

Board Agenda

Regular Meeting

Thursday, March 25, 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 March 11, 2021
2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$1,011,343.72.

Primary Agenda

3. Backflow Prevention Devices

Objective: Receive a briefing on backflow prevention devices.

Action Required: No action necessary; for information only.

4. Sewer Diversion Structure Rehabilitation

Objective: Rehabilitate District sewer diversion structure.

Action Required: Authorize the General Manager to:

- 1) Appropriate \$60,000.00 from the Wastewater Capital Replacement Funds and establish a Sewer Diversion Structure Rehabilitation Capital Improvement Project (CIP); and
- 2) Issue a purchase order to Zebron, Inc., not to exceed \$49,375.00, for the rehabilitation and coating of the sewer diversion structure.

5. Meter Stations #5 and #7 Rehabilitation

Objective: Rehabilitate Meter Stations #5 and #7.

Action Required: Authorize the General Manager to approve a purchase order, in an amount not to exceed \$97,650.00, to Travis Ag for the rehabilitation of Meter Stations #5 and #7.

6. Master Plan

Objective: Determine the District's approach to master planning.

Action Required: No action necessary; for information only.

7. **Salary and Classification Schedule

Objective: Approve the Salary and Classification Schedule.

Action Required: Adopt a Resolution Adjusting the District's Salary and Classification Schedule filling the role of Chief Plant Operator, reclassifying the Sr. Customer Accounts Representative position as non-exempt, and reflecting the number of Full Time Employees (FTEs) as budgeted for FY2020-21.

Closed Session: The Board may enter into a closed session to confidentially discuss anticipated litigation matters as authorized by Government code 54956.9.

8. Closed Session Conference with Legal Counsel – Pending Litigation

Objective: To discuss potential and/or pending litigation.

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.

March 25, 2021

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Thursday, March 11, 2021

Camrosa Board Room

5:00 P.M.

Call to Order The meeting was convened at 5:00 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)
Jozi Zabarsky, Manager of Customer Accounts/Business (via teleconference)
Terry Curson, District Engineer (via teleconference)
Greg Jones, Legal Counsel (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of February 25, 2021

The Board approved the Minutes of the Regular Meeting of February 25, 2021.

Motion: Fox **Second:** Hoag

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

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$364,999.29 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$364,999.29.

Motion: Fox **Second:** Hoag

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

Primary Agenda

3. Fiscal Year 2020-21 Program Accomplishments & Fiscal Year 2021-22 Goals

The Board received a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2021-22 program goals. Director Foreman requested more specific objectives and accomplishments including, but not limited to, those related to water production, water loss, CIP completion dates, and the completion date for the District's master plan(s).

No action necessary; for information only.

4. Nonpotable Water Production

The Board received a briefing on nonpotable water production through the second quarter.

No action necessary; for information only.

5. Distribution Valve Replacement CIP Woodcreek Slurry

The Board authorized the General Manager to approve a purchase order, not to exceed \$26,083.00, to Landmark Grading & Paving, Inc., from the Distribution Valve Replacement CIP for the slurry of valve replacement sites on Woodcreek Road.

Motion: Brown **Second:** Foreman

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

6. Lynnwood Well Final Design

The Board ratified the action taken to get the Lynwood Well online and expenditures totaling \$12,912 related to engineering design of the removal of filters and reconfiguration of the diesel generator.

Motion: Hoag **Second:** Brown

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

Comments by General Manager

- None

Comments by Directors

- Director Foreman stated he would have the GM disseminate the information obtained from the last ACWA Groundwater Committee meeting.
- Director Fox reminded staff and the Board that the City of Camarillo would be making a presentation on their new desalter at the AWA meeting.

Adjournment

There being no further business, the meeting was adjourned at 5:38 P.M.

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

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

Board Memorandum

March 25, 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 \$1,011,343.72.

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

Payroll PR 3-1 2021	\$ 42,779.01
Accounts Payable 3/04/2021-3/17/2021	\$ <u>968,564.71</u>
Total Disbursements	<u>\$1,011,343.72</u>

