

**MINUTES
FINANCE AND AUDIT COMMITTEE MEETING**

**Monday, November 3, 2025, at 9:00 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard, CA 93030**

OPEN SESSION

Director Catherine Keeling called the meeting to order at 9:07 a.m.

Committee Members Roll Call

Present: Directors Jones and Keeling.

Absent: Chair Huber.

1. Public Comments

General Manager Mauricio Guardado introduced the newly hired Associate Engineer Kylie Kephart. No public comments were received.

2. Consent Calendar

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

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

2.2 Approval of Agenda

Motion

Approved November 3, 2025, Finance and Audit Committee meeting Agenda.

2.2 Approval of Minutes

Motion

Approved Minutes of September 29, 2025, (October meeting) Finance and Audit Committee meeting.

2.3 Check Recap Monthly Report

Information Item

Received and filed.

2.4 Investment Monthly Report

Information Item

Received and filed.



2.5 Pipeline Delivery Monthly Report

Information Item

Received and filed.

2.6 District Staff and Board Member Reimbursement for Fiscal Year 2025-26 First Quarter Report

Information Item

Received and filed.

2.7 Board Requested Cost Tracking Items for Fiscal Year 2025-26 First Quarter Report

Information Item

Received and filed.

3. UWCD Board of Directors Meeting Agenda Items

Review, discuss, and make a recommendation on the following agenda items to be considered for approval during November 12, 2025, Board of Directors meeting:

3.1 Adopt Resolution No. 2025-15 Approving the Proposed Changes to the Existing Financial Policies and the Adoption of a Proposed New Financial Policy

Motion

Chief Financial Officer Brian Zahn summarized this motion for the Committee for its recommendation to the Board.

Action: M/S/C (Jones, Keeling) recommending adoption of Resolution No. 2025-15 approving certain changes to existing financial policies as identified and the adoption of a proposed new financial policy as specified to the full Board.

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

3.2 Mutual Water Company of Vineyard Avenue Estates Request for Credit of Interest Charges

Motion

Chief Financial Officer Brian Zahn summarized this motion for the Committee for its recommendation to the Board.

Action: M/S/C (Jones, Keeling) recommending approval to the full Board of the proposed Settlement Agreement between United Water Conservation District and Mutual Water Company of Vineyard Avenue Estates, which provides conditional performance-based credit on accrued interest charges.

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



3.3 Groundwater Statement Revision Request from Oceanview Produce Company for Period 2023-1

Motion

Chief Financial Officer Brian Zahn summarized this motion for the Committee for its recommendation to the Board.

Regarding groundwater meter readings and with guidance from the General Manager, Director Keeling would like to see a comparison of the amount of time District staff spends chasing down metering errors versus what a meter reading program would look like, including exploring automated reporting.

Action: M/S/C (Jones, Keeling) recommending approval to the full Board a request from Oceanview Produce Company to revise its Semi-Annual Groundwater Production Statements for the period of January 1, 2023, through June 30, 2023. The revision yields a difference of 94-acre feet less than originally reported, resulting in lower production charges by \$10,723.23.

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

3.4 Penalty and Interest Waiver Request from Prancer's Farm

Motion

Chief Financial Officer Brian Zahn summarized this motion for the Committee for its recommendation to the Board.

Action: M/S/C (Jones, Keeling) recommending approval to the full Board a request from Prancer's Farm to waive penalty and interest charges totaling \$7,132.03 incurred from the billing period of July 1, 2022, through June 30, 2025, on well number 03N21W01P03S.

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

3.5 Energy Services Agreement with Ventura Energy LLC.

Motion

Chief Financial Officer Brian Zahn summarized this motion for the Committee for its recommendation to the Board. Joining the meeting for this agenda item was representative Ms. Clara Nagy of Ventura Energy, LLC.

Action: M/S/C (Jones, Keeling) recommending full Board approval authorizing the General Manager to execute the SGIP Applications (one per site) with Ventura Energy LLC so they can reserve funding with the State to finance all Battery Backup locations.

