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

General Manager
Mauricio Guardado

Legal Counsel
David D. Boyer

AGENDA
FINANCE AND AUDIT COMMITTEE MEETING

Monday, March 31, 2025, 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 March 31, 2025, Finance and Audit Committee meeting Agenda.

2.2 Approval of Minutes
Motion
Approve Minutes of March 3, 2025, Finance and Audit Committee meeting.

2.3 Check Recap Monthly Report
Information Item
Review the District's accounts payable recap for February 2025.

2.4 Investment Monthly Report
Information Item
Review the District's investment portfolio and cash position as of February 28, 2025.

2.5 Pipeline Delivery Monthly Report
Information Item
Review the District's pipeline water activities as of February 28, 2025.

3. UWCD Financial Audit Report
Information Item
Receive a presentation from Certified Public Accountant Ryan Domino Partner at LSL of the District's Annual Financial Audit for Fiscal Year 2023-24.

4. UWCD Board of Directors Meeting Agenda Items
Review and discuss the following agenda items to be considered for approval at the April 9, 2025, Board of Directors meeting:

4.1 Request from Durango Harvest Inc. for a Payment Plan
Motion
Recommend Board approval of a request from Durango Harvest Inc. to enter a payment plan for groundwater extraction charges of $5,903.42 incurred from the billing period of July 1, 2024, to December 31, 2024.

4.2 Request the Board of Directors to Authorize the General Manager to Execute the Short-Term Recycled Water Purchase Agreement for Operational Testing with the Pleasant Valley County Water District
Motion
Recommend the Board authorize the General Manager to finalize the terms and conditions and execute the Short-Term Recycled Water Purchase Agreement for Operational Testing between the Pleasant Valley County Water District and United Water Conservation District.

5. Proposed Updates to the Engineering Projects Administration Policy
Information Item
Receive a presentation from the Engineering Department regarding proposed updates to the Engineering Projects Administration Policy.

6. Fiscal Year 2025-26 Budget Review
Information Item
Receive a presentation from the chief financial officer of the proposed UWCD Fiscal Year 2025-26 Budget.

7. Administrative Services Department Monthly Report
Information Item
Review the monthly report from the Administrative Services team as well as receive a verbal presentation of its highlights.

8. 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: _____ FOR MEG
Mauricio Guardado, General Manager

Approved: _____
Brian H. Zahn, Chief Financial Officer

This agenda was posted Thursday, March 27, 2025, at 5:00 p.m. at the United Water Conservation District Headquarters, Oxnard, CA and www.unitedwater.org.

_____
Jacquelyn Lozano, Clerk of the Committee

United Water
CONSERVATION DISTRICT

STAFF REPORT

To: UWCD Finance and Audit Committee Members

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

From: Jackie Lozano, Clerk of the Committee

Date: March 26, 2025 (March 31, 2025, meeting)

Agenda Item: 2.2 Approval of the March 3, 2025, Finance and Audit Committee Meeting Minutes
Motion

Staff Recommendation:
Approve the attached minutes.

ATTACHMENT

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

General Manager
Mauricio Guardado

Legal Counsel
David D. Boyer

MINUTES
FINANCE AND AUDIT COMMITTEE MEETING

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

OPEN SESSION

Chair Steve Huber called the meeting to order at 9:00 a.m.

Committee Members Roll Call

Present: Directors Huber and Jones

Absent: Director Keeling

1. Public Comments: None.

Director Catherine Keeling joined the meeting at 9:01 a.m.

2. Consent Calendar

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

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

2.1 Approval of Agenda
Motion
Approved March 3, 2025, meeting agenda.

2.2 Approval of Minutes
Motion
Approved February 4, 2025, meeting minutes.

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 Adopt a Resolution in Support of the State Water Project Delta Conveyance Facilities Request to Continue Planning and Design Work
Motion

Action: M/S/C (Keeling, Jones) to recommend adoption of a resolution directing the Ventura County Watershed Protection District to execute a Contribution or Advance of Money for Delta Conveyance Planning Activities Letter as per the Agreement for the Advance of Contribution of Money to the California Department of Water Resources by the Ventura County Watershed Protection District for Preliminary Planning and Design Costs Related to a Potential Delta Conveyance Project on behalf of United Water Conservation District to the full Board.

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

4. Administrative Services Department Monthly Report
Information Item
Received and filed. Presentation attached.

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

- Chair Huber and Director Keeling stated that the governance training they participated in was worth the time and effort put into it. Upon being advised that there was an added benefit of lowering the cost to District's insurance, Director Keeling emphasized this is a great added incentive to remind Directors of in the future. Chair Huber and Keeling also wanted District staff to work with the General Manager to ensure that if there is anything the Board can do to further benefit the District, to notify them as they are here to help the District achieve its goals through their efforts.

5. Future Agenda Items
No future topics were offered by the Directors; however, they provided the following requests regarding the presentations:

- Include Water Resources Manager John Lindquist's comments/information supporting the State Water Project Dela Conveyance Project.

- Budgeted versus Actual financial reports, requested staff to keep a continuity in the colors used in their graphics/charts when presenting to the Committee/Board.

6. Adjournment

Chair Huber adjourned the meeting at 9:58 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 March 3, 2025.

ATTEST: _____
Chair Steve Huber

United Water CONSERVATION DISTRICT

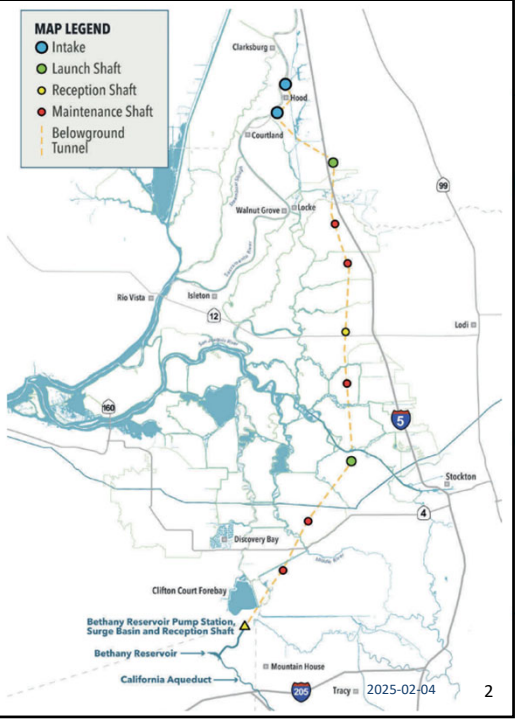
STATE WATER PROJECT DELTA CONVEYANCE FACILITIES FUNDING REQUEST TO CONTINUE PLANNING AND DESIGN WORK

