

**MINUTES**  
**FINANCE AND AUDIT COMMITTEE MEETING**

**Monday, April 29, 2024, at 9:00 a.m.**  
**UWCD Headquarters, First Floor, Board Room**  
**1701 N. Lombard Street, Oxnard CA 93030**

**OPEN SESSION**

The meeting was called to order at 9:00 a.m.

**Committee Members Roll Call**

All Committee members were present (Huber, Keeling, and Maulhardt).

**1. Public Comment**

No speakers.

**2. Approval of Agenda**

**Motion**

Action: M/S/C (Keeling, Maulhardt) to approve the April 29, 2024, agenda.

Vote: Ayes: Huber, Keeling, and Maulhardt; Noes: None; Absent: None.

**3. EXECUTIVE (CLOSED) SESSION**

Chair Keeling moved the meeting into Executive (Closed) Session at 9:01 a.m.

**3.1 Conference with Legal Counsel–Anticipated Litigation**

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

**SECOND OPEN SESSION**

Chair Keeling moved the meeting into the Second Open Session at 9:45 a.m.

**4. Oral Report Regarding Executive (Closed) Session**

Chair Keeling reported no action was taken during the Executive (Closed) Session that is reportable under the Ralph M. Brown Act.

**5. Approval of Minutes**

**Motion**

Action: M/S/C (Keeling, Maulhardt) to approve the April 1, 2024, minutes.

Vote: Ayes: Keeling, Huber, and Maulhardt; Noes: None; Absent: None.

**6. UWCD Board of Directors Meeting Agenda Items**

Reviewed and discussed the following agenda items to be considered for approval at the May 15, 2024, Board of Directors meeting:



**6.1 Request from the City of Santa Paula to Waive Penalties and Interest Charges for Late Submission and Payment**

**Motion**

Action: M/S/C (Keeling, Maulhardt) to recommend approval of a request from the City of Santa Paula to waive penalties and interest charges of \$25,299.82 for a late payment and filing for wells 03N21W09R05S, 03N21W11J02S, 03N21W15C06S, 03N21W16A02S, and 03N21W16A03S to the full Board.

Vote: Ayes: Keeling, Huber, and Maulhardt; Noes: None; Absent: None.

**6.2 Request to Write-off Unrecovered Fraud Payment**

**Motion**

Action: M/S/C (Keeling, Maulhardt) to approve writing off \$13,734.68 of unrecovered funds erroneously issued to a fraudulent individual claiming to be the employee of an established United Water Conservation District vendor to the full Board. Also approved to list motion under Consent Calendar on the Board agenda.

Vote: Ayes: Keeling, Huber, and Maulhardt; Noes: None; Absent: None.

**6.3 Adopt Resolution to Amend the 2020 Revenue Certificates of Participation Bond Agreement for the Rebate Arbitrage Analysis**

**Motion**

Action: M/S/C (Keeling, Huber) to approve the adoption of a Resolution approving an amendment of the 2020 Revenue Certificates of Participation (COP) Bond Agreement to adjust the Rebate Arbitrage Analysis computation from an annual requirement to every five years requirement to the full Board.

Vote: Ayes: Keeling, Huber, and Maulhardt; Noes: None; Absent: None.

**7. District Staff and Board Member Reimbursement Third Quarter Report**  
**Information Item**

Received and reviewed the expense reimbursement report for all reimbursements of business expenses to staff and board members for the third quarter of fiscal year 2023-2024.

**8. Board Requested Cost Tracking Items Third Quarter Report**  
**Information Item**

Received and reviewed the costs that the District has incurred through March 31, 2024:

- 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.



**9. Monthly Investment Report (March 2024)**

**Information Item**

Received and reviewed the District's investment portfolio and cash position as of March 31, 2024.

**10. Monthly Pipeline Delivery Report (March 2024)**

**Information Item**

Received and reviewed the District's pipeline water activities as of March 31, 2024.

**11. Monthly Administrative Services Department Update**

**Information Item**

Received and reviewed the monthly report from the Administrative Services team as well as receiving a verbal presentation of its highlights.

Director Maulhardt inquired about the District's recruiting process; specifically for engineers. Director Huber mentioned he would provide staff with contact information from the hiring department for the Port Hueneme Naval Base because they are always looking for local employment.

Action: Human Resources staff will work with General Manager to define a recruitment program which covers outreach, internship, and employment.

**12. Future Agenda Items**

Director Maulhardt requested Human Resources staff to bring forward to the Board highlights, and the topics of recruitment and hiring. He suggested the District host a student field day as an additional outreach effort to showcase the District's operations.

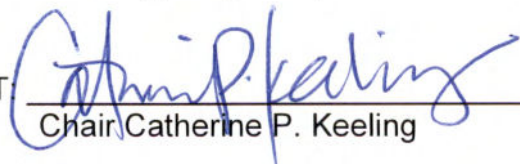
Action: Human Resources staff will work with the General Manager on the highlights to bring forward to the Board.