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



**4. Monthly Department Updates
Information Items**

4.1 Administrative Services Department Update

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

4.2 Public Outreach and External Affairs Department Update

Public Outreach and External Affairs Manager Tara Mullaly presented monthly highlights regarding the District's public outreach activities, presentation attached.

4.3 Recreation Department Update

On behalf of Senior Park Ranger Bernard Riedel, Jr., Mr. Josh Perez presented monthly highlights regarding activities of the Lake Piru Recreation Area, presentation attached.

5. Future Agenda Items

- Director Keeling: As mentioned previously during agenda item 3.3, provide to the Committee a report detailing time spent by staff and the fees associated with reporting errors, and include a metering program proposal along with cost savings to the District.
 - Director Jones added, regarding revised billing system, if there are any resources customers can use to make reporting easier for them to please add to staff's report.

ADJOURNMENT

Director Keeling adjourned the meeting 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 November 3, 2025.

ATTEST: 

Chair Steve Huber



FINANCE AND AUDIT COMMITTEE MEETING

- Finance
- Administrative Services
- Public Outreach and External Affairs
- Recreation

Monthly Updates

November 3, 2025

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Financial Update

Brian H. Zahn
Chief Financial Officer

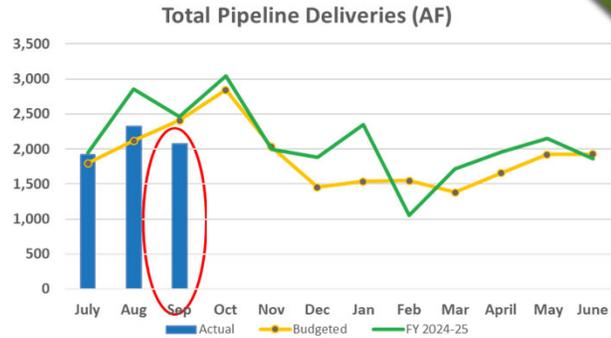


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September 2025 Pipeline

	Actual AF	Budget AF	Variance AF	Actual \$
OH	1223	940	283	\$1.4M
PTP	375	500	(125)	\$208K
PV	475	966	(491)	\$183K

Year-to-date deliveries are flat to plan and 13% below prior year.



Finance Department

- Financial audits begin on 10/27/25 for UWCD and GSAs
- Forty unregistered wells have been registered with UWCD
- Ongoing meetings with rate consultants to finalize their rates model with the final report expected January 2026
- Finance and cross-functional District team is working with Ventura Energy to identify and finalize set-up for up to 17 metered District locations for battery back-up
 - Meeting with Ventura Energy ongoing to finalize contract
- Preparing initial strategies for the FY2026-27 Budget
- Preparing budget files for FY2026-27 Budget





Administrative Update

Josh Perez
Chief Human Resources Officer

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Human Resources

Working on recruitment for the following positions:

- Hydrologist (vacancy): Held final interviews and selection pending as of 10/24
- Environmental Services Field Assistant: Position closed 10/24
 - 157 applicants as of 10/21
- Technology Systems Intern: Position to close 11/02
 - 31 applicants as of 10/24



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Human Resources (continued)

Key Accomplishments:

- Completed Healthcare CalPERS Open Enrollment by 10/07
- Submitted the annual SDRMA Renewal Questionnaire on 10/15
- Hired Tara Mullaly as the District's new Public Outreach and External Affairs Manager
- Hired Kylie Kephart as new Associate Engineer, employee scheduled to start 11/03
- Began preparation for 2026 Employee Service Awards



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Human Resources in Action



October 15, 2025: Oxnard College



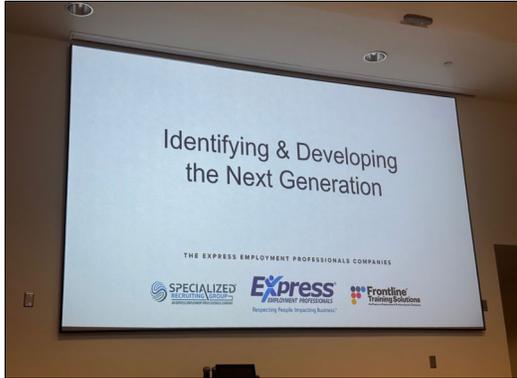
October 15, 2025: Naval Base Ventura County Fall Career Fair