Finance and Audit Committee Meeting
March 3, 2025

1

KEY FEATURES OF DELTA CONVEYANCE PROJECT

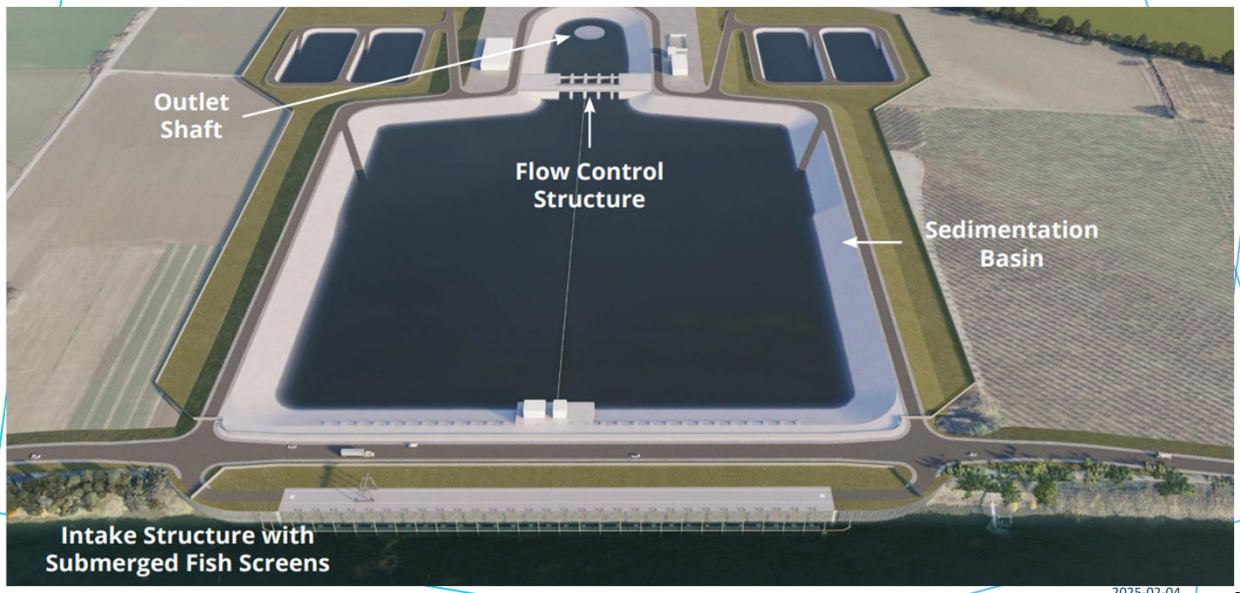
- Two Intake Structures on Sacramento River
- 45-Mile Tunnel Across Delta
- Pumping Plant
- Termination at Bethany Reservoir
- Estimated $16 Billion Construction Cost



2025-02-04 2

2

PROPOSED INTAKE STRUCTURES

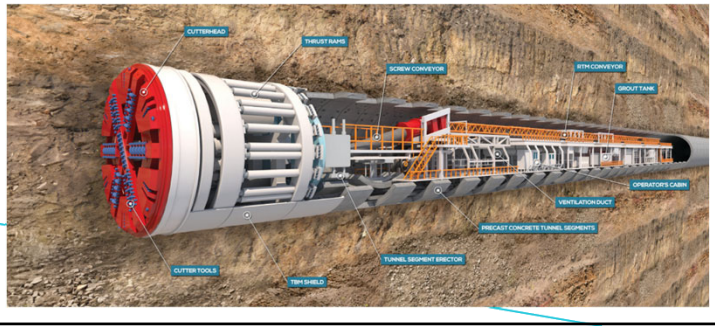


2025-02-04 3

3

TUNNEL CONSIDERATIONS

- Fewer Surface Impacts
- Enhanced Seismic Resilience
- No Evaporative Loss
- Surface Flooding Resilience



2025-02-04 4

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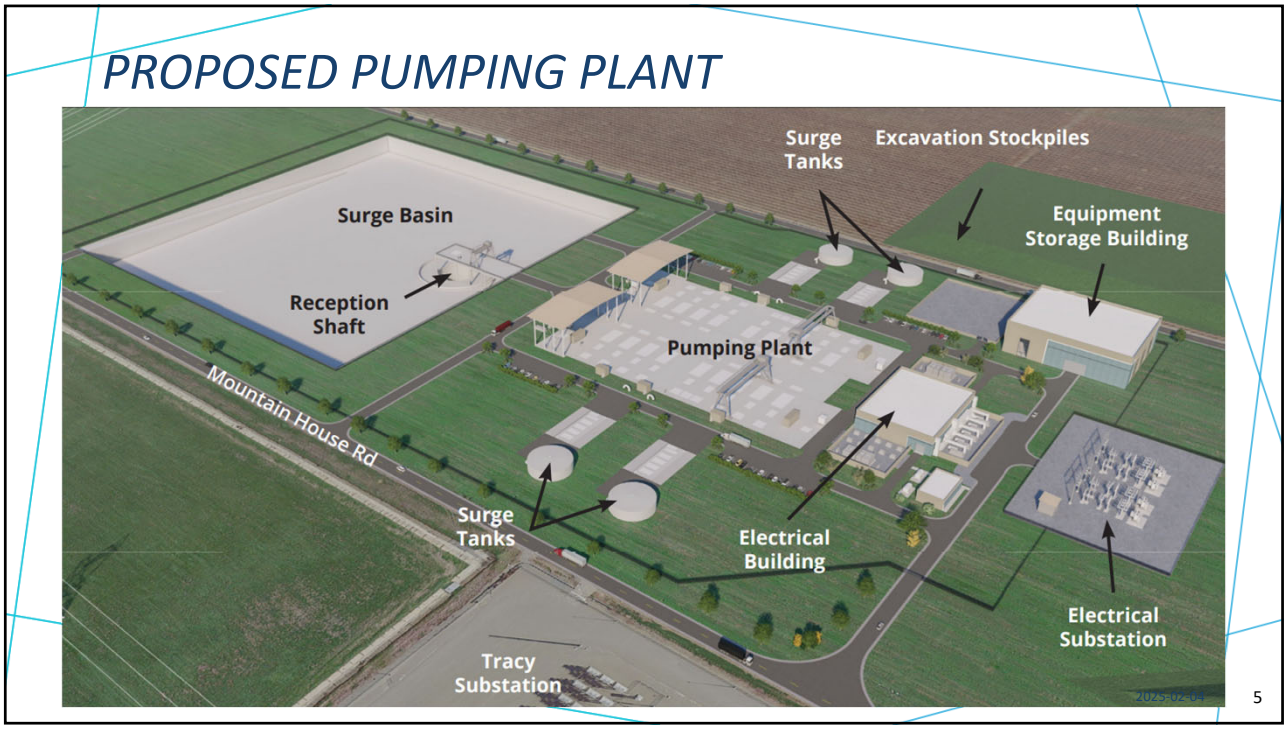
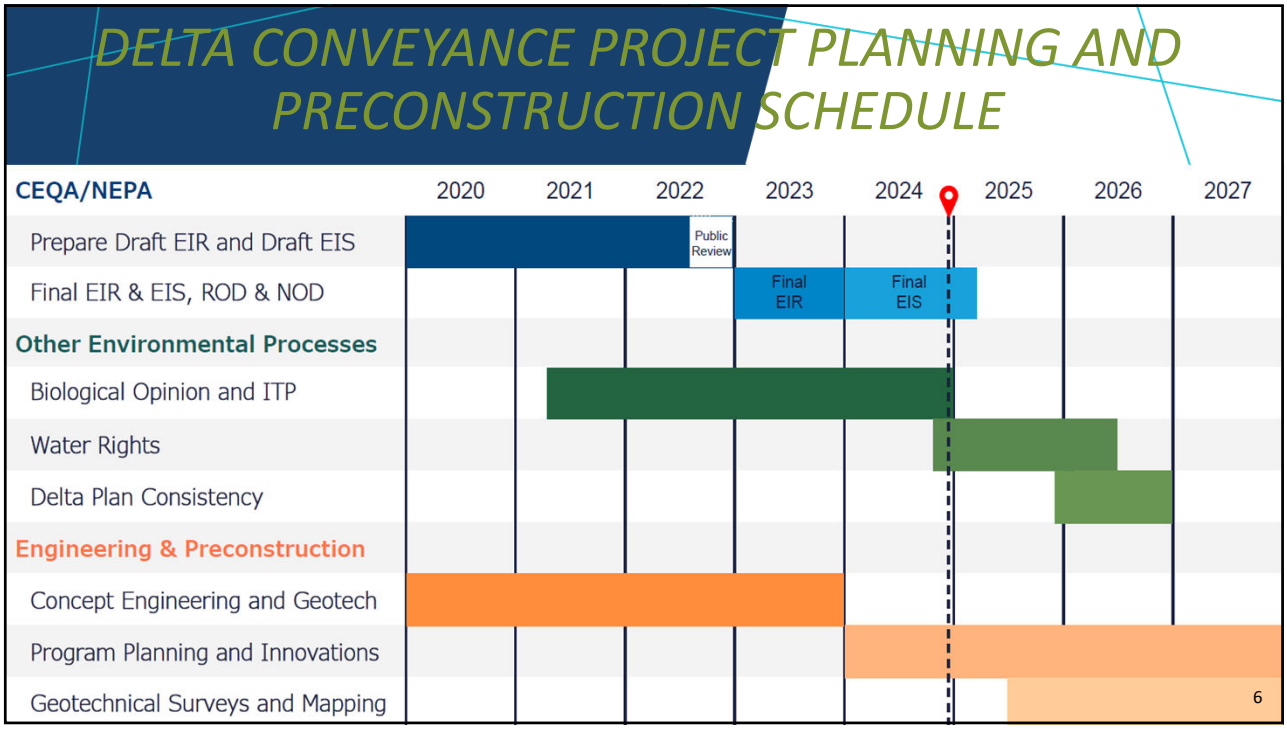