DISBURSEMENT APPROVAL

BOARD MEMBER

DATE

BOARD MEMBER

DATE

BOARD MEMBER

DATE

Tony L. Stafford, General Manager

CAL-Card Monthly Summary

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
02/11/21	02/22/21	NAPA	\$137.43	Truck Battery	BS
02/04/21	02/22/21	Redwing	\$235.94	Boots for Chris P	CP
01/26/21	02/22/21	Batteries plus	\$36.36	Flashlight for Brian	CS
02/02/21	02/22/21	Grainger	\$160.84	Allen Metric Socket Set for Metering Pumps	CS
01/30/21	02/22/21	Amazon	\$92.50	Split Coffee order for CWRF and Ops Bldg.	CS
01/25/21	02/22/21	Amazon	\$278.89	Coffee for CWRF and Ops Bldg.	CS
02/12/21	02/22/21	Batteries plus	\$79.24	DCU Temp Battery for CamSprings West	CS
01/26/21	02/22/21	Batteries plus	\$277.78	Batteries for Server UPS	CS
02/01/21	02/22/21	VC Metals	\$28.19	Ventilation Fan Covers for CWRF Headworks MCC	CS
02/16/21	02/22/21	AWA	\$55.00	AWA/CCWUC Training (GM & TC)	DA
02/16/21	02/22/21	AWA	\$155.00	AWA WaterWise Mtg. (3 EE & 3 BM)	DA
01/23/21	02/22/21	Amazon	\$12.86	HDMI Splitter for Surface	FS
01/24/21	02/22/21	Amazon	\$192.98	6 battery replacements for UPS devices	FS
01/31/21	02/22/21	Amazon	\$246.66	Hard Drive for Mikes PC Labman2	FS
02/03/21	02/22/21	Trusted Tech	\$474.95	5 pack windows 10 pro digital license activation codes	FS
02/17/21	02/22/21	Amazon	\$150.14	Hard Drive for Jorge's NUC build	FS
02/17/21	02/22/21	Amazon	\$546.96	NUC barebones kit for Jorge	FS
02/02/21	02/22/21	Thinking2	\$80.00	web site hosting	IP
02/16/21	02/22/21	Adobe	\$29.99	stock imagery for website/social media	IP
01/31/21	02/22/21	zoom	\$59.96	teleconferencing for Board & staff meetings	IP
02/09/21	02/22/21	PUWMI (via Intuit Quickbo	\$998.00	PWUMI: Basic Management & Supervisory Training: Smith & Kiesewetter	IP
02/10/21	02/22/21	Coastal Pipco	\$86.79	Piping for air knife at CWRF	JK
02/10/21	02/22/21	California Hose	\$81.21	Air hose for air knife at CWRF	JK
01/23/21	02/22/21	Home Depot	\$370.18	Tarps to cover biosolids at CWRF	JK
02/12/21	02/22/21	Costal Pipco	\$127.10	Gaskets and glue for RMWTP repair	JS
02/19/21	02/22/21	Lowes	\$211.07	Salt for Penny Well	JS
02/09/21	02/22/21	The Home Depot	\$250.09	New hoses and nozzles for RMWTP	JS
02/18/21	02/22/21	UEI Water Program	\$50.00	Fee for tests to Sacramento State for CEUs	JS
02/18/21	02/22/21	The UPS store	\$11.60	Shipping tests to Sacramento State for CEUs	JS
01/26/21	02/22/21	Spectrum Internet	\$1,249.00	Spectrum Internet (200Mbps increased bandwidth)	JW
02/19/21	02/22/21	Spectrum Cable News	\$77.29	Cable TV News Service (2 Cable box feeds) monthly service fee	JW
02/19/21	02/22/21	Expert Exchange	\$29.99	Online IT troubleshooting reference monthly charge	JW
02/11/21	02/22/21	Callfire.com	\$99.00	Online IVR - Delinquent Call Out (Monthly Service Fee)	JW
02/17/21	02/22/21	TEQUIPMENT	\$4,032.55	Fixed Asset - Lab Drying Oven (100-21-05)	JW
01/22/21	02/22/21	Central Communications	\$416.25	After-Hours Call Center	JZ
02/11/21	02/22/21	Home Depot	\$251.91	Tools	JZ
02/16/21	02/22/21	Home Depot	-\$181.24	Tools return	JZ
02/16/21	02/22/21	Home Depot	\$191.98	Tools	JZ
02/14/21	02/22/21	Amazon	\$112.61	Meter Repair	JZ
01/21/21	02/22/21	Liftmaster/chamberlain grou	\$164.68	Gate clickers	KK
02/09/21	02/22/21	Harrington Plastics	\$65.94	Woodcreek CL2 check valve	KK
02/02/21	02/22/21	Coastal Pipco	\$499.86	Washdown hose for diversion	KK
01/28/21	02/22/21	Amazon	\$81.84	Trailer Hitch Balls	KW
01/27/21	02/22/21	Nicks Truck & Tractor	\$1,249.88	F550 Crane repair	KW
01/27/21	02/22/21	Americas Tire	\$948.26	Tires F250	KW
01/25/21	02/22/21	Amazon	\$219.09	Trailer Hitch	KW
01/24/21	02/22/21	Amazon	\$239.04	Trailer Hitch	KW
01/24/21	02/22/21	Amazon	\$19.68	Trailer Hitch Pins	KW
01/24/21	02/22/21	Amazon	\$40.92	Trailer Hitch Balls	KW
01/26/21	02/22/21	Batteries Plus	\$888.89	UPS Batteries	KW
01/24/21	02/22/21	Amazon	\$385.88	SCADA UPSs	KW
02/15/21	02/22/21	Staples	\$81.77	printer cartridges - Sllamas	TDS
02/08/21	02/22/21	CSMFO	\$200.00	CSMFO virtual conference - Sllamas	TDS
02/19/21	02/22/21	Costco	\$53.82	Masks for front office	TS
02/11/21	02/22/21	Oil Stop	\$95.10	Vehicle Service	TS
02/04/21	02/22/21	sparkling image	\$56.99	monthly vehicle wash	TS
			\$17,088.69		

Camrosa Water District

Accounts Payable Period:

3/04/2021-3/17/2021

Expense	Account Description	Amount
11100	Accounts Rec-Other	
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	160,000.00
800 & 600	Water Capital Projects	34240.20
650	Water Capital Rep Projects	20600.00
750	NP Water Capital Rep Projects	
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	562.50
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	543083.57
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50140	Unemployment Benefits	128.00
50153	Social Security Tax	
50200	Utilities	
50210	Communications	2927.99
50220	Outside Contracts	127918.48
50230	Professional Services	
50240	Pipeline Repairs	23217.03
50250	Small Tool & Equipment	459.85
50260	Materials & Supplies	18297.14
50270	Repair Parts & Equip Maint	23216.33
50280	Legal Services	2471.51
50290	Dues & Subscriptions	
50300	Conference & Travel	469.97
50310	Safety & Training	1295.54
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	5644.07
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	4032.53
50700	Interest Expense	
TOTAL		\$968,564.71

