

AGENDA AMENDED
FINANCE AND AUDIT COMMITTEE MEETING

Monday, June 30, 2025, (July Meeting) at 9:00 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard, CA 93030

OPEN SESSION – ROLL CALL**1. Public Comments****Information Item**

The public may comment on any matter not on the agenda within the jurisdiction of the Committee. All comments are subject to a five-minute time limit.

2. Consent Calendar

All matters listed under the Consent Calendar are considered routine by the Committee and will be enacted by one motion. There will be no separate discussion of these items unless a Committee member pulls an item from the Calendar. Pulled items will be discussed and acted on separately by the Committee. Members of the public who want to comment on a Consent Calendar item should do so under Public Comments. (ROLL CALL VOTE REQUIRED)

2.1 Approval of Agenda**Motion**

Approve June 30, 2025, Finance and Audit Committee meeting Agenda.

2.2 Approval of Minutes**Motion**

Approve Minutes of June 2, 2025, Finance and Audit Committee meeting.

2.3 Check Recap Monthly Report**Information Item**

Review the District's accounts payable recap for May 2025.

2.4 Investment Monthly Report**Information Item**

Review the District's investment portfolio and cash position as of May 31, 2025.

2.5 Pipeline Delivery Monthly Report**Information Item**

Review the District's pipeline water activities for the month May 2025.

3. UWCD Board of Directors Meeting Agenda Items

Review and discuss the following agenda item to be considered for approval at the July 9, 2025, Board of Directors meeting:



3.1 Adopt a Resolution Authorizing and Delegating Authority to the General Manager to Execute State Water Project Purchase Agreements during Calendar Year 2025 up to a Combined Total Cost of \$5 Million **AMENDED**

Motion

Recommend adoption of a Resolution authorizing and delegating authority to the General Manager to Execute State Water Project Purchase Agreements during Calendar Year 2025 up to a Combined Total Cost of \$5 million to the full Board of Directors.

**4. Administrative Services Department Monthly Report
Information Item**

Review the monthly report from the Administrative Services team as well as receive a verbal presentation of its highlights.

**5. Recreation Department Monthly Report
Information Item**

Review the monthly report from the Administrative Services team as well as receive a verbal presentation of its highlights.

6. Future Agenda Items

The Committee will suggest topics or issues for discussion at future meetings.

ADJOURNMENT

The Americans with Disabilities Act provides that no qualified individual with a disability shall be excluded from participation in, or denied the benefits of, the District's services, programs or activities because of any disability. If you need special assistance to participate in this meeting, or if you require agenda material in an alternative format, please contact the District Office at (805) 525-4431. Notification of at least 48 hours prior to the meeting will enable the District to make appropriate arrangements.

Approved: _____

Mauricio Guardado, General Manager

Approved: _____

Brian H. Zahn, Chief Financial Officer

The agenda was posted Thursday, June 26, 2025, at 5:15 p.m. at the United Water Conservation District Headquarters, Oxnard, CA and www.unitedwater.org. **This AMENDED Agenda was posted on Friday, June 27, 2025, at 12:30 p.m. at the United Water Conservation District Headquarters, Oxnard, CA and www.unitedwater.org.**

Jacquelyn Lozano, Clerk of the Committee



STAFF REPORT

To: UWCD Finance and Audit Committee Members

Through: Mauricio Guardado, General Manager
Anthony A. Emmert, Assistant General Manager

From: Jackie Lozano, Clerk of the Committee

Date: June 25, 2025 (June 30, 2025, meeting)

**Agenda Item: 2.2 Approval of the June 2, 2025, Finance and Audit Committee
Meeting Minutes
Motion**

Staff Recommendation:
Approve the attached minutes.



Board of Directors
Lynn Maulhardt, President
Catherine Keeling, Vice President
Gordon Kimball, Secretary/Treasurer
Keith Ford
Mohammed Hasan
Steve Huber
Rachel Jones

General Manager
Mauricio Guardado

Legal Counsel
David D. Boyer

**MINUTES
FINANCE AND AUDIT COMMITTEE MEETING**

**Monday, June 2, 2025, at 9:00 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard, CA 93030**

OPEN SESSION

Chair Steve Huber called the meeting to order at 9:01 a.m.

Committee Members Roll Call

Present: Directors Keeling, Huber, and Jones

Absent: None.

1. Public Comments: None.

2. Consent Calendar

Action: M/S/C (Huber, Keeling) to approve the Consent Calendar items.

Vote: Ayes: Keeling and Jones; Noes: None; Absent: None.

2.1 Approval of Agenda

Motion

Approved June 2, 2025, meeting Agenda.

2.2 Approval of Minutes

Motion

Approved March 31, 2025, meeting minutes.

2.3 Approval of Special Meeting Minutes

Motion

Approved May 5, 2025, special meeting minutes.

2.4 Check Recap Monthly Report

Information Item

Received and filed.

2.5 Investment Monthly Report

Information Item

Received and filed.



2.6 Pipeline Delivery Monthly Report

Information Item

Received and filed.

2.7 District Staff and Board Member Reimbursement for Fiscal Year 2024-25 Third Quarter Report

Information Item

Received and filed.

2.8 Board Requested Cost Tracking Items for Fiscal Year 2024-25 Third Quarter Report

Information Item

Received and filed.

3. UWCD Board of Directors Meeting Agenda Items

3.1 Payment Plan, and Penalty and Interest Waiver Request from Mrs. Nancy Trinidad

Motion

Chief Financial Officer Brian Zahn presented this motion to the Committee members.

Action: M/S/C (Huber, Keeling) recommend to the Board approval a request from Mrs. Nancy Trinidad to enter a payment plan for groundwater extraction charges of \$38,197.68 incurred from the billing period of January 1, 2021, through December 31, 2024, for well number 04N18W29E01S. Additionally, she is seeking a waiver for the associated penalty and interest charges amounting to \$9,034.52 upon successful completion of the payment plan.

Vote: Ayes: Huber, Keeling, Jones; Noes: None; Absent: None.

3.2 Authorize the General Manager to Execute the Second Amendment to the Memorandum of Understanding between the Santa Clarita Valley Water Agency, Casitas Municipal Water District, City of San Buenaventura, and United Water Conservation District regarding the use of the Castaic Lake Flexible Storage Program

Motion

Principal Hydrologist Bram Sercu presented this motion to the Committee members (presentation attached).

Action: M/S/C (Jones, Keeling) recommend the Board authorize the General Manager to Execute the Second Amendment to the Memorandum of Understanding between the Santa Clarita Valley Water Agency, Casitas Municipal Water District, City of San Buenaventura, and United Water Conservation District regarding the use of the Castaic Lake Flexible Storage Program.



Vote: Ayes: Huber, Keeling, Jones; Noes: None; Absent: None.

3.3 Adopt Resolution for the Proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2025-2026, and Appropriation Carryovers from Fiscal Year 2024-2025

Motion

Mr. Zahn presented this motion to the Committee members. With General Manager consideration, Director Huber asked staff to consider for next fiscal year the addition of a cyber security officer considering the advancement of technology.

Action: M/S/C (Keeling, Huber) recommend approval of a resolution adopting the proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2025-2026, and Appropriation Carryovers from Fiscal Year 2024-2025 to the full Board.

Vote: Ayes: Huber, Keeling, Jones; Noes: None; Absent: None.

3.4 Adopt a Resolution to Request the County Auditor-Controller to Compute and Affix a Tax Rate for the Fiscal Year 2025-2026 Sufficient to Satisfy State Water Project Charges

Motion

Mr. Zahn presented this motion to the Committee members.

Action: M/S/C (Jones, Keeling) recommend adoption of a resolution requesting the County Auditor-Controller to compute and affix a tax rate for Fiscal Year 2025-2026 to provide approximately \$4,269,000 in property tax revenue sufficient to satisfy a portion of the voter approved debt for State Water Project costs to the full Board.

Vote: Ayes: Huber, Keeling, Jones; Noes: None; Absent: None.

**4. Fiscal Year 2024-2025 Third Quarter Financial Report
Information Item**

Mr. Zahn presented the District's quarterly financial report for the period ending March 31, 2025 (presentation attached).

**5. Administrative Services Department Monthly Report
Information Item**

Finance Department monthly highlights were presented by Mr. Zahn. Chief Human Resources Officer Josh Perez presented monthly highlights from Human Resources, Risk Management, and Information Technology Departments (presentation attached).

With General Manager consideration, Director Jones asked staff to include a line item in its monthly reporting to see how much has been approved to waive, citing recent waiver request from Mrs. Nancy Trinidad. She would like to be able to see what the trend analysis has been. Also, on a separate topic, she suggested to look into increasing the allocation for the District's Grant Task Force.



6. Future Agenda Items

Director Huber would like to hear what the District has planned to address the new wave of technology regarding Artificial Intelligence.