PROPOSED PUMPING PLANT
Surge Tanks
Excavation Stockpiles
Surge Basin
Equipment Storage Building
Reception Shaft
Pumping Plant
Mountain House Rd
Surge Tanks
Electrical Building
Electrical Substation
Tracy Substation
2025-02-04
5

5


DELTA CONVEYANCE PROJECT PLANNING AND PRECONSTRUCTION SCHEDULE
CEQA/NEPA
2020
2021
2022
2023
2024
2025
2026
2027
Prepare Draft EIR and Draft EIS
Public Review
Final EIR & EIS, ROD & NOD
Final EIR
Final EIS
Other Environmental Processes
Biological Opinion and ITP
Water Rights
Delta Plan Consistency
Engineering & Preconstruction
Concept Engineering and Geotech
Program Planning and Innovations
Geotechnical Surveys and Mapping
6

6

REQUEST FROM VCWPD CONTRACT GROUP

• 2020 – 2025 Period	$2,101,339	4 Payments	Complete
• 2025 – 2027 Period	$1,637,407	2 Payments	Requested

7

7

REQUEST FROM UNITED

• 2020 – 2025 Period	$525,335	4 Payments	Complete
• 2025 – 2027 Period	$461,451	2 Payments	Requested

8

8

ADOPT A RESOLUTION DIRECTING THE VENTURA COUNTY WATERSHED PROTECTION DISTRICT TO EXECUTE A CONTRIBUTION OR ADVANCE OF MONEY FOR DELTA CONVEYANCE PLANNING ACTIVITIES LETTER…

FOR PRELIMINARY PLANNING AND DESIGN COSTS RELATED TO A POTENTIAL CONVEYANCE PROJECT ON BEHALF OF UNITED WATER CONSERVATION DISTRICT.

RECOMMENDATION TO FULL BOARD

9

1

January 2025 Cash Collections

UWCD

- Pipeline: $ 1.8M
- Groundwater: $ 5.9M
- Rent: $ 3K
- Lake Piru: $ 38K
- Misc.: $ 3.0M

TOTAL: $ 10.7M

Lake Piru

- Day Use: $ 10K
- Concessions: $ 1K
- Boating/Watercraft: $ 3K
- Boat Storage: $ 2K
- Camping: $ 21K
- Miscellaneous/Filming: $ 1K

TOTAL: $ 38K

Prior Year Total: $ 37K

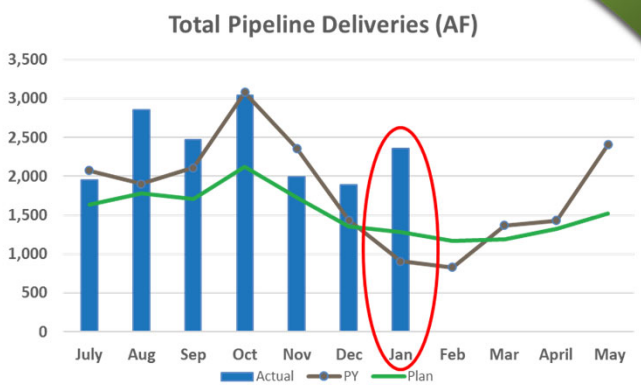
2

2

January 2025 Pipeline

	$ Billed	Actual AF	Plan AF	Variance
OH	$1.2M	1039	710	329
PT	$453K	436	270	166
PV	$288K	876	300	576

Year-to-date December deliveries are 37% above plan and 10% above prior year.



