



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

General Manager  
Mauricio Guardado

Legal Counsel  
David D. Boyer

## **AGENDA**

### **FINANCE AND ADMINISTRATION COMMITTEE MEETING**

**Monday, June 29, 2026, (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, 2026, Finance and Administration Committee meeting Agenda.

###### **2.2 Approval of Minutes**

###### **Motion**

Approve Minutes of June 1, 2026, Finance and Administration Committee meeting.

###### **2.3 Check Recap Monthly Reports**

###### **Information Item**

Review the District's accounts payable recap for May 2026.

###### **2.4 Investment Monthly Report**

###### **Information Item**

Review the District's investment portfolio and cash position for May 2026.

###### **2.5 Pipeline Delivery Monthly Reports**

###### **Information Item**

Review the District's pipeline water activities for May 2026.



**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 July 8, 2026, Board of Directors meeting:

**3.1 Resolution Authorizing and Delegating Authority to the General Manager to Execute State Water Project Purchase Agreements During Calendar Year 2026 up to a Combined Total Expenditure of \$1 Million**

**Motion**

Consider recommending the full Board of Directors adopt a resolution authorizing and delegating authority to the General Manager to execute State Water Project Purchase Agreements during calendar year 2026 up to a combined total expenditure of \$1 million.

**3.2 Resolution No. 2026-08 Adopting the Proposed Conflict-of-Interest Policy and Proposed Changes to the Procurement Policy for the District**

**Motion**

Consider recommending to the full Board of Directors Resolution No. 2026-08 adopting the proposed Financial Policy entitled “**Conflict-of-Interest Policy**” along with changes to the “**Procurement Policy**” and to incorporate the policies into the United Water Conservation District’s Financial Policies and Procedures Manual.

**3.3 Consider Approval to Write-Off an Uncollectable Balance of Nava Enterprises**

**Motion**

Consider recommending the full Board of Directors approve a write-off of Nava Enterprises’ uncollectible balance in the amount of \$30,476.92.

**4. Monthly Department Updates**

**Information Items**

Review the monthly reports from the Administrative Services, Public Outreach and External Affairs, and Recreation Departments as well as receive a verbal presentation of its highlights.

**4.1 Administrative Services Department Update** (Chief Financial Officer Brian H. Zahn and Chief Human Resources Officer Josh Perez)

**4.2 Public Outreach and External Affairs Department Update** (Public Outreach and External Affairs Manager Tara Mulally)

**4.3 Recreation Department Update** (Senior Park Ranger Bernard Riedel, Jr.)

**5. Future Agenda Items**

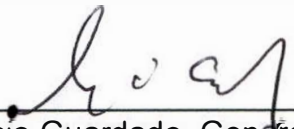
The Committee will suggest topics or issues for discussion at future meetings.

**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:   
Anthony A. Emmert, Assistant General Manager

Approved:   
Brian H. Zahn, Chief Financial Officer

This agenda was posted Thursday, June 25, 2026, at 5:35 p.m. at United Water Conservation District Headquarters, Oxnard, CA and [www.unitedwater.org](http://www.unitedwater.org).

  
Jacquelyn Lozano, Clerk of the Committee



# United Water

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## CONSERVATION DISTRICT

### STAFF REPORT

**To:** Finance and Administration Committee Members

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

**From:** Jackie Lozano, Clerk of the Committee

**Date:** June 25, 2026 (June 29, 2026, July meeting)

**Agenda Item: 2.2 Approval of the June 1, 2026, Finance and Administration  
Committee Meeting Minutes  
Motion**

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**Staff Recommendation:**  
Approve the attached minutes.



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

General Manager  
Mauricio Guardado

Legal Counsel  
David D. Boyer

**MINUTES  
FINANCE AND ADMINISTRATION COMMITTEE MEETING**

**Monday, June 1, 2026, 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 Huber and Keeling

Absent: Director Rachel Jones

**1. Public Comments**

No public comments were received.

**2. Consent Calendar**

Action: M/S/C (Keeling/Huber) to approve the Consent Calendar items and the Minutes as modified by replacing “non-profit” with “not-for-profit” under item 5, second bullet, per Director Huber.

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

**2.1 Approval of Agenda**

**Motion**

Approved June 1, 2026, Finance and Administration Committee meeting Agenda.

**2.2 Approval of Minutes**

**Motion**

Approved Minutes of April 27, 2026, (May meeting) Finance and Administration 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.

**3. UWCD Board of Directors Meeting Agenda Items**

**3.1 Resolution Approving the Proposed District Budget Plan, Overhead Allocation Method, Staffing Levels, and Salary Schedules for Fiscal Year 2026-2027, and Appropriation Carryovers from Fiscal Year 2025-2026**

**Motion**

Chief Financial Officer Brian Zahn presented this motion to the Committee for their consideration.

Action: M/S/C (Keeling/Huber) recommending to the full Board of Directors approval of a resolution adopting the proposed District Budget Plan, Overhead Allocation method, Staffing Levels, and Salary Schedules for Fiscal Year 2026-2027, and Appropriation Carryovers from Fiscal Year 2025-2026.

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

**3.2 Review and Consider Resolution to Request the County Auditor-Controller to Compute and Affix a Tax Rate for the Fiscal Year 2026-2027 Sufficient to Satisfy State Water Project Charges**

**Motion**

Mr. Zahn presented this motion to the Committee for their consideration.

Action: M/S/C (Keeling/Huber) recommending adoption of a resolution requesting the County Auditor-Controller to compute and affix a tax rate for Fiscal Year 2026-2027 to provide approximately \$4,448,000 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: Keeling and Huber; Noes: None; Absent: Jones.

**3.3 Adopt a Resolution for the Ordering of an Election to Authorize the Issuance of General Obligation Bonds**

**Motion**

Public Outreach and External Affairs Manager Tara Mulally presented this motion to the Committee for their consideration.

Action: M/S/C (Keeling/Huber) recommending to the full Board of Directors (1) receipt of the written report prepared by District staff concerning the proposed General Obligation Bond election, as authorized and directed by the Board pursuant to the requirements of the Water Code and presented to the Board at the June 10, 2026 Board meeting; and (2) adoption of a



resolution for the ordering of an election to authorize the issuance of General Obligation Bonds totaling \$350 million, establishing specifications of the election order, and requesting consolidation with other elections occurring on November 3, 2026.

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

**3.4 Request for Waiver of Penalty and Interest Charges from Rastegar Enterprises in the amount of \$5,290.87**

**Motion**

Mr. Zahn presented this motion to the Committee for their consideration.

Action: M/S/C (Keeling/Huber) recommending to the full Board of Directors a request from Rastegar Enterprises to waive penalty and interest charges of \$5,290.87 incurred from the billing period of July 1, 2025, through December 31, 2025.

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

**3.5 Approval of Write-off: Uncollectable Balance – Attorney Recovery Systems, Inc.**

**Motion**

Mr. Zahn presented this motion to the Committee for their consideration.

Action: M/S/C (Keeling/Huber) recommending to the full Board of Directors approval to write-off uncollectable balances associated with Attorney Recovery Systems, Inc. totaling \$34,751.82, following District financial policy.

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

**4. Monthly Department Updates**  
**Information Items**

**4.1 Administrative Services Department Update**

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.

**4.2 Public Outreach and External Affairs Department Update**

Ms. Mulally presented monthly highlights regarding the District's public outreach activities, presentation attached. During her presentation, she noted that the date of the Santa Paula Cruise Night was June 5 and not June 6 as shown. Updates will be made to staff report and presentation going forward to the June 10 Board meeting.



**4.3 Recreation Department Update**

Assistant General Manager Anthony Emmert, on behalf of Senior Park Ranger Bernard Riedel, Jr., presented monthly highlights regarding activities of the Lake Piru Recreation Area, presentation attached.

**5. Future Agenda Items**

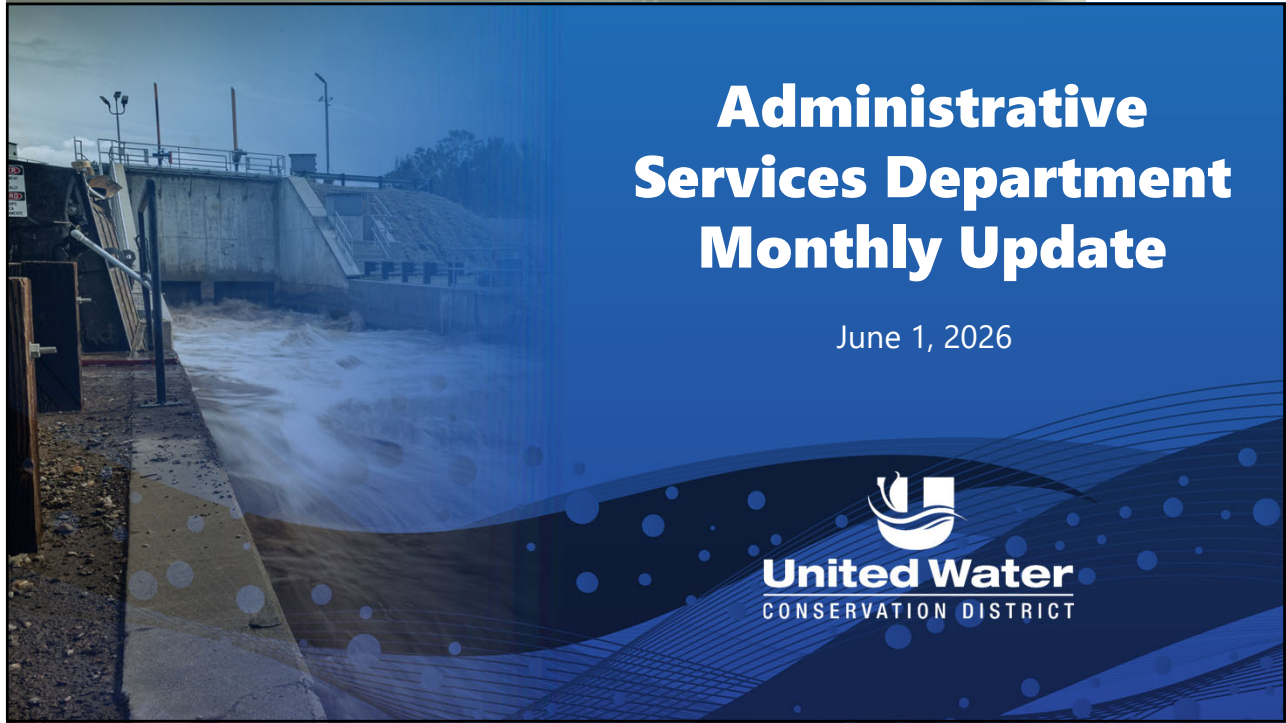
With guidance from the General Manager, Director Huber recommended that staff identify an opportunity to better communicate the District's fiscal responsibility to the public. For an upcoming presentation, he suggested highlighting cost-avoidance measures and other examples of operational efficiency, including how staff have reduced expenses, used in-house resources, and achieved savings where possible. He noted that this type of information would resonate with the public by demonstrating that the District is managing resources efficiently and should receive recognition for those efforts.

**ADJOURNMENT**

Director Huber adjourned the meeting at 9:36 a.m.

I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Administration Committee Meeting of June 1, 2026.

ATTEST: \_\_\_\_\_  
Chair Steve Huber



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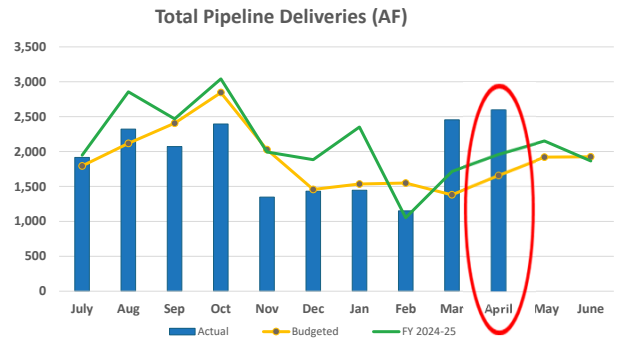


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## April 2026 Pipeline

	Actual AF	Budget AF	Variance AF	Actual \$
OH	667	830	(163)	\$879K
PTP	623	510	113	\$277K
PV	1304	318	986	\$464K


Year-to-date deliveries are 2% above budget (FY25-26: 19,131 AF) and 10% below prior year (FY24-25: 21,268 AF).



## Finance Department



- FY2025-26 Interim Audit work beginning
- FY2026-27 Proposed Budget book posted online and printed
- GSA Budgets completed
- Finalizing edits to Ventura Energy contracts



# Administrative Update

**Josh Perez**  
Chief Human Resources Officer

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## Human Resources

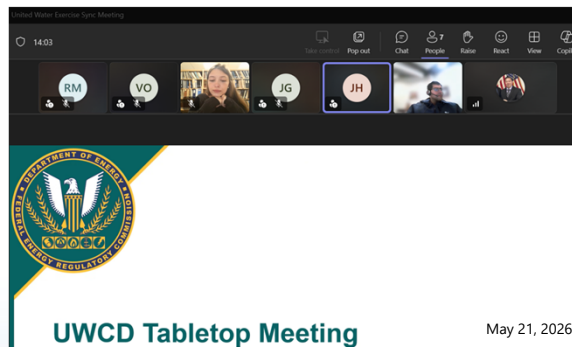
- All positions currently are filled until the Board approves the Proposed FY 2026-2027 Budget
  - Once approved, will coordinate position postings based on General Manager input
- Prepared Merit Pay documents for General Manager review and consideration
- Quarterly one-on-one meetings held with department managers
- Interviews completed and onboarding of seasonal Lake Piru staff as well as Park Ranger I internal vacancy

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## Risk Management

- Met with FERC on planning cyber security exercise for Operational Technology
- Touched base with CISA on cyber security tabletop exercise for Technology System
- Finalized respirator fit testing of remaining O&M staff
- Supported AGM and COO on weekly IT-OT coordination meetings



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## continued

- New fence to enhance physical security on District property (Brown Barranca)



- Worked with Admin staff on plumbing issue at HQs and with O&M staff on replacing irrigation pipe at Oxnard HQs

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## Technology Systems

- **69 tickets** have been received in the first twenty days in May, reflecting consistent service desk demand
  - Inquiries consisted of routine IT services, user access requests, and standard operational support aligned with District needs
  - The average time to resolution for closed tickets was approximately **1.5 days**
- Worked to restore PIN-based sign-in functionality and supported affected users during the transition period, including temporary reliance on alternate authentication methods

