

Board Agenda

Regular Meeting

Thursday, January 28, 2021

Camrosa Board Room

5:00 P.M.

TO BE HELD REMOTELY

In light of public health responses to the threat of COVID-19 and Governor Newsom's Executive Order N-25-20, the Camrosa office is still closed to the public. Board meetings are accessible to the public only via web-based teleconference, as described below.

To participate via the web to see the board meeting presentation, click <https://us02web.zoom.us/j/9235309144> on your computer, tablet, or smartphone. You'll need to download and install the ZOOM app before logging on.

If you'd like to make a comment, you'll have to log in via the app so we can identify you and invite you to participate.

To listen in via phone, call **(669) 900-6833**; when prompted, enter the meeting ID: **923 530 9144**.

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.

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 January 14, 2021
2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$959,762.20

Primary Agenda

3. Tierra Rejada & Penny Wells Rehabilitation Review and Analysis

Objective: Provide an analysis and overview of the Tierra Rejada and Penny Wells.

Action Required: No action necessary; for information only.

4. **Pleasant Valley County Water District Recycled Water Sales Agreement

Objective: Receive the final executed recycled water agreement with Pleasant Valley County Water District (PVCWD).

Action Required: No action necessary; for information only.

5. **Procurement Policy

Objective: Receive the District's adopted Procurement Policy with strikethroughs.

Action Required: No action necessary; for information only.

6. **Salary and Classification Schedule

Objective: Approve the Salary and Classification Schedule.

Action Required: Adopt a Resolution Adjusting the District's Salary and Classification Schedule for Employees.

Closed Session: The Board may enter into a closed session to confidentially discuss pending litigation and personnel matters as authorized by Government codes 54956.9 and 54957 respectively.

7. Closed Session Conference with Legal Counsel – Two Matters

Objective: To confer with and receive advice from counsel regarding pending litigation and personnel matters.

Action Required: No action necessary; for information only.

Comments by General Manager; Comments by Directors; Adjournment

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 Codes. Any of the items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

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.

January 28, 2021

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Thursday, January 14, 2021

Camrosa Board Room

5:00 P.M.

Call to Order The meeting was convened at 5:01 P.M. as a web-based teleconference.

Present: Eugene F. West, President (via teleconference)
Terry L. Foreman, Vice-President (via teleconference)
Al E. Fox, Director (via teleconference)
Jeffrey C. Brown, Director (via teleconference)
Timothy H. Hoag, Director (via teleconference)

Staff: Tony Stafford, General Manager
Ian Prichard, Assistant General Manager (via teleconference)
Tamara Sexton, Manager of Finance (via teleconference)
Joe Willingham, Manager of Operations (via teleconference)
Kevin Wahl, Superintendent of Operations (via teleconference)
Terry Curson, District Engineer (via teleconference)
Greg Jones, Legal Counsel (via teleconference)

Guests: Cindy Fanning, Fanning & Karrh (via teleconference)
Jorge Reyes, Marz Farms (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of December 10, 2020

This item was pulled from the Consent Agenda and moved to the Primary Agenda.

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$2,367,422.71 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$2,367,422.71.

Motion: Hoag **Second:** Fox

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

Primary Agenda

3. Fiscal Year 2019-20 End of Year Reserves

The Board received a report of the Fiscal Year 2019-20 End of Year Reserves. Cindy Fanning gave a presentation regarding the annual reconciliation of reserves to cash positions. The Board directed staff to work with Cindy Fanning and the rate ad hoc committee to develop an understanding of the methodology used to reconcile cash positions with reserves and return to the Board for a presentation.

No action necessary; for information only.

4. Vendor Payment Register

The Board was provided a vendor payment register for the period of July 1, 2020 through December 31, 2020. Staff was directed to provide the vendor report quarterly as part of the Read File.

No action necessary; for information only.

5. Leak Repair

The Board ratified the payment to Turf Construction, Inc., in the amount of \$44,164.00, for the required leak repair.

Motion: Fox **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

6. Distribution Valve Replacement

The Board ratified the payment to Sam Hill & Sons, Inc., in the amount of \$30,281.29, for two time-critical distribution valve replacements.

Motion: Fox **Second:** Hoag

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

7. Out-of-Bounds Agreement

The Board authorized the General Manager to renew the 2020 agreement with Marz Farms, Inc. to provide out-of-bounds water service.

Motion: Fox **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-No; West-Yes

8. Reservoir 4C Welded Steel Tank and Hydropneumatic Pump Station Replacement

The Board authorized the General Manager to enter a contract with and issue a purchase order to Cannon Corporation, in an amount not to exceed \$265,881.00, to provide professional engineering services for the Reservoir 4C welded steel tank and hydropneumatic pump station replacements, and directed staff to initiate an additional assessment of storage for reservoir 4C to include pumping capability from pump stations at reservoirs 3D and 3C, and return to the Board with a storage optimization plan for those tanks.

Motion: Fox **Second:** Hoag

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

9. Update Ordinance 40

The Board set a public hearing date for February 11, 2021, to consider adoption of Ordinance 40-21.

Motion: Brown **Second:** Fox

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

10. Pension Funding Policy

The Board adopted a Resolution of the Board of Directors Establishing a Pension Funding Policy.

Motion: Brown **Second:** Fox

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

11. Resolution for 180-Day Wait Exception for Technical Services Advisor/Sr. Inspector

The Board took the following actions:

- 1) Adopted a Resolution for 180-Day Wait Period Exception G.C. sections 7522.56 & 21224; and
- 2) Authorized the General Manager to enter into a temporary employment agreement with William Keyes as a Technical Services Advisor/Sr. Inspector.

Motion: Fox **Second:** Foreman

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

1. Approve Minutes of the Regular Meeting of December 10, 2020 *(moved from Consent Agenda)*

The Board approved the Minutes of the regular Meeting of December 10, 2020 amending Agenda Items number 3 and 5 to include directing staff to return to the next Board meeting with redlined drafts of the procurement policy and agreement with Pleasant Valley County Water District.

Motion: Fox **Second:** Brown

Roll Call: Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-No; West-Yes

Comments by General Manager

The GM informed the Board that nominations for the Fox Canyon Groundwater Management Agency board seat representing Mutual Water Agencies and Special Districts are due and the election will take place next week. The GM will submit the written nomination of Eugene West as candidate.

Comments by Directors

- None

Recess

The Board recessed to the CWDFA Meeting at 7:35 P.M. and reconvened the Regular Meeting at 7:38 P.M.

Closed Session: The Board entered a closed session at 7:39 P.M. to confidentially discuss personnel matters as authorized by Government 54957.

12. Closed Session Conference with Legal Counsel – Personnel Matters

The Board conferred with and received advice from counsel regarding personnel matters.

No action was taken in closed session.

The Board returned to open session at 7:51 P.M.

Adjournment

There being no further business, the meeting was adjourned at 7:51 P.M.

Tony L. Stafford, Secretary/Manager
Board of Directors
Camrosa Water District

Eugene F. West, President
Board of Directors
Camrosa Water District

(ATTEST)

Board Memorandum

January 28, 2021

To: General Manager

From: Sandra Llamas, Sr. Accountant

Subject: Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$959,762.20.

Discussion: A summary of accounts payable is provided for Board information and approval.

Payroll PR 1-1, 2021	\$ 40,903.46
Accounts Payable 1/08/2021-1/21/2021	\$ <u>918,858.74</u>
Total Disbursements	\$ <u>959,762.20</u>

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Tony L. Stafford, General Manager

Month of : December-20

CAL-Card Monthly Summary						
Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff	
12/13/20	12/22/20	Amazon	\$287.18	Trailer controller for Dump Truck		KW
12/04/20	12/22/20	CWEA	\$192.00	E&H Cert Kevin		KW
11/25/20	12/22/20	Don & Tom's	\$1,209.93	Rear Brakes F-550		JS
12/17/20	12/22/20	Valvoline	\$81.61	Oil change unit 13		JS
12/12/20	12/22/20	Amazon	\$92.43	High Visibility PPE		JS
12/09/20	12/22/20	Grainger	\$132.34	Cases for instrumentation		JS
12/09/20	12/22/20	AWWA	\$286.00	AWWA Membership		MG
11/30/20	12/22/20	Thomas Scientific	\$204.32	One case of Kimwipes		MG
11/30/20	12/22/20	Carolina	\$166.61	Petrie Dishes		MG
11/30/20	12/22/20	Staples	\$18.22	Thumb Drive		MG
12/03/20	12/22/20	Thomas Scientific	\$444.62	Plastic Sample Bottles		MG
12/04/20	12/22/20	CVS Pharmacy	\$137.67	Batteries, hand soap, spray bottles, hand cream		MP
11/24/20	12/22/20	CVS	\$4.60	Sample Ice		MP
12/03/20	12/22/20	Inorganic Ventures	\$274.98	Standards		BK
12/18/20	12/22/20	The UPS Store	\$14.41	Shipping		IP
12/16/21	12/22/20	Adobe	\$29.99	stock imagery for website/social media		IP
12/02/21	12/22/20	Thinking2	\$80.00	web site hosting		IP
12/01/21	12/22/20	Amazon	\$2.00	CHARGE IN ERROR: WILL REIMBURSE		IP
11/30/21	12/22/20	Zoom	\$59.96	teleconferencing for Board & staff meetings		IP
11/29/21	12/22/20	Amazon	\$118.99	CHARGE IN ERROR: WILL REIMBURSE		IP
11/24/21	12/22/20	Adobe	\$9.99	image editing software: LAST CHARGE, SUBSCRIPTION UP		IP
12/11/20	12/22/20	Home Depot	\$483.26	Hand Tools for CWRP		JK
11/30/20	12/22/20	Home Depot	\$12.63	Tubing for CWRP		JK
12/01/20	12/22/20	Microsoft	\$199.00	Windows 10 Activation for SandrasNUC		FS
12/09/20	12/22/20	California Surveying & Draft	\$570.00	Warranty for large printer		FS
12/15/20	12/22/20	Walmart	-\$82.73	Credit for DEF fluid		CS
12/10/20	12/22/20	Real Trucks	\$222.97	Floor Mats for Keiths truck		CS
12/09/20	12/22/20	Valero	\$64.32	DEF fluid for Diesel Equipment		CS
12/08/20	12/22/20	Walmart	\$62.73	DEF fluid for Diesel Equipment		CS
12/08/20	12/22/20	Valero	\$100.00	#2 Diesel for Dump Truck		CS
12/08/20	12/22/20	Valero	\$98.34	#2 Diesel for Dump Truck		CS
11/24/20	12/22/20	CED	\$120.42	Relays 120 vac for panels		JZ
12/13/20	12/22/20	Central Communications	\$366.25	After-Hours Call Center		BS
12/10/20	12/22/20	B and B Do It Center	\$20.35	Paint and primer for tool rack		BS
12/16/20	12/22/20	VC Metals	\$92.16	Metal for truck tool rack		TS
12/18/20	12/22/20	AutoZone	-\$4.63	Over charge credit		TS
12/18/20	12/22/20	AutoZone	-\$18.00	Battery Core Deposit Credit		TS
12/17/20	12/22/20	AutoZone	\$189.88	Battery for Unit 14		TS
12/16/20	12/22/20	Zoom	\$14.99	Online Meetings		TS
12/15/20	12/22/20	AYPO	\$25.00	Online Operator Certification Hours		TS
12/14/20	12/22/20	AYPO	\$25.00	Online Operator Certification Hours		TS
12/14/20	12/22/20	AYPO	\$25.00	Online Operator Certification Hours		TS
12/04/20	12/22/20	sparkling image	\$56.99	Vehicle wash (monthly charge)		TS
12/03/20	12/22/20	Best Buy	\$237.04	phone accessories		JW
12/19/20	12/22/20	Spectrum Cable News	\$78.18	Cable TV News Service (2 Cable box feeds) monthly service fee		JW
12/19/20	12/22/20	ExpertExchange	\$29.99	Online IT troubleshooting reference monthly charge		JW
12/18/20	12/22/20	MiniTools Software	\$129.00	Partition recovery tools for laptop		JW
12/18/20	12/22/20	CDW Direct	\$269.05	UPS Battery replacement in Main Office server room - right server cabinet		JW
12/11/20	12/22/20	Califfre.com	\$99.00	Online IVR - Delinquent Call Out (Monthly Service Fee)		JW
11/30/20	12/22/20	NE Systems	\$540.00	Qty 15, Forti-Token VPN multi-factor authentication tokens		JW
11/26/20	12/22/20	Spectrum Internet	\$1,249.00	Spectrum Internet (200Mbps increased bandwidth)		KK
12/18/20	12/22/20	Valero Camarillo	\$19.26	Propane		KK
12/09/20	12/22/20	The Home Depot	\$453.44	Hand Tools		KK
12/07/20	12/22/20	Grainger	\$463.33	Fuel pump for yard diesel tank		TDS
12/10/20	12/22/20	GFOA	\$460.00	GFAO CAFR Review		DA
12/01/20	12/22/20	ACWA	\$375.00	2020 ACWA Virtual Fall Conf. Registration (TF)		
			\$10,934.07			