By Vendor Name

Payable Dates 3/4/2021 - 3/17/2021 Post Dates 3/4/2021 - 3/17/2021

Payment Number	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3268	03/11/2021	DEPOSIT ONLY-CAMROSA WTR	3-11-21-AP	Transfer to Disbursements Account-AP	Transfer to disbursements-f		500000
3269	03/11/2021	DEPOSIT ONLY-CAMROSA WTR	3-11-21-AP1	Transfer to Disbursements Account-AP	Transfer to disbursements-f		382000
3270	03/11/2021	DEPOSIT ONLY-CAMROSA WTR	3-11-21-PR	Transfer to Disbursements Account	Transfer to disbursements-f		103000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							985000
56493	03/11/2021	ALEXANDER'S CONTRACT SERVICES, INC	103298	Meter Reading	Outsd contracts		1558.26
56494	03/10/2021	AMBER M HARMS	00006732	Deposit Refund Act 6732 - 5342 Corte Pico Verde	Refunds payable		27.21
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER							
776	03/08/2021	CALLEGUAS MUNICIPAL WATER	025721	Water Purchase Potable	Water purchases		431357.44
776	03/08/2021	CALLEGUAS MUNICIPAL WATER	025721	Water Purchase	CMWD Fixed Charges		78026
776	03/08/2021	CALLEGUAS MUNICIPAL WATER	025721	Water Purchase Non-Potable	Water purchases		26113.03
776	03/08/2021	CALLEGUAS MUNICIPAL WATER	SMP02862	SMP CMWS - SMP Pipeline Fee	SMP CWD-RMWTP		6716.1
776	03/08/2021	CALLEGUAS MUNICIPAL WATER	SMP02862	SMP CMWS - SMP Pipeline Fee	SMP CMWD		541
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER Total:							542753.57
777	03/08/2021	CALLEGUAS MUNICIPAL WATER	2021-0000012	SMP CMWD - SMP Pipeline Sampling Fee	SMP CWD-RMWTP		330
56495	03/10/2021	CHRISTOPHER MCAULAY	00004704	Overpayment Closed Account - 5467 Quailridge	Refunds payable		6.94
56496	03/15/2021	CITY OF THOUSAND OAKS	101-30121	Sewer Service for Read Rd Tract	Outsd contracts		1078.2
56497	03/17/2021	COASTAL-PIPCO	S2133067-001	Repair Parts - Rieter Brothers Meter Raising	Repair parts & equipment		26.27
Vendor: COU01 - COUNTY OF VENTURA RMA OPERATIONS							
56498	03/15/2021	COUNTY OF VENTURA RMA OPERATIONS	0211484	Permit-Environmental Health Inspection Conejo Well	Fees & charges		932.96
56498	03/15/2021	COUNTY OF VENTURA RMA OPERATIONS	0211487	Permit-Environmental Health Inspection Penny Well	Fees & charges		794.63
56498	03/15/2021	COUNTY OF VENTURA RMA OPERATIONS	0211489	Permit-Environmental Health Inspection Read Rd	Fees & charges		193.49
56498	03/15/2021	COUNTY OF VENTURA RMA OPERATIONS	0211490	Permit-Environmental Health Inspection PS1	Fees & charges		193.49
Vendor COU01 - COUNTY OF VENTURA RMA OPERATIONS Total:							2114.57
56499	03/10/2021	DANNY ROGERS	00003280	Deposit Refund Act 3280 - 5692 Recodo Wy	Refunds payable		10.08
56500	03/15/2021	E.J. HARRISON & SONS INC	1000	Trash Removal - Role Off Bins	Outsd contracts		898.64
779	03/17/2021	ENTERPRISE FLEET SERV INC	FBN4160447	Vehicles Lease Charges	Outsd contracts		7248.41
Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.							
778	03/08/2021	EMPLOYMENT DEVELOP. DEPT.	4th Qtr 2020	4th QTR 2020 Unemployment Charges Hawkins	Benefits human resources		54.08
778	03/08/2021	EMPLOYMENT DEVELOP. DEPT.	4th Qtr 2020	4th QTR 2020 Unemployment Charges Hawkins	Benefits human resources		29.12
778	03/08/2021	EMPLOYMENT DEVELOP. DEPT.	4th Qtr 2020	4th QTR 2020 Unemployment Charges Hawkins	Benefits human resources		44.8
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:							128
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
56501	03/15/2021	FAMCON PIPE & SUPPLY, INC	S100049248-001	Materials & Supplies - Pipe Supplies	Materials & supplies		684.51
56501	03/15/2021	FAMCON PIPE & SUPPLY, INC	S100049424-001	Materials & Supplies - Armorcast Cans	Materials & supplies		643.5
56501	03/17/2021	FAMCON PIPE & SUPPLY, INC	S100049595-001	Materials & Supplies - Gaskets	Materials & supplies		338.91
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							1666.92

Vendor: FER03 - FERGUSON WATERWORKS #1083

56502	03/08/2021	FERGUSON WATERWORKS #1083	0749284-1	Leak Repai 2" Blow Off -WO#13817215	Pipeline repairs	945.01
56502	03/08/2021	FERGUSON WATERWORKS #1083	0749840	Materials & Supplies - Brass Piping Stock	Materials & supplies	894.34
56502	03/15/2021	FERGUSON WATERWORKS #1083	0749840-1	Materials & Supplies - Brass Pipe Supplies	Materials & supplies	274.67
56502	03/15/2021	FERGUSON WATERWORKS #1083	0751005	Materials & Supplies - Brass Pipe Supplies	Materials & supplies	367.97

