



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 AUDIT COMMITTEE MEETING

Tuesday, February 4, 2025, at 10:30 a.m.
UWCD Headquarters, First Floor, Board Room
1701 N. Lombard Street, Oxnard CA 93030

Open Session

Chair Catherine Keeling called the meeting to order at 10:30 a.m.

Committee Members Roll Call

Present: Directors Huber, Keeling, and Maulhardt

Absent: None.

1. **Public Comments:** None.

2. **Consent Calendar**

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

Vote: Ayes: Keeling, Huber, and Maulhardt; Noes: None; Absent: None.

2.1 **Approval of Agenda**

Motion

Approval of amended agenda. Minutes date was corrected to reflect December 2, 2024, on the agenda.

2.2 **Approval of Minutes**

Motion

Approved December 2, 2024, meeting minutes.

2.3 **District Staff and Board Member Reimbursement Quarterly Report
Information Item**

Received and filed.

2.4 **Board Requested Cost Tracking Items
Information Item**

Received and filed.

2.5 **Check Recap Monthly Report
Information Item**

Received and filed.



**2.6 Investment Monthly Report
Information Item**

Received and filed.

**2.7 Pipeline Delivery Monthly Report
Information Item**

Received and filed.

3. UWCD Board of Directors Meeting Agenda Items

**3.1 Request from the California Department of Fish and Wildlife to Waive Interest Charges for Late Payment
Motion**

Action: M/S/C (Huber, Maulhardt) recommending approval of a request from the California Department of Fish and Wildlife to waive interest charges of \$10,398.00 for late payment to the full Board.

Vote: Ayes: Huber, Maulhardt, and Keeling; Noes: None; Absent: None.

**3.2 Request for Payment Plan from Esther Martinez (Boise Herb and Spice)
Motion**

Action: M/S/C (Huber, Maulhardt) recommending approval of the payment plan for Esther Martinez (Boise Herb and Spice) January 2025 Groundwater billing to the full Board.

Vote: Ayes: Huber, Maulhardt, and Keeling; Noes: None; Absent: None.

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

Received and filed; presentation attached.

With General Manager guidance to staff, the Directors provided the following recommendations:

- In the future, quarterly update presentation slide nos. 7 and 8 (Top M&I Customers and Top Groundwater Customers) add a line totaling “all others” at the bottom.
- In the future, presentation slide no. 11 (Top 10 Accounts) add bottom line for payout and include the number of vendors and cost.
- Ventura County was looking into alternative energy sources and felt this was a topic staff should be thinking about. Future agenda item for discussion.



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

Received and filed; presentation attached.

Director Huber was very appreciative of staff, Mauricio Guardado and Tony Huynh, for providing updates on the Hughes Fire.

6. Future Agenda Items

With General Manager guidance to staff, the Directors provided the following topics they would like to discuss at a future meeting:

- Meetings are being set by Board members with local representatives and newly appointed council members to help with their knowledge of water and see what the Board can do in making sure those individuals understand what United does.
 - In the past, the District provided a presentation and tour of its facilities. Staff are open to receiving requests and can prepare to offer this to the individuals Directors are meeting.
 - Reminder to staff, when running into people who can use a boost in relationship building, inform them of the tours so they can be added to a list and with a message the Board/the District is here to help.

7. Adjournment

Chair Keeling adjourned the meeting at 11:49 a.m.

I certify that the above is a true and correct copy of the minutes of the UWCD Finance and Audit Committee Meeting of February 4, 2025.