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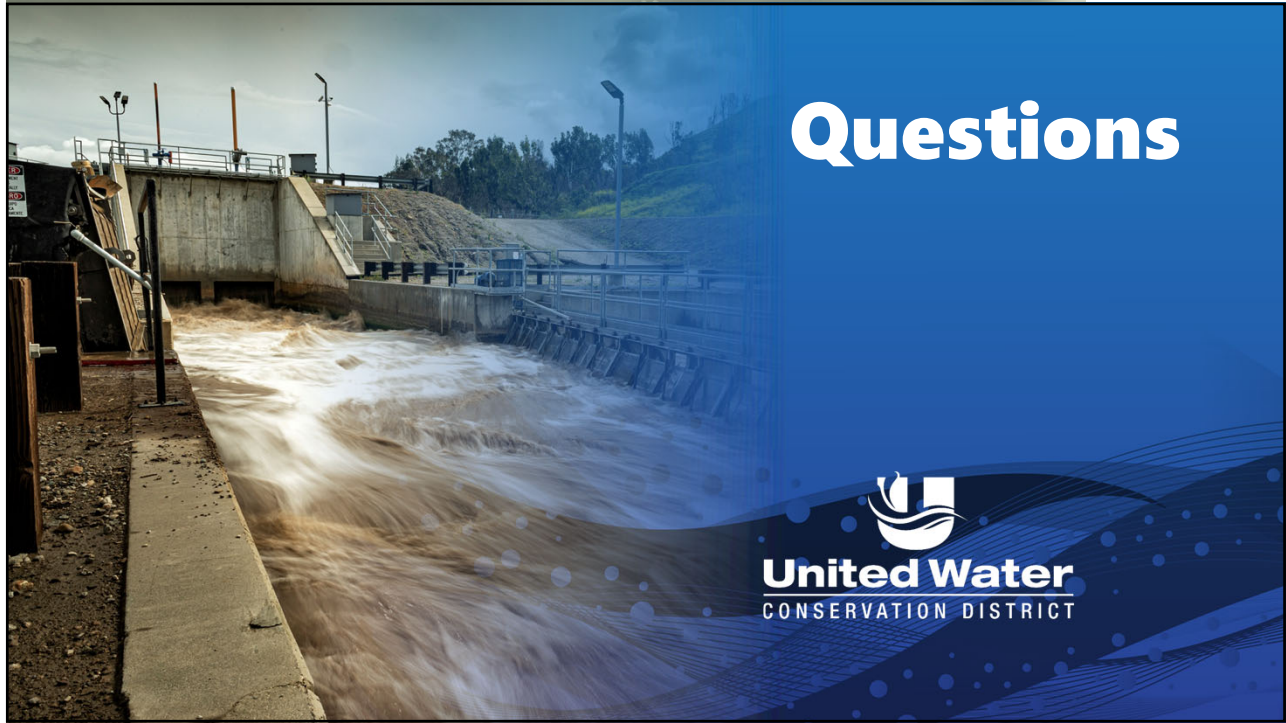
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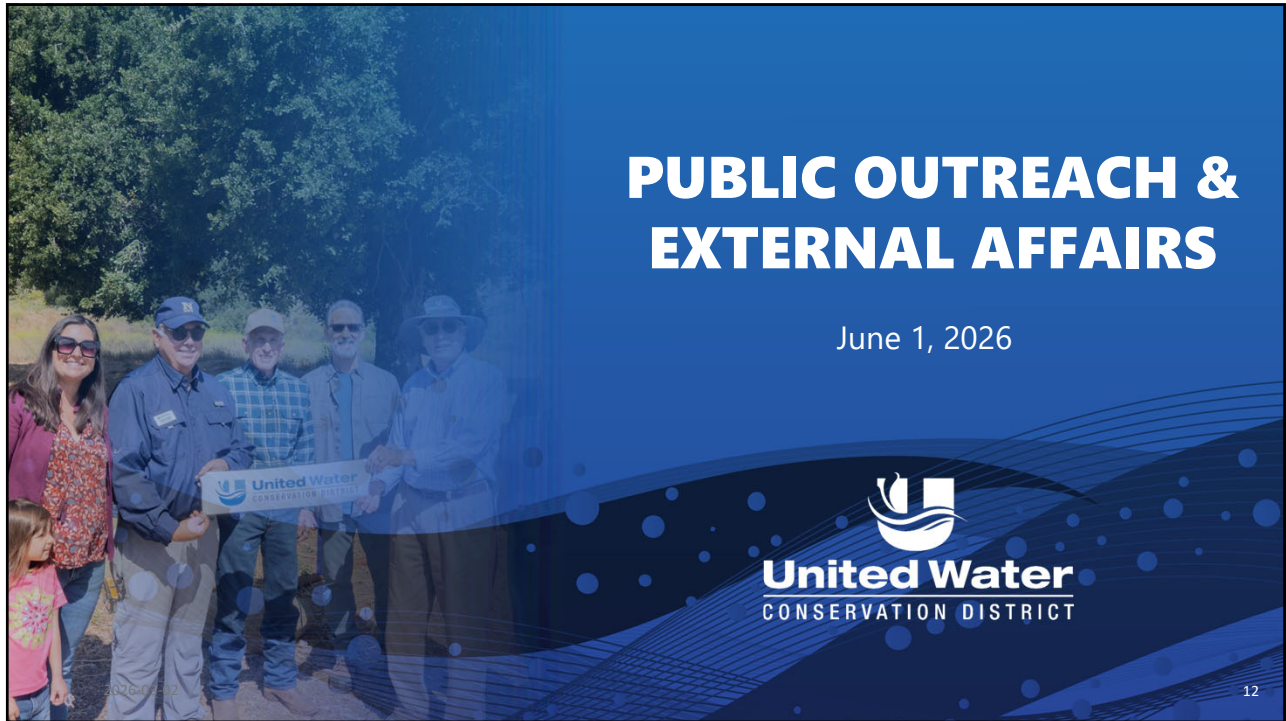
- Identified a network performance issue at Lake Piru impacting both full-time and seasonal staff
  - The root cause has been identified
  - Coordinating with County IT to restore degraded network equipment and improve connectivity

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# Outreach Events

## Recent Tours & Events

- Quarterly Tour (April 29)
- Santa Paula Chamber of Commerce Awards Dinner (May 14)
- California Strawberry Festival (May 16-17)
- Pothole Trail Ribbon Cutting (May 17)
- Moonlight Cinema Kickoff (May 23)

## Upcoming Tours

- Quarterly Tour (July 29)

## Upcoming Events

- Moonlight Cinema (2x per Month)
- Santa Paula Cruise Night (June 6)
- Ventura County Fair (July 31 – August 9)



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# Successes

- Santa Felicia Dam Safety Improvement Project Ad Campaign launched
- Legislative Support Form Letters completed
- Social Media Advancement:
  - ❖ United Water Conservation District Social Media Platforms
    - ✓ Facebook Likes: 889 (Net Increase of 10)
    - ✓ LinkedIn Followers: 671 (Net Increase of 43)
    - ✓ Instagram Followers: 165 (Net Increase of 133)
  - ❖ Lake Piru Social Media Platforms
    - ✓ Facebook Followers: 4,928 (Net Increase of 252)
    - ✓ Instagram Followers: 3,369 (Net Increase of 384)

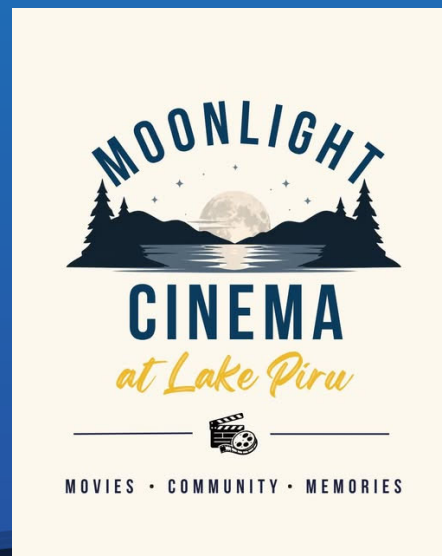


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## Upcoming Initiatives

- Continue Santa Felicia Dam Safety Improvement Project campaign and public outreach
- Advance Water Sustainability Summit Experience planning
- Continue groundwater management and environmental stewardship messaging
- Continue Website Refresh progress
- Support Moonlight Cinema programming and Lake Piru summer recreation promotion



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## Recreation Monthly Update

Bernard Riedel, Jr.  
Senior Park Ranger

June 1, 2026



**United Water**  
CONSERVATION DISTRICT

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# Owl Rescue

April 28, 2026

April 28, 2026

April 28, 2026

April 28, 2026

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# Movie Night at the Park

## Featured movie: "The Goonies"

May 23, 2026

May 23, 2026

May 23, 2026

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## STAFF REPORT

**To:** Finance and Administration 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, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 2.3 Check Recap Monthly Report – May 2026  
Information Item

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**Recommendation:**

Review the District's accounts payable recap report for the month of May 2026 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 – May 2026

<b>May 2026</b>	
<b>Check Register Recap</b>	
<u>Payments Reflected in System</u>	
A/P Payments	<b>\$2,161,461.91</b>
Direct Deposit/Payroll Related	<b>\$1,536,570.24</b>
FSA Payments	<b>\$8,838.48</b>
<i>Total Payments Reflected in System</i>	<b>\$3,706,870.63</b>
<u>Top 5 Itemized by Category</u>	
FOX CANYON GW MGMNT AGENCY	<b>\$581,945.00</b>
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	<b>\$311,461.28</b>
NOVACOAST INC	<b>\$137,596.47</b>
SO. CALIFORNIA EDISON	<b>\$130,852.65</b>
Galey's Marine	<b>\$69,708.02</b>
<b>Total Disbursements 05/2026</b>	<b>\$3,706,870.63</b>

**TOP FIVE VENDORS MAY 2026**

<b>Vendor</b>	<b>Check/EFT Number</b>	<b>Check Date</b>	<b>Amount</b>
FOX CANYON GW MGMNT AGENCY	304425	5/7/2026	\$290,972.50
	304434	5/7/2026	\$276,499.00
	304435	5/7/2026	\$286.50
	304436	5/7/2026	\$14,123.00
	304437	5/7/2026	\$64.00
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	4707	5/7/2026	\$311,461.28
NOVACOAST INC	4738	5/7/2026	\$295.45
	4782	5/14/2026	\$128,563.17
	4870	5/28/2026	\$8,737.85
SO. CALIFORNIA EDISON	ACH4550	5/1/2026	\$8,010.17
	ACH4551	5/8/2026	\$2,364.35
	ACH4552	5/15/2026	\$119,655.49
	ACH4553	5/22/2026	\$822.64
Galey's Marine	4726	5/7/2026	\$34,854.01
	4823	5/21/2026	\$34,854.01



## STAFF REPORT

**To:** Finance and Administration 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 22, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 2.4 Investment Monthly Report for May 2026  
Information Item

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**Staff Recommendation:**

Review the most current investment report for the month ending May 31, 2026.

**Discussion:**

None. Informational only.

**Fiscal Impact:**

As shown.

**Attachments:**



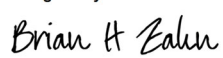
Combined Investment Monthly Report for May 2026

**United Water Conservation District  
Monthly Investment Report  
May 31, 2026**

<b>Investment Recap</b>	<b>G/L Balance</b>	<b>Weighted Avg Days to Maturity</b>	<b>Diversification Percentage of Total</b>
Citizens Business Bank	3,344,565	1	4.76%
Petty Cash	5,400	1	0.01%
County Treasury	4,415	1	0.01%
LAIF Investments	66,953,017	1	95.22%
<b>Total Cash, Cash Equivalents and Securities</b>	<b>70,307,396</b>		<b>100.00%</b>
<b>Investment Portfolio w/o Trustee Held Funds</b>	<b>70,307,396</b>		
<b>Trustee Held Funds</b>	<b>-</b>		
<b>Total Funds</b>	<b>70,307,396</b>		

<b>Local Agency Investment Fund (LAIF)</b>	<b>Beginning Balance</b>	<b>Deposits (Disbursements)</b>	<b>Ending Balance</b>
	66,953,017	-	66,953,017
	<b>Interest Earned YTD</b>	<b>Interest Received YTD</b>	<b>Qtrly Yield</b>
	1,610,005	2,118,769	3.98%

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.

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<b>Mauricio Guardado, General Manager</b>	<b>Date Certified</b>
DocuSigned by:  70D59ECF0D8D46E...	6/11/2026
<b>Anthony Emmert, Assistant General Manager</b>	<b>Date Certified</b>
Signed by:  6685DB362A674A3...	6/11/2026
<b>Brian H. Zahn, Chief Financial Officer</b>	<b>Date Certified</b>

<b>United Water Conservation District</b>			
<b>Cash Position</b>			
<b>May 31, 2026</b>			
<b>Fund</b>	<b>Total</b>	<b>Composition</b>	<b>Restrictions/Designations</b>
<b>General/Water Conservation Fund:</b>		<b>Revenue collected for district operations</b>	
General/Water Conservation	1,726,775	(17,056,753)	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		4,280,257	Designated for replacement, capital improvements, and environmental projects
		9,541,271	Supplemental Water Purchase Fund
General CIP Funds	21,819,044	21,819,044	Appropriated for capital projects
	14,860,098	14,860,098	Reserved for CIP Projects
<b>Special Revenue Funds:</b>		<b>Revenue collected for a special purpose</b>	
State Water Project Funds	10,814,084	10,814,084	Procurement of water/rights from state water project
<b>Enterprise Funds:</b>		<b>Restricted to fund usage</b>	
Freeman Fund	1,775,585	1,775,585	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	5,375,062	5,375,062	Appropriated for capital projects
OH Pipeline Fund	4,041,427	4,041,427	Delivery of water to OH customers
OH CIP Fund	3,278,810	3,278,810	Appropriated for capital projects
OH Pipeline Well Replacement Fund	271,277	271,277	Well replacement fund
PV Pipeline Fund	1,014,262	1,014,262	Delivery of water to PV customers
PV CIP Fund	259,775	259,775	Appropriated for capital projects
PT Pipeline Fund	8,131,292	8,131,292	Delivery of water to PTP customers
PT CIP Fund	(3,060,095)	(3,060,095)	Appropriated for capital projects
<b>Total District Cash &amp; Investments</b>	<b>70,307,396</b>	<b>70,307,396</b>	



## STAFF REPORT

**To:** Finance and Administration 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 15, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 2.5 Pipeline Delivery Monthly Report for May 2026  
Information Item

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**Staff Recommendation:**

Review the current pipeline delivery report for May 2026 that is attached.

**Fiscal Impact:**

As shown.

**Discussion:**

Informational only.