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Human Resources in Action (continued)



October 9, 2025: Developing the Next Generation



October 22, 2025: UC Santa Barbara Career Fair



Risk Management

- Coordinated confined space training at VCFD and re-established contact with Urban Search and Rescue Officer for future site visits of District confined space locations
- Supported Engineering with Annual SFD EAP Seminar and Annual Public Safety/Law Enforcement Consultation Meeting
- Covered Desilting Project Safety at Monthly Safety Meeting



Risk Management (continued)

- Provided opportunity for Tech Systems staff to present on IT Security at Monthly Safety Meeting in recognition of Cyber security month
- Passed annual Hearing Conservation Program Audit with designated Professional Supervisor (Audiologist)



October 21, 2025: UWCD Monthly Safety Meeting



Technology Systems

- Continued coordination with professional services for clustered firewall deployment
- CISA Assessment Implementation: Continued applying recommendations from the recent federal cybersecurity assessment
- CIS Benchmark Review: Advanced implementation of Center for Internet Security (CIS) standards within internal systems



October 21, 2025: UWCD Monthly Safety Meeting



Technology Systems (continued)

- Cybersecurity Training: Updated e-learning catalog during National Cybersecurity Awareness Month to include optional courses on emerging threats such as AI-based impersonation and synthetic media
- Completed initial versions of United Water's "Data Flow Diagrams", working collaboratively with various Technology Systems and Water Resources staff
- Initiated planning to onboard staff into the organization's password manager
- Scheduled a demo with our file management software provider to review new and upcoming features to present to staff
- Restored full backup functionality by replacing expired security certificates to HQ server updates



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Technology Systems (continued)

- Water Sustainability summit technology assistance
- Conference Room Audio Enhancements: Procured handheld microphones
- Data Flow Diagram efforts undertaken to optimize potential asset management system
- Assessing replacement of aging battery systems at the HQ data center to extend runtime
- Data Center Lifecycle Planning: Engaged potential vendors to plan network refresh during FY2027–28



October 16, 2025: UWCD Water Sustainability Summit



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Outreach Events

Tours Provided

- **John Demers**, Executive Officer, Fox Canyon Groundwater Management Agency
- **Samantha "Sam" Barncastle**, Incoming Executive Director, Family Farm Alliance
- **Casitas Municipal Water District**
- **Ventura County Public Works Department**

Events Attended

- CoLAB Annual Meeting

Upcoming Tours

- AWA Bus Tour

Upcoming Events

- ACWA Fall Conference (December 2-4)

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Successes

- Water Sustainability Summit
 - Attendees: 82 In Person, 53 Virtual
 - Post Summit E-Blast:

