative Services team as well as receive a verbal presentation of its highlights.

**13. Future Agenda Items**

The Committee will suggest topics or issues for discussion at future meetings.

**ADJOURNMENT**



**Directors:**

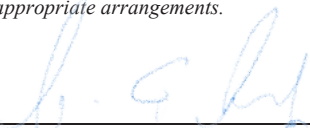
Chair Lynn E. Maulhardt  
Sheldon G. Berger  
Catherine P. Keeling

**Staff:**

Mauricio E. Guardado  
Tracy Oehler  
Brian H. Zahn  
Sara Guzman  
Jackie Lozano

Anthony Emmert  
Josh Perez  
Tony Huynh  
Zachary Plummer  
Ed Reese

*The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda material in an alternative format, please contact the District Office at (805) 525-4431. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.*

Approved:   
Mauricio E. Guardado, General Manager

Approved:   
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Brian H. Zahn, Chief Financial Officer

**Posted: (date)** November 30, 2023                      **(time)** 3:00 p.m.                      **(attest)** Jackie Lozano

**At:** [www.unitedwater.org](http://www.unitedwater.org)

**Posted: (date)** November 30, 2023                      **(time)** 3:15 p.m.                      **(attest)** Jackie Lozano

**At:** United Water Conservation District Headquarters, 1701 N. Lombard Street, Oxnard, CA 93030