

## Board Agenda

### Regular Meeting

**Thursday, April 8, 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 25, 2021
2. Approved Minutes of the Emergency Meeting of March 25, 2021

**3. \*\*Approve Vendor Payments**

**Objective:** Approve the payments as presented by Staff.

**Action Required:** Approve accounts payable in the amount of \$327,625.48.

**Primary Agenda**

**4. \*\*Update of current Capital Projects and Proposed Fiscal Year 2021-22 Capital Projects and Fixed Assets**

**Objective:** Receive a briefing from staff on the status of current capital projects and proposed Fiscal Year (FY) 2021-22 Capital Projects and Fixed Assets.

**Action Required:** No action necessary; for information only.

**5. \*\*Fiscal Year 2020-21 End of Year Projections**

**Objective:** Receive a briefing from staff on the Fiscal Year (FY) 2020-21 End of Year Projections.

**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](http://www.camrosa.com).

**April 8, 2021**

Board of  
Directors  
Agenda Packet

## Board Minutes

### Regular Meeting

Thursday, March 25, 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)  
Josi 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 March 11, 2021**

The Board approved the Minutes of the Regular Meeting of March 11, 2021.

**Motion:** Hoag **Second:** Fox

**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 \$1,011,343.72 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$1,011,343.72.

**Motion:** Hoag **Second:** Fox

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

### **Primary Agenda**

**3. Backflow Prevention Devices**

The Board received a briefing on backflow prevention devices.

No action necessary; for information only.

#### **4. Sewer Diversion Structure Rehabilitation**

The Board authorized 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.

**Motion:** Brown **Second:** Hoag

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

#### **5. Meter Stations #5 and #7 Rehabilitation**

The Board authorized 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.

**Motion:** Fox **Second:** Brown

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

#### **6. Master Plan**

The Board discussed the District's approach to master planning.

No action necessary; for information only.

#### **7. Salary and Classification Schedule**

The Board adopted 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.

**Motion:** Foreman **Second:** Hoag

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

#### **Comments by General Manager**

- None

#### **Comments by Directors**

President West stated that the Board meetings will resume in the Board Room April 22, 2021 for any Directors who wish to attend in person. The public will continue to attend the Board meeting via Zoom until further notice.

**The Board recessed from the Regular Meeting to convene an Emergency Meeting at 5:31 P.M.**

**The Board returned to open session at 5:42 P.M.**

**Closed Session:** The Board entered a closed session at 5:42 P.M. to confidentially discuss pending litigation as authorized by Government Code §54956.9.

#### **8. Closed Session Conference with Legal Counsel**

The Board conferred with and received advice from counsel regarding pending litigation.

**No action was taken in closed session.**

**The Board returned to open session at 5:57 P.M.**

## Adjournment

There being no further business, the meeting was adjourned at 5:57 P.M.

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

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

## **Board Minutes**

### **Emergency Meeting**

**Thursday, March 25, 2021**

Camrosa Board Room

5:31 P.M.

**Call to Order** The emergency meeting was convened at 5:31 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)

### **Primary Agenda**

The Board entered an emergency meeting at 5:31 P.M. to discuss an emergency situation authorized by Government Code §54956.5 et seq.

President West requested the Board convene an emergency meeting to discuss emergency repairs at the CSUCI well. The Board voted to hear the issue.

**Motion:** Brown **Second:** Foreman

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

#### **1. CSUCI Well Repair**

The Board authorized the General Manager to approve a purchase order, in an amount not to exceed \$100,000, to General Pump Company, to replace the damaged metal column pipe with stainless-steel pipe at the CSUCI well.

**Motion:** Brown **Second:** Fox

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

#### **2. CSUCI Well Rehabilitation**

The Board authorized the General Manager to approve a purchase order, in an amount not to exceed \$85,000, to General Pump Company, for the rehabilitation of the CSUCI well.

**Motion:** Fox **Second:** Hoag

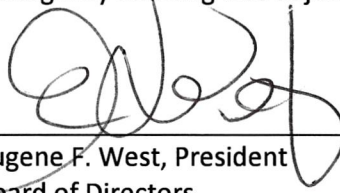
**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

## Adjournment

There being no further emergency business, the emergency meeting was adjourned at 5:42 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

April 8, 2021

**To:** General Manager

**From:** Sandra Llamas, Sr. Accountant

**Subject:** Approve Vendor Payments

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**Objective:** Approve the payments as presented by Staff.

**Action Required:** Approve accounts payable in the amount of \$327,625.48.

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

Payroll PR 3-2 2021	\$ 41,148.81
Accounts Payable 3/18/2021-3/31/2021	\$ <u>286,476.67</u>
Total Disbursements	\$ <u>327,625.48</u>

### DISBURSEMENT APPROVAL

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BOARD MEMBER

\_\_\_\_\_  
DATE

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Tony L. Stafford, General Manager

## Camrosa Water District

Accounts Payable Period:

3/18/2021-3/31/2021

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	20991.25
800 & 600	Water Capital Projects	
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	-425.00
20250	Non-Potable Water Purchases	
23001	Refunds Payable	330.15
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	107971.16
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50140	Unemployment Benefits	
50153	Social Security Tax	
50200	Utilities	2954.72
50210	Communications	3061.32
50220	Outside Contracts	80162.27
50230	Professional Services	14479.00
50240	Pipeline Repairs	15035.52
50250	Small Tool & Equipment	41.81
50260	Materials & Supplies	8179.34
50270	Repair Parts & Equip Maint	5365.58
50280	Legal Services	
50290	Dues & Subscriptions	
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	3738.00
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	24591.55
50700	Interest Expense	
TOTAL		<b>\$286,476.67</b>



# Expense Approval Report

By Vendor Name

Payable Dates 3/18/2021 - 3/31/2021 Post Dates 3/18/2021 - 3/31/2021

Payment Numl	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Orde	Amount
30	03/30/2021	STANTEC CONSULTING	1768684	GSP Scoping	Prof services	FY21-0134	6179
<b>TOTAL VENDOR PAYMENTS-GSA</b>							<b>\$ 6,179.00</b>
<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3271	03/25/2021	DEPOSIT ONLY-CAMROSA WTR	3-25-21-AP	Transfer to Disbursements Account	Transfer to disbursements-l		405000
3272	03/25/2021	DEPOSIT ONLY-CAMROSA WTR	3-25-21-PR	Transfer to Disbursements Account	Transfer to disbursements-l		162000
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>567000</b>
<b>Vendor: AGR00 - AG RX INC.</b>							
56546	03/29/2021	AG RX INC.	97431	Weed Abatement	Outsd contracts	FY21-0199	4369.35
56546	03/29/2021	AG RX INC.	97484	Weed Abatement	Outsd contracts	FY21-0199	2342.68
56546	03/29/2021	AG RX INC.	97485	Weed Abatement	Outsd contracts	FY21-0199	4685.32
<b>Vendor AGR00 - AG RX INC. Total:</b>							<b>11397.35</b>
56547	03/25/2021	ALLEN INSTURMENTS & SUPPLIES IIC	50222	Materials & Supplies - USA Paint	Materials & supplies		701.29
56548	03/26/2021	ANDREA CORBY	00005997	Deposit Refund Act 5997- 2528 Duval Rd	Refunds payable		34.22
56549	03/30/2021	ANKURA INTERMEDIATE HOLDINGS, LP	CI-029573	Ankura CATCH Cyber Monitoring	Outside Contracts	FY21-0077	12812.5
<b>Vendor: AZT01 - AZTEC CONTAINER</b>							
56550	03/30/2021	AZTEC CONTAINER	19668-1	Storage Containers	Fixed Assets-Internal	FY21-0152	9641.78
56550	03/30/2021	AZTEC CONTAINER	19668-2	Storage Containers	Fixed Assets-Internal	FY21-0152	9641.77
<b>Vendor AZT01 - AZTEC CONTAINER Total:</b>							<b>19283.55</b>
56551	03/29/2021	COASTAL-PIPCO	S2133122-001	Repair Parts - Reiter Brothers	Repair parts & equipment		118.63
56552	03/25/2021	COMMUNICATION ENTERPRISES, INC.	1106005	Fleet Radio Install	Outsd contracts	FY21-0151	3854.48
<b>Vendor: EJH01 - E.J. HARRISON &amp; SONS INC</b>							
56553	03/29/2021	E.J. HARRISON & SONS INC	33335	Trash Removal - CWRP	Outsd contracts		479.41
56553	03/29/2021	E.J. HARRISON & SONS INC	887	Trash Removal - CWRP	Outsd contracts		479.41
<b>Vendor EJH01 - E.J. HARRISON &amp; SONS INC Total:</b>							<b>958.82</b>
<b>Vendor: \E107 - ESQUIRE PROPERTY MANAGEMENT</b>							
56554	03/26/2021	ESQUIRE PROPERTY MANAGEMENT	00001401	Deposit Refund Act 1401- 5148 Via Calderon	Refunds payable		58.99
56554	03/26/2021	ESQUIRE PROPERTY MANAGEMENT	00007307	Deposit Refund Act 7307- 4520 Calle Argolla	Refunds payable		0.34
<b>Vendor \E107 - ESQUIRE PROPERTY MANAGEMENT Total:</b>							<b>59.33</b>
56555	03/30/2021	EUGENE MANCINI	00004296	Final Act Overpayment Refund-5439 Summerfield St	Refunds payable		97.88
<b>Vendor: FAM01 - FAMCON PIPE &amp; SUPPLY, INC</b>							
56556	03/30/2021	FAMCON PIPE & SUPPLY, INC	S100049611-002	Meter Relocation Reiter Brothers	Outsd contracts	FY21-0202	3166.01
56556	03/30/2021	FAMCON PIPE & SUPPLY, INC	S100049792-00	Meter Relocation Reiter Brothers	Outsd contracts	FY21-0202	291.72
56556	03/30/2021	FAMCON PIPE & SUPPLY, INC	S100049960-001	Meter Relocation Reiter Brothers	Outsd contracts	FY21-0202	114.22
56556	03/29/2021	FAMCON PIPE & SUPPLY, INC	S100050603-001	Repair Parts - Meter Pond 1	Repair parts & equipment		210.21
56556	03/29/2021	FAMCON PIPE & SUPPLY, INC	S100050603-002	Repair Parts - Meter Pond 1	Repair parts & equipment		851.57
<b>Vendor FAM01 - FAMCON PIPE &amp; SUPPLY, INC Total:</b>							<b>4633.73</b>
56557	03/29/2021	Frontier Communications	March 2021	VOIP - Land Lines	Communications		433.07

