MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS
AND THE
FINANCE & INSURANCE COMMITTEE MEETING

April 22, 2024

At approximately 7:30 a.m. President Monin called the regular meeting to order.

Director Freshley led the Pledge of Allegiance to the flag.

Committee Members MARK MONIN, MIKE GASKINS, KAY HAVENS, KATHRYN FRESHLEY, and FRED ADJARIAN participated.

Also participating were DENNIS P. CAFFERTY, General Manager, VISHAV SHARMA, CFO, HANNAH FORD, Director of Engineering, SCOTT HOPKINS, Operations Superintendent, GILBERT J. GRANITO, General Counsel, MIKE MIAZGA, IT Manager (Zoom), SHERRI SEITZ, Public Affairs Manager (Zoom), VICKI TANIOUS, Senior Accountant/Payroll, (Zoom), CAROL MOORE, Laguna Woods City Council Member (Zoom), and POLLY WELSCH, Recording Secretary.

Determination of a Quorum

Roll Call:

Director Adjarian	present
Director Freshley	present
Director Havens	present
Vice President Gaskins	present
President Monin	present

Five Board members are present at the meeting and therefore a quorum has been determined.

Oral Communications/Public Comment

Ms. Moore thanked the District for participating in the Earth Day events last week.

Items Too Late to be Agendized

President Monin asked if there were any items received too late to be agendized. Mr. Cafferty replied no.

Finance and Insurance Committee Meeting

At approximately 7:38 a.m. Director Havens called the Finance and Insurance Committee meeting to order.

Consent Calendar

Director Havens asked for a Motion.

Motion: Director Adjarian made a motion, seconded by Vice President Gaskins to approve the Consent Calendar.

Roll Call Vote:

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Financial Information Items

Update on the Implementation of the Springbrook Software System

Mr. Sharma stated that staff is making progress on the Utility Billing implementation. Mr. Sharma noted that Staff has reviewed the updated billing statements and sent the final edits to Springbrook. He further stated that the tentative Utility Billing module go live date is June/July 2024.

Mr. Cafferty stated that staff is working on the contract with Xpress Bill Pay to accept in person, online, and over the phone debit/credit card payments. He further stated that staff is also reviewing options from other vendors for the online, and over the phone E-checks/debit/credit card payments.

Financial Action Items

2024/25 Fiscal Year Budget

Mr. Cafferty stated that staff has updated the 2024/25 budget using the most recent CPI available at the date of implementation. He further stated that the 3.9% number is the latest CPI number.

Mr. Cafferty stated that the Board package material reflects the difference between Option 1 and Option 2. He further stated that staff is suggesting going with Option 2 which uses the latest CPI number.

The Board members reviewed both Options and the majority favored Option 2.

Director Havens asked for a Motion.

Motion: Director Adjarian made a Motion, seconded by Director Freshley to 1) approve Option 2 of the El Toro Water District 2024/25 Fiscal Year Operating & Capital Budget, and 2) authorize staff to provide the required notice of the rate changes per the 2023 Proposition 218 Notice.

Roll Call Vote:

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	no

Motion passes 4-1.

Quarterly Insurance Report

Ms. Cimorell stated that JPIA audited our workers comp and liability insurance, and toured certain facilities, and found nothing of note out of the ordinary.

Recommended Action: Director Adjarian made a Motion, seconded by President Monin to receive and file the Quarterly Insurance Report for the period of October 1, 2023 through December 31, 2023.

Roll Call Vote:

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Quarterly Audit

Mr. Sharma stated that auditors reviewed our internal control and found no issues. He further stated that the auditors tested transactions related to cash receipts, cash disbursements, investments, payroll, purchasing, accounts payable, water and sewer billing.

Recommended Action: Director Freshley made a Motion, seconded by Vice President Gaskins to receive and file the quarterly audit reports for the periods July 1, 2023 to September 30, 2023 and the period from October 1, 2023 to December 31, 2023 as presented by CliftonLarsonAllen.

Roll Call Vote:

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Financial Package - Authorization to Approve Payment of Bills for the Month Ending April 22, 2024 and Receive and File Financial Statements as of March 31, 2024

Director Havens asked for a Motion.

Motion: President Monin made a Motion, seconded by Director Gaskins to approve, ratify, and confirm payment of the bills set forth in the schedule of bills for consideration dated April 22, 2024, and receive and file the financial statements for the period ending March 31, 2024.

Roll Call Vote:

Director Adjarian	aye
Director Freshley	aye
Director Havens	aye
Vice President Gaskins	aye
President Monin	aye

Comments Regarding Non-Agenda FIC Items

There were no comments.

Adjournment

There being no further business the Finance Committee meeting was closed at approximately 8:07 a.m.

Respectfully submitted

POLLY WELSCH
Recording Secretary

APPROVED:

MARK MONIN, President
of the El Toro Water District and the
Board of Directors thereof

DENNIS P. CAFFERTY, Secretary
of the El Toro Water District and the
Board of Directors thereof