Camrosa Water District

Accounts Payable Period:

1/08/2021-1/21/2021

Expense	Account Description	Amount
11100	Accounts Rec-Other	120.99
15773	Deferred Outflows-UAL Prep.	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
400	General Capital Projects	
500 & 900	Sewer Capital Projects	121865.00
800 & 600	Water Capital Projects	24891.25
650	Water Capital Rep Projects	
750	NP Water Capital Rep Projects	
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	-6093.25
20250	Non-Potable Water Purchases	
23001	Refunds Payable	
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	650848.05
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50140	Unemployment Benefits	
50153	Social Security Tax	
50200	Utilities	
50210	Communications	2897.99
50220	Outside Contracts	35240.34
50230	Professional Services	2380.00
50240	Pipeline Repairs	28756.33
50250	Small Tool & Equipment	2474.40
50260	Materials & Supplies	35358.89
50270	Repair Parts & Equip Maint	14731.51
50280	Legal Services	2667.10
50290	Dues & Subscriptions	553.00
50300	Conference & Travel	434.97
50310	Safety & Training	92.42
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	1639.75
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$918,858.74

Expense Approval Report

By Vendor Name

Payable Dates 1/8/2021 - 1/21/2021 Post Dates 1/8/2021 - 1/21/2021

Payment Numbe	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Orde	Amount
28	01/20/2021	HATHAWAY, PERRETT,WEBSTER, POWERS & CHRISMAN	111341	GSA Legal Services	Legal services		30.58
Total Vendor Payments-GSA							\$ 30.58
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3260	01/14/2021	DEPOSIT ONLY-CAMROSA WTR	1-14-21-PR	Transfer to Disbursements Account	Transfer to disbursements-ho		260000
3261	01/14/2021	DEPOSIT ONLY-CAMROSA WTR	1-14-21-AP	Transfer to Disbursements Account	Transfer to disbursements-ho		600000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							860000
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
56290	01/20/2021	ALL PEST AND REPAIR, INC.	0023982	Outside Contracts Pest	Outsd contracts		600
56290	01/20/2021	ALL PEST AND REPAIR, INC.	0024011	Outside Contracts-Pest	Outsd contracts		420
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1020
56291	01/20/2021	APPLIED INDUSTRIAL TECHNOLOGY	7020535785	Repair Parts-RMWTP	Repair Parts & Equipment-RM		649.42
56292	01/20/2021	B & R TOOL & SUPPLY CO.	1900953904	Utility Vehicle Visis	Repair parts & equipment	FY21-0109	1267.14
751	01/14/2021	CALIFORNIA DEPARTMENT OF TAX ADMINISTRATION	4th QTR 2020	Use Tax 4th QTR 2020	Repair parts & equipment		9
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER							
752	01/20/2021	CALLEGUAS MUNICIPAL WATER	126520	Water Purchases December 2020	Potable Water purchases		531626.14
752	01/20/2021	CALLEGUAS MUNICIPAL WATER	126520	Water Purchases December 2020	CMWD Fixed Charges		64293
752	01/20/2021	CALLEGUAS MUNICIPAL WATER	126520	Water Purchases December 2020	Non-Potable Water purchases		39016.79
752	01/20/2021	CALLEGUAS MUNICIPAL WATER	SMP-122520	SMP Pipeline Fee	SMP CWD-RMWTP		15015.42
752	01/20/2021	CALLEGUAS MUNICIPAL WATER	SMP-122520	SMP Pipeline Fee	SMP CMWD		896.7
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER Total:							650848.05
56293	01/20/2021	CITY OF THOUSAND OAKS	010521	City of T.O. Sewer treatment for Read Road Tract	Outsd contracts		1067.4
56294	01/20/2021	COASTAL-PIPCO	S2125810.001	Materials & Supplies Thread Sealant	Materials & supplies		527.54
56295	01/20/2021	COLANTUONO, HIGHSMITH & WHATLEY, PC	45658	Legal Services	Legal services		1170
56296	01/20/2021	CORELOGIC INFORMATION SOLUTIONS, INC	30509492	Assessors Parcel Inf for Ventura County online srv	Outsd contracts		150
56297	01/20/2021	COUNTY OF VENTURA PUBLIC WORKS	307933	Annual Excavation Permit	Fees & charges		1625
56298	01/20/2021	E.J. HARRISON & SONS INC	5600	Trash removal -CWRF	Outsd contracts		479.41
753	01/20/2021	ENTERPRISE FLEET SERV INC	FBN4118147	Vehicle Lease	Outsd contracts		7394.06
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
56299	01/20/2021	FAMCON PIPE & SUPPLY, INC	S100045161.001	Repair Parts Meter Repair	Repair parts & equipment		778.81
56299	01/20/2021	FAMCON PIPE & SUPPLY, INC	S100045488.001	Repair Parts Meter Boxes	Repair Parts & Equipment Ma		968.47
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							1747.28
56300	01/20/2021	FANNING & KARRH, CPAs	11921	work related to reserves wksheet reconciliation to	Prof services		1920
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
56301	01/20/2021	FRUIT GROWERS LAB. INC.	015719A	CWRF Monthly analysis	Outsd contracts		824
56301	01/20/2021	FRUIT GROWERS LAB. INC.	016394A	RMWTP analysis	Outsd contracts		83
56301	01/20/2021	FRUIT GROWERS LAB. INC.	017148A	RMWTP Analysis	Outsd contracts		54
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							961

56302	01/20/2021	HACH COMPANY	12273668	Materials & Supplies Reagents	Materials & supplies		449.11
56302	01/20/2021	HACH COMPANY	12275280	Materials & Supplies Reagents	Materials & supplies		154.12
					Vendor HAC01 - HACH COMPANY Total:		603.23
56303	01/20/2021	HAMNER, JEWELL & ASSOC.	200681	GAC land acquisition support	Construction in progress	FY21-0090	7691.25
56304	01/20/2021	HATHAWAY, PERRETT,WEBSTER, POWERS & CHRISMAN	111345	Legal Services	Legal services		1437.1
754	01/20/2021	HealthEquity	January 2021	Consumer Driven Health Plan Administration Fees	Fees & charges		14.75
56305	01/20/2021	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	40017A	Cleaning Services16	Outsd contracts		1655.56
Vendor: JVE01 - JUAN VEGA							
56306	01/20/2021	JUAN VEGA	001	Lynnwood Sewer Line Replacement	Construction in progress	FY21-0091	121865
56306	01/20/2021	JUAN VEGA	001-R	Lynwood sewer line rep payment 1 Retention	Contractor's retention		-6093.25
					Vendor JVE01 - JUAN VEGA Total:		115771.75
56307	01/20/2021	LightLaw, Inc.	53256	Legal Services	Legal services		60
56308	01/20/2021	Mackay Communications, Inc.	SB072599	Satellite Phone Service Renewal for 3 SIMs	Outsd contracts	FY21-0057	1094.62
Vendor: MCM01 - McMASTER-CARR SUPPLY CO							
56309	01/20/2021	McMASTER-CARR SUPPLY CO	51540013	Repair Parts Vise Install	Repair parts & equipment		576.4
56309	01/20/2021	McMASTER-CARR SUPPLY CO	51545861	Repair Parts Vise Install	Repair parts & equipment		41.84
					Vendor MCM01 - McMASTER-CARR SUPPLY CO Total:		618.24
Vendor: NOR07 - NORTHSTAR CHEMICAL							
56310	01/20/2021	NORTHSTAR CHEMICAL	186242	Materials Chemicals CWRF	Materials & supplies		268.13
56310	01/20/2021	NORTHSTAR CHEMICAL	187017	Materials Chemicals CWRF	Materials & supplies		3745.07
56310	01/20/2021	NORTHSTAR CHEMICAL	187018	Materials Chemicals RMWTP	Materials & Supplies-RMWTP		1093.16
56310	01/20/2021	NORTHSTAR CHEMICAL	187019	Materials Chemicals TR Well	Materials & supplies		625.91
					Vendor NOR07 - NORTHSTAR CHEMICAL Total:		5732.27
56311	01/20/2021	OCCU-MED, LTD.	69952078	Brandon Segovia DOT physical and drug screening	Outsd contracts		108
56312	01/20/2021	PAPE MATERIAL HANDLING, INC	6430806	Vehicle Maintenance-Forklift	Repair parts & equipment		136.38
Vendor: PRO05 - PROVOST & PRITCHARD ENGINEERING GROUP INC.							
56313	01/20/2021	PROVOST & PRITCHARD ENGINEERING GROUP INC.	83045	GAC Pilot Study Support	Construction in progress	FY20-0273-R1	6250
56313	01/20/2021	PROVOST & PRITCHARD ENGINEERING GROUP INC.	83046	GAC Engineering	Construction in progress	FY20-0326-R1	10950
					Vendor PRO05 - PROVOST & PRITCHARD ENGINEERING GROUP INC. Total:		17200
Vendor: PUR01 - PURETEC INDUSTRIAL WATER							
56314	01/20/2021	PURETEC INDUSTRIAL WATER	1855803	Deionized Water Service	Materials & supplies		72.93
56314	01/20/2021	PURETEC INDUSTRIAL WATER	1856582	Chemicals RMWTP	Materials & Supplies-RMWTP		21511.57
					Vendor PUR01 - PURETEC INDUSTRIAL WATER Total:		21584.5
Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS							
56315	01/20/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-418267	Repair Parts Diversion & Ponds	Repair parts & equipment	FY21-0117	4898.24
56315	01/20/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-419043	Repair Parts Fuel Trailerb	Repair parts & equipment		307.07
56315	01/20/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-419114	Materials & Supplies SCADA Supplies	Materials & supplies		377.75
56315	01/20/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-419322	SCADA Supplies	Materials & supplies		101.63
					Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:		5684.69
Vendor: SCF01 - SOUTHERN COUNTIES OIL							
56316	01/20/2021	SOUTHERN COUNTIES OIL	1785378-IN	Materials & Supplies Fuel	Materials & supplies		699.18
56316	01/20/2021	SOUTHERN COUNTIES OIL	1787890-IN	Materials & Supplies Fuel Pond 1	Materials & supplies		428.72
56316	01/20/2021	SOUTHERN COUNTIES OIL	1788750-IN	Materials and supplies-Fuel	Materials & supplies		1155.38
56316	01/20/2021	SOUTHERN COUNTIES OIL	1793721-IN	Materials and Supplies Fuel Pond 1	Materials & supplies		1447.79
					Vendor SCF01 - SOUTHERN COUNTIES OIL Total:		3731.07