**Vendor: FRU01 - FRUIT GROWERS LAB. INC.**

56558	03/25/2021	FRUIT GROWERS LAB. INC.	101556A	CWRF Sequential Chlorination Study	Outsd contracts	2250
56558	03/25/2021	FRUIT GROWERS LAB. INC.	101969A	Outside Lab Work for CWRF	Outsd contracts	265
56558	03/25/2021	FRUIT GROWERS LAB. INC.	102385A	Outside Lab Work for CWRF	Outside Contracts	108
56558	03/25/2021	FRUIT GROWERS LAB. INC.	102386A	Outside Lab Work for CWRF	Outsd contracts	210
56558	03/30/2021	FRUIT GROWERS LAB. INC.	102680A	.	Outside Contracts	54
<b>Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:</b>						<b>2887</b>

**Vendor: HAC01 - HACH COMPANY**

56559	03/30/2021	HACH COMPANY	12377896	Lab Suppliesq	Materials & supplies	85
56559	03/30/2021	HACH COMPANY	12380801	Lab Supplies	Materials & supplies	59.95
<b>Vendor HAC01 - HACH COMPANY Total:</b>						<b>144.95</b>

56560	03/29/2021	HADRONEX INC.	17843	Smart Covers Field Repair	Outsd contracts	120
56561	03/29/2021	INDUSTRIAL BOLT & SUPPLY	218491-1	Repair Parts RMWTP	Repair Parts & Equipment-RFY21-0204	1093.44
56562	03/26/2021	INFOSEND, INC.	188176	Printing & Mailing March 2021 Statements	Outsd contracts	4923.88
56563	03/31/2021	J&H Engineering	3672	Replace 16" Meter at Ponds	Outsd contracts FY21-0208	14361.25
56564	03/30/2021	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	40772A	Cleaning Service	Outsd contracts	1655.56
56565	03/29/2021	LANDMARK GRADING & PAVING, INC	2021-03235	Storage Containers Site Prep	Fixed Assets-Internal FY21-0180	5308
56566	03/30/2021	LAS VIRGENES MUNICIPAL WATER DISTRICT	CWD-BRINE-03	Regional Brine Management Study	Prof services FY20-0220-R1	14479
56567	03/30/2021	LIZETTE HALCOMB	00003202	Deposit Refund Act 3202- 5589 Cherry Ridge Dr	Refunds payable	67.56
56568	03/26/2021	MARY GALINDO	00001355	Deposit Refund Act 1355 - 5297 Via Calderon	Refunds payable	7.15
56569	03/29/2021	MCCALL'S METER SALES & SERVICE	33639	Production Prop Meter Calabration	Outsd contracts FY21-0165	2880
56570	03/29/2021	McMASTER-CARR SUPPLY CO	55029174	Hand Tools	Small tools & equipment	41.81
56571	03/29/2021	MNS ENGINEERS, INC.	77290	Changes to Fan Press Design	Construction in progress FY18-0055-R3	9154.25

**Vendor: NOR07 - NORTHSTAR CHEMICAL**

56572	03/30/2021	NORTHSTAR CHEMICAL	191643	Materials Chemicals CWRF	Materials & supplies	3117.52
56572	03/29/2021	NORTHSTAR CHEMICAL	191645	Materials Chemicals - CWRF	Materials & supplies	268.13
<b>Vendor NOR07 - NORTHSTAR CHEMICAL Total:</b>						<b>3385.65</b>

56573	03/29/2021	OAKRIDGE GEOSCIENCE, INC.	047-006-01	Geotechnical Services for Soil Foundation	Construction in progress FY21-0161	3337
56574	03/29/2021	PRAXAIR DISTRIBUTION INC	62506191	Acetylene Gas Cylinders	Materials & supplies	92.1
56575	03/26/2021	RICHARD BURNS	00001366	Deposit Refund Act 1366- 5181 Via Calderon	Refunds payable	29

**Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS**

56576	03/29/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1002490	Repair Parts - Power Strut	Repair parts & equipment	414.32
56576	03/29/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1002935	Repair Parts - Meter Pond 1	Repair parts & equipment	397.57
56576	03/29/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1002987	Repair Parts - Meter Pond 1	Repair parts & equipment	39.63
56576	03/29/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1003094	Repair Parts - Meter Pond 1	Repair parts & equipment	151.12
56576	03/29/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1003168	Repair Parts - Meter Pond 1	Repair parts & equipment	162.12
56576	03/30/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1003294	Rockwell Techconnect Support	Outsd contracts FY21-0186	7641
<b>Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:</b>						<b>8805.76</b>

56577	03/26/2021	RT LAWRENCE CORPORATION	44647	Prockessing February 2021 Payments-Lockbox Svcs	Outsd contracts	484.44
56578	03/29/2021	SAM HILL & SONS, INC.	3688	Leak Repair 12" Main Line Airvac	Pipeline repairs FY21-0201	11087.82
56579	03/30/2021	SAMUEL STAINBACK	00008136	Deposit Refund Act 8136- 7223 Camino Las Ramblas	Refunds payable	26.99
56580	03/29/2021	SAWYER PETROLEUM	5136598	Petroleum Lubricants	Materials & supplies	760.49
784	03/25/2021	SOUTHERN CALIF. EDISON	March2021	March 2021 Monthly Usage Charges	Utilities	110910.59
785	03/31/2021	SOUTHERN CALIFORNIA GAS	March 2021	March 2021 Usage Charges-Acct Ref#12378717941	Utilities	15.29

**Vendor: SCF01 - SOUTHERN COUNTIES OIL**

56581	03/25/2021	SOUTHERN COUNTIES OIL	1831400IN	Material & Supplies - Fuel	Materials & supplies	820.57
56581	03/25/2021	SOUTHERN COUNTIES OIL	1832978IN	Material & Supplies - Fuel Pond 1	Materials & supplies	463.52
56581	03/29/2021	SOUTHERN COUNTIES OIL	1834934IN	Materials & Supplies - Fuel	Materials & supplies	1056.34
56581	03/31/2021	SOUTHERN COUNTIES OIL	1839480IN	Materials & Supplies - Fuel Pond 1	Materials & supplies	532.06

**Vendor SCF01 - SOUTHERN COUNTIES OIL Total:** **2872.49**

56582	03/29/2021	SPARKLETTTS	4667386-032121	Distilled Bottled Water	Outsd contracts	6.05
56583	03/26/2021	STACEY HAWK	00000894	Deposit Refund Act 894 -822 Paseo Serenata	Refunds payable	8.02

**Vendor: TAL01 - TALLEY COMMUNICATIONS**

56584	03/29/2021	TALLEY COMMUNICATIONS	10382722	Radio Endpoint Equipment	Repair parts & equipment FY21-0198	871.14
56584	03/29/2021	TALLEY COMMUNICATIONS	10382835	Radio Endpoint Equipment	Repair parts & equipment FY21-0198	1055.83

**Vendor TAL01 - TALLEY COMMUNICATIONS Total:** **1926.97**

56585	03/30/2021	THERMO FISHER SCIENTIFIC (ASHVILLE) LLC	79191408	Lab Supplies	Materials & supplies	222.37
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**Vendor: TRA02 - TRAVIS AGRICULTURAL, INC**

56586	03/31/2021	TRAVIS AGRICULTURAL, INC	21159F	Leak Repair RMWTP	Pipeline Repairs-RMWTP FY21-0205	2168.2
56586	03/30/2021	TRAVIS AGRICULTURAL, INC	21233F	Meter Relocation Reiter Brothers	Outsd contracts FY21-0203	11967.2
56586	03/31/2021	TRAVIS AGRICULTURAL, INC	Pymt 5- 1912886	Construction Chemical Storage Area	Construction in progress FY20-0129-R1	8500
56586	03/31/2021	TRAVIS AGRICULTURAL, INC	Pyt 5-Retention	Reternrtion Pymt 5-Invoice Ref#1912886	Contractor's retention	-425