Approved: _____


Steve Huber, Chair



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Highlights – Revenue

PIPELINE REVENUE DRIVES FAVORABILITY TO BUDGET

REVENUE

Total operating revenue is \$1.6M or 7% favorable to budget

- Pipeline revenue is favorable to budget by \$1.3M or 13%
- Groundwater revenue has not reported yet
- Taxes are favorable to budget by \$0.1K or 3%
- Other Operating Revenue is flat to budget
- Non-Operating Revenue is unfavorable to budget by \$0.4M or 5% primarily due to \$1.1M in Grants not received yet offset by positive variances in Finance Proceeds, Unrealized Gains and Revenue Reimbursement.

in \$000's	Q2 FY24-25 Actual	Q2 FY24-25 Budget	Q2 FY23-24 Actual
Taxes	4,383	4,239	4,830
Water Delivery/Fixed Cost	11,420	10,128	7,610
Groundwater	505	-	(120)
Other Operating Revenue	499	500	382
Non-Operating Revenue	6,926	7,309	1,870
Total Revenue	\$ 23,732	\$ 22,176	\$ 14,572

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Highlights – Expenses

PROFESSIONAL FEES AND CAPITAL SPEND DRIVE FAVORABILITY TO BUDGET

EXPENDITURE

Total expenditures are \$22.1M or 46% favorable to budget

- Professional and legal fees are favorable to budget \$1.8M or 35% due to underspending across all departments
- Operations expenses are favorable to budget \$16.6M or 60% primarily due to Capital being \$13.5M under spent

in \$000's	Q2 FY24-25	Q2 FY24-25 Budget	Q2 FY23-24 Actual
Personnel Expense	7,586	8,082	7,150
Professional Fees	3,345	5,139	4,558
Operating Expense	10,984	27,538	10,874
Allocated Overhead	2,387	3,651	2,604
Debt Service	262	1,307	296
Other	1,350	2,324	1,466
Total Expenditure	\$ 25,914	\$ 48,041	\$ 26,947

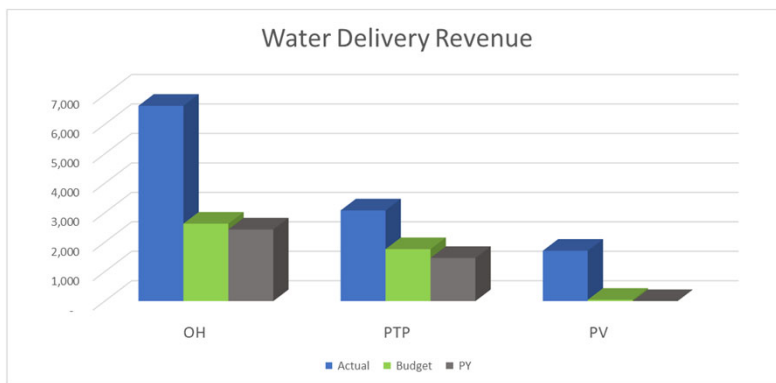


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Pipeline Revenue

EXCLUDING IN-LIEU OF PUMPING CHARGES



- Pipeline revenue up 157% against the budget
- OH 152% favorable
- PTP 75% favorable
- PV very favorable

Pipeline	Actual	Budget	PY	vs Budget	vs PY	% var Budget	% var PY
OH	6,630	2,629	2,432	4,001	4,198	152%	173%
PTP	3,079	1,764	1,466	1,315	1,614	75%	110%
PV	1,710	45	-	1,665	1,710	3699%	0%
	\$ 11,419	\$ 4,439	\$ 3,898	\$ 6,981	\$ 7,521	157%	193%

