

Board Agenda

Regular Meeting

Thursday, May 25, 2017

Camrosa Board Room
7385 Santa Rosa Road
5:00 P.M.

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 Presentation

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

1. **Approve Minutes of the Regular Meeting of May 4, 2017**
2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable.

Summary: A summary of accounts payable in the amount of \$1,085,450.90 is provided for Board information and approval.

3. Sewer Collection System Cleaning

Objective: Ratify the action of the General Manager to clean the sewer collection system.

Action Required: Ratify the action taken by the General Manager and the expenditure of \$52,124.88 to clean the sewer collection system.

Summary: The sewer collection system must be cleaned periodically to ensure unrestricted flow in the collection system and avert a sewage spill. The General Manager authorized Ventura Regional Sanitation District to perform this task.

4. Purchase of Meters and Automated Meter Reading Equipment

Objective: Purchase meters and Meter Terminal Units (MTU).

Action Required: Authorize the General Manager to approve purchase orders for meters and MTUs, not to exceed \$111,267.07.

Summary: Meter Replacement and Automated Meter Reading (AMR) is an approved Capital Improvement Project (CIP) in the current Fiscal Year (FY) 2016-17 budget. Meters and AMR equipment must be purchased in order to complete the project to fully automate meter reading throughout the District.

Primary Agenda

5. **Establish Appropriation Limit for Fiscal Year 2017-18

Objective: Establish Fiscal Year (FY) 2017-18 Appropriations Limit of \$746,934.00.

Action Required: Adopt a Resolution of the Board Establishing the Annual Appropriation Limit for FY 2017-18.

Summary: Every fiscal year, the District is required to calculate the appropriation limit, as required by Article XIII B of the California Constitution and Section 7910 of the Government Code. The appropriation limit sets the amount of property taxes the District can expend.

6. **Santa Rosa Road Sewer Extension

Objective: Provide a general update on the Santa Rosa Road Sewer Extension and potential additional sewer extension improvements.

Action Required: No action necessary; for information only.

Summary: The Santa Rosa Road sewer extension project that extends Camrosa's sewer system 900-feet between Via Latina Dr. and San Rafael Way has been completed. The sewer line extension terminates near a private driveway and several homeowners along the private driveway have expressed interest in abandoning their existing septic system in favor of Camrosa's public sewer system. In an effort to evaluate extending the sewer service to these homeowners, preliminary alignment and cost evaluation have been completed along with the mailing of "letters of interest" to each homeowner.

7. PEGH Investments, LLC Development Water Mitigation

Objective: Provide an overview on a proposed PEGH Investments, LLC. (PEGH) commercial development project and potential water supply mitigation.

Action Required: No action necessary; for information only.

Summary: PEGH is proposing to develop property within the Mission Oaks Business Park consisting of four lots known as Tentative Tract 5979 and four lots as part of IPD 394, 395, and 396. According to Resolution 09-02, which established Camrosa's moratorium on unmitigated new development, in order to receive water service from Camrosa, developers must mitigate projected demand with a new water supply. A water analysis was completed and potential mitigation project identified that could meet PEGH's water service development requirement.

8. **Employee Handbook Update

Objective: Receive a draft of the District's Employee Handbook (formerly "Employee Manual") and the proposed modifications.

Action Required: No action necessary; for information only.

Summary: Camrosa's Employee Handbook was last revised on June 23, 2016 and is in need of updating to reflect various policy changes. Included in the Employee Handbook is the District's Performance Evaluation and Incentive Policy. The policy has been in place for 21 years and was last adopted on June 23, 2016. Each year, the policy is reviewed to ensure it is serving the intended goals and recommendations for improvement are made. The General Manager reports to the Board of Directors on the performance of the policy so they may consider its continuation into the next fiscal year.

9. **Comprehensive Rate Study

Objective: Conduct a comprehensive water and wastewater rate study.

Action Required:

1. Authorize the General Manager to enter into an agreement with Black & Veatch to conduct a comprehensive rate study, not to exceed \$87,500.00; and
2. Authorize the General Manager to negotiate up to an additional \$8,750.00, if necessary.

Summary: The District last conducted a rate study in 2013, adopting a five-year rate structure, with the final water increase to occur in July 2017. The final wastewater rate increase went into effect July 2016. The proposed study will review existing rates and evaluate the fixed and commodity rate structure to ensure sufficient funds to cover operational costs and necessary capital projects.

10. **GSA Public Hearing

Objective: Establish management over portions of the Oxnard Basin, Pleasant Valley Basin, and Las Posas Basin within Camrosa's jurisdiction.

Action Required: Set June 8, 2017 as the date for a public hearing regarding the Camrosa Water District's intent to act as the groundwater sustainability agency (GSA) for the portions of the Oxnard Basin, Pleasant Valley Basin, and Las Posas Basin within the District's jurisdiction.

Summary: The Sustainable Groundwater Management Act (SGMA) requires that the Oxnard, Pleasant Valley, and Las Posas Basins be managed by a GSA. Given that Camrosa overlies portions of these basins and operates key infrastructure therein, it is incumbent upon the District to assume responsibility for groundwater management in the areas within the District's jurisdiction. Such election must be made after a duly noticed public hearing.

Administrative Items

None

Information Items

None

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 and on our website at www.camrosa.com.