

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

November 20, 2023

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

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

Committee Members KAY HAVENS, KATHRYN FRESHLEY, MIKE GASKINS, MARK MONIN (arrived at 7:50 a.m.), and FRED ADJARIAN participated.

Also participating were DENNIS P. CAFFERTY, General Manager, JUDY CIMORELL, Human Resources Manager, HANNAH FORD, Engineering Manager, GILBERT J. GRANITO, General Counsel, VISHAV SHARMA, CFO, JOE LUDIN, CliftonLarsonAllen (Zoom), SCOTT HOPKINS, Operations Superintendent, SHERRI SEITZ, Public Affairs Manager, (Zoom), VU CHU, Water Use Efficiency Analyst, (Zoom), VICKI TANIOUS, Senior Accountant / Payroll, (Zoom), KEITH STRIBLING, HIGHMARK Capital Management, CAROL MOORE, Laguna Woods City Council member (Zoom), and POLLY WELSCH, Recording Secretary.

Determination of a Quorum

Roll Call:

Director Adjarian	present
Director Gaskins	present
Director Freshley	present

President Havens	present
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Four Board members are present at the meeting and therefore a quorum has been determined.

### Oral Communications/Public Comment

There were no comments.

### Items Too Late to be Agendized

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

### Finance and Insurance Committee Meeting

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

### Consent Calendar

Director Gaskins asked for a Motion.

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

### Roll Call Vote:

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

### Financial Information Items

#### Update on the Implementation of the Springbrook Software System

Mr. Sharma stated that four staff members attended a Springbrook conference to further training. Mr. Sharma further noted that staff was able to attend various training sessions and a one on one session on Tableau analytics/report writing. He further stated that staff is currently working with Springbrook System's implementation team to test billing statements and various payment processing inputs. Mr. Sharma noted that the new billing statement will look different when staff is ready to go live.

Director Freshley asked if staff will be comfortable going to Xpress Bill Pay. Mr. Sharma replied that staff expects a smooth transition to Xpress Bill Pay.

#### Quarterly Review of the District's 401(k) Retirement Savings Plan

Mr. Stribling provided an update to the District's 401(k) Retirement Savings Plan.

Mr. Stribling stated that portfolios were under the benchmark in the Fixed Income area. He further stated that interest rates increased from 3.5% to over 4.25% in the quarter.

Mr. Stribling stated that the compounding number for the year-to-date for this portfolio is up 2% and is 25 basis points behind the benchmark. He further stated that the most aggressive Growth Fund is up 9.5% year-to-date and is 100 basis points over the benchmark in the Fixed Income funds.

Mr. Stribling stated that the 10-year Treasury ended at 4.6%

Mr. Stribling stated that on page 11 of his report, Investment Returns & Rankings – Equity Funds, the Returns are up in several of the funds.

At approximately 8:02 a.m. Mr. Stribling left the meeting.

#### Financial Action Items

##### Comprehensive Financial Statement – Audit – Fiscal Year Ended June 30, 2023

Mr. Sharma stated that Mr. Joe Ludin, the District's Auditor is here to give a presentation to the Board. Mr. Ludin reviewed his Scope of Services, Auditors Opinion, and Report on Internal Control over Financial Reporting.

Director Gaskins asked for a Motion.

Motion: Vice President Monin made a Motion, seconded by Director Adjarian to receive and file the District's Comprehensive Financial Statements for the Fiscal Year ended June 30, 2023.

Roll Call Vote:

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

Financial Package - Authorization to Approve Bills for Consideration Dated November 20, 2023 and Receive and File Financial Statements as of October 31, 2023

Director Gaskins asked for a Motion.

Motion: Vice President Monin made a Motion, seconded by President Havens to approve, ratify, and confirm payment of the bills set forth in the schedule of bills for consideration dated November 20, 2023, and receive and file the financial statements for the period ending October 31, 2023.

Roll Call Vote:


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

Comments Regarding Non-Agenda FIC Items

Adjournment

There being no further business the Finance Committee meeting was closed at approximately 8:33 a.m.

Respectfully submitted

  
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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