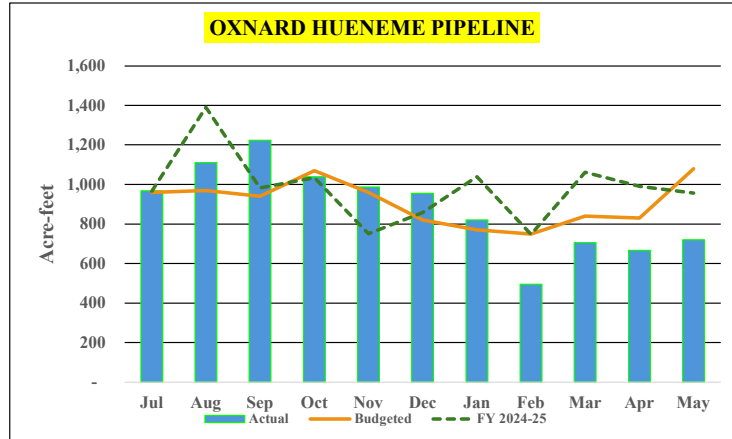
**Attachment:**

Pipeline Delivery Report for May 2026

United Water Conservation District  
 Pipeline Water Deliveries (Acre-feet)  
 FY 2025-26 data thru May 31, 2026

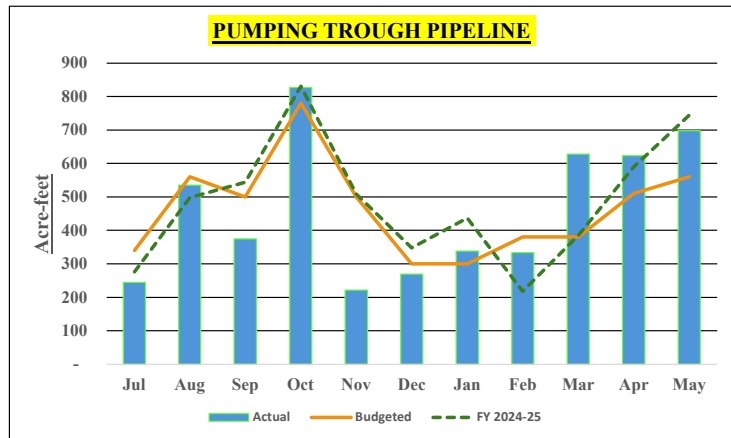
OH Pipeline 2025-26			
	Projection	Actual	Variance
Jul	960	968	8
Aug	970	1,110	140
Sep	940	1,223	283
Oct	1,070	1,039	(31)
Nov	960	986	26
Dec	820	955	135
Jan	770	821	51
Feb	750	495	(255)
Mar	840	705	(135)
Apr	830	667	(163)
May	1,080	720	(360)
Jun	1,030	-	
Totals	11,020	9,689	(301)
YTD	9,990	9,689	(301)

YTD Actual to Budget: -3.0%



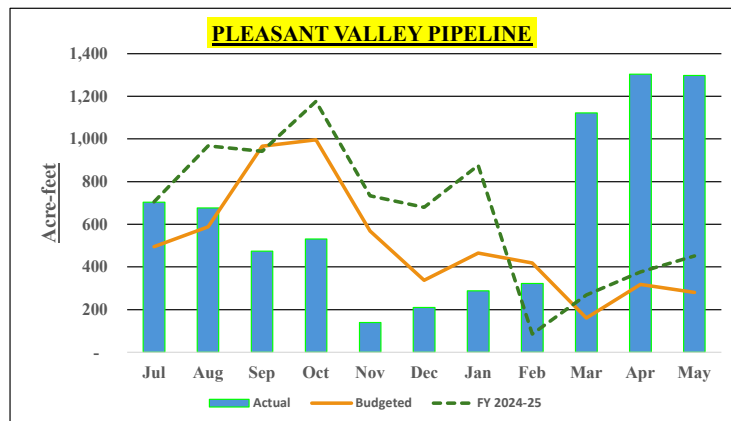
PT Pipeline 2025-26			
	Projection	Actual	Variance
Jul	340	244	(96)
Aug	560	535	(25)
Sep	500	375	(125)
Oct	780	826	46
Nov	500	221	(279)
Dec	300	269	(31)
Jan	300	338	38
Feb	380	333	(47)
Mar	380	628	248
Apr	510	623	113
May	560	698	138
Jun	490	-	
Totals	5,600	5,091	(19)
YTD	5,110	5,091	(19)

YTD Actual to Budget: -0.4%



PV Pipeline 2025-26			
	Projection	Actual	Variance
Jul	495	704	209
Aug	588	676	88
Sep	966	475	(491)
Oct	996	531	(465)
Nov	569	139	(430)
Dec	337	209	(128)
Jan	465	287	(177)
Feb	419	322	(97)
Mar	161	1,122	961
Apr	318	1,304	986
May	281	1,298	1,017
Jun	405	-	
Totals	6,000	7,067	1,472
YTD	5,595	7,067	1,472

YTD Actual to Budget: 26.3%





## STAFF REPORT

**To:** Finance and Administration Committee Members

**Through:** Mauricio Guardado, General Manager  
Anthony A. Emmert, Assistant General Manager  
Suparna Jain, Legal Counsel, AALRR

**From:** Dr. Bram Sercu, Water Resources Supervisor

**Date:** June 16, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 3.1 Resolution Authorizing and Delegating Authority to the General Manager to Execute State Water Project Purchase Agreements During Calendar Year 2026 up to a Combined Total Expenditure of \$1 Million  
Motion

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### **Staff Recommendation:**

Consider recommending the full Board of Directors adopt a resolution authorizing and delegating authority to the General Manager to execute State Water Project purchase agreements during calendar year 2026 up to a combined total expenditure of \$1 million.

### **Background:**

The District's 2026 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 7,892 AF of SWP water per year.

### **Discussion:**

The California Department of Water Resources (DWR) set the SWP Table A allocation for 2026 at 45%. As of June 16, 2026, the District's available SWP supply for 2026 is 4,703 AF. To meet the District's strategic objective of importing 8,000 AF per year on average, the District is pursuing additional purchases of SWP water for Calendar Year (CY) 2026. District staff has initiated discussions with two State Water Contractors (SWCs) regarding the availability and transfer of SWP water during CY 2026.

To expedite the approval process for the District to release any additional transfer water before the end of CY 2026, when conditions allow, District staff is recommending the Board authorize and delegate authority to the General Manager to execute one or more SWP Purchase Agreements during CY 2026, up to a combined total expenditure of \$1 million.

**3.1 Resolution Authorizing and Delegating Authority to the General Manager to Execute State Water Project Purchase Agreements During Calendar Year 2026 up to a Combined Total Expenditure of \$1 million**  
**Motion**

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These purchases are currently estimated to result in a total expenditure of up to \$850,000. Additional purchasing authority up to \$1 million is proposed in the Resolution in case more water is available at the target purchase price and can be beneficially used within the District, 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 2026, and the total expenditure to the District does not exceed \$1 million.

**Fiscal Impact:**

The fiscal year 2026-2027 budget contains sufficient funds to cover the proposed maximum expenditure of \$1 million.

**Attachment:**

Resolution

**RESOLUTION NO. 2026-XX**

**A RESOLUTION AUTHORIZING AND DELEGATING AUTHORITY TO THE UNITED WATER CONSERVATION DISTRICT GENERAL MANAGER TO EXECUTE STATE WATER PROJECT PURCHASE AGREEMENTS DURING CALENDAR YEAR 2026 UP TO A COMBINED TOTAL EXPENDITURE OF \$1 MILLION**

**WHEREAS**, the District's 2026 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) 2026; and

**WHEREAS**, District staff has initiated discussions with two State Water Contractors (SWCs) regarding the availability and transfer of SWP water during CY 2026; and

**WHEREAS**, to be able to expeditiously release any transfer water before the end of CY 2026, 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 2026 up to a combined total expenditure of \$1 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 2026 up to a Combined Total Expenditure of \$1 million.

The foregoing Resolution was adopted by the Board of Directors of United Water Conservation District on July 8, 2026, by the following vote:

Ayes:

Noes:

Absent:

ATTEST: \_\_\_\_\_  
Lynn Maulhardt, President

ATTEST: \_\_\_\_\_  
Gordon Kimball, Secretary/Treasurer



# United Water

## CONSERVATION DISTRICT

### STAFF REPORT

**To:** Finance and Administration Committee Members

**Through:** Mauricio Guardado, General Manager  
Anthony A. Emmert, Assistant General Manager  
Suparna Jain, Legal Counsel, AALRR

**From:** Brian H. Zahn, Chief Financial Officer

**Date:** June 24, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 3.2 Resolution No. 2026-08 Adopting the Proposed Conflict-of-Interest Policy and proposed Changes to the Procurement Policy for the District  
Motion

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#### **Recommendation:**

Consider recommending to the full Board of Directors Resolution No. 2026-08 adopting the proposed Financial Policy entitled “**Conflict-of-Interest Policy**” along with changes to the “**Procurement Policy**” and to incorporate the policies into the United Water Conservation District’s Financial Policies and Procedures Manual.

#### **Background:**

United Water Conservation District (District) maintains a comprehensive Financial Policies and Procedures Manual that establishes governance, internal control, and financial management standards for District operations.

The District periodically updates this manual to ensure compliance with State law, auditing standards, and external funding requirements.

The California Governor’s Officer of Emergency Services (CalOES), as part of its grant and reimbursement eligibility requirements, requires agencies receiving state and federal emergency and infrastructure funding to maintain a formal written Conflict of Interest policy. While the District currently complies with the Political Reform Act and maintains a “Conflict of Interest Code” and Form 700 filing requirements, the Financial Policies Manual does not presently contain a standalone operational policy addressing conflicts in financial decisions, procurement activities, and grant administration.

**Agenda Item: 3.2 Resolution No. 2026-08 Adopting the Proposed Conflict-of-Interest Policy and proposed Changes to the Procurement Policy for the District  
Motion**

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CalOES requires grant recipients to demonstrate documented procedures preventing individuals with financial interests from participating in contracting, purchasing, and funding decisions associated with public funds. Adoption of a formal policy is necessary to maintain eligibility for certain state and federally funded programs.

The proposed Conflict of Interest Policy formalizes existing legal requirements and current District practices into a single operational control document. The policy:

- Prohibits participation in District decisions involving a financial interest
- Requires disclosure and recusal procedures
- Establishes procurement conflict standards for vendors and contractors
- Addresses grant-funded project compliance requirements
- Establishes reporting and enforcement procedures
- Provides training expectations consistent with AB 1234 ethics requirements

The policy incorporates requirements of the California Political Reform Act, Government Code Section 1090, and federal grant compliance standards (2 CFR 200 – Uniform Guidance). Importantly, it also establishes controls required for procurement activities funded by state or federal agencies, which is a specific CalOES audit review item.

The policy does not change existing employee responsibilities or Board obligations. Instead, it documents and standardizes existing expectations and procedures and places them within the District's Financial Policies Manual alongside other internal control policies.

Adoption of the policy strengthens the District's internal control framework, protects the District's eligibility for grants and emergency funding, and reduces legal and audit risk.

Additionally, CalOES, as part of its grant and reimbursement eligibility requirements, requires agencies receiving state and federal emergency and infrastructure funding to ensure contracts contain all federally required provisions per Title 2 CFR, Part 200. The current Policy and Procedures have been updated to include all federally required provisions per Title 2 CFR, Part 200.

**Fiscal Impact:**

There is no direct fiscal impact associated with adoption of the proposed policy. Failure to adopt the policy could jeopardize eligibility for certain state and federal grants and reimbursements administered through CalOES and other agencies.

**Attachments:**

- A – Proposed Conflict-of-Interest Policy
- B – Proposed Procurement Policy
- C – Red-line Procurement Policy
- D – Resolution Adopting Conflict-of-Interest Policy and Policy Changes

# CONFLICT OF INTEREST POLICY

Effective July 08, 2026

## POLICY STATEMENT

United Water Conservation District ("District") is committed to conducting all District business in a manner that maintains the highest level of public trust and confidence. District officials and employees shall avoid any activity, investment, interest, or association that conflicts, or appears to conflict, with the proper discharge of their official duties.

All District officers, employees, and Board Members shall comply with applicable provisions of the California Political Reform Act (Government Code Section 81000 et seq.), Government Code Section 1090, and all other applicable state and federal conflict of interest requirements.

No District officer, employee, or Board Member shall participate in, influence, or attempt to influence any governmental decision in which they have a financial interest.

## POLICY PURPOSE

The purpose of this policy is to:

1. Protect the integrity and credibility of District decision-making;
2. Ensure compliance with State law and CalOES grant requirements;
3. Prevent improper personal benefit from District activities;
4. Establish procedures for disclosure and management of conflicts of interest; and
5. Maintain eligibility for state and federal funding.

This policy applies to all District activities including procurement, contracting, grant administration, financial management, and regulatory decisions.

## DEFINITIONS

### Conflict of Interest

A conflict of interest exists when a District official or employee has a financial or personal interest that could improperly influence, or reasonably appear to influence, the performance of official duties.

**Financial Interest** includes, but is not limited to:

- Investments or ownership interests in a business entity;
- Income, compensation, or gifts;
- Employment or prospective employment;
- Real property interests;
- Interests of immediate family members.

**Immediate Family**

Spouse, domestic partner, dependent children, or any person living in the official's household.

**POLICY REQUIREMENTS**

**A. Prohibited Conduct**

District officers, employees, and Board Members shall not:

1. Make, participate in making, or influence a District decision in which they have a financial interest;
2. Use their official position to secure personal financial gain;
3. Accept compensation from any person or entity doing business with the District;
4. Participate in the selection, award, or administration of a contract if a conflict exists;
5. Direct District business to a business in which they or an immediate family member have a financial interest; or
6. Use confidential information acquired through their position for personal benefit.

**B. Procurement and Grant-Funded Activities**

No District employee, officer, or agent may participate in the procurement, evaluation, selection, award, or administration of a contract supported by state or federal funds if a real or apparent conflict of interest exists.

A conflict exists if the individual, or an immediate family member:

- Has a financial interest in the selected vendor;
- Is employed by the vendor;
- Is negotiating future employment with the vendor; or

- Has a financial relationship with the vendor.

Individuals with such conflicts must be disqualified from the procurement process.

### **C. Gifts**

District officials and employees shall comply with the gift limitations of the Political Reform Act and the District's applicable ethics and reporting requirements.

No individual shall accept gifts that could reasonably be interpreted as influencing a District decision.

## **DISCLOSURE REQUIREMENTS**

### **A. Form 700 Filings**

Designated officials and employees shall file Statements of Economic Interests (Form 700) in accordance with the District's adopted Conflict of Interest Code and the Political Reform Act.

### **B. Duty to Disclose**

Any District official or employee who becomes aware of a potential conflict shall immediately:

1. Disclose the conflict to their supervisor (or General Manager if applicable); and
2. Refrain from participation in the related matter.

Board Members shall disclose the conflict at the public meeting in accordance with applicable law and recuse themselves from discussion and voting.

## **RECUSAL PROCEDURES**

When a conflict exists:

1. The individual shall not participate in discussions, deliberations, recommendations, approvals, or decisions;
2. The individual shall leave the meeting room during consideration of the matter, if required by law; and
3. The minutes shall reflect the recusal.

## **ADMINISTRATION**

The General Manager shall administer this policy and may consult with legal counsel regarding interpretation or application.

Supervisors are responsible for ensuring employees under their direction comply with this policy.

The Finance Department shall ensure grant-funded activities comply with this policy as a condition of funding eligibility.

### REPORTING VIOLATIONS

Suspected violations shall be reported to:

- The General Manager, or
- District Legal Counsel, or
- The Board President (if the allegation involves executive management)

Reports may be made without fear of retaliation. Retaliation for reporting a good-faith concern is prohibited.

### ENFORCEMENT

Violation of this policy may result in:

- Disciplinary action up to and including termination;
- Voiding of contracts;
- Recovery of funds;
- Referral to enforcement agencies.

The District may pursue any civil or criminal remedies permitted by law.

### TRAINING

The District shall provide periodic ethics and conflict of interest training to Board Members and designated employees consistent with AB 1234 and applicable grant requirements.

### REVIEW

This policy shall be reviewed periodically with the District's financial policies and updated as necessary to maintain compliance with State law and funding agency requirements.

These policies have been reviewed by AALRR legal

Signed by: Suparna Jain Date 6/22/2026  
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Suparna Jain

# PROCUREMENT POLICY

Effective June 10, 2026

## OVERVIEW

This policy is written to document the policies and procedures that shall be followed when purchasing goods or services. All purchases of materials, supplies, equipment and services required by the District shall be made in accordance with the following, and pursuant to applicable provisions of the Government Code. This policy will be reviewed with new members of the Board of Directors and new District Department Heads/Managers as soon as possible after they assume responsibility. This policy shall also be reviewed as part of the annual budgeting process.

## OBJECTIVES

- Purchase the best product or service at the most favorable price
- Establish authority, responsibility, accountability for purchasing activity
- Provide an environment of fair competition and impartiality in purchasing process
- Set objective decision-making procedures for District staff to follow when procuring materials or services
- Communicate organization goals/policies as they relate to purchasing

## QUOTATIONS FOR GOODS, SERVICES AND EQUIPMENT; PROFESSIONAL SERVICES; PUBLIC WORKS PROJECTS

The District shall invite bid proposals or quotations for goods, services and equipment as required by applicable provisions of California Law. Invitations to bid shall include all information required by law and grant requirements. District personnel shall always use their best judgment in receiving either oral or written quotations. For expenditures over \$50,000, the District shall solicit, if available, two (2) written quotations or bids. Generally, the purchase will be made from the lowest responsible bidder. The District in its sole discretion reserves the right to reject all bids or quotations. In the event bids or quotations are not received or, in the District's sole discretion are unacceptable, the District reserves the right to have the work done by its own forces.

