

## Board Agenda

### Regular Meeting

**Thursday, June 24, 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 June 10, 2021
2. \*\*Approve Vendor Payments

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

**Action Required:** Approve accounts payable in the amount of \$1,720,479.77.

**Closed Session:** The Board may enter a closed session to confidentially discuss personnel matters as authorized by Government code 54957.

**3. Closed Session Conference with Legal Counsel – Personnel**

**Objective:** Conduct a performance review of the General Manager.

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

**Primary Agenda**

**4. General Manager's Performance and Salary Review**

**Objective:** Review the General Manager's performance and compensation.

**Action Required:** Consider the General Manager's performance review and salary adjustment. Also, consider modifications to the terms and conditions originally negotiated and approved at the May 30, 2012 Board meeting.

**5. \*\*CalPERS Contributions and Employee Handbook Update**

**Objective:** Update the District's Employee Handbook.

**Action Required:**

- 1) Adopt a Resolution of the Board Amending the District's Employee Handbook; and,
- 2) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution (CalPERS ID: 7880235845).

**6. \*\*Fiscal Year 2021-2022 Operating and Capital Budget**

**Objective:** Adopt the Fiscal Year 2021-2022 Operating and Capital Budget.

**Action Required:** Adopt a Resolution of the Board Adopting the Operating and Capital Budget for Fiscal Year 2021-2022.

**7. \*\*Pleasant Valley Well No. 2 Well Facility, Phase 3, Specification No. PS 21-01**

**Objective:** Award construction and other support service contracts for the Pleasant Valley Well No. 2 (PV Well No. 2) Facility, Phase 3.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to:

- 1) Appropriate additional funding in the amount of \$1,500,000.00 for the PV Well No.2 CIP from the potable capital improvement fund;
- 2) Enter into an agreement with and issue a purchase order to United Field Services Corporation, in the amount of \$2,965,198.00, to construct the Lynnwood Well Facility - Phase 3, Specification No. PW 21-01;
- 3) Issue a change order to Perliter & Ingalsbe, in the amount not-to-exceed \$76,062.00, to provide engineering & construction support services, as needed;
- 4) Issue a purchase order to Oakridge Geoscience, Inc., in the amount of \$7,760.00, for compaction and material testing services, as needed;
- 5) Enter into an agreement with and issue a purchase order to American Public Works Consulting Engineers, in the amount not-to-exceed \$68,200.00, to provide project management services during construction;

- 6) Enter into an agreement with and issue a purchase order to Golden State Labor Compliance, in the amount not-to-exceed \$24,500.00 to provide labor compliance services; and
- 7) Issue a purchase order, in the amount not to exceed \$437,637.80 (including tax & delivery), to Quinn Power Systems for the purchase of an emergency standby generator, fuel tank, specialty sound enclosure and appurtenances.

**8. \*\*GAC Contractor Prequalification**

**Objective:** Prequalify contractors to bid on the granular activated carbon (GAC) treatment plant at the Conejo Wellfield.

**Action Required:** Authorize staff to prequalify contractors through the attached Application for Prequalification.

**9. \*\*UMWP Public Hearing**

**Objective:** Adopt the 2020 Urban Water Management Plan (UWMP).

**Action Required:** To adopt the 2020 UWMP:

- 1) Convene a public hearing to accept public testimony regarding the draft UWMP and consider comments received during the public notice period;
- 2) Close the public hearing and discuss testimony taken; and
- 3) Consider adoption of the attached resolution, Adopting Camrosa Water District's 2020 Urban Water Management Plan.

**10. Pleasant Valley/Oxnard Basins Adjudication**

**Objective:** Discuss the recently filed adjudication in the Oxnard/Pleasant Valley Basin.

**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).

**June 24, 2021**

Board of  
Directors  
Agenda Packet



## Board Minutes

### Regular Meeting

**Thursday, June 10, 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  
                 Terry L. Foreman, Vice-President  
                 Al E. Fox, Director  
                 Timothy H. Hoag, Director

**Absent:**     Jeffrey C. Brown, Director

**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)  
                 Sandra Llamas, Senior Accountant (via teleconference)  
                 Greg Jones, Legal Counsel

**Guest:**     Jorge Reyes, Marz Farms

### **Public Comments**

None

### **Consent Agenda**

#### **1. Approve Minutes of the Regular Meeting of May 27, 2021**

The Board approved the Minutes of the Regular Meeting of May 27, 2021.

**Motion:** Hoag   **Second:** Fox

**Yes:** Fox-Hoag-Foreman-West

**Absent:** Brown

#### **2. Approve Vendor Payments**

A summary of accounts payable in the amount of \$549,215.10 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$549,215.10.

**Motion:** Hoag   **Second:** Fox

**Yes:** Fox-Hoag-Foreman-West

**Absent:** Brown

## Primary Agenda

### 3. Draft Fiscal Year 2021-22 District Operating Budget

The Board received a briefing and a copy of the proposed Draft Fiscal Year (FY) 2021-22 Operating Budget.

**No action necessary; for information only.**

### 4. On-call Public Works Contract Inspection Services

The Board authorized the General Manager to negotiate a contract and issue a purchase order to Cannon Corporation in the amount not-to-exceed \$150,000.00, for on-call inspection services.

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

**Yes:** Fox-Hoag-Foreman-West

**Absent:** Brown

### 5. Water Resource In-Lieu Fee Study

The Board authorized the General Manager to award a contract and issue a purchase order to NBS Government Finance Group (NBS), in the amount not-to-exceed \$44,280.00, to provide professional financial services to develop water resource in-lieu fees.

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

**Yes:** Fox-Hoag-Foreman-West

**Absent:** Brown

### 6. Marz Farms, Inc.

Staff presented to the Board a new proposal for out-of-bounds service from Marz Farms, Inc.

**No action necessary; for information only.**

## Comments by General Manager

- None

## Comments by Directors

- Director Foreman presented information from the ACWA Groundwater Committee meeting. All notes were forwarded to the GM.
- Director Fox discussed the planning of the AWA symposium.

**Closed Session:** The Board entered a closed session at 5:53 P.M. to confidentially discuss pending litigation and personnel matters as authorized by Government codes 54956.9 and 54957, respectively.

### 7. Closed Session Conference with Legal Counsel – Pending Litigation

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

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

### 8. Closed Session Conference with Legal Counsel – Personnel Matters

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

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

**The Board returned to open session at 6:05 P.M.**

## Adjournment

There being no further business, the meeting was adjourned at 6:05 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 Memorandum

June 24, 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 \$1,720,479.77.

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

Payroll PR 6-1, 2021	\$ 40,973.98
Accounts Payable 6/03/2021-6/16/2021	<u>\$ 1,679,505.79</u>
Total Disbursements	<u>\$ 1,720,479.77</u>

### DISBURSEMENT APPROVAL

BOARD MEMBER	DATE
BOARD MEMBER	DATE
BOARD MEMBER	DATE

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Tony L. Stafford, General Manager

Month of :		May-21				
CAL-Card Monthly Summary						
Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff	
05/18/21	05/22/21	Industrial Metal Supply	\$814.68	Antenna tower pipe 2"	KW	
04/27/21	05/22/21	Teamviewer	\$2,420.00	Maintenance Support	KW	
05/20/21	05/22/21	Grainger	\$29.33	Threaded bushings for RMWTP	JS	
05/19/21	05/22/21	Amazon	\$46.11	Static mixer for RMWTP	JS	
05/13/21	05/22/21	Grainger	\$180.99	Safety equipment for RMWTP	JS	
05/13/21	05/22/21	Valvoline	\$96.60	Oil change for Truck 37	JS	
05/07/21	05/22/21	RK smog Service	\$41.75	SMOG F-350	JS	
04/23/21	05/22/21	The Home Depot	\$129.69	Pressure Regulator for Penny Well	JS	
03/23/21	05/22/21	Thomas Scientific	\$81.05	Laboratory Supplies	GM	
05/17/21	05/22/21	Vons	\$2.97	Distilled water for CWRf Lab	GM	
04/27/21	05/22/21	UPS store	\$86.20	Shipped samples to WECK LABS	GM	
05/16/21	05/22/21	Best Buy	\$42.62	Charger for District Phone	MP	
05/06/21	05/22/21	Zorro Tools	\$272.45	Calibration for Reference Thermometer	MP	
04/24/21	05/22/21	Zorro Tools	\$33.11	Reference Thermometer	MP	
05/16/21	05/22/21	Adobe	\$29.99	stock imagery for website/social media	IP	
05/13/21	05/22/21	AWA-VC (via PayPal)	\$28.00	AWA WaterWise breakfast	IP	
05/12/21	05/22/21	DMi*DELL	\$43.79	carrying case for new laptop	IP	
05/07/21	05/22/21	zoom	\$9.19	added ONE additional licensed user (Sandra)	IP	
05/02/21	05/22/21	Thinking2	\$80.00	web site hosting	IP	
04/30/21	05/22/21	zoom	\$59.96	teleconferencing for Board & staff meetings	IP	
05/06/21	05/22/21	RK smog Service	\$41.75	Smog for F550	CP	
05/18/21	05/22/21	Home Depot	\$75.01	Floor mat for CWRf	JK	
05/17/21	05/22/21	Home Depot	\$21.42	Tools for truck	JK	
05/11/21	05/22/21	Amazon	\$80.43	Log book for CWRf	JK	
05/09/21	05/22/21	Amazon	\$68.95	Log book for CWRf	JK	
04/23/21	05/22/21	Kman Industrial Technologies	\$125.07	Seals for gear box at CWRf	JK	
05/19/21	05/22/21	Ferguson	\$84.99	Safety/PPE	JN	
04/23/21	05/22/21	Central Communications	\$386.25	After-Hours Call Center	JS	
05/11/21	05/22/21	Insight Environmental	\$725.00	Asbestos Survey	JS	
05/19/21	05/22/21	Amazon	\$41.32	USB to RS232 adapters	BB	
05/05/21	05/22/21	Amazon	\$42.96	Weather stripping for panel at PS-2	BB	
05/03/21	05/22/21	B&R Tool and Supply	\$70.10	Misc tools for service trucks	BB	
05/03/21	05/22/21	VC Metals	\$118.22	Metal for PS-5 MCC	BB	
05/20/21	05/22/21	Home Depot	\$96.95	NRR Earmuffs + Wrench+gloves+easyout for backflow repairs	CL	
05/06/21	05/22/21	Home Depot	\$35.26	Tool bag + Duct tape	CL	
04/22/21	05/22/21	Harbor Freight Tools	\$145.93	Grinder and tools for meter change outs	CL	
05/18/21	05/22/21	Amazon	\$43.74	ruled notebooks	TS	
05/05/21	05/22/21	sparkling image	\$56.99	monthly vehicle wash	TS	
05/19/21	05/22/21	Spectrum Cable News	\$77.29	Cable TV News Service (2 Cable box feeds) monthly service fee	JW	
05/11/21	05/22/21	Callfire.com	\$99.00	Online IVR - Delinquent Call Out (Monthly Service Fee)	JW	
05/05/21	05/22/21	CoreLogic	\$300.00	Metroscan \$150/mo X 2	JW	
04/26/21	05/22/21	Spectrum Internet	\$1,249.00	Spectrum Internet (200Mbps increased bandwidth)	JW	
05/18/21	05/22/21	AWA	\$53.34	AWA WaterWise Mtg (2 BM)	DA	
05/18/21	05/22/21	AWA	\$26.66	AWA WaterWise Mtg (1 EMP)	DA	
05/07/21	05/22/21	ACWA	\$375.00	ACWA Spring Conf. (TF)	DA	
05/07/21	05/22/21	ACWA	\$375.00	ACWA Spring Conf. (AF)	DA	
05/07/21	05/22/21	ACWA	\$375.00	ACWA Spring Conf. (GW)	DA	
05/07/21	05/22/21	ACWA	\$375.00	ACWA Spring Conf. (TLS)	DA	
05/07/21	05/22/21	ACWA	\$375.00	ACWA Spring Conf. (IP)	DA	
04/26/21	05/22/21	AWA	\$80.00	AWA/CCWUC Training (GM,TC,JW)	DA	
05/06/21	05/22/21	VC Metals	\$140.83	PS5 Panel Plates	CS	
			\$10,689.94			

## Camrosa Water District

Accounts Payable Period:

6/03/2021-6/16/2021

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	
13400	Construction in Progress	333028.06
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	302.51
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	911536.03
50020	Pumping Power	
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50140	Unemployment Benefits	
50153	Social Security Tax	
50200	Utilities	
50210	Communications	1272.23
50220	Outside Contracts	63777.45
50230	Professional Services	6806.25
50240	Pipeline Repairs	
50250	Small Tool & Equipment	489.98
50260	Materials & Supplies	15281.25
50270	Repair Parts & Equip Maint	91026.67
50280	Legal Services	1281.90
50290	Dues & Subscriptions	180.00
50300	Conference & Travel	2132.15
50310	Safety & Training	85.00
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	44273.30
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	208033.01
TOTAL		<b>\$1,679,505.79</b>



# Expense Approval Report

By Vendor Name

Payable Dates 6/3/2021 - 6/16/2021 Post Dates 6/3/2021 - 6/16/2021

Payment Number	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Ori	Amount
<b>Vendor: STA19 - STANTEC CONSULTING</b>							
32	06/15/2021	STANTEC CONSULTING	1793874	GSP Scoping	Prof services	FY21-0134	13640.5
32	06/15/2021	STANTEC CONSULTING	1796439	GSP Scoping	Prof services	FY21-0134	497.5
<b>Vendor STA19 - STANTEC CONSULTING Total:</b>							<b>14138</b>

## TOTAL GSA VENDOR PAYMENTS

**\$ 14,138.00**

### Vendor: \*CAM\* - DEPOSIT ONLY-CAMROSA WTR

3281	06/10/2021	DEPOSIT ONLY-CAMROSA WTR	6-10-21-AP	Transfer to Disbursements Account	Transfer to disbursements-holding		910000
3282	06/10/2021	DEPOSIT ONLY-CAMROSA WTR	6-10-21-AP-2	Transfer to Disbursements Account	Transfer to disbursements-holding		930000
3283	06/10/2021	DEPOSIT ONLY-CAMROSA WTR	6-10-21-PR	Trasnfer to Disbursements Account	Transfer to disbursements-holding		109000
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>1949000</b>

56821	06/15/2021	ACLARA TECHNOLOGIES	21102782	MTUs	Repair Parts & Equipment Mainten.FY21-0222		16731
56822	06/16/2021	AG RX INC.	97920	Weed Abatement	Outsd contracts	FY21-0263	1135.39
56823	06/16/2021	ANKURA INTERMEDIATE HOLDINGCI-034476		Ankura CATCH Cyber Monitoring	Outside Contracts	FY21-0077	12812.5
56824	06/15/2021	AQUA-METRIC SALES CO	IN0083001	Meter Purchase	Repair Parts & Equipment Mainten.FY21-0223		52356.02

### Vendor: BAD02 - BADGER METER INC

56825	06/15/2021	BADGER METER INC	1432274-Credit M Meters		Repair Parts & Equipment Mainten.FY21-0224		-4725.71
56825	06/15/2021	BADGER METER INC	1435336	Meters	Repair Parts & Equipment Mainten.FY21-0224		7393.82
56825	06/15/2021	BADGER METER INC	1438195	Meters	Repair Parts & Equipment Mainten.FY21-0224		2273.7
<b>Vendor BAD02 - BADGER METER INC Total:</b>							<b>4941.81</b>

### Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER

820	06/14/2021	CALLEGUAS MUNICIPAL WATER	053621	Water Purchase Potable	Water purchases		772759.57
820	06/14/2021	CALLEGUAS MUNICIPAL WATER	053621	Water Purchase Non-Potable	Water purchases		43722.37
820	06/14/2021	CALLEGUAS MUNICIPAL WATER	053621	Water Purchase	CMWD Fixed Charges		78026
820	06/14/2021	CALLEGUAS MUNICIPAL WATER	SMP054521	SMP CMWD - SMP Pipeline Fee	SMP CWD-RMWTP		16153.93
820	06/14/2021	CALLEGUAS MUNICIPAL WATER	SMP054521	SMP CMWD - SMP Pipeline Fee	SMP CMWD		874.16
<b>Vendor CAL03 - CALLEGUAS MUNICIPAL WATER Total:</b>							<b>911536.03</b>

56826	06/14/2021	Cannon Corporation	76369	Design Generator and Fuel Tank	Construction in progress	FY20-0256-R1	1769.25
56827	06/16/2021	Central Courier LLC	48065	Courier Service	Outsd contracts		371.9
56819	06/09/2021	CITY OF THOUSAND OAKS	APN520-0180-24	Purchase Land for the GAC treatment plant	Construction in progress	FY21-0260	216978
56828	06/11/2021	COLLEEN BALLEW	00001084	Deposit Refund Act 1084 - 6012 Paseo Encant Refunds payable			3.44

### Vendor: COR03 - CORELOGIC INFORMATION SOLUTIONS, INC

56829	06/16/2021	CORELOGIC INFORMATION SOLUT	30534241	Assessors Parcel Info County-April 2021	Outsd contracts		150
56829	06/16/2021	CORELOGIC INFORMATION SOLUT	30539963	Assessors Parcel Info County-May 2021	Outsd contracts		150
<b>Vendor COR03 - CORELOGIC INFORMATION SOLUTIONS, INC Total:</b>							<b>300</b>

56830	06/14/2021	COUNTY OF VENTURA PROP 84	Prop84-May 2021 Drought Round (PV Well# 2 Lynwood Well)		Construction in progress		4000.94
56831	06/15/2021	Dig-Smart, LLC	1444	Dig Smart Yearly Renewal	Outsd contracts		4000
56832	06/14/2021	E.J. HARRISON & SONS INC	870	Trash Removal - Role Off Bins	Outsd contracts		918.87
821	06/16/2021	ENTERPRISE FLEET SERV INC	FBN4230925	Vehicle Lease	Outsd contracts		7478.77
56833	06/14/2021	FENCE FACTORY, INC	657000	PV Well 2 Fence Rental	Construction in progress		106.26

56820	06/09/2021	FOX CANYON GROUNDWATER MA	Extraction Fees 2( FGMA Extraction Fees (10-01-20 th 03-31-21) Fees & charges			43548.3
56834	06/11/2021	FRANK PATOTA	00002281-2	Deposit Refund Act 2281 - 368 Otono Ct	Refunds payable	138.83
56835	06/15/2021	FRUIT GROWERS LAB. INC.	105520A	Outside Lab Work	Outsd contracts	150
56836	06/16/2021	GENERAL PUMP COMPANY, INC	28668	Pump Repair Rosita Booster 3	Repair parts & equipment FY21-0154	13470.23
<b>Vendor: HAC01 - HACH COMPANY</b>						
56837	06/14/2021	HACH COMPANY	12482220	Materials & Supplies - Reagents RMWTP	Materials & Supplies-RMWTP	162.74
56837	06/15/2021	HACH COMPANY	12482299	Laboratory Supplies	Materials & supplies	287.38
56837	06/15/2021	HACH COMPANY	12485575	Laboratory Supplies	Materials & supplies	328.19
56837	06/14/2021	HACH COMPANY	12485731	Repair Parts - DO Probe	Repair parts & equipment	905.36
56837	06/15/2021	HACH COMPANY	12489696	Laboratory Supplies	Materials & supplies	103.66
56837	06/16/2021	HACH COMPANY	12496353	Laboratory Supplies	Materials & supplies	483.7
<b>Vendor HAC01 - HACH COMPANY Total:</b>						<b>2271.03</b>
56838	06/16/2021	HATHAWAY, PERRETT,WEBSTER, F	112808	Legal Services	Legal services	1161.9
56839	06/14/2021	HOPKINS GROUNDWATER CONSU	11794R	Tierra Rejada Well Tasks 2, 3, & 4 only.	Prof services FY21-0138	6318.75
<b>Vendor: IDE01 - IDEXX LABORATORIES, INC</b>						
56840	06/11/2021	IDEXX LABORATORIES, INC	3085875916	Laboratory Supplies	Materials & supplies	1671.93
56840	06/14/2021	IDEXX LABORATORIES, INC	3085875917	Laboratory Supplies	Materials & supplies	297.06
<b>Vendor IDE01 - IDEXX LABORATORIES, INC Total:</b>						<b>1968.99</b>
56841	06/11/2021	JERI BELZER	00003362	Deposit Refund Act 3362- 868 Creekside Cir	Refunds payable	47.1
56842	06/16/2021	KOFF & ASSOCIATES	013312	Comp and Class Study	Prof services	487.5
56843	06/14/2021	LIBERTY COMPOSTING, INC	30546	Sludge Removal	Outsd contracts FY21-0003	3670.52
56844	06/16/2021	LightLaw, Inc.	57282	HR Consulting	Legal services	120
56845	06/11/2021	MAGDALENA LEGASPI	00004715	Deposit Refund Act 4715 - 5413 Quailridge Dr	Refunds payable	53.54
<b>Vendor: MCM01 - McMASTER-CARR SUPPLY CO</b>						
56846	06/14/2021	McMASTER-CARR SUPPLY CO	59552142	Repair Parts - Penny Well	Repair parts & equipment	147.8
56846	06/14/2021	McMASTER-CARR SUPPLY CO	59553001	Repair Parts - Penny Well	Repair parts & equipment	310.94
<b>Vendor MCM01 - McMASTER-CARR SUPPLY CO Total:</b>						<b>458.74</b>
56847	06/15/2021	MICHAEL K. NUNLEY & ASSOCIATE	9079	GAC Project Management	Construction in progress FY21-0120	8190.57
56866	6/16/2021	NOHO CONSTRUCTORS	Payment 1	Pump Station 2 Generator	Construction in progress FY20-0219	71250
<b>Vendor: NOR07 - NORTHSTAR CHEMICAL</b>						
56848	06/14/2021	NORTHSTAR CHEMICAL	197040	Materials Chemicals RMWTP	Materials & Supplies-RMWTP	1892.78
56848	06/14/2021	NORTHSTAR CHEMICAL	197041	Materials Chemicals CWRF	Materials & supplies	3441.41
<b>Vendor NOR07 - NORTHSTAR CHEMICAL Total:</b>						<b>5334.19</b>
56849	06/14/2021	Occupational Health Centers of Ca	71485752	Random DOT (KK)	Outsd contracts	135.5
56850	06/14/2021	PROVOST & PRITCHARD ENGINEE	185606	GAC Engineering	Construction in progress FY20-0326-R1	27019.3
56851	06/15/2021	QUADIENT LEASING USA, INC.	N8906602	Postage Meter Equipmt Rental 7-21 th 10-21	Materials & supplies	371.45



**Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS**

56852	06/14/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1006374	SL1 MCC	Construction in progress	1622
56852	06/14/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1006495	Repair Parts Rosita PS	Repair parts & equipment	279.67
56852	06/14/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1006613	Credit - Repair Parts Rosita PS	Repair parts & equipment	-279.67
56852	06/14/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1006614	SL1 MCC	Construction in progress	591.61
56852	06/16/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1006734	SL1 MCC	Construction in progress	493.47
56852	06/14/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1006799	Materials & Supplies - Conduit	Materials & supplies	377.33

**Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:** **3084.41**

56853	06/14/2021	SAM HILL & SONS, INC.	3791	1A Tank Cleaning	Outsd contracts	FY21-0177	11555
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**Vendor: SHU01 - SHUMATE SERVICES, INC**

56854	06/15/2021	SHUMATE SERVICES, INC	21-031	Painting Roof Repair Storage Containers	Outsd contracts	FY21-0227	9965
56854	06/16/2021	SHUMATE SERVICES, INC	21-031-2	Roof Repair Storage Containers	Outsd contracts	FY21-0264	5862.5

**Vendor SHU01 - SHUMATE SERVICES, INC Total:** **15827.5**

**Vendor: SCF01 - SOUTHERN COUNTIES OIL**

56855	06/14/2021	SOUTHERN COUNTIES OIL	1882213IN	Material & Supplies - Fuel	Materials & supplies	673.44
56855	06/14/2021	SOUTHERN COUNTIES OIL	1888532IN	Material & Supplies - Fuel	Materials & supplies	1186.43
56855	06/16/2021	SOUTHERN COUNTIES OIL	1892137IN	Materials & Supplies - Fuel Pond 1	Materials & supplies	1080.57

**Vendor SCF01 - SOUTHERN COUNTIES OIL Total:** **2940.44**

56856	06/16/2021	SPARKLETTS	4667386-061321	Distilled Bottled Water	Outsd contracts	50.91
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**Vendor: STA05 - STATE WATER RESOURCES CONTROL BOARD**

56857	06/16/2021	STATE WATER RESOURCES CONTR D3	Cert-Jerry Lajo	Grade 3 Distribution Cert-Jerry Lajoie	Dues & subscrip	90
56858	06/15/2021	STATE WATER RESOURCES CONTR D3	Certi-Jorge Na	Grade 3 Certification- Jorge Navarro	Dues & subscrip	90

**Vendor STA05 - STATE WATER RESOURCES CONTROL BOARD Total:** **180**

56859	06/15/2021	THERMO FISHER SCIENTIFIC (ASHV	79556074	Laboratory Supplies	Materials & supplies	457.44
824	06/16/2021	U.S. BANK CORPORATE	May 2021	Credit Card Purchases	Credit Card Payment	10689.97

**Vendor: UNI08 - UNIFIRST CORPORATION**

56860	06/14/2021	UNIFIRST CORPORATION	328-1282427	Uniform Cleaning Service	Outsd contracts	210.15
56860	06/14/2021	UNIFIRST CORPORATION	328-1282437	Office Cleaning Supplies - Towel-Mat Service.	Outsd contracts	99.13
56860	06/16/2021	UNIFIRST CORPORATION	328-1284275	Uniform Cleaning Service	Outsd contracts	224.83
56860	06/16/2021	UNIFIRST CORPORATION	328-1284285	Office Cleaning Supplies-Towel-Mat Service	Outsd contracts	94.95

**Vendor UNI08 - UNIFIRST CORPORATION Total:** **629.06**

**Vendor: USA01 - USA BLUE BOOK**

56862	06/14/2021	USA BLUE BOOK	612221	Lab Materials	Small tools & equipment	567.56
56862	06/14/2021	USA BLUE BOOK	620807	Laboratory Supplies	Materials & supplies	265.13
56862	06/14/2021	USA BLUE BOOK	620809	Laboratory Supplies	Materials & supplies	210.92
56862	06/14/2021	USA BLUE BOOK	620852	Laboratory Supplies	Materials & supplies	29.82
56862	06/14/2021	USA BLUE BOOK	623685	Repair Parts - RMWTP	Repair Parts & Equipment-RMWTP	224.5
56862	06/14/2021	USA BLUE BOOK	623779	Repair Parts RMWTP	Repair Parts & Equipment-RMWTP	623
56862	06/14/2021	USA BLUE BOOK	623802	Laboratory Supplies	Materials & supplies	34.13
56862	06/15/2021	USA BLUE BOOK	629808	Laboratory Supplies	Materials & supplies	112.77
56862	06/16/2021	USA BLUE BOOK	632461	Laboratory Supplies	Materials & supplies	45.11

**Vendor USA01 - USA BLUE BOOK Total:** **2112.94**

56863	06/15/2021	VENTURA COUNTY STAR	0003890032	RFP(Conejo Wellfield-GAC) & NIB(Res 1B) VCS	Construction in progress	1006.66
56864	06/14/2021	VERIZON BUSINESS, INC	71850661	VOIP T1 (Verizon)	Communications	1272.23
825	06/14/2021	Wilmington Trust	Bond2016IntrstPy	Interest Payment 2016 Bond Insurance	Interest Expense Potable	208033.01
56865	06/11/2021	WINNIE CHEN	00001995	Deposit Refund Act 1995- 5393 Heather St	Refunds payable	59.6

**TOTAL CAMROSA VENDOR PAYMENTS** **\$ 1,679,505.79**

<b>Vendor: PER05 - CAL PERS 457 PLAN</b>					
DFT0003376	06/03/2021	CAL PERS 457 PLAN	INV0010122	Deferred Compensation	Deferred comp - ee paid 50
DFT0003377	06/03/2021	CAL PERS 457 PLAN	INV0010123	Deferred Compensation	Deferred comp - ee paid 2078
<b>Vendor PER05 - CAL PERS 457 PLAN Total:</b>					<b>2128</b>
DFT0003390	06/03/2021	EMPLOYMENT DEVELOP. DEPT.	INV0010138	Payroll-SIT	P/R-sit 3947.32
<b>Vendor: HEA02 - HealthEquity</b>					
DFT0003380	06/03/2021	HealthEquity	INV0010127	HSA-Employee Contribution	HSA Contributions Payable 480.84
DFT0003381	06/03/2021	HealthEquity	INV0010128	HSA Contributions	HSA Contributions Payable 250
<b>Vendor HEA02 - HealthEquity Total:</b>					<b>730.84</b>
816	06/03/2021	LINCOLN FINANCIAL GROUP	INV0010124	Deferred Compensation	Deferred comp - ee paid 1975
817	06/03/2021	LINCOLN FINANCIAL GROUP	INV0010134	Profit Share Contribution	Profit share contributions 2544.4
DFT0003378	06/03/2021	PUBLIC EMPLOYEES	INV0010125	PERS-Classic Employee Portion	P/R-state ret. 16282.14
<b>Vendor: UNI10 - UNITED STATES TREASURY</b>					
DFT0003387	06/03/2021	UNITED STATES TREASURY	INV0010135	FIT	P/R-fit 10542.92
DFT0003388	06/03/2021	UNITED STATES TREASURY	INV0010136	Payroll-Social Security Tax	P/R - ee social security 95.24
DFT0003389	06/03/2021	UNITED STATES TREASURY	INV0010137	Payroll- Medicare Tax	P/R - ee medicare 2708.12
<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>					<b>13346.28</b>
56813	06/03/2021	UNITED WAY OF VENTURA CO.	INV0010121	Charity-United Way	P/R-charity 20
<b>TOTAL PAYROLL VENDOR PAYMENTS</b>					<b>\$ 40,973.98</b>

## Board Memorandum

June 24, 2021

**To:** Board of Directors

**From:** General Manager

**Subject:** Closed Session Conference with Legal Counsel – Personnel

---

**Objective:** Conduct a performance review of the General Manager.

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

**Discussion:** The Board may enter closed session for discussion of the General Manager's performance (as authorized by Government Code 54957). The Board may not, however, based on advice of the Board's legal counsel, discuss the General Manager's compensation, or make any determinations to adjust it in closed session; the Board can only discuss and adjust compensation in open session.

## Board Memorandum

June 24, 2021

**To:** Board of Directors

**From:** General Manager

**Subject:** General Manager's Performance and Salary Review

---

**Objective:** Review the General Manager's performance and compensation.

**Action Required:** Consider the General Manager's performance review and salary adjustment. Also, consider modifications to the terms and conditions originally negotiated and approved at the May 30, 2012 Board meeting.

**Discussion:** The General Manager's performance and salary evaluation is the responsibility of the Board of Directors. The last performance evaluation and salary adjustment occurred at the Board meeting of November 14, 2019.

## Board Memorandum

June 24, 2021

**To:** General Manager

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

**Subject:** CalPERS Contributions and Employee Handbook Update

---

**Objective:** Update the District's Employee Handbook.

**Action Required:**

- 1) Adopt a Resolution of the Board Amending the District's Employee Handbook; and,
- 2) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution (CalPERS ID: 7880235845).

**Discussion:** Camrosa's Employee Handbook update will incorporate additions and revisions to various personnel policies.

*Section J. CalPERS Retirement* is revised to reflect Classic employees hired before July 1, 2021 to begin contributing their share of CalPERS contribution that previously the District has contributed on the employees behalf, which currently amounts to 7 percent of the employee's salary. This amount will be reduced 1 percent per year until the District is no longer making the employees contribution and the employee will then be paying the full 7 percent. The District will provide the existing Classic employees a Discretionary Offset of 1 percent per year until it reaches the maximum 7 percent. Any classic employees hired after July 1, 2021 will pay the full 7 percent of the employee's CalPERS retirement contribution and will not be eligible for the Discretionary Offset.

*The Performance Evaluation and Incentive Policy* was last adopted May 31, 2018 and is set to expire June 30, 2021, but will be used for the evaluation period from July 1, 2020 to June 30, 2021. Staff recommends the policy to sunset and return to the board at a future date to consider evaluating an incentive policy for implementation.

*Section 2 Incentive Compensation/Annual Leave Credits* and *Section 3 Matching Contribution* reflect the sunset of the policy.

The ramp down of the District's contributions to CalPERS on behalf of existing Classic employees and the increase of the Discretionary Pay described above will be taken to the board on a yearly basis and evaluated as part of the budget process until the employees' payment of their contribution and the Discretionary Offset reach the maximum of 7 percent.

Staff will provide a briefing of all Handbook edits at the Board meeting.

## **Resolution No: 21-07**

A Resolution of the Board of Directors  
of Camrosa Water District

### **Amending the District's Employee Handbook**

**Whereas**, the District's Employee Handbook needed to be amended to incorporate various additions and changes to comply with personnel policies and benefits; and

**Whereas**, *Section J. CalPERS Retirement* is revised to reflect Classic employees hired before July 1, 2021 to begin contributing their share of CalPERS contribution that previously the District has contributed on the employees behalf, which currently amounts to 7 percent of the employee's salary. This amount will be reduced 1 percent per year until the District is no longer making the employees contribution and the employee will then be paying the full 7 percent. The District will provide the existing Classic employees a Discretionary Offset of 1 percent per year until it reaches the maximum 7 percent. Any classic employees hired after July 1, 2021 will pay the full 7 percent of the employee's CalPERS retirement contribution and will not be eligible for the Discretionary Offset; and

**Whereas**, *The Performance Evaluation and Incentive Policy* was last adopted May 31, 2018 and is set to expire June 30, 2021, but will be used for the evaluation period from July 1, 2020 to June 30, 2021. The policy will not be renewed for the fiscal period ending June 30, 2022.

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the amended Employee Handbook be adopted; and

**Adopted, Signed, and Approved** this 24<sup>th</sup> day of June, 2021.

\_\_\_\_\_  
Eugene F. West President  
Board of Directors  
**Camrosa Water District**

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

**Resolution No: 21-08**

A Resolution of the Board of Directors  
of Camrosa Water District

**Paying and Reporting the Value of Employer Paid Member  
Contribution (CalPERS ID: 7880235845)**

**Whereas**, the governing body of the Camrosa Water District has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691; and

**Whereas**, the governing body of the Camrosa Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and

**Whereas**, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Camrosa Water District of a Resolution to pay and report the value of said Employer Paid Member Contribution (EPMC); and

**Whereas**, the governing body of the Camrosa Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of Classic Miscellaneous membership hired prior to July 1, 2021.
- This benefit shall consist of paying 6% of the normal contributions as EPMC beginning June 26, 2021, and reporting the same percent (value) of compensation earnable\*\* {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be June 26, 2021.

**Now, Therefore, Be It Resolved**, that the governing body of the Camrosa Water District elects to pay and report the value of EPMC, as set forth above.

**Adopted, Signed, and Approved** this 24<sup>th</sup> day of June 2021.

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

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

\* Note: Payment of EPMC and reporting the value of EPMC on compensation earnable is on pay rate and special compensation except special compensation delineated in Government Code Section 20636(c)(4) which is the monetary value of EPMC on compensation earnable.





# Employee Handbook



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## Welcome

Welcome to the Camrosa Water District, where our mission is to provide reliable, high-quality, and affordable water and sanitary services. The employees of the Camrosa Water District have created a dynamic work environment where individual expertise and innovation are utilized and rewarded, and personal growth is encouraged. At Camrosa, we believe in personal responsibility and accountability; all employees are expected to perform their duties with minimal supervision.

Contained in these pages are the policies governing employee conduct, regulating the use of District resources, and enumerating employee privileges and benefits. You will find that our policies on employee conduct basically follow the rules of common sense, but for purposes of clarity and certainty, they have been codified here. Since it would be impossible to foresee every different situation and circumstance, it is assumed that the employee will defer to the rules of common sense, and ask a manager when in doubt. Additionally, circumstances will undoubtedly require that guidelines, practices, and benefits described in this Handbook change. Accordingly, we must reserve the right to modify, supplement, or rescind any provision of this Handbook from time to time, as deemed necessary. You will, of course, be advised of changes that occur and those changes to the handbook will be made in writing.

Perhaps the most useful function of this handbook will be as a reference for the employee when they have a question as to their rights and benefits. Contained herein are the policies regulating benefits such as annual leave, holidays, bonuses, etc. This version supersedes all previous versions and is not all-inclusive.

Finally, this handbook lists policies that govern the use of District resources such as telephones, computers, vehicles, and the like.

Please keep a copy of this handbook for your reference.

## Camrosa Water District History

Camrosa Water District (Camrosa or District) was formed in 1962 under the County Water District Law of the State of California. At that time, we were known as Camarillo County Water District and operated out of a small building on the grounds of the old County Fire Station 54 on Ventura Boulevard. A loan from the U.S. Bureau of Reclamation provided the funds to construct the “backbone” of our system consisting of a distribution grid, ten metering stations, and ten steel reservoirs. Construction began in 1966, and our name was changed to Camrosa County Water District, utilizing the “Cam” from Camarillo and the “Rosa” from Santa Rosa Valley. In 1988 we simplified our name once more, to the Camrosa Water District.

At the completion of initial construction in 1968, we were primarily an agricultural water purveyor, with 90 percent of our production used for that purpose. Slowly but steadily, as more land was annexed to the District, we grew to encompass and serve over 31 square miles of land at elevations ranging from 40 to 1,100 feet above sea level.

Our customer base continued to grow, and during the 1980s, the use of domestic water surpassed the use of agricultural water. By 1999, domestic consumption accounted for about 75 percent of water production. When the Conejo Creek Diversion project brought non-potable surface water online in 2003, many of the remaining agricultural users of potable water were transferred to that new system, and new non-potable irrigation customers were added.

Today, the District provides a variety of services to a diverse customer base: roughly 34,000 residents in unincorporated Ventura County and the cities of Camarillo, Moorpark, and Thousand Oaks; four primary schools and California State University Channel Islands (CSUCI); light industry; shopping centers; and a variety of users in between. Approximately 40 percent of the water we produce still goes to agricultural customers.

Camrosa also provides wastewater service to the portion of the City of Camarillo that is within our boundaries. It's only about 20 percent of our service area, but constitutes about half the District population. In 1979, the District purchased the wastewater treatment plant on the grounds of the Camarillo State Hospital, now the site of CSUCI. Plant operation was contracted out until 1996, when District personnel began operating it during the construction of the new Camrosa Water Reclamation Facility, which began operation in 1997. Originally designed to treat 1.45 MGD, the plant was expanded to 2.25 MGD in 2016. The CWRF produces Title-22 certified recycled water, which is used by CSUCI and local agriculture customers. Our goal is to use 100 percent of our recycled effluent, and we've done that, without discharging to the Conejo Creek, since 2005.

Over the last 20 years, self-reliance has been the watchword at Camrosa. The cost of imported water continues to rise, and the infrastructure that brings it to us becomes ever more vulnerable, due to its age, earthquakes, litigation and environmental legislation on the Sacramento-San Joaquin Delta, increased demand, and the vagaries of climate. In light of all this, Camrosa pursues all feasible alternatives to imported water; in addition to the Conejo Creek diversion and the CWRF, Camrosa has developed significant groundwater production, with wells in the three basins and the perched aquifer the District overlies. In 2014, we constructed a 1 MGD brackish groundwater desalination facility, reducing our dependence on imported water by ten percent. In 2016, a new well was constructed and another that had been out of service for 20 years was brought back into service. At least two more wells, another brackish groundwater desalter, and the infrastructure to take full advantage of these facilities are expected to be built by 2025.

Landmark groundwater legislation was passed in 2014 requiring Camrosa to take on greater responsibility for the stewardship of our groundwater basins, and the severe drought of the mid-Twenty-Teens forced historic statewide regulations. Camrosa approaches such challenges as opportunities, and looks forward to leveraging them as ways to increase our self-reliance.

**Camrosa Water District Mission Statement**

The Mission of Camrosa Water District is to meet the current and future needs of the community for water and sanitary services. Our products and services will be reliable, affordable, responsive and of high quality. At the same time, the District will prudently manage and maintain the District's assets, honor the public's trust, and maintain public awareness and confidence in the District's activities.

## Introduction to Employment

### A. Open Door Policy

Camrosa promotes an atmosphere in which employees can talk freely with management. Employees are encouraged to openly discuss with their manager any problems so that appropriate action may be taken. If they cannot be of assistance, the General Manager is available for consultation and guidance. Our vision is to have the District staffed by an honest, enthusiastic, highly competent, and focused team, who find their work challenging and enjoyable.

### B. Equal Employment Opportunity

It is the continuing policy of Camrosa to provide equal employment opportunities for all individuals who have the necessary qualifications with respect to recruitment, hiring, performance appraisal, promotion, training, termination, compensation, or other personnel-related activities, regardless of the actual or perceived ancestry, race, color, religion, sex, gender, gender identification, gender expression, national origin, disability, medical condition, marital status, age, genetic information, sexual orientation preference, or veteran/military status. All employee decisions will be based upon policies and practices that further the principles of equal employment opportunity.

Every member of management is held responsible for assuring non-discrimination in employment opportunities. In addition, all staff members, regardless of position, share in the responsibility of maintaining a discrimination-free work environment.

### C. At-Will Employment

All Camrosa employees have the status of “employee-at-will,” unless he or she is employed under a written contract stating otherwise. Any employee may resign at any time and Camrosa may terminate an employee at any time, with or without cause. At the end of the Employee Handbook is a copy of an “at-will” employment agreement that must be signed and returned. An additional copy is provided for your records.

Any offer of employment will be conditioned upon a designation of “medically qualified” through a pre-employment physical exam, completion of a background check, reference checks, and other conditions set forth in the offer letter.

### D. Employee Classifications

1. **Full-Time Employees:** Employees who work at least thirty-two (32) hours per week or are on a fixed salary.
  - a) **Non-Exempt/Hourly Employees:** Employees who are paid wages for each hour worked and are eligible to receive overtime pay.
  - b) **Exempt Employees:** Employees who are paid on a salary basis for work performed with no overtime pay. Exempt employees are expected to work those hours necessary to complete their duties and responsibilities.
2. **Part-Time Employees:** Employees who are assigned a variable work schedule that may extend up to thirty-two (32) hours per week. Part-time employees are ineligible for District-sponsored health benefits but are eligible for Social Security or California Employees Retirement System (CalPERS) benefits after working 1,000 hours on the District’s payroll in a fiscal year.



3. **Temporary Employees:** Employees who hold jobs intended to be of limited duration developed from special projects, abnormal workloads, or emergencies. Temporary employees are ineligible for District-sponsored health benefits but are eligible for Social Security or CalPERS benefits after working 1,000 hours on the District's payroll in a fiscal year.
4. **Part-Time Student Employees:** Employees who are students at approved institutions of learning (colleges, universities, trade/vocational schools, institutes of technology, etc.). Student Employees must be enrolled as full-time students (as defined by their institution), and must maintain a grade point average of 2.0 or higher. Students may take one (1) term (semester, quarter, session, etc.) off from school per year, but may do so only after successfully completing two (2) consecutive terms. Availability of work hours is at the discretion of the Student Employee's supervisor or manager, and the Student Employee is considered an "at-will" employee. This opportunity expires three (3) months after the date of the student's graduation, or three (3) months after the date of the last class, if the student is not enrolled in the upcoming term. Part-Time Student Employees are ineligible for District-sponsored health benefits but are eligible for CalPERS benefits after working 1,000 hours on the District's payroll in a fiscal year.

## **E. Work Hours**

The standard work week begins at 12:01 a.m. Saturday and ends at 12 midnight the following Friday. The normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., or 7:30 a.m. to 4:30 p.m., depending upon operational requirements. Since Camrosa is a service organization, normal work may fluctuate based on business demands. As a general rule, departments are to be manned from 8:00 a.m. to 5:00 p.m., with the exception of the lunch break provided. If changes in your work schedule are required or desired, your manager will notify you or respond to your request at the earliest opportunity. You may be required to work overtime or hours other than those normally scheduled. It is Camrosa's intent to allow you maximum flexibility in scheduling your time while still meeting the needs of the District. The General Manager has the authority to modify individual work schedules on a case-by-case basis.

## **F. Attendance**

Camrosa relies on you to fulfill our mission statement. In doing so, you must routinely interact with other staff, customer, vendors, and the general public to effectively meet these objectives. Good attendance is essential to providing these objectives and is an indicator of effective employee performance.

It is recognized that you will have periodic absences for illness or personal matters, but recurring and excessive absences and/or tardiness adversely affects productivity, morale, work flow, and service and directly impacts Camrosa's ability to meet its challenging goals.

The professionalism that you bring to your position and Camrosa is valued and it is anticipated that you will manage your own good attendance. There are occasions, however, when attendance guidelines are beneficial and necessary to direct employees and managers.

The guidelines are intended to be straightforward and concise. They are subject to management discretion and allow for flexibility in addressing individual attendance situations. Your manager will consider State and Federal laws, family and medical leave issues, the demands of different work units, Camrosa's policy, your performance, your

attendance history, and individual circumstances when assessing appropriate steps to correct attendance problems.

Camrosa intends to maintain a positive environment that supports its goals while recognizing individual needs and circumstances. If attendance issues arise, please speak with your manager who can discuss the impact of your attendance on Camrosa's goals and your individual performance.

If you fail to report to work for three consecutive workdays without notice or approval by your manager, Camrosa may consider that you have abandoned your job and your employment may be terminated.

## **G. Rest and Break Time**

Full-time (40-hour/week) non-exempt employees are provided two paid 10-minute rest periods per day for every four hours worked. Less than 40-hour/week employees should clarify with their manager appropriate rest and break times. It is the employee's responsibility to take breaks.

Camrosa allows a 1-hour lunch break. There may be instances when a lunch break shorter than 1-hour is necessary, and/or circumstances that prevents an employee from taking a break from all duties. In those instances, the District may provide an on-duty meal period. On-duty meal periods may be allowed with written approval from a supervisor on a case-by-case basis. On-duty meal periods will be paid.

Rest periods or breaks may not be accumulated or added to a lunch hour, annual leave or to other forms of leave.

## **H. Access to Personnel Records**

Employee files are confidential and are to be treated as such. Access to employee files is limited to the following:

### **1. Persons Other Than The Employee**

Other employees of Camrosa may have access to personnel files only if they have a "need to know." This means access is limited to:

- Administrative Department staff as they need access in the course of their normal duties;
- Management considering an employee for promotion or transfer into their departments; and
- Others only as specifically authorized by the General Manager.

### **2. The Employee**

You may inspect your own personnel file in the presence of the General Manager. You may, with a written request, designate a representative to inspect/receive a copy of your personnel file.

## **I. General Manager**

The Board of Directors may agree to modifications or exceptions to any of the policy requirements, prohibitions, and/or benefits as established in the Employee Handbook as they pertain to the General Manager. Any terms of employment for the General Manager set forth in writing and duly executed by the Board President on behalf of the Board of Directors shall supersede and override any conflicting provisions of the Employee Handbook.

## **Payroll Administration**

### **A. Time Sheets**

You are required to keep accurate records of all time worked on the forms provided by Camrosa, including time worked over your normal schedule. Annual Leave, sick, jury duty, and holiday time must be entered on the time sheet. Reported overtime (if applicable) must be documented on the time sheet.

Non-exempt/hourly employees are required to record all hours worked and leave taken at the end of each work day. Accurate and timely reporting of employee time and attendance is the responsibility of the employee and his/her immediate supervisor. A non-exempt employee must assume responsibility for accurately reporting his/her hours for each scheduled work day. The supervisor is responsible for reviewing, approving, and reporting all hours worked and any paid time off for that non-exempt employee.

Employees who are exempt (from overtime) are scheduled to be paid eighty (80) hours per bi-weekly period. The exempt employee is to complete time sheets no later than the Friday ending the pay period.

### **B. Paydays**

Paydays are every other Thursday for the two (2) weeks ending the previous Friday. Paychecks are electronically deposited into the bank account(s) specified by the employee and funds are available to the employee on Thursday morning.

### **C. Overtime Pay**

Non-exempt/hourly employees will earn overtime pay for hours worked beyond forty (40) hours in one workweek. Compensation for overtime is paid at the rate of one and one-half (1½) hours for each hour, or ¼ fraction thereof, of overtime worked. Annual Leave, sick, jury duty, and holiday time count towards hours worked in a work week.

Hours worked which qualify as overtime per the Fair Labor Standards Act (FLSA) are paid in accordance with FLSA.

An employee must receive prior approval by the supervisor to work overtime.

### **D. Standby Duty**

Standby duty is for the purpose of having someone available on call that has the knowledge of the District's operations and can take appropriate action as may be required. Standby duty is assigned for periods outside of normal working hours. An employee is assigned this standby duty in addition to his or her regular working hours. Periods of standby duty shall be assigned by the supervisor.

#### **1. Standby Duty:**

Standby duty begins at the start of the workday at 7:30 a.m. each Monday and ending at the start of the working day at 7:30 a.m. the following Monday.

Any change to the scheduled standby duty, must receive prior approval by the supervisor.

**2. Compensation:**

Employees will receive a stipend of \$13.72 plus one and one half (1 ½) hours per day of standby duty worked. Therefore, each employee will have his/her own stipend rate based upon the employees' current hourly rate.

The District shall pay employees a minimum of two (2) hours, at an overtime rate of pay, each time an employee responds to a call out during a standby duty assignment, whether or not the actual time required to do the work is less than two (2) hours, and regardless of the number of times the employee is called out during their standby duty. If multiple call outs are made within the same two (2) hour timeframe, the employee will receive only two (2) hours of overtime pay.

**E. Wage Garnishments**

A wage garnishment requires Camrosa to remit part of an employee's wages to a third party in payment of a just debt. Camrosa will comply with any and all court orders related to wage garnishments.

**F. Payroll Deductions**

State and Federal laws require Camrosa to make proper deductions on its employees' behalf. Amounts withheld vary according to earnings, marital status, and number of exemptions claimed.

Required deductions for full-time employees include Federal Income Tax, FICA "Medicare Only" Contribution, State Income Tax, and CalPERS. Part-time, Temporary, and Student deductions include Social Security or CalPERS, after working 1,000 hours on the District's payroll in a fiscal year, in addition to Federal Income Tax, FICA "Medicare", and State Income Tax.

**G. Direct Deposit**

Direct Deposit of employee paychecks is mandatory and deposits may be divided between several banking institutions. A voided check or savings account deposit slip must be provided for inclusion in the payroll process.

**H. Changing/Updating Employee Information**

A current address and phone number are essential for many purposes. These changes should be noted in writing or via email as soon as possible. Each employee is solely responsible to notify Camrosa of changes in his or her personal status including, but not limited to:

1. Name and/or marital status;
2. Address and/or telephone number;
3. Number of eligible family members;
4. Tax payroll deductions;
5. Emergency contact information; and/or
6. Changes to deferred compensation.

**I. Deferred Compensation**

457 Plan: The District has established an Internal Revenue Code (IRC) Section 457(b) eligible deferred compensation plan called the *Camrosa Water District Deferred Compensation Plan* (the “457 Plan”). All full-time Camrosa employees are eligible to make voluntary pre-tax contributions to the 457 Plan. Contributions are deposited in one or more investment fund options.

CalPERS 457 Roth Plan: The District has established 457 Roth Plan as part of the CalPERS 457 Plan. Employees can make after-tax contributions to their CalPers 457 Plan. The advantage of a Roth is that in the future, employees can withdraw the money tax-free if the money is kept in the Roth account for a least a five-year period and employees are at least 59 ½ or have a triggering event (severance from employment, reach 70 ½, disability, or death).

Profit Sharing Plan: The District has also established a Section 401(a) profit sharing plan called the Camrosa Water District Profit Sharing Plan (“Profit Sharing Plan”). The Profit Sharing Plan provides that exempt employees are required to contribute five percent (5%) of their compensation to the plan as a condition of participation, and those exempt employees who elect to become participants do not have the right to discontinue or vary the rate of the required contribution after becoming participants. Contributions made by exempt employees who become participants are then “picked up” by the District on behalf of those employees under Section 414(h)(2) of the IRC. For more information about the Profit Sharing Plan, please see the Summary Plan Description.

Camrosa is a member of (CalPERS). Social Security deductions are only made to part-time employee paychecks who have not met the minimum CalPERS hours requirement.

**J. Retirement Benefits**

Camrosa is a member of CalPERS. Social Security deductions are only made to part-time employee paychecks who have not met the minimum CalPERS hours requirement.

**K. Medicare**

Required Medicare deductions will be made to all employee paychecks.

## Performance Evaluation and Incentive Policy

### A. Purpose

The purpose of the Performance Evaluation and Incentive Policy is to state the District's philosophy on the classification and compensation of all staff members and establish a sound system of performance evaluation and incentive salary policy; to develop and maintain a highly skilled and productive work force to carry out the services provided by Camrosa; and to offer Camrosa's staff an opportunity to advance their skills and demonstrate their abilities.

### B. Non-Exempt (Hourly) Employees

#### 1. Performance Reviews:

Camrosa maintains a policy of evaluating your job performance as a means of measuring the efficiency and effectiveness of operations and providing you with meaningful information about your work. Effective performance reviews also aid in making personnel decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving you and your manager.

The process is designed to be as objective as possible, focusing on overall performance in relation to job duties and responsibilities, and also take into account core expectations of the District. In addition, special written performance reviews may be conducted by your manager at any time to advise you of the existence of performance or disciplinary problems. The use of such a system does not waive either Camrosa's or your right to terminate employment at any time with or without cause.

Performance Reviews will be conducted for each employee by the employee's supervisor and/or manager at the end of each fiscal year. The General Manager will review all Performance Reviews. The employee may request a meeting with the General Manager regarding the review and to discuss further action.

#### 2. Incentive Compensation/Annual Leave Credits:

This program ends on June 30, 2021 but will be used for the evaluation period from July 1, 2020 to June 30, 2021.

Incentive Compensation will be considered each fiscal year and be based on each employee's Annual Performance Review. There is no guaranteed incentive compensation. When an employee exceeds expectations, he or she is eligible for incentive compensation, provided as Annual Leave Credits. Annual Leave Credits may be applied to the employee's Annual Leave account and used as regular Annual Leave or converted to regular pay. A request for conversion will be approved in an amount equal to the total credits received in the current fiscal year. This policy is independent of the existing Annual Leave Buy-Out Policy. However, an employee still may not convert Annual Leave Credits below 40 hours.

The maximum Annual Leave Credits which may be awarded in any one-year period are 120 hours. Current maximum accrual levels will be maintained. Annual Leave Credits exceeding the accrual limits will automatically be converted to regular pay.

**3. Matching Contribution:**

This program ends on June 30, 2021 but will be used for the evaluation period from July 1, 2020 to June 30, 2021.

When a non-exempt employee has been awarded Annual Leave Credits, the District will match, on a dollar-for-dollar basis, the employee's contributions to the 457 Plan, up to \$2,500 or the amount of leave credits awarded, whichever is less. The amount matched will be contributed to the employee's 457 Plan.

**C. Exempt (Salaried) Employees**

Exempt employees are not entitled to participate in the Annual Leave Credit Program. Instead, each exempt employee will receive an additional 40 hours of Annual Leave at the beginning of each fiscal year, in addition to the Annual Leave benefit as outlined in Section K of the Employee Benefits portion of this handbook. Exempt employees may only convert up to 40 hours of the additional Annual Leave given at the beginning of the fiscal year into regular pay, but only at the time it is received. Current maximum accrual levels will be maintained. If the additional 40 hours of Annual Leave causes the employee to exceed the accrual limits, anything above the accrual limit will automatically be converted to regular pay at the time the additional 40 hours is received.

In addition, the District will "pick up" the employee's five percent of compensation mandatory contribution to the Profit Sharing Plan, as permitted under IRC Section 414(h)(2). *See the description of the Profit Sharing Plan under Section I of the Payroll Administration portion of this handbook.* The five percent of compensation mandatory contribution required to be made by exempt employees is a condition of participation in the Profit Sharing Plan, and those exempt employees who elect to become participants do not have the right to discontinue or vary the rate of the required contribution after becoming participants.

**D. Promotions and Salary Adjustments (All Employees)**

The annual Performance Review will be used to determine if a promotion and/or salary adjustment is appropriate.

The Performance Review will be conducted for each employee by the supervisor(s) or manager and the General Manager, no less than every year beginning with the first month of each fiscal year. More frequent reviews may be necessary on a case-by-case basis. An employee may request a salary review at any time. Granting a requested review is at the discretion of the General Manager.

Consideration for promotion or salary adjustment will be based upon demonstrated trends over a series of evaluation criteria. The level of compensation for the salary adjustment or promotion will be based upon the employee's job performance, job market, and the determination of the General Manager. Salary adjustments or promotions shall not exceed ten percent in any fiscal year for any employee, without prior approval of the Board of Directors.

**E. Funding**

Total funds available for incentive pay and salary adjustments shall be determined each year by the Board of Directors. The Board of Directors may elect to provide no funds for incentive or salary adjustments if the economic conditions of the District dictate.



**F. Policy Review**

This policy shall be renewed annually by the Board of Directors. The General Manager will provide the Board with a report on the success of this policy and any recommended modifications.

The policy will lapse unless the above is satisfied and the Board of Directors adopts a resolution reinstating the policy by July 1<sup>st</sup> of each year.

## Employee Benefits

### A. Introduction

Camrosa has developed a broad, comprehensive set of employee benefit programs to supplement regular wages. Camrosa is continually identifying opportunities to improve its benefits as budget limitations permit.

These employee benefit programs consist of two categories: insured and uninsured. Insured benefits are those that Camrosa pays for through an outside source. Examples of these benefits are Medical, Dental, Life and Short-Term and Long-Term Disability insurance.

Examples of uninsured benefits are Annual Leave, Sick Leave, and Holiday Pay. These are benefits that are paid for directly by Camrosa and are available to employees with conditions and specifications summarized in the following pages.

### B. Group Insurance Plans

Presently, Camrosa provides group major medical, dental, and vision insurance for the individual employee, at no cost to the employee. Additional employer-paid benefits include life insurance and short-term and long-term disability. Brochures and enrollment forms are provided during employment orientation.

Eligible employees are defined as regular full-time employees.

Eligible dependent is defined as the following:

1. Spouse;
2. Children to their 26<sup>th</sup> birthday including children placed in the home for adoption;
3. Unmarried children who were enrolled before age 26 and are incapable of self-sustaining employment due to a physical or mental condition. *A physician must certify in writing within 60 days this condition and it is subject to carrier approval;*
4. Children eligible for coverage as a result of a valid qualified medical child support order;
5. Domestic Partner as defined by the State of California for state registration requirements; or
6. Those designated according to the law.

For an eligible dependent to be eligible for coverages, a copy of a marriage license, State of California Declaration of Domestic Partnership form (NP/SF DP-1), birth certificate, or other identifying paperwork is required.

***NOTE: It is the employee's responsibility to notify Camrosa in writing upon divorce, termination of Domestic Partnership, coverage dependent, or any event that changes the status of dependency.***

The following is a brief description of the plans available and is not meant to replace the actual wording of the policy, which makes the final determination of the benefits to be provided. ***The specific plans and carriers may change from time to time.***

## C. Medical

1. Persons Eligible: Regular full-time employees and their eligible family members.
2. Waiting Period: First day of the month following the start of full-time employment.
3. Employer Contribution: 100 percent of the employee-only premium; 90 percent of the difference between the cost of the employee-only medical plan and the employee-plus-one or family plan. The total cost of employee's benefit is based on current rate of the HMO or PPO policy.

The District will deposit the following amounts into the Health Savings Account (HSA) of first-time enrollees in the Consumer Driven Health Plan (CDHP).

<u>Anthem CDHP Contribution</u>	<u>This is:</u>
Individual: \$1,300	\$200 less than \$1,500 deductible
Two-party: \$2,600	\$400 less than \$3,000 deductible
Family: \$2,400	\$600 less than \$3,000 deductible

Upon the second calendar year of participation in the CDHP the District will make contributions to the employee's HSA on a bi-weekly basis. **Recipients must be eligible to contribute to an HSA, in order to receive the employer contribution. Due to IRS restrictions, those enrolled in Medicare may not contribute to HSA.** (See IRS Publication 969 for detailed information about Health Savings Accounts).

Participants have the option to switch medical plans each year during Open Enrollment.

The District reserves the right to review, revise and alter the District's contribution to HSAs at the discretion of the Board of Directors.

### 4. Providers:

**Anthem Blue Cross Classic:** A preferred provider organization (PPO) plan.

**Anthem Blue Cross California Care:** A health maintenance organization (HMO) plan.

**Anthem Blue Cross Consumer Driven Health Plan:** A high deductible health plan and health savings accounts (HSA).

5. Benefits Provided: Login to [www.jpia.bswift.com](http://www.jpia.bswift.com) for details.
6. Where to File Claims: Contact (800) 284-2466 for claim and eligibility inquiries.

## D. Dental

1. Persons Eligible: Regular full-time employees and their eligible dependents.
2. Waiting Period: First day of the month following the start of full-time employment.
3. Employee Contribution: None.
4. Employer Contribution: Total cost for employee and eligible family members.
5. Provider: Delta Dental Plan of California (PPO).
6. Benefits Provided: Visit [www.deltadentalins.com](http://www.deltadentalins.com) for detailed information.
7. Where to File Claims: All participating dentists have claim forms and will file directly with Delta Dental. For claim inquiries call (888) 335-8227.

**E. Vision**

1. Persons Eligible: Regular full-time employees and their eligible dependents.
2. Waiting Period: First day of the month following the start of full-time employment.
3. Employee Contribution: None.
4. Employer Contribution: Total cost for employee and eligible family members.
5. Provider: Vision Services Plan.
6. Benefits Provided: Visit [www.vsp.com](http://www.vsp.com) for detailed information.
7. Where to File Claims: All participating eye care providers have claim forms and will file directly with Delta Dental.

**F. Life Insurance**

1. Persons Eligible: Regular full-time employees.
2. Waiting Period: None.
3. Employee Contribution: None.
4. Employer Contribution: Employer paid.
5. Provider: Symetra Life Insurance Co.
6. Benefits Provided: \$25,000 term life policy.
7. Where to File Claims: Surviving family member should contact Camrosa.

**G. Long-Term and Short-Term Disability**

1. Persons Eligible: Regular full-time employees only.
2. Waiting Period: First day of the month following 90 days active employment.
3. Employee Contribution: None.
4. Employer Contribution: Employer paid.
5. Provider: UNUM.
6. Short-Term Benefits Provided: Short-term disability insurance provides an employee with income protection in the event he or she becomes temporarily disabled from a covered sickness, accident, or pregnancy. The waiting period is 14 days from disability (Annual Leave may be used during this time). The maximum benefit period is 11 weeks. Benefit amount is 60 percent of the employee's regular weekly earnings, to a maximum benefit of \$1,000.00 per week. *See policy for complete details.* Annual Leave may be used to make up the additional 40 percent of lost income.
7. Long-Term Benefits Provided: Long-term disability insurance provides the employee with income protection after the short-term disability insurance ends and could continue to age 65 dependent on a strict interpretation of "total disability". Benefits amount to 60 percent of basic monthly earnings (less other income benefits) to a maximum of \$4,000.00 per month.
8. Where to File Claims: Visit [www.unum.com](http://www.unum.com) for detailed information.

## H. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) was enacted to protect employees and their eligible family members by allowing them to continue their group health insurance under the employer's plan at affordable group rates. Employees are notified at hiring of their rights under this law and it is the employee's responsibility to notify Camrosa of any qualifying event (defined below) within 60 days of the event. Specifics of COBRA include:

1. **Qualifications:** Any employee/eligible family member who loses regular group eligibility because of a qualifying event is eligible for enrollment under COBRA.
2. **Qualifying Event:** Qualifying event is defined by COBRA regulations and includes loss of coverage due to: termination of employment; reduction of hours; death of employee; employee's Medicare entitlement; divorce or legal separation; child ceasing to be eligible; bankruptcy of employer; and expiration of leave criteria.

***It is the employee's or eligible family member's responsibility to inform Camrosa within 60 days when a qualifying event takes place.***

3. **Selection Period:** Camrosa will send written notification, to the employee/eligible family member of their right to elect continued coverage, the election period, and premium payments.
4. **Cost:** The employee/eligible family member must pay a full monthly premium for each coverage selected plus a two percent administrative charge to Camrosa by the first day of each month that the premium(s) is due.
5. **Coverage Available:** At the time of the qualifying event, whichever health insurance the employee/eligible family member is enrolled in (Anthem Blue Cross, Delta Dental, and Vision Plan) will be considered the coverages available.
6. **Open Enrollment:** COBRA continuees have the same rights under the plan as active employees. This includes rights during open enrollment periods. When an open enrollment period occurs, COBRA continuees must be informed of their rights.

The Open Enrollment Notification should inform COBRA continuees of the open enrollment period, the options available during the open enrollment period, and the monthly premium rates for those options. It defines COBRA continuees as possible electees, electees, and continuees. ("Possible electees" are individuals in their 60-day election period; "electees" are individuals who have elected but have not yet paid; and "continuees" are individuals who have elected and paid.)

**Special Note:** There can be no interruption of coverage under COBRA.

## I. Workers' Compensation Program

Camrosa provides Workers' Compensation coverage. This coverage protects the employee if he or she is injured or becomes disabled on the job. It also provides medical, surgical, and hospital treatment in addition to payment for loss of earnings that result from work related injuries. Workers' Compensation payments begin from the first day of hospitalization or after the third day following the injury if the employee is not hospitalized.

The cost of this coverage is completely paid for by Camrosa. Accumulated annual leave may be used for the three-day waiting period, and to bring the employee's compensation up to, but not greater than, the employee's regular gross pay, at the discretion of the General Manager. Employees needing follow-up medical appointments will be charged the time off

from their accumulated annual leave. Any overpayment of benefits will require reimbursement to Camrosa. Workers' Compensation leave will run concurrently with other appropriate leaves such as Family Leave.

If an injury occurs while working, the employee must immediately report such injuries to his or her manager, or another manager, regardless of how minor the injury might be. Any questions regarding workers' compensation coverage should be directed at Payroll.

## J. CalPERS Retirement

Rather than Social Security, the District offers to its eligible employees a retirement plan under CalPERS. Due to the Public Employees' Pension Reform Act (PEPRA), effective January 1, 2013, there are two (2) tiers of employees: Tier 1 (those employed before January 1, 2013), and Tier 2 (those employed on or after January 1, 2013 who had no prior membership in any California Public Retirement System or reciprocal agency within the last six months prior to employment).

1. **Persons Eligible:** Regular full-time employees, part-time employees reaching CalPERS' minimum hour requirement, and employees already a CalPERS member.

2. **Waiting Period:** Eligible from the first day of employment.

3. **Employee Contribution:**

a. Tier 1: Prior to June 26, 2021, the District paid and reported the entire employee's share of CalPERS contribution to CalPERS for full-time and eligible part-time employees. As of June 26, 2021, the District will start ramping down the amount the District contributes to the CalPERS retirement plan on behalf of existing Tier 1 "Classic" employees (employees in CalPERS prior to January 1, 2013). This currently amounts to approximately 7 percent of the employee's salary. This amount will be reduced 1 percent per year until the District is no longer making the employee's contribution and the employee will then be paying the full 7 percent.

As of June 26, 2021, the Board will provide existing Tier 1 employees a Discretionary Offset. It will be 1 percent of the employee's pensionable compensation. The Discretionary Offset will increase 1 percent per year until it reaches the maximum of 7 percent. The Discretionary Offset is not pensionable compensation.

The ramp down of the District's contributions to CalPERS on behalf of existing Classic employees and the increase of the Discretionary Pay described above will be taken to the board on a yearly basis and evaluated as part of the budget process until the employees' payment of their contribution and the Discretionary Offset reach the maximum of 7 percent.

Tier 1 "Classic" employees hired on or after July 1, 2021 will pay the full 7 percent of the employee's CalPERS retirement contribution and will not be eligible for the Discretionary Offset.

a.b. Tier 2: Employee contributes approximately 50 percent of the total annual normal cost as determined by CalPERS' annual actuarial valuation report.

4. **Vesting Provisions:** Employees become vested after completion of five (5) years of service with Camrosa, or another public employer who participated in CalPERS or participates in reciprocity. Vesting means funds may be left on deposit for future retirement. Employees who leave the District and opt to withdraw their contributions

may request a refund from CalPERS. The employer contributions are only paid upon retirement.

5. **Benefits Provided:** Employees are eligible to retire when they obtain five (5) years of service credit and have attained age 50 (Tier 1) or age 52 (Tier 2). The retirement date can be any date; however, the amount of the monthly allowance can be affected.

The employee's age determines the benefit factor used in the retirement formula. Therefore, the employee may opt to retire on his or her birthday, or at a completed quarter year of age, to increase the benefit factor. CalPERS will calculate the retirement benefits based on three (3) factors: (1) years of service; (2) a percentage factor determined by the age at retirement; and (3) the final average monthly pay rate for the highest 36 months. There is no mandatory retirement age.

6. **CalPERS Options:** The District's contract includes several options and benefits for its employees, briefly described below:

- a. **2% @ 55 (Tier 1):** This formula provides local miscellaneous members two percent of pay at age 55 for each year of service credited with that employer. For members who retire earlier, the percentage is reduced.
- b. **2% @ 62 (Tier 2):** This formula provides local miscellaneous members two percent of pay at age 62 for each year of service credited with that employer. For members that retire earlier, the percentage is reduced.
- c. **Three-Year Final Compensation (Tier 1 and Tier 2):** The period for determining the average monthly pay rate when calculating retirement benefits would be for the 36 highest-paid consecutive months (three years).
- d. **1959 Survivor Benefit, Third Level:** Camrosa has included a provision called the 1959 Survivor Benefit in its contract with CalPERS. This benefit is available to employees not covered under Social Security. The 1959 Survivor benefit is paid along with the other death benefits, whether or not the employee was eligible to retire at the time of death.
- e. **Military Service:** An optional benefit included in Camrosa's contract with CalPERS allows for the inclusion of Military Service in the service credit calculations in some instances.

***For more detailed information, refer to the CalPERS website, [calpers.ca.gov](http://calpers.ca.gov).***

Employees nearing retirement are urged to participate in retirement pre-counseling and planning offered by CalPERS. It is recommended that notice to CalPERS be given at least 90 days in advance of planned retirement (as does Social Security for any previous services). However, Camrosa strongly urges employees anticipating retirement to make their inquiries at least six (6) months to one (1) year in advance to avoid any unnecessary delays.

## **K. Sick Leave: Part-Time, Temporary, Part-Time Student, and Paid Internship Employees**

### **1. Purpose:**

Effective July 1, 2015, the Healthy Workplaces, Healthy Families Act of 2014 requires the Camrosa to provide paid sick leave to employees not covered by District-sponsored benefits under certain conditions:

### **2. Policy:**



- a) Each Part-Time, Temporary, Part-Time Student, and Paid Internship Employee shall be credited 24 hours of sick leave on July 1. Unused sick leave shall not be carried over to the following fiscal year.
- b) These employees shall be entitled to use accrued paid sick time beginning on the 90<sup>th</sup> day of employment, defined as the number of days worked.
- c) An employee is only allowed to use up to a maximum of three (3) days or 24 hours, whichever is greater, of paid sick leave in a 12-month period.
- d) An employee who uses paid sick leave must use a minimum of two (2) hours.
- e) An employee may use the first three (3) days or 24 hours of accrued paid sick leave in a 12-month period for one of the following reasons:
  - i. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member; or
  - ii. For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in subdivision (c) of Labor Code Section 230 and subdivision (a) of Labor Code Section 230.1

For the purposes of this section, "family member" is defined consistent with Labor Code section 245.5(c), which generally includes child (including foster, legal ward, and those similarly situated), parent (including spouse's parent, guardian, and those similarly situated), spouse or registered domestic partner, grandparent, grandchild, and sibling.

- f) An employee shall provide reasonable advance notification of their need to use accrued paid sick leave to their supervisor if the need for paid sick leave use is foreseeable (e.g., doctor's appointment scheduled in advance). If the need for paid sick leave use is unforeseeable, the employee shall provide notice of the need for the leave to their supervisor as soon as is practicable.
- g) Paid sick leave will not be considered hours worked for purposes of overtime calculation.
- h) An employee will not receive compensation for unused accrued paid sick leave upon termination, resignation, retirement, or other separation from employment from the District.
- i) If an employee separates from District employment and is rehired by the District within one (1) year of the date of separation, previously accrued and unused paid sick leave hours shall be reinstated. However, if a rehired employee had not yet worked the requisite 90 days of employment to use paid sick leave at the time of separation, the employee must still satisfy the 90 days of employment requirement collectively over the periods of employment with the District before any paid sick leave can be used.

## **L. Annual Leave**

### **1. Purpose:** To allow District employees paid time away from work when:

- a) Employees are ill;
- b) Employees' immediate family members are ill (defined as: employee's spouse, child, or other dependent relative residing in the employee's household);
- c) Maternity leave is requested;



- d) Vacation leave is requested;
  - e) Planned personal leave is needed; and/or
  - f) Emergency situations or urgent personal business arises.
2. **Policy:** An annual leave system has been established to compensate full-time employees while they are out due to illness, emergencies, vacation time, or personal leave.
3. **Procedure:**
- a) Annual leave is accrued bi-weekly commencing with the employee's initial date of hire and is adjusted on each anniversary date according to the schedule below. Absence without pay shall cause said pay period's accrual of annual leave credit to be reduced on a prorated basis.

- b) Regular full-time employees who work at least 40 hours a week accrue annual leave based upon their length of service with the District as follows:

Equivalent Years of Service	Total Days Earned Annual Leave
1-5	20
6	21
7	22
8	23
9	24
10	25
11	26
12	27
13	28
14	29
15 or more	30

- c) Annual leave is prorated for regular full-time employees who work at least 32 hours but less than 40 hours a week.
- d) Other employees who are not classified by the District as regular full-time employees are ineligible to earn any annual leave benefits.
- e) Full-time employees begin to earn annual leave benefits from the date of hire. After employees have satisfied all applicable eligibility conditions to use annual leave benefits, they can schedule vacation with their supervisor's prior approval.
- f) Prior supervisory approval of annual leave for vacation purposes for three (3) consecutive days or more must be acquired at least ten (10) days in advance, when possible, before an employee is authorized to utilize paid annual leave.

- g) Supervisory approval shall be given with consideration to seniority rights, the service needs of the District, and the staff available to perform the necessary duties.
- h) Both Supervisory and General Manager approval will be required when use of annual leave reduces the employee's balance below 40 hours.
- i) Full-time employees who separate from employment either voluntarily or involuntarily without having received accrued annual leave benefits shall receive payment of their vested annual leave benefits, including up to the maximum accrual limit at the time they separate from the District.
- j) Once time is earned, non-exempt (hourly) employees can take leave in a minimum of one-quarter hour increments with supervisory approval.
- k) Annual leave must be noted on the time sheet when taken.
- l) When employees use annual leave due to illness, they must:
  - i. Advise their supervisor/manager on the first day of the specific reason for taking the sick time;
  - ii. Advise their supervisor/manager of the probable duration of the leave;
  - iii. Seek their supervisor's/manager's verbal or written approval to use annual leave for this purpose;
  - iv. Keep their supervisor informed of their condition;
  - v. When an employee is absent for more than five (5) consecutive workdays, they shall be required to provide their physician's written release to return to work in order to be entitled to use paid annual leave benefits; and
  - vi. If employees use all of their annual leave benefits and are still ill, they must request a leave of absence without pay.
- m) Once an employee has accrued the maximum number of annual leave hours, indicated below, the employee will not accrue any further annual leave until the employee has used or cashed out some of the employee's previously accrued annual leave per the Performance Evaluation and Incentive Policy Section B 2, or the Annual Leave Buy-Out Policy below. Employees are responsible for reasonable management of their Annual Leave. Employees shall not accrue more than the total annual leave hours as follows:

<b>Years of Service</b>	<b>Maximum Accrued Hours</b>
Less than 5	300 hours
Less than 10	400 hours
10 through 14	500 hours
15 or more	600 hours

**n) Annual Leave Buy-Out Policy:**

A portion of a non-exempt (hourly) employee's earned annual leave may be converted to salary based on the following guidelines:

- i. Once each fiscal year, a non-exempt (hourly) employee shall be allowed to convert a maximum of 40 hours of earned annual leave to regular pay;
- ii. The employee must maintain a minimum balance of 40 hours annual leave:

- iii. The employee must have used a minimum of 50 percent of the amount of annual leave earned in the previous 12 months, or since the last annual leave conversion;
- iv. In the previous 12 months or since last annual leave conversion, the employee must have taken at least five (5) consecutive days of annual leave. An exception can be made for annual leave taken in conjunction with a paid holiday (e.g., four days of annual leave taken in the same week as the Independence Day holiday could be counted as five (5) consecutive days of annual leave for the purposes of this policy);
- v. The employee must have been employed by Camrosa for at least one (1) year; and
- vi. The conversion to regular pay will be done at the employee's hourly rate at the time of the conversion.

The employee should submit an Annual Leave Conversion Request to his or her supervisor, who will then complete the form and give it to the General Manager for approval, if the employee meets all of the conditions listed above. If the employee does not meet all of the conditions, the form will be returned to the employee with an explanation.

Upon approval, Payroll will prepare a payroll check for the employee within ten (10) working days. The General Manager has sole discretion to approve requests on a case-by-case basis.

## **M. Holidays**

The District provides for 13 paid holidays for all full-time employees. The following 11 holidays are observed by the District:

New Year's Day  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving (two day holiday)  
Christmas Eve  
Christmas Day  
New Year's Eve

In addition to the 11 observed holidays, two (2) days of leave accrual are credited to each full-time permanent employee on July 1<sup>st</sup> of each year in the form of "floating holidays." All floating holidays must be used during the given fiscal year. Any unused floating holidays shall be forfeited if not used by the end of the given fiscal year.

Holiday conditions are as follows:

1. If an observed holiday falls on the employee's regular day off, the employee may opt to take off either the previous or following regular work day, depending on his or her schedule.
2. Holidays that fall on a Saturday will be observed on the preceding Friday. Holidays that fall on a Sunday will be observed on the following Monday, unless otherwise noted.

3. Employees on unpaid leave of absence for any reason at the time of the holiday observance will be ineligible for holiday pay.
4. If a holiday falls during an approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day the holiday is observed.
5. If an employee works on an observed holiday, the employee shall receive holiday pay and overtime pay based on the number of hours worked.
6. Holiday leave shall be proportionate to the employee's scheduled hours (e.g., an employee who is scheduled to work six hours per day will receive six hours of paid holiday). Part-time employees do not receive holiday pay.

## N. Jury Duty/Witness Leaves

1. **Purpose:** Camrosa recognizes its employees' responsibilities to serve on a jury or to appear witness in court and does not want its employees to suffer financial hardship while on a jury/witness leave of absence.
2. **Scope:** This policy is applicable to all regular full-time employees.
3. **Policy:** It is the policy of the District to grant a paid leave of absence, not to exceed 80 hours each fiscal year, to those employees who serve on jury/witness duty. If an employee is requested to serve more than the allowed time, then the employee may use their annual leave benefits.
4. **Procedure:** The base rate of pay shall be paid to all employees given the following conditions.
  - a) The employee who receives a notice or summons in connection with jury/witness duty shall immediately bring the notice to their supervisor on the following scheduled work day.
  - b) The court-provided record(s) of the employee's attendance shall be returned to Camrosa.
  - c) The employee should report for work on those days or parts of days when excused from jury/witness duty or when jury/witness duty does not conflict with the employee's work schedule. The employee and supervisor will determine the frequency that the employee should "check-in" with the supervisor and when the employee is released from jury/witness duty the employee will notify the supervisor as soon as possible.
  - d) The employee will be considered on a paid leave of absence while on jury/witness duty, and for the leave to be approved, the employee must surrender the court-provided pay for attendance to the District. The employee is entitled to keep the daily court-provided one-way mileage pay.
  - e) Time spent on jury/witness duty shall be counted as hours worked for the purpose of computing overtime.
  - f) When the court releases the employee from jury/witness duty, the employee should report for work. Failure to do so shall be considered abandonment of their job and voluntary termination.
  - g) All benefits the employee is entitled to at the time of the jury/witness duty shall continue while the employee is on jury/witness duty leave.

**O. Time Off to Vote**

Pursuant to the provisions of the Elections Code of the State of California, employees who are voters and who do not have sufficient time, outside working hours, to cast their ballots may take time off from work to vote. Although the employee is entitled to take as much time off as is sufficient to cast a ballot, only two (2) hours of actual working time will be compensated. If the employee on the third working day prior to the day of election knows, or has reason to believe, that time off will be necessary to be able to vote on election day, the employee shall give the District at least two (2) working days' notice that time off for voting is desired. Absent such notice, the request may be denied.

**P. Military Leave**

Military Leave, in accordance with Federal law, shall be granted to those employees of a reserve component of the Armed Forces of the United States or National Guard.

If regular, full-time employees are called to active military duty training as members of the Armed Forces, Reserves, or National Guard, they will be assured full pay for military leaves for up to ten (10) working days per calendar year provided that they are ordered for the purposes of military training, encampment, naval cruises, special exercises, or like activity. The employee shall be entitled to receive the difference between their regular rate of pay and the military rate of pay for the first 30 calendar days of any such absence.

If regular, full-time employees are called to active duty during national or state emergencies, as members of the Armed Forces, Reserves, or National Guard, they shall be entitled to receive the difference between their regular rate of pay and their military rate of pay for the duration of their active duty call.

Military orders must be presented to the supervisor or manager and arrangements for leave made as early as possible for departures.

Should an employee voluntarily or involuntarily leave Camrosa to serve in the armed services, he or she shall be entitled to reinstatement according to State and Federal law in effect at the time of release from active service.

**Q. Unpaid Time Off**

Several types of unpaid leaves of absence are available to eligible employees, or as required by law. The types of leaves that are available include personal, family (includes medical), and military.

1. The following are a summary of the rules and restrictions applicable to leaves of absence:
  - a) All leaves of absence are provided on an unpaid basis.
  - b) When an employee is placed on a personal leave of absence, an effort will be made to hold the position open for the period of the approved leave. However, the District will not guarantee reinstatement after a personal leave of absence.
  - c) The District will attempt to reasonably accommodate employees who are released for partial or modified duty by their treating physician.
  - d) The period that an employee is on a leave of absence is not considered time worked for purposes of determining eligibility for or the amount of certain benefits, such as annual leave. When he or she returns from a leave of absence, the

eligibility and accrual dates will be adjusted forward to reflect the period of the leave.

- e) If a paid holiday falls during the period an employee is on leave of absence, he or she will not be eligible for the holiday pay.
- f) Each employee will be required to pay for the entire cost of group health insurance for (1) the period of any family medical leave or other mandated leave of absence beyond the end of the third calendar month following the month in which the leave begins, and (2) for the entire period of any personal leave beyond the end of the calendar month in which the leave begins. This will be offered through COBRA and employees should notify Payroll to arrange for all necessary payments before leave commences.
- g) Misrepresenting reasons for applying for a leave of absence may result in disciplinary action, including possible termination.
- h) Employees may not be employed or engage in their own business during regular working hours for the District during a leave of absence. While on leave or absence, outside employment during regular District working hours may result in immediate termination.
- i) When an employee is placed on pregnancy disability, family or military leaves of absence, the District guarantees reinstatement to the same or similar job with the same or similar duties, pay, and location unless it would substantially undermine the District's authority to operate the business safely and efficiently.

## **2. Family and Medical Leave (FML)**

The District will grant employees with at least one (1) year of continuous service or a minimum of 1,250 hours, up to 12 weeks of unpaid leave in a 12-month period for family care responsibilities and/or for the employee's own serious medical condition. The purpose of FML is to provide the employee with the right to take time off from work to bond with a child, to care for a family member, or to recover from a serious illness.

It is the employee's responsibility to request FML leave. Requested leave must be submitted before the leave begins. Forms and specific information can be requested from Payroll. When leaves are foreseeable, the employee must provide at least 30 days advance notice. If the leave is not foreseeable, the employee must provide notice as soon as practicable.

### **a) Purpose:**

- i. The birth of the employee's child, or placement of a child with the employee for adoption or foster care;
- ii. To care for the employee's spouse, child, parent, grandparent, grandchild, sibling, or parent-in-law who has a serious health condition;
- iii. To care for the employee's registered domestic partner;
- iv. For a serious health condition that makes the employee unable to perform his or her job;
- v. For any "qualifying exigency" (defined by federal regulation) because the employee is the spouse, son, daughter, or parent of an individual on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation; or an employee

who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member.

Calculating the 12-month Period:

- a. The 12-month period is measured forward from the date the leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended.
- b. Under most circumstances, leave under Federal and State law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of FML in the designated 12-month period.

For a qualifying exigency or leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

**b) Procedure:**

- i. Employees should request use of FML as soon as they realize the need.
- ii. If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the District at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operation of the District. Any such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse. If the employee cannot provide a 30-day notice, the District must be informed as soon as is practical.

When both parents are employed by the District, and request simultaneous leave for the birth or placement for adoption or foster care for a child, the District will not grant more than a total of 12 workweeks of family/medical leave for this reason.

- iii. If the FML request is made because of the employee's own serious health condition, the District may require, at its expense, a second opinion from a health care provider that the District chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the District.
- iv. If the second opinion differs from the first opinion, the District may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the District and the employee.
- v. The District requires the employee to provide certification within 15 days of any request for FML, unless it is not practicable to do so. The District may require recertification from the health care provider if additional leave is required. (For example, if an employee needs two weeks of FML, but



following the two weeks needs intermittent leave, a new medical certification may be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for FML, the District may delay approval of the leave, or continuation thereof, until certification is received. If timely certification is not received, the leave may not be considered FML.

**c) Leave to Care for a Family Member:**

If the leave is needed to care for a sick child, spouse, parent, grandparent, grandchild, sibling, or parent-in-law, the employee must provide a certification from the health care provider stating:

- i. Date of commencement of the serious health condition;
- ii. Probable duration of the condition;
- iii. Estimated amount of time for care by the health care provider; and
- iv. Confirmation that the serious health condition requires the participation of the employee.

**d) Leave for Employee's Own Health Condition:**

If an employee cites his or her own serious health condition as a reason for leave, the employee must provide a certification for the health care provider stating:

- i. Date of commencement of the serious health condition;
- ii. Probable duration of the condition; and
- iii. Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The District will require certification by the employee's health care provider that the employee is fit to return to his or her job.

Failure to provide certification by the health care provider of the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

**e) Pregnancy Disability Leave:**

Any full or part-time employee who is disabled by pregnancy, childbirth, or a related medical condition will, upon request and approval, be granted a pregnancy disability leave (PDL) without pay, not to exceed four (4) months.

An employee who is granted a PDL is required to utilize any accrued sick leave benefits and earned vacation benefits during the period of her leave. Any portion of the leave that occurs after all sick and vacation benefits have been exhausted shall be without pay.

Employees who take time off for pregnancy disability leave and who are eligible for FML will also be placed on FML that runs at the same time as their pregnancy disability leave. Group insurance benefits ordinarily provided by the District will remain in effect until the end of the month in which the leave terminates. Employees are expected to pay the full costs of these coverages thereafter. Employees must make arrangements with Payroll to pay for the cost of such coverages before leave begins.



If PDL is requested, the employee must provide written notification to her manager and the General Manager as soon as possible, at least 30 days in advance, if foreseeable. The notice should specify the commencement date of the leave, the expected duration of the leave, and be accompanied by a signed physician's statement. Payroll will provide appropriate paperwork that coincides with FML.

For employees on PDL, the District guarantees reinstatement to the same or similar job, with the same or similar duties, pay, and location, unless granting such a leave would substantially harm the District's ability to operate the business safely and efficiently. Employees on PDL will be credited with all service prior to the commencement of their disability, but not for the period of their disability.

**f) Health and Benefit Plans:**

The District will maintain coverage under any group health plan for the duration of the leave (maximum of 12 weeks for FML and 16 weeks for PDL) and under the conditions coverage would have been provided had the employee been employed continuously during the leave. If the employee fails to return to work at the end of the leave period, the District has the right to collect from the employee the cost of all health benefit premiums. An employee who returns to work for at least 30 days is considered to have "returned to work."

**g) Substitution of Paid Leave:**

Paid leave will be substituted for unpaid leave in the following circumstances:

- i. Accrued annual leave will be used for any approved FML and PDL qualifying event;
- ii. Accrued annual leave will be used for the care of a family member, if mutually agreed upon by the District and the employee; and
- iii. Accrued sick leave will be used for the birth or placement for adoption or foster care of a child, if mutually agreed upon by the District and the employee.

**h) Reinstatement:**

Under most circumstances, upon return from FML and PDL, an employee will be reinstated to his/her original job, or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on FML would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of FML will not result in the loss of any employment benefit that the employee earned before using FML.

Reinstatement after FML and PDL may be denied to certain salaried "key" employees under the following conditions:

- i. An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- ii. The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the District's operations;

- iii. The employee is notified of the District's intent to refuse reinstatement at the time the District determines the refusal is necessary; and
- iv. If leave has already begun, the District gives the employee a reasonable opportunity to return to work following the notice described previously.

For additional information about eligibility for FML and PDL, contact Payroll.

**j) Time Accrual:**

Employees on FML and/or PDL will not continue to accrue vacation, sick leave, and paid time off during unpaid FML and/or PDL. If an employee is using accrued vacation or sick leave, they will continue to accrue pro-rated paid time off.

**k) Carryover:**

Leave granted under any of the reasons provided by FML and/or PDL will be considered as part of the 12-workweek entitlement in a 12-month period; PDL provides a 16-workweek entitlement in a 12-month period. The 12-month period is measured forward from the date any employee's first FML and/or PDL leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

**l) Intermittent Leave:**

Employees may take FML and/or PDL intermittently (in blocks of time/minimum 15 minute increments, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition.

**m) Fit-for-Duty Exam:**

Before an employee returns to work from FML and/or PDL for the employee's own serious health condition, the employee may be required to submit a fitness-for-duty certification from the health care provider stating the employee is able to resume work.

**n) Personal Leaves of Absence:**

- i. **General:** Employees who have been continuously employed with the District for at least one (1) year, may, due to special circumstances, request a personal leave of absence without pay, for a reasonable period of time up to one hundred and eighty (180) days. Requests for leaves of absence will be considered on the basis of length of service, performance, responsibility level, the reason for the request, whether other individuals are already out on leave, and the expected impact on the District.
- ii. **Requests:** A request must be submitted in writing and be approved in writing by the General Manager before a leave begins. A request for an extension of a leave of absence must be submitted in writing and approved in writing by the General Manager before the extended period begins. It is the employee's responsibility to report to work at the end of the approved leave. If the employee fails to report to work on the day after leave expires, he or she will be considered to have voluntarily resigned.

- iii. **Status of Employee Benefits during A Personal Leave:** The District does not pay for group insurance premiums during any portion of a non-mandated, unpaid leave of absence beyond the end of the month in which the leave begins. Accordingly, the premiums beyond that point for such coverage are the employee's complete responsibility and offered through COBRA. In order to keep the insurance in force, premiums for the period of the leave must be paid according to the schedule outlined in the COBRA notification form.

**o) School Activity Leave:**

Any employee who is the parent or guardian of a child in kindergarten through grade 12 may request up to 40 hours off per school year for the purpose of participating in school activities. This time will be unpaid unless the employee chooses to use annual leave for this purpose. No more than eight (8) hours off for this purpose in any one (1) calendar month shall be granted. Upon request, the District reserves the right to require documentation from the school verifying participation in the school activity. This request must be made in writing with as much advance notice as possible.

## **R. Tuition Reimbursement**

1. **Purpose:** Camrosa encourages its employees to seek greater skills, training, and education through its tuition reimbursement policy.
2. **Policy:** It is the policy of the District to provide tuition reimbursement for job-related courses. Tuition reimbursement is not to exceed \$500 per unit. Registration, textbooks, and associated supplies may be reimbursed in full.

Lower-division courses should be taken at a local junior college when available and all courses, including upper-division or graduate-level courses, must be approved by the General Manager.

Courses eligible for reimbursement must provide a general benefit to Camrosa by enhancing the employee's skills and knowledge in areas applicable to the services provided by Camrosa. Course series leading to degrees or certifications must be generally beneficial to Camrosa. The General Manager has sole discretion in determining if a program or course is considered "job-related" and beneficial to Camrosa.

The employee must submit a Request for Pre-Authorization for Tuition Reimbursement outlining the educational plan, including a schedule, estimated costs, and statement of benefit to Camrosa for review and approval by the General Manager.

Items eligible for reimbursement are tuition, registration fees, books, and parking permits. Policy will be reviewed annually by the Board of Directors.

If the employee terminates employment with Camrosa, for whatever reason, within 12 months of receiving educational reimbursements, the employee shall refund those payments to Camrosa within 30 days.

No reimbursement shall be given to the employee who has previously received reimbursement for the same course or who voluntarily leaves the District before the course is completed.

3. **Scope:** This policy is applicable to all regular full-time employees.
4. **Procedure:**

- a) The employee should submit the Request for Pre-Authorization for Tuition Reimbursement to their Supervisor for approval at least two (2) weeks in advance of the beginning of the course.
- b) The supervisor will confer with the General Manager to ensure that the proposed courses on the employee's form are:
  - i. Generally job-related;
  - ii. Within the current approved budget restraints;
  - iii. Have not been reimbursed through other financial assistance; and
  - iv. The existing and anticipated work performance of the employee is meeting the District's objectives.
- c) Upon approval by the General Manager, the Request for Pre-Authorization for Tuition Reimbursement shall be returned to the employee. Should the form be denied, the employee shall be given an explanation.
- d) The employee may request and receive a temporary loan, not to exceed 50 percent of the estimated cost for registration and textbooks, dependent upon the General Manager's approval. The loan will be deducted from the employee's course reimbursement check.
- e) Upon successful completion of the course with a grade of C or better, the employee will submit the claim form along with all appropriate receipts for tuition, registration fees, textbooks, and parking fees, and the original Request for Pre-Authorization for Tuition Reimbursement to their supervisor for Reimbursement approval. Other extraordinary expenses will be considered by the General Manager on a case-by-case basis. Food, graduation, late registration, mileage, student activities or services, etc., will not be reimbursed. The employee will receive the reimbursement in a separate check within approximately two (2) weeks.

## **S. Additional Benefits**

- 1. All tools required by an employee to complete their work assignments are furnished by Camrosa.
- 2. Any fees for required professional certifications are paid by Camrosa.
- 3. Steel-toed safety boots are provided by the District for all field employees. The District will deduct the cost of the safety shoes from full-time and part-time employee's final paycheck if employed less than three (3) months.
- 4. Uniforms and laundry service are provided by Camrosa for all field employees. The District will report to CalPERS the uniform rental and maintenance cost (currently \$11.70 paid bi-weekly) for those field employees required to wear a uniform. Field employees are representing Camrosa and are not to wear clothing with a logo other than Camrosa's when supplied uniforms.

## Employee Relations

### A. Attendance and Tardiness

1. **Purpose:** Reliable, high-quality, and affordable water and sanitary services require a dedicated and diligent workforce. Unscheduled employee absenteeism and tardiness contribute directly to increased costs and compromised service. Teamwork, moral, and the internal functioning of the District are also harmed by the delays caused by absenteeism and tardiness.
2. **Scope:** This policy is applicable to all Camrosa employees.
3. **Policy:** All employees are expected to complete their job duties and assignments on or ahead of time.
4. **Definitions:**
  - a) **Leave, Approved:** Whenever an employee has obtained prior approval from their supervisor, the absence will be considered approved. The approval should be sought as far in advance as practical and "last minute" requests may not be approved. The employee may use annual leave benefits for their approved leave days.
  - b) **Tardiness, Excused:** Whenever an employee notifies their supervisor before the beginning of their daily work schedule, the tardiness will be considered excused. The approval should be sought as far in advance as practical and "last minute" requests may not be approved. The employee may use their annual leave benefits for excused tardiness.
5. **Procedure:**
  - a) When an employee is expected to be late for work or absent, the employee must:
    - i. Notify the supervisor, or in case of unavailability, notify an appropriate co-worker. If a message is left with Camrosa's telephone answering service or voice mail system, a follow-up telephone call must be made to the supervisor or the appropriate co-workers.
    - ii. Provide a time and date when the he or she expects to return to work.
    - iii. Identify all important tasks that need to be completed during their absence.
  - b) When an employee is on approved leave due to personal illness for more than five (5) consecutive work days, the employee may be required to obtain a written release from their physician stating that the employee is able to return to work. Failure to provide the release may result in the leave being considered as unapproved and the employee may not be eligible for full-time employee benefits.
  - c) If the number of absences within the most recent 12-month period, regardless of the reason, is deemed excessive, the employee may be subject to corrective action, at the discretion of the manager or General Manager. Camrosa's attendance policy shall be followed only to the extent allowed by law and is not meant to circumvent or abrogate any existing provisions of the FEHA, ADA, ADEA, or other State or Federal law and/or regulation.