**Vendor TRA02 - TRAVIS AGRICULTURAL, INC Total:** **22210.4**

56587	03/29/2021	TURF CONSTRUCTION, INC.	14164	Leak Repair Village 17	Pipeline repairs FY21-0200	1779.5
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**Vendor: UNI08 - UNIFIRST CORPORATION**

56588	03/30/2021	UNIFIRST CORPORATION	328-1262045	Uniform Cleaning Service	Outsd contracts	224.83
56588	03/30/2021	UNIFIRST CORPORATION	328-1262055	Office Cleaning Supplies - Towel - Mat Service	Outsd contracts	99.13
56588	03/30/2021	UNIFIRST CORPORATION	328-1263861	Uniform Cleaning Service	Outsd contracts	217.7
56588	03/30/2021	UNIFIRST CORPORATION	328-1263871	Office Cleaning Supplies - Towel - Mat Service	Outsd contracts	99.13

**Vendor UNI08 - UNIFIRST CORPORATION Total:** **640.79**

**Vendor: VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT**

56589	03/29/2021	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1044109	Generator Permit - CWRP	Fees & charges	623
56589	03/29/2021	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1044110	Generator Permit - Pump Station 3	Fees & charges	623
56589	03/29/2021	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1044111	Generator Permit - Sewer Lift 2	Fees & charges	623
56589	03/29/2021	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1044112	Generator Permit - T R Well	Fees & charges	623
56589	03/29/2021	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1044113	Generator Permit - Highland	Fees & charges	623
56589	03/29/2021	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1044114	Generator Permit - Read Rd SL	Fees & charges	623

**Vendor VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT Total:** **3738**

56590	03/29/2021	VERIZON WIRELESS	9876051443	Cell Phone- Current Monthly Charges	Communications	2628.25
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**TOTAL VENDOR PAYMENTS-CAMROSA**

**\$ 286,476.67**

**Vendor: PER05 - CAL PERS 457 PLAN**

DFT0003275	03/25/2021	CAL PERS 457 PLAN	INV0009872	Deferred Compensation	Deferred comp - ee paid	50
DFT0003276	03/25/2021	CAL PERS 457 PLAN	INV0009873	Deferred Compensation	Deferred comp - ee paid	2628
<b>Vendor PER05 - CAL PERS 457 PLAN Total:</b>						<b>2678</b>

DFT0003271	03/25/2021	COLONIAL SUPPLEMENTAL INS	INV0009868	Colonial Benefits	Colonial benefits	279.22
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**Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.**

DFT0003269	03/25/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009866	Payroll-SIT	P/R-sit	11.18
DFT0003290	03/25/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009896	Payroll-SIT	P/R-sit	3784.94
<b>Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:</b>						<b>3796.12</b>

**Vendor: HEA02 - HealthEquity**

DFT0003279	03/25/2021	HealthEquity	INV0009878	HSA-Employee Contribution	HSA Contributions Payable	480.84
DFT0003280	03/25/2021	HealthEquity	INV0009879	HSA Contributions	HSA Contributions Payable	250
<b>Vendor HEA02 - HealthEquity Total:</b>						<b>730.84</b>

783	03/25/2021	LINCOLN FINANCIAL GROUP	INV0009874	Deferred Compensation	Deferred comp - ee paid	1150
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782	03/25/2021	LINCOLN FINANCIAL GROUP	INV0009890	Profit Share Contribution	Profit share contributions	2544.4
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DFT0003277	03/25/2021	PUBLIC EMPLOYEES	INV0009876	PERS-Retirement	P/R-state ret.	16000.97
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**Vendor: UNI10 - UNITED STATES TREASURY**

DFT0003266	03/25/2021	UNITED STATES TREASURY	INV0009863	FIT	P/R-fit	10056.16
DFT0003267	03/25/2021	UNITED STATES TREASURY	INV0009864	Payroll-Social Security Tax	P/R - ee social security	892.8
DFT0003268	03/25/2021	UNITED STATES TREASURY	INV0009865	Payroll- Medicare Tax	P/R - ee medicare	2741.8
<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>						<b>13690.76</b>

56544	03/25/2021	UNITED WAY OF VENTURA CO.	INV0009867	Charity-United Way	P/R-charity	20
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DFT0003281	03/25/2021	SYMETRA LIFE INS CO.	INV0009880	Life Insurance	Life ins.	258.5
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**TOTAL PAYROLL VENDOR PAYMENTS****\$ 41,148.81**

## Board Memorandum

April 8, 2021

**To:** Board of Directors

**From:** Tamara Sexton, Manager of Finance

**Subject:** Update of current Capital Projects and Proposed Fiscal Year 2021-22 Capital Projects and Fixed Assets

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**Objective:** Receive a briefing from staff on the status of current capital projects and proposed Fiscal Year (FY) 2021-22 Capital Projects and Fixed Assets.

**Action Required:** No action necessary; for information only.

**Discussion:** Attached is a listing of current Closeout Capital Projects reflecting projects anticipated to be complete by the end of this fiscal year and Carryover Projects that are anticipated to be complete by the end of FY2021-22. Also included is a draft of the proposed FY2021-22 Capital Projects and Fixed Assets. The goal is to have all projects, both carryovers and proposed, completed by end of FY2021-22.

Staff will return to the Board on April 22, 2021 to present a draft of the FY2021-22 operating expense budget and projected FY2021-22 year-end reserve balances.

## Carryovers & Closeouts

Project #	Prior FY Budget	FY 2020-21 Budget	Mid-Year Budget	Total Budget	Total Actual / Projected	Carryover	Closeouts De-Obligate	Description	Status
<b>Completed Projects</b>									
550-21-02	-	70,000	-	70,000	70,000	-	-	Smartcovers Sewer Monitoring System	Completed
550-21-03	-	-	60,000	60,000	60,000	-	-	Sewer Diversion Structure Rehabilitation	Completed
650-15-01	1,280,000	-	-	1,280,000	1,213,702	-	66,298	Pump Station 2 to 3	Completed
650-19-05	640,000	-	-	640,000	606,370	-	33,630	Res 3D Slope Stabilization & Drainage Imp.	Completed
650-19-06	200,000	-	-	200,000	189,842	-	10,158	Distribution Valve Replacement	Completed
650-20-06	110,000	-	-	110,000	109,519	-	481	Potable Water Model	Completed
650-21-01	-	290,000	-	290,000	290,000	-	-	Meter Station 5 and 7 Rehabilitation	Completed
650-21-02	-	-	185,000	185,000	185,000	-	-	CSUCI Well Rehabilitation	Completed
750-20-06	20,000	-	-	20,000	15,161	-	4,839	N-P Storage Ponds-Monitoring Well Design	Completed
750-20-08	240,000	-	-	240,000	240,000	-	-	Device Net to EtherNet/IP Conversion	Completed
750-21-01	-	240,000	-	240,000	237,199	-	2,801	Pond Rip Rap	Completed
750-21-02	-	30,000	-	30,000	10,617	-	19,384	Monitoring Well No. 3-N-P Storage Ponds	Completed
900-18-01	1,057,500	-	-	1,057,500	959,051	-	98,449	CWRF Upgrades	Completed
900-20-02	250,000	-	-	250,000	250,000	-	-	Sewer Lift #1 MCC	Completed
900-20-03	258,000	-	-	258,000	185,279	-	72,721	Sewer Line Lynwood Woodcreek	Completed
<b>Total Completed</b>	<b>\$ 4,055,500</b>	<b>\$ 630,000</b>	<b>\$ 245,000</b>	<b>\$ 4,930,500</b>	<b>\$ 4,621,739</b>	<b>\$ -</b>	<b>\$ 308,761</b>		
<b>Deobligated Projects</b>									
500-21-01	-	295,000	-	295,000	-	-	295,000	Effluent Line Replacement-Engineering Design	Deobligate
750-21-03	-	110,000	-	110,000	-	-	110,000	Pond Improvements-Engineering Design	Deobligate
750-20-01	65,000	-	-	65,000	-	-	65,000	Pump Station #4 Auxiliary Pump	Deobligate
750-20-03	230,000	-	-	230,000	-	-	230,000	Santa Rosa #10 Well Rehabilitation	Deobligate
<b>Total Deobligated</b>	<b>\$ 295,000</b>	<b>\$ 405,000</b>	<b>\$ -</b>	<b>\$ 700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 700,000</b>		
<b>Carryovers</b>									
400-20-02	65,000	250,000	-	315,000	216,463	98,537	-	Reservoir 1B Comm Facility	Carryover
550-21-01	-	360,000	-	360,000	179,110	180,890	-	Sewer Lift Read Road MCC	Carryover
650-15-01	4,467,000	-	-	4,467,000	2,155,036	2,311,964	-	PV Well #2	Carryover
800-20-02	143,000	190,000	30,000	363,000	218,217	144,783	-	Pump Station #2 Generator Fuel Tank	Carryover
800-20-03	160,000	-	-	160,000	75,000	85,000	-	Reservoir 4C Hydro-Pneumatic Pump	Carryover
800-20-04	160,000	-	-	160,000	75,000	85,000	-	Reservoir 4C Replacement	Carryover
900-18-02	163,000	1,695,000	-	1,858,000	172,354	1,685,646	-	De-watering Press	Carryover
900-18-03	869,000	632,500	-	1,501,500	112,846	1,388,654	-	Effluent Pond Relining	Carryover
900-20-01	153,000	135,000	-	288,000	98,917	189,083	-	CWRF Emergency Generator Fuel Tank	Carryover
600-20-02	625,000	3,650,000	-	4,275,000	362,375	3,912,625	-	Conejo Wellfield Treatment	Carryover
650-17-05	193,500	-	-	193,500	187,658	5,842	-	Chloramination Project	Carryover
650-20-03	280,000	-	-	280,000	128,076	151,924	-	Meter Station Control Cabinets	Carryover
<b>Total Carryovers</b>	<b>\$ 7,278,500</b>	<b>\$ 6,912,500</b>	<b>\$ 30,000</b>	<b>\$ 14,221,000</b>	<b>\$ 3,961,052</b>	<b>\$ 10,239,948</b>	<b>\$ -</b>		
<b>Total CIPs</b>	<b>\$ 11,629,000</b>	<b>\$ 7,947,500</b>	<b>\$ 275,000</b>	<b>\$ 19,851,500</b>	<b>\$ 8,602,791</b>	<b>\$ 10,239,948</b>	<b>\$ 1,008,761</b>		
<b>Fixed Assets</b>									
<b>Total Fixed Assets</b>	<b>\$ -</b>	<b>\$ 148,810</b>	<b>\$ -</b>	<b>\$ 148,810</b>	<b>\$ 46,387</b>	<b>\$ -</b>	<b>\$ 102,423</b>	<b>FY2020-21 Fixed Assets</b>	
<b>Total CIP &amp; Fixed Assets</b>	<b>\$ 11,629,000</b>	<b>\$ 8,096,310</b>	<b>\$ 275,000</b>	<b>\$ 20,000,310</b>	<b>\$ 8,649,178</b>	<b>\$ 10,239,948</b>	<b>\$ 1,111,184</b>		