ADJOURNMENT

Director Huber adjourned the meeting at 9:55 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 June 2, 2025.

ATTEST: _____
Chair Steve Huber



AGENDA ITEM 3.2

SECOND AMENDMENT TO THE CASTAIC FLEX ALLOCATION AGREEMENT


Presented by: Bram Sercu, Principal Hydrologist
United Water Conservation District
Finance and Audit Committee Meeting
June 2, 2025



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Castaic Lake Flexible Storage Account

- Article 54 of Amendment 12 to VCWPD Water Supply Contract
- Water loan program for contractors participating in capital cost repayment of terminal reservoirs
- VCWPD contractors have no direct access to Castaic
- 2005 MOU to lease 1,376 AF allocation to Castaic Lake Water Agency (now SCVWA)
- 2015 MOU 10-yr extension - Addendum 1
- 2025 MOU 5-yr extension - Addendum 2



SWC	Max. Allocation
MWDSC	153,940 AF
SCVWA	4,684 AF
VCWPD	1,376 AF


2

2005 MOU Terms

- SCVWA notifies Ventura Entities by December 1
- Ventura Entities respond by December31
- MOU managed by Casitas MWD

Amendment 2

- Extent term to December 1, 2030
- Increase per acre-foot per year use charge to \$30.35
- Fiscal Impact - revenue up to \$10,440 per year
- One-year notice of termination clause
- **Motion**



2025-06-02


Recommendation to full Board on authorizing the General Manager to Execute MOU Amendment 2

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Questions?



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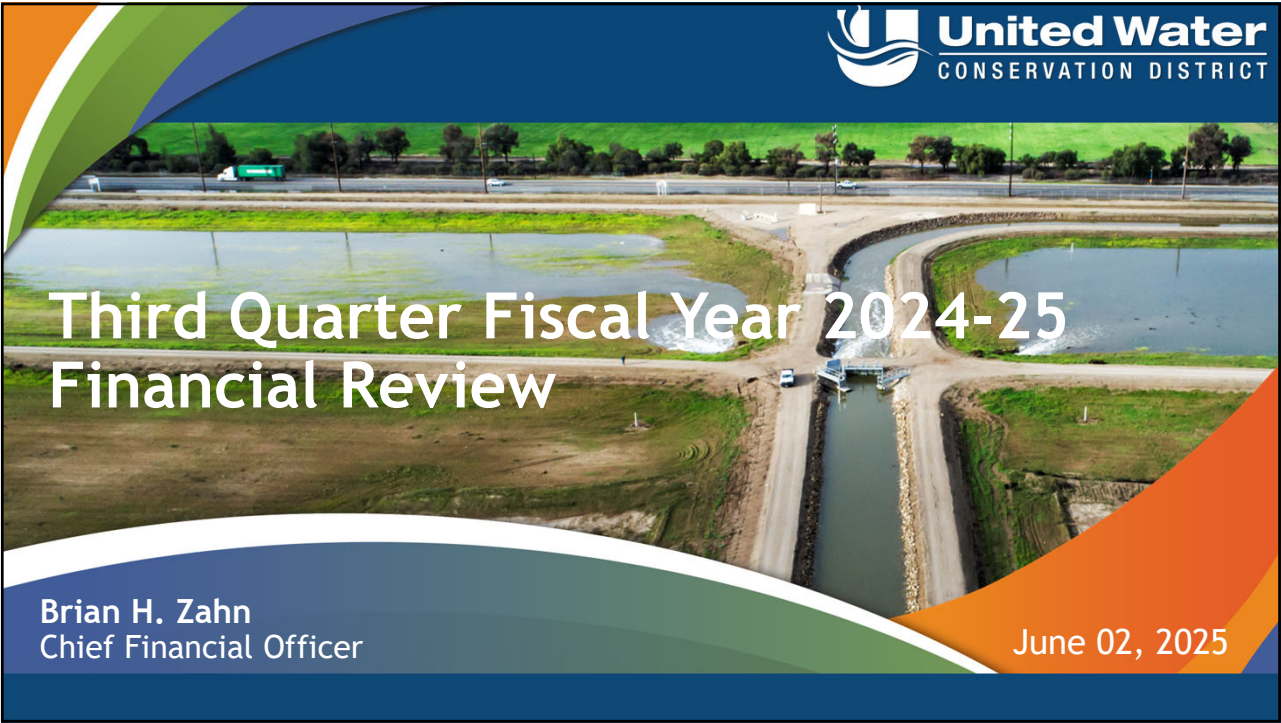
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Third Quarter Fiscal Year 2024-25 Financial Review

Brian H. Zahn
Chief Financial Officer

June 02, 2025




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Highlights

PIPELINE, GROUNDWATER, AND WIFIA LOAN DRIVE FAVORABILITY TO BUDGET

REVENUE

in \$000's	Q3 FY24-25 Actual	Q3 FY24-25 Budget	Q3 FY23-24 Actual
Taxes	5,519	4,726	3,680
Water Delivery/Fixed Cost	16,248	14,201	9,061
Groundwater	16,354	17,382	11,100
Other Operating Revenue	645	750	3,932
Non-Operating Revenue	16,853	11,050	7,900
Total Revenue	\$ 55,620	\$ 48,108	\$ 35,673



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REVENUE

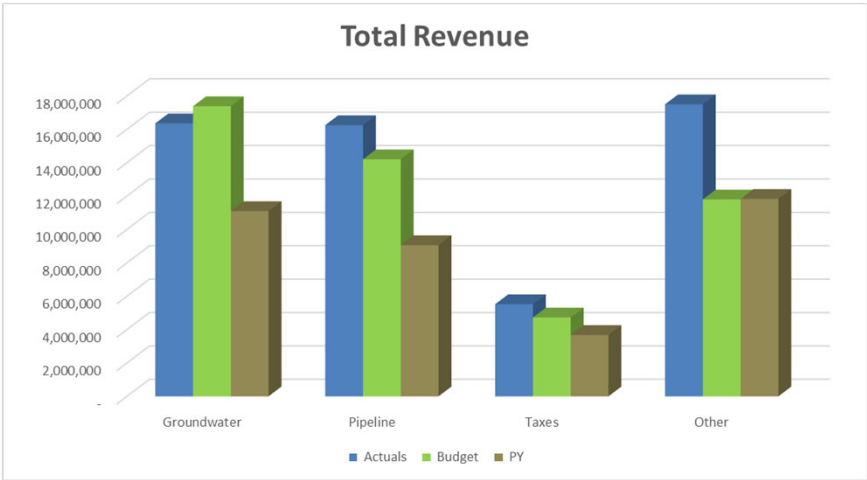
Total Operating Revenue is \$7.5M or 38% favorable to budget

- Pipeline Revenue is favorable to budget by \$2.0M or 14%
- Groundwater Revenue is unfavorable to budget by \$1.0M or 6%
- Taxes are favorable to budget by \$0.8M or 17%
- Other Operating Revenue is unfavorable to budget by \$104K or 14%
- Non-Operating Revenue is favorable to budget by \$5.8M or 53% primarily due \$3.8M of prior year WIFIA loan funding that arrived in this financial year and \$1.8M is a timing difference between when WIFIA funds were received vs when budgeted

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Total Revenue



- Groundwater unfavorable \$1.0M or 6%
- Pipeline favorable \$2.1M or 14%
- Taxes favorable \$793K or 17%
- Other Revenue favorable \$5.7M or 48%




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Cash Balances

	Mar-25		Mar-24	
Citizens Business Bank	\$	4,062,611	\$	6,158,652
Petty Cash	\$	5,400	\$	5,400
County Treasury	\$	3,217	\$	1,884
LAIF Investments	\$	45,923,238	\$	29,413,935
Total	\$	49,994,466	\$	35,579,871



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Highlights

PROFESSIONAL FEES AND OPERATIONAL EXPENSES DRIVE FAVORABILITY TO BUDGET

EXPENDITURES

in \$000's	Q3 FY24-25 Actual	Q3 FY24-25 Budget	Q3 FY23-24 Actual
Personnel Expense	10,696	12,116	9,244
Professional Fees	4,408	7,561	3,131
Operating Expense*	23,642	42,730	15,748
Allocated Overhead	3,692	5,476	3,489
Debt Service	780	1,961	862
Other	1,935	3,376	1,378
Total Expenditure	\$ 45,153	\$ 73,220	\$ 33,852