**B. Standards of Conduct**

1. **Purpose:** It is expected that employees will conduct themselves in a manner that will further the goals of the District. The purpose of this policy is to describe generally the basic standards of conduct that are required of all employees at all times.
2. **Scope:** This policy applies to all Camrosa employees.
3. **Policy:** Camrosa recognizes that certain employee actions and behaviors are inconsistent with continued employment by the District. The standards contained in this policy generally describe those actions, but do not limit Camrosa's right to discipline or dismiss employees for actions found to be inconsistent with continued service.
4. **Procedure:** If an employee participates in activities of the nature listed below, that employee shall be sent home and an investigation of the incident will be conducted immediately. Based upon the outcome of the investigation and considering the best interest of Camrosa, the General Manager will take an appropriate action that may include corrective action, up to and including termination. Actions and behaviors considered to be in violation of the standard of conduct include, but are not limited to:
  - Poor performance;
  - Using abusive or vulgar language, or causing disruption to the work place or to fellow employees or visitors;
  - Unavailability for work, (e.g., absenteeism or tardiness);
  - Misuse of Camrosa's monies;
  - Conducting non-business activities during working hours;
  - Physical violence or threat of physical violence;
  - Possession of firearms, explosives, or any weapon while at work;
  - Non-compliance with safety or health rules or practices or engaging in conduct that creates a safety or health hazard;
  - Possession, use, or being under the influence of alcohol or illegal drugs while at work;
  - Engaging in illegal activities whether or not that activity results in a legal conviction;
  - Deliberate actions that obstruct District operations or damage District property (including, but not limited to, falsifying records, sabotage, or misuse of District property);
  - Theft (including, but not limited to, unauthorized removal of District property, embezzlement, taking the property of fellow employees or customers);
  - Falsifying time sheets or payroll records;
  - Use of District time or resources to conduct private enterprise, political activities, or service to non-profit enterprises;
  - Unauthorized use of District buildings or vehicles;
  - Giving false or misleading information during the application and/or selection process;

- Failure to report involvement in an accident occurring on Camrosa's premises, or involving Camrosa's equipment, or giving false information in accident or insurance reports;
- Willful failure to report to supervisor any significant omissions, errors or mistakes or accidental damage affecting work assignment, property or equipment;
- Insubordination, refusing to perform tasks assigned by a supervisor or manager, or other disrespectful conduct toward a supervisor or manager;
- Sexual harassment or other unlawful harassment of another employee;
- Failure to immediately report the loss of a California driver's license due to suspension, withdrawal, forfeiture, or confiscation by any court of law or by the California Division of Motor Vehicles. (This rule applies only to those employees who must maintain such a driver's license as a condition of their employment);
- Installing unauthorized software on Camrosa's computer system;
- Misuse of electronic systems (email, internet, fax); and/or
- Inability to get along with co-workers, members' staff, vendors, and/or Board Members.

***Since all employees are "at-will" employees, the employment relationship may be terminated at any time by either Camrosa or the employee, with or without cause.***

### **C. Corrective Action**

The District may take corrective action, at its sole discretion, in cases of misconduct or unacceptable performance, including absenteeism. The use of the correction action process does not waive either the District's or the employee's right to terminate employment at any time, with or without cause.

The corrective action process may include verbal counseling and/or a written counseling. If the situation persists, corrective action may result in termination of employment

Certain instances of gross misconduct could lead to immediate termination and possible civil and criminal action.

### **D. Employee Grievances or Concerns**

Camrosa encourages employees who have a grievance to bring them to the attention of their manager, or to the General Manager, if the manager is involved in the situation, or does not respond to the complaint within a reasonable amount of time.

### **E. Dress Code/Uniform Policy**

The District prides itself on the professional appearance it maintains and the favorable image that employees present as representatives of the District. Employees are expected to use their best judgment in determining their appearance and dress, consistent with the District's standards and the positive image and professional appearance it wishes to maintain. Employees should dress according to the requirements of his or her position. For those employees required to wear a uniform, uniforms must be neat and orderly in appearance. Shirts must be worn with the shirttail fully tucked in to the pants. Safety-toe shoes or boots that comply with ASTM F2412/F2413 shall be worn in all field and shop areas. Casual visitors or employees observing field operations are not required wear safety-



toe shoes as long as they are not performing work and they are not in a situation where something could be dropped on the foot. Wearing accessories (e.g.: hats) with logos other than that of Camrosa's is prohibited.

## **F. Alcohol/Drug-Free Workplace**

Camrosa recognizes that behavior resulting from the use of alcohol and/or drugs may detrimentally affect the safety and work performance of its workforce and can present a risk to the health and welfare of its employees and members.

In recognition of the District's responsibility to maintain a safe work environment and your responsibility to perform safely, Camrosa will act to eliminate any substance abuse, which increases the risk of injuries, accidents, or substandard performance. For the purpose of this policy, "substance abuse" includes the use or possession of illegal drugs or alcohol, and the abuse of prescription drugs that could impair your work performance and/or ability to perform your job safely. Marijuana, regardless of use or prescription, is strictly prohibited. It is expected that:

- You shall not be at work, drive a vehicle on District business, or operate District equipment with any amount of alcohol or illegal drugs in your system that would result in a confirmed positive test; shall not use alcohol, possess open containers of alcohol, or use or possess illegal drugs while on duty; and shall not manufacture, distribute, dispense, sell, or provide illegal drugs to any person while on duty.
- If the use of a prescription drug combined with the duties of the required job creates an unsafe working condition, this fact shall be reported to your supervisor or manager prior to reporting to work. Employees whose job performance is so restricted may be subject to reassignment, medical examination, or other actions specified by applicable statutes and regulations.
- Reasonable Suspicion Testing: Employees may be subject to drug and alcohol testing when there is reasonable suspicion that the employee has violated the rules expressed above. In the event a drug test is warranted, a supervisor or manager will drive you, or arrange for your transportation, to the testing facility. In addition, when any employee has previously been found in violation of these rules, or by the employee's own admission, the employee may be required to submit to periodic substance testing as a condition of remaining in or return to Camrosa employment.

## **G. Fitness-For-Duty & Return-To-Work Evaluations**

The purpose of this policy is to determine an employee's ability to safely perform the essential job duties, with or without reasonable accommodation. This policy is not designed or intended to supersede employer requirements under any State or Federal law or regulation and will be utilized in accordance with the law.

General guidelines:

1. Each employee is responsible for maintaining his or her health in such a way that the employee can perform the essential functions of his or her job, with or without reasonable accommodations. If a reason arises that questions the employee's ability to perform the essential job functions, a Fitness-for-Duty or Return-to-Work Evaluation may be requested.
2. To determine the appropriateness of a Fitness-for-Duty or Return-to-Work Evaluation request, management must consult and receive approval from the General Manager.



3. Time required by the employee to complete the Fitness-for-Duty or Return-to-Work Evaluation is considered work time. Time off for prescribed treatment (after the evaluation), mandatory or otherwise, will be charged to accrued annual leave.
4. If a Fitness-for-Duty or Return-to-Work evaluation is necessary, the employee will be required to be examined by a treating, personal physician or specialist selected by the District.
5. Failure to attend a Fitness-for-Duty or Return-to-Work Evaluation may lead to disciplinary action, up to and including termination.
6. Outside employment is prohibited while an employee is unable to work due to a work-related injury and may result in immediate termination.

## **H. Outside Relations/Media Contact**

Employees are not permitted to give or report any information about the members of the District, another employee, outside vendor, client, or consultant to anyone outside of the District. Any such request, whether verbal or written, must be forwarded to the General Manager for handling.

## **I. Off-Duty Conduct/Conflict of Interest**

While Camrosa does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the District's legitimate business interests. For this reason, employees should be aware of the following policies:

Employees are expected to conduct their personal affairs in a manner that does not adversely affect Camrosa's or their own integrity, reputation, or credibility. Conduct on the part of an employee that adversely affects Camrosa's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

While employed by Camrosa, employees are expected to devote their energies to their jobs with the District. The following types of outside employment are strictly prohibited:

- Employment that conflicts with an employee's work schedule, duties, and/or responsibilities;
- Employment that creates a conflict of interest or is incompatible with the employee's employment with Camrosa;
- Employment that impairs or has a detrimental effect on the employee's work performance with Camrosa;
- Employment that requires the employee to conduct work or related activities on Camrosa's property during the District's working hours or using the District's facilities and/or equipment;
- Employment that directly or indirectly competes with the business or the interests of Camrosa.

Employees who wish to engage in outside employment must submit a written request to the General Manager explaining the details of the outside employment. If the outside employment is authorized, the District assumes no responsibility for the outside employment. Camrosa shall not provide workers' compensation coverage for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time. If an employee has any doubts, it is recommended that a written request be submitted to insure there are no future problems.

## **J. Discrimination and Harassment Policy**

Camrosa is committed to providing a work environment that is free of discrimination and harassment. Unlawful discrimination and/or harassment on the basis of an employee's race, sex (including breastfeeding), gender identity, religious creed, color, national origin, ancestry, age, marital status, sexual orientation, or physical or mental disability is strictly prohibited. Any employees found in violation of this policy shall be subject to disciplinary action, up to and including termination.

This policy prohibits discrimination and harassment on the bases listed above, in any form, including, but not limited to:

1. Verbal Harassment: Epithets, derogatory comments, or slurs.
2. Physical Harassment: Assaulting, impeding, or blocking movement, by physical interference with work or movement.
3. Visual Forms of Harassment: Derogatory posters, notices, bulletins, cartoons, or drawings.
4. Sexual Favors: Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, conditioned upon an employment benefit that unreasonably interferes with an individual's work performance or creates an offensive work environment.

Discrimination and/or harassment of an applicant or employee by a supervisor, manager, or co-worker on the basis of race, religion, color, national origin, ancestry, handicap, disability, medical condition, marital status, sex, sexual preference or age will not be tolerated. This Policy applies to all terms and conditions of employment including, but not limited to, hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, compensation, and training.

Any retaliation, coercion or intimidation of employees or job applicants for filing a discrimination or harassment complaint is prohibited. Employees found to be retaliating against another employee shall be subject to disciplinary action, up to and including termination.

All management and supervisory employees of Camrosa are expected to avoid any behavior or conduct which could be interpreted as harassment toward any other employee.

The following is the procedure to address complaints of discrimination and/or harassment:

1. Any employee who believes they have been or are being harassed by a co-worker, supervisor, or agent of the District, including any member of the Board of Directors, should promptly report the facts of the incident or incidents and the names of the individuals involved to their supervisor, manager, another manager, or the General Manager.
2. Supervisors will immediately report any incidents of harassment to their manager, who should notify the General Manager (or his/her designee during absence) immediately.
3. Upon notification of a harassment complaint, the General Manager shall immediately investigate the complaint, with confidentiality and discretion in mind, to determine whether the complaint is valid. In conducting the required investigation, interviews are to be held with the complainant, the accused harasser, and any other persons believed to have relevant knowledge concerning the complaint. This may include victims of similar conduct.

4. Factual information gathered through the investigation will be reviewed by the General Manager to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information; the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct; and the context in which the alleged incidents occurred.
5. The complainant will be notified upon completion of the investigation.
6. The General Manager shall meet with all the principals involved and notify them of the results of the investigation. If the complaint is found to have merit, prompt corrective action, as provided for herein, shall be implemented.
7. Reasonable steps will be taken to protect the victim and other potential victims from further harassment.
8. Reasonable steps will be taken to protect the victim from any retaliation as a result of communicating the complaint.
9. If appropriate, action will be taken to remedy the victim's loss, if any, that resulted from the harassment.
10. If the manager is accused of being involved, employees and supervisors are encouraged to discuss the matter directly with the General Manager.
11. If the General Manager is accused of being involved, employees are encouraged to discuss the matter with the President of the Board.
12. In addition to notifying the District about harassment or retaliation complaints, affected employees may also direct their complaints to the California Department of Fair Employment and Housing ("DFEH"), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one (1) year from the date of the alleged unlawful conduct. If the DFEH believes that a complaint is valid and attempts to resolve the dispute fail, the DFEH may seek an administrative hearing before the California Fair Employment and Housing Commission ("FEHC") or file a lawsuit in court. Both the FEHC and the courts have the authority to award monetary and nonmonetary relief in meritorious cases. Employees can contact the nearest DFEH office or the FEHC at the locations listed in the District DFEH poster or by checking the State Government listings in the local telephone directory.

All employees shall be provided copies of this Policy. Questions regarding this policy should be directed to the General Manager.

## **K. Workplace Violence**

The safety and security of employees and customers are very important to the District. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the District's ability to execute its daily business will not be tolerated.

To ensure that the District maintains a workplace safe and free of violence for all employees, the District prohibits the possession or use of dangerous weapons on District property. A license to carry the weapon on District property does not supersede this policy. District property is defined as all District-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots under the District ownership or control. This policy applies to all vehicles that come onto District property.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on District property may be removed from the premises pending the outcome of an

investigation. Threats, threatening behavior, or other acts of violence off District property, but directed at District employees, District members, or the public while conducting business for the District, is a violation of this policy.

Off-site threats include, but are not limited to, threats made via telephone, fax, electronic or conventional mail, or any other communication medium. Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from District property, termination of business relationships with that individual, and/or prosecution of the person(s).

Employees are responsible for notifying the General Manager of any threats they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job related, or might be carried out on District property or in connection with employment.

Any employee that receives a protective or restraining order that lists District premises as a protected area is required to provide the General Manager with a copy of such order.

## **L. Request for Reasonable Accommodation**

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the District will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact the General Manager and his or her manager to discuss the need for an accommodation. The District will engage in an interactive process with the employee to identify possible accommodations, if any, which will help the applicant or employee perform the job.

An interactive good faith communication process between the District and a disabled employee is required in selecting an appropriate reasonable accommodation, if one exists. This is a timely process where management and the individual discuss the request and effective reasonable accommodation(s). In general, the District will initiate an interactive process when: (1) an applicant or employee with a known disability requests a reasonable accommodation, (2) the District otherwise becomes aware of the need for an accommodation through a third party or by observation, or (3) the District becomes aware of the possible need for an accommodation because the employee has a disability and has exhausted leave under the Workers' Compensation Act, FML, or other federal, state or employer leave provisions, if applicable.

The following is a non-exclusive list of the considerations when reviewing a request for accommodation:

1. The essential functions of the job;
2. An independent assessment;
3. How the disability limits performance of the essential functions;
4. Accommodation options that overcome limitations and the reasonableness of the proposed accommodations; and
5. Whether an appropriate and reasonable accommodation exists.

If an accommodation request is made, the District will initiate the interactive process and confer with the individual applicant or employee, as necessary, until the interactive process is complete and/or a reasonable accommodation, if any, is determined.

## **M. Intellectual Property Policy**

1. **Purpose:** To avoid conflicts between employees and Camrosa regarding the right to use intellectual property created by Camrosa employees.
2. **Scope:** This policy applies to all Camrosa employees.
3. **Policy:** All work completed as part of one's employment by Camrosa or that involves a substantial use of Camrosa's resources is part of the public domain. The District reserves the right to use, without limitation, any potentially copyrightable materials or patentable concepts developed by its employees using Camrosa's resources.
4. **Procedure:** If an employee is considering developing a copyrightable or patentable product that may relate to the employee's job duties with Camrosa, the employee should contact the General Manager to determine the relative rights of the employee and the District concerning the proposed product.

## **N. Communications Policy**

1. **Purpose:** To set guidelines on the use of all forms of communication available to Camrosa employees.
2. **Scope:** This policy covers all forms of District communication including the U.S. Postal Service mail, telephones (both land-line and cellular), e-mail (both internal and external), Internet access, and computer file transfer capability and applies to all Camrosa employees.
3. **Policy:** Communications services are provided to conduct the business of the District; the use of these capabilities must conform to District policy. Occasional personal use of local telephones, e-mail, and Internet access is acceptable as long as the use does not impede the timely completion of assigned duties and as long as that use does not create an additional expense to the District.
  - a) Camrosa understands that employees may need to speak with family or tend to non-business activities at times, but requests cooperation in keeping personal calls to reasonable levels. All phone calls should be considered public information and subject to surveillance. Any confidential calls should be conducted elsewhere. All communication can be disclosed to law enforcement or other third parties without prior consent of the sender and/or receiver.
  - b) The District's land-line system was converted to VOIP (Voice Over Internet Protocol) in 2015 and as such includes unlimited local and nationwide calling. District cell phone plans also include unlimited mobile-to-mobile voice, night & weekend voice, text, and data. Cellular voice calls not included above are charged on a per-minute basis for all calls exceeding a cumulative 400 minutes per month. Personal use of District telephones should recognize these facts and prudence should still be exercised in use of these assets for personal use.
  - c) Employees must be aware that e-mail, whether generated internally or externally, is neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access all e-mail should the need arise. The District shall not be held liable for the disclosure of any information contained therein.

Employees should refrain from storing personal information such as credit card numbers, bank account numbers, and personal identification numbers (PINs) in e-mail correspondence or in digital files on District computers. Because the District does not maintain a secure connection to all destinations on the Internet, the District's Internet access should never be used for the purchase of personal items using personal credit or debit cards nor should personal information be provided in any e-mail communication.

- d) Employees should remain aware that the personal use of telephone, e-mail, and Internet access during regular working hours gives the general impression of wasting District resources and this practice should be avoided.
- e) Use of the District's communications facilities, including telephones, e-mail and Internet access, for commercial purposes is not authorized.

## **O. Computer Network Policy**

1. **Purpose:** To set guidelines for the use of the District's computer network.

2. **Scope:** This policy applies to all Camrosa employees.

3. **Policy:**

- a) **Monitoring of Communications and Passwords:** Camrosa reserves the right to inspect all Camrosa property to ensure compliance with its rules and regulations, without notice to the employee, at any time, and not necessarily in the employee's presence. Camrosa computers and all electronic communications and electronic information are subject to monitoring and no one should expect privacy regarding such use. Camrosa reserves the right to access, review, and monitor electronic files, information, messages, text messages, e-mail, Internet history, browser-based webmail systems, and other digital archives, and to access, review, and monitor the use of computers, software, and electronic communications, to ensure that no misuse or violation of Camrosa policy or any law occurs. E-mail may be monitored by Camrosa and there is no expectation of privacy. Assume that e-mail may be accessed, forwarded, read, or heard by someone other than the intended recipient, even if marked as private.

Employee passwords may be used for purposes of security but the use of a password does not affect Camrosa's ownership of the electronic information or ability to monitor the information. Camrosa may override an employee's password at any time for any reason.

All passwords created by the user or issued to the user are for the purpose of communication, and are not to be shared, given, or otherwise disclosed to any other person. Passwords must not be shared and will be changed periodically by Camrosa staff to ensure security. All security features contained within Camrosa's Electronic Communications Systems such as passwords, codes, or delete functions will not prevent the Camrosa from accessing employees' business or personal Electronic Communications, stored or otherwise, on the Electronic Communications Systems.

- b) **Virus Software:** Downloading data files from the Internet and importing data from other sources (e.g., flash drives, zip files, etc.) exposes the District's computer system to viruses. It is the policy of the District that every computer accessing the District's network be provided with functional and up-to-date virus scanning software to detect incoming viruses. It is the systems administrator's responsibility



to periodically update the virus profiles used by the software on District computers. It is the responsibility of the employee to ensure up-to-date virus profiles are installed on any personal machine used to access the District's network. Disabling virus scanning software on any machine connected to the District's network is prohibited.

- c) **Personal Files:** While the existence of a small number of personal files on a District-owned computer is acceptable, Employees must be aware that files contained on their computer and on the various servers, whether generated internally or externally, are neither private nor secure. While it is not a regular practice of the District, the District reserves the right to access any file contained on District-owned computers should the need arise. Files containing material of an objectionable nature may not be accessed by or stored on District-owned computers. The District reserves the right to direct removal of any files from its computers.
- d) **Disk Space Conservation:** Filing space, whether in the form of a filing cabinet or a hard disk, is expensive. It is the employee's responsibility to periodically review their digital files to eliminate files which no longer serve a useful purpose. *Refer to the District's File Retention Procedures for guidelines.*
- e) **Personal Security:** Because the District does not maintain a secure connection to all destinations on the Internet, the District's Internet access should never be used for the purchase of personal items using personal credit or debit cards. Personal information should never be provided in any form of communication over the Internet.
- f) **District Software on Home Computers:** The District licenses software for use on its computers to conduct the business of the District. Occasionally, the District may find it advantageous for an employee to work from a home computer and may provide software for use by that employee. However, unless specifically authorized by the Data Systems Manager, District owned software is not available for installation on home computers.
- g) **Personal Software on District Computers:** The District becomes liable to penalties if unlicensed software is used on District computers. To prevent computer viruses from being transmitted through the system, there will be no unauthorized downloading of any software or applications. The Data Systems Manager is the only individual authorized to approve the installation of any software on District computers.
- h) **Social Networking:**
  - i. Camrosa views social networks, such as web-based discussion or conversation pages, and other forms of social networking, such as Facebook, Twitter, YouTube, etc., as forms of public communication. As such, we hold all of our employees who engage in social networking to the same standards we hold for any form of public communications. Therefore, all employees have an obligation to Camrosa to ensure that any public communication they make, including social networking communications, must not negatively impact the reputation of Camrosa, or bring disrepute in any way to Camrosa, its partners, customers, suppliers, etc. Furthermore, only a select group of employees are authorized to publicly speak on behalf of Camrosa. Violations of this policy may lead to discipline, up to and



including termination, depending on the severity of the situation and its impact on Camrosa.

- ii. Additionally, engaging in social networking during the workday can negatively impact productivity and work performance. Therefore, it is the responsibility of each employee to regulate social networking so that it does not impact productivity or cause performance issues.
- iii. Identified below are general guidelines and examples of prohibited communications. Please note that this list contains examples only and is not intended to be, nor is it, an exhaustive list of prohibited communications. *The absence of, or lack of explicit reference to, a specific site does not limit the extent of the application of this policy.* Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Employees are encouraged to consult with their manager or supervisor if there is any uncertainty.

**i) General Guidelines and Examples of Prohibited Communications:**

- i. Using Camrosa's logo on posts unless given written consent by the General Manager; and
- ii. Linking to Camrosa's website or posting Camrosa material on a social media site without written permission.
- iii. All Camrosa policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, non-competition, protecting confidential and/or proprietary information. Violation of this policy may lead to discipline, up to and including termination.

**j) Mobile Device Policy:**

Camrosa grants its employees the privilege of purchasing and using smart phones and tablets of their choosing at work for their convenience. Camrosa reserves the right to revoke this privilege if users do not abide by the policies and procedures outlined below. This policy is intended to protect the security and integrity of Camrosa's data and technology infrastructure. Limited exceptions to the policy may occur due to variations in devices and platforms. Camrosa employees must agree to the terms and conditions set forth in this policy in order to be able to connect their devices to the company network.

**i. Policy and Guidelines for Camrosa-Provided Mobile Device:**

The following policy and guidelines inform Camrosa-provided mobile device users of their allowable usage and features available for business and limited personal use. This document also serves to make clear the responsibility of mobile device users to take proper care of the Camrosa furnished equipment entrusted to them. Mobile device care is the responsibility of each mobile device user. Failure to adhere to the guidelines listed below may result in personal liability and/or retraction of device privileges.

Camrosa expects mobile-device users to:

- a. Protect their Camrosa-issued device from theft, damage, abuse, and unauthorized use;

- b. If the device is noticed to be lost or stolen, the user must notify the Data Systems Manager within one (1) hour, or as soon as practical, so that the device can be locked and disabled promptly;
- c. Maintain usage within the plan parameters. If business use requirements are dramatically different than the standard plan, the user must contact the Data Systems Manager to discuss other available options; and
- d. The use of mobile devices while operating a Camrosa vehicle is strictly prohibited. Phone use is only allowed with the use of 100% hands-free technology. Violation of this policy is a safety violation and may result in termination.

**ii. Privacy Expectations:**

Camrosa employees do not have a right, nor should they have an expectation, of privacy while using Camrosa provided devices at any time, including accessing the Internet and using e-mail and voice communications. To the extent that employees wish that their private activities remain private, they should avoid using a Camrosa provided device for personal use. By acceptance of the Camrosa provided device, employees imply their consent to disclosing and/or monitoring of device usage, including the contents of any files or information maintained or passed-through that device.

**iii. Additional Guidelines:**

- a. The Data Systems Manager has complete oversight and management of device usage and expenses;
- b. The Camrosa-provided devices are being provided as a productivity tool for business use. Use of these devices is at the discretion of the General Manager and may be revoked at any time;
- c. Due to voice plan minute restrictions, employees should opt to use their work landline phone, when at their workstation, to make and receive calls;
- d. Assistance or support is handled by the Data Systems Manager; and
- e. Camrosa reserves the right to recall/disconnect Camrosa-provided mobile devices at any time.

Questions related to the above Policy and Guidelines should be directed to the supervisor or manager.

**k) Bring Your Own Device (BYOD) Policy and Rules of Behavior:**

This document provides policies, standards, and rules of behavior (ROB) for the use of personally-owned smart phones and/or other network enabled devices by Camrosa employees (herein referred to as users) to access Camrosa network resources. Access to and continued use of network services is granted on condition that each user reads, signs, respects, and follows Camrosa's policies concerning the use of these devices and services.

Current Devices Approved for Use BYOD:

- Android Smart Phones & Tablets
- All Apple platforms

- All Windows platforms

Expectation of Privacy: Camrosa will respect the privacy of every employee's personal device and will only request access to the device by technicians to implement security controls, as outlined below, or to respond to legitimate discovery requests arising out of administrative, civil, or criminal proceedings (applicable only if user downloads Camrosa email/attachments/documents to their personal device).

*This differs from policy for Camrosa-provided equipment/services, where Camrosa employees do not have the right, nor should they have the expectation, of privacy while using Camrosa equipment or services. While access to the personal device itself is restricted, Camrosa Policy and Rules of Behavior regarding the use/access of Camrosa e-mail and other Camrosa system/service remains in effect. If there are questions related to compliance with the below security requirements, the user may opt to drop out of the BYOD program versus providing the device to technicians for compliance verification.*

Virtual Private Network (VPN) BYOD access is available for staff and requires approval of the Data Systems Manager.

The following are general requirements for all BYODs accessing Camrosa network services:

- i. Users shall not download or transfer sensitive business data to their personal devices. Sensitive business data is defined as documents or data whose loss, misuse, or unauthorized access can adversely affect the privacy or welfare of an individual (personally identifiable information), the outcome of a charge/complaint/case, proprietary information, or agency financial operations. (This excludes Camrosa e-mail that is protected through the various security controls listed below);
- ii. Users shall password protect the device;
- iii. Users shall maintain the original device operating system and keep the device current with security patches and updates, as released by the manufacturer. Users shall not "jail break" the device (installing software that allows the user to bypass standard built-in security features and controls);
- iv. User shall not share the device with other individuals or family members, due to the business use of the device (potential access to Camrosa e-mail, etc);
- v. Users shall delete any sensitive business files that may be inadvertently downloaded and stored on the device through the process of viewing e-mail attachments. Camrosa will provide instructions for identifying and removing these unintended file downloads. Follow the premise, "When in Doubt, Delete it Out";
- vi. If the device is noticed to be lost or stolen, the user must notify the Data Systems Manager within one (1) hour, or as soon as practical, so that the device can be locked and e-mail on the device can be deleted, if possible;
- vii. Users must comply with all Camrosa password policies, including use of strong passwords, password expiration, and password history;
- viii. Users shall not back-up/storing documents on non-Camrosa servers; and

- ix. Users shall not download/transfer sensitive Camrosa business data/documents to any non-Camrosa device.

**l) Use of Virtual Private Network (VPN) to access Network Services:**

- i. Users must have a need to access internal Camrosa resources, such as CIS, Incode, Alchemy, Network drives, etc., as required by his or her position and duties;
- ii. Users may only use Camrosa approved and configured VPN client software to access Camrosa's VPN;
- iii. Users must comply with all Camrosa password policies on their device, including use of strong passwords, password expiration (6 months), and password history; and
- iv. Users must immediately notify the Data Systems Manager if the device is lost or stolen, at which point the Data Systems Manager will disable the user's VPN access.

**m) Violations:**

Violations of any guidelines listed above may result in disciplinary action up to, and including termination. If necessary, Camrosa will advise appropriate legal officials of any illegal violations.

**P. Vehicle Policy**

Camrosa-owned vehicles may be used by employees in order to perform their duties. Employees who use those vehicles must maintain a valid, non-restricted driver's license. Transporting non-employees of the District is prohibited unless it is business related. Mileage reports must be submitted monthly and the condition and operation of the vehicle maintained. The privilege to operate a Camrosa-owned vehicle may be revoked at any time by the General Manager. *Note: Vehicle use by the General Manager is negotiated in a separate contract and subject to those specific provisions.*

**Q. Surveillance**

There may be video surveillance in public areas of Camrosa properties used for security purposes only.

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## Anti-Fraud Policy and Response Program

### A. Introduction

Camrosa's Mission Statement sets forth the District's commitment to conduct business pursuant to the highest ethical standards. Application of these ethical standards through oversight of the Board and its committees; management's practices; organizational structure; hiring and promotional practices; training and education; employee, customer, vendor and community relationships; and policies and procedures, such as the open-door policy of the General Manager, will provide a work environment that is conducive to both individual and District success.

### B. Purpose

This Anti-Fraud Policy and Response Program ("Policy") has been created to support Camrosa's commitment to protecting its revenue, property, reputation and other assets, to emphasize clearly the need for accurate financial reporting, and to define guidelines for the investigation and handling of fraud, if it should occur.

### C. Applicability

This Policy applies to all Camrosa employees. This includes all full-time, part-time, and other temporary employees.

### D. Definition of Fraud

In law, "fraud" generally involves an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts. Fraud may be committed by an individual, a group of individuals, or by one or more organizations. Fraud is a violation of trust that, in general, refers to an intentional act committed to secure personal or business advantage.

While fraud can cover many activities, this Policy is directed primarily at financial matters that could be legally defined as fraud. Examples of "financial fraud" generally fall into four broad categories and may include, but are not limited to:

#### 1. Misappropriation of Assets:

- a) Forgery, alteration or misappropriation of checks, drafts, promissory notes or securities;
- b) Unauthorized, non-business acquisition, use, or disposition of funds, inventory, furniture, fixtures equipment, records, or other assets;
- c) Embezzlement;
- d) Theft;
- e) Falsifying time sheets or payroll records, including but not limited to reporting hours not worked or a supervisor not allowing the reporting of all hours worked by hourly employees;
- f) Falsifying travel and entertainment expenses and/or utilizing District funds to pay for personal expenses;
- g) Fictitious reporting of receipts from suppliers;
- h) Fictitious report of readings for customers;

- i) Collusion with contractors that leads to false inspection reports, approval of faulty workmanship or payments for work not performed;
- j) Collusion with consultants that results in inferior or erroneous consulting reports, unsubstantiated conclusions or payment for work not performed; and/or
- k) Misappropriation of District-owned computer hardware, software, data, or other records including District intangibles (e.g., proprietary information or confidential information, etc.).

**2. Fraudulent Financial Reporting:**

- a) Earnings management;
- b) Improper revenue recognition;
- c) Overstatement of assets; and/or
- d) Under statement of liabilities.

**3. Expenditures and Liabilities for Improper Purposes:**

- a) Bribery; and/or
- b) Kickbacks.

**4. Fraudulently Obtained Revenue and Assets:**

Improper tax reporting.

**E. General Policy and Responsibilities**

- 1. It is Camrosa's intent to investigate any suspected acts of fraud, misappropriation or other similar irregularity. An objective and impartial investigation, as deemed necessary, will be conducted regardless of the position, title, length of service, or relationship with the District of any party who might be or becomes involved in or becomes/is the subject of such investigation.
- 2. Each manager is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indication of such conduct.
- 3. The manager has the primary responsibility for overseeing the investigation of all activity as defined in this policy, as appropriate.
- 4. Upon conclusion of the investigation, the results will be reported to the appropriate management representatives and the Board of Directors.
- 5. Where there are reasonable grounds to indicate that a fraud may have occurred, the District may report the incident to the appropriate authorities in order to pursue all legal remedies. Also, the District will pursue every reasonable effort, including court ordered restitution, to obtain recovery of the losses from the offender.

**F. Procedures for Reporting**

Any employee who has knowledge of an occurrence of fraudulent conduct, or has reason to suspect that a fraud has occurred, shall immediately notify his/her supervisor. If the employee has reason to believe that the employee's supervisor may be involved, the employee shall immediately notify a manager or the General Manager.

Upon notification from an employee of suspected fraud, or if a manager has reason to suspect that a fraud has occurred, the manager shall immediately notify the General Manager.

#### **G. Investigation**

Upon notification or discovery of a suspected fraud, the manager will promptly investigate the fraud.

After an initial review and a determination that the suspected fraud warrants additional investigation, the manager will notify the General Manager. When deemed necessary, the General Manager or designee shall coordinate the investigation with the appropriate law enforcement officials. Internal or external counsel may be involved in the process, as deemed appropriate.

It should be noted that there may be certain instances of fraud that will be handled in the normal course of business that will not result in a separate "investigation" by the General Manager.

#### **H. Security of Evidence**

Once suspected fraud is reported, immediate action to prevent the theft, alteration, or destruction of relevant records needs to occur. Such actions include, but are not necessarily limited to, removing the records and placing them in a secure location, limiting access to the location where the records exist, and preventing the individual suspected of committing the fraud from having access to the records. The records must be adequately secured until the General Manager obtains the necessary records to begin the audit investigation.

#### **I. Confidentiality**

All participants in a fraud investigation shall keep the details and results of the investigation confidential. However, as noted above, from time to time other members of the management team may need to be consulted in conjunction with the investigation.

#### **J. Personnel Actions**

If a suspicion of fraud is substantiated by the investigation, the General Manager may take disciplinary action, up to and including termination of employment.

#### **K. Whistle-Blower Protection**

Based upon the fact that the employee has reported an incident or participated in an investigation in accordance with the requirements of this Policy, no employee of the District, or person acting on behalf of the District in attempting to comply with this policy shall:

1. Be dismissed or threatened to be dismissed;
2. Be disciplined or suspended, or threatened to be disciplined or suspended;
3. Be penalized or any other retribution imposed; and/or
4. Be intimidated or coerced.

Violation of this policy may result in disciplinary action, up to and including termination of employment.



If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken against the originator. If, however, individuals make malicious allegations, action may be considered against the individual making the allegations.

## Leaving Camrosa

### A. Retirement

When planning for retirement, employees should attend a CalPERS retirement planning seminar held twice yearly. CalPERS should be contacted at least six (6) months prior to retirement so arrangements may be made to begin benefits in a timely manner.

### B. Resignation

When an employee decides to leave for any reason, the manager and the General Manager would like an opportunity to discuss with the employee the resignation before final action is taken. It is expected that an employee who opts to resign will provide the District with a written two-week advance notice.

### C. Termination

Every Camrosa employee has the status of “employee-at-will”, meaning that there is no contractual right, expressed or implied, to remain in Camrosa’s employ. Camrosa may terminate employment, or any employee may terminate his or her employment, with or without cause, and with or without notice, at any time. No manager or other representative of the District has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

If an employee fails to report to work for three (3) consecutive workdays without notice or approval by his or her manager, Camrosa may consider that employee to have abandoned his or her job and thereby terminate his or her employment.

### D. Employee Exit

All exiting employees shall cooperate fully with Camrosa during the time between notification of separation and last day of employment, in all matters relating to the completion of any pending work and the orderly transfer of duties and responsibilities to the other Camrosa staff. Prior to the last day of employment, all exiting employees shall return to Camrosa all originals and hard copies of literature, correspondence, memoranda, reports, summaries, manuals, proposals, contracts, and other documents which relate to the business of Camrosa, including specifically all materials which comprise or refer to Camrosa’s confidential information.

The exiting employee’s manager is responsible for scheduling an exit interview on his or her last date of employment, and for arranging the return of the District’s property. All Camrosa property, including, but not limited to, cell phones, laptops, tablets, identification badges, and keys must be returned prior to departure.

### E. Benefits

Medical, Dental, Vision, Life Insurance, Short-Term Disability, and Long-Term Disability benefits end on the last day of the month of employment.

COBRA notification will be sent directly to the employee’s home so that he or she can continue Medical, Dental, and Vision coverage at the employee’s own expense.

**F. Final Paycheck**

The exiting employee will receive his or her final paycheck on the next regularly scheduled payday, or earlier if it is required by law. Unused annual leave will be paid and calculated in accordance with the District's annual leave policy.

**G. CalPERS**

The employee will be notified directly by CalPERS regarding related options.

**H. Distributions from 457 Plan and Profit Sharing Plan**

To obtain a distribution from the 457 Plan, the employee should contact the carrier for the group annuity contract in which the account is invested and complete the appropriate forms provided during the exit interview.

Lincoln Financial Services should be contacted to obtain a distribution from the Profit Sharing Plan.

## Camrosa Water District Employee Handbook Receipt

I have received my copy of the Camrosa Water District's Employee Handbook. I understand and agree that it is my responsibility to read and familiarize myself with and follow the policies and procedures contained in the handbook.

I understand that, except for employment-at-will status, any and all policies or practices can be changed at any time by the District.

I understand and agree that, other than the General Manager of the District, no manager, supervisor or representative of the District has authority to enter into any agreement, expressed or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the District has the authority to make any such agreement and then only in writing, signed by the General Manager.

My signature below certifies that I understand that the foregoing agreement on at-will status is the sole and entire agreement between the District and myself, concerning the duration of my employment. It supersedes all prior agreements, understandings, and representations concerning the duration of my employment.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Please sign and print name, date, and return this copy.*

## Board Memorandum

June 24, 2021

**To:** General Manager

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

**Subject:** Fiscal Year 2021-2022 Operating and Capital Budget

---

**Objective:** Adopt the Fiscal Year 2021-2022 Operating and Capital Budget.

**Action Required:** Adopt a Resolution of the Board Adopting the Operating and Capital Budget for Fiscal Year 2021-2022.

**Discussion:** The District's Fiscal Year (FY) 2021-2022 budget is presented for Board review and adoption. Information related to the draft budget was presented to the Board at the March 11, April 8, April 22, May 13, May 27, and June 10, 2021 Board meetings. There have been no material changes in the proposed revenues, expenses, fixed assets, or capital improvement projects since the last Board meeting.

The budget describes, from a financial perspective, the resources required to fund the District's planned operating and capital programs for the coming fiscal year. The budget identifies all revenue and expenditure categories and their impact on District cash reserves and is used as a tool to monitor and track District activities over the year. A goal in the development of the District's budget is to provide its customers with the highest level of service consistent with the prudent management of public funds. The budget is included under separate cover.

The following are issues impacting the FY2021-2022 operating revenues and expenses budget:

### Continued Increase in the Cost of Imported Water

Imported water is the single largest expense of the District, and the expectation that wholesale rates will continue to escalate provides another incentive to increase self-reliance. In 2021, the MWD Tier 1 wholesale rates increased by 2.4 percent and in 2022 the Tier 1 wholesale rates will increase by an additional 3.8 percent. In addition to MWD's rate increases, CMWD increased its Capital Construction Surcharge, Readiness-to-Serve Charge, and Capacity Reservation Charge, for a **combined wholesale rate increase to the District of** approximately 2.5 percent in 2021 and 4 percent in 2022.

### California's Variable Weather

*In general terms, the District went from delivering approximately 17,000 AFY before the drought to slightly less than 12,860 AFY in FY2015-16. Camrosa has experienced increased water sales beginning in FY2016-17, after the Water Supply Shortage was completely removed in May of 2017 and concerted conservation practices waned. Sales have since stabilized. The FY2021-22 budget was developed using a three-year average water sales projection of 13,217 AF. This is a modest reduction from the FY 2020-21 budget of 14,500 AF and projected end of year sales of 14,173 AF.*

### Effective Asset Management

Camrosa Water District was established in 1962; some of what became the District's infrastructure predates even that. As the system ages, the value of the system decreases through depreciation while the costs of keeping the system functioning increase. An asset management plan that supports the development, security, preservation, renewal, and replacement of the District's assets is included in the comprehensive rate study, to ensure adequate reserves are set aside to utilize for the investment in the aging infrastructure. Such projects include replacing pipeline segments, maintaining, and upgrading treatment facilities, and rehabilitating reservoirs, pump stations, and the wastewater collection system. Setting aside reserves today for these repairs will prevent the District from being susceptible to untimely financial burdens and ultimately having to excessively raise rates.

### State Mandates

In May 2018, Governor Brown signed SB 606 and AB 1668, collectively known as the Water Conservation and Drought Planning Act. The act built upon Governor Brown's 2016 Executive Order B-37-16, "Making Conservation a Way of Life," and represents a new paradigm in urban retail water management in the state. The State Water Resources Control Board continues to extend administrative control over water suppliers through other means, as well, from developing economic models for water loss control and drinking water contaminants to proposing "safe and affordable drinking water" and low-income rate assistance programs that seem designed to test the limits of Proposition 218.

**Resolution No: 21-09**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting the Operating and Capital Budget  
for Fiscal Year 2021-2022**

**Whereas**, Staff and Management of the Camrosa Water District have developed a one-year operating and capital budget for Fiscal Year 2021-2022; and

**Whereas**, the budget includes projections of operating and capital revenues and expenditures as well as changes in cash reserves in all District funds for Fiscal Year 2021-2022; and

**Whereas**, on June 10, 2021, the proposed draft budget for Fiscal Year 2021-2022 was presented and reviewed at a regular meeting of the Board of Directors of the District; and

**Whereas**, the final budget for Fiscal Year 2021-2022 was presented and considered by the Board of Directors at a regular meeting of June 24, 2021; and

**Whereas**, the Board of Directors has determined that the proposed budget is consistent with the effective delivery of services by the District; and

**Whereas**, the Board of Directors has determined that the budget shows that with necessary Board action there will be sufficient District revenues and financial reserves to meet the District's financial obligations over the next fiscal year; and

**Whereas**, it is the desire of the Board of Directors to adopt the Operating and Capital Budget for Fiscal Year 2021-2022.

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the Operating and Capital Budget for Fiscal Year 2021-2022, attached hereto, is hereby approved and adopted.

**Adopted, Signed, and Approved** this 24<sup>th</sup> day of June, 2021.

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

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





**Operating & Capital Budget  
FISCAL YEAR  
2021-2022**

# CAMROSA WATER DISTRICT



BUILDING WATER  
SELF-RELIANCE

## MISSION STATEMENT

*"The Mission of Camrosa Water District is to meet the current and future needs of the community for water and sanitary services. Our products and services will be reliable, affordable, responsive and of high quality. At the same time, the District will prudently manage and maintain the District's assets, honor the public's trust, and maintain public awareness and confidence in the District's activities."*

# CAMROSA WATER DISTRICT

## **Board of Directors**

**Eugene F. West, *President***

**Terry L. Foreman, *Vice-President***

**Al E. Fox, *Director***

**Jeffrey C. Brown, *Director***

**Timothy H. Hoag, *Director***

## **General Manager**

**Tony L. Stafford**

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## List of Acronyms and Abbreviations

<b>AF</b>	Acre-Foot/Feet
<b>ACWA-JPIA</b>	Association of California Water Agencies-Joint Powers Insurance Agency
<b>AMR</b>	Automated Meter Reader/Reading
<b>ASRB</b>	Arroyo Santa Rosa Basin
<b>AWAVC</b>	Association of Water Agencies Ventura County
<b>CIMIS</b>	California Irrigation Management Information System
<b>CIP</b>	Capital Improvement Program
<b>CMWD</b>	Calleguas Municipal Water District
<b>CSUCI</b>	California State University of Channel Islands
<b>CSMFO</b>	California Society of Municipal Finance Officers
<b>CWRF</b>	Camrosa Water Reclamation Facility
<b>DWR</b>	Department of Water Resources
<b>EDU</b>	Equivalent Dwelling Unit
<b>ELAP</b>	Environmental Laboratory Accreditation Program
<b>FTE</b>	Full-time Equivalent
<b>FY</b>	Fiscal Year
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Government Account Standards Board
<b>GFOA</b>	Government Finance Officers Association
<b>GSA</b>	Groundwater Sustainability Agency
<b>GSP</b>	Groundwater Sustainability Plan
<b>HCF</b>	Hundred Cubic Foot
<b>LAIF</b>	Local Agency Investment Fund
<b>MG</b>	Million Gallons
<b>MGD</b>	Million Gallons per Day
<b>MOU</b>	Memorandum of Understanding
<b>MS</b>	Meter Station
<b>MSF</b>	Meter Service Fee
<b>MWD</b>	Metropolitan Water District
<b>NPDES</b>	National Pollutant Discharge Elimination Systems
<b>PDR</b>	Preliminary Design Report
<b>PERS</b>	Public Employees' Retirement System
<b>PFAS</b>	Polyflouroalkyl Substances
<b>PS</b>	Pump Station
<b>PV</b>	Pleasant Valley
<b>PZ</b>	Pressure Zone
<b>RMWTP</b>	Round Mountain Water Treatment Plant
<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>SGMA</b>	Sustainable Groundwater Management Act
<b>SRGWMP</b>	Santa Rosa Groundwater Management Plan
<b>SWP</b>	State Water Project
<b>SWQCB</b>	State Water Quality Control Board
<b>SWRCB</b>	State Water Resources Control Board
<b>TCP</b>	1, 2, 3,-Trichloropropane
<b>THM</b>	Trihalomethanes
<b>UWMP</b>	Urban Water Management Plan

## Glossary

The FY2021-22 budget contains terminology that is unique to public finance and budgeting. The following Budget Glossary provides assistance in understanding these terms.

**Accrual Basis of Accounting:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.

**Acre-Foot:** The volume of water that will cover one acre to a depth of one foot. One acre-foot equals 435.6 units or 325,850 gallons.

**Appropriation:** The annual budget adopted by the District's Board for monitoring and control purposes, serving as a financial plan.

**Balanced Budget:** A balanced financial plan for a specified period of time that matches all planned revenues and expenditures with various services. The District uses a fiscal year beginning July 1 and ending June 30 for budgetary and financial reporting purposes.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are authorized in a District bond resolution. Bonds are frequently used for construction of large capital projects such as buildings, reservoirs, pipelines and pump stations.

**Capital Budget:** The portion of the annual budget that appropriates funds for the purchase of capital equipment items and capital improvements. These expenditures are separate from regular operating items, such as salaries, utilities and office supplies.

**Calleguas Municipal Water District:** The District has access to Metropolitan Water District (MWD) imported water through Calleguas Municipal Water District's entitlement as a member agency of MWD.

**Capital Improvement Program:** A long-range plan for the construction, rehabilitation and modernization of District owned and operated infrastructure.

**Class of Service:** All customers are classified based on the primary use of water on their parcel; broad classifications include (but are not limited to) residential, industrial, agriculture, etc. The water rate per unit is determined by this classification.

**Debt Service Coverage Ratio:** The ratio of net revenue to annual interest and principal payments on debt.

**Debt Service:** The District's obligation to pay the principal and interest of bonds and other debt instruments according to a predetermined payment schedule.

**Depreciation:** An expense recorded to allocate a tangible asset's cost over its useful life.

**Enterprise Fund:** Fund that provides goods or services to the public for a fee that makes the entity self-supporting.

**Equivalent Dwelling Unit:** A one single-family dwelling unit or its equivalent. An equivalent dwelling unit is assumed to discharge wastewater at a flow and strength equal to that of an average single-family dwelling unit.

**Expenditure:** These terms refer to the outflow of funds paid or to be paid for assets, goods or services obtained regardless of when actually paid. \*Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended in a future period.

**Fiscal Year:** Twelve-month term designating the beginning and ending period for recording financial transactions. The District has specified July 1 to June 30 as its fiscal year.

**Fixed Asset:** Items with an original cost greater than \$1,000, and less than or equal to \$5,000. Typically, a fixed asset has an economic useful life longer than three years; maintains its identity, either as a separate item or as identifiable component; is not a repair part or supply item; and is used to conduct District activities.

**Fund Balances:** The current funds on hand resulting from the historical collection and use of monies. The difference between assets and liabilities reported in the District's Operating Fund plus residual equities or balances and changes therein.

**Interest Income:** Earning from the investment portfolio.

**Late Charges/Penalties:** Charges and penalties are imposed on customer accounts for late payments, returned payments, and other infringement of the District's Rules and Regulations.

**Meter Service Charge:** Each water service customer pays a monthly meter service charge for water system replacement, maintenance and operation expenses. The charge is based on the size of the meter and class of service.

**Metropolitan Water District:** MWD is one of 30 agencies that have contracted for imported water service from the State Water Project, owned by the State and operated by the California Department of Water Resources.

**Set-up Fees for Accounts:** A charge is added for each new account, and whenever an existing account is transferred to another customer. This fee contributes to the administrative costs associated with establishing new accounts.

**State Water Project:** The State Water Project (SWP) transports water from the Sacramento-San Joaquin Delta via the California Aqueduct to four delivery points near the northern and eastern boundaries of the MWD service area. The SWP is owned by the State and operated by the California Department of Water Resources.

**Unit:** 748 gallons of water equals a single Hundred Cubic Feet (HCF) Unit. The District bills its customers in HCF Units.

**Water Connection Fees:** Charges paid by customers to connect to a District water system for water service. Connection fees are the cost of buying into the existing distribution system, and are determined by the meter size, the District capacity fee, and zone charge.

**Water Rates:** Rates vary among classes of service and are measured in HCF Units. Most rates in the District are based on a two-tier accelerated block structure. Tier 1 is the first 12 HCF Units and Tier 2 is water use above 12 HCF Units.

## Budget Message

Camrosa Water District (District) is pleased to present its Fiscal Year (FY) 2021-22 Operating and Capital Budget. The purpose of this document is to identify and allocate the resources necessary to accomplish the District's goals and objectives for the upcoming fiscal year, and to present the financial health of the District in a clear and concise manner for both the Board of Directors and the general public.

As part the California Society of Municipal Finance Officers (CSMFO) mission to promote excellence in financial management, the CSMFO has established a program that evaluates the budgets of municipal entities from across the state. This program is intended to "encourage and assist local governments to prepare budget documents of the very highest quality that reflect the guidelines established by the National Advisory Council on State and Local Budgeting." The FY2020-21 budget was submitted to the CSMFO and the District received an Operating Budget Excellence Award for a seventh consecutive year, an upgrade from the District's first submission of the FY2013-14 budget, Meritorious Award. This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements and are submitting it to CSMFO for their evaluation.

### Changes in Budget Document

The budget document does not include any changes from the prior fiscal year.

### Global Pandemic

COVID-19 dominated operational concerns through FY2020-21. While there is reason for optimism in Ventura County given significantly decreased rates of infection and the vaccine rollout, continuing uncertainty recommends against too hasty a return to "normal." Camrosa provides an essential public service and continues to operate all necessary functions to provide uninterrupted water and wastewater service to District customers. Camrosa's administrative/managerial staff began telecommuting in March 2020, and as of this writing continue to do so. Operators and lab personnel continue to work onsite, observing social distancing protocols. No employees have been furloughed, and the District does not expect that there will be an impact to personnel expenses from the response to COVID-19 in FY2021-22.

Camrosa preempted Governor Newsom's Executive Order N-42-20, which prohibited shutting off water service to residences or essential business for nonpayment, by instituting a no-shutoff practice in March 2020. The District continues to bill all customers for water delivered and wastewater services but deferring shutoffs and collections. The District makes every effort to work with customers who claim financial hardship and generally reaches mutually satisfactory arrangements. A number of recalcitrant customers, however, continue to defer payment on their bill, despite continued outreach from the District. In February 2021, through the adoption of an update Ordinance 40-21, Rules and Regulations Governing the Provision of Water and Sanitary Service, the District Board of Directors authorized staff to install flow restrictors at such customers' meters, maintaining customers' access to potable drinking water but reducing flow to only meet basic sanitary needs. Deployment of the restrictors appears to have the intended effect, with most restricted customers paying past due amounts or entering into payment arrangements. The procedure for general financial reconciliation has yet to be determined at any level of government. Camrosa will depend largely on regulatory and monetary mechanisms developed by the state and/or federal government. The pandemic has not significantly increased outstanding accounts receivable.

The District made it through FY2020-21 with no impact on our ability to deliver water or provide wastewater services and does not anticipate any significant impacts in FY2021-22. Potential operational impacts due to staff illness and/or quarantine are unknown but, given the increase in vaccination and decrease in infection numbers noted through the first half of 2021, appear to be unlikely. Impacts to capital projects resulting from COVID-related delays such as materials scarcity and shipping are also difficult to predict but could increase total project costs and lead times.

## Major Issues

Four main issues continue to impact the FY2021-22 operating revenue and expense budget: California's variable weather, the increasing cost of imported water, effective management of the District's capital assets to provide high-quality service and reliability at affordable rates, and new state mandates. These issues require that the District continue to pursue self-reliance to maximize flexibility in its water supply sources, maintain its infrastructure assets, promote water use efficiency, and proactively engage with state regulatory agencies.

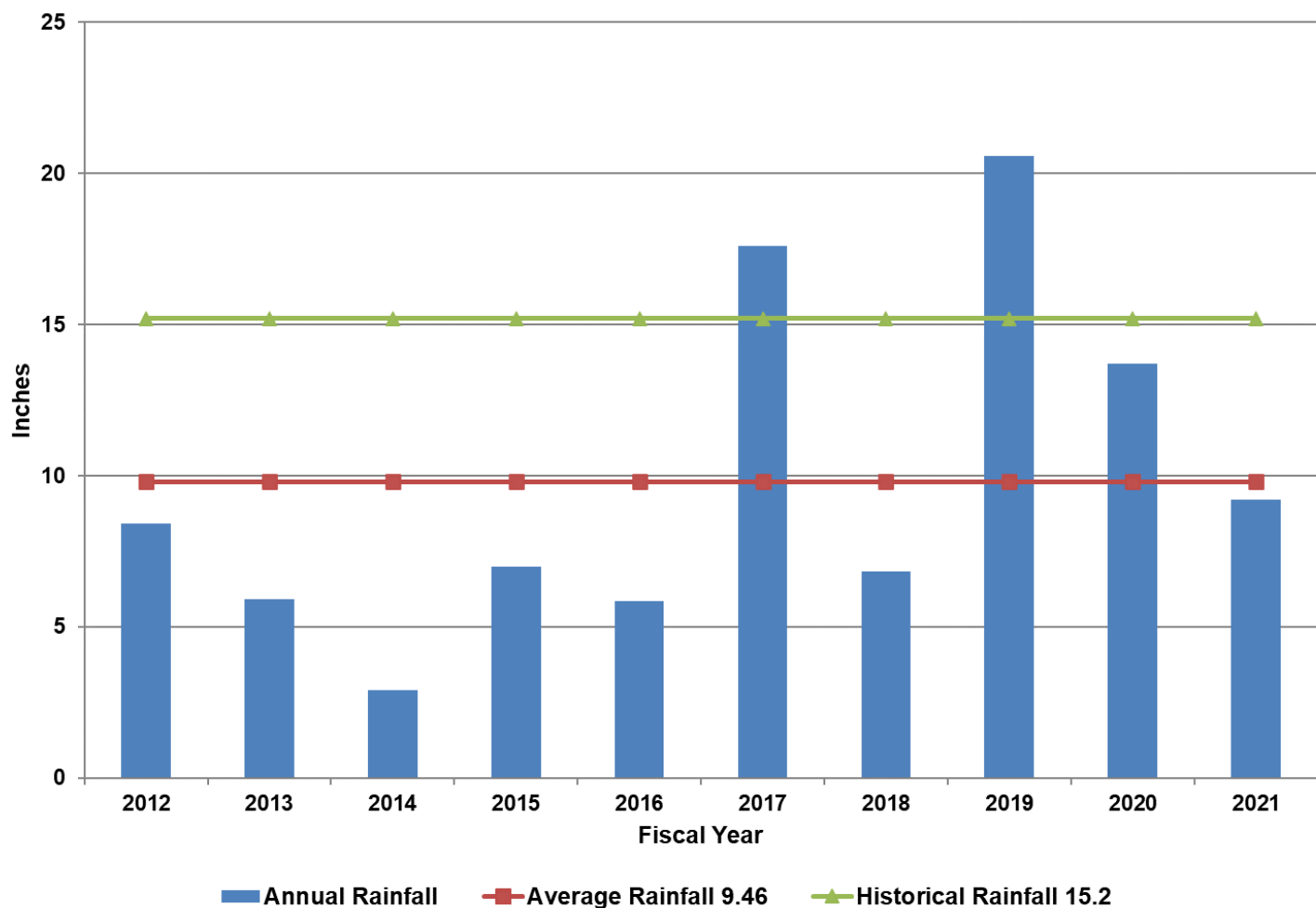
### California's Variable Weather

California experiences significant weather volatility. In the last eight years, Southern California has seen the wettest and driest months on record. In 2018, the District experienced the Hill Fire, which broke out at Hill Canyon Road, west of Santa Rosa Road, just before the Woolsey Fire began to grow out of control nearby, followed by a cool and very wet rainfall season that stretched late into 2019. These dramatic weather swings, and the annual precipitation variation depicted in Figure 1 below, exemplify the difficulty of forecasting water sales and highlight the necessity of maintaining a conservative financial outlook.

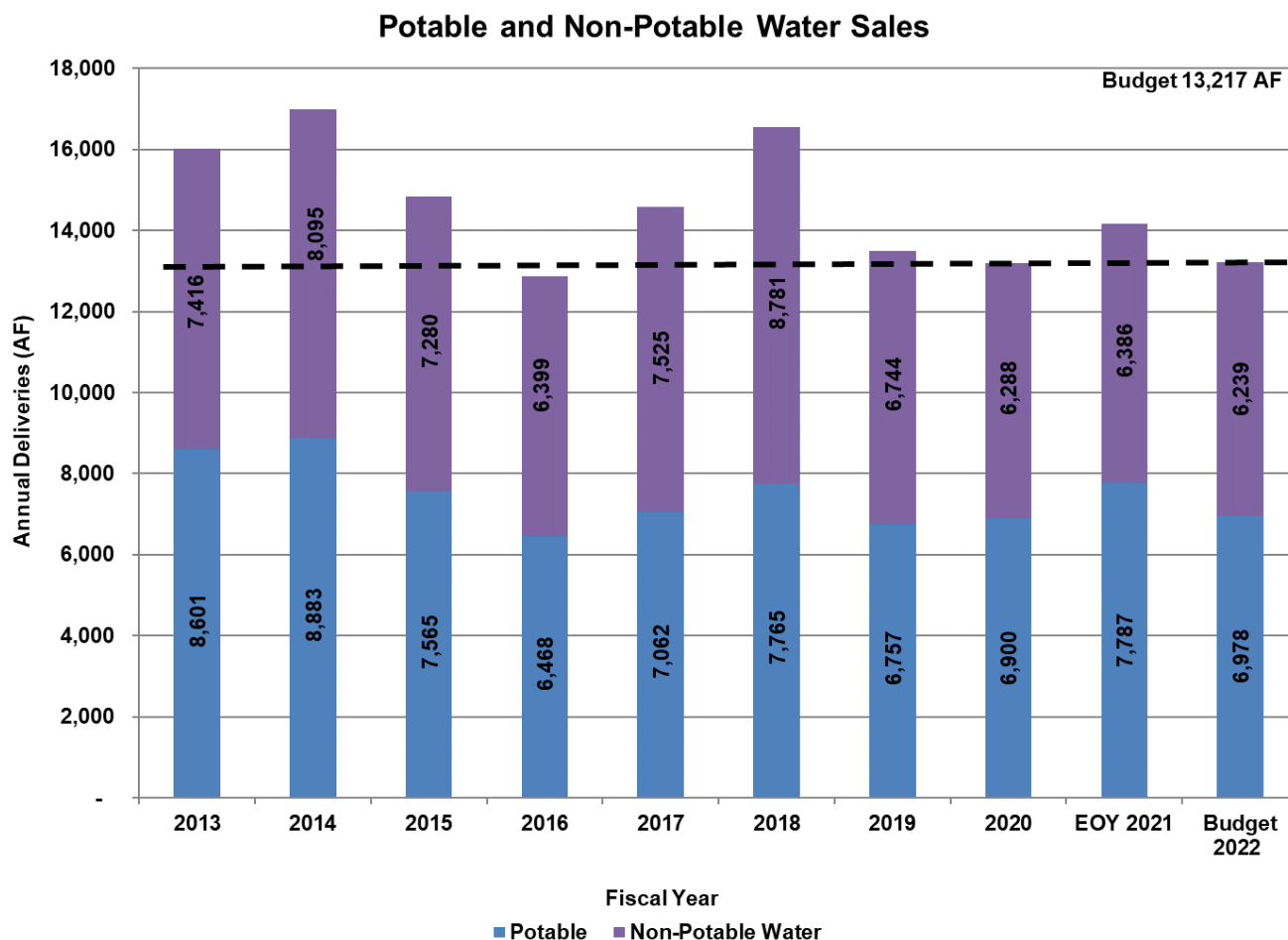
The FY2020-21 rainy season delivered below average precipitation in the Ventura County area and slightly lower-than-normal precipitation in the rest of the state, including the Sierra Nevada. DWR's Final Snow Survey of 2021, measured on April 1, reported that the water content of California snowpack was 59 percent of normal. The survey showed the state continues to experience drought-like conditions, although the outlook is better in northern and central parts of the state than in Southern California. By comparison, the 2018 April survey reported 52 percent of normal, while 2019 reported 162 percent and 2020, 53 percent. DWR initially set the SWP allocation at 10 percent of contracted amounts and recently lowered the allocation to five percent (A 100-percent allocation is rare even in wet years due to Delta pumping restrictions to protect threatened and endangered fish species; the last 100-percent allocation was in 2006). Following a below-average 2020 water year, California's major reservoirs are a 50 percent of capacity. On April 21, 2021, Governor Newsom declared a drought emergency for Sonoma and Mendocino counties. Calleguas, however, has assured its purveyors that imported water supply availability will not be impacted this year. At the end of 2020, Metropolitan had the largest amount of imported water stored in the agency's history (nearly four million acre feet) and will be withdrawing from storage to meet demands. It is only after two sequential critically dry years that the state's drought emergency apparatus clicks into gear. With the implementation of The Water Conservation and Drought Planning Act of 2018, a new paradigm should be in place by that time that prioritizes local responses.

Locally, rainfall through April 30 was 9.21 inches, recorded from the Leisure Village CIMIS station, which is less than the ten-year average rainfall for the District of 9.46 inches a year and below the historical average of 15.2 inches a year. Despite wide variability in rainfall over the last ten years, water demand in the Camrosa service area seems to have stabilized.

**Average Rainfall Fiscal Years 2012-2021**



In general terms, the District went from delivering approximately 17,000 AFY before the drought to slightly less than 12,860 AFY in FY2015-16. Camrosa has experienced increased water sales beginning in FY2016-17, after the Water Supply Shortage was completely removed in May of 2017 and concerted conservation practices waned. Sales have since stabilized. The FY2021-22 budget was developed using a three-year average water sales projection of 13,217 AF. This is a modest reduction from the FY 2020-21 budget of 14,500 AF and projected end of year sales of 14,173 AF.



**Figure 2 – Potable and Non-Potable Water Sales**

### Increase of Imported Water Costs

State Water Project (SWP) water, imported from the Sacramento-San Joaquin Delta by Metropolitan Water District of Southern California (MWD) and delivered via Calleguas Municipal Water District (CMWD), is the most expensive water in Camrosa's supply portfolio. It has been the strategy of the District to reduce dependence on imported water by developing local resources. The following graph (Figure 3) reflects those efforts. FY2021-22 budget assumes that SWP water will constitute 64 percent of Camrosa's potable water supply and only 36 percent local ground water supply (potable and non-potable). In FY2020-21, the budget assumed 71 percent SWP water and 29 percent local ground water supply. The justification for the change is related to PV Well #2 coming online in FY2020-21, increasing the production in the PV Basin. The Conejo Wellfield remains non-operational due to TCP water quality issues experienced (described below).

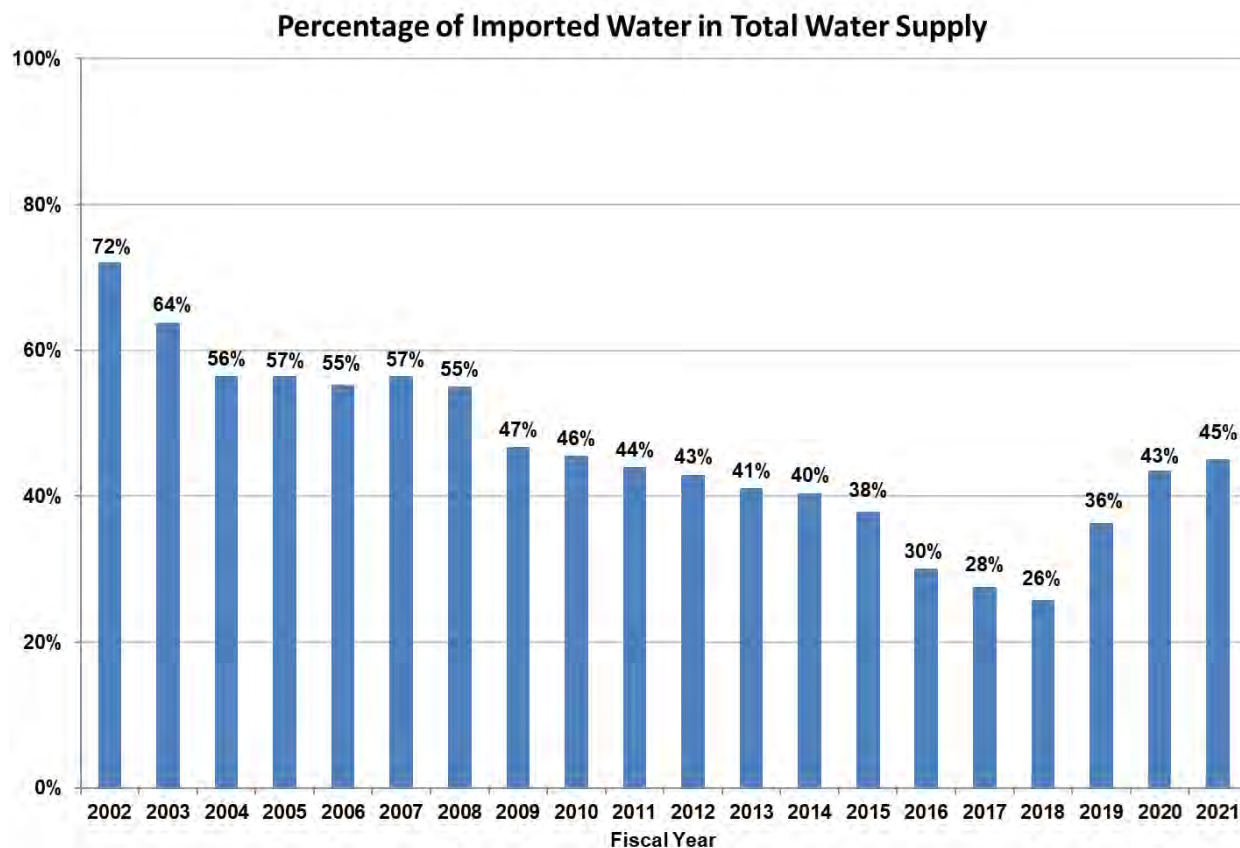
Camrosa continues to move toward self-reliance and reduce its dependence on the SWP through the development of local-resource projects. Reducing the proportion of Camrosa's water supply that comes from the SWP helps mitigate the effects of reduced water sales; less of that total goes to cover the cost of imported water and can be redirected instead into additional local-resource projects.

During FY2019-20 the District experienced an increase in its imported water portfolio: 43 percent, up from 36 percent the prior year. In 2018, the State Water Board implemented a new maximum contaminant limit (MCL)



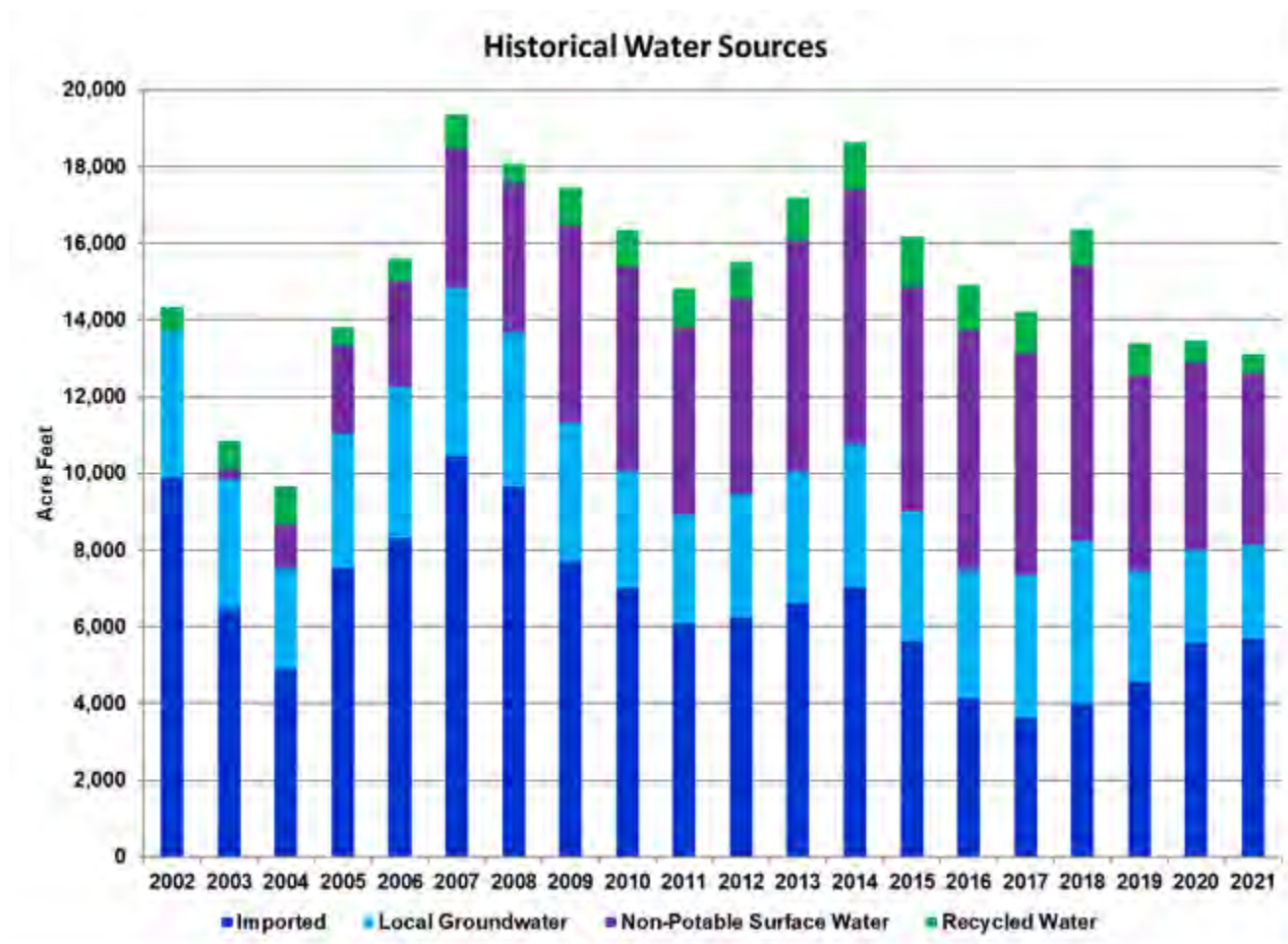
for 1,2,3,-Trichloropropane (TCP), a synthetic organic compound that was an impurity in certain soil fumigants used in agriculture, of 5 ppt. Upon testing, it was discovered above the MCL in three of the wellfield's four wells, which were promptly removed from service. The fourth well was taken offline in early 2020. After an initial, ultimately unsuccessful attempt to resolve the TCP issue with blending, which turned out to be an ineffective strategy due to the very low MCL for TCP and the District's inability to meet its blend plan objectives, Camrosa is now constructing a granular activated carbon (GAC) treatment plant to treat for the TCP. The plant is expected to be completed in FY2021-22. The wellfield will remain off until that time. As the Conejo Wellfield accounts for the District's largest local production, these decreases in local groundwater significantly increased our dependance on the more expensive import water.

In FY2020-21, imported water comprised 45 percent. While the Conejo Wellfield was down, the new PV Well #2 came online in September 2020, providing a much-needed boost to local production. Other local water sources performed within range of expected/budgeted amounts. Fluctuations in local production and the regulatory environment reinforce the need to be conservative on imported water projections.



**Figure 3 – Percentage of Import Water in Total Water Supply**

The following graph demonstrates the effects of Camrosa’s commitment to building self-reliance over the last 19 years. Since the Conejo Creek Project/Non-Potable Surface Water came online in 2003, Camrosa’s demand on imported water has fallen off dramatically. Optimizing operations—filling reservoirs, moving water, blending water—has also allowed us to further reduce imported demands. Reductions in total water use since 2014 reflect emergency conservation regulations mandated during the drought through 2016, residual efficient water use since the drought.

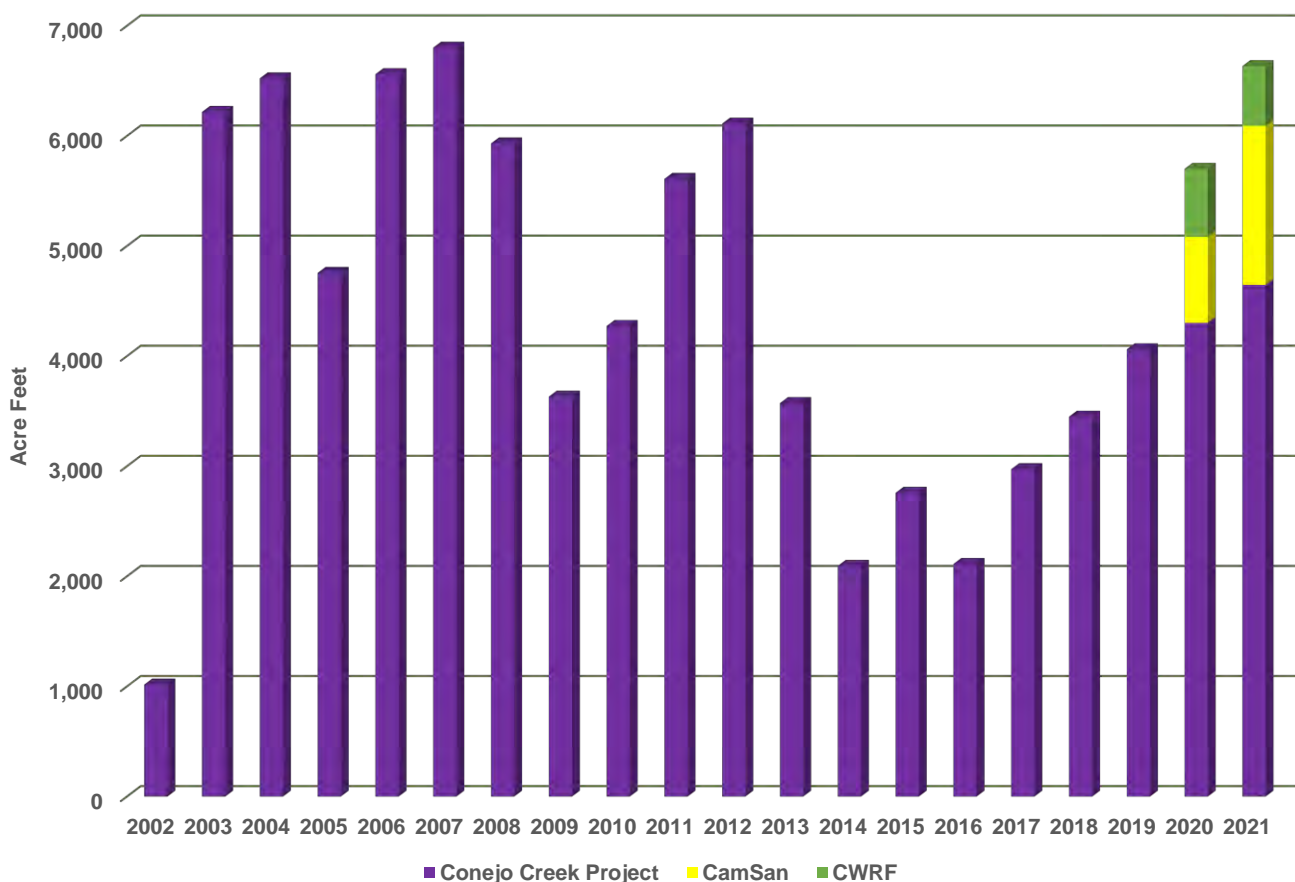


**Figure 4 – Historical Water Sources**

Any amount of Conejo Creek Project water diverted beyond Camrosa customers' demands is sold to Pleasant Valley County Water District (PVCWD), an agricultural district adjacent to Camrosa on the Oxnard Plain. PVCWD overlies a stressed portion of the Pleasant Valley Basin and every acre foot of creek water Camrosa delivers is one less acre foot that PVCWD has to pump. This benefit to the basin was recognized by the Fox Canyon Groundwater Manager Agency (FCGMA), which oversees groundwater pumping in the Pleasant Valley and Oxnard groundwater basins (among others), in Resolution 2014-01, which transfers to Camrosa from PVCWD a pumping credit in the Pleasant Valley Basin for each acre foot of creek water delivered. Camrosa pumps these credits from the Woodcreek Well and PV Well #2 in the northeastern Pleasant Valley Basin, where groundwater levels are higher and the basin is less stressed.

With the completion of the CamSan Recycled Water Interconnection project in November 2019, Camrosa began receipt of recycled water from the Camarillo Sanitary District (CamSan). Prior to this project, CamSan discharged its tertiary-treated plant effluent to the Conejo Creek (below Camrosa's diversion structure). CamSan was in violation of their NPDES permit and under a Time Schedule Order to stop discharging. The City of Camarillo has a limited recycled water distribution system but does not have any storage at the treatment plant; selling water to Camrosa helps the City avoid violating their NPDES permit and Salinity Management Pipeline discharge fees and provides an additional revenue stream. Camrosa can store CamSan's water in the District's Storage Ponds and sell it to PVCWD—a practice codified in Camrosa's latest Waste Discharge Requirement permit authorized by the Los Angeles Regional Water Quality Control Board on October 10, 2019. That permit also allows Camrosa to deliver excess CWRP water to PVCWD, which is an operational benefit for the District. Recycled water does not accrue pumping credits as creek water does. It is unknown how long CamSan will continue to have excess recycled water as the City of Camarillo expands its recycled water distribution system, but in the meantime, it is clearly a beneficial project for both agencies. This interconnection also increases Camrosa revenue (see page 34 of the main budget document), improves Camrosa operations, and contributes to regional water supply resilience.

### Historical Water Deliveries to Pleasant Valley CWD

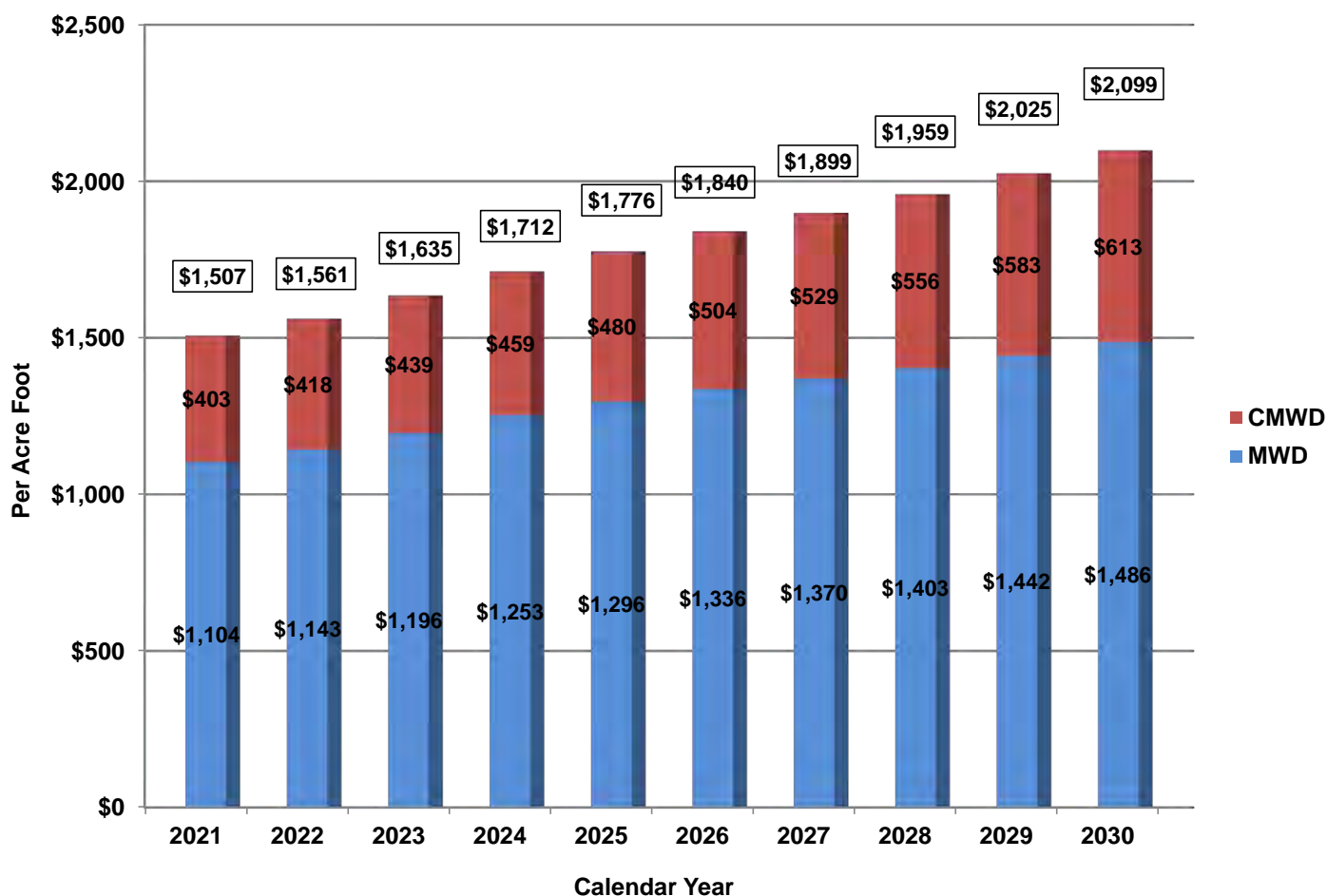


**Figure 5 – Historical Water Deliveries to Pleasant Valley CWD**

The expectation that wholesales rates will continue to escalate provides another incentive to increase self-reliance. In 2021, the MWD Tier 1 wholesale rates increased by 2.4 percent and in 2022 the Tier 1 wholesale rates will increase by an additional 3.8 percent. In addition to MWD's rate increases, CMWD increased its Capital Construction Surcharge, Readiness-to-Serve Charge, and Capacity Reservation Charge, for a combined wholesale rate increase to the District of approximately 2.5 percent in 2021 and 4 percent in 2022.

The following graph illustrates the projected cost of imported water.

### Projected Cost of Imported Water



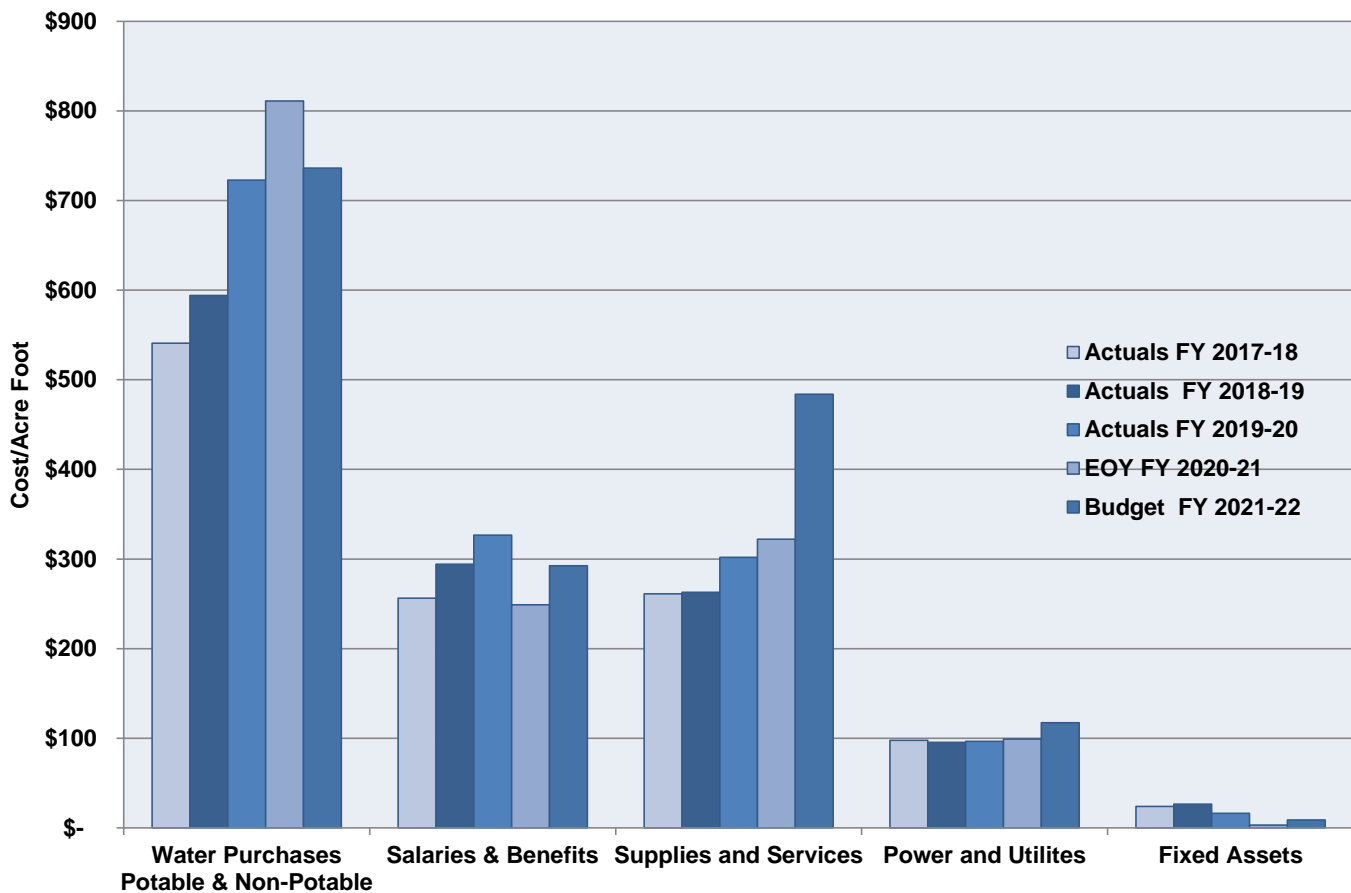
**Figure 6 – Projected Cost of Import Water**

The steady increase in local resource projects and water use efficiency across the MWD service area indicate that record-low sales will continue to be the norm. MWD is entering a new phase of integrated water resources planning that will include financial mechanisms to offset the rising cost to member agencies and retailers of decreased sales. How that will affect projections remains to be seen.

Alternative Delta conveyance and voluntary agreements regarding Delta flows seemed to be MWD's primary areas of concern and largest cost drivers. Combined with Governor Newsom's stated preference for a single tunnel and the creation of the Delta Conveyance Design & Construction Authority to pursue new environmental review on the tunnel project, these latest developments render alternative conveyance essentially on hold for the foreseeable future.

Water purchases constitute the largest expense in the District's operating costs, as depicted in the graph below.

### Cost/AF Delivered by Major Cost Center (Potable & Non-Potable)



**Figure 7 – Cost per Acre-Foot Delivered by Major Cost Center (Potable & Non-Potable)**

The District kicked off a comprehensive utility rate study for both water and wastewater in FY2017-18 and set a public rate hearing to adopt a five-year rate schedule on June 13, 2019. Included in the study was a review of commodity component of rates, fixed meter service fees, and the District's aging infrastructure and preventative maintenance requirements. Even with the rate increases, the District's rates continue to be among the lowest in Ventura County.



The District strives to remain cost effective in its rate setting by controlling operating costs. The following graph is a comparison of local water utilities' monthly water bills for a single-family usage of 12 hundred cubic feet (HCF) and a ¾-inch meter service charge.

### Utility Comparison 12 HCF - 3/4 Inch Meter

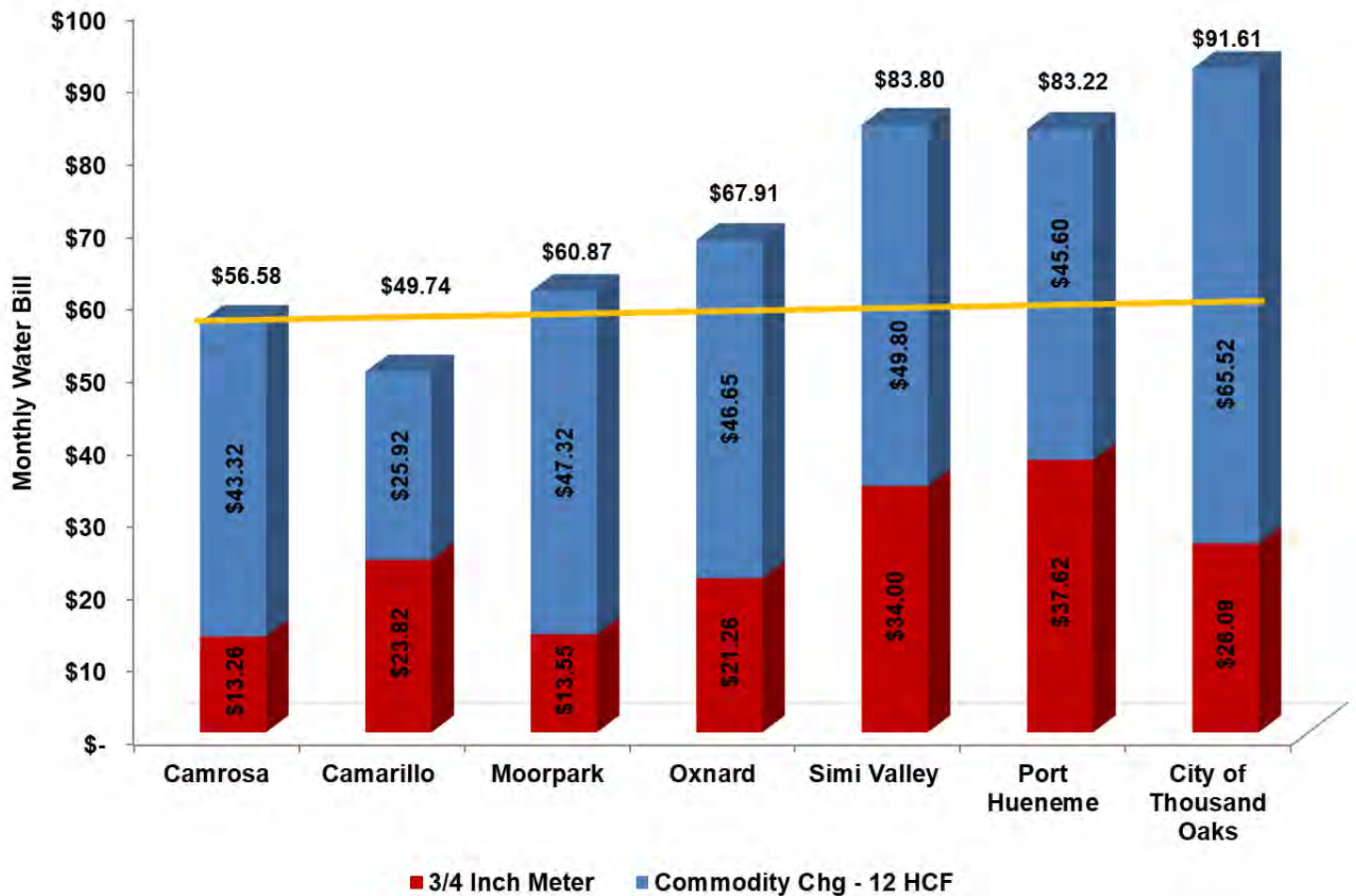


Figure 8 – Water Rate Comparison

The following graph is a comparison of local sanitation utilities' monthly wastewater bills.

### Sewer Rate Comparison

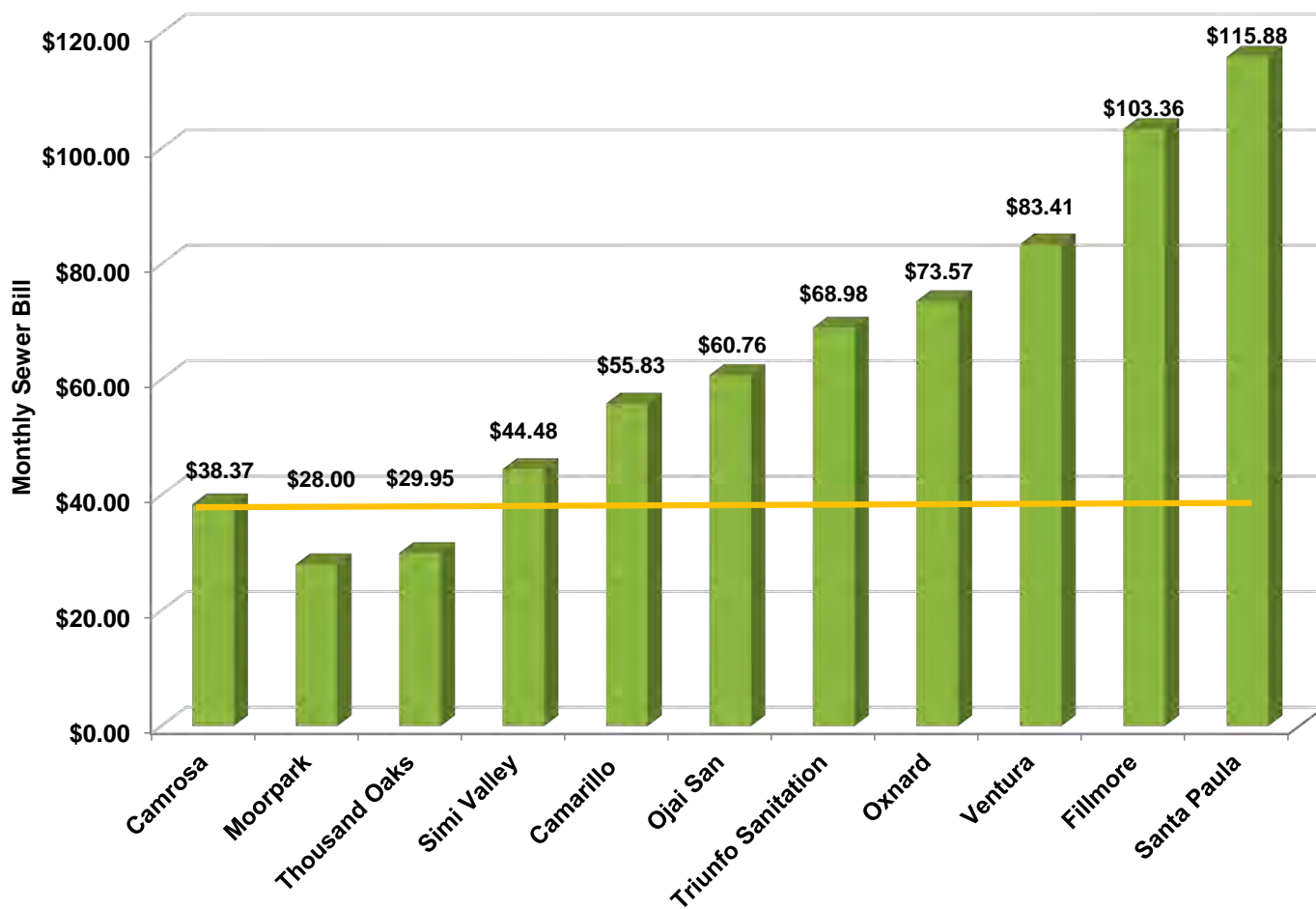


Figure 9 – Sewer Rate Comparison



## Effective Asset Management

Camrosa Water District was established in 1962; some of what became the District's infrastructure predates even that. As the system ages, the value of the system decreases through depreciation while the costs of keeping the system functioning increase. An asset management plan that supports the development, security, preservation, renewal, and replacement of the District's assets is included in the comprehensive rate study, to ensure adequate reserves are set aside to utilize for the investment in the aging infrastructure. Such projects include replacing pipeline segments, maintaining and upgrading treatment facilities, and rehabilitating reservoirs, pump stations, and the wastewater collection system. Setting aside reserves today for these repairs will prevent the District from being susceptible to untimely financial burdens and ultimately having to excessively raise rates.

## State Mandates

In May 2018, Governor Brown signed SB 606 and AB 1668, collectively known as the Water Conservation and Drought Planning Act. The act built upon Governor Brown's 2016 Executive Order B-37-16, "Making Conservation a Way of Life," and represents a new paradigm in urban retail water management in the state. The State Water Resources Control Board continues to extend administrative control over water suppliers through other means, as well, from developing economic models for water loss control and drinking water contaminants to proposing "safe and affordable drinking water" and low-income rate assistance programs that seem designed to test the limits of Proposition 218.

## Conservation as a Way of Life

The permanent regulations being developed by the SWRCB and other state agencies based on the Water Conservation and Drought Planning Act effectively impose allocation-based water management on urban water agencies across the state. By the end of 2021, the State anticipates providing each urban water agency with guidelines for how to determine their "water use objective," and agency-wide water budget comprising residential indoor water use, outdoor irrigation, and a water loss component. Commercial/industrial/institutional water use will be subtracted from total water production, but the State anticipates developing performance measures for that sector. There will be some allowance for recycled/non-potable water use, but it is unclear how that will factor into the calculation.

Despite three years of collaborative stakeholder work among state agencies, water suppliers, academics, and nongovernmental organizations, many of the mechanisms of the permanent regulations remain unclear. The range of potential impacts on water agencies generally and Camrosa in particular is still so large as to not be useful. It is unknown at this time how such budgets will compare to historical water-use patterns, though the assumption is they are likely to constitute moderate to significant reductions from historical averages. Financial forecasting will be impacted by the imposition of state-mandated water budgets, and by the uncertainty that can be expected over the next few years as the industry transitions to a new management mode.

