

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING
Monday, October 30, 2023 (November meeting),
at 9:00 a.m.
UWCD Headquarters, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

COMMITTEE MEMBERS PRESENT:

Lynn E. Maulhardt, chair
Catherine P. Keeling, director

COMMITTEE MEMBERS ABSENT:

Sheldon G. Berger, director

STAFF PRESENT:

Mauricio Guardado, Jr., general manager
Anthony Emmert, assistant general manager
Sara Guzman, senior accountant
Tony Huynh, risk and safety manager
Jackie Lozano, administrative assistant/clerk of the committee
Josh Perez, chief human resources officer
Zachary Plummer, technology systems manager
Brian Zahn, chief financial officer

PUBLIC PRESENT:

None.

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 of the Committee Jackie Lozano called roll. Two Committee members were present (Keeling and Maulhardt), one was absent (Berger) who notified Ms. Lozano of his absence prior to the meeting via email.

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



3. Approval of Minutes

Motion

The Committee received and reviewed the draft Committee meeting Minutes of September 5, 2023. Motion to approve the Committee meeting Minutes, Director Keeling; second, Chair Maulhardt. Voice vote, two ayes (Keeling and Maulhardt); none opposed; one absent (Berger). Motion carries, 2/0/1.

4. November 8, 2023, Board Meeting Agenda Item(s)

The Committee reviewed and discussed the following agenda item to be considered for approval at the November 8, 2023, Board of Directors meeting:

4a. Approving the General Manager to Conduct Budget Transfers and Expenditures for Radio System Enhancement along with Execution of Memorandum of Understanding with the County of Ventura

Board Motion

Chief Financial Officer Brian Zahn presented this motion to the Committee members for its recommendation to the Board. If approved, the radio system that is now over 20 years old, would be replaced with a more reliable and robust communication system. Overall, District staff will have better coverage, reliability, and communication throughout internal and external networks. There also would be substantial cost savings to the District if the radios are procured by December 10, 2023.

Committee members supported and recommended this motion to the full Board for its approval. Director Keeling requested staff, when presenting this motion to the Board, there would be no need to go into detail, but to please provide an example of why the upgrade is important and how the radios are going to be used (i.e., communication with Ventura County Sheriff's office).

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

5. Monthly Investment Report (September 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, as no public was present.

6. Monthly Pipeline Delivery Report (September 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, as no public was present.



7. Board Requested Cost Tracking Items

Information Item

The Committee members received and reviewed the costs-to-date that the District had 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 the professional fees over the past several fiscal years; and
- e) a summary of Board motion item(s) which have a fiscal impact.

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

8. Monthly Administrative Services Department Update

Information Item

The Finance Department monthly update was presented by Mr. Zahn (presentation attached). When presenting on Lake Piru Cash Collections (slide three), Chief Human Resources Officer Josh Perez briefly provided an update on the Lake Piru Recreation Area's Cash Collections. Mr. Zahn continued with his presentation.

During September's Pipeline update (slide four), General Manager Mauricio Guardado mentioned the District had been receiving inquiries from growers asking how they can obtain a secondary source of water supply. Also, if there were the possibility to reconstruct the OH interconnection pipeline agreement there could be an opportunity to collaborate with Calleguas Municipal Water District (Calleguas) for State Water. Chair Maulhardt added, conceptually an agreement or variation of what the District did for the City of Oxnard he would be open to. He felt it would be beneficial to work with Calleguas as a conceptual idea for discussion in order to collaborate with the District in the future. Discussions would also include looking at ways to work on a delivery mechanism for Article 21 water and storing it at Lake Piru. Chair Maulhardt was very open to that conversation.

Chief Human Resources Officer Josh Perez continued with updates on Administration, Human Resources, Risk Management, and Information Technology (presentation attached). Upon conclusion of the presentation, Chair Maulhardt stated to Mr. Perez, when presenting the motion of new radio enhancements to the Board for approval, to keep it concise and talk about two or more things that were important.

Considering the District's groundwater extraction rate increase, Director Keeling asked on behalf of the agriculture community if there was any place for them to look for that information and that it was not evident on the District's website. Staff noted the question and will follow up on the request.

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

9. Future Agenda Items

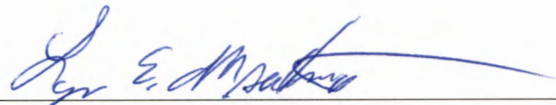
Chair Maulhardt asked the Committee members if there were any agenda items they wished to bring forward to future meetings. No requests were offered by the Committee.