Vendor FER03 - FERGUSON WATERWORKS #1083 Total: **2481.99**

56503	03/08/2021	FRUIT GROWERS LAB. INC.	100878A	Outside Lab Work for CWRP	Outsd contracts	2130
56504	03/16/2021	GMH, Inc	J15298	A/C in O&M Building	Outsd contracts FY21-0167	16200
56505	03/16/2021	GMS Landscaping Inc	V7295	Tree and Site Maintenance 3A Res	Outsd contracts FY21-0182	5500
56506	03/10/2021	HACH COMPANY	12351388	Laboratory Supplies, New PH Probe	Materials & supplies	507.29
56507	03/08/2021	HATHAWAY, PERRETT,WEBSTER, POWE	111859	Legal Services	Legal services	2201.51

Vendor: HEA02 - HealthEquity

780	03/10/2021	HealthEquity	2qxjvfs	CDHSP Fees March 2021	Fees & charges	14.75
780	03/08/2021	HealthEquity	wpk5x5o	CDHSP Fees Feb 2021	Fees & charges	14.75

Vendor HEA02 - HealthEquity Total: **29.5**

Vendor: IDE01 - IDEXX LABORATORIES, INC

56508	03/08/2021	IDEXX LABORATORIES, INC	3080259025	Laboratory Supplies	Materials & supplies	756.45
56508	03/08/2021	IDEXX LABORATORIES, INC	3080282403	Laboratory Supplies	Materials & supplies	22.95

Vendor IDE01 - IDEXX LABORATORIES, INC Total: **779.4**

Vendor: J&H01 - J&H Engineering

56509	03/09/2021	J&H Engineering	3634	Valve Replacement CIP	Construction in progress FY19-0286-R2	20600
56509	03/16/2021	J&H Engineering	3665	Leak Repair Air Vac	Pipeline repairs FY21-0185	2365.38

Vendor J&H01 - J&H Engineering Total: **22965.38**

56510	03/10/2021	JANE GERMAINE	00003471	Deposit Refund Act 3471 - 5136 Creekside Rd	Refunds payable	7.43
56511	03/10/2021	KEN LUCCI	00007053	Deposit Refund Act 7053 - 4936 Ladera Vista Dr	Refunds payable	78.16
56512	03/15/2021	LIBERTY COMPOSTING, INC	30432	Sludge Removal	Outsd contracts FY21-0003	10608.54
56513	03/09/2021	LightLaw, Inc.	55202	HR Consulting	Legal services	270
56514	03/15/2021	MARY VICTORIA	00003609	Deposit Refund Act 3609 - 1213 Mission Verde Dr	Refunds payable	13.02

Vendor: MCM01 - McMASTER-CARR SUPPLY CO

56515	03/15/2021	McMASTER-CARR SUPPLY CO	54637734	Repair Parts Hardware	Repair parts & equipment	837.27
56515	03/17/2021	McMASTER-CARR SUPPLY CO	54877982	Repair Parts - SCADA Work Stan	Repair parts & equipment	699.45

Vendor MCM01 - McMASTER-CARR SUPPLY CO Total: **1536.72**

56516	03/16/2021	MCR TECHNOLOGIES, INC.	39738	Flow Meter PS4 Rosita	Repair parts & equipment FY21-0157	6762.26
56517	03/17/2021	MICHAEL K. NUNLEY & ASSOCIATES, INC	8714	GAC Project Management	Construction in progress FY21-0120	3440.2
56518	03/10/2021	NORA VARBEDIAN	00002004	Overpayment Closed Act 2004 - 5339 Heather St	Refunds payable	83.3

Vendor: NOR07 - NORTHSTAR CHEMICAL

56519	03/15/2021	NORTHSTAR CHEMICAL	190442	Materials Chemicals CWRP	Materials & supplies	3344.24
56519	03/15/2021	NORTHSTAR CHEMICAL	190443	Materials Chemicals RMWTP	Materials & Supplies-RMWTP	1740.95
56519	03/15/2021	NORTHSTAR CHEMICAL	190444	Materials Chemicals Woodcreek	Materials & supplies	1518.27

Vendor NOR07 - NORTHSTAR CHEMICAL Total: **6603.46**

56520	03/17/2021	Occupational Health Centers of Californ	70531910	Current Usage charges April 2016	Outsd contracts	103
56521	03/10/2021	PAMELA WARREN	00002205	Overpayment Closed Act 2205 - 242 Camino Leon	Refunds payable	67.02
56522	03/10/2021	PHILIP PAULING	00007147	Deposit Refund Act 7147 - 1167 Via Carranza	Refunds payable	9.21

Vendor: PRA01 - PRAXAIR DISTRIBUTION INC

56523	03/08/2021	PRAXAIR DISTRIBUTION INC	61934832	Acetylene Gas Cylinders	Materials & supplies	147.31
56523	03/15/2021	PRAXAIR DISTRIBUTION INC	62235345	Acetylene Gas Cylinders	Materials & supplies	162.29
56523	03/15/2021	PRAXAIR DISTRIBUTION INC	62286809	Argon Gas Cylinders	Materials & supplies	779.54