**For Federally funded projects, the following provisions shall be included in the procurement process, solicitation documents, and contracts, as applicable and necessary:**

- Standards of conduct related to conflicts of interest in accordance with **2 CFR 200.318(c)(1)**.
- Compliance with all applicable federal procurement requirements under **2 CFR Part 200**, including without limitation **2 CFR 200.318 through 200.327**, as may be amended, and any additional requirements imposed by the applicable Federal awarding agency or pass-through entity.

- Federally required contract provisions pursuant to 2 CFR 200.327 and Appendix II to 2 CFR Part 200, including, where applicable:
  - a) Administrative, contractual, or legal remedies for breach of contract for contracts above the simplified acquisition threshold;
  - b) Termination for cause and for convenience for contracts in excess of \$10,000;
  - c) Equal Employment Opportunity clause;
  - d) Davis-Bacon Act and Copeland Anti-Kickback Act requirements when required by federal program legislation;
  - e) Contract Work Hours and Safety Standards Act requirements for applicable contracts in excess of \$100,000;
  - f) Rights to Inventions Made Under a Contract or Agreement, where applicable;
  - g) Clean Air Act and Federal Water Pollution Control Act requirements for contracts in excess of \$150,000;
  - h) Debarment and Suspension verification and prohibition on awards to excluded parties;
  - i) Byrd Anti-Lobbying Amendment certification and disclosure requirements for awards exceeding \$100,000;
  - j) Procurement of recovered materials, where applicable;
  - k) Prohibition on certain telecommunications and video surveillance equipment or services, where applicable; and
  - l) Domestic preferences for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable and consistent with law.
- The District shall take the affirmative steps required by 2 CFR 200.321, as applicable, to assure that small businesses, minority businesses, women's business enterprises, and labor surplus area firms are used when possible, and shall require prime contractors to take the same affirmative steps for subcontracts.
- The District shall maintain records sufficient to detail the history of the federally funded procurement, including the procurement method used, the basis for contractor selection, contract price, use of any noncompetitive procurement, required cost or price analysis when applicable, verification of contractor eligibility (SAM.gov), and all certifications and clauses required by the funding source.
- Where grant, cooperative agreement, or pass-through funding conditions impose more restrictive requirements than this policy, the more restrictive federal or pass-through requirements shall control.

## EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding may be waived in the case of an emergency or when:

- The items or services to be furnished are in such short supply that there is no competition.
- The specifications or other restrictions limit the number of prospective suppliers.
- The skill or knowledge of a particular individual is sought.
- Consolidating its procurement with that of another agency or entity constituted for governmental purposes; provided that the commodities or contractual services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding exists.
- Using on-call services as described in the Engineering Projects Administration Policy.

## PROFESSIONAL SERVICES

The District may, in its discretion, but is not required to, utilize a request for proposal process or other formal process for the selection of consultants to provide professional services. Selection of professional services consultants shall be made in the District's sole discretion based on demonstrated competence, professional qualifications and other criteria which the District deems relevant.

## PUBLIC WORKS PROJECTS

Water conservation districts like United are not included within, and are not subject to, competitive bidding requirements in the Public Contract Code. The District reserves the right in its discretion to determine whether it will seek competitive bids for public works projects.

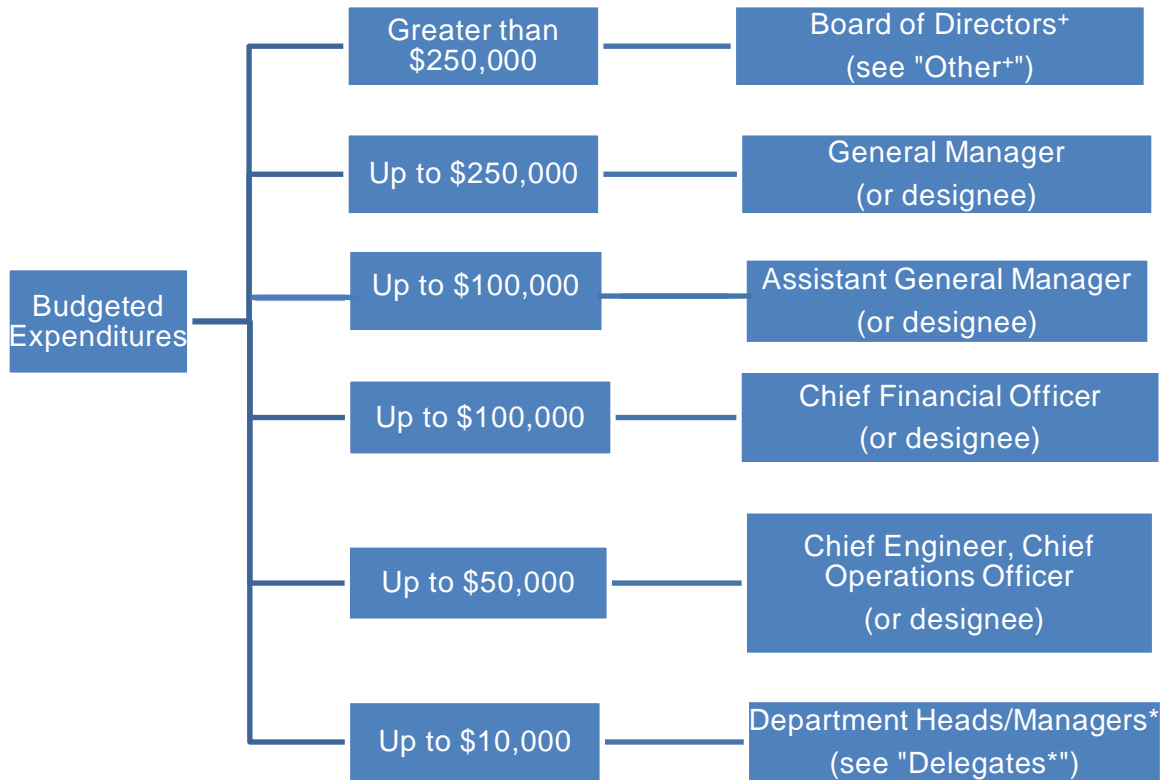
## **PURCHASING AUTHORITY**

The Board of Directors adopts an annual budget, which includes details of all capital items, professional fees for services and all other expenditures. Items referred to hereafter as "budgeted" refer to expenditures that have been appropriated in the adopted budget or approved for expenditure by the Board after the budget is adopted for the current fiscal year.

Authority to approve expenditures and sign contracts shall be determined as shown in the diagrams below. Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the guidelines.

The General Manager and Chief Financial Officer may designate their approval authority in their absence. Designation must be made in writing and a log of designations of authority will be maintained by the Executive Assistant. The General Manager, Assistant General Manager, and other Department Heads/Managers may delegate approval authority to anyone within their department up to \$5,000. A list of delegates and their approval authority level is maintained in the Finance Department.

Figure 1. Purchase Authority Levels for Budgeted Expenditures



A contract amendment that is a budgeted expenditure and relates to an original contract with an amount below the General Manager’s authority may be executed by the General Manager provided that the total amount of the contract and amendment(s) do not exceed the General Manager’s authority. For example, a contract amendment of \$50,000 to a \$200,000 contract may be executed by the General Manager. However, a contract amendment of \$50,000 to a \$210,000 (total contract value of \$260,000) must be approved by the Board.

A contract amendment that is a budgeted expenditure and relates to an original contract with an amount exceeding the General Manager’s authority, may be executed by the General Manager up to the General Manager’s approval level, not exceeding 50% of the original contract amount. For example, a contract amendment to a \$400,000 contract may be made up to \$200,000. Contract amendments for non-budgeted expenditures are subject to the limits set forth in the Appropriations section of the Budget Amendment Policy.

Exceptions to Purchase Authority Levels

Charges over \$250,000 do not need to be approved by the Board if they are related to payroll, State Water (including supplemental water purchases), insurance, utilities, debt service payments, GMA fees, U.S. Geological Survey charges, or regulatory fees for the Santa Felicia Dam. Charges related to payroll are approved during the payroll process. Charges related to all other items in the above list are approved at the department head level.

Authority levels for non-budgeted expenditures are detailed in the Budget Amendment policy.

## CREDIT CARDS

The General Manager or their designee may acquire credit cards in the name of the District for use by designated District personnel. The District shall maintain a written log of credit cards. Employees assigned credit cards will sign an acknowledgement form (Exhibit A) agreeing to the limitations of the card use as described below.

Credit cards:

- May be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other District employee. Credit cards should only be used for the purchase of supplies and equipment when the vendor does not accept other forms of payment (such as an online vendor) or when the vendor does not extend credit to the District.
- May be used for the purchase of gas, oil, supplies, and repairs for District vehicles.
- May be used to purchase meals.
- May be acquired for vendors (i.e. Home Depot.) with approval by the General Manager.
- May not be used for personal benefit or personal use even when the cardholder reimburses the District.
- May not be issued to members of the Board of Directors. They will be reimbursed according to the District's established Reimbursement Policy.
- Must be returned to the district upon termination or resignation prior to receiving their last paycheck.
- Cannot be used to pay for another credit card.

Misuse of the credit card privilege can result in disciplinary action, including termination.

Receipts for all credit card expenditures must be promptly turned into the Finance Division along with appropriate documentation stating the purpose of the expenditure.

Credit card limits are as follows:

General Manager	\$12,500
Assistant General Manager	\$10,000
Chief Financial Officer	\$ 5,000
Chief Engineer	\$10,000
Chief HR Officer	\$ 5,000
Chief Operations Officer	\$ 5,000
Chief Park Ranger	\$ 5,000
Engineering Manager	\$ 2,000
Environmental Services Manager	\$ 2,000
Travel Card	\$25,000
Water Resources Manager	\$ 2,000
Executive Assistant/Clerk of the Board • Administration	\$ 5,000
Park Ranger IV	\$ 2,000

The travel card is to be used for conference/seminar registration, airline, hotel and car rental costs for the Board of Directors, General Manager, employees or other designated individuals of the District. The card may be used by the Administrative Assistant(s) occasionally to purchase supplies when the vendor does not accept other forms of payment (such as an online vendor). This card is kept in the District headquarters vault.

Supervisors approve credit card charges for all staff and the Chief Financial Officer approves the General Manager's credit card charges.

## **PURCHASE ORDERS**

A purchase order will be created and electronically approved for all expenditures in excess of \$7,500 for which a fixed price is known or can be reasonably estimated prior to receiving the invoice. Purchase orders must be approved electronically by appropriate level of management prior to making the actual purchase or commitment of funds. In the case of purchase orders for amounts over the General Manager's approval limits, the Clerk of the Board will electronically approve the purchase order at the Board level after the item has been approved at a Board meeting.

It is the responsibility of each department manager to verify that the funding amount of the requested purchase is available before authorizing the purchase order.

If a purchase order is required by the vendor, one may be created even if the dollar amount of the product or services falls below \$7,500.

After a purchase order has been approved by the appropriate level of management, only department head approval is required for payment of invoices related to those purchase orders. The invoice may exceed the amount of the purchase order by the lower of 10% or \$7,500. Invoices that exceed the purchase order by more than these levels will require the purchase order to be modified and will require reapproval at the appropriate level of management.

If a purchase order has not been fully utilized by the end of the year, the PO Creator may request that the purchase order be rolled over to the next year to accommodate expenses that come in the next fiscal year. The PO creator must notify the Finance Department and the purchase order will be rolled over. If the Finance Department is not notified, the open purchase order will be closed out at year end. Purchase orders can only be rolled over a maximum of 3 consecutive years.

## **PETTY CASH FUND**

A Petty Cash fund of \$300 will be established for the District. Expenditures up to \$20 may be made for postage, freight, permit fees, licenses and similar charges, and employee expenses. In each instance a written receipt for payment is required. The Chief Financial Officer or their designee will be responsible for the Petty Cash Fund in the District headquarters.

A petty cash fund of \$5,000 will be established at the Lake Piru Recreation Area for change from cash sales. Each gatehouse staff person will have a change bank of \$100 for point-of-sale cash transactions. Change banks will be reconciled at the end of each shift and signed off by the ranger in charge of supervising gatehouse staff. The Chief Park Ranger is responsible for the petty cash at the Lake Piru Recreation Area.

## PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

## GRANT COMPLIANCE

In addition to the requirements set forth above for federally funded procurements, grant-required language shall be incorporated into bid documents, professional services agreements, equipment supply contracts, construction contracts, and subcontracts, as applicable.

## REQUIREMENTS FOR PROFESSIONAL SERVICES

The District's standardized agreement for professional services, made available on the District's shared network, should be utilized. Any changes to the standard agreement need to be approved by the General Manager, and if necessary, legal counsel. In cases where the standardized agreement is not used because the contractor has a standard agreement that the District has deemed acceptable any professional services agreement must specify the scope of work, timing of work/term of the contract, indemnification, and hourly rates for the consultants engaged in the work. A request for any change order to the signed agreement must be submitted in writing.

These policies have been reviewed by AALRR legal

Signed by: Suparna Jain Date 6/22/2026  
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Suparna Jain



# PROCUREMENT POLICY

Effective July 8, 2026

## OVERVIEW

This policy is written to document the policies and procedures that shall be followed when purchasing goods or services. All purchases of materials, supplies, equipment and services required by the District shall be made in accordance with the following, and pursuant to applicable provisions of the Government Code. This policy will be reviewed with new members of the Board of Directors and new District Department Heads/Managers as soon as possible after they assume responsibility. This policy shall also be reviewed as part of the annual budgeting process.

## OBJECTIVES

- Purchase the best product or service at the most favorable price
- Establish authority, responsibility, accountability for purchasing activity
- Provide an environment of fair competition and impartiality in purchasing process
- Set objective decision-making procedures for District staff to follow when procuring materials or services
- Communicate organization goals/policies as they relate to purchasing

## QUOTATIONS FOR GOODS, SERVICES AND EQUIPMENT; PROFESSIONAL SERVICES; PUBLIC WORKS PROJECTS

The District shall invite bid proposals or quotations for goods, services and equipment as required by applicable provisions of California Law. Invitations to bid shall include all information required by law and grant requirements. District personnel shall always use their best judgment in receiving either oral or written quotations. For expenditures over \$50,000, the District shall solicit, if available, two (2) written quotations or bids. Generally, the purchase will be made from the lowest responsible bidder. The District in its sole discretion, reserves the right to reject all bids or quotations. In the event bids or quotations are not received or, in the District's sole discretion are unacceptable, the District reserves the right to have the work done by its own forces.

**For Federally funded projects, the following provisions shall be included in the procurement process, solicitation documents, and contracts, as applicable and necessary:**

- Standards of conduct related to conflicts of interest in accordance with **2 CFR 200.318(c)(1)** (see page 98 of policies).
- Compliance with all applicable federal procurement requirements under **2 CFR Part 200**, including without limitation **2 CFR 200.318 through 200.327**, as may be amended, and any additional requirements imposed by the applicable Federal awarding agency or pass-through entity.