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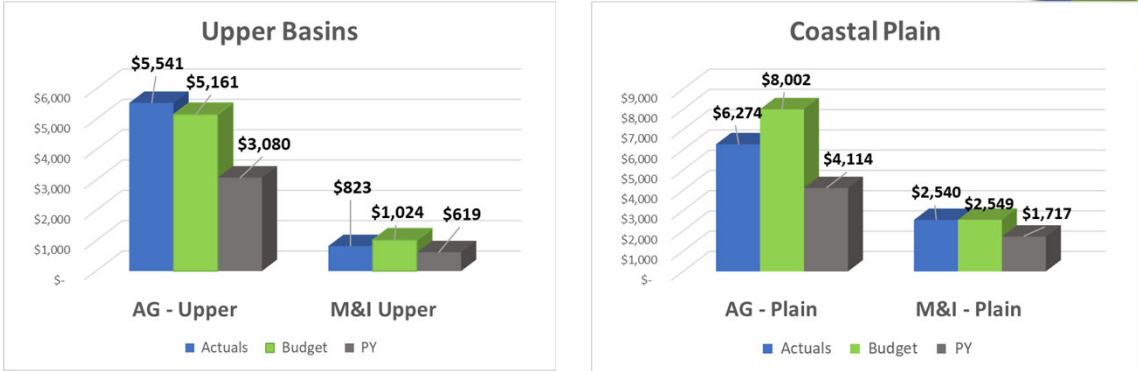
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EXPENDITURE

Total Expenditures are \$28.1M or 38% favorable to budget

- Professional and Legal Fees are favorable to budget \$3.2M or 42% due to underspending across all departments
- Operations Expenses are below budget \$19.1M or 45% due to favorable Capital spend \$1.4M, favorable CIP spend \$14.8M (Design, Construction, and CEQA Permits), favorable State Water purchases \$1.0M, favorable Utilities \$0.7M, and favorable Operations cost \$1.3M (primarily maintenance)
- Allocated Overhead is favorable to budget \$1.3M or 40% primarily due to Professional and Legal Fees \$1.2M

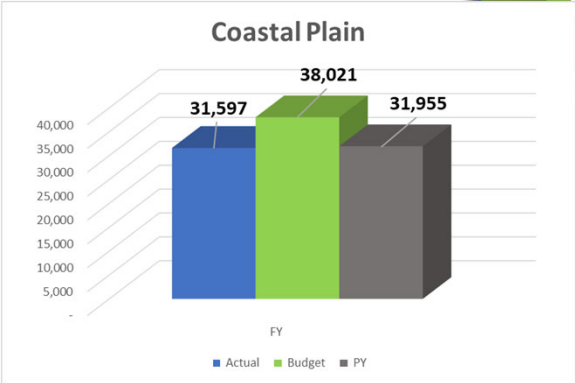
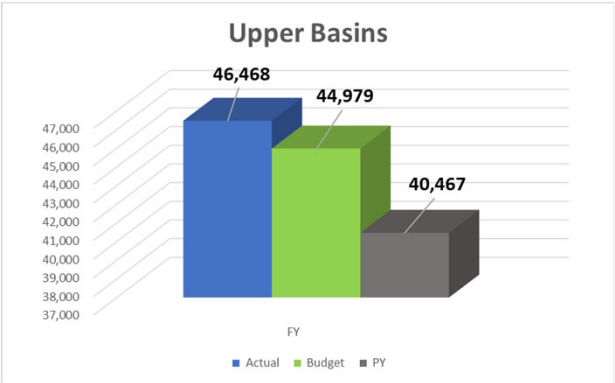
Groundwater Revenue
UPPER BASIN AND COASTAL PLAIN



In \$000's	Groundwater	Actuals	Budget	PY	vs Budget	vs PY	% var Budget	% var PY
Zone A	AG - Upper	\$ 5,541	\$ 5,161	\$ 3,080	380	2,461	7%	80%
	M&I Upper	\$ 823	\$ 1,024	\$ 619	(200)	204	-20%	33%
Zone B	AG - Plain	\$ 6,274	\$ 8,002	\$ 4,114	(1,728)	2,160	-22%	52%
	M&I - Plain	\$ 2,540	\$ 2,549	\$ 1,717	(9)	823	0%	48%
		\$ 15,178	\$ 16,736	\$ 9,530	\$ (1,558)	\$ 5,648	-9%	59%

Groundwater Volume

UPPER BASIN AND COASTAL PLAIN



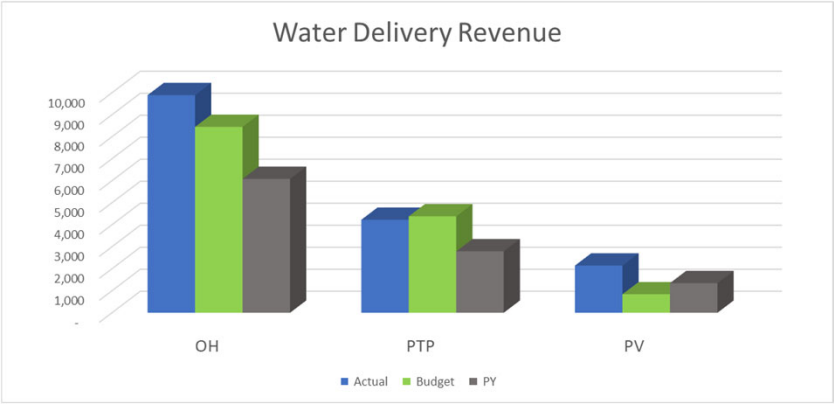
in AF		1st Half	2nd Half	FY
Upper Basins	Actual	46,468		46,468
	Budget	44,979		44,979
	PY	40,467		40,467
	Variance	103%	0%	103%

in AF		1st Half	2nd Half	FY
Costal Plain	Actual	31,597		31,597
	Budget	38,021		38,021
	PY	31,955		31,955
	Variance	83%	0%	83%



Pipeline Revenue

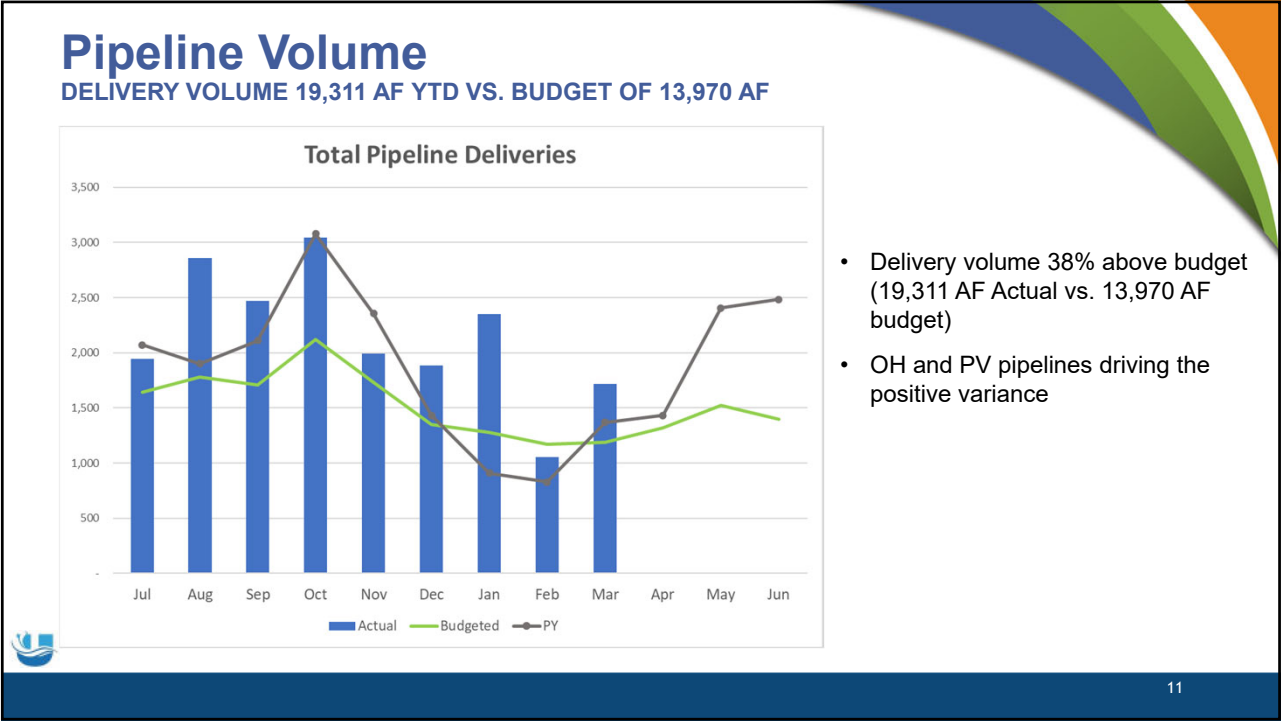
EXCLUDING IN-LIEU OF PUMPING CHARGES



- Pipeline revenue favorable to budget 19%
- OH 17% favorable
- PTP 4% unfavorable
- PV 155% favorable