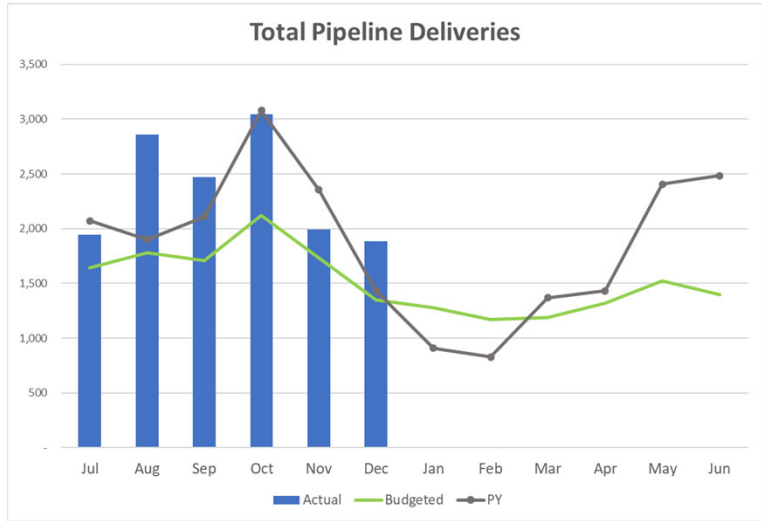


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Pipeline Volume

DELIVERY VOLUME 14,192 AF YTD VS. BUDGET OF 10,330 AF



- Delivery volume 37% above budget (14,192 AF Actual vs. 10,330 AF Budget)
- All three pipelines driving the positive variance.



Top AG Pipeline Customers

Customer	Total Usage	Total Revenue
PVCWD	2,854.20	\$ 931,444.34
Oceanview	356.44	\$ 288,695.01
Sorrento Berry Farms	224.01	\$ 229,780.93
Reiter Brothers & Laguna Farms	158.65	\$ 187,452.02
Laubacher Farms Inc	157.26	\$ 159,428.32
Catalinos Berry Farms	129.68	\$ 127,495.50
Tom Vujovich	104.95	\$ 100,862.33
Colorado Farms, LLC	85.57	\$ 82,929.63
Oxnard Village Apartments	73.08	\$ 75,122.39
Capri Farms LLC	69.18	\$ 67,763.64
Total	4,213.02	\$ 2,250,974



Top M&I Pipeline Customers

Customer	Total Usage	Total Revenue
City of Oxnard	1,338.41	\$ 1,542,473.07
Port Hueneme & USNCBC	863.81	\$ 1,059,890.22
Vineyard Estates	37.66	\$ 51,814.29
Dempsey Road MWC	24.36	\$ 33,294.10
Cypress Mutual	12.44	\$ 16,514.01
Saviors Road MWC	8.04	\$ 10,393.76
Rio School	0.89	\$ 16,249.92
E & H Land Company	0.56	\$ 1,194.95
Total	2,286.17	\$ 2,731,824



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Personnel Expenses

SALARIES DRIVE BUDGET FAVORABILITY

\$000's	Q2 2024-25 Actual	Q2 2024-25 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Regular Salary	4,403	5,176	3,451	773	15%	952	28%
Over-time Salary	80	168	81	88	52%	-1	-1%
Part-time	324	259	153	(64)	-25%	171	112%
Salaries	\$ 4,807	\$ 5,604	\$ 3,684	797	14%	\$ 1,122	30%
Retirement- Classic	1,463	945	349	(518)	-55%	1,115	320%
Retirement - PEPRA	215	240	1,096	25	11%	-881	-80%
Soc Sec/457b Expense	249	287	191	38	13%	58	30%
Medicare Expense	68	75	53	7	9%	15	28%
SUI Expense	2	7	1	5	70%	1	50%
Medical Ins Exp	496	620	381	125	20%	115	30%
LTD	14	19	10	5	25%	4	36%
Life Insurance	12	15	10	4	24%	2	17%
Worker's Comp Expens	146	173	93	27	16%	54	58%
OPEB	20	21	38	0	0%	-17	-46%
Deferred Comp	35	37	31	3	8%	3	0%
Other	60	38	-	(21)	0%	60	0%
Employee Benefits	\$ 2,779	\$ 2,478	\$ 2,253	-301	-12%	\$ 526	23%
Personnel Expenses	\$ 7,586	\$ 8,082	\$ 5,937	496	6%	\$ 1,648	28%

- Salaries are favorable to budget \$0.8M or 14%
- Employee Benefits are unfavorable to budget \$0.3M or 12% primarily due to:
 - Higher Retirement costs