Water loss is a component of the conservation legislation, where the mandate of SB 555 (2015) to develop a comprehensive water loss standard and prevention program for the state is being implemented. Legislation required that the SWRCB develop water loss performance standards by July 2020, but to date has yet to do so. The legislation recognizes that mitigating and preventing water loss should be done on a cost-effective basis, but it is unclear how the current proposal squares with that.

## Affordable Water

Senate Bill 200 (2019), the Safe and Affordable Drinking Water Act, established \$130 million annually to the Safe and Affordable Drinking Water Program, which is intended to help local water systems provide safe drinking water. AB 401 (2015), the Low-Income Water Rate Affordability Act, required the State prepare a report on the feasibility of a water LIRA program. Both laws have proven difficult to implement on their own—and have instead generated additional legislative activity. In 2020, the administration established the Safe and Affordable Funding for Equity and Resilience (SAFER) Drinking Water program, which required an annual needs assessment; the April 2021 “Drinking Water Needs Assessment” informing the SAFER program identified more than \$6B in capital costs and nearly \$15B over the next ten years in operations and maintenance program to address failing and at-risk public water systems. The funding gaps for such a program are significant and likely include forced consolidation of failing water systems with nearby systems; a bill in front of the Legislature in 2021 would expand the SWRCB’s authority to force the consolidation of “at-risk” agencies, as well. No failing or at-risk suppliers are within reach of being physically consolidated with Camrosa, but the mechanism for funding such consolidations is unclear. Two other bills in front of the Legislature in 2021 are attempts to get at the affordability issue presented by the SWRCB’s 2019 LIRA report by providing for long-term relief for customers unable to pay their water bill. These bills are still being negotiated, as in their original form they were clear violations of the state Constitution.

While Camrosa supports all communities having safe and reliable drinking water, we do not believe that using residential water bills as the funding mechanism for a statewide social issue is an appropriate way to distribute the responsibility. We and a large contingent of other water suppliers and advocacy groups have communicated our opposition to this tax to the State through comment letters and public testimony and will continue such advocacy whenever the proposal returns as a central issue.

## Water Quality Regulations

As technology to detect contamination in drinking water improves year over year, so too does the regulatory apparatus’s inclination to both increase the number of regulated contaminants and decrease the levels at which they are allowed. The MCL for TCP, described above, is five parts per trillion—a level equal to the technological detection limit for purposes of reporting. Camrosa expects to complete design, and initiate and complete construction, in FY2021-22; as such, only estimates for capital and ongoing O&M costs are available, but it is certain that Conejo Wellfield water will be significantly more expensive than it was prior to building a treatment plant, and the same can be expected for any other treatment that may be required by additional future MCLs.

Per- and polyfluoroalkyl substances (a huge family of synthetic chemicals referred to collectively as PFAS) were present in the Santa Rosa Basin water in 2020; PFAS are not currently regulated by the SWRCB but most estimates assume an MCL is imminent.

The SWRCB is also reconsidering a chromium-six MCL, after delisting it in 2017 in response to a Superior Court judgment; Camrosa staff are advocating with a statewide coalition for a reasonable economic framework to assess treatment costs, levels, and benefits.

Other contaminants of emerging concern, including microplastics, are likely to affect treatment processes on both the potable and wastewater systems. As regulations increase, so too will the cost to produce water that meets and exceeds all regulatory standards, affecting the delta between local and imported sources and changing the cost equation of redundancy and self-reliance.

## Groundwater Management

Another landmark change in water management that will affect the cost of water is the Sustainable Groundwater Management Act (SGMA) of 2014. SGMA requires the formation of local groundwater sustainability agencies (GSAs) for basins the state determined were high- or medium-priority basins. GSAs are required to assess conditions in their local water basins and develop groundwater sustainability plans (GSPs).

These GSPs are intended to define sustainability in the context of the respective basin and chart a path to achieving that by 2040, for high-priority basins, or 2042, for medium-priority basins.

The Fox Canyon Groundwater Management Agency (FCGMA) is the GSA for the Pleasant Valley Basin (among other areas), from which the Woodcreek Well and PV Well #2 produce. An allocation plan has been established and the GSA is currently going through a stakeholder process to determine ramp down to sustainable yield. At the same time, projects to increase and supplement the sustainable yield are being investigated and priced out. Once those processes have matured, we will have a better idea of what extraction fees for the Woodcreek Well and PV Well #2 will be; it's likely to be a significant increase over the \$12.50/AF the District currently pays.

The Arroyo Santa Rosa Groundwater Basin was designated as a medium-priority basin due to high nitrate concentrations, and the County of Ventura and Camrosa formed a GSA in 2016 to manage the portion of the basin east of the Bailey Fault (outside the FCGMA). Administrative fees to support the operation of the Arroyo Santa Rosa GSA (ASRGSA) will come from contributions by the County of Ventura and Camrosa. These costs are estimated at \$150,000 for FY2021-22 (Appendix 1) as they include the development of the GSP but are expected to drop significantly after the plan is written. In April 2018, DWR awarded the Arroyo Santa Rosa GSA a Sustainable Groundwater Planning Grant for half the cost of developing the Santa Rosa GSP, up to \$177,081. Preliminary work began on the GSP in FY2018-19, but the bulk of the undertaking didn't start until FY20-21; currently the GSP is expected to be complete prior to 2023. In December 2019, DWR finalized its reprioritization of California's basins; the Santa Rosa Basin was downgraded to "Very Low Priority," meaning there is no longer a statutory requirement that the basin have a GSA or write a GSP—at all, let alone by 2022. Camrosa and the ASRGSA are, however, committed to completing a GSP, for the general benefit of the basin and the users of its groundwater.

Projects to reach sustainability will be developed in the GSP process. Because Camrosa is the primary groundwater producer in the Santa Rosa Basin, pumping by initial estimates over 50 percent of the basin's annual yield, the District has a vested interest in developing projects that ensure sustainability. Once the GSP has been developed, estimated costs of sustainability projects will be included in the budgeting process.

### Ongoing Capital Projects

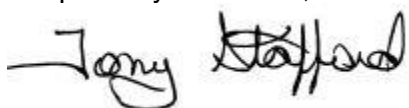
Ongoing maintenance and replacement projects will continue. On the water side, the following improvements for this fiscal year include: Penny Well Degasifier, Tierra Rejada Well rehabilitation, Distribution Valve Replacement and CamSprings waterline repair.

On the wastewater side, ongoing infrastructure improvements for this fiscal year include: De-watering Press and Smart Covers Sewer Manholes.

General projects for this fiscal year included: Reservoir 1B Communication Facility, District headquarters Security, Utility billing System, LIMS, Tier 2 Historian and Radio Tower @4B. For detailed information refer to the Capital Projects narrative later in this budget document.

As challenges to water reliability continue to proliferate across the state, and aging infrastructure, it is vital that Camrosa Water District continue to move toward self-reliance and invest in rehabilitation maintenance programs to provide reliable water supplies to meet the demands of all its customers varied needs. Key to this effort is a well-structured budget. I am confident that the District's FY2021-22 budget document provides a detailed and comprehensive overview of the challenges facing the District and our capability to meet them and create new opportunities.

Respectfully submitted,



Tony L. Stafford  
General Manager

## Mission Statement & Vision Statement

In establishing the long-range Strategic Plan, the Board evaluated the core business services the District provides to its customers and established the following objectives as the primary strategy to fulfill the District's mission:

- Develop independence from imported water deliveries
- Strengthen the District's financial position
- Fully develop staff potential
- Improve systems operations and maintenance
- Educate customers
- Protect water supplies
- Exceed all regulatory standards

The Strategic Plan became the foundation for strategies to increase self-reliance through the use of local water resources to offset SWP water imports. Constructing desalination facilities and increasing groundwater production for potable use are two such strategies.

The Strategic Plan also focuses on strengthening the District's financial position through the development of a rate structure that provides for the capital replacement of aging infrastructure. Capital replacement is necessary to maintain the long-term integrity of the various water treatment and distribution systems, the wastewater collection system, and the Camrosa Water Reclamation Facility

A revised Mission Statement was also established as part of the Strategic Plan. The Mission Statement reflects the District's responsibility to meet current and future needs of the community, describes the primary attributes of products and services it will deliver, and provides an awareness of the trust that exists between the District as a public entity and the public at large. The following has become the foundation of the District's practice:

### **Our Mission**

*"The Mission of Camrosa Water District is to meet the current and future needs of the community for water and sanitary services. Our products and services will be reliable, affordable, responsive and of high quality. At the same time, the District will prudently manage and maintain the District's assets, honor the public's trust, and maintain public awareness and confidence in the District's activities."*

### **Our Vision**

*"Camrosa is a dynamic, resource-independent public entity that provides highly efficient and responsive service to its water and wastewater customers. The Board is prudent in the management of public resources and innovative in using modern tools to maintain system reliability and financial strength. The District is a lean organization, led by a cohesive Board and staffed by an honest, enthusiastic, highly competent and focused team, who find their work challenging and enjoyable and who have earned the trust of their well-informed customers."*



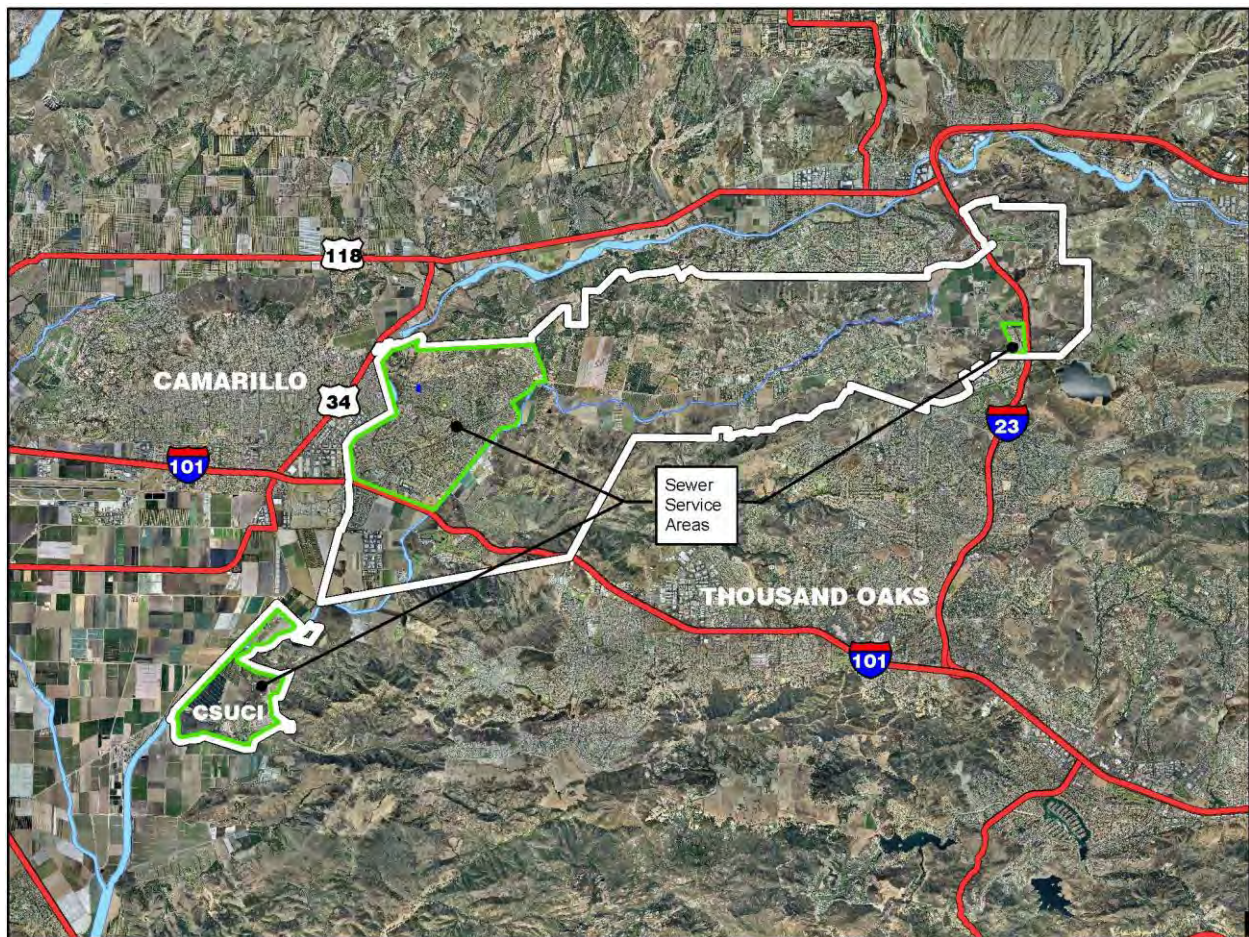
## Profile of the District

### District Services and Management

The Camrosa Water District, located over 31 square miles in the County of Ventura, California, is an independent special district that operates under the authority of Division 12 of the California Water Code. The District was originally formed under the law in 1962 as the Camarillo Water District for the purpose of supplying potable water. The District has changed its name twice, first to the Camrosa County Water District in 1965, and then to its present name in 1987. Subsequently, the District expanded its operations to include wastewater collection and treatment to a portion of its service area.

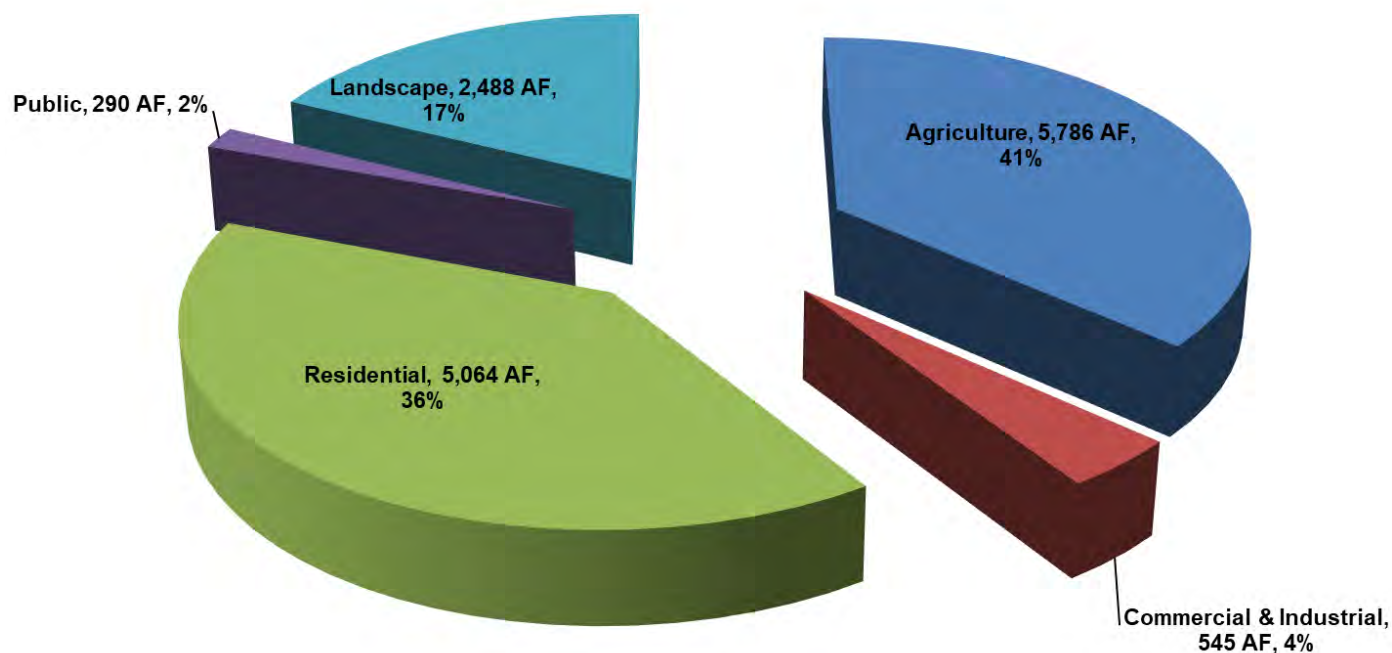
Currently, the District provides three classes of water (potable, non-potable, and recycled) to a population of more than 30,000 people through approximately 11,210 service connections, which includes three master-metered communities. The majority of these connections are municipal and industrial, and the remainder agricultural.

Potable water is a blend of imported State Water Project (SWP) water from the Sacramento-San Joaquin Delta and local groundwater; non-potable surface water is a combination of diverted surface water and local groundwater; and recycled water is tertiary-treated product from the Camrosa Water Reclamation Facility (CWRF). Wastewater service is limited to 9,008 equivalent dwelling units (EDUs) in a portion of the City of Camarillo and a sliver of the City of Thousand Oaks. The remainder of the District is either served by the Camarillo Sanitary District or on septic systems.



**Figure 10 – District Map Boundaries**

The following graph sets forth the District's various water customer classes. Residential and Agricultural customers account for approximately 77 percent of the District's projected water service revenue for the fiscal year ending June 30, 2021. The residential customer class includes both indoor and outdoor water usage.



**Figure 11 – FY2020-21 Percent of Water Revenues by Customer Class**



## Board of Directors

The District is governed by a five-member Board of Directors, elected at large from within the District's service area. The District's Board of Directors meets on the second and fourth Thursday of each month. Meetings are publicly noticed and residents are encouraged to attend.

<b>Director</b>	<b>Title</b>	<b>Division</b>	<b>Expiration of Term</b>	<b>Occupation</b>
Eugene F. West	President	Division 4	November 2024	Attorney
Terry L. Foreman	Vice-President	Division 5	December 2022	Geologist/Hydrogeologist
Al E. Fox	Director	Division 1	December 2022	Realtor
Jeffrey C. Brown	Director	Division 2	December 2022	Investment Consultant
Timothy H. Hoag	Director	Division 3	November 2024	Pharmacist/Teacher

## General Manager

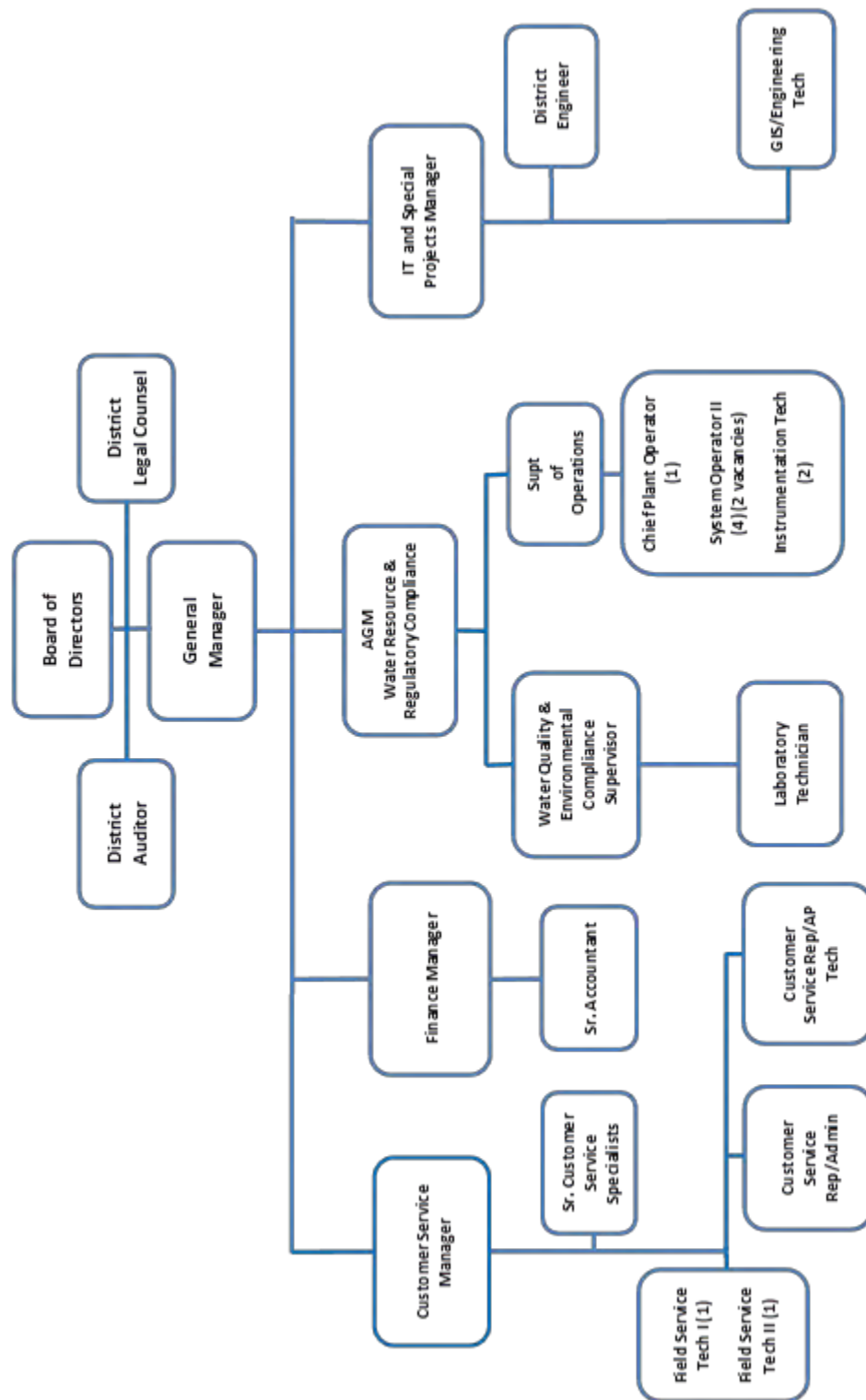
Daily operation of the District falls under the responsibility of the General Manager, Tony Stafford. The General Manager administers the day-to-day operations of the District in accordance with policies and procedures established by the Board of Directors. As General Manager, Mr. Stafford is responsible for the general oversight of the production and distribution of potable and non-potable water, as well as wastewater collection, treatment and water recycling at the District's Water Reclamation Facility.

In FY2020-21, the District budgeted for 25 full-time employees and a 2.75 percent salary increase. In FY2021-22 the District budgeted for 25 full-time positions. The budgeted salary increase for FY2021-22 is 3.0 percent.

The District is a member of the California Public Employees' Retirement System (CalPERS). Beginning with FY2015-16, CalPERS began collecting employer contributions toward the District's unfunded liability and side fund as dollar amounts instead of the prior method of a contribution rate. The District paid off the CalPERS Unfunded Accrued Liability (UAL) in the amount of \$4.9 million in FY2019-20. In FY2020-21, the District paid the full UAL balance shown on the actuarial report with measurement date of June 30, 2018, which set contributions for Fiscal Year 2020-21, and will continue to pay off any new UAL arising in future years. For FY2021-22, the UAL payoff amount for Classic Members will be \$145,704. The Employer contribution rate of 10.34 percent for Classic Members will be collected as a percentage of payroll. The District will pay 6 percent of the 7 percent employee contributions for Classic Members and employees will be responsible for the remaining 1 percent. The employer contribution rate for any new employees hired since January 1, 2013 will be 7.59 percent and the total unfunded liability dollar amount will be \$6,446. The District does not make the employee contributions of 6.750 percent on behalf of employees hired after January 1, 2013 who were not subject to reciprocity as defined in the Public Employee's Pension Reform Act (PEPRA). As of June 26, 2021, the District will start ramping down the amount the District contributes to the CalPERS retirement plan on behalf of existing Classic employees (employees in CalPERS prior to January 1, 2013). That currently amounts to approximately 7 percent of the employee's salary. This amount will be reduced 1 percent per year until the District is no longer making the employees contribution and the employee will then be paying the full 7%.

The District provides a range of medical insurance plans and dental and vision insurance through ACWA-JPIA. Recent increases in medical insurance costs have been relatively modest. The FY2021-22 budget assumes an increase of two percent effective January 1, 2022 for medical and no increase for dental and vision insurance.





## Financial Policies

### Reserve Policy

The District's Reserve Policy, (Appendix #5), the most recent version of which was adopted by Resolution of the Board on May 30, 2019, is intended to assure adequate reserves for ongoing needs while minimizing the need for new debt. The reserve levels established in the policy also help provide rate stabilization and ensure adequate fund levels to meet aging infrastructure replacements, unanticipated emergencies, and future enlargement of the District's customer base. The Board receives reports of the reserve levels quarterly and again during the budget preparation process to ensure continued conformance with long-term Board strategy.

### Investment Policy

The District's Investment Policy, the most recent version of which was adopted by Resolution of the Board on February 11, 2021 is intended to provide guidelines and restrictions for prudent investment of the District's cash reserves. The District's portfolio is carefully monitored by a four-member committee that includes the General Manager, the Manager of Finance, and two Board members. The full Board receives quarterly reports on the type of investments, the current yield, maturity dates, and market value, as appropriate. The criteria for selecting investment options are, in order of priority safety, liquidity, and yield. Generally, maturities are limited to two-year periods, and at least 25 percent of the portfolio will be invested in securities that can be liquidated on one day's notice. Investments are generally limited to government-issued or government-insured securities; the District currently has approximately \$34.0 million (as of March 31<sup>st</sup>) invested in the State's Local Agency Investment Fund (LAIF). (Appendix #6).

### Debt Policy

The District's overriding goal in issuing debt is to respond to and provide for its infrastructure, capital projects, and other financing needs while ensuring that debt is used and managed prudently in order to maintain a sound fiscal position and protect credit quality. The District's Debt Policy (Appendix #7) developed and adopted by Resolution of the Board on August 11, 2016, is intended to provide guidelines for the use of debt for financing District water, sewer and recycled water infrastructure and project needs. The policy provides the following: 1) establishes criteria for the issuance of debt obligations so that acceptable levels of indebtedness are maintained; 2) transmits the message to investors and rating agencies that the District is committed to sound financial management; and 3) provides consistency and continuity to public policy development when the elected Board of Directors work from guidelines that govern the planning and execution of transactions and projects.

### Budget Policy

The District's budget is presented as a policy document, an operational tool, a financial planning tool and a link to the Strategic Plan considered a communication tool to the District's community and stakeholders. The purpose of the Budget Policy is to provide guidelines that will influence and direct the financial management practice of the District. The District's Budget Policy (Appendix #8) developed and adopted by Resolution of the Board on January 26, 2017, is intended to establish procedures to ensure consistent practices for developing the yearly budget.

### Pension Funding Policy

The District's Pension Funding Policy (Appendix #9) was developed and adopted by Resolution of the Board on January 14, 2021, is intended to provide guidance and strategies to current and future Board of Directors for addressing the District's retirement liabilities. This policy includes internal budgeting, policy directives, and financing mechanisms.

## **Basis of Budgeting & Accounting**

The District maintains its accounts on an accrual basis. Revenues are recognized when earned, and expenses are recognized when incurred.

The District is operated and reported as a single enterprise fund, which is an accounting entity that finances and accounts for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominately self-supporting through user charges.

### **Budgetary Control**

The District views the budget as an essential tool for proper financial management. This budget is developed with input from the various program managers of the organization and is adopted prior to the start of each fiscal year. The Board of Directors must approve all supplemental appropriations to the budget. The level of budgetary control (i.e., the level at which expenditures cannot exceed the appropriated amount) is at the Fund level. The Board monitors the budget through Quarterly Financial Reports, Quarterly Investment Reports, and Year-End Budget Reports.

### **Budget Process**

The budget planning and preparation process is an important District activity and provides an opportunity for the Board of Directors, Management, and Staff to reassess goals and objectives for the upcoming and future years.

During the budget process, Management and Staff update current objectives and develop new ones for the upcoming fiscal year, all of which is discussed with the Board of Directors. The process is used to develop the draft budget that is presented to the Board of Directors for initial review. The Board reviews the draft budget and makes changes it deems appropriate. The budget is posted on the District's website.

The following is the budget calendar for the development of the FY2021-22 budget.

**Budget Calendar**

3/11/2021	Present Program Accomplishments FY20-21 Present Program Goals for FY21-22
4/8/2021	FY20-21 Capital Projects Review FY21-22 Capital Projects Proposal FY21-22 Fixed Asset Proposal Projected End-of-Year Budget FY20-21 Projected End-of-Year FY20-21 Reserves
4/22/2021	Draft Expense Budget Draft Revenue Budget Projected FY21-22 Reserve Balances
5/13/2021	3rd Quarter Review Five-Year Forecast
5/27/2021	Appropriation Limit FY21-22
6/10/2021	Draft FY21-22 Operating & Capital Budget
6/24/2021	Adoption of FY21-22 Operating & Capital Budget

**Resolution No: 21-09**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting the Operating and Capital Budget  
for Fiscal Year 2021-2022**

**Whereas**, Staff and Management of the Camrosa Water District have developed a one-year operating and capital budget for Fiscal Year 2021-2022; and

**Whereas**, the budget includes projections of operating and capital revenues and expenditures as well as changes in cash reserves in all District funds for Fiscal Year 2021-2022; and

**Whereas**, on June 10, 2021, the proposed draft budget for Fiscal Year 2021-2022 was presented and reviewed at a regular meeting of the Board of Directors of the District; and

**Whereas**, the final budget for Fiscal Year 2021-2022 was presented and considered by the Board of Directors at a regular meeting of June 24, 2021; and

**Whereas**, the Board of Directors has determined that the proposed budget is consistent with the effective delivery of services by the District; and

**Whereas**, the Board of Directors has determined that the budget shows that with necessary Board action there will be sufficient District revenues and financial reserves to meet the District's financial obligations over the next fiscal year; and

**Whereas**, it is the desire of the Board of Directors to adopt the Operating and Capital Budget for Fiscal Year 2021-2022.

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the Operating and Capital Budget for Fiscal Year 2021-2022, attached hereto, is hereby approved and adopted.

**Adopted, Signed, and Approved** this 24<sup>th</sup> day of June, 2021.

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

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

## Budget Summary

Budget Summary	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	+% Change over PY
<b>Revenues</b>								
Water Sales:								
Potable	\$ 10,801,589	\$ 9,451,209	\$ 10,655,664	\$ 12,059,800	\$ 12,650,510	\$ 11,812,100	\$ (247,700)	-2.05%
Recycle/Non-Potable	4,822,286	3,951,614	4,507,819	5,064,600	4,957,689	4,708,000	(356,600)	-7.04%
Water Sales Pleasant Valley	558,575	678,598	1,340,423	1,003,300	1,777,909	1,269,200	265,900	26.50%
Meter Service Charge	2,557,753	2,615,301	2,312,427	2,236,700	2,339,631	2,582,800	346,100	15.47%
Sewer Service Charge	3,314,305	3,336,794	3,575,963	3,837,200	3,806,832	4,071,800	234,600	6.11%
Special Services	277,468	224,468	97,957	84,143	38,011	46,000	(38,143)	-45.33%
Pump Zone Charges	52,992	46,658	46,037	52,000	55,163	52,000	-	0.00%
Miscellaneous	28,794	9,255	5,573	-	104,038	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 22,413,762</b>	<b>\$ 20,313,897</b>	<b>\$ 22,541,863</b>	<b>\$ 24,337,743</b>	<b>\$ 25,729,783</b>	<b>\$ 24,541,900</b>	<b>\$ 204,157</b>	<b>0.84%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 6,423,454	\$ 6,279,972	\$ 7,974,574	\$ 8,944,278	\$ 9,567,732	\$ 7,868,165	\$ (1,076,113)	-12.03%
Calleguas Fixed Charge	828,462	790,926	764,544	791,376	853,914	981,107	189,731	23.97%
Conejo Creek Project-Thousand Oaks	622,486	645,223	658,919	635,632	924,484	618,672	(16,960)	-2.67%
CamSan	-	-	-	30,000	-	-	(30,000)	-
Salinity Management Pipeline-Calleguas	16,581	112,790	134,156	230,417	149,225	262,690	32,273	14.01%
Production Power	1,346,722	1,171,888	1,199,125	1,475,707	1,317,881	1,453,425	(22,282)	-1.51%
<b>Total Production</b>	<b>\$ 9,237,705</b>	<b>\$ 9,000,799</b>	<b>\$ 10,731,318</b>	<b>\$ 12,107,410</b>	<b>\$ 12,813,236</b>	<b>\$ 11,184,059</b>	<b>\$ (923,351)</b>	<b>-7.63%</b>
Regular Salaries	\$ 2,346,783	\$ 2,494,625	\$ 2,598,783	\$ 2,748,561	\$ 2,476,268	\$ 2,681,273	\$ (67,288)	-2.45%
Overtime/Standby	43,982	84,137	88,778	104,131	69,947	100,314	(3,817)	-3.67%
Part Time	66,620	32,976	25,335	112,320	36,339	70,720	(41,600)	-37.04%
Benefits	1,282,627	1,265,854	1,595,361	1,045,433	946,863	1,011,956	(33,477)	-3.20%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,740,012</b>	<b>\$ 3,877,592</b>	<b>\$ 4,308,257</b>	<b>\$ 4,010,445</b>	<b>\$ 3,529,417</b>	<b>\$ 3,864,263</b>	<b>\$ (146,182)</b>	<b>-3.65%</b>
Outside Contracts	\$ 1,200,414	\$ 1,110,929	\$ 1,623,485	\$ 2,407,497	\$ 1,843,683	\$ 2,767,967	\$ 360,470	14.97%
Professional Services	153,239	98,469	200,667	433,772	250,260	754,405	320,633	73.92%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 1,353,653</b>	<b>\$ 1,209,398</b>	<b>\$ 1,824,152</b>	<b>\$ 2,841,269</b>	<b>\$ 2,093,943</b>	<b>\$ 3,522,372</b>	<b>\$ 681,103</b>	<b>23.97%</b>
Utilities	\$ 80,120	\$ 85,355	\$ 74,600	\$ 93,500	\$ 88,800	\$ 98,500	\$ 5,000	5.35%
Communications	67,432	57,353	74,806	55,177	55,000	66,800	11,623	21.06%
Pipeline Repairs	495,517	361,666	360,221	465,000	465,000	465,000	-	0.00%
Small Tools & Equipment	23,032	24,023	18,689	31,850	30,034	31,850	-	0.00%
Materials & Supplies	471,874	411,385	377,328	680,250	581,723	671,750	(8,500)	-1.25%
Repair Parts & Equipment Maintenance	917,410	861,535	834,298	980,000	806,455	1,018,500	38,500	3.93%
Legal Services	24,251	74,397	32,878	45,000	45,000	45,000	-	0.00%
Dues & Subscriptions	37,777	42,911	44,772	51,251	46,586	53,251	2,000	3.90%
Conference & Travel	22,177	31,752	26,132	16,500	3,657	16,500	-	0.00%
Safety & Training	38,763	37,036	22,855	28,000	17,811	52,300	24,300	86.79%
Board Expense	113,720	114,302	115,808	125,000	120,000	120,000	(5,000)	-4.00%
Bad Debt	6,994	19,598	4,420	8,500	40,000	7,500	(1,000)	-11.76%
Fees & Charges	155,588	133,263	155,059	195,074	172,926	214,925	19,851	10.18%
Insurance	83,305	86,137	85,278	107,000	88,606	110,000	3,000	2.80%
<b>Total Supplies &amp; Services</b>	<b>\$ 2,537,960</b>	<b>\$ 2,340,713</b>	<b>\$ 2,227,144</b>	<b>\$ 2,882,102</b>	<b>\$ 2,561,598</b>	<b>\$ 2,971,876</b>	<b>\$ 89,774</b>	<b>3.11%</b>
<b>Total Expenses</b>	<b>\$ 16,869,330</b>	<b>\$ 16,428,502</b>	<b>\$ 19,090,871</b>	<b>\$ 21,841,226</b>	<b>\$ 20,998,194</b>	<b>\$ 21,542,570</b>	<b>\$ (298,656)</b>	<b>-1.37%</b>
<b>Net Operating Revenues</b>	<b>\$ 5,544,432</b>	<b>\$ 3,885,395</b>	<b>\$ 3,450,992</b>	<b>\$ 2,496,517</b>	<b>\$ 4,731,589</b>	<b>\$ 2,999,330</b>	<b>\$ 502,813</b>	<b>20.14%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 1,045,331	\$ 1,046,031	\$ 1,033,231	\$ 1,052,031	\$ 1,034,531	\$ 1,044,631	\$ (7,400)	-0.70%
Debt Service 2012	1,121,900	1,124,100	1,096,750	-	-	-	-	-
Rate Stabilization Contribution	-	-	100,000	85,000	85,000	150,000	65,000	76.47%
CalPERS UAL Additional Contribution	-	-	-	-	-	142,109	-	-
Capital Replacement Contribution	4,390,000	2,950,000	1,300,000	2,137,763	4,100,000	2,400,000	262,237	12.27%
<b>Total Non-Operating Expenses</b>	<b>\$ 6,557,231</b>	<b>\$ 5,120,131</b>	<b>\$ 3,529,981</b>	<b>\$ 3,274,794</b>	<b>\$ 5,219,531</b>	<b>\$ 3,736,740</b>	<b>\$ 319,837</b>	<b>9.77%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 393,147	\$ 777,592	\$ 655,911	\$ 137,905	\$ 178,481	\$ 153,257	\$ 15,352	11.13%
Taxes	657,620	620,590	661,932	640,945	676,113	684,838	43,893	7.07%
<b>Total Non-Operating Revenues</b>	<b>\$ 1,050,767</b>	<b>\$ 1,398,182</b>	<b>\$ 1,317,843</b>	<b>\$ 778,850</b>	<b>\$ 854,594</b>	<b>\$ 838,095</b>	<b>\$ 59,245</b>	<b>7.61%</b>
<b>Net Operating Results</b>	<b>\$ 37,968</b>	<b>\$ 163,446</b>	<b>\$ 1,238,854</b>	<b>\$ 573</b>	<b>\$ 366,652</b>	<b>\$ 100,685</b>	<b>\$ 100,112</b>	
Capital Fees	\$ 158,549	\$ 3,342,260	\$ 9,825	\$ -	\$ 42,825	\$ -	\$ -	-
Mitigation & In-Lieu Fees	-	2,323,857	-	-	1,324,678	-	-	0.00%
Grants	67,519	290,622	326,415	-	1,175	-	-	0.00%
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 226,068</b>	<b>\$ 5,956,739</b>	<b>\$ 336,240</b>	<b>\$ -</b>	<b>\$ 1,368,678</b>	<b>\$ -</b>	<b>\$ -</b>	
	<b>\$ 264,036</b>	<b>\$ 6,120,185</b>	<b>\$ 1,575,094</b>	<b>\$ 573</b>	<b>\$ 1,735,330</b>	<b>\$ 100,685</b>	<b>\$ 100,112</b>	

\*Compares FY 2020-21 Adopted Budget to FY 2021-22 Adopted Budget

## Water Program

Water Program	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Water Sales:								
Potable	\$ 10,801,589	\$ 9,451,209	\$ 10,655,664	\$ 12,059,800	\$ 12,650,510	\$ 11,812,100	\$ (247,700)	-2.05%
Recycle/Non-Potable	4,822,286	3,951,614	4,507,819	5,064,600	4,957,689	4,708,000	(356,600)	-7.04%
Water Sales Pleasant Valley	558,575	678,598	1,340,423	1,003,300	1,777,909	1,269,200	265,900	26.50%
Meter Service Charge	2,557,753	2,615,301	2,312,427	2,236,700	2,339,631	2,582,800	346,100	15.47%
Special Services	180,354	145,904	69,266	55,699	32,477	40,000	(15,699)	-28.19%
Pump Zone Charges	52,992	46,658	46,037	52,000	55,163	52,000	-	0.00%
Miscellaneous	18,716	8,356	4,272	-	67,556	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 18,992,265</b>	<b>\$ 16,897,640</b>	<b>\$ 18,935,908</b>	<b>\$ 20,472,099</b>	<b>\$ 21,880,935</b>	<b>\$ 20,464,100</b>	<b>\$ (7,999)</b>	<b>-0.04%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 6,423,454	\$ 6,279,972	\$ 7,974,574	\$ 8,944,278	\$ 9,567,732	\$ 7,868,165	\$ (1,076,113)	-12.03%
Calleguas Fixed Charge	828,462	790,926	764,544	791,376	853,914	981,107	189,731	23.97%
Conejo Creek Project	622,486	645,223	658,919	635,632	924,484	618,672	(16,960)	-2.67%
Salinity Management Pipeline-Calleguas	7,256	84,407	120,048	208,917	139,934	241,198	32,281	15.45%
CamSan	-	-	-	30,000	-	-	(30,000)	-
Production Power	1,346,722	1,171,888	1,199,125	1,475,707	1,317,881	1,453,425	(22,282)	-1.51%
<b>Total Production</b>	<b>\$ 9,228,380</b>	<b>\$ 8,972,416</b>	<b>\$ 10,717,210</b>	<b>\$ 12,085,910</b>	<b>\$ 12,803,945</b>	<b>\$ 11,162,567</b>	<b>\$ (923,343)</b>	<b>-7.64%</b>
Regular Salaries	\$ 1,525,409	\$ 1,621,506	\$ 1,724,293	\$ 1,786,565	\$ 1,609,574	\$ 1,742,827	\$ (43,738)	-2.45%
Overtime/Standby	28,588	54,689	58,904	67,685	45,466	65,204	(2,481)	-3.67%
Part Time	43,303	21,434	16,810	73,008	23,620	45,968	(27,040)	-37.04%
Benefits	833,708	822,805	1,058,522	679,531	615,461	657,771	(21,760)	-3.20%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,431,008</b>	<b>\$ 2,520,434</b>	<b>\$ 2,858,529</b>	<b>\$ 2,606,789</b>	<b>\$ 2,294,121</b>	<b>\$ 2,511,770</b>	<b>\$ (95,019)</b>	<b>-3.65%</b>
Outside Contracts	\$ 613,123	\$ 619,050	\$ 863,751	\$ 1,488,063	\$ 974,794	\$ 1,765,418	\$ 277,355	18.64%
Professional Services	84,166	55,053	115,666	304,963	146,305	516,263	211,300	69.29%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 697,289</b>	<b>\$ 674,103</b>	<b>\$ 979,417</b>	<b>\$ 1,793,026</b>	<b>\$ 1,121,099</b>	<b>\$ 2,281,681</b>	<b>\$ 488,655</b>	<b>27.25%</b>
Utilities	\$ 60,620	\$ 60,899	\$ 55,714	\$ 68,525	\$ 69,400	\$ 73,525	\$ 5,000	7.30%
Communications	43,958	37,279	48,624	35,865	35,750	43,420	7,555	21.07%
Pipeline Repairs	481,789	361,666	347,130	455,000	455,000	455,000	-	0.00%
Small Tools & Equipment	19,492	17,867	16,249	28,402	27,158	28,402	-	0.00%
Materials & Supplies	348,853	319,469	287,125	554,440	458,320	548,915	(5,525)	-1.00%
Repair Parts & Equipment Maintenance	755,170	683,850	715,504	850,450	680,677	883,325	32,875	3.87%
Legal Services	15,763	48,358	21,371	29,250	29,250	29,250	-	0.00%
Dues & Subscriptions	24,555	27,892	29,102	31,363	28,331	32,663	1,300	4.15%
Conference & Travel	14,415	20,639	16,986	10,725	2,377	10,725	-	0.00%
Safety & Training	25,196	24,073	14,856	18,200	11,577	33,995	15,795	86.79%
Board Expense	73,918	74,296	75,275	81,250	78,000	78,000	(3,250)	-4.00%
Bad Debt	4,546	12,739	2,873	5,525	26,000	4,875	(650)	-11.76%
Fees & Charges	89,188	92,425	98,585	128,084	110,763	132,937	4,853	3.79%
Insurance	54,148	55,989	55,431	69,550	57,594	71,500	1,950	2.80%
<b>Total Supplies &amp; Services</b>	<b>\$ 2,011,611</b>	<b>\$ 1,837,441</b>	<b>\$ 1,784,825</b>	<b>\$ 2,366,629</b>	<b>\$ 2,070,197</b>	<b>\$ 2,426,532</b>	<b>\$ 59,903</b>	<b>2.53%</b>
<b>Total Expenses</b>	<b>\$ 14,368,288</b>	<b>\$ 14,004,394</b>	<b>\$ 16,339,981</b>	<b>\$ 18,852,354</b>	<b>\$ 18,289,362</b>	<b>\$ 18,382,550</b>	<b>\$ (469,804)</b>	<b>-2.49%</b>
<b>Net Operating Revenues</b>	<b>\$ 4,623,977</b>	<b>\$ 2,893,246</b>	<b>\$ 2,595,927</b>	<b>\$ 1,619,745</b>	<b>\$ 3,591,573</b>	<b>\$ 2,081,550</b>	<b>\$ 461,805</b>	<b>28.51%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 851,881	\$ 854,381	\$ 846,581	\$ 858,081	\$ 843,081	\$ 853,681	\$ (4,400)	-0.51%
Debt Service 2012	682,000	682,500	666,250	-	-	-	-	-
Rate Stabilization Contribution	-	-	100,000	50,000	50,000	70,000	20,000	40.00%
CalPERS UAL Additional Contribution	-	-	-	-	-	92,371	-	-
Capital Replacement Contribution	3,965,000	2,450,000	1,250,000	1,459,784	3,200,000	1,795,000	335,216	22.96%
<b>Total Non-Operating Expenses</b>	<b>\$ 5,498,881</b>	<b>\$ 3,986,881</b>	<b>\$ 2,862,831</b>	<b>\$ 2,367,865</b>	<b>\$ 4,093,081</b>	<b>\$ 2,811,052</b>	<b>\$ 350,816</b>	<b>14.82%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 275,489	\$ 540,721	\$ 502,387	\$ 107,363	\$ 138,713	\$ 119,801	\$ 12,438	11.58%
Taxes	657,620	620,590	661,932	640,945	676,113	684,838	43,893	6.85%
<b>Total Non-Operating Revenues</b>	<b>\$ 933,109</b>	<b>\$ 1,161,311</b>	<b>\$ 1,164,319</b>	<b>\$ 748,308</b>	<b>\$ 814,826</b>	<b>\$ 804,639</b>	<b>\$ 56,331</b>	<b>7.53%</b>
<b>Net Operating Results</b>	<b>\$ 58,205</b>	<b>\$ 67,676</b>	<b>\$ 897,415</b>	<b>\$ 188</b>	<b>\$ 313,318</b>	<b>\$ 75,137</b>	<b>\$ 74,949</b>	
Capital Fees	\$ 116,474	\$ 1,986,350	\$ 9,825	\$ -	\$ 42,825	\$ -	\$ -	-
Mitigation & In-Lieu Fees	-	2,323,857	-	-	1,324,678	-	-	-
Grants	67,519	290,622	326,415	-	1,175	-	-	-
<b>\$ 183,993</b>	<b>\$ 4,600,829</b>	<b>\$ 336,240</b>	<b>\$ -</b>	<b>\$ 1,368,678</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net Operating Results After Capital Fees &amp; Grants</b>								
<b>\$ 242,198</b>	<b>\$ 4,668,505</b>	<b>\$ 1,233,655</b>	<b>\$ 188</b>	<b>\$ 1,681,996</b>	<b>\$ 75,137</b>	<b>\$ 74,949</b>		
<b>Debt Ratio</b>	<b>3.70</b>	<b>5.44</b>	<b>2.49</b>	<b>2.76</b>	<b>6.85</b>	<b>3.38</b>		

\*Compares FY 2020-21 Adopted Budget to FY 2021-22 Adopted Budget



## Potable Water Program

Potable Water Program	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Water Sales:								
Potable	\$ 10,801,589	\$ 9,451,209	\$ 10,655,664	\$ 12,059,800	\$ 12,650,510	\$ 11,812,100	\$ (247,700)	-2.05%
Meter Service Charge	2,375,360	2,358,515	2,181,678	2,157,800	2,212,760	2,492,000	334,200	15.49%
Special Services	146,012	114,456	40,258	38,949	25,146	30,000	(8,949)	-22.98%
Pump Zone Charges	33,334	29,653	28,045	31,000	32,473	31,000	-	0.00%
Miscellaneous	9,732	6,687	3,112	-	35,129	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 13,366,027</b>	<b>\$ 11,960,520</b>	<b>\$ 12,908,757</b>	<b>\$ 14,287,549</b>	<b>\$ 14,956,018</b>	<b>\$ 14,365,100</b>	<b>\$ 77,551</b>	<b>0.54%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 5,346,596	\$ 5,756,914	\$ 7,349,836	\$ 8,219,212	\$ 8,973,659	\$ 7,215,372	\$ (1,003,840)	-12.21%
Calleguas Fixed Charge	828,462	790,926	764,544	791,376	853,914	981,107	189,731	23.97%
Salinity Management Pipeline-Calleguas	7,256	84,407	120,048	208,917	139,934	241,198	32,281	15.45%
Production Power	465,081	422,847	420,625	478,817	496,372	561,513	82,696	17.27%
<b>Total Production</b>	<b>\$ 6,647,395</b>	<b>\$ 7,055,094</b>	<b>\$ 8,655,053</b>	<b>\$ 9,698,322</b>	<b>\$ 10,463,879</b>	<b>\$ 8,999,190</b>	<b>\$ (699,132)</b>	<b>-7.21%</b>
Regular Salaries	\$ 991,516	\$ 1,053,979	\$ 1,148,379	\$ 1,161,267	\$ 1,046,223	\$ 1,132,838	\$ (28,429)	-2.45%
Overtime/Standby	18,582	35,548	39,230	43,995	29,553	42,383	(1,612)	-3.66%
Part Time	28,147	13,932	11,196	47,455	15,353	29,879	(17,576)	-37.04%
Benefits	541,910	534,823	704,976	441,695	400,050	427,551	(14,144)	-3.20%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,580,155</b>	<b>\$ 1,638,282</b>	<b>\$ 1,903,781</b>	<b>\$ 1,694,412</b>	<b>\$ 1,491,179</b>	<b>\$ 1,632,651</b>	<b>\$ (61,761)</b>	<b>-3.64%</b>
Outside Contracts	\$ 425,601	\$ 376,421	\$ 539,579	\$ 887,565	\$ 558,293	\$ 1,075,619	\$ 188,054	21.19%
Professional Services	44,485	28,575	69,071	155,581	97,350	265,457	109,876	70.62%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 470,086</b>	<b>\$ 404,996</b>	<b>\$ 608,650</b>	<b>\$ 1,043,146</b>	<b>\$ 655,643</b>	<b>\$ 1,341,076</b>	<b>\$ 297,930</b>	<b>28.56%</b>
Utilities	\$ 52,431	\$ 53,663	\$ 48,144	\$ 59,633	\$ 61,288	\$ 64,633	\$ 5,000	8.38%
Communications	23,033	19,385	25,285	18,650	18,590	22,578	3,928	21.06%
Pipeline Repairs	449,727	321,304	309,232	380,000	380,000	380,000	-	0.00%
Small Tools & Equipment	17,877	12,385	14,633	22,029	21,382	22,029	-	0.00%
Materials & Supplies	266,851	265,776	236,173	467,589	388,126	464,716	(2,873)	-0.61%
Repair Parts & Equipment Maintenance	255,709	405,330	336,606	523,834	428,952	502,929	(20,905)	-3.99%
Legal Services	8,197	25,146	11,113	15,210	15,210	15,210	-	0.00%
Dues & Subscriptions	12,769	14,504	15,133	16,309	14,732	16,985	676	4.14%
Conference & Travel	7,496	10,732	8,833	5,577	1,236	5,577	-	0.00%
Safety & Training	13,102	12,518	7,725	9,464	6,020	17,677	8,213	86.78%
Board Expense	38,437	38,634	39,143	42,250	40,560	40,560	(1,690)	-4.00%
Bad Debt	2,364	6,624	1,494	2,873	13,520	2,535	(338)	-11.76%
Fees & Charges	68,537	72,330	76,137	100,928	91,921	103,451	2,523	2.50%
Insurance	28,157	29,114	28,824	36,166	29,949	37,180	1,014	2.80%
<b>Total Supplies &amp; Services</b>	<b>\$ 1,244,687</b>	<b>\$ 1,287,445</b>	<b>\$ 1,158,475</b>	<b>\$ 1,700,512</b>	<b>\$ 1,511,486</b>	<b>\$ 1,696,060</b>	<b>\$ (4,452)</b>	<b>-0.26%</b>
<b>Total Expenses</b>	<b>\$ 9,942,323</b>	<b>\$ 10,385,817</b>	<b>\$ 12,325,959</b>	<b>\$ 14,136,392</b>	<b>\$ 14,122,187</b>	<b>\$ 13,668,977</b>	<b>\$ (467,415)</b>	<b>-3.31%</b>
<b>Net Operating Revenues</b>	<b>\$ 3,423,704</b>	<b>\$ 1,574,703</b>	<b>\$ 582,798</b>	<b>151,157</b>	<b>833,831</b>	<b>\$ 696,123</b>	<b>\$ 544,966</b>	<b>360.53%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 821,521	\$ 823,790	\$ 816,338	\$ 827,316	\$ 813,066	\$ 823,036	\$ (4,280)	-0.52%
Rate Stabilization Contribution	-	-	100,000	-	-	-	-	-
CalPERS UAL Additional Contribution	-	-	-	-	-	60,041	60,041	-
Capital Replacement Contribution	3,265,000	1,550,000	50,000	-	300,000	275,000	275,000	-
<b>Total Non-Operating Expenses</b>	<b>\$ 4,086,521</b>	<b>\$ 2,373,790</b>	<b>\$ 966,338</b>	<b>\$ 827,316</b>	<b>\$ 1,113,066</b>	<b>\$ 1,158,077</b>	<b>\$ 330,761</b>	<b>39.98%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	240,140	466,701	421,383	92,485	103,572	89,418	\$ (3,067)	-3.32%
Taxes	394,572	372,354	397,159	384,567	405,668	410,904	26,337	6.85%
<b>Total Non-Operating Revenues</b>	<b>\$ 634,712</b>	<b>\$ 839,055</b>	<b>\$ 818,542</b>	<b>\$ 477,052</b>	<b>\$ 509,240</b>	<b>\$ 500,322</b>	<b>\$ 23,270</b>	<b>4.88%</b>
<b>Net Operating Results</b>	<b>\$ (28,105)</b>	<b>\$ 39,968</b>	<b>\$ 435,002</b>	<b>\$ (199,107)</b>	<b>\$ 230,005</b>	<b>\$ 38,368</b>	<b>\$ 237,475</b>	
Capital Fees	\$ 116,474	\$ 1,986,350	\$ 9,825	\$ -	\$ 42,825	\$ -	\$ -	-
Mitigation & In-Lieu Fees	-	1,686,260	-	-	1,324,678	-	-	-
Grants	67,519	62,904	73,231	-	-	-	-	-
	<b>\$ 183,993</b>	<b>\$ 3,735,514</b>	<b>\$ 83,056</b>	<b>\$ -</b>	<b>\$ 1,367,503</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 155,888</b>	<b>\$ 3,775,482</b>	<b>\$ 518,058</b>	<b>\$ (199,107)</b>	<b>\$ 1,597,508</b>	<b>\$ 38,368</b>	<b>\$ 237,475</b>	

\*Compares FY 2020-21 Adopted Budget to FY 2021-22 Adopted Budget

## Non-Potable Water Program

Non-Potable Water Program	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Water Sales:								
Recycle/Non-Potable	\$ 4,822,286	\$ 3,951,614	\$ 4,507,819	\$ 5,064,600	\$ 4,957,689	\$ 4,708,000	\$ (356,600)	-7.04%
Water Sales Pleasant Valley	558,575	678,598	1,340,423	1,003,300	1,777,909	1,269,200	265,900	26.50%
Meter Service Charge	182,393	256,786	130,749	78,900	126,871	90,800	11,900	15.08%
Special Services	34,342	31,448	29,008	16,750	7,331	10,000	(6,750)	-40.30%
Pump Zone Charges	19,658	17,005	17,992	21,000	22,690	21,000	-	0.00%
Miscellaneous	8,984	1,669	1,160	-	32,427	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 5,626,238</b>	<b>\$ 4,937,120</b>	<b>\$ 6,027,151</b>	<b>\$ 6,184,550</b>	<b>\$ 6,924,917</b>	<b>\$ 6,099,000</b>	<b>\$ (85,550)</b>	<b>-1.38%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 1,076,858	\$ 523,058	\$ 624,738	\$ 725,066	\$ 594,073	\$ 652,793	\$ (72,273)	-9.97%
Conejo Creek Project	622,486	645,223	658,919	635,632	924,484	618,672	(16,960)	-2.67%
CamSan	-	-	-	30,000	-	-	(30,000)	-
Production Power	881,641	749,041	778,500	996,890	821,509	891,912	(104,978)	-10.53%
<b>Total Production</b>	<b>\$ 2,580,985</b>	<b>\$ 1,917,322</b>	<b>\$ 2,062,157</b>	<b>\$ 2,387,588</b>	<b>\$ 2,340,066</b>	<b>\$ 2,163,377</b>	<b>\$ (224,211)</b>	<b>-9.39%</b>
Regular Salaries	\$ 533,893	\$ 567,527	\$ 575,914	\$ 625,298	\$ 563,351	\$ 609,989	\$ (15,309)	-2.45%
Overtime/Standby	10,006	19,141	19,674	23,690	15,913	22,821	(869)	-3.67%
Part Time	15,156	7,502	5,614	25,553	8,267	16,089	(9,464)	-37.04%
Benefits	291,798	287,982	353,546	237,836	215,411	230,220	(7,616)	-3.20%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 850,853</b>	<b>\$ 882,152</b>	<b>\$ 954,748</b>	<b>\$ 912,377</b>	<b>\$ 802,942</b>	<b>\$ 879,119</b>	<b>\$ (33,258)</b>	<b>-3.65%</b>
Outside Contracts	\$ 187,522	\$ 242,629	\$ 324,172	\$ 600,498	\$ 416,501	\$ 689,799	\$ 89,301	14.87%
Professional Services	39,681	26,478	46,595	149,382	48,955	250,806	101,424	67.90%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 227,203</b>	<b>\$ 269,107</b>	<b>\$ 370,767</b>	<b>\$ 749,880</b>	<b>\$ 465,456</b>	<b>\$ 940,605</b>	<b>\$ 190,725</b>	<b>25.43%</b>
Utilities	\$ 8,189	\$ 7,236	\$ 7,570	\$ 8,892	\$ 8,112	\$ 8,892	\$ -	0.00%
Communications	20,925	17,894	23,339	17,215	17,160	20,842	3,627	21.07%
Pipeline Repairs	32,062	40,362	37,898	75,000	75,000	75,000	-	0.00%
Small Tools & Equipment	1,615	5,482	1,616	6,373	5,776	6,373	-	0.00%
Materials & Supplies	82,002	53,693	50,952	86,851	70,194	84,199	(2,652)	-3.05%
Repair Parts & Equipment Maintenance	499,461	278,520	378,898	326,616	251,725	380,396	53,780	16.47%
Legal Services	7,566	23,212	10,258	14,040	14,040	14,040	-	0.00%
Dues & Subscriptions	11,786	13,388	13,969	15,054	13,599	15,678	624	4.15%
Conference & Travel	6,919	9,907	8,153	5,148	1,141	5,148	-	0.00%
Safety & Training	12,094	11,555	7,131	8,736	5,557	16,318	7,582	86.79%
Board Expense	35,481	35,662	36,132	39,000	37,440	37,440	(1,560)	-4.00%
Bad Debt	2,182	6,115	1,379	2,652	12,480	2,340	(312)	-11.76%
Fees & Charges	20,651	20,095	22,448	27,156	18,842	29,486	2,330	8.58%
Insurance	25,991	26,875	26,607	33,384	27,645	34,320	936	2.80%
<b>Total Supplies &amp; Services</b>	<b>\$ 766,924</b>	<b>\$ 549,996</b>	<b>\$ 626,350</b>	<b>\$ 666,117</b>	<b>\$ 558,711</b>	<b>\$ 730,472</b>	<b>\$ 64,355</b>	<b>9.66%</b>
<b>Total Expenses</b>	<b>\$ 4,425,965</b>	<b>\$ 3,618,577</b>	<b>\$ 4,014,022</b>	<b>\$ 4,715,962</b>	<b>\$ 4,167,175</b>	<b>\$ 4,713,573</b>	<b>\$ (2,389)</b>	<b>-0.05%</b>
<b>Net Operating Revenues</b>	<b>\$ 1,200,273</b>	<b>\$ 1,318,543</b>	<b>\$ 2,013,129</b>	<b>\$ 1,468,588</b>	<b>\$ 2,757,742</b>	<b>\$ 1,385,427</b>	<b>\$ (83,161)</b>	<b>-5.66%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 30,360	\$ 30,591	\$ 30,243	\$ 30,765	\$ 30,015	\$ 30,645	\$ (120)	-0.39%
Debt Service 2012	682,000	682,500	666,250	-	-	-	-	-
Rate Stabilization Contribution	-	-	-	50,000	50,000	70,000	20,000	-
CalPERS UAL Additional Contribution	-	-	-	-	-	32,330	32,330	-
Capital Replacement Contribution	700,000	900,000	1,200,000	1,459,784	2,900,000	1,520,000	60,216	4.12%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,412,360</b>	<b>\$ 1,613,091</b>	<b>\$ 1,896,493</b>	<b>\$ 1,540,549</b>	<b>\$ 2,980,015</b>	<b>\$ 1,652,975</b>	<b>\$ 112,426</b>	<b>7.30%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 35,349	\$ 74,020	\$ 81,004	\$ 14,878	\$ 35,141	\$ 30,383	\$ 15,505	104.21%
Taxes	263,048	248,236	264,773	256,378	270,445	273,934	17,556	6.85%
<b>Total Non-Operating Revenues</b>	<b>\$ 298,397</b>	<b>\$ 322,256</b>	<b>\$ 345,777</b>	<b>\$ 271,256</b>	<b>\$ 305,586</b>	<b>\$ 304,317</b>	<b>\$ 33,061</b>	<b>12.19%</b>
<b>Net Operating Results</b>	<b>\$ 86,310</b>	<b>\$ 27,708</b>	<b>\$ 462,413</b>	<b>\$ 199,295</b>	<b>\$ 83,313</b>	<b>\$ 36,769</b>	<b>\$ (162,526)</b>	
Capital Fees	-	-	-	-	-	-	-	-
Mitigation & In-Lieu Fees	-	637,597	-	-	-	-	-	-
Grants	-	227,718	253,184	-	1,175	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 86,310</b>	<b>\$ 893,023</b>	<b>\$ 715,597</b>	<b>\$ 199,295</b>	<b>\$ 84,488</b>	<b>\$ 36,769</b>	<b>\$ (162,526)</b>	

\*Compares FY 2020-21 Adopted Budget to FY 2021-22 Adopted Budget

## Wastewater Program

Wastewater Program	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Sewer Service Charge	\$ 3,314,305	\$ 3,336,794	\$ 3,575,963	\$ 3,837,200	\$ 3,806,832	\$ 4,071,800	\$ 234,600	6.11%
Special Services	97,114	78,564	28,691	28,444	5,534	6,000	(22,444)	-78.91%
Miscellaneous	10,078	899	1,301	-	36,482	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 3,421,497</b>	<b>\$ 3,416,257</b>	<b>\$ 3,605,955</b>	<b>\$ 3,865,644</b>	<b>\$ 3,848,848</b>	<b>\$ 4,077,800</b>	<b>\$ 212,156</b>	<b>5.49%</b>
<b>Operating Expenses</b>								
Salinity Management Pipeline-Calleguas	\$ 9,325	\$ 28,383	\$ 14,108	\$ 21,500	\$ 9,291	\$ 21,492	(8)	-0.04%
<b>Total Production</b>	<b>\$ 9,325</b>	<b>\$ 28,383</b>	<b>\$ 14,108</b>	<b>\$ 21,500</b>	<b>\$ 9,291</b>	<b>\$ 21,492</b>	<b>\$ (8)</b>	<b>-0.04%</b>
Regular Salaries	\$ 821,374	\$ 873,119	\$ 874,490	\$ 961,996	\$ 866,694	\$ 938,446	\$ (23,550)	-2.45%
Overtime/Standby	15,394	29,448	29,874	36,446	24,481	35,110	(1,336)	-3.67%
Part Time	23,317	11,542	8,525	39,312	12,719	24,752	(14,560)	-37.04%
Benefits	448,919	443,049	536,839	365,902	331,402	354,185	(11,717)	-3.20%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,309,004</b>	<b>\$ 1,357,158</b>	<b>\$ 1,449,728</b>	<b>\$ 1,403,656</b>	<b>\$ 1,235,296</b>	<b>\$ 1,352,493</b>	<b>\$ (51,163)</b>	<b>-3.64%</b>
Outside Contracts	\$ 587,291	\$ 491,879	\$ 759,734	\$ 919,434	\$ 868,889	\$ 1,002,549	\$ 83,115	9.04%
Professional Services	69,073	43,416	85,001	128,809	103,955	238,142	109,333	84.88%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 656,364</b>	<b>\$ 535,295</b>	<b>\$ 844,735</b>	<b>\$ 1,048,243</b>	<b>\$ 972,844</b>	<b>\$ 1,240,691</b>	<b>\$ 192,448</b>	<b>18.36%</b>
Utilities	\$ 19,500	\$ 24,456	\$ 18,886	\$ 24,975	\$ 19,400	\$ 24,975	\$ -	0.00%
Communications	23,474	20,074	26,182	19,312	19,250	23,380	4,068	21.06%
Pipeline Repairs	13,728	-	13,091	10,000	10,000	10,000	-	0.00%
Small Tools & Equipment	3,540	6,156	2,440	3,448	2,876	3,448	-	0.00%
Materials & Supplies	123,021	91,916	90,203	125,810	123,403	122,835	(2,975)	-2.36%
Repair Parts & Equipment Maintenance	162,240	177,685	118,794	129,550	125,778	135,175	5,625	4.34%
Legal Services	8,488	26,039	11,507	15,750	15,750	15,750	-	0.00%
Dues & Subscriptions	13,222	15,019	15,670	19,888	18,255	20,588	700	3.52%
Conference & Travel	7,762	11,113	9,146	5,775	1,280	5,775	-	0.00%
Safety & Training	13,567	12,963	7,999	9,800	6,234	18,305	8,505	86.79%
Board Expense	39,802	40,006	40,533	43,750	42,000	42,000	(1,750)	-4.00%
Bad Debt	2,448	6,859	1,547	2,975	14,000	2,625	(350)	-11.76%
Fees & Charges	66,400	40,838	56,474	66,990	62,163	81,988	14,998	22.39%
Insurance	29,157	30,148	29,847	37,450	31,012	38,500	1,050	2.80%
<b>Total Supplies &amp; Services</b>	<b>\$ 526,349</b>	<b>\$ 503,272</b>	<b>\$ 442,319</b>	<b>\$ 515,473</b>	<b>\$ 491,401</b>	<b>\$ 545,344</b>	<b>\$ 29,871</b>	<b>5.79%</b>
<b>Total Expenses</b>	<b>\$ 2,501,042</b>	<b>\$ 2,424,108</b>	<b>\$ 2,750,890</b>	<b>\$ 2,988,872</b>	<b>\$ 2,708,832</b>	<b>\$ 3,160,020</b>	<b>\$ 171,148</b>	<b>5.73%</b>
<b>Net Operating Revenues</b>	<b>\$ 920,455</b>	<b>\$ 992,149</b>	<b>\$ 855,065</b>	<b>\$ 876,772</b>	<b>\$ 1,140,016</b>	<b>\$ 917,780</b>	<b>\$ 41,008</b>	<b>4.68%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 193,450	\$ 191,650	\$ 186,650	\$ 193,950	\$ 191,450	\$ 190,950	\$ (3,000)	-1.55%
Debt Service 2012	439,900	441,600	430,500	-	-	-	-	-
Rate Stabilization Contribution	-	-	-	35,000	35,000	80,000	45,000	-
CalPERS UAL Additional Contribution	-	-	-	-	-	49,738	49,738	-
Capital Replacement Contribution	425,000	500,000	50,000	677,979	900,000	605,000	(72,979)	-14.60%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,058,350</b>	<b>\$ 1,133,250</b>	<b>\$ 667,150</b>	<b>\$ 906,929</b>	<b>\$ 1,126,450</b>	<b>\$ 925,688</b>	<b>\$ 18,759</b>	<b>2.07%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 117,658	\$ 236,871	\$ 153,524	\$ 30,542	\$ 39,768	\$ 33,456	\$ 2,914	9.54%
<b>Total Non-Operating Revenues</b>	<b>\$ 117,658</b>	<b>\$ 236,871</b>	<b>\$ 153,524</b>	<b>\$ 30,542</b>	<b>\$ 39,768</b>	<b>\$ 33,456</b>	<b>\$ 2,914</b>	<b>9.54%</b>
<b>Net Operating Results</b>	<b>\$ (20,237)</b>	<b>\$ 95,770</b>	<b>\$ 341,439</b>	<b>\$ 385</b>	<b>\$ 53,334</b>	<b>\$ 25,548</b>	<b>\$ 25,163</b>	
Capital Fees	42,075	1,355,910	-	-	-	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 21,838</b>	<b>\$ 1,451,680</b>	<b>\$ 341,439</b>	<b>\$ 385</b>	<b>\$ 53,334</b>	<b>\$ 25,548</b>	<b>\$ 25,163</b>	
<b>Debt Ratio</b>	<b>1.71</b>	<b>4.08</b>	<b>1.63</b>	<b>4.68</b>	<b>6.16</b>	<b>4.98</b>		

\*Compares FY 2020-21 Adopted Budget to FY 2021-22 Adopted Budget

## Revenues

Camrosa's revenues are received from seven major sources. Water Sales represent approximately 70 percent of the total revenues, Water Meter Service Charges are typically 10 percent of revenues, Sewer Service Charges are about 16 percent, Taxes 3 percent, and a small amount from Interest and a combination of Special Service fees (new account starts, plan check fees, late penalties, and reconnection fees), and Pump Zone surcharges.

### FY2020-21

Total operating and non-operating revenues for FY2020-21 are projected to be \$26,584,377 or approximately \$1,467,784 above budget. This increase in revenue is due to an increase in potable water sales within the District and non-potable water sales to Pleasant Valley County Water District (PVCWD) above budgeted sales projections. Total projected water sales served within the District of approximately 14,173 AF are below the budgeted sales of 14,500 AF. The District received \$1,368,678 additional revenue from a combination of Mitigation, In-Lieu, Capital fees, and grant receipts, which the District does not include as a budgeted revenue line item.

### FY2021-22

Water Sales The District treats water as a commodity, generating revenue by measuring consumption at the customer's meter. Water sales represent 70 percent of the Total Revenue. Water sales are greatly dependent on weather patterns.

The District uses a conservative three-year average projection for water sales volume for FY2021-22 of 13,217 AF, of which 6,978 AF is potable and 6,239 AF non-potable/recycled water served within the District. Water sales include the adopted potable commodity rates effective July 1, 2021. On the non-potable water side, the adopted rate increase scheduled for July 1, 2021 will be deferred for one-year and reevaluated for the following fiscal year. FY2021-22 water sales revenues are projected to be \$16,520,100 within the District's service area. The District's Schedule of Water and Wastewater Rates is located in Appendix #3.

Non-potable water sold to Pleasant Valley County Water District (PVCWD) is captured in separate expense and revenue line items in the District's budget. The FY2021-22 budget projection for PVCWD water sales in the amount of \$1,269,200, of which 4,395 AF of Conejo Creek water, using a five year average of deliveries, and 800 AF of CamSan recycled water.

Meter Service Charges are monthly customer fees based on the size of the meter installed. Meter Service Charges account for ten percent of Total Revenue and are projected based on an anticipated zero percent growth in our customer base for FY2021-22. FY2021-22 meter service charge revenue is expected to be \$2,582,800, based upon the average number of service connections and the meter service fee rates effective July 1, 2021. The District's Schedule of Water and Wastewater Rates is located in Appendix #3.

Sewer Service Charge revenues for the FY2021-22 budget year are expected to be \$4,071,800 or 16 percent of Total Revenue. Sewer Service Charges are billed to all customers as a flat monthly rate, currently \$38.37 (effective July 1, 2021). The estimated revenue for Sewer Service Charges is based upon the District's number of customers at the current flat monthly rate.

Interest revenue is budgeted at \$153,257 or 0.60 percent of the Total Revenue. Interest income is earned on the cash balance held in either in Local Agency Investment Fund (LAIF) or held in reserves with the District's Fiscal Trustee. Interest rates have been decreasing in the past few months and are projected to remain low in the next fiscal year. The budget uses a 0.55 percent rate of return in projected balances.

**Tax** revenue is budgeted at \$684,838 for FY2021-22, or three percent of the Total Revenue. Tax revenue is based upon an average of five years of historical receipts. The District receives property tax revenues collected by the County of Ventura via the Property Tax Roll and are remitted to the District semi-annually.

Spending limits for the District are governed by the 1979 passage of California Proposition 4, Limitations of Government Appropriations (Article XIII B of the California Constitution, commonly known as the GANN limit). Proposition 4 places an appropriations limit on most spending from tax proceeds. The District's FY2021-22 Gann Limit is \$904,948.

**Capital Connection Fees** are not being projected as part of the FY2021-22 budget. The District is near build-out, and while a few small developments may begin construction within the five-year financial forecast, their timing is uncertain and their capital contribution would be negligible.

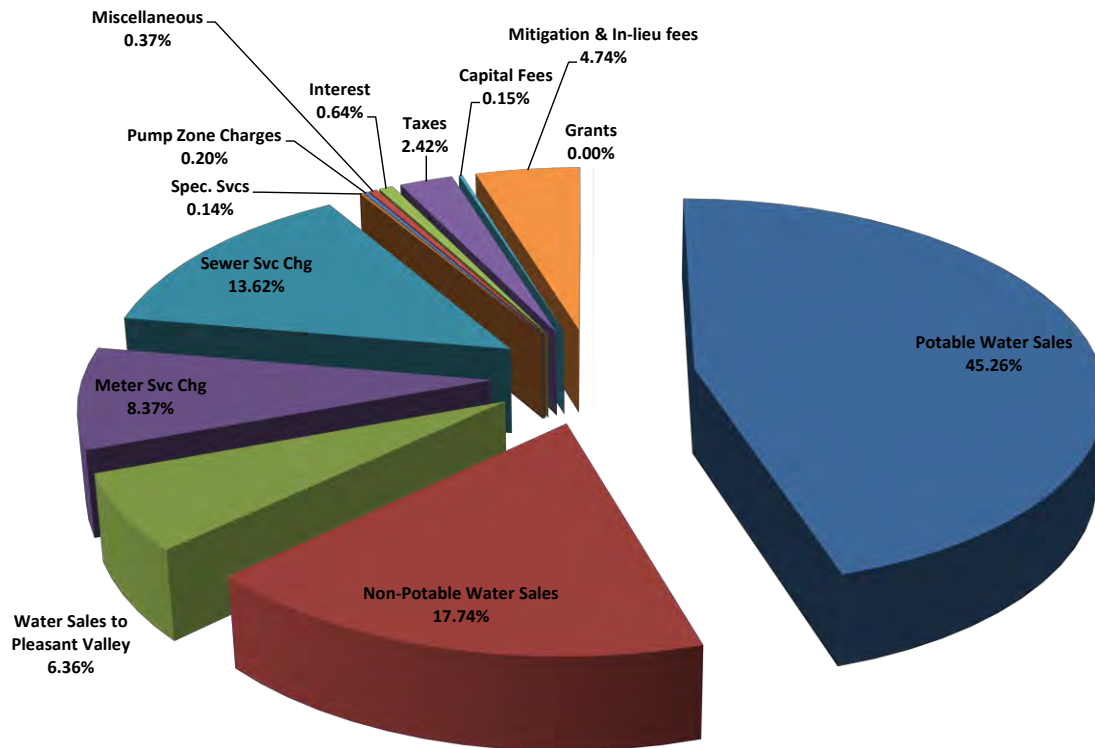
**Special Services** are various fees for turn-off/turn-on, late fees, and other miscellaneous administrative fees. Special Services revenues are budgeted at \$46,000. Revenue from Special Services is based upon our projected revenues for FY2020-21. The District is not budgeting for late fees for FY2021-22 due to COVID-19 uncertainty regarding the ability to collect late fees.

**Pump Zone/Miscellaneous** revenue applies to certain areas in the District that are situated at higher elevations and therefore require additional pumping. Revenues are estimated to be \$52,000 for FY2021-22 based on projected deliveries.

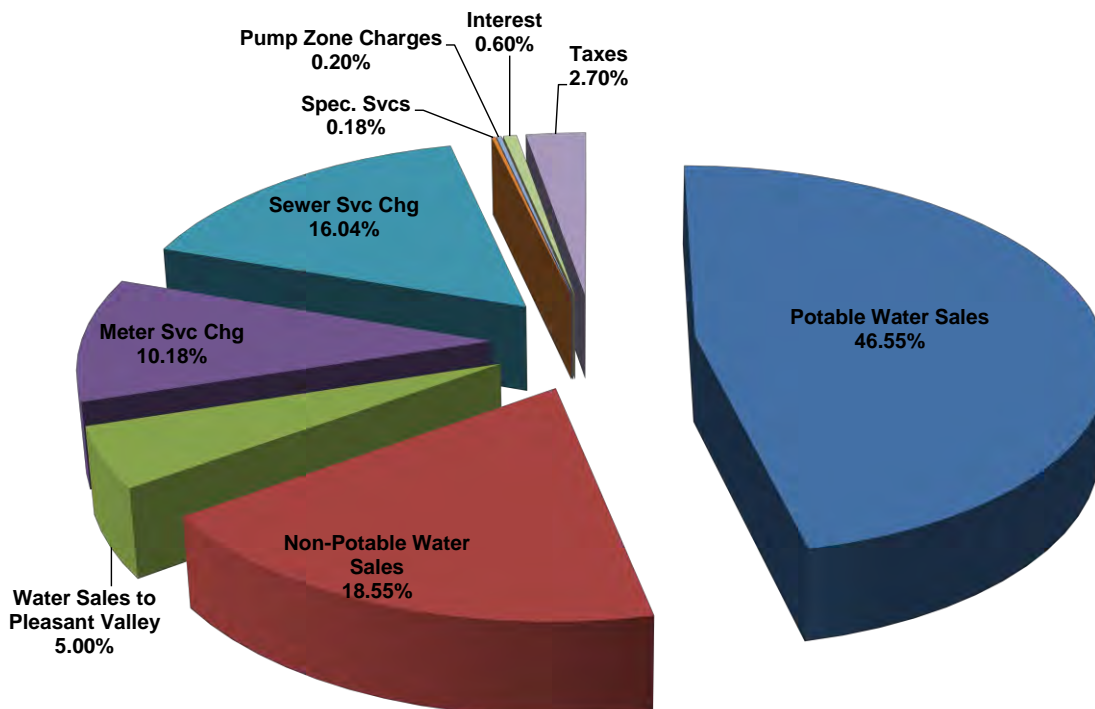
**Total Revenues** are expected to reach \$25,379,995 in June 2022. Total revenues are projected to be \$263,402 greater than FY2020-21 budget, which is a combination of the water and sewer rates to go into effect July 1, 2021 and a decrease in the annual water deliveries.

## Comparison of Total Revenues

**FY 2020-21 Projected Operating & Non-Operating Revenues - \$27,953,055**



**FY 2021-22 Budgeted Operating & Non-Operating Revenues - \$25,379,995**



**Figure 12 – Comparison of Total Revenues**



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## Expense Centers

The FY2021-22 budget presents a separation of the Water Operations between Potable (Program 52) and Non-Potable (Program 53), following the recommendation of the Board of Directors to allocate the cost of service between the potable and non-potable enterprises into distinct and self-supporting enterprises.

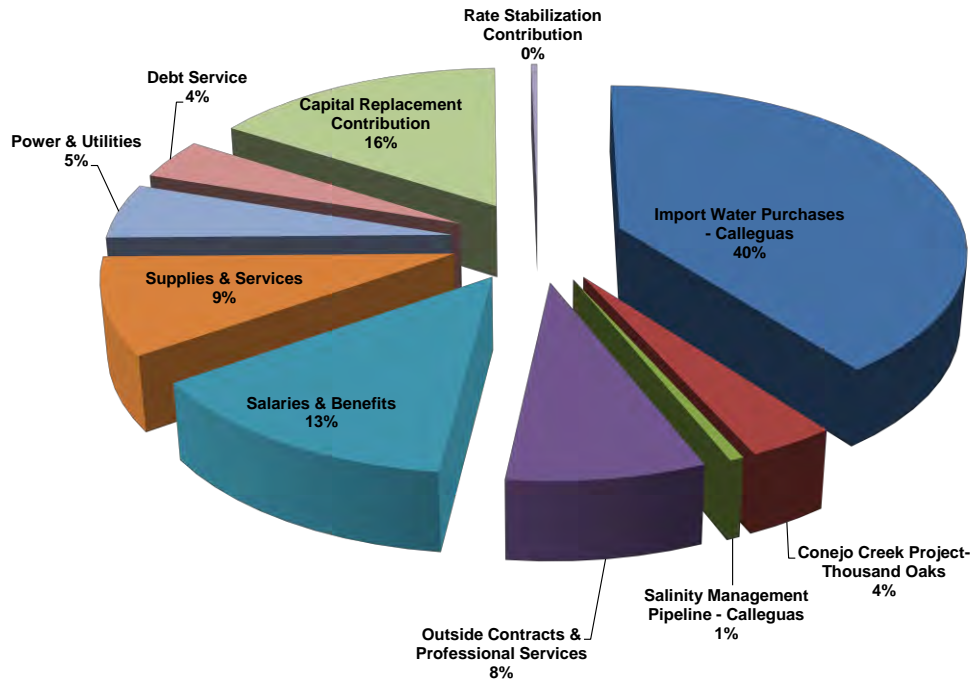
Salaries & Benefits and indirect support services are allocated to Water Operations (65 percent) and Wastewater Operations (35 percent), with the exception of the Water Quality Program, which is distributed 50:50 between the two programs. Non-operating revenues are allocated to the enterprise that generates the revenues with the exception of taxes, which are allocated 100 percent to Water Operations. Tax revenue distribution follows a cost-of-service methodology; all District customers receive water, and the tax rate is the same across the District, regardless of whether customers receive wastewater service from Camrosa or not.

Within the Water Operations, Salaries & Benefits are distributed 65 percent to the Potable Program and 35 percent to the Non-Potable Program. This allocation is based on what percentage of time staff spends on either system. An informal survey was conducted to determine the percentage allocation. All other indirect support services are distributed 52 percent to Potable and 48 percent to Non-Potable.

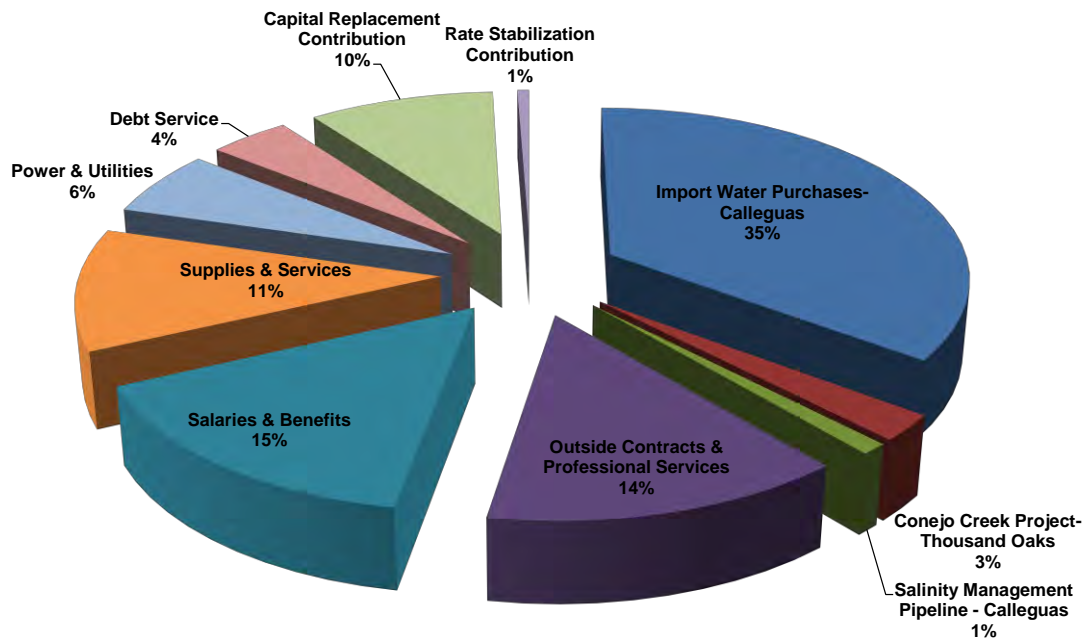
Debt Service costs are allocated to Water and Wastewater Operations based on the level of debt originally incurred in each enterprise.

## Comparison of Total Expenses

**FY 2020-21 Projected Operating & Non-Operating Expenses - \$26,217,725**



**FY 2021-22 Budgeted Operating & Non-Operating Expenses - \$25,279,310**



**Figure 13 – Comparison of Total Expenses**

## Expense Summary By Program

The following pages summarize the District's individual Expense Programs; a detailed accounting is provided in Appendix #2. The Potable (Program 52) and Non-Potable (Program 53) programs both fall under the Water Operations; Wastewater Operations stands alone (Program 57). All other programs indirectly support both the Water and Wastewater Operations. The District's Salaries & Benefits are budgeted in Human Resources (Program 5) and allocated as described in Expense Centers, previously.

## Human Resources – Program 05

The objective of Human Resources program is twofold: to capture all human resource costs in a single program in order to compare total costs of this resource by fiscal year; and to capture all costs for later allocation to the three cost centers to simplify the accounting necessary to track labor costs. Included in this program are all Salaries and Benefits for both full-time and part-time personnel, temporary contract labor, and miscellaneous personnel support costs such as uniforms, certification fees, training, and travel. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-21

- Although State Water Board certification testing was postponed due to COVID-19 restrictions on testing center, District employees continued training and certification where they could:
  - Two employees attained Advanced Water Treatment Operator Level 4 certification
  - Four employees completed a “management and supervisory basics” training program through Public Utilities and Waterworks Management Institute
- Recognized nine years of Zero Lost Time Accidents
- Successfully recruited an Instrumentation Technician and a Customer Service Technician
- Provided Sexual Harassment Prevention, Unconscious Bias, and Emotional Intelligence with Diversity & Inclusion training
- Provided monthly safety training to all staff
- Continued Part-Time Student Employee Program
- Reorganized District staff
- Completed Compensation & Classification Study
- Adopted Pension Funding Policy

### Goals for 2021-22

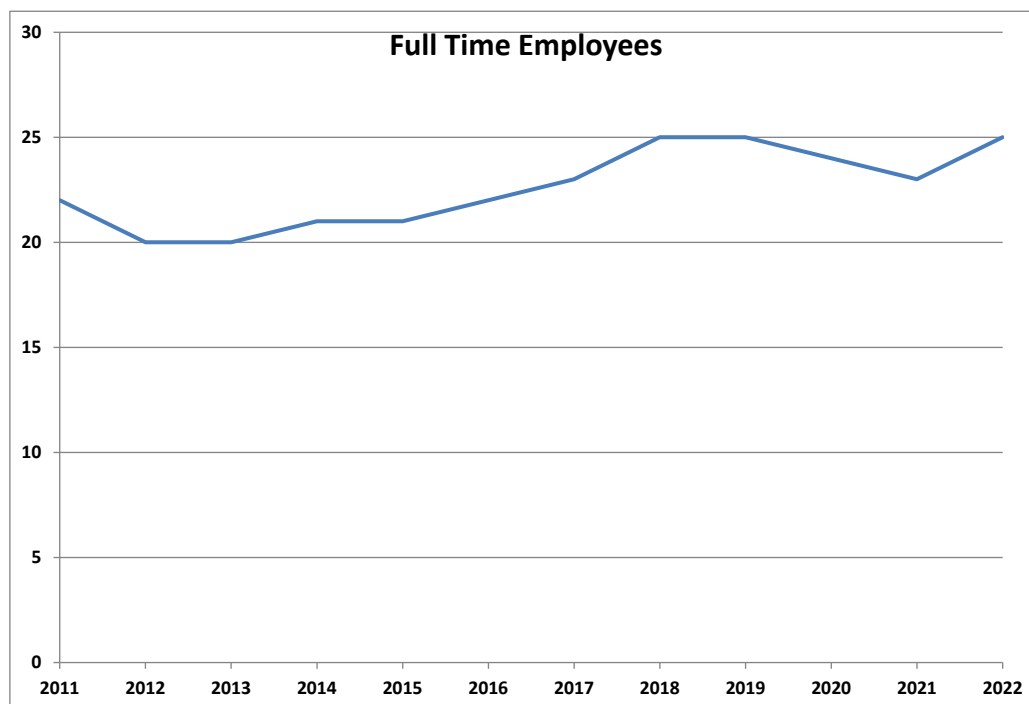
- Zero Lost Time Accidents
- Enhance staff training and certification
- Continue Succession Planning

## Human Resources – Program 05

Human Resources Program 05		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Salaries &amp; Benefits</b>									
Regular Salaries	50100	\$ 2,346,784	\$ 2,494,625	\$ 2,598,783	\$ 2,748,561	\$ 2,476,268	\$ 2,681,273	\$ (67,288)	-2.45%
Overtime	50110	66,620	59,637	62,930	76,008	45,068	70,712	(5,296)	-6.97%
Part Time	50120	32,121	32,976	25,335	112,320	36,339	70,720	(41,600)	-37.04%
Standby	50130	11,861	24,500	25,847	28,123	24,879	29,602	1,479	5.26%
Benefits	50140	1,282,627	1,265,854	1,595,362	1,045,433	946,863	1,011,956	(33,477)	-3.20%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 3,740,013</b>	<b>\$ 3,877,592</b>	<b>\$ 4,308,257</b>	<b>\$ 4,010,445</b>	<b>\$ 3,529,417</b>	<b>\$ 3,864,263</b>	<b>\$ (146,182)</b>	<b>-3.65%</b>
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 15,640	\$ 14,843	\$ 12,901	\$ 18,600	\$ 11,841	\$ 18,600	\$ -	0.00%
Professional Services	50230	-	-	-	-	-	10,000	10,000	-
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 15,640</b>	<b>\$ 14,843</b>	<b>\$ 12,901</b>	<b>\$ 18,600</b>	<b>\$ 11,841</b>	<b>\$ 28,600</b>	<b>\$ 10,000</b>	<b>53.76%</b>
<b>Services &amp; Supplies</b>									
Materials & Supplies	50260	\$ 315	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Dues & Subscriptions	50290	4,361	6,221	4,737	7,000	7,000	7,000	0	0.00%
Conference & Travel	50300	10,153	13,374	10,102	9,200	3,657	9,200	0	0.00%
Safety & Training	50310	38,762	37,036	22,795	28,000	17,810	52,300	24,300	86.79%
Fees & Charges	50350	-	-	846	500	500	300	(200)	-40.00%
<b>Total Services &amp; Supplies</b>		<b>\$ 53,591</b>	<b>\$ 56,631</b>	<b>\$ 38,480</b>	<b>\$ 44,700</b>	<b>\$ 28,967</b>	<b>\$ 68,800</b>	<b>\$ 24,100</b>	<b>53.91%</b>
<b>Total Operating Expenditures</b>		<b>\$ 3,809,244</b>	<b>\$ 3,949,066</b>	<b>\$ 4,359,638</b>	<b>\$ 4,073,745</b>	<b>\$ 3,570,225</b>	<b>\$ 3,961,663</b>	<b>\$ (112,082)</b>	<b>-2.75%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>		<b>\$ 3,809,244</b>	<b>\$ 3,949,066</b>	<b>\$ 4,359,638</b>	<b>\$ 4,073,745</b>	<b>\$ 3,570,225</b>	<b>\$ 3,961,663</b>	<b>\$ (112,082)</b>	<b>-2.75%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget

The District's staffing needs have transitioned over time due to the ever increasing technical, building water self-reliance, and regulatory demands. The table below shows the historic numbers of employees at year end through FY2020-21 and the number of employees budgeted for FY2021-22. The District will end the fiscal year with 23 employees and is budgeting for 25 employees for the coming fiscal year.



## **General Administration – Program 10**

The General Administration program provides funds for expenses related to the general management of the District, including insurance costs, annual fees and charges, and other general expenses of the District. The program also contains funds for all Director-related expenses, including meeting fees, membership dues, conference and travel, and legal services. These costs are allocated as overhead to the three cost centers.

### **Accomplishments for 2020-2021**

- Began preliminary work on the Groundwater Sustainability Plan
- Completed feasibility study of water quality improvements at Conejo Wellfield, a pilot study of granular activated carbons
- Initiated design of the water treatment facility at the Conejo Wellfield
- Adopted Pension Funding Policy
- Received the CSMFO Operational Budgeting Excellence Award for the seventh consecutive year
- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the sixth consecutive year
- Contributed to AWAVC, CCWUC, CSUCI presentations
- Initiated the District's Strategic Plan
- Adopted the 2020 Urban Water Management Plan

### **Goals for 2021-2022**

- Increase groundwater production to improve our import-to-local blend ratio
- Look for new water opportunities
- Begin a Facilities Master Plan
- Begin construction of the water treatment facility at the Conejo Wellfield
- Begin construction of the PV Well #2 site
- Support development of Groundwater Sustainability Plan for Arroyo Santa Rosa Basin
- Develop an Emergency Response Plan in accordance with America's Infrastructure Act of 2018
- Pursue grant funding where available and appropriate
- Complete the District's Strategic Plan
- Continue Public Outreach Program



## General Administration – Program 10

General Administration Program 10		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 4,685	\$ 11,274	\$ 36,005	\$ 67,200	\$ 5,143	\$ 9,200	\$ (58,000)	-86.31%
Professional Services	50230	91,711	37,075	131,990	202,405	71,187	510,405	308,000	152.17%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 96,396</b>	<b>\$ 48,349</b>	<b>\$ 167,995</b>	<b>\$ 269,605</b>	<b>\$ 76,330</b>	<b>\$ 519,605</b>	<b>\$ 250,000</b>	<b>92.73%</b>
<b>Services &amp; Supplies</b>									
Small Tools & Equipment	50250	\$ 333	\$ -	\$ 2,657	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
Materials & Supplies	50260	31,577	31,356	26,698	24,350	11,891	24,350	-	0.00%
Legal Services	50280	24,251	74,397	32,878	45,000	45,000	45,000	-	0.00%
Dues & Subscriptions	50290	33,416	36,450	40,036	40,750	36,587	42,750	2,000	4.91%
Conference & Travel	50300	12,025	18,378	16,030	7,300	0	7,300	-	0.00%
Safety & Training	50310	-	-	60	-	0	-	-	-
Board Expense	50330	113,720	114,302	115,809	125,000	120,000	120,000	(5,000)	-4.00%
Bad Debt	50340	6,994	19,598	4,420	8,500	40,000	7,500	(1,000)	-11.76%
Fees & Charges	50350	61,386	50,792	48,080	57,800	31,150	60,850	3,050	5.28%
Insurance	50360	83,305	86,136	85,278	107,000	88,606	110,000	3,000	2.80%
<b>Total Services &amp; Supplies</b>		<b>\$ 367,007</b>	<b>\$ 431,409</b>	<b>\$ 371,946</b>	<b>\$ 417,700</b>	<b>\$ 375,234</b>	<b>\$ 419,750</b>	<b>\$ 2,050</b>	<b>0.49%</b>
<b>Total Operating Expenses</b>		<b>\$ 463,403</b>	<b>\$ 479,758</b>	<b>\$ 539,941</b>	<b>\$ 687,305</b>	<b>\$ 451,564</b>	<b>\$ 939,355</b>	<b>\$ 252,050</b>	<b>-100.00%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>		<b>\$ 463,403</b>	<b>\$ 479,758</b>	<b>\$ 539,941</b>	<b>\$ 687,305</b>	<b>\$ 451,564</b>	<b>\$ 939,355</b>	<b>\$ 252,050</b>	<b>36.67%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



Portable Generators

## Information Services – Program 11

The purpose of the Information Services program is to manage and improve communication. This involves communication with our customers, other agencies, and internally among Staff. The program tracks the cost of developing, maintaining, and delivering the information necessary to manage the District effectively. The program includes costs for developing and maintaining the computer network and its accessibility. This includes secure access to information databases such as web, email, billing, financial, AMR, GIS, SCADA, and Intranet and Internet Services across the local and wide area networks of the District. The costs for all voice and satellite communications, as well as secure access of all support subscriptions to hosted and onsite data services, are included in this program. Costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Upgraded from Office2010 to Office365 online subscription
- Migrated email/Exchange to hosted solution
- Migrated DNS to failover hosted provider
- Upgraded on-premise backup storage capacity from 24TBs to 100TBs
- Upgraded FSANDSQL to Windows server 2016 virtual machine
- Implemented Acronis Cloud and Microsoft Azure Cloud for off-site backups
- Implemented Forti-Analyzer data logger for enhanced security monitoring
- Wireless Access Point Security Upgrade
- Upgraded on-premise file share hosting from MS Server 2008 to MS Server 2016
- Replicated/Synchronized on-premise and cloud based file shares
- Migrated on-premise personal folders to OneDrive cloud solution
- Implemented cloud-based endpoint threat detection and response
- Implemented Microsoft Teams for chat, meetings, calling and collaboration
- Provided network/communications for work-at-home environment during pandemic

### Goals for 2021-2022

- Migrate CIS billing application from on-premise to cloud-based implementation
- Upgrade Office365 G1 Subscription to Enhanced G3 Subscription
- Upgrade CWDVSQL to Windows server 2016 virtual machine
- Migrate Camnet Intranet to Sharepoint architecture
- Client workstation refresh (up to four workstations as needed)
- Install secondary backup server at CWRF
- Begin migration of server platforms from Server 2016 to Server 2019
- Conduct network security audit and implement NIST Cybersecurity standards

### Fixed Assets

- Cellular Booster                      \$25,000
- Window 2019 Upgrade              \$28,500

## Information Services – Program 11

Information Services Program 11		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 111,260	\$ 120,409	\$ 127,214	\$ 205,247	\$ 205,000	\$ 275,668	\$ 70,421	25.55%
	50230	-	-	65	-	53,000	-	-	-
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 111,260</b>	<b>\$ 120,409</b>	<b>\$ 127,279</b>	<b>\$ 205,247</b>	<b>\$ 258,000</b>	<b>\$ 275,668</b>	<b>\$ 70,421</b>	<b>25.55%</b>
<b>Services &amp; Supplies</b>									
Communications	50210	\$ 67,068	\$ 57,353	\$ 74,806	\$ 55,177	\$ 55,000	\$ 66,800	\$ 11,623	17.40%
Materials & Supplies	50260	-	127	86	-	129	-	-	-
Repair Parts & Equipment Maintenance	50270	20,951	17,401	17,910	27,500	27,500	35,000	7,500	21.43%
Dues & Subscriptions	50290	-	240	-	500	-	500	-	0.00%
<b>Total Services &amp; Supplies</b>		<b>\$ 88,019</b>	<b>\$ 75,121</b>	<b>\$ 92,802</b>	<b>\$ 83,177</b>	<b>\$ 82,629</b>	<b>\$ 102,300</b>	<b>\$ 19,123</b>	<b>18.69%</b>
<b>Total Operating Expenses</b>		<b>\$ 199,279</b>	<b>\$ 195,530</b>	<b>\$ 220,081</b>	<b>\$ 288,424</b>	<b>\$ 340,629</b>	<b>\$ 377,968</b>	<b>\$ 89,544</b>	<b>31.05%</b>
Fixed Assets	50600	\$ 76,937	\$ 110,930	\$ 48,432	\$ 15,500	\$ 6,354	\$ 53,500	\$ 38,000	245.16%
<b>Total Expenses</b>		<b>\$ 276,216</b>	<b>\$ 306,460</b>	<b>\$ 268,513</b>	<b>\$ 303,924</b>	<b>\$ 346,983</b>	<b>\$ 431,468</b>	<b>\$ 127,544</b>	<b>41.97%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



Trimble handheld GPS unit

## Resource Planning & Engineering Services – Program 12

The Resource Planning program plans and develops water resources and wastewater treatment capacity to serve Camrosa's current and future customers. This involves researching and analyzing alternatives, developing and implementing programs, planning and managing capital projects, and facilitating institutional relations to increase and manage available water. The program also manages Camrosa's environmental review process and related permitting.