Vendor PRA01 - PRAXAIR DISTRIBUTION INC Total: **1089.14**

56524	03/17/2021	PROVOST & PRITCHARD ENGINEERING	83938	GAC Engineering	Construction in progress	FY20-0326-R1	30800
56525	03/16/2021	QUADIENT LEASING USA, INC.	N8768789	Postage Meter Equipment Rental 4-10 th 7-09 2021	Materials & supplies		371.45
56526	03/10/2021	RICHARD TURK	00003209	Deposit Refund Act 3209 - 5485 Cherry Ridge Dr	Refunds payable		116.97

Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS

56527	03/08/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1001369	Repair Parts - CSUCI Pump Station	Repair parts & equipment		898.87
56527	03/15/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1002227	Sewer Lift Read Road MCC	Construction in progress	FY21-0009	78134.62
56527	03/15/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1002230	Sewer Lift Read Road MCC	Construction in progress	FY21-0009	81865.38
56527	03/17/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1002489	Repair Parts - SCADA	Repair parts & equipment		294.72

Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total: **161193.59**

56528	03/15/2021	RT LAWRENCE CORPORATION	44646	Lockbox Services for the Month of January 2021	Outsd contracts		886.72
56529	03/10/2021	RUBI HUGGINS	00006800	Deposit Refund Act 6800 - 5116 Colony Dr	Refunds payable		24.55
56530	03/16/2021	SAM HILL & SONS, INC.	3679	Leak Repair 14" Main Line Blowoff	Pipeline repairs	FY21-0183	19906.64

Vendor: SCF01 - SOUTHERN COUNTIES OIL

56531	03/08/2021	SOUTHERN COUNTIES OIL	1820507IN	Materials & Supplies - Fuel	Materials & supplies		1336.72
56531	03/08/2021	SOUTHERN COUNTIES OIL	1821718IN	Materials & Supplies - Fuel CWRP	Materials & supplies		529.69
56531	03/08/2021	SOUTHERN COUNTIES OIL	1823223IN	Materials & Supplies - Fuel CWRP	Materials & supplies		348.19
56531	03/15/2021	SOUTHERN COUNTIES OIL	1825873IN	Material & Supplies - Fuel	Materials & supplies		1622.7
56531	03/15/2021	SOUTHERN COUNTIES OIL	1826647IN	Material & Supplies - Fuel Ponds 1	Materials & supplies		490.86

Vendor SCF01 - SOUTHERN COUNTIES OIL Total: **4328.16**

56532	03/10/2021	STEVE STALLINGS	00004540	Deposit Refund Act 4540 - 5394 Quailridge Dr	Refunds payable		93.08
56533	03/10/2021	SWRCB-Drinking Water Program Fees	EA-RE-0921-1638	ELAP Fees for 1638	Fees & charges		3500
56534	03/10/2021	THERMO FISHER SCIENTIFIC (ASHVILLE)	79050508	Laboratory Supplies	Materials & supplies		182.17
781	03/11/2021	U.S. BANK CORPORATE	February 2021	District February 2021 Credit Card Charges	Conf. & travel		17088.69

Vendor: UNI08 - UNIFIRST CORPORATION

56535	03/08/2021	UNIFIRST CORPORATION	328-1256601	Uniform Cleaning Service	Outsd contracts		224.8
56535	03/08/2021	UNIFIRST CORPORATION	328-1256611	Office Cleaning Supplies - Towel Mat Service	Outsd contracts		99.13
56535	03/15/2021	UNIFIRST CORPORATION	328-1258384	Uniform Cleaning Service	Outsd contracts		224.83
56535	03/15/2021	UNIFIRST CORPORATION	328-1258394	Office Cleaning Supplies - Towel Mat Service	Outsd contracts		99.13
56535	03/17/2021	UNIFIRST CORPORATION	328-1260212	Uniform Cleaning Service	Outsd contracts		224.83
56535	03/17/2021	UNIFIRST CORPORATION	328-1260222	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		99.13

Vendor UNI08 - UNIFIRST CORPORATION Total: **971.85**

56536	03/15/2021	VENTURA COUNTY OVERHEAD DOOR	429097	Office Gate Controller	Repair parts & equipment	FY21-0168	5200
56537	03/17/2021	VENTURA COUNTY STAR	0003738929	Ordinance 40 Public Hearing Notice	Outsd contracts		249.08
56538	03/17/2021	VENTURA SECURITY SYSTEMS	6498965	Security System Maintenance	Outsd contracts		199.5
56539	03/16/2021	VERIZON BUSINESS, INC	71763668	VOIP T1 (Verizon)	Communications		1262.74

Vendor: WWG01 - W W GRAINGER, INC.

56540	03/15/2021	W W GRAINGER, INC.	9834532724	Repair Parts CWRF CC	Repair parts & equipment	530.13
56540	03/17/2021	W W GRAINGER, INC.	9837359364	Repair Parts Pipe Cutter	Repair parts & equipment	320.26
Vendor WWG01 - W W GRAINGER, INC. Total:						850.39
56541	03/17/2021	WBI INC	C-20	Sludge Pressing	Outsd contracts FY21-0002	80000
56542	03/10/2021	YINHONG CHEN	00009103-2	Overpayment Closed Account-15 Calle Cataluna	Refunds payable	16.24
56543	03/10/2021	YUMARA MEJIAS VELEZ	00001571	Deposit Refund Act 1571 -721 Hunt Cir	Refunds payable	9.29

TOTAL VENDOR PAYMENTS**\$ 968,564.71****Vendor: PER05 - CAL PERS 457 PLAN**

DFT0003242	03/05/2021	CAL PERS 457 PLAN	INV0009821	Deferred Compensation	Deferred comp - ee paid	100
DFT0003250	03/11/2021	CAL PERS 457 PLAN	INV0009829	Deferred Compensation	Deferred comp - ee paid	50
DFT0003251	03/11/2021	CAL PERS 457 PLAN	INV0009830	Deferred Compensation	Deferred comp - ee paid	2628
Vendor PER05 - CAL PERS 457 PLAN Total:						2778

Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.