Pipeline	Actual	Budget	PY	vs Budget	vs PY	% var Budget	% var PY
OH	9,892	8,448	6,086	1,444	3,806	17%	63%
PTP	4,226	4,383	2,794	(158)	1,432	-4%	51%
PV	2,145	842	1,347	1,304	798	155%	0%
Total Variable	\$ 16,263	\$ 13,673	\$ 10,227	\$ 2,590	\$ 6,036	19%	59%





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Top 10 Groundwater AG Pumpers

Customers	Total Revenue	Total AF
FARMERS IRRIGATION CO.	\$ 829,346.33	5,716.87
REITER BROTHERS INC.	\$ 653,709.19	2,514.51
SOUTHLAND SOD FARMS	\$ 570,067.19	2,033.63
DUDA FARM FRESH FOODS INC	\$ 566,119.70	2,294.25
SESPE AGRICULTURAL WATER,	\$ 356,525.47	2,457.61
NAUMANN RANCH	\$ 342,422.11	1,221.54
FILLMORE FISH HATCHERY	\$ 300,528.46	2,071.61
DEL NORTE WATER COMPANY,	\$ 261,073.24	931.34
ALTA MUTUAL WATER CO,	\$ 259,084.61	1,177.83
SIERRA PACIFIC FARMS, INC	\$ 252,298.50	1,739.15
ALL OTHERS	\$ 8,074,718.63	42,076.33
Grand Total	\$ 12,465,893.43	64,234.67

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Top 10 Groundwater M&I Pumpers

Customers	Total Revenue	Total AF
OXNARD - WTR DIV, CITY OF	\$ 1,571,419.09	4,601.52
SAN BUENAVENTURA, CITY OF	\$ 1,000,431.97	3,392.43
SANTA PAULA, CITY OF	\$ 373,082.57	2,313.26
FILLMORE, CITY OF	\$ 202,896.69	1,258.04
RIVER RIDGE GOLF COURSE	\$ 136,733.19	400.39
CALIFORNIA AMERICAN WATER	\$ 98,561.07	512.93
STERLING HILLS GOLF CLUB,	\$ 41,618.97	133.07
VINEYARD AVE ACRES MUTUAL	\$ 30,112.53	96.28
BOSKOVICH FARMS INC,	\$ 24,444.57	71.58
RIO MANOR MUTUAL WTR CO,	\$ 17,850.20	52.27
ALL OTHERS	\$ 238,613.25	998.17
Grand Total	\$ 3,735,764.10	13,829.94



Personnel Expenses

SALARIES DRIVE BUDGET FAVORABILITY

\$000's	Q3 2024-25 Actual	Q3 2024-25 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Regular Salary	6,520	7,788	6,315	1,268	16%	205	3%
Over-time Salary	107	252	158	146	58%	-51	-32%
Part-time	417	359	338	(58)	-16%	78	23%
Salaries	\$ 7,043	\$ 8,400	\$ 6,811	1,356	16%	\$ 233	3%
Retirement- Classic	1,629	1,418	1,437	(211)	-15%	191	13%
Retirement - PEPRA	320	360	266	40	11%	55	21%
Soc Sec/457b Expense	381	430	372	49	11%	9	2%
Medicare Expense	99	113	97	13	12%	2	2%
SUI Expense	20	10	15	(11)	-107%	5	34%
Medical Ins Exp	783	930	747	147	16%	36	5%
LTD	21	28	20	7	24%	1	7%
Life Insurance	18	23	17	5	20%	1	7%
Worker's Comp Expense	215	260	181	45	17%	34	19%
OPEB	31	31	30	1	0%	1	3%
Deferred Comp	52	56	50	4	7%	2	0%
Other	83	57	61	(26)	0%	22	0%
Employee Benefits	\$ 3,653	\$ 3,716	\$ 3,293	64	2%	\$ 359	11%
Personnel Expenses	\$ 10,696	\$ 12,116	\$ 10,104	1,420	12%	\$ 592	6%




- Salaries are favorable to budget \$1.3M or 16%
- Employee Benefits are favorable to budget \$0.1M or 2%

Operating Expenses

PROFESSIONAL FEES DRIVE BUDGET FAVORABILITY

000's	Q3 2024-25 Actual	Q3 2024-25 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Profess Fees - Engineering	105	319	191	(214)	-67%	(86)	-45%
Prof. Fees - Environmental	208	1,350	836	(1,142)	-85%	(628)	-75%
Prof. Fees - IT consulting	40	238	46	(198)	-83%	(6)	-13%
Prof. Fees - GW Consulting	19	67	11	(48)	-71%	8	78%
Prof. Fees - Other	752	1,538	1,254	(786)	-51%	(502)	-40%
Professional Fees	\$ 1,123	\$ 3,511	\$ 2,337	\$ (2,388)	-68%	\$ (1,214)	-52%
Legal Fees	\$ 3,284	\$ 4,049	\$ 4,006	\$ (765)	-19%	\$ (722)	-18%
Utilities	1,340	1,964	1,328	(624)	-32%	12	1%
Maintenance	1,001	1,987	1,371	(985)	-50%	(370)	-27%
Field Supplies	34	-5	44	38	-844%	(10)	-22%
Insurance	956	973	789	(17)	-2%	168	21%
Office Expenses	159	648	445	(489)	-76%	(286)	-64%
Miscellaneous	1,076	1,717	888	(641)	-37%	188	21%
Travel, Trainings and Meetings	127	306	143	(178)	-58%	(16)	-11%
Gasoline, Diesel, Fuel	138	180	136	(42)	-23%	2	1%
Fox Canyon GMA	283	664	142	(381)	-57%	141	99%
Safety, supplies, clothing	120	182	128	(63)	-34%	(8)	100%
Telephone	68	76	65	(8)	-10%	3	5%
General Operating Expenses	\$ 5,303	\$ 8,693	\$ 5,478	\$ (3,390)	-39%	\$ (175)	-3%
State Water Import Costs	\$ 2,897	\$ 3,899	\$ 9,487	\$ (1,002)	-26%	\$ (6,590)	100%
Total Operating Expenses	\$ 12,608	\$ 20,152	\$ 21,310	\$ (7,545)	-37%	\$ (8,702)	-41%


- Professional Fees are favorable to budget by \$2.3M
- Legal fees are favorable to budget by \$0.8M
- Operating expenses are favorable to budget \$3.4M.
Key variances include:
 - Maintenance \$985K favorable
 - Utilities \$624K favorable
 - Misc \$641K favorable
- State Water cost lower due to less State Water purchases



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Top 10 AP Vendors

Vendor	Payment Amount
TORO ENTERPRISES, INC.	\$ 3,958,735.79
GEI CONSULTANTS, INC.	\$ 1,484,919.13
CASITAS MUNICIPAL WATER	\$ 786,474.88
US BANK NATIONAL ASSOCIATION	\$ 489,266.68
FOX CANYON GW MGMNT AGENCY	\$ 478,528.20
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	\$ 438,144.23
ABC LIOVIN DRILLING, INC.	\$ 385,115.37
NORTHWEST HYDRAULIC CONSULTANTS	\$ 333,905.99
BELLINGHAM MARINE INDUSTRIES, INC.	\$ 307,341.22
SO. CALIFORNIA EDISON	\$ 273,447.32



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Supplemental Water Purchase Fund	
STATUS UPDATE	
	Revenue (\$000'S)
Beginning Balance - July 1, 2024	\$5,145
Changes in Surcharge	\$2,045
Other	\$0
Ending Balance - March 31, 2025	\$7,190