3

3

Board Motion Items with Fiscal Impact

Sponsor	Description/Summary	Budget Y/N	Cash Impact of Approval	Other Financial Impact
Administration	Adopt a Resolution in Support of the SWP Delta Conveyance Facilities Funding Request to Continue Planning and Design Work	Y	$461,451*	None

* Spread over two years: Y1 - $184,580 and Y2 - $276,871

4

4

Finance Department

- Completed groundwater billing for 12/31/24
- Preparing FY 2025-26 Budget for GM and AGM review
- Finalizing the 2023-24 ACFR
- Finalizing the FY2023-24 Audit Report

5

5

6

Human Resources

- Recruitments are ongoing for the following positions:
  - Seasonal Park Ranger Assistant
    - Closes March 13th
  - Environmental Services Field Technician
    - Interviews held, selection pending GM approval
  - Environmental Services Field Assistant
    - Closes March 13th
  - Technology Systems Intern
    - Closes April 21st
- Attended CSUN Technology Career Day

7

7

continued

- Attended the Ventura College Technology Career Event and registered for the Moorpark College Career Fair
- Completed processing of the 2025 1094C and 1095C for full-time employees as required by the Department of Treasury
- Registered for SDRMA Spring Education Day as part of ongoing safety training and specialization efforts designed to maximize insurance savings
- Posted annual OSHA Form 300A and Regulatory Compliance Posters at all District facilities

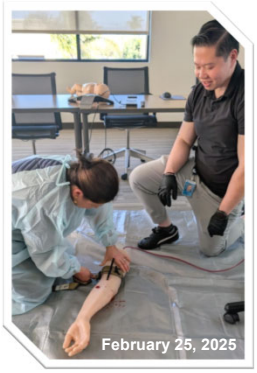
8

8

Risk Management

- Coordinated Aerial Lift safety training for additional Operations and Maintenance staff
- Recertified Administrative staff in Adult & Pediatric CPR/AED/First Aid
- Attended FBI-CISA-EPA California Water Security Summit held at Metropolitan Water which covered both physical and cyber security issues pertaining to the Water and Dam sectors

Aerial lift safety training for O&M staff at Herc Rentals in Ventura



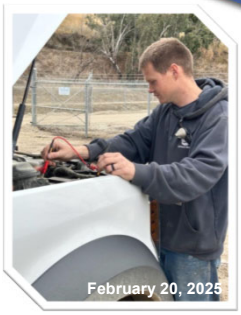
Adult & Pediatric CPR/AE/First Aid Training at District Headquarters

9

9

continued

- Met with OES Director at County EOC along to discuss regional collaboration efforts and partnership on certain technology projects
- Delivered District's preparedness and response efforts to Red Flag/PSPS Events and Fire Safety at Santa Clara Valley Watershed Committee meeting
- Deployed noise dosimeters to measure noise exposure as part of the District's Hearing Conservation Program



Noise sampling; staff wearing a noise dosimeter

Presenting at SCV Watershed Committee Meeting

10

10

Technology Systems

- Career Day Event
  - Successfully participated in tremendously successful Career Day at Cal State University Northridge Technology Career Event

- Office Equipment Deployment
  - Saticoy office began receiving modernized mobile computing equipment and deployment is approximately 50% complete
  - Lake Piru Ranger's office equipment deployment is scheduled for March and is currently being configured by Technology Systems staff

11

11

12

STAFF REPORT

To: UWCD Finance and Audit Committee Members

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

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

Date: March 25, 2025 (March 31, 2025, meeting)

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

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

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

Attachment:
Check Recap Monthly Report – February

ATTACHMENT

February 2025 Check Register Recap	
Payments Reflected in System	
A/P Payments	**$3,219,031.04**
Direct Deposit/Payroll Related	**$989,801.41**
FSA Payment	**$4,550.96**
Total Payments Reflected in System	**$4,213,383.41**
Top 5 Itemized by Category	
Toro Enterprises Inc.	**$1,290,461.19**
ABC Liovin Drilling Inc.	**$330,395.37**
Atkinson, Andelson, Loya, Ruud and Romo	**$275,918.36**
Summer Construction Inc.	**$243,792.00**
Travis Agricultural	**$159,032.13**
Total Disbursements 02/2025	**$4,213,383.41**

TOP FIVE VENDORS FEBRUARY 2025

Vendor	Check/EFT Number	Check Date	Amount
Toro Enterprises Inc.	303084	2/6/2025	(1,290,461.19)
ABC Liovin Drilling Inc.	2489	2/14/2025	(330,395.37)
Atkinson, Andelson, Loya, Ruud and Romo	2477	2/6/2025	(275,918.36)
Summer Construction Inc.	303082	2/6/2025	(243,792.00)
Travis Agricultural	303085	2/6/2025	(66,011.51)
	303119	2/14/2025	(67,000.00)
	303138	2/20/2025	(26,020.62)
	Total		**(2,299,599.05)**

STAFF REPORT

To: UWCD Finance and Audit Committee Members

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

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

Date: March 25, 2025 (March 31, 2025, meeting)

Agenda Item: 2.4 Investment Monthly Report (January 2025)
Information Item

Staff Recommendation:
Review the most current investment report for the month ending February 28, 2025.

Discussion:
None. Informational only.

Fiscal Impact:
As shown.

Attachment:
Combined Investment Monthly Report

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ATTACHMENT

United Water Conservation District
Monthly Investment Report
February 28, 2025

Investment Recap	G/L Balance	Weighted Avg Days to Maturity	Diversification Percentage of Total
Citizens Business Bank	11,348,611	1	21.30%
Petty Cash	5,400	1	0.01%
County Treasury	3,217	1	0.01%
LAIF Investments	41,923,239	1	78.67%
Total Cash, Cash Equivalents and Securities	**53,280,467**		**100.00%**
Investment Portfolio w/o Trustee Held Funds	**53,280,467**		
Trustee Held Funds	**-**		
Total Funds	**53,280,467**		

Local Agency Investment Fund (LAIF)	Beginning Balance	Deposits (Disbursements)	Ending Balance
	29,612,033	12,311,206	41,923,239
	Interest Earned YTD	**Interest Received YTD**	**Qtrly Yield**
	664,094	1,009,303	4.62%

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

DocuSigned by: On behalf of Mauricio Guardado — 3/25/2025

Mauricio Guardado, General Manager — **Date Certified**

DocuSigned by: — 3/25/2025

Anthony Emmert, Assistant General Manager — **Date Certified**

Signed by: Brian H Zahn — 3/25/2025

Brian H. Zahn, Chief Financial Officer — **Date Certified**

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United Water Conservation District

