

# Camrosa Water District Public Facilities Corporation

## Board Agenda

### Special Meeting

**Wednesday, February 8, 2012**

Camrosa Board Room  
7385 Santa Rosa Road  
**5:00 PM**

#### **Call to Order**

#### **Public Comments**

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5 minute time limit.

#### **Special Presentations and Announcements**

*None*

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

#### **Consent Agenda**

None

## Primary Agenda

### 1. **\*\*Dissolution of Public Facilities Corporation**

**Recommendation:** Adopt a Resolution of the Camrosa Water District Public Facilities Corporation approving the dissolution of the corporation.

**Summary:** The PFC no longer serves a function to the District in the issuance of tax exempt debt. The Secretary of State requires dissolution of the nonprofit public benefit corporation to cease annual filings.

## Closed Session:

PLEASE NOTE: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Code. Any of the above items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

## Comments by General Manager

## Comments by Directors

## Adjournment

Note: \*\* indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. Copies of the full agenda are available for review at the District Office.

# Board Agenda

## Regular Meeting

**Wednesday, February 8, 2012**

Camrosa Board Room  
7385 Santa Rosa Road  
5:00 PM

### Call to Order

**Approve Minutes of the Board Meeting of January 25, 2012.**

### Public Comments

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### Special Presentations and Announcements

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### Consent Agenda

**1. \*\*Approval of Vendor Payments**

**Recommendation:** Approve the payments as presented by staff.

**Summary:** A summary of accounts payable in the amount of \$353,602.20 is provided for Board information and approval.

## Primary Agenda

### 2. **\*\*Water & Wastewater Revenue Refunding Bonds**

**Recommendation:** Adopt a Resolution Approving the Form and Authorizing the Execution and Delivery of a 2012 Water Installment Sale Agreement, 2012 Wastewater Installment Sale Agreement, Trust Agreement, Escrow Agreement, Continuing Disclosure Agreement, Official Statement, Purchase Contract and Certain Other Actions Regarding Certain Capital Improvements to the Water System and Wastewater System.

**Summary:** The District and Financing Team are preparing for an upcoming bond issuance to refund the 2001 Water and Wastewater Revenue Bonds. Upon adoption of resolution approving the bond documents, the Financing Team will proceed pricing the bonds and complete the bond issuance.

### 3. **\*\*Salinity Management Pipeline (SMP) Agreement**

**Recommendation:** Authorize the Interim General Manager to execute Calleguas Municipal Water District's (Calleguas) "Construction and use of Salinity Management Pipeline Discharge Service Connection" Agreement.

**Summary:** An Agreement (Attached) between Camrosa Water District and the Calleguas Municipal Water District is presented for approval to provide connection to the Salinity Management Pipeline (SMP) for disposal of brine concentrate and treated wastewater effluent from Camrosa's proposed Round Mountain Water Treatment Plant (RMWTP) and existing wastewater reclamation facility, respectively.

Design is currently underway for the RMWTP and is expected to be complete in February 2012. A waste-product of the treatment process results in highly concentrated brine that must be disposed of properly. In addition, because of limited storage capacity and low demands for recycled water during winter months, treated wastewater effluent must be discharged to the adjoining creek, which results in excessive monitoring and fines. Calleguas is near completion of a portion of the SMP that extends from Camrosa's wastewater reclamation facility to an ocean outfall. Approval of the Agreement authorizing connection to the SMP will allow Camrosa to operate the RMWTP, allowing brine concentrate disposal as well as discharge of treated effluent, avoiding costly water monitoring and fines.

### 4. **\*\*Request for Additional Funds for the Reservoir 3B Access Road Rehabilitation & Overlay, Specifications No. PW 11-01**

**Recommendation:** It is recommended that Camrosa's Board of Directors (Board) authorize the Interim General Manager to increase the original contract amount (\$67,895.40) with Berry General Engineering, up to \$25,000 if needed, for unforeseen additions required by Southern California Edison (Edison) for the access road improvements that overly Edison property.