**ADJOURNMENT**

The meeting was adjourned at 10:16 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 April 29, 2024.

ATTEST

  
\_\_\_\_\_  
Chair, Catherine P. Keeling



**United Water**  
CONSERVATION DISTRICT

**FINANCE AND AUDIT COMMITTEE MEETING**  
**April 29, 2024**

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**United Water**  
CONSERVATION DISTRICT

**FINANCE AND AUDIT COMMITTEE MEETING**  
**Finance and Administrative Services**  
**Monthly Update**

April 29, 2024

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# Financial Update

Brian H. Zahn  
Chief Financial Officer

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## March Cash Collections

UWCD	Lake Piru
Pipeline: \$ 1.2M	Day Use: \$ 14K
Groundwater: \$ 327K	Concessions: \$ 2K
Rent: \$ 9K	Boating/Watercraft: \$ 4K
Lake Piru: \$ 73K	Boat Storage: \$ 1K
Misc.: \$ 126K	Camping: \$ 50K
<b>TOTAL: \$ 1.7M</b>	Miscellaneous: \$2K
	Prior Year Total: \$ 68K
	<b>TOTAL: \$ 73K</b>

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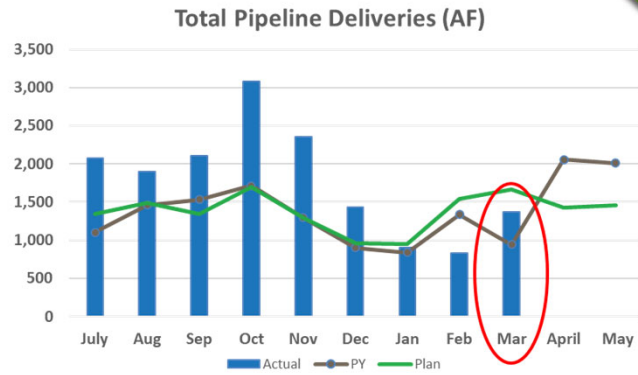
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## March 2024 Pipeline

	\$ Billed	Actual AF	Plan AF	Variance
OH	\$755K	934	850	84
PT	\$250K	325	410	(85)
PV	\$53K	110	400	(290)

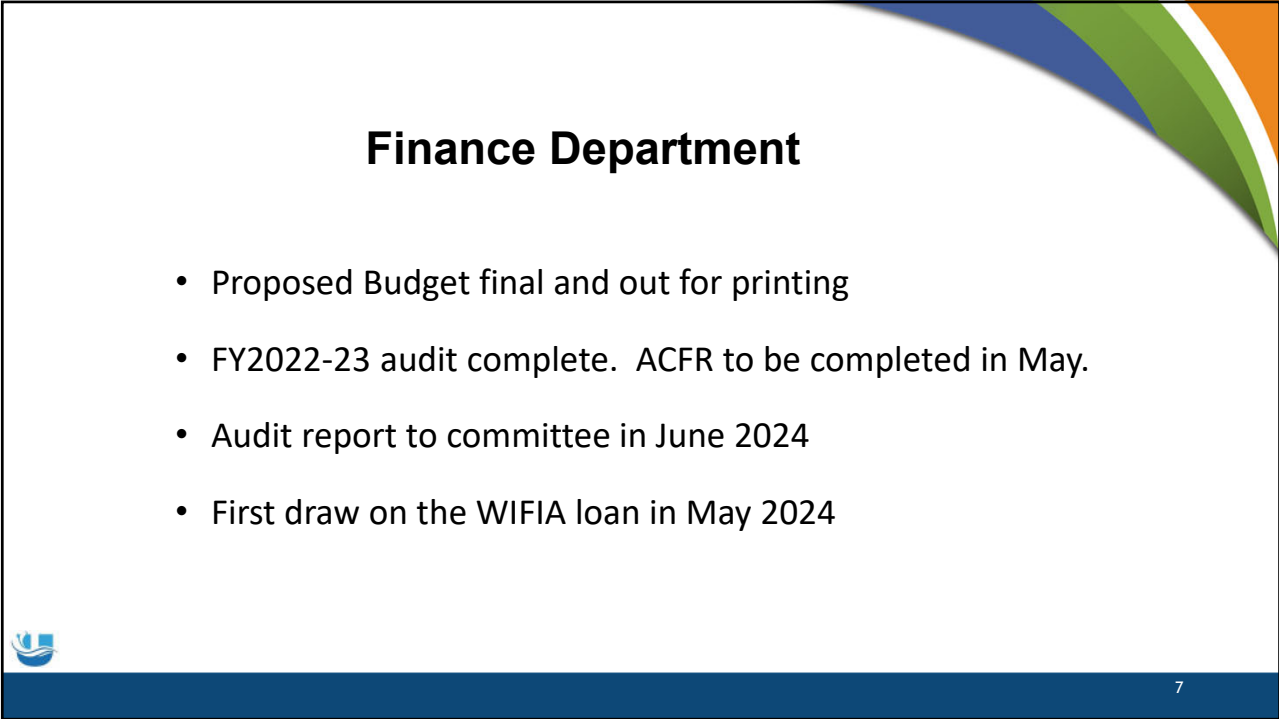
- Year-to-date March deliveries are 31% above plan and 44% above prior year.