Engineering Services manages capital projects and assists in the evaluation, planning, and execution of projects to improve the efficiency of the water and wastewater systems. The program provides development oversight by calculating fees and charges, checking plans for compliance with District standards, inspecting developments and District projects, managing maps and records of completed projects, and providing underground facilities location for new construction or repairs by other utilities. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Completed construction of Pump Station Zone 2 to Zone 3
- Completed construction of Lynnwood Rd. sewer line replacement
- Completed construction of CWRP's chemical feed system upgrades
- Completed construction of non-potable storage ponds monitoring well
- Brought Pleasant Valley Well No. 2 online
- Completed design of CRWF effluent pond(s) rehabilitation & improvements
- Completed design of CWRP's dewatering press
- Completed design of Reservoir 1B's emergency generator and communication building
- Completed design of Pump Station No. 2's emergency standby generator
- Completed design of CRWF's emergency generator diesel fuel tank replacement
- Completed potable and non-potable water hydraulic models; staff trained on both

### Goals for 2021-2022

- Maximize use of local water resources and look for new water opportunities
- Complete construction of permanent Pleasant Valley Well No. 2 site
- Complete construction of CWRP effluent pond(s) rehabilitation & improvements
- Begin construction of CWRP's dewatering press
- Establish mitigation in-lieu fee
- Complete construction of Reservoir 1B's standby generator and communication building
- Complete construction of Pump Station No. 2's emergency standby generator
- Complete construction of CWRP's emergency generator diesel fuel tank replacement
- Design and construct waterline replacement under the Conejo Creek at CamSprings
- Complete design and begin construction of GAC treatment at Conejo Wellfield
- Complete design for replacement of Reservoir 4C & hydropneumatic pump station



## Resource Planning & Engineering Services – Program 12

Resource Planning & Engineering Services Program 12	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 1,275	\$ 1,582	\$ 1,630	\$ 2,000	\$ 1,000	\$ 216,000	\$ 214,000	10700.00%
Professional Services	50230 25,016	43,567	13,693	20,000	16,720	20,000	-	0.00%
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 26,291</b>	<b>\$ 45,149</b>	<b>\$ 15,323</b>	<b>\$ 22,000</b>	<b>\$ 17,720</b>	<b>\$ 236,000</b>	<b>\$ 214,000</b>	<b>90.68%</b>
<b>Services &amp; Supplies</b>								
Small Tools & Equipment	50250 \$ 63	\$ 149	\$ 19	\$ 850	\$ -	\$ 850	\$ -	0.00%
Materials & Supplies	50260 314	1,797	639	8,750	66	1,250	(7,500)	-85.71%
Fees & Charges	50350 1,000	-	-	-	-	-	-	0.00%
<b>Total Services &amp; Supplies</b>	<b>\$ 1,377</b>	<b>\$ 1,946</b>	<b>\$ 658</b>	<b>\$ 9,600</b>	<b>\$ 66</b>	<b>\$ 2,100</b>	<b>\$ (7,500)</b>	<b>-78.13%</b>
<b>Total Operating Expenses</b>	<b>\$ 27,668</b>	<b>\$ 47,095</b>	<b>\$ 15,981</b>	<b>\$ 31,600</b>	<b>\$ 17,786</b>	<b>\$ 238,100</b>	<b>\$ 206,500</b>	<b>653.48%</b>
Fixed Assets	50600 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenses</b>	<b>\$ 27,668</b>	<b>\$ 47,095</b>	<b>\$ 15,981</b>	<b>\$ 31,600</b>	<b>\$ 17,786</b>	<b>\$ 238,100</b>	<b>\$ 206,500</b>	<b>653.48%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



*CWRF Chemical Tank and Feeder System upgrades*

## Water Resource Management – Program 22

The primary function of the Water Resource Management (WRM) program is to protect the District's existing sources of supply and develop new ones. Proliferating State mandates exert pressure on the District's ability to meet customer demand, and much WRM activity is directed at working with state agencies and other water suppliers to implement these regulations in ways that don't compromise our existing sources, stifle innovation, or upset cost/benefit analyses.

Engaging in the policymaking process is essential to maintaining this balance, to which end WRM cultivates relationships with state and federal legislators and state agency leadership and staff; participates in statewide working groups; and engages in legislative analysis and advocacy. WRM also spearheads Camrosa's public outreach—facility tours, the Web site, social media, public meetings, educational materials—to educate and engage Camrosa customers. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Coordinated execution of recycled water sales, billing, reporting to PVCWD
- Coordinated Calleguas Creek Watershed TMDL Salts Subcommittee to implement a "regulatory multibenefit" approach to compliance
- Completed a Water Loss Gap Assessment to inform developing water loss program
- Participated in Fox Canyon Groundwater Management Agency Oxnard/Pleasant Valley Basin GSP Stakeholder Group and subgroups
- Led/participated in advocacy efforts to influence State policy and regulatory proposals for conservation legislation, Human Right to Water programs, and water quality issues
- Participated in working group interfacing with SWRCB staff and directors regarding economic benefits of maximum contaminant levels, in particular for chromium six
- Continued participation in three DWR workgroups on conservation legislation; led/participated in discussions with SWRCB, DWR, OEHHA staff and leadership; led/contributed to ACWA workgroups regarding data reporting and water loss
- Adopted the 2020 Urban Water Management Plan
- Began Arroyo Santa Rosa Groundwater Sustainability Plan (GSP)
- Managed the granular activated carbon (GAC) treatment plant project
- Public outreach included (virtual) presentations to AWA, CCWUC, and CSUCI

### Goals for 2021-2022

- Manage the progress of the Arroyo Santa Rosa GSP and the GAC project
- Integrate leak management with State water loss control requirements
- Engage with SWRCB/DWR on implementation of conservation legislation and Human Right to Water policies
- Maintain and strengthen Camrosa's position as key collaborator on State water policy development with other water agencies and organizations such as ACWA and CMUA
- Continue public outreach program
- Develop Master Plan and Strategic Plan

## Water Resource Management – Program 22

Water Resource Management Program 22		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 35,899	\$ 27,141	\$ 7,173	\$ 31,050	\$ 2,700	\$ 18,100	\$ (12,950)	-41.71%
Professional Services	50230	1,191	-	-	-	-	-	-	-
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 37,090</b>	<b>\$ 27,141</b>	<b>\$ 7,173</b>	<b>\$ 31,050</b>	<b>\$ 2,700</b>	<b>\$ 18,100</b>	<b>\$ (12,950)</b>	<b>-41.71%</b>
<b>Services &amp; Supplies</b>									
Materials & Supplies	50260	\$ 4,680	\$ 4,366	\$ 3,131	\$ 3,000	\$ 1,000	\$ 3,000	\$ -	0.00%
Dues & Subscriptions	50290	-	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>		<b>\$ 4,680</b>	<b>\$ 4,366</b>	<b>\$ 3,131</b>	<b>\$ 3,000</b>	<b>\$ 1,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Operating Expenses</b>		<b>\$ 41,770</b>	<b>\$ 31,507</b>	<b>\$ 10,304</b>	<b>\$ 34,050</b>	<b>\$ 3,700</b>	<b>\$ 21,100</b>	<b>\$ (12,950)</b>	<b>-38.03%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>		<b>\$ 41,770</b>	<b>\$ 31,507</b>	<b>\$ 10,304</b>	<b>\$ 34,050</b>	<b>\$ 3,700</b>	<b>\$ 21,100</b>	<b>\$ (12,950)</b>	<b>-38.03%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



*Efficient irrigation at Marz Ranch*



## Customer Services – Program 24

The Customer Services program is responsible for timely and effective response to customer requests for service. This program provides frontline interface in the field and all direct office services to Camrosa customers. This includes producing monthly water and sewer bills, collecting revenues from monthly billings and water and sewer capital improvement fees, land development processes, and dispatching technicians to satisfy customer requests for service and resolve customer service concerns. Included in this program is data collection, responsibility for new meter sets, meter change-outs, and oversight of the outside contractor responsible for timely and accurate reading of all meters. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Replaced aging meters and optimized automated meter reading technology
- Continued to increase customer enrollment in autopay/reoccurring payment options by 12 percent in an effort to reduce payment processing expenses
- Developed cash handling procedures
- Began lobby redesign/security enhancements

### Goals for 2021-2022

- Complete lobby redesign/security enhancements
- Implement remote deposits for daily cash collection to reduce courier costs & improve cashflow
- Complete the expansion of the AMR (automated meter reading) system
- Continue upgrading single-input MTUs (meter transmission units) to dual-frequency MTUs for more frequent readings and to improve performance with real-time consumption software
- Update the utility billing system to include mobile field accessibility, meter inventory, and customer-facing web access.
- Continue replacing aged meters possibly contributing to water loss
- Continuous improvement of customer service and best business practices
- Develop and implement strategies to improve water loss control

## Customer Services – Program 24

Customer Services Program 24		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 128,876	\$ 111,224	\$ 100,287	\$ 82,000	\$ 76,000	\$ 78,000	\$ (4,000)	-4.88%
Professional Services	50230	10,455	-	-	-	-	-	-	-
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 139,331</b>	<b>\$ 111,224</b>	<b>\$ 100,287</b>	<b>\$ 82,000</b>	<b>\$ 76,000</b>	<b>\$ 78,000</b>	<b>\$ (4,000)</b>	<b>-4.88%</b>
<b>Services &amp; Supplies</b>									
Materials & Supplies	50260	\$ -	\$ -	\$ 1,465	\$ 2,000	\$ 638	\$ 1,000	\$ (1,000)	-50.00%
Repair Parts & Equipment Maintenance	50270	-	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,465</b>	<b>\$ 2,000</b>	<b>\$ 638</b>	<b>\$ 1,000</b>	<b>\$ (1,000)</b>	<b>-50.00%</b>
<b>Total Operating Expenses</b>		<b>\$ 139,331</b>	<b>\$ 111,224</b>	<b>\$ 101,752</b>	<b>\$ 84,000</b>	<b>\$ 76,638</b>	<b>\$ 79,000</b>	<b>\$ (5,000)</b>	<b>-5.95%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>		<b>\$ 139,331</b>	<b>\$ 111,224</b>	<b>\$ 101,752</b>	<b>\$ 84,000</b>	<b>\$ 76,638</b>	<b>\$ 79,000</b>	<b>\$ (5,000)</b>	<b>-5.95%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



*Customer Services – Meter Repair Shop*

## Water Quality – Program 25

The Water Quality program ensures Camrosa meets and exceeds all state and federal water quality standards. We do this by operating two State-accredited environmental laboratories that monitor the District's drinking water wells, distribution system, sewer collection system, and treatment plant so the District can maintain optimal operation and quickly respond to water quality issues. The lab maintains the District's industrial waste program and applies for, negotiates, and manages primary operational permits. In an ever-expanding regulatory environment, Water Quality supports regulatory compliance with TMDLs, participates in legislative/regulatory advocacy, and contributes to internal and interagency studies in pursuit of new supplies and improved operations. Water Quality staff consult internally on project research, planning, and implementation. The costs for this program are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Zero violations: 100% compliance with all regulations and permits
- Completed GAC pilot to evaluate carbon for Conejo wellhead treatment project
- Participated in construction of and permitted Pleasant Valley No. 2 Well
- Began PFAS study at CWRf to satisfy new regulatory requirements
- Began incorporating TNI data-quality system as required by 2020 ELAP regulations by updating Laboratory Quality Manual and creating new SOPs to TNI standards
- Completed temporary chloramination disinfection at Woodcreek Well and Lynwood Well
- Developed sampling plan for Groundwater Monitoring Plan at the Ponds required by the Regional Water Quality Control Board as part of the WDR
- Participated in virtual outreach tours for CSUCI classes
- Participated in the laboratory analysis RFQ for the Calleguas Creek Watershed TMDL monitoring program

### Goals for 2021-2022

- Zero violations: 100% compliance with all regulations and permits
- Complete sequential chlorination study at CWRf and construct ammonia injection system
- Contribute to advocacy on behalf of Camrosa and mid-sized water agencies in areas related to MCL development and other water quality regulations.
- Implement a laboratory information management system (LIMS)
- Continue preparing labs for new TNI regulations (multi-year project)
- Train operations staff in techniques for evaluating microscopic organisms at the CWRf
- Continue project support: wellhead treatment at Conejo Wellfield; Penny Well air entrapment; Lynwood Well, Tierra Rejada Well, Arroyo Santa Rosa Groundwater Sustainability Plan
- Complete "Initial Demonstration of Proficiency" protocol for metals analysis
- Continue participating in Calleguas Creek Watershed TMDL activities, including Salts subcommittee and the laboratory analysis RFQ

### Fixed Assets

- E-Pure Lab Water Filter      \$ 9,000
- Lab Cabinetry                      \$15,000

## Water Quality – Program 25

Water Quality Program 25		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 29,765	\$ 46,021	\$ 76,978	\$ 68,000	\$ 60,000	\$ 68,000	\$ -	0.00%
Professional Services	50230	-	-	-	20,800	20,800	30,000	9,200	-
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 29,765</b>	<b>\$ 46,021</b>	<b>\$ 76,978</b>	<b>\$ 88,800</b>	<b>\$ 80,800</b>	<b>\$ 98,000</b>	<b>\$ 9,200</b>	<b>10.36%</b>
<b>Services &amp; Supplies</b>									
Small Tools & Equipment	50250	\$ 535	\$ 31	\$ 2,373	\$ 1,500	\$ 115	\$ 1,500	\$ -	0.00%
Materials & Supplies	50260	23,150	35,580	20,693	34,650	30,000	34,650	-	0.00%
Repair Parts & Equipment Maintenance	50270	2,058	899	1,924	3,000	3,455	9,000	6,000	0.00%
Fees & Charges	50350	4,943	13,329	5,331	20,000	20,000	26,000	6,000	0.00%
<b>Total Services &amp; Supplies</b>		<b>\$ 30,686</b>	<b>\$ 49,839</b>	<b>\$ 30,321</b>	<b>\$ 59,150</b>	<b>\$ 53,570</b>	<b>\$ 71,150</b>	<b>\$ 12,000</b>	<b>20.29%</b>
<b>Total Operating Expenses</b>		<b>\$ 60,451</b>	<b>\$ 95,860</b>	<b>\$ 107,299</b>	<b>\$ 147,950</b>	<b>\$ 134,370</b>	<b>\$ 169,150</b>	<b>\$ 21,200</b>	<b>14.33%</b>
Fixed Assets	50600	\$ 39,236	\$ 16,831	\$ 5,725	97,310	4,033	24,000	\$ (73,310)	-75.34%
<b>Total Expenses</b>		<b>\$ 99,687</b>	<b>\$ 112,691</b>	<b>\$ 113,024</b>	<b>\$ 245,260</b>	<b>\$ 138,403</b>	<b>\$ 193,150</b>	<b>\$ (52,110)</b>	<b>-21.25%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



*District Headquarters Water Quality Laboratory*

## **Buildings/Grounds & Rolling Stock – Program 26**

The Buildings/Grounds & Rolling Stock program accounts for maintenance of all District buildings, 65 acres of District property, approximately two miles of District roads, and maintenance of the District's fleet and specialized facilities service equipment. This includes janitorial service, grounds maintenance, landscaping, fencing, weed control, and vehicle leasing and maintenance. These services reflect the District's objective of keeping all grounds secured for public safety, appealing to the eye, and optimally maintained. In addition, this program provides resources for a range of reliable vehicles and equipment, minimizing our reliance on outside contractors. Camrosa has 18 motor vehicles, four tractors, two forklifts, a trailer-mounted non-potable water pump, and multiple trailers in its fleet. These costs are allocated to the three cost centers.

### **Accomplishments for 2020-2021**

- Replaced fleet lease vehicles
- Completed design of new emergency generator fuel tank at CWRP
- Completed design for Pump Station No. 2's emergency standby generator
- Completed design for Reservoir 1B's standby generator and communication building
- Painted CWRP office
- Completed annual generator maintenance
- Installed storage containers at office

### **Goals for 2021-2022**

- Complete construction of Pump Station No. 2's emergency standby generator
- Complete construction of CWRP's emergency generator diesel fuel tank replacement
- Complete construction of Reservoir 1B's standby generator and communication building

### **Fixed Assets**

- Fuel Trailer                      \$30,000



## Buildings/Grounds & Rolling Stock – Program 26

Buildings/Grounds & Rolling Stock Program 26		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 201,173	\$ 236,553	\$ 260,359	\$ 298,000	\$ 298,000	\$ 306,000	\$ 8,000	2.68%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 201,173</b>	<b>\$ 236,553</b>	<b>\$ 260,359</b>	<b>\$ 298,000</b>	<b>\$ 298,000</b>	<b>\$ 306,000</b>	<b>\$ 8,000</b>	<b>2.68%</b>
<b>Services &amp; Supplies</b>									
Utilities	50200	\$ 25,898	\$ 23,192	\$ 24,264	\$ 28,500	\$ 26,000	\$ 28,500	\$ -	0.00%
Small Tools & Equipment	50250	4,066	17,396	677	2,000	2,000	2,000	-	0.00%
Materials & Supplies	50260	107,276	70,639	69,932	79,000	76,000	79,000	-	0.00%
Repair Parts & Equipment Maintenance	50270	49,721	42,176	45,578	55,500	55,500	55,500	-	0.00%
Fees & Charges	50350	-	2,518	3,344	3,100	3,100	3,100	-	0.00%
<b>Total Services &amp; Supplies</b>		<b>\$ 186,961</b>	<b>\$ 155,921</b>	<b>\$ 143,795</b>	<b>\$ 168,100</b>	<b>\$ 162,600</b>	<b>\$ 168,100</b>	<b>\$ -</b>	<b>0.00%</b>
<b>Total Operating Expenses</b>		<b>\$ 388,134</b>	<b>\$ 392,474</b>	<b>\$ 404,154</b>	<b>\$ 466,100</b>	<b>\$ 460,600</b>	<b>\$ 474,100</b>	<b>\$ 8,000</b>	<b>1.72%</b>
Fixed Assets	50600	\$ -	\$ 149,705	\$ 143,354	\$ 32,500	\$ 32,500	\$ 30,000	\$ (2,500)	-7.69%
<b>Total Expenses</b>		<b>\$ 388,134</b>	<b>\$ 542,179</b>	<b>\$ 547,508</b>	<b>\$ 498,600</b>	<b>\$ 493,100</b>	<b>\$ 504,100</b>	<b>\$ 5,500</b>	<b>1.10%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



Reservoir 1B Radio Tower



## Potable Water Production & Distribution – Program 52

The Potable Water Production & Distribution program produces and delivers clean, reliable potable water to the District's 8,200 service connections in a safe and cost-effective manner. The system includes more than 100 miles of transmission and distribution pipelines, a 1 MGD desalter facility, ten reservoirs, eight active wells, 11 Calleguas turnouts, seven booster stations, ten pressure-reducing stations, 1,300 valves, and 1,100 fire hydrants. These costs are allocated 100 percent to the potable water cost center. These costs are allocated 100 percent to the potable water cost center.

### Accomplishments for 2020-2021

- Completed temporary construction and began operation of PV Well No. 2
- Rehabilitated Meter Station 5 and 7
- Completed annual distribution system leak detection survey
- Performed focused maintenance and raising of mainline distribution valves
- Completed annual calibration of all potable production meters
- Initiated replacement of 11 meter station control cabinets
- Completed potable water hydraulic model and trained staff on its use
- Completed installation of VFDs at CSUCI pump station
- Replaced four main line distribution valves
- Completed construction of Pump Station Zone 2 to Zone 3
- Completed design for Pump Station No. 2's emergency standby generator
- Completed design for GAC treatment at Conejo Wellfield

### Goals for 2021-2022

- Maximize use of existing local water supplies
- Complete annual distribution system leak detection survey
- Complete distribution system flushing
- Complete replacement of meter station control cabinets
- Continue annual raising of valves to grade
- Complete construction of Pleasant Valley Well No. 2
- Rehabilitate Meter Station 11 and 3 Pressure Relief Stations
- Complete annual potable production meter calibration
- Complete construction of Pump Station No. 2's emergency standby generator
- Begin construction of GAC treatment at Conejo Wellfield
- Complete construction of waterline replacement under the Conejo Creek at CamSprings Golf Course
- Develop and implement strategies to improve water loss control

## Potable Water Production & Distribution – Program 52

Potable Water Production & Distribution Program 52		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Production</b>									
Import Water Purchases-Calleguas	50010	\$ 5,346,596	\$ 5,756,914	\$ 7,349,836	\$ 8,219,212	\$ 8,973,659	\$ 7,215,372	\$ (1,003,840)	-12.21%
Calleguas Fixed Charges	50012	828,462	790,926	764,544	791,376	853,914	981,107	189,731	23.97%
Salinity Management Pipeline-Calleguas	50011	7,256	84,407	120,048	208,917	139,934	241,198	32,281	15.45%
Production Power	50020	465,081	422,847	420,625	478,817	496,372	561,513	82,696	17.27%
<b>Total Production</b>		<b>\$ 6,647,395</b>	<b>\$ 7,055,094</b>	<b>\$ 8,655,053</b>	<b>\$ 9,698,322</b>	<b>\$ 10,463,879</b>	<b>\$ 8,999,190</b>	<b>\$ (699,132)</b>	<b>-7.21%</b>
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 225,500	\$ 187,673	\$ 335,162	\$ 631,900	\$ 340,000	\$ 746,450	\$ 114,550	18.13%
Professional Services	50230	307	1,318	19,808	75,000	44,315	75,000	-	0.00%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 225,807</b>	<b>\$ 188,991</b>	<b>\$ 354,970</b>	<b>\$ 706,900</b>	<b>\$ 384,315</b>	<b>\$ 821,450</b>	<b>\$ 114,550</b>	<b>16.20%</b>
<b>Services &amp; Supplies</b>									
Utilities	50200	\$ 43,677	\$ 45,824	\$ 39,943	\$ 50,000	\$ 52,500	\$ 55,000	\$ 5,000	10.00%
Communications	50210	364	-	-	-	-	-	-	0.00%
Pipeline Repairs	50240	449,727	321,304	309,232	380,000	380,000	380,000	-	0.00%
Small Tools & Equipment	50250	16,229	6,447	12,882	20,000	20,000	20,000	-	0.00%
Materials & Supplies	50260	209,007	219,925	196,333	419,000	350,000	419,000	-	0.00%
Repair Parts & Equipment Maintenance	50270	231,287	384,959	314,647	495,000	400,000	470,000	(25,000)	-5.05%
Fees & Charges	50350	46,165	50,846	57,084	74,975	74,975	74,975	-	0.00%
<b>Total Services &amp; Supplies</b>		<b>\$ 996,456</b>	<b>\$ 1,029,305</b>	<b>\$ 930,121</b>	<b>\$ 1,438,975</b>	<b>\$ 1,277,475</b>	<b>\$ 1,418,975</b>	<b>\$ (20,000)</b>	<b>-1.39%</b>
<b>Total Operating Expenditures</b>		<b>\$ 7,869,658</b>	<b>\$ 8,273,390</b>	<b>\$ 9,940,144</b>	<b>\$ 11,844,197</b>	<b>\$ 12,125,669</b>	<b>\$ 11,239,615</b>	<b>\$ (604,582)</b>	<b>-5.10%</b>
Fixed Assets	50600	\$ 18,780	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>		<b>\$ 7,888,438</b>	<b>\$ 8,273,390</b>	<b>\$ 9,940,144</b>	<b>\$ 11,844,197</b>	<b>\$ 12,125,669</b>	<b>\$ 11,239,615</b>	<b>\$ (604,582)</b>	<b>-5.10%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



**Reservoir 1B Potable Tank**

## **Non-Potable Water Production & Distribution – Program 53**

The Non-Potable Water Production & Distribution program delivers non-potable water to the District's customers in a safe and cost-effective manner. The non-potable system includes the Conejo Creek Diversion structure, 49 million gallons of surface storage area, three wells, four pumping stations, four reservoirs, and 23 miles of distribution pipelines. These costs are allocated 100 percent to the non-potable water cost center.

### **Accomplishments for 2020-2021**

- Inspected and cleaned Reservoir 1A
- Completed DeviceNet to EtherNet/IP conversion at Ponds and Diversion
- Completed annual repair of Diversion debris screens
- Completed the non-potable water hydraulic model
- Replaced valving and production meters at Santa Rosa Pump House
- Replaced production meters at Rosita and Pump Station 4
- Completed installation of rip-rap at the storage ponds
- Completed annual sandbar removal at the Conejo Creek Diversion to improve functionality
- Completed annual calibration of all non-potable production meters
- Completed non-potable water hydraulic model and trained staff on its use
- Completed construction for non-potable storage ponds monitoring well

### **Goals for 2021-2022**

- Continue annual overhaul of Diversion debris screens
- Continue annual calibration of all non-potable production meters
- Continue annual sandbar removal at the Conejo Creek Diversion
- Begin Santa Rosa Well 10 rehabilitation

## Non-Potable Water Production & Distribution – Program 53

Non-Potable Water Production & Distribution Program 53		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Production</b>									
Water Purchases-Calleguas	50010	\$ 1,076,858	\$ 523,058	\$ 624,738	\$ 725,066	\$ 594,073	\$ 652,793	\$ (72,273)	-9.97%
Conejo Creek Project	50011	622,486	645,223	658,919	635,632	924,484	618,672	(16,960)	-2.67%
CamSan		-	-	-	30,000	-	-	(30,000)	-
Production Power	50020	881,641	749,041	778,500	996,890	821,509	891,912	(104,978)	-10.53%
<b>Total Production</b>		<b>\$ 2,580,985</b>	<b>\$ 1,917,322</b>	<b>\$ 2,062,157</b>	<b>\$ 2,387,588</b>	<b>\$ 2,340,066</b>	<b>\$ 2,163,377</b>	<b>\$ (224,211)</b>	<b>-9.39%</b>
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 35,951	\$ 68,400	\$ 135,480	\$ 364,500	\$ 215,000	\$ 385,950	\$ 21,450	5.88%
Professional Services	50230	-	1,318	1,122	75,000	0	75,000	-	0.00%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 35,951</b>	<b>\$ 69,718</b>	<b>\$ 136,602</b>	<b>\$ 439,500</b>	<b>\$ 215,000</b>	<b>\$ 460,950</b>	<b>\$ 21,450</b>	<b>4.88%</b>
<b>Services &amp; Supplies</b>									
Utilities	50200	\$ 108	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Pipeline Repairs	50240	32,062	40,362	37,898	75,000	75,000	75,000	-	0.00%
Small Tools & Equipment	50250	94	-	-	4,500	4,500	4,500	-	0.00%
Materials & Supplies	50260	32,928	11,369	14,176	42,000	35,000	42,000	-	0.00%
Repair Parts & Equipment Maintenance	50270	476,918	259,716	358,628	300,000	225,000	350,000	50,000	16.67%
Fees & Charges	50350	0	264	4,860	3,200	3,200	3,200	-	0.00%
<b>Total Services &amp; Supplies</b>		<b>\$ 542,110</b>	<b>\$ 311,711</b>	<b>\$ 415,562</b>	<b>\$ 424,700</b>	<b>\$ 342,700</b>	<b>\$ 474,700</b>	<b>\$ 50,000</b>	<b>11.77%</b>
<b>Total Operating Expenses</b>		<b>\$ 3,159,046</b>	<b>\$ 2,298,751</b>	<b>\$ 2,614,321</b>	<b>\$ 3,251,788</b>	<b>\$ 2,897,766</b>	<b>\$ 3,099,027</b>	<b>\$ (152,761)</b>	<b>-4.70%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>		<b>\$ 3,159,046</b>	<b>\$ 2,298,751</b>	<b>\$ 2,614,321</b>	<b>\$ 3,251,788</b>	<b>\$ 2,897,766</b>	<b>\$ 3,099,027</b>	<b>\$ (152,761)</b>	<b>-4.70%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



*Conejo Creek Diversion*

## Wastewater Collection & Treatment – Program 57

The Wastewater Collection & Treatment program provides for the operation, maintenance, and repair of the Camrosa Water Reclamation Facility (CWRF) and the sewer collection system, including 40 miles of collection lines, five lift stations, four siphon structures, and 1,350 manholes. Each year, two thirds of this system receives hydro-cleaning, and suspected trouble spots are identified and videotaped. The source control program ensures that industrial customers do not discharge materials hazardous to the treatment process and restaurants do not discharge grease into the collection system. The CWRF has helped increase the water resources available to the District. These costs are allocated 100 percent to the wastewater cost center.

### Accomplishments for 2020-2021

- No wastewater violations
- No sanitary sewer overflows
- Cleaned two thirds of the collection system
- Completed annual calibration of all flow meters at CWRF
- Began replacement of the motor control center at Sewer Lift 1
- Painted CWRF office
- Rehabilitated 25 manholes
- Completed construction of Lynwood St. sewer line replacement
- Installed sewer manhole level monitoring
- Completed design for CWRF's emergency generator diesel fuel tank replacement
- Completed construction for CWRF's Chemical Feed System upgrades

### Goals for 2021-2022

- Zero wastewater violations and zero sanitary sewer overflows
- Complete replacement of the motor control center at Sewer Lift 1
- Complete replacement of the motor control center at Sewer Lift Read Rd
- Clean two thirds of the collection system
- Install additional sewer manhole level monitoring
- Complete construction of CWRF effluent pond(s) rehabilitation & improvements
- Rehabilitate 25 manholes and the sewer diversion at CamSan
- Continue annual calibration of all flow meters at CWRF
- Continue construction of CWRF's Dewatering Press
- Complete construction of CWRF's emergency generator diesel fuel tank replacement

### Fixed Assets

- BOD Incubator           \$5,600
- Quantitray Sealer       \$5,500



## Wastewater Collection & Treatment – Program 57

Wastewater Collection & Treatment Program 57		Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Budget FY 2020-21	Projections FY 2020-21	Budget FY 2021-22	*Increase (Decrease) over PY	*% Change over PY
<b>Production</b>									
Salinity Management Pipeline-Calleguas	50011	\$ 9,325	\$ 28,383	\$ 14,108	\$ 21,500	\$ 9,291	\$ 21,492	\$ (8)	-0.04%
<b>Total Production</b>		<b>\$ 9,325</b>	<b>\$ 28,383</b>	<b>\$ 14,108</b>	<b>\$ 21,500</b>	<b>\$ 9,291</b>	<b>\$ 21,492</b>	<b>\$ (8)</b>	<b>-0.04%</b>
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 410,390	\$ 285,809	\$ 530,296	\$ 639,000	\$ 629,000	\$ 646,000	\$ 7,000	1.10%
Professional Services	50230	24,560	15,191	33,989	40,567	44,238	34,000	(6,567)	-16.19%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 434,950</b>	<b>\$ 301,000</b>	<b>\$ 564,285</b>	<b>\$ 679,567</b>	<b>\$ 673,238</b>	<b>\$ 680,000</b>	<b>\$ 433</b>	<b>0.06%</b>
<b>Services &amp; Supplies</b>									
Utilities	50200	\$ 10,436	\$ 16,339	\$ 10,393	\$ 15,000	\$ 10,300	\$ 15,000	\$ -	0.00%
Pipeline Repairs	50240	13,728	-	13,091	10,000	10,000	10,000	-	0.00%
Small Tools & Equipment	50250	1,711	-	79	1,000	1,418	1,000	-	0.00%
Materials & Supplies	50260	62,627	36,226	44,173	67,500	77,000	67,500	-	0.00%
Repair Parts & Equipment Maintenance	50270	136,476	156,384	95,612	99,000	95,000	99,000	-	0.00%
Dues & Subscriptions	50290	-	-	-	3,000	3,000	3,000	-	0.00%
Fees & Charges	50350	42,093	15,515	35,514	35,500	40,000	46,500	11,000	30.99%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 267,071</b>	<b>\$ 224,464</b>	<b>\$ 198,862</b>	<b>\$ 231,000</b>	<b>\$ 236,718</b>	<b>\$ 242,000</b>	<b>\$ 11,000</b>	<b>4.76%</b>
<b>Total Operating Expense</b>		<b>\$ 711,346</b>	<b>\$ 553,847</b>	<b>\$ 777,255</b>	<b>\$ 932,067</b>	<b>\$ 919,247</b>	<b>\$ 943,492</b>	<b>\$ 11,425</b>	<b>1.23%</b>
Fixed Assets	50600	\$ 213,654	\$ -	\$ 16,519	\$ 3,500	\$ 3,500	\$ 11,100	\$ 7,600	217.14%
<b>Total Expenses</b>		<b>\$ 925,000</b>	<b>\$ 553,847</b>	<b>\$ 793,774</b>	<b>\$ 935,567</b>	<b>\$ 922,747</b>	<b>\$ 954,592</b>	<b>\$ 19,025</b>	<b>2.03%</b>

\*Compares FY 2021-22 Adopted Budget to FY 2020-21 Adopted Budget



Camrosa Water Reclamation Facility



## Fixed Assets FY 2021-22

Fixed Assets used exclusively by a specific enterprise (Potable, Non-Potable or Wastewater Operations) are allocated 100 percent to that particular enterprise. All other fixed assets are allocated 65 percent to the Water Operations and 35 percent to the Wastewater Operations with the exception of program 25 fixed assets, which are allocated 50 percent to Water Operations and 50 percent to Wastewater Operations. Within Water Operations the fixed assets are allocated 52 percent to Potable and 48 percent to Non-Potable, which is the same allocation as indirect overhead expenses.

Program	Number	Item Description	Cost
11	100-22-01	Cellular Booster	25,000
11	100-22-02	Window 2019 Upgrade	28,500
25	100-22-03	Epure	9,000
25	100-22-04	Lab Cabinetry	15,000
26	100-22-05	Fuel Trailer	30,000
57	100-22-06	BOD Incubator	5,600
57	100-22-07	Quantitray Sealer	5,500
<b>Total Fixed Assets</b>			<b>\$ 118,600</b>

Potable	34,463
Non-Potable	31,812
Wastewater	52,325
<b>Total Fixed Assets</b>	<b>\$ 118,600</b>

## Fixed Asset FY 2021-22 Summary

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### **100-22-01     \$25,000     Cellular Booster**

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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### **100-22-02     \$28,500     Windows 2019 Upgrade**

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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### **100-22-03     \$ 9,000     Epure**

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 depends 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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### **100-22-04     \$ 15,000     Lab Cabinetry**

The current cabinetry in the main laboratory at District headquarters is more than 20 years old. Water quality regulations have changed significantly in that time, requiring more and more varied laboratory analysis, which in turn has required more laboratory equipment. Space is at a premium in the small laboratory, and workbenches and counters need to be reconfigured to maximize space. Workstations as currently configured do not support ergonomic use of computers. Additional chemical/reagent storage is also needed. This line item also includes a combined sink and reagent cabinet for the RWMTP; currently the need for this basic laboratory setup is being met with a temporary bench inside the RMWTP control room; Hanson will move the sink/cabinet outside the office onto the main floor. Price includes demolition/removal of existing cabinetry, and fabrication and installation of new.

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### **100-22-05     \$30,000     Fuel Trailer**

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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### **100-22-06     \$ 5,600     BOD Incubator**

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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### **100-22-07     \$ 5,500     Quantitray Sealer**

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.

## Capital Projects Summary

During FY2020-21, the District completed a number of capital projects that improved potable water, non-potable water, and wastewater operations.

Potable water improvements included the completion of the potable water model to evaluate storage, pumping, fire flow and other distribution deficiencies, Pump Station 2 to 3, Reservoir 3D slope stabilization and drainage improvements, distribution valve replacement, meter station 5 and 7 rehabilitation, and CSUCI well rehabilitation.

Non-potable water improvements included completion of the non-potable storage ponds monitoring well, device net to Ethernet/IP conversion, and pond rip-rap.

Wastewater improvement projects include the installation of smartcovers sewer monitoring system and completion of the rehabilitation of the sewer diversion, sewer lift #1 MCC, CWRf upgrades, and the Lynnwood Woodcreek sewer line.

## Carryovers and Closeouts

The following table summarizes the existing capital projects that were appropriated in prior fiscal years. Several of the capital projects are projected to be completed by June 30, 2021 and will be capitalized. Any unspent funds will be returned to the appropriate reserve fund. Ongoing capital projects will carryover into the FY2021-22 budget to complete by June 30, 2022.

Project #	Prior FY Budget	FY 2020-21 Budget	Mid-Year Budget	Total Budget	Total Actual / Projected	Carryover	Closeouts De-Obligate	Description	Status
<b>General Replacements</b>									
400-20-02	65,000	250,000	-	315,000	216,463	98,537	-	Reservoir 1B Comm Facility	Carryover
<b>Total General Replacements</b>	<b>\$ 65,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 315,000</b>	<b>\$ 216,463</b>	<b>\$ 98,537</b>	<b>\$ -</b>		
<b>Potable Replacements</b>									
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	Portable Water Model	Completed
650-15-01	4,467,000	-	-	4,467,000	2,155,036	2,311,964	-	PV Well #2	Carryover
650-17-05	193,500	-	-	193,500	187,658	5,842	-	Chloramination Project	Carryover
650-21-01	-	290,000	-	290,000	290,000	-	-	Meter Station 5 and 7 Rehabilitation	Carryover
650-21-02	-	-	185,000	185,000	185,000	-	-	CSUCI Well Rehabilitation	Completed
650-20-03	280,000	-	-	280,000	128,076	151,924	-	Meter Station Control Cabinets	Carryover
<b>Total Potable Replacements</b>	<b>\$ 7,170,500</b>	<b>\$ 290,000</b>	<b>\$ 185,000</b>	<b>\$ 7,645,500</b>	<b>\$ 5,065,203</b>	<b>\$ 2,469,730</b>	<b>\$ 110,567</b>		
<b>Non-Potable Replacements</b>									
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
750-21-03	-	110,000	-	110,000	-	-	110,000	Pond Improvements-Engineering Design	Deobligate
750-21-04	-	-	70,000	70,000	-	70,000	-	Diversion Pump Replacement	Carryover
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 Non-Potable Replacements</b>	<b>\$ 555,000</b>	<b>\$ 380,000</b>	<b>\$ 70,000</b>	<b>\$ 1,005,000</b>	<b>\$ 502,977</b>	<b>\$ 70,000</b>	<b>\$ 432,023</b>		
<b>Potable Improvements</b>									
600-20-02	625,000	3,650,000	-	4,275,000	362,375	3,912,625	-	Conejo Wellfield Treatment (1,2,3,-TCP)	Carryover
<b>Total Potable Improvements</b>	<b>\$ 625,000</b>	<b>\$ 3,650,000</b>	<b>\$ -</b>	<b>\$ 4,275,000</b>	<b>\$ 362,375</b>	<b>\$ 3,912,625</b>	<b>\$ -</b>		
<b>Wastewater Replacements</b>									
900-18-03	147,137	632,500	-	779,637	-	779,637	-	Effluent Pond Relining	Carryover
550-21-02	-	70,000	-	70,000	70,000	-	-	Smartcovers Sewer Monitoring System	Completed
550-21-01	-	360,000	-	360,000	179,110	180,890	-	Sewer Lift Road Road MCC	Carryover
550-21-03	-	-	60,000	60,000	60,000	-	-	Sewer Diversion Structure Rehabilitation	Completed
900-20-02	250,000	-	-	250,000	250,000	-	-	Sewer Lift #1 MCC	Carryover
	<b>\$ 397,137</b>	<b>\$ 1,062,500</b>	<b>\$ 60,000</b>	<b>\$ 1,519,637</b>	<b>\$ 559,110</b>	<b>\$ 960,527</b>	<b>\$ -</b>		
<b>Wastewater Improvements</b>									
900-20-03	258,000	-	-	258,000	185,279	-	72,721	Sewer Line Lynwood Woodcreek	Completed
900-18-02	163,000	1,695,000	-	1,858,000	172,354	1,685,646	-	De-watering Press	Carryover
900-18-03	622,290	-	-	622,290	13,273	609,017	-	Effluent Pond Relining	Carryover
500-21-01	-	295,000	-	295,000	-	-	295,000	Effluent Line Replacement-Engineering Design	Deobligate
900-20-01	153,000	135,000	-	288,000	98,917	189,083	-	CWRF Emergency Generator Fuel Tank	Carryover
	<b>\$ 1,196,290</b>	<b>\$ 2,125,000</b>	<b>\$ -</b>	<b>\$ 3,321,290</b>	<b>\$ 469,823</b>	<b>\$ 2,483,746</b>	<b>\$ 367,721</b>		
<b>2011A Wastewater Bond Projects</b>									
900-18-01	1,057,500	-	-	1,057,500	959,051	-	98,449	CWRF Upgrades	Completed
900-18-03	99,573	-	-	99,573	99,573	-	-	Effluent Pond Relining	Carryover
<b>Total 2011A Wastewater Bond Projects</b>	<b>\$ 1,157,073</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,157,073</b>	<b>\$ 1,058,624</b>	<b>\$ -</b>	<b>\$ 98,449</b>		
<b>2016 Potable Bond Projects</b>									
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
<b>Total 2016 Potable Bond Projects</b>	<b>\$ 463,000</b>	<b>\$ 190,000</b>	<b>\$ 30,000</b>	<b>\$ 683,000</b>	<b>\$ 368,217</b>	<b>\$ 314,783</b>	<b>\$ -</b>		
	<b>\$ 11,629,000</b>	<b>\$ 7,947,500</b>	<b>\$ 345,000</b>	<b>\$ 19,921,500</b>	<b>\$ 8,602,791</b>	<b>\$ 10,309,948</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>	FY2019-20 Fixed Assets	
<b>Total CIP &amp; Fixed Assets</b>	<b>\$ 11,629,000</b>	<b>\$ 8,096,310</b>	<b>\$ 345,000</b>	<b>\$ 20,070,310</b>	<b>\$ 8,649,178</b>	<b>\$ 10,309,948</b>	<b>\$ 1,111,184</b>		

\* Conejo Wellfield Treatment project costs unknown at this time.

## Capital Projects Carryover Details

The following capital projects were appropriated in prior fiscal years and will carry over into FY2021-22.

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

Reservoir 1B is a main backbone node and vital communication hub for SCADA, AMR, and connectivity to the remote CWRP/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**

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**

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**

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 FY2020-21. 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 500-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)

### **600-20-02    \$4,275,000    Conejo Wellfield Treatment (1,2,3,-TCP)**

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In 2018, the State Water Board implemented a new maximum contaminant limit (MCL) for 1,2,3,-Trichloropropane (TCP), a synthetic organic compound that was an impurity in certain soil fumigants used in agriculture, of 5 ppt. Upon testing, it was discovered above the MCL in three of the wellfield's four wells, which were promptly removed from service. The fourth well was taken offline in early 2020. After an initial, ultimately unsuccessful attempt to resolve the TCP issue with blending, which turned out to be an ineffective strategy due to the very low MCL for TCP and the District's inability to meet its blend plan objectives, Camrosa is now constructing a granular activated carbon (GAC) treatment plant to treat for the TCP. The initial evaluation indicated that five vessel pairs would be needed to meet production capacity prior to the Wellfield being taken offline due to TCP contamination. A subsequent alternative design indicated cost savings could be achieved by reducing the plant size to three vessel pairs and operating it in concert with dedicated storage. The latter arrangement was preferred, and the plant is being designed as a three-vessel-pair GAC plant. The dedicated storage will be provided by upsizing a new potable water reservoir in Pressure Zone 1 being planned to address the storage deficiency in Pressure Zone 1. Engineering analysis indicates that the three-vessel-pair GAC plant needs 425,000 gallons of dedicated storage capacity to bring production to pre-TCP levels. As such, the total Conejo Wellfield Treatment project cost includes the cost to upsize that new Pressure Zone 1 potable water reservoir from a 3-MG tank to a 3,425,000-gallon tank. The plant is expected to be completed in FY21-22. The wellfield will remain off until that time.

This amount is not the anticipated total project amount; rather, it represents prior-year appropriations. The treatment plant is currently under design and it is unknown at this time the full plant cost, including the 425,000-gallon upsize of the new Pressure Zone 1 potable water reservoir. 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.

### **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.

### **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.

### **750-21-04    \$ 70,000    Diversion Pump Replacement**

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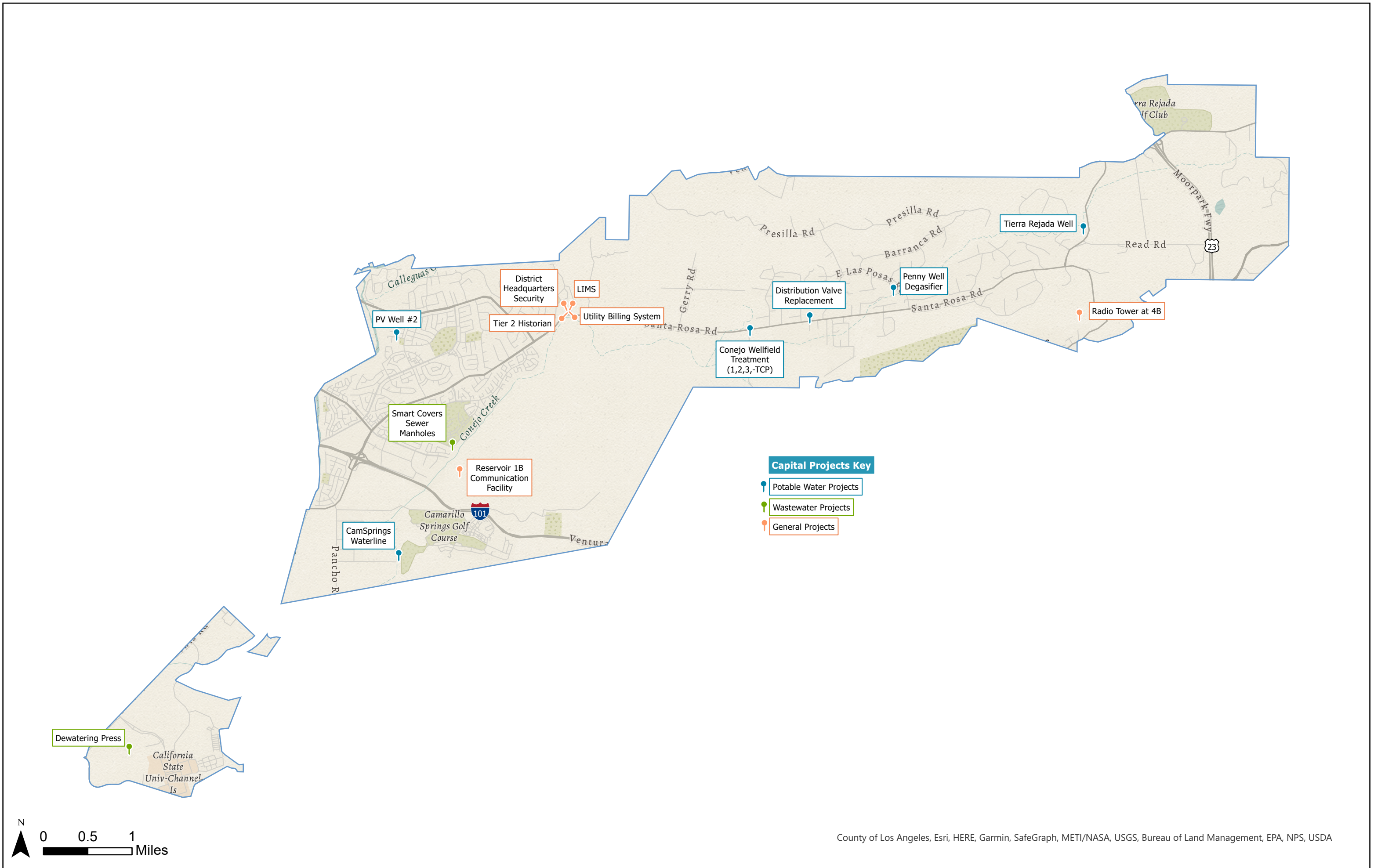
The Conejo Creek Diversion structure is a key component to providing non-potable water to our customers. This structure was designed with three submersible pumps that move water from the creek to our storage ponds. These specialized Flygt pumps are designed with high chrome wearplates and impellers to withstand the high volume of sand and other particulate carried by the creek. One of these pumps recently failed. Staff has determined that the failed pump has reached the end of its service life and is not repairable. This project will be completed by the end of September 2021. This is a new project that was not included in the 2019 Rate Study.

## Capital Projects FY 2021-22

The following table is a listing of the capital projects appropriated as part of the FY2021-22 budget.

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
400-22-01	-	300,000	300,000	District Headquarters Security
400-22-02	-	504,000	504,000	Utility Billing System
400-22-03	-	90,000	90,000	LIMS
400-22-04	-	65,000	65,000	Tier 2 Historian
400-22-05	-	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 (1,2,3,-TCP)
650-22-01	-	362,000	362,000	Penny Well Degasifier
650-22-02	-	120,000	120,000	Tierra Rejada Well
650-22-03	-	200,000	200,000	Distribution Valve Replacement
650-22-04	-	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
550-22-01	-	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>	

\* Conejo Wellfield Treatment project costs unknown at this time.



## Capital Projects FY 2021-22 (Continued)

### General Projects

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#### **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/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 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.

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#### **400-22-01    \$ 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.

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#### **400-22-02    \$ 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.

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#### **400-22-03    \$ 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 the end of FY2021-22. It is a new project that was not included in the 2019 Rate Study.

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#### **400-22-04    \$ 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 FY 2021-22 (Continued)

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### **400-22-05    \$ 70,000    Radio Tower @ 4B**

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.

### Potable Projects

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### **650-22-01    \$ 362,000    Penny Well Degasifier**

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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### **650-22-02    \$ 120,000    Tierra Rejada Well**

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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### **650-22-03    \$ 200,000    Distribution Valve Replacement**

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 FY 2021-22 (Continued)

### **650-22-04    \$ 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.

### Wastewater Projects

### **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.

### **550-22-01    \$ 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.



## Reserves

Although Camrosa operates through a single-fund expense budget, the District's reserves are managed through several types of accounts and account categories. In general, reserves are established to accumulate funds to increase system capacity and accommodate growth, replace assets as they reach the end of their useful life, meet unanticipated emergencies, stabilize rates, and meet the covenants of debt issuance instruments and other agreements.

### Restricted Reserves

The Capital Improvement Project (CIP) amount for FY2021-22 has been established at \$2,606,000. Unrestricted reserves have been appropriated and transferred into the restricted accounts. Reserves in the amount of \$879,529 are held with the District's Trustee in accordance with the bond covenants of the 2016 Revenue Bonds.

### Unrestricted Reserves

Unrestricted reserves are accumulated, managed, and earmarked for use by policies developed and implemented by the Camrosa Board of Directors. The Board may amend, discontinue, or supersede these policies at its discretion to serve the best interests of the District. In May 2019, the Board of Directors amended the reserve policy to define the appropriate levels of reserves to be maintained for the specific fund designations.

There are five categories of Unrestricted General Fund Reserves. The Capital Improvement Funds are incremented by the amount of capital fees received from developers each year. The funds are reserved for future expansion of system capacity to meet demand generated as a result of new development and are decremented by the value of the capital projects approved each year for system expansion.

The Capital Replacement Funds are incremented at the end of the fiscal year with contributions from net operating results. The net operating results for each enterprise are distributed directly to the corresponding Capital Replacement Fund. The funds are for both short-term and long-term purposes. The objective is to provide funds for the current and future replacement of existing capital assets as they reach their useful lives. The reserve target level is a minimum of 5 percent of the replacement value of capital assets.

The Operating and Emergency Funds are incremented from net operating results after all other contributions to reserves have been made. The funds are to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the District's ability to sustain safe or reliable service. The reserve target level is 45 days of O&M expenses.

The Rate Stabilization Fund segregates funds for use in dampening revenue fluctuations or unexpected operational expenses. This fund is used to stabilize rates in the event of short to mid-term rate revenue loss, and/or higher than anticipated operating expenses that cannot be supported by normal revenues. The reserve target level is 10% of the prior year's rate revenue generated from commodity charges only.

Finally, the Pension Liability Reserve Fund segregates funds to manage the ongoing CalPERS Unfunded Accrued Liability. The fund is prefunded with a transfer from the capital replacement funds to have funds available at the beginning of each fiscal year to pay the total UAL. A repayment to the capital replacement funds takes place each fiscal year as soon as the fund is incremented from net operating results in an amount equal to the payment made to CalPERS in excess of the required UAL contribution.

The FY2021-22 budget is projected to begin with \$21.6 million unrestricted reserves balance, of which \$2,606,000 is committed to new capital projects and \$118,600 to fixed assets.

## Reserves (Continued)

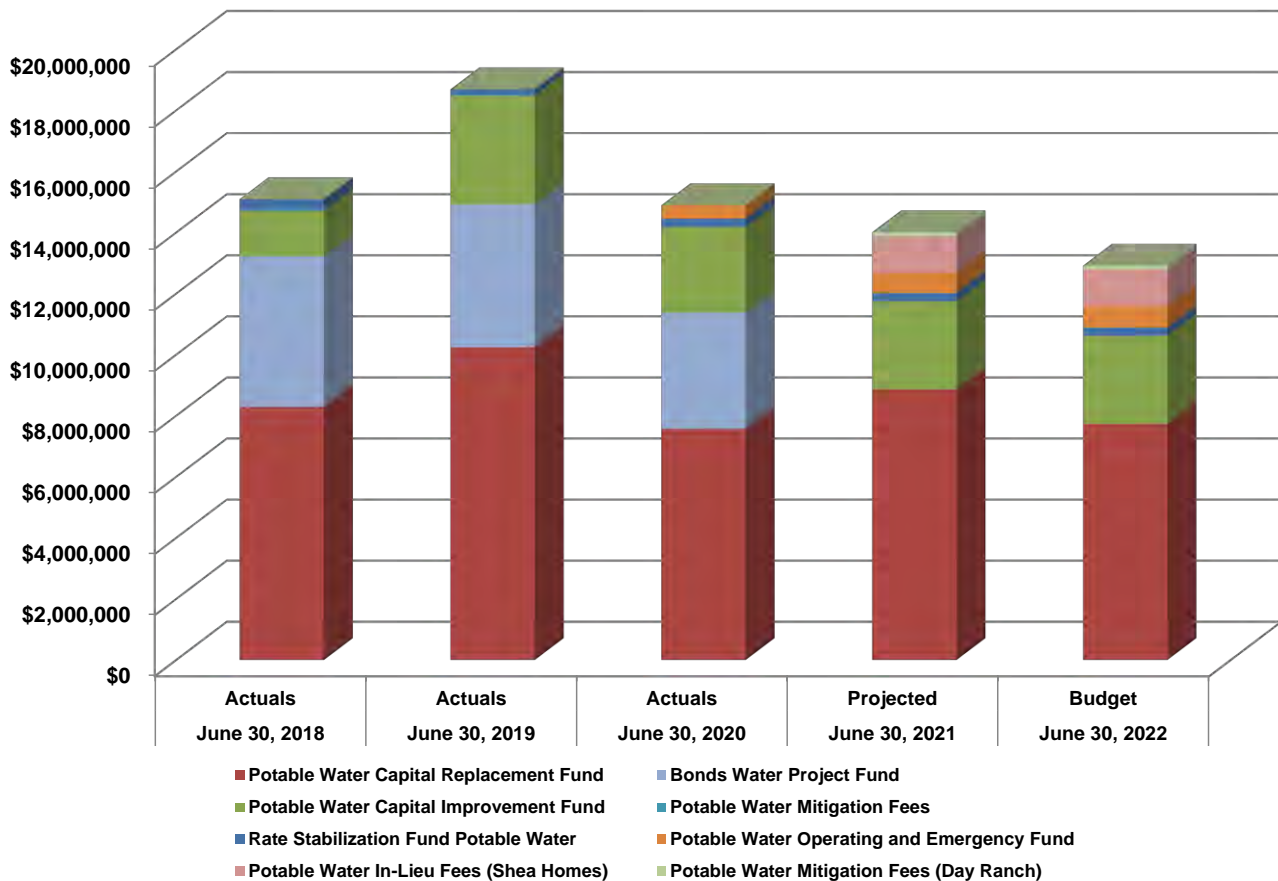
	Projected FY 2020-21	CIP FY 2021-22	Fixed Assets FY 2021-22	UAL Pay-off	Pension Liab Reserve Fund Contribution	Projected Rate Stabilization Contribution	Projected Capital Contributions	Projected Net Operating Results	Projected FY 2021-22
<b>Unrestricted Reserves</b>									
Potable Water Rate Stabilization Fund	\$ 270,625	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270,625
Non-Potable Water Rate Stabilization Fund	220,625	-	-	-	-	70,000	-	-	\$ 290,625
Wastewater Rate Stabilization Fund	218,750	-	-	-	-	80,000	-	-	\$ 298,750
<b>Total Rate Stabilization Fund</b>	<b>\$ 710,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 860,000</b>
Potable Water Capital Replacement Fund (PWCRF)	\$ 8,858,804	\$ (1,432,192)	\$ (34,463)	\$ -	\$ 60,041	\$ -	\$ 275,000	\$ -	\$ 7,727,190
Potable Water Operating and Emergency Reserves (OER)	665,007	-	-	-	-	-	-	38,368	\$ 703,375
Potable Water Capital Improvement Fund (PWCIF)	2,885,187	-	-	-	-	-	-	-	\$ 2,885,187
Potable Water In-Lieu Fees (Shea Homes)	1,194,653	-	-	-	-	-	-	-	\$ 1,194,653
Potable Water Mitigation Fees (Day Ranch)	130,025	-	-	-	-	-	-	-	\$ 130,025
<b>Total Potable Funds</b>	<b>\$ 13,733,676</b>	<b>\$ (1,432,192)</b>	<b>\$ (34,463)</b>	<b>\$ -</b>	<b>\$ 60,041</b>	<b>\$ -</b>	<b>\$ 275,000</b>	<b>\$ 38,368</b>	<b>\$ 12,640,430</b>
Non-Potable Water Capital Replacement Fund (NPWCRF)	\$ 3,867,692	\$ (369,408)	\$ (31,812)	\$ -	\$ 32,330	\$ -	\$ 1,520,000	\$ -	\$ 5,018,802
Non-Potable Water Operating and Emergency Reserves (OER)	545,725	-	-	-	-	-	-	36,769	\$ 582,494
Non-Potable Water Capital Improvement Fund (NPWCIF)	-	-	-	-	-	-	-	-	\$ -
New Demand Mitigation Fees (Pegh Investments)	-	-	-	-	-	-	-	-	\$ -
Non-Potable Water In-lieu Fees (Wildwood Preserve)	318,538	-	-	-	-	-	-	-	\$ 318,538
<b>Total Non-Potable Funds</b>	<b>\$ 4,731,955</b>	<b>\$ (369,408)</b>	<b>\$ (31,812)</b>	<b>\$ -</b>	<b>\$ 32,330</b>	<b>\$ -</b>	<b>\$ 1,520,000</b>	<b>\$ 36,769</b>	<b>\$ 5,919,834</b>
Wastewater Capital Replacement Fund (WWCRF)	\$ 974,568	\$ (504,400)	\$ (52,325)	\$ -	\$ 49,738	\$ -	\$ 605,000	\$ -	\$ 1,072,581
Wastewater Operating and Emergency Reserves (OER)	394,773	-	-	-	-	-	-	25,548	\$ 420,321
Wastewater Capital Improvement Fund (WWCIF)	873,486	(300,000)	-	-	-	-	-	-	\$ 573,486
<b>Total Wastewater Funds</b>	<b>\$ 2,242,827</b>	<b>\$ (804,400)</b>	<b>\$ (52,325)</b>	<b>\$ -</b>	<b>\$ 49,738</b>	<b>\$ -</b>	<b>\$ 605,000</b>	<b>\$ 25,548</b>	<b>\$ 2,066,388</b>
New Demand Mitigation Fee (Comstock Housing, Inc)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Demand Mitigation Fee (Vtra. County Office of Education)	-	-	-	-	-	-	-	-	\$ -
<b>Total Mitigation Fees</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Water Project Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Wastewater Project Fund	-	-	-	-	-	-	-	-	\$ -
<b>Total Bond Funds</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Pension Liability Reserve Fund	\$142,109	\$ -	\$ -	\$ (142,109)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Unrestricted Reserves</b>	<b>\$ 21,560,567</b>	<b>\$ (2,606,000)</b>	<b>\$ (118,600)</b>	<b>\$ (142,109)</b>	<b>\$ 142,109</b>	<b>\$ 150,000</b>	<b>\$ 2,400,000</b>	<b>\$ 100,685</b>	<b>\$ 21,486,652</b>
<b>Restricted Assets</b>									
CSUCI Recycleline Repayment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Receivable RMWTP	-	-	-	-	-	-	-	-	\$ -
Grant Receivable PV Well	83,822	-	-	-	-	-	-	-	\$ 83,822
Grant Receivable CamSan Recycle Line	56,399	-	-	-	-	-	-	-	\$ 56,399
<b>Total Receivables</b>	<b>\$ 140,221</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,221</b>
Debt Reserves 2011A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Reserves 2012	-	-	-	-	-	-	-	-	\$ -
Debt Reserves 2016	879,529	-	-	-	-	-	-	-	\$ 879,529
<b>Total Restricted Assets</b>	<b>\$ 879,529</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 879,529</b>
<b>CIP</b>									
Potable Water Capital Replacements	\$ 1,126,978	\$ 1,432,192	\$ 34,463	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,593,633
Non-Potable Water Capital Replacements	100,744	369,408	31,812	-	-	-	-	-	\$ 501,964
Wastewater Capital Replacements	2,680,660	504,400	52,325	-	-	-	-	-	\$ 3,237,385
Potable Water Capital Improvements	662,172	-	-	-	-	-	-	-	\$ 662,172
Wastewater Capital Improvements	798,100	300,000	-	-	-	-	-	-	\$ 1,098,100
New Demand Mitigation Fee (Wildwood Preserve Project)	-	-	-	-	-	-	-	-	\$ -
New Demand Mitigation Fee (SR Valley)	-	-	-	-	-	-	-	-	\$ -
New Demand Mitigation Fee (Shea Homes)	1,376,059	-	-	-	-	-	-	-	\$ 1,376,059
<b>Total CIP</b>	<b>\$ 6,744,713</b>	<b>\$ 2,606,000</b>	<b>\$ 118,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,469,313</b>
<b>Bonds</b>									
Water Improvements	\$ 3,565,236	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,565,236
Wastewater Improvements	-	-	-	-	-	-	-	-	\$ -
<b>Total Bond CIP</b>	<b>\$ 3,565,236</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,565,236</b>
<b>Total Restricted Assets</b>	<b>\$ 11,329,699</b>	<b>\$ 2,606,000</b>	<b>\$ 118,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,054,299</b>
<b>Total Reserves minus Receivables</b>	<b>\$ 32,750,045</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (142,109)</b>	<b>\$ 142,109</b>	<b>\$ 150,000</b>	<b>\$ 2,400,000</b>	<b>\$ 100,685</b>	<b>\$ 35,400,730</b>

## Reserves (Continued)

	Actuals FY 2016-17	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Projected FY 2020-21	Projected FY 2021-22
<b>Unrestricted Reserves</b>						
Potable Water Rate Stabilization Fund	\$ 341,250	\$ 341,250	\$ 170,625	\$ 270,625	\$ 270,625	\$ 270,625
Non-Potable Water Rate Stabilization Fund	-	-	170,625	170,625	220,625	\$ 290,625
Wastewater Rate Stabilization Fund	183,750	183,750	183,750	183,750	218,750	\$ 298,750
<b>Total Rate Stabilization Fund</b>	<b>\$ 525,000</b>	<b>\$ 525,000</b>	<b>\$ 525,000</b>	<b>\$ 625,000</b>	<b>\$ 710,000</b>	<b>\$ 860,000</b>
Potable Water Capital Replacement Fund (PWCRF)	\$ 5,266,163	\$ 8,285,287	\$ 10,232,931	\$ 7,564,881	\$ 8,858,804	\$ 7,727,190
Potable Water Operating and Emergency Reserves (OER)	-	-	-	435,002	665,007	\$ 703,375
Potable Water Capital Improvement Fund (PWCIF)	1,336,210	1,496,994	3,566,335	2,812,928	2,885,187	\$ 2,885,187
Potable Water In-Lieu Fees (Shea Homes)	-	-	-	-	1,194,653	\$ 1,194,653
Potable Water Mitigation Fees (Day Ranch)	-	-	-	-	130,025	\$ 130,025
<b>Total Potable Funds</b>	<b>\$ 6,602,373</b>	<b>\$ 9,782,281</b>	<b>\$ 13,799,266</b>	<b>\$ 10,812,811</b>	<b>\$ 13,733,676</b>	<b>\$ 12,640,430</b>
Non-Potable Water Capital Replacement Fund (NPWCRF)	\$ 654,908	\$ 714,771	\$ 1,474,153	\$ 2,583,988	\$ 3,867,692	\$ 5,018,802
Non-Potable Water Operating and Emergency Reserves (OER)	-	-	-	462,412	545,725	\$ 582,494
Non-Potable Water Capital Improvement Fund (NPWCIF)	-	-	-	-	-	\$ -
New Demand Mitigation Fees (Pegh Investments)	-	-	637,597	-	-	\$ -
Non-Potable Water In-lieu Fees (Wildwood Preserve)	318,538	318,538	318,538	318,538	318,538	\$ 318,538
<b>Total Non-Potable Funds</b>	<b>\$ 973,446</b>	<b>\$ 1,033,309</b>	<b>\$ 2,430,288</b>	<b>\$ 3,364,938</b>	<b>\$ 4,731,955</b>	<b>\$ 5,919,834</b>
Wastewater Capital Replacement Fund (WWCRF)	\$ 4,213,437	\$ 4,400,409	\$ 4,843,797	\$ 3,050,171	\$ 974,568	\$ 1,072,581
Wastewater Operating and Emergency Reserves (OER)	-	-	-	341,439	394,773	\$ 420,321
Wastewater Capital Improvement Fund (WWCIF)	897,635	939,710	2,295,620	836,620	873,486	\$ 573,486
<b>Total Wastewater Funds</b>	<b>\$ 5,111,072</b>	<b>\$ 5,340,119</b>	<b>\$ 7,139,417</b>	<b>\$ 4,228,230</b>	<b>\$ 2,242,827</b>	<b>\$ 2,066,388</b>
New Demand Mitigation Fee (Comstock Housing, Inc)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Demand Mitigation Fee (Vtra. County Office of Education)	-	34,249	34,249	-	-	\$ -
<b>Total Mitigation Fees</b>	<b>\$ -</b>	<b>\$ 34,249</b>	<b>\$ 34,249</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Water Project Fund	\$ 5,750,000	\$ 4,928,000	\$ 4,680,000	\$ 3,802,829	\$ -	\$ -
Wastewater Project Fund	926,998	635,337	617,863	-	-	\$ -
<b>Total Bond Funds</b>	<b>\$ 6,676,998</b>	<b>\$ 5,563,337</b>	<b>\$ 5,297,863</b>	<b>\$ 3,802,829</b>	<b>\$ -</b>	<b>\$ -</b>
Pension Liability Reserve Fund	-	-	-	-	\$142,109	\$ -
<b>Total Unrestricted Reserves</b>	<b>\$ 19,888,889</b>	<b>\$ 22,278,295</b>	<b>\$ 29,226,083</b>	<b>\$ 22,833,808</b>	<b>\$ 21,560,567</b>	<b>\$ 21,486,652</b>
<b>Restricted Assets</b>						
CSUCI Recycleline Repayment	\$ 279,529	\$ 200,970	\$ 117,979	\$ 30,307	\$ -	\$ -
Grant Receivable RMWTP	-	-	-	-	-	\$ -
Grant Receivable PV Well	217,558	204,275	192,110	83,822	83,822	\$ 83,822
Grant Receivable CamSan Recycle Line	564,000	526,838	478,516	166,385	56,399	\$ 56,399
<b>Total Receivables</b>	<b>\$ 1,061,087</b>	<b>\$ 932,083</b>	<b>\$ 788,605</b>	<b>\$ 280,514</b>	<b>\$ 140,221</b>	<b>\$ 140,221</b>
Debt Reserves 2011A	-	-	\$ -	\$ -	\$ -	\$ -
Debt Reserves 2012	760,516	760,516	760,516	-	-	\$ -
Debt Reserves 2016	879,529	879,529	879,529	879,529	879,529	\$ 879,529
<b>Total Restricted Assets</b>	<b>\$ 1,640,045</b>	<b>\$ 1,640,045</b>	<b>\$ 1,640,045</b>	<b>\$ 879,529</b>	<b>\$ 879,529</b>	<b>\$ 879,529</b>
<b>CIP</b>						
Potable Water Capital Replacements	\$ 3,344,148	\$ 2,727,804	\$ 1,649,755	\$ 1,263,842	\$ 1,126,978	\$ 2,593,633
Non-Potable Water Capital Replacements	1,457,513	1,886,173	384,199	504,157	100,744	\$ 501,964
Wastewater Capital Replacements	177,552	15	46,735	265,003	2,680,660	\$ 3,237,385
Potable Water Capital Improvements	52,578	372,878	355,222	1,223,101	662,172	\$ 662,172
Wastewater Capital Improvements	-	-	-	1,191,757	798,100	\$ 1,098,100
New Demand Mitigation Fee (Wildwood Preserve Project)	522,469	494,340	423,167	-	-	\$ -
New Demand Mitigation Fee (SR Valley)	62,365	62,365	62,365	-	-	\$ -
New Demand Mitigation Fee (Shea Homes)	-	-	1,686,260	1,681,372	1,376,059	\$ 1,376,059
<b>Total CIP</b>	<b>\$ 5,616,625</b>	<b>\$ 5,543,575</b>	<b>\$ 4,607,703</b>	<b>\$ 6,129,232</b>	<b>\$ 6,744,713</b>	<b>\$ 9,469,313</b>
<b>Bonds</b>						
Water Improvements	\$ 196,876	\$ 1,003,984	\$ 948,370	\$ 662,651	\$ 3,565,236	\$ 3,565,236
Wastewater Improvements	415,347	171,135	77,708	671,110	-	\$ -
<b>Total Bond CIP</b>	<b>\$ 612,223</b>	<b>\$ 1,175,119</b>	<b>\$ 1,026,078</b>	<b>\$ 1,333,761</b>	<b>\$ 3,565,236</b>	<b>\$ 3,565,236</b>
<b>Total Restricted Assets</b>	<b>\$ 8,929,980</b>	<b>\$ 9,290,822</b>	<b>\$ 8,062,431</b>	<b>\$ 8,623,036</b>	<b>\$ 11,329,699</b>	<b>\$ 14,054,299</b>
<b>Total Reserves minus Receivables</b>	<b>\$ 27,757,782</b>	<b>\$ 30,637,034</b>	<b>\$ 36,499,909</b>	<b>\$ 31,176,330</b>	<b>\$ 32,750,045</b>	<b>\$ 35,400,730</b>

## Reserve Accounts (Continued)

### Potable Water - Unrestricted Reserves



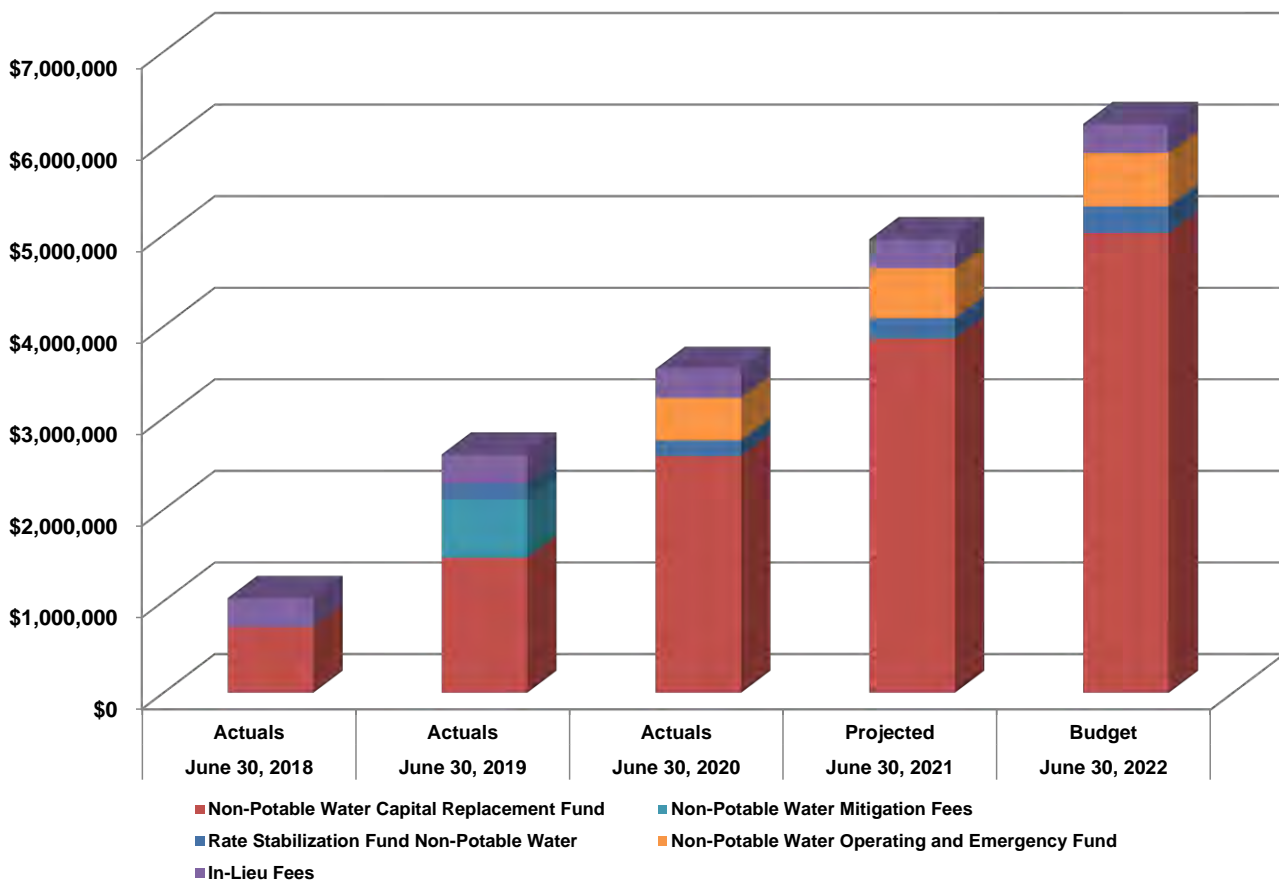
**Figure 14 – Unrestricted Potable Water Reserves**

The graph above reflects the various unrestricted reserve funds of the Potable Water Operations.

In FY2020-21, Potable Water Funds project to appropriate approximately \$626,671 towards Capital Projects, \$41,525 towards Fixed Assets and \$3,802,829 from the Bonds Water Project Fund. The FY2021-22 budget will appropriate \$1,432,192 from Potable water funds towards Capital Projects and \$34,463 towards Fixed Assets. The Potable Water Capital Replacement Fund receives funding from capital replacement contributions. The projected Capital Replacement Contributions amount for FY2020-21 is \$300,000. The Capital Improvement Fund receives funding from connection fees, in FY2020-21 the District projects to receive \$42,825 in connection fees. Camrosa also projects to receive \$1,324,678 in Mitigation and In-Lieu Fees. The Rate Stabilization Fund is used to dampen revenue fluctuations or unexpected operational expenses and receives funding from the operating budget. The District does not anticipate a contribution in FY2020-21 or FY2021-22. The Operating and Emergency Fund is to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the ability to sustain safe and reliable services and receives funding from the operating budget. In FY2020-21, the District projects a contribution of \$230,005 and anticipates a contribution by \$38,368 in FY2021-22.

## Reserve Accounts (Continued)

### Non-Potable Water - Unrestricted Reserves



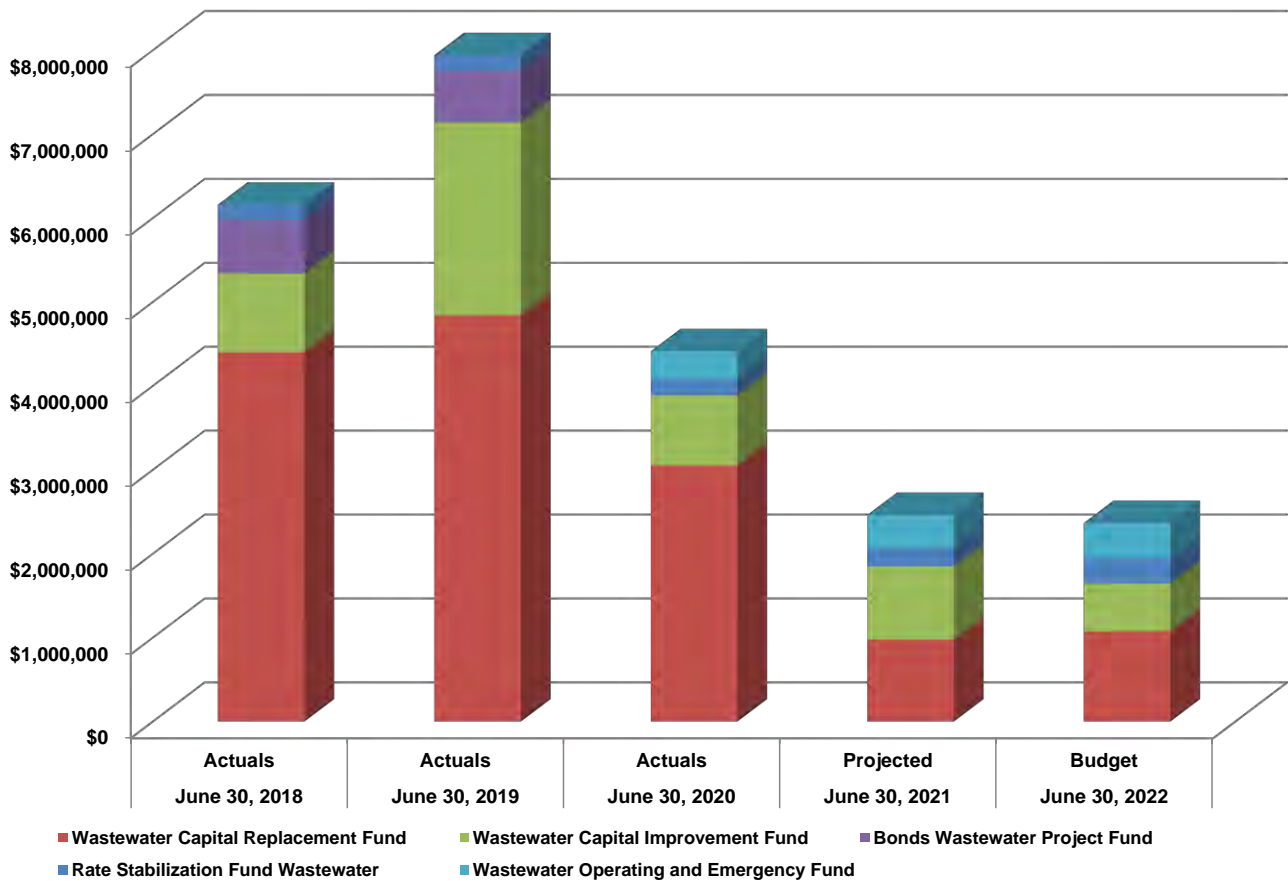
**Figure 15 – Unrestricted Non-Potable Water Reserves**

The graph above reflects the various unrestricted reserve funds of the Non-Potable Water Operations.

In FY2020-21, Non-Potable Water Funds appropriated approximately \$528,000 towards Capital Projects and \$38,330 towards Fixed Assets. The FY2021-22 budget will appropriate \$369,408 from Non-Potable Water Funds towards Capital Projects and \$31,812 towards Fixed Assets. The Non-Potable Water Capital Replacement Fund receives funding from capital replacement contributions. The Capital Replacement Contributions for FY2020-21 are projected to be approximately \$2,900,000. This contribution will improve the District's ability to pay for future capital projects without the need to issue debt. The Rate Stabilization Fund is used to dampen revenue fluctuations or unexpected operational expenses and receives funding from the operating budget. The District projects a contribution to the fund in the amount of \$50,000 in FY2020-21. The District anticipates contributing \$70,000 in FY2021-22. The Operating and Emergency Fund is to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the ability to sustain safe or reliable services and receives funding from the operating budget. In FY2020-21, the District projects a contribution of \$83,313 and anticipates contributing \$36,769 in FY2021-22.

## Reserve Accounts (Continued)

### Wastewater - Unrestricted Reserves



**Figure 16 – Unrestricted Wastewater Reserves**

The graph above reflects the various unrestricted reserve funds of the Wastewater Operations.

In FY2020-21 Wastewater funds appropriated approximately \$3,335,000 towards Capital Projects and \$68,955 towards Fixed Assets. The FY2021-22 budget will appropriate \$804,400 from Wastewater funds towards Capital Projects and \$52,325 towards Fixed Assets. The Wastewater Capital Replacement Fund receives funding from capital replacement contributions. The Capital Replacement Contributions for FY2020-21 are projected to be \$900,000. The Capital Improvement Fund receives funding from connection fees, in FY2020-21 the District does not project to receive connection fees. The Rate Stabilization Fund is used to dampen revenue fluctuations or unexpected operational expenses and receives funding from the operating budget. The District projects a contribution to the fund in the amount of \$35,000 for FY2020-21. The District anticipates contributing \$80,000 in FY2021-22. The Operating and Emergency Fund is to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the ability to sustain safe or reliable services and receives funding from the operating budget. In FY2020-21, the District projects a contribution of \$53,334 and anticipates contributing \$25,548 in FY2021-22.



## Debt Service

The District's debt rating is "AA" from Standard & Poor's. The debt rating was upgraded on October 12, 2016 from "AA-" to "AA".

The District's outstanding debt consists of the Series 2011A/2016A Water and Wastewater Revenue Bonds.

The District issued \$9,630,000 in 2011A Project bonds in September 2011. Proceeds of the bonds funded \$6,508,000 of water capital projects and \$2,447,000 of wastewater capital projects. Subsequently in September 2016, the District advance refunded the 2011A bonds and obtained additional funding in the amount of \$6,000,000, with the issuance of the Water and Wastewater Refunding Revenue Bonds Series 2016A, for water projects. Refunding resulted in more than \$663,000 in net present value savings, lowering the District's annual debt service payment.

The annual debt service payments for FY2021-22 on the Series 2011A/2016 will be approximately \$1,044,631. Approximately \$190,950 is paid with sewer service revenues. The remaining \$853,681 is paid with water revenue. A complete debt service schedule is located in Appendix #4.

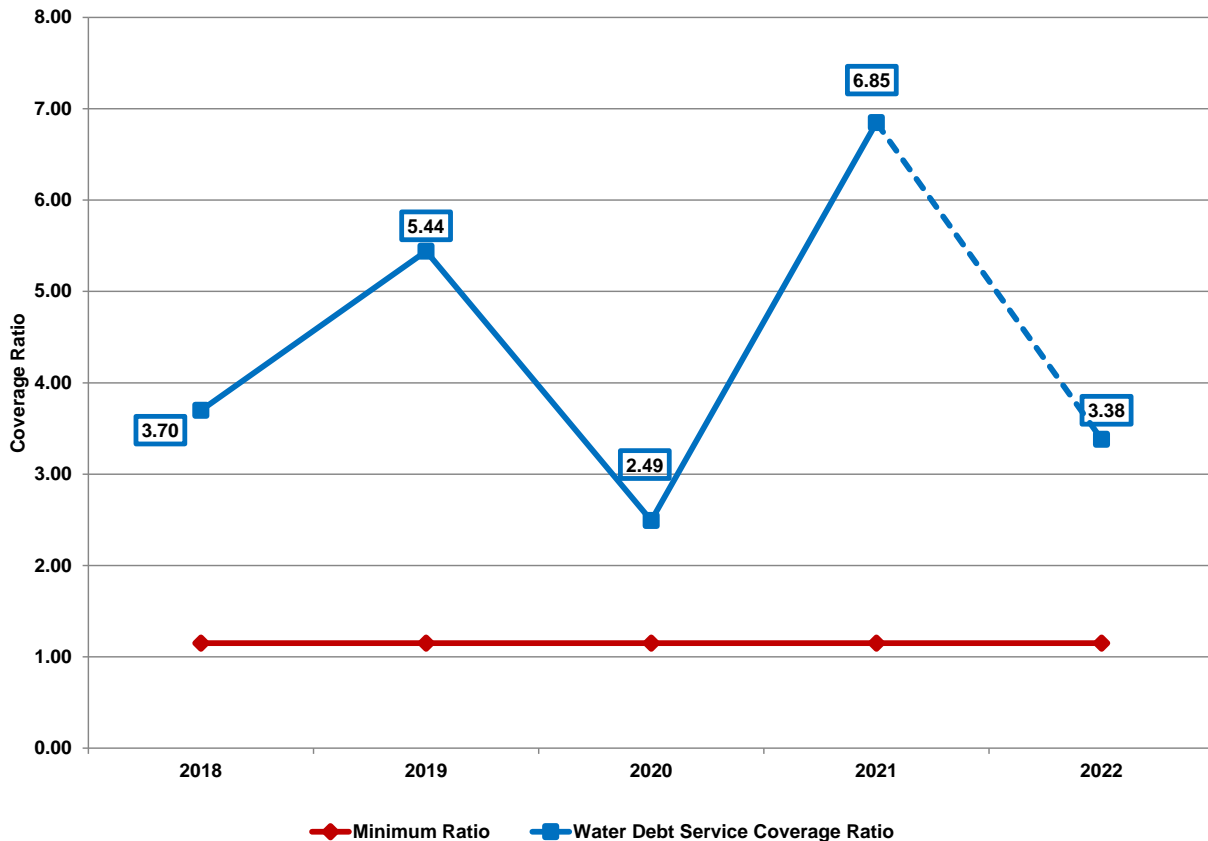
A condition of the 2011A/2016 Refunding Revenue Project Bonds issuance is the maintenance of a minimum debt service coverage ratio of 1.15 percent. The District has adopted a formal debt policy and no legal debt limit; however, the District's future borrowing capacity is limited by the debt coverage ratio required by existing bond covenants. The District's debt service coverage ratio for FY2021-22 is budgeted to 3.38 for Water and 4.98 for Wastewater.

The following pages illustrate the District's actual debt service coverage. Over the past several years, a concerted effort has been made to improve debt service ratios to stay well above the 1.15 percent debt service ratio required by bond covenants.

## Water Debt Service Ratio

	Actuals FY 2017-18	Actuals FY2018-19	Actuals FY 2019-20	Projections FY 2020-21	Budget FY 2021-22
<b>Revenues</b>					
Water Sales:					
Potable	\$ 10,801,589	\$ 9,451,209	\$ 10,655,664	\$ 12,650,510	\$ 11,812,100
Recycle/Non-Potable	4,822,286	3,951,614	4,507,819	4,957,689	4,708,000
Water Sales to Pleasant Valley	558,575	678,598	1,340,423	1,777,909	1,269,200
Meter Service Charge	2,557,753	2,615,301	2,312,427	2,339,631	2,582,800
Special Services	180,354	145,904	69,266	32,477	40,000
Pump Zone Charges	52,992	46,658	46,037	55,163	52,000
Miscellaneous	18,716	8,356	4,272	67,556	-
Interest Revenues	275,489	540,721	502,387	138,713	119,801
Taxes	657,620	620,590	661,932	676,113	684,838
Mitigation & In-Lieu Fees	-	2,323,857	-	1,324,678	-
Capital Fees	116,474	1,986,350	9,825	42,825	-
<b>Total Revenues</b>	<b>\$ 20,041,848</b>	<b>\$ 22,369,158</b>	<b>\$ 20,110,052</b>	<b>\$ 24,063,264</b>	<b>\$ 21,268,739</b>
<b>Expenses</b>					
Production	\$ 9,228,380	\$ 8,972,416	\$ 10,717,210	\$ 12,803,945	\$ 11,162,567
Salaries & Benefits	2,431,008	2,520,434	2,858,529	2,294,121	2,511,770
Outside Contracts & Professional Services	697,289	674,103	979,417	1,121,099	2,281,681
Supplies & Services	2,011,611	1,837,441	1,784,825	2,070,197	2,426,532
<b>Total Expenses</b>	<b>\$ 14,368,288</b>	<b>\$ 14,004,394</b>	<b>\$ 16,339,981</b>	<b>\$ 18,289,362</b>	<b>\$ 18,382,550</b>
<b>Net Operating Revenues</b>	<b>\$ 5,673,560</b>	<b>\$ 8,364,764</b>	<b>\$ 3,770,071</b>	<b>\$ 5,773,902</b>	<b>\$ 2,886,189</b>
Debt Service	1,533,881	1,536,881	1,512,831	843,081	853,681
<b>Debt Service Coverage Ratio</b>	<b>3.70</b>	<b>5.44</b>	<b>2.49</b>	<b>6.85</b>	<b>3.38</b>

## Water Debt Coverage Ratio

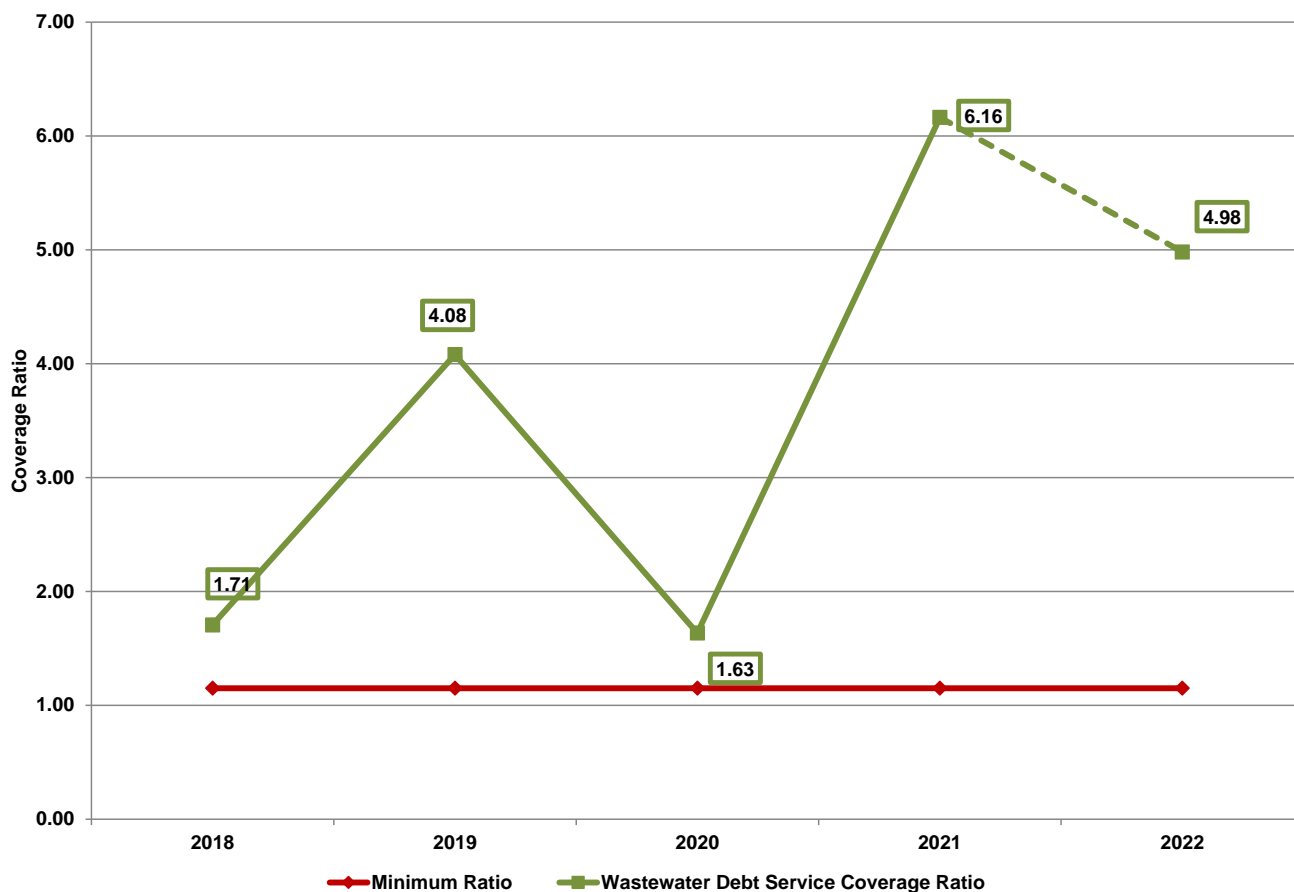


**Figure 17 – Historical Debt Service Coverage Ratios – Water**

## Wastewater Debt Service Ratio

	Actuals FY 2017-18	Actuals FY 2018-19	Actuals FY 2019-20	Projections FY 2020-21	Budget FY 2021-22
<b>Revenues</b>					
Sewer Service Charge	\$ 3,314,305	\$ 3,336,794	\$ 3,575,963	\$ 3,806,832	\$ 4,071,800
Special Services	97,114	78,564	28,691	5,534	6,000
Miscellaneous	10,078	899	1,301	36,482	-
Interest Revenues	117,658	236,871	153,524	39,768	33,456
Capital Fees	42,075	1,355,910	-	-	-
<b>Total Revenues</b>	<b>\$ 3,581,230</b>	<b>\$ 5,009,038</b>	<b>\$ 3,759,480</b>	<b>\$ 3,888,616</b>	<b>\$ 4,111,256</b>
<b>Expenses</b>					
Production	\$ 9,325	\$ 28,383	\$ 14,108	\$ 9,291	\$ 21,492
Salaries & Benefits	1,309,004	1,357,158	1,449,728	1,235,296	1,352,493
Outside Contracts & Professional Services	656,364	535,295	844,735	972,844	1,240,691
Supplies & Services	526,349	503,272	442,319	491,401	545,344
<b>Total Expenses</b>	<b>\$ 2,501,042</b>	<b>\$ 2,424,108</b>	<b>\$ 2,750,890</b>	<b>\$ 2,708,832</b>	<b>\$ 3,160,020</b>
<b>Net Operating Revenues</b>	<b>\$ 1,080,188</b>	<b>\$ 2,584,930</b>	<b>\$ 1,008,590</b>	<b>\$ 1,179,784</b>	<b>\$ 951,236</b>
Debt Service	633,350	633,250	617,150	191,450	190,950
<b>Debt Service Coverage Ratio</b>	<b>1.71</b>	<b>4.08</b>	<b>1.63</b>	<b>6.16</b>	<b>4.98</b>

### Wastewater Debt Coverage Ratio



**Figure 18 – Historical Debt Service Coverage Ratios – Wastewater**

## Five-Year Capital Outlay

The District has incorporated a five-year capital outlay forecast into the FY2021-22 Operating and Capital Budget. The forecast expands the operating budget by projecting capital and equipment expenditures. Included in the capital expenditures are expansion projects as well as improvement and replacement projects over the next five years. The Comprehensive Rate Study, completed in 2019, incorporated projects into the rate model to set the five-year schedule of rates and fees.