Questions

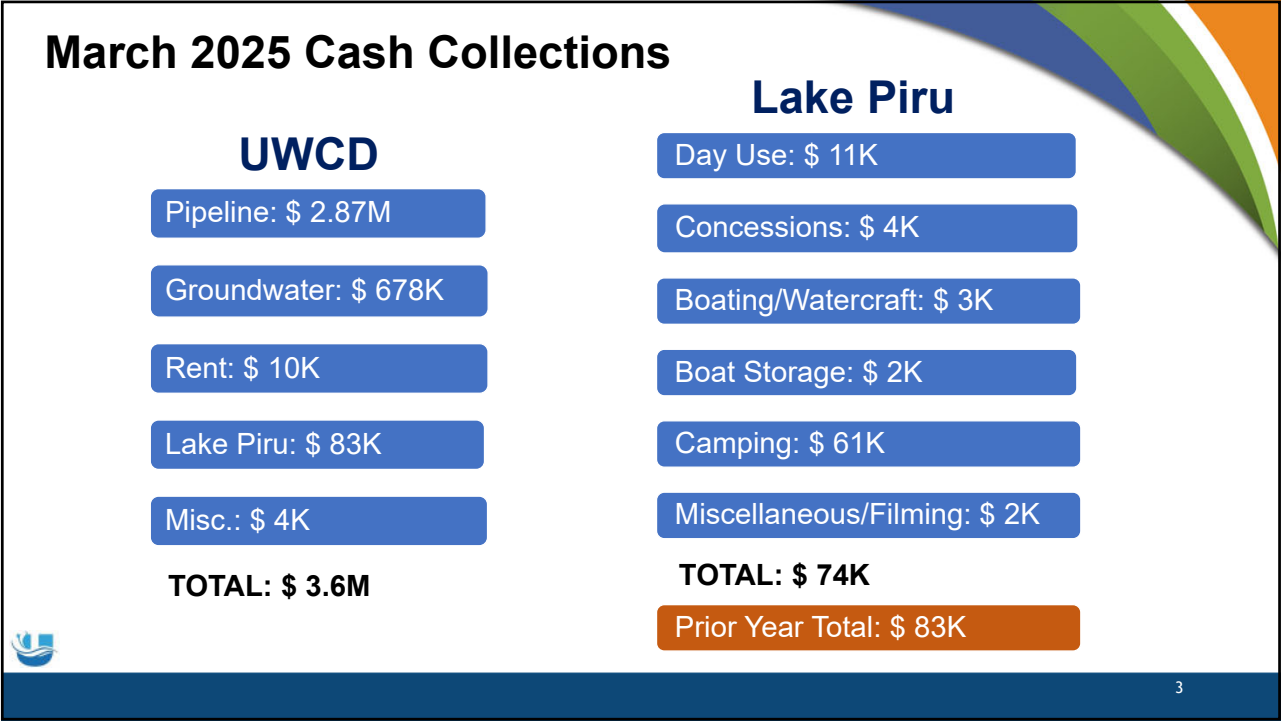
United Water
CONSERVATION DISTRICT



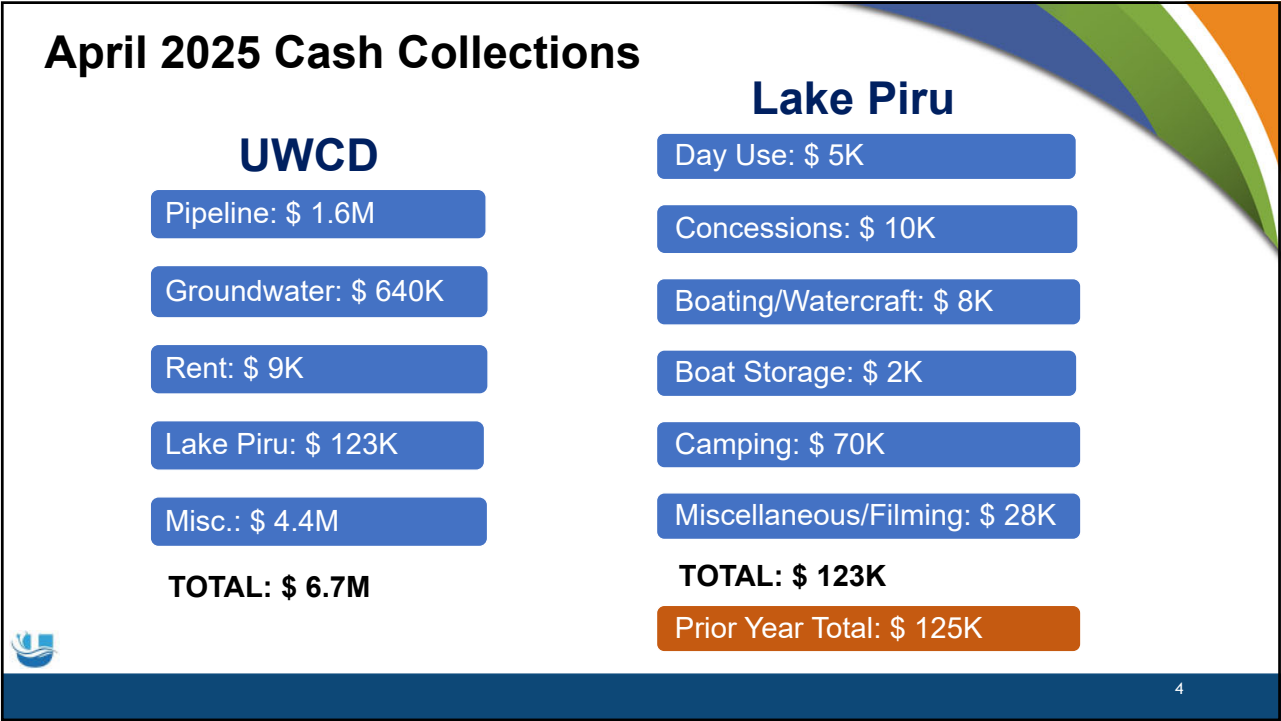
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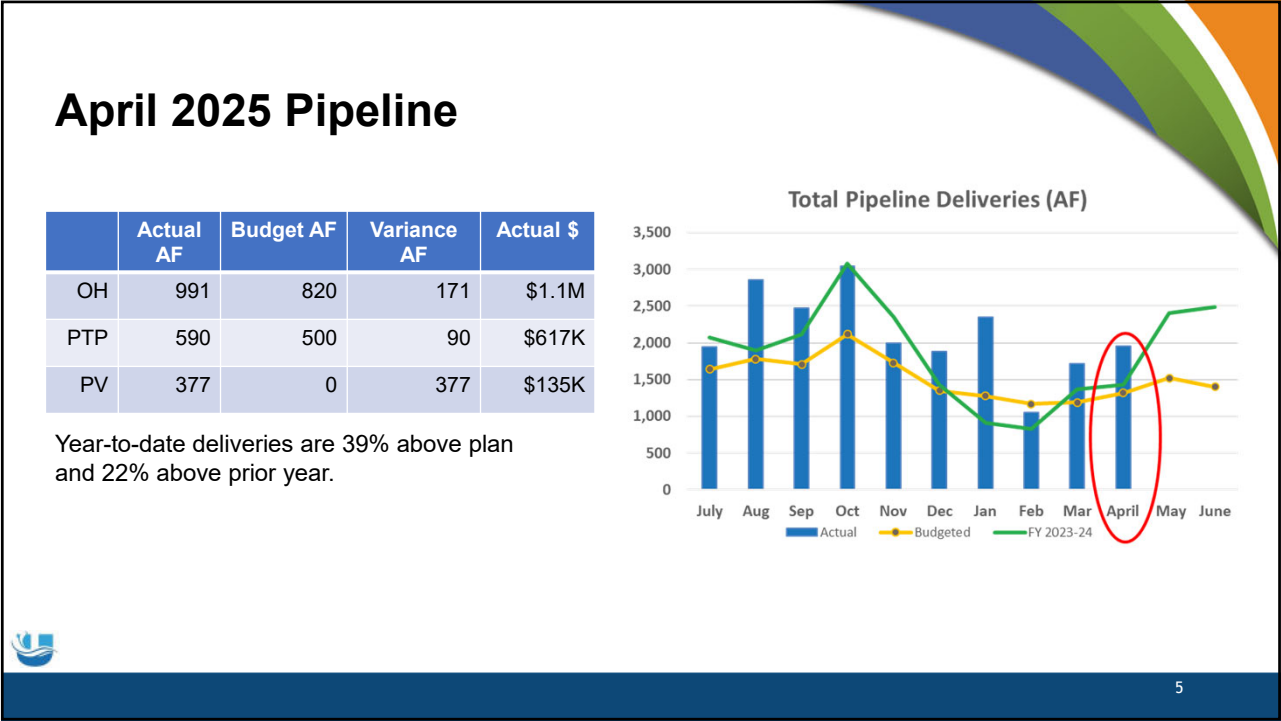
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Board Motion Items with Fiscal Impact

Sponsor	Description/Summary	Budget Y/N	Cash Impact of Approval	Other Financial Impact
Finance	Payment Plan, and Penalty and Interest Waiver Request from Mrs. Trinidad	n/a	\$9,034.52	\$0
Total:			\$9,034.52	\$0


Finance Department

- Proposed Fiscal Year 2025-26 Budget Published
- OH and PTP User Meetings held 05/15/25
- Budget Workshop held 05/29/25
- Interim Fiscal Year 2024-25 Audit begins 06/09/25



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Administrative Update

Josh Perez
Chief Human Resources Officer

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Human Resources

- Working on recruitments for the following positions:
 - Engineer
 - Water Resources Supervisors
 - Interviews completed, decision to be completed by the GM
 - Outreach and Communications Specialist
 - Position closed, 143 applicants
- Implemented Camp Host Program revisions at Lake Piru Recreation Area
- Held Brown Bag Session on May 7th which incorporated lessons from long-tenured staff
- Prepared memos for merit pay for June processing date