Vendor: STA15 - STAPLES

56317	01/20/2021	STAPLES	203780382	Office Supplies and Ink Cartridges	Materials & supplies	692.5
56317	01/20/2021	STAPLES	203781780	Office Supplies	Materials & supplies	46.79
Vendor STA15 - STAPLES Total:						739.29

Vendor: TUR01 - TURF CONSTRUCTION, INC.

56318	01/20/2021	TURF CONSTRUCTION, INC.	14123	Leak Repair 1" Service	Pipeline repairs	FY21-0131	14735
56318	01/20/2021	TURF CONSTRUCTION, INC.	14124	Leak Repair 1" Service	Pipeline repairs	FY21-0132	14021.33
Vendor TUR01 - TURF CONSTRUCTION, INC. Total:							28756.33
755	01/11/2021	U.S. BANK CORPORATE	Dec 2020	Credit Card Charges December 2020	Accounts receivable - other		10934.07

Vendor: UNI08 - UNIFIRST CORPORATION

56319	01/20/2021	UNIFIRST CORPORATION	328-1244045	Uniform cleaning Services	Outsd contracts		230.68
56319	01/20/2021	UNIFIRST CORPORATION	328-1244055	Towel/Mat Service, Office Supplies, Cleaning Suppl	Outsd contracts		94.95
Vendor UNI08 - UNIFIRST CORPORATION Total:							325.63

Vendor: USA01 - USA BLUE BOOK

56320	01/20/2021	USA BLUE BOOK	463060	Materials & Supplies Reagents	Materials & supplies		64.02
56320	01/20/2021	USA BLUE BOOK	466063	Materials and supplies for the lab	Materials & supplies		166.58
56320	01/20/2021	USA BLUE BOOK	470679	Lab materials and supplies	Materials & supplies		34.45
56320	01/20/2021	USA BLUE BOOK	476124	Lab Supplies	Materials & supplies		109.24
Vendor USA01 - USA BLUE BOOK Total:							374.29
56321	01/20/2021	VENCO POWER SWEEPING INC.	0005178-IN	Sweeping at CWRf-Grounds clean up	Outsd contracts		562.5
56322	01/20/2021	VENTURA REGIONAL SANITATION DISTRICT, INC	CAMRCOL012012	VRSD Sewer Cleaning	Outsd contracts	FY21-0001	19443
56323	01/20/2021	VERIZON BUSINESS, INC	71697282	VOIP T1 (Verizon)	Communications		1262.74

Vendor: WWG01 - W W GRAINGER, INC.

56324	01/20/2021	W W GRAINGER, INC.	9763898161	Hand Tools Combo Wrench Set	Small tools & equipment		610.02
56324	01/20/2021	W W GRAINGER, INC.	9764777901	Hand Tools Pipe Wrenches	Small tools & equipment		927.68
56324	01/20/2021	W W GRAINGER, INC.	9777457640	Repair Parts Generator Cords	Repair parts & equipment		467.02
56324	01/20/2021	W W GRAINGER, INC.	9778047747	Repair Parts Fuel Pump	Repair parts & equipment		417.46
Vendor WWG01 - W W GRAINGER, INC. Total:							2422.18
56325	01/20/2021	WIENHOFF DRUG TESTING	95895	Add Brandon Segovia to DOT Program	Outsd contracts		80

TOTAL VENDOR PAYMENTS**\$ 918,858.74****Vendor: PER05 - CAL PERS 457 PLAN**

DFT0003160	01/14/2021	CAL PERS 457 PLAN	INV0009631	Deferred Compensation	Deferred comp - ee paid		50
DFT0003161	01/14/2021	CAL PERS 457 PLAN	INV0009632	Deferred Compensation	Deferred comp - ee paid		2728
Vendor PER05 - CAL PERS 457 PLAN Total:							2778

DFT0003174	01/14/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009647	Payroll-SIT	P/R-sit		3783.63
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Vendor: HEA02 - HealthEquity

DFT0003164	01/14/2021	HealthEquity	INV0009636	HSA-Employee Contribution	HSA Contributions Payable		480.84
DFT0003165	01/14/2021	HealthEquity	INV0009637	HSA Contributions	HSA Contributions Payable		250
Vendor HEA02 - HealthEquity Total:							730.84

750	01/14/2021	LINCOLN FINANCIAL GROUP	INV0009633	Deferred Compensation	Deferred comp - ee paid		1150
749	01/14/2021	LINCOLN FINANCIAL GROUP	INV0009643	Profit Share Contribution	Profit share contributions		2731.63

DFT0003162	01/14/2021	PUBLIC EMPLOYEES	INV0009634	PERS-Classic Employee Portion	P/R-state ret.		16352.32
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Vendor: UNI10 - UNITED STATES TREASURY

DFT0003171	01/14/2021	UNITED STATES TREASURY	INV0009644	FIT	P/R-fit	10554.62
DFT0003172	01/14/2021	UNITED STATES TREASURY	INV0009645	Payroll-Social Security Tax	P/R - ee social security	110.12
DFT0003173	01/14/2021	UNITED STATES TREASURY	INV0009646	Payroll- Medicare Tax	P/R - ee medicare	2692.3
Vendor UNI10 - UNITED STATES TREASURY Total:						13357.04
56289	01/14/2021	UNITED WAY OF VENTURA CO.	INV0009630	Charity-United Way	P/R-charity	20

TOTAL PAYROLL VENDOR PAYMENTS

\$40,903.46

Board Memorandum

January 28, 2021

To: General Manager

From: Terry Curson, District Engineer

Subject: Tierra Rejada & Penny Wells Rehabilitation Review and Analysis

Objective: Provide an analysis and overview of the Tierra Rejada and Penny Wells.

Action Required: No action required; for informational purposes only.

Discussion: Two of the District's potable water production wells have been experiencing operational issues over the last several months related to production and air entrainment. Staff has been evaluating and managing these issues and expects to move forward in providing long-term solutions for both well sites.

Tierra Rejada Well:

The Tierra Rejada Well was originally drilled in 1995. The test production rate of the well at the time of construction was 1,100 gallons per minute (gpm) with a specific capacity of 35 gpm per foot of drawdown (gpm/ft). Between the time of the well construction and 2007, production was down to approximately 760 gpm, with a specific capacity of 14.5 gpm/ft. By June 2015, the specific capacity had decreased to 10.3 gpm/ft. The well was pulled, and a video survey was completed in December 2015 to assess the well's physical condition.

The pump assembly and column pipe showed significant wear and the casing was completely covered in organic material, making evaluation of the well screens and casing impossible. In January 2016, Hopkins Groundwater Consulting (Hopkins) was contracted with to assist the District in developing a set of specifications for rehabilitation and refurbishment.

After the second phase of cleaning, a video of the casing was performed to evaluate the condition of the well screen and perforations. The video showed significant screen deterioration and small holes throughout the screen intervals. The blank casing portion appeared in good condition. Hopkins reviewed the video and recommended the insertion of a new 10-inch stainless steel screen liner with new gravel pack. The Tierra Rejada Well was completed in July 2016 and was placed back into service.

The new pump was designed to operate at nearly 700 gpm, but as several months passed, the well's production was diminishing and the well was experiencing, what was believed to be cavitation. The well production currently operates between 300 – 325 gpm to lower the drawdown levels and eliminate any cavitation.

In November 2020, Hopkins was contracted to re-evaluate the well and decide on the issues related to production and provide an overall long-term rehabilitation plan.

The District provided Hopkins with all available production history, groundwater levels, and Edison testing reports over the last several years. Based on the available data, the groundwater levels within

the Tierra Rejada Groundwater Basin have declined approximately 75 feet since 2012. The declining basin levels have greatly impacted the available drawdown above the current well's pump setting. Hopkins has provided three alternatives as follows:

1. Do nothing and continue to control the production rate until the basin levels recover to allow increased production.
2. Lower the existing pump approximately 10 feet. With a specific capacity of 15.5 gpm/ft, lowering the pump would increase existing production by 150 gpm, so the well could be operated around 450 – 475 gpm. As basin levels recover, production should further increase from there.
3. Replace the existing pump and lower the pump setting by approximately 100 feet. It is estimated production would be 585 gpm.

Penny Well:

The Penny Well site was originally rehabilitated and put back into service in November 2017. At startup, the well was producing 450 gpm, and no noticeable issues were observed. Several months later, the District started receiving air entrainment complaints from several customers. Staff attempted to manage the entrained air by pumping at lower speeds and during the nighttime. This seemed to work at first, but after several months, the complaints resumed.

In May 2018, Hopkins was hired to prepare a letter report summarizing any findings and conclusions related to the Penny Well air entrainment issues. Hopkins ruled out any forms of hydrogen sulfide or methane gas formation, and, because of the age of the equipment, does not believe it is a mechanical issue. Hopkins obtained historical groundwater level data available from a well located approximately 2,000 feet east of the Penny Well. This groundwater hydrograph indicates that historic water levels have been at least 150 lower than basin high conditions in the late 1990s and 130 feet below the levels in March 2017. This dissolved gas was likely trapped during one of the recovery periods in the 1970s, when levels rose approximately 60 feet, and/or in the early 1990s, when groundwater levels rose 100 feet. To help confirm this observation, District staff completed two separate gas analyses to determine whether the gas is entrained air or atmospheric. Both results confirmed the gas is entrained.