### Potable Water Capital Outlay

No.	Project Description	FY 2021-2022 Budget	Mid-Year 21-22	FY 2023 Projection	FY 2024 Projection	FY 2025 Projection	FY 2026 Projection	FY 2027 Projection	Total
<b>Potable Water Facilities</b>									
1	<a href="#">Sampling Stations</a>			500,000					\$ 500,000
2	<b>Reservoir Rehabilitation Program</b>								
3	<a href="#">Res 4C Hydro-pneumatic Pump Station</a>			1,655,000					\$ 1,655,000
4	<a href="#">Res 4C Tank Replacement</a>			2,440,000					\$ 2,440,000
5	<a href="#">Res 3A Tank Replacement - Potable</a>						220,000	4,170,000	\$ 4,390,000
5	<a href="#">Res 4A Tank Replacement</a>								\$ -
6	<a href="#">New Potable reservoir (1C)</a>			495,000	3,382,500	3,000,000			\$ 6,877,500
6	<a href="#">Res 2A Increase Tank Size</a>								\$ -
7	<a href="#">Res 3B Tank Replacement - Potable Water</a>								\$ -
7	<a href="#">Res 3C Tank Replacement</a>								\$ -
8	<a href="#">Res 2B Tank Replacement (Shea Upsize)</a>								\$ -
8	<a href="#">Res 4B Tank Replacement</a>								\$ -
7	<b>New Pump Station Program</b>								
8	<a href="#">Pump Station 1 to 2 @ MS#8</a>				97,200	900,000			\$ 997,200
9	<a href="#">Pump Station 2 to 3D at MS#6</a>						97,200	900,000	\$ 997,200
9	<a href="#">Pump Station 2 to 3</a>								\$ -
10	<a href="#">Pump Station 3 to 4A</a>								\$ -
10	<b>Pump Station Replacement Program</b>								
11	<a href="#">3D Pump Station 5</a>					600,000			\$ 600,000
12	Pump Station 1&2 - Mechanical					350,000			\$ 350,000
13	<b>Potable Pipeline Replacement Program</b>								
14	<a href="#">Distribution Valve Replacement</a>	200,000		200,000	200,000	200,000	200,000	200,000	\$ 1,200,000
15	<a href="#">Cam Springs Waterline</a>	350,000							\$ 350,000
16	<a href="#">Pipeline Replacement</a>				90,000	180,000	1,380,000		\$ 1,650,000
17	Expand Santa Rosa Line to 24' (Upland Rd to San Rafael Way)				58,500	600,000			\$ 658,500
18	<b>New Well Design Program</b>								
19	<a href="#">Penny Well Degaser</a>	362,000							\$ 362,000
20	<a href="#">PV Well #2</a>		1,355,000						\$ 1,355,000
21	<a href="#">Tierra Rejada Well</a>	120,000							\$ 120,000
22	<a href="#">CSCUI Back-up Well</a>			1,000,000					\$ 1,000,000
23	<a href="#">2 Monitoring Wells (PV Basin)</a>					540,000			\$ 540,000
24	SR #3 Utilization						100,000		\$ 100,000
25	<b>Well Rehabilitation Program</b>								
26	<a href="#">Conejo Wellfield Treatment</a>		4,150,000						\$ 4,150,000
27	<a href="#">Well Rehabilitation Program</a>				400,000		200,000		\$ 600,000
28	<b>Meter Station Replacement Program</b>								
29	<a href="#">Meter Station 11 &amp; Pressure Relief Station Rehabilitation</a>			290,000					\$ 290,000
30	<a href="#">Meter Station Replacement Program</a>				200,000				\$ 200,000
31	<b>VFD Replacement Program</b>								
32	<a href="#">VFD Replacement Program</a>			30,000	30,000	30,000	30,000		\$ 120,000
33	<b>Total Potable Water Facilities</b>	\$ 1,032,000	\$ 5,505,000	\$ 6,610,000	\$ 4,458,200	\$ 6,400,000	\$ 2,227,200	\$ 5,270,000	\$ 31,502,400

\*line 26 Conejo Wellfield Treatment project costs unknown at this time

## Five-Year Capital Outlay (Continued)

### Non-Potable Water Capital Outlay

No.	Project Description	FY 2021-2022 Budget	Mid-Year 21-22	FY 2023 Projection	FY 2024 Projection	FY 2025 Projection	FY 2026 Projection	FY 2027 Projection	Total
<b>Non-Potable Water Facilities</b>									
1	<a href="#">Pond Improvements</a>			110,000	1,500,000				\$ 1,610,000
2	<b>Reservoir Rehabilitation Program</b>								
3	<a href="#">New Tank &amp; Site rehabilitation (AG3)</a>				80,000	295,000			\$ 375,000
4	<a href="#">Yucca Tank Replacement</a>						135,000	425,000	\$ 560,000
5	Ag 2 tank recoating							150,000	\$ 150,000
6	<b>Pump Station Replacement Program</b>								
7	<a href="#">PS#4 Auxiliary Pump</a>			65,000					\$ 65,000
8	PS#4 Booster #3 Pump and VFD Replacement								\$ -
9	<a href="#">Pump Station Replacement Program (PS4 then Pond Station)</a>			420,000		425,000			\$ 845,000
10	<b>Non-Potable Pipeline Replacement Program</b>								
11	<a href="#">Non-Potable Pipeline Replacement Program</a>			60,000	90,000	390,000		390,000	\$ 930,000
12	<b>Well Rehabilitation Program</b>								
13	<a href="#">Santa Rosa Well #10 Well Rehabilitation</a>			230,000					\$ 230,000
14	<a href="#">NP Well Rehabilitation Program</a>					250,000		250,000	\$ 500,000
15	<a href="#">VFD Replacement Program</a>			50,000	50,000	50,000	50,000	50,000	\$ 250,000
16	<a href="#">MCC Replacement Program</a>			300,000	520,000	240,000			\$ 1,060,000
17	<b>Total Non-Potable Water Facilities</b>	\$ 0	\$ 0	\$ 1,235,000	\$ 2,240,000	\$ 1,650,000	\$ 185,000	\$ 1,265,000	\$ 6,575,000

### Wastewater Capital Outlay

No.	Project Description	FY 2022 Projection	Mid-Year 21-22	FY 2023 Projection	FY 2024 Projection	FY 2025 Projection	FY 2026 Projection	FY 2027 Projection	Total
<b>Wastewater Facilities</b>									
1	<a href="#">CWRF PLC Replacement</a>			175,000	700,000				\$ 875,000
2	<a href="#">Dewatering Press</a>	300,000							\$ 300,000
3	<a href="#">Smart Covers Sewer Manholes</a>	90,000							\$ 90,000
4	<a href="#">Effluent Line Replacement</a>			295,000	1,500,000				\$ 1,795,000
5	<a href="#">Amonia Injection (Sequential Chlorination)</a>		200,000						\$ 200,000
6	<b>Sewer Lift MCC &amp; Rehabilitation</b>								
7	<a href="#">Sewer Lift 4 MCC &amp; Rehabilitation</a>			360,000					\$ 360,000
8	<a href="#">Sewer Lift MCC &amp; Rehabilitation ( 3&amp; 2)</a>				360,000	360,000			\$ 720,000
9	<b>Collection System Replacement</b>			60,000	90,000	1,125,000		1,125,000	\$ 2,400,000
10	<a href="#">Calleguas Creek Sewer line</a>				36,000	337,200			\$ 373,200
11	<a href="#">Bar Screen Replacement</a>				400,000				\$ 400,000
12	<a href="#">Calle Bodega &amp; Mission Oaks line</a>		24,000	245,000					\$ 269,000
13	<b>Total Wastewater Facilities</b>	\$ 390,000	\$ 224,000	\$ 1,135,000	\$ 3,086,000	\$ 1,822,200	\$ 0	\$ 1,125,000	\$ 7,782,200

### General Replacements/Fixed Assets

<b>General Projects</b>									
1	<a href="#">Reservoir 1B Comm Facility</a>	155,000							\$ 155,000
2	<a href="#">District Headquarters Security</a>	300,000							\$ 300,000
3	<a href="#">Utility Billing System</a>	504,000							\$ 504,000
4	<a href="#">UIMS</a>	90,000							\$ 90,000
5	<a href="#">Tier 2 Historian</a>	65,000							\$ 65,000
6	<a href="#">Radio Tower @ 4B</a>	70,000							\$ 70,000
7	Fixed Assets	118,600		250,000	250,000	250,000	250,000	250,000	\$ 1,368,600
8	<b>Total General Projects</b>	\$ 1,302,600	\$ -	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 2,552,600
<b>Total Capital Projects</b>									
		\$ 2,724,600	\$ 5,729,000	\$ 9,230,000	\$ 10,034,200	\$ 10,122,200	\$ 2,662,200	\$ 7,910,000	\$ 48,412,200

## Five-Year Financial Forecast

The District has incorporated a five-year financial forecast into the FY2021-22 Operating and Capital Budget. The financial forecast expands the operating budget by projecting operational results, capital and equipment expenditures, and the District's reserve balances by Fund. Included in the capital expenditures are expansion projects as well as improvement and replacement projects over the next five years.

### Potable Water Program Operating Budget

#### **Assumptions:**

- **Water Revenue.** The commodity and meter service charge revenue projections incorporate the adopted rates through July 2023. The following is the projected timeline of upcoming development incorporated into the five-year forecast:
  - Shea Homes: FY2022-23; 105 AFY potable sales, 150 MSF
  - Shea Homes: FY2023-24; 105 AFY potable sales, 150 MSF
  - Pegh Investments : FY2023-24 148 AFY potable sales, 8 MSF
  - Rancho Sierra: FY2024-25; 19 AFY potable sales, 50 MSF
  - New Urban West/Camsprings: FY2026-27; 97 AFY potable sales, 250 MSF
  - Wildwood Preserve: FY2026-27; 15 AFY potable sales, 18 MSF
  - Camino Ruiz/Mission Oaks; FY2026-27; 150 AF potable sales, 386 MSF
- **Continued Increased Cost of Imported Water.** MWD and CMWD have prepared long-range finance plans that provide projected imported water rates. The District's adopted five-year rate schedule incorporated the increase of imported water through June 2024. The forecast assumes a pass-thru of the cost increase of imported water beginning in FY2025 assuming the board will adjust rates for the cost of import water. The following are the projected imported commodity water rate increases from MWD and CMWD:
  - 2023 – 4.7%, \$1,635/AF
  - 2024 – 4.7%, \$1,712/AF
  - 2025 – 3.7%, \$1,776/AF
  - 2026 – 3.6%, \$1,840/AF
  - 2027 – 3.2%, \$1,899/AF
- **Continued Increased Costs of Imported Fixed Charges.** In addition to the projected imported Tier 1 rate increases from MWD and CMWD, increases are also projected for the fixed charges, which is a combination of a capacity-reservation charge and a readiness-to-serve charge. The District's adopted five-year rate schedule incorporated the increase of imported water through June 2024. The forecast assumes a pass-thru of the cost increase of imported fixed charges beginning in FY2025 assuming the board will adjust rates for the cost of imported fixed charges. The following are the projected fixed charges from MWD and CMWD:
  - 2023 – 8.2%, \$1,061,120
  - 2024 – 7.1%, \$1,136,245
  - 2025 – 4.2%, \$ 1,183,783
  - 2026 – 1.8%, \$ 1,205,308
  - 2027 – 2.3%, \$ 1,233,579
- **Reduction of Imported Water Purchases.** The FY2021-22 operating budget blend ratio of imported water is currently at 64 percent, due to the Conejo Wellfield being offline. The completion of PV Well #2 in fall 2020 and completing the Conejo Wellfield GAC treatment plant and returning that local resource to service should combine to reduce imported purchases to 52 percent in FY2023-24. Optimizing and maintaining our other local potable sources—the RMWTP, Penny Well, Tierra Rejada Well, etc.—is critical to keeping imported volumes and costs low.
- **Increase of Production Power.** As a result of the development of the local water resource projects described above, local production power will increase beginning in FY2022-23. In addition to the increase of production power for these projects, the forecast incorporates an annual three-percent increase for power costs beginning in FY2022-23.



- **Operational & Maintenance Expenses.** Operational and maintenance expenses are projected to increase three percent annually beginning in FY2022-23.
- **Other Income.** Interest Income, Property Tax, Special Services, and Miscellaneous Income are projected to remain at the current FY2021-22 levels with no increases.
- **Rate Stabilization Fund.** The forecast does not include contributions to the rate stabilization fund as a result of contributing to the capital replacement fund for capital outlay projects. The target level of \$1,200,000 projected from the 2019 Rate Study and the current balance is \$270,625.
- **CalPERS UAL Contribution.** The contribution to the CalPERS UAL is projected to increase annually 3 percent and funds will be used to pay down the District's UAL balance.
- **Capital Replacement Contribution.** The contribution to the capital replacement program is projected to continue into FY2022-23 in the amount of \$465,000 and increase upwards to \$1,045,000 in FY2026-27. Capital replacement contributions are utilized for infrastructure improvements and rehabilitation projects and transferred to the capital replacement fund. The projected balance is \$747,936 in comparison to the target level of \$6,400,000 projected from the 2019 Rate Study.

Potable Water Program Operations						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Operating Revenue</b>						
Water Sales						
Potable Water Sales	11,812,100	12,626,600	13,661,200	13,839,700	13,839,700	14,803,600
Meter Service Charge	2,492,000	2,579,000	2,759,900	2,767,800	2,767,800	2,848,000
Special Services	30,000	30,000	30,000	30,000	30,000	30,000
Pump Zone/Miscellaneous	31,000	31,000	31,000	31,000	31,000	31,000
<b>Total Operating Revenue</b>	<b>\$ 14,365,100</b>	<b>\$ 15,266,600</b>	<b>\$ 16,482,100</b>	<b>\$ 16,668,500</b>	<b>\$ 16,668,500</b>	<b>\$ 17,712,600</b>
<b>Non-Operating Revenue</b>						
Property Tax	410,904	410,900	410,900	410,900	410,900	410,900
Interest Income	89,418	89,400	89,400	89,400	89,400	89,400
<b>Total Non-Operating Revenue</b>	<b>\$ 500,322</b>	<b>\$ 500,300</b>	<b>\$ 500,300</b>	<b>\$ 500,300</b>	<b>\$ 500,300</b>	<b>\$ 500,300</b>
<b>Total Potable Program Revenue</b>	<b>\$ 14,865,422</b>	<b>\$ 15,766,900</b>	<b>\$ 16,982,400</b>	<b>\$ 17,168,800</b>	<b>\$ 17,168,800</b>	<b>\$ 18,212,900</b>
<b>Potable Program Expenditures</b>						
Water Purchases	8,437,676	7,490,600	8,043,000	8,136,000	8,142,900	8,622,800
Production Power	561,513	782,400	828,300	864,400	889,900	978,800
Operations and Maintenance	4,669,787	5,338,012	5,456,540	5,593,456	5,734,201	5,878,884
<b>Total Potable Program Expenses</b>	<b>\$ 13,668,977</b>	<b>\$ 13,611,012</b>	<b>\$ 14,327,840</b>	<b>\$ 14,593,856</b>	<b>\$ 14,767,001</b>	<b>\$ 15,480,484</b>
<b>Rate Stabilization Contribution</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CalPERS UAL Contribution</b>	<b>\$ 60,041</b>	<b>\$ 61,842</b>	<b>\$ 63,697</b>	<b>\$ 65,608</b>	<b>\$ 67,577</b>	<b>\$ 69,604</b>
<b>Capital Replacement Contribution</b>	<b>\$ 275,000</b>	<b>\$ 465,000</b>	<b>\$ 1,090,000</b>	<b>\$ 880,000</b>	<b>\$ 700,000</b>	<b>\$ 1,045,000</b>
<b>Debt Service Obligation</b>						
2011A/2016 Water and Wastewater Project	823,036	829,988	828,877	831,561	834,714	833,671
New Debt	-	764,000	639,032	765,600	765,800	765,600
<b>Total Debt Services</b>	<b>823,036</b>	<b>1,593,988</b>	<b>1,467,909</b>	<b>1,597,161</b>	<b>1,600,514</b>	<b>1,599,271</b>
<b>Net Operating Results less Debt Service</b>	<b>\$ 38,368</b>	<b>\$ 35,057</b>	<b>\$ 32,954</b>	<b>\$ 32,174</b>	<b>\$ 33,708</b>	<b>\$ 18,541</b>

Table 1 – Projected Potable Water Operations

## Potable Water Program Reserves

The long-term financial forecast of the Potable Water Program's operating budget reflects a contribution to the Potable Capital Replacement Fund through the Net Operating Results. Staff has incorporated anticipated capital outlay projects that will occur in the five-year financial forecast and require use of the reserve funds.

The following tables depict the Potable Water Program's Net Operating Results, and the sources and uses of the reserve funds of the Potable Capital Replacement and Potable Capital Improvement Fund.

- **Capital Replacement Contribution.** The capital replacement contribution is budgeted in the potable water program and transferred to the capital replacement fund for replacing aging infrastructure.
- **Fund Balance.** The projected fund balance in FY2026-27 is \$747,936. The 2019 rate study set a target level of \$6,400,000 by the end of the fifth year of rate increases. Based on the capital outlay projects the potable replacement will fund a portion of the improvement projects in FY2025-26 as a result of the depletion of the capital improvement fund.

Potable Capital Replacement Fund						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Source of Funds</b>						
Capital Replacement Contribution	275,000	465,000	1,090,000	880,000	700,000	1,045,000
Transfer In Non-Potable	-	-	-	-	-	-
<b>Total Sources</b>	<b>\$ 275,000</b>	<b>\$ 465,000</b>	<b>\$ 1,090,000</b>	<b>\$ 880,000</b>	<b>\$ 700,000</b>	<b>\$ 1,045,000</b>
<b>Use of Fund</b>						
Replacement Projects	1,032,000	520,000	920,000	1,360,000	1,810,000	200,000
General Projects/Fixed Assets	434,655	84,500	84,500	84,500	84,500	84,500
Transfer To Potable Water Capital Improvement	-	-	-	379,513	417,200	5,070,000
<b>Total Uses</b>	<b>\$ 1,466,655</b>	<b>\$ 604,500</b>	<b>\$ 1,004,500</b>	<b>\$ 1,824,013</b>	<b>\$ 2,311,700</b>	<b>\$ 5,354,500</b>
Net Annual Cash Balance	(1,191,655)	(139,500)	85,500	(944,013)	(1,611,700)	(4,309,500)
Beginning Unrestricted Fund Balance	8,858,804	7,667,149	7,527,649	7,613,149	6,669,136	5,057,436
<b>Net Cumulative Fund Balance</b>	<b>\$ 7,667,149</b>	<b>\$ 7,527,649</b>	<b>\$ 7,613,149</b>	<b>\$ 6,669,136</b>	<b>\$ 5,057,436</b>	<b>\$ 747,936</b>

**Table 2 – Projected Potable Capital Replacement Fund**

## Potable Water Program Reserves (Continued)

- **Bond Funds.** The District is considering a bond issuance in FY2022-23.
- **Developer Contributions.** The District is not projecting any upcoming development contributing connection fees due to the uncertainty of the current economic conditions, as well as the proposed developments are small in nature.
- **Grant Funds.** The District anticipates final grant reimbursement for DWR Prop. 84 related to PV Well #2 upon completion of the project.
- **Fund Balance.** The capital improvement projects will have depleted the fund balance of the potable capital improvement fund and the remaining projects will be funded from the potable capital replacement fund beginning in FY2024-25. Should development occur this would provide developer contributions towards these projects.

Potable Capital Improvement Fund						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Source of Funds</b>						
Transfer In Potable Capital Replacement		-	-	379,513	417,200	5,070,000
Transfer In Non-Potable Capital Replacement						
Bond Proceeds	-	15,000,000		-	-	-
Grant Funds	-	83,822	-	-	-	-
<b>Total Sources</b>	<b>\$ -</b>	<b>15,083,822</b>	<b>-</b>	<b>379,513</b>	<b>417,200</b>	<b>5,070,000</b>
<b>Use of Fund</b>						
Improvement Projects	-	11,095,000	3,538,200	5,040,000	417,200	5,070,000
<b>Total Uses</b>	<b>\$ -</b>	<b>\$ 11,095,000</b>	<b>\$ 3,538,200</b>	<b>\$ 5,040,000</b>	<b>\$ 417,200</b>	<b>\$ 5,070,000</b>
Net Annual Cash Balance	-	3,988,822	(3,538,200)	(4,660,487)	-	-
Mitigation Fee Fund Balance	1,324,678	-	-	-	-	-
Beginning Unrestricted Fund Balance	2,885,187	4,209,865	8,198,687	4,660,487	-	-
<b>Net Cumulative Fund Balance</b>	<b>\$ 4,209,865</b>	<b>8,198,687</b>	<b>4,660,487</b>	<b>-</b>	<b>-</b>	<b>-</b>

Table 3 – Projected Potable Capital Improvement Fund

## Non-Potable Water Program Operating Budget

### Assumptions:

- **Water Revenue.** Both the commodity and meter service charge revenue projections incorporate the adopted rates through July 2024. The financial forecast assumes limited growth. While recycled water sales were higher than anticipated in FY2020-21 due to sales of CamSan water to PVCWD, it is unclear how consistent such volumes from CamSan will be on an annual basis and how many more years the CamSan arrangement will last, dependent as it is on expansion of the City of Camarillo's recycled distribution system. The following is the projected timeline of upcoming development incorporated into the five-year forecast:
  - Rancho Sierra: FY2024-25; 6 AFY non-potable sales; 1 MSF
  - New Urban West/Camsprings: FY2026-27; 32 AFY non-potable sales; 4MSF
  - Wildwood Preserve: FY2026-27; 31 AFY non-potable sales; 18 MSF
- **Continued Increased Cost of Imported Water.** The non-potable water program purchases imported water to blend with local non-potable groundwater to reduce chlorides for some of the District's agricultural customers. As stated above in the potable water program, MWD and CMWD's imported water rate increase projections have been incorporated into the five-year financial forecast.
- **Non-Potable/Recycled Water Purchases.** In addition to imported water purchases, the non-potable program purchases non-potable water, which is diverted through the Conejo Creek Diversion, from the City of Thousand Oaks. The increase of the non-potable water is estimated at three percent annually.
- **Increased Cost of Production Power.** Power production costs are projected to increase annually by three percent.
- **Operational & Maintenance Expenses.** Operational and maintenance expenses are projected to increase three percent annually.
- **Other Income.** Interest Income, Property Tax, Special Services, and Miscellaneous Income are projected to remain at the current FY2021-22 levels with no increases.
- **Rate Stabilization Fund.** The District anticipates contributions to the Rate Stabilization Fund in upwards to \$70,000 in FY2022-23 and meeting the target level \$570,625 in FY2025-26, 10 percent of the commodity water sales. The target set in the 2019 rate study was approximately \$320,000.
- **CalPERS UAL Contribution.** The contribution to the CalPERS UAL is projected to increase annually 3 percent and funds will be used to pay down the District's UAL balance.
- **Capital Replacement Contribution.** The contribution to the capital replacement program is to increase upwards to \$1,860,000 in FY2026-27. Capital replacement contributions are utilized for infrastructure improvements and rehabilitation projects and transferred to the capital replacement fund.

Non-Potable Water Program Operations						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Operating Revenue</b>						
Water Sales						
Potable						
Recycle/Non-Potable	4,708,000	5,027,300	5,447,200	5,858,300	5,858,300	5,929,400
Water Sales to PV	1,269,200	1,022,300	1,032,600	1,042,900	1,053,300	1,063,900
Meter Service Charge	90,800	110,600	114,000	120,200	120,200	124,700
Special Services	10,000	10,000	10,000	10,000	10,000	10,000
Pump Zone/Miscellaneous	21,000	21,000	21,000	21,000	21,000	21,000
<b>Total Operating Revenue</b>	<b>\$ 6,099,000</b>	<b>\$ 6,191,200</b>	<b>\$ 6,624,800</b>	<b>\$ 7,052,400</b>	<b>\$ 7,062,800</b>	<b>\$ 7,149,000</b>
Property Tax	273,934	273,934	273,934	273,934	273,934	273,934
Interest Income	30,383	30,383	30,383	30,383	30,383	30,383
<b>Non-Operating Revenue</b>	<b>\$ 304,317</b>	<b>\$ 304,317</b>	<b>\$ 304,317</b>	<b>\$ 304,317</b>	<b>\$ 304,317</b>	<b>\$ 304,317</b>
<b>Total Non-Potable Program Revenue</b>	<b>\$ 6,403,317</b>	<b>\$ 6,495,517</b>	<b>\$ 6,929,117</b>	<b>\$ 7,356,717</b>	<b>\$ 7,367,117</b>	<b>\$ 7,453,317</b>
<b>Non-Potable Program Expenditures</b>						
Water Purchases	1,271,465	1,371,788	1,425,481	1,467,514	1,489,586	1,521,518
Production Power	891,912	916,456	947,254	977,645	1,008,037	1,050,369
Operations and Maintenance	2,550,196	2,609,329	2,678,157	2,748,716	2,821,196	2,895,650
<b>Total Non-Potable Program Expenses</b>	<b>\$ 4,713,573</b>	<b>\$ 4,897,572</b>	<b>\$ 5,050,893</b>	<b>\$ 5,193,876</b>	<b>\$ 5,318,819</b>	<b>\$ 5,467,537</b>
<b>Rate Stabilization Contribution</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
<b>CalPERS UAL Contribution</b>	<b>\$ 32,330</b>	<b>\$ 33,300</b>	<b>\$ 34,299</b>	<b>\$ 35,328</b>	<b>\$ 36,388</b>	<b>\$ 37,479</b>
<b>Capital Replacement Contribution</b>	<b>\$ 1,520,000</b>	<b>\$ 1,440,000</b>	<b>\$ 1,700,000</b>	<b>\$ 1,990,000</b>	<b>\$ 1,900,000</b>	<b>\$ 1,860,000</b>
<b>Debt Service Obligation</b>						
2011A/2016 Water and Wastewater Project	30,645	30,818	30,654	30,870	31,105	31,060
<b>Total Debt Services</b>	<b>\$ 30,645</b>	<b>\$ 30,818</b>	<b>\$ 30,654</b>	<b>\$ 30,870</b>	<b>\$ 31,105</b>	<b>\$ 31,060</b>
<b>Net Operating Results less Debt Service</b>	<b>\$ 36,769</b>	<b>\$ 23,827</b>	<b>\$ 33,271</b>	<b>\$ 26,643</b>	<b>\$ 30,805</b>	<b>\$ 57,240</b>

Table 4 – Projected Non-Potable Water Operations

## Non-Potable Water Program Reserves

The long-term financial forecast of the Non-Potable Water Program's operating budget reflects a contribution to the non-potable capital replacement fund through the Net Operating Results. Staff has incorporated anticipated capital outlay projects that will occur in the five-year financial forecast and the use of the capital replacement funds. The non-potable program does not have developer connection fees therefore the non-potable capital improvement fund is not reflected.

The following tables depict the Non-Potable Water contributions to the replacement fund, and the sources and uses of the reserve funds.

- **Grant Funds.** The District anticipates final grant reimbursement for DWR Prop. 84 related to Cam San Recycled Water Line project in FY2022-23.
- **Fund Balance.** The projected fund balance in the amount of \$6,967,871 by FY2026-27. The projected target level set in the 2019 rate study was \$1,800,000 in FY2023-24.

Non-Potable Capital Replacement Fund						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Source of Funds</b>						
Capital Replacement Contribution	1,520,000	1,440,000	1,700,000	1,990,000	1,900,000	1,860,000
Grant Funds	-	56,399	-	-	-	-
<b>Total Sources</b>	<b>\$ 1,520,000</b>	<b>\$ 1,496,399</b>	<b>\$ 1,700,000</b>	<b>\$ 1,990,000</b>	<b>\$ 1,900,000</b>	<b>\$ 1,860,000</b>
<b>Use of Fund</b>						
Replacement Projects	0	1,235,000	2,240,000	1,650,000	185,000	1,265,000
General Projects/Fixed Assets	401,220	78,000	78,000	78,000	78,000	78,000
Transfer to Potable	-	-	-	-	-	-
<b>Total Uses</b>	<b>\$ 401,220</b>	<b>\$ 1,313,000</b>	<b>\$ 2,318,000</b>	<b>\$ 1,728,000</b>	<b>\$ 263,000</b>	<b>\$ 1,343,000</b>
Net Annual Cash Balance	1,118,780	183,399	(618,000)	262,000	1,637,000	517,000
Non-Potable Water In-lieu Fees Fund Balance	318,538					
Beginning Unrestricted Fund Balance	3,867,692	4,986,472	5,169,871	4,551,871	4,813,871	6,450,871
<b>Net Cumulative Fund Balance</b>	<b>\$ 4,986,472</b>	<b>\$ 5,169,871</b>	<b>\$ 4,551,871</b>	<b>\$ 4,813,871</b>	<b>\$ 6,450,871</b>	<b>\$ 6,967,871</b>

**Table 5 – Projected Non-Potable Capital Replacement Fund**



## Wastewater Program Operating Budget

### Assumptions:

- **Sewer Service Charge.** The current wastewater rate adopted in July 2021 is incorporated in the wastewater operating revenue through July 2023. The following is the projected timeline of upcoming development incorporated into the five-year forecast:
  - Shea Homes: FY2022-23; 150 EDUs
  - Shea Homes: FY2023-24; 150 EDUs
  - Pegh Investments: FY2023-24; 8 EDUs
  - Rancho Sierra: FY2024-25; 50 EDUs
  - Camino Ruiz: FY2026-27; 386 EDUs
- **Operational & Maintenance Expenses.** Operational and maintenance expenses are projected to increase an average of 2.5 percent annually beginning in FY2022-23.
- **Rate Stabilization Fund.** The District does not anticipate contributing to the Rate Stabilization Fund in FY2022-23 and forward, as the five-year capital outlay will utilize these funds. The target level set in the 2019 rate study was in the amount of \$280,000 and the current balance is \$218,750.
- **CalPERS UAL Contribution.** The contribution to the CalPERS UAL is projected to increase annually 3 percent and funds will be used to pay down the District's UAL balance.
- **Capital Replacement Contribution.** The contribution to the capital replacement program is projected in the amount of \$1,245,000 in FY2021-22 and increase up to \$1,510,00 FY2026-27. Capital replacement contributions are utilized for infrastructure improvements and rehabilitation projects and transferred to the capital replacement fund.

Wastewater Program Operations						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Operating Revenue</b>						
Sewer Service Charge	4,071,800	4,498,700	4,850,500	4,885,400	4,894,300	5,104,200
Special Services	6,000	6,000	6,000	6,000	6,000	6,000
<b>Total Operating Revenue</b>	<b>\$4,077,800</b>	<b>\$4,504,700</b>	<b>\$4,856,500</b>	<b>\$4,891,400</b>	<b>\$4,900,300</b>	<b>\$5,110,200</b>
<b>Non-Operating Revenue</b>						
Interest Income	33,456	33,500	33,500	33,500	33,500	33,500
<b>Total Non-Operating Revenue</b>	<b>\$ 33,456</b>	<b>\$ 33,500</b>	<b>\$ 33,500</b>	<b>\$ 33,500</b>	<b>\$ 33,500</b>	<b>\$ 33,500</b>
<b>Total Wastewater Program Revenue</b>	<b>\$4,111,256</b>	<b>\$4,538,200</b>	<b>\$4,890,000</b>	<b>\$4,924,900</b>	<b>\$4,933,800</b>	<b>\$5,143,700</b>
<b>Wastewater Program Expenditures</b>						
Salinity Management Pipeline-Calleguas	21,492	21,500	21,500	21,500	21,500	21,500
Operations and Maintenance	3,138,528	3,013,476	3,091,752	3,172,009	3,256,046	3,342,381
<b>Total Wastewater Program Expenses</b>	<b>3,160,020</b>	<b>3,034,976</b>	<b>3,113,252</b>	<b>3,193,509</b>	<b>3,277,546</b>	<b>3,363,881</b>
<b>Rate Stabilization Contribution</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CalPERS UAL Contribution</b>	<b>\$ 49,738</b>	<b>\$ 51,230</b>	<b>\$ 52,767</b>	<b>\$ 54,350</b>	<b>\$ 55,981</b>	<b>\$ 57,660</b>
<b>Capital Replacement Contribution</b>	<b>\$ 605,000</b>	<b>\$ 1,245,000</b>	<b>\$ 1,515,000</b>	<b>\$ 1,480,000</b>	<b>\$ 1,395,000</b>	<b>\$ 1,510,000</b>
<b>Debt Service Obligation</b>						
2011A\2016 Water and Wastewater Project	190,950	192,025	192,900	194,200	193,113	194,750
<b>Total Debt Services</b>	<b>\$ 190,950</b>	<b>\$ 192,025</b>	<b>\$ 192,900</b>	<b>\$ 194,200</b>	<b>\$ 193,113</b>	<b>\$ 194,750</b>
<b>Net Operating Results less Debt Service</b>	<b>\$ 25,548</b>	<b>\$ 14,969</b>	<b>\$ 16,081</b>	<b>\$ 2,840</b>	<b>\$ 12,161</b>	<b>\$ 17,409</b>

Table 6 – Projected Wastewater Operations

## Wastewater Program Reserves

The long-term financial forecast of the Wastewater Program's operating budget reflects a contribution to the non-potable capital replacement fund through the Net Operating Results. Staff has incorporated anticipated capital outlay projects that will occur in the five-year financial forecast and the use of the capital replacement and improvement funds.

- **Fund Balance.** Based on the five-year capital outlay the projects will deplete reserves in FY2023-24 and FY2024-25, which will require deferral of projects. The projected fund balance is in the amount of \$911,629 by FY2026-27. The projected target level set in the 2019 rate study was \$3,200,000 in FY2023-24.

Wastewater Capital Replacement Fund						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Source of Funds</b>						
Capital Replacement Contribution	605,000	1,245,000	1,515,000	1,480,000	1,395,000	1,510,000
Transfer In Capital Improvement	-	-	104,486	-	-	-
<b>Total Sources</b>	<b>\$ 605,000</b>	<b>\$ 1,245,000</b>	<b>\$ 1,619,486</b>	<b>\$ 1,480,000</b>	<b>\$ 1,395,000</b>	<b>\$ 1,510,000</b>
<b>Use of Fund</b>						
Replacement Projects	90,000	890,000	3,086,000	1,822,200	0	1,125,000
General Projects/Fixed Assets	466,725	87,500	87,500	87,500	87,500	87,500
<b>Total Uses</b>	<b>\$ 556,725</b>	<b>\$ 977,500</b>	<b>\$ 3,173,500</b>	<b>\$ 1,909,700</b>	<b>\$ 87,500</b>	<b>\$ 1,212,500</b>
Net Annual Cash Balance	48,275	267,500	(1,554,014)	(429,700)	1,307,500	297,500
Beginning Unrestricted Fund Balance	974,568	1,022,843	1,290,343	(263,671)	(693,371)	614,129
<b>Net Cumulative Fund Balance</b>	<b>\$ 1,022,843</b>	<b>\$ 1,290,343</b>	<b>\$ (263,671)</b>	<b>\$ (693,371)</b>	<b>\$ 614,129</b>	<b>\$ 911,629</b>

Table 7 – Projected Wastewater Capital Replacement Fund

## Wastewater Program Reserves (Continued)

- **Developer Contributions.** The Wastewater Capital Improvement Fund receives revenue from development projects. The District is not projecting any upcoming development contributing connection fees due to the uncertainty of the current economic conditions, as well as the proposed developments are small in nature.
- **Fund Balance.** The capital improvement projects will have depleted the fund balance of the wastewater capital improvement fund and the remaining projects will be funded from the wastewater capital replacement fund beginning in FY2023-24. Should development occur this would provide developer contributions towards these projects.

Wastewater Capital Improvement Fund						
	2022 Budget	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
<b>Source of Funds</b>						
Developer Contributions	-	-	-	-	-	-
<b>Total Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund</b>						
Improvement Projects	300,000	469,000				
Transfer To Capital Replacement	-	-	104,486	-	-	-
<b>Total Uses</b>	<b>\$ 300,000</b>	<b>\$ 469,000</b>	<b>\$ 104,486</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Net Annual Cash Balance	(300,000)	(469,000)	(104,486)	-	-	-
Beginning Unrestricted Fund Balance	873,486	573,486	104,486	-	-	-
<b>Net Cumulative Fund Balance</b>	<b>\$ 573,486</b>	<b>\$ 104,486</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Table 8 – Projected Wastewater Capital Improvement Fund**

## Appendices

**Santa Rosa GSA  
Annual Budget  
FY2020-21**

	Object Code	FY2019-20 Budget
<b>Transfer In</b>		
JPA Member Assessment		\$ 372,075
Replenishment Fee		
<b>TOTAL TRANSFER FEE</b>		<b>\$ 372,075</b>
<b>Administrative Fees</b>		
Communications	50210	\$ -
Outside Contracts	50220	\$ 8,000
Audio/Visual (four meetings)		\$ 3,000
Billing (process TBD)		\$ -
Contract Services		\$ -
Meter Calibration Program		\$ -
Meter Installation		\$ -
Room Rental (four meetings)		\$ 5,000
Professional Services	50230	\$ 341,500
Auditing Services		\$ 1,500
Engineering Services (GSP starting FY20-21; planned completion is 11/1/2021)		\$ 260,000
Staffing		\$ 80,000
Materials & Supplies	50260	\$ 8,600
Check stock		\$ 500
General Postage		\$ 100
Stakeholder supplies		\$ 1,000
Printing & Mailing		\$ 5,000
Public Hearing Notification		\$ 1,500
Office supplies		\$ 500
Legal Services	50280	\$ 10,000
Dues & Subscriptions	50290	\$ 350
ACWA		\$ 350
Conference & Travel	50300	\$ 2,000
Safety & Training	50310	\$ -
Board Expense	50330	\$ -
Fees & Charges	50350	\$ 500
Banking fees		\$ 500
Insurance	50360	\$ 1,125
JPIA premiums		\$ 1,125
<b>TOTAL ADMINISTRATIVE FEES</b>		<b>\$ 372,075</b>

		FY 2020-21 District Budget Combined	FY 2021-22 District Budget Combined	Human Resources 5	General Administration 10	Info Systems 11	Resce Png & Engin Ser. 12	Water Resource Management 22	Customer Services 24	Water Quality 25	Build/Grnds & Rolling Stk 26	Potable Water 52	Non-Potable Water 53	WasteWater Services 57	Program Totals
<b>2021-22 Budget</b>		Activity Code													
Water Purchases	50010	\$ 8,944,278	\$ 7,868,165									\$ 7,215,372	\$ 652,793		\$ 7,868,165
CMWD Fixed Charges	50012	\$ 791,376	\$ 981,107									\$ 981,107			\$ 981,107
CCP	50011	\$ 635,632	\$ 618,672										\$ 618,672		\$ 618,672
SMP CMWD	50011	\$ 230,417	\$ 262,690									\$ 241,198		\$ 21,492	\$ 262,690
CamSan		\$ 30,000	\$ -												\$ -
Pumping Power	50020	\$ 1,475,707	\$ 1,453,425									\$ 561,513	\$ 891,912		\$ 1,453,425
		\$ 12,107,410	\$ 11,184,059									\$8,999,190	\$2,163,377	\$21,492	\$ 11,184,059
Salaries & Benefits:															
Regular	50100	\$ 2,748,561	\$ 2,681,273	\$ 2,681,273											\$ 2,681,273
Overtime	50110	\$ 76,008	\$ 70,712	\$ 70,712											\$ 70,712
Part-Time	50120	\$ 112,320	\$ 70,720	\$ 70,720											\$ 70,720
Standby	50130	\$ 28,123	\$ 29,602	\$ 29,602											\$ 29,602
Benefits	50140	\$ 1,045,433	\$ 1,011,956	\$ 1,011,956											\$ 1,011,956
		\$ 4,010,445	\$ 3,864,263	\$3,864,263											\$ 3,864,263
Outside Contracts	50220	\$ 2,407,497	\$ 2,767,968	\$18,600	\$9,200	\$275,668	\$216,000	\$18,100	\$78,000	\$68,000	\$306,000	\$746,450	\$385,950	\$646,000	\$ 2,767,968
Professional Services	50230	\$ 433,772	\$ 754,405	\$10,000	\$510,405	\$0	\$20,000	\$0	\$0	\$30,000	\$0	\$75,000	\$75,000	\$34,000	\$ 754,405
		\$ 2,841,269	\$ 3,522,373	\$28,600	\$519,605	\$275,668	\$236,000	\$18,100	\$78,000	\$98,000	\$306,000	\$821,450	\$460,950	\$680,000	\$ 3,522,373
Services & Supplies															
Utilities	50200	\$ 93,500	\$ 98,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$28,500	\$55,000	\$0	\$15,000	\$ 98,500
Communications	50210	\$ 55,177	\$ 66,800	\$0	\$0	\$66,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 66,800
Pipeline Repairs	50240	\$ 465,000	\$ 465,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$380,000	\$75,000	\$10,000	\$ 465,000
Small Tools & Equipment(Small Tools, Equip & Equip Maint.)	50250	\$ 31,850	\$ 31,850	\$0	\$2,000	\$0	\$850	\$0	\$0	\$1,500	\$2,000	\$20,000	\$4,500	\$1,000	\$ 31,850
Materials & Supplies(Stock Supplies)	50260	\$ 680,250	\$ 671,750	\$0	\$24,350	\$0	\$1,250	\$3,000	\$1,000	\$34,650	\$79,000	\$419,000	\$42,000	\$67,500	\$ 671,750
Repair Parts & Equipment Maintenance	50270	\$ 980,000	\$ 1,018,500	\$0	\$0	\$35,000	\$0	\$0	\$0	\$9,000	\$55,500	\$470,000	\$350,000	\$99,000	\$ 1,018,500
Legal Services	50280	\$ 45,000	\$ 45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 45,000
Dues & Subscriptions	50290	\$ 51,250	\$ 53,250	\$7,000	\$42,750	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$ 53,250
Conference & Travel	50300	\$ 16,500	\$ 16,500	\$9,200	\$7,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 16,500
Safety & Training	50310	\$ 28,000	\$ 52,300	\$52,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 52,300
Board Expense	50330	\$ 125,000	\$ 120,000	\$0	\$120,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 120,000
Bad Debt	50340	\$ 8,500	\$ 7,500	\$0	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 7,500
Fees & Charges	50350	\$ 195,075	\$ 214,925	\$300	\$60,850	\$0	\$0	\$0	\$0	\$26,000	\$3,100	\$74,975	\$3,200	\$46,500	\$ 214,925
Insurance	50360	\$ 107,000	\$ 110,000	\$0	\$110,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 110,000
		\$ -	\$ -												\$ -
		\$ 2,882,102	\$ 2,971,875	\$68,800	\$419,750	\$102,300	\$2,100	\$3,000	\$1,000	\$71,150	\$168,100	\$1,418,975	\$474,700	\$242,000	\$ 2,971,875
		\$ 21,841,226	\$ 21,542,570	\$3,961,663	\$939,355	\$377,968	\$238,100	\$21,100	\$79,000	\$169,150	\$474,100	\$11,239,615	\$3,099,027	\$943,492	\$ 21,542,570
Fixed Assets:		\$ 148,810	\$ 118,600	\$ -	\$ -	\$ 53,500	\$ -	\$ -	\$ -	\$ 24,000	\$ 30,000	\$ -	\$ -	\$ 11,100	\$ 118,600
		\$ 21,990,036	\$ 21,661,170	\$ 3,961,663	\$ 939,355	\$ 431,468	\$ 238,100	\$ 21,100	\$ 79,000	\$ 193,150	\$ 504,100	\$ 11,239,615	\$ 3,099,027	\$ 954,592	\$ 21,661,170



Code	Combined	Combined	5	10	11	12	22	24	25	26	52	53	57	
Benefits	50140	\$ 4,010,445	\$3,864,263	\$3,864,263										
Salaries		\$ 2,965,012	\$2,852,307	\$2,852,307										
Medical		\$ 465,462	\$ 486,959	486,959										
Dental		\$ 26,288	\$ 26,123	26,123										
Vision		\$ 5,370	\$ 5,163	5,163										
Workman's Comp		\$ 40,400	\$ 34,943	34,943										
Medicare		\$ 42,409	\$ 41,357	41,357										
Social Security		\$ 6,963	\$ 4,384	4,384										
PERS-Normal Cost		\$ 438,342	\$ 392,569	392,569										
STD, LTD AND LIFE INSURANCE		\$ 20,199	\$ 20,458	20,458										
Utilities	50200	\$ 93,500	\$ 98,500	\$0	\$0	\$0	\$0	\$0	\$0	\$28,500	\$55,000	\$0	\$15,000	\$98,500
SCE		\$ 49,000	\$ 49,000							27,000	7,000	15,000		49,000
Gas		\$ 1,500	\$ 1,500							1,500	1,500			
Water- in-house		\$ 43,000	\$ 48,000							48,000			48,000	
Communications	50210	\$ 55,177	\$ 66,800	\$0	\$0	\$66,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$66,800
Answering Service		\$ 5,400	\$ 5,000						5,000	5,000				
Cell Phone		\$ 24,000	\$ 30,000						30,000	30,000				
ISP Internet Host (Time Warner)		\$ 11,377	\$ 16,000						16,000	16,000				
Satellite Phones		\$ -	\$ 14,400						14,400	14,400				
VOIP Services (Verizon)		\$ 14,400	\$ 1,400						1,400	1,400				

	Code	Combined	Combined	5	10	11	12	22	24	25	26	52	53	57	
Outside Contracts	50220	\$ 2,438,097	\$ 2,767,968	\$18,600	\$9,200	\$275,668	\$216,000	\$18,100	\$78,000	\$68,000	\$306,000	\$746,450	\$385,950	\$646,000	\$2,767,968
Air Conditioner Maintenance		\$ 4,500	\$ 4,500								4,500				4,500
Air Compressor Maintenance		\$ 13,500	\$ 13,500								1,500	6,000	3,000	3,000	13,500
Analyzer Maintenance (HACH)		\$ -	\$ 12,000									6,000		6,000	12,000
Analyzer Maintenance (HACH) RMWTP		\$ -	\$ 5,000									5,000			5,000
Backflow Testing		\$ 12,900	\$ 12,900									6,450	6,450		12,900
Barscreen Maintenance		\$ 100,000	\$ 100,000										85,000	15,000	100,000
CIS-Out of Scope		\$ -	\$ -												-
Computer Security Endpoint Detection & Response-Ankura		\$ -	\$ 58,000			58,000									58,000
Consumer Confidence Rpt		\$ 500	\$ 500									500			500
Engineering Support Services		\$ -	\$ -												-
Converting AsBuilts to GIS		\$ 3,000	\$ 3,000			3,000									3,000
County Cross-Connection Program		\$ -	\$ 30,000									15,000	15,000		30,000
County ShapeFile Updates		\$ 3,400	\$ 3,400			3,400									3,400
Courier Service		\$ 7,000	\$ 7,000						7,000						7,000
Customer Receipt Proc. Svcs		\$ 11,000	\$ 11,000						11,000						11,000
Dig Alert (USA-Underground Svc Alert)		\$ 2,000	\$ 6,000				6,000								6,000
Distribution Maintenance		\$ 190,000	\$ 190,000									160,000	30,000		190,000
DOT Random Survey		\$ 1,000	\$ 1,000	1,000											1,000
Educational video series		\$ -	\$ -												-
Employment Background/Physical		\$ 2,200	\$ 2,200	2,200											2,200
Facility Tour contracts (tent, bus, sound)		\$ 10,000	\$ -												-
General Labor		\$ 11,000	\$ 11,000								10,000		1,000		11,000
Grounds Cleaning		\$ 40,000	\$ 40,000									20,000	20,000		40,000
Hepatitis Shots		\$ 400	\$ 400	400											400
Hydrant Repair/Maint.		\$ 40,000	\$ 40,000									40,000			40,000
Incode Out of Scope		\$ 8,000	\$ 8,000			8,000									8,000
Info Send		\$ 64,000	\$ 60,000						60,000						60,000
Info Send-Insert Mailing		\$ 6,700	\$ 3,700		700			3,000							3,700
Information Systems Support & Maintenance		\$ 15,000	\$ 15,000			15,000									15,000
Inspection Services		\$ 15,000	\$ 150,000				150,000								150,000
IT Planning		\$ 15,000	\$ -			-									-
Janitor Service		\$ 20,000	\$ 21,000								21,000				21,000
Lab waste disposal		\$ 8,000	\$ 8,000							8,000					8,000
Landscape Surveys		\$ 5,000	\$ 5,000					5,000							5,000
Landscaping		\$ 23,000	\$ 24,000								24,000				24,000
Leak Detection		\$ 60,000	\$ 60,000									40,000	20,000		60,000
Maintenance Support - Adobe Stock & Create		\$ 600	\$ 600			-		600							600
Maintenance Support - Acronics Enterprise Backup		\$ 600	\$ 6,500			6,500									6,500
Maintenance Support- AMR (Aclara)		\$ 14,700	\$ 14,700			14,700									14,700
Maintenance Support- ArcGIS Desktop Basic (ESRI)		\$ 15,000	\$ 14,000			14,000									14,000
Maintenance Support- CIS		\$ 42,606	\$ 45,000			45,000									45,000
Maintenance Support- DigSmart Ticketing Annual Maint		\$ 4,000	\$ 4,000			4,000									4,000
Maintenance Support - Eagle Aerial		\$ 8,500	\$ 8,500			8,500									8,500
Maintenance Support-Fortnite 24/7 Router/Firewall Support		\$ 3,000	\$ 8,300			8,300									8,300
Maintenance Support - Granicus		\$ 7,500	\$ -			-									-
Maintenance Support- Hosted DNS		\$ 1,500	\$ 1,500			1,500									1,500
Maintenance Support - Hosted Email		\$ -	\$ -			-									-
Maintenance Support - Incode ESS		\$ 1,300	\$ -			-									-
Maintenance Support - Infowater Hydraulic Modeling		\$ -	\$ 3,050			3,050									3,050
Maintenance Support - O365 G3 Subscription		\$ -	\$ 7,200			7,200									7,200
Maintenance Support - Output Director		\$ 6,000	\$ -			-									-
Maintenance Support- Tyler Software		\$ 15,848	\$ 17,000			17,000									17,000
Maintenance Support-ACAD (DLT/GDMS)		\$ 1,750	\$ 1,300			1,300									1,300
Maintenance Support-Canva (graphic design web site subscription)		\$ 240	\$ 240			240									240
Maintenance Support-Hootsuite (social media management tool)		\$ 228	\$ 228			228									228
Maintenance Support - SCADA Rockwell PLC Software		\$ 3,600	\$ 7,700			7,700									7,700
Maintenance Support-SCADA Software		\$ 18,375	\$ 25,000			25,000									25,000
Maintenance Support-SCADA TeamViewer		\$ 2,400	\$ 2,400			2,400									2,400
Maintenance Support- SCADA Win 911 Software		\$ 1,500	\$ 1,600			1,600									1,600
Maintenance Support - Thinking2 (website)		\$ 1,500	\$ 1,500			1,500									1,500
Maintenance Support- Alchemy (Open Text)		\$ 3,000	\$ 3,000			3,000									3,000
Manhole Rehabilitation		\$ 120,000	\$ 120,000											120,000	120,000
MCC IR Inspection and Cleaning		\$ 150,000	\$ 150,000									60,000	50,000	40,000	150,000
Meter Reading Services	002	\$ 20,000	\$ 15,000									15,000			15,000
Metroscan CoreLogic		\$ 1,800	\$ 150			150									150
Offsite Water Quality Testing		\$ 60,000	\$ 60,000							60,000					60,000
Painting/Industrial Cleaning		\$ 95,000	\$ 95,000								20,000	40,000	20,000	15,000	95,000
Pest		\$ 13,000	\$ 13,000								13,000				13,000
Printing& Mailing		\$ 7,950	\$ -												-
Production Copying		\$ 500	\$ 500		500										500
Production Meter Calibration and Repair		\$ 15,000	\$ 15,000									8,000	5,000	2,000	15,000
Public Hearing Notice Advertisement		\$ 1,000	\$ 1,000		1,000										1,000
Public Outreach Events		\$ 2,500	\$ 2,500					2,500							2,500
Raise valve stackings		\$ 210,000	\$ 210,000									100,000	10,000	100,000	210,000

Code	Combined	Combined	5	10	11	12	22	24	25	26	52	53	57	
Reservoir Cleaning	\$ 90,000	\$ 90,000									60,000	30,000		90,000
Road Repair/Maint.	\$ 70,000	\$ 70,000								70,000				70,000
Sand Removal	\$ 65,000	\$ 65,000										65,000		65,000
SCADA Support Services	\$ 70,000	\$ 70,000									40,000	10,000	20,000	70,000
School Assembly	\$ 2,000	\$ -												-
Security Service	\$ 48,000	\$ -												-
Sewer Lift Maintenance	\$ 10,000	\$ 10,000											10,000	10,000
Sludge Pressing	\$ 80,000	\$ 80,000											80,000	80,000
Sludge Removal	\$ 75,000	\$ 75,000											75,000	75,000
TO Sewer Disposal Services	\$ 13,000	\$ 14,000											14,000	14,000
Tree and Site Maintenance	\$ 39,500	\$ 39,500								5,000	22,000	12,500		39,500
Trash Removal	\$ 15,000	\$ 15,000								6,000		3,000	6,000	15,000
Uniforms/Rug and Towel Service	\$ 22,000	\$ 22,000	15,000	7,000										22,000
Vehicle Lease	\$ 95,000	\$ 101,000								101,000				101,000
SSL Wildcard Certificates (Comodo)	\$ 3,000	\$ 3,400			3,400									3,400
Underground Utility Locating	\$ -	\$ 60,000				60,000								60,000
Virus Protection (Sophos)	\$ 8,000	\$ -												-
VRSD	\$ 140,000	\$ 140,000											140,000	140,000
Wastewater Treatment Plant Operator	\$ -	\$ -												-
Water Softener	\$ 2,500	\$ 2,500									2,500			2,500
Water Loss Audit	\$ 3,000	\$ 3,000						3,000						3,000
Water Loss Control	\$ -	\$ 100,000									100,000			100,000
Weed Abatement	\$ 30,000	\$ 30,000								30,000				30,000
Workflow App Annual Support	\$ 10,500	\$ 12,000			12,000									12,000
WUE Classes	\$ 4,000	\$ 4,000					4,000							4,000
														-

	Code	Combined	Combined	5	10	11	12	22	24	25	26	52	53	57	
Professional Services	50230	\$ 433,772	\$ 754,405	\$10,000	\$510,405	\$0	\$20,000	\$0	\$0	\$30,000	\$0	\$75,000	\$75,000	\$34,000	\$754,405
Arbitrage		\$ 3,000	\$ 3,000		3,000										3,000
Audit		\$ 26,155	\$ 26,155		26,155										26,155
CAFR Review		\$ 600	\$ 600		600										600
CSMFO Budget Review		\$ 150	\$ 150		150										150
Emergency Response Plan (AWIA)			\$ 45,000		45,000										45,000
Employee Handbook and Performance Review update		\$ -	\$ 10,000	10,000											10,000
Engineering Services		\$ 20,000	\$ 20,000				20,000								20,000
Financial Advisor		\$ 20,000	\$ 20,000		20,000										20,000
Grant Applications		\$ 20,000	\$ 20,000		20,000										20,000
Investment Policy Review		\$ 2,500	\$ 2,500		2,500										2,500
Master Plan		\$ -	\$ 250,000		250,000										250,000
Rate Consultant		\$ -	\$ 50,000		50,000										50,000
Salts and Nutrient Management Plan		\$ -	\$ 93,000		93,000										93,000
Santa Rosa Basin GSA		\$ 150,000	\$ 150,000									75,000	75,000		150,000
Sampling Station Renovation PDR		\$ -	\$ 30,000												30,000
Tech/Env. Services		\$ 5,000	\$ -		-					30,000					-
TMDL		\$ 40,567	\$ 34,000												-
TNI Compliance		\$ 20,800	\$ -											34,000	34,000
UWMP		\$ 125,000	\$ -		-										-
Pipeline Maintenance	50240	\$ 465,000	\$ 465,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$380,000	\$75,000	\$10,000	\$465,000
Unscheduled Leak Repairs		\$ 465,000	\$ 465,000									380,000	75,000	10,000	465,000
Small Tools & Equipment	50250	\$ 31,850	\$ 31,850	\$0	\$2,000	\$0	\$850	\$0	\$0	\$1,500	\$2,000	\$20,000	\$4,500	\$1,000	\$31,850
Ergonomic office equipment		\$ 2,750	\$ 2,750		2,000					750					2,750
Hand Tools		\$ 23,350	\$ 24,100				850			750	2,000	15,000	4,500	1,000	24,100
Misc		\$ 750	\$ -												-
RMWTP-Hand Tools	001	\$ 5,000	\$ 5,000									5,000			5,000

	Code	Combined	Combined	5	10	11	12	22	24	25	26	52	53	57				
Materials & Supplies	50260	\$	680,250	\$	671,750		\$0	\$24,350	\$0	\$1,250	\$3,000	\$1,000	\$34,650	\$79,000	\$419,000	\$42,000	\$67,500	\$671,750
Argon Gas/Welding Gas		\$	6,000	\$	6,000						3,000	3,000						6,000
Art Calendar Contest Supplies		\$	500	\$	500						500							500
BluePrint/Plotting Supplies/Svcs.		\$	7,500	\$	-													-
Business Cards		\$	800	\$	800													800
Check Stock/Tax Forms		\$	300	\$	1,200													1,200
Chemicals (Ammonia, Alum, Reagents, Misc)		\$	85,000	\$	85,000													85,000
Distilled Water Svc		\$	1,650	\$	1,650										25,000		60,000	1,650
Door Hangers		\$	2,000	\$	1,000												1,000	1,000
Equip/Glassware		\$	8,000	\$	8,000													8,000
Flags		\$	1,000	\$	500													500
Fuel		\$	105,000	\$	105,000													105,000
General Materials		\$	10,000	\$	10,000													10,000
General Postage Charges		\$	4,500	\$	4,600													4,600
Kitchen/Restroom Supplies		\$	3,000	\$	3,000													3,000
Office Supplies		\$	6,500	\$	6,500													6,500
Parcel Service		\$	500	\$	500													500
Petroleum Lubricants		\$	10,500	\$	10,500													10,500
Pipe Supplies		\$	40,000	\$	40,000													40,000
Print Cartridges (5si,Laser,Epson color)		\$	7,500	\$	7,000													7,000
Pump Packing/Hoses		\$	7,000	\$	7,000													7,000
Reagents		\$	15,500	\$	15,500													15,500
Recertification Samples		\$	6,500	\$	6,500													6,500
Reference Materials		\$	1,500	\$	1,500													1,500
RMWTP- Cartridge Filters	001	\$	9,000	\$	9,000													9,000
RMWTP-Chemicals	001	\$	262,000	\$	262,000													262,000
RMWTP-Reagents	001	\$	4,000	\$	4,000													4,000
RMWTP-Supplies and Materials	001	\$	40,000	\$	40,000													40,000
Salt/Chlorine		\$	20,000	\$	20,000													20,000
Supplies/Parts		\$	11,000	\$	11,000													11,000
Tour Materials		\$	1,500	\$	1,500													1,500
Underground Service Alert Supplies		\$	1,000	\$	1,000													1,000
Water Efficient Devices		\$	1,000	\$	1,000													1,000

	Code	Combined	Combined	5	10	11	12	22	24	25	26	52	53	57	
Repair Parts & Equipment Maintenance	50270	\$ 980,000	\$ 1,018,500	\$0	\$0	\$35,000	\$0	\$0	\$0	\$9,000	\$55,500	\$470,000	\$350,000	\$99,000	\$1,018,500
BluePrint/Plotting Supplies/Svcs.		\$ -	\$ 8,000			7,500				500					8,000
Calibrate Balances		\$ 500	\$ -												-
Certify Hoods		\$ 500	\$ 500							500					500
Control Valves		\$ 80,000	\$ 80,000									40,000	40,000		80,000
Electrical/Instrumentation		\$ 105,000	\$ 105,000								5,000	45,000	45,000	10,000	105,000
General Repairs		\$ 80,000	\$ 80,000								15,000	25,000	20,000	20,000	80,000
Generators Maintenance		\$ 60,000	\$ 60,000								15,000	35,000		10,000	60,000
Hydrants		\$ 55,000	\$ 55,000									50,000	5,000		55,000
Information System Support & Maintenance		\$ 25,000	\$ 25,000			25,000									25,000
Instrument Repairs-Lab		\$ 2,000	\$ 2,000							2,000					2,000
Metals analyzer maintenance		\$ -	\$ 6,000							6,000					6,000
Metering Repair & Equipment Maintenance	002	\$ 200,000	\$ 225,000									125,000	100,000		225,000
Printer Maintenance		\$ 2,500	\$ 2,500			2,500									2,500
Motor Repair		\$ 65,000	\$ 65,000									20,000	25,000	20,000	65,000
Pump Repair		\$ 125,000	\$ 125,000									30,000	70,000	25,000	125,000
RMWTP	001	\$ 50,000	\$ 50,000									50,000			50,000
Site Rehab (well,etc)		\$ 35,000	\$ 35,000									20,000	15,000		35,000
Telephone Maintenance		\$ 500	\$ 500								500				500
Tractor/Forklift Maintenance		\$ 10,000	\$ 10,000								10,000				10,000
Vehicle maintenance		\$ 10,000	\$ 10,000								10,000				10,000
VFDs		\$ 74,000	\$ 74,000									30,000	30,000	14,000	74,000
Legal Services	50280	\$ 45,000	\$ 45,000	\$0	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$45,000
Legal Counsel		\$ 35,000	\$ 35,000		35,000										35,000
Legal Consel-Special Counsel		\$ 10,000	\$ 10,000		10,000										10,000
Dues & Subscriptions	50290	\$ 51,250	\$ 53,250	\$7,000	\$42,750	\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$53,250
ACWA		\$ 23,000	\$ 23,000		23,000										23,000
AWA		\$ 4,600	\$ 4,600		4,600										4,600
AWWA		\$ 2,400	\$ 2,400		2,400										2,400
CASA		\$ 4,500	\$ 5,300		5,300										5,300
CMUA		\$ 3,100	\$ 3,100		3,100										3,100
CSDA		\$ -	\$ -												-
CWEA		\$ 3,000	\$ 3,000											3,000	3,000
IT Knowledge Base		\$ 500	\$ 500			500									500
Memberships		\$ 3,000	\$ 3,000	3,000											3,000
Recertifications		\$ 4,000	\$ 4,000	4,000											4,000
VCSDA		\$ 150	\$ 150		150										150
Water Reuse		\$ -	\$ 1,200		1,200										1,200
WCVC		\$ 3,000	\$ 3,000		3,000										3,000
Conference & Travel	50300	\$ 16,500	\$ 16,500	\$9,200	\$7,300	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$16,500
ACWA		\$ 8,000	\$ 8,000	4,000	4,000										8,000
AWA		\$ 2,400	\$ 2,400	1,400	1,000										2,400
CASA		\$ 1,500	\$ 1,500		1,500										1,500
CSMFO/GFOA/Tyler		\$ 1,800	\$ 1,800	1,800											1,800
General Meetings		\$ 500	\$ 500		500										500
SWRCB/Legislature		\$ 2,000	\$ 2,000	2,000											2,000
VCSDA		\$ 300	\$ 300		300										300
WateReuse		\$ -	\$ -												-



	Code	Combined	Combined	5	10	11	12	22	24	25	26	52	53	57	
<b>Safety &amp; Training</b>	<b>50310</b>	<b>\$ 28,000</b>	<b>\$ 52,300</b>	<b>\$52,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,300</b>
Awards Banquet		\$ 5,000	\$ 5,000	5,000											5,000
Education Courses		\$ 3,000	\$ 26,000	26,000											26,000
Safety Luncheons		\$ 6,000	\$ 6,000	6,000											6,000
Safety Shoes		\$ 3,000	\$ 3,600	3,600											3,600
Technical Seminars/Safety Training		\$ 11,000	\$ 11,700	11,700											11,700
<b>Board Expense</b>	<b>50330</b>	<b>\$ 125,000</b>	<b>\$ 120,000</b>	<b>\$0</b>	<b>\$120,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$120,000</b>
Directors Fees		\$ 120,000	\$ 120,000		120,000										120,000
Election Costs		\$ 5,000	\$ -												-
<b>Bad Debt</b>	<b>50340</b>	<b>\$ 8,500</b>	<b>\$ 7,500</b>	<b>\$0</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,500</b>
Bad Debt		\$ 8,500	\$ 7,500		7,500										7,500
<b>Fees and Charges</b>	<b>50350</b>	<b>\$ 195,075</b>	<b>\$ 214,925</b>	<b>\$300</b>	<b>\$60,850</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$26,000</b>	<b>\$3,100</b>	<b>\$74,975</b>	<b>\$3,200</b>	<b>\$46,500</b>	<b>\$214,925</b>
Annual ELAP Accreditation Fee		\$ 20,000	\$ 26,000							26,000					26,000
Annual Waste Disch Perm.		\$ 27,000	\$ 38,000											38,000	38,000
Bank Fees		\$ 30,000	\$ 30,000		30,000										30,000
City of Camarillo Encroachment Permit		\$ 3,500	\$ 4,800		4,800										4,800
Collection Agency		\$ 500	\$ 500		500										500
EPA Fees		\$ 1,500	\$ 1,500											1,500	1,500
GASB 68 Report		\$ 800	\$ 800		800										800
GMA Extraction Fees		\$ 20,000	\$ 20,000									20,000			20,000
Health Savings Administration Fee		\$ 500	\$ 300	300											300
LAFCO		\$ 15,000	\$ 15,000		15,000										15,000
MWPRCA		\$ 1,000	\$ 1,000		1,000										1,000
Other		\$ 4,000	\$ 4,000		4,000										4,000
Permits & Inspections		\$ 1,075	\$ 1,075									1,075			1,075
SWRCB groundwater filing		\$ 600	\$ 600									400	200		600
SWRCB Water System Fees		\$ 33,000	\$ 33,000									33,000			33,000
Ventura Co. Annual Excavation Permit		\$ 1,600	\$ 1,600								1,600				1,600
Ven Co. HazMat Fee (fuel Tnks)		\$ 15,500	\$ 15,500								1,500	10,000		4,000	15,500
Ventura Co. Generator Permits		\$ 11,000	\$ 11,000									8,000		3,000	11,000
Ventura Co. Watershed		\$ 5,500	\$ 5,500									2,500	3,000		5,500
Wilmington Trustee Fees		\$ 3,000	\$ 4,750		4,750										4,750
<b>Insurance</b>	<b>50360</b>	<b>\$ 107,000</b>	<b>\$ 110,000</b>	<b>\$0</b>	<b>\$110,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$110,000</b>
Claims against Self-Insurance		\$ 10,000	\$ 10,000		10,000										10,000
Liability		\$ 70,000	\$ 70,000		70,000										70,000
Property (Auto)		\$ 27,000	\$ 30,000		30,000										30,000

## Schedule of Water Rates

The following table shows the customer class details of the commodity water rates:

<b>Commodity Charge By Class</b>					
<b>Potable Water</b>	<b>July 2019</b>	<b>July 2020</b>	<b>July 2021</b>	<b>July 2022</b>	<b>July 2023</b>
Residential/Master Meter/Domestic Agricultural First 12 Units	\$3.28	\$3.47	\$3.61	\$3.81	\$4.01
Residential/Master Meter/Domestic Agricultural 13 Units and Higher	\$3.65	\$3.82	\$4.01	\$4.22	\$4.45
Commercial/Industrial/Public	\$3.65	\$3.82	\$4.01	\$4.22	\$4.45
Municipal Irrigation/Residential Irrigation	\$3.65	\$3.82	\$4.01	\$4.22	\$4.45
Fire Service/Other	\$3.65	\$3.82	\$4.01	\$4.22	\$4.45
Agricultural Irrigation	\$3.65	\$3.82	\$4.01	\$4.22	\$4.45
MWD Full Service Rate	\$3.65	\$3.82	\$4.01	\$4.22	\$4.45
MWD Tier 2 Rate					
Temporary Construction/Temporary Agricultural	\$4.91	\$5.29	\$5.60	\$5.88	\$6.17
Temporary Municipal	\$4.91	\$5.29	\$5.60	\$5.88	\$6.17
Emergency Water Service	\$4.91	\$5.29	\$5.60	\$5.88	\$6.17
Commercial/Industrial/Public Out of Bounds	\$4.91	\$5.29	\$5.60	\$5.88	\$6.17
Residential Out of Bounds First 12 Units	\$4.91	\$5.29	\$5.60	\$5.88	\$6.17
Residential Out of Bounds 13 Units and Higher					
<b>Non-Potable/Recycled Water Service</b>	<b>July 2019</b>	<b>July 2020</b>	<b>July 2021</b>	<b>July 2022</b>	<b>July 2023</b>
Non-Potable Commercial Agricultural	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59
Non-Potable Landscape Irrigation Water	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59
Non-Potable Residential Landscape	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59
Non-Potable Temporary Construction	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59
Non-Potable Commercial Agricultural (contractual customers prior to December 31, 1994)	\$0.62	\$0.63	\$0.64	\$0.65	\$0.66
Blended Non-Potable Agricultural	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59
Recycled Commercial Agricultural	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59
Recycled Landscape Irrigation	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59
Recycled Commercial Agricultural (contractual)	\$0.41	\$0.42	\$0.43	\$0.44	\$0.45
Recycled Surplus Water (Served Outside District)	\$1.92	\$2.08	\$2.19	\$2.40	\$2.59

## Schedule of Water Rates (Continued)

The following tables show details of the meter service fees:

Monthly Meter Service Charge					
Potable/Domestic Agricultural/Blended Agricultural					
	July 2019	July 2020	July 2021	July 2022	July 2023
3/4" (MM)	\$ 6.21	\$ 6.19	\$ 6.21	\$ 6.35	\$ 6.57
3/4"	\$ 12.79	\$ 12.77	\$ 13.26	\$ 13.58	\$ 14.08
1"	\$ 21.41	\$ 21.40	\$ 22.63	\$ 23.19	\$ 24.06
1.5"	\$ 42.94	\$ 42.93	\$ 46.02	\$ 47.17	\$ 48.96
2"	\$ 68.89	\$ 68.89	\$ 74.22	\$ 76.09	\$ 78.99
3"	\$ 151.09	\$ 151.12	\$ 163.54	\$ 167.68	\$ 174.10
4"	\$ 259.02	\$ 259.09	\$ 280.82	\$ 287.92	\$ 298.98
6"	\$ 388.69	\$ 388.81	\$ 421.73	\$ 432.41	\$ 449.02
8"	\$ 647.90	\$ 648.11	\$ 703.38	\$ 721.21	\$ 748.93
Non-Potable					
3/4" (MM)	\$ 4.89	\$ 4.88	\$ 4.91	\$ 5.02	\$ 5.20
3/4"	\$ 7.51	\$ 7.52	\$ 8.09	\$ 8.28	\$ 8.60
1"	\$ 10.28	\$ 10.32	\$ 11.72	\$ 12.00	\$ 12.51
1.5"	\$ 17.19	\$ 17.30	\$ 20.78	\$ 21.29	\$ 22.25
2"	\$ 25.52	\$ 25.72	\$ 31.70	\$ 32.48	\$ 33.99
3"	\$ 51.90	\$ 52.40	\$ 66.30	\$ 67.95	\$ 71.19
4"	\$ 86.54	\$ 87.43	\$ 111.72	\$ 114.51	\$ 120.02
6"	\$ 128.16	\$ 129.51	\$ 166.30	\$ 170.47	\$ 178.70
8"	\$ 211.35	\$ 213.63	\$ 275.39	\$ 282.30	\$ 295.99
Fire Service					
1"	\$ 51.03	\$ 51.65	\$ 61.96	\$ 63.93	\$ 67.46
1.5"	\$ 51.03	\$ 51.65	\$ 61.96	\$ 63.93	\$ 67.46
2"	\$ 51.03	\$ 51.65	\$ 61.96	\$ 63.93	\$ 67.46
3"	\$ 51.03	\$ 51.65	\$ 61.96	\$ 63.93	\$ 67.46
4"	\$ 51.03	\$ 51.65	\$ 61.96	\$ 63.93	\$ 67.46
6"	\$ 77.09	\$ 78.03	\$ 93.60	\$ 96.58	\$ 101.90
8"	\$ 129.17	\$ 130.74	\$ 156.84	\$ 161.82	\$ 170.74
10"	\$ 343.45	\$ 347.63	\$ 417.02	\$ 430.27	\$ 453.98

## Outstanding Debt

Camrosa Water District			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2022	404,631	640,000	1,044,631
2023	375,331	660,000	1,035,331
2024	344,931	695,000	1,039,931
2025	316,631	720,000	1,036,631
2026	288,932	760,000	1,048,932
2027	261,981	780,000	1,041,981
2028	238,144	815,000	1,053,144
2029	219,656	830,000	1,049,656
2030	201,850	845,000	1,046,850
2031	182,072	865,000	1,047,072
2032	168,300	175,000	343,300
2033	161,200	180,000	341,200
2034	153,800	190,000	343,800
2035	146,100	195,000	341,100
2036	138,100	205,000	343,100
2037	128,625	215,000	343,625
2038	117,625	225,000	342,625
2039	106,125	235,000	341,125
2040	94,125	245,000	339,125
2041	81,500	260,000	341,500
2042	68,250	270,000	338,250
2043	54,375	285,000	339,375
2044	39,750	300,000	339,750
2045	24,375	315,000	339,375
2046	8,250	330,000	338,250
<b>TOTAL</b>	<b>\$ 4,324,660</b>	<b>\$ 11,235,000</b>	<b>\$ 15,559,660</b>

## Outstanding Debt (Continued)

Water Program			
Debt Service			
FY	Interest	Principal	Total
2022	353,681	500,000	853,681
2023	330,806	515,000	845,806
2024	307,031	545,000	852,031
2025	284,931	560,000	844,931
2026	263,319	595,000	858,319
2027	242,231	610,000	852,231
2028	223,619	635,000	858,619
2029	209,181	650,000	859,181
2030	195,257	660,000	855,257
2031	179,816	675,000	854,816
2032	168,300	175,000	343,300
2033	161,200	180,000	341,200
2034	153,800	190,000	343,800
2035	146,100	195,000	341,100
2036	138,100	205,000	343,100
2037	128,625	215,000	343,625
2038	117,625	225,000	342,625
2039	106,125	235,000	341,125
2040	94,125	245,000	339,125
2041	81,500	260,000	341,500
2042	68,250	270,000	338,250
2043	54,375	285,000	339,375
2044	39,750	300,000	339,750
2045	24,375	315,000	339,375
2046	8,250	330,000	338,250
<b>TOTAL</b>	<b>\$ 4,080,373</b>	<b>\$ 9,570,000</b>	<b>\$ 13,650,373</b>

## Outstanding Debt (Continued)

Potable Water Program			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2022	345,536	477,500	823,036
2023	323,688	491,900	815,588
2024	300,977	520,700	821,677
2025	279,861	535,100	814,961
2026	259,214	568,300	827,514
2027	239,071	582,700	821,771
2028	221,293	606,500	827,793
2029	207,502	620,900	828,402
2030	194,203	630,300	824,503
2031	179,456	644,700	824,156
2032	168,300	175,000	343,300
2033	161,200	180,000	341,200
2034	153,800	190,000	343,800
2035	146,100	195,000	341,100
2036	138,100	205,000	343,100
2037	128,625	215,000	343,625
2038	117,625	225,000	342,625
2039	106,125	235,000	341,125
2040	94,125	245,000	339,125
2041	81,500	260,000	341,500
2042	68,250	270,000	338,250
2043	54,375	285,000	339,375
2044	39,750	300,000	339,750
2045	24,375	315,000	339,375
2046	8,250	330,000	338,250
<b>TOTAL</b>	<b>\$ 4,041,301</b>	<b>\$ 9,303,600</b>	<b>\$ 13,344,901</b>

Non-Potable Water Program			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2022	8,145	22,500	30,645
2023	7,118	23,100	30,218
2024	6,054	24,300	30,354
2025	5,070	24,900	29,970
2026	4,105	26,700	30,805
2027	3,160	27,300	30,460
2028	2,326	28,500	30,826
2029	1,679	29,100	30,779
2030	1,054	29,700	30,754
2031	360	30,300	30,660
<b>TOTAL</b>	<b>\$ 39,072</b>	<b>\$ 266,400</b>	<b>\$ 305,472</b>



## Outstanding Debt (Continued)

Wastewater Program			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2022	50,950	140,000	190,950
2023	44,525	145,000	189,525
2024	37,900	150,000	187,900
2025	31,700	160,000	191,700
2026	25,613	165,000	190,613
2027	19,750	170,000	189,750
2028	14,525	180,000	194,525
2029	10,475	180,000	190,475
2030	6,594	185,000	191,594
2031	2,256	190,000	192,256
<b>TOTAL</b>	<b>\$ 244,288</b>	<b>\$ 1,665,000</b>	<b>\$ 1,909,288</b>

**Resolution No: 19-13**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting a Statement of Reserve Policy**

**Whereas**, the District collects capital fees from new developments for both water and wastewater service and deposits said fees into a reserve account for future expansion of the respective systems; and,

**Whereas**, large capital outlays will be necessary in the future for replacement of portions of the water and wastewater infrastructure as it comes to the end of its useful life; and,

**Whereas**, it is in the best interests of the customers of Camrosa to fund future expansion and capital replacement while minimizing additional debt; and,

**Whereas**, it is in the best interests of the customers of Camrosa to fund emergency repairs while maintaining a stable rate structure; and,

**Whereas**, it is the intent of the Board of Directors to maintain adequate reserves for ongoing needs, to minimize the need for new debt financing for future capital projects, and to maintain an affordable and stable rate structure;

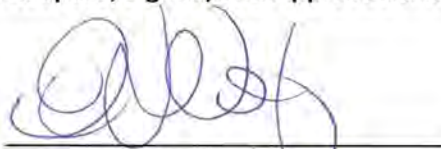
**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the attached Statement of Reserve Policy is adopted and made effective this date; and,

**Be It Further Resolved** that contributions to reserves shall be established at levels that will accumulate necessary funds to:

- Increase system capacity and accommodate growth
- Replace assets of the District as required
- Meet unanticipated emergencies
- Stabilize rates and dampen the effects of one-time expenditures that may otherwise require an adjustment in the District rate structure
- Meet the covenants of outstanding debt issues and other agreements; and,

**Be It Further Resolved** that this reserve fund policy supersedes any and all reserve fund policies and reserve levels specified previously in District policies.

**Adopted, Signed, and Approved** this 30<sup>th</sup> day of May, 2019.



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

 (ATTEST)

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

## **Camrosa Water District Statement of Reserve Fund Policy**

### **Purpose:**

It is the intent of the Board to maintain adequate reserves for ongoing needs, to minimize the need for new debt financing for future capital projects and to maintain an affordable and stable rate structure. This statement is intended to provide guidelines for the maintenance of the financial reserves of the District. The ultimate goal of this statement is to identify the categories of reserves to be maintained, to establish the method for identifying the need for each category of reserves, to identify the sources of contribution to reserves, and to provide for periodic review of both reserve levels and this reserve policy.

### **Scope:**

This reserve fund policy applies to all financial reserves of the District, as well as other funds that may be created from time to time which shall also be administered in accordance with the provisions of this policy. It includes reserves in the form of investments monitored and controlled by the Board as well as reserves held in trust in accordance with the covenants of specific debt issuance instruments.

### **Policy:**

The budget for the District shall be prepared in a manner that assures adequate reserves for ongoing needs while minimizing the need for new debt. In particular, contributions to reserves shall be established at levels that will accumulate necessary funds to:

- establish sound formal fiscal reserve policies to ensure strong fiscal management to guide future District decisions;
- increase system capacity and accommodate growth;
- provide funding for current and future replacement of existing assets as they reach the end of their useful lives;
- meet unanticipated emergencies;
- help smooth rates from year-to-year, and to promote equity over the years to ratepayers; and
- meet the covenants of outstanding debt issues and other agreements.

All reserves must be identifiable to one of these purposes; reserves shall not be accumulated in excess of levels needed to satisfy these purposes. Reserves may, as deemed prudent by the Board, be used to satisfy more than one purpose.

### **Classification of Reserves:**

Two primary classifications of reserves are established, each with several categories to earmark reserves for specific purposes identified in the policy above.

**Restricted Assets** There are three primary categories of restricted assets as follows:

- a. *Debt Covenant Reserves* are established in accordance with covenants of specific debt issuance instruments.
- b. *Specific Agreement Reserves* are established in accordance with agreements between the District and other agencies.
- c. *CIP Reserves* are funds earmarked for near-term expenditure under the approved Capital Improvement Plan (CIP) for the current fiscal year.

These reserves may only be used for the specific purposes outlined in the debt issuance instrument, the agreement with another agency or the annual CIP and may not be used to meet reserve levels required for other purposes.

**Designated Reserves** are established by the Board to meet purposes other than those identified to restricted assets. The categories of reserves that fall under this classification are:

- a. ***Capital Improvement Fund (CIF)*** – Capital cost recovery fees collected from developers to obtain entitlement to existing water and wastewater capacity and to fund construction of capacity expansion are segregated in the CIF.  
Applicable Funds: Potable, Non-Potable and Wastewater Capital Improvement Funds.
- b. ***Capital Replacement Fund (CRF)*** – Funds are for both short-term and long-term purposes. The objective is to provide funds for the current and future replacement of existing capital assets as they reach their useful lives.  
Applicable Funds: Potable, Non-Potable and Wastewater Capital Replacement Funds.
- c. ***Rate Stabilization Fund (RSF)*** – Funds operate as a buffer to water and wastewater rates during any period where there is an unexpected increase in operating costs or decrease in revenues. For example, in the event of an unexpected rate increase from Calleguas/MWD and the District chooses not to pass the increase on to its customers immediately, this fund could cover the shortfall in revenue. In addition, in a severe drought or extremely wet conditions, it is reasonable to expect that water sales could fluctuate significantly. The Rate Stabilization Fund will absorb these types of fluctuations in operations and help stabilize rates. A secondary purpose is to assure minimum debt service coverage of the District's bond covenants. In calculating debt service coverage, contributions from the RSF will be treated as revenue.

Applicable Funds: Potable, Non-Potable and Wastewater Rate Stabilization Fund.



- d. ***Operating and Emergency Reserves (OER)*** – Funds designated to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the District's ability to sustain safe or reliable service.

Applicable Funds: Potable, Non-Potable and Wastewater Operating and Emergency Reserve Fund.

The Board of Directors may review fund designations from time-to-time and establish new or eliminate established designated reserve funds as operational needs may dictate.

### **Sources of Funds:**

The source of funds for each category of reserves varies. For Restricted Assets, the source of funds to meet bond covenants or terms of individual agreements is specified in the debt issuance instrument or agreement that mandated the establishment of a reserve. Use of the funds is limited as specified in the covenants of the agreement. Reserves earmarked for near-term expenditure under the approved Capital Improvement Plan (CIP) for the current fiscal year will be deducted from the appropriate Designated Reserve and established as a Restricted Asset.

In the case of Designated Reserves, contributions may come from several sources as follows:

- a. ***Capital Improvement Fund (CIF)*** - Accumulated capital fees collected during property development to ensure adequate water and wastewater system capacity.
- b. ***Capital Replacement Fund (CRF)*** - Contribution from net operating results.
- c. ***Rate Stabilization Fund (RSF)*** - Contribution from net operating results from operations at the discretion of the Board to maintain the fund balance and to stabilize rates and meet the District's bond covenants.
- d. ***Operating and Emergency Reserves (OER)*** - Contribution from net operating results after all other contributions to reserves have been made.

The contribution of revenues of the District to meet replacement needs is based upon expected replacement costs and expected remaining life of the various assets.

### **Expenditure of Reserves:**

Expenditure of reserves is authorized as part of the annual budget process. Capital Replacement projects are individually authorized and may be designated either as Capital Improvement, Capital Replacement, Fixed Asset or a combination of, and funded from the appropriate reserve funds.

Prior to the expenditure of funds from any capital replacement fund, an analysis shall be conducted to determine if the asset has truly come to the end of its expected life and the asset is still required to meet the needs of District customers for the foreseeable future. In all cases, application of new technology should be considered to improve efficiency and economy of District operations.

Designated Reserves may also be used at the discretion of the Board to meet unanticipated financial needs such equipment failures, damage caused by natural disaster or other emergencies requiring funds beyond annual revenues. Funds contained in the Rate Stabilization Funds may be used to manage rates and rate increases and to offset sudden and unanticipated losses in revenue, such as reduced water and wastewater sales. These funds may be used to compensate for losses resulting from sudden increases in wholesale water rates and increases in water and wastewater operating costs and may be used to meet the minimum debt service coverage required in accordance with specific debt covenants. The contribution to and utilization of the Water and Wastewater Rate Stabilization Fund may be budgeted in the District's Annual Budget, or utilized in an unanticipated financial need.

### **Levels of Reserve Funds:**

Adequate levels of reserves are critical to the successful and stable short- and long-term operation of the District. Sufficient reserve fund balances will ensure that customers experience both stable rates for service and the security that the District can respond to short-term emergencies. Sufficient reserves will provide the overall financial strength to the District to protect its bonding capacity and to finance and construct the infrastructure necessary to renew existing systems and expand service levels to meet future needs. Rates and fees should be maintained at a level to ensure the balance within the various reserve funds are sufficient to meet the specified needs for the reserve funds without generating funds surplus to the District's needs.

- a. **Restricted Assets** – Reserves required by debt agreements and funds designated to fund the current year CIP will be maintained at 100% of level required by each reserve category. Funds in these reserve accounts will not be used to meet the required reserve fund balance for any other category of reserves.
- b. **Capital Replacement (CRF)** – At the beginning of each budget year, each reserve fund balance should be a minimum of 5% of the projected capital asset replacement value to determine the target level for the Capital Replacement Reserves.
- c. **Capital Improvement (CIF)** – The CIF is used for new development and is development driven as are the costs incurred; therefore, no minimum or maximum.
- d. **Rate Stabilization Fund (RSF)** – This fund is used to stabilize rates in the event of short to mid-term rate revenue loss, and/or higher than anticipated operating expenses that cannot be supported by normal revenues. Rate Stabilization funds can be used to balance the budget. The scheduled target will be 10% of the prior year's rate revenue. Rate revenue is defined as revenue generated from the commodity charges only.
- e. **Operating and Emergency Reserves (OER)** – The minimum target OER balance shall be the 45-Day average of operating expense budget (excluding wholesale water costs).

**Review:**

An annual review of reserve levels is necessary during the budget preparation process to ensure proper levels of reserves are maintained. In addition, this reserve policy shall be reviewed by the Board on a biennial basis to ensure continued conformance with long-term Board strategy.



**Resolution No: 21-04**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting a District Investment Policy**

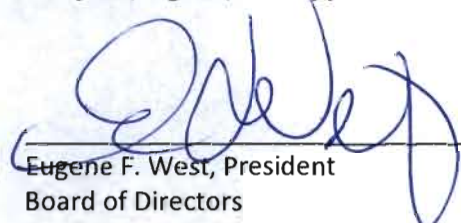
**Whereas,** The Board of Directors has established a District Investment Policy to provide guidelines for the prudent investment of the District's temporarily idle cash; and,

**Whereas,** It is in the best interests of the District to review that investment policy from time to time to ensure maximum yield while maintaining criteria to ensure safety and liquidity; and,

**Whereas,** The Investment Policy has been presented to the full Board for review and comment;

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the attached Investment Policy is hereby adopted and made effective this date.

**Adopted, Signed, and Approved** this 11<sup>th</sup> day of February 2021.

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

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

**CAMROSA WATER DISTRICT  
STATEMENT OF INVESTMENT POLICY  
February 2021**

**PURPOSE:**

This statement is intended to provide guidelines for prudent investment of the District's temporarily idle cash, and outline policies for maximizing efficiency of the District's cash management system. The ultimate goal is to enhance the economic status of the District while protecting its cash resources.

**SCOPE:**

This investment policy applies to all financial assets of the District, as well as other funds that may be created from time to time which shall also be administered in accordance with the provisions of this policy. Funds held by the Ventura County Treasurer during tax collection periods shall be governed by the County's investment policy, and are not subject to the provisions of this policy.

**THE INVESTMENT PROCESS:**

The investment of public funds is a professional discipline. The investment process has the following components:

- A written investment policy explicitly identifying the District's opportunities, constraints, preferences, and capabilities.
- An Investment Strategy identifying Investment opportunities and overall objectives of the District.
- A Market Analysis identifying the District's circumstances and market conditions.
- A Portfolio Analysis identifying adjustments needed in response to changing circumstances, results and new objectives.

**POLICY:**

The Camrosa Water District shall invest its pooled, temporary idle cash investments in a manner that affords the District a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California (Water Code Section 31303 and 31336 and Government Code Section 53600 et seq.). Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence, who are familiar with those matters, exercise in the management of their own affairs, not for speculation, but for investment considering the probable safety and liquidity of capital, as well as reasonable income to be derived.

The Board of Directors and the General Manager, acting in accordance with procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion, and appropriate actions are taken to control adverse developments.

The General Manager shall establish a system of internal controls to be reviewed by the Investment Committee and with the independent auditor. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by District Staff.

## **INVESTMENT STRATEGY**

Temporarily idle or surplus funds of the Camrosa Water District shall be invested in accordance with principles of sound treasury management and in accordance with the provisions of the California Government Code Sections 53600 et seq, the Water Code and this Investment Policy. The basic objectives of the District's investment program are, in order of priority,

- 1) Safety of invested funds; and
- 2) Maintenance of sufficient liquidity to meet cash flow needs; and
- 3) Attainment of the maximum return possible consistent with the first two objectives.

These objectives will be accomplished using the following procedures

1. Safety – The District shall ensure the safety of its invested funds by limiting credit and interest rate risks. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of portfolio securities will fall due to an increase in general interest rates.

Credit risk will be mitigated by:

- a. Limiting investments to safer types of securities; and
- b. Diversifying the investment portfolio so that the failure of any one issuer or backer will not place undue financial burden on the District; and
- c. Monitoring all of the District's investments to anticipate and respond appropriately to a significant reduction of creditworthiness of any of the issuers. The relative health of issuers shall be evaluated by the Investment Committee at least annually.

Interest rate risk will be mitigated by:

- a. Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to their maturity; and
  - b. Investing primarily in short-term securities; and
  - c. Occasionally restructuring the portfolio to minimize the loss of market value and/or to maximize cash flows.
2. Liquidity – The District's financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. Additionally, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets. As a general rule, and subject to annual review by the Investment Committee, the average maturity of the investment portfolio will not exceed two (2) years. No investment will have a maturity of more than five (5) years from its date of purchase.
  3. Return – The investment portfolio shall be designed with overall objective of obtaining a total rate of return throughout economic cycles, commensurate with investment risk constraints and cash flow needs.



## **ELIGIBLE INVESTMENT INSTRUMENTS**

Camrosa shall invest only in investment instruments and media approved by Resolution of Camrosa's Board of Directors. The Board of Directors may consider additions or deletions to the approved investment instruments and media list at any time by resolution and shall include in each resolution the entire list of approved investments. This policy shall be used to evaluate recommended additions to the approved list. Additions to the approved list shall not be made unless there is a strong likelihood that the addition will be utilized within the near future. The attached Addendum contains examples of typical investment instruments which may be included on an approved list.

## **INVESTMENT CONSTRAINTS**

General Guidelines - Temporarily idle operating cash shall be invested in instruments whose average maturity does not exceed two (2) years. Reserves established for the replacement of utility (water, sewer) facilities may be invested for a longer term if a higher yield may be achieved. Funds held for capital replacement shall be invested in securities that reasonably can be expected to produce enough income to offset inflationary construction cost increases. Such funds shall not be exposed to market price risks or default risks that would jeopardize the assets available to accomplish their stated objective. Such would be the case with obligations of the U.S. Government or its agencies.

Diversification - It is the District's policy to diversify its investment portfolio to control credit risk. Diversification strategies shall be determined and revised periodically. Maturities shall be staggered to provide for liquidity and stability of income. At least 25% of the portfolio will be invested in securities which can be liquidated on one (1) day's notice in order to control liquidity risk. No more than one-third (33%) of Camrosa's portfolio shall be held by any single investment firm or institution. The sole exception shall be the State of California Investment Pool (L.A.I.F.).

Prohibited Investments - Investments by the District in securities permitted by the California Government Code, but not specifically approved by Board Resolution is prohibited without the prior approval of the Board of Directors. The District shall not invest any funds such as inverse floaters, range notes, and other instruments outlined in California Government Code Section 53601 nor in any security that could result in zero interest if held to maturity. No representative of the District is authorized to engage in margin transactions, derivatives nor reverse repurchase agreements on behalf of the District. Finally, while it may occasionally be necessary or strategically prudent of the District to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, no investment may be made for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates.

Security Dealers and Depositories - The District shall seek to conduct its investment transactions with several competing, reputable security dealers and brokers as the need may arise. The selection process shall screen out institutions that lack viability or whose past practices suggest the safety of public capital, directed to or through such firms, would be impaired.

Ethics and Conflict of Interest - Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Such employees and investment officials shall disclose to the Board of Directors and the General Manager any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial investment positions that could be related to the performance of the District's

portfolio. Such employees and officers shall subordinate their personal investment transactions to those of the District, particularly with regard to the time of purchases and sales.

## **RESPONSIBILITIES**

**General Manager** - The General Manager is charged with responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District and for the deposit and investment of those funds in accordance with principles of sound fiscal management and in conformance with applicable laws and ordinances. The General Manager shall develop an investment procedures manual to implement this Investment Policy for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse as approved by the Board of Directors.

Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognized that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following:

1. Control of collusion
2. Separation of transaction authority from accounting and record keeping
3. Custodial safekeeping
4. Avoidance of physical delivery securities
5. Clear delegation of authority to subordinate staff members
6. Written confirmation of transactions for investments and wire transfers
7. Dual authorizations of wire transfers
8. Development of a wire transfer agreement with the lead bank and third-party custodian

The internal controls are further defined in the Investment Procedure attached.

The General Manager is responsible for keeping the Board of Directors fully advised as to the financial condition of the District.

**District's Auditing Firm** - The District's auditing firm's responsibilities shall include, but not be limited to, the examination and analyses of fiscal procedures and the examination, checking and verification of accounts and expenditures. A review of the District's investment program is to be performed, under a separate engagement for services, in conjunction with the annual financial audit.

**Board of Directors** - The Board of Directors shall consider and adopt a written Investment Policy. As provided in that Policy, the Board shall receive, review, and accept monthly Cash Position Reports and quarterly Investment Reports.

**Investment Committee** - An Investment Committee consisting of two (2) members of the Board of Directors appointed by the President, will meet with the District General Manager as required to develop the general strategies, allocate reserve assets among various approved investment instruments, and to monitor results. The Committee shall include in its deliberations, potential risks to District funds, authorized depositors, brokers and dealers, and target rate of return on investments, and any other topics as it may determine or as

directed by the Board of Directors. The Committee shall report to the full Board of Directors the results of the Investment Committee Meeting including any recommended actions. Payment for any transaction which requires the transfer of funds from one investment to another shall require the signature of at least two (2) Members of the Board.

### **REPORTING**

The General Manager, will provide the Board of Directors with monthly cash position and quarterly reports of investments. Such reports will provide at least the following: Type of investment, institution, date of maturity, amount of deposit, current market value of all securities maturing beyond one (1) year after reporting date, rate of interest and such other data as from time to time may be required by the Board.

### **ANNUAL REVIEW**

This investment policy shall be reviewed annually by the Investment Committee to ensure its consistency with respect to the overall objectives of safety, liquidity and yield. Proposed amendments to the policy shall be prepared by the Investment Committee and be forwarded to the Board of Directors for Consideration.



## ADDENDUM

### GLOSSARY:

#### U.S. GOVERNMENT SECURITIES

U.S. Treasury Obligations - Treasury bills, Treasury bonds, and Treasury notes issued by the U.S. Treasury. The maturity on these investments shall not exceed five (5) years without the prior approval of the Investment Committee. Per Gov't. Code no maturity greater than five (5) years and no portfolio limits.

U.S. Government Agency Obligations - Any obligation of, or obligation that is insured as to principal and interest by the United States or any agency or corporation thereof, and any obligation and security of the United States sponsored enterprises, including, without limitation:

- 1) Federal Farm Credit Banks (FFCB)
- 2) Federal Home Loan Bank System (FHLB)
- 3) Federal Home Loan Mortgage Corporation (FHLMC)
- 4) Federal National Mortgage Association (FNMA)
- 5) Federal Agriculture Mortgage Association (FAMA)
- 6) Tennessee Valley Authority (TVA)

Per Gov't. Code no maturity greater than five (5) years and no portfolio limits.

#### FINANCIAL INTERMEDIARIES

##### CERTIFICATES OF DEPOSIT

Commercial Bank Certificates of Deposit – Time Certificates of Deposit provided that the depository is a member of the FDIC and the amount does not exceed the current FDIC insured limit. Per Gov't. Code no maturity greater than five (5) years and no portfolio limit.

Negotiable Certificates of Deposit – Bank Deposit Notes issued by a nationally or state chartered bank or by a state-licensed branch of a foreign bank provide and is a member of the FDIC. Per Gov't Code limits maturity to five (5) years and 30% of portfolio.

Savings and Loan Association (S&L) Deposits – Investments in any Savings and Loan (S&L) institution and bank shall be limited to FDIC Limitations. Collateralization for uninsured S&L deposits is required.

#### RELATED INSTRUMENTS

Repurchase Agreements – An agreement with an approved broker/dealer that provides for, sell, and simultaneous purchase of an allowable collateral security. The difference in the sales and purchase price is the earning rate on the agreement. A master repurchase agreement must be in place with the approved broker/dealer. Per Gov't. Code no maturity greater than one (1) year, and no portfolio limits.