- Federally required contract provisions pursuant to 2 CFR 200.327 and Appendix II to 2 CFR Part 200, including, where applicable:
  - a) Administrative, contractual, or legal remedies for breach of contract for contracts above the simplified acquisition threshold;
  - b) Termination for cause and for convenience for contracts in excess of \$10,000;
  - c) Equal Employment Opportunity clause;
  - d) Davis-Bacon Act and Copeland Anti-Kickback Act requirements when required by federal program legislation;
  - e) Contract Work Hours and Safety Standards Act requirements for applicable contracts in excess of \$100,000;
  - f) Rights to Inventions Made Under a Contract or Agreement, where applicable;
  - g) Clean Air Act and Federal Water Pollution Control Act requirements for contracts in excess of \$150,000;
  - h) Debarment and Suspension verification and prohibition on awards to excluded parties;
  - i) Byrd Anti-Lobbying Amendment certification and disclosure requirements for awards exceeding \$100,000;
  - j) Procurement of recovered materials, where applicable;
  - k) Prohibition on certain telecommunications and video surveillance equipment or services, where applicable; and
  - l) Domestic preferences for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable and consistent with law.
- The District shall take the affirmative steps required by 2 CFR 200.321, as applicable, to assure that small businesses, minority businesses, women's business enterprises, and labor surplus area firms are used when possible, and shall require prime contractors to take the same affirmative steps for subcontracts.
- The District shall maintain records sufficient to detail the history of the federally funded procurement, including the procurement method used, the basis for contractor selection, contract price, use of any noncompetitive procurement, required cost or price analysis when applicable, **verification of contractor eligibility (SAM.gov)**, and all certifications and clauses required by the funding source.
- Where grant, cooperative agreement, or pass-through funding conditions impose more restrictive requirements than this policy, the more restrictive federal or pass-through requirements shall control.



## EXCEPTIONS TO COMPETITIVE BIDDING

Competitive bidding may be waived in the case of an emergency or when:

- The items or services to be furnished are in such short supply that there is no competition.
- The specifications or other restrictions limit the number of prospective suppliers.
- The skill or knowledge of a particular individual is sought.
- Consolidating its procurement with that of another agency or entity constituted for governmental purposes; provided that the commodities or contractual services to be procured have been subjected to competitive bidding by said other agency or entity and documentation of such competitive bidding exists.
- Using on-call services as described in the Engineering Projects Administration Policy.

## PROFESSIONAL SERVICES

The District may, in its discretion, but is not required to utilize a request for proposal process or other formal process for the selection of consultants to provide professional services. Selection of professional services consultants shall be made in the District's sole discretion based on demonstrated competence, professional qualifications and other criteria which the District deems relevant.

## PUBLIC WORKS PROJECTS

Water conservation districts like United are not included within, and are not subject to, competitive bidding requirements in the Public Contract Code. The District reserves the right in its discretion to determine whether it will seek competitive bids for public works projects.

## **PURCHASING AUTHORITY**

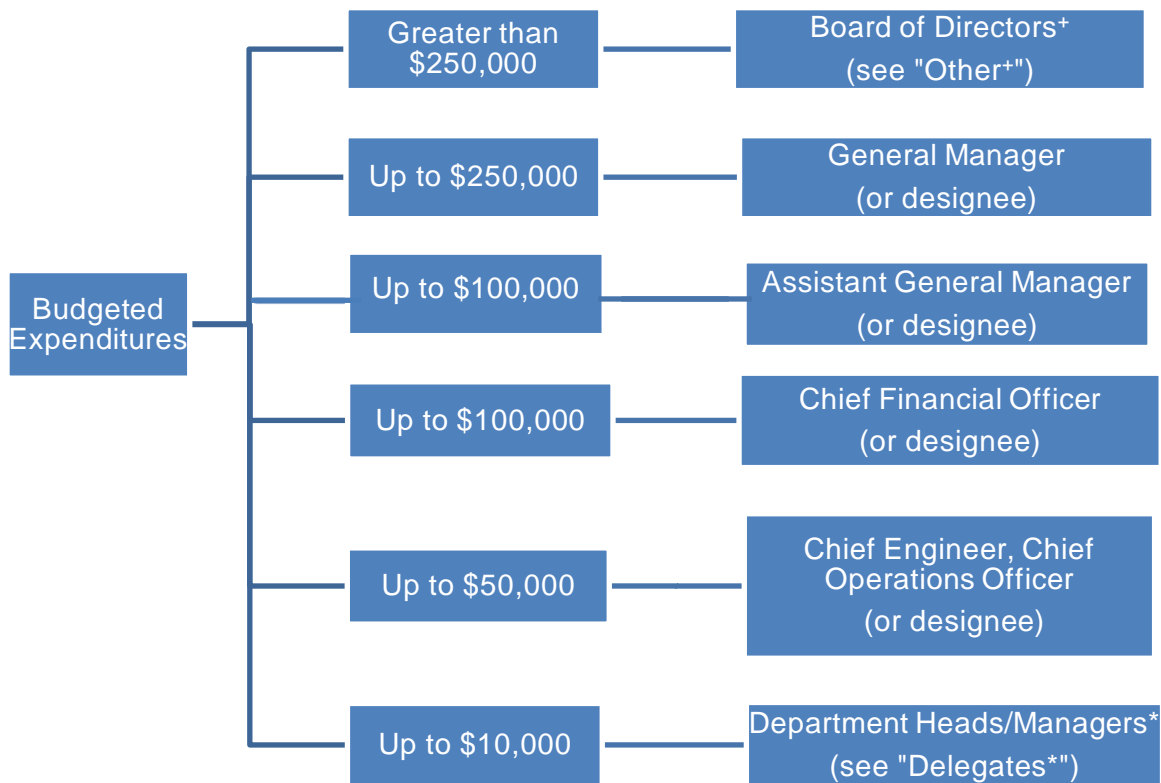
The Board of Directors adopts an annual budget, which includes details of all capital items, professional fees for services and all other expenditures. Items referred to hereafter as "budgeted" refer to expenditures that have been appropriated in the adopted budget or approved for expenditure by the Board after the budget is adopted for the current fiscal year.

Authority to approve expenditures and sign contracts shall be determined as shown in the diagrams below. Expenditures shall not be broken down or divided into sub-groups for purposes of avoiding the guidelines.

The General Manager and Chief Financial Officer may designate their approval authority in their absence. Designation must be made in writing and a log of designations of authority will be maintained by the Executive Assistant. The Assistant General Manager, and other Department Heads/Managers may delegate approval authority to anyone within their

department for up to \$5,000. A list of delegates and their approval authority level is maintained in the Finance Department.

Figure 1. Purchase Authority Levels for Budgeted Expenditures



A contract amendment that is a budgeted expenditure and relates to an original contract with an amount below the General Manager’s authority may be executed by the General Manager provided that the total amount of the contract and amendment(s) do not exceed the General Manager’s authority. For example, a contract amendment of \$50,000 to a \$200,000 contract may be executed by the General Manager. However, a contract amendment of \$50,000 to a \$210,000 (total contract value of \$260,000) must be approved by the Board.

A contract amendment that is a budgeted expenditure and relates to an original contract with an amount exceeding the General Manger’s authority, may be executed by the General Manager up to the General Manager’s approval level, not exceeding 50% of the original contract amount. For example, a contract amendment to a \$400,000 contract may be made up to \$200,000. Contract amendments for non-budgeted expenditures are subject to the limits set forth in the Appropriations section of the Budget Amendment Policy.

Exceptions to Purchase Authority Levels

Charges over \$250,000 do not need to be approved by the Board if they are related to payroll, State Water (including supplemental water purchases), insurance, utilities, debt service payments, GMA fees, U.S. Geological Survey charges, or regulatory fees for the Santa Felicia Dam. Charges related to payroll are approved during the payroll process. Charges related to all other items in the above list are approved at the department head level.

Authority levels for non-budgeted expenditures are detailed in the Budget Amendment policy.

## CREDIT CARDS

The General Manager or their designee may acquire credit cards in the name of the District for use by designated District personnel. The District shall maintain a written log of credit cards. Employees assigned credit cards will sign an acknowledgement form (Exhibit A) agreeing to the limitations of the card use as described below.

Credit cards:

- May be used to charge necessary supplies and equipment, authorized travel, food and lodging for the person in possession of the credit card and any other District employee. Credit cards should only be used for the purchase of supplies and equipment when the vendor does not accept other forms of payment (such as an online vendor) or when the vendor does not extend credit to the District.
- May be used for the purchase of gas, oil, supplies, and repairs for District vehicles.
- May be used to purchase meals.
- May be acquired for vendors (i.e. Home Depot.) with approval by the General Manager.
- May not be used for personal benefit or personal use even when the cardholder reimburses the District.
- May not be issued to members of the Board of Directors. They will be reimbursed according to the District's established Reimbursement Policy.
- Must be returned to the district upon termination or resignation prior to receiving their last paycheck.
- Cannot be used to pay for another credit card.

Misuse of the credit card privilege can result in disciplinary action, including termination.

Receipts for all credit card expenditures must be promptly turned into the Finance Division along with appropriate documentation stating the purpose of the expenditure.

Credit card limits are as follows:

General Manager	\$12,500
Assistant General Manager	\$10,000
Chief Financial Officer	\$ 5,000
Chief Engineer	\$10,000
Chief HR Officer	\$ 5,000
Chief Operations Officer	\$ 5,000
Chief Park Ranger	\$ 5,000
Engineering Manager	\$ 2,000
Environmental Services Manager	\$ 2,000
Travel Card	\$25,000
Water Resources Manager	\$ 2,000
Executive Assistant/Clerk of the Board • Administration	\$ 5,000
Park Ranger IV	\$ 2,000

Public Outreach Manager

\$ 2,500

The travel card is to be used for conference/seminar registration, airline, hotel and car rental costs for the Board of Directors, General Manager, employees or other designated individuals of the District. The card may be used by the Administrative Assistant(s) occasionally to purchase supplies when the vendor does not accept other forms of payment (such as an online vendor). This card is kept in the District headquarters vault.

Supervisors approve credit card charges for all staff and the Chief Financial Officer approves the General Manager's credit card charges.

## **PURCHASE ORDERS**

A purchase order will be created and electronically approved for all expenditures in excess of \$7,500 for which a fixed price is known or can be reasonably estimated prior to receiving the invoice. Purchase orders must be approved electronically by appropriate level of management prior to making the actual purchase or commitment of funds. In the case of purchase orders for amounts over the General Manager's approval limits, the Clerk of the Board will electronically approve the purchase order at the Board level after the item has been approved at a Board meeting.

It is the responsibility of each department manager to verify that the funding amount of the requested purchase is available before authorizing the purchase order.

If a purchase order is required by the vendor, one may be created even if the dollar amount of the product or services falls below \$7,500.

After a purchase order has been approved by the appropriate level of management, only department head approval is required for payment of invoices related to those purchase orders. The invoice may exceed the amount of the purchase order by the lower of 10% or \$7,500. Invoices that exceed the purchase order by more than these levels will require the purchase order to be modified and will require reapproval at the appropriate level of management.

If a purchase order has not been fully utilized by the end of the year, the PO Creator may request that the purchase order be rolled over to the next year to accommodate expenses that come in the next fiscal year. The PO creator must notify the Finance Department and the purchase order will be rolled over. If the Finance Department is not notified, the open purchase order will be closed out at year end. Purchase orders can only be rolled over a maximum of 3 consecutive years.

## **PETTY CASH FUND**

A Petty Cash fund of \$300 will be established for the District. Expenditures up to \$20 may be made for postage, freight, permit fees, licenses and similar charges, and employee expenses. In each instance a written receipt for payment is required. The Chief Financial Officer or their designee will be responsible for the Petty Cash Fund in the District headquarters.

A petty cash fund of \$5,000 will be established at the Lake Piru Recreation Area for change from cash sales. Each gatehouse staff person will have a change bank of \$100 for point-of-sale cash transactions. Change banks will be reconciled at the end of each shift and signed off by the

ranger in charge of supervising gatehouse staff. The Chief Park Ranger is responsible for the petty cash at the Lake Piru Recreation Area.

### PREVAILING WAGES

State Law requires that contractors pay their workers "prevailing wages" when a project is a "public work". The meaning of "public works" is defined in the California Labor Code Section 1720-1743. Therefore, the district will affirmatively state in all "public works" contracts over \$1,000 that contractors are required to pay their workers "prevailing wages".

### GRANT COMPLIANCE

Grant-required language will be incorporated in bid documents, professional services agreements, equipment supply contracts and construction contracts as needed. District contracts will provide language required to be in all subcontracts and disclosure of an audit requirement.

### REQUIREMENTS FOR PROFESSIONAL SERVICES

The District's standardized agreement for professional services, made available on the District's shared network, should be utilized. Any changes to the standard agreement need to be approved by the General Manager, and if necessary, legal counsel. In cases where the standardized agreement is not used because the contractor has a standard agreement that the District has deemed acceptable any professional services agreement must specify the scope of work, timing of work/term of the contract, indemnification, and hourly rates for the consultants engaged in the work. A request for any change order to the signed agreement must be submitted in writing.

These policies have been reviewed by AALRR legal

Signed by: Suparna Jain Date 6/25/2026  
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Suparna Jain



RESOLUTION NO. 2026-08

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE UNITED WATER CONSERVATION DISTRICT  
ADOPTING A CONFLICT-OF-INTEREST POLICY AND APPROVING  
PROCUREMENT POLICY UPDATES FOR FEDERAL AWARD COMPLIANCE**

**WHEREAS**, the United Water Conservation District (“District”) maintains Financial Policies and Procedures to establish internal controls, governance standards, procurement standards, and financial management practices; and

**WHEREAS**, public agencies are required to conduct business in a manner that protects the public trust and prevents personal financial interests from influencing governmental decisions; and

**WHEREAS**, the California Political Reform Act (Government Code Section 81000 et seq.) and Government Code Section 1090 prohibit public officials and employees from participating in decisions in which they have a financial interest; and

**WHEREAS**, the California Governor’s Office of Emergency Services (CalOES) and federal grant regulations require agencies receiving state or federal funds to maintain written procedures addressing conflicts of interest in procurement and financial decisions; and

**WHEREAS**, Title 2 of the Code of Federal Regulations, Part 200, establishes Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, including procurement standards applicable to recipients and subrecipients of federal financial assistance; and

**WHEREAS**, 2 CFR Section 200.327 requires recipient and subrecipient contracts to contain the applicable contract provisions described in Appendix II to Part 200; and

**WHEREAS**, the Board of Directors desires to update the District’s Procurement Policy to include all federally required procurement standards, contract provisions, certifications, and compliance requirements applicable to procurements funded in whole or in part with federal awards; and

**WHEREAS**, the Board of Directors desires to formalize and document the District’s conflict of interest procedures and procurement compliance requirements and incorporate them into the District’s Financial Policies and Procedures Manual;

NOW, THEREFORE, **BE IT RESOLVED** by the Board of Directors of the United Water Conservation District as follows:

1. The Conflict-of-Interest Policy attached hereto as Exhibit “A” is hereby adopted.

2. The District's Procurement Policy attached hereto as Exhibit "B" is hereby updated and approved to require compliance with all applicable federal procurement standards under Title 2, Code of Federal Regulations, Part 200, including 2 CFR Sections 200.317 through 200.327, when District procurements are funded in whole or in part with federal awards.
3. The Procurement Policy shall include the applicable federal contract provisions required by 2 CFR Section 200.327 and Appendix II to Part 200, including, as applicable, provisions addressing remedies, termination for cause and convenience, Equal Employment Opportunity, Davis-Bacon Act, Contract Work Hours and Safety Standards Act, rights to inventions, Clean Air Act and Federal Water Pollution Control Act, debarment and suspension, Byrd Anti-Lobbying Amendment certification, procurement of recovered materials, domestic preferences, access to records, audit rights, and any additional federal award-specific requirements imposed by the federal awarding agency or pass-through entity.
4. The Conflict-of-Interest Policy and Procurement Policy updates shall be incorporated into the District's Financial Policies and Procedures Manual.
5. District officers, employees, Board Members, contractors, consultants, and vendors shall comply with the applicable policy requirements in addition to all applicable State and federal conflict of interest, procurement, grant, and contracting laws.
6. The General Manager, or designee, is authorized to implement and administer the policies and to make non-substantive administrative updates as necessary to maintain compliance with State law, federal law, grant requirements, and funding agency requirements.
7. This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 8th day of July 2026 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

[signature page to follow]

ATTEST

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Lynn E. Maulhardt, President of the Board

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Gordon Kimball, Secretary of the Board



**STAFF REPORT**

**To:** Finance and Administration 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 22, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 3.3 Consider Approval to Write-Off an Uncollectible Balance of Nava Enterprises  
Motion

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**Recommendation:**

Consider recommending to the full Board of Directors approving a write-off of uncollectable balances associated with Nava Enterprises totaling \$30,476.92 following District financial policy.