Staff has prepared a preliminary draft Request for Proposal to evaluate and provide options for removal of entrained air at the Penny Well site. This proposal is expected to be finalized and advertised to accept engineering proposals soon.

Board Memorandum

January 28, 2021

To: Board of Directors

From: General Manager

Subject: Pleasant Valley County Water District Recycled Water Sales Agreement

Objective: Receive the final executed recycled water agreement with Pleasant Valley County Water District (PVCWD).

Action Required: No action necessary; for information only.

Discussion: Staff presented the terms of the agreement at the December 10, 2020 board meeting for approval. Staff incorporated the Board's recommendations into the attached executed agreement. The redline version is also attached.

AGREEMENT BETWEEN
CAMROSA WATER DISTRICT AND
PLEASANT VALLEY COUNTY WATER DISTRICT
REGARDING USE OF CAMROSA'S RECYCLE WATER SUPPLY

THIS AGREEMENT BETWEEN CAMROSA WATER DISTRICT AND PLEASANT VALLEY COUNTY WATER DISTRICT REGARDING USE OF CAMROSA'S RECYCLE WATER SUPPLY ("Agreement") is entered into this 15 day of December, 2020, ("Effective Date"), between CAMAROSA WATER DISTRICT ("Camrosa") and PLEASANT VALLEY COUNTY WATER DISTRICT ("Pleasant Valley"), both California county water districts formed pursuant to California Water Code Section 30000, et seq. Camrosa and Pleasant Valley are at times collectively referred to as "Parties" or individually as "Party."

RECITALS

A. Camrosa produces Recycle Water from the Camrosa Water Reclamation Facility ("CWRP"), which, unless used within the District would be discharged to the Salinity Management Pipeline ("SMP") and lost to the ocean.

B. Pleasant Valley's primary mission is to provide supplemental water to agricultural users within the boundaries of its district, and to maintain and preserve the limited groundwater resources within its district. Using Camrosa's Recycle Water from the CWRP allows Pleasant Valley to reduce its groundwater production.

C. Camrosa has previously made its Recycle Water available for use by Pleasant Valley pursuant to a Memorandum of Understanding, dated November 21, 2019.

D. The parties wish to confirm and continue the arrangement for Pleasant Valley's use of Camrosa's Recycle Water, as set forth in this Agreement.

AGREEMENT

NOW THEREFORE, it is agreed as follows:

1. Availability of Water Pursuant to this Agreement.
 - (a) Pleasant Valley acknowledges that Camrosa cannot guarantee, for

whatever reason, to Pleasant Valley the amount of Recycle Water, if any, available for purchase by Pleasant Valley under this Agreement.

(b) During the Term of this Agreement, Camrosa shall make available to Pleasant Valley for purchase any Recycle Water that would otherwise be subject to being discharged to the Salinity Management Pipeline (SMP). The purchase price for such Recycle Water is set forth in Section 3, below.

2. Use Restrictions; Indemnification. Pleasant Valley acknowledges and agrees that all Recycle Water delivered to Pleasant Valley pursuant to this Agreement must be used only within the boundaries of Pleasant Valley Water District. Pleasant Valley shall defend, indemnify, and hold harmless Camrosa, its officers, directors, employees, managers, and agents from any and all claims, lawsuits, demands, judgments, or other liability arising out of, directly or indirectly, Pleasant Valley's distribution of recycle water delivered under this Agreement inside and outside Pleasant Valley's jurisdictional boundaries.

3. Monthly Payment. Pleasant Valley has no obligation to take any Recycle Water from Camrosa under this Agreement. Pleasant Valley shall pay Camrosa for any Recycle Water delivered by Camrosa to Pleasant Valley ("Delivered Water") in accordance to with the following provisions:

(a) The base unit price per acre foot of Project Water is \$171.80 per acre foot, plus calculated electrical cost. Costs are calculated according to a proportional share of the water delivered to PVCWD via the PV Metering Station, located at Camrosa's Ponds Pump site, where the discharge of the Camrosa-owned PV Pumps are metered into the PVCWD irrigation water distribution system. Both parties recognize that there are multiple interrelated variables that affect energy consumption and that the energy cost allocation described below is a reasonable but not exact allocation of energy consumption.

1. A kWh/af energy factor for the production and delivery of CWRf water is calculated on a monthly basis.
2. A cost per kWh is calculated and applied to the production and delivery components of the formula each month.
3. Energy costs for delivery of CWRf water from the Camrosa Ponds are calculated by multiplying acre feet pumped to PVCWD by the energy factor by the cost per kWh.

Both parties recognize that there are multiple interrelated variables that affect energy consumption and that the energy cost allocation described below is a reasonable but not exact allocation of energy consumption.

(b) Camrosa shall invoice Pleasant Valley on a monthly basis for Delivered Water during the prior month. Pleasant Valley shall render payment to Camrosa within thirty days of receiving a monthly invoice for Delivered Water. Any late payments will be considered delinquent and will be subject to Camrosa's standard penalty charges and disconnection procedures then in effect.

4. Relationship to Other Agreements. The volume of CWRf Recycle Water purchased by Pleasant Valley shall not decrement the yearly or monthly take-or-pay requirement defined in Sections 2 and 7 of the *Agreement For Recycled Water Service*, dated June 20, 2018, or the yearly take-or-pay requirement defined in Section 6 of the *Agreement Between Camrosa Water District and Pleasant Valley County Water District For The Sale of Water Pursuant to State Water Resources Control Board Water Right Decision 1638*, dated April 10, 2014.

5. Credits. There are no credits transferred or used in association with Recycle Water delivered under this Agreement. Credits as defined in the Fox Canyon Groundwater Management Agency resolution 2014-01 and the Agreement Between Camrosa Water District and Pleasant Valley County Water District For The Sale of Water Pursuant to State Water Resources Control Board Water Right Decision 1638 Agreement do not apply to this agreement.

6. Term. The "Term" of this Agreement is one year, and shall commence on the Effective Date.

7. Water Quality.

(a) Pleasant Valley acknowledges that Camrosa cannot guarantee to Pleasant Valley the quality of the Recycle Water available for purchase by, and/or delivered to, Pleasant Valley pursuant to this Agreement. If water quality requirements set by Camrosa's waste discharge requirements are not met, Camrosa shall notify Pleasant Valley by telephone. Pleasant Valley shall provide to Camrosa the emergency phone number and contact at Pleasant Valley for purposes of this notification and shall promptly notify Camrosa in writing of any changes to this information during the term.

(b) Pleasant Valley shall hold Camrosa harmless from any and all claims, lawsuits, demands, judgments, or other liability arising out of, directly or indirectly, the use of

Recycle Water delivered under this Agreement, including but not limited to impurities, pollution, or chemical which may be introduced into the water made available under this Agreement.

Notwithstanding the foregoing, Camrosa, its elective and appointive boards, officers, agents and employees, shall not be relieved from liability to Pleasant Valley for Camrosa's gross negligence or willful misconduct arising from or related to Camrosa's performance of its notification obligations under Section 7(a) of this Agreement.

8. Notices. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

CAMROSA:

General Manager
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

PLEASANT VALLEY:

General Manager
Pleasant Valley County Water District
154 S Las Posas Rd.
Camarillo, CA 93010-8570

9. Miscellaneous.

(a) Assignment. The Parties agree that this Agreement may not be assigned without the prior written consent of the other Party.

(b) Waiver: Remedies Cumulative. Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by another Party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's rights to demand strict compliance by such other Party in the future. No waiver by a Party of a default or breach by another Party or Parties shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omission by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or

election of remedies with respect to any other permitted or available right or remedy.

(c) Construction. The provisions of this Agreement shall be construed as a whole according to its common meaning and purpose of providing a public benefit and not strictly for or against any Party. It shall be construed consistent with the provisions hereof, in order to achieve the objectives and purposes of the Parties. Wherever required by the context, the singular shall include the plural and vice versa, and the masculine gender shall include the feminine or neutral genders or vice versa.

(d) Mitigation of Damages. In all situations arising out of this Agreement, the Parties shall attempt to avoid and minimize the damages resulting from the conduct of the other Party.

(e) Governing Law. This Agreement, and the rights and obligations of the Parties, shall be governed and interpreted in accordance with the laws of the State of California.

(f) Captions. The captions or headings in the Agreement are for convenience only and in no other way define, limit or describe the scope or intent of any provision or section of the Agreement.

(g) Authorization. Each Party represents and warrants to the other that the execution, delivery, election to participate in, and performance of this Agreement (i) are within its powers, (ii) has been duly authorized by all necessary actions on its behalf and all necessary consents or approvals have been obtained and are in full force and effect; and (iii) binds said Party and its respective administrators, officers, directors, agents, employees, successors, assigns, principals, joint venturers, insurance carriers, and any others who may claim through it under this Agreement.

(h) Entire Agreement. This Agreement supersedes any other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter of this Agreement, and contains all of the covenants and agreements between the Parties with respect thereto. Any modifications of this Agreement will be effective only if it is in writing and signed by each Party to this Agreement.

(i) Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. Relationship of the Parties. The relationship of the Parties to this Agreement shall be that of

independent contractors and in no event shall any Party be considered an officer, agent, servant or employee of any other Party. Without limiting the foregoing, each Party agrees to be solely responsible for any workers compensation, withholding taxes, unemployment insurance and any other employer obligations associated with the described work or obligations assigned to them under this Agreement.

IN WITNESS WHEREOF, the Parties have entered into this Agreement.

CAMROSA WATER DISTRICT

By Tony Stafford Date: 12/14/20
Tony Stafford, General Manager

PLEASANT VALLEY COUNTY WATER DISTRICT

By Jared L. Bouchard Date: 12/15/20
Jared L. Bouchard, General Manager

AGREEMENT BETWEEN
CAMROSA WATER DISTRICT AND
PLEASANT VALLEY COUNTY WATER DISTRICT
REGARDING USE OF CAMROSA'S RECYCLE WATER SUPPLY

THIS AGREEMENT BETWEEN CAMROSA WATER DISTRICT AND PLEASANT VALLEY COUNTY WATER DISTRICT REGARDING USE OF CAMROSA'S RECYCLE WATER SUPPLY ("Agreement") is entered into this ____ day of _____, 2020, ("Effective Date"), between CAMAROSA WATER DISTRICT ("Camrosa") and PLEASANT VALLEY COUNTY WATER DISTRICT ("Pleasant Valley"), both California county water districts formed pursuant to California Water Code Section 30000, et seq. Camrosa and Pleasant Valley are at times collectively referred to as "Parties" or individually as "Party."