## Capital Projects Carryover Details

### **400-20-02     \$ 315,000     Reservoir 1B Communication Facility**

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Reservoir 1B is a main backbone node and vital communication hub for SCADA, AMR, and connectivity to the remote CWRP/RMWTP sites. During recent emergency conditions, such as the Easy and Hill Fires, SCE power to this site was shut down, leaving equipment with limited UPS and/or solar power. Currently, radio and network equipment are housed in an old wooden building that is undersized, lacks adequate insulation, and is vulnerable to weather, wind, fires, and vandalism. Accessibility will be improved; access is currently over a steep unimproved dirt road that is susceptible to erosion, difficult to traverse during bad weather, and problematic for diesel deliveries. Additional improvements include a small emergency standby generator. The budgeted amount includes engineering design and an estimated construction cost. Design is estimated to be complete in spring of 2021 and construction is expected to be completed by the end of calendar year 2021. This is a new project that was not included in the 2019 Rate Study.

### **550-21-01     \$ 360,000     Sewer Lift Read Road MCC**

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The Read Road Sewer Lift lifts sewer 220 feet from a small development of 18 homes off Read Road into the City of Thousand Oaks' collection system. The Motor Control Center (MCC) and related instrumentation is outdated and needs to be replaced to ensure operational reliability. This is the total project cost. It is expected to be completed by the end of FY2021-22. This project was included in the 2019 Rate Study.

### **650-15-01     \$4,467,000     PV Well #2**

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Recent agreements between the Pleasant Valley County Water District (PVCWD) and the Fox Canyon Groundwater Management Agency (FCGMA) have resulted in the exchange of non-potable surface water for potable groundwater within the Pleasant Valley Basin. This project provides a secondary well, in addition to the existing Woodcreek Well, within the Pleasant Valley Groundwater Basin to produce the District's increased pumping allocations. The new well was drilled in 2016 at the opposite end of Woodcreek Park from the Woodcreek Well. The original design included iron and manganese filtration; water quality analysis since the completion of the well led to removal of the iron and manganese filters from design. The well was brought online in 2020 with temporary piping and well housing while design is finalized and construction of the permanent site is orchestrated. It is anticipated that additional funding will be needed. Staff will return to the Board once those costs are known. This project is expected to be complete by the end of FY2021-22. It was included in the 2019 Rate Study.

### **800-20-02     \$ 363,000     Pump Station #2 Generator & Fuel Tank**

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This project will provide emergency potable drinking water and fire services to Reservoir 4B in the event of a power outage. Reservoir 4B is the only potable water tank that serves this zone and is supplied from a single pump station (Pump Station No. 2). There is no redundancy available from other tanks or higher pressure zones. This project provides for engineering, pre-purchasing of the generator and fuel tank, and construction. The project was awarded on February 11, 2021. Installation is scheduled for FY2020-21 and is anticipated to be complete by October 2021. This is a new project that was not included in the 2019 Rate Study.

### Capital Projects Carryover Details (Continued)

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**800-20-03      \$ 160,000      Reservoir 4C Hydropneumatic Pump**

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The 4C hydropneumatic pump station is old, in poor condition, and has outlasted its projected lifespan. Originally built in 1975, the hydropneumatic pump station consists of two 25HP pumps and an emergency standby generator. Current demand is met with a single pump, with a second pump for redundancy. Existing fire service is considered substandard. This budget includes engineering design only and is anticipated to be complete by December 31, 2021. This project was included in the 2019 Rate Study.

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**800-20-04      \$ 160,000      Reservoir 4C Replacement**

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The existing Reservoir 4C was constructed in the 1960s and has exceeded its useful lifespan. This tank has poor interior and exterior coating, rests on an inadequate structural foundation, and does not meet current seismic standards. This project includes demolition of the existing tank and construction of a new 1.0MG steel tank that meets current AWWA and API Design Standards. This budget includes engineering design only and is anticipated to be complete by December 31, 2021. This project was included in the 2019 Rate Study.

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**900-18-02      \$1,858,000      Dewatering Press**

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The District spends approximately \$140,000 in outside contracts and 800 Camrosa man hours every year to press, till, and dry sludge at the CWRP. A dewatering press would save these resources for other functions. The press would be located adjacent to the biosolids drying beds. Staff has identified a fan press as the preferred machinery. Design is complete and construction bids are anticipated prior to the end of the fiscal year. Costs include the fan press itself and construction. This project is anticipated to be complete within FY2021-22. This project was included in the 2019 Rate Study.

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**900-18-03      \$1,501,500      Effluent Pond Relining**

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The existing effluent ponds at CWRP were originally lined with a "hydraulic" lining. As a result, there could be some leakage. In addition, the ponds accumulate sediment, which is problematic in promoting plant growth and can result in water loss and an accelerated chlorine residual loss. Pond relining with concrete (or other impermeable surface) is proposed to allow for a more robust surface for easier cleaning with heavy equipment. Cost includes engineering, concrete liner, waterstop, and gate replacement (if needed). No outside maintenance labor or equipment is expected. This project is anticipated to be complete by the end of calendar year 2021. It was included in the 2019 Rate Study.

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**900-20-01      \$ 288,000      CWRP Emergency Generator Fuel Tank**

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This diesel fuel tank will provide long-term fuel supply for the Camrosa Water Reclamation Facility existing standby generator. The existing CWRP emergency standby generator (400KW) has an undersized five hundred gallon fuel tank. This project will replace the existing tank with a new tank that will sustain full load for approximately one week. This project provides for engineering, procurement of the tank, and installation. This project is anticipated to be complete by December 31, 2021. This is a new project that was not included in the 2019 Rate Study.

### Capital Projects Carryover Details (Continued)

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**600-20-02      \$4,275,000      Conejo Wellfield Treatment**

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Conejo Wellfield wells have tested positive for TCP, a regulated contaminant with an MCL of 5 ppt. The Conejo Wells have consistently been above the MCL. A feasibility study completed in March 2020 recommends a granular activated carbon (GAC) vessel treatment facility. Design is expected to be complete summer of 2021. Construction is anticipated to start before the end of the calendar year and be complete by the end of the fiscal year. It is anticipated that additional funding will be needed. Staff will return to the Board once those costs are known. This is a new project that was not included in the 2019 Rate Study.

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**650-17-05      \$ 193,500      Chloramination Project**

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This project was established to install chloramination facilities and instrumentation at the Conejo Wellfield and Tierra Rejada Well. The Conejo Wellfield facility was completed in 2018. The Tierra Rejada Well facility needs some building repair and site work prior to installing the chloramination facilities; these are expected to be timed with the Tierra Rejada Well rehabilitation described under the Tierra Rejada Well project, prior to the end of FY2021-22. This project was included in the 2019 Rate Study.