Pictures from Brown Bag Session



Human Resources In Action



Moorpark College
Career Fair



Oxnard College
Career Fair




Specialized Driver
Safety Course for Staff




Risk Management

- Provided project management oversight of security project enhancement with implementation by Control Systems staff with support from O&M and Lake Piru Recreation Area staff
- Completed Fall Hazardous Awareness Training
- Collaborated with Engineering and Grant Task Force staff on HMGP Grant NOI submission on Early Warning System Project
- Attended Southern California Edison's Public Safety Power Safety Power Shutoff Critical Infrastructure Workshop
- Represented and voted on behalf of the District on the Regional Radio Project Oversight Committee, which was also held at District headquarters
- With staff from Engineering and O&M, participated in the U.S. Environmental Protection Agency's National Water and Wastewater Sector Cybersecurity Drill




Regional Radio Project Oversight Committee Meeting



11

Technology Systems

- Integrated new staff members onto the Technology Systems team familiarizing them with standard processes and procedures and addressing a significant volume increase in tickets reported
- A total of 123 tickets were logged in May as of the date this briefing was prepared, with most categorized under IT Services and Support
- Configuration of the department's new Security Information and Event Management (SIEM) System progressed this month, establishing a foundation for centralized log monitoring and enhanced visibility into potential security threats
- Additional improvements included firewall tuning, email security enhancements, and refinements to internal system monitoring controls initiated over the past several months



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STAFF REPORT

To: UWCD Finance and Audit Committee Members

Through: Mauricio Guardado, General Manager
Anthony A. Emmert, Assistant General Manager

From: Brian H. Zahn, Chief Financial Officer
Sara Guzman, Finance Supervisor

Date: June 24, 2025 (June 30, 2025, meeting)

Agenda Item: 2.3 Check Recap Monthly Report – May 2025
Information Item

Recommendation:

Review the District's accounts payable recap report for the month of May 2025 that is attached.

No action is required. All expenditures are in accordance with the Board approved budget and approved financial policies of the District.

Attachment:

Check Recap Monthly Report

ATTACHMENT

May 2025 Check Register Recap	
<u>Payments Reflected in System</u>	
A/P Payments	\$3,299,650.82
Direct Deposit/Payroll Related	\$1,255,280.67
FSA Payment	\$2,932.15
<i>Total Payments Reflected in System</i>	\$4,557,863.64
 <u>Top 5 Itemized by Category</u>	
GEI CONSULTANTS, INC	\$407,048.21
FOX CANYON GW MGMNT AGENC	\$368,619.90
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	\$358,085.54
NOVACOAST INC	\$177,251.81
SO. CALIFORNIA EDISON	\$176,683.49
Total Disbursements 05/2025	\$4,557,863.64

TOP FIVE VENDORS MAY 2025

Vendor	Check/EFT Number	Check Date	Amount
GEI CONSULTANTS, INC	2778	5/1/2025	\$ 64,237.25
	2883	5/22/2025	\$ 342,810.96
FOX CANYON GW MGMNT AGENCY	303467	5/8/2025	\$ 334,592.50
	303466	5/8/2025	\$ 46.20
	303465	5/8/2025	\$ 18,018.55
	303468	5/8/2025	\$ 15,962.65
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	2906	5/29/2025	\$ 358,085.54
NOVACOAST INC	2823	5/8/2025	\$ 176,674.66
	2920	5/29/2025	\$ 577.15
SO. CALIFORNIA EDISON	ACH3884	5/2/2025	\$ 10,520.90
	ACH3885	5/9/2025	\$ 526.97
	ACH3886	5/16/2025	\$ 153,445.17
	303540	5/22/2025	\$ 91.08
	ACH3887	5/23/2025	\$ 4,303.25
	ACH3888	5/30/2025	\$ 7,796.12



STAFF REPORT

To: **UWCD Finance and Audit Committee Members**

Through: Mauricio Guardado, General Manager
Anthony A. Emmert, Assistant General Manager

From: Brian H. Zahn, Chief Financial Officer
Sara Guzman, Finance Supervisor

Date: **June 24, 2025 (June 30, 2025, meeting)**

Agenda Item: **2.4 Investment Monthly Report for May 2025**
Information Item

Staff Recommendation:

Review the most current investment report for the month ending May 31, 2025.

Discussion:

None. Informational only.

Fiscal Impact:

As shown.

Attachment:


Combined Investment Monthly Report

United Water Conservation District
Monthly Investment Report
May 31, 2025

Investment Recap	G/L Balance	Weighted Avg Days to Maturity	Diversification Percentage of Total
Citizens Business Bank	3,515,890	1	6.71%
Petty Cash	5,400	1	0.01%
County Treasury	3,217	1	0.01%
LAIF Investments	48,834,248	1	93.26%
Total Cash, Cash Equivalents and Securities	52,358,755		100.00%
Investment Portfolio w/o Trustee Held Funds	52,358,755		
Trustee Held Funds	-		
Total Funds	52,358,755		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	43,834,248	5,000,000	48,834,248
	Interest Earned YTD	Interest Received YTD	Qtrly Yield
	1,075,103	1,420,312	4.48%

All District investments are shown above and conform to the District's Investment Policy. All investment transactions during this period are included in this report. Based on budgeted cash flows the District appears to have the ability to meet its expenditure requirements for the next six months.

DocuSigned by:

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Mauricio Guardado, General Manager

6/25/2025

Date Certified

DocuSigned by:

 70D59E6C9D8048E...
Anthony Emmert, Assistant General Manager

6/24/2025

Date Certified

Signed by:

 00050B302407443...
Brian H. Zahn, Chief Financial Officer

6/24/2025

Date Certified

<i>United Water Conservation District</i>			
<i>Cash Position</i>			
May 31, 2025			
Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			Revenue collected for district operations
General/Water Conservation	15,184,741	1,650,658	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		1,253,968	Designated for replacement, capital improvements, and environmental projects
		7,318,115	Supplemental Water Purchase Fund
General CIP Funds	15,337,729	15,337,729	Appropriated for capital projects
	4,815,038	4,815,038	Reserved for CIP Projects
Special Revenue Funds:			Revenue collected for a special purpose
State Water Project Funds	7,819,924	7,819,924	Procurement of water/rights from state water project
Enterprise Funds:			Restricted to fund usage
Freeman Fund	(724,947)	(724,947)	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	3,009,988	3,009,988	Appropriated for capital projects
OH Pipeline Fund	1,862,059	1,862,059	Delivery of water to OH customers
OH CIP Fund	1,135,469	1,135,469	Appropriated for capital projects
OH Pipeline Well Replacement Fund	42,049	42,049	Well replacement fund
PV Pipeline Fund	1,106,073	1,106,073	Delivery of water to PV customers
PV CIP Fund	253,554	253,554	Appropriated for capital projects
PT Pipeline Fund	6,034,783	6,034,783	Delivery of water to PTP customers
PT CIP Fund	(3,517,705)	(3,517,705)	Appropriated for capital projects
Total District Cash & Investments	52,358,755	52,358,755	



STAFF REPORT

To: UWCD Finance and Audit Committee Members

Through: Mauricio Guardado, General Manager
Anthony A. Emmert, Assistant General Manager

From: Brian H. Zahn, Chief Financial Officer
Sara Guzman, Finance Supervisor

Date: June 24, 2025 (June 30, 2025, meeting)

Agenda Item: 2.5 Pipeline Delivery Monthly Report for May 2025
Information Item

Staff Recommendation:

Review the most current pipeline delivery report for May 2025 that is attached.

Fiscal Impact:

As shown.

Discussion:

Informational only.