RECITALS

A. Camrosa produces ~~excess~~ Recycle Water from the Camrosa Water Reclamation Facility ("CWRP"), which, unless used ~~in some other way,~~ within the District would be discharged to the Salinity Management Pipeline ("SMP") and lost to the ocean.

B. Pleasant Valley's primary mission is to provide supplemental water to agricultural users within the boundaries of its district, and to maintain and preserve the limited groundwater resources within its district. Using Camrosa's ~~excess~~ Recycle Water from the CWRP allows Pleasant Valley to reduce its groundwater production.

C. Camrosa has previously made its ~~excess~~ Recycle Water available for use by Pleasant Valley pursuant to a Memorandum of Understanding, dated November 21, 2019.

D. The parties wish to confirm and continue the arrangement for Pleasant Valley's use of Camrosa's ~~excess~~ Recycle Water, as set forth in this Agreement.

AGREEMENT

NOW THEREFORE, it is agreed as follows:

1. Availability of Water Pursuant to this Agreement.

(a) Pleasant Valley acknowledges that Camrosa cannot guarantee, for whatever reason, to Pleasant Valley the amount of Recycle Water, if any, available for purchase by Pleasant Valley under this Agreement.

(b) During the Term of this Agreement, Camrosa shall make available to Pleasant Valley for purchase any ~~excess~~ Recycle Water that would otherwise be subject to being discharged to the Salinity Management Pipeline (SMP). The purchase price for such Recycle Water is set forth in Section 3, below.

2. Use Restrictions; Indemnification. Pleasant Valley acknowledges and agrees that all Recycle Water delivered to Pleasant Valley pursuant to this Agreement must be used only within the boundaries of Pleasant Valley Water District. Pleasant Valley shall defend, indemnify, and hold harmless Camrosa, its officers, directors, employees, managers, and agents from any and all claims, lawsuits, demands, judgments, or other liability arising out of, directly or indirectly, Pleasant Valley's distribution of recycle water delivered under this Agreement inside and outside Pleasant Valley's jurisdictional boundaries.

3. Monthly Payment. Pleasant Valley has no obligation to take any Recycle Water from Camrosa under this Agreement. Pleasant Valley shall pay Camrosa for any Recycle Water delivered by Camrosa to Pleasant Valley ("Delivered Water") in accordance to with the following provisions:

(a) ~~Subject to subparagraph 5(e), below, t~~The base unit price per acre foot of Project Water is \$171.80 per acre foot, plus calculated electrical cost. Costs are calculated according to a proportional share of the water delivered to PVCWD via the PV Metering Station, located at Camrosa's Ponds Pump site, where the discharge of the Camrosa-owned PV Pumps are metered into the PVCWD irrigation water distribution system. Both parties recognize that there are multiple interrelated variables that affect energy consumption and that the energy cost allocation described below is a reasonable but not exact allocation of energy consumption.

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4. Relationship to Other Agreements. The volume of CWRP Recycle Water purchased by Pleasant Valley shall not decrement the yearly or monthly take-or-pay requirement defined in Sections 2 and 7 of the *Agreement For Recycled Water Service*, dated June 20, 2018, or the yearly take-or-pay requirement defined in Section 6 of the *Agreement Between Camrosa Water District and Pleasant Valley County Water District For The Sale of Water Pursuant to State Water Resources Control Board Water Right Decision 1638*, dated April 10, 2014.

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7. Water Quality.

(a) Pleasant Valley acknowledges that Camrosa cannot guarantee to Pleasant Valley the quality of the Recycle Water available for purchase by, and/or delivered to, Pleasant Valley pursuant to this Agreement. ~~If Camrosa receives knowledge or notification of any condition that impairs the quality of the Recycle Water available under this Agreement~~ If water quality requirements set by Camrosa's waste discharge requirements are not met, Camrosa shall notify Pleasant Valley by telephone. Pleasant Valley shall provide to Camrosa the emergency phone number and contact at Pleasant Valley for purposes of this notification and shall promptly notify Camrosa in writing of any changes to this information during the term.

~~(a)~~(b) Pleasant Valley shall hold Camrosa harmless from any and all claims, lawsuits, demands, judgments, or other liability arising out of, directly or indirectly, the use of Recycle Water delivered under this Agreement, including but not limited to impurities, pollution, or chemical which may be introduced into the water made available under this Agreement. Notwithstanding the foregoing, Camrosa, its elective and appointive boards, officers, agents and employees, shall not be relieved from liability to Pleasant Valley for Camrosa's gross negligence or willful misconduct arising from or related to Camrosa's performance of its notification obligations under Section 7(a) of this Agreement.

8. Notices. Any notice required to be given hereunder shall be deemed to have been given by depositing said notice in the United States mail, postage prepaid, and addressed as follows:

CAMROSA:

General Manager
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

PLEASANT VALLEY:

General Manager
Pleasant Valley County Water District
154 S Las Posas Rd.
Camarillo, CA 93010-8570

9. Miscellaneous.

(a) Assignment. The Parties agree that this Agreement may not be assigned without the prior written consent of the other Party.

(b) Waiver: Remedies Cumulative. Failure by a Party to insist upon the strict performance of any of the provisions of this Agreement by another Party, irrespective of the length of time for which such failure continues, shall not constitute a waiver of such Party's rights to demand strict compliance by such other Party in the future. No waiver by a Party of a default or breach by another Party or Parties shall be effective or binding upon such Party unless made in writing by such Party, and no such waiver shall be implied from any omission by a Party to take any action with respect to such default or breach. No express written waiver of a specified default or breach shall affect any other default or breach, or cover any other period of time, other than any default or breach and/or period of time specified. All of the remedies permitted or available to a Party under this Agreement, or at law or in equity, shall be cumulative and alternative, and invocation of any such right or remedy shall not constitute a waiver or election of remedies with respect to any other permitted or available right or remedy.

(c) Construction. The provisions of this Agreement shall be construed as a whole according to its common meaning and purpose of providing a public benefit and not strictly for or against any Party. It shall be construed consistent with the provisions hereof, in order to achieve the objectives and purposes of the Parties. Wherever required by the context, the singular shall include the plural and vice versa, and the masculine gender shall include the feminine or neutral genders or vice versa.

(d) Mitigation of Damages. In all situations arising out of this Agreement, the Parties shall attempt to avoid and minimize the damages resulting from the conduct of the other Party.

(e) Governing Law. This Agreement, and the rights and obligations of the Parties, shall be governed and interpreted in accordance with the laws of the State of California.

(f) Captions. The captions or headings in the Agreement are for convenience only and in no other way define, limit or describe the scope or intent of any provision or section of the Agreement.

(g) Authorization. Each Party represents and warrants to the other that the execution, delivery, election to participate in, and performance of this Agreement (i) are within its powers, (ii) has been duly authorized by all necessary actions on its behalf and all necessary consents or approvals have been obtained and are in full force and effect; and (iii) binds said Party and its respective administrators, officers, directors, agents, employees, successors, assigns, principals, joint venturers, insurance carriers, and any others who may claim through it under this Agreement.

(h) Entire Agreement. This Agreement supersedes any other agreements, either oral or in writing, between the Parties hereto with respect to the subject matter of this Agreement, and contains all of the covenants and agreements between the Parties with respect thereto. Any modifications of this Agreement will be effective only if it is in writing and signed by each Party to this Agreement.

(i) Partial Invalidity. If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way.

Relationship of the Parties. The relationship of the Parties to this Agreement shall be that of independent contractors and in no event shall any Party be considered an officer, agent, servant or employee of any other Party. Without limiting the foregoing, each Party agrees to be solely responsible for any workers compensation, withholding taxes, unemployment insurance and any other employer obligations associated with the described work or obligations assigned to them under this Agreement.

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IN WITNESS WHEREOF, the Parties have entered into this Agreement.

CAMROSA WATER DISTRICT

By _____ Date:
Tony Stafford, General Manager

PLEASANT VALLEY COUNTY WATER DISTRICT

By _____ Date:
Jared L. Bouchard, General Manager

Board Memorandum

January 28, 2021

To: Board of Directors

From: General Manager

Subject: Procurement Policy

Objective: Receive the District's adopted Procurement Policy with strikethroughs.

Action Required: No action necessary; for information only.

Discussion: The Procurement Policy was adopted on December 10, 2020.

On December 10, 2020 staff presented the Procurement Policy for Board adoption. Staff incorporated the Board's recommendations into the attached adopted policy. The redline version is also attached.

Resolution No: 20-06
A Resolution of the Board of Directors
of Camrosa Water District

Amending the District's Procurement Policy

Whereas, the Board of Directors deems it essential that Camrosa Water District adhere to sound business practices; and

Whereas, it is the desire of the Board of Directors that Camrosa conduct business in a manner which ensures costs to the District are minimized; and

Whereas, it is the desire of the Board of Directors that Camrosa conduct business in an open, fair, and equitable manner when procuring equipment and supplies from among competing vendors; and

Whereas, it is the desire of the Board of Directors that maximum value be received from vendors in return for payment; and

Whereas, it is in the best interests of the District to establish a written procurement policy that reflects the foregoing; and

Whereas, the following requirements have been incorporated into the Procurement Policy:


Total expenditures by vendor will be presented to the Board of Directors for review four times a year; and,

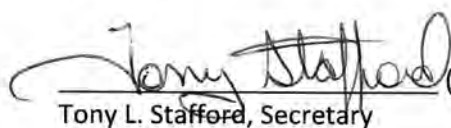
The risk transfer language will be standardized in the District's agreements and approved by the Board of Directors; and

Now, Therefore, Be It Resolved by the Camrosa Water District Board of Directors that the attached Procurement Policy is hereby incorporated into this resolution and adopted by the Board of Directors; and

Be It Further Resolved that the General Manager is provided the authority to interpret and implement this policy within the District.

Adopted, Signed, and Approved this 10th day of December 2020.


Eugene F. West, President
Board of Directors
Camrosa Water District

 (ATTEST)
Tony L. Stafford, Secretary
Board of Directors
Camrosa Water District

Procurement Policy

Introduction: This procurement policy is established to ensure efficiency and effectiveness in procuring materials and services for Camrosa Water District. It establishes sound business practices and ensures the District receives the highest quality and best value for money expended. It provides that the District operate in a fair, open, transparent and nondiscriminatory manner in the marketplace and requires conscious management of the risk inherent in all procurements. Finally, it requires everyone in the procurement process to operate at the highest ethical standard.

Purchase Approval Authority: Purchase approval authority for procurements made on behalf of Camrosa Water District shall be delegated in relation to the value of the procurement, the nature of the material or service procured, and term of the agreement or contract.

Materials and Services: The General Manager is responsible for approving all purchases for services and supplies, including Fixed Assets, totaling less than \$25,000 (including tax and shipping) except as otherwise noted herein.

The Board of Directors shall approve all purchases of services and supplies totaling \$25,000 or more.

Property: The Board of Directors shall approve all purchases of real property regardless of value.