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Operating Expenses

PROFESSIONAL AND OPERATING EXPENSES DRIVE BUDGET FAVORABILITY

000's	Q2 2024-25 Actual	Q2 2024-25 Budget	PY Actual	Var to Budget	% Var to Budget	Var to PY	% Var to PY
Profess Fees - Engineering	3	212	134	(210)	-99%	(131)	-98%
Prof. Fees - Environmental	135	900	244	(765)	-85%	(109)	-45%
Prof. Fees - IT consulting	17	139	10	(122)	-88%	7	70%
Prof. Fees - GW Consulting	0	0	8	-	#DIV/0!	(8)	-100%
Prof. Fees - Other	417	1,089	252	(671)	-62%	165	66%
Professional Fees	\$ 572	\$ 2,339	\$ 647	\$ (1,767)	-76%	\$ (75)	-12%
Legal Fees	\$ 2,773	\$ 2,800	\$ 719	\$ (26)	-1%	\$ 2,054	286%
Utilities	563	1,315	797	(752)	-57%	(233)	-29%
Maintenance	519	1,336	583	(816)	-61%	(64)	-11%
Field Supplies	268	287	23	(19)	-7%	244	1043%
Insurance	946	649	696	297	46%	250	36%
Office Expenses	76	120	84	(45)	-37%	(8)	-9%
Miscellaneous	528	528	516	-	0%	11	2%
Travel, Trainings and Meetings	50	171	35	(122)	-71%	14	41%
Gasoline, Diesel, Fuel	94	121	94	(27)	-22%	0	0%
Fox Canyon GMA	-195	443	(81)	(638)	-144%	(114)	140%
Safety, supplies, clothing	62	121	73	(58)	-48%	(11)	100%
Telephone	39	51	33	(12)	-24%	6	18%
General Operating Expenses	\$ 2,949	\$ 5,141	\$ 2,853	\$ (2,192)	-43%	\$ 96	3%
State Water Import Costs	\$ 2,176	\$ 2,599	\$ 572	\$ (423)	-16%	\$ 1,604	100%
Total Operating Expenses	\$ 8,471	\$ 12,879	\$ 4,791	\$ (4,408)	-34%	\$ 3,680	77%

- Professional Fees are favorable to budget by \$1.8M
- Legal Fees are flat to budget
- Operating Expenses are favorable to budget \$2.2M Key variances include:
 - Maintenance \$816K favorable
 - Utilities \$752K favorable
 - Fox Canyon \$638K favorable
 - Off-set by unfavorable Insurance \$297K
- State Water Import Costs higher due to state water purchases



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Top 10 Accounts Payable Vendors

Vendor	Payment Amount
CITY OF VENTURA	\$ 2,000,000.00
ATKINSON, ANDELSON, LOYA, RUUD AND ROMO	\$ 513,157.17
GEI CONSULTANTS, INC.	\$ 509,510.31
ABC LIOVIN DRILLING INC.	\$ 445,877.75
BELLINGHAM MARINE INDUSTRIES INC.	\$ 265,050.00
CASITAS MUNICIPAL WATER	\$ 241,628.30
STANTEC CONSULTING SERVICE	\$ 170,823.98
GRANITE CONTSTUCTION COMPANY	\$ 159,980.00
JACOBS ENGINEERING GROUP INC.	\$ 151,847.79
BLACK & VEATCH CORPORATION	\$ 143,906.19