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**650-20-03      \$ 280,000      Meter Station Control Cabinets**

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Camrosa's meter stations control cabinets are aging and have limited functionality. The upgrade will include batteries for an estimated two plus days of backup with full operational control of the station and interface with Calleguas. The current control cabinets have no backup provisions for power loss. Control cabinets at eleven meter stations will be replaced. This project is expected to be completed by the end of FY2021-22. This project was included in the 2019 Rate Study.

## Capital Projects FY2021-22

Capital Projects	Prior Year Appropriations	Budget FY 2021-22	Total	Description
<b>General Projects</b>				
400-20-02	315,000	155,000	470,000	Reservoir 1B Communication Facility
xxx-xx-xx	-	300,000	300,000	District Headquarters Security
xxx-xx-xx	-	504,000	504,000	Utility Billing System
xxx-xx-xx	-	90,000	90,000	LIMS
xxx-xx-xx	-	65,000	65,000	Tier 2 Historian
xxx-xx-xx	-	70,000	70,000	Radio Tower @4B
<b>Total General Projects</b>	<b>\$ 315,000</b>	<b>\$ 1,184,000</b>	<b>\$ 1,499,000</b>	
<b>Potable Water Projects</b>				
650-15-01	4,467,000	-	4,467,000	PV Well #2
600-20-02	4,275,000	-	4,275,000	Conejo Wellfield Treatment
xxx-xx-xx	-	362,000	362,000	Penny Well Degasifier
xxx-xx-xx	-	120,000	120,000	Tierra Rejada Well
xxx-xx-xx	-	200,000	200,000	Distribution Valve Replacement
xxx-xx-xx	-	350,000	350,000	CamSprings Waterline
<b>Total Potable Projects</b>	<b>\$ 8,742,000</b>	<b>\$ 1,032,000</b>	<b>\$ 9,774,000</b>	
<b>Wastewater Projects</b>				
900-18-02	1,858,000	300,000	2,158,000	De-watering Press
xxx-xx-xx	-	90,000	90,000	Smart Covers Sewer Manholes
<b>Total Wastewater Projects</b>	<b>\$ 1,858,000</b>	<b>\$ 390,000</b>	<b>\$ 2,248,000</b>	
<b>Total CIPs</b>	<b>\$ 10,915,000</b>	<b>\$ 2,606,000</b>	<b>\$ 13,521,000</b>	

## Capital Projects FY2021-22 (Continued)

### **400-20-02     \$ 155,000     Reservoir 1B Communication Facility**

Reservoir 1B is a main backbone node and vital communication hub for SCADA, AMR, and connectivity to the remote CWRP/RMWP sites. During recent emergency conditions, such as the Easy and Hill Fires, SCE power to this site was shut down, leaving equipment with limited UPS and/or solar power. Currently, radio and network equipment are housed in an old wooden building that is undersized, lacks adequate insulation, and is vulnerable to weather, wind, fires, and vandalism. Accessibility will be improved; access is currently over a steep unimproved dirt road that is susceptible to erosion, difficult to traverse during bad weather, and problematic for diesel deliveries. Additional improvements include a small emergency standby generator. The request of \$155,000 is for the remaining construction portion of this project. Construction is expected to be completed by the end of calendar year 2021. This is a new project that was not included in the 2019 Rate Study.

### **xxx-xx-xx     \$ 300,000     District Headquarters Security**

The lobby at District headquarters needs to be remodeled for security purposes. The redesign includes creating a physical barrier between staff and the public, including secure access doors to the back office and Board room, as well as parking lot modifications to meet ADA requirements. Construction is expected to be complete by the end of calendar year 2021. This is a new project that was not included in the 2019 Rate Study.

### **xxx-xx-xx     \$ 504,000     Utility Billing System**

The current billing system, Advanced CIS version 3, is antiquated and was placed online in 2007. Many routine processes are currently performed manually (e.g., late fees and deposits), which is not efficient. Additional functionality includes mobile access for field technicians and web-based account access for customers. Project steps include migrating the existing version 3 from on-premise to cloud-based and then upgrading to version 4. This upgrade benefits all three cost centers. This project is expected to be completed by the end of FY2021-22. This is a new project that was not included in the 2019 Rate Study.

### **xxx-xx-xx     \$ 90,000     LIMS**

The labs currently use a combination of Excel, PDFs, and three-ring binders to manage information. A laboratory information management system, or LIMS, would digitize this process, from field collection via a mobile app to an instrument interface to a fully integrated database. It would increase organization, improve accuracy, save time, streamline permit-related reporting, and maximize data shareability across users in the organization. LABWORKS's LIMS is software that consists of several apps and license agreements. All laboratory and laboratory-related desktop and mobile devices will be configured to work with LABWORKS. This project is to be completed by the end of FY2021-22. It is a new project that was not included in the 2019 Rate Study.

### **xxx-xx-xx     \$ 65,000     Tier 2 Historian**

The existing Wonderware Tier 1 Historian servers are the backbone of the SCADA system. They connect and collect data directly from the District's many PLCs and controllers. This information is relayed to and supports the operator stations and HMIs. This all takes place on protected SCADA subnets. This historical information is also available to the office subnet and workstations as it is used on a regular basis to produce reports. The Tier 2 Historian would provide an additional level of security between the office and SCADA subnets. This is the total project cost, and it is to be completed by end of FY2021-22. This is a new project that was not included in the 2019 Rate Study.

## Capital Projects FY2021-22 (Continued)

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### **xxx-xx-xx      \$ 75,000      Radio Tower @ 4B**

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This project will replace the 40-foot radio tower, equipment, and enclosure at the 4B reservoir site. The existing tower was constructed to support a data collection unit (DCU) for the automated meter reading system; as the District's automation and other technological capabilities have increased over the years, more equipment has been installed on this tower, including support for the east end radio network backbone and the 4B reservoir level, as well as the existing DCU. This project will be completed within FY2021-22. This is a new project that was not included in the 2019 Rate Study.

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### **xxx-xx-xx      \$ 362,000      Penny Well Degasifier**

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Since 2018, the Penny Well has been experiencing air entrainment issues, forcing the District to operate the well below capacity. An RFP is expected to be released in April 2021 for design alternatives related to removing the entrained air. The RFP requires the consultant to provide alternatives to restore the well to full capacity. Staff will return to the Board once proposals are received. Project costs shown above are only estimates and are dependent of specific process chosen. This is a new project that was not included in the 2019 Rate Study.

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### **xxx-xx-xx      \$ 120,000      Tierra Rejada Well**

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Production at the Tierra Rejada Well is well below design capacity; operating any higher results in cavitation of the pump. A recent analysis confirmed that declining groundwater levels have negatively impacted production. Long-term mitigation involves extending the pump's depth by approximately 100 feet. Design will be completed in FY2020-21. Construction includes the removal of the existing pump that is set at 280' below ground level (bgl) and installation of a new pump to a depth of 383' bgl. This depth increase is anticipated to help restore production, improve the District's local water production ratio, and provide some longevity if groundwater levels continue to decline. This project is expected to bid in April 2021. Staff will return to the Board once bids are received. This is a new project that was not included in the 2019 Rate Study.

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### **xxx-xx-xx      \$ 200,000      Distribution Valve Replacement**

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The potable distribution system includes more than 200 miles of transmission and distribution pipelines, 1,300 mainline valves, and 1,100 fire hydrant valves. A majority of these valves were installed in the late '60s and '70s. The Operations & Maintenance department replaces them as stuck or damaged valves are encountered and as part of both routine and emergency pipeline repairs. This is an ongoing system maintenance expense. Historically, valve replacement costs were appropriated on an individual basis. Establishing this CIP will enable the District to replace valves throughout the year as they are identified and/or in a timely manner after failure, and will provide for financial forecasting. This is a new project that was not included in the 2019 Rate Study.

## Capital Projects FY2021-22 (Continued)

### **xxx-xx-xx     \$ 350,000     CamSprings Waterline**

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A recent blowout of an existing waterline located within the Conejo Creek between the Camarillo Springs Golf course and Camarillo Sanitary District treatment plant needs to be replaced. Operations & Maintenance installed new valves on either side of the creek to isolate the leak. Due to changes in the creek bed, sections of the pipe are shallow and the condition of the pipe is in question. Returning that line to service is critical to restoring hydraulic capacity in the area, and boring a new line under the creek will provide a more robust solution. Exact lengths are unknown at this time but expected to be approximately 500 feet. Because of the urgency of replacing this section of pipeline, this project is expected to be designed and bid in a single phase. The project will be completed in FY 21/22. This is a new project that was not included in the 2019 Rate Study.

### **900-18-02     \$ 300,000     Dewatering Press**

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The District spends approximately \$140,000 in outside contracts and 800 Camrosa man hours every year to press, till, and dry sludge at the CWRF. A dewatering press would save these resources for other functions. The press would be located adjacent to the biosolids drying beds. Staff has identified a fan press as the preferred machinery. Design is to be completed by June 2021. Costs include the fan press itself and construction; the requested additional costs are based on design engineer's estimates for construction. This project is anticipated to be complete within FY2021-22. This project was included in the 2019 Rate Study.