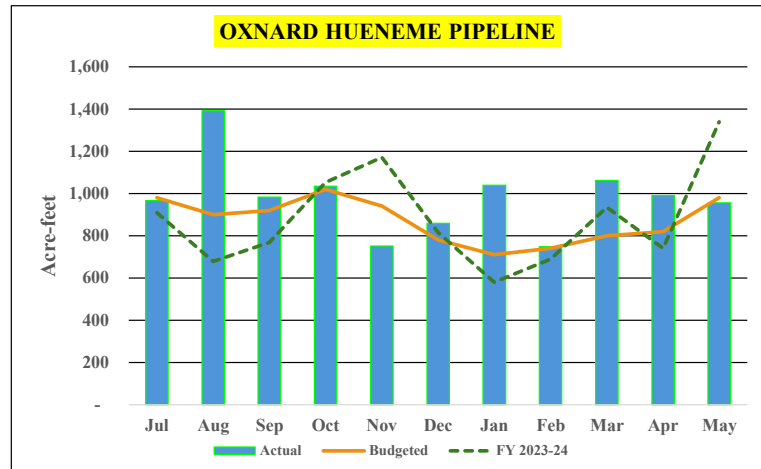
Attachment:

Pipeline Delivery Report

United Water Conservation District
Pipeline Water Deliveries (Acre-feet)
FY 2024-25 data thru May 31, 2025

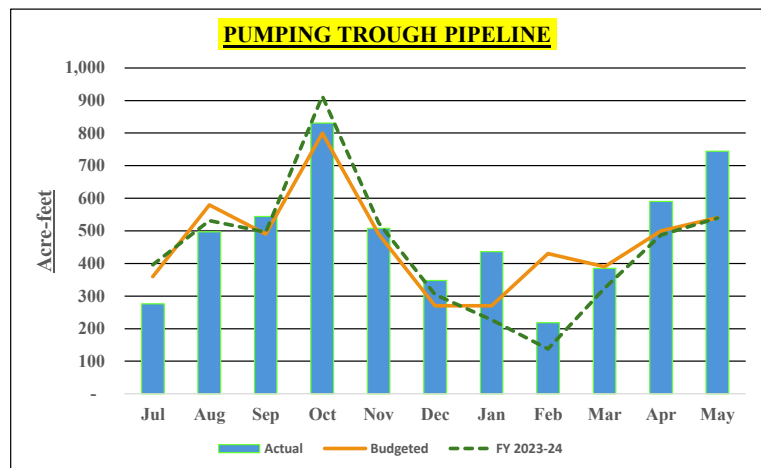
OH Pipeline 2024-25			
	Projection	Actual	Variance
Jul	980	966	(14)
Aug	900	1,392	492
Sep	920	982	62
Oct	1,020	1,034	14
Nov	940	750	(190)
Dec	780	858	78
Jan	710	1,039	329
Feb	740	748	8
Mar	800	1,061	261
Apr	820	991	171
May	980	956	(24)
Jun	930		
Totals	10,520	10,778	1,188
YTD	9,590	10,778	1,188

YTD Actual to Budget: 12.4%



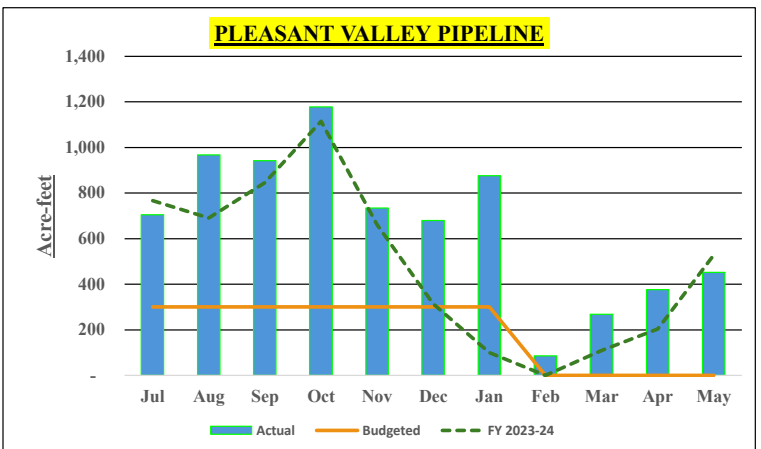
PT Pipeline 2024-25			
	Projection	Actual	Variance
Jul	360	276	(84)
Aug	580	497	(83)
Sep	490	544	54
Oct	800	831	31
Nov	490	508	18
Dec	270	348	78
Jan	270	436	166
Feb	430	219	(211)
Mar	390	385	(5)
Apr	500	590	90
May	540	745	205
Jun	470		
Totals	5,590	5,379	259
YTD	5,120	5,379	259

YTD Actual to Budget: 5.1%



PV Pipeline 2024-25			
	Projection	Actual	Variance
Jul	300	704	404
Aug	300	967	667
Sep	300	942	642
Oct	300	1,178	878
Nov	300	734	434
Dec	300	680	380
Jan	300	876	576
Feb	-	86	86
Mar	-	269	269
Apr	-	377	377
May	-	452	452
Jun	-		
Totals	2,100	7,264	5,164
YTD	2,100	7,264	5,164

YTD Actual to Budget: 245.9%





STAFF REPORT

To: UWCD Finance and Audit Committee Members

Through: Mauricio Guardado, General Manager
Anthony E. Emmert, Assistant General Manager

From: Dr. Bram Sercu, Principal Hydrologist

Date: June 27, 2025 (June 30, 2025, meeting)

Agenda Item: 3.1 Adopt a Resolution Authorizing and Delegating Authority to the General Manager to Execute State Water Project Purchase Agreements During Calendar Year 2025 up to a Combined Total Expenditure of \$5 Million **AMENDED Motion**

Staff Recommendation:

Recommend adoption of a Resolution authorizing **and delegating authority to** the General Manager to Execute State Water Project Purchase Agreements during Calendar Year 2025 up to a Combined Total Expenditure of \$5 million.

Background:

The District's 2025 Strategic Plan includes the goal of importing 8,000 AF per year of State Water Project (SWP) water on average, to support its strategic objectives for water supply. Since 2017, the District has imported on average 8,485 AF of SWP water per year.

Discussion:

The California Department of Water Resources (DWR) set the SWP Table A allocation for 2025 at 50%. As of June 27, 2025, the District's available SWP supply for 2025 is 5,460 AF. To meet the District's strategic objective of importing at least 8,000 AF per year, the District is pursuing additional purchases of SWP water for Calendar Year (CY) 2025. District staff has initiated discussions with three State Water Contractors (SWCs) regarding the availability and transfer of SWP water during CY 2025.

To expedite the approval process for the District to release any additional transfer water before the end of CY 2025, District staff is recommending the Board authorize and delegate authority to the General Manager to execute one or more SWP Purchase Agreements during CY 2025, up to a combined total expenditure of \$5 million.

3.1 Adopt a Resolution Authorizing and Delegating Authority to the General Manager to Execute State Water Project Purchase Agreements During Calendar Year 2025 up to a Combined Total Expenditure of \$5 million
AMENDED
Motion

These purchases are estimated to result in a total expenditure of \$2.9 to \$3.4 million. Additional purchasing authority up to \$5 million is proposed in the Resolution in case more water is available at the target purchase price, or in case the negotiated price exceeds the target price. The SWP per acre-foot purchase cost would be at the discretion of the General Manager, as long as the agreements are executed in CY 2025, and the total expenditure to the District does not exceed \$5 million.

Fiscal Impact:

The fiscal year 2025-2026 budget contains sufficient funds to cover the proposed maximum expenditure of \$5 million.

Attachment:

Resolution

ATTACHMENT

RESOLUTION NO. 2025-__ **AMENDED**

A RESOLUTION AUTHORIZING AND DELEGATING AUTHORITY TO THE UNITED WATER CONSERVATION DISTRICT GENERAL MANAGER TO EXECUTE STATE WATER PROJECT PURCHASE AGREEMENTS DURING CALENDAR YEAR 2025 UP TO A COMBINED TOTAL EXPENDITURE OF \$5 MILLION.

WHEREAS, the District's 2025 Strategic Plan includes the goal of importing 8,000 acre-feet per year of State Water Project (SWP) water on average, to support its strategic objectives for water supply; and

WHEREAS, to meet the District's Strategic Plan objective stated above, the District is pursuing additional purchases of SWP water for Calendar Year (CY) 2025; and

WHEREAS, District staff has initiated discussions with three State Water Contractors (SWCs) regarding the availability and transfer of SWP water during CY 2025; and

WHEREAS, to be able to expeditiously release any transfer water before the end of CY 2025, the District believes it is in its best interest to authorize and delegate authority to the General Manager to execute SWP purchase agreements during calendar year 2025 up to a combined total expenditure of \$5 million; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District hereby authorizes and delegates authority to the General Manager to execute State Water Project Purchase Agreements during Calendar Year 2025 up to a Combined Total Expenditure of \$5 million.

The foregoing Resolution was adopted by the Board of Directors of United Water Conservation District on July 9, 2025, by the following vote:

Ayes:

Noes:

Absent:

ATTEST: _____
Lynn Maulhardt, President

ATTEST: _____
Gordon Kimball, Secretary/Treasurer



STAFF REPORT

To: UWCD Finance and Audit Committee Members

Through: Mauricio Guardado, General Manager
Anthony A. Emmert, Assistant General Manager

From: Josh Perez, Chief Human Resources Officer
Brian H. Zahn, Chief Financial Officer
Tony Huynh, Risk and Safety Manager
Zachary Plummer, Technology Systems Manager
Tracy Oehler, Executive Assistant/Clerk of the Board

Date: June 25, 2025 (June 30, 2025, meeting)

Agenda Item: 4. **Administrative Services Department Monthly Report Information Item**

Staff Recommendation:

Review this monthly report from the Administrative Services Department as well as receive a verbal presentation of its highlights for June 2025.