Long-term Agreements: The Board of Directors shall approve all contracts and agreements with a term longer than 12 months or in excess of \$25,000.

The General Manager may further delegate authority via written Memorandum outlining each authority, including limitations, for approving purchases as necessary to ensure efficiency and effectiveness of District operations. Only the General Manager or his/her delegates are authorized to obligate the District in a procurement arrangement.

Change Orders/Contingencies: The General Manager shall have approval authority for change orders and contingencies up to a combined total of \$25,000, or 10% of the original contract, not to exceed a combined total of \$100,000.

The Board of Directors shall approve all change orders and contingencies with a total combined value greater than \$100,000 and all out of scope modifications to the original project design.

The General Manager shall provide the Board of Directors a report of change orders and contingencies on a monthly basis including contractor proposed price, negotiated price and basis of change.

Requirement for Advance Price Quotations: Purchases made on behalf of the District should minimize cost to the extent practicable, but the final decision to award to a particular vendor must be carried out on the basis of obtaining best possible value for the District. Price quotations should be routinely sought and are required in the following instances:

Items with a value greater than \$1,000 but less than \$5,000: Purchases of items with a value greater than \$1,000 but less than \$5,000 for a single line item should only be made after soliciting three price quotations. The quotations may be received either orally or in writing but should become part of the purchase order documentation.

Items with a value of \$5,000 or greater: Purchases of items with a value of \$5,000 or greater for a single line item or service shall be made after soliciting three written price quotations. The price quotations shall accompany the purchase order and become part of the purchase documentation.

Sole-source procurements: All sole-source purchases for items valued at \$5,000 or more must document the reason for the sole-source procurement and such documentation must become part of the purchase order documentation.

In exceptional circumstances, the requirement to secure a minimum of three bids may be waived. Examples of such circumstances include urgency of the requirement, procurement of proprietary materials, and sole-source procurements. When the quoting requirement is waived, a statement documenting the reasons for the waiver shall be made part of the purchase order.

Emergency procurements: The General Manager is provided authority to make emergency procurements of supplies and services in excess of \$25,000 to protect the health, safety or property of private individuals and public entities. In all cases, the Board of Directors must be notified verbally, followed up as soon as practical in writing, as soon as possible of the emergency procurement and must ratify the procurement at the next regular Board meeting.

Split Procurements: When determining which body must approve a procurement, or the procedures necessary in documenting the procurement, the maximum possible monetary value of a procurement must be taken into account. Under no circumstances may a procurement be artificially split in order to change the approving authority or the procedures required in documenting the purchase price.

Internal Controls: The General Manager shall establish a system of internal controls that provide an audit trail for all purchases. It should provide for:

- more than one person to be involved in each transaction, end-to-end
- confirmation of purchase is a budgeted item and sufficient budget available
- prior approval of purchases with a purchase order
- certification of receipt of the material
- reconciliation of the purchase order with the invoice and final payment.

The system of controls should provide complete transparency in the procurement process. Total expenditures by vendor will be presented to the Board of Directors for review four times a year.

Procurement from Other Than the Lowest Quoting Vendor: While it is the desire of the Board of Directors to purchase supplies and services at the least cost to the District, there may be instances when the award of a purchase to other than the least-cost vendor produces greatest value and is in the best interests of the District. To the extent possible, District staff should:

- maximize the value received
- use sources which will be responsive to the needs and timelines of District
- seek commonality in major equipment to minimize inventory and training costs
- consider minimizing the cost of ownership over the lifetime of the requirement consistent with meeting acceptable quality, reliability, and delivery constraints.

Procurement through Negotiation: While competitive solicitation is the normal procedure to be used to purchase supplies and services, negotiation with a single vendor may be beneficial in some instances. Circumstances that might indicate negotiation include situations where competition does not exist (e.g., only one vendor is interested in providing the product or service) or where special economies may exist outside the competitive process (e.g., as when a contractor is already mobilized for another purpose). The Board may authorize the General Manager to negotiate procurement when extraordinary circumstances exist.

Encouragement of Local Procurement: In meeting the criteria outlined above, staff is encouraged to use local vendors in meeting the District's needs for supplies and services.

Internet Procurements: The above notwithstanding, the General Manager may authorize staff to make procurements through internet commerce in instances when such procurement results in minimizing the cost to Camrosa or ensuring responsiveness to the needs and timelines of the District.

Risk Transfer: In order to minimize the potential liability exposure of the District, Contracts and Agreements with vendors for supplies and services shall include appropriate risk transfer clauses as recommended by the District's liability insurance provider. Contractors and suppliers must, at a minimum, have adequate liability and workers compensation insurance. An order should not be made effective with a contractor until the relevant insurance documents, including a performance bond as necessary, have been approved. The risk-transfer language will be standardized in the District's agreements and approved by the Board of Directors. Once approved, any changes to the risk transfer language must return to the Board of Directors for approval.

Code of Ethics: In exercising procurement authority, it is essential that each individual maintain an unimpeachable standard of integrity and foster the highest possible standard of professional competence. Complying with both the letter and the spirit of the principles of ethical behavior is essential. In doing so, each individual must declare any personal interest that may impinge, or might reasonably be deemed by others to impinge, upon a person's impartiality in any procurement decision.

Implementation: This policy shall become effective upon adoption by the Board of Directors.

Modification: This policy may be modified from time to time by resolution of the Board of Directors.

Conflicting Policies: This policy shall prevail over any District policies and procedures found in conflict.

Procurement Policy

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Adopted December 10, 2020

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Implementation: This policy shall become effective upon adoption by the Board of Directors.

Modification: This policy may be modified from time to time by resolution of the Board of Directors.

Conflicting Policies: This policy shall prevail over any District policies and procedures found in conflict.

Board Memorandum

January 28, 2021

To: Board of Directors

From: General Manager

Subject: Salary and Classification Schedule

Objective: Approve the Salary and Classification Schedule.

Action Required: Adopt a Resolution Adjusting the District's Salary and Classification Schedule for Employees.

Discussion: The Salary and Classification Schedule is to be approved by the Board of Directors if there is a change. The changes include increasing the Part-Time/Temporary minimum pay from \$13.00 to \$14.00 per hour, eliminating the Human Resource Generalists position, and increasing the maximum salary range for the District Engineer position from \$148,000 to \$150,960.

Resolution No: 21-03

A Resolution of the Board of Directors
of Camrosa Water District

**Adopting the District's Salary and
Classification Schedule for Employees**

Whereas, the Board of Directors shall establish by resolution a Salary and Classification Schedule consisting of salary rates allocated to salary ranges; and

Whereas, except as otherwise provided herein, employees shall receive compensation provided in the Salary and Classification Schedule for the classification of the position in which they are employed, in accordance with the allocation of such classifications to ranges of the Salary and Classification Schedule; and

Whereas, the Salary and Classification Schedule shall include a descriptive title, salary ranges, and the number of allocated positions; and

Whereas, the General Manager shall recommend to the Board of Directors changes in the Salary and Classification Schedule to meet the needs of the District; and

Whereas, such changes may include but not be limited to a salary range adjustment for the position, reclassification of the position only, or reclassification of the incumbent with the position, and must be submitted to the Board of Directors for approval; and

Whereas, the General Manager may appoint new employees within the salary range of the classifications, in accordance with the Salary and Classification Schedule; and

Whereas, the District's Salary and Classification Schedule attached hereto shall include salary range modifications to the District Engineer, Part-Time Student/Paid Internship, and Part-Time/Temporary Employee positions and the deletion of Human Resource Generalists position.

Now, Therefore, Be It Resolved that the Camrosa Water District Board of Directors hereby adopts the Salary and Classification Schedule with an effective date of January 28, 2021.

Adopted, Signed, and Approved this 28th day of January 2021.

Eugene F. West, President
Board of Directors
Camrosa Water District

(ATTEST)
Tony L. Stafford, Secretary
Board of Directors
Camrosa Water District

CAMROSA WATER DISTRICT SALARY SCHEDULE

SALARY AND CLASSIFICATION SCHEDULE

Effective: January 28, 2021

Position	Minimum	Maximum	FTE	FLSA	Time Base
Administration Specialist	\$ 41,600	\$ 65,000	1	Y	Annually
AGM/ Water Resource & Regulatory Compliance	\$ 130,600	\$ 185,600	1	N	Annually
Chief Plant Operator	\$ 80,000	\$ 128,000	0	Y	Annually
Customer Accounts Representative	\$ 41,600	\$ 65,000	1	Y	Annually
District Engineer	\$ 90,000	\$ 150,960	1	N	Annually
Field Service Technician	\$ 41,600	\$ 65,000	1	Y	Annually
General Manager	\$ 231,138.97	\$ 231,138.97	1	N	Annually
GIS/Engineering Technician	\$ 41,600	\$ 65,000	1	Y	Annually
Human Resource Generalists	\$ 65,000	\$ 100,000	0	Y	Annually
Instrumentation Technician	\$ 60,000	\$ 95,000	2	Y	Annually
Laboratory Technician	\$ 42,000	\$ 75,000	1	Y	Annually
Lead Field Service Technician	\$ 60,000	\$ 95,000	1	Y	Annually
Maintenance Operator	\$ 41,600	\$ 65,000	0	Y	Annually
Manager of Customer Accounts and Business	\$ 100,000	\$ 165,000	1	N	Annually
Manager of Engineering & Operations	\$ 100,000	\$ 165,000	1	N	Annually
Manager of Finance	\$ 100,000	\$ 165,000	1	N	Annually
Public Rel & Govt Affairs Representative	\$ 65,000	\$ 100,000	1	Y	Annually
Sr Customer Accounts Representative	\$ 65,000	\$ 100,000	1	N	Annually
Sr. Accountant	\$ 65,000	\$ 100,000	1	N	Annually
Sr. System Operator	\$ 80,000	\$ 128,000	1	Y	Annually
Superintendent of Operations	\$ 90,000	\$ 148,000	1	N	Annually
System Operator I	\$ 42,000	\$ 75,000	1	Y	Annually
System Operator II	\$ 60,000	\$ 95,000	3	Y	Annually
Technical Services Advisor/Sr. Inspector	\$ 90,000	\$ 148,000	1	N	Annually
Water Quality Supervisor	\$ 90,000	\$ 148,000	1	N	Annually
Water Resource Coordinator	\$ 41,600	\$ 65,000	0	Y	Annually
			25		
Board Member (per Meeting)	\$ 200.00	\$ 200.00		N	Per Meeting
Part-Time Student/Paid Internship	\$ 14.00	\$ 25.00		Y	Hourly
Part-Time/Temporary Employee	\$ 14.00	\$ 30.00		Y	Hourly

Board Memorandum

January 28, 2021

To: Board of Directors

From: General Manager

Subject: Closed Session Conference with Legal Counsel – Two Matters

Objective: To confer with and receive advice from counsel regarding pending litigation and personnel matters.