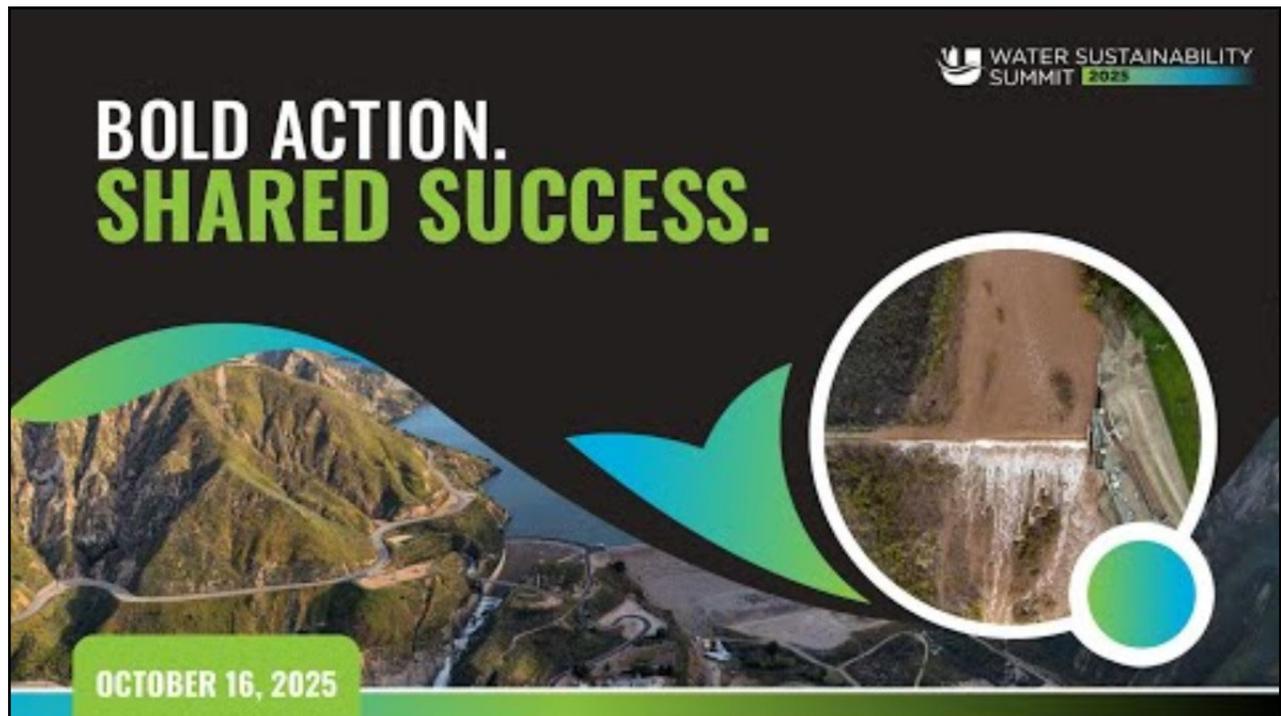
Sent	Open Rate	Click Rate
168	81.4%	52.2%

- Press:
 - VC Star Conservation Release Article
- Social Media Analytics:
 - Facebook: 8% Reach Increase (128 New Visitors)
 - LinkedIn: 30.8% Follower Increase (34 New Followers)



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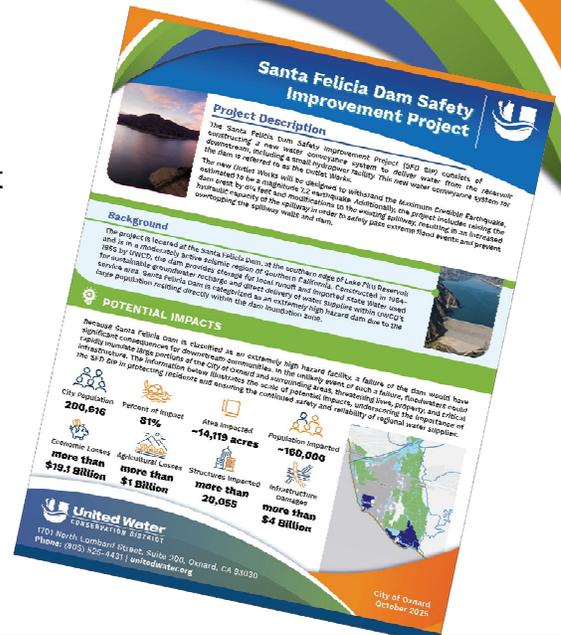
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Discussion Items