Cash Position

February 28, 2025

Fund	Total	Composition	Restrictions/Designations
General/Water Conservation Fund:			**Revenue collected for district operations**
General/Water Conservation	22,262,994	8,951,313	Includes General, Rec & Ranger, Water Conservation
		4,962,000	Reserved for legal expenditures
		1,249,683	Designated for replacement, capital improvements, and environmental projects
		7,099,999	Supplemental Water Purchase Fund
General CIP Funds	10,556,014	10,556,014	Appropriated for capital projects
	5,133,911	5,133,911	Reserved for CIP Projects
Special Revenue Funds:			**Revenue collected for a special purpose**
State Water Project Funds	6,317,912	6,317,912	Procurement of water/rights from state water project
Enterprise Funds:			**Restricted to fund usage**
Freeman Fund	(1,208,153)	(1,208,153)	Operations, Debt Service and Capital Projects
		-	Designated for replacement and capital improvements
		-	Reserved for legal expenditures
Freeman CIP Fund	4,381,632	4,381,632	Appropriated for capital projects
OH Pipeline Fund	1,505,991	1,505,991	Delivery of water to OH customers
OH CIP Fund	1,188,451	1,188,451	Appropriated for capital projects
OH Pipeline Well Replacement Fund	(20,591)	(20,591)	Well replacement fund
PV Pipeline Fund	1,081,832	1,081,832	Delivery of water to PV customers
PV CIP Fund	254,128	254,128	Appropriated for capital projects
PT Pipeline Fund	1,418,391	1,418,391	Delivery of water to PTP customers
PT CIP Fund	407,955	407,955	Appropriated for capital projects
Total District Cash & Investments	**53,280,467**	**53,280,467**	

STAFF REPORT

To: UWCD Finance and Audit Committee Members

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

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

Date: March 25, 2025 (March 31, 2025, meeting)

Agenda Item: 2.5 Pipeline Delivery Monthly Report (February 2025)
Information Item

Staff Recommendation:
Review the most current pipeline delivery report for February 2025 that is attached.

Fiscal Impact:
As shown.

Discussion:
Informational only.

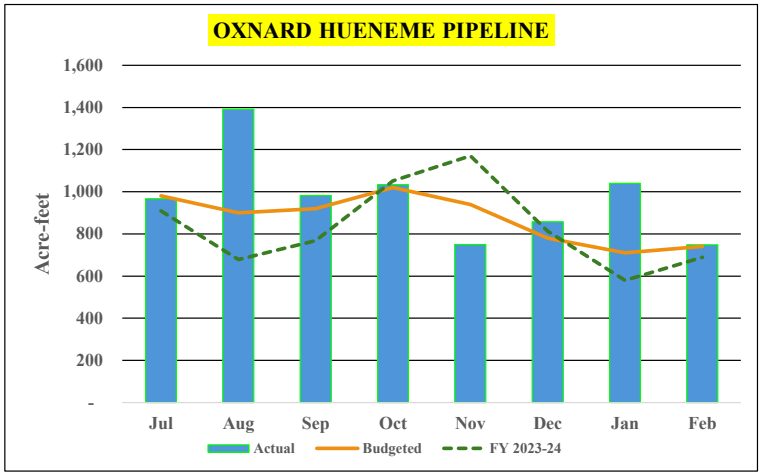
Attachments:
Pipeline Delivery Report – February 2025

ATTACHMENT

United Water Conservation District
Pipeline Water Deliveries (Acre-feet)
FY 2024-25 data thru February 28, 2025

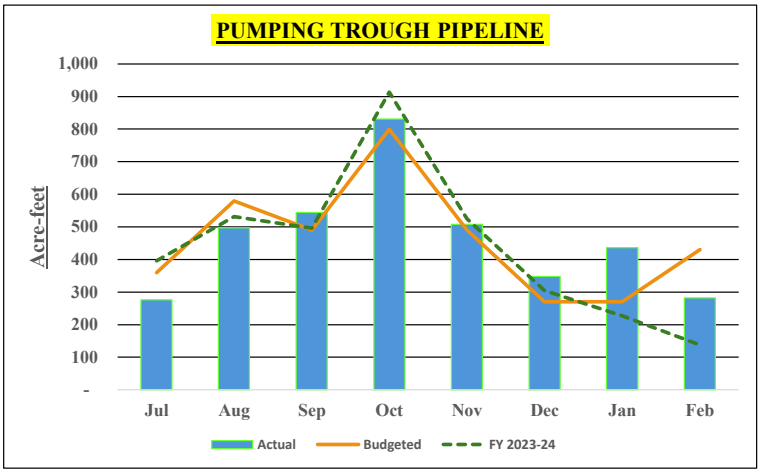
	OH Pipeline 2024-25		
	Projection	Actual	Variance
Jul	980	966	(14)
Aug	900	1,392	492
Sep	920	982	62
Oct	1,020	1,034	14
Nov	940	750	(190)
Dec	780	858	78
Jan	710	1,039	329
Feb	740	748	8
Mar	800		
Apr	820		
May	980		
Jun	930		
Totals	10,520	7,769	779
YTD	**6,990**	**7,769**	**779**

YTD Actual to Budget: 11.2%



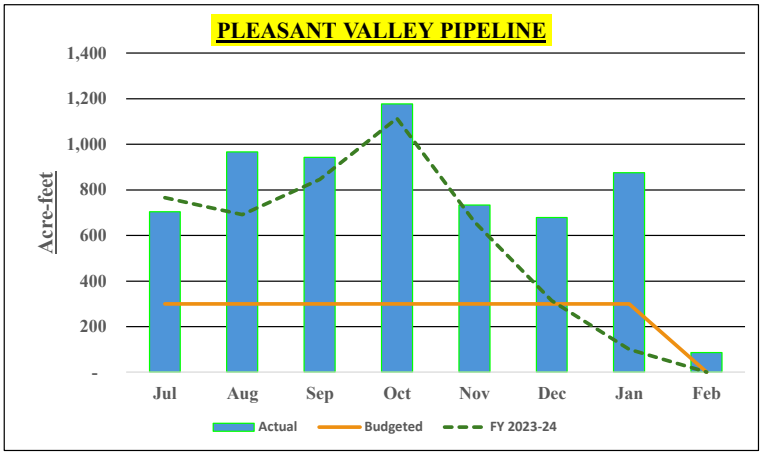
	PT Pipeline 2024-25		
	Projection	Actual	Variance
Jul	360	276	(84)
Aug	580	497	(83)
Sep	490	544	54
Oct	800	831	31
Nov	490	508	18
Dec	270	348	78
Jan	270	436	166
Feb	430	282	(148)
Mar	390		
Apr	500		
May	540		
Jun	470		
Totals	5,590	3,723	33
YTD	**3,690**	**3,723**	**33**

YTD Actual to Budget: 0.9%



	PV Pipeline 2024-25		
	Projection	Actual	Variance
Jul	300	704	404
Aug	300	967	667
Sep	300	942	642
Oct	300	1,178	878
Nov	300	734	434
Dec	300	680	380
Jan	300	876	576
Feb	-	86	86
Mar	-		
Apr	-		
May	-		
Jun	-		
Totals	2,100	6,167	4,067
YTD	**2,100**	**6,167**	**4,067**

YTD Actual to Budget: 193.7%



STAFF REPORT

To: UWCD Finance and Audit Committee Members

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

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

Date: March 25, 2025 (March 31, 2025, meeting)

Agenda Item: 4.1 Request from Durango Harvest Inc. for a Payment Plan
Motion

Staff Recommendation:
Recommend Board approval of a request from Durango Harvest Inc. to enter a payment plan for groundwater extraction charges of $5,903.42 incurred from the billing period of July 1, 2024, to December 31, 2024.