### **900-18-02     \$ 90,000     Smart Covers Sewer Manholes**

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The Smartcover Monitoring System is an integrated, real-time remote wastewater level monitoring system. The system consists of an ultrasonic sensor level transducer combined with an integrated pressure sensor, system controller, and powerpack all mounted under the manhole cover. The Smartcover System integrates with the Iridium® satellite network for communication. SmartCover provides Camrosa data analysis and demonstrated real-time early warnings of overflow events through advisories, alerts, and alarms to web-enabled devices. Camrosa installed ten SmartCovers in FY2019-20 and this project will install an additional ten near sewer lift stations and known hotspots, and along the main trunkline. This is the total project cost, and it is to be completed by end of FY2021-22. This is a new project that was not included in the 2019 Rate Study.

### Fixed Assets FY2021-22

Program	Number	Item Description	Cost
11	100-21-03	Cellular Booster	25,000
11	100-21-04	Window 2019 Upgrade	28,500
25	100-21-02	Epure	9,000
26	100-21-06	Fuel Trailer	30,000
57	100-21-01	BOD Incubator	5,600
57	100-21-05	Quantitray Sealer	5,500
<b>Total Fixed Assets</b>			<b>\$ 103,600</b>

Potable	30,563
Non-Potable	28,212
Wastewater	44,825
<b>Total Fixed Assets</b>	<b>\$ 103,600</b>



## Fixed Assets FY2021-22 (Continued)

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**xxx-xx-xx      \$25,000      Cellular Booster**

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Cellular signal quality is extremely poor at the District's main office and the Round Mountain Treatment Plant/Camrosa Water Reclamation Facility. A cellular booster amplifies cell signals that are at appropriate levels outdoors and retransmits these signals indoors where they are otherwise weak. The cellular booster system consists of a directional outdoor antenna pointed in the direction of the nearest cell-provider site. The outdoor antenna is cabled to an indoor RF amplifier that repeats the signal to one or more indoor omni-directional antennas.

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**xxx-xx-xx      \$28,500      Windows 2019 Upgrade**

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The District currently operates nine physical servers and several server virtual machines. The operating system (OS) on all nine physical servers is MS-Server 2016. The EOL (end-of-life) date on the 2016 platform is January 22, 2022. While the Extended Support date is good until 2027, it isn't possible to purchase a replacement copy after the EOL date. This fixed asset would upgrade all nine physical servers and virtual server platforms as needed to Windows 2019 (the upgrade supports unlimited installations of Server 2019 Virtual Machine platforms).

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**xxx-xx-xx      \$ 9,000      Epure**

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The E-Pure water purification system purifies tap water to 18 megaohm (100% pure) water for use as sample dilution to create standards to calibrate laboratory instruments. The accuracy of the lab's results depend on the purity of this water. This fixed asset is to replace an aging system purchased new in 1997 when the lab was created and to comply with new regulations promulgated in 2020 by the State Water Resources Control Board Environmental Laboratory Accreditation Program. It will be installed in the main water quality lab at the District headquarters.

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**xxx-xx-xx      \$30,000      Fuel Trailer**

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This 500 gallon fuel trailer will provide some flexibility to support and refill our standby diesel generators and pumps. The existing fuel trailer primarily supports a pump at Pond 1. A second fuel trailer would provide redundancy in case of emergency to maintain fuel levels on smaller generators with day tanks.

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**xxx-xx-xx      \$ 5,600      BOD Incubator**

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A BOD incubator is a low temperature incubator that operates at a constant 20°C. It is installed in the wastewater lab located at the CWRP for analyses determining how much oxygen demand is in plant influent and effluent. These analyses are required to be reported weekly by the plant's operational permit.

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**xxx-xx-xx      \$ 5,500      Quantitray Sealer**

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The Quantitray Sealer is a tool used to perform the Daily Bacterial Analysis on the wastewater plant's effluent to ensure complete disinfection is achieved. This test is required by the Regional Water Quality Control Board. This unit will replace the old sealer, which is beginning to degrade in performance and cannot be relied upon to produce consistent results.

## Board Memorandum

April 8, 2021

**To:** Board of Directors

**From:** Tamara Sexton, Manager of Finance

**Subject:** Fiscal Year 2020-21 End of Year Projections

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**Objective:** Receive a briefing from staff on the Fiscal Year (FY) 2020-21 End of Year Projections.

**Action Required:** No action necessary; for information only.

**Discussion:** Attached is the FY 2020-21 End of Year Projections.

Staff will return to the Board on April 22, 2021 to present a draft of the FY 2021-22 operating expense budget and projected FY21-22 year-end reserve balances.

### Water Program

- Revenues are expected to be 1% above budget
  - Potable water Operating Revenues are projected to be 1% below budget
  - Non-potable water Operating Revenues are projected to be 5% above budget
  - Total projected water sales are projected to be 13,258 acre-feet (AF), in comparison with the budgeted amount of 14,500 AF
  - Potable water sales are projected to be 7,348 AF, in comparison with the budgeted amount of 7,357 AF
  - Non-Potable water sales within the District are projected to be 5,910 AF in comparison with the budgeted amount of 7,143 AF
  - Non-Potable water sales to PVWCD are projected to be 6,788 AF- in comparison with the budgeted amount of 4,500 AF
- Production expenses are expected to be 2% above budget
- Salaries and Benefits are projected to be 12% below budget
- Outside Contracts and Professional Service expenses are projected to be 37% under budget
- The District received Mitigation and In-Lieu Fees in the amount of \$1,324,678
- The projected debt service coverage ratio of 5.99 exceeds the minimum requirement of 1.15

### Wastewater Program

- Operating Revenues are expected to be 1% below budget
- Expenses are expected to be 9% below budget
- The projected debt service coverage ratio of 5.98 exceeds the minimum requirement of 1.15

Water Program	Budget	EOY Projections	Variance	Actual % FY Budget
<b>Revenues</b>				
Water Sales:				
Potable	\$ 12,059,800	\$ 11,927,085	\$ (132,715)	99%
Recycle/Non-Potable	5,064,600	4,568,332	(496,268)	90%
Water Sales to Pleasant Valley	1,003,300	1,776,572	773,272	177%
Meter Service Charge	2,236,700	2,339,631	102,931	105%
Special Services	55,699	32,477	(23,222)	58%
Pump Zone/Miscellaneous	52,000	52,979	979	102%
<b>Total Operating Revenues</b>	<b>\$ 20,472,099</b>	<b>\$ 20,697,076</b>	<b>\$ 224,977</b>	<b>101%</b>
<b>Operating Expenses</b>				
Import Water Purchases-Calleguas	\$ 8,944,278	\$ 9,090,149	\$ (145,871)	102%
Calleguas Fixed Charge	791,376	853,914	(62,538)	108%
Conejo Creek Project	635,632	921,418	(285,786)	145%
CamSan	30,000	-	30,000	0%
Salinity Management Pipeline-Calleguas	208,917	164,548	44,369	79%
Production Power	1,475,707	1,313,269	162,438	89%
<b>Total Production</b>	<b>\$ 12,085,910</b>	<b>\$ 12,343,298</b>	<b>\$ (257,388)</b>	<b>102%</b>
Regular Salaries	\$ 1,786,565	\$ 1,609,574	\$ 176,991	90%
Overtime/Standby	67,685	39,792	27,893	59%
Part Time	73,008	29,294	43,714	40%
Benefits	679,531	615,461	64,070	91%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,606,789</b>	<b>\$ 2,294,121</b>	<b>\$ 312,668</b>	<b>88%</b>
Outside Contracts	\$ 1,488,063	\$ 974,794	\$ 513,269	66%
Professional Services	304,963	146,305	158,658	48%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 1,793,026</b>	<b>\$ 1,121,099</b>	<b>\$ 671,927</b>	<b>63%</b>
Utilities	\$ 68,525	\$ 69,400	\$ (875)	101%
Communications	35,865	35,750	115	100%
Pipeline Repairs	455,000	455,000	-	100%
Small Tools & Equipment	28,402	27,158	1,244	96%
Materials & Supplies	554,440	458,321	96,119	83%
Repair Parts & Equipment Maintenance	850,450	680,677	169,773	80%
Legal Services	29,250	29,250	-	100%
Dues & Subscriptions	31,363	28,331	3,032	90%
Conference & Travel	10,725	2,377	8,348	22%
Safety & Training	18,200	11,577	6,623	64%
Board Expense	81,250	78,000	3,250	96%
Bad Debt	5,525	26,000	(20,475)	471%
Fees & Charges	128,084	110,763	17,321	86%
Insurance	69,550	57,594	11,956	83%
<b>Total Supplies &amp; Services</b>	<b>\$ 2,366,629</b>	<b>\$ 2,070,198</b>	<b>\$ 296,431</b>	<b>87%</b>
<b>Total Expenses</b>	<b>\$ 18,852,354</b>	<b>\$ 17,828,716</b>	<b>\$ 1,023,638</b>	<b>95%</b>
<b>Net Operating Revenues</b>	<b>\$ 1,619,745</b>	<b>\$ 2,868,360</b>	<b>\$ 1,248,615</b>	<b>177%</b>
<b>Less: Non-Operating Expenses</b>				
Debt Service 2011A/2016	\$ 858,081	\$ 843,081	\$ 15,000	98%
Rate Stabilization Contribution	50,000	50,000	-	-
Capital Replacement Contribution	1,459,784	2,550,000	(1,090,216)	175%
<b>Total Non-Operating Expenses</b>	<b>\$ 2,367,865</b>	<b>\$ 3,443,081</b>	<b>\$ (1,075,216)</b>	<b>145%</b>
<b>Add: Non-Operating Revenues</b>				
Interest Revenues	\$ 107,363	\$ 138,713	\$ 31,350	129%
Taxes	640,945	676,113	35,168	105%
<b>Total Non-Operating Revenues</b>	<b>\$ 748,308</b>	<b>\$ 814,826</b>	<b>\$ 66,518</b>	<b>109%</b>
<b>Net Operating Results</b>	<b>\$ 188</b>	<b>\$ 240,105</b>	<b>\$ 239,917</b>	<b>127715%</b>
Capital Fees	-	42,825	42,825	
Mitigation & In-Lieu Fees	-	1,324,678	1,324,678	
Grants	-	1,175	1,175	
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 188</b>	<b>\$ 1,608,783</b>	<b>\$ 1,608,595</b>	
<b>Debt Ratio</b>	<b>2.76</b>	<b>5.99</b>		