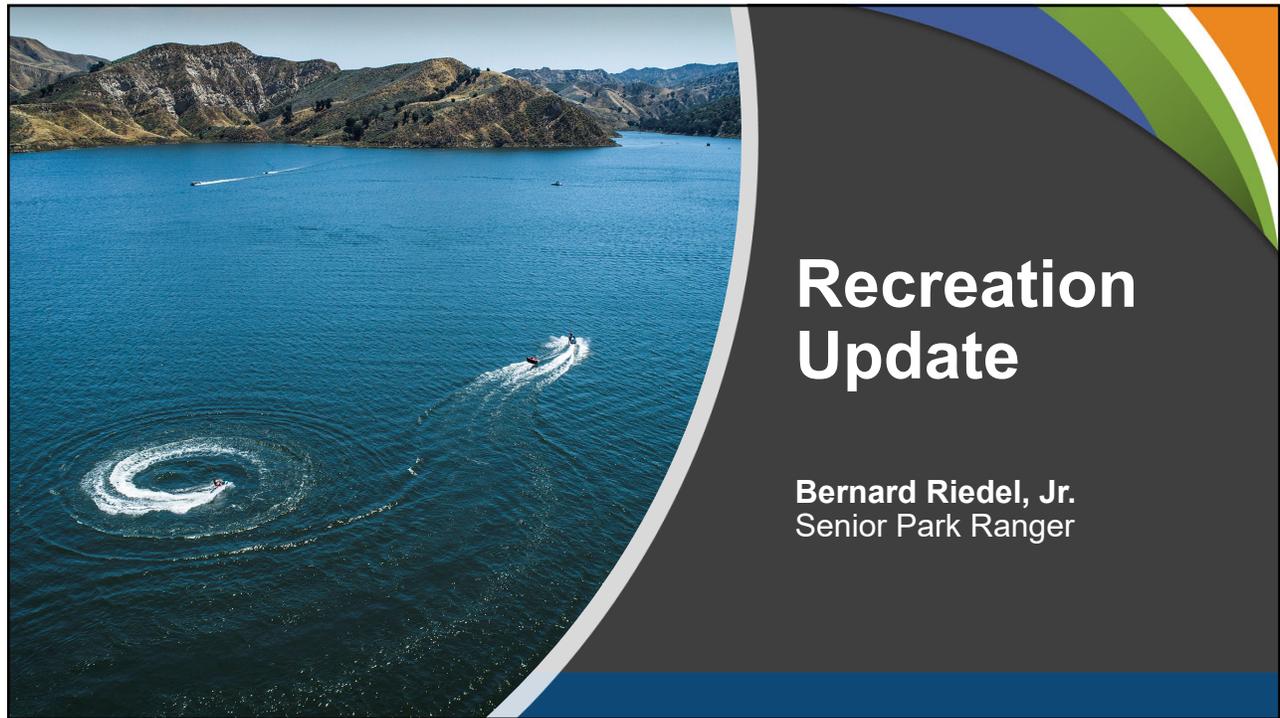
- Board Support:
 - Santa Felicia Dam Safety Improvement Project Impacts Handout
- Social Media Expansion Plan
 - Board Social Media Posting Options



Upcoming Initiatives

- Interactive Project Map
- Website Content Refresh
- Legislative Platform Update





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Repositioning Marina



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Temporary Storage of Rental Boats



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Cleanup of Shoreline



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Juan Fernandez Boat Launch Ramp



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Exposed AC Pipe

This slide features two photographs of an exposed AC pipe. The left photograph shows a long, vertical pipe section protruding from a sandy, rocky bank, with a person standing in the background for scale. The right photograph is a close-up of the pipe's surface, showing its weathered and textured appearance. A decorative graphic with green, blue, and orange curved stripes is in the top right corner. The UWCD logo is in the bottom left, and the number 27 is in the bottom right.

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LAKE PIRU
Camping Trick or Treat

Decorate your campsite & pass out candy!

Bring the kids up to Trick or Treat!

NO ENTRANCE FEE FOR TRICK OR TREATERS AND ALL CAMPERS WHO PARTICIPATE GET 1 NIGHT FREE CAMPING!

31 October
6 pm - 8 pm

For more information please call 805-521-1500 or visit our website explorelakepiru.com

This slide is a Halloween-themed poster for a 'Camping Trick or Treat' event at Lake Piru. It features a pumpkin with 'TRICK OR TREAT' written on it, a witch, a ghost, and a cauldron. The text provides details about the event, including a free night of camping for participants. A decorative graphic with green, blue, and orange curved stripes is in the top right corner. The UWCD logo is in the bottom left, and the number 28 is in the bottom right.

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