DFT0003248	03/05/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009827	Payroll-SIT	P/R-sit	222.09
DFT0003264	03/11/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009845	Payroll-SIT	P/R-sit	4082.87
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:						4432.96

Vendor: HEA02 - HealthEquity

DFT0003254	03/11/2021	HealthEquity	INV0009834	HSA-Employee Contribution	HSA Contributions Payable	480.84
DFT0003255	03/11/2021	HealthEquity	INV0009835	HSA Contributions	HSA Contributions Payable	250
Vendor HEA02 - HealthEquity Total:						730.84

775	03/11/2021	LINCOLN FINANCIAL GROUP	INV0009831	Deferred Compensation	Deferred comp - ee paid	1150
774	03/11/2021	LINCOLN FINANCIAL GROUP	INV0009841	Profit Share Contribution	Profit share contributions	2731.63
DFT0003243	03/05/2021	PUBLIC EMPLOYEES	INV0009822	PERS Retirement	P/R-state ret.	16302.8

Vendor: UNI10 - UNITED STATES TREASURY

DFT0003246	03/05/2021	UNITED STATES TREASURY	INV0009825	FIT	P/R-fit	11484.26
DFT0003247	03/05/2021	UNITED STATES TREASURY	INV0009826	Payroll- Medicare Tax	P/R - ee medicare	2886.64
DFT0003262	03/11/2021	UNITED STATES TREASURY	INV0009843	Payroll-Social Security Tax	P/R - ee social security	261.88
Vendor UNI10 - UNITED STATES TREASURY Total:						14632.78
56492	03/11/2021	UNITED WAY OF VENTURA CO.	INV0009828	Charity-United Way	P/R-charity	20

TOTAL PAYROLL VENDOR PAYMENTS**\$ 42,779.01**

Board Memorandum

March 25, 2021

To: General Manager

From: Jozi Zabarsky, Manager of Customer Accounts/Business

Subject: Backflow Prevention Devices

Objective: Receive a briefing on backflow prevention devices.

Action Required: No action necessary; for information only.

Discussion: On February 11, 2021, the Board authorized the District to contract with the County of Ventura to manage the cross-connection program. On March 16, 2021, the Ventura County Board of Supervisors approved the agreement. The contracted services include monitoring backflow compliance and notifying property owners when their annual backflow testing is due. This shifted the monitoring of approximately 1,100 backflow devices to the County. The maintenance of those devices were and still are the responsibility of the property owner. However, there are still 397 backflow devices for which Camrosa has been maintaining and testing, which were not transferred to the County. These were previously managed by the District's Technical Services Advisor/Senior Inspector, who retired December 30, 2020. The actual testing and maintenance is performed annually by SameDay Backflow at a cost of \$25/device, plus labor and materials for repairs and replacement. Staff reviewed the circumstances for which these property owners were not assigned responsibility for maintaining the backflow devices installed on their property. It was determined that Camrosa is contractually required to provide maintenance and testing for the backflow devices located at 72 properties under the terms of the Santa Rosa Mutual and staff is reviewing whether Camrosa is under any obligation to test and maintain the remaining 325 backflow devices, which are predominantly located in Calarosa Ranch, Tuscan Grove, Camelot Estates, and Wildwood Estates.

In 2007, the Board adopted a \$1.25/month Backflow Prevention Device fee for the administration of the District's Cross-Connection Control Program. This fee was never implemented in the current billing system, which was also implemented in 2007.

In light of the recent contract with the County to monitor and manage backflow compliance and vacancy of the District's Technical Services Advisor/Senior Inspector, staff recommends relinquishing responsibility of the backflow devices deemed the responsibility of the property owner, transferring the testing and maintenance of those devices to the property owner, and transferring compliance monitoring to the County of Ventura. Staff would provide adequate notice to those affected property owners that the backflow device located at their property is their responsibility to test and certify, and that the County will notify them when the tests are due.

Board Memorandum

March 25, 2021

To: General Manager

From: Kevin Wahl, Superintendent of Operations

Subject: Sewer Diversion Structure Rehabilitation

Objective: Rehabilitate District sewer diversion structure.

Action Required: Authorize the General Manager to:

- 1) Appropriate \$60,000.00 from the Wastewater Capital Replacement Funds and establish a Sewer Diversion Structure Rehabilitation Capital Improvement Project (CIP); and
- 2) Issue a purchase order to Zebron, Inc., not to exceed \$49,375.00, for the rehabilitation and coating of the sewer diversion structure.

Discussion: Camrosa operates a sewer diversion structure where our main trunkline crosses the Camarillo Sanitary District's Water Reclamation Facility (CamSan) trunkline. This structure can be used in an emergency to divert sewer flow to or from CamSan. This structure has deteriorated over time due to sewer gases, which has led to infiltration that puts an undue demand on the Camrosa Water Reclamation Facility.

Zebron, Inc. will repair the internal concrete damage with gunite or hand-applied mortar and then apply a proprietary epoxy topcoat of polyurethane. This protects the repaired concrete from damage caused by sewer gases and reduces infiltration. Zebron, Inc. has been the contractor for the past rehabilitation work.