Potable Water Program	Budget	EOY Projections	Variance	Actual % FY Budget
<b>Revenues</b>				
Water Sales:				
Potable	\$ 12,059,800	\$ 11,927,085	\$ (132,715)	99%
Meter Service Charge	2,157,800	2,212,760	54,960	103%
Special Services	38,949	25,146	(13,803)	65%
Pump Zone/Miscellaneous	31,000	31,590	590	102%
<b>Total Operating Revenues</b>	<b>\$ 14,287,549</b>	<b>\$ 14,196,581</b>	<b>\$ (90,968)</b>	<b>99%</b>
<b>Operating Expenses</b>				
Import Water Purchases-Calleguas	\$ 8,219,212	\$ 8,515,408	\$ (296,196)	104%
Calleguas Fixed Charge	791,376	853,914	(62,538)	108%
Salinity Management Pipeline-Calleguas	208,917	164,548	44,369	79%
Production Power	478,817	496,372	(17,555)	104%
<b>Total Production</b>	<b>\$ 9,698,322</b>	<b>\$ 10,030,242</b>	<b>\$ (331,920)</b>	<b>103%</b>
Regular Salaries	\$ 1,161,267	\$ 1,046,223	\$ 115,044	90%
Overtime/Standby	43,995	25,865	18,130	59%
Part Time	47,455	19,041	28,414	40%
Benefits	441,695	400,050	41,645	91%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,694,412</b>	<b>\$ 1,491,179</b>	<b>\$ 203,233</b>	<b>88%</b>
Outside Contracts	\$ 887,565	\$ 558,293	\$ 329,272	63%
Professional Services	155,581	97,350	58,231	63%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 1,043,146</b>	<b>\$ 655,643</b>	<b>\$ 387,503</b>	<b>63%</b>
Utilities	\$ 59,633	\$ 61,288	\$ (1,655)	103%
Communications	18,650	18,590	60	100%
Pipeline Repairs	380,000	380,000	-	100%
Small Tools & Equipment	22,029	21,382	647	97%
Materials & Supplies	467,589	388,127	79,462	83%
Repair Parts & Equipment Maintenance	523,834	428,952	94,882	82%
Legal Services	15,210	15,210	-	100%
Dues & Subscriptions	16,309	14,732	1,577	90%
Conference & Travel	5,577	1,236	4,341	22%
Safety & Training	9,464	6,020	3,444	64%
Board Expense	42,250	40,560	1,690	96%
Bad Debt	2,873	13,520	(10,647)	471%
Fees & Charges	100,928	91,921	9,007	91%
Insurance	36,166	29,949	6,217	83%
<b>Total Supplies &amp; Services</b>	<b>\$ 1,700,512</b>	<b>\$ 1,511,487</b>	<b>\$ 189,025</b>	<b>89%</b>
<b>Total Expenses</b>	<b>\$ 14,136,392</b>	<b>\$ 13,688,551</b>	<b>\$ 447,841</b>	<b>97%</b>
<b>Net Operating Revenues</b>	<b>\$ 151,157</b>	<b>\$ 508,030</b>	<b>\$ 356,873</b>	<b>336%</b>
<b>Less: Non-Operating Expenses</b>				
Debt Service 2011A/2016	\$ 827,316	\$ 813,066	\$ 14,250	98%
Rate Stabilization Contribution	-	\$ -	-	-
Capital Replacement Contribution	-	-	-	-
<b>Total Non-Operating Expenses</b>	<b>\$ 827,316</b>	<b>\$ 813,066</b>	<b>\$ 14,250</b>	<b>98%</b>
<b>Add: Non-Operating Revenues</b>				
Interest Revenues	92,485	103,572	11,087	112%
Taxes	384,567	405,668	21,101	105%
<b>Total Non-Operating Revenues</b>	<b>\$ 477,052</b>	<b>\$ 509,240</b>	<b>\$ 32,188</b>	<b>107%</b>
<b>Net Operating Results</b>	<b>\$ (199,107)</b>	<b>\$ 204,204</b>	<b>\$ 403,311</b>	<b>202%</b>
Capital Fees	\$ -	\$ 42,825	\$ 42,825	-
Mitigation & In-Lieu Fees	-	1,324,678	1,324,678	-
Grants	-	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ (199,107)</b>	<b>\$ 1,571,707</b>	<b>\$ 1,770,814</b>	

Non-Potable Water Program	Budget	EOY Projections	Variance	Actual % FY Budget
<b>Revenues</b>				
Water Sales:				
Recycle/Non-Potable	\$5,064,600	\$ 4,568,332	\$ (496,268)	90%
Water Sales to Pleasant Valley	1,003,300	1,776,572	773,272	177%
Meter Service Charge	78,900	126,871	47,971	161%
Special Services	16,750	7,331	(9,419)	44%
Pump Zone/Miscellaneous	21,000	21,389	389	102%
<b>Total Operating Revenues</b>	<b>\$6,184,550</b>	<b>\$ 6,500,495</b>	<b>\$ 315,945</b>	<b>105%</b>
<b>Operating Expenses</b>				
Import Water Purchases-Calleguas	\$ 725,066	\$ 574,741	\$ 150,325	79%
Conejo Creek Project	635,632	921,418	(285,786)	145%
CamSan	30,000	-	30,000	0%
Production Power	996,890	816,897	179,993	82%
<b>Total Production</b>	<b>\$2,387,588</b>	<b>\$ 2,313,056</b>	<b>\$ 74,532</b>	<b>97%</b>
Regular Salaries	\$ 625,298	\$ 563,351	\$ 61,947	90%
Overtime/Standby	23,690	13,927	9,763	59%
Part Time	25,553	10,253	15,300	40%
Benefits	237,836	215,411	22,425	91%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 912,377</b>	<b>\$ 802,942</b>	<b>\$ 109,435</b>	<b>88%</b>
Outside Contracts	\$ 600,498	\$ 416,501	\$ 183,997	69%
Professional Services	149,382	48,955	100,427	33%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 749,880</b>	<b>\$ 465,456</b>	<b>\$ 284,424</b>	<b>62%</b>
Utilities	\$ 8,892	\$ 8,112	\$ 780	91%
Communications	17,215	17,160	55	100%
Pipeline Repairs	75,000	75,000	-	100%
Small Tools & Equipment	6,373	5,776	597	91%
Materials & Supplies	86,851	70,194	16,657	81%
Repair Parts & Equipment Maintenance	326,616	251,725	74,891	77%
Legal Services	14,040	14,040	-	100%
Dues & Subscriptions	15,054	13,599	1,455	90%
Conference & Travel	5,148	1,141	4,007	22%
Safety & Training	8,736	5,557	3,179	64%
Board Expense	39,000	37,440	1,560	96%
Bad Debt	2,652	12,480	(9,828)	471%
Fees & Charges	27,156	18,842	8,314	69%
Insurance	33,384	27,645	5,739	83%
<b>Total Supplies &amp; Services</b>	<b>\$ 666,117</b>	<b>\$ 558,711</b>	<b>\$ 107,406</b>	<b>84%</b>
<b>Total Expenses</b>	<b>\$4,715,962</b>	<b>\$ 4,140,165</b>	<b>\$ 575,797</b>	<b>88%</b>
<b>Net Operating Revenues</b>	<b>\$1,468,588</b>	<b>\$ 2,360,330</b>	<b>\$ 891,742</b>	<b>161%</b>
<b>Less: Non-Operating Expenses</b>				
Debt Service 2011A/2016	\$ 30,765	\$ 30,015	\$ 750	98%
Rate Stabilization Contribution	50,000	50,000	-	100%
Capital Replacement Contribution	1,459,784	2,550,000	(1,090,216)	175%
<b>Total Non-Operating Expenses</b>	<b>\$1,540,549</b>	<b>\$ 2,630,015</b>	<b>\$ (1,089,466)</b>	<b>171%</b>
<b>Add: Non-Operating Revenues</b>				
Interest Revenues	\$ 14,878	\$ 35,141	\$ 20,263	236%
Taxes	256,378	270,445	14,067	105%
<b>Total Non-Operating Revenues</b>	<b>\$ 271,256</b>	<b>\$ 305,586</b>	<b>\$ 34,330</b>	<b>113%</b>
<b>Net Operating Results</b>	<b>\$ 199,295</b>	<b>\$ 35,901</b>	<b>\$ (163,394)</b>	<b>18%</b>
Capital Fees	-	-	-	-
Mitigation & In-Lieu Fees	-	-	-	-
Grants	-	1,175	1,175	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ -</b>	<b>\$ 1,175</b>	<b>\$ 1,175</b>	<b>\$ -</b>
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 199,295</b>	<b>\$ 37,076</b>	<b>\$ (162,219)</b>	