**Discussion:**

Nava Enterprises, represented by Miguel Nava, entered a Board-approved payment plan in 2022 to resolve an outstanding balance of \$109,469.58 associated with Wells No. 04N19W31N03S, 03N20W10D02S, and 02N21W17M03S. Payments were made in accordance with the agreement until 2024, when the business ceased operations.

As of today, the remaining unpaid balance across the three accounts is \$30,476.92. Despite staff's continued efforts to contact Mr. Nava, he cannot be located and no further payments have been received.

Staff recommend that the Board approve the write-off of the remaining balances, as Nava Enterprises is no longer in business and collection efforts have been unsuccessful due to the inability to locate Mr. Nava.

Well No.	Balance
02N21W17M03S	\$ 26,931.51
03N20W10D02S	\$ 3,545.41
04N19W31N03S	\$ -
<b>Total</b>	<b>\$ 30,476.92</b>

**Agenda Item: 3.3 Consider Approval to Write-Off an Uncollectible Balance  
of Nava Enterprises  
Motion**

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**Fiscal Impact:**

Forfeiture of \$30,476.92 of General Water Conservation Funds which were not previously anticipated or included in the adopted budget.

**Attachments:**

- A – Request for Write-off
- B – Payment Plan Agreement
- C – Statement of Accounts



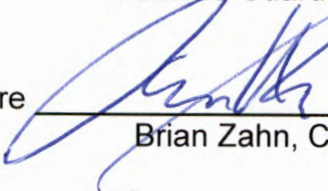
**REQUEST FOR WRITE-OFF**

Approval is sought to write off Nava Enterprise's groundwater accounts with balances totaling \$30,476.92, in accordance with District financial policy. All required General Collection Procedures have been completed, but the outstanding balances remain uncollected. As these accounts meet established criteria for write-off, closing them will ensure compliance with policy.

Total Write-Off Amount: \$ 30,476.92

Approved  Denied

Signature  Date 6/17/26   
Mauricio Guardado, General Manager

Signature  Date 6/16/24  
Brian Zahn, Chief Financial Officer

**AGREEMENT FOR PAYMENT OF DELINQUENT GROUNDWATER CHARGES**

This **AGREEMENT FOR PAYMENT OF DELINQUENT GROUNDWATER CHARGES** (“Agreement”) is made effective as of the last signature date hereof (the “Effective Date”) by and between United Water Conservation District (“District”), and Nava Enterprise, Inc. (“Nava”). The District and Nava are, collectively, sometimes referred to herein as the “Parties” and, individually, as a “Party.”

**RECITALS**

- A. The District is a Water Conservation District organized under the California Water Conservation District Law of 1931 (Cal. Water Code § 74000 *et seq.*) The District’s principal place of business is located at 1701 N. Lombard Street, Suite 200, Oxnard, CA 93030.
- B. The District provides groundwater management and conservation services to all well operators of groundwater wells within the District’s jurisdictional boundaries.
- C. Pursuant to California Water Code section 75590 *et seq.*, the District levies groundwater extraction charges upon well operators within the District’s jurisdiction.
- D. Well operators are required to send the District a semi-annual groundwater production statement on or before January 31st and on or before July 31st of each year. (Cal. Water Code § 75611.) The groundwater production statements self-report the total production in acre-feet of water for the preceding six-month period, provide a general description or number locating each well, and provide the method or basis of the computation of such water production.
- E. Well operators are also required to pay the District groundwater extraction charges at the time the operator submits its groundwater production statements. (Cal. Water Code § 75613.) In the event of a delinquency regarding groundwater extraction charges, the District is authorized to assess a 10% penalty and charge interest at the rate of 1% each month on the delinquent amount of the groundwater charge. (Cal. Water Code §§ 75615, 75616.)
- F. Nava is the operator of three groundwater wells located within the District’s jurisdictional boundaries. These three wells are registered with the District as Well #04N19W31N03S (“Well N03S”), Well #03N20W10D02S (“Well D02S”), and Well #02N21W17M03S (“Well M03S,” and collectively with Well N03S and Well D02S, the “Wells”).
- G. Nava represents, and the District is informed and understands, that Nava ended the use of Well M03S on or around June 30, 2017. Well N03S and Well D02S remain operable.
- H. Nava is delinquent in the payment of groundwater extraction charges, penalties, and interest on all of the Wells in the amount of \$109,469.58 (“Delinquencies”).
- I. Pursuant to Water Code section 75637, subdivision (b), the District’s Board of Directors (“Board”) is authorized to hold a public hearing regarding potentially ordering a delinquent

well operator to cease extraction of groundwater from well until all delinquent groundwater extraction fees and charges are paid.

- J. On April 13, 2022, the District's Board held combined public hearings regarding Nava and the Delinquencies on the Wells. The Board also approved Resolution No. 2022-09, which orders Nava to cease pumping groundwater from the Wells until all Delinquencies are paid.
- K. The Parties have now negotiated a repayment plan that will satisfy all of Nava's Delinquencies. The Parties have agreed to enter into this Agreement to set forth the terms and conditions of the repayment of the Delinquencies.

NOW, THEREFORE, in consideration of the promises, covenants, provisions, payments and mutual agreements set forth in this Agreement and other good and valuable consideration, the receipt, adequacy, and sufficiency of which the Parties expressly acknowledge, the Parties hereby agree and covenant as follows:

- 1. The recitals set forth above are hereby incorporated in and made a part of this Agreement.
- 2. District's Obligations:
  - a) The District hereby agrees to refrain from executing Resolution No. 2022-09, which orders Nava to cease pumping groundwater from the Wells. Notwithstanding anything to the contrary, however, Nava hereby agrees that the District shall have the unqualified right to execute Resolution No. 2022-09 upon Nava's default under this Agreement, Nava's breach of this Agreement, and/or Nava's failure to comply with any of the terms and/or conditions of this Agreement. Nava expressly agrees that, under the foregoing circumstances, Resolution No. 2022-09 shall immediately become effective and capable of execution without the need for the District and/or Board to notice and hold another public hearing per Water Code section 75637.
- 3. Nava's Obligations:
  - a) Nava acknowledges its obligation to repay the Delinquencies to the District. Nava shall be responsible for repaying its Delinquencies, subject to the terms of this Agreement.
  - b) Nava shall deposit with the District an initial payment of **\$15,000** on May 1, 2022, which shall be credited against the Delinquencies.
  - c) Yearly Sums Owed:
    - 1. The Parties agree that during the first year of this Agreement ("Year 1"), Nava shall repay the District **\$30,000** and **\$7,596.68** in penalties.

2. The Parties agree that during the second year of this Agreement (“Year 2”), Nava shall repay the District **\$30,000** and **\$7,596.68** in penalties.
3. The Parties agree that during the third year of this Agreement (“Year 3”), Nava shall repay the District **\$19,276.22**.

d) Repayment Plan:

1. Nava shall be responsible for the timely submission of a groundwater production statement and the payment of groundwater extraction fees for the first installment of 2022 (01/2022 to 06/2022). This payment is separate from any other payment contemplated hereunder. Such statement and payment are due on or before July 31, 2022.
2. Monthly payments for Year 1 shall commence on July 1, 2022. Monthly payments shall be due on the first of each month thereafter. Year 2 shall begin on July 1, 2023. Year 3 shall begin on July 1, 2024.
3. Monthly payments shall be in the amount of **\$2,500** for repayment of the Delinquencies.
4. Monthly payments shall also include an additional **\$2,000** as the estimated pre-payment charges for the ongoing pumping of water. These estimated pre-payment charges will initially apply to the second installment of 2022 (i.e. pre-payment for what would be due in the normal course of business on January 31, 2023.) Such pre-payments will continue until the expiration or termination of this Agreement. At the end of each semi-annual period, Nava shall be responsible for paying all sums owed that are in addition to the pre-payments for the pumping of groundwater from the Wells. In the event that Nava’s pre-payments exceed that which is owed for any semi-annual period, the District shall apply the excess amount to the next billing period for Nava.
5. Based on Section 3(d)(3) & (4) above, the Parties agree that Nava’s monthly payment shall be **\$4,500** (“Monthly Payment”).
6. If Nava makes timely payments on each Monthly Payment due in Year 1, the District shall waive the Year 1 penalties in the amount of **\$7,596.68**.
7. If Nava makes timely payments on each Monthly Payment due in Year 2, the District shall waive the Year 2 penalties in the amount of **\$7,596.68**.

8. Nava shall timely repay the full amount owed in Year 3.
  9. Notwithstanding anything to the contrary, if Nava defaults under this Agreement, breaches this Agreement, and/or fails to comply with any of the terms and/or conditions of this Agreement, the Parties agree that the District shall be also be entitled take any other action including, but not limited to, filing a lawsuit in the Superior Court of California, County of Ventura, to recover the Delinquencies (minus any sums Nava has previously paid). The Parties agree that this Agreement shall constitute *prima facie* evidence of Nava's indebtedness to the District for the Delinquencies. Finally, if Nava defaults under this Agreement, breaches this Agreement, and/or fails to comply with any of the terms and/or conditions of this Agreement, the Parties agree that Nava shall then owe any and all penalties that were waived or would otherwise have been waived.
4. Nava's Representation:
- a) The Parties have based the amount of the Delinquencies on the representation that Nava ended the use of Well M03S on or around June 30, 2017. If it is discovered that Nava continued to use Well M03S after such date, additional amounts will be owed, which will increase the amount of the Delinquencies. In the event the Delinquencies are to be increased, the Parties agree that the District shall have the sole right to increase the amount of the Delinquencies by the amount the District determines is reasonably owed.
5. Miscellaneous
- a. Each undersigned individual, by his or her signature below, hereby represents and warrants that he or she is of legal age, legally competent to execute this Agreement, and fully authorized by the Party on whose behalf he or she signs this Agreement with the right, power, and authority to execute, enter into and deliver this Agreement and to perform its obligations hereunder on behalf of such Party. Each Party hereby further represents and warrants to each of the other Parties that: (i) the execution and delivery of this Agreement have been authorized by all necessary corporate and/or governing board/company authorizations of such Party; (ii) no other proceedings or actions by such Party are necessary to authorize the execution and delivery of this Agreement or to carry out the transactions contemplated herein; (iii) no consent, authorization, order or approval of, or filing or registration with, any governmental authority or other person is required for the execution and delivery of this Agreement by such Party or the consummation by such Party of the transactions contemplated in this Agreement; and (iv) this Agreement constitutes a valid and binding obligation of such Party.

- b. The Parties acknowledge that the District is subject to “open government” laws including, but not limited to, the California Public Records Act and the Brown Act. The Parties agree, to the extent permissible, that the negotiations of this Agreement, all terms of this Agreement, and the Agreement itself are confidential to the extent allowed by law. The Parties shall keep confidential and shall not disclose any of the terms, provisions, substance or contents of this Agreement, except (i) those terms and provisions hereof that each of the Parties determines are necessary to share with its directors, officers, partners, employees, administrators, governing board, legal counsel, and/or accountants in connection with the negotiation, execution and/or delivery of this Agreement; (ii) as otherwise required by applicable law, valid court order, regulation, or rule of any governmental authority; (iii) for tax related purposes; (iv) to enforce rights under this Agreement; or (v) if mutually agreed by all Parties in advance and in writing.
- c. This Agreement shall be governed by, construed, interpreted, applied, and enforced in accordance with the laws of the State of California, with any venue for disputes to be in the County of Ventura.
- d. The Parties each represent and warrant that there have been no representations or promises made by the other upon which either has relied in connection with this Agreement, other than what is set forth herein in writing. This Agreement, including any exhibits or incorporations, constitutes the Parties’ final and entire agreement on the matters expressed herein and supersedes all prior negotiations, discussions, representations, or agreements regarding the Delinquencies.
- e. This Agreement may be executed in several counterparts, and all so executed shall constitute one Agreement, binding on all the Parties, even though all of the Parties are not signatories to the original or the same counterpart. Furthermore, the Parties may execute and then deliver this Agreement by electronic means such as .pdf or similar format. Each of the Parties agrees that the delivery of the Agreement by electronic means shall have the same force and effect as delivery of original signatures and that each of the Parties may use such electronic signatures as evidence of the execution and delivery of the Agreement by all Parties to the same extent as an original signature.
- f. No change, amendment, or modification to or of this Agreement shall be valid unless it is in writing and signed by all of the Parties.
- g. Each term and provision of this Agreement is intended to be severable. If any term or provision of this Agreement is deemed or determined to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of any other term or provision of this Agreement unless the essential purposes of the Parties are thereby frustrated.

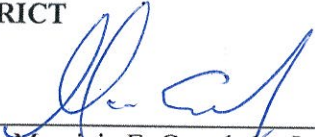
- h. The Parties recognize and agree that the terms and provisions of this Agreement shall inure to the benefit of and shall be binding upon the successors and assigns, if any, of the Parties.
- i. The Parties agree to cooperate in taking any and all steps necessary to give full force and effect to this Agreement, and to execute any and all additional documents necessary to effectuate the terms and conditions of this Agreement.
- j. **THE UNDERSIGNED HAVE HAD THE FULL, COMPLETE, AND UNRESTRICTED RIGHT TO HAVE EACH AND EVERY PARAGRAPH, TERM, AND/OR PROVISION OF THIS AGREEMENT AND EACH AND EVERY RESULT AND CONSEQUENCE OF ITS EXECUTION BY THE UNDERSIGNED FULLY EXPLAINED TO THE UNDERSIGNED BY COMPETENT AND EXPERIENCED LEGAL COUNSEL SELECTED AND RETAINED SOLELY BY THE UNDERSIGNED. THE UNDERSIGNED HAVE CAREFULLY READ THIS AGREEMENT AND ANY EXHIBIT ATTACHED HERETO AND INCORPORATION REFERENCED HEREIN; FULLY UNDERSTAND THE CONTENTS THEREOF; FULLY, FREELY, AND VOLUNTARILY AGREE TO AND ACCEPT EACH AND EVERY PARAGRAPH, TERM AND/OR PROVISION CONTAINED IN THIS AGREEMENT, AND FULLY, FREELY, AND VOLUNTARILY AGREE TO AND ACCEPT THE AGREEMENT AS BINDING UPON THE UNDERSIGNED FOR ANY AND ALL PURPOSES WHATSOEVER.**

*[Signatures to begin on the next page.]*

IN WITNESS WHEREOF, each Party has executed, or has caused its duly authorized representative to execute, as applicable, this Agreement as of the Effective Date.