Bankers' Acceptances - Bills of exchange or time drafts drawn on and accepted by commercial banks, which are eligible for purchase by the Federal Reserve System, are known as bankers' acceptances. Purchases of these instruments may not exceed 180 bankers days maturity per Gov't Code and 40% portfolio limit.



• State Investment Pool - Offering a governmental alternative to money market funds, California has created the Local Agency Investment Fund (LAIF). Such funds are operated directly by the State Treasurer who commingles state and local funds. Rates of return fluctuate daily and are reported as a monthly average yield rate. Same day or next day liquidity, by telephone communication. The State Treasurer requests voluntary compliance with no more than fifteen (15) transactions per month. Authorized by Gov't. Code Section 16429.1(b), with no maximum maturity or maximum % of portfolio.

Ventura County Investment Pool - The Ventura County Investment Pool is an additional alternative to money market funds. Similar to the State LAIF, invested funds are commingled with County and other local agency funds for investment purposes and yields are reported monthly. Liquidity provisions are consistent with the State's provisions, and withdrawals can also be made by telephone by authorized personnel. Authorized by Gov't. Code Section 53684(a) with no maximum maturity or maximum % of portfolio.

*Resolution No: 16-18*

*A Resolution of the Board of Directors  
of Camrosa Water District*

***Establishing a Debt Management Policy***

*Whereas*, the Camrosa Water District has a long history of issuing debt instruments to provide financing for various capital improvement projects; and

*Whereas*, the Camrosa Water District also has a long history of conservative, prudent financial practices relating to debt issuance; and

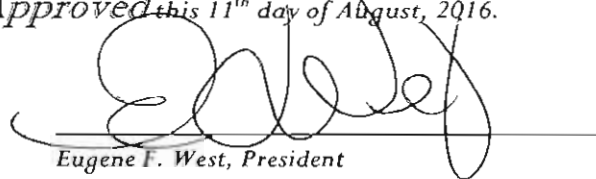
*Whereas*, the purpose of the debt management policy is to assist the District in pursuit of the following equally important objectives:

- Achieve the lowest cost of capital
- Ensure ratepayer equity
- Maintain a credit rating strategy and access to credit enhancement
- Preserve financial flexibility; and

*Whereas*, the Camrosa Water District established a debt management policy, memorializing these past and current practices as formal policy and establishing best practices of debt management for the District.

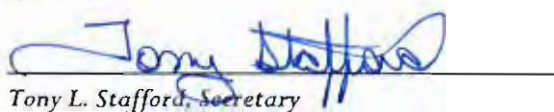
*Now, Therefore, Be It Resolved* by the Camrosa Water District Board of Directors that the proposed Debt Management Policy is hereby approved and adopted, and the General Manager is authorized to implement the policy.

*Adopted, Signed, and Approved* this 11<sup>th</sup> day of August, 2016.



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

ATTEST:



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

# **Debt Management Policy**

**Adopted August 11, 2016**

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# **Debt Management Policy**

## **Policy Statement**

This policy documents the goals of the Camrosa Water District (District) for the use of debt instruments and provides guidelines for the use of debt for financing District water, sewer, and recycled water infrastructure and project needs. The District's overriding goal in issuing debt is to respond to and provide for its infrastructure, capital project, and other financing needs while ensuring that debt is issued and managed prudently in order to maintain a sound fiscal position and protect credit quality. The District issues debt instruments, administers District-held debt proceeds, and makes debt-service payments, acting with prudence, diligence, and attention to prevailing economic conditions.

The District will pay for all infrastructure, projects, and other financing needs from a combination of current revenues, available reserves, and prudently issued debt. The District believes that debt can provide an equitable means of financing projects for its customers and provide access to new capital. Debt will be used to meet financing needs (i) if it meets the goals of equitable treatment of all customers, both current and future; (ii) if it is the most cost-effective means available; (iii) if it is fiscally prudent, responsible, and diligent under the prevailing economic conditions; and (iv) if there are other important policy reasons therefor. The District will not issue debt without the approval of the Board of Directors (Board).

## **Purpose and Use of Debt**

The District will utilize reasonable debt financing as an acceptable and appropriate approach to fund long-term improvements and thus ensure that existing and future users contribute equitably. Long-term improvements include the acquisition of land, facilities, infrastructure, and supplies of water; and enhancements or enlargements to existing capacity and facilities for obtaining, importing, transporting, and delivering additional quantities of water. These improvements are typically included in the District's Operating and Capital Budget and capital plans as adopted by the Board of Directors. Bond proceeds can be issued to fund the planning, design, land acquisition, construction, equipment, attached fixtures and moveable pieces of equipment, or other costs as permitted by law.

## **Purpose of Policy**

The purpose of this debt management policy is to:

- Establish parameters for issuing debt
- Provide guidance to decision makers:

- With respect to all options available to finance infrastructure, capital projects, and other financing needs
- So that the most prudent, equitable and cost-effective method of financing can be chosen
- Document the objectives to be achieved both prior to issuance and subsequent to issuance
- Promote objectivity in the decision-making process
- Facilitate the financing process by establishing important policy decisions in advance

The District will adhere to the following legal requirements for the issuance of public debt:

- The state law which authorizes the issuance of the debt
- The federal and state laws which govern eligibility of the debt for tax-exempt status
- The federal and state laws which govern the issuance of taxable debt
- The federal and state laws which govern disclosure, sale, and trading of the debt both before and subsequent to issuance

## **Types of Debt**

Revenues Bonds, Notes, Certificates of Participation, special tax or special assessment bonds, capital leases, commercial paper, bank loans, direct placements, and lease-purchase financings will be treated as debt and subject to these same policies.

## **General Provisions**

The District will provide for a periodic review of its financial performance and review its performance relative to the financial policies outlined herein. These financial policies will be taken into account during the capital planning, budgeting, and rate setting processes. Necessary appropriations for annual debt service requirements will be routinely included in the District's annual budget. The District will maintain proactive communication with the investment community, including rating agencies, credit enhancers, and investors, to ensure future capital market access at the lowest possible interest rates.

The District's Debt Management Policy, the Reserve Policy, and the Investment Policy are integrated into the decision-making framework utilized in the budgeting and capital improvement planning process. As such, the following principles outline the District's approach to debt management:

- The District will issue debt only in the case where there is an identified source of repayment. Debt will be issued to the extent that (i) projected existing revenues



are sufficient to pay for the proposed debt service together with all existing debt service covered by such existing revenues, or (ii) additional projected revenues have been identified as a source of repayment in an amount sufficient to pay for the proposed debt.

- The District will not issue debt to cover operating needs, unless specifically approved by the Board.
- Debt issuance for a capital project will not be considered unless such project has been incorporated into the District's adopted Operating and Capital Budget or as otherwise approved by the Board.
- Each proposal to issue debt will be presented to the Finance Ad-Hoc Committee prior to presenting to the Board for approval. At that time, an analysis will be provided demonstrating conformity to this Policy. This analysis will address the purpose for which the debt is issued and the proposed debt structure.

## **Conditions for Debt Issuance**

The following guidelines formally establish parameters for evaluating, issuing, and managing the District's debt. The guidelines outlined below are not intended to serve as a list of rules to be applied to the District's debt issuance process, but rather to serve as a set of practices to promote prudent financial management.

In issuing debt, the District's objectives will be to:

- Achieve the lowest cost of capital
- Ensure ratepayer equity
- Maintain a credit rating strategy, and access to credit enhancement
- Preserve financial flexibility

## **Standards for Use of Debt Financing**

When appropriate, the District will use long-term debt financing to achieve an equitable allocation of capital costs/charges between current and future system users, to provide more manageable rates in the near and medium term, and to minimize rate volatility. The District shall not construct or acquire a facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility throughout its expected life. Capital projects financed through debt issuance will not be financed for longer than the expected useful life of the project.

## **Debt Capacity**

There is no specific provision within the California Government Code that limits the amount of debt that may be issued by the District. The District's future borrowing capability is limited by the debt coverage ratio and additional debt limitations required by the existing bond covenants.

## Financing Criteria

Each debt issuance should be evaluated on an individual basis within the context of the District's overall financing objectives and current market conditions. The District will evaluate alternative debt structures (and timing considerations) to ensure the most cost-efficient financing under prevailing market conditions.

*Credit Enhancement* – The District will consider the use of credit enhancement on a case-by-case basis. Only when a clearly apparent savings can be realized shall credit enhancement be utilized.

*Cash-Funded Reserve vs. Surety* – If the issuance of debt requires a cash-funded debt service reserve fund, the District may purchase a surety policy or replace an existing cash-funded debt service reserve fund when deemed prudent and advantageous. The District may permit the use of guaranteed investment agreements for the investment of reserve funds pledged to the repayment of any of its debt when it is approved by the Board.

*Call Provisions* – In general, the District's securities should include optional call provisions. The District will avoid the sale of non-callable, long-term fixed rate bonds, absent careful evaluation of the value of the call option.

*Additional Bonds Test/Rate Covenants* – The amount and timing of debt will be planned to comply with the additional bonds tests and rate covenants outlined in the appropriate legal and financing documents, and this policy.

*Short-Term Debt* – The District may utilize short-term borrowing to serve as a bridge for anticipated revenues, construction financing, or future bonding capacity.

*Variable-Rate Debt* – Variable-rate debt products are rolling series of short-term investments that are resold periodically and are therefore priced at the short end of the yield curve at low interest rates. If an issuer accepts the risks inherent in variable interest rates, the issuer can take advantage of some of the lowest rates available on the market. Variable-rate debt may be appropriate for the District's portfolio, especially in the environment where increased interest earnings on invested funds offset the increased cost of variable-rate debt. Variable-rate debt products include variable-rate demand obligations, commercial paper, and auction rate securities. The District may consider the use of variable-rate debt products to achieve a lower cost of borrowing or for short-term borrowing. In determining whether or not to use variable-rate debt, the District will analyze the risks associated with the variable-rate debt products, including derivative products.

*Use of Variable-Rate Debt* – The District may consider the use of variable-rate debt products to achieve a lower cost of borrowing or for short-term borrowing. In

determining whether or not to use variable-rate debt, the District will analyze, among other things, the risk associated with the variable-rate debt and the impact on the District's overall portfolio. Before issuing variable-rate debt, the District will analyze its cash position; the District will not issue variable-rate debt in an amount that exceeds 115 percent of its unrestricted cash position at the time of issuance.

*Investment of Bonds Proceeds* – Bond proceeds will be invested in accordance with the permitted investment language outlined in the bond documents for each transaction. The District will seek to maximize investment earnings within the investment parameters set forth in the respective debt financing documentation. The reinvestment of bond proceeds will be incorporated into the evaluation of each financing decision, specifically addressing the arbitrage/rebate position and evaluating alternative debt structures and refunding savings on a “net” debt service basis, where appropriate.

## **Refinancing Outstanding Debt**

The Manager of Finance shall have the responsibility to evaluate potential refunding opportunities. The District will consider the following issues when analyzing potential refinancing opportunities:

*Debt Service Savings* – The District shall establish a target savings level equal to three percent or higher of the par refunded on a net present value (NPV) basis (after payment of all costs associated with the issuance). This figure will serve only as a guideline and the District may determine that a different savings target is appropriate; the District shall evaluate each refunding opportunity on a case-by-case basis. In addition to the savings guideline, the following shall be taken into consideration:

- Remaining time to maturity
- Size of the issue
- Current interest rate environment
- Annual cash flow savings
- The value of the call option
- Revision of restrictive or onerous covenants
- Other factors approved by the District

*Restructuring* – The District may seek to refinance a bond issue on a non-economic basis, in order to restructure debt, mitigate irregular debt service payments, accommodate revenue shortfalls, achieve a proper matching of debt service with revenues, release reserve funds, or comply with and/or eliminate rate/bond covenants.

*Term/Final Maturity* – The District may consider the extension of the final maturity of the refunding bonds in order to achieve a necessary outcome, provided that such extension is legal. The term of the debt should not extend beyond the reasonably expected useful

life of the asset being financed. The District may also consider shortening the final maturity of the bonds. The remaining useful life of the assets and the concept of intergenerational equity will guide these decisions.

### **Outstanding Debt Limitations**

Prior to issuance of new debt, the District shall consider and review the latest credit-rating reports and guidelines to ensure the District's credit ratings and financial flexibility remain at levels consistent with the most highly rated comparable public agencies.

### **Selection of Financing Team Members**

The District shall procure professional services as required to execute financing transactions and provide advice on non-transaction-related work. Professional services include Consultants (Financial Advisor, Legal Counsel – Bond, Disclosure and Tax); Service Providers (Trustee, Paying Agent, Printer, Letter of Credit, Verification Agent); and an Underwriting Team (Senior Manager, Co-Manager).

The District shall select its primary financing team members/consultant(s) by competitive process through a Request for Proposals (RFP) or a Request for Qualifications (RFQ).

The District shall establish selection criteria for selecting its financing team members. The criteria may include, but are not limited to:

- Professional excellence
- Demonstrated competence
- Specialized experience performing similar services for California agencies
- Education and experience of key personnel to be assigned
- Geographic proximity
- Staff capability
- Ability to meet schedules
- Nature and quality of similar completed work
- Reliability and continuity of the firm or individual
- Other considerations deemed by the District to be relevant and necessary to the performance of advisory services

### **Market Communication, Debt Administration and Reporting Requirements**

*Responsibilities* – For purposes of this policy, the General Manager delegates responsibility of market communication, debt administration, and reporting requirements to the Manager of Finance, or appropriate position determined by the General Manager.

*Rating Agencies* – The Manager of Finance shall be responsible for maintaining the District's relationships with Standard & Poor's Ratings Services, Fitch Ratings, and Moody's Investors Service, as appropriate. The District shall, from time to time, deal with one, two, or all of these agencies as circumstances dictate. In addition to general communication, the Manager of Finance shall (1) meet, at least biennially, either in person or via phone, with credit analysts, and (2) offer, prior to each competitive or negotiated sale, conference calls or meeting(s) with rating analysts in connection with the planned sale.

*Observance of Debt Covenants* – The Manager of Finance will periodically ensure that the District is in compliance with all legal covenants for each debt issue.

*Continuing Disclosure* – The Manager of Finance will, for all debt issued, comply with Rule 15c3-12(b)(5) by required filing as covenanted in each debt issue's Continuing Disclosure Agreement. The Manager of Finance will maintain a calendar with the reporting deadlines and procedures for dissemination of annual reports and notices.

*Record Keeping* – A copy of all debt-related records shall be retained at the District's offices. At minimum these records shall include all official statements, bid documents, bond documents/transcripts, resolutions, trustee statements, leases, and title reports for each financing (to the extent available). To the extent possible, the District shall retain an electronic copy of each document, preferably in PDF or CD-ROM format.

*Arbitrage Rebate* – The District will comply with the administratively adopted policies and procedures regarding tax-exempt financings and tax-exempt finance property, as well as the tax and arbitrage certifications associated with each issue.

*Policy Review* – This policy should be reviewed on a biennial basis and adopted by the Board.

## GLOSSARY OF TERMS

**Advance Refunding** A procedure where outstanding bonds are refinanced by the proceeds of a new bond issue prior to the date on which the outstanding bonds become due or are callable. Generally, either the entire outstanding issue is refunded (full refunding) or only the callable bonds are refunded (partial refunding).

**Amortization** The planned reduction of a debt obligation according to a stated maturity or redemption schedule.

**Arbitrage** The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

**Balloon Maturity** A later maturity within an issue of bonds which contains a disproportionately large percentage of the principal amount of the original issue.

**Basis Points** The measure of the yield to maturity of an investment calculated to four decimal places. A basis point is one one-hundredth of one percent (.01 percent).

**Bond Anticipation Notes (BANS)** Notes issued by the government unit, usually for capital projects, which are paid from the proceeds of the issuance of long term bonds.

**Bullet Maturity** A maturity for which there are no sinking-funds payments prior to the stated maturity date.

**Call Provisions** The terms of the bond contract giving the issuer the right to redeem all or a portion of an outstanding issue of bonds prior to their stated dates of maturity at a specific price, usually at or above par.

**Capitalized Interest** A portion of the proceeds of an issue set aside to pay interest on the securities for a specific period of time. Interest is commonly capitalized for the construction period of the project.

**Certificates of Participation (COP)** A bond from an issue, which is secured by lease payments made by the party leasing the facilities, financed by the issued. Typically COPs are used to finance the construction of facilities (e.g., infrastructure or buildings) used by a municipal agency, which leases the facilities from a financing authority. Often the agency is legally obligated to appropriate moneys from its general tax revenues to make lease payments.

**Competitive Sale** A sale of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities in contrast to a negotiated sale.



**Continuing Disclosure** The principle that accurate and complete information material to the transaction, which potential investors would be likely to consider material in making investment decisions with respect to the securities, be made available on an ongoing basis.

**Credit Enhancement** Credit support purchased by the issuer to raise the credit rating of the issued. The most common credit enhancements consist of bond insurance, direct or standby letters of credit, and lines of credit.

**Debt Service Reserve Fund** The fund in which moneys are placed, which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements.

**Discount Bonds** Bonds which are priced for sale at a discount from their face or par value.

**Derivative** A financial product whose value is derived from some underlying asset value.

**Escrow** A fund established to hold moneys pledged and to be used to pay debt service on an outstanding issue.

**Gross Spread** The fees that underwriters receive for selling a public debt offering. The gross spread is equal to the difference between the price of a security paid by the underwriter and the offering price charged to the public.

The gross spread comprises three components:

*Takedown:* Normally the largest component of the spread, similar to a commission, which represents the income derived from the sale of securities. If bonds are sold by a member of the syndicate, the seller is entitled to the full takedown (also called the “total takedown”).

*Management Fee:* The amount paid to the senior manager and/or co-managers for handling the affairs of the syndicate.

*Expenses:* The costs of operating the syndicate for which the senior manager may be reimbursed.

**Lease-Purchase** A financing lease which may be sold publicly to finance capital equipment, real property acquisition or construction. The lease may be resold as certificates of participation or lease revenue bonds.

**Letters of Credit** A bank credit facility wherein the bank agrees to lend a specified amount of funds for a limited term.

**Management Fee** The fixed percentage of the gross spread which is paid to the managing underwriter for the structuring phase of a transaction.

**Negotiated Sale** A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

**Original Issue Discount** The amount by which the original par amount of an issue exceeds its public offering price at the time it is originally offered to an investor.

**Overlapping Debt** That portion of the debt of other governmental units for which residents of a particular municipality are responsible.

**Pay-As-You-Go** An issuer elects to finance a project with existing cash flow as opposed to issuing debt obligations.

**Present Value** The current value of a future cash flow.

**Private Placement** The original placement of an issue with one or more investors, as opposed to being publicly offered or sold.

**Rebate** A requirement imposed by the Tax Reform Act of 1986 whereby the issuer of the bonds must pay the IRS an amount equal to its profit earned from the investment of bond proceeds at a yield above the bond yield calculated pursuant to the IRS code, together with all income earned on the accumulated profit pending payment.

**Special Assessments** Fees imposed against properties that have received a special benefit by the construction of public improvements, such as water, sewer, and irrigation.

**Underwriter** A dealer that purchases new issues of municipal securities from the issuer and resells them to investors.

**Underwriter's Discount** The difference between the price at which bonds are bought by the underwriter from the issuer and the price at which they are reoffered to investors.

**Variable-Rate Debt** An interest rate on a security that changes at intervals according to an index, formula or other standard of measurement, as stated in the bond contract.

*Resolution No: 17-02*

*A Resolution of the Board of Directors  
of Camrosa Water District*

***Establishing a Budget Policy***

*Whereas, the budget is presented as a policy document, an operational tool, a financial planning tool and a link to the Strategic Plan and considered a communication tool to the District's community and stakeholders; and,*

*Whereas, the purpose of the budget policy is to provide guidelines that will influence and direct the financial management practice of the District; and,*

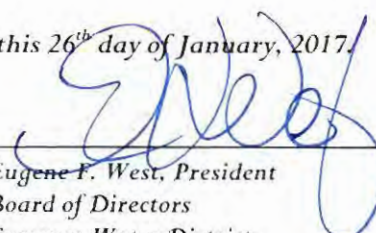
*Whereas, the main reasons for establishing a budget policy is to:*

- *Ensure quality of existing core services;*
- *Establish organizational goals to guide decision making;*
- *Develop a budget to achieve goals;*
- *Incorporate a long-term perspective;*
- *Evaluate performance and make adjustments;*
- *Strengthen the financial position;*
- *Focus budget decisions on results and outcomes; and*
- *Involve and promote effective communication with stakeholders.*


*Whereas, the Camrosa Water District established a budget policy, memorializing as a formal policy and establishing best practices of financial management for the District;*

*Now, Therefore, Be It Resolved* by the Camrosa Water District Board of Directors that the proposed Budget Policy is hereby approved and adopted, and the General Manager is authorized to implement the policy.

*Adopted, Signed, and Approved* this 26<sup>th</sup> day of January, 2017.

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

ATTEST:

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

## **Budget Policy**

The budget is presented as a policy document, an operational tool, a financial planning tool, and a link to the Strategic Plan. In addition, it is also considered a communication tool to the District's community and stakeholders.

The main reasons for establishing a budget policy is to:

- Ensure quality of existing core services;
- Establish organizational goals to guide decision making;
- Develop a budget to achieve goals;
- Incorporate a long-term perspective;
- Evaluate performance and make adjustments;
- Strengthen the financial position;
- Focus budget decisions on results and outcomes; and
- Involve and promote effective communication with stakeholders

### **1.1 Purpose**

The purpose of the Camrosa Water District's Budget Policy is to provide guidelines that will influence and direct the financial management practice of the District. A financial policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. An effective financial policy: Provides principles and guidelines that minimize costs and reduce risk, maintains appropriate financial capacity for present and future needs, ensures legal compliance and maintains appropriate internal controls.

### **2.1 Budget Submittal and Adoption**

- In order to facilitate and implement the budget process, the General Manager will propose an annual budget calendar at the first regular Board meeting in January in every year.
- No later than two months before the end of each fiscal year, the General Manager shall prepare and submit to the Board of Directors a draft annual budget for the ensuing fiscal year.
- The Board of Directors will adopt by formal resolution an operating and capital budget every year by June 30.
- The fiscal period for the District is July 1 to June 30.

### **3.1 Balanced Budget**

- Adopted annual budgets shall ensure that operating revenues fully cover operating expenditures, including debt service within the Water and Wastewater enterprise.
- In the event of a shortfall, use of the rate stabilization fund or an inter-fund loan is allowable.

- One-time revenues shall only be used to cover one-time costs and ongoing revenues shall only be used to cover ongoing costs.
- Debt service funds shall not be utilized for operating expenses.

#### **4.1 Amendments to Adopted Budget**

- Initial appropriations (excluding carryovers and encumbrances for multi-year capital projects) will be made during the annual budget process when all District needs can be reviewed and prioritized in a comprehensive manner.
- The annual budget process will include multiple year projections.
- The General Manager has the authority to adjust the budget at the operational level within an enterprise and shall report budget performance to the Board of Directors on a quarterly basis.
- Additional appropriations from reserves must go to the Board of Directors for approval.

#### **5.1 Budget Process**

- The budget preparation process is developed by the General Manager with input from the Board of Directors.
- The District will develop its annual budget in such a manner to incorporate historical trend analysis for revenues and expenditures with an adjustment for increasing import water costs, current water demand trends, and other considerations as appropriate.
- The budget process will include a review of the current and future utility rates to determine the necessity to set a public hearing to increase rates to offset operational costs.

#### **6.1 Form of Budget**

- The budget shall present an itemized statement of the appropriations recommended by the General Manager to include estimated expenses and permanent improvements for each enterprise and program.
- Comparative data of the appropriations and expenditures for the current and previous fiscal year, as well as the increases or decreases in the recommended budget, shall be provided.

#### **7.1 Capital Budget**

- The Capital Improvement Program and the Operating Budget will be reviewed at the same time to ensure that the District's capital and operating needs are balanced and that the Capital Improvement Program is aligned with the District's long-range plans.
- Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).



- The District will identify the estimated costs and potential funding sources for each capital project proposal.
- The District will develop a five-year plan for capital improvements including operations and maintenance costs to be updated each year.
- The District will utilize grant funding and other outside resources whenever possible.
- The District will utilize the least costly financing method for all new projects.

### **8.1 Long Term Financial Forecast**

- The District will develop a five-year financial forecast for operating and capital improvement projects; including operations and maintenance costs, and update it every year as part of the annual budget process.
- The financial forecast will identify the District's source of funds for which future capital improvement projects will necessitate.
- The financial forecast will include escalating operational cost index factor for ongoing routine operation expenditures.
- The financial forecast will identify the necessity of potential utility rate increases based upon imported water rates and operational costs.

### **9.1 Debt Service Ratios/Reserve Financial Position**

- The District will meet or exceed minimum debt service coverage ratios required by governing bond indentures.
- The District will ensure minimum reserve levels are met after appropriation of one-time capital appropriations.

### **10.1 Budgetary Control**

- The District shall prepare monthly reports on revenues and expenditures that compare budget-to-actual financial performance for Staff and reviewed quarterly by the Board of Directors.
- The District will monitor revenues and expenditures on an ongoing basis and ensure that expenditures do not exceed appropriations within an enterprise fund and program for the annual fiscal period.
- Each Program Manager is responsible for ensuring expenditures remain within budget.
- Any deviation from the Budget Policy will be brought to the Board of Directors for approval.





**Board of Directors**  
Al E. Fox  
Division 1  
Jeffrey C. Brown  
Division 2  
Timothy H. Hoag  
Division 3  
Eugene F. West  
Division 4  
Terry L. Foreman  
Division 5  
**General Manager**  
Tony L. Stafford

**Resolution No: 21-01**  
A Resolution of the Board of Directors  
of Camrosa Water District

**Establishing a Pension Funding Policy**

**Whereas,** the Board of Directors deems it essential that Camrosa Water District establish fiscally responsible management practices; and,

**Whereas,** the Board of Directors recognizes the CalPERS accrued unfunded liability could potentially cause financial stress and impact the District's operations and rates; and,

**Whereas,** the Board of Directors seeks to address its unfunded CalPERS liability in the most cost-efficient manner possible; and,

**Whereas,** it is the desire of the Board of Directors to establish a Pension Funding Policy to provide guidance and strategies for addressing the District's retirement liabilities; and,

**Whereas,** the policy includes internal budgeting, policy directives and financing mechanisms for the Board of Directors and Staff to address the District's retirement liabilities; and,

**Whereas,** it is in the best interests of the District to establish a written pension funding policy to serve as a living document, which will require periodic review and updates to take into account changes in the District's unfunded accrued liability and financial position;

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

**Adopted, Signed, and Approved** this 14<sup>th</sup> day of January 2021.

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

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

# **CAMROSA WATER DISTRICT**

## **Pension Funding Policy**

This policy is intended to provide guidance and strategies to current and future Board of Directors for addressing the District's retirement liabilities. The policy includes internal budgeting, policy directives, and financing mechanisms. Once adopted, specific and detailed pension funding practices will be developed by staff and the Board to manage the District's pension obligation.

### **Background**

The District has a history of being fiscally conservative and maintaining fiscally responsible management practices. The District recognizes the unfunded CalPERS liability could potentially cause financial stress and impact the District's operations and rates. As such, the District seeks to address its unfunded CalPERS liability in the most cost-efficient manner possible.

CalPERS Normal Costs represent the cost of pension benefits earned by current employees in the current fiscal year. Normal Costs are paid as a percentage of the District's payroll. Unfunded Accrued Liability ("UAL") represents the shortfall in assets needed to fully fund prior benefits earned by employees and retirees, which occurs for a variety of reasons. UAL payments are a dollar amount adjusted annually by CalPERS.

### **Annual Review**

Addressing retirement costs is a dynamic process. CalPERS makes regular adjustments to the District's Normal Costs and UAL due to changes in investment performance, employee/retiree events, benefit levels, and actuarial assumptions. These changes will require multi-year financial planning and for the District to make corresponding budgetary adjustments. The District will therefore evaluate its pension liabilities each year.

After the release of the most current CalPERS actuarial report, staff will present a summary of the plan's funding status. This information will be presented during a public Board meeting, which will include a summary of funding status, funding progress compared to prior years, as well as any recommended actions and/or budget adjustments.

### **Target Funding Level**

The District paid off its entire UAL from available reserves in the amount of \$4,996,392 in March 2020. The District will seek to maintain a fully funded pension fund.

### **Allocation of Additional Resources / ADPs**

The District seeks to maintain adequate levels of reserves in accordance with its stated reserve goals and adopted reserve policies. The District will implement a Pension Liability Reserve Fund to manage the ongoing CalPERS UAL. The District will budget for the anticipated UAL as a specific line item in the annual budget and reserve worksheet.

# **CAMROSA WATER DISTRICT**

## **Pension Funding Policy**

### **Targeting Strategies**

At the discretion of the Board, the District may apply Additional Discretionary Payments (ADPs) toward the Amortization Bases with the longest remaining term (maturity) to maximize interest costs savings. Should the District seek to optimize budgetary (cash flow) impact, it may seek to apply these monies toward the Amortization Bases with the shortest term.

*All pre-funding decisions will require detailed financial analysis to be performed; and will include proper documentation of the analysis, methodology, and decision-making process.*

### **STRATEGIES**

The District has several different financing strategies available to address its pension liabilities. In addition to establishing a specific Pension Liability Reserve Fund, it could utilize one or more of the following strategies:

- 1. 115 Trust –** The District may seek to invest monies in a 115 Trust, to allow the District to match the investment options more closely to the pension liabilities.
- 2. Use of Reserves and One-Time Monies –** The District maintains reserves comprised of unrestricted and restricted reserves. The District's Reserve Policy is to maintain target levels in unrestricted reserves towards the potable, non-potable, and wastewater operation and emergency reserves, rate stabilization fund, and capital replacement funds. The District may apply monies from its reserves to prepay and/or payoff its UAL with CalPERS. If monies are taken from these reserves, then the pension Liability Fund contribution may be increased through amortizing the removed funds and repayment to the respective reserve fund.
- 3. Salary/Benefit Cost Containment –** During consideration of employee raises, District staff will take into consideration the impact of any raises on employee contribution levels to the Normal CalPERS costs and the UAL. During each budget cycle, District staff will perform a financial analysis of the proposed salary /benefit increases on the District's Pension Costs. This information will be presented to the Board of Directors for their consideration. Additionally, consideration may be given to requiring employees to pay a portion or all the Required Employee Contribution Rate that Camrosa currently pays on behalf of employees.

CalPERS assumes that wages will increase by 2.75%, on average, over time. This measure should serve as a benchmark for analysis. Any analysis should not measure salary/wage growth on an individual year, but rather over a long-term basis.

## **CAMROSA WATER DISTRICT**

### **Pension Funding Policy**

- 4. Tax-Exempt Exchange** – The District has a history of funding capital projects through a pay-as-you-go method. To the extent the District has pay-as-you-go capital projects and where it is financially feasible to finance, the District may seek to finance such projects with tax-exempt bonds or other financing methods and use the capital project's budgeted amounts for Additional Discretionary Payments. If monies are taken from reserves, then the pension Liability Fund contributions may be increased through amortizing the removed funds and repayment to the respective reserve fund.

If approved, the District's Pension Funding Policy will be adopted by Resolution. The Policy is intended to serve as a living document, which will require periodic review and updates to consider changes in the District's UAL and financial position. Any amendments to this Policy will be made by Resolution.

## Community Profile

This section contains demographic and economic statistics of the District's community profile. It also includes service area assessed valuations, and largest customers data.

The following are key demographics. The District has chosen to use the City of Camarillo's data as representative of the District. The region also has a very large military population at the nearby Point Mugu Naval Air Station and Port Hueneme, which adds stability. The District participates in the broad and diverse Oxnard-Thousand Oaks-Ventura metropolitan statistical area (MSA) economy. Camarillo's household income levels are strong with median household effective buying income.

### Demographic and Economic Statistics Last Ten Calendar Years

#### City of Camarillo

Year	Unemployment Rate	Population	Personal Income (in thousands)	Per Capital Personal Income
2011	7.3%	65,830	2,477,973	37,642
2012	6.6%	66,407	2,439,394	36,734
2013	5.6%	66,428	2,613,278	39,340
2014	4.4%	66,752	2,572,222	38,534
2015	4.4%	67,154	2,586,638	38,518
2016	5.8%	69,924	2,963,380	42,380
2017	4.5%	69,460	2,958,440	42,592
2018	5.7%	69,229	3,271,440	47,225
2019	4.3%	69,301	3,231,171	46,625
2020	4.1%	68,975	3,461,602	50,186

Source: City of Camarillo CAFR and UCSB Economic Forecast Project

The District's service area encompasses property with over \$5.9 billion of assessed valuation. District residents have easy access to jobs countywide and in Los Angeles.

### Service Area Assessed Valuations

Fiscal Year	Secured Assessed Valuation	Unsecured Assessed Valuation	Total	% Change
2011	4,562,003,372	261,933,824	4,823,937,196	-1.05%
2012	4,539,279,662	216,151,708	4,755,431,370	-1.42%
2013	4,567,072,569	209,920,926	4,776,993,495	0.45%
2014	4,678,271,589	139,077,637	4,817,349,226	0.84%
2015	4,907,112,472	128,877,820	5,035,990,292	4.54%
2016	5,145,103,092	115,142,342	5,260,245,434	4.45%
2017	5,330,477,983	121,837,738	5,452,315,721	3.65%
2018	5,583,931,181	165,603,337	5,749,534,518	5.45%
2019	5,821,051,039	168,334,118	5,989,385,157	4.17%
2020	6,061,204,136	190,366,546	6,251,570,682	4.38%

**Ten Largest Water Customers  
Fiscal Year 2020**

Customer	Customer Type	Acre-Feet	Annual Revenues	% of Water Sales
Leisure Village	Residential	783	\$ 1,091,650	5.79%
Reiter Brother Inc	Agricultural	1133	887,681	4.71%
Laubacher Farms	Agricultural	465	402,292	2.13%
Mahan Ranch Golf Club LLC	Commercial	248	399,247	2.12%
Cal State University CI	Commercial	341	398,116	2.11%
A Hartman Ranch, Inc	Agricultural	346	290,628	1.54%
Alfonso Lopez	Agricultural	268	231,721	1.23%
Camlam Farms, Inc.	Agricultural	643	206,317	1.09%
Marz Farms	Agricultural	219	204,603	1.08%
Waters Family Farm, Inc.	Agricultural	179	204,441	1.08%
<b>Total Ten Largest Customers</b>		<b>4,625</b>	<b>4,316,696</b>	<b>22.89%</b>
All Other Customers		8,563	14,545,675	77.11%
<b>Total Water Revenue for District</b>		<b>13,188</b>	<b>\$ 18,862,371</b>	<b>100.00%</b>

**Ten Largest Wastewater Customers  
Fiscal Year 2020**

Customer	EDUs	Annual Revenue	% of Wastewater Sales
Leisure Village	2,162	\$ 868,664	24.29%
CSUCI	748	300,606	8.41%
Rancho Adolfo Mobile Home Estates	255	102,479	2.87%
Corte Madera/AvalonBay Communities	161	64,301	1.80%
Essex Camino Inc.	161	64,301	1.80%
Cam High School POE12174	59	23,711	0.66%
Emeritus at Camarillo	56	22,505	0.63%
Camino Ruiz LLC	47	18,888	0.53%
Marriott Corp	42	16,879	0.47%
Pleasant Valley School	38	15,271	0.43%
<b>Total Ten Largest Wastewater Customers</b>	<b>3,729</b>	<b>\$ 1,497,605</b>	<b>41.88%</b>
All Other Customers	5,200	2,078,358	58.12%
<b>Total Wastewater Revenue for District</b>	<b>8,929</b>	<b>\$ 3,575,963</b>	<b>100.00%</b>



## Board Memorandum

June 24, 2021

**To:** General Manager

**From:** Terry Curson, District Engineer

**Subject:** Pleasant Valley Well No.2 Well Facility, Phase 3, Specification No. PS 21-01

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**Objective:** Award construction and other support service contracts for the Pleasant Valley Well No. 2 (PV Well No. 2) Facility, Phase 3.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to:

- 1) Appropriate additional funding in the amount of \$1,500,000.00 for the PV Well No.2 CIP from the potable capital improvement fund;
- 2) Enter into an agreement with and issue a purchase order to United Field Services Corporation, in the amount of \$2,965,198.00, to construct the Lynnwood Well Facility - Phase 3, Specification No. PW 21-01;
- 3) Issue a change order to Perliter & Ingalsbe, in the amount not-to-exceed \$76,062.00, to provide engineering & construction support services, as needed;
- 4) Issue a purchase order to Oakridge Geoscience, Inc., in the amount of \$7,760.00, for compaction and material testing services, as needed;
- 5) Enter into an agreement with and issue a purchase order to American Public Works Consulting Engineers, in the amount not-to-exceed \$68,200.00, to provide project management services during construction;
- 6) Enter into an agreement with and issue a purchase order to Golden State Labor Compliance, in the amount not-to-exceed \$24,500.00 to provide labor compliance services; and
- 7) Issue a purchase order, in the amount not to exceed \$437,637.80 (including tax & delivery), to Quinn Power Systems for the purchase of an emergency standby generator, fuel tank, specialty sound enclosure and appurtenances.

**Discussion:** On April 9, 2014, the Board of Directors authorized the General Manager to enter into an Agreement with the Pleasant Valley County Water District for the sale of water pursuant to State Water Resources Control Board Water Right Decision 1638. The Agreement was previously approved by the Fox Canyon Groundwater Management Agency (FCGMA); the Basin's managing authority, on March 26, 2014 as Resolution 2014-01.

The Agreement allows the direct sale of excess Conejo Creek Diversion water to Pleasant Valley, and for the transfer of pumping credits (within the Pleasant Valley Basin) from Pleasant Valley to Camrosa on a one-to-one exchange for every acre-foot of water delivered. Currently the District has a single well (Woodcreek Well) that has limited capacity and is tied to an existing allocation through the FCGMA. A new well is needed to pump these transfer credits.

In April 2014, the Department of Water Resources (DWR) released a Drought Solicitation Integrated Regional Water Management Grant Program as part of the Proposition 84 funding. Camrosa's Pleasant Valley Well project was selected by the Watershed Coalition of Ventura County as a viable project that meets the criteria of the grant application. The grant application was submitted to DWR in May 2014 and in November 2014 was selected and approved for grant funding.

On May 28, 2014, the Board authorized the General Manager to enter into a contract with Hopkins Groundwater Consultants, Inc. to complete a well siting study (Study) to determine a site that is feasible and cost effective for a new well. The Study was completed, and several sites were evaluated and ranked based on various pre-defined criteria. A location within Woodcreek Park was selected as the primary site.

A well drilling permit has been obtained from the County of Ventura and a contract was awarded to Pacific Coast Well Drilling on March 26, 2015 for the drilling of a new well. As a result of poor water quality, additional water quality testing was conducted, and it was concluded that additional well head treatment was necessary to remove certain constituents. Modifications were made to the plans and specifications requiring iron/manganese equipment along with specific vendor pilot testing. On July 26, 2018, a contract was awarded to General Pump Company to install the pump and motor and assist with pilot testing.

Since that time, there has been a long and lengthy process that involved water quality pilot testing to determine the levels of Iron, Manganese, and Arsenic, along with the addition of well head treatment options. In the interim, and to take advantage of available pumping allocation, the PV Well No. 2 was put in temporary operation on September 24, 2020.

Plans and specifications were prepared for the project and released for bid on April 9, 2021. Eleven contractors requested contract plans and specifications. Five bids were received and opened on May 27, 2021 and are summarized as follows:

<b><u>Contractor</u></b>	<b><u>Location</u></b>	<b><u>Amounts</u></b>
<b>1. Unified Field Services</b>	<b>Bakersfield, CA</b>	<b>\$2,965,198.00</b>
2. Pacific Hydrotech	Perris, CA	\$3,017,232.00
3. Cedro Construction	Santa Paula, CA	\$3,109,201.00
4. United Construction & Landscape	Northridge, CA	\$3,278,851.00
5. Blois Construction	Oxnard, CA	\$3,646,960.00
Engineer's Estimate		\$2,800,000.00

Staff reviewed the bids and qualifications and determined that Unified Field Services (UFS), a licensed contractor having performed similar projects for various private and public agencies in California is the low bidder. UFS's bid of \$2,965,198.00 is responsive, and review of their qualifications and experience indicates that they are also a responsible contractor.

Engineering support services are requested from Perliter & Ingalsbe (the engineer of record) and include assistance with contractor's Request for Information (RFIs), submittal reviews, occasional site visits, and completion of record drawings. The proposal cost is based on an estimate of services and was negotiated from \$85,317.00 to \$76,062.00 and will only be used, if needed.

Material testing services are requested that include assistance with compaction and concrete strength testing. Oakridge Geoscience is under an annual agreement with the District and submitted a proposal for the necessary work that is fair and reasonable. The proposal cost is based on an estimate of services and will only be used, if needed.

Since this project is funded in part by an Integrated Regional Water Management Grant Program as part of the Proposition 84 funding, third party labor compliance is needed to ensure that the contractor

follows the necessary labor compliance guidelines required by the Grant requirements. On July 12, 2018, the Board of Directors approved and adopted a Third Party's (Golden State Labor Compliance, LLC) Labor Compliance Program through Resolution No. 18-15. Golden State has provided labor compliance services to the District for several projects, including the PV Well No. 2, Phase 1 (drilling) and Phase 2 (pump and motor installation). Their proposal was reviewed, and the cost of these professional services is considered fair and reasonable.

As a result of current workloads and staffing limitations, staff is requesting part-time project management services. Staff solicited proposals from three engineering firms and received two proposals. Although both firms were very qualified, staff selected American Public Works Consulting Engineers based on flexibility of services, proximity of office to the project site, and favorable fee schedule. These services include, but are not limited to, coordination with the general contractor, submittal review administration, limited project inspection, coordination for needed engineering services, material testing, and overview of labor compliance services. In addition, project management services would also include addressing and coordinating with the District, adjacent homeowners, and the park and school district staff, as needed. The hourly rate and total proposal cost have been negotiated and is based on a reduced hourly rate and an estimate of services for the contract duration and will only be used, if needed.

Finally, because of the lengthy lead-times, staff would like to pre-purchase the standby generator, fuel tank and specialty sound enclosure. Pre-purchasing the equipment helps with securing this equipment in a timely manner and avoids costly equipment mark-ups. The generator and fuel tank are a sole source purchase through Sourcewell (formerly National Joint Powers Alliance), which the District is a member, and holds competitively solicited cooperative contracts that allows cooperative purchasing that meets state and local procurement codes. The generator has been permitted by the Ventura County Air Pollution Control District and the fuel tank has been permitted by the Ventura County Fire Department.

It is worth noting, that following completion of the facility, the Pleasant Valley Park District has conditioned Camrosa to complete certain landscape and irrigation improvements that will be completed under a separate contract after completion of construction.

This project is an approved Capital Improvement Project and the approximate project break down costs are listed as follows. The total requested construction management services make-up approximately 6 - percent (including labor compliance) of the total construction costs, which is considered fair and reasonable:

<u>SERVICES</u>	<u>COSTS</u>
Construction (UFS)	\$2,965,198.00
Engineering Support Services (P&I)	\$ 76,062.00
Geotechnical/Material Testing (Oakridge)	\$ 7,760.00
Construction Management Services (APWCE)	\$ 68,200.00
Labor Compliance Services (Golden State)	\$ 24,500.00
Pre-purchase Gen/Fuel Tank (Quinn)	<u>\$ 437,637.80</u>
Total Estimated Project Costs	\$3,579,357.80
Available Project Budget	\$2,293,010.49

CONTRACT BETWEEN THE CAMROSA WATER DISTRICT  
AND UNIFIED FIELD SERVICES CORPORATION FOR THE  
PV WELL NO. 2 (LYNNWOOD WELL), PHASE 3,  
SPECIFICATION NO. PW 21-01

THIS CONTRACT is made and entered into in the City of Camarillo on this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the CAMROSA WATER DISTRICT, hereinafter referred to as DISTRICT, and UNIFIED FIELD SERVICES, a CORPORATION, hereinafter referred to as CONTRACTOR.

R E C I T A L S :

WHEREAS, on April 9, 2021, DISTRICT invited bids for PV Well No. 2, Phase 3, per Specification No. PW 21-01; and

WHEREAS, pursuant to said invitation, CONTRACTOR submitted a Proposal which was accepted by DISTRICT for said project.

NOW, THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, the parties hereto agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are a part of this CONTRACT.

2. **Term.** The term of this CONTRACT shall be from the date this CONTRACT is made and entered, as first written above, and shall be completed no later than ninety (300) consecutive calendar days after the receipt of the Notice to Proceed.

3. **Incorporation By Reference.** Public Contract Code Section 22300, Specification No. PW 21-01, and contract plans, consisting of 826 pages, and all documents incorporated by reference therein, and CONTRACTOR'S Proposal are hereby incorporated by reference and made a part of this CONTRACT.

4. **Precedence of Contract Documents.** If there is a conflict between or among CONTRACT documents, the document highest in precedence shall control. The precedence shall be:

- |          |   |
|----------|---|
| First:   | This Document consisting of six (6) pages excluding paragraph 3 |
| Second:  | CONTRACTOR'S Proposal   |
| Third:   | Permits from other agencies as may be required by law           |
| Fourth:  | Special Provisions  |
| Fifth:   | Bid Terms and Conditions  |
| Sixth:   | Detailed Plans  |
| Seventh: | Standard Plans  |
| Eighth:  | Standard Specifications Modifications                           |

Ninth: "Standard Specifications for Public Works Construction" (SSPWC)  
Tenth: Reference Specifications

Change orders, supplemental agreements, and approved revisions to plans and specifications become a part of item First.

5. **Obligations of the District.**

A. DISTRICT shall be obligated to pay CONTRACTOR based upon the actual DISTRICT-authorized quantities in place and the unit and/or lump sum prices bid by CONTRACTOR, including but not limited to all labor, material, and equipment, rather than the CONTRACT bid price.

B. DISTRICT shall make regular progress payments to CONTRACTOR within thirty (30) days after mutual concurrence with the unit quantities and/or lump sum items of work satisfactorily performed, subject to applicable retention requirements. In no event shall the total amount paid exceed the CONTRACT bid price of Two Million, Nine Hundred Sixty-Five Thousand, One Hundred and ninety-eight Dollars (\$2,965,198.00) unless otherwise agreed to by the parties in writing.

C. Upon receipt of an invoice for work performed to DISTRICT'S satisfaction, DISTRICT shall make progress payments within thirty (30) days of receipt of invoice. If the work is not performed satisfactorily or the invoice is defective, DISTRICT shall notify CONTRACTOR, in writing, of the reasons within seven (7) days of receipt of invoice. The intent of this Section is to comply with Public Contract Code Section 20104.50.

6. **Obligations of the Contractor.**

A. CONTRACTOR shall perform as required by this CONTRACT. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of this CONTRACT that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B. The CONTRACTOR shall comply with Labor Code Section 1773.2 and Federal prevailing wage requirements and a copy of the general wage rate list shall be posted at each job site. CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances, and regulations. CONTRACTOR agrees to indemnify, defend, and hold DISTRICT harmless from any claim that prevailing wages should have been paid pursuant to this CONTRACT, including federal prevailing wage requirements under the Davis-Bacon Act, if applicable, and shall be liable for the payment of same and any penalties thereon.

7. **Audit.** DISTRICT shall have the option of inspecting and/or auditing all records and other written materials used by CONTRACTOR in preparing its statements to DISTRICT as a condition precedent to any payment to CONTRACTOR.

8. **Hold Harmless and Indemnification.** CONTRACTOR shall defend and provide legal defense with attorney(s) acceptable to DISTRICT, District, indemnify, and hold harmless DISTRICT, its agents, officials, officers, representatives, and employees, from and against all claims, lawsuits, liabilities, or damages of whatever nature arising out of or in connection with, or relating in any manner to any act or omission of CONTRACTOR, its agents, employees, and subcontractors, and employees thereof, pursuant to the performance or non-performance of this CONTRACT. CONTRACTOR shall thoroughly investigate any and all claims and indemnify DISTRICT and do whatever is necessary to protect DISTRICT, its agents, officials, officers, representatives, and employees as to any such claims, lawsuits, liabilities, expenses, or damages arising out of this CONTRACT.

9. **Amendments.** Any amendment, modification, or variation from the terms of this CONTRACT shall be in writing and shall be effective only upon mutual written approval by the Director of Public Works and CONTRACTOR.

10. **Anti-Discrimination.** In the performance of the terms of this CONTRACT, CONTRACTOR shall not engage in, nor permit subcontractors to engage in, discrimination in employment of persons because of the age, race, color, religious creed, sex, sexual orientation, national origin ancestry, physical disability, mental disability, medical condition, or marital status of such persons. Violation of this provision may result in the imposition of penalties referred to in Labor Code Section 1735.

11. **Termination.** If, during the term of this CONTRACT, DISTRICT determines that CONTRACTOR is not faithfully abiding by any term or condition contained herein, DISTRICT may notify CONTRACTOR in writing of such defect or failure to perform. The notice must give to the CONTRACTOR a ten (10) day period of time thereafter in which to perform said work or cure the deficiency. If CONTRACTOR has not performed the work or cured said deficiency within the ten (10) days specified in the notice, such failure shall constitute a breach of this CONTRACT, and DISTRICT may terminate this CONTRACT immediately by written notice to CONTRACTOR to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under this CONTRACT except however, any and all obligations of CONTRACTOR'S surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the termination hereof. In said event, CONTRACTOR shall be entitled to the reasonable value of its services performed from the beginning of the period in which the breach occurs up to the day it received DISTRICT'S Notice of Termination, minus any damages, including liquidated damages if so provided herein, occasioned by such breach. DISTRICT reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in DISTRICT'S sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall CONTRACTOR be entitled to receive in excess of the compensation quoted in its bid.

12. **Insurance.** CONTRACTOR shall, prior to commencing performance hereunder, submit proof of all insurance coverage as required by the Specification or other document incorporated in and made a part of this CONTRACT.



13. **Complete Contract.** This CONTRACT shall constitute the complete CONTRACT between the parties hereto. No oral agreement, understanding, or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding, or representation be binding upon the parties hereto.

14. **Independent Contractor.** It is expressly understood between the parties to this CONTRACT that no employee/employer relationship is intended; CONTRACTOR is an independent contractor.

15. **Time of Performance.** Time is of the essence in this CONTRACT.

16. **Liquidated Damages.** Should CONTRACTOR fail to complete the project, or any part thereof, in the time agreed upon in the CONTRACT or within such extra time as may have been allowed for delays or extensions granted as provided in the CONTRACT, CONTRACTOR shall reimburse DISTRICT for the additional expense and damage for each calendar day that the CONTRACT remains uncompleted after the CONTRACT completion date. It is agreed that the amount of such additional expense and damage incurred by reason of failure to complete the CONTRACT is the per diem rate of Five Hundred Dollars (\$1000.00) per calendar day. Such amounts are hereby agreed upon as liquidated damages for the loss to DISTRICT resulting from the failure of CONTRACTOR to complete the project within the allotted time and to the value of the operation of the works dependent thereon.

It is expressly understood and agreed that this amount is a reasonable amount and is established in lieu of damages, which are incapable of calculation at the inception hereof, and this amount is not to be considered in the nature of a penalty. DISTRICT shall have the right to deduct such damages from any amount due, or that may become due to CONTRACTOR, or the amount of such damages shall be due and collectible from CONTRACTOR or CONTRACTOR'S surety.

Progress payments made after the scheduled completion date shall not constitute a waiver of liquidated damages.

17. **Conflict of Interest.** Neither CONTRACTOR nor any employees, agents, or subcontractors of CONTRACTOR who will be assigned to this project, to the best of CONTRACTOR'S knowledge, own any property or interest in properties, business relationships, or sources of income which may be affected by the performance of this CONTRACT. Should one party hereto learn of any such interest, income source, or business relationship, such fact shall immediately be brought to the attention of the other party hereto. If the parties thereupon cannot mutually agree upon a means to eliminate the conflict, DISTRICT may terminate the CONTRACT immediately for non-performance pursuant to Section 11 herein.

18. **Successors and Assigns.** The terms hereof shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto; provided, however, that no party hereto shall assign any of the benefits and burdens hereunder, whether voluntarily or by operation of law, without the prior written consent of the other party, and any such assignment without said consent shall be void.

19. **Authority to Execute Contract.** Both DISTRICT and CONTRACTOR do covenant that each individual executing this CONTRACT on behalf of each party is a person duly authorized and empowered to execute contracts for such party.

20. **Jurisdiction and Venue.** Jurisdiction is in the State of California and venue lies in Ventura County.

21. **Non-Appropriation of Funds.** Payments due and payable to CONTRACTOR for current services are within the current budget and within an available, unexhausted, and unencumbered appropriation of DISTRICT. In the event DISTRICT has not appropriated sufficient funds for payment of CONTRACT services beyond the current fiscal year, this CONTRACT shall cover only those costs incurred up to the conclusion of the current fiscal year.

22. **Notices.** All written notices required by or related to this CONTRACT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid, and addressed as listed below. Neither party to this CONTRACT shall refuse to accept such mail; the parties to this CONTRACT shall promptly inform the other party of any change of address. All notices required by this CONTRACT are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this CONTRACT is as follows:

DISTRICT	Terry Curson, District Engineer Engineering Department 7385 Santa Rosa Road Camarillo, CA 93012
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CONTRACTOR	Unified Field Services Corporation Mr. Wesley J. Furrh, Jr., President 6906 Downing Avenue Bakersfield, CA 93308
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IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

**Camrosa Water District**

By: \_\_\_\_\_  
Tony Stafford  
General Manager

**Unified Field Services Corporation**

By: \_\_\_\_\_  
Wesley J. Furrh, Jr.

Title: President

By: \_\_\_\_\_  
Joseph Watkins

Title: Vice President

**Camrosa Water District**  
**7385 Santa Rosa Rd.**  
**Camarillo, CA 93012**  
**Telephone (805) 482-4677 - FAX (805) 987-4797**

**The terms incorporated in this document constitute an amendment to the original agreement between the parties when signed. All terms and conditions previously agreed upon remain in effect, unless otherwise stated in this amendment.**

TO: Perliter & Ingalsbe  
430 West Colorado St.  
Glendale, CA 91204

DATE: June 24, 2021

Agreement No. 2014-56 Amendment #5

The undersigned Consultant offers to furnish the following:

Provide services as agreed upon in Agreement No. 2014-56, approved by the Camrosa Board of Directors on October 22, 2014, and work specified in Change Orders attached pertaining to the PV Well project.

Contract price \$:	Original Contract Price:	\$156,600.00
	Change Order No. 1:	\$2,950.00
	Change Order No. 2:	\$14,922.00
	Change Order No. 3:	\$3,821.00
	Change Order No. 4:	\$8,826.00
	Change Order No. 5:	\$34,956.00
	Change Order No. 6:	\$3,090.00
	Change Order No. 7:	\$4,935.00
	Change Order No. 8:	\$795.00
	Change order No. 9:	\$7182.00
	Change Order No. 10:	\$76,062.00
	Amended Contract Price:	\$314,139.00

Contract Term: Original Term: October 23, 2014 – July 31, 2015

**Amended Term: Expires June 30, 2022**

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you.

Accepted: Camrosa Water District

Consultant: Perliter & Ingalsbe

By: \_\_\_\_\_  
Tony L. Stafford

By:  \_\_\_\_\_  
Amar Shah

Title: General Manager

Title: Project Manager



**PERLITER & INGALSBE**  
**CONSULTING ENGINEERS**

- Investigations
- Designs
- Construction Services

June 9, 2021

Mr. Terry Curson  
Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012-9225

SUBJECT: PV Well No. 2  
Proposal for Providing Construction Support Services

Dear Terry:

In accordance with District's request, we are pleased to present this letter proposal for providing professional services during construction of PV Well No. 2. The Scope of Work, as suggested by the District, and associated estimated engineering fees are as follows.

**Scope of Work:**

**1. Review Shop Drawings:**

- A. Review digital files for shop drawings submitted by the contractor and respond in writing. Response will be provided on digital files with P&I stamp (on first page only). It is considered that the Contractor will provide all required hard color copies of the final accepted shop drawings to the District and P&I.
- B. Total of 30 original and 30 repeat submittals are considered.

**2. RFIs from Contractor:**

- A. Review RFIs from the contractor pertaining to the project technical matters. Analyze and evaluate RFIs and respond in writing to the District.
- B. Total of 10 RFIs are considered.

**3. Site Visits:**

- A. Perform site visits as needed and requested by the District.
- B. Minimum six hours are considered for one site visit by P&I staff. Total two site visits are considered.

**4. Project Meetings Through Video:**

- A. Attend project meetings on video (Zoom or similar) as requested by the District.
- B. Total two project meetings are considered. Attendance by two technical staff members of P&I for 2 ½ hours for each meeting is considered.

**5. Prepare As-builts:**

- A. As-built markups will be obtained from the District/contractor. It is assumed that the as-builts received by P&I will be complete with redline markings on all required drawings and ready to be used to revise original drawings. No detail review or additional mark-ups are considered and will be provided by P&I.
- B. Revise the original design drawings to prepare as-builts in AutoCAD (Total 42 Drawings) based on mark-ups drawings from the contractor/District.
- C. Revised as-builts drawings will be converted to PDF and submitted to the District.
- D. As-built drawings will be printed on Mylars and delivered to the District's office.

**6. Coordination and RFIs from the District:**

- A. Respond to general questions from the District pertaining to the project matter. Total 12 hours are considered (8 hours by Principal and 4 hours by Senior Engineer) through the course of the project.
- B. Provide general coordination with the District and P&I staff. Total of 12 hours by Principal is considered through the course of the project.

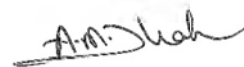
**Fees:**

To perform the proposed extra work, we propose a not-to-exceed engineering fee of \$76,062.00 inclusive of travel, copies, deliveries, etc. Our current fee schedule with discount rates is attached as Exhibit A, which will be used to charge fees and any extra work performed.

If you have any questions or require any additional information, please do not hesitate to call. We appreciate the opportunity to work on this project.

Sincerely,

PERLITER & INGALSBE



---

Amar Shah



**EXHIBIT - A****PERLITER & INGALSBE****2021 FEE SCHEDULE**

<b>Personnel Classification</b>	<b>Regular Hourly Rate in 2021 (Not Applicable)</b>	<b>Discounted Hourly Rate for Camrosa Water District (Note 2)</b>
Principal	242.00	<b>206.00</b>
Project Manager	229.00	<b>195.00</b>
Senior Consultant	223.00	<b>189.00</b>
Principal Engineer	210.00	<b>180.00</b>
Senior Engineer II	195.00	<b>165.00</b>
Senior Engineer I	177.00	<b>150.00</b>
Engineer II	158.00	<b>135.00</b>
Engineer I	150.00	<b>128.00</b>
Associate Engineer II	136.00	<b>115.00</b>
Associate Engineer I	121.00	<b>103.00</b>
Resident Engineer	147.00	<b>125.00</b>
Senior Construction Observer	147.00	<b>125.00</b>
Construction Observer	124.00	<b>108.00</b>
Senior CADD	105.00	<b>90.00</b>
Associate CADD II	92.00	<b>78.00</b>
Associate CADD I	76.00	<b>65.00</b>
Engineering Aide	76.00	<b>65.00</b>
Office Manager	90.00	<b>77.00</b>
Clerical II	81.00	<b>70.00</b>
Clerical I	76.00	<b>65.00</b>

**PERLITER & INGALSBE****2021 FEE SCHEDULE (continued)****Direct Project Expenses**

<b>Item</b>	<b>Regular Charge (Not Applicable)</b>	<b>Discounted Charge for Camrosa Water District (Note 3)</b>
Reproduction of Drawings, Reports and Other Pertinent Documents	Cost + 15%	<b>Cost + 10%</b>
Express Mail	Cost + 15%	<b>Cost + 10%</b>
Subcontracted Computer Services	Cost + 15%	<b>Cost + 10%</b>
Subcontractor or Subconsultant Services	Cost + 15%	<b>Cost + 10%</b>
Automobile Mileage	\$0.56 per Mile	<b>\$0.56 per Mile</b>
Other Modes of Travel and Subsistence	Direct Costs	<b>Direct Costs</b>
Miscellaneous Materials	Cost + 15%	<b>Cost + 10%</b>

**Notes:**

1. Routine office costs such as computer usage, telephone charges, office equipment and supplies, incidental postage, copying, faxes, etc. are included in the hourly rates.
2. Our regular hourly rate will not be applicable to Camrosa WD. Discounted hourly rate will be used for the District's project. As shown in the fee schedule, approximately 15% discount in the hourly rate has been provided to the District.
3. Mark-up for direct expenses is reduced from 15% to 10% (by 1/3).

## SERVICES DURING CONSTRUCTION

<b>SUBTOTAL</b>	
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PO Box 2540, Camarillo, California 93011  
[www.Oakridgegeo.com](http://www.Oakridgegeo.com)  
805-368-7765

May 27, 2021  
Proposal No. OGI325

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, California 93012

Attention: Mr. Terry Curson, PE

Subject: Proposal for Construction Materials Testing Services, Camrosa Water District  
Specification No. PW20-01, PV Well No. 2, Phase 3, Camarillo, California

Dear Mr. Curson:

This proposal presents a scope of work and estimated fee to provide construction materials testing services for Camrosa Water District's (CWD) Specification No. PW 20-01, PV Well No. 2, Phase 3, Camarillo, California. Based on review of the project plans by Perliter & Ingalsbe, the project components consist of:

- Emergency generator and diesel fuel tank and electrical improvements,
- Chemical storage area,
- Concrete masonry block (CMU) wall enclosure,
- About 1,000 feet of 12- to 16-inch diameter PVC water and drain pipelines,
- Associated piping and electrical upgrades to the facility, and
- Site grading/earthwork for structure foundations.

The project is being constructed in the northwestern portion of Woodcreek Park directly south of Lynwood Drive.

## **SCOPE OF WORK**

### **Compaction Testing**

Our field technician will provide compaction testing on an on-call basis in coordination with your project field engineer or District inspector. Compaction testing will be performed with a density gauge using current ASTM methodology. Compaction tests will be compared to a maximum density curve performed on the soil materials in our laboratory. We have assumed the contractor will provide safe access for our field technician to test backfill materials. Testing is anticipated for subgrade soil and fill materials placed as part construction activities.

Field compaction tests will be reported on daily field reports summarizing the test locations, soil density, relative compaction values, and other relevant field data. The reports will be provided daily to your field engineer/site representative on a regular basis. Upon completion

of the grading and fill monitoring, we will prepare a summary grading letter documenting our observations relative to fill placement.

**Concrete Testing.** Our field staff will also sample concrete during placement and provide compressive strength testing per project specifications. Concrete sampling and testing will be provided on an on-call basis in coordination with your project field engineer or District inspector.

#### **ESTIMATED FEE, SCHEDULE, AND PERSONNEL**

The estimated hours and fees for the tasks described above are summarized in Table 1. Actual field time will be based on the requests by the District and actual fees will be invoiced on a time and expense basis in accordance with our annual agreement incorporating OGI 2021 fee schedule. We will not exceed the estimated fee without prior written notification of CWD.

We have assumed the following information to estimate our fees:

- Field density/compaction testing: four site visits for foundation preparation for generator pad and chemical storage area, and four site visits for pipeline trench backfill.
- Four site visits for concrete sampling and testing with four concrete cylinders cast per pour; one break at 7 days and 2 breaks at 28 days.
- Prevailing wage rates apply for our field technician.

**Table 1. Fee Estimate**

<b>Task No. and Description</b>	<b>Estimated Hours</b>	<b>Other Direct Charges</b>	<b>Estimated Fee</b>
Task 1 – Field Compaction Testing	4hrs/visit x 8 visits = 32 hrs	Density Gauge \$40/day for 8 days	\$ 3,840
Task 2 – Concrete Sampling and Testing	4hrs/visit x 4 visits = 16 hrs	Concrete testing (4 sets/4 cylinders per set)	2,400
Task 3 - Laboratory Testing	--	2 compaction curves 2 grainsize tests	770
Task 4 - Summary Report	6	--	750
<b>Estimated Fee:</b>			<b>\$ 7,760</b>

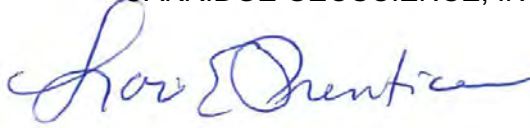
Our project manager will be Mr. Craig Prentice, PG, EG, and field technician services will be provided by Mr. Shawn Prentice, Field Technician. Our laboratory is conveniently located near the project site (Flynn Road) and our lab and field personnel are Caltrans certified. We request 48-hours-notice prior to the initial testing call-out. Once initiated, testing services during construction can be coordinated directly between the district inspector and our field technician on an as-needed basis.

**CLOSURE**

We appreciate the opportunity to provide geotechnical testing services and look forward to continuing our relationship with Camrosa Water District. Please call Mr. Craig Prentice at (805) 400-0867 if you have any questions regarding this proposal.

Sincerely,

OAKRIDGE GEOSCIENCE, INC.

A handwritten signature in blue ink, appearing to read "Lori Prentice", is written over a faint, light blue circular stamp.

Lori Prentice  
President

Copies Submitted: pdf by email



**Camrosa Water District  
7385 Santa Rosa Rd.  
Camarillo, CA 93012  
Telephone (805) 482-4677 - FAX (805) 987-4797**

**Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.**

TO: American Public Works Consulting  
Engineers, LLC  
235 N. Moorpark Rd., Ste A #1459  
Thousand Oaks, CA 91360

DATE: July 1, 2021

Agreement No.: 2022-108

The undersigned Consultant offers to furnish the following:

Provide construction management consulting services for PV well #2 project per proposal dated June 3, 2021 (attached)

Contract price \$: \$155 per hour for projected 440 hours not-to-exceed fee of \$68,200.

Contract Term: June 24, 2021 – June 30, 2022

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: American Public Works Consulting  
Engineers, LLC

By: \_\_\_\_\_  
Tony L. Stafford

By: Kamran Iradjpanah  
Kamran Iradjpanah (Panah)

Title: General Manager

Title: Principal

Date: \_\_\_\_\_

Date: 6-14-2021

Other authorized representative(s):  
\_\_\_\_\_

Other authorized representative(s):  
\_\_\_\_\_

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
  1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
  2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
  3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
  4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
  5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
  1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
  2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
  3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

**Other Required Provisions:** The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations

performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

**Notice of Cancellation:** Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

**Self-Insured Retentions:** Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

**Acceptability of Insurers:** Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

**Verification of Coverage:** Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

**Subcontractors:** Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

**Other Requirements:**

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.



**Scope of Work and Fee Proposal to Provide  
Construction Management Consulting Services  
For  
PV Well No. 2**

**Submitted To:  
Mr. Terry Curson, PE,  
District Engineer  
Camrosa Water District  
7385 Santa Rosa Rd.  
Camarillo, CA 93012**

**June 3, 2021**



June 3, 2021

Mr. Terry Curson, PE, District Engineer  
Camrosa Water District  
7385 Santa Rosa Rd.  
Camarillo, CA 93012

SUBJECT: PROPOSAL FOR CONSTRUCTION MANAGEMENT SERVICES FOR  
PV Well No. 2 Project

Dear Mr. Curson:

American Public Works Consulting Engineers, LLC (APWCE) is pleased to submit this proposal to the Camrosa Water District (Camrosa) for construction management consulting services for PV Well No. 2 project.

### **Project Background, and Overview**

Camrosa Water District (Camrosa) encompasses an area of about 31 square miles and serves more than 30,000 people and delivers more than 14,400 acre-feet of water each year. Camrosa provides potable, non-potable, and recycled water, which are delivered through separate distribution systems. Drinking (potable) water is a combination of imported State Water Project water and local groundwater. Local groundwater is drawn from four groundwater basins (Tierra Rejada, Santa Rosa, Pleasant Valley, and the Perched Aquifer) via 11 groundwater wells. Seven contribute to the potable system, while the others contribute to the non-potable system described below.

To enhance water system reliability, Camrosa has completed the design and is proceeding with construction of PV Well No. 2,. This project consists of completion of a 1,200-gpm well pump station and appurtenances. Major tasks will include removal of existing pump shed, piping and all above ground facilities. New grading, water, and storm drain pipeline construction, electrical and controls, standby generator, and fuel tank, installation of sodium hypochlorite generator system, chemical equipment enclosure, perimeter wall and gates, fencing, pump building installation, and connection to existing facilities. Project construction completion time is 300 calendar days from NTP.

**APWCE** - American Public Works Consulting Engineers, LLC  
235 N. Moorpark Rd., #1459A, Thousand Oaks, CA 9135, (805) 794-4454

### Camrosa PV Well No. 2 Project Site



### **Construction Management Consulting Services and Tasks**

Per our discussion, the scope of services to be provided by APWCE will include:

1. APWCE will be the main liaison between the contractor, design engineer (Engineer), and communicate regularly with Camrosa District Engineer or his designee.
2. Review project plans and specifications and attend pre-construction meeting.
3. Review, coordinate and collaborate with Camrosa staff on contractor's construction schedule, sequence of operations, traffic control, notice of construction to residents, school, and park district.
4. Receive and maintain list of material submittals and shop drawings, track, and send them to the Engineer for review and comments (estimated about 30 submittals with at least 1 revision each for a total of 60).
5. Receive RFIs from the contractor and coordinate a response from the Engineer.
6. Attend periodic construction meeting, prepare meeting minutes, and report to the District Engineer or his designee.
7. Review progress pay estimates submitted by the contractor with Camrosa project inspector (Inspector) as part of payment approval process.

***APWCE*** - American Public Works Consulting Engineers, LLC  
235 N. Moorpark Rd., #1459A, Thousand Oaks, CA 9135, (805) 794-4454





8. Collaborate and coordinate with Inspector reviewing daily reports as needed.
9. Collaborate with Inspector, and Engineer for reviewing scope, cost, and schedule modifications, and resolving any disputes arising from the performance of the contractor and sub-contractors.
10. Collaborate with designated Camrosa staff on Prop 84 Grant reporting requirements.
11. Request periodic construction schedule updates from the contractor for review and monitoring the construction milestone dates.
12. Coordinate and attend occasional project meetings with Inspector, contractor, and Engineer as need arises.
13. Prepare and provide various construction management correspondence logs as needed.
14. Assist with construction management issues for changed and/or unforeseen field conditions claimed by the contractor.
15. Prepare and maintain project files and provide deliverable files as needed.
16. Coordinate with the Camrosa staff any proposed Change Orders requested by the contractor or directed by the Engineer during the construction.
17. Coordinate and collaborate with Camrosa's third party Labor Compliance firm to confirm and manage the requirements for compliance of Prop 84, 2014 Drought Grant funding before progress payments are finalized for approval by the Camrosa.
18. Coordinate and assist with final project walk-through and completion of punch list of sub-standard work and ensure work is corrected.
19. Assist with project closeout and commissioning to the new facility completed.

**APWCE** - American Public Works Consulting Engineers, LLC  
235 N. Moorpark Rd., #1459A, Thousand Oaks, CA 9135, (805) 794-4454



20. Coordinate and confirm final lien releases and delivery of all final close-out documents.

### **Projected Task Hours and Fee**

Project Management fees are typically established as a percentage of the final construction cost (5 to 10%). APWCE's total not-to-exceed cost for this project is based on estimated construction completion time of 300 calendar days and projecting a mean average of 2 hours a day (average of peak to minimal hours per day) for 220 workdays.

Negotiated and discounted hourly rates for Camrosa Water District are presented on the attached fee schedule. To provide additional cost saving to Camrosa Water District, APWCE's Principal Project Manager will underfill Project Manager position with lower hourly rate of \$155 per hour for projected 440 hours for a not-to-exceed fee of \$68,200.

Should APWCE be requested to provide additional services and hours, a contract amendment will be requested.

### **Project Team**

As Principal-in-Charge, and Project Manager, Kamran Panah, PhD, MPA, PE will be providing first quality, proactive project management and coordination services for APWCE. He has over 35 years of professional project engineering management experience mostly with public sectors, including Engineering Manager for Ventura County Water and Sanitation Department, and Principal Engineer/Capital Projects with the City of Simi Valley. Enclosed is a copy of his statement of qualifications, outlining his educational and professional training background, and professional work experience.

I look forward to discussing any comments or suggestions you may have to finetune or streamline the tasks listed above. Please feel free to contact me at (805) 794-4454 if you have any questions or I can provide additional information.

Sincerely,

*Kamran Panah*

Kamran Panah, PhD, MPA, PE  
Principal Project Manager  
American Public Works Consulting Engineers, LLC

**APWCE** - American Public Works Consulting Engineers, LLC  
235 N. Moorpark Rd., #1459A, Thousand Oaks, CA 9135, (805) 794-4454



## **APWCE, LLC**

### **2021 FEE SCHEDULE**

<b>Personnel Classification</b>	<b>Regular Hourly Rate</b>	<b>Negotiated and Discounted Hourly Rates for Camrosa Water District</b>
Principal Project Manager	\$225	\$190
Senior Project Manager	\$205	\$170
Project Manager	\$185	\$155
Administrative Staff	\$90	\$65
Mileage within Ventura County	IRS Rate	No Cost
Mileage outside Ventura County	IRS Rate	IRS Rate
Other miscellaneous charges encountered in performance of services such as supplies not normally used to perform a specific task.	Billed at Cost	Billed at Cost

***APWCE*** - American Public Works Consulting Engineers, LLC  
235 N. Moorpark Rd., #1459A, Thousand Oaks, CA 9135, (805) 794-4454



15 June 2021 **Revision 2**

Terry Curson, P.E.  
District Engineer  
Camrosa Water District  
7385 Santa Rosa Rd.  
Camarillo, CA 93012

[TerryC@Camrosa.com](mailto:TerryC@Camrosa.com)

Re: Proposal for Labor Compliance Services – PV Well 2, Phase 3

Terry:

Golden State Labor Compliance is pleased to provide you and the Camrosa Water District this proposal for the provision of full-service labor compliance support for the above-named project, as follows:

**Project Information: Lynnwood Well, Phase 3 / PV 2 Phase 3**

- 1) Construction 10.25 months plus 1.75 month close-out)
- 2) Project Construction Value (Engineers Estimate) \$2,800 ,00.00

**Compensation:**

We propose a Stipulated, Lump Sum Fee, which includes all costs of any kind reasonable to the operation of a State approved LCP on behalf of the District.

**Twenty Four Thousand Five Hundred Dollars (\$ 24,500.00)**

This covers all reasonable actions required to implement and enforce the LCP, to include audits, investigations (if necessary), and DLSE hearings (if necessary), site visits (interviews) per state requirements.

GSLC will also advise if all LCP documents have been received monthly and advise the District it is okay to release payment applications as having met the LCP requirements for the current billing month as required by the terms of a state approved LCP and regulations requiring holding of contractor payments for missing or inadequate documents.

Golden State maintains the following insurance coverage and will provide insurance certification(s) upon acceptance of this offer.

**General Liability:**        **\$2,000,000 per occurrence   \$4,000,000 Aggregate**

**Automobile:**            **\$1,000,000 Owned, Non-owned, Hired**

**Excess Liability:**        **\$1,000,000**

**Professional  
Liability:**                **\$1,000,000 Occurrence \$2,000,000 Aggregate**

Please contact me if additional information is required.

Best regards,

Victor W. Conklin, President  
Office: 661.267.0940  
Mobile: 818.612.8668

A handwritten signature in blue ink that reads "Victor W. Conklin". The signature is written in a cursive, flowing style.



# CERTIFICATE OF LIABILITY INSURANCE

GOLDSTA-17

MHARO

DATE (MM/DD/YYYY)  
5/17/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

25000 Cusati Road  
Cumbre Insurance Services, LLC  
Suite 500  
Ontario, CA 91761

CONTACT: Mayra Hara 909-484-2456 112

PHONE: (A/C, No, Ext):  
ADDRESS: harom@cumbreins.com

FAX: (A/C, No):

INSURED

Golden State Labor Compliance  
38733 9th Street East, Ste W  
Palmdale, CA 93550

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Sentinel Insurance Company, Ltd 11000

INSURER B: Hartford Accident and Indemnity Company 22357

INSURER C: United States Liability Insurance Company 25895

INSURER D:

INSURER E:

INSURER F:

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X	X	72SBABE1801	5/11/2021	5/11/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
B	OTHER: AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			72UECCB7405	1/10/2021	1/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR						
B	EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	X	72SBABE1801 72WECIY1749	5/11/2021 6/1/2021	5/11/2022 6/1/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Errors & Omissions			SP1013152N	5/11/2021	5/11/2022	Occurrence \$ 1,000,000

## C Errors &amp; Omissions

SP1013152N

5/11/2021

5/11/2022

Aggregate

1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: 20-21-405 Bouquet Canyon Single Point of Entry &amp; Restroom Project

The District, the Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named as additional insured are included as Additional Insured per form attached to the policy per written contract. Waiver of Subrogation applies to the General Liability and Workers Compensation policy per form attached to the policy. Policy is Primary and Non-Contributory.

## CERTIFICATE HOLDER

**SAMPLE CERTIFICATE OF CURRENT COVERAGES**

ACORD 25 (2016/03)



**CANCELLATION**

AUTHORIZED REPRESENTATIVE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED  
BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE  
DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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Box 227044, Los Angeles, California 90022-0744

# QUOTATION

**AWA13523-02**

PAGE 1 of 9

DATE: 6-12-2021  
Quotation Expires: 6-28-2021

**To: Camrosa Water District**  
7385 Santa Rosa Road  
Camarillo, CA 93012  
**Attn.** Terry Curson  
Phone: 805-482-8673

**Project Name: PV Well Number 2**

**Special pricing under Sourcewell formally (NJPA) program**  
**Sourcewell formally (NJPA) Member I.D. number for**  
**Camrosa Water District 44342**  
**Caterpillar Contact Number 120617-CAT**  
**Caterpillar C15 (500 Kw) Generator set**

(1) New Caterpillar Model **C15** Diesel Standby Generator Set  
**EPA Certified Tier 3 / UL2200 Listed & IBC Certified Generator Set**  
Rated **500 kW** with fan, 60 Hz, **3 phase, 277/480** volts at 1800 RPM.  
Generator includes standard equipment and accessories listed in the  
attached bill of material.

**Pricing ..... Caterpillar List: \$124,271.00 Plus Tax**  
**..... Non Caterpillar Items: \$329,763.17 Plus Tax**  
**..... Total: \$454,034.17 Plus Tax**

**Sourcewell Formally (N.J.P.A.) Special Pricing ..... Total: \$408,053.90 Plus Tax**  
**Sale Tax 7.25% (Please confirm tax rate) ..... \$29,583.90**  
**Total ..... \$437,637.80**

**NOTE:** Delivery is estimated at 26 - 29 weeks upon receipt of written order, acceptance, approval, and/or release of equipment.



# QUOTATION

**AWA13523-02**

3500 Shepherd Street, City of Industry, California 90601  
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PAGE 2 of 9

DATE: 6-12-2021  
Quotation Expires: 6-28-2021

## **Bill of Material Generator Set**

### **Generator and Attachments**

Generator upsize LC6114F frame  
Space heater  
Permanent magnet

### **Engine Control System**

Electronic governor

### **Control Panel and Instrumentation**

EMCP 4.4 Auto-start control panel (upgraded to NFPA 110)  
Panel mounted voltage adjust potentiometer  
Panel mounted audible alarm with mute  
Contacts for common fault alarm signal  
Contacts for generator set run signal  
Speed adjustment  
Panel light  
Ground fault relay  
Local ann. NFPA99-110  
Dust proof controls  
Generator running & Fault relay

### **Protection System**

C15: 800 Amp, 3-pole, U.L. listed, main line circuit breaker  
Auxiliary contact  
SUSE decals and film & Neutral bar  
C15: 30 Amp Breaker added to feed Rypos filter (Quinn Power Systems)

### **Fuel System (Custom Stationary Fuel Tank Modern Custom Fabrication, Inc.)**

5,000 Gallon Super Vault MHR Rectangular Tank (Custom Dimensions)  
3 inch Morrison Automatic Shutoff value EVR  
3 inch Non – CARB Ground Level Fill System  
Ground Level Fill – Hinged Spill Pan  
Diesel Engine Supply Package  
3 Channel Alarm Package with high level, low level and leak alarm (Installed by others)  
6 – Step Access platform – Galvanized  
SuperVault is listed to UL2085 (2 hour Fire Rating)  
SuperVault is listed to SWRI 95-03 (4 hour Fire Rating)

Special Dimensions: 79.5” Wide (Support With) X 8’ 10” High X 19’ 2” Long



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# QUOTATION

**AWA13523-02**

PAGE 3 of 9

DATE: 6-12-2021  
Quotation Expires: 6-28-2021

## **Mounting and Enclosures (Customer Dropped Over Enclosure Silhouette Enclosures Ltd.)**

Vibration isolators, installed between generator set and base rails  
Narrow base

### **Genset Enclosure**

- Building Dimensions: **23'-6"L x 9'-6"W x 9'H**. Enclosure is designed as skin-tight "Drop Over", with control panel and breaker access through a side door. Enclosure is Nema 3R, non-combustible construction.
- Building Dimensions with hoods: **32'-4"L x 10'-2"W x 12'-6"H** to top of Discharge hush duct. All dimensions to be verified after receipt of order.
- Walls are 6" thick formed 12 Ga Satin Coat Panels, Insulated with Mineral Wool Insulation to R16, and lined with gyprock and 22ga Galvanized perf sheets. Walls are stitch welded and caulked.
- Roof is fully seam welded 12 Ga Satin Coat, 4" thick with 4" Mineral Wool Insulation, and lined with gyprock and 22ga Galvanized perf sheets. Roof has a 2" Slope for water run-off.
- Lined Intake Hood with integral baffles and bird screen at opening.
- Lined Discharge Hood with turn scoop, drain, access hatch, and discharge hush duct (shipped loose).
- (4) Genset Access Doors, c/w Freezer Style Door hardware, bulb seal, & drip edge.
- hardware, bulb seal, & drip edge
- Enclosure has a 3" wide perimeter mounting flange, pre-drilled for anchoring at site. Neoprene gasket is provided **(ships loose). Anchors by site contractor.**

### **Silencer/DPF Enclosure**

- Enclosure Dimensions: 14'L x 9'-6"W x 10'-2"H. Enclosure is designed as knock down, with support legs, anchor bolt pads, and all mounting hardware
- Enclosure is framed with HSS, and is lined with round staggered 0.500 dia x 0.687 staggered pattern perforated 16ga galvanized sheets.
- Framing is provided for mounting of the DPF and Secondary silencer.

### **Paint System**

- Surface Preparation to SSPC-SP1
- Primer is High Build Epoxy
- Top Coat Polyurethane, semi-gloss with spackle finish, color of your choice

### **Electrical**

- (1) Panel board 120/208V, 18 Circuit, with 100A Main Breaker
- (4) 120V Vapor Proof Fluorescent Lights
- (2) 3-way light switches
- (2) 120V Convenience Receptacles, 20A GFCI
- (2) 4kW Fan-Forced Space Heaters
- All electrical enclosure wiring is in surface mount EMT. All components are UL listed and bear the UL Label.



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# QUOTATION

**AWA13523-02**

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DATE: 6-12-2021  
Quotation Expires: 6-28-2021

## **Packaging**

- Installation of genset is at site by others
- Pre-fit installation of the QPS supplied DPF and Secondary Silencer
- Silhouette supply of all piping and flex from genset to DPF, with parts and hardware to provide for QPS site installation. Insulating blankets supplied and installed by others when installation is complete.
- Silhouette to provide flexible radiator connecting ducting (4" wide)

## **Weight & Shipping Information**

- approximately 27,000lbs
- Exhaust Silencer, Hush Duct, DPF Enclosure ships loose, requires field installation (by others)

## **Quality Control, Testing, & Project Management**

- Silhouette Enclosures is a CWB Certified Facility. All Fabrication is performed by CWB Certified Welders to IAW and CWB Standards. Enclosures are CSA A660 Certified.
- Mechanical Installations inspected by In-House Project Manager
- All Electrical Installations are performed by Licensed Electricians, supervised by In-House Electrical Engineer. QA Inspection reports provided.
- Third Party CSA SI Certification provided by QAI Laboratories
- Progress reporting as required, complete with digital pictures and MS project schedule.



# QUOTATION

**AWA13523-02**

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DATE: 6-12-2021  
Quotation Expires: 6-28-2021

## **Exhaust System (Diesel Particulate Filter & External Muffler)**

Rypos (Diesel particulate filter) RH-410-L

Application Description

**Genset Model:** Caterpillar C15 500KW

**Quantity:** 1

**HP:** 500 KW

**RPM:** 1,800 RPM **Electrical:** 480V 3 phase **Design Exhaust Flow Rate:** 3605.5 cfm

**Max temperature:** 531.1 F

**Engine Duty:** Stand-by

**Lube Oil Specification:** .5% wt% sulfated ash or less

**Lube Oil Consumption:** Per Cat specifications

**Turbo Charged**

**After Cooled**

### **PRODUCT SPECIFICATION:**

**MODEL #:** RH-410-L

**System Data:** Active filter with integrated Diesel Oxidation Catalyst

**Housing Construction:** Carbon Steel with Hi Temp Zinc based primer and Silicate finish

**Power Required: 480 or 208 Volts 3 phase, 8KW max, 4KW average load**

**Connections:** ANSI 8 Inlets and ANSI 8 Outlet

**Verification:** CARB Level 3+ to achieve a minimum 85% PM reduction

**Includes the following:**

- Diesel Particulate Filter Complete: Housing with flanged ends, Filters, etc..
- Required Electronic Controls: PLC to control regeneration process
- Transformer to control and provide necessary DC voltage for regeneration process
- Limited Project Management Services to coordinate efforts
- Permit assistance to the point of sizing the equipment to meet specifications

## **Starting System**

Batteries heavy duty Oversized

Starter

Battery disconnect switch

## **Charging System**

120 vac - UL listed, 10 amp, battery charger

Charging alternator

## **Cooling System**

Jacket water heater

Low coolant temp alarm



# QUOTATION

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Quotation Expires: 6-28-2021

Low coolant level shutdown  
Initial fill of coolant

**Lube System**  
Initial fill of lube oil

## Documentation

**UL 2200 listed package generator set**

**IBC Certified**

**Operation and maintenance manual**

**Factory test reports**

Standard test – Package generator set 0.8 PF

Alternator test report

PGS test report @ 0.8 PF

**Shop prep**

**Standard Warranty**

**Delivery to jobsite**

**Offloaded (Crane service OST) 8 hours on site (140 Ton Crane) (Includes permit and street closer & flag personnel)**

**Generator Start-up (Field test) (Load bank test included) (Quinn Power Systems) (One Day)**

**Assembly of generator, enclosure, Rypos filter, muffler, exhaust stand & fuel tank not included in sale quotation**

**Field assistance to help with generator assembly on site (Quinn Power Systems) (One Day)**

**Fuel not included in sale quotation**

**Ventura County A.P.C.D. permit (Quinn Power Systems will cover cost for permits)**

**Fire Marshall testing not included in sale quotation (If required)**

## **PLEASE NOTE: No written specification's provided for quotation**

VERY IMPORTANT NOTE: As a supplier of equipment, Quinn Power Systems (QPS) disclaims responsibility for any and all permits or licenses necessary to design, install and operate the equipment due to zoning, air quality, building or construction codes or use permits pertaining to buyers or buyers' client's, particular application of such equipment or any similar type of permit.

Special attention should be given to the requirements of the local Air Quality Management District (AQMD) rules, regulations and permit process. As an equipment supplier, QPS is proposing equipment to specifications as indicated herein. If additional equipment or engine modifications are required beyond the specifications as required by AQMD and Best Available Control Technology (BACT) guidelines, those items are not included. For example, South Coast AQMD Rule 1470 requires controls and limits on particulate matter, especially when the engine installation is within 100-meters from a school. Unless specifically indicated in this proposal, compliance to this rule is the responsibility of others.

Ultra low sulfur fuel is required for particulate filters plus will be the required fuel starting in 2006.



# QUOTATION

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**When indicated in the bill of materials, the proposed equipment may be SCAQMD pre-approved as certified equipment. This certification does not eliminate the permit process or responsibility of others to obtain a permit. Procurement of certified equipment assures permitability, reduces the permit processing fees and reduces the time necessary to obtain the permit.**

Only those items listed are included. Not included is any exhaust or fuel piping, main fuel tank, fuel, duct work, special tools, insulation, wiring, cable, bus duct, concrete, anchor bolts, rigging or any material or labor incidental to the installation itself.

If delivery is delayed by customer (Buyer) beyond original shipment date, purchase price is due 30 days after original shipment date and a hold charge of 1% per month (12% per annum) of the purchase price is due each month until delivery. Service charge of 1.5% per month (18% per annum) is applicable on any delinquent balance.

When included, delivery, startup assistance, field testing, training or any other services required on site will be provided during the normal weekday working hours of 7:00 am to 4:30 pm. Delivery or services occurring at any other time, weekends or holidays is subject to additional charges.

Terms and conditions of Caterpillar warranty apply. The Manufacturers' warranties are exclusive and in lieu of all other warranties either oral or written, express or implied, including but not limited to any warranty of merchantability or fitness for a particular purpose. QPSA is not a manufacturer and makes no warranty and shall not, under any circumstances, be liable for any indirect or special, incidental or consequential damages including but not limited to loss of production, loss of profit, loss of use or business interruption, or any other economic loss, whether arising from contract, tort, strict liability or any other theory of law.

If construction of the facility or other delays are experienced or expected, which prohibit the initial startup of the equipment beyond one year from delivery, additional costs should be anticipated. Additional costs might include, but not be limited to long term storage preparation, inspection charges, parts, service etc.

Terms of payment are net 30 days, no retentions; subject to credit approval. Per Company procedure, QPSA will file a California "Preliminary 20-day notice" applicable per Section 3097 of the California Civil Code.

Important conditions for export transactions. This transaction is for the sale of equipment only, as requested and as detailed in this proposal. Not included is any startup assistance, field-testing, training or any other services that might be required on site. Also not included is the responsibility of proper application and installation, installation audits, sea trials (if applicable), installation materials and the installation itself. To ensure proper application, installation, and warranty integrity, you are encouraged to contact the receiving Caterpillar Dealer for these services. The costs of these services are not included in the sale price nor will QPSA be responsible for any such related costs.

## **TERMS AND CONDITIONS**

### **Acceptance of Order.**

This Quotation is for Buyer's information only and is not a valid offer to sell unless signed by an officer of Seller in the place provided on the face of this Quotation. Prices, terms and conditions in an order from Buyer which are inconsistent with the prices, terms and conditions of this Quotation will be rejected by Seller, and are of no force and effect unless accepted in writing by Seller. Prices, delivery schedules and the scope of work on this Quotation are subject to change at Seller's discretion.

### **Liability.**

Seller's liability on any claim of any kind, including claims for negligence, or for any loss or damage arising out of or connected with the manufacture, sale, delivery, resale or use of any products covered by or furnished under any order shall be limited to those claims arising solely from the acts of Seller and Seller shall in no way be liable for any special or consequential damages.





# QUOTATION

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Any claims against Seller for shortages in shipments shall be made in writing to Seller within fifteen (15) days of receipt of shipment by Buyer. Unless otherwise provided for in writing, Seller's responsibility for shipment ceases upon delivery to carrier, and any claims for shortage, delays or damage occurring thereafter shall be made direct to carrier by Buyer.

Fulfillment of any order accepted by Seller is subject to strikes, labor disputes, lockouts, accidents, fires, delays in manufacture or in transportation, delays in delivery of component materials, floods, severe weather, or Acts of God, embargoes, governmental actions, or any other cause beyond the reasonable control of Seller.

## **Shipments.**

Unless otherwise specified, shipment dates are approximate. Shipment of goods under any order accepted by Seller shall be subject to the approval by Seller of Buyer's financial condition at the time of shipment. Whether or not terms of payment are specified elsewhere, Seller may, at its option, condition shipments under any order accepted by Seller upon receipt of satisfactory security or of cash prior to shipment.

If, at Buyer's request, shipment of goods under any order accepted by Seller is delayed more than thirty (30) days after the shipment date specified in the order, or the date the goods are ready for shipment, whichever is later, Seller may require immediate payment in full and/or assess additional charges for the expenses incident to such delay.

## **Termination.**

In the absence of a written agreement between Buyer and Seller expressing different terms and conditions as to termination, any order accepted by Seller may be terminated prior to completion by Buyer only upon written notice to Seller and payment of Seller's termination charges. If notice of termination is received by Seller after Seller has committed to buy the principal components for any order, termination charges shall include the total profit anticipated by Seller. Additionally, Buyer's instruction to Seller to stop work for thirty (30) days during the time specified for performance in any order may be construed by Seller as the equivalent of written notice of termination from Buyer.

## **Taxes.**

Unless expressly stated, Seller's prices do not include sales, use, excise or similar taxes, which Seller may be required to pay in filling Buyer's order. The amount of any applicable tax shall be paid by Buyer as an additional charge unless specifically included in any order accepted by Seller, or in lieu thereof, the Buyer shall provide Seller with a tax exemption certificate acceptable to the taxing authorities.

## **Patents.**

Seller shall, at its own expense, defend and save Buyer harmless from the expenses and consequences of any suit or procedure brought against Buyer, based on a claim that the use or sale of goods specified in any order accepted by Seller constitutes an infringement of any United States letters of patent in existence on the date of any such order; provided Buyer promptly notifies Seller in writing and gives the necessary authorization, information and assistance for the defense of such a claim.

## **Changes.**

Seller, and Seller's suppliers, may, at any time, without notice to Buyer, make changes (whether in design, materials, the addition of improvements, or otherwise) in any goods specified in any order accepted by Seller without incurring any obligation of any kind as a result thereof, but only to the extent that such change does not cause the goods specified to fail to meet Buyer's requirements. Buyer may, in its order, provide for changes in its requirements with provision for a corresponding equitable change in the price, if any; but in no instance shall Buyer make changes, which are substantially different from the scope of the original order accepted by Seller.

## **Export Sales.**

In the event the goods and services specified in any order accepted by Seller are for export, the Buyer shall be responsible for securing export, import and other licenses or authorizations as may be required.



# QUOTATION

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The quotation provided herein is for information only, and is not a valid offer to sell unless signed by a Sales Representative of Quinn Power Systems and an officer of your Company in the space provided below. Any offer to sell or any offer accepted shall be subject to the Terms and Conditions page. Unless expressly stated on the face of this quotation, all prices, delivery schedules and product specifications are subject to change without notice. Quotation is good for 30 days, expires after that duration.

**Signature:** \_\_\_\_\_

**Sales Representative:** Allen Abramovitch

**Cell:** 805-431-3180

**Office:** 805-485-2171

**Submitted By:** Allen Abramovitch



## **ACCEPTED BY:**

**Company:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Board Memorandum

June 24, 2021

**To:** General Manager

**From:** Ian Prichard, Assistant General Manager

**Subject:** GAC Contractor Prequalification

---

**Objective:** Prequalify contractors to bid on the granular activated carbon (GAC) treatment plant at the Conejo Wellfield.

**Action Required:** Authorize staff to prequalify contractors through the attached Application for Prequalification.

**Discussion:** In 1999, the California Legislature enacted a law that allows many public agencies to require licensed contractors that wish to bid on public works jobs to “prequalify” for the right to bid. The Department of Industrial Relations developed a model questionnaire to provide consistency in the prequalification process across the state. The DIR model questionnaire is the basis for the attached Application for Prequalification.

Prequalification is antecedent to the bidding process; applicants are not allowed to include any cost estimates or proposals. Prequalifying at this stage, before design is complete, is intended to vet the pool of potential bidders on the construction project and reduce the amount of time between finalizing design and awarding the construction contract.

MKN, the District’s project management consultant on this project, will provide support for the prequalification process; prequalification is a specific task order under MKN’s general services agreement.

**CAMROSA WATER DISTRICT**  
***1, 2, 3- TCP REMOVAL PROJECT FOR CONEJO WELLFIELD***

**APPLICATION FOR PREQUALIFICATION**

**JUNE 28, 2021**

**DUE: JULY 23, 2021**



**Camrosa Water District**

Assistant General Manager

Ian Prichard

**MKN & Associates**

Project Manager

Becca Bugielski, PE



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<b>12</b>	<b>SECTION 3: PREQUALIFICATION QUESTIONNAIRE</b>

## **APPENDICES**

<b>APPENDIX A: PROJECT DESCRIPTION</b>
<b>APPENDIX B: COMMUNITY WORKFORCE AGREEMENT</b>
<b>APPENDIX C: PREQUALIFICATION SCORING</b>

## **Section 1**

### **Notice to Contractors**

June 28, 2021

**Subject: Notice Inviting Applications for Prequalification of General Contractors for the Camrosa Water District's 1, 2, 3 TCP Removal Project for Conejo Wells Project**

The Camrosa Water District (District) invites qualified contractors to submit an application for prequalification for the installation of equipment for the District 1,2,3-TCP Removal Project for Conejo Wells (Project).

The District owns and operates the Conejo Wellfield in the Arroyo Santa Rosa Valley Groundwater Basin (Wellfield). In 2019, wells at the Wellfield tested positive for 1,2,3-trichloropropane (TCP), a synthetic organic compound that was an impurity in certain soil fumigants used in agriculture. After an initial, ultimately unsuccessful attempt to resolve the TCP issue with blending, which turned out to be an ineffective strategy due to the very low MCL for TCP (5 ppt) and the District's inability to meet its blend plan objectives, Camrosa is now constructing a granular activated carbon (GAC) treatment plant to treat for the TCP. The plant is expected to be complete in FY2021-22. The wellfield will remain offline until that time.