Action Required: No action necessary; for information only.

Discussion: Pending litigation may be discussed in closed session pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9 and personnel matters may be discussed in closed session pursuant to Government Code section 54957.

Read File

The following material is provided to members of the Board for information only and is not formally a part of the published agenda.

- A. Change Order Listing
- B. Cash Balances (11/2020)
- C. Cash Balances (12/2020)
- D. Quarterly Investment Report (QE 12/31/20)
- E. 2021 Board Calendar

CURRENT PROJECT CHANGE ORDERS											
Project #	PW/Agreement#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Change Order Description
900-20-03		Sewer Line Lynwood Woodcreek	\$ 258,000.00	\$ 72,721.18							
	2020-62				Water Resource Engineering Assoc.	9/12/2019 BD			\$ 50,930.00	\$ 50,930.00	
						9/24/2020 BD		CO #1	\$ 4,090.00	\$ 4,090.00	Construction support services
										\$ 55,020.00	
	S 20-01				J. Vega Construction						
						9/24/2020 BD			\$ 122,966.00	\$ 122,966.00	200-feet of existing 10-inch sewer line
						12/22/2020 GM		CO #1	\$ 5,720.00	\$ 3,400.00	Slurry Backfill
										\$ 126,366.00	
900-18-01		CWRF Chemical Storage & Feed System	\$ 1,057,500.00	\$ 98,448.89							Scope of Services
	2019-58				Cannon Corporation	12/13/2018 BD			\$ 100,705.00	\$ 71,765.00	engineering services to rehabilitate the CRWF's chemical storage and feed system- Originally a combined project to include equipment storage shed. The project scope was reduced to eliminate storage shed and price for the Chemical Feed System was negotiated.
						9/19/2019 GM		CO #1	\$ 1,700.00	\$ 1,700.00	Engineeering for 3 additional pumps
						12/12/2019 BD		CO #2	\$ 24,553.00	\$ 18,944.00	Construction support services
						6/23/2020 GM		CO #3	\$ 4,407.00	\$ 4,407.00	Construction support services
										\$ 96,816.00	
	S 19-05				Travis Ag	12/12/2019 BD			\$ 747,862.00	\$ 747,862.00	Construction
						5/26/2020 GM		CO #1	\$ 5,520.00	\$ 5,520.00	Modify single to dual chemical feed pump
						8/28/2020 GM		CO #2	\$ 2,840.00	\$ 2,840.00	Provide additional skid mounting supports (total of 16)
										\$ 756,222.00	
900-18-03		Effluent Pond Relining	\$ 1,501,500.00	\$ 1,388,654.17							
	2017-30				MNS Engineers, Inc	7/27/2017 BD			\$ 71,988.00	\$ 69,208.00	Award and up to \$14,000 out-of-scope
						7/27/2017 GM		CO #1	\$ 7,165.00	\$ 7,165.00	Geotechnical Investigations (Included in 7/27/20 BM)
						7/27/2017 GM		CO #2	\$ 1,380.00	\$ 1,380.00	Groundwater management alternatives (Included in 7/27/20 BM)
						2/28/2019 BD		CO #3	\$ 19,795.00	\$ 19,795.00	Additional project elements, slope stabilization and surface water management
						5/28/2020 BD		CO #4	\$ 11,330.00	\$ 11,330.00	Services to amend and update plans and specs
										\$ 108,878.00	
900-18-02		CWRF Dewatering Press	\$ 1,858,000.00	\$ 1,685,646.35							
	2017-33				MNS Engineers, Inc.	8/31/2017 BD			\$ 97,932.00	\$ 97,932.00	Award and up to \$10,000 contingency
						12/8/2017 GM		CO #1	\$ 5,370.00	\$ 5,370.00	Surveying services
						5/28/2020 BD		CO #2	\$ (44,900.00)	\$ (44,900.00)	Credit
						5/28/2020 BD		CO #3	\$ 87,911.00	\$ 87,911.00	professional engineering services to amend and update existing plans and specifications
						9/24/2020 BD		CO #4	\$ 24,670.00	\$ 24,670.00	Modify plans to rotate solids handling building 90 degrees
										\$ 170,983.00	
600-15-01		Pressure Zone 2 - 3 Pump Station	\$ 1,280,000.00	\$ 66,297.70							
	2015-55	Engineering Design PZ 2 to 3			Perliter & Ingalsbe	4/23/2015 BD			\$ 33,200.00	\$ 33,200.00	Award and up to \$5,000 out-of scope
						11/19/2015 BD			\$ 30,000.00	\$ 30,000.00	Additional out-of-scope \$30,000 Flo Science
						11/19/2015 BD		CO #1	\$ 22,425.00	\$ 22,425.00	
						9/13/2018 BD		CO #2	\$ \$14,706.0	\$ 17,312.00	Additional design and construction services
						3/20/2019 GM		CO #3	\$ 2,900.00	\$ 2,900.00	Control diagram drawing
						8/8/2019 BD		CO #4	\$ 18,526.00	\$ 18,526.00	Engineering & construction support
						9/22/2019 GM		CO #5	\$ 3,000.00	\$ 3,000.00	T&M electrical engineering support & other technical services as needed
										\$ 127,363.00	
	PW19-03				Pacific Hydrotech Corporation	8/8/2019 BD			\$ 1,059,401.00	\$ 1,059,401.00	
						5/29/2020 GM		CO #1A	\$ 16,953.91	\$ 11,953.91	Mismarked waterline rock excavation- Negotiated down from \$16,953.91
						5/29/2020 GM		CO #1B	\$ 887.95	\$ 887.95	Adjustment to Discharge Tie-in Point
										\$ 1,072,242.86	
650-15-01		PV Well	\$ 4,467,000.00	\$ 2,311,964.38							
	2014-56				Perliter & Ingalsbe	10/22/2014 BD			\$ 156,600.00	\$ 156,600.00	Award and to amend up to \$15,000 for out-of-scope
						5/26/2015 GM		CO #1	\$ 2,950.00	\$ 2,950.00	Additional work field locating
						11/15/2016 GM		CO #2	\$ 3,821.00	\$ 3,821.00	PV well rendering
						11/7/2017 GM		CO #3	\$ 14,922.00	\$ 14,922.00	Additional design services re to pump only installation
						7/26/2018 BD		CO #4	\$ 8,826.00	\$ 8,826.00	Construction services to pump only installation
						12/12/2019 BD		CO #5	\$ 34,956.00	\$ 34,956.00	Review iron and manganese filter & finalize contract plans & specs
										\$ 222,075.00	
650-19-05		Res3D Slope Stabilization	\$ 640,000.00	\$ 33,630.37							
					Perliter & Ingalsbe	1/31/2019 BD			\$ 45,051.00	\$ 45,051.00	Engineering design services for Reservoir 3D Drainage Improvements
						11/14/2019 BD		CO #1	\$ 8,452.00	\$ 8,452.00	Engineering and construction support service
										\$ 53,503.00	
	PW19-04				Blois	11/14/2019 BD			\$ 550,100.00	\$ 550,100.00	Provide drainage & slop rehabilitation
						3/12/2020 GM		CO#1	\$ 4,900.00	\$ 4,900.00	Provide additional stability to the easterly slope
										\$ 555,000.00	
600-20-02		Conejo Wellfield Treatment	\$ 4,275,000.00	\$ 3,556,516.15							
	2020-86				Provost & Pritchard	6/11/2020 BD			\$ 437,000.00	\$ 375,000.00	GAC Engineering Design
						9/4/2020 GM		CO#1	\$ 5,000.00	\$ 5,000.00	alternative design evaluation
						9/29/2020 GM		CO#2	\$ 7,000.00	\$ 7,000.00	second survey for modified footprint and land acquisition
										\$ 387,000.00	
n/a		Office Remodel Design									
					J. E. Armstrong	2/12/2020 GM			\$ 18,900.00	\$ 18,900.00	Architect interior remodel
						11/5/2020 GM		CO#1	\$ 4,977.50	\$ 4,977.50	ADA Compliance additional electrical engineering work
										\$ 23,877.50	

FUNDS FY 20-21

UNRESTRICTED FUNDS	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
LAIF	24,177,921.85	24,264,066.37	23,014,066.37	24,114,066.37	23,304,733.34	23,304,733.34	1
UNION BANK DEPOSIT ACCOUNT	151,196.17	733,945.63	121,300.57	202,006.96	649,167.64	1,103,439.44	
UNION BANK DISBURSEMENTS ACCOUNT	721,838.04	422,059.77	936,817.98	658,274.06	304,702.71	1,728,862.91	
BANK OF AMERICA-RTL ACCOUNT	532,481.80	298,255.48	631,777.05	724,020.60	450,106.15	417,730.34	
TOTAL	\$ 25,583,437.86	\$ 25,718,327.25	\$ 24,703,961.97	\$ 25,698,367.99	\$ 24,708,709.84	\$ 26,554,766.03	\$ -
RESTRICTED FUNDS							
PAYMENT FUND 2016	220,815.63	49.66	96.56	190.17	382.36	382.36	
RESERVES 2016	879,528.68	879,528.68	879,528.68	879,528.68	879,528.68	879,561.63	2
WATER ACQUISITION FUND 2016	4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,321.53	3
INSURED CASH SHELTER ACCOUNT (Wastewater Fund)	560,647.81	560,790.66	560,933.55	561,025.76	561,121.06	561,190.24	4,5
TOTAL	\$ 6,204,142.92	\$ 5,983,519.80	\$ 5,983,709.59	\$ 5,983,895.41	\$ 5,984,182.90	\$ 5,984,455.76	\$ -
GRAND TOTAL	\$ 31,787,580.78	\$ 31,701,847.05	\$ 30,687,671.56	\$ 31,682,263.40	\$ 30,692,892.74	\$ 32,539,221.79	\$ -

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016		N/A	879,561.63	25.36

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016		N/A	4,543,321.53	131.63

ANTICIPATED OUTFLOWS

Water Purchases November 2020	686,020.38
Payroll PR 12-1, 12-2 & ME	300,000.00
AP Check Run 12/03, 12/16 & 12/30	1,000,000.00
Large CIP Project Payments	-
Bond Payments	
\$	1,986,020.38

DATE

Tony Stafford -General Manager

FINANCE MEETING

1/7/2021

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. LAIF's average monthly rate of return for the period was 0.576%
2. The reserve account 2016 received interest in the amount of \$32.95.
3. The Water Acquisition Fund 2016 received interest in the amount of \$170.73.
4. The Insured Cash Shelter Account received interest in the amount of \$69.18 in the month of November
5. The Insured Cash Shelter Account average monthly rate of return for the period was 0.15%
6. Due to the Holidays, staff could not meet to discuss November's activity prior to January.
November's & December's reports will be presented to the board on January 14th