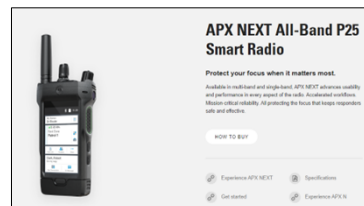
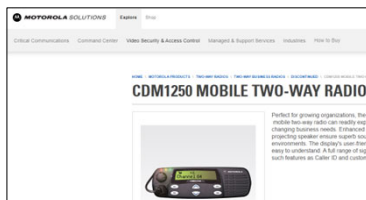
ADJOURNMENT 9:30 a.m.

Chair Maulhardt adjourned the meeting at 9:30 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 October 30, 2023 (November meeting).

ATTEST: 
Chair Lynn E. Maulhardt

Board Motion - Item 4a. Radio System Enhancement/Upgrade



- **Existing Radios:**
Discontinued and incompatible

- **New Radios:**
Compatible across agencies, better coverage, and improved reliability



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Why upgrade now?



Incentive Based Pricing

- Cost Savings
- Remove Cost Maintenance Items

Operational Efficiency

Employee Safety: Direct Connection to Resources

Enhanced Public Safety Responsiveness

Regional Safety Nexus

Reliability/Service

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Pricing Summary



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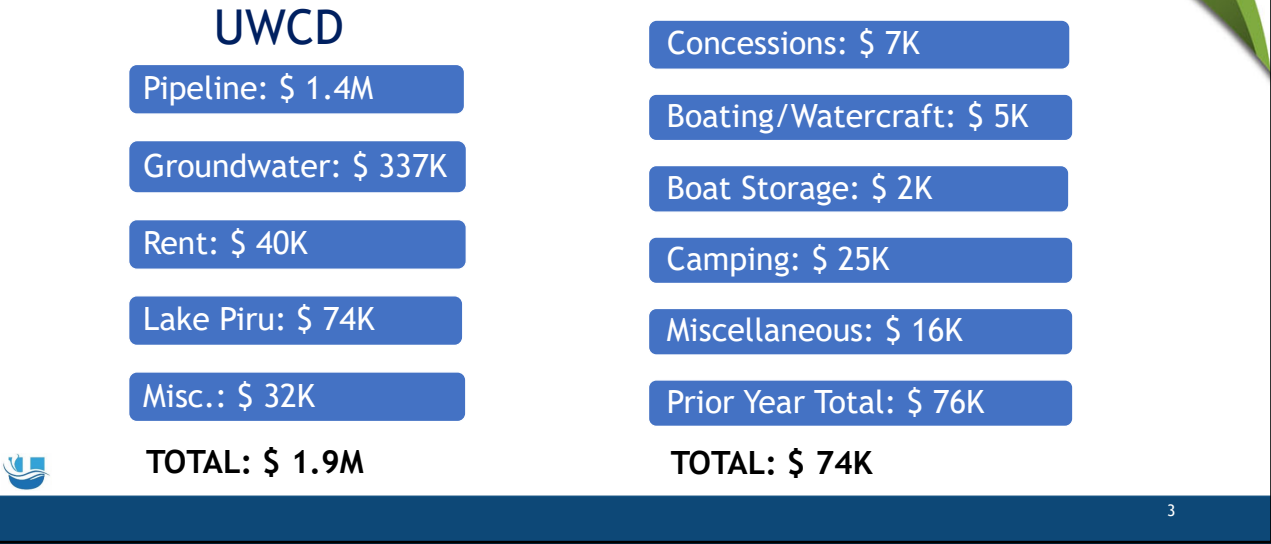