This project will be completed by the end of May 2021.

Board Memorandum

March 25, 2021

To: General Manager

From: Kevin Wahl, Superintendent of Operations

Subject: **Meter Stations #5 and #7 Rehabilitation**

Objective: Rehabilitate Meter Stations #5 and #7.

Action Required: Authorize the General Manager to approve a purchase order, in an amount not to exceed \$97,650.00, to Travis Ag for the rehabilitation of Meter Stations #5 and #7.

Discussion: MS #5 and MS #7 are underground pressure regulating stations, located in Pressure Zones 1B and 2B, where imported water is purchased from Calleguas. These stations, built in the late 1960s, have been maintained and painted over the years to ensure proper operation. During such maintenance, it was noted that the pipes connecting the District's system to Calleguas's system had severely corroded where they pass through the concrete vault wall. This project includes replacement of all valves in the vault, installation of a new isolation valve, replacement of the corroded pipe, and painting.

This project was originally bid in May of 2020. Three bids were received. Travis Ag was the most responsive and a PO was issued to them in the amount of \$87,390.00 on July 9, 2020. The start of the project was delayed for several reasons, including vendors and suppliers shutting down because of COVID-19. Due to the length of time that has passed and subsequent market changes, Travis Ag is not able to do the job for the original purchase order amount. Camrosa solicited new bids from the original three vendors for the project.

Three bids were obtained:

- | | |
|------------------------------------|--------------|
| • Turf Construction | \$144,315.00 |
| • Travis Agricultural Construction | \$97,650.00 |
| • J & H Engineering | \$104,619.00 |

Staff recommends awarding the contract to Travis Ag. This is an approved capital project in the Fiscal Year 2020-21 budget and funds are available to complete this project.

Board Memorandum

March 25, 2021

To: Board of Directors

From: General Manager

Subject: Master Plan

Objective: Determine the District's approach to master planning.

Action Required: No action necessary; for information only.

Discussion: Typical comprehensive water/wastewater planning involves strategic planning, infrastructure master planning, and water resources planning. Staff proposes finalizing the strategic planning begun this fiscal year and initiating a facilities master plan in FY2021-22. The focus of the master plan would be on existing infrastructure with an eye to developing a concrete five-year Capital Improvement Plan in time for the next rate study, tentatively scheduled for FY2023-24. The master plan would also contemplate maintenance, rehabilitation, and replacement of District assets over a longer time horizon, such as 30 years, as well as capital construction identified as critical extensions to or improvements of existing infrastructure. Information technology and network security have evolved into critical infrastructure and policy considerations, and will be incorporated into the strategic and master planning efforts. Long-term water resource planning would commence upon completion of the master plan.

Staff will present a conceptual timeline and associated considerations for the Board to discuss.

Board Memorandum

March 25, 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 filling the role of Chief Plant Operator, reclassifying the Sr. Customer Accounts Representative position as non-exempt, and reflecting the number of Full Time Employees (FTEs) as budgeted for FY2020-21.

Discussion: The Salary and Classification Schedule is to be approved by the Board of Directors if there is a change. At the February 25, 2021, meeting, the Board approved filling the Chief Plant Operator role via internal promotion. The Sr. Customer Accounts Representative position is being reclassified as non-exempt as the position does not meet the criteria for exemption under the Fair Labor Standards Act. The number of FTEs has been updated to reflect the actual number of FTEs budgeted for FY2020-21.

Resolution No: 21-05

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 filing the role of Chief Plant Operator, reclassification of the Sr. Customer Accounts Representative position to non-exempt under the Fair Labor Standards Act, and updating the number of Full Time Employees to reflect what was budgeted for Fiscal Year 2020-21.

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 March 06, 2021.

Adopted, Signed, and Approved this 25th day of March 2021.

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

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

(ATTEST)

CAMROSA WATER DISTRICT SALARY SCHEDULE

SALARY AND CLASSIFICATION SCHEDULE

Effective: March 6, 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	1	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
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	0	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	0	Y	Annually
Sr Customer Accounts Representative	\$ 65,000	\$ 100,000	1	Y	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	4	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

March 25, 2021

To: Board of Directors

From: General Manager

Subject: Closed Session Conference with Legal Counsel – Pending Litigation

Objective: To discuss potential and/or pending litigation.

Action Required: No action necessary; for information only.

Discussion: Potential litigation may be discussed in closed session pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9.