The proposed design for the GAC treatment system includes three pairs of lead-lag GAC treatment vessels (six total vessels), one Backwash Water Storage Tank, two Non-Potable Water Pumps, one Treated Water Storage Tank, a Carbon Dioxide Feed System, one Storm Water Pond, a Sodium Hydroxide Feed System, pH analyzers, and all above and below grade interconnecting piping, valves, and fittings, including connections to the existing wells and distribution system. Other aspects of the project scope are electrical materials, permanent security fencing, an access road, and equipment foundations.

The District plans to prepurchase:

- GAC vessels; three pairs of lead-lag vessels (six total vessels) and all appurtenances
- pH adjustment system (CO2 skid and appurtenances)

The bid scope addressed herein will include procurement of the remaining equipment and materials and installation of the GAC treatment system, including pre-procured items.

Prequalification is mandatory for all potential bidders. Any general contractor who wishes to bid on the project must submit a prequalification application by the deadline and be determined eligible by the District or they will not be allowed to bid on the project. Prequalification is not required for subcontractors. However, the District may require, as to subcontractors, post-bid qualification review.

A copy of the prequalification application, including instructions and requirements, may be obtained through QUESTCDN, a web-based platform for construction project advertisements. Plans and specifications are free to review, but cost \$15 to download. Quest Project #XXXXXXX.

All prequalification applications must be physically received at the District's office **4:00 P.M. on July 23, 2021**.

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012

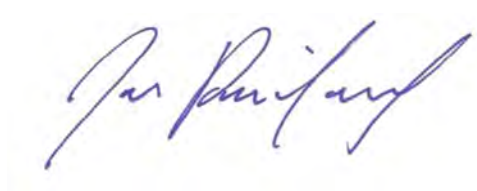
Prequalification applications received after said date will not be considered.



Inquiries regarding this prequalification process shall be provided in writing and directed to the District's Project Manager, Becca Bugielski, at [bbugielski@mknassociates.us](mailto:bbugielski@mknassociates.us).

All inquiries or requests for modification or clarification in the Prequalification Application must be received no later than 4:00 P.M. PST on July 9, 2021. Responses to all inquiries will be posted by July 16, 2021.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ian Prichard", is positioned above the printed name and title.

Ian Prichard  
Assistant General Manager

## **Section 2**

# **Instructions for Completion of Prequalification Application**

## **1. DELIVERY OF PREQUALIFICATION PACKAGE**

Each contractor wishing to participate in bidding for the contract for to construct the Camrosa Water District 1,2,3-TCP Removal Project for Conejo Wells ("Project") as a general Contractor must fully complete the Questionnaire included with this package, provide all information and materials requested, and satisfy the prequalification criteria. Attach additional sheets as needed to provide complete responses.

The Prequalification Application (Questionnaire, Supporting Documentation, and Financial Statements) shall be enclosed in a sealed package and delivered in person to the following location:

Attention: Ian Prichard, Assistant General Manager  
Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012

The outside of the package shall plainly identify the subject of the submittal, be marked "CONFIDENTIAL: Contractor Prequalification", and list the Project title (Camrosa Water District 1,2,3- TCP Removal Project for Conejo Wells) and the name, address, and telephone number of the Contractor.

Each Prequalification Application shall include a completely filled-in questionnaire with all requested supporting information and a declarations page signed by a duly authorized representative of the Contractor. The Contractor is encouraged to use the submittal checklist provided at the end of these instructions before submitting.

**THE DISTRICT MUST BE IN RECEIPT OF THE PREQUALIFICATION PACKAGE NO LATER THAN 4:00 P.M. PST ON JULY 23, 2021.**

## **2. PREPARATION OF PREQUALIFICATION PACKAGE**

Each Prequalification Package shall be assembled in one 3-ring binder per copy with a Title Page, Table of Contents, and Section Dividers. Present the submittal information in the order requested, separated by section dividers. All pages shall be punched and printing shall be arranged so that punching does not obliterate any data. Fold oversize drawings (larger than and including 11 inches by 17 inches), if provided, and insert in plastic carriers. Provide five copies of the Prequalification Package and one complete electronic copy in a single .pdf file on a USB flash drive.

## **3. WITHDRAWAL OF PREQUALIFICATION PACKAGE**

A Prequalification Package may be withdrawn by written request to the District's Administrator if such request is received prior to the deadline for submitting prequalification materials.

## **4. LATE DELIVERY**

Any Prequalification Package received after the scheduled receipt date and time may not be considered and will be returned to the Contractor unopened. Submittals received by mail after the deadline, regardless of the postmark date, will be considered late.

## **5. INVESTIGATION**

The prequalification of prospective bidders will be determined by evaluation of the information submitted by prospective bidders. In addition, the District may verify any or all information provided in completed Prequalification Packages, consider information provided by sources other than the prospective Contractor, and conduct such investigations as the District deems appropriate to assist in the evaluation of Contractors' responsibility, qualifications, and financial capacity.

A general description of the Project is enclosed in Appendix A - Project Description. A Contractor submitting a Prequalification Package shall make all investigations necessary to inform itself regarding the information to be furnished.

## **6. INTERPRETATION OF INFORMATION**

If any Contractor is in doubt as to the meaning of any part of the Prequalification Application, or finds discrepancies or omissions in the documents, the Contractor shall contact the District's Project Manager with a written request for an interpretation or correction. Contact Becca Bugielski, at:

MKN & Associates  
Attention: Becca Bugielski  
121 N. Fir Street, Suite G  
Ventura, CA 93001  
Phone: (805) 947-4971  
Email: [bbugielski@mknassociates.us](mailto:bbugielski@mknassociates.us)

The person submitting the written request will be responsible for prompt delivery. Requests must be received a minimum of fourteen calendar days prior to the Application Deadline (by 4:00 P.M. on July 23, 2021). Any interpretation or correction of the prequalification document will be made only by an addendum. Each addendum will be posted to the QUESTCDN platform to all holders of the Prequalification Package. The District will not be responsible for any other explanations or interpretations of the prequalification document.

Any objection to the Prequalification Application must be made in writing a minimum of ten calendar days before the deadline for submitting the Prequalification Packages to the District. By submitting a completed Prequalification Package, the prospective Contractor waives any and all objections to the form and content of the Prequalification Application not previously submitted in writing.

If any of the above deadlines fall on a holiday or weekend day, then the deadline will be the next business day.

## **7. DETERMINATION**

The District (Project Manager and District Administrator, and/or their designees) will evaluate the information submitted by each Contractor to assess the Contractor's capability and qualifications. The District shall be the sole judge as to the adequacy of each Contractor's submittal and the District's decision shall be final.

The District will evaluate the Prequalification Packages as follows: First, the District will determine which Contractors are responsive to the material terms and conditions of the Notice Inviting Applications for Prequalification. The District will then determine which of the responsive Contractors are technically, financially, and otherwise qualified and responsible to perform the Project satisfactorily and who have demonstrated the capacity to meet all other requirements of the proposed Project. If a Contractor is found responsive and qualified based upon the information in its Prequalification Package, the District will conduct interviews of project references consistent with the Department of Industrial Relations Model Interview Questions, these Instructions, and the Prequalification Questionnaire. The District will not conduct interviews for Contractors determined to be nonresponsive or not qualified based on the information in their Prequalification Packages.

The District may reject any submitted Prequalification Packages it determines to be nonresponsive, or if the District determines, at its sole discretion, that the Contractor is not capable of performing the proposed Project satisfactorily based upon review of its experience and technical and financial capabilities or the Contractor's failure to provide information requested relating to such determination.

The District reserves the right to reject any and all submittals and to waive any irregularities in the information contained therein.

At the end of the evaluation period, the District will notify each Contractor of its status in writing by 1<sup>st</sup> Class Mail with Proof of Service attached.

The District reserves the right to determine that any Contractor is not qualified or responsible at any time prior to award of the contract if it finds that information provided in the response to the Notice Inviting Applications for Prequalification is materially inaccurate or false, upon evidence of collusion or other illegal practices on the part of a Contractor, or upon the receipt of other information affecting the Contractor's qualifications. Contractors whose rating changes so as to affect their prequalification rating as a result of investigation or other information that comes to the District's attention then will be notified in writing and given an opportunity to appeal consistent with the appeals process described below.

## **8. EXCLUSION OF COST QUOTATIONS**

This Request for Prequalification Packages is a request for *information*, not a bid or cost proposal. Contractors are not to include pricing information with the Prequalification Package. No such information furnished will be considered.

**9. JOINT VENTURES**

Each party to a joint venture must be separately prequalified in order for the joint venture to be prequalified or the same parties as a joint venture must demonstrate the required experience as a joint venture.

**10. APPLICATIONS ARE NOT PUBLIC RECORDS**

In accordance with California Public Contract Code (PCC) Section 20101(a), completed questionnaires and financial information are not public records and will not be open to public inspection; however, records of the names of Contractors applying for prequalification shall be public records subject to disclosure under the Public Records Act.

**11. PENALTY OF PERJURY**

In accordance with PCC Section 20101(a), all documents submitted by a prospective contractor will be submitted under penalty of perjury pursuant to California law.

If any information provided by a prospective bidder becomes inaccurate, the party who provided the information must immediately notify the District and provide updated accurate information in writing and under penalty of perjury.

**12. CONTRACTOR EXPERIENCE**

Where the District requests information pertaining to the Contractor's experience on projects of similar type, complexity, and comparable value, the information provided in the Prequalification Package shall demonstrate the experience of the business entity identified as the Contractor seeking prequalification.

If the Contractor seeking prequalification has not been in business for the time period for which information is requested, submit information on predecessor entities. This requirement applies to joint ventures, which should submit information on each of the joint venture entities for the specified time period if the joint venture has not been in operation for the time period for which information is requested.

Experience acquired by a Contractor's current employees when they worked for a different business entity shall not be attributed to the Contractor for purposes of evaluating the Contractor's qualifications under this Prequalification Application except for experience acquired by the Contractor's key project team members.

**13. EFFECT OF PREQUALIFICATION**

Only those General Contractors that are prequalified by the District through this prequalification procedure shall be eligible to bid and perform work on the Project. This prequalification application is not required for subcontractors.

The evaluation is solely for the purpose of determining which bidders are qualified to successfully perform the type of work included in the Project in a timely manner. The contract for construction of the Project will be awarded, if at all, to the responsible, prequalified bidder submitting the lowest responsive bid. Neither issuing the Notification Inviting Applications for Prequalification, nor reviewing responses to the invitation, nor any other activity related to the prequalification process obligates the District to award a contract for construction of the Project to a particular Contractor, or at all.

While it is the intent of the prequalification questionnaire and documents required therewith to assist the District in determining bidder responsibility prior to bid and to aid the District in selecting the lowest responsible bidder, neither the fact of prequalification nor any prequalification rating will preclude the District from a post-bid consideration and determination of whether a bidder has the quality, fitness, capacity, and experience to satisfactorily perform the proposed work, and has demonstrated the requisite trustworthiness.

#### **14. SCORING**

The District will evaluate all completed Prequalification Packages on a Pass/Fail basis.

Contractors must meet all criteria designated as “essential.” Contractors who do not meet all these requirements need not submit an application. In addition, Contractors must receive a passing score on the other evaluation criteria. Contractors who do not meet all the essential criteria or who do not receive passing scores on the other requirements will not be found qualified to participate in bidding for the contract to construct the Project. The scoring system is included here for reference as Appendix B.

The District Administrator may cancel or modify the prequalification process at any time. The District shall not be liable for the cost that a prospective Contractor incurs in preparing and submitting an application for prequalification, and the submittal of a prequalification package is a waiver of any claim for such costs or losses due to cancellation of the process.

#### **15. APPEAL PROCESS**

The District will notify prospective Contractors of the result of the prequalification process in writing. Any Contractor who is not prequalified may appeal the determination to the District. The appeal process is as follows:

- Within five (5) calendar days of receipt of written notice that the Contractor has not been prequalified, the prospective bidder shall notify the District of its intent to appeal. The notice of appeal shall be made in writing and delivered to the District Administrator at the address in the Notice Inviting Application for Prequalification. If requested by the prospective Contractor in the notice of appeal, the District shall provide notification in writing of the basis of the disqualification and any supporting evidence received from others or adduced as a result of an investigation by the District. The District shall provide this information within five (5) calendar days of receiving the notice of appeal.



- Within five (5) calendar days of receipt of the District's information, the prospective bidder shall submit any and all evidence it wants the District to consider in support of its qualifications to perform the Project or submit a written request for a hearing at which to present evidence. The evidence or request for hearing shall be in writing and delivered to the District at the address in the Notice Inviting Application for Prequalification.
- If the District receives a timely request for a hearing, the hearing will be held within ten (10) calendar days of the date the District receives the request. The hearing will be before the District Administrator or his designee and will be recorded on audio and/or video tape. The prospective bidder may request that the hearing be recorded steno-graphically. If the prospective bidder requests a stenographic record, the prospective bidder shall be solely responsible for arranging the stenographer and paying all costs for the transcript. At the District's request, the prospective bidder shall furnish the District with a copy of the transcript, and the District shall pay no more than the cost of the copy.
- The District shall give the prospective bidder written notice of the outcome of the appeal no later than ten (10) calendar days after the hearing is concluded. The District's decision will be final and binding.
- If any of the above deadlines fall on a holiday or weekend day, then the deadline will be the next business day.

The District will strictly enforce the time limits in connection with appeals of determination of Contractor prequalification.

If a prospective bidder does not appeal a denial of prequalification through the process described above, the District's decision on prequalification may be adopted without further proceedings. **Failure to appeal within the time set forth above shall be deemed a failure to exhaust administrative remedies and act as a bar to subsequent litigation or other claims procedures.**

**PREQUALIFICATION APPLICATION CHECKLIST**

The following list summarizes items that should be submitted as part of a prequalification package. This checklist is for the Contractor's benefit and need not be submitted as part of the prequalification package.

- ☐ Five copies of the below documents in 3-ring binders. Photocopies are acceptable:
  - ☐ Completed prequalification questionnaire
  - ☐ Parts 1 - 5 – Supporting information or explanations, as necessary
  - ☐ Part 6 – Supporting information for the project data sheets, optional
  - ☐ Part 7 – At least 3 resumes for key team members
  - ☐ Part 7 – Key team member-specific project profiles, if necessary
  - ☐ Reviewed or audited financial statement
  - ☐ Notarized statement documenting bonding capacity
- ☐ USB flash drive containing all required documents in a single .pdf file
- ☐ All materials should be packaged in a sealed box and labelled per the instructions

## **Section 3**

# **Prequalification Questionnaire**

Camrosa Water District  
1, 2, 3-TCP Removal Project for Conejo Wells  
Prequalification Application Questionnaire

(All Questions Must Be Answered)

**PART A – CONTRACTOR INFORMATION**

Firm Name (as it appears on CSLB license): \_\_\_\_\_

Firm Type (Select one) ☐ Corporation ☐ LLC ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

Contact Person/Title: \_\_\_\_\_

(List Owner(s) if Firm is a Sole Proprietorship or Partnership)

Local Address (P.O. Box is not acceptable):

Address 1: \_\_\_\_\_

Address 2: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Office Telephone: \_\_\_\_\_

Contact Mobile: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

List all California construction or other professional license numbers, classifications and expiration dates held by your firm:

License Number	Classification	Expiration Date

List your firm's DIR Public Works Contractor (PWCR) Registration Number(s):

PWCR Number	Entity Name	Expiration Date

If any of your firm's license(s) are held in the name of a corporation, limited liability company, or partnership, list below the names of the qualifying individual(s) listed on the CSLB records who meet(s) the experience and examination requirements for each license.

License Number	Qualifying Individual	Expiration Date

**PART B – CURRENT ORGANIZATION AND STRUCTURE**

Complete the section below for the appropriate type of firm:

**For Firms That Are Corporations:**

- 1a. Date incorporated: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each person who is either (a) an officer of the corporation (president, vice president, secretary, treasurer), or (b) the owner of at least ten percent of the corporation's stock:

Name	Position	Years with Firm	% Ownership

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, "owner" and "partner" refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation

**For Firms That Are Limited Liability Companies (LLC):**

1a. Date Article of Organization filed: \_\_\_\_\_

1b. Under the laws of what state: \_\_\_\_\_

1c. Provide all the following information for all members of the LLC:

Name	Position	Years with Firm	% Ownership

1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation with Firm



**For Firms That Are Partnerships:**

- 1a. Date incorporated: \_\_\_\_\_
- 1b. Under the laws of what state: \_\_\_\_\_
- 1c. Provide all the following information for each partner who owns ten percent or more of the firm

Name	Position	Years with Firm	% Ownership

- 1d. Identify every construction firm that any person listed above has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.

**NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation with Firm

**For Firms That Are Sole Proprietorships:**

- 1a. Date of commencement of business \_\_\_\_\_
- 1b. Identify every construction firm that the business owner has been associated with (as owner, general partner, limited partner or officer) at any time during the last five years.  
**NOTE: For this question, “owner” and “partner” refer to ownership of ten percent or more of the business, or ten percent or more of its stock, if the business is a corporation.**

Person's Name	Construction Firm	Date of Person's Participation with Firm

**For Firms That Intend to Make a Bid as Part of a Joint Venture:**

- 1a. Date of commencement of joint venture: \_\_\_\_\_
- 1b. Provide all the following information for each firm that is a member of the joint venture that expects to bid on one or more projects

Name of Construction Firm	% Ownership

**Note: Explain on a separate sheet. Provide all other pertinent information required in the sections above, for each Corporation, LLC, Partnership, or Sole-Proprietorship that is a part of the Joint Venture.**

**FOR ALL FIRMS:**

2. At any time during the past five years, has your firm shared office space, warehouse space, yard, plant or shop facilities, staff, equipment, telecommunications or other assets with any other construction firm? (If yes, identify and explain below.)

Construction Firm	Description of Sharing Agreement	Location of Facilities

3. State your firm's gross revenues for each of the last three fiscal years:
- Current year (\$): \_\_\_\_\_
- Previous year (\$): \_\_\_\_\_
- Year prior to previous year (\$): \_\_\_\_\_
4. How many years has your firm been in business in California as a contractor under your present business name and license number? \_\_\_\_\_
5. Bonding Capacity – Provide documentation from your surety identifying the following:
- Name of Bonding Company/Surety: \_\_\_\_\_
- Name of Surety Agent: \_\_\_\_\_
- Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

6. If your firm was required to pay a premium of more than one percent for a performance and payment bond on any project(s) on which your firm worked at any time during the last three years, state the percentage that your firm was required to pay. You may provide an explanation for a percentage rate higher than one percent, if you wish to do so.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. List all other sureties (name and full address) that have written bonds for your firm during the last five years, including the dates on which they were issued:

Name	Address	Date

8. How often do you require documented safety meetings to be held for construction employees and field supervisors during the course of a project? \_\_\_\_\_

9. List your firm's Experience Modification Rate (EMR) (California workers' compensation insurance) for each of the past three premium years:

Current year rate: \_\_\_\_\_

Previous year rate: \_\_\_\_\_

Year prior to previous year rate: \_\_\_\_\_

10. Does your firm regularly utilize a third party consultant to review labor compliance documents of subcontractors on a public works project? ☐ Yes ☐ No

11. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you intend to request the dispatch of apprentices to employ on any public works project awarded by the District.

Name	Address	Phone

12. Provide the name, address and telephone number of the apprenticeship program (approved by the California Apprenticeship Council) from whom you have requested and/or employed apprentices in the past three years.

Name	Address	Phone

13. If your firm operates its own State-approved apprenticeship program:
- Identify the craft or crafts in which your firm provided apprenticeship training in the past year;
  - State the year in which each such apprenticeship program was approved and attach evidence of the most recent California Apprenticeship Council approval(s);
  - For each craft, list the number apprentices employed by your firm and the number of individuals that completed apprenticeships while employed by your firm during the last three years.

Craft	Year	No. Apprentices	No. Completed

14. Has your firm changed names or license number in the past five years? ☐ Yes ☐ No  
(If yes, explain on a separate sheet, including the reason for the

15. Has there been any change in ownership of your firm at any time during the last five years? ☐ Yes ☐ No  
(If yes, explain on a separate sheet.)

**NOTE: A corporation whose shares are publicly traded is NOT required to answer this question.**

16. Is your firm a subsidiary, parent, holding company or affiliate of another construction firm? ☐ Yes ☐ No  
(If yes, explain on a separate sheet.)

**NOTE: Include information about other firms if one firm owns 50 percent or more of another, or if an owner, partner, or officer of your firm holds a similar position in another firm.**

17. Has any owner, partner and/or officer of your firm operated or been connected to a construction firm under any other name in the last five years not listed in Section A or Section B above at any time in the past five years? ☐ Yes ☐ No  
(If yes, provide the person's name, construction firm name, and dates of participation.)

Name	Construction Firm	Dates of Participation

**PART C – ESSENTIAL CRITERIA QUESTIONS**

Circle Answer

- |    |   | Yes | No |
|----|---|-----|----|
| 1. | Does your firm possess a valid and current California Contractor's or other professional license as required by law for the project or projects for which it intends to submit a bid? |     |    |
| 2. | Is your firm registered with DIR as a public Works Contractor for the current fiscal year?  |     |    |
| 3. | Does your firm have a liability insurance policy with a policy limit of at least \$1,000,000 per occurrence and \$2,000,000 aggregate?  |     |    |
| 4. | Does your firm have current workers' compensation insurance policy as required by the Labor Code or is your firm legally self-insured pursuant to Labor Code section 3700 et. seq.?   |     |    |
| 5. | Have you attached your firm's latest copy of reviewed or audited financial statements with accompanying notes and supplemental information? *   |     |    |

**NOTE: Financial statements that are not either reviewed or audited are not acceptable. A letter verifying availability of a line of credit may also be attached; however, it will be considered as supplemental information only, and is not a substitute for the required financial statements.**

- |    |  |     |    |
|----|--|-----|----|
| 6. | Have you attached a notarized statement from an admitted surety insurer (approved by the California Department of Insurance) authorized to issue bonds in the State of California, which states that: (a) your current bonding capacity is sufficient for the project for which you seek pre-qualification if you are seeking pre-qualification for a single project; or valid for a year if you are seeking pre-qualification valid for a year; and (b) your current available bonding capacity? ** | Yes | No |
|----|--|-----|----|

**NOTE: Notarized statement must be from the surety company, not an agent or broker.**

- |    |   |     |    |
|----|---|-----|----|
| 7. | Has your contractor's or other professional license been revoked at any time in the last five years?  | Yes | No |
| 8. | Has a surety firm completed a contract on your behalf, or paid for completion because your firm was in default and/or terminated by the project owner within the last five years? | Yes | No |



		Circle Answer	
9.	Is your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B, ineligible to bid on or be awarded a public works contract, or perform as a subcontractor on a public works contract, pursuant to Labor Code section 1777.1, Labor Code section 1777.7, or any other federal, state, county, municipal or other local law providing for the debarment of contractors from public works?	Yes	No
10.	Has your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B been convicted of a crime involving the awarding of a contract of a government construction project, the bidding or performance of a government contract, antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty?	Yes	No
11.	Is your firm currently the debtor in a bankruptcy case?  (If yes, attach a copy of the bankruptcy petition showing the case number and date on which the petition was filed.)	Yes	No
12.	Has your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B ever been terminated from a public works contract, including but not limited to termination based on any misconduct, such as failure to comply with contractual, statutory, or other legal obligations from any public construction project?	Yes	No
<p><b>Note: If "Yes", explain on a separate sheet the specific details of the termination(s) and provide a reference with current contact information. At their sole discretion, the District may waive consideration of a termination with acceptable and verifiable reasons (such as termination for convenience with an acceptable reason not due to Contractor misconduct or failure to comply with obligations).</b></p>			
13.	Does your firm, any of its officers, supervisors, managers, or any firm or individual identified above in Section A and/or Section B currently have any delinquent liability to an employee, the state, or any awarding body for any assessment of back wages or related damages, interest, fines or penalties pursuant to any final judgment, order, or determination by any court or any federal, state, or local administrative agency, including a confirmed arbitration award?	Yes	No

***Any answer of “No” to Questions 1-6 or “Yes” to Questions 7-13 will result in Contractor’s immediate disqualification, with the potential exception noted for Question 12 at the District’s sole discretion***

\* Public Contract Code section 20101(e) exempts from this requirement a contractor who has qualified as a small business pursuant to Government Code section 14837(d)(1), if the bid is “no more than 25 percent of the qualifying amount provided in” section 14837(d)(1). As of January 1, 2019, the qualifying amount is \$15 million, and 25 percent of that amount, therefore, is \$3.75 million.

\*\* An additional notarized statement from the surety may be requested by the District at the time of submission of a bid, if this pre-qualification questionnaire is submitted more than 60 days prior to submission of the bid.

**PART D – PRE-QUALIFICATION CRITERIA QUESTIONS****Prior History**

Circle Answer

1. How many times has your firm, or any of its officers, supervisors, or managers, declared bankruptcy at any time during the last five years? **0 1 2 3 4 5+**

(This question refers only to a bankruptcy action that was not described in your answer to Question 11 in Section C. If yes, attach a copy of the bankruptcy petition showing the case number and the date on which the petition was filed, a copy of the Bankruptcy Court's discharge order or any other document that concluded the case if no discharge order was issued.)

2. How many times has your firm, or any of its officers, supervisors, or managers, had an injunction, judgment, order, or lien entered against it for outstanding taxes assessed or fines, penalties and/or unpaid wages at any time in the last five years? **0 1 2 3 4 5+**

(Explain on a separate sheet. Provide details, including the name of the government agency, caption, date, case or docket number, and disposition. Be sure to note any judgments or liens that have not been fully satisfied.)

3. How many times in the past five years, has your firm, or any of its officers, supervisors, or managers, been a party in any civil litigation or administrative proceeding alleging violation of any of the following: contract antitrust statutes, racketeering statutes, safety and health regulations, environmental laws, laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty? **0 1 2 3 4 5+**

(Explain on a separate sheet. Provide details including the nature of the claims and defenses, caption, date, case or docket number, name of the court or agency before which the case is pending or which it was heard, and current status.)

4. How many times in the past five years, has your firm, or any of its officers, supervisors, or managers, been a party in any civil litigation or administrative proceeding alleging a violation by a subcontractor hired by your firm of any of the following: contract antitrust statutes, racketeering statutes, safety and health regulations, environmental laws banning workplace discrimination, laws governing wages, hours or labor standards, or laws involving fraud, theft, or any other act of dishonesty? **0 1 2 3 4 5+**

(Explain on a separate sheet. Provide details including the nature of the claims and defenses, caption, date, case or docket number, name of the court or agency before which the case is pending or which it was heard, and current status.)

Circle Answer

5. How many times in the past five years, has your firm, or any of its officers, supervisors, or managers, paid any amount, fine or otherwise, regardless of characterization, to settle any of the allegations listed in Questions 3 and 4 above, whether with or without an admission of responsibility or liability? **0 1 2 3 4 5+**

(Explain on a separate sheet. Provide details, including the caption, date, case or docket number, and name of the court or agency before which the case was brought.)

6. How many times has your firm, or any of its officers, supervisors, or managers, been debarred, suspended, disqualified, denied a classification rating or pre-qualification or otherwise been declared not or prevented from bidding or performing work on any public works contract or subcontract in the last five years? **0 1 2 3 4 5+**

(Explain on a separate sheet. State whether the firm involved was the firm applying for pre-qualification here or another firm. Identify by name of the company, name of the person within your firm who was associated with that company, date, owner of the project, project name and information, basis for the action, and case or docket

7. How many times in the last five years has your firm been assessed and paid liquidated damages after completion of a project under a construction contract with either a public or private owner? **0 1 2 3 4 5+**

(Explain on a separate sheet. Identify all such projects by owner, owner's address, date of completion of the project, amount of liquidated damages assessed and all other information necessary to fully explain the assessment of liquidated damages.)

8. How many times during the past five years, has any surety company made any payments on your firm's behalf as a result of a default, to satisfy any claims made against a performance or payment bond on your firm's behalf, in connection with a construction project, either public or private? **0 1 2 3 4 5+**

(Explain on a separate sheet. Identify the amount of each such claim, name and telephone number of the claimant, date of claim, grounds for claim, present status of claim, date of resolution of such claim if resolved, method by which claim was resolved if resolved, nature of resolution and amount, if any, at which claim was resolved.)

9. How many times in the last five years has any insurance carrier, for any form of insurance, refused to renew an insurance policy for your firm? **0 1 2 3 4 5+**

(Explain on a separate sheet. Name the insurance carrier, form of insurance, and year of refusal.)

10. How many times during the last five years, has your firm been denied bond coverage by a surety company, or has there been a period of time when your firm had no surety bond in place during a public works construction project when one was required?

Circle Answer

**0 1 2 3 4 5+**

(Explain on a separate sheet. Indicate the date when your firm was denied coverage, name of the company or companies which denied coverage, and the time period during which you had no surety bond in place.)

**Criminal Matters and Civil Suits**

Circle Answer

11. How many times has your firm, or any of its officers, supervisors, or managers, ever been convicted of a crime involving any federal, state, local law related to construction?

**0 1 2 3 4 5+**

(Explain on a separate sheet. Identify who was involved, name of the public agency, date of conviction, and grounds for conviction.)

12. How many times has your firm, or any of its officers, supervisors, or managers, ever been found liable in a civil suit or convicted of a federal or state crime of fraud, theft, or involving any other act of such as making any false claim or material misrepresentations?

**0 1 2 3 4 5+**

(Explain on a separate sheet. Identify the person or persons convicted or found liable, court [the county if a state court, the district or location if federal court], year, and conduct involved.)

**NOTE: The following two questions refer only to disputes between your firm and the owner of a project. You need not include information about disputes between your firm and a supplier, another contractor, or subcontractor. You need not include information about "pass-through" disputes in which the actual dispute is between a sub-contractor and a project owner. Also, you may omit reference to all disputes involving amounts of less than \$50,000.**

13. How many times in the last five years has any claim against your firm concerning your firm's work on a construction project been filed in court or arbitration?

**0 1 2 3 4 5+**

(Explain on a separate sheet. Identify the claim(s) by providing the project name, date of the claim, name of the claimant, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim [e.g. "pending" or, if resolved, a brief description of the resolution].)

14. How many times in the last five years has your firm made any claim against a project owner concerning work on a project or payment for a contract and filed that claim in court or arbitration?

**0 1 2 3 4 5+**

(Explain on a separate sheet. Identify the claim(s) by providing the project name, date of the claim, name of the entity (or entities) against whom the claim was filed, a brief description of the nature of the claim, the court in which the case was filed and a brief description of the status of the claim [e.g. "pending" or if resolved, a brief description of the resolution].)

**Occupational Health and Safety Compliance**

Circle Answer

15. How many times in the last five years has CalOSHA cited and assessed penalties against your firm for any “serious,” “willful” or “repeat” violation(s) or the federal Occupational Safety and Health Administration cited and assessed penalties against your firm for violation(s) of safety or health regulations?

**0 1 2 3 4 5+**

**NOTE: If you have filed an appeal of a citation, and the Occupational Safety and Health Appeals Board has not yet ruled on your appeal, you need not include information about it.**

16. How many times in the last five years has the EPA or any Air Quality Management District or any Regional Water Quality Control Board cited and assessed penalties against either your firm or the owner of project on which your firm was the contractor?

**0 1 2 3 4 5+**

(Explain on a separate sheet describing each citation.)

**NOTE: If you have filed an appeal of a citation and the Appeals Board has not yet ruled on your appeal, or if there is a court appeal pending, you need not include information about the citation.**

17. How many times within the last five years has there ever been a period when your firm had employees but was without workers’ compensation insurance or state-approved self-insurance?

**0 1 2 3 4 5+**

(Explain the reason for each absence of workers’ compensation insurance on a separate sheet. If “None,” please provide a statement by your current workers’ compensation insurance carrier that verifies periods of workers’ compensation insurance coverage for the last five years. If your firm has been in the construction business for less than five years, provide a statement by your workers’ compensation insurance carrier verifying continuous workers’ compensation insurance coverage for the period that your firm has been in the construction business.)

**Prevailing Wage and Apprenticeship Compliance**

18. How many times during the last five years, has your firm been required to pay back wages and/or penalties related to **state or federal** prevailing wage laws for work performed by **your firm**?

**0 1 2 3 4 5+**

(Explain on a separate sheet. Describe the nature of each violation and identify the name of the project, date of its completion, public agency for which it was constructed, number of employees underpaid, and amount(s) of back wages and penalties your firm was required to pay.)

**NOTE: Question 18 refers only to the violation of prevailing wage laws by your firm, not to violations by a subcontractor.**

19. How many times during the last five years, has your firm or any subcontractors hired by your firm been required to pay back wages and/or penalties related to state or federal prevailing wage laws for work performed by a subcontractor?

0 1 2 3 4 5+

(Explain on a separate sheet. Identify the subcontractor's business name and CSLB license number, describe the nature of each violation, and identify the name of the project, date of its completion, public agency for which it was constructed, number of employees underpaid, and amount(s) of back wages and penalties your firm was required to pay.)

**NOTE: This question refers only to the violation of prevailing wage laws by subcontractors, not to violations by your firm.**

20. How many times during the last five years, has your firm paid any penalties related to any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public projects, including Labor Code sections 1777.5 and 1777.7?

0 1 2 3 4 5+

(Explain on a separate sheet. Provide the date(s) of such findings, case number(s), and attach copies of the Department's final decision(s).)

21. How many times during the last five years, has any subcontractor hired by your firm paid any penalties related to any provision of California apprenticeship laws or regulations, or the laws pertaining to use of apprentices on public works projects, including Labor Code sections 1777.5 and 1777.7?

0 1 2 3 4 5+

(Explain on a separate sheet. Provide the date(s) of such findings, case number(s), and attach copies of the Department's final decision(s).)



**NOTE: Omissions, misrepresentations and any failure to disclose associations with other firms or any prior history of alleged violations may lead to loss of your eligibility to register as a Public Works Contractor, disqualification of bids, and/or grounds for termination of a contract.**





## **PART E – RECENT PROJECT EXPERIENCE**

On the following pages, Contractors should submit four (and no more than four) recent projects which highlight their experience on similar projects. These projects should have been completed in the previous ten (10) years from the date of this prequalification notice and should be projects in which the Contractor was the prime Contractor on the job. These projects shall address the essential experience requirements and the additional experience areas described below.

### **ESSENTIAL EXPERIENCE REQUIREMENTS**

In order to be prequalified to bid, the recent project experience submitted shall document ALL of the following essential requirements:

- At least one project with a construction value of \$4 million or more
- At least two other projects with a construction value of \$2.5 million or more
- Experience of at least two projects including the construction of granulated activated carbon (GAC) treatment vessels

***Failure to meet the Essential Requirements will result in Contractor's immediate disqualification.***

### **ADDITIONAL EXPERIENCE AREAS**

In addition to the essential experience requirements, the Contractor will also be scored on their experience in the following areas. Experience in all areas is not necessary to prequalify, but the Contractor should demonstrate experience in as many areas as possible. Please identify the related experience by the number as listed below in the appropriate spot on each project data sheet (provided herein), and describe the project as thoroughly as possible. The District will utilize the information provided to assess the relevance of the experience.

1. Installation of carbon dioxide storage and dissolution systems
2. Installation of bolted steel tank
3. Installation of vertical turbine booster pumps
4. Installation of motor and drive upgrades for well pumps
5. Integration of new instrumentation with existing SCADA system

The Contractor is encouraged to submit projects that are recent and of similar type, complexity, and value as the current project. Submitted projects should demonstrate the Contractor's ability to complete projects within pre-defined fiscal and schedule parameters.

### **INTERVIEWS**

For those Contractors meeting all other requirements, the District will contact at least two (2) of the project references listed to verify project experience and to conduct a brief interview. Please ensure names and references are current and verified.

NAME OF CONTRACTOR: \_\_\_\_\_

**PROJECT DATA SHEET # 1**

(One Form Per Project – Identify Criteria met below)

1. Project Name: \_\_\_\_\_

2. Firm's Role and Percent of Work Performed: \_\_\_\_\_

3. Project Location: \_\_\_\_\_

4. Project Description: \_\_\_\_\_

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5. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone &amp; Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

6. Design Engineer: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person \_\_\_\_\_

7. Construction Manager: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person: \_\_\_\_\_

8. Name of General Contractor's Project Manager: \_\_\_\_\_

9. Name of General Contractor's Superintendent: \_\_\_\_\_

10. What was the contract value of the project at the time the contract was entered? \_\_\_\_\_

11. What was the final contract value of the project? \_\_\_\_\_

12. Number and Amount of Change orders: \_\_\_\_\_

13. Was Project completed on time, including owner approved contract time extensions?

YES ☐

NO ☐

Start Date: \_\_\_\_\_

Contract Completion Date: \_\_\_\_\_

*(Original scheduled completion date plus time extensions granted)*

Actual Completion Date: \_\_\_\_\_

14. Were any Liquidated Damages Assessed?

YES ☐

NO ☐

If YES, Amount of Liquidated Damages Paid: \_\_\_\_\_

15. Describe type of facility (Water, Wastewater, etc.) and adjacencies to operating facilities, if applicable:

\_\_\_\_\_

16. Which of the additional experience areas were relevant (numbers are sufficient, see "Additional Experience Areas" in this part's instructions):

\_\_\_\_\_

17. Were there any environmental, cultural, or other special mitigation measures (beyond typical requirements) implemented on this project? If yes, describe measures developed and implemented:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor may provide up to 3 additional sheets of project-related information including photos and additional information for each project.**

**NAME OF CONTRACTOR:** \_\_\_\_\_

**PROJECT DATA SHEET # 2**

(One Form Per Project – Identify Criteria met below)

1. Project Name: \_\_\_\_\_

2. Firm's Role and Percent of Work Performed: \_\_\_\_\_

3. Project Location: \_\_\_\_\_

4. Project Description: \_\_\_\_\_

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\_\_\_\_\_

5. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

6. Design Engineer: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person: \_\_\_\_\_

7. Construction Manager: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person: \_\_\_\_\_

8. Name of General Contractor's Project Manager: \_\_\_\_\_

9. Name of General Contractor's Superintendent: \_\_\_\_\_

10. What was the contract value of the project at the time the contract was entered? \_\_\_\_\_

11. What was the final contract value of the project? \_\_\_\_\_

12. Number and Amount of Change orders: \_\_\_\_\_

13. Was Project completed on time, including owner approved contract time extensions?

YES ☐

NO ☐

Start Date: \_\_\_\_\_

Contract Completion Date: \_\_\_\_\_

*(Original scheduled completion date plus time extensions granted)*

Actual Completion Date: \_\_\_\_\_

14. Were any Liquidated Damages Assessed?

YES ☐

NO ☐

If YES, Amount of Liquidated Damages Paid: \_\_\_\_\_

15. Describe type of facility (Water, Wastewater, etc.) and adjacencies to operating facilities, if applicable:

\_\_\_\_\_

16. Which of the additional experience areas were relevant (numbers are sufficient, see "Additional Experience Areas" in this part's instructions):

\_\_\_\_\_

17. Were there any environmental, cultural, or other special mitigation measures (beyond typical requirements) implemented on this project? If yes, describe measures developed and implemented:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor may provide up to 3 additional sheets of project-related information including photos and additional information for each project.**

**NAME OF CONTRACTOR:** \_\_\_\_\_

**PROJECT DATA SHEET # 3**

(One Form Per Project – Identify Criteria met below)

1. Project Name: \_\_\_\_\_

2. Firm's Role and Percent of Work Performed: \_\_\_\_\_

3. Project Location: \_\_\_\_\_

4. Project Description: \_\_\_\_\_

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\_\_\_\_\_

5. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

6. Design Engineer: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person: \_\_\_\_\_

7. Construction Manager: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person: \_\_\_\_\_

8. Name of General Contractor's Project Manager: \_\_\_\_\_

9. Name of General Contractor's Superintendent: \_\_\_\_\_

10. What was the contract value of the project at the time the contract was entered? \_\_\_\_\_

11. What was the final contract value of the project? \_\_\_\_\_

12. Number and Amount of Change orders: \_\_\_\_\_

13. Was Project completed on time, including owner approved contract time extensions?

YES ☐

NO ☐

Start Date: \_\_\_\_\_

Contract Completion Date: \_\_\_\_\_

*(Original scheduled completion date plus time extensions granted)*

Actual Completion Date: \_\_\_\_\_

14. Were any Liquidated Damages Assessed?

YES ☐

NO ☐

If YES, Amount of Liquidated Damages Paid: \_\_\_\_\_

15. Describe type of facility (Water, Wastewater, etc.) and adjacencies to operating facilities, if applicable:

\_\_\_\_\_

16. Which of the additional experience areas were relevant (numbers are sufficient, see "Additional Experience Areas" in this part's instructions):

\_\_\_\_\_

17. Were there any environmental, cultural, or other special mitigation measures (beyond typical requirements) implemented on this project? If yes, describe measures developed and implemented:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor may provide up to 3 additional sheets of project-related information including photos and additional information for each project.**



**NAME OF CONTRACTOR:** \_\_\_\_\_

**PROJECT DATA SHEET # 4**

(One Form Per Project – Identify Criteria met below)

18. Project Name: \_\_\_\_\_

19. Firm's Role and Percent of Work Performed: \_\_\_\_\_

20. Project Location: \_\_\_\_\_

21. Project Description: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

22. Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

23. Design Engineer: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person: \_\_\_\_\_

24. Construction Manager: \_\_\_\_\_

Email (only): \_\_\_\_\_

Contact Person: \_\_\_\_\_

25. Name of General Contractor's Project Manager: \_\_\_\_\_

26. Name of General Contractor's Superintendent: \_\_\_\_\_

27. What was the contract value of the project at the time the contract was entered? \_\_\_\_\_

28. What was the final contract value of the project? \_\_\_\_\_

29. Number and Amount of Change orders: \_\_\_\_\_

30. Was Project completed on time, including owner approved contract time extensions?

YES ☐

NO ☐

Start Date: \_\_\_\_\_

Contract Completion Date: \_\_\_\_\_

*(Original scheduled completion date plus time extensions granted)*

Actual Completion Date: \_\_\_\_\_

31. Were any Liquidated Damages Assessed?

YES ☐

NO ☐

If YES, Amount of Liquidated Damages Paid: \_\_\_\_\_

32. Describe type of facility (Water, Wastewater, etc.) and adjacencies to operating facilities, if applicable:

\_\_\_\_\_

33. Which of the additional experience areas were relevant (numbers are sufficient, see "Additional Experience Areas" in this part's instructions):

\_\_\_\_\_

34. Were there any environmental, cultural, or other special mitigation measures (beyond typical requirements) implemented on this project? If yes, describe measures developed and implemented:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contractor may provide up to 3 additional sheets of project-related information including photos and additional information for each project.**

**PART F – CERTIFICATION**

Questionnaires submitted by corporations must be signed with the legal name of the corporation, followed by the name of the state of incorporation and by the signature and designation of the chairman of the board, president or any vice president, and then followed by a second signature by the secretary, assistant secretary, the chief financial officer or assistant treasurer. All persons signing must be authorized to bind the corporation in the matter. Satisfactory evidence of the authority of each officer signing on behalf of a corporation shall be furnished upon request.

Questionnaires submitted by partnerships must furnish the full name of all partners and must be signed in the partnership name by a general partner with authority to bind the partnership in such matters, followed by the signature and designation of the person signing.

If multiple signatures are required, the signature page may be duplicated and multiple copies may be submitted.

**Each person signing below makes the following representations under penalty of perjury:**

The submitter of the foregoing acknowledges receipt of the following documents and agrees to be bound by their terms:

- A. Notice Inviting Applications for Prequalification of General Contractors for the Camrosa Water District 1, 2, 3-TCP Removal Project for Conejo Wells;
- B. Instructions for Completion of Prequalification Application;
- C. Prequalification Questionnaire;
- D. Appendix A - Project Description;
- E. Appendix B – Prequalification Scoring;
- F. Addenda Numbered & Dated: \_\_\_\_\_

The submitter of the foregoing answers to the questionnaire has read the same and the matters stated therein are true to the best of his or her own personal knowledge. This information is provided for the purpose of qualifying to bid on the Project, and any individual, company or other agency named herein is hereby authorized to supply the awarding body with any information necessary to verify the prospective bidder's statements. By signing below, the submitter and the named contractor hereby grant permission to the South San Luis Obispo Sanitation District to contact any or all of the above listed persons or entities to confirm facts or otherwise investigate the above facts and issues.

The submitter understands that any statement which is proven to be false shall be grounds for immediate disqualification from bidding on the Project. The submitter whose signature appears below represents and warrants that he or she has authority to bind the named contractor.

I, \_\_\_\_\_ (Name), the undersigned, am the \_\_\_\_\_  
(Title), with the authority to act for and on behalf of \_\_\_\_\_  
(Contractor Entity Name), declare under penalty of perjury under the laws of the State of California that the foregoing information provided in this Pre-qualification Questionnaire is true, full, and correct.

I understand that making a false statement may result in disqualification from bidding on any public works project, registering as a Public Works Contractor with the Department of Industrial Relations, and may be grounds for termination of a public works contract.

Executed on this: \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.  
(Date) (Month / Year) (City / State)

Name of Contractor Representative: \_\_\_\_\_

Signature of Contractor Representative: \_\_\_\_\_

# **Appendix A**

## **Project Description (Preliminary – NOT FOR BID)**

Camrosa Water District  
1, 2, 3- TCP Removal Project for Conejo Wells

**Project Description (*Preliminary – NOT FOR BID*)**

The project consists of construction of a granular activated carbon (GAC) treatment plant and associated chemical feed systems, backwash management system, related equipment upgrades, and appurtenances. Specific improvements are anticipated to include installation of three pairs of owner-furnished granular activated carbon treatment vessels on an approximately 2-1/2 foot thick matt foundation; one owner-furnished carbon dioxide storage and dissolution system; two 75-HP vertical turbine booster pumps; 125,000 gallon bolted steel backwash tank; 85,000 gallon bolted steel treated water storage tank; sodium hydroxide storage and feed system; miscellaneous instrumentation; motor and drive upgrades for four existing well pumps; yard piping; AC paved access road; storm water pond; perimeter chain link fence; and integration of controls and telemetry. Controls and telemetry integration shall be performed by one of the District's two pre-approved integrators: Llyod Trick, MSO Technologies and Adam Kelly, RoviSys.

The anticipated schedule includes bidding in late Fall 2021 and award of contract in November 2021.

The Project site plan and process flow schematic are attached.

[PROJECT SITE PLAN NOT INCLUDED IN THIS DRAFT]

[PROCESS FLOW DIAGRAM NOT INCLUDED IN THIS DRAFT]



# **Appendix B**

## **Prequalification Scoring**

[PROJECT SCORING SHEET NOT INCLUDED IN THIS DRAFT]

## Board Memorandum

June 24, 2021

**To:** General Manager

**From:** Ian Prichard, Assistant General Manager

**Subject:** UWMP Public Hearing

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**Objective:** Adopt the 2020 Urban Water Management Plan (UWMP).

**Action Required:** To adopt the 2020 UWMP:

- 1) Convene a public hearing to accept public testimony regarding the draft UWMP and consider comments received during the public notice period;
- 2) Close the public hearing and discuss testimony taken; and
- 3) Consider adoption of the attached resolution, Adopting Camrosa Water District's 2020 Urban Water Management Plan.

**Discussion:** State law requires urban water suppliers to prepare an UWMP to support their long-term resource planning and ensure adequate water supplies are available to meet existing and future water demands. Plans must be updated every five years. State guidelines regarding the content and form of the UWMP are prescriptive, and Camrosa staff is confident all required elements are addressed. Plans must be submitted to the Department of Water Resources by July 1, 2021.

A copy of the 2020 UWMP was circulated for Board input and for public review as per California Water Code §10642. Notice of the hearing was published June 10, 13, and 20, 2021, in the Ventura County Star, and posted at the District office. Written comments were due Monday, June 21, 2021.

**Text of Ad:** 06/08/2021

**NOTICE OF PUBLIC  
HEARING  
URBAN WATER  
MANAGEMENT PLAN**

NOTICE IS HEREBY  
GIVEN that a Public  
Hearing with the Camrosa  
Water District Board of  
Directors will be held:

**---Thursday, June 24, 2021 at  
5:00 PM ---**

**CAMROSA WATER  
DISTRICT  
7385 Santa Rosa Rd.  
Camarillo, CA. 93012  
(805) 482-4677**

The purpose of this Public  
Hearing is to give the public  
the opportunity to submit  
written comments  
regarding the 2020 Urban  
Water Management Plan  
(UWMP) for the Camrosa  
Water District. The UWMP  
provides a comprehensive  
assessment of Camrosa's  
water resource needs for a  
20-year planning period and  
provides the Department of  
Water Resources with  
information on present and  
future water supplies and  
demands. Copies of the  
UWMP are available for  
public review at  
[www.camrosa.com/uwmp](http://www.camrosa.com/uwmp).

Written comments on the  
Plan are to be submitted by  
Monday, June 21, 2021 at  
5:00PM to:

**Mr. Ian Prichard, Assistant  
General Manager  
ianP@camrosa.com  
7385 Santa Rosa Road  
Camarillo, CA 93012**  
Published June 10, 13,  
202021 AD#4772813

**Resolution No: 21-10**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting Camrosa Water District's 2020  
Urban Water Management Plan**

**Whereas**, the Urban Water Management Planning Act (Water Code Sections 10631-10633, 10635, 10642 et seq.) requires urban water suppliers providing municipal water directly or indirectly to more than 3,000 customers, or who supply more than 3,000 acre-feet of water annually, to adopt an Urban Water Management Plan; and,

**Whereas**, the Urban Water Management Planning Act further requires review of the Urban Water Management Plan at least once every five years; and,

**Whereas**, the Act mandates that the Urban Water Management Plan and amended versions be filed with the California Department of Water Resources; and,

**Whereas**, the District is an urban supplier of water serving a population of approximately 33,000; and,

**Whereas**, the District has therefore prepared and circulated for public review a draft Urban Water Management Plan; and,

**Whereas**, a properly noticed public hearing regarding said Plan was held by the Board of Directors on June 24, 2021; and,

**Whereas**, Camrosa Water District did prepare and shall file said Plan with the California Department of Water Resources by July 1, 2021;

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the attached 2020 Urban Water Management Plan is hereby adopted this date.

**Adopted, Signed, and Approved** this 24<sup>th</sup> day of June, 2021.

\_\_\_\_\_  
Eugene F. West President  
Board of Directors  
**Camrosa Water District**

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

# **2020 Urban Water Management Plan**



## **Camrosa Water District**

**7385 Santa Rosa Road**  
Camarillo, California 93012

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## LIST OF ACRONYMS

AF	Acre feet
AFD	Acre feet per day
AFY	Acre feet per year
ASR	Aquifer Storage and Recovery
BMP	Best Management Practice
CamSan	Camarillo Sanitation District
CDPH	California Department of Public Health
CIS	Customer Information System
CFS	cubic feet per second
CSUCI	California State University Channel Islands
CVP	Central Valley Project
CUWCC	California Urban Water Conservation Coalition
CWC	California Water Code
CWRF / WRF	Camrosa Water Reclamation Facility
DHS	Department of Health Services
DMM	Demand Management Measures
DWR	California Department of Water Resources
ETo	Evapotranspiration
FCGMA	Fox Canyon Groundwater Management Agency
GIS	Geographic Information System
GPCD	Gallons Per Capita Per Day
GPM	gallons per minute
HCTP	Hill Canyon Wastewater Treatment Plant
HET	High-Efficiency Toilets
ICS	Incident Command System
LAS	Lower Aquifer System
M&I	Municipal & Industrial
MCL	Maximum Containment Level
MGD	Million Gallons per Day
MS	Meter Station
MSA	Metropolitan Statistical Area
MSL	mean sea level
PHG	Public Health Goal
PVB	Pleasant Valley Basin
PVCWD	Pleasant Valley County Water District
PWS	Public Water System
RMWTP	Round Mountain Water Treatment Plant
RO	Reverse Osmosis
RWRMP	<i>Renewable Water Resource Management Plan</i>
SEMS	Standard Emergency Management System
SOAR	Save Open Space and Agricultural Resources
SRGMP	Santa Rosa Groundwater Management Plan

SWRCB	State Water Resources Control Board
TDS	Total Dissolved Solids
UAS	Upper Aquifer System
ULFT	Ultra Low Flush Toilet
UWMP	<i>Urban Water Management Plan</i>
VCOG	Ventura Council of Governments
VC-Rule	Ventura County Regional Urban Landscape Efficiency Program
WBIC	Weather-Based Irrigation Controllers
WSDM	Water Surplus and Drought Management



## 1 Introduction

The UWMP provides a framework for, and informs the public of, an urban water supplier's plans for long-term resource planning that ensures adequate water supplies for existing and future demands. Over the years, the UWMP Act has evolved in response to State water shortages due to drought and other environmental factors. The Water Conservation Act of 2009, also known as SB X7-7, requires water agencies to establish and report Baseline, 2015 Interim, 2020, and Compliance water use targets that will result in statewide savings of 20 percent by 2020. Urban water suppliers must have a current UWMP on file with DWR in order to be eligible for any State-funded grants or loans. In 2018, Governor Brown signed AB 1668 and SB 606 into law. Known as the Water Conservation and Drought Planning Act, the packaged laws essentially establish a new water management paradigm for the state of California. Among its numerous requirements and stipulations, the Act included additions to the UWMP section of the California Water Code. In particular, the Act expanded sections related to water conservation, increasing the period of analysis for drought supply from three years to five, requiring a new "Drought Risk Assessment," and establishing stricter requirements for the Water Shortage Contingency Plan (discussed in detail in section 7).

The goal of the 2020 Urban Water Management Plan is to report, describe, and evaluate:

- Water system deliveries and uses
- SB X7-7 Baseline and Targets
- Water supply sources
- System Reliability
- the District's Drought Risk Assessment
- the District's Water Shortage Contingency Plan
- Local agency coordination
- Efficient water uses
- Demand management measures

Along with these primary goals, the Camrosa Water District's 2020 UWMP also seeks to:

- Build and update upon the 2015 UWMP
- Provide comprehensive assessment of Camrosa's water resource needs for a 20-year planning period through 2040

Finally, a note regarding the formatting of this document. For clarity, the sections of the District's 2020 Urban Water Management Plan have been aligned to match the sections of the DWR 2020 UWMP Guidelines. The plan follows the outline given in Appendix F (UWMP Checklist) of the guidelines. Except in cases describing flow, volume of water is described in acre feet. Annual data is provided on a fiscal-year basis of July 1 to June 30.

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## 2 Plan Preparation

### LAW

California Water code, Division 6, Part 2.6 Urban Water Management Planning, Section 10617 et seq.

10617. **“Urban water supplier” means a supplier, either publicly or privately owned, providing water for municipal purposes either directly or indirectly to more than 3,000 customers or supplying more than 3,000 acre-feet of water annually. An urban water supplier includes a supplier or contractor for water, regardless of the basis of right, which distributes or sells for ultimate resale to customers. This part applies only to water supplied from public water systems subject to Chapter 4 (commencing with Section 116275) of Part 12 of Division 104 of the Health and Safety Code.**

10617.5. **“Water shortage contingency plan” means a document that incorporates the provisions detailed in subdivision (a) of Section 10632 and is subsequently adopted by an urban water supplier pursuant to this article.**

10618. **“Water supply and demand assessment” means a method that looks at current year and one or more dry year supplies and demands for determining water shortage risks, as described in Section 10632.1.**

10620 (a). Every urban water supplier shall prepare and adopt an urban water management plan in the manner set forth in Article 3 (commencing with Section 10640).

(b) Every person that becomes an urban water supplier shall adopt an urban water management plan within one year after it has become an urban water supplier.

(c) An urban water supplier indirectly providing water shall not include planning elements in its water management plan as provided in Article 2 (commencing with Section 10630) that would be applicable to urban water suppliers or public agencies directly providing water, or to their customers, without the consent of those suppliers or public agencies.

(d) (1) An urban water supplier may satisfy the requirements of this part by participation in areawide, regional, watershed, or basinwide urban water management planning where those plans will reduce preparation costs and contribute to the achievement of conservation, efficient water use, and improved local drought resilience.

(2) Notwithstanding paragraph (1), each urban water supplier shall develop its own water shortage contingency plan, but an urban water supplier may incorporate, collaborate, and otherwise share information with other urban water suppliers or other governing entities participating in an areawide, regional, watershed, or basinwide urban water management plan, an agricultural management plan, or groundwater sustainability plan development.

(3) Each urban water supplier shall coordinate the preparation of its plan with other appropriate agencies in the area, including other water suppliers that share a common source, water management agencies, and relevant public agencies, to the extent practicable.

(e) The urban water supplier may prepare the plan with its own staff, by contract, or in cooperation with other governmental agencies.

(f) An urban water supplier shall describe in the plan water management tools and options used by that entity that will maximize resources and minimize the need to import water from other regions.

10621 (a) Each urban water supplier shall update its plan at least once every five years on or before July 1, in years ending in six and one, incorporating updated and new information from the five years preceding each update.

(b) Every urban water supplier required to prepare a plan pursuant to this part shall, at least 60 days before the public hearing on the plan required by Section 10642, notify any city or county within which the supplier provides water supplies that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan. The urban water supplier may consult with, and obtain comments from, any city or county that receives notice pursuant to this subdivision.

(c) An urban water supplier regulated by the Public Utilities Commission shall include its most recent plan and water shortage contingency plan as part of the supplier's general rate case filings.

(d) The amendments to, or changes in, the plan shall be adopted and filed in the manner set forth in Article 3 (commencing with Section 10640).

(e) Each urban water supplier shall update and submit its 2015 plan to the department by July 1, 2016.

(f) Each urban water supplier shall update and submit its 2020 plan to the department by July 1, 2021.

10642. Each urban water supplier shall encourage the active involvement of diverse social, cultural, and economic elements of the population within the service area prior to and during the preparation of both the plan and the water shortage contingency plan. Prior to adopting either, the urban water supplier shall make both the plan and the water shortage contingency plan available for public inspection and shall hold a public hearing or hearings thereon. Prior to any of these hearings, notice of the time and place of the hearing shall be published within the jurisdiction of the publicly owned water supplier pursuant to Section 6066 of the Government Code. The urban water supplier shall provide notice of the time and place of a hearing to any city or county within which the supplier provides water supplies. Notices by a local public agency pursuant to this section shall be provided pursuant to Chapter 17.5 (commencing with Section 7290) of Division 7 of Title 1 of the Government Code. A privately owned water supplier shall provide an equivalent notice within its service area. After the hearing or hearings, the plan or water shortage contingency plan shall be adopted as prepared or as modified after the hearing or hearings.

## 2.1 Basis for Preparation

The Urban Water Management Planning Act of 1983 requires urban water suppliers with 3,000 or more customers or supplying 3,000 or more acre feet of water per year to prepare and submit to the Department of Water Resources (DWR) an Urban Water Management Plan (UWMP) every five years. The 2020 UWMP builds upon the District's previous UWMPs.

In 2020, the Camrosa Water District provided approximately 8,500 active service connections composed of 8,100 potable water and 400 nonpotable and recycled water connections. During the same period, the District produced an average of approximately 7,540 acre feet of potable water and an average of approximately 7,200 acre feet of nonpotable and recycled water for resale to District customers, plus another average of approximately 3,500 AFY to a neighboring agricultural irrigation agency.

**Table 2-1 Retail Only: Public Water Systems**

Public Water System Number	Public Water System Name	Number of Municipal Connections 2020	Volume of Water Supplied 2020 (AF)
CA5610063	Camrosa Water District	8,121	6,529
<b>TOTAL</b>		<b>8,121</b>	<b>6,529</b>
<b>NOTES:</b> "Municipal" includes all accounts served by our potable distribution system, including our roughly 200 CII and 300 commercial agricultural accounts. Because all accounts are served off of the same distribution system as municipal/residential, and therefore are reflected in the final "Volume of Water Supplied" column, we have chosen for the purposes of this table to include all potable accounts served by the potable water distribution system in the penultimate "Number of Municipal Connections" column.			

## 2.2 Regional Planning

The Camrosa Water District has chosen to report as an “Individual Urban Water Supplier” for the 2020 UWMP. However, the District continues to be an active participant in other regional planning efforts.

In June 2006, the District adopted the *Integrated Regional Watershed Management Plan for the Calleguas Creek Watershed*, which was updated in 2019. District staff participated as a member of the Watershed Coalition of Ventura County steering committee and as the Calleguas Creek Watershed Management Committee representative on the IRWMP. The Calleguas Creek committee includes the Cities of Thousand Oaks, Camarillo, Moorpark, and Simi Valley; Calleguas Municipal Water District, Ventura County Water Works Districts 1 and 19, Ventura County Resource Conservation District, CalTrans, and Santa Monica Mountains Recreation and Conservation Agency. The WCVL includes similar types of organizations from the other two watersheds in Ventura County. The broader Watershed Plan seeks to reduce reliance on imported water and over-drafted, confined groundwater aquifers by reclaiming poor quality, unconfined groundwater supplies and otherwise expanding water recycling projects.

Camrosa also participates in the working groups associated with the implementation of the various Total Maximum Daily Load (TMDL) requirements of entities within the watershed. When TMDLs were first being implemented, responsible agencies within the Calleguas Creek Watershed proposed to deal with TMDLs on a watershed basis, forming an affiliation, organized under various memoranda of understanding, with subgroups pertaining to specific TMDLs. As a POTW and importer of SWP water, Camrosa participates on the Salts TMDL subcommittee.

In 2020, the Ventura County Board of Supervisors adopted the Ventura County 2040 General Plan. Camrosa participated in the scoping and stakeholder outreach efforts involved in that plan.

Camrosa also participated in the Fox Canyon Groundwater Management Agency’s GSPs for the Oxnard and Pleasant Valley Basins. One of the District’s Directors chairs the FCGMA and another participated on the multiyear Technical Advisory Group that was integral to the development of the GSPs that were finalized ahead of the January 2020 deadline. Staff participated as one of 15 “core” stakeholders in a yearlong mediated stakeholder process, including a projects subcommittee, to help move along portions of the GSP related to sustainable yield, allocations, and supplemental water.

Calleguas Municipal Water District, Camrosa’s wholesaler for imported water, had an interactive process for its UWMP. Camrosa has participated via Calleguas in Metropolitan Water District’s ongoing 2020 Integrated Water Resources Plan, which focuses on regional water supply reliability. Calleguas has further developed that effort into a Water Supply Alternatives Study, through which they’re identifying and assessing the technical and economic feasibility of building local resources projects to help that agency determine the benefits of investing in purveyors’ projects to shave peak demand and/or provide local redundancy in case of imported water outages. Camrosa has worked closely with Calleguas in this effort on potential projects in the District’s service area.

## 2.3 Individual Compliance

As noted in Section 2.2, the Camrosa Water District has chosen to report as an “Individual Urban Water Supplier” for the 2020 UWMP.

**Table 2-2: Plan Identification**

<b>X</b>	Individual UWMP
	Regional UWMP (RUWMP)

## 2.4 Fiscal/Calendar Year and Units of Measure

Table 2-3: Agency Identification	
Type of Agency	
	Agency is a wholesaler
<b>X</b>	Agency is a retailer
Fiscal or Calendar Year	
	UWMP Tables Are in Calendar Years
<b>X</b>	UWMP Tables Are in Fiscal Years
If Using Fiscal Years Provide Month and Day that the Fiscal Year Begins (dd/mm)	
01/07	
Units of Measure Used in UWMP	
Units	Acre feet
NOTES:	

## 2.5 Coordination and Outreach

Of the approximately 31 square miles within the Camrosa Water District's boundaries, about seven square miles lie within the City of Camarillo city limits, approximately 1.5 square miles lie within the boundaries of the City of Thousand Oaks, and approximately 22 square miles lie within the unincorporated area of Ventura County.

Camrosa serves two distinct classes of nonpotable water—nonpotable surface water diverted from Conejo Creek and augmented with groundwater, and Title-22 recycled water produced at the Camrosa Water Reclamation Facility (CWRF). While the two waters are regulated differently (as required by California Water Code) and delivered via separate distribution systems in the Camrosa service area, they are combined and sold as Title-22 recycled water to PVCWD. In November 2019, Camrosa began receiving recycled water from the Camarillo Sanitary District (CamSan). CamSan has a recycled water distribution system, but it is not capable of handling the entirety of the plant's effluent. Prior to November 2019, CamSan discharged its excess recycled water to the Conejo Creek. It was in perpetual violation of the TMDL and was under a time schedule order from the Los Angeles Regional Water Quality Control Board to improve water quality or cease discharge. Building a pipeline to Camrosa's storage ponds provided a means for CamSan to cease discharging. Camrosa essentially wheels CamSan effluent to PVCWD, in the same pipe we deliver nonpotable creek water and recycled water from the CWRF. If there is no demand for the CamSan recycled water, CamSan is responsible for its discharge, but in the time since Camrosa began receipt of the recycled water, PVCWD has maintained steady demand.

Because of the complexity of the nonpotable/recycled water system(s), and because Conejo Creek water is also composed primarily of tertiary-treated product from a wastewater treatment plant, for the purposes of this UWMP, the volumes of nonpotable water produced at the CWRP, received from CamSan, and diverted from the Conejo Creek are considered together and referred to collectively, and interchangeably, as recycled water and nonpotable irrigation water.

### 2.5.1 Wholesale and Retail Coordination

“Building self-reliance” has been the District’s primary water resources strategy for 20 years: in 1997, 85 percent of the District’s demand was met by imported water supplies; in 2018, just over 25 percent was. Much of this was accomplished by the Conejo Creek project and shifting agricultural and municipal irrigation demand off the potable system, but it has also been accomplished by developing local groundwater resources in the Santa Rosa and Pleasant Valley Basins.

Imported supplies come from the Metropolitan Water District through its wholesale member agency, Calleguas Municipal Water District. While cost is a primary driver for reducing imported water purchases, imported water is a key component of the District’s diversified portfolio; in 2020, with several wells down while treatment is built, nearly 70 percent of the District’s potable supply was composed of imported water.

Table 2-4 Retail: Water Supplier Information Exchange
The retail supplier has informed the following wholesale supplier(s) of projected water use in accordance with CWC 10631.
Wholesale Water Supplier Name
<b>Calleguas Municipal Water District</b>
NOTES:

### 2.5.2 Coordination with Other Agencies and the Community

Camrosa overlies the eastern portion of the City of Camarillo, a small portion of the City of Thousand Oaks, unincorporated areas of Ventura County, primarily in the Santa Rosa Valley, and state land encompassing California State University Channel Islands (CSUCI). Camrosa overlies the entirety of the Santa Rosa groundwater basin, the majority of the Tierra Rejada Basin, and portions of the Pleasant Valley Basin, Oxnard Subbasin, and Las Posas Basin. Portions of Santa Rosa, Pleasant Valley, and Oxnard also fall under jurisdiction of the Fox Canyon Groundwater Management Agency (FCGMA). The 2014 Sustainable Groundwater Management Act (SGMA) identified the FCGMA as the exclusive groundwater sustainability agency (GSA) for basins within its jurisdiction. Camrosa declared itself the GSA for portions of the Pleasant Valley, Oxnard, and Las Posas basins, and formed a GSA with the County of Ventura to manage the Santa Rosa Basin; the GSA is governed by a six-member board, including Camrosa’s five directors and a representative from the County, and staffed by Camrosa employees. The FCGMA is writing the groundwater sustainability plans (GSP) for the entire Pleasant Valley, Oxnard, and Las Posas basins, while the Arroyo Santa Rosa GSA is writing the GSP for the entirety of the Santa Rosa Basin. The Tierra Rejada Basin does not currently have a GSA and, as it is a Very Low Priority basin, does not require one.

Copies of the draft 2020 Urban Water Management Plan have been circulated to the following agencies with direct interests in the District’s plan:

- Calleguas Municipal Water District (wholesaler)
- City of Camarillo
- City of Thousand Oaks



- California State University Channel Islands
- County of Ventura
- Pleasant Valley County Water District
- Ventura Local Agency Formation Commission

Table 2.4a below summarizes the efforts Camrosa Water District has taken to include various agencies and citizens in its planning process.

Coordinating Agencies	Participated in UWMP Development	Contacted for Assistance	Sent Copy of Draft	Commented on the Draft	Sent a Notice of Intention to adopt	Attended public meetings
<b>Wholesaler</b> (Calleguas MWD)		X	X		X	
<b>Retailer</b> (City of Camarillo)			X		X	
<b>Retailer</b> (City of Thousand Oaks)			X		X	
<b>County of Ventura</b>			X		X	
<b>Cal State Univ. Channel Islands</b>			X		X	
<b>General Public</b>			X		X	

In addition to coordination with other agencies, Camrosa Water District has solicited input from a range of District customers and the public at large. In 2019, Camrosa hosted a series of outreach meetings to discuss the 2019 Rate Study ahead of implementing a new five-year rate schedule. This process presented the cost-of-service analysis and basis for rate increases and invited public participation. In addition, Camrosa continues to participate in public meetings of groups of constituents, which include the California State University at Channel Islands, the Santa Rosa Valley Municipal Advisory Committee, the Leisure Village retirement community, various homeowner associations, other local water suppliers, ranchers, and farmers to discuss priorities relative to water quality, reliability, and cost, and to gauge public opinion on issues related to water conservation, recycling, and reuse. Pertinent information from public interface has been used in the preparation of this Plan.

The updated UWMP was adopted by the Board of Directors on June 24, 2021 and submitted to the California Department of Water Resources, the California State Library, the County of Ventura and cities within the District's service area within 30 days of adoption as required by the Urban Water Management Planning Act. This UWMP will be available for public review at Camrosa Water District headquarters during normal business hours. A copy of the resolution adopting the Urban Water Management Plan is attached in Appendix A. This plan includes all information necessary to meet the requirements of California Water Code Division 6, Part 2.6 (Urban Water Management Planning).

This plan relies upon relevant information contained in following plans and studies:

- December 2019, Groundwater Sustainability Plans for the Las Posas Valley Groundwater Basin, the Oxnard Sub-Basin of the Santa Clara River Valley Groundwater Basin and the Pleasant Valley Groundwater Basin
- August 2013, *Santa Rosa Groundwater Management Plan*  
Montgomery, Watson, Harza
- December 2010, *Aquifer Pumping Test of Camrosa Water District University Well*  
Norman N. Brown, PH.D., P.G.



- December 2009, *Groundwater Geology and Yield Analysis of the Tierra Rejada Basin*  
Norman N. Brown, PH.D., P.G.
- April 2005, *Shallow Groundwater of Eastern Pleasant Valley Basin*  
Norman N. Brown, PH.D., P.G.
- 1998, *Hydrogeology of the Tierra Rejada Groundwater Basin*  
J.P. Schaaf's CSU-Northridge MS thesis,

### **2.5.3 Notice to Cities and Counties**

Pursuant to CWC 10621(b), On XXX the District notified by email both the cities of Camarillo and Thousand Oaks, with whom Camrosa provides a portion of these cities' water supplies, with a Notice of Preparation of the District's 2015 Urban Water Management Plan. A copy of this Notice of Preparation is included in Appendix A.

### 3 System Description

#### LAW

10631. A plan shall be adopted in accordance with this chapter and shall do all of the following:

10631 (a). Describe the service area of the supplier, including climate, current and projected population (population estimates shall be based upon data from the state, regional, or local service agency population projections within the service area of the urban water supplier [and] shall be in five-year increments to 20 years or as far as data is available.

#### 3.1 General Description

Camrosa Water District, a special district formed under Division 13 of the California Water Code, has been providing water service to eastern Camarillo and the Santa Rosa Valley since 1962. Its original purpose was to supply potable water within its established boundaries, though the District subsequently expanded its boundaries and operations to include wastewater treatment services. Camrosa is now among the largest water districts in Ventura County in number of connections and population served. The District's name has changed twice, first, to the Camrosa County Water District in 1965 and then to its present name in 1987. In 2000, Camrosa absorbed the Santa Rosa Mutual Water Company, which had previously served a small pocket of customers in the Santa Rosa Valley in the center of the District service area. Camrosa built new potable pipelines to serve the new customers and converted the existing distribution system to Camrosa's first nonpotable water distribution system, supplied by local groundwater.

The District is located, as shown in Figure 3-1, in the southeastern portion of Ventura County, surrounded by the cities of Camarillo, Simi Valley, Moorpark, and Thousand Oaks. In terms of geographic features, the District is bounded by Calleguas Creek on the west, the Las Posas Hills on the north, the Simi Hills on the east and the Conejo Hills on the south. Some of these features help define the Terra Rejada, Santa Rosa and Pleasant Valleys. Of the approximately 31 square miles within the Camrosa Water District's boundaries, about seven square miles lie within the City of Camarillo city limits, approximately 1.5 square miles lie within the boundaries of the City of Thousand Oaks and approximately 22 square miles lie within the unincorporated area of Ventura County. Each of these areas has a general plan with land use and zoning classifications. In addition, CSUCI has full land-use authority over its 750-acre campus at the District's southwestern boundary.

Parcels within the District's service area comprise a broad mix of agricultural and urban uses. To facilitate demand analysis, parcels are grouped into three planning divisions that are generally aligned with the land use and zoning classifications contained in the respective general plans that govern the areas: the Campus Area, the Camarillo Area, and the Unincorporated Area.

##### Campus Area

The Campus Area is the discontinuous portion of the District south of the Camarillo city limits and east of Lewis Road. Land in this planning division is zoned for Agricultural and Public Use. The CSUCI campus currently consists of 750 acres: 640 acres are on the site of the former California State Hospital, and the remaining 110 acres are comprised of acquired farmland open space. At full build-out, the campus will accommodate 15,000 full-time equivalent students. Ventura County owns several parcels just north of the CSUCI campus that provide institutional housing for individuals within the county social services network. The remainder is agricultural. Camrosa provides potable water service to the County parcels and to CSUCI. The County parcels also receive nonpotable surface

water for irrigation needs. CSUCI and the surrounding agricultural properties receive nonpotable recycled water from the CWRf and/or nonpotable Conejo Creek water.

#### Camarillo Area

The Camarillo Area includes the portions of the District within the City of Camarillo boundaries, primarily Mission Oaks. The area is composed of low- and medium-density residential housing, master-metered residential housing (Camarillo Springs and Adolfo Camarillo mobile home parks, Leisure Village, some HOAs), some general commercial development, and a large area of light industrial development. There are two golf courses in the area and several landscaped common areas maintained by HOAs and the City of Camarillo. In addition to potable water service provided within this planning division, nonpotable water service is provided to several large agricultural parcels near the Conejo Creek Diversion Structure, to parcels surrounding the industrial park, to city medians, and to Leisure Village. There are four schools in the area: St. John's Seminary, Camarillo High School, Las Colinas Middle School, and Tierra Linda Elementary. The Camarillo Sanitation District (CamSan) provides wastewater service to the area south of the freeway; north of the freeway, Camrosa sewers areas within city limits.

#### Unincorporated Area

A large swath of designated greenbelt covers the southeastern portion of the District, directly east and wholly outside of Camarillo City limits. It extends from the US-101 Highway north to Hilltop road and eastward to Hill Canyon Road on both sides of Conejo Creek. The greenbelt's land use is zoned Agriculture Exclusive and Open Space, and much of it is served nonpotable surface water for irrigation needs.

The Santa Rosa Valley is the unincorporated area of Ventura County extending east from Hill Canyon Road to the intersection of Moorpark Road and Santa Rosa Road, then south and east to Olson Road. The area is rural-residential with lots ranging from 2.0 to 40.0 acres. There is some agriculture in the area, but most operations are small. Approximately 240 parcels encompassing approximately 550 acres in the western portion of this planning division, formerly served by the Santa Rosa Mutual Water Company, absorbed by Camrosa in 2000, have dual service with potable water available for domestic use and nonpotable surface water available for irrigation needs. The Santa Rosa Valley is entirely within the unincorporated limits of the County and relies on permitted septic systems for wastewater disposal.

Most of the Tierra Rejada Valley is also in the unincorporated area of Ventura County. However, a small area, north and east of the intersection of Moorpark Road and Santa Rosa Road, is within the City of Thousand Oak's city limits. This planning division is primarily zoned Open Space and Agriculture, although there is a golf course and a number of rural-residential developments of multi-acre parcels. This area relies on permitted septic systems for wastewater disposal with the exception of the Cornell Ranch tract; Camrosa sewers that area, and operates a lift station that deposits wastewater in the T.O. system. Water use in the portions of T.O. within Camrosa's boundaries is fairly stable, and for the purposes of urban water management planning, they are included in the Unincorporated Area.

Because the SOAR initiatives, all of which were extended in the 2016 election to 2050, and other similar legislation restricting land-use practices dominate Ventura County, the areas of the District's service area zoned for M&I are relatively fixed. The zones are near build-out, and apart from a small number of small- to medium-size developments, which are expected to account for approximately six percent of future residential demands, the District does not expect significant growth in the near term. The larger of those developments will not convert agricultural land, and the reduction of farmed acreage due to smaller developments is expected to be negligible, and it is not expected that the agricultural service area will reduce significantly after that. Population is expected to continue growing, so M&I zones may become denser; such projections are included in Section 3.4. As all new development is subject to supply mitigation, which includes installing dual plumbing and the use of nonpotable water where feasible, any offset of or increase in the volume of water

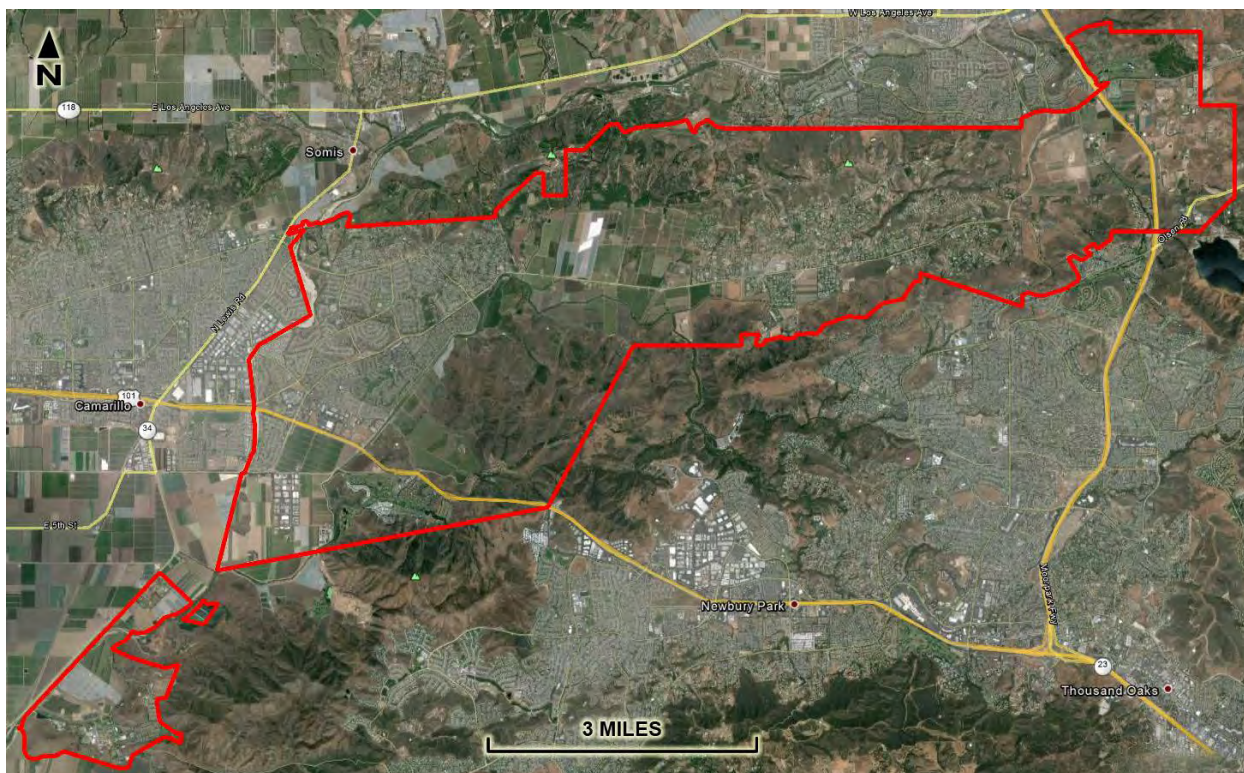
used on the land being converted is mitigated; land conversion and changes in land-use planning are not anticipated to adversely affect the District. See Section 8.4 for an extended discussion about Camrosa's moratorium on new demand and developer supply mitigation.

### 3.2 Service Area Boundary Maps

Digital copies of maps, including shape files, will be uploaded to the DWR Web site at the time of submittal. Exhibits are included here for readability.

#### 3.2.1 Service Area

The Camrosa Water District boundary is fixed and requires petition of and approval by LAFCO and Camrosa to be adapted. Only in extraordinary cases would the district entertain such proposals, and changes to the service area boundary are not included in planning projections or strategy.



**Figure 3-1 Camrosa Water District Service Area**

Service was extended by agreement to California State University Channel Islands (CSUCI), located in the discontinuous area southwest of the main District boundaries, in 1981. Water is provided to CSUCI through a master meter located at the CSUCI property line, and CSUCI owns and operates its own storage tanks and distribution system for the campus property.

In 2000, Camrosa acquired the distribution system of the Santa Rosa Mutual Water Company and began providing both potable and nonpotable service to approximately 240 large parcels in Santa Rosa Valley. With the exception of the CSUCI system, Camrosa owns and operates all potable water distribution facilities within the District boundaries.



### 3.2.2 Nonpotable Water Distribution Systems

Camrosa Water District has two distinct nonpotable water distribution systems; one that distributes tertiary-treated, Title-22 recycled water produced at Camrosa's Water Reclamation Facility (CWRW), and the other that delivers what is termed "nonpotable" water and comprises a blend of nonpotable surface water diverted from Conejo Creek and local groundwater. Due to significant differences in health code regulations and legal definitions between diverted surface water and Title-22 recycled water, the two systems are completely separate within the District; each has its own distribution system and storage facilities. The current service area for Title-22 recycled water from the CWRW is highlighted in purple in Figure 2 below. The service area encompasses all of the parcels adjacent to and surrounding CSUCI, including the campus itself and neighboring farmland, with the exception of the County-owned parcels in the northwest of the Campus Area.

The Conejo Creek Diversion Project was inaugurated in 2000. Nonpotable surface water, originally discharged from the City of Thousand Oaks's Hill Canyon Wastewater Treatment Plant (HCTP) 6.8 miles upstream from the diversion structure, is diverted from Conejo Creek and used for both landscape and agricultural irrigation in the areas highlighted in green in Figure 3.2. In the Santa Rosa Valley, the nonpotable surface water system is augmented with groundwater.

While the two waters are delivered via separate distribution systems in the Camrosa service area, they are combined and sold as Title-22 recycled water to PVCWD. In November 2019, Camrosa began receiving recycled water from the Camarillo Sanitary District (CamSan). CamSan has a recycled water distribution system, but it is not capable of handling the entirety of the plant's effluent. Prior to November 2019, CamSan discharged its excess recycled water to the Conejo Creek. It was in perpetual violation of the TMDL and was under a time schedule order from the Los Angeles Regional Water Quality Control Board to improve water quality or cease discharge. Building a pipeline to Camrosa's storage ponds provided a means for CamSan to cease discharging. Camrosa essentially wheels CamSan effluent to PVCWD, in the same pipe we deliver nonpotable creek water and recycled water from the CWRW. If there is no demand for the CamSan recycled water, CamSan is responsible for its discharge, but in the time since Camrosa began receipt of the recycled water, PVCWD has maintained steady demand.

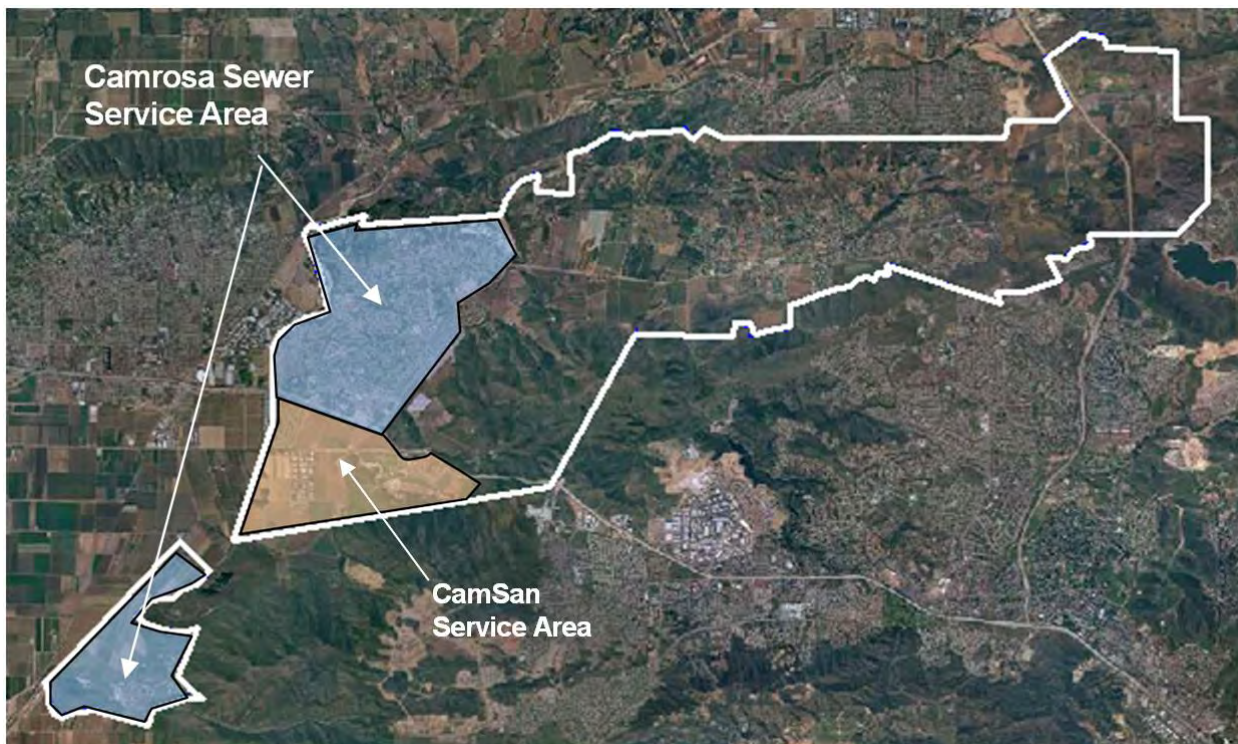


**Figure 3-2 Nonpotable (green) and Recycled (purple) Water Systems**

While Conejo Creek water is unregulated, the fact that the majority of the creek originates as recycled water makes it, like the CWRF and CamSan sources, particularly reliable, even during periods of low rainfall. During the height of the 2014-2018 drought, mandated urban water conservation resulted in reduced recycled water effluent; Conejo Creek flows decreased by approximately 25 percent between 2014 and 2016. Demand within the district increased, which caused deliveries of creek water to PVCWD to fall off sharply over the drought period.

### **3.2.3 Wastewater Collection and Treatment within Camrosa Boundaries**

Wastewater service areas for the Camrosa Water District and the City of Camarillo are the result of an agreement negotiated between the agencies more than 50 years ago. Both City and District boundaries have changed several times in the intervening years, resulting in service areas which do not necessarily comport to political boundaries (see Figure 3-3). In the portions of Camrosa that fall within the City of Camarillo boundaries, Camrosa collects wastewater and sends it to the Camrosa Water Reclamation Facility (CWRF), while in the portions of the Camrosa service area within Camarillo city limits south of US Highway 101, wastewater is collected by the Camarillo Sanitary District (CamSan) and treated at their facility, which is located within Camrosa boundaries. Camrosa provides wastewater services to CSUCI and surrounding areas.



**Figure 3-3 Camrosa and Camarillo Sanitation District Service Areas**

See Chapter 6.5 for detailed descriptions of the wastewater treatment plant and distribution systems.

### **3.3 Service Area Climate**

Camarillo has a temperate coastal southern California/Mediterranean climate, with approximately 275 sunny days a year, mild summers and winters, and moderate rainfall. On average, more than 90 percent of the



annual rainfall occurs during the six-month period extending from October through March. The average temperature fluctuates between an average low of about 42 degrees (January) and an average high of about 78 degrees (August). Weather data in the following tables is taken from the California Irrigation Management Information System (CIMIS) station located within the Camrosa service area.

**Table 3-1 Summary Climate Characteristics, 2000-2020**

Climate Characteristic	Value
Avg. Annual Precipitation (inches)	10.74
Annual Min. Precipitation (inches)	2.60
Annual Max. Precipitation (inches)	25.90
Avg. Annual Min. Temp. (°F)	49.59
Avg. Annual Max. Temp. (°F)	72.31

**Table 3-2 Detailed Climate Characteristics Averages, 2000-2020**

Month/Time	Avg. Precip. (in)	Avg. ET (in)	Avg. Max Temp. (°F)	Avg. Min. Temp. (°F)
Jan	2.26	2.47	68.11	44.40
Feb	2.20	2.65	67.12	43.68
Mar	1.67	3.82	68.60	45.42
Apr	0.77	4.57	69.90	46.86
May	0.26	5.20	71.21	50.11
Jun	0.03	5.27	73.55	54.28
Jul	0.08	5.88	77.44	57.40
Aug	0.01	5.49	78.24	56.91
Sep	0.04	4.36	78.39	54.92
Oct	0.62	3.46	76.08	51.38
Nov	0.76	2.64	72.33	46.43
Dec	2.04	2.21	66.91	43.20
Wet Season	1.59	2.86	69.86	45.75
Dry Season	0.20	5.13	74.79	53.41
* Wet Season is Oct-Mar; Dry Season is Apr-Sep. Values are monthly average over each season.				

### 3.4 Service Area Population and Demographics

#### 3.4.1 Demographic Factors

Since the City of Camarillo's inception in 1964, the number of connections and volume of water served within the District has grown steadily. Ventura County was predominantly an agricultural area when the District was formed and has struggled to maintain a viable agricultural economy in spite of pressures to develop agricultural acreage into more intensive urban uses. Primarily in response to these pressures, the voters of Ventura County and the City of Camarillo approved separate Save Open Space and Agricultural Resources (SOAR) initiatives designed to protect and preserve the community's agricultural and greenbelt resources. The SOAR establishes "City Urban Restrict Boundary (CURB) lines around the city and requires the city councils to get approval of the city voters before they can urbanize the city's CURB line. In 2016, the residents of Ventura County voted to renew all nine of the SOAR initiatives that were set to expire in 2020. In accordance with the initiatives and the resulting adopted ordinances, any lands designated as Agricultural,

Open Space or Rural within the Ventura County's General Plan or within the City of Camarillo General Plan Map will remain so designated at least until December 31, 2050, unless the redesignation is approved by a vote of the people. Within Camrosa Water District, SOAR will have its greatest impact by preserving the Santa Rosa Valley and Tierra Rejada greenbelts. This UWMP assumes that existing zoning designations and land uses will continue through the year 2050; in the unlikely event that the SOAR initiative lapses, existing land use and zoning designations are not likely to change appreciably in the 30 years between 2020 and 2050.

### **Development within the City of Camarillo and Unincorporated Ventura County**

In 1981, voters in the City of Camarillo approved a ballot measure limiting residential development to 400 units per year. Overall, the growth rate for the City of Camarillo is projected by the *Ventura Cities and County 2040 Population Forecast* (Appendix G) to average approximately 1.2 percent per year through 2025, falling off significantly after that, once it reaches build-out, to less than a quarter of a percent a year. Camarillo demonstrates slightly faster growth than the unincorporated areas of the County of Ventura that make up the remainder of the District service area, excepting the Campus Area discussed below; the unincorporated areas of the county are expected to grow about an average of 0.40 percent per year between now and 2040.

<b>Table 3-3 City of Camarillo and Unincorporated Ventura County Population Projections*</b>					
	<b>2020</b>	<b>2025</b>	<b>2030</b>	<b>2035</b>	<b>2040</b>
Camarillo	76,218	77,011	77,805	78,598	79,391
Growth rate (5-year)	6.33%	1.04%	1.03%	1.02%	1.01%
Unincorporated County	101,255	103,603	105,950	108,298	110,645
Growth rate (5-year)	1.64%	2.32%	2.27%	2.22%	2.17%
*Fields in blue are provided in <i>Ventura Cities and County 2040 Population Forecast</i> ; 2025 and 2035 are interpolated.					

While projected growth rate within the city limits is bound by the city's growth ordinance, as a practical matter few parcels remain to be developed in that portion of the city that lies within the District service area, and it is assumed that those parcels will be fully developed within the timeline of this UWMP. Six small- to medium-sized developments are currently in conceptual stages: Shea Homes, Wildwood Preserve, Comstock/Mission Oaks, Pegh Investments, New Urban West, and CSUCI Phase 2. Yearly demand, based on maximum-day potable demand, for these six developments is projected to be 631 AFY, which is less than ten percent of Camrosa's annual average potable deliveries.

As mentioned in section 3.1, between fixed zoning boundaries within Camrosa and projected growth within the city, urban portions of the District are expected to become denser. Potable water demands projected in Section 6 are based off growth projections provided in this section.

### **Population Growth at the Campus Area**

California State University at Channel Islands (CSUCI) will continue to increase its student count as the institution reaches full build out over the next 10-15 years. While the university's students do not factor into official population projections, they are considered as part of CSUCI's total water demand when estimating future usage. Table 3-4 below forecasts the tentative student headcount up to academic year 2029-30.

A housing development is in planned east of campus. The development is called University Glen and is currently in its second phase of development awaiting approval for construction. If approved, the project would introduce 598 additional residences that could come online as soon as late 2022 and could be fully populated by 2025.



**Table 3-4 CSUCI Population Projections**

	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Population Estimate	7,650	7,790	7,950	8,130	8,370	8,450	8,520	8,600	8,980

### **District Population Projections**

Starting with a 2020 population estimate of 32,700, using DWR’s WUE population tool, and combining growth rates in the City of Camarillo and unincorporated Ventura County with projections from CSUCI, Camrosa has developed the following population projections.

**Table 3-5 Camrosa Population Projections**

	2020	2025	2030	2035	2040
District Blended Growth Rate (5-year)		1.45%	1.43%	1.40%	1.38%
Population Estimate	32,700	33,174	33,648	34,119	34,590

### 3.5 Land Uses within Service Area

Within the Camrosa service area, the current land use consists of residential, commercial, industrial, agriculture, public institution, and open area. The projected land use is not expected to change significantly, as the SOAR initiative and other similar legislation restrict land-use practices to minimize urbanization. The open area and agricultural land use will be relatively fixed until 2050 unless the SOAR initiative or similar legislation is lifted.

## 4 Water Use Characterization

10631. A plan shall be adopted in accordance with this chapter and shall do all of the following:

10631 (e) (1). Quantify, to the extent records are available, past and current water use, over the same five-year increments described in subdivision (a), and projected water use, identifying the uses among water use sectors including, but not necessarily limited to, all of the following uses:

(A) Single-family residential; (B) Multifamily; (C) Commercial; (D) Industrial; (E) Institutional and governmental; (F) Landscape; (G) Sales to other agencies; (H) Saline water intrusion barriers, groundwater recharge, or conjunctive use, or any combination thereof; and (I) Agricultural.

10631 (2). The water use projections shall be in the same 5-year increments described in subdivision (a).

10631 (J). Distribution system water loss.

10631 (3)(A). For the 2015 urban water management plan update, the distribution system water loss shall be quantified for the most recent 12-month period available. For all subsequent updates, the distribution system water loss shall be quantified for each of the five years preceding the plan update.

10631 (3)(B). The distribution system water loss quantification shall be reported in accordance with a worksheet approved or developed by the department through a public process. The water loss quantification worksheet shall be based on the water system balance methodology developed by the American Water Works Association.

### 4.1 Non-Potable Versus Potable Water Use

The District's potable water is composed of a blend of State Water Project (SWP) water imported from its wholesaler, Calleguas Municipal Water District, and raw well water from a number of local water basins and aquifers. Raw well water is chlorinated and blended with SWP water typically to reduce chlorides, nitrates, and other constituents exceeding or nearing maximum contamination levels (MCLs) in order to meet drinking water standards. Blending is not effective on all contaminants. Some contaminants, such as TCP, require a more advanced treatment process. The District does not use any Conejo Creek or recycled water in their potable distribution system, but has separate distribution systems for nonpotable surface water and recycled effluent. The nonpotable distribution system is supplied from surface water originating from the City of Thousand Oaks's Hill Canyon Wastewater Treatment Plant (HCTP) and diverted from the Conejo Creek, while the recycled distribution system is supplied by effluent from the District's Water Reclamation Facility (CWRF). In Table 4-3 below, "Recycled Water" is the only CWC option available for reporting quantities of nonpotable water delivery, thus for reporting purposes the District has combined its nonpotable surface and recycled effluent water deliveries and presented the sum in Table 4-3 as "Recycled Water."

As described in section 2.5, since November 2019 Camrosa has received excess recycled water from CamSan. Camrosa stores that water in one of its storage ponds dedicated to PVCWD deliveries, where CWRF water and nonpotable Conejo Creek water are combined prior to being delivered in a single pipe to PVCWD.