Discussion:
Cindy Balderas, a representative of Durango Harvest Inc., has requested a payment plan for groundwater extraction charges totaling $5,903.42 incurred during the billing period from July 1, 2024, to December 31, 2024. The United Water Conservation District's (District) adopted payment plan policy requires Board approval for payment plans extending the payment of the delinquent amounts beyond six months. The proposed payment plan spans nine months, comprising eight installments of $700.00 each, followed by a final payment of $303.42 as listed below.

Due Date	Amount Due
4/21/2025	$700.00
5/21/2025	$700.00
6/21/2025	$700.00
7/21/2025	$700.00
8/21/2025	$700.00
9/21/2025	$700.00
10/21/2025	$700.00
11/21/2025	$700.00
12/21/2025	$303.42

4.1 Request from Durango Harvest Inc. for a Payment Plan
Motion

Ms. Balderas has informed the District they are currently unable to pay the full amount due to ongoing financial challenges. She mentioned there are other pressing financial obligations, including payroll, which Durango Harvest Inc. must address. Ms. Balderas has demonstrated her commitment to settling the balance by submitting a payment of $600.00 towards the initial amount owed on February 11, 2025. Staff recommends that the Board approve the proposed payment plan.

Fiscal Impact:
Minimal fiscal impact, General Water Conservation Funds will receive funds for Fiscal Year 24-25 later than anticipated.

Attachment:
Payment Plan Request

ATTACHMENT

United Water
CONSERVATION DISTRICT

PAYMENT PLAN REQUEST

Durango Harvest Inc. has requested to enter a nine-month payment plan for groundwater extraction charges totaling $5,903.42, incurred between July 1, 2024, through December 31, 2024. Cindy Balderas, a representative for the company, indicated that they are facing financial difficulties and cannot pay the full amount at once. The payment plan includes eight installments of $700.00 and a final payment of $303.42, ranging from April 21, 2025, to December 21, 2025. She has shown commitment to settling her balance by making an initial payment of $600.00 toward the total amount owed. Staff recommends approving the payment plan.

Entered payment plan within the last three years: Yes _____ No __X__

Payment Plan Amount: $ 5,903.42

Approved __X__ Denied _____

Signature: FOR MEG Date 25 MAR 2025
Mauricio Guardado, General Manager

Signature: Date 3/25/25
Brian Zahn, Chief Financial Officer

STAFF REPORT

To: UWCD Finance and Audit Committee Members

Through: Mauricio Guardado, General Manager
Dr. Maryam Bral, Assistant General Manager

From: Robert Richardson, Engineering Manager

Date: March 21, 2025 (March 31, 2025, meeting)

Agenda Item: 4.2 Request the Board of Directors to Authorize the General Manager to Execute the Short-Term Recycled Water Purchase Agreement for Operational Testing with the Pleasant Valley County Water District
Motion

Staff Recommendation:
Recommend the Board of Directors authorize the General Manager to finalize the terms and conditions and execute the Short-Term Recycled Water Purchase Agreement for Operational Testing between the Pleasant Valley County Water District and United Water Conservation District.

Background:
On January 13, 2014, the City of Oxnard executed the Full Advanced Treatment Recycled Water (FATW) Management and Use Agreement (A-7651) between the City of Oxnard (City), United Water Conservation District (UWCD), Pleasant Valley County Water District (PVCWD), Houweling's nurseries, Southland Sod, and Reiter Affiliated Companies. UWCD countersigned the agreement on August 18, 2016. Both PVCWD and UWCD are listed as Third and Fourth Priority users in the FATW Management and Use Agreement.

The rates in the FATW Management and Use Agreement are based on Calleguas Municipal Water District (CMWD) rates. The original rate in 2014 for Third Priority use was $500 per acre-foot which assumes the City receives in exchange a right to pump local groundwater. A management discount of $175 per acre-foot is applied to Fourth Priority use. The rates are subject to consumer price index (CPI) and pump charge (Groundwater Management Agency and UWCD extraction charge) annual adjustments. The Fox Canyon Groundwater Management Agency (FCGMA) adopted Resolution 2023-02 (superseded by 2013-02) that allows the City to accrue Recycled Water Pumping Allocation (RWPA) for the delivery of each acre-foot of recycled water that results in an acre-foot reduction of groundwater extraction from areas of the groundwater basins impacted by seawater intrusion.

4.2 Request the Board of Directors to Authorize the General Manager to Execute the Short-Term Recycled Water Purchase Agreement for Operational Testing with the Pleasant Valley County Water District
Motion

In 2014, when the FATW Management and Use Agreement was executed, the City's Advanced Water Purification Facility (AWPF) was undergoing commissioning, and it is currently capable of producing up to 6.25 million gallons per day (mgd) or 7,000 acre-feet per year (AFY). The Hueneme Road Recycled Water Pipeline which carries recycled water from the AWPF along Hueneme Road from Perkins Road to Wood Road was completed in two phases spanning from 2011 to 2023. Between the first and second phases of the Hueneme Road Pipeline, the City and CMWD formed an agreement to deliver recycled water on a temporary basis using the existing Salinity Management Pipeline (SMP). This innovative approach involved mixing AWPF recycled water with brine from an upstream groundwater desalter to turnouts along Hueneme Road. PVCWD is now capable of receiving direct deliveries of AWPF recycled water through a 12-inch turnout connected to the Hueneme Road Pipeline at the intersection of Hueneme Road and Wood Road.

The FATW discussed Points of Delivery (POD) that included a connection with the Pumping Trough Pipeline (PTP) system along Etting Road through a pipeline along Naumann Road, and potentially another connection to recharge basins in the Oxnard Forebay. In 2020, UWCD received a $343,000 grant from the Natural Resources Conservation Service (NRCS) for construction of a pipeline along Laguna Road (between Wood Road and approximately 4,900 feet east of Pleasant Valley Road) as an alternative and cost-effective way to convey AWPF recycled water from the Hueneme Road Pipeline through the PVCWD system and into the PTP system. In September 2022, the project was selected by the California Department of Water Resources (DWR) and FCGMA to receive a total of $2,651,500 in grant funding related to the Sustainable Groundwater Management (SGM) Act Implementation Grant for the Oxnard Subbasin. On October 9, 2024, UWCD's Board of Directors authorized the General Manager to execute a construction contract with Toro Enterprises, Inc. (Toro) in the amount of $5,092,286, contingent upon the Project receiving additional grant funding from DWR. On November 1, 2024, DWR approved an additional $1,964,356 to be reallocated from the Oxnard Subbasin and Pleasant Valley Basin SGM grant agreements, bringing total grant funding to nearly $5 million. On November 5, 2024, a construction contract was executed with Toro and work is substantially complete as of March 2025.