Discussion:

Finance

- S&P - Wildfire Mitigation Questionnaire submitted
- UWCD Rates Analysis – begins July 2025
- Year-end Close
- Preparing WIFIA Construction loan process

Administrative Services

- Provided administrative assistance for drafting, finalizing, distributing/posting materials, and room set up for the following meetings: Finance and Audit Committee (June 2), Water Resources Committee (June 3), Regular Board of Directors (June 11), Special Board of Directors (June 12), Executive Committee (June 17 and 23), as well as the Fillmore and Piru Basins Groundwater Sustainability Agency (June 19) held at the City of Fillmore's office and Mound Basin Groundwater Sustainability Agency (June 23) held at the County of Ventura Hall of Administration.
- Developed and assisted with presentations for the Santa Paula Basin Pumpers Association Annual Meeting (June 9), Fillmore Basin and Piru Basin Pumpers Associations Joint Annual Meeting (June 17), and internally the UWCD All-staff Meeting (June 18).

4. Administrative Services Department Monthly Report Information Item

- Provided logistical support to Human Resources for retirement celebrations (June 12).
- Coordinated logistical support with room and beverage set up for the following outside agency meetings: AWA Executive Committee (June 5), AWA Water Issues (June 17), AWA WaterWise Program (June 19), VC California Women for Agriculture (June 19), and VC Resource Conservation District (June 26).

Human Resources

- Working on recruitment for the following positions:
 - Associate Engineer, position closed June 15
 - Engineer, position closed June 15
 - Principal Hydrogeologist, position will close June 27
- Processed merit pay for management approved based on performance.
- Prepared for Cost-of-Living Increases (COLAs) and admin leave PAF's.
- Prepared promotion paperwork for Water Resources Supervisor.
- Prepared promotion of Water Treatment Operator III.
- Hired a new Environmental Services Field Assistant (scheduled to start July 7th).

Risk and Safety Management

- Monitored and provided situational updates of VCFD's efforts in battling the Maria Fire in Santa Paula in which water from the District's Saticoy facility was utilized to battle the flames; also monitored fire in Piru.
- Implemented District's new Emergency Mass Notification System and utilized it in support of SFD's Emergency Action Plan annual coordination drill in partnership with Engineering.
- Coordinated procurement and deployment of additional security cameras at Lake Piru in support of the new boat rental program.
- Coordinated and liaised with CISA on planning an updated Remote Penetration Test Assessment, resulting in significant anticipated cost savings to rate payers.
- Supported Finance in addressing S&P's Wildfire Mitigation Questionnaire as part of multi-departmental efforts.
- Attended webinars on The Threat of State Sponsored Actors and Proxies in the United States by FBI InfraGard which discussed methods to safeguard critical infrastructure vulnerabilities (including water systems) and ways in which these threats can be exploited through physical or cyber intrusion methods.
- Attended the Disaster Response, Recovery, & Resilience by the National Special District Association which covered grant funding programs and their status as well as strategies that can yield positive submittals.

4. Administrative Services Department Monthly Report Information Item

Technology Systems Support Activity and Helpdesk Summary

Helpdesk and Technical Support Activity

- A total of 123 tickets were managed in June, covering routine service requests and user support.
- Twenty-nine (29) tickets remained active at the end of the month:
 - Ten are in progress
 - Nine remain open
 - Six are in confirm resolution status
 - Four are awaiting replies
- Most tickets were categorized under “IT Services and Support,” with common topics including:
 - VPN and remote connectivity support
 - Printer/scanner troubleshooting
- Tech System Updates and Audit request supporting the annual financial audit
 - Account setup for new staff and system access reviews

Ticket Highlights and Time-Intensive Resolutions

- Assisted with the configuration of remote desktop firewall rules.
- Reviewed and adjusted license assignments linked to the computer operating system.
- Completed onboarding/offboarding requests for multiple users.
- Provided troubleshooting and application support for our Engineering and Finance departments.

System Operations and Monitoring

- No unplanned outages or service disruptions occurred during the month.
- Intern and part-time staff provided regular technical support for boardroom setup and audio-visual efforts.
- Ongoing monitoring continued for endpoint health and security compliance.

Meeting and Event Support

- Continued to provide Technology Systems support for large-format hybrid meetings in the district boardroom.
- On average, two hybrid meetings each week which require Tech team presence to ensure remote participation and audio-visual capability worked seamlessly.
- Meetings supported this month included agency board sessions and administrative events:
 - Association of Water Agencies (AWA)
 - Fillmore and Piru Groundwater Sustainability Agencies (GSA)
 - United Water Conservation District Board and Engineering Workshops
 - Ventura County Women in Agriculture
 - Ventura River Watershed Council and related committee meetings



STAFF REPORT

To: UWCD Finance and Audit Committee Members

Through: Mauricio Guardado, General Manager

From: Anthony A. Emmert, Assistant General Manager
Bernard Riedel Jr., Senior Park Ranger

Date: June 25, 2025 (June 30, 2025, meeting)

Agenda Item: 5. **Recreation Department Monthly Report**
Information item

Staff Recommendation:

Review this monthly report from the Recreation Department regarding its activities for the month of May 2025.

Discussion:

During the month of May, the warming summer weather and the sold-out Memorial Day Weekend resulted in a significant increase in the monthly revenue and visitation amounts.

Staff Tasks and Activity Highlights

- **May 3:** American Bass held a fishing tournament at Lake Piru.
- **May 10:** Staff hosted *Howl at the Moon* nighttime fishing event. These events are held throughout the summer and allow the public an opportunity to fish from dusk to 1:00 a.m.
- **May 17:** 24: National Bass West held a fishing tournament at Lake Piru.
- **May 23:** Ranger staff held a *Family Fishing Clinic* in conjunction with Reel Guppy Outdoors, an Oxnard based nonprofit offering various enrichment programs to local youth. The 35 participants were taught how to fish as well as educational topics such as the practice of "leaving no trace" and the importance of sustainability of local fish and wildlife.

Staff Training/Meetings/Events

- **May 5-9:** Park Ranger Cadets Reynoso and Howery attended PC 832 training. This is a 40-hour introductory training program, overseen by the Commission on Peace Officer Standards and Training (POST), for individuals who will be exercising peace officer powers. The training covers the laws of arrest, search, and seizure.

5. Recreation Department Monthly Report Information Item

- **May 12-17:** Ranger staff utilized rented earth moving equipment to turn over the weeds and level a large section of land by the Juan Fernandez boat launch. Rangers then spread 450 tons of sand to create a beach and set a buoy line designating the swimming area and indicating to boaters to keep out.
- **May 28:** Two additional bear proof dumpster lids were installed in Group 2 to deter wildlife from getting into the trash and creating a mess.
- **Various dates:** Rangers completed training in case law, law enforcement policies and procedures, from District vendor Lexipol.
- **Various dates:** Rangers completed safety training from District vendor Target Solutions.

Revenue and Visitation Recap

2025 Day Use/Other Revenue Recap and Comparison	
2025 Day Use/Other Revenue (Jan 1 – May 31)	\$177,009
2024 Day Use/Other Revenue (Jan 1 – May 31)	\$181,702
Total Revenue Increase/Decrease from Prior Year	\$-4,693
Annual Increase/Decrease %	-2.6%
2025 Camping Revenue Recap and Comparison	
2025 Camping Revenue (Jan 1 – May 31)	\$255,747
2024 Camping Revenue (Jan 1 – May 31)	\$231,263
Total Revenue Increase/Decrease from Prior Year	\$24,484
Annual Increase/Decrease in %	10.6%
Total Combined Revenue Current and Previous Year Comparison (2025 vs. 2024)	
2025 All Revenue (Jan 1 – May 31)	\$432,756
2024 All Revenue (Jan 1 – May 31)	\$412,965
Total Revenue Increase from Prior Year	\$19,791
Annual Increase/Decrease in %	4.8%

* *It should be noted that the above figures have not been verified by the District's Finance Department.*

2025 Total Visitation Figures				
Month	# People	# Vehicles	# Vessels	Pets
January	1,952	649	76	3
February	3,203	1,141	189	12
March	5,958	3,526	763	22
April	8,906	2,823	618	22
May	12,266	3,563	651	8
Total	32,285	11,702	2,297	67

5. Recreation Department Monthly Report Information Item

Incidents

- **May 24:** Rangers responded to a complaint of an adult male chasing two adolescent children who were reportedly throwing rocks nearby him at the Juan Fernandez swim beach. VCSO was contacted and deputies responded to the lake, interviewed all parties, and then departed.
- **May 26:** Rangers provided care for a minor medical incident involving a 9-year-old male falling off his bike in the Olive Grove Campground. Rangers bandaged the wound on the child's chin and recommended to his guardian the boy be taken to the hospital for further assessment.

Citations/Enforcement Summary

- No citations were issued. It should be noted that Ranger staff issued verbal warnings for violations of District ordinances and state laws.

Grants

- Nothing to report.