FUNDS FY 20-21

UNRESTRICTED FUNDS	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	
LAIF		24,177,921.85	24,264,066.37	23,014,066.37	24,114,066.37	23,304,733.34	23,304,733.34	23,304,733.34
UNION BANK DEPOSIT ACCOUNT		151,196.17	733,945.63	121,300.57	202,006.96	649,167.64	1,103,439.44	1,976,672.44
UNION BANK DISBURSEMENTS ACCOUNT		721,838.04	422,059.77	936,817.98	658,274.06	304,702.71	1,728,862.91	931,853.38
BANK OF AMERICA-RTL ACCOUNT		532,481.80	298,255.48	631,777.05	724,020.60	450,106.15	417,730.34	139,679.40
TOTAL	\$	25,583,437.86	\$ 25,718,327.25	\$ 24,703,961.97	\$ 25,698,367.99	\$ 24,708,709.84	\$ 26,554,766.03	\$ 26,352,938.56
RESTRICTED FUNDS								
PAYMENT FUND 2016		220,815.63	49.66	96.56	190.17	382.36	382.36	825,815.63 5
RESERVES 2016		879,528.68	879,528.68	879,528.68	879,528.68	879,528.68	879,561.63	879,563.98 1
WATER ACQUISITION FUND 2016		4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,321.53	4,543,333.68 2
INSURED CASH SHELTER ACCOUNT (Wastewater Fund)		560,647.81	560,790.66	560,933.55	561,025.76	561,121.06	561,190.24	561,261.73 3,4
TOTAL	\$	6,204,142.92	\$ 5,983,519.80	\$ 5,983,709.59	\$ 5,983,895.41	\$ 5,984,182.90	\$ 5,984,455.76	\$ 6,809,975.02
GRAND TOTAL	\$	31,787,580.78	\$ 31,701,847.05	\$ 30,687,671.56	\$ 31,682,263.40	\$ 30,692,892.74	\$ 32,539,221.79	\$ 33,162,913.58

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016		N/A	879,563.98	11.53

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016		N/A	4,543,333.68	59.7

ANTICIPATED OUTFLOWS

Water Purchases December 2020	634,935.93
Payroll PR 1-1, 1-2 & ME	300,000.00
AP Check Run 01/06, 1/20	1,000,000.00
Large CIP Project Payments	-
Bond Payments	
\$	1,934,935.93

FINANCE MEETING

1/7/2021

DATE

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. The reserve account 2016 received interest in the amount of \$27.71.
2. The Water Acquisition Fund 2016 received interest in the amount of \$143.78.
3. The Insured Cash Shelter Account received interest in the amount of \$71.49 in the month of December
4. The Insured Cash Shelter Account average monthly rate of return for the period was 0.1500%
5. Principal and Interest payment due on January 15th in the amount of \$825,276.28 was deposited in the payment fund.

CAMROSA WATER DISTRICT
Statement of Investments
FY 20-21
For Quarter Ending: 12/31/20 (1/15/21)

LAIF	N/A	State Treasurer	Date Of Deposit	Call Date	Beginning of Year Investment	Opening Balance	Closing Balance	Value at Maturity	
			Daily	Daily					
					13,774,265	24,164,733	\$ 23,341,906	100.00%	\$23,341,906
Total Laif					13,774,265	24,164,733	23,341,906	100.00%	23,341,906
OTHER INVESTMENT TOTALS:					-	-	-	0.00%	-
TOTAL OF ALL INVESTMENTS:					13,774,265	24,164,733	23,341,906	100.00%	

ACTIVITY FOR THE QUARTER:

LAIF	
Transfers of fund to General Operations.	860,000
Transfer from Cash Receipts to LAIF	0
Quarterly Interest as of 12/31/20 for Qtr ending 1/15/21	37,173

LAIF Performance Report		PMIA Average Monthly	
Apportionment Rate	0.63%	Effective Yield	
Earnings Ratio	0.00001719170547343	Oct 2020	0.54
Daily	0.49%	Nov 2020	0.576
Quarter to Date	0.58%	Dec 2020	0.62

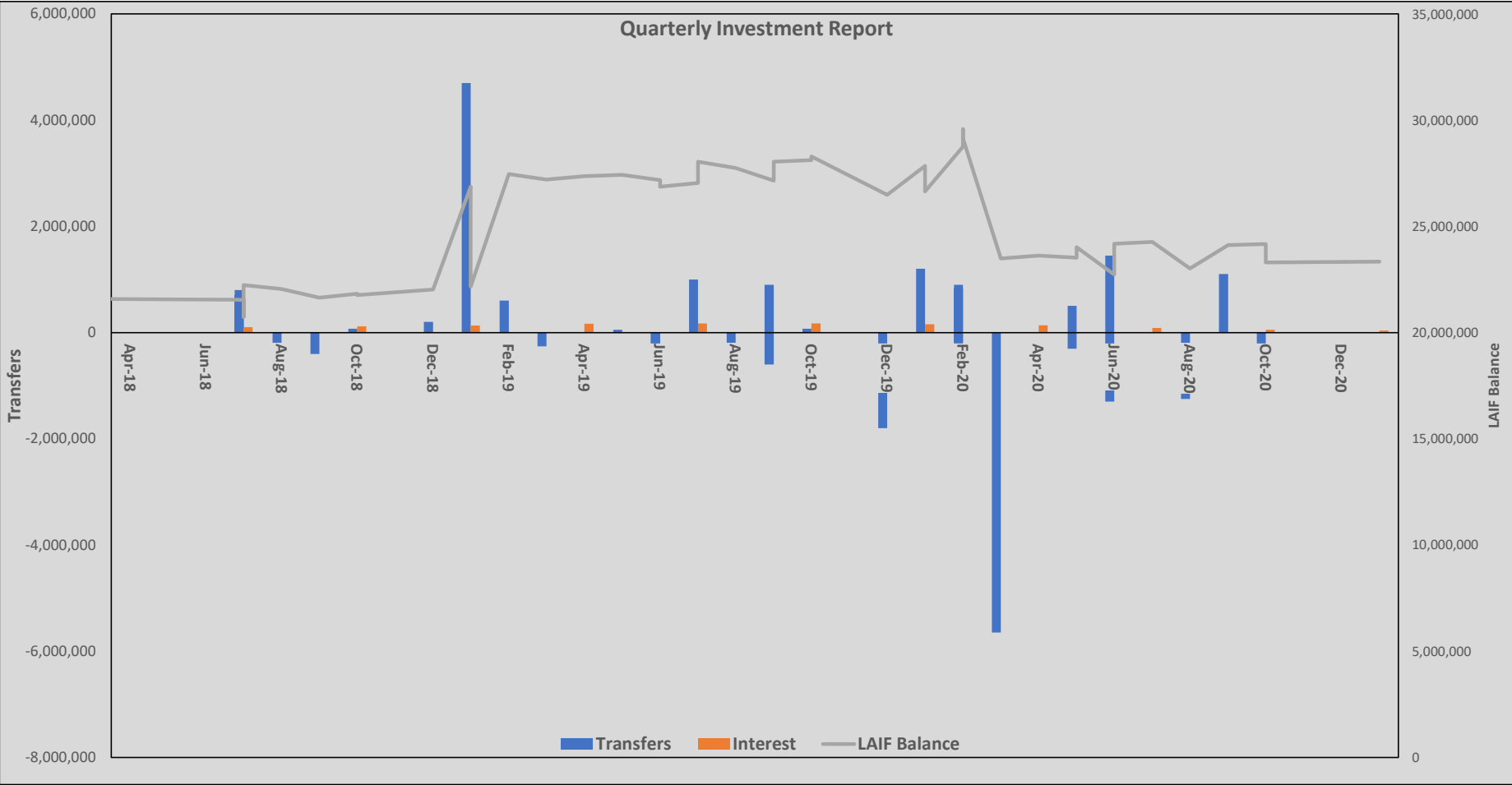
TREASURY BILL RATES (12/31/20)										
1 Mo	3 Mo	6 Mo	1 Yr	2 Yr	3 Yr	5 Yr	7 Yr	10 Yr	20 Yr	30 Yr
0.09	0.09	0.09	0.1	0.11	0.16	0.36	0.64	0.93	1.46	1.66

BOND RESERVES

	TYPE OF INVESTMENT	INSTITUTION	DATE OF DEPOSIT	DATE OF MATURITY		PRINCIPAL INVESTMENT	ACCRUED INCOME	RATE OF RETURN
W & WW Rev Bonds Series 2016	LIQUIDITY FUNDS	BLACKROCK	10/19/2016	N/A		\$ 879,564	\$ 11.53	0.01%
						\$ 879,564	\$ 11.53	

BOND ACQUISITION FUNDS

	TYPE OF INVESTMENT	INSTITUTION	DATE OF DEPOSIT	DATE OF MATURITY		PRINCIPAL INVESTMENT	ACCRUED INCOME	RATE OF RETURN
W&WW Rev Bonds Series 2016	WATER ACQUISITION FUND	BLOCKROCK	10/19/2016	N/A		\$ 4,543,334	\$ 59.70	0.01%
W&WW Rev Bonds Series 2016	INSURED CASH SHELTER ACCOUNT WASTE WATER	WILMINGTON TRUST	N/A	N/A		\$ 561,262		0.15%
						\$ 5,104,596	\$ 60	



2021 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2021 Observed Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 1 st - New Year's Day						
					1	2		1	2	3	4	5	6		1	2	3	4	5	6	February 15 th - President's Day						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	May 31 st - Memorial Day						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	July 5 th - Independence Day (Observed)						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	September 6 th - Labor Day						
24	25	26	27	28	29	30	28							28	29	30	31				November 11 th - Veteran's Day						
31																					November 25 th & 26 th - Thanksgiving						
APRIL							MAY							JUNE							December 23 rd & 24 th - Christmas						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	December 31 st - New Year's Eve						
				1	2	3							1			1	2	3	4	5							
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12							
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	CASA Winter Conf. (**Virtual Event**) - Jan. 27 th - 28 th						
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	ACWA Spring Conf. (Monterey) - May 4 th - 7 th						
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				CASA 66th Annual Conf. (San Diego) - Aug. 11 th - 13 th						
							30	31													ACWA Fall Conf. (Pasadena) - Nov. 30 th - Dec. 3 rd						
JULY							AUGUST							SEPTEMBER													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Waterwise Breakfast (See yellow on calendar)						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	AWA Board Meetings (See orange on calendar)						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	August - DARK (No Meetings or Events)						
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			September 30 th - Reagan Library Reception						
																					October 21 st - Annual Symposium						
																					December 9 th - Holiday Mixer						
OCTOBER							NOVEMBER							DECEMBER													
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
					1	2		1	2	3	4	5	6				1	2	3	4	February 2 nd - Annual Dinner						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	April 6 th						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	June 1 st						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	August 3 rd						
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		October 5 th						
31																					December 7 th						
Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93012							Note: Board of Directors meetings are highlighted in RED. Board Meetings are held on the 2nd & 4th Thursday of each month at 5pm unless indicated.																				
							Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM																				