## Board Motions with Fiscal Impact


Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
Finance	Request from the City of Santa Paula to Waive Penalties and Interest Charges	N	GW Revenue	\$25,300	None
Finance	Request to Write-off Unrecovered Fraud Payment	N	General Revenue	\$13,735	None
Engineering	Amendment to Agreement with Northwest Hydraulic Consultants (CIP 8018)	Y	CIP #8018	\$49,460	None
Engineering	Authorize Supplemental Appropriation of Funds for the Iron and Manganese Treatment Project (CIP 8007)	N	CIP Reserve Fund	\$344,126	None
Engineering	Authorize GM to Award a Construction Management and Inspection Services Contract for Phase 1 of the PTP Recycled Water Connection – Laguna Road Pipeline Project (CIP 8043)	Y	CIP #8043	\$249,000	None
<b>TOTAL</b>				<b>\$681,621</b>	





**Finance Department**

- Proposed Budget final and out for printing
- FY2022-23 audit complete. ACFR to be completed in May.
- Audit report to committee in June 2024
- First draw on the WIFIA loan in May 2024



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**Administrative Update**

**Josh Perez**  
Chief Human Resources Officer

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# Human Resources

- Promotions**
  - No promotions in April 2024.
- New Hires**
  - Hired or anticipate hiring all three personnel for the Engineering Department vacancies.
- Other Human Resources Efforts**
  - Assisted Finance with organization chart for the annual budget.

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## Current Employee Recruitments

- Technology Systems Intern**  
Interns either onboarded or selected pending GM approval.
- Seasonal Park Ranger Assistants**  
Interviews held; hiring five to seven assistants
- Associate Engineer**  
Selected candidate will begin in June 2024
- Associate Environmental Scientist**  
Position closed, interviews pending



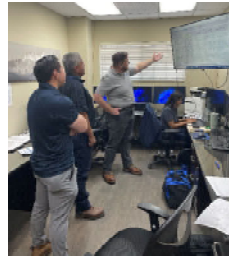
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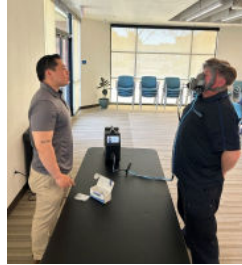


## Risk Management

- Coordinated and participated as a member of the Process Hazard Analysis (PHA) team with Water Treatment Operations Supervisor & consultants as part of the Risk Management Plan 5-year update for chlorine and ammonia covered processes.
- Provided Valley Fever training at the monthly safety meeting; this training is required by Cal/OSHA since Ventura is listed as one of the endemic counties in the state.
- Conducted annual respirator fit testing for O&M staff; in the past, this would have cost the District \$1,500 per day for a third party to come on site.
- Conducted baseline and exit hearing tests for new and departing staff.



*Process Hazard Analysis – With Risk Management Professionals, Inc. as part of a five-year Risk Management Plan Update (April 3, 2024)*



*Respiratory Fit Testing Information – Performed at HQs (April 17, 2024)*



*FEMA Request for Information – Field review of FEMA disaster response project (April 16, 2024)*



## Risk Management continued

- Coordinated UHF programming on new Motorola APX Next radios with Ventura County IT partners. This capability will allow park rangers to communicate internally with recreation area staff and volunteers as well as Ventura County public safety partners with one single radio instead of having to carry two radios.
- Collected additional information from the field pertaining to Lake Piru disaster recovery project in response to FEMA RFIs alongside O&M and Environmental Services staff.
- Drafted letter to FEMA Region IX administrator and Cal OES on requesting an extension of the Lake Piru Marina Replacement Project.



*Visual of new radios which are now integrated with County of Ventura response system*



*Senior Park Ranger, Bernard Riedel and Dam Operator, Greg DeJarnette testing new radios*



## Technology Systems



- Provided staff support by processing 85 tickets of various levels of importance throughout the month.



- Provided continual support to in service of meetings for our local stakeholders to include the GSA, AWA regular meetings, and AWA symposium.



- **Technological Advancements at Lake Piru:**

- Internet Service Installation: The initiation of the first new internet service under a new agreement is nearing completion. Scheduled for final testing and formal handover to the Technology Systems (TS) department on April 23, 2024. This project marks a pivotal upgrade for the Lake Piru facilities.
- Lake Piru Store Developments: A selected vendor concluded the cabling work required to retrofit the Lake Piru Recreation Area concessions shop. TS personnel have transported the initial batch of technical equipment intended for operational use within the store, aligning with broader efforts to modernize and enhance service efficiency at this venue.
- Lake Piru Physical Security Enhancements: In a collaborative effort with the Risk and Safety departments, TS has diligently worked to activate new network equipment at the store location.



## Questions