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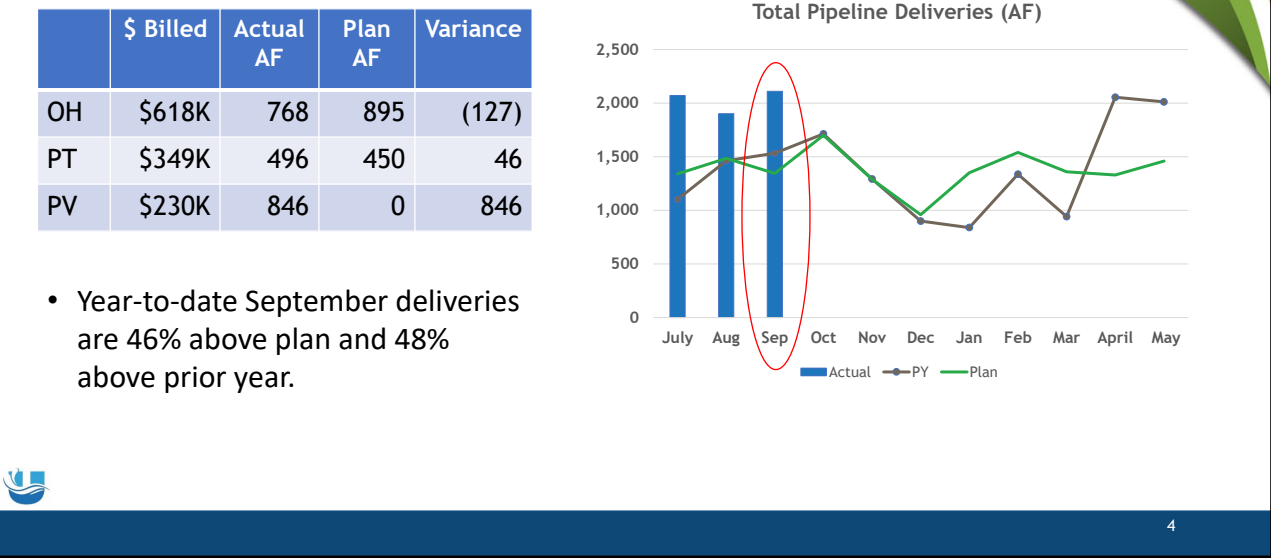
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September Cash Collections



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September 2023 Pipeline



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Board Motion Items with Fiscal Impact


Motion No.	Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
4a.	Finance and Audit	Acquisition of new radios, District-wide, to allow for effective communication between Santa Felicia Dam, O&M, and headquarters	N	Multiple budget transfers and CIP 8058	\$275,000	\$12K annual expense
TBD	Recreation	Acquisition of new vehicle for increase in Lake Piru Recreation Area staff	Y	020-200-80510	\$60,000	-
TOTAL					\$335,000	



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Finance Department

- Current estimate for emergency work performed on OH pipeline for the blockage removal is \$210K. We anticipate having the final cost in December and will bring it to the committee and board for supplemental appropriations.
- The finance team is conducting a review of our budgeting processes as we prepare files for the 2024-25 Financial Budget.
- The lease with Quest Diagnostics has been executed and will be extended until Sept. 30, 2030.
- Year-end financials to be presented in the December committee meeting.
- Financial audit is beginning the second week of December.



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Administrative Update

Josh Perez
Chief Human Resources Officer

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Human Resources

- Successfully onboarded the following positions:
 - Operations Supervisor - Water Treatment
 - Operations Supervisor - Water Supply and Distribution
 - Park Ranger Cadet
 - Human Resources Specialist
- Promotions:
 - Senior Engineer Robert Richardson to Principal Engineer
 - Senior Accounting Technician Nyvee De Leon to Accountant
- Calculated 2024 health insurance rates and processed all employee open enrollment changes.
- Attended the 2023 CalPERS Educational Forum and Annual Fire Extinguisher Training.



Mauricio Guardado honoring retirees John Carman, Kris Sofley, and Ofelia Leon at Board of Directors meeting held on October 11, 2023




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Current Employee Recruitments

Executive Assistant/Clerk of the Board
Position closed 10/23/2023, GM review

Technology Systems Intern
Position posted, closes on 11/02/2023

Park Ranger Cadet
Position closed; agility exam scheduled for 10/30/2023.







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Risk Management

- Coordinated confined space and hazmat training for staff at Ventura County Fire Department training center.
- Participated in Piru Siren Activation of additional vehicle fleets.
- Collaborated with O&M and Technology Systems (TS) staff on transitioning to new Dig Alert intake process.
- Certified new O&M staff members in Adult & Pediatric CPR/AED/First Aid.
- Investigated law enforcement incidents, including sharing information with Ventura County Sheriff's Office.
- Aided in procurement of FirstNet devices for wider District deployment.
- Managed the transition of fire and intrusion alarm monitoring services to new vendor.



Confined Space Training with VC Fire Department held on October 19, 2023

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Technology Systems

- Worked on deployment of new domain controller.
- Equipped new onboarded staff members with workstations and devices to perform their core functions in various departments.
- Addressed advanced phishing tactics and email anomalies, and coordinated with security vendors to reinforce our defenses against malicious threats. This dissemination aligns with National Cyber Security and Awareness Month.
- Phone System Upgrade (scheduled for November 1, 2023)
 - Finalized user lists and other deliverables to advance the VOIP migration. In addition, TS staff made advancements with the notification process as the Districts’ enhanced physical security system is put into action.
- TS and Instrumentation Departments procured networking and wireless controllers intended for the Iron and Manganese Lab at El Rio.
 - Currently undergoing pre-configuration.
 - Coordination for setting installation dates is in progress.