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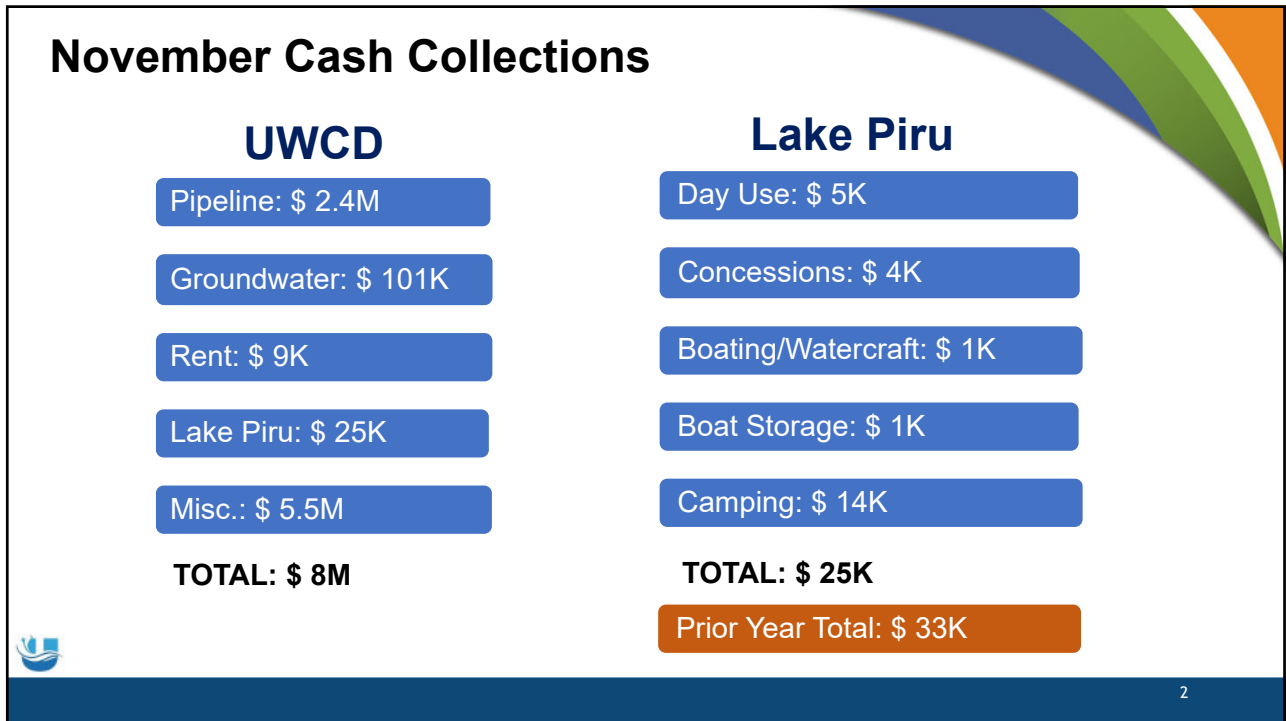
SUPPLEMENTAL WATER PURCHASE FUND STATUS UPDATE

	<u>Revenue (\$000'S)</u>
Beginning Balance - July 1, 2024	\$5,145
Changes in Surcharge	\$962
Other	\$0
Ending Balance - December 31, 2024	\$6,107