**UNITED WATER CONSERVATION  
DISTRICT**


By: \_\_\_\_\_



Mauricio E. Guardado, Jr.  
General Manager

**NAVA ENTERPRISE, INC.**

By: \_\_\_\_\_



**ATTACHMENT C**

**Well# 02N21W17M03S**

<b>Date</b>	<b>Reference</b>	<b>Credits</b>	<b>Debits</b>	<b>Cumulative Balance</b>
06/05/2017	BILL 6/30/2016 - 12/31/2016		\$ 13,225.07	\$ 13,225.07
06/30/2017	BILL 12/31/2016 - 6/30/2017		\$ 16,208.27	\$ 29,433.34
02/10/2018	BILL 6/30/2017 - 12/31/2017		\$ 12,772.77	\$ 42,206.11
02/11/2018	Past Due		\$ 1,405.01	\$ 43,611.12
12/20/2018	LATE CHARGE 16% FOR 18-1		\$ 6,977.78	\$ 50,588.90
12/21/2018	ADJ LATE CHARGE 16% FOR 18-1		\$ 2,616.67	\$ 46,227.79
12/21/2018	REVERSE PENALTY FOR 18-1	\$ (6,977.78)		\$ 43,611.12
02/10/2019	BILL 6/30/2018 - 12/31/2018		\$ 14,786.55	\$ 61,014.34
02/11/2019	Past Due		\$ 1,626.52	\$ 62,640.86
12/04/2019	PENALTY ADJUSTMENT 10% PEN. 6% COMP INT FOR 19-1		\$ 3,853.68	\$ 66,494.54
06/23/2020	PENALTY ADJUSTMENT 10% PEN. 6% COMP INT 19-2		\$ 4,090.75	\$ 70,585.29
12/01/2020	PENALTY ADJUSTMENT 10% PEN, 6% COMP INT FOR 20-1		\$ 4,342.42	\$ 74,927.71
06/14/2021	PENALTY ADJUSTMENT 10% PEN. 6% COMP INT		\$ 4,609.56	\$ 79,537.27
12/17/2021	PENALTY ADJ - 10% PEN & 6% INT GW 21-1		\$ 4,893.14	\$ 84,430.41
05/02/2022	PEN ADJ 10% PEN & 16% INT GW 21-2 ESTIMATE		\$ 5,194.16	\$ 89,624.57
12/01/2022	6% INTEREST GW 2022-1		\$ 5,513.72	\$ 95,138.29
03/01/2023	WRITE-OFF P&I GW 600-03555-00	\$ (38,145.63)		\$ 29,433.34
03/01/2023	WRITE-OFF REVENUE GW 600-03555-00	\$ (27,559.32)		\$ 67,578.97
06/21/2023	*Multi*	\$ (675.00)		\$ 28,758.34
12/31/2023	ADJUST BALANCE PAST DEBT	\$ (405.00)		\$ 28,353.34
06/30/2025	MOVE PRE-PAY BALANCE FY 24-25	\$ (1,421.83)		\$ 26,931.51
	<b>Balance</b>			<b>\$ 26,931.51</b>

**Well# 03N20W10D02S**

<b>Date</b>	<b>Reference</b>	<b>Credits</b>	<b>Debits</b>	<b>Cumulative Balance</b>
02/10/2021	BILL 6/30/2020 - 12/31/2020		\$ 5,354.54	\$ 44,606.91
06/14/2021	PENALTY ADJUSTMENT 10% PEN. 6% COMP INT		\$ 3,278.07	\$ 47,884.98
06/30/2021	BILL 12/31/2020 - 6/30/2021		\$ 3,903.71	\$ 51,788.69
12/17/2021	PENALTY ADJ - 10% PEN & 6% INT GW 21-1		\$ 3,576.42	\$ 55,365.11
02/10/2022	BILL 6/30/2021 - 12/31/2021		\$ 5,975.99	\$ 61,341.10
05/02/2022	PEN ADJ 10% PEN & 16% INT GW 21-2 ESTIMATE		\$ 4,371.31	\$ 65,712.41
05/12/2022	002779	\$ (3,750.00)		\$ 61,962.41
05/18/2022	NSF CHECK NAVA CK# 2779		\$ 3,750.00	\$ 65,712.41
06/30/2022	BILL 12/31/2021 - 6/30/2022		\$ 4,932.96	\$ 70,645.37
10/01/2022	PENALTY CHARGE GW 22-1		\$ 493.30	\$ 71,138.67
10/17/2022	1156240012	\$ (9,702.58)		\$ 61,436.09
10/20/2022	1156240033	\$ (2,076.00)		\$ 59,360.09
11/04/2022	1156240171	\$ (2,500.00)		\$ 56,860.09
12/01/2022	6% INTEREST GW 2022-1STMENT		\$ 3,313.89	\$ 60,173.98
12/21/2022	1156240638	\$ (2,500.00)		\$ 57,673.98
01/26/2023	2024	\$ (2,500.00)		\$ 55,173.98
02/10/2023	BILL 6/30/2022 - 12/31/2022		\$ 6,535.78	\$ 61,709.76
05/01/2023	OTHER BILL ADJUSTMENT 6/30/2022 - 12/31/2022		\$ 4,484.35	\$ 66,194.11
05/01/2023	BILL 6/30/2022 - 12/31/2022	\$ (6,535.78)		\$ 59,658.33
06/01/2023	6% INTEREST GW 22-2		\$ 269.06	\$ 59,927.39
06/01/2023	ADJUST BALANCE DUE TO PREPAYMENT	\$ (4,484.35)		\$ 55,443.04
06/21/2023	*Multi*	\$ (1,425.00)		\$ 54,018.04
06/30/2023	BILL 12/31/2022 - 6/30/2023		\$ 3,036.12	\$ 57,054.16
07/01/2023	ADJUST UBPKT01929 - NAVA	\$ (269.06)		\$ 56,785.10
07/27/2023	37855	\$ (3,036.12)		\$ 53,748.98
11/02/2023	11% P&I CHARGE GW21-2		\$ 1,210.90	\$ 54,959.88
11/02/2023	REVERSE 6% INTEREST CHARGE GW 22-2	\$ (269.06)		\$ 54,690.82
11/02/2023	REVERSE 6% INTEREST CHARGE GW 22-1	\$ (3,313.89)		\$ 51,376.93
11/02/2023	REVERSE 16% P&I CHARGE GW 21-2	\$ (4,371.31)		\$ 47,005.62
12/31/2023	ADJUST BALANCE PAST DEBT	\$ (855.00)		\$ 46,150.62
02/10/2024	11% P&I GW 23-2		\$ 982.15	\$ 47,132.77
02/10/2024	BILL 6/30/2023 - 12/31/2023		\$ 8,136.61	\$ 55,269.38
02/10/2024	OTHER BILL ADJUSTMENT 6/30/2023 - 12/31/2023		\$ 8,928.62	\$ 64,198.00
02/10/2024	BILL 6/30/2023 - 12/31/2023	\$ (8,136.61)		\$ 56,061.39
03/13/2024	392012	\$ (8,928.62)		\$ 47,132.77
06/30/2024	BILL 12/31/2023 - 6/30/2024		\$ 5,561.06	\$ 52,693.83
07/17/2024	397979	\$ (5,561.00)		\$ 47,132.83
09/17/2024	38412	\$ (6,000.00)		\$ 41,132.83
09/17/2024	38413	\$ (6,000.00)		\$ 35,132.83
12/03/2024	38487	\$ (6,000.00)		\$ 29,132.83
12/03/2024	38486	\$ (6,000.00)		\$ 23,132.83
04/01/2026	WAIVE P&I FEES PER AGREEMENT - AUG 2021	\$ (15,193.37)		\$ 7,939.46
04/01/2026	Transfer	\$ (4,394.05)		\$ 3,545.41
<b>Balance</b>				<b>\$ 3,545.41</b>

**Well# 04N19W31N03S**

<b>Date</b>	<b>Reference</b>	<b>Credits</b>	<b>Debits</b>	<b>Cumulative Balance</b>
06/30/2020	BILL 3/19/2020 - 6/30/2020		\$ 1,794.48	\$ 1,794.48
12/01/2020	PENALTY ADJUSTMENT 10% PEN, 6% COMP INT FOR 20-1		\$ 289.84	\$ 2,084.32
02/10/2021	BILL 6/30/2020 - 12/31/2020		\$ 5,039.17	\$ 7,123.49
06/14/2021	PENALTY ADJUSTMENT 10% PEN. 6% COMP INT		\$ 942.16	\$ 8,065.65
06/30/2021	BILL 12/31/2020 - 6/30/2021		\$ 1,870.58	\$ 9,936.23
12/17/2021	PENALTY ADJ - 10% PEN & 6% INT GW 21-1		\$ 798.34	\$ 10,734.57
02/10/2022	BILL 6/30/2021 - 12/31/2021		\$ 5,993.54	\$ 16,728.11
05/02/2022	PEN ADJ 10% PEN & 16% INT GW 21-2 ESTIMATE		\$ 1,628.47	\$ 18,356.58
05/12/2022	002779	\$ (3,750.00)		\$ 14,606.58
05/18/2022	NSF CHECK NAVA CK# 2779		\$ 3,750.00	\$ 18,356.58
06/30/2022	BILL 12/31/2021 - 6/30/2022		\$ 2,342.60	\$ 20,699.18
07/13/2022	1156239259	\$ (2,500.00)		\$ 18,199.18
10/01/2022	PENALTY CHARGE GW 22-1		\$ 234.26	\$ 18,433.44
10/01/2022	2% INTEREST CHARGE GW 22-1		\$ 363.98	\$ 18,797.42
10/06/2022	1156239862	\$ (1,500.00)		\$ 17,297.42
10/06/2022	1156239862	\$ (7,500.00)		\$ 9,797.42
10/17/2022	1156240012	\$ (9,797.42)		\$ (0.00)
02/10/2023	BILL 6/30/2022 - 12/31/2022		\$ 6,292.49	\$ 6,292.49
03/08/2023	1156241299	\$ (2,500.00)		\$ 3,792.49
05/01/2023	OTHER BILL ADJUSTMENT 6/30/2022 - 12/31/2022		\$ 2,028.40	\$ 5,820.89
05/01/2023	BILL 6/30/2022 - 12/31/2022	\$ (6,292.49)		\$ (471.60)
06/01/2023	ADJUST BALANCE DUE TO PREPAYMENT	\$ (121.70)		\$ (593.30)
06/01/2023	6% INTEREST GW 22-2		\$ 121.70	\$ (471.60)
06/01/2023	ADJUST BALANCE DUE TO PRE-PAYMENT	\$ (2,028.40)		\$ (2,500.00)
06/21/2023	*Multi*	\$ (400.00)		\$ (2,900.00)
06/30/2023	BILL 12/31/2022 - 6/30/2023		\$ 4,164.05	\$ 1,264.05
11/02/2023	11% P&I CHARGE GW 21-2		\$ 766.64	\$ 2,030.69
11/02/2023	REVERSE 6% INTEREST GW 22-2	\$ (121.70)		\$ 1,908.99
11/02/2023	REVERSE 2% INTEREST GW 22-1	\$ (363.98)		\$ 1,545.01
11/02/2023	REVERSE 16% P&I GW 21-2	\$ (1,628.47)		\$ (83.46)
12/31/2023	ADJUST BALANCE OF PAST DEBT	\$ (240.00)		\$ (323.46)
02/10/2024	BILL 6/30/2023 - 12/31/2023		\$ 6,903.70	\$ 6,580.24
02/10/2024	ADJUST BALANCE 23-2 DUE PRE-PAYMENT	\$ (69.21)		\$ 6,511.03
02/10/2024	ADJUST BALANCE 23-2 DUE PRE-PAYMENT	\$ (621.16)		\$ 5,889.87
02/10/2024	ADJUST BALANCE 23-2 DUE PRE-PAYMENT	\$ (6,820.24)		\$ (930.37)
02/10/2024	ADJUST BALANCE 23-1 DUE PRE-PAYMENT	\$ (4,164.05)		\$ (5,094.42)
03/04/2024	NSF FEE		\$ 10.00	\$ (5,084.42)
03/04/2024	NSF CHECK# 2165		\$ 2,500.00	\$ (2,584.42)
03/04/2024	2165	\$ (2,500.00)		\$ (5,084.42)
06/24/2024	10% PENALTY GW 23-2		\$ 690.37	\$ (4,394.05)
06/30/2024	BILL 12/31/2023 - 6/30/2024		\$ 3,664.82	\$ (729.23)
07/17/2024	397981	\$ (3,664.82)		\$ (4,394.05)
04/01/2026	Transfer		\$ 4,394.05	\$ -
<b>Balance</b>				<b>\$ -</b>



## STAFF REPORT

**To:** Finance and Administration 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  
Jackie Lozano, Senior Administrative Assistant

**Date:** June 24, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 4.1 **Administrative Services Department Monthly Report**  
**Information Item**

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### **Staff Recommendation:**

Review this monthly report from the Administrative Services Department for its activities for May 2026, as well as receive a verbal presentation of its highlights.

### **Discussion:**

#### **Finance**

- FY2025-26 Interim Audit complete
- Ventura Energy base contract finalized
- Adopted budget online and print version distributed
- FY2026-27 budget being loaded into Incode
- Finance staff role and responsibilities rotation

#### **Administrative Services**

- Provided administrative assistance for drafting, finalizing, distributing, posting materials, and room set up for the following meetings: Executive Committee (Apr. 6), Water Resources Committee (Apr. 7), Board of Directors (Apr. 8), and Finance and Administration Committee (Apr. 29).
- Provided support with beverage and/or lunch setup for the following meeting: Operational Readiness and System Reliability Coordination (Apr. 6).
- Provided support for the District's quarterly tour by preparing tour bags and assisting with vehicle pickup (Apr. 29).
- Coordinated logistical support with room and beverage setup for the following outside agency meetings: UCANR (Apr. 21), VCRC Watershed Committee (Apr. 23), Ventura County Resource Conservation District Apr. 30).

## **4.1 Administrative Services Department Monthly Report Information Item**

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- Working on HQ downstairs project, which involves organizing photographs, videos, and other historical materials.

### **Human Resources**

- Handled all the documentation regarding promotions
- Onboarded new Senior Hydrogeologist
- Completed all year end paperwork associated with cost-of-living adjustments and rental agreements
- Began efforts to work on staff recruitments that were approved as part of our annual budget with Department leaders and Executive managers.

### **Risk and Safety Management**

- Attended California Disaster Assistance Action (CDAA) applicant briefing with Senior Park Ranger at County EOC for disaster recovery funding for Late December 2025 Winter Storms.
- Supported Engineering Department with annual SFD Emergency Action Plan call-down drill and radio drill
- Attended Ventura County Taxpayers Foundation Public Safety Event with several other District leaders
- Coordinated with O&M on Cal/OSHA document request following inspection
- Conducted annual Heat Illness Prevention Training at monthly safety meeting
- Re-certified O&M Saticoy and SFD staff on CPR/AED/First Aid
- Supported Executive Management with identifying Managed Security Services Provider on enhancing cyber security capabilities across IT/OT networks

### **Information Technology**

#### **Cybersecurity & Access Control**

The Technology Systems team delivered training sessions for HQ staff on proper SCADA access protocols, including onboarding for new users and refresher sessions for existing staff. These efforts reinforce secure and appropriate use of the District's control systems. Routine monitoring, account provisioning, and access management activities remained steady throughout the month.

#### **Infrastructure & Systems**

A communications disruption was resolved at Lake Piru and Santa Felecia Dam that was the result of an Edison power maintenance repair. Once identified, field crews from the impacted site confirmed the failure and restored service by bypassing the device, allowing network communications to resume. Technological resolution required coordination between Technology Systems, field staff, and external support resources, including electrical evaluation by Control Systems teams.

