

MINUTES OF THE REGULAR MEETING
OF THE
FINANCE & INSURANCE COMMITTEE

January 23, 2023

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

Director Monin led in the Pledge of Allegiance to the flag.

Committee Members KAY HAVENS, KATHRYN FRESHLEY, MIKE GASKINS, JOSE VERGARA, and MARK MONIN participated.

Also participating were DENNIS P. CAFFERTY, General Manager, JASON HAYDEN, CFO , JUDY CIMORELL, Human Resources Manager, SCOTT HOPKINS, Operations Superintendent, GILBERT J. GRANITO, General Counsel, MIKE MIAZGA, IT Manager, SHERRI SEITZ, Public Relations Manager (zoom), CAROL MOORE, Laguna Woods Council member (zoom), and POLLY WELSCH, Recording Secretary.

Oral Communications/Public Comments

There were no comments.

Items Received Too Late to be Agendized

President Havens asked if there were any items received too late to be agendized. Mr. Cafferty replied that we will not be adding anything to the agenda, but we will need to modify item #8 of the Engineering agenda, the Main Office HVAC Improvement Project Change Order. He further stated that the staff paper reflects the changes since last week, but the agenda language does not.

Mr. Cafferty stated that staff is working with the Contractor on the cost of installing smoke detectors that are required by City Building Code to be installed within the HVAC ducting. He further stated that the cost did not include the wiring connection of the detectors to the existing fire panel.

Mr. Cafferty stated that the existing thermostats must be replaced because they are not compatible with the new HVAC system. He further stated that the installation of material associated with connecting the duct detectors to the existing fire panel is included in a change order in a not to exceed amount of \$49,934. This amount is within the General Manager's authority to approve, however the accumulated total of existing Change Orders now exceeds the General Manager's authority so the current change order is being brought back to the Board for approval.

President Havens asked for a Motion.

Motion: Vice President Vergara made a Motion, seconded by Director Freshley and unanimously carried across the Board to 1) determine that the need to modify the agenda language for this item arose after the agenda was posted, and 2) to modify the action in item #8 to authorize the General Manager up to \$50,000 as a Change Order to the existing contract or award to an alternative contractor as staff determines most prospective.

Roll Call Vote:

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

Finance & Insurance Committee Meeting

At approximately 7:35 a.m. Director Monin called the Finance & Insurance Committee meeting to order.

Consent Calendar

Director Monin asked for a Motion.

Motion: Director Freshley made a motion, seconded by Director Gaskins and unanimously carried across the Board to approve the Consent Calendar.

Roll Call Vote:

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

Financial Information Items

Update on the Implementation of the Springbrook Software System

Mr. Hayden provided an update on the implementation of the Springbrook Software System. He further stated that Customer Service staff is working with a Springbrook consultant to complete the implementation of the utility billing process.

Government Finance Officers Association (GFOA) Certificate of Achievement

Mr. Hayden stated that the District received the Certificate of Achievement for Excellence in Financial Reporting from the GFOA. He further stated that this is the fifth year in a row that the District has received this award.

Quarterly Insurance Report

Ms. Cimorell provided an update on the District's Quarterly Insurance report. She further stated that although we had some workers compensation claims this quarter, there was no loss time.

Monin asked for a Motion.

Motion: Director Gaskins made a Motion, seconded by Vice President Vergara and unanimously carried across the Board to receive and file the Quarterly Insurance Report for the period October 1, 2022 through December 31, 2022.

Roll Call Vote:

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

Financial Package - Authorization to Approve Bills for Consideration Dated January 23

2023 and Receive and File Financial Statements as of December 31, 2022

Mr. Hayden stated that our purchased water expenses have been less due to the drawdown of R-6, but once the Reservoir is refilled, it will show a much larger expense.

Director Freshley asked if we bought any water from Baker in December. Mr. Cafferty replied that we purchase water from Baker each month.

Director Monin asked for a Motion.

Motion: Director Freshley made a Motion, seconded by Director Gaskins and unanimously carried across the Board to approve, ratify, and confirm payment of the bills set forth in the schedule of bills for consideration dated January 23, 2023, and receive and file the financial statements for the period ending December 31, 2022.

Roll Call Vote:

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

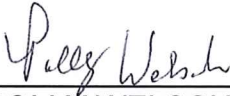
Comments Regarding Non-Agenda FIC Items

There were no comments.

Close Finance and Insurance Committee Meeting


There being no further business the Finance Committee meeting was closed at approximately 8:00 a.m.

Respectfully submitted,




POLLY WELSCH
Recording Secretary

APPROVED:



KAY HAVENS, 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