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

- A. Project Change Order Listing
- B. Cash Position Report (Feb. 2021)
- C. 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	\$ 76,121.18							
	2020-62				Water Resource Engineering Assoc.	9/12/2019 BD			\$ 50,930.00	\$ 50,930.00	Analyze and develop plans and spcs for Lynnwood Dr & Woodcreek Ave
						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	\$ 85,174.38							Scope of Services
											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.
	2019-58				Cannon Corporation	12/13/2018 BD			\$ 100,705.00	\$ 71,765.00	Engineering for 3 additional pumps
						9/19/2019 GM		CO #1	\$ 1,700.00	\$ 1,700.00	Construction support services
						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)
						2/16/2021 GM		CO #3	\$ 8,335.02	\$ 7,324.51	Provide Foundation Soil Stability for Canopy Footing
									\$	763,546.51	
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 P2 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	Additional out-of-scope \$30,000 Flo Science
						11/19/2015 BD		CO #1	\$ 22,425.00	\$ 22,425.00	Surge Analysis
						9/13/2018 BD		CO #2	\$ 14,706.00	\$ 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	Construct pump stations
						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 (Lynwood Well)	\$ 4,467,000.00	\$ 2,311,193.68							
	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	Prepare Pre-bid documents for pump and motor
						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
						9/2/2020 GM		CO #6	\$ 3,090.00	\$ 3,090.00	T&M for FE/MN revisions
						3/11/2021 BD		CO #7	\$ 4,935.00	\$ 4,935.00	T&M for FE/MN revisions
						3/11/2021 BD		CO# 8	\$ 795.00	\$ 795.00	T&M for FE/MN revisions
						3/11/2021 BD		CO #9	\$ 7,182.00	\$ 7,182.00	Revision of drawings re to generator
									\$	238,077.00	
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	\$ 3,563,671.05							
	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
						2/25/2021 BD		CO#3	\$ 58,200.00	\$ 58,200.00	Environmental compliance
									\$	445,200.00	
n/a		Office Remodel Design									
	2020-75				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	
800-20-02	900-20-01	PS 2 Emergency Generator CWRF Fuel Tank									
	2020-80				Cannon	4/9/2020 BD			105,382.00	\$ 95,772.00	Engineering design services
						2/11/2021 BD		CO#1	25,072.00	\$ 12,734.00	Construction support services
									\$	108,506.00	
650-20-06		Potable Water Model	\$ 110,000.00	\$ 6,481.48							
	2020-72				Water Systems Consulting	1/30/2020 BD			69,745.00	\$ 69,745.00	Hydraulic Model
						9/14/2020 GM		CO#1	6,260.00	\$ 6,260.00	Storage Analysis
									\$	76,005.00	

FUNDS FY 20-21

UNRESTRICTED FUNDS	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	
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	25,741,906.04	26,691,906.04	1,10
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	88,388.43	915,266.88	
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	646,676.01	402,159.65	
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	386,874.05	165,598.53	
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	\$ 26,863,844.53	\$ 28,174,931.10	
RESTRICTED FUNDS										
PAYMENT FUND 2016	220,815.63	49.66	96.56	190.17	382.36	382.36	825,815.63	74.72	195.66	2,3,4,5
RESERVES 2016	879,528.68	879,528.68	879,528.68	879,528.68	879,528.68	879,561.63	879,563.98	879,563.98	879,528.69	3,4
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	4,543,333.68	3,894,036.49	5,6
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	561,333.23	231,006.75	7,8,9
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	\$ 5,984,305.61	\$ 5,004,767.59	
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	\$ 32,848,150.14	\$ 33,179,698.69	

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.04%	N/A	879,528.69	19.91

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.04%	N/A	3,894,036.49	89.19

ANTICIPATED OUTFLOWS		DATE	FINANCE MEETING 3/9/2021
Water Purchases February 2021	535,496.47		
Payroll PR 3-1, 3-2 & ME	300,000.00		
AP Check Run 03/03, 3/17	500,000.00		
Large CIP Project Payments	-		
Bond Payments		Tony Stafford -General Manager	Ian Prichard-AGM
\$ 1,335,496.47			
		Tamara Sexton-Finance Manager	Sandra Llamas-Senior Accountant

MEETING NOTES:

1. There was a transfers to LAIF in the amount of \$950,000 from operations on February 12th.
2. The Payment Fund received \$3.72 in interest in the month of February
3. The reserve account received \$13.27 in interest. The full amount was transferred to the Payment Fund
4. Excess funds on reserve accounts in the amount of \$35.29 were transferred to the payment fund
5. The Water Acquisition Fund received \$68.66 in interest. The full amount was transferred to the Payment Fund
6. A reimbursement for capital expenditures was transferred from the Water Acquisition Fund to Camrosa in the amount of \$649,297.19
7. The Insured Cash Shelter Account received \$29.29 in interest in the month of February
8. A reimbursement for capital expenditures was transferred from the Wastewater Acquisition Fund to Camrosa in the amount of \$330,355.77
9. The Insured Cash Shelter Account average monthly rate of return for the period was 0.1500%
10. LAIF's average monthly rate of return for the period was 0.407%

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						
																					December 23 rd & 24 th - Christmas						
																					December 31 st - New Year's Eve						
APRIL							MAY							JUNE							2021 Conferences						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	CASA Winter Conf. (**Virtual Event**) - Jan. 27 th - 28 th						
				1	2	3							1			1	2	3	4	5	ACWA Spring Conf. (Monterey) - May 4 th - 7 th						
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	CASA 66th Annual Conf. (San Diego) - Aug. 11 th - 13 th						
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	ACWA Fall Conf. (Pasadena) - Nov. 30 th - Dec. 3 rd						
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26							
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30										
							30	31																			
JULY							AUGUST							SEPTEMBER							2021 AWA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)						
				1	2	3	1	2	3	4	5	6	7				1	2	3	4	Waterwise Breakfast (See yellow on calendar)						
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	AWA Board Meetings (See orange on calendar)						
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	August - DARK (No Meetings or Events)						
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	September 30 th - Reagan Library Reception						
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			October 21 st - Annual Symposium						
																					December 9 th - Holiday Mixer						
OCTOBER							NOVEMBER							DECEMBER							2021 VCSDA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 2 nd - Annual Dinner						
					1	2		1	2	3	4	5	6				1	2	3	4	April 6 th						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	June 1 st						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	August 3 rd						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	October 5 th						
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		December 7 th						
31																											
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.																				