**Summary:** On September 14, 2011, the Board authorized staff to enter into an Agreement with Berry General Engineering to overlay the Reservoir 3B access road and construct various other site improvements. During construction, Edison notified Camrosa that additional site improvements are required to provide adequate protection to existing Edison facilities. Specifically, Edison is requiring drainage improvements to move water away from the existing tank access road to an adjacent drainage ditch. These improvements are outside the original contract scope and additional funds are needed to complete the project.

**5. \*\*2011-12 Mid-Year Budget Review**

**Recommendation:** Receive an overview from staff of the Mid-Year Budget Status for FY11-12. No action necessary.

**Summary:** One-half of the budget year has expired. Staff will present an overview of revenues and expenditures through December 31, 2011.

**6. Public Outreach – Interactive Project Website Presentation**

**Recommendation:** Receive a presentation from staff outlining the capabilities of the new Camrosa WebPages currently under development which summarize the District's potable, non-potable, and sanitary projects under consideration.

**Summary:** As part of the public outreach effort, staff is in the process of posting short narratives on the Camrosa website for each project defined in the Integrated Facilities Master Plan.

**7. \*\*Report of Outreach Ad Hoc Committee**

**Recommendation:** Receive a report from the Outreach Ad Hoc Committee regarding the proposal received and authorize the Interim General Manager to enter into an agreement with the Agency.

**Summary:** The Outreach Ad Hoc Committee has met with Staff and outreach consultant in developing an outreach proposal to educate, inform, and gather input from the District's customers regarding the future development of water supply sources.

**8. Agreement for Rate Study**

**Recommendation:** Receive a briefing from Staff regarding the rate study proposals and authorize the Interim General Manager to enter into an agreement with the consultant to conduct a comprehensive rate study.

**Summary:** The District solicited proposals to conduct a comprehensive rate study of both the water and wastewater operations. Staff and the Ad-Hoc Rates Committee have reviewed the four proposals received and recommend entering into an agreement to begin the study.

## Administrative Items

### 9. **\*\*Resolution of Commendation – Robert J. Wilber, Jr.**

**Recommendation:** Adopt a resolution of the Board of Directors commending Robert J. Wilber, Jr. upon the occasion of his retirement after 17 years of service to the Camrosa Water District and for 23 years of public service in the water community.

**Summary:** Robert J. Wilber, Jr. has served with distinction over a period of 17 years and the Board of Directors will formally commend Mr. Wilber for his dedicated service to the District.

### 10. **\*\*Post Issuance Compliance Procedures**

**Recommendation:** 1) Receive a briefing from staff regarding IRS regulations related to post-issuance compliance; and 2) approve Resolution adopting written procedures for post bond issuance tax compliance.

**Summary:** The Internal Revenue Service (IRS) recently revised a key form (known as Form 8038) the Authority executes whenever a new issue of tax-exempt bonds or commercial paper notes occur. The IRS revisions to Form 8038 impose new post-issuance reporting and responsibilities on issuers, so staff recommends the District adopt the post-issuance compliance procedures attached hereto.

## Information Items

### 11. **Agricultural Water Management Plan**

**Recommendation:** Receive briefing from Staff discussing the need to prepare an Agricultural Water Management Plan. No action necessary.

**Summary:** At the February 25, 2012, Board meeting, President Fox inquired whether Camrosa needed to prepare an Agricultural Water Management Plan. Pursuant to Senate Bill No. 7-7, Camrosa Water District need not do so.

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## **Comments by General Manager**

## **Comments by Directors**

## **Adjournment**

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# Camrosa Water District Financing Authority

## Board Agenda

### Regular Meeting

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Camrosa Board Room  
7385 Santa Rosa Road  
5:00 PM

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Approve Minutes of the CWDFFA Meeting of January 25, 2012.

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