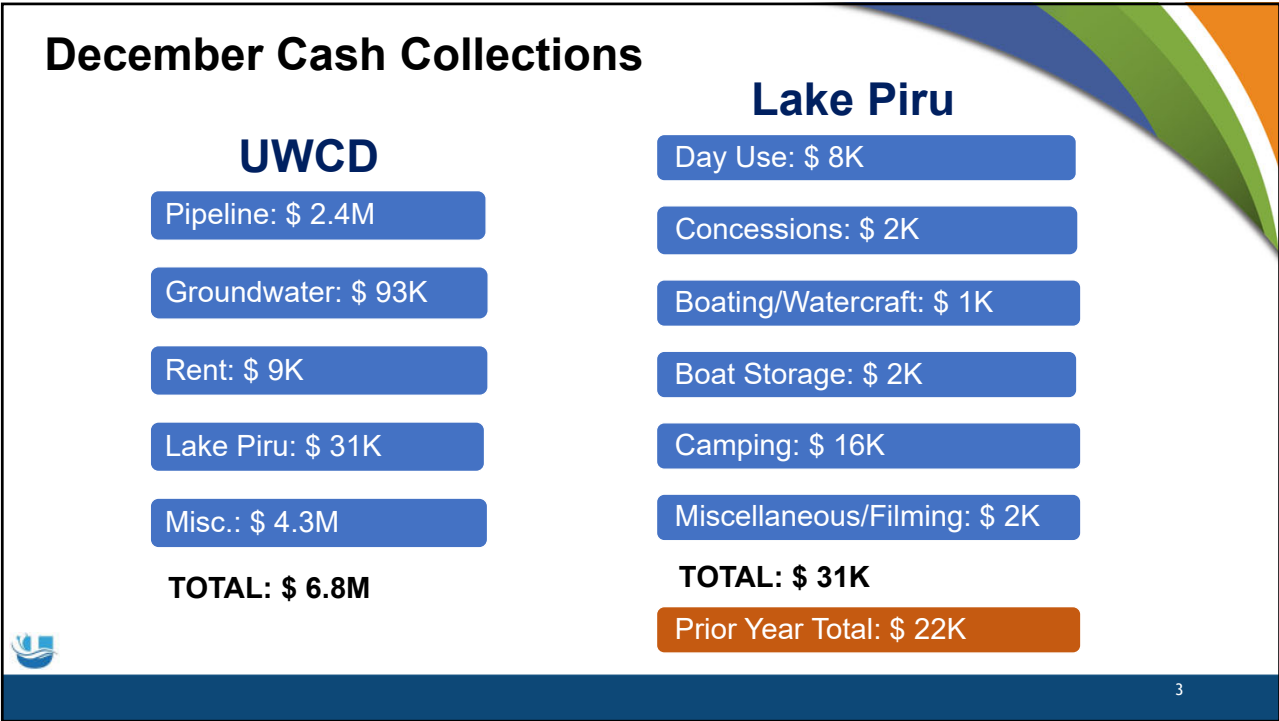




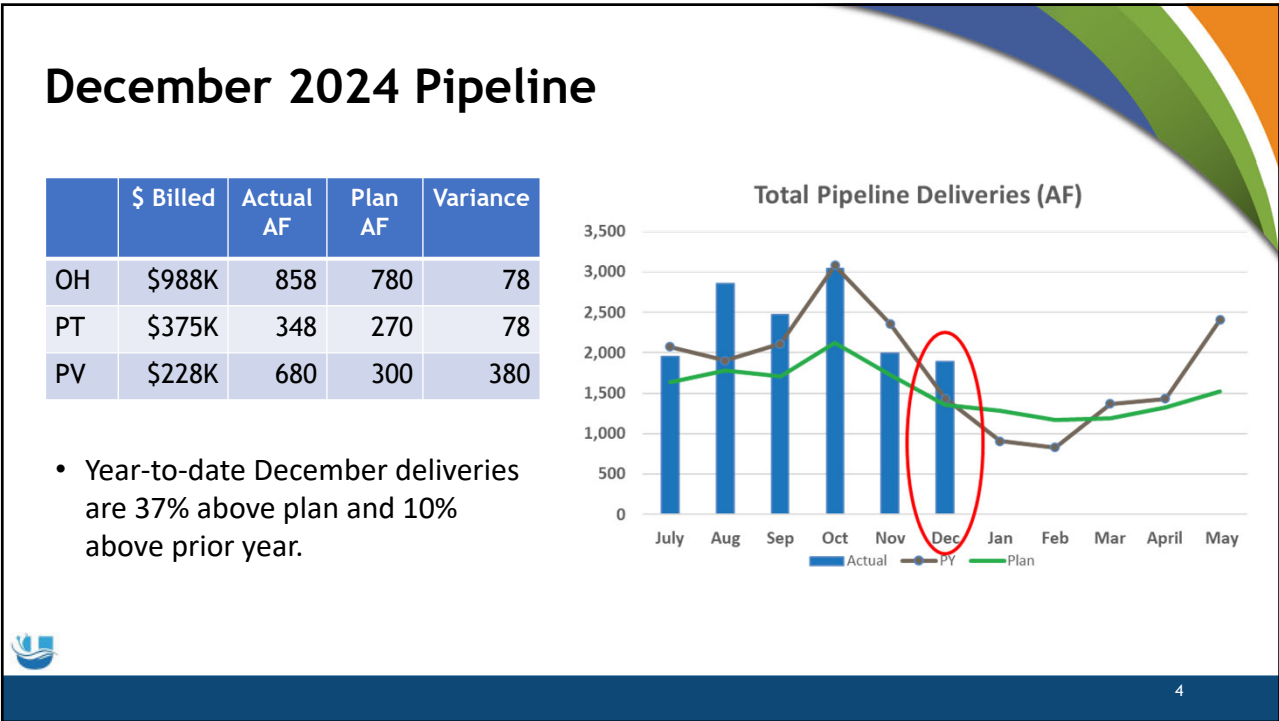
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Board Motion Items with Fiscal Impact