#### **Operations & Project Support**

In collaboration with Water Resources, Technology Systems developed an internal software solution supporting the Extraction Barrier and Brackish Water Project. The

## **4.1 Administrative Services Department Monthly Report Information Item**

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application centralizes and visualizes key program data, improving accessibility and decision-making for project teams. As part of this effort, Technology Systems implemented one of the District's first in-house software applications, providing staff with a centralized data repository and establishing a scalable foundation for future data initiatives.

In addition, the team completed the following:

- The team provided approximately 19.5 hours of technical support for Boardroom and Chamber meetings, representing roughly 11% of available staff work time over the past 30 days. This reflects a significant operational commitment to meeting and event support.
- Technology Systems also supported cross-department coordination efforts related to IT/OT integration, system troubleshooting, and operational continuity.

### **Vendor Collaboration & Partnerships**

Technology Systems continued coordination with vendors across multiple areas, including:

- Software lifecycle management, including patching, subscription renewals, and licensing support
- Microsoft licensing coordination, including server OS licensing and tenant expansion
- Procurement support, including mobile device sourcing and FirstNet-related equipment planning

### **Field Support, Automation & Workflow**

#### **Key activities included:**

- Field and operational support remained a significant component of the June workload, particularly related to remote infrastructure and SCADA systems.
- Coordinated field support for Lake Piru, SFD, El Rio, and other remote sites, including outage troubleshooting and restoration efforts
- Supported SCADA system access, troubleshooting, and coordination with Control Systems
- Sourced, configured, and deployed mobile devices through third-party procurement, enrolling devices into the District's MDM platform prior to deployment



## STAFF REPORT

**To:** Finance and Administration Committee Members

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

**From:** Tara Mulally, Public Outreach and External Affairs Manager

**Date:** May 26, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 4.2 Public Outreach and External Affairs Department Monthly Report  
Information Item

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### Staff Recommendation:

Review this monthly report, including a six-month review of the Visibility and Value campaign, from the Public Outreach and External Affairs Department of its activities for May 2026, as well as receive a verbal presentation of its highlights.

### Discussion:

In January 2026, United Water Conservation District formally launched the Visibility and Value Campaign, a coordinated effort to build public awareness of the District's role, infrastructure, and impact across Ventura County. The campaign grew over its first half year into a multi-channel program spanning outdoor, print, digital, television, radio, branded content, and community events, all built around four consistent creative themes: Protect, Conserve, Manage, and Enhance.

### Outdoor

- Total DOOH (Digital Out-of-Home) impressions to date: 276,488
- Total ad plays: 44,022
- Oxnard was the top-performing market throughout
- Creative ran across grocery stores, gas stations, gyms, medical offices, and entertainment venues, reaching residents during routine daily movement

A digital billboard on the Ventura Freeway began running in May through July, extending United Water's outdoor presence onto one of the County's highest-traffic corridors.

### Print

- Six-issue print run in the Ventura County Reporter, running every other week
- Weekly print circulation: 35,000 copies distributed to over 700 locations
- Estimated weekly readership: 80,000 readers in print and online
- A print insert also ran in the VC Star's (Ventura County Star) Sunday edition. The Star's most recently published Sunday circulation is approximately 58,600

## **4.2 Public Outreach and External Affairs Department Monthly Report**

### **Information Item**

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#### **Digital**

United Water's digital presence spanned Display, Pre Roll/OLV (Online Video) video, CTV/OTT (Connected TV / Over-the-Top streaming video), Social, SEM (Search Engine Marketing), and Email across three media partners (KEYT, owned by the News-Press & Gazette Company (NPG); VC Star (Ventura County Star); and Entravision).

- Total Display impressions: 2,564,109
- Total Pre Roll/OLV video impressions: 1,203,572 (1,022,817 completions), combining KEYT's display network video with Entravision's bilingual Pre-Roll/OLV campaign, which consistently posted video completion rates between 82% and 96.5%, well above the 65–75% industry benchmark
- Total CTV/OTT impressions: 178,189 (175,461 completions, consistently above 96% completion rate across major networks including NBC, CBS News, and Paramount Network)
- Total Social impressions: 584,000
- Total SEM impressions: 4,395 (369 clicks)
- Total Email: 6 campaigns (4 VC Star, 2 Entravision bilingual) reaching approximately 529,948 combined audience, generating roughly 88,800 views/opens and 14,600 clicks
- Combined digital impressions across all channels: 4,534,265
- Oxnard, Camarillo, Thousand Oaks, and Simi Valley were the most consistent top-performing markets

#### **Television**

- 434 spots aired on KEYT's News Channel 3, February–June
- 1,716,900 household impressions
- 93.9% household reach in the market
- Average frequency of 11.8

#### **Radio**

- Lazer Media (KOLM-FM, Hispanic adults 18+, Oxnard-Ventura market, 20-week schedule): 738,000 gross impressions, 17.2 average frequency
- Entravision Audio Engage (bilingual digital audio, March–May): 840,640 impressions, 752,030 complete listens, an 89.5% blended listen-through rate, well above typical industry benchmarks. Oxnard and Ventura together generated roughly 90% of audio impressions each month
- United Water also maintained a presence on Gold Coast Broadcasting's KUNX and KVEN, extending reach to Ventura County's Spanish-speaking audience

#### **Branded Content**

- "Strengthening the Santa Clara River and the Region's Water Supply" article: 18,339 views, 2,923 clicks
- Click-through-via-rate of nearly 16%, well above typical benchmarks for sponsored content

## **4.2 Public Outreach and External Affairs Department Monthly Report Information Item**

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### **Total Advertising Impact**

Across Outdoor, Digital, Television, Radio, and Branded Content, the Visibility and Value Campaign generated more than 8.1 million paid advertising impressions over its first six months.

### **Earned Media**

- **SDLF “District of Distinction” release** (April 22, 2026): distributed via PR Newswire and picked up by 283 outlets, reaching a potential audience of over 100 million. Pickup broke down as 136 newspapers, 111 broadcast media outlets, and 28 online news sites and influencers, with the release generating 30 click-throughs back to unitedwater.org. The large pickup count reflects wire-service syndication, primarily local TV station sites nationally republishing the release verbatim, rather than original reporting on each. The release also ran as Member Submitted News on ACWA’s newsroom.
- **“From Ventura County to Capitol Hill” release** (ACWA Most Effective Agency on a Federal Issue, May 13, 2026): published directly on unitedwater.org and ran as Member Submitted News on ACWA’s newsroom.
- **“Piru’s Pothole Trail Gets a New Path Forward” release** (May 12, 2026): announced completion of the Pothole Trail realignment in partnership with the Los Padres Forest Association, published directly on unitedwater.org.
- **Independent local coverage:** United Water’s Assistant General Manager Maryam Bral was quoted directly in a Ventura County Reporter feature, “Flowing Into the Future,” covering regional water districts’ long-term planning and drought resilience, an example of organic, earned local press interest beyond syndicated releases.

### **Events and Tours**

United Water maintained a steady cadence of community presence across the campaign period, spanning tours, festivals, recreation programming, and industry events.

### **Tours**

- Isbell Middle School Diversion Tour (December 16)
- AWA Diversion Tour (December 16)
- January Quarterly Tour (January 28)
- CSU Channel Islands Tour (March 25)
- City of Ventura Operators Tour (April 7)
- Ventura Missionary School Tour (April 9)
- Quarterly Tour (April 29)

### **Community and Cultural Events**

- AWA Holiday Event (December 9)
- Piru Christmas Parade and Festival (December 13)
- Native Plant Fest (January 24)
- Southern California Water Coalition Quarterly Luncheon (January 23)
- Boys and Girls Club Annual Auction and Dinner (February 7)
- Ventura County Science Fair (March 20)
- Ventura County Farm Day (April 11)

## 4.2 Public Outreach and External Affairs Department Monthly Report Information Item

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- Strawberry Festival (May 16–17)
- Santa Paula Chamber of Commerce Awards (May 14)
- Santa Paula State of the City (June 11)
- Spring into Summer Community Resource Fair, Santa Paula (June 20)

### Recreation and Lake Piru Programming

- Piru Power Run 5K & 1K Fun Run/Walk (March 28)
- Pothole Trail Ribbon Cutting (May 17)
- Moonlight Cinema at Lake Piru Kick Off (May 23)
- Moonlight Cinema (June 13)
- Moonlight Cinema (June 27)

### Industry and Association Events

- AWA Waterwise Breakfast (March 19)
- AWA Ventura County 2026 Annual Symposium (April 16)
- CoLab 2026 Annual Spring Fling (April 25)
- Santa Paula Business Roundtable (June 25)

### Upcoming Events

- Oxnard's Stars, Stripes and Sounds (July 3)
- Sespe Creek Car Show (July 4)
- Hueneme Beach Festival (July 11)
- VC Farm Bureau Bond Presentation (July 16)
- Boys and Girls Club STEM Day (July 17)
- Moonlight Cinema (July 25)
- Quarterly Tour (July 29)
- Ventura County Fair (July 29–August 9)

**Awards:** March brought ACWA's Most Effective Agency on a Federal Issue award and SDLF's District of Distinction designation, both supported by dedicated press releases. April added a Lifetime Achievement Award for Board President Maulhardt at the AWA Annual Symposium.

**Team Growth:** External Affairs added two new staff members, Warner Curtis and Victoria Quiroz, expanding the department's capacity heading into the second half of the year.

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### Organic Momentum: Social Media and Website Growth

Alongside paid media, United Water's owned channels showed sustained, accelerating growth across the campaign period.

## 4.2 Public Outreach and External Affairs Department Monthly Report Information Item

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### Social Media

Metric	December Baseline	June 2026
Facebook Likes (UWCD)	659	893 (+36%)
LinkedIn Followers (UWCD)	467	690 (+48%)
Instagram Followers (UWCD)	9	234 (+2,500%)
Lake Piru Facebook	2,676	5,067 (+89%)
Lake Piru Instagram	1,387	3,533 (+155%)

The most dramatic growth came in two places: Lake Piru’s platforms, which benefited from the Piru Power Run, the Moonlight Cinema launch, and consistent seasonal recreation content; and United Water’s Instagram, which grew twenty-six fold over the campaign’s first six months. Both gains came under intern Warner Curtis’s leadership of the District’s social media efforts. Nextdoor engagement also expanded meaningfully over the period.

### Website Traffic

- April: 13,936 total visits
- May: 65,886 total visits
- June (through 6/23): 93,156 total visits
- Campaign-to-date total: 173,005 visits
- Traffic has continued accelerating into June, with two standout days on June 20 and 21 each topping 7,000 and 10,000 visits

Together, these trends point to a campaign that is building real organic momentum on top of its paid media foundation, with both social platforms and the website seeing their strongest growth in the most recent months.

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### Looking Ahead

As the campaign enters its second half, messaging is shifting toward United Water’s key infrastructure projects and the bond measure educational outreach effort. With paid media infrastructure now well-established and organic platforms showing sustained growth, the foundation built over these first six months positions the campaign well for continued momentum through the remainder of the flight.



## STAFF REPORT

**To:** Finance and Administration Committee Members

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

**From:** Bernard Riedel Jr., Senior Park Ranger

**Date:** June 22, 2026 (June 29, 2026, July meeting)

**Agenda Item:** 4.3 **Recreation Department Monthly Report**  
**Information Item**

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### **Staff Recommendation:**

Review this monthly report from the Recreation Department of its activities for May 2026, as well as receive a verbal presentation of its highlights.

### **Discussion:**

Temperatures in May increased and Memorial Day Weekend is the unofficial start of the busy season at Lake Piru, so there was a sharp increase in visitation. After O&M graded and removed the vegetation along the shoreline adjacent to the Juan Fernandez Boat Launch, 450 tons of fill sand was purchased and ranger staff spread it along the shore to create the swim beach for the summer.

New in the 2026 busy season is on Fridays, Saturdays, and holidays from Memorial Day Weekend through Labor Day Weekend, a ranger is on duty all night long. The purpose is to ensure noise levels are kept to a minimum during quiet hours (10pm to 8am) and address any emergencies that may arise after hours.

### **Staff Tasks and Activity Highlights**

- **May 17:** Lake Piru staff attended the ribbon cutting ceremony for the rerouted Pothole Trail.
- **May 19:** Rangers picked up two new pontoon boats, increasing the pontoon rental fleet to five (5).
- **May 23:** The first movie in the park was shown with a screening of Goonies. Ranger staff will be coordinated with the outreach manager on other screenings throughout the summer season. If successful, the plan is to have one movie screening per month throughout the year.

### 4.3 Recreation Department Monthly Report Information Item

#### Staff Training/Meetings/Events

- **April 30-May 3:** Lake Piru staff hosted a booth at the West Coast Fishing Expo at the Ventura Fairgrounds and engaged with the community on Lake Piru Recreation Area and United Water Conservation District matters.

2026 Day Use/Other Revenue Recap and Comparison	
2026 Day Use/Other Revenue (Jan 1 – May 31)	\$304,056
2026 Boat Rental Revenue (Jan 1 – May 31)	\$41,284
2025 Day Use/Other Revenue (Jan 1 – May 31)	\$221,848
Total Revenue Increase/Decrease from Prior Year	<b>\$82,208</b>
Annual Increase/Decrease %	<b>37%</b>
2026 Camping Revenue (Jan 1 – May 31)	\$211,682
2025 Camping Revenue (Jan 1 – May 31)	\$188,098
Total Revenue Increase/Decrease from Prior Year	<b>\$23,584</b>
Annual Increase/Decrease in %	<b>13%</b>
2026 All Revenue (Jan 1 – May 31)	\$515,748
2025 All Revenue (Jan 1 – May 31)	\$409,946
Total Revenue Increase from Prior Year	<b>\$105,802</b>
Annual Increase/Decrease in %	<b>26%</b>

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

2026 Total Visitation Figures				
Month	# People	# Vehicles	# Vessels	Pets
January	2,208	1,063	151	8
February	2,733	1,188	167	3
March	6,368	2,551	476	2
April	8,654	3,554	434	1
May	12,479	3,540	644	4
<b>Total</b>	<b>21,442</b>	<b>11,896</b>	<b>1,872</b>	<b>18</b>

#### Citations/Enforcement Summary

- Throughout May, no citations were issued for violations of District Ordinance 15 or for violations of the California Penal Code of the California Harbors and Navigation Code. It should be noted that Ranger staff issued verbal warnings for violations of District ordinances and state laws.

### 4.3 Recreation Department Monthly Report Information Item

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#### Incidents

- **May 23:** Rangers responded to Olive Grove Campground to an adult male camper in an altered mental status. EMS was activated and the diabetic patient was transported to a local hospital. Rangers secured the patient's RV and vehicle and coordinated the care for the patient's dog.
- **May 24:** Rangers responded to a report of a traffic accident on Piru Canyon Road, approximately one mile south of the park entrance. Ventura County Sheriff's Office, Ventura County Fire Department (VCFD), and California Highway Patrol (CHP) resources responded. An adult male, his minor son, and a small dog were in the vehicle and were not injured. The adult male driver was eventually arrested by CHP for driving under the influence.
- **May 29:** Rangers responded to a report of a camper ripping the awning off their RV while exiting the Olive Grove Campground. Rangers suspected alcohol was a factor and detained the individual pending CHP arrival. The driver was arrested by CHP for driving under the influence.
- **May 30:** Rangers responded to the Olive Grove Campground for a camper who fell off an electric scooter. The 35-year-old male had facial trauma and a missing tooth. EMS was activated and the patient was transported to the hospital.

#### Grants

- Nothing to report.