Wastewater Program	Budget	EOY- Projections	Variance	Actual % FY Budget
<b>Revenues</b>				
Sewer Service Charge	\$ 3,837,200	\$ 3,806,832	\$ (30,368)	99%
Special Services	28,444	5,534	(22,910)	19%
Miscellaneous Income	-	1,338	1,338	-
<b>Total Operating Revenues</b>	<b>\$ 3,865,644</b>	<b>\$ 3,813,704</b>	<b>\$ (53,278)</b>	<b>99%</b>
<b>Operating Expenses</b>				
Salinity Management Pipeline-Calleguas	\$ 21,500	\$ 8,888	\$ 12,612	41%
<b>Total Production</b>	<b>\$ 21,500</b>	<b>\$ 8,888</b>	<b>\$ 12,612</b>	<b>41%</b>
Regular Salaries	\$ 961,996	\$ 866,694	\$ 95,302	90%
Overtime/Standby	36,446	21,426	15,020	59%
Part Time	39,312	15,774	23,538	40%
Benefits	365,902	331,402	34,500	91%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,403,656</b>	<b>\$ 1,235,296</b>	<b>\$ 168,360</b>	<b>88%</b>
Outside Contracts	\$ 919,434	\$ 868,889	\$ 50,545	95%
Professional Services	128,809	103,955	24,854	81%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 1,048,243</b>	<b>\$ 972,844</b>	<b>\$ 75,399</b>	<b>93%</b>
Utilities	\$ 24,975	\$ 19,400	\$ 5,575	78%
Communications	19,312	19,250	62	100%
Pipeline Repairs	10,000	10,000	-	100%
Small Tools & Equipment	3,448	2,876	572	83%
Materials & Supplies	125,810	123,403	2,407	98%
Repair Parts & Equipment Maintenance	129,550	125,778	3,772	97%
Legal Services	15,750	15,750	-	100%
Dues & Subscriptions	19,888	18,255	1,633	92%
Conference & Travel	5,775	1,280	4,495	22%
Safety & Training	9,800	6,234	3,566	64%
Board Expense	43,750	42,000	1,750	96%
Bad Debt	2,975	14,000	(11,025)	471%
Fees & Charges	66,990	62,163	4,827	93%
Insurance	37,450	31,012	6,438	83%
<b>Total Supplies &amp; Services</b>	<b>\$ 515,473</b>	<b>\$ 491,401</b>	<b>\$ 24,072</b>	<b>95%</b>
<b>Total Expenses</b>	<b>\$ 2,988,872</b>	<b>\$ 2,708,429</b>	<b>\$ 280,443</b>	<b>91%</b>
<b>Net Operating Revenues</b>	<b>\$ 876,772</b>	<b>\$ 1,105,275</b>	<b>\$ 228,503</b>	<b>126%</b>
<b>Less: Non-Operating Expenses</b>				
Debt Service 2011A/2016	\$ 193,950	\$ 191,450	\$ 2,500	99%
Rate Stabilization Contribution	35,000	35,000	-	100%
Capital Replacement Contribution	677,979	890,000	(212,021)	131%
<b>Total Non-Operating Expenses</b>	<b>\$ 906,929</b>	<b>\$ 1,116,450</b>	<b>\$ (209,521)</b>	<b>123%</b>
<b>Add: Non-Operating Revenues</b>				
Interest Revenues	\$ 30,542	\$ 39,768	\$ 9,226	130%
<b>Total Non-Operating Revenues</b>	<b>\$ 30,542</b>	<b>\$ 39,768</b>	<b>\$ 9,226</b>	<b>130%</b>
<b>Net Operating Results</b>	<b>\$ 385</b>	<b>\$ 28,593</b>	<b>\$ 28,208</b>	<b>7427%</b>
Capital Fees	-	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

Debt Ratio

4.68

5.98

Reserves	Year-End June 30, 2020	Sept 30, 2020	Dec 31, 2020	EOY Projections June 30, 2021
<b>Unrestricted Reserves</b>				
Potable Operating and Emergency Reserves (OER)	\$435,002	\$396,967	\$607,489	\$639,206
Non-Potable Potable Operating and Emergency Reserves (OER)	\$462,412	\$497,674	\$497,674	\$498,313
Wastewater Operating and Emergency Reserves (OER)	\$341,439	\$326,991	\$368,491	\$370,032
Rate Stabilization Fund-Water-Potable	\$270,625	\$270,625	\$270,625	\$270,625
Rate Stabilization Fund-Non-Potable	\$170,625	\$170,625	\$170,625	\$220,625
Rate Stabilization Fund-Wastewater	\$183,750	\$183,750	\$201,250	\$218,750
Potable Water Capital Replacement Fund (PWCRF)	\$7,564,881	\$7,146,743	\$7,606,743	\$7,033,356
Non-Potable Water Capital Replacement Fund (NPWCRF)	\$2,583,988	\$3,062,019	\$4,136,631	\$5,205,511
Wastewater Capital Replacement Fund (WWCRF)	\$3,050,171	\$134,466	\$389,928	\$1,014,306
Potable Water Capital Improvement Fund (PWCIF)	\$2,812,928	\$2,783,334	\$4,173,567	\$4,209,865
Non-Potable Water In-lieu Fees (Wildwood Preserve)	\$318,538	\$318,538	\$318,538	\$318,538
Wastewater Capital Improvement Fund (WWCIF)	\$836,620	\$406,620	\$406,620	\$873,486
Water Project Fund	\$3,802,829	\$0	\$0	
<b>Total</b>	<b>\$22,833,808</b>	<b>\$15,698,352</b>	<b>\$19,148,181</b>	<b>\$20,872,613</b>
<b>Restricted Assets</b>				
CSUCI Recycleline Repayment	\$30,307	\$22,730	\$0	\$0
Grant Receivable PV Well	\$83,822	\$83,822	\$83,822	\$83,822
Grant Receivable CamSan Recycle Line	\$166,385	\$56,399	\$56,399	\$56,399
<b>Total Receivables</b>	<b>\$280,514</b>	<b>\$162,951</b>	<b>\$140,221</b>	<b>\$140,221</b>
Debt Reserves 2016	\$879,529	\$879,529	\$879,529	\$879,529
<b>CIP</b>	<b>\$879,529</b>	<b>\$879,529</b>	<b>\$879,529</b>	<b>\$879,529</b>
Potable Water Capital Replacements	\$1,263,842	\$1,622,160	\$1,604,297	\$1,126,978
Non-Potable Water Capital Replacements	\$504,157	\$631,395	\$585,195	\$30,744
Wastewater Capital Replacements	\$265,003	\$3,094,269	\$3,087,535	\$2,680,660
Potable Water Capital Improvements	\$1,223,101	\$1,097,613	\$747,099	\$662,172
Wastewater Capital Improvements	\$1,191,757	\$1,295,798	\$1,713,756	\$798,100
New Demand Mitigation Fee (Shea Homes)	\$1,681,372	\$1,429,594	\$1,383,541	\$1,376,059
<b>Total CIP</b>	<b>\$6,129,232</b>	<b>\$9,170,829</b>	<b>\$9,121,423</b>	<b>\$6,674,713</b>
<b>Bonds</b>				
Water Improvements	\$662,651	\$4,099,065	\$3,973,109	\$3,565,236
Wastewater Improvements	\$671,110	\$664,976	\$225,055	\$0
<b>Total Bond CIP</b>	<b>\$1,333,761</b>	<b>\$4,764,041</b>	<b>\$4,198,164</b>	<b>\$3,565,236</b>
<b>Total</b>	<b>\$8,623,036</b>	<b>\$14,977,350</b>	<b>\$14,339,337</b>	<b>\$11,259,699</b>
<b>Grand Total minus Receivables</b>	<b>\$31,176,330</b>	<b>\$30,512,751</b>	<b>\$33,347,297</b>	<b>\$31,992,091</b>



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

**A. 2021 Board Calendar**



## 2021 Camrosa Board Calendar

[illegible]