Sponsor	Description/Summary	Budget Y/N	Funding Source	Cash Impact of Approval	Other Financial Impact
Environmental Services	Resolution Authorizing a Funding Agreement with the United States Bureau of Reclamation for the Freeman Diversion Fish Passage Rehabilitation Project	Y* (FY2026-27)	Federal Grant	\$3,000,000	None
TOTAL				\$3,000,000	


* The project cost will be included in the future Capital Improvement Projects budget projected to begin in fiscal year 2026-27.



Finance Department

- Bond poll conducted January 25 - 27
- Finalizing fiscal year 2023-24 Financial Audit
- Preparing draft of the Annual Comprehensive Financial Report
- Department budgets due January 31
- WIFIA Construction loan process started





Administrative Update

Josh Perez
Chief Human Resources Officer

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Human Resources

- Completed recruitments for the following positions:
 - Park Ranger I – Internal selection (Park Ranger Cadet Todd Spencer)
 - Park Ranger II – Internal selection (Park Ranger Groeneveld)
 - No current recruitments necessary, all positions are currently staffed
- Hosted Brown Bag Presentation on Management Essentials on January 22
- Collaborated with departments on personnel budget requests for fiscal year 2025-26
- Updated staff benefit packets to reflect 2025 IRS and CalPERS compensation limits
- Initiated processing the 2025 1094C and 1095C for full-time employees required by the Department of Treasury
- Registered to participate in the Feb. 13 Cal State Northridge Tech Fest

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Risk Management

- Conducted Risk and Resiliency Assessment in collaboration with O&M and Engineering senior staff
- Coordinated with Ventura County IT on programming new radios and deployed them to staff
- Maintained situational awareness on Red Flag wind events and impact to District facilities and staff



(continued)

- Supported Control Systems Supervisor with DHS CISA OT Validated Architecture and Design Review Assessment
- Collaborated with Recreation and HR on Annual Rangers Policy Manual updates
- Certified 12 staff in CPR/AED/First Aid across Engineering, Operations and Maintenance, and Administrative Departments
- Covered Excavation Safety during monthly safety meeting



Technology Systems

- ERP Server Migration
 - Collaborated with professional services to successfully migrate the ERP server operating system to the latest supported version
 - Update ensures continued security and access to new features for the District's financial and enterprise resource planning system
- System and Process Improvements
 - Authentication Monitoring: Tech Systems interns implemented new tools to enhance the monitoring of key authentication systems, improving visibility and security across IT infrastructure
 - Patch Management Updates: Revised the software patching process to stagger updates across departments minimizing the risk of disruptions from defective patches or software incompatibilities



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- Cybersecurity Grant Awarded
 - Technology Systems in concert with Control Systems, Risk and Safety Manager, and the Grant Task Force (GTF) played a pivotal role in securing funding related to our cybersecurity efforts
- Mobile Computing Pilot
 - Initiated a project to implement advanced mobile computing and connectivity solutions for operators at the Saticoy Diversion and Spreading Fields
 - If successful, this program will be adapted to other operational facilities, including the booster plant and Lake Piru, to enhance field operations
- Document Management Review
 - Participated in an evaluation of the District's document and records management practices, led by the Administrative Department



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