Discussion:
In 2023, PVCWD and UWCD started collaborating on an agreement to deliver AWPF recycled water through PVCWD's system to UWCD's PTP system. The intent was to execute a long-term recycled water agreement upon completion of the Laguna Road Recycled Water Pipeline. However, it was determined that additional data from operational testing is needed to finalize the terms and conditions of the long-term recycled water agreement, including but not limited to flow, pressure, and conductivity measurements. The additional data will help determine operational parameters, constraints, and capacity reservations.

4.2 Request the Board of Directors to Authorize the General Manager to Execute the Short-Term Recycled Water Purchase Agreement for Operational Testing with the Pleasant Valley County Water District
Motion

During operational testing, the District anticipates up to 1,000 gallons per minute (gpm) of AWPF recycled water delivered to the PTP system. The Laguna Road Pipeline is designed with an ultimate capacity of up to 4,340 gpm (the current AWPF production capacity) with the construction of a future pump station (Phase 2).

The Short-Term Recycled Water Purchase Agreement for Operational Testing (Agreement) includes the following terms and conditions:

- The Term of Agreement is in effect for one (1) year or until the time the long-term written agreement is finalized.
- Valid only under the condition that the City can provide AWPF recycled water.
- The Parties will comply with the Title 22 California Code of Regulations related to recycled water.
- The Parties will share operational data (e.g. flow, pressure and conductivity measurements) during testing.
- The Parties agree to coordinate on recycled water deliveries (quantity and duration must be mutually agreeable).
- PVCWD will bill UWCD on a monthly basis and UWCD will provide meter readings.
- UWCD will compensate PVCWD on a per acre-foot basis consistent with the charges to PVCWD (City Pass-Through Charge) plus a 5% Wheeling Charge.

The Agreement has been reviewed by UWCD's legal counsel and is intended to serve on a short-term basis, with the intention of being replaced by a long-term agreement (i.e., a master agreement) that will be developed based on the flow testing results.

Mission Goal:
Goal A – Water Supply
Goal B – Water System Reliability
Goal D – Fiscal Responsibility

Fiscal Impact:
No Fiscal Impact is anticipated. The purchase of recycled water through this Agreement is anticipated to be equal to or less than the current PTP Pipeline charges (variable plus fixed rates).

Attachment:
Draft PVCWD-UWCD Recycled Water Purchase Agreement for Operational Testing

ATTACHMENT

Pleasant Valley County Water District
United Water Conservation District
Recycled Water Purchase Agreement for Operational Testing

This Agreement ("AGREEMENT") is entered into and made effective M, D, 2025, by signing the Agreement between the PLEASANT VALLEY COUNTY WATER DISTRICT ("PVCWD") and UNITED WATER CONSERVATION DISTRICT ("UWCD") and hereinafter referred to individually as Party and collectively as Parties.

RECITALS

WHEREAS, PVCWD was formed in 1956 under the County Water District Law of California, with the purpose of constructing a distribution system within its boundaries, connecting to the Pleasant Valley ("PV") Terminal Reservoir owned by UWCD and operated by PVCWD. The system supplies supplemental irrigation water to local farmlands, primarily sourced from surface water received from UWCD through the PV Terminal Reservoir.

WHEREAS, UWCD was formed in 1950 as an independent special District of the State of California that owns and operates the PV Pipeline that delivers surface water and the Pumping Trough Pipeline ("PTP") irrigation system located in Oxnard, Ventura County, California.

WHEREAS, PVCWD receives various sources of water, including recycled water from the City of Oxnard ("City" or "Oxnard") as produced at the City's Advanced Water Purification Facility ("AWPF"). The AWPF is currently capable of producing up to 6.25 million gallons per day and delivers all or a portion to PVCWD in accordance with Full Advanced Treatment Recycled Water Management and Use Agreement (Agreement No. A-7651). PVCWD receives recycled water from the City at a 12-inch turnout near the intersection of Hueneme Road and Wood Road ("Oxnard Turnout").

WHEREAS, UWCD desires to receive Oxnard recycled water from the AWPF and is also a signatory on the Full Advanced Treatment Recycled Water Management and Use Agreement and has identified an interconnection with PVCWD as an economical way of accessing recycled water.

WHEREAS, the recycled water sources that PVCWD currently has or will have access to comply with the Title 22 California Code of Regulations related to recycled water. In addition, PVCWD and UWCD agree to maintain approval from the State Water Resources Control Board for recycled water distribution and use.

WHEREAS, PVCWD and UWCD have each separately entered into a Sustainable Groundwater Management Act ("SGMA") Implementation Subgrant Agreement with the Fox Canyon Groundwater Management Agency (FCGMA) who as the "Grantee" separately entered into a

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SGMA Grant Agreement (Agreement No. 4600014642) with the State of California Department of Water Resources on September 14, 2022 to administer the SGMA grant obligations on behalf of the Parties. The SGMA grant provides funding to both Parties for the construction of interconnection pipelines intended to facilitate conveyance of recycled water. Both Parties must provide Post-Performance Reports on an annual basis for a period of three (3) years after the completed projects begin operations.

NOW, THEREFORE, for and in consideration of the terms and conditions contained herein, PVCWD and UWCD hereby agree as follows:

1.1 Interconnection Description

The interconnection is described as connecting the PVCWD System and UWCD's PTP System along Laguna Road between Wood Road and nearly one mile east of Pleasant Valley Road.

1.2 PVCWD Infrastructure

PVCWD will own, operate and maintain its interconnection component which includes a 24-inch isolation valve connected to a pipeline on PVCWD's 27-inch Wood Road transmission main at the intersection of Wood Road and Laguna Road. PVCWD will provide UWCD with access to the Oxnard Turnout meter readings and flow data.

1.3 UWCD Infrastructure

UWCD will own, operate and maintain its interconnection segment which includes 3,300 linear feet of pipeline along Laguna Road that connects to an existing 16-inch lateral on the PTP system east of Pleasant Valley Road and to PVCWD's 24-inch isolation valve on Wood Road. UWCD will own, operate, maintain and calibrate (per the manufacturer's recommendations) the necessary new water meter. The water meter measures the amount of recycled water delivered. UWCD will provide PVCWD with access to the meter readings and flow data. PVCWD shall bill UWCD on a monthly basis during the terms of this agreement.

1.4 Purpose of Agreement

Both Parties desire to receive recycled water from the City and conduct operational testing to confirm the volume, flow rates, and pressures provided by the new interconnections and existing infrastructure. The operational testing will provide valuable information in the development of a long-term agreement (draft agreement attached) between both Parties.

1.5 Coordination

PVCWD shall provide Oxnard recycled water upon written request from UWCD under the condition the City is able to provide recycled water and is permitted to do so. The quantity and duration shall be based upon mutually agreeable conditions. Both Parties agree to share

operational data for the purpose of optimizing recycled water deliveries and improving existing hydraulic models.

1.6 Term of Agreement

This Agreement is valid only under the condition that the City can deliver recycled water to PVCWD and UWCD. Moreover, it is the Parties' mutual intent to subsequently replace this Agreement with a long-term agreement, the terms and conditions of which shall be negotiated and finalized in writing upon the successful completion of the new interconnections and existing infrastructure. Accordingly, the term of this Agreement shall be effective from the date it is approved and fully executed by both Parties ("Effective Date") and shall remain in effect for one (1) year or upon the Parties negotiating and entering into a long-term written agreement as discussed above, whichever occurs first.

1.7 Compensation

UWCD shall compensate PVCWD on a per acre-foot basis consistent with the charges to PVCWD (City Pass-Through Charge) plus a 5% Wheeling Charge. Compensation shall not exceed the cost paid by PVCWD to Oxnard for recycled water received, plus a 5% Wheeling Charge. UWCD shall pay PVCWD the Wheeling Charge which is an initial estimate to cover the cost of operations, maintenance and depreciated capital cost of PVCWD's Wood Road Transmission Main.

1.8 Notifications and Correspondence

To UWCD: United Water Conservation District

1701 N. Lombard Street, Suite 200

Oxnard, CA 93030

To PVCWD: Pleasant Valley County Water District

154 S. Las Posas Road

Camarillo, CA 93010

1.9 Signatures

UWCD General Manager	PVCWD General Manager

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STAFF REPORT

To: UWCD Finance and Audit Committee Members

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

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

Date: March 27, 2025 (March 31, 2025, meeting)

Agenda Item: 7. Administrative Services Department Monthly Report
Information Item

Staff Recommendation:
Review this staff report from the Administrative Services Department and receive a presentation from staff of its highlights for March 2025.

Discussion:

Finance

- Finalizing FY 2025-26 Proposed Budget for print on May 1
- Finalizing the FY 2023-24 Annual Comprehensive Financial Report
- Finalizing the FY2023-24 Audit Report

Administrative Services

- Provided administrative assistance for drafting, finalizing, distributing/posting materials, and room set up for the following meetings: Finance and Audit Committee (Mar. 3 and Mar. 31), Water Resources Committee (Mar. 4), Engineering and Operations Committee (Mar. 6), and regular Board of Directors (Mar. 12), as well as the Fillmore and Piru Basins Groundwater Sustainability Agency meeting (Mar. 20) held at the City of Fillmore's office and Mound Basin Ground Water Sustainability Agency meeting (Mar. 20) held at the City of Ventura.
- Coordinated logistical support with room and beverage setup for the following outside agency meetings: AWA Board (Mar. 6), Farm Bureau (Mar. 10), UC Cooperative Extension (Mar. 13), AWA Water Issues Committee (Mar. 18), AWA WaterWise Program (Mar. 20), and VC CWA (Mar. 20).

- Coordinated with staff by providing support for District-led tours with confirming attendance and gathering waivers, securing vehicles, providing materials, and beverage set up (GRAC Central Coast Chapter (Mar. 13) and Santa Ynez Groundwater Sustainability Agency (Mar. 26).
- Formed an Outreach Alliance Team to bridge the gap between UWCD and CV Strategies to communicate events and information for their use in developing social media posts.

Human Resources

- Working on recruitment for the following positions:
    - Associate Engineer – position closes April 4
    - Engineer – position closes April 4
    - Technology Systems Intern – position closes April 21
- Hired three Seasonal Park Ranger Assistants in preparing for the busy season at the Lake.
- Hosted a tour for the Ventura College Water Science Program on March 21.
- Registered for the April 16, 2025, Oxnard College Career Fair.

Risk and Safety Management

- Coordinated Annual Fire Sprinkler System Inspection of HQ Building and replacement of defective water flow detector.
- Partnered with the Engineering Department on outreach efforts with Oxnard's Emergency Services Manager on going over District emergency plans that would impact the city.
- Attended annual SDRMA Education Day in Sacramento and breakout sessions pertaining to developments within worker's compensation and property/liability insurance space; also achieved cost-savings to annual premiums through this participation.
- Supported Human Resources with Ventura College Water Science Program tour of District facilities.
- Delivered machine guarding safety training at monthly safety meeting.
- Attended CSDA webinars on AI in 2025: Legal Landscape and Strategic Imperatives, and Grant Funding Readiness and Continuity Planning for Maintaining Essential Services.
- Conducted respirator fit testing of park rangers.

Technology Systems

- In March 2025, the Technology Systems Department continued to support District operations through infrastructure maintenance, security improvements, and ongoing helpdesk services. The team also played a crucial role in facilitating hybrid meetings

and initiated the onboarding of new interns into the Technology Systems Internship Program.

- Staff closed more than 32 helpdesk tickets this month, addressing a range of user support issues. Common requests included printer and scanner troubleshooting, camera and microphone issues, and account access management.
- Staff resolved a database maintenance issue that had been causing periodic disruptions to the helpdesk portal, improving reliability for district staff.
- The Technology Systems asset management software was successfully upgraded to its latest version, improving performance and device tracking capabilities.
- A new security policy was implemented to restrict email authentication access to specific geographic locations, including the United States, Canada, and Mexico. This geofencing technique dramatically reduces unnecessary exposure to login attempts from potential foreign cybersecurity actors that could pose a threat to the District operational activities.
- Staff detected and mitigated AI-based phishing attempts, including an attempted login using non-standard keyboard characters.
- A long-term service update was completed to resolve a network vulnerability affecting the district's server infrastructure. This effort was a collaboration between United's IT team and support services from an external vendor. The resolution of this issue ensures the district's technology infrastructure remains secure and up to date.
- Staff successfully conducted interviews for new Technology Systems Interns.
- Two interns graduated from their respective universities and as such from the internship program. However, they continue to support the District in part-time capacities while budgeting is reviewed for a potential team addition in the next fiscal year. This intern program has provided invaluable resources to the District and allowed for development and advancement of many projects because of the work being performed. Our Technology Systems interns played a key role in multiple projects this month, contributing to system monitoring, helpdesk support, and technology improvements.
- Two new interns with backgrounds in software development have been selected for part time assignments. They will contribute to the development of a data management system that will improve the district's ability to track and manage information efficiently as well as to AI technology potentially being phased into the Districts day-to-day operations.
- Staff continue to provide technical assistance for hybrid meetings held in the district's headquarters boardroom. During the month, two large-format hybrid meetings take place each week, requiring live Technology Systems support to ensure proper operation of audiovisual equipment and network stability.