## 4.2 Past, Current, and Projected Water Use by Sector

### 4.2.1 Water Use Sectors Listed in Water Code

The District's entire potable water use tracks with the definitions used by DWR for each of the water sectors listed in the CWC. Namely:

- Single-family residential: A single-family dwelling unit; a lot with a free-standing building containing one dwelling unit that may include a detached secondary dwelling
- Multi-family: multiple dwelling units contained within one building or several buildings within one complex
- Commercial: a water user that provides or distributes a product or service
- Industrial: a water user that is primarily a manufacturer or processor of materials as defined by the North American Industry Classification System (NAICS) code sectors 31 to 33, inclusive, or an entity that is a water user primarily engaged in research and development
- Landscape: water connections supplying water solely for landscape irrigation; such landscapes may be associated with multi-family, commercial, industrial, or institutional/governmental sites, but are considered a separate water use sector if the connection is solely for landscape irrigation
- Agricultural: water used for commercial agricultural irrigation

### 4.2.2 Water Use Sectors in Addition to Those Listed in Water Code

Other water demand sectors not specifically listed in, nor required by the CWC include Exchanges, Surface Water Augmentation, Transfers, Wetlands or Wildlife Habitat, and other uses that may not be adequately described by the water sectors defined above. In 2014, the District entered into an agreement with the Fox Canyon Groundwater Management Authority (Appendix H1 - FCGMA Resolution 2014-01) for the transfer of Pleasant Valley County Water District's (PVCWD) pumping allocations in the northeast Pleasant Valley Basin in exchange for Conejo Creek surface water, on a one-for-one basis, for a term of forty years (recycled deliveries to PVCWD do not accrue credits). The District has a historical allocation of 806.36 AFY within the basin, but concurrently with the development of a groundwater sustainability plan, the FCGMA initiated a new allocation system in October 2020. Camrosa's new allocation is 690.04 AFY. Camrosa has petitioned for a variance due to the well being down for repairs and rehabilitation for 18 months during the baseline period used to establish the new allocation. Camrosa submitted its variance request for a new allocation of 791.35 AFY in May 2020; as of this writing, the variance is still under consideration at the FCGMA. Whatever the final allocation comes out to be, Camrosa uses its historical allocation first, then draws down the credits received as part of the Conejo Creek Pumping Program. As of December 31, 2020, Camrosa has delivered 22,071 AF of creek water to PVCWD, accruing a commensurate number of credits; in the same period, Camrosa has used 924.87 AF of credits. A new well is being constructed in the Pleasant Valley Basin to take advantage of Camrosa's accrued credits; it came online in September 2020, outside the scope of this UWMP.

### 4.2.3 Past Water Use

Past water use is included in Table 4-1c: Baseline Demand for Projection: Average Demand FY 2016-2020.

### 4.2.4 Distribution System Water Losses

As outlined in the DWR Water Audit Manual, Appendix L of the 2020 UWMP Guidebook, water loss takes into account both apparent and real losses. Examples of apparent losses are unauthorized use, customer meter inaccuracies, and bill handling errors. Real loss involves leakages on mains, service lines and storage leaks and overflows. Using the American Water Works Association (AWWA), water audit software, the sum of real and apparent potable water loss was calculated to be 638 AF or 8.4 percent of the total usage for all demand sectors in 2020 and is presented in Table 4-4 below. All authorized usage has been classified as

“Billed Meter” consumption on the Reporting Worksheet as the District has no components of “Billed Unmetered” or “Unbilled Metered” consumption. Billed metered consumption for 2020 was 6,900 AF. Camrosa has determined “Unbilled Unmetered” consumption to be 19 AF.

In accordance with the 2020 UWMP Guidebook reporting requirements, a completed copy of the AWWA Water Audit Reporting Worksheet has been electronically submitted using DWR’s online submittal tool and is also available for review in Appendix L.

Table 4-4: Retail: Last Five Years of Water Loss Audit Reporting	
Reporting Period Start Date (mm/yyyy)	Volume of Water Loss <sup>1,2</sup>
07/2019	638
07/2018	485
07/2017	607
07/2016	328
07/2015 <sup>3</sup>	927
<sup>1</sup> Taken from the field "Water Losses" (a combination of apparent losses and real losses) from the AWWA worksheet. <sup>2</sup> Units of measure (AF, CCF, MG) must remain consistent throughout the UWMP as reported in Table 2-3. <sup>3</sup> Camrosa was not required to submit a WLA to DWR until FY2017; FY2016 water loss is from internal analysis	

#### 4.2.5 Current Water Use

The District’s total (AWWA adjusted) potable water supplied in 2020, including water loss and un-billed / un-metered supply, was 7,580 acre feet. The District’s total water use was 6,942 acre feet. Camrosa serves potable water to a number of different water use sectors including residential, commercial & industrial, agricultural, institutional, and governmental. Within these different sectors there are various categories ranging from high-density residential condominiums and apartments to low-density, large estate-style homes, master-metered communities, business parks, and agricultural growers. Table 4-1 below provides a breakdown of usage for each potable water class served by the District in 2020.

**Table 4-1 Retail: Demands for Potable Water – Actual**

Use Type	2020 Actual		
<i>May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>	Additional Description (as needed)	Level of Treatment When Delivered	Volume
Single-family residential		Drinking water	4,150
Multifamily		Drinking water	397
Commercial and industrial		Drinking water	546
Institutional and governmental		Drinking water	265
Landscape		Drinking water	688
Agricultural		Drinking water	896
Distribution System Losses – Real and Apparent Losses		Drinking water	638
<b>TOTAL</b>			<b>7,580</b>
NOTES:			

#### 4.2.6 Projected Water Use

Future demands in the District for 2020 through 2040 were projected based on an evaluation of existing zoning, planning data and land use maps for the various areas within the District, population projections, and discussions with City, County, and Camrosa Board directives. Anticipated land use changes from current zoning were incorporated into the analysis. It must be noted that the demand projections depend on the long-term accuracy of the available planning documents. If the Cities, County, or special districts, significantly revise their land use maps or general plans, the population projections and corresponding demands may also change significantly.

It was assumed land designated on current land-use maps for commercial or residential use would be fully developed over the next 20 years and would reflect the population projections contained in Table 3-4 above. It was assumed that parcels currently in agricultural but zoned for M&I use would be developed over the next 20 years.

It was assumed that parcels currently zoned agricultural will remain in agriculture during the planning period, primarily due to the impacts of SOAR and the apparent desire of the community to maintain the greenbelt and agricultural aspect of the undeveloped land within the District. There is little undeveloped land suitable for agricultural use within the District boundaries and there is little likelihood there will be significant increases to the base irrigation demands. The current water use for 2020 is presented in Table 4-1.

Projections that were given through 2035 in the 2015 UWMP are expected to change due to a number of factors. A large development consisting of mixed commercial/residential use which was scheduled to start prior to 2020 has stalled and the future of the project is now uncertain. It was anticipated that the Conejo Creek Development project, a 2,500 single and multifamily residential and commercial development would have added an additional 439 acre feet of potable demand and at the same time produce a net decrease of 756 AFY in nonpotable demand as agricultural land was converted to urban use. The City of Camarillo, however, halted the project due to environmental concerns.

Another factor affecting projections made in the 2015 UWMP is a change of methodology in the District's goal of achieving water self-reliance. In 2010, much emphasis was placed on expansion of the District's nonpotable distribution system. Customer outdoor irrigation demands would be moved from the potable system thereby decreasing dependence on state water. In 2010 it was planned to transfer 2,658 AFY from potable to nonpotable use by 2035. In 2011, an analysis of the nonpotable system indicated that while an abundance of nonpotable surface water is available during the winter months, a shortage in supply exists during the summer months making expansion of the nonpotable system unfeasible without additional storage capability or the development of additional supply. Further, the analysis concluded expansion of the system was cost-prohibitive.

With the same goal of water self-reliance, direction shifted away from expansion of the nonpotable system and focused on increasing pumping of local groundwater supplies and the exchange of lower-quality water for drinking water. As described above, in 2014 the District entered into an agreement with the FCGMA for the transfer of Pleasant Valley County Water District's (PVCWD) pumping allocations in the northeast Pleasant Valley Basin in exchange for Conejo Creek surface water, on a one-for-one basis for a term of forty years. Additionally, the District is investigating recharge in the Arroyo Santa Rosa basin and potential attendant treatment to increase the blend of local groundwater into its potable distribution system, decrease SWP imports, and improve groundwater quality. It should be noted that the while the blend ratio of raw groundwater to imported water will increase, the net change in demand for potable water should stay relatively constant over the planning horizon.

#### **a. Residential Demand Projections**

Six developments that are expected to move forward in the foreseeable future are shown in Worksheet 4-1a along with their estimated completion dates and potable use. These demand estimates have been included in the projections for 2020's Single and Multifamily Residential Use in Table 4-2 below. Details are below.

<b>Worksheet 4-1a: Planned Developments Within the District</b>			
<b>Development</b>	<b>Type</b>	<b>Completion Date</b>	<b>Annual Demand (AF) (based on average day demand)</b>
Mission Oaks	Multifamily Residential	2025	67
Wildwood Estates	Single Family Estates	2025	15
Shea Homes	Multifamily Residential	2023	211
Pegh Investment	Limited Manufacturing	2025	148
CSUCI Phase 2	Multifamily Residential	2024	54
CamSprings golf course/ New Urban West	Low-Medium Density Residential	2026	136
<b>TOTAL NEW AV</b>			<b>631</b>

### **b. CSUCI Campus Projections**

California State University at Channel Islands (CSUCI) will continue to increase its student count as the institution reaches full build out over the next 10-15 years. While the university's students do not factor into official population projections, they are considered as part of CSUCI's total water demand when estimating future usage. However, over the past several years starting in 2010, CSUCI has shown a gradual decrease in potable demand while at the same time a gradual increase in recycled water demand as shown in Table 4.1b. These trends demonstrate the university's commitment to both reducing their potable water use and to shifting demand, where possible, to recycled water.

The projected water usage is shown in Table 4-2b. The water demand is only projected until the year 2030 since the University could not reliably forecast beyond that year. For potable water usage, the campus uses an average of 8 CCF per person per year (14.3 to 16.4 GPCD) to forecast usage. This number has been trending down, though, from a high of 11 CCF per person per year (22.5 GPCD) in 2015-16 to a low of 6 CCF per person per year (12.3 GPCD).

A housing development is planned east of campus. The development is called University Glen and is currently in its second phase of development awaiting approval for construction. If approved, the project would introduce 598 additional residences that could come online as soon as late 2022 and could be fully populated by 2025. The forecasted usage from University Glen is 38.7 CCF per housing unit per year.

**Table 4-2b: CSUCI Potable Water Demand - Projected**

Water Type	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Potable	140	196	199	202	207	208	210	211	218

CSUCI's average potable usage makes up for more than one-half of the total average Institutional and Governmental water demand and it is anticipated that most fluctuations in this use sector will be attributed to the university.

### **c. Water Loss Projections**

Historically, water loss has averaged approximately 4.8 percent of production, but it approached 8.4 percent in 2020. In 2015 the District initiated an internal leak survey program that evaluated several pressure zones within the District. The District completed a systemwide leak detection survey in 2019 and plans to complete another in 2021. In FY2020, Camrosa contracted a water loss control gap assessment that will help prioritize water loss control efforts in a comprehensive water loss control program. Loss for future years has been projected at about five percent and is included in table 4-2. In addition to increasing its detection program, Camrosa is also systematically reconciling production/sales disparities and instituting a meter-calibration program on both the production and delivery sides.

### **d. Baseline for Demand Projections**

In order to assume a realistic baseline demand to more accurately project growth, the previous five years' demands were averaged. The FY2016-2020 period started in the middle of a historic drought; 2013-2017 proved to be five of the driest consecutive years in recent history. In 2015, the California Irrigation Management System (CIMIS) rain gauge station in the District's area recorded 4.01 inches of rain; 2016, 8.89 inches; 2017, 6.24 inches; 2018, 9.88 inches. Then in 2019, the area received 24.54 inches of rain and in 2020, 10.08 inches. The District experienced some demand rebound after drought regulations were scaled back, but also expects some permanent hardening of demand. As the state enters another dry period and



the statewide conservation apparatus clicks into gear in the summer of 2021, it is unlikely that demand will reach pre-drought levels before the institution of Water Use Objectives in 2023.

**Table 4-2c: Baseline Demand for Projection: Average Demand FY 2016-2020**

Potable Use Type	2016	2017	2018	2019	2020	AVERAGE
Single-family residential	3,830	4,206	4,479	4,014	4,150	<b>4,133</b>
Multifamily	282	367	363	345	397	<b>350</b>
Commercial and Industrial	550	562	582	526	546	<b>553</b>
Institutional and Governmental	336	332	368	286	265	<b>317</b>
Landscape	571	668	790	657	688	<b>674</b>
Agricultural	899	927	1,018	828	896	<b>913</b>
Distribution System Losses	834	196	660	383	638	<b>542</b>
<b>TOTAL POTABLE</b>	<b>7,302</b>	<b>7,258</b>	<b>8,260</b>	<b>7,039</b>	<b>7,580</b>	<b>7,483</b>
<b>Recycled Water Demand</b>	<b>6,399</b>	<b>7,525</b>	<b>8,148</b>	<b>6,520</b>	<b>5,985</b>	<b>6,916</b>

Demand projection can be derived for various usage sectors by taking into account the number of connections per sector, average persons per connection (PPC), GPCD, and population projections. Using the online Water Use Efficiency (WUE) data tool provided by DWR, the District's average number of people per connection for 2020 was estimated to be 2.94 people per connection. Additionally, it was assumed that all growth in potable demand for Single Family Residential, Multifamily Residential, and Commercial & Industrial sectors would stem from population increases within the District's service area that overlap with either the City of Camarillo boundaries or Unincorporated Areas of Ventura County. Growth in the eastern area of the District that overlaps with the City of Thousand Oaks was assumed to be negligible for Single and Multifamily Residential use sectors and very small for Commercial & Industrial. Service connections within the District were tallied for each of these two areas and factored in with the 2020 PPC (2.94) for each usage sector to yield the District's 2020 Single Family Residential, Multifamily Residential, and Commercial & Industrial populations within the City of Camarillo or Unincorporated Area of Ventura County. Population growth rates from Ventura County's General Plan (see Appendix G) for these two areas were then factored in with the 2020 GPCD (203) to yield the projected increases in demand for these three use sectors. Most of the fluctuation in demand for Institutional and Governmental use will come from the California State University Channel Islands as they reach full build out of student dormitories. While CSUCI shows a recent trend in reduction of potable demand, it is assumed CSUCI's potable demand will increase at a modest one percent annually throughout the planning period. Finally, it is assumed that Landscape and Agricultural use will remain fairly constant over the planning horizon. Demand projections are shown in Table 4-2 and 4-3 below.

**Table 4-2 Retail: Demands for Potable Water - Projected**

Use Type	Additional Description (as needed)	Projected Water Use <i>Report To the Extent that Records are Available</i>			
<i>May select each use multiple times These are the only Use Types that will be recognized by the WUEdata online submittal tool</i>		2025	2030	2035	2040
Single-family residential		4,188	4,240	4,519	4,572
Multifamily		369	387	406	424
Commercial and Industrial		555	556	558	559
Institutional and Governmental		317	317	317	317
Landscape		675	675	675	675
Agricultural		913	913	913	913
Distribution System Losses		548	553	577	582
TOTAL		7,564	7,642	7,965	8,042
NOTES:					

**Table 4-3 Retail: Total Water Use, Potable and Nonpotable**

	2020	2025	2030	2035	2040
Potable and Raw Water <i>From Tables 4-1 and 4-2</i>	7,580	7,564	7,642	7,965	8,042
Recycled Water Demand <i>From Table 6-4</i>	5,948	7,410	7,41	7,510	7,510
<b>TOTAL WATER DEMAND</b>	<b>13,528</b>	<b>14,974</b>	<b>15,052</b>	<b>15,475</b>	<b>15,552</b>
NOTES: Future water savings are included in these projections. See section 4.4 below.					

#### 4.2.7 Characteristic Five-Year Water Use

In the next five years, the total water demand is expected to increase nearly 15 percent, which is primarily due to the increase in recycled water demand as Conejo Creek water availability returns to normal levels. The potable and raw water demand experiences a slight increase in demand because of the projected population growth of 1.45 percent by 2025. The projections of the water demand in Table 4-3 do not consider the effects of a drought, as the Drought Risk Assessment will address it in more detail in Section 7.

### 4.3 Worksheet Reporting Table

#### 4.3.1 DWR 2020 UWMP Submittal Table

The Submittal Table compiles all the tables displayed in the 2020 UWMP into one workbook. Alongside the 2020 UWMP for Camrosa Water District, the 2020 UWMP Submittal Table will be submitted to the WUE Data Portal. The data from the tables will be utilized by the DWR to evaluate regional and statewide water use information.

### 4.4 Water Use for Lower-Income Households

Camrosa Water District boundaries overlap with four jurisdictions: the City of Camarillo, unincorporated areas of Ventura County, the City of Thousand Oaks, and CSUCI. Of the approximately 31 square miles within the Camrosa Water District's boundaries, about seven square miles lie within the City of Camarillo city limits, approximately 1.5 square miles lie within the boundaries of the City of Thousand Oaks, and approximately 22 square miles lie within the unincorporated area of Ventura County. Each of these municipalities has a general plan with housing element classifications.

Ventura County, the City of Camarillo, and the City of Thousand Oaks all use the Department of Housing and Urban Development income criteria for the Oxnard–Thousand Oaks–Ventura Metropolitan Statistical Area (MSA) in determining eligibility for affordable housing programs. Senate Bill 1087 requires that water use projections of a UWMP include the projected water use for single-family and multi-family residential housing for lower income households as identified in the housing element of any city, county, or city and county in the service area of the supplier. None of the housing elements of the General Plans of Ventura County, the City of Camarillo and the City of Thousand Oaks identifies the number or specific location of low-income households in the City. Nor do the housing elements in any of these plans project the number or location of low-income households in the future. For this reason, it is not possible to project water use for lower-income households separate from overall residential demand. The District will not deny or condition approval of water services applied for by a proposed development that includes low-income affordable housing units, unless one of the following occurs:

- the District specifically finds that it does not have sufficient water supply
- the District is subject to a compliance order issued by the State Department of Health Services that prohibits new water connections
- the applicant has failed to agree to reasonable terms and conditions relating to the provision of services.

Within the Camrosa Water District boundaries, there are currently no single or multi-family residential tracts designated as low-income housing. There are seven developments scheduled for completion by 2025. Of the residential tracts that are planned for development, none are designated as low-income housing.

Table 4-5 Retail Only: Inclusion in Water Use Projections	
Are Future Water Savings Included in Projections? (Refer to Appendix K of UWMP Guidebook)	YES
If “Yes” to above, state the section or page number, in the cell to the right, where citations of the codes, ordinances, etc... utilized in demand projections are found.	CWD Resolution 12-14
Are Lower Income Residential Demands Included In Projections?	YES
NOTES: Housing Elements pass through from the Cities (Camarillo & Thousand Oaks) or unincorporated areas of Ventura County which Camrosa services. There are no low-income housing developments planned within the District’s boundaries for these municipalities. See discussion in Section 4.4 of Camrosa’s 2020 UWMP above.	

#### 4.5 Climate Change Considerations

According to the Department of Water Resources’ *Handbook for Regional Water Planning*, the next 100 years will see a specific set of worsening climate conditions that will, in turn, have significant impacts on water resources across the state. The assumed higher temperatures are expected to lead to increases in water use from agriculture, industrial, and municipal users. The more frequent and prolonged droughts the state’s climate models project could result in less surface water available and affect future groundwater conditions. Given these expectations, the state requires that climate change impacts be considered in UWMPs.

With the rise in temperature, there is an increased rate of evapotranspiration, which may affect the water demand. Evapotranspiration is the process of water being evaporated from the soil and through transpiration from plants. In Ventura County, the rate of evapotranspiration is expected to increase 5 to 10 percent by 2040, according to the *Projected Changes in Ventura County* (see Appendix M). Higher rates of evapotranspiration lead to higher irrigation demands from agriculture and landscape.

Climate change is also anticipated to increase the risk and extent of wildfires. The rising temperatures indicated by the state’s climate projections would dry out the soil, making vegetation more flammable, leading to more severe wildfires that burn more acres and cause major destruction. Wildfires pose a risk to water supplies because they increase the susceptibility of watersheds to both flooding and erosion. Increased wildfire risk may also require greater storage and conveyance capacity. Ventura County is vulnerable to seasonal wildfires and maintains an Emergency Response Plan to ensure the safety of the residents and water supply.

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## 5 SB X7-7 Baselines and Targets

10631. A plan shall be adopted in accordance with this chapter and shall do all of the following:

10631 (e) (1). Quantify, to the extent records are available, past and current water use, over the same five-year increments described in subdivision (a), and projected water use, identifying the uses among water use sectors including, but not necessarily limited to, all of the following uses:

(A) Single-family residential; (B) Multifamily; (C) Commercial; (D) Industrial; (E) Institutional and governmental; (F) Landscape; (G) Sales to other agencies; (H) Saline water intrusion barriers, groundwater recharge, or conjunctive use, or any combination thereof; and (I) Agricultural.

10631 (2). The water use projections shall be in the same 5-year increments described in subdivision (a).

10631 (J). Distribution system water loss.

10631 (3)(A). For the 2015 urban water management plan update, the distribution system water loss shall be quantified for the most recent 12-month period available. For all subsequent updates, the distribution system water loss shall be quantified for each of the five years preceding the plan update.

10631 (3)(B). The distribution system water loss quantification shall be reported in accordance with a worksheet approved or developed by the department through a public process. The water loss quantification worksheet shall be based on the water system balance methodology developed by the American Water Works Association.

### Achieving 20% by 2020

Camrosa remains far ahead of its “20% by 2020” goal established by the Water Conservation Act of 2009 and adjusted by the Water Conservation and Drought Planning Act of 2018. The District’s 2020 target was 261 residential gallons per capita per day (R-GPCD); the District’s 2020 actual R-GPCD was 203.

State Water Resources Control Board Resolution 15-0032, implementing Governor Brown’s Executive Order B-29-15, established what it terms “Residential Gallons per Capita per Day” (R-GPCD), for each of California’s 429 urban potable water suppliers. The methodology used to develop the R-GPCD on the Urban Water Supplier Reporting Tool for submittal to the Drinking Water Information Clearinghouse (DRINC) to evaluate compliance with the conservation targets established by the SWRCB, despite similar terminology to the DWR per-capita water-use evaluation criteria, is significantly different. Among the differences is population estimates; while the DWR WUE tool taps directly into Census data, the DRINC methodology allows for adjustments based on master-metered and transient populations. Considering the large master-metered communities in the District service area the student population at CSUCI, adjusted populations in the DRINC report vary significantly from the Census-based population estimates used here.

#### 5.1 Guidance for Wholesale Suppliers

Not Applicable

## 5.2 Updating Calculations from 2015 UWMP to the 2020 UWMP

10608.20 (g) An urban retail water agency may update its 2020 urban water use target in its 2015 urban water management plan required pursuant to Part 2.6 (commencing with Section 10610).

### 5.2.1 Update of Target Method

Camrosa's 2010 UWMP developed its baseline, current, and target GPCD based off of gross water use, which was determined to be all potable water that entered the potable distribution system, including agricultural deliveries. Method One, a water use target of 80 percent of the water supplier's baseline per capita water use, was used to establish Camrosa's SBx7-7 2020 GPCD target. In the 2020 UWMP, Camrosa again uses this 80-percent method, though by employing the DWR WUE tool and attendant official 2010 census numbers, the baseline, current, and target GPCD numbers have changed slightly.

### 5.2.2 SB X7-7 Verification Forms (Appendix E)

As the SB X7-7 Verification Form tables were not available for the 2010 UWMP, Camrosa developed its own tables to calculate baseline, current, and target GPCD, employing Target Method One. For Camrosa's 2020 UWMP, utilizing DWR's standardized SB X7-7 tables is required to demonstrate compliance with the Water Conservation Act of 2009. Data will be uploaded through DWR's WUE tool, but are also reproduced below.

## 5.3 General Requirements for Baseline and Targets

10608.20 (e) An urban retail water supplier shall include in its urban water management plan due in 2010. . . the baseline daily per capita water use . . . along with the bases for determining those estimates, including references to supporting data.

(g) An urban retail water supplier may update its 2020 urban water use target in its 2015 urban water management plan required pursuant to Part 2.6 (commencing with Section 10610).

Camrosa chose the same ten-year baseline period for the 2020 UWMP as was used in the 2015 UWMP: 1998-2007.



### 5.3.1 Determination of the 10-15 Year Baseline Period (Baseline GPCD)

10608.12 (b) "Base daily per capita water use" means any of the following:

(1) The urban retail water supplier's estimate of its average gross water use, reported in gallons per capita per day and calculated over a continuous 10-year period ending no earlier than December 31, 2004, and no later than December 31, 2010.

(2) For an urban retail water supplier that meets at least 10 percent of its 2008 measured retail water demand through recycled water that is delivered within the service area of an urban retail water supplier or its urban wholesale water supplier, the urban retail water supplier may extend the calculation described in paragraph (1) up to an additional five years to a maximum of a continuous 15-year period ending no earlier than December 31, 2004, and no later than December 31, 2010.

Camrosa met 31.35 percent of its total demands with recycled water in 2008, and is therefore qualified to use a 15-year baseline, but has chosen to use a ten-year baseline.

**SB X7-7 Table-0: Units of Measure Used in UWMP**

Acre Feet

**SB X7-7 Table-1: Baseline Period Ranges**

Baseline	Parameter	Value	Units
10- to 15-year baseline period	2008 total water deliveries	17,478	Acre Feet
	2008 total volume of delivered recycled water	5,480	Acre Feet
	2008 recycled water as a percent of total deliveries	31.35%	Percent
	Number of years in baseline period <sup>1</sup>	10	Years
	Year beginning baseline period range	1998	
	Year ending baseline period range <sup>2</sup>	2007	
5-year baseline period	Number of years in baseline period	5	Years
	Year beginning baseline period range	2003	
	Year ending baseline period range <sup>3</sup>	2007	

### 5.3.2 Determination of the 5-Year Baseline Period (Target Confirmation)

10608.12 (b) (3) For the purposes of Section 10608.22, the urban retail water supplier's estimate of its average gross water use, reported in gallons per capita per day and calculated over a continuous five-year period ending no earlier than December 31, 2007, and no later than December 31, 2010.

Camrosa's 5-Year Baseline Period will be 2003-2007.

#### 5.4 Service Area Population

10608.20 (e) An urban retail water supplier shall include in its urban water management plan due in 2010...the baseline per capita water use...along with the bases for determining those estimates, including references to supporting data.

(f) When calculating per capita values for the purposes of this chapter, an urban retail water supplier shall determine population using federal, state, and local population reports and projections.

10644 (a)(2) The plan...shall include any standardized forms, tables or displays specified by the department.

Using DWR's WUE tool, which overlays a shape file of the District service area on the 2000 and 2010 Census Data sets, Camrosa obtained an estimate of District population of 32,700.

SB X7-7 Table 2: Method for Population Estimates	
Method Used to Determine Population (may check more than one)	
<input type="checkbox"/>	<b>1. Department of Finance (DOF)</b> DOF Table E-8 (1990 - 2000) and (2000-2010) and DOF Table E-5 (2011 - 2015) when available
<input type="checkbox"/>	<b>2. Persons-per-Connection Method</b>
<input checked="" type="checkbox"/>	<b>3. DWR Population Tool</b>
<input type="checkbox"/>	<b>4. Other</b> DWR recommends pre-review

SB X7-7 Table 3: Service Area Population		
Year		Population
10 to 15 Year Baseline Population		
Year 1	1998	25,687
Year 2	1999	25,888
Year 3	2000	25,221
Year 4	2001	25,798
Year 5	2002	26,346
Year 6	2003	26,899
Year 7	2004	27,459
Year 8	2005	28,024

Year 9	2006	28,594
Year 10	2007	29,170
5 Year Baseline Population		
Year 1	2003	26,899
Year 2	2004	27,459
Year 3	2005	28,024
Year 4	2006	28,594
Year 5	2007	29,170
2020 Compliance Year Population		
2020		32,700

## 5.4.1 Persons-Per-Connection

### 5.1.1 DWR Population Tool

The service area population was calculated by using the methods in the DWR population tool. The population tool utilizes U.S. census data and GIS to accurately calculate the population of the service area. The population tool combines 1990, 2000, 2010 census data with service area maps to determine the population for each census year and calculates a person-per-connection for each of the census year. The population in the non-census years is calculated by interpolating the persons-per-connection from the census year. As of 2020, the 2020 census data has not been released so the population could only be estimated based on the total number of service connections in 2020.

## 5.5 Gross Water Use

10608.12 (g) “Gross Water Use” means the total volume of water, whether treated or untreated, entering the distribution system of an urban retail water supplier, excluding all of the following:

- (1) Recycled water that is delivered within the service area of an urban retail water supplier or its urban wholesale water supplier
- (2) The net volume of water that the urban retail water supplier places into long term storage
- (3) The volume of water the urban retail water supplier conveys for use by another urban water supplier
- (4) The volume of water delivered for agricultural use, except as otherwise provided in subdivision (f) of Section 10608.24.

*California Code of Regulations* Title 23 Division 2 Chapter 5.1 Article Section 596 (a) An urban retail water supplier that has a substantial percentage of industrial water use in its service area is eligible to exclude the process water use of existing industrial water customers from the calculation of its gross water use to avoid a disproportionate burden on another customer sector.

Gross water use is considered all of the potable water that enters the potable distribution system. Recycled water, including, as discussed in Section 4.4, the nonpotable distribution system and the Title-22 recycled water produced at the CWRP, is excluded from the gross water calculation. Camrosa does not place any water into long-term storage. While Camrosa does convey Conejo Creek water to Pleasant Valley County Water District, that water is not counted as part of Camrosa’s gross water use to begin with, nor is PVCWD an urban water supplier (they serve exclusively agricultural parcels). The volume of water delivered for agricultural purposes is also excluded from gross water calculations, as noted in SB X7-7 Table 4. Camrosa does not account for process water.

### 5.5.1 Gross Water Tables

**SB X7-7 Table 4: Annual Gross Water Use \***

	Baseline Year <i>Fm SB X7-7 Table 3</i>	Volume Into Distribution System <i>Fm SB X7-7 Table(s) 4-A</i>	Deductions					Annual Gross Water Use
			Exported Water	Change in Dist. System Storage (+/-)	Indirect Recycled Water <i>Fm SB X7- 7 Table 4- B</i>	Water Delivered for Agricultural Use	Process Water <i>Fm SB X7-7 Table(s) 4- D</i>	
10 to 15 Year Baseline - Gross Water Use								
Year 1	1998	9,356			0	2,125	0	7,231
Year 2	1999	12,394			0	2,947	0	9,447
Year 3	2000	12,663			0	3,152	0	9,511
Year 4	2001	11,951			0	3,022	0	8,929
Year 5	2002	13,983			0	3,504	0	10,479
Year 6	2003	12,145			0	3,342	0	8,803
Year 7	2004	13,444			0	2,265	0	11,179
Year 8	2005	12,156			0	1,706	0	10,450
Year 9	2006	12,619			0	2,056	0	10,563
Year 10	2007	14,309			0	2,263	0	12,046
10 - 15 year baseline average gross water use								10,004
5 Year Baseline - Gross Water Use								
Year 1	2003	12,146			0	3,342	0	8,804
Year 2	2004	13,445			0	2,265	0	11,180
Year 3	2005	12,157			0	1,706	0	10,451
Year 4	2006	12,620			0	2,056	0	10,564
Year 5	2007	14,310			0	2,263	0	12,047
5 year baseline average gross water use								10,609
2020 Compliance Year - Gross Water Use								
2020		8,264			0	819	0	7,445
NOTES:								

SB X7-7 Table 4-A(1): Volume Entering the Distribution System(s)				
Name of Source		Imported SWP Water		
This water source is:				
<input type="checkbox"/>		The supplier's own water source		
<input checked="" type="checkbox"/>		A purchased or imported source		
Baseline Year Fm SB X7-7 Table 3		Volume Entering Distribution System	Meter Error Adjustment* <i>Optional</i> (+/-)	Corrected Volume Entering Distribution System
10 to 15 Year Baseline - Water into Distribution System				
Year 1	1998	6,665		6,665
Year 2	1999	8,613		8,613
Year 3	2000	9,084		9,084
Year 4	2001	8,626		8,626
Year 5	2002	10,169		10,169
Year 6	2003	7,956		7,956
Year 7	2004	9,118		9,118
Year 8	2005	8,540		8,540
Year 9	2006	8,964		8,964
Year 10	2007	10,369		10,369
5 Year Baseline - Water into Distribution System				
Year 1	2003	7,956		7,956
Year 2	2004	9,118		9,118
Year 3	2005	8,540		8,540
Year 4	2006	8,964		8,964
Year 5	2007	10,369		10,369
2020 Compliance Year - Water into Distribution System				
2020		5,873		5,873

SB X7-7 Table 4-A(2): Volume Entering the Distribution System(s)				
Name of Source		Groundwater		
This water source is:				
<input checked="" type="checkbox"/>	The supplier's own water source			
<input type="checkbox"/>	A purchased or imported source			
Baseline Year Fm SB X7-7 Table 3		Volume Entering Distribution System	Meter Error Adjustment* <i>Optional</i> (+/-)	Corrected Volume Entering Distribution System
10 to 15 Year Baseline - Water into Distribution System				
Year 1	1998	2,692		2,692
Year 2	1999	3,782		3,782
Year 3	2000	3,580		3,580
Year 4	2001	3,326		3,326
Year 5	2002	3,815		3,815
Year 6	2003	4,190		4,190
Year 7	2004	4,327		4,327
Year 8	2005	3,617		3,617
Year 9	2006	3,656		3,656
Year 10	2007	3,941		3,941
5 Year Baseline - Water into Distribution System				
Year 1	2003	4,190		4,190
Year 2	2004	4,327		4,327
Year 3	2005	3,617		3,617
Year 4	2006	3,656		3,656
Year 5	2007	3,941		3,941
2020 Compliance Year - Water into Distribution System				
2020		2,391		2,391

### 5.5.2 Indirect Recycled Water Use Deduction

Camrosa does not use indirect recycled water.

### 5.5.3 Process Water Use Deduction

Camrosa does not account for process water.

### 5.6 Baseline Daily Per Capita Water use

SB X7-7 Tables 5 and 6 establish Camrosa's baseline GPCD.

<b>SB X7-7 Table 5: Gallons Per Capita Per Day (GPCD)</b>				
<b>Baseline Year</b> <i>Fm SB X7-7 Table 3</i>		<b>Service Area Population</b> <i>Fm SB X7-7 Table 3</i>	<b>Annual Gross Water Use</b> <i>Fm SB X7-7 Table 4</i>	<b>Daily Per Capita Water Use (GPCD)</b>
<b>10 to 15 Year Baseline GPCD</b>				
Year 1	1998	25,687	7,231	251
Year 2	1999	25,888	9,447	326
Year 3	2000	25,221	9,511	337
Year 4	2001	25,798	8,929	309
Year 5	2002	26,346	10,479	355
Year 6	2003	26,899	8,803	292
Year 7	2004	27,459	11,179	363
Year 8	2005	28,024	10,450	333
Year 9	2006	28,594	10,563	330
Year 10	2007	29,170	12,046	369
<b>10-15 Year Average Baseline GPCD</b>				<b>326</b>
<b>5 Year Baseline GPCD</b>				
<b>Baseline Year</b> <i>Fm SB X7-7 Table 3</i>		<b>Service Area Population</b> <i>Fm SB X7-7 Table 3</i>	<b>Gross Water Use</b> <i>Fm SB X7-7 Table 4</i>	<b>Daily Per Capita Water Use</b>
Year 1	2003	26,899	8,804	292
Year 2	2004	27,459	11,180	363
Year 3	2005	28,024	10,451	333
Year 4	2006	28,594	10,564	330
Year 5	2007	29,170	12,047	369
<b>5 Year Average Baseline GPCD</b>				<b>337</b>
<b>2020 Compliance Year GPCD</b>				
<b>2020</b>		32,700	7,445	203
NOTES:				



**SB X7-7 Table 6: Gallons per Capita per Day *Summary***  
*From Table SB X7-7 Table 5*

10-15 Year Baseline GPCD	326
5 Year Baseline GPCD	337
2020 Compliance Year GPCD	203
NOTES:	

### 5.7 2020 Compliance Daily Per-Capita Water Use (GPCD)

SB X7-7 Tables 7 through 9 below establish Camrosa’s 2020 actual (203), 2015 interim target (294), and 2020 target (261) GPCD. As can be seen in Table 9, Camrosa is ahead of its interim and 2020 targets. Camrosa’s steadily decreasing GPCD is due in part to the transfer of potable demand off onto our nonpotable and recycled water systems, and in part to increased awareness and water consciousness among our customers. Like many urban water suppliers across the state, Camrosa has seen significant increases in efficiency—and reductions in deliveries—each of the years since the 2010 UWMP, in large part because a pattern of dry weather has evolved into drought. 2015 in particular was an exceptionally low water-demand year, as Governor Brown instituted the first-ever statewide mandatory reduction in urban potable water production. While some rebound has occurred since statewide emergency regulations were lifted, it is expected that some demand reduction will persist long term.

**SB X7-7 Table 7: 2020 Target Method**  
*Select Only One*

Target Method		Supporting Documentation
<input checked="" type="checkbox"/>	Method 1	SB X7-7 Table 7A

**SB X7-7 Table 7-A: Target Method 1**  
**20% Reduction**

10-15 Year Baseline GPCD	2020 Target GPCD
326	261

**SB X7-7 Table 7-F: Confirm Minimum Reduction for 2020 Target**

5 Year Baseline GPCD From SB X7-7 Table 5	Maximum 2020 Target*	Calculated 2020 Target	Confirmed 2020 Target
337	321	261	261
* Maximum 2020 Target is 95% of the 5 Year Baseline GPCD.			

**SB X7-7 Table 8: 2015 Interim Target GPCD**

Confirmed 2020 Target	10-15 year Baseline GPCD	2015 Interim Target GPCD
261	326	294

**SB X7-7 Table 9: 2020 Compliance**

Actual 2020 GPCD	2015 Interim Target GPCD	Optional Adjustments (in GPCD)					2020 Confirmed Target GPCD	Did Supplier Achieve Targeted Reduction for 2020?
		Extraordinary Events	Weather Normalization	Economic Adjustment	TOTAL Adjustments	Adjusted 2020 GPCD (Adjusted if applicable)		
203	294	From Methodology 8 (Optional)	From Methodology 8 (Optional)	From Methodology 8 (Optional)	0	203.2558917	261	YES

## 5.8 Regional Alliance

Camrosa Water District is not participating in a Regional Alliance for preparation of the 2020 UWMP.

## 6 System Supplies

### 6.1 Water Supply Analysis Overview

California Water Code (Water Code) Section 10631(b)

Identify and quantify, to the extent practicable, the existing and planned sources of water available to the supplier [in five-year increments to 20 years or as far as data is available]<sup>1</sup> providing supporting and related information, including all of the following:

(1) A detailed discussion of anticipated supply availability under a normal water year, single dry year, and droughts lasting at least five years, as well as more frequent and severe periods of drought, as described in the drought risk assessment. For each source of water supply, consider any information pertinent to the reliability analysis conducted pursuant to Section 10635, including changes in supply due to climate change.

(2) When multiple sources of water supply are identified, a description of the management of each supply in correlation with the other identified supplies.

Water Code 10631 (h)

An urban water supplier that relies upon a wholesale agency for a source of water shall provide the wholesale agency with water use projections from that agency for that source of water in five-year increments to 20 years or as far as data is available. The wholesale agency shall provide information to the urban water supplier for inclusion in the urban water supplier's plan that identifies and quantifies, to the extent practicable, the existing and planned sources of water as required by subdivision (b),

#### 6.1.1 Specific Analysis of Water Supply Sources

The existing water supply is currently composed of imported water, groundwater, recycled water, and desalinated brackish groundwater. To further develop the local water, the District is investigating plans for future water projects to recharge the groundwater, construct additional groundwater wells, and provide more storage for non-potable irrigation. The projected water supply in 2025 will be 26,250 AF while the supply between 2030 and 2040 is projected to be 29,630 AF.

The availability of the water supply during a normal year with average precipitation is expected to maintain reliability. Similarly, the water supply in a single dry year is projected to have 100 percent reliability, which was based on the 2011 dry year. Both the normal year and single dry year show significantly larger supplies than demands, which meets all the water demands of the service area. The conditions of the five-year drought consider a 10-percent decrease in water supply from the previous year. The five-year drought also considers the effects of the state's projected increase in evapotranspiration due to climate change. Although there is a decrease in water supply and slight increase in water demand following these assumptions, the water supply is still projected to maintain reliability because of the application of the Water Shortage Contingency Plan, demonstrating that Camrosa's water supply can successfully meet water demands in a variety of water conditions.

Camrosa monitors the groundwater levels and quality of all its wells to maintain the health and sustainability of the groundwater supply. The District overlays five basins: the Pleasant Valley Basin, Oxnard Subbasin, the Arroyo Santa Rosa Basin, Tierra Rejada Basin, and a sliver of the Las Posas Basin. Portions of the Pleasant Valley, Oxnard, Santa Rosa, and Las Posas basins are within the jurisdiction of the Fox Canyon Groundwater Management Agency (FCGMA), while portions outside the GMA also fall within the Camrosa service area.

The portions of the Oxnard and Las Posas basins within Camrosa boundaries are very small; the Arroyo Santa Rosa Basin, on the other hand, lies entirely within Camrosa boundaries.

The University Well, the source for the District's brackish groundwater desalination facility, the Round Mountain Water Treatment Plant, lies within the DWR boundary of the Pleasant Valley Basin, but outside the jurisdiction of the FCGMA. The Fox Canyon Aquifer does not exist in that portion of the Pleasant Valley Basin; it is instead characterized by loosely connected shallow zones.

As of this writing, the main production wells in the Santa Rosa Basin, collectively referred to as the Conejo Wellfield, are offline due to the presence of 1,2,3-trichloropropane, for which the California Department of Drinking Water established an MCL in 2018. A granular activated carbon treatment plant is under design and expected to be constructed in 2022.

Another major source of water supply for irrigation is recycled water. The Camrosa Water Reclamation Facility distributes non-potable irrigation as a water supply for agriculture and landscape. Recycled water is stored in Camrosa's surface storage ponds. Creek water is stored in separate ponds to keep the two waters distinct. As described above, the Camarillo Sanitary District also delivers water to Camrosa that is stored in one of Camrosa's ponds before delivery to PVCWD; that pond, dedicated to PVCWD, also receives CWRP water and creek water.

## 6.2 Water Supply Characterization

### 6.2.1 Purchased or Imported Water

Camrosa depends exclusively upon Calleguas Municipal Water District, a Metropolitan Water District wholesaler, for its imported potable water supply. Most of the water Calleguas delivers is State Water Project from the Sacramento-San Joaquin Delta, though Colorado River water is blended in when SWP supplies are low. While the quantity of imported State Water Project water Camrosa relies on to meet normal-year demands has been significantly reduced from historical levels over the last 20 years due to the development of local resources, as of 2020, SWP deliveries still constitute an important part of the District's supply portfolio. Camrosa's primary strategy of reducing demand on imported water has reduced that dependence and has a goal to reduce dependence further to a goal of less than 40 percent by 2025.

Since 1991, Metropolitan has made significant investments in conservation, water recycling, storage and improved supplies. Groundwater storage programs with Semitropic Water Storage District and Arvin-Edison Water Storage District increase Metropolitan's out-of-region storage capacity of state water project water by 600,000 AF. Additional groundwater storage programs have been established with the San Bernardino Valley MWD and Kern-Delta Water District that will expand that capacity further. The completion of Diamond Valley Reservoir has added 800,000 AF of supply to southern California's mix of resources available to meet dry year needs. Metropolitan has historically been a strong proponent of alternative Delta conveyance, purchasing land in the Sacramento-San Joaquin Delta to facilitate the construction of the long-discussed tunnels to increase reliability of State Water Project supplies. During the 2015 drought, Metropolitan instituted its Water Supply Allocation Plan, instituting on Calleguas and its member agencies a 16.5-percent reduction in imported water allocations. In May 2016, allocation restrictions were terminated due to improved imported water conditions.

Calleguas Municipal Water District has implemented a strategy for meeting rising water demands in its service area by implementing both regional and local supply-augmentation and demand-management programs. The Las Posas Aquifer Storage and Recovery Project has been an ongoing project that, according to Calleguas's 2020 Urban Water Management Plan, has the goal of maintaining at least 20,000 AF of water in storage in the Las Posas Basin, with an estimated extraction capacity of approximately 70 cubic feet per second (CFS). Currently, Calleguas has 12,000 AF of groundwater stored in the East Las Posas Basin. The

Lake Bard filtration plant has a treatment capacity ranging from 30 to 100 cfs. At high flow, it would empty Lake Bard in 5.5 weeks, at low flow in four months.

Despite these investments, recent allocation reductions and the ongoing drought demonstrate that improvements at the regional and local levels of the SWP distribution system only go so far, and reinforce that the primary threat to Camrosa's supply of potable water is the relative health of the Sacramento-San Joaquin Delta and the SWP's vulnerability to legislative rulings, climatic variations, and catastrophic interruptions of service. As such, and as discussed throughout this plan, Camrosa's primary strategy is to develop local alternatives to imported SWP water.

The District's imported water purchases peaked in the drought year of 1990 at 11,479 AF. Faced with dramatically rising water costs, several large agricultural customers shifted from Camrosa to alternative sources such as private wells or surface water diversion, and Camrosa began developing projects to increase its self-reliance; an effort that persists today as the driving force of the District's strategic plan.

Over the last ten fiscal years, Camrosa has purchased an average of 5,338 AFY from Calleguas, with imports as high as 6,942, in FY2014, and as low as 3,709, in FY2017. The majority of the water Camrosa imports from Calleguas goes to customers in the M&I sector; over the last seven years, since the majority of agricultural customers who were able to transfer their demand to the nonpotable system, approximately 15 percent of the water Camrosa imports from Calleguas goes to agricultural customers.

Actual and future imported water demands are provided in Tables 6-8 and 6-9, respectively.

## 6.2.2 Groundwater

The District overlays five basins: the Pleasant Valley Basin, Oxnard Subbasin, the Arroyo Santa Rosa Basin, Tierra Rejada Basin, and a sliver of the Las Posas Basin. Portions of the Pleasant Valley, Oxnard, Santa Rosa, and Las Posas basins are within the jurisdiction of the Fox Canyon Groundwater Management Agency (FCGMA), while portions outside the GMA also fall within the Camrosa service area. The portions of the Oxnard and Las Posas basins within Camrosa boundaries are very small; the Arroyo Santa Rosa Basin, on the other hand, lies entirely within Camrosa boundaries.

Eight wells draw from the Santa Rosa Basin: five that are connected to the potable system and three that contribute to the nonpotable system. Camrosa operates no wells within the Las Posas Basin or the Oxnard Subbasin (though the RMWTP and CWRF are geographically located within the Oxnard Subbasin boundary).

Camrosa has one potable well in the Tierra Rejada Basin; two potable wells in the main Fox Canyon Aquifer of the PV Basin. The University Well, the source for the District's brackish groundwater desalination facility, the Round Mountain Water Treatment Plant, lies within the DWR boundary of the Pleasant Valley Basin, but outside the jurisdiction of the FCGMA. The Fox Canyon Aquifer does not exist in that portion of the Pleasant Valley Basin; it is instead characterized by loosely connected shallow zones.

The Fox Canyon Aquifer portions of the PV Basin, Oxnard Subbasin, and the western Santa Rosa Basin (a portion approximately 20 percent of the basin's area west of the Bailey Fault) fall under the jurisdiction of the Fox Canyon Groundwater Management Agency (FCGMA). Camrosa has pumping rights in the Fox Canyon area of the PV Basin under a historical allocation, and accrues additional pumping credits, on a one-to-one basis, for each acre foot of Conejo Creek water delivered to Pleasant Valley County Water District, as codified in FCGMA Resolution 2014-01. Camrosa operates no wells in the FCGMA portion of the Santa Rosa Basin.

### (1) Basin Descriptions

10631 (b) If groundwater is identified as an existing or planned source of water available to the supplier, all of the following information shall be included in the plan:

(2) A description of any groundwater basin or basins from which the urban water supplier pumps groundwater.

### Pleasant Valley Basin

At 21,600 acres, the Pleasant Valley basin is one of the larger basins in the county, and is one of the seven major basins within FCGMA's jurisdiction. The northeastern portion of the PV Basin underlies the western portion of the Camrosa Water District, in general the Mission Oaks area of the City of Camarillo. The Pleasant Valley Groundwater Basin underlies Pleasant Valley in southern Ventura County. The basin is bounded on the north by the Camarillo and Las Posas Hills and the south by the Santa Monica Mountains. The eastern boundary is formed by a constriction in Arroyo Santa Rosa. The basin is bounded on the west by the Oxnard subbasin of the Santa Clara River watershed. Ground surface elevations range from about 15 feet in the west to about 240 feet above sea level in the east. The upper stratum of the Pleasant Valley Basin is composed of recent and Upper Pleistocene alluvial sands, gravels, silts and clays. The aquifers in this zone are generally unconfined and vary in thickness from a few feet to several hundred feet. The permeable lenses yield little water to wells owing to rapid thinning and predominance of fine-grained materials. The shallow aquifers in the Pleasant Valley Basin are equivalent, but not connected with, the Oxnard aquifer lying to the West. Underlying the Pleasant Valley area at depths from 400 to 1,500 feet is a prominent zone of marine sands and gravels known as the Fox Canyon Aquifer. The Fox Canyon Aquifer is the lower most member of the Pleistocene San Pedro formation and forms the major producing zone of the Pleasant Valley Ground water Basin. The aquifer is confined and is 100 to 300 feet thick. Permeable deposits within the upper Santa Barbara Formation underlie the Sand Pedro Formation and contain fresh groundwater of only minor importance.

Camrosa operates two wells, Woodcreek Well and PV Well #2, within the basin. (PV Well #2 came online in September 2020, outside the scope of this UWMP.) The Fox Canyon GMA's allocation for the District's Pleasant Valley wells was initially based on an allowance for the residential development overlying the Fox Canyon Aquifer at a rate of one acre foot per acre of land developed. The District had a historical allocation of 806.36 AFY within the basin, but concurrently with the development of a groundwater sustainability plan, the FCGMA initiated a new allocation system in October 2020. Camrosa's new allocation is 690.04 AFY. Camrosa has petitioned for a variance due to the well being down for repairs and rehabilitation for 18 months during the baseline new allocation plan went into effect in October 2020. Camrosa submitted its variance request for a new allocation of 791.35 AFY in May 2020; as of this writing, the variance is still under consideration at the FCGMA. Whatever the final allocation comes out to be, Camrosa uses its historical allocation first, then draws down the credits received as part of the Conejo Creek Pumping Program (described in detail in Section 6.3 and Appendix H1). As of December 31, 2020, Camrosa has delivered 22,071 AF of creek water to PVCWD, accruing a commensurate number of credits; in the same period, Camrosa has used 924.87 AF of credits. PV Well #2, a 1,400 gpm well that began production in September 2020, increases the District's production capacity in the PV Basin by approximately 2,200 AFY; combined with Woodcreek's recent production capacity of approximately 900 AFY, Camrosa currently maintains approximately 3,100 AFY of production capacity there.

As discussed in Section 6.4 below, Camrosa imports significantly more water into the FCGMA area than it extracts from the Fox Canyon Aquifer and intends to establish its right to withdraw these recharged foreign sources of water in the future.

The District operated the Woodcreek Well as an aquifer storage and recovery facility for a brief period when surplus state water was available during the winter months at a reduced price. The decrease in water quality resulting from storing imported water in the PV Basin and the unlikelihood of that program returning renders resuming injection unlikely.

The shallow upper zones from which the Round Mountain Water Treatment Plant draws its supply is part of a collection of the uppermost water-bearing units overlying the eastern Pleasant Valley Basin in hydraulic connection with the surface and associated stream flow of Calleguas and Conejo Creeks. The area is outside the FCGMA boundary, where the Fox Canyon Aquifer does not exist. Water levels in the shallow zone



fluctuate according to surface flows and precipitation, and as such, the zone's exact extent is difficult to judge. It grew increasingly salty over the latter half of the 20th century and wasn't used or monitored regularly for several decades prior to Camrosa's development of the resource in 2014. The usable capacity of the area is based on the pumping test results carried out on a specific well (the University Well) for a specific project (the RMWTP) and is not meant to apply to the entire shallow system. Due to the fact that the area has not been used as a source to supply significant volumes of water for over thirty years, it is difficult to know how the area will respond to renewed extraction at the proposed volumes. However, based on the *Aquifer Pumping Test of Camrosa Water District's University Well* (Brown 2010; Appendix K1), the most recent hydrogeologic investigation, Camrosa's planned extractions of 1,000 AFY can be sustained indefinitely.

### Santa Rosa Basin

The Santa Rosa Groundwater Basin underlies about 3,800 acres (5.9 square miles) and is wholly contained within the District boundaries. It is a broad, elliptical, and flat-bottomed valley. The dominant structural element of the basin is the Santa Rosa Syncline, a downward trending fold lying east to west and extending from the east end of Tierra Rejada Valley westward into Pleasant Valley. Several major faults occur in the Santa Rosa Basin, the largest of the geologic strata of 500 to 5,000 feet along the northern edge of the basin. The other major fault, the Bailey Fault, runs northeast to southwest near the western end of the basin, and separates the northwestern third of the basin from the rest of the basin. The Bailey Fault is geologic and political boundary within the basin.

Groundwater in the Santa Rosa Basin is extracted from sediments of Holocene, Pleistocene, Upper Pleistocene, and Miocene age. There are four major water-bearing zones within the basin; conglomerate beds within the Conejo Volcanics, conglomerate and sandstone within the Santa Margarita Formation, sand and gravel in the Saugus Formation, and alluvium. Structurally, the Conejo Volcanics underlie the basin and form the base on which the formations lie. The Santa Margarita Formation is peculiar to the area of the basin lying east of the Bailey Fault and lies atop the Conejo Volcanics. Over the Santa Margarita Formation lies a confining layer and over that, the alluvium. The area west of the Bailey Fault consists primarily of the Saugus Formation, a combination of Fox Canyon and San Pedro Formations. The Saugus Formation evident within the Santa Rosa Basin is the result of an outcropping of the larger Fox Canyon and San Pedro Formations west of the valley. This outcropping pinches off at the western end of the valley and then fans out into the valley, stopping at the Bailey Fault barrier. Due to the pinching off of the Saugus Formation, the Santa Rosa Groundwater Basin is considered to be a confined basin, separate from the larger western water bearing zones.

The voluntary AB 3030 Santa Rosa Groundwater Management Plan (SRGMP) completed in 2013 estimates safe yield at 3,320 AFY. The Arroyo Santa Rosa Basin Groundwater Sustainability Agency (ASRGSA, described in detail below) began work on a groundwater sustainability plan; an updated sustainable yield will be an outcome of the GSP, anticipated to be complete in 2022.

Design pumping capacity of the District's wells in the Santa Rosa Basin is approximately 7,720 AFY, though practical constraints translate to significantly lower actual production. The presence of nitrates above acceptable drinking water regulations in some wells require that three of the wells at the Conejo Wellfield be blended with imported water at an average ratio of between 1:1 and 2:1 (imported:local) to improve its quality before being injected into the potable distribution system; the blend over the last five years has averaged just over 1:1. As described above, since 2019 the wells have been offline due to the presence of 1,2,3-trichloropropane, a regulated contaminant as of 2018. Once the GAC plant currently under design is complete, the Conejo Wellfield will return to service; it will still have to be blended to control for nitrates as GAC is not a nitrate treatment method.

While Camrosa Water District does not have any wells in the portion of the Santa Rosa Basin west of the Bailey Fault, private well owners there report extractions to the GMA semiannually. Because high penalties are applied to extractions above allowed levels, pumpers normally stay within their allocations.

Pumping in the Santa Rosa Basin varies significantly year to year, from a low of 1,924 in 1998 to a high of 3,931 in 2013. Currently, four wells are offline due to contamination with 1,2,3-trichloropropane, a synthetic



organic compound that was an impurity in certain soil fumigants used in agriculture. After an initial, ultimately unsuccessful attempt to resolve the TCP issue with blending, which turned out to be an ineffective strategy due to the very low MCL for TCP (5 ppt) and the District's inability to meet its blend plan objectives, Camrosa is now constructing a granular activated carbon (GAC) treatment plant to treat for the TCP. The plant is expected to be complete in FY2021-22. The wellfield will remain offline until that time.

Production at the Penny Well, which was returned to service in FY2016-17 after about twenty years, has been limited by the continued presence of entrained air, which leads to aesthetic impairments. Camrosa has attempted in-house adjustments to the rate and timing of production in hopes of decreasing the air issue, but as of this writing it remains an issue and the District plans to engage outside services for help rectifying the issue. The 2013 Santa Rosa GMP established 3,320 AFY as the safe yield of the Santa Rosa Basin; Camrosa expects that number to be revised upwards during the GSP process, and until that number is refined, Camrosa maintains a production goal of 4,000 AFY, based off peak production in FY2013 of 3,931 AF.

#### Tierra Rejada Basin

According to *California's Groundwater Bulletin 118*, the Tierra Rejada Basin has a surface area of approximately 4,390 acres.

Rainfall provides about 85 percent of basin water supply. The peripheral drainage area is underlain by non-water bearing rocks or sediments. Groundwater is stored primarily in sandstones and conglomerates with a matrix predominantly composed of volcanic rock of the Topanga Formation, and in fractured basalts and basalt breccias of the Conejo Volcanics. Bedrock formations of marine and non-marine origin present in the basin area include the Saugus Formation, Las Posas Sand, Monterey Shale, Topanga or Calabasas Formation, Conejo Volcanic, and Sespe Formation. Surficial deposits generally overlay the bedrock formations in the basin and include alluvium, and colluvium. The rock sequence in which fresh groundwater is present ranges in age from Oligocene (38 million years ago) to Recent.

Within the basin, the oldest Sespe Formation is water-bearing and known to generally underlie the Conejo Volcanics. The Sespe Formation outcrops on the northern and southern ridges. The compacted formation is mostly sandstone of various colors and contains metavolcanic and quartzitic rocks. This base formation is estimated to be a mile thick. The Conejo Volcanics underlie the entire basin south of the Simi Fault and were formed during the Miocene (25 to 5 million years ago) period. Thickness estimates range from 1,000 to 2,000 feet, with deeper wells penetrating fractured upper layers providing ample rates of water extraction. The upper portion has been described as predominantly andesitic-basaltic flows and breccias; gray, maroon-gray and brown aphanitic porphyritic rocks, vaguely stratified, flows range from platy to massive, coherent but much fractured; deposited as flows and breccias; contain some epiclastic volcanic sediments and minor reddish, scoriaceous pyroclastic horizons; probably emplaced sub aerally" (Dibblee, 1992).

Camrosa's well encountered the fractured volcanics at 290-foot depth where brown sandstones of the overlying Topanga formation ends and the gray Conejo Volcanics begins. The well is sealed to 300 feet and produces water from 300 to 620 feet below the surface.

The Topanga Formation overlying the Conejo Volcanics was deposited during the same era. Rocks of the formation were deposited during a period of marine exposure and consist mainly of medium to coarse grained sandstone and volcanic pebble conglomerate. Marine influence is also seen in Monterey shale outcrops in the hills south of the basin and along the Semi fault within the northwest area of the basin. Some Los Posas sand of marine origin lies on the south side of the fault. Also in contact with the fault is the Saugus formation which runs toward the northwest. Finally, the main basin is covered by younger sediments of Holocene era (10,000 years ago to the present), with recent alluvium accumulation along stream courses with a maximum thickness of 50 to 80 feet in the central basin.

The water table elevation decreases from approximately 600 feet mean sea level (MSL) in the eastern portion of the basin to 450 feet in the western portion of the basin. The saturated thickness increases from east to west across the basin. In the north central portion of the basin the aquifer reaches a maximum thickness of approximately 700 to 800 feet.

In December 2009, Norman N. Brown, PhD, P.G., conducted a second analysis of the Tierra Rejada Basin, *Groundwater Geology and Yield Analysis of the Tierra Rejada Basin*, on behalf of the District. Brown concluded:

- Groundwater levels observed over a long-term base period including two wet-dry climatic cycles shows that the average groundwater production was within the basin yield over the period 1944-1996;
- Current and recent conditions indicate that existing production and possibly new production can be managed within basin yield. It is unknown if production from a proposed new District well would result in total basin production greater than or less than the historic average over the base period 1944-1996;
- An increase in basin yield may be possible by active management of basin storage and pumping distribution;
- Limited water quality data for the basin show increases in TDS, chloride and sulfate during the last 10 years; concentrations are within drinking water standards. Nitrates concentrations in 2008 exceeded the drinking water standards for four wells in the central portion of the basin.

Inflows and outflows for the Tierra Rejada Basin currently total about 6,200 AF in an average rainfall year. The Tierra Rejada Well's production gradually declined from 2006 to 2015, when it was taken offline for rehabilitation. The rehab resulted in a short period of increased production when the well was returned to service in 2016, but it has since fallen off again. As of this writing, the intention is to lower the bowls and pump an additional 100 or so feet deeper in order to return production to 600 AFY.

<b>Worksheet 6.2.2.1. Target Groundwater Production by Basin (AFY)</b>	
Santa Rosa Basin	4,000
Pleasant Valley Basin (Fox Canyon Aquifer)	3,100
Pleasant Valley Basin (RMWTP: shallow zone outside FCGMA)	1,000
Tierra Rejada Basin	600
<b>TOTAL</b>	<b>8,700</b>

## (2) Groundwater Management

10631 (b) ...If groundwater is identified as an existing or planned source of water available to the supplier, all of the following information shall be included in the plan:

(1) A copy of any groundwater management plan adopted by the urban water supplier...or any other specific authorization for groundwater management.

(2) ...For basins that a court or the board has adjudicated the rights to pump groundwater, a copy of the order or decree adopted by the court or the board and a description of the amount of groundwater the urban water supplier has the legal right to pump under the order or decree.

Camrosa's groundwater basins are its primary resource for reducing reliance on imported SWP water; their health and sustainability is in the District's best interest, and they are managed accordingly. Camrosa monitors and records water levels, both static and running, of all its wells, and performs routine quality monitoring, all on a monthly basis.

#### Pleasant Valley Basin

The Pleasant Valley Basin west of the Bailey Fault is under the jurisdiction of the Fox Canyon Groundwater Management Agency. Camrosa reports groundwater extractions from its two wells that produce out of the Fox Canyon Aquifer portion of the PV basin (Woodcreek Well and PV Well #2) on a semiannual basis.

As of the 2014 Sustainable Groundwater Management Act, the FCGMA is the exclusive GSA for the areas of the basins within its jurisdiction. The FCGMA is writing the GSP for the entirety of the PV Basin as defined by DWR's Bulletin 118. The FCGMA submitted the GSP to DWR in 2020, and the GSP is included by electronic reference in Appendix L.

The areas outside FCGMA boundaries and within the Camrosa Service Area are part of the Camrosa Water District GSA—Pleasant Valley Basin. The Camrosa GSA did not elect to write its own plan and instead is party to the FCGMA GSP, though the management plan for the area outside the GMA has not been developed. Camrosa and the FCGMA intend to jointly study the hydrogeology of the shallow zones where the University Well that feeds the RMWTP is located to determine whether—and if so, how—that extraction facility fits into the joint management of the areas of the basin outside the Fox Canyon Aquifer and outside the FCGMA boundaries.

In the spring of 2014, Camrosa renewed agreements for the sale of Conejo Creek water to Pleasant Valley County Water District. In order to accommodate the transfer of PVCWD FCGMA pumping credits in the PV Basin in exchange for Conejo Creek surface water (see Section 6.3 for details), the Conejo Creek Water Pumping Program was created. This program, codified under FCGMA Resolution 2014-01, stipulates that PVCWD retire, and Camrosa accrue, one acre foot of pumping allocations for each acre foot of nonpotable Conejo Creek surface water Camrosa delivers to PVCWD, up to 4,500 AFY. The term of the agreement is forty years, and pumping allocations do not expire. Camrosa is required to submit an annual report detailing deliveries to PVCWD, pumping allocations accumulated and retired, and the balance of pumping allocations remaining. Camrosa and FCGMA staff meet annually to review the report, and discuss any concerns. As of December 31, 2020, Camrosa had accumulated 22,072 AF under the Conejo Creek Water Pumping Program, and exercised 925 AF of its earned credits. The agreement stipulates that Camrosa's historical allocation is to be extracted first.

#### Santa Rosa Basin

Camrosa commissioned a voluntary AB3030 groundwater management plan on the Santa Rosa Basin, which was completed as the Santa Rosa Basin Groundwater Management Plan in 2013. Originally, the basin was listed as a medium-priority basin by CASGEM under SGMA, at which point a GSA was formed between Camrosa and the County of Ventura, which has land-use jurisdiction over the unincorporated county area that overlies the basin. In DWR's reprioritization, Santa Rosa was characterized as a very-low priority basin, removing the urgency of completing a GSP. The ASRGSA does intend to carry through with a GSP, and as of this writing has begun work on it. It is anticipated the GSP will be complete in 2022.

#### Tierra Rejada Basin

Camrosa had plans to develop a voluntary AB3030 groundwater management plan on the Tierra Rejada Basin, but after the passage of the Sustainable Groundwater Management Act, only a GSP can be written. The Tierra Rejada Basin is listed as a low-priority basin in the 2014 CASGEM Basin Prioritization Results, so a GSP is not required, but should a groundwater management plan be written on the basin, it would need to conform to the GSP requirements of SGMA. The basin is small, and there are few other pumpers, all of whom are agricultural producers and have a long history of sustainable self-management.

### **(3) Overdraft Conditions**

10631 (b)(2) For basins that have not been adjudicated, (provide) information as to whether the department has identified the basin or basins as overdrafted or has projected that the basin will become overdrafted if present management conditions continue, in the most current official departmental bulletin that characterizes the condition of the groundwater basin, and a detailed description of the efforts being undertaken by the urban water supplier to eliminate the long-term overdraft condition.

The Pleasant Valley Basin and Oxnard Subbasin are in critical overdraft; the areas from which the District's wells operate, however, do not appear to be impacted by or to exacerbate this overdraft. Though an initial GSP has been written by the FCGMA for the PV and Oxnard basins, sustainable yield, rampdown, and accompanying allocation plans have not been finalized.

### **(4) Historical Groundwater Pumping**

10631 (b) ...If groundwater is identified as an existing or planned source of water available to the supplier, all of the following information shall be included in the plan:

(3) A detailed description and analysis of the location, amount, and sufficiency of groundwater pumped by the urban water supplier for the past five years. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

Groundwater provides between approximately 30-60 percent of Camrosa's potable water supply; the rest is met by imported SWP water. Fluctuations in the ratio of imported water occur due to water quality, well operation/maintenance needs, and the changing regulatory environment. Groundwater acts as a buffer against the unreliability and increasing cost of SWP supplies, but given the vulnerabilities specific to Camrosa's local resources and the current limitations on our ability to move groundwater throughout the distribution system, SWP water is a critical component of the District's supply portfolio. Maintaining groundwater production is critical to Camrosa's primary supply strategy to "build self-reliance" and keep imports low.

The RMWTP, a 1 MGD reverse-osmosis brackish groundwater desalination facility, was completed in 2014. Its highest production year has been approximately 870 AF, which represents 10-15 percent of the water Camrosa imports from Calleguas.

The Woodcreek Well, Camrosa's longest-running well in the Pleasant Valley Basin, consistently produces between 800-900 AFY. PV Well #2, Camrosa's second well in the Fox Canyon Aquifer of the PV Basin, has been online since September of 2020 and is outside the scope of this UMWP. It is anticipated that PV Well

#2 will increase Camrosa's annual production from the PV Basin by 600-800 AFY; as described above, increased production will utilize credits accrued as part of the Conejo Creek Pumping Program.

As Table 6-1 indicates, pumping in the Santa Rosa Basin, Camrosa's primary source of groundwater, increased dramatically in 2013 and 2014, as the drought intensified; this aligns with Camrosa's strategy of relying on the basin in times of drought and/or reduced imported supply. In 2015, Camrosa experienced operational difficulties at some of its wells in the Santa Rosa Basin, and pumping dropped off. Production increased again 2016-2018, until the Wellfield was taken offline due to 1,2,3,-TCP contamination.

The Tierra Rejada Well in the Tierra Rejada Basin has historically produced as much as 600 AFY. Towards the end of 2015, the well was taken offline for rehabilitation. Production has not returned to historical capacity in the years since, and at the time of this writing, various improvements at the well, including potentially lowering the pump and bowl 100 feet or so, are underway.

Table 6-1 Retail: Potable Groundwater Volume Pumped						
Groundwater Type	Location or Basin Name	2016	2017	2018	2019	2020
Alluvial Basin	Pleasant Valley Basin: Shallow Zone (RMWTP)	868	674	2	363	566
Alluvial Basin	Pleasant Valley Basin: Fox Canyon Aquifer	972	777	902	827	825
Alluvial Basin	Santa Rosa Basin	1,403	1,971	2,994	1,416	832
Alluvial Basin	Tierra Rejada Basin	36	164	350	278	287
<b>TOTAL</b>		<b>3,279</b>	<b>3,586</b>	<b>4,248</b>	<b>2,884</b>	<b>2,510</b>

### 6.2.3 Surface Water

Camrosa has been putting Conejo Creek water to beneficial use for nearly twenty years, providing a drought-resistant alternative to both imported water and groundwater for municipal and agricultural irrigation. The City of Thousand Oaks discharges tertiary-treated effluent from its Hill Canyon Wastewater Treatment Plant (HCTP) into the Conejo Creek. Approximately seven miles downstream, just south of the US Highway 101 overpass and through an agreement with the City of Thousand Oaks, Camrosa exercises the city's water right and diverts the creek, returning a minimum of 6 CFS via bypass pumps for downstream beneficial uses, including habitat for the southwestern pond turtle. From the diversion, creek water is pumped to Camrosa's storage ponds, then back up into the District for agricultural and landscape irrigation. Surface water is also delivered to Pleasant Valley County Water District, an adjoining agricultural water district. This project was first conceived in the mid 1990s, as a response to the severe drought earlier that decade. Construction was complete in 2002, and operation began in 2003. Camrosa, in conjunction with Calleguas Municipal Water District, received Local Resource Program funding from Metropolitan Water District for ten years, through 2013. When that program ended, Calleguas withdrew from the agreement, and Camrosa, Thousand Oaks, PVCWD, and the Fox Canyon Groundwater Management Agency entered into new, separate agreements to extend the diversion program 40 years and provide for the transfer of PVCWD's groundwater pumping allocations in the FCGMA to Camrosa in exchange for Conejo Creek surface water Camrosa delivers to PVCWD, on a one-to-one basis. For details of the Conejo Creek Pumping Program, see the "Agreement between T.O. and Camrosa for the beneficial use of water (Contract #10116-2013)" (Appendix J) and FCGMA Resolution 2014-01 (Appendix H1).

Through the end of FY 2020, Camrosa had delivered over 81,000 AF of nonpotable water to PVCWD, offsetting demand that would have otherwise met by pumping groundwater.



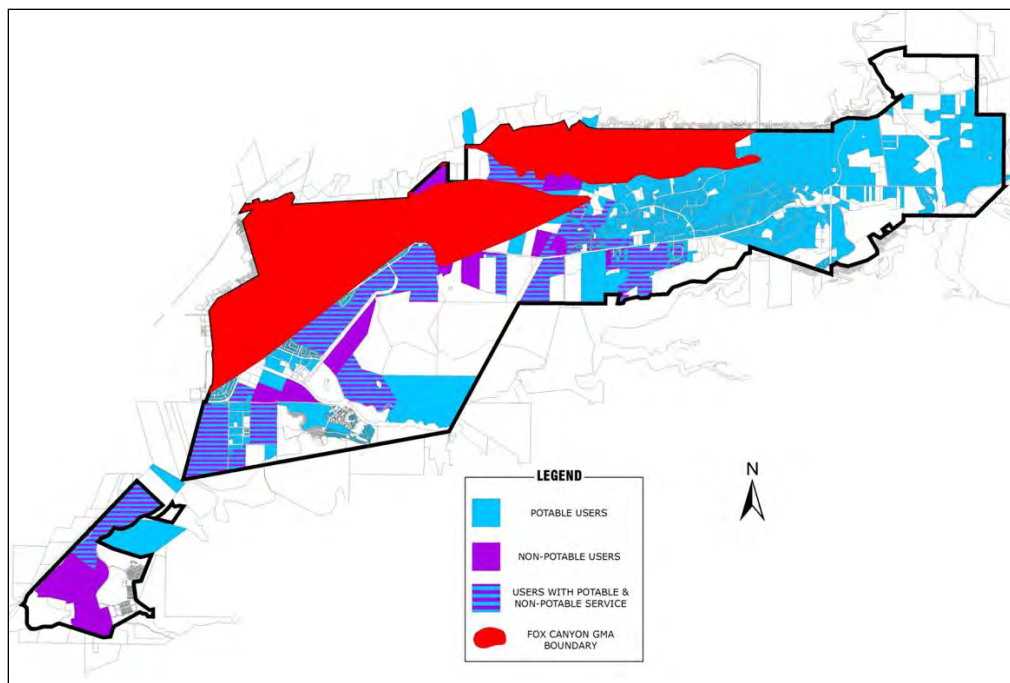
When agreements were initially made for Conejo Creek water, it was generally assumed that the City of Thousand Oaks would eventually discharge 15,000 AFY of effluent from the HCTP into Conejo Creek. Historically, Camrosa has only twice diverted more than 10,000 AFY from the creek. In the earliest years of the project, nearly all the water diverted from the creek went to PVCWD, as Camrosa's nonpotable distribution system was limited. As more accounts transferred demand to the nonpotable system, in particular some of the larger agricultural users and Leisure Village, a retirement community that uses approximately 500 AFY of nonpotable water for landscape and golf-course irrigation, the amount we sent to PVCWD and the amount we kept began to even out. As can be seen in Worksheet 6.3a, this is likely due to City of Thousand Oaks conservation directly linked to the drought, but the longevity and continuity of the trend suggests that reduced water use has become a way of life in the City of Thousand Oaks. Thus, Camrosa is planning on diverting only 9,000 AFY from the creek.

While the use of nonpotable Conejo Creek surface water within in the Camrosa service area increased steadily after the Conejo Creek project came on line and customers began transferring demand off the potable system and onto that system, Camrosa does not expect that trend to continue. The capacity of Camrosa's nonpotable distribution system has reached the limit of what we can reliably deliver to all our customers, throughout the year. On an annual basis, it would appear that Camrosa has plenty of water to expand the nonpotable distribution system, but as that water is received steadily over the year, independent of the exaggerated annual landscape-irrigation demand curve, in the hottest, driest, and therefore highest-use months of the year, Camrosa uses all the water available in Conejo Creek, sometimes going weeks without transferring so much as a gallon to PVCWD. Expanded storage (likely surface storage akin to the surface ponds Camrosa currently operates) is needed to capture water in the winter and other low-demand periods.

Camrosa expects a small rebound from current reduced levels of water use in Thousand Oaks to bring the available water in Conejo Creek back up, but, in keeping with the average annual diversion over the last ten years (8,825 AFY), we are not expecting to divert any more than 9,000 AFY at any time in the near future. Despite slightly higher use in 2014, 2015, and 2018 due in all likelihood to a minimal precipitation, Camrosa estimates our landscape and agricultural irrigation customers will continue to average 5,000 AFY of nonpotable Conejo Creek surface water once drought conditions subside and precipitation rates return to normal. Thus, we plan on continuing to deliver 4,000 AFY of creek water to PVCWD.

This latter projection is, however, predicated on a return to normal precipitation, for as Worksheet 6.3a, below, demonstrates, PVCWD is the entity that sees the real consequences of decreased HCTP/Conejo Creek supply availability. While Camrosa has continued to be able to divert as much as its customers can use in the last two years, decreased diversions due to decreased HCTP flows have translated to decreased transfers to PVCWD.

In addition to the nonpotable water Camrosa delivers to areas within the Fox Canyon Groundwater Management Agency area via PVCWD, we also deliver an average of 5,158 AFY to areas under FCGMA jurisdiction within Camrosa boundaries.



**Figure 4. FCGMA area within Camrosa boundaries**

Between 2008 and 2020, Camrosa imported 118,308 AF (approximately 9,101 AFY) of water into the FCGMA area, approximately 57 percent of which is delivered within the Camrosa boundaries, while the remainder is delivered to PVCWD (see Section III.F for details of the transfer and exchange program); see Worksheet 6.3b for further breakdown. Starting in FY2020, Camrosa began delivering recycled water from CamSan and CWRP to PVCWD along with Conejo Creek water. While recycled water does not accrue pumping credits as creek water does under the Conejo Creek Pumping Program (FCGMA Resolution 2014-01), recycled imports to the FCGMA area are included in this table.

Over the same period of time, Camrosa has extracted only 9,763 AF (744 AFY on average) from the FCGMA are of the PV Basin (see Table 6.1 for historical groundwater pumping details). Through FY2020, Camrosa's only extraction well in the FCGMA was Woodcreek Well; in September 2020, Camrosa added PV Well #2, which will increase extractions from the FCGMA in the years ahead.



**Worksheet 6.3a: Transfers and Exchanges of Water (AF)**

Nonpotable surface water diverted from Conejo Creek and transferred to PVCWD																		
	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Diverted from Conejo Creek	6,110	8,436	6,769	8,810	10,027	8,405	7,789	8,906	9,462	10,229	8,701	8,351	8,397	7,457	8,259	9,604	9,091	8,700
Used in Camrosa	136	1,852	2,326	2,567	3,241	3,154	4,025	4,475	3,744	4,061	4,930	5,736	5,109	4,962	4,988	5,849	4,373	3,988
Sent to PVCWD <sup>1</sup>	6,218	6,518	4,756	6,561	6,802	5,590	3,561	4,273	5,610	6,112	3,563	2,107	2,759	1,878	2,973	3,450	4,062	4,508
<sup>1</sup> Volumes reported here limited to nonpotable Conejo Creek water; does not include recycled water added to PVCWD in FY2020.																		

<sup>1</sup>Volumes reported here limited to nonpotable Conejo Creek water; does not include recycled water added to PVCWD in FY2020.

**Worksheet 6.3b. Camrosa Imports into the FCGMA (AF)**

	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	Sum	Avg.
<b>Nonpotable Deliveries within FCGMA</b>	6,359	4,234	5,041	6,301	6,725	4,294	2,946	3,531	2,475	3,713	4,215	4,773	6,123	<b>60,730</b>	<b>4,672</b>
Deliveries to FCGMA Area within Camrosa	769	673	768	691	613	731	839	772	597	740	765	711	802	<b>9,471</b>	<b>729</b>
Deliveries to FCGMA Area within PVCWD <sup>2</sup>	5,590	3,561	4,273	5,610	6,112	3,563	2,107	2,759	1,878	2,973	3,450	4,062	5,321	<b>51,259</b>	<b>3,943</b>
<b>Potable Deliveries to FCGMA (within Camrosa)</b>	6,308	5,561	4,655	4,329	4,443	4,849	4,914	4,206	3,693	3,407	4,252	3,403	3,557	<b>57,577</b>	<b>4,429</b>
<b>TOTAL</b>	<b>12,666</b>	<b>9,796</b>	<b>9,695</b>	<b>10,631</b>	<b>11,168</b>	<b>9,144</b>	<b>7,860</b>	<b>7,737</b>	<b>6,168</b>	<b>7,120</b>	<b>8,467</b>	<b>8,176</b>	<b>9,680</b>	<b>118,308</b>	<b>9,101</b>
<b>Ag</b>	7,789	5,280	5,840	6,907	7,383	5,076	3,533	4,014	1,515	1,384	1,742	1,199	1,356	<b>53,018</b>	<b>4,078</b>
<b>M&amp;I</b>	4,878	4,517	3,857	3,726	3,790	4,072	4,333	3,730	2,775	2,763	3,276	2,916	3,003	<b>47,636</b>	<b>3,664</b>
<b>Camrosa Extractions from FCGMA</b>	820	807	862	775	567	0	735	810	972	777	902	827	819	<b>9,673</b>	<b>744</b>

<sup>2</sup>Volumes reported here DO include recycled water deliveries to PVCWD beginning in FY2020.

Although the FCGMA does not account for imports into the basins under its jurisdiction, and the GSPs for the Pleasant Valley, Oxnard, and Las Posas basins do not adequately account for return flows and deep percolation/aquifer recharge, the District contends that deliveries to customers within the FCGMA boundaries contribute to the reliability of the basins. These imports represent water that Camrosa intends to recover for future supplies.

#### 6.2.4 Stormwater

Stormwater runoff in the westernmost portion of the District flows to the Calleguas Creek, while the rest of the District drains to the Conejo Creek. To the extent that rainfall does not overwhelm the Conejo Creek diversion structure, Camrosa captures stormwater runoff from the Santa Rosa Valley and points south, but the facility is often shut down during rain events, in part because demand falls to zero, and in part because the creek, draining the Santa Rosa Valley and much of the Conejo Valley, is flashy, and the diversion is often inundated, even after relatively low-volume rain events.

The District is in conversation with the County of Ventura's Watershed Protection District, and other interested parties, in developing stormwater capture programs at various points in the District, primarily along the Conejo Creek in Santa Rosa Valley, but as of 2020, stormwater does not constitute a source of supply.

#### 6.2.5 Wastewater and Recycled Water

10633 The plan shall provide, to the extent available, information on recycled water and its potential for use as a water source in the service area of the urban water supplier. The preparation of the plan shall be coordinated with local water, wastewater, groundwater, and planning agencies that operate within the supplier's service area.

(a) (Describe) the wastewater collection and treatment systems in the supplier's service area, including a quantification of the amount of wastewater collected and treated and the methods of wastewater disposal.

(b) (Describe) the quantity of treated wastewater that meets recycled water standards, is being discharged, and is otherwise available for use in a recycled water project.

As described above, Camrosa Water District has two separate nonpotable distribution systems, one that serves solely Title-22 recycled water directly from the Camrosa Water Reclamation Facility (CWRF), and the other which distributes nonpotable water comprising primarily surface water diverted from Conejo Creek.

#### (5) Recycled Water from Camrosa Water Reclamation Facility (CWRF)

Camrosa Water District owns and operates the 2.25 MGD Camrosa Water Reclamation Facility (CWRF). The tertiary-treated product is delivered directly to CSUCI and to surrounding growers as recycled irrigation supply before being sent for storage to Camrosa's storage ponds, which have a storage capacity of 300 AF.

The CWRF produces approximately 1,500 AF of tertiary-treated recycled water a year. Influent averages about 1.4 MGD. About two thirds of the tertiary-treated Tittle-22 water produced at the CWRF is delivered to agricultural customers, and the rest is delivered to California State University Channel Islands (CSUCI). In addition, Camrosa provides recycled water to properties outside the District boundaries. It is Camrosa's goal that all recycled water produced by the CWRF be put to beneficial use and that none be disposed of in any other way, and Camrosa has been so successful in this that the District has had to discharge to the Calleguas Creek only once since 2000; approximately 90 AF were discharged during the severe storms of winter 2005.

It is expected that moderate growth in wastewater flows will continue on campus over the next 20 years, until the campus reaches full build-out, and that there will be modest increases in flows as the sewered area of the District continues to grow. Accordingly, forecasts for recycled water contained in this document project a recycled water availability of 1,570 AFY through 2035.

In October 2019, the Los Angeles Regional Water Quality Control Board amended the District's waste discharge requirements (WDR) permit to re-rate the CWRP as a 2.25 MGD facility (with peak flows at 3.24 MGD). The last of the facility modifications necessary prior to re-rating was, originally, the expansion of the chlorine contact chambers. Camrosa's water quality department, however, proposed expanding the existing contact chambers' capacity by reducing the contact-time requirement. Disinfection regulations currently assume the use of chloramines, which require longer contact times, and the District's intention is to demonstrate the effectiveness of the facility, which employs free chlorine, to meet recycled water disinfection standards at a higher flow rate, eliminating the need to expand. To this end, the water quality department carried out a study to demonstrate equivalent 5-log removal of MS-2 bacteriophage virus at the existing and proposed re-rated capacity, and to define an operating strategy for the plant suitable for capacities up to 3.24 MGD as required by DDW. This study consisted of three phases of testing to accomplish the objective:

1. *Tracer Testing* to measure the actual modal contact time at different flow rates;
2. *Chlorine Demand Testing* to define the relationship between chlorine dose and free chlorine residual in the contactor at different flow rates; and
3. *Virus Seeding Tests* where the contactor was seeded with MS-2 bacteriophage and the disinfection kinetics were determined at different flow rates.

In the tracer testing, the reactor was dosed with a slug addition of sodium fluoride and monitored in-situ with ion selective electrodes. The modal contact time was observed to be very close to the theoretical value at the end of the contactor for four different flow rates, which indicates effective baffling. Advective-diffusion modeling found that the reactor is characterized by a high Peclet number ( $>16$ ), indicating that advection controls mass transport within the reactor.

In the chlorine demand testing, free chlorine was monitored along the contactor at three different doses, 6 mg/L, 8 mg/L, and 10 mg/L; and three different flow rates, 521 gpm, 781 gpm, and 1,125 gpm. This helped to characterize the chlorine demand and decay characteristics within the contactor under different flow conditions. The measured chlorine demand/decay ranged from 3.8 to 8.5 mg/L, leaving a final free residual from 0.7 to 5.3 mg/L. This test showed that it is possible to maintain an adequate free chlorine residual in the contactor while dosing between 6 and 10 mg/L. The range in measured demand/decay appear to be influenced by weather conditions (sunlight, temperature) and residence time.

In the virus seeding study, MS-2 bacteriophage and native total coliform bacteria were measured along the contactor, and their inactivation as a function of measured CT value was evaluated. At CT values above 25 mg-min/L, the contactor demonstrated compliance with the Title 22 requirements for disinfected tertiary recycled water. Results show  $>5.6$  log removal of MS-2 and  $<1.7$  CFU/100 mL total coliform for all experiments. A normalized kinetic value of 0.24 to 0.29 log-L/mg-min was observed for MS-2 removal, which is comparable to values reported in the literature.

Based on the results of this study, the disinfection process at the CWRP can produce disinfected tertiary recycled water at an average flow of 2.25 MGD and peak daily flow of 3.24 MGD. The target CT value will be 75 mg-min/L, applying a safety factor of three to the minimum value from the virus seeding data. Operating the plant at these higher flow rates and verifying compliance with applicable recycled water standards will require additional monitoring for chlorine residual at the reactor outlet box, ammonia at the reactor influent, and turbidity at the influent and the effluent of the reactor; revisions to the chlorine dosing strategy; and provisions for diversion of off-spec water.

Table 6-2 Retail: Wastewater Collected Within Service Area in 2020

Wastewater Collection			Recipient of Collected Wastewater		
Name of Wastewater Collection Agency	Wastewater Volume Metered or Estimated?	Volume of Wastewater Collected in 2020	Name of Wastewater Treatment Agency Receiving Collected Wastewater	Treatment Plant Name	Is WWTP Located Within UWMP Area?
Camrosa Water District	Metered	1,378	Camrosa Water District	Camrosa Water Reclamation Facility	Yes
<b>Total Wastewater Collected from Service Area in 2020:</b>		1,378			

#### (6) Recycled Water from Camarillo Sanitation District

The Camarillo Sanitary District (CamSan) was formed in 1955 to provide wastewater treatment for most of what is now the City of Camarillo. The treatment plant occupies a 20-acre site on Howard Road next to Conejo Creek within the Camrosa Water District boundaries. The plant currently treats about 4.0 million gallons of wastewater each day, with a maximum capacity of 6.75 million gallons. After primary treatment the wastewater undergoes tertiary treatment using an activated sludge treatment process and is then sent into secondary clarifiers and tertiary filters ultimately disinfected in a contact basin using chlorine. Dechlorination is accomplished with sulfur dioxide before the effluent is delivered for agricultural purposes or discharged to the Conejo Creek.

CamSan was under a time schedule order to comply with the salts requirement of its NPDES permit. Instead of treating the effluent and continuing to discharge to the creek, CamSan and Camrosa cooperated on constructing a recycled effluent interconnection pipeline to tee off of CamSan's effluent discharge pipeline to receive the city's surplus recycled water. As described above, Camrosa stores that water in one of its four storage ponds, which is dedicated to PVCWD deliveries, and delivers it to PVCWD on demand. Camrosa received \$600,000 in Proposition 84 grant funding towards this project. The current purchase agreement with CamSan only estimates an availability of 500-800 AFY for five years. The contract is renewable and Camrosa expects to do so at the end of the term, provided water is available. The city's use of their full production capacity is contingent on substantial expansion of their recycled water distribution system, and it is expected that recycled water will continue to be available during winter months beyond the five years.

**Table 6-3 Retail: Wastewater Treatment and Discharge Within Service Area in 2020**

Plant Name	Discharge Location Name	Discharge Location Description	Method of Disposal	Does Plant Treat Wastewater Generated outside Service Area?	Treatment Level	2020 volumes			
						Wastewater Treated	Discharged Treated Wastewater	Recycled Within Service Area	Recycled Outside of Service Area
CamSan	PVCWD	PVCWD service area	Land	No	Tertiary			0	689
CWRF	CWD PVCWD	CSUCI, four ag parcels; PVCWD ag	Land	No		1,449	1,366	523	504
HCTP	Conejo Creek	CWD ag/M&I; PVCWD ag	Land	No				3,840	4,508
Total						1,449	1,366	4,363	5,701

NOTES: The purchase agreement for CamSan water only estimates an availability of 500-800 AFY for five years. It is renewable and Camrosa expects to renew the agreement at the end of the term, should water still be available. CamSan recycled water is included in this table in 2020 as it comprised actual supply in that year (though for customers outside the service area), but not in the long-term supply projections in this UWMP.

**Table 6-4 Retail: Current and Projected Recycled Water Direct Beneficial Uses Within Service Area**

Name of Agency Producing (Treating) the Recycled Water:			Camrosa Water District & Camarillo Sanitary District				
Name of Agency Operating the Recycled Water Distribution System:			Camrosa Water District				
Beneficial Use Type	General Description of 2020 Uses	Level of Treatment	2020	2025	2030	2035	2040
Agricultural irrigation (CWRF)	Row crop	Tertiary	331	1,270	1,270	1,370	1,370
Agricultural irrigation (Conejo Creek) <sup>1, 3</sup>	Row crop	Tertiary	4,320	4,700	4,700	4,700	4,700
Agricultural irrigation (CamSan) <sup>2</sup>	Row crop	Tertiary	0	0	0	0	0
Landscape irrigation (CWRF)	CSUCI outdoor areas	Tertiary	192	200	200	200	200
Landscape irrigation (Conejo Creek) <sup>3</sup>	Various	Tertiary	1,105	1,240	1,240	1,240	1,240
<b>Total:</b>			<b>5,948</b>	<b>7,410</b>	<b>7,410</b>	<b>7,510</b>	<b>7,510</b>

NOTES: 1. Agricultural irrigation with Conejo Creek water within Camrosa service area includes deliveries to a section of the distribution system referred to as the "Blended Ag" area, in which creek water is blended with imported water to control for chlorides, primarily for customers growing avocados. That imported water accounts for the discrepancy between the Conejo Creek line in Table 6-3 and Conejo Creek deliveries here. Once blended, it is still delivered as "nonpotable" water.

2. The purchase agreement for CamSan water only estimates an availability of 500-800 AFY for five years. Camrosa expects to renew the agreement at the end of the term, should water still be available. CamSan recycled water is included in this table as it comprised actual supply in that year, though the entirety that Camrosa received was all delivered to PVCWD. It is currently not included in long-term projections in this UWMP, but the space is being reserved as a placeholder.

3. Conejo Creek water is an effluent-dominated stream composed primarily of tertiary-treated effluent from Hill Canyon Wastewater Treatment Plant augmented by flows from the north and south forks of the Conejo Creek. It is delivered as unregulated nonpotable surface water, but, as described above, is classed as recycled water for purposes of the UWMP.

## (7) Planned Versus Actual Use of Recycled Water

10633 (e) Provide a description of the actual use of recycled water in comparison to uses previously projected pursuant to this subdivision.

Table 6-5 Retail: 2015 UWMP Recycled Water Use – 2020 Projection Compared to 2020 Actual		
Use Type	2015 projection for 2020	2020 actual use
Agricultural irrigation	5,410	4,651
Landscape irrigation	1,560	1,297
<b>Total</b>	<b>6,970</b>	<b>5,948</b>

## (8) Actions to Encourage and Optimize Future Recycled Water Use

10633 (f) (Describe the) actions, including financial incentives, which may be taken to encourage the use of recycled water, and the projected results of these actions in terms of acre feet of recycled water used per year.

(g) (Provide a) plan for optimizing the use of recycled water in the supplier's service area, including actions to facilitate the installation of dual distribution systems, to promote recirculating uses, to facilitate the increased use of treated wastewater that meets recycled water standards, and to overcome any obstacles to achieving that increased use.

### Rate Incentives

In order to encourage the use of recycled and nonpotable water within the District, significant price incentives were initially established, especially for those along the Conejo Creek who forfeited their riparian rights in order to provide Camrosa a measure of predictability with regard to creek volume.

In 2019, Camrosa completed an in-depth rate study, the result of which was a five-year rate forecast, with annual increases effective July 1. Worksheet 6.5 provides rates for last year, this year, and next. One intention of the rate study was to make the potable and non-potable/recycled enterprises accurately reflect the cost of service of each enterprise by 2023, and the non-potable/recycled water rates have increased at accelerated rates versus the potable to make that possible.

<b>Worksheet 6.5: Rate Structure</b>				
<b>Potable Water Service</b>	<b>July 2020</b>	<b>July 2021</b>	<b>July 2022</b>	<b>July 2023</b>
Residential (first 12 units)	3.47	3.61	3.81	4.01
Residential (13 unites and up)	3.82	4.01	4.22	4.45
Commercial/Industrial/Public	3.82	4.01	4.22	4.45
Municipal/Residential Irrigation	3.82	4.01	4.22	4.45
Fire Service/Other	3.82	4.01	4.22	4.45
Agricultural Irrigation	3.82	4.01	4.22	4.45
Temporary Construction/ Agricultural	5.29	5.60	5.88	6.17
Temporary Municipal	5.29	5.60	5.88	6.17
Emergency Water Service	5.29	5.60	5.88	6.17
Commercial/Industrial/Public Out of Bounds	5.29	5.60	5.88	6.17
Residential Out of Bounds (first 12 units)	5.29	5.60	5.88	6.17
<b>Nonpotable / Recycled Water</b>	<b>July 2020</b>	<b>July 2021</b>	<b>July 2022</b>	
Nonpotable Commercial Agricultural	2.08	2.19	2.40	2.59
Nonpotable Landscape Irrigation Water	2.08	2.19	2.40	2.59
Nonpotable Residential Landscape	2.08	2.19	2.40	2.59
Nonpotable Temporary Construction	2.08	2.19	2.40	2.59
Nonpotable Contractual Agricultural	0.61	–	–	–
Blended Nonpotable Agricultural				3.67
Recycled Commercial Agricultural	2.08	2.19	2.40	2.59
Recycled Landscape Irrigation	2.08	2.19	2.40	2.59
Recycled Water (Served Outside District)	2.08	2.19	2.40	2.59
Recycled Contractual Agricultural	0.40	–	–	–

### (9) Dual Outdoor Plumbing

Per Camrosa Board of Directors Resolution 01-07, adopted by the Board on July 12, 2001, all developments shall install a dual water system consisting of separate potable and nonpotable waterlines, in order to encourage, or at least allow for, the use of nonpotable/recycled water to meet outdoor irrigation demands. There are several housing tracts in the District that have installed dual irrigation systems that still do not have access to nonpotable/recycled water, but the policy remains in place given how much less onerous the installation of a secondary system is prior to the installation of roads, sidewalks, lawns, landscaping, other utilities, etcetera, and the optimism that at some point the District will secure sufficient quantities of nonpotable water to provide nonpotable irrigation water to those who have secondary systems.



Table 6-6 Retail: Methods to Expand Future Recycled Water Use			
Provide page location of narrative in UWMP			
Name of Action	Description	Planned Implementation Year	Expected Increase in Recycled Water Use
None	NA	NA	NA
<b>Total</b>			<b>0</b>

### 6.2.6 Desalinated Water Opportunities

10631 (h) Describe the opportunities for development of desalinated water, including, but not limited to, ocean water, brackish water, and groundwater, as a long-term supply.

Camrosa currently has one brackish water desalter in operation and is interested in the region pursuing ocean desalination. Callegus Municipal Water District's capital investment in the Salinity Management Pipeline (SMP) makes desalination within the Camrosa service area possible. Camrosa was the first paying customer on the SMP; the City of Camarillo is building a brackish groundwater desalter that is expected to go online in 2021.

#### (10) Round Mountain Water Treatment Plant

The Round Mountain Water Treatment Plant (RMWTP), a 1 MGD brackish water desalination facility, produces water from a semi-confined collection of the uppermost water-bearing units overlying the eastern reaches of the DWR-defined extent of the Pleasant Valley Basin, outside the boundaries of the Fox Canyon Groundwater Management Agency. The shallow zone at one time supplied area farmers and the Camarillo State Hospital, but by the late 1970s, its quality had degraded to the point that it was unsuitable for use, for either potable or agricultural irrigation. In 1981, the state contracted with Camrosa to supply water to the site, which has since been transformed into California State University Channel Islands. With the introduction of imported water, aquifer quality degradation accelerated, and today TDS levels exceed 1,500 mg/L.

Concerns over the reliability of State Water Project water—due, most recently, to climatic, legislative, and environmental drought in the Delta—and its steadily rising cost, Camrosa has made increasing its reliance on local supply sources one of our primary strategies. In the fall of 2010, Camrosa applied for state funding for the RMWTP in Round One of The Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84), and received \$2.3 million toward the construction of the \$6.8 million plant, which began in 2013.

Raw water is pumped from the University Well, which Camrosa rehabilitated in 2012-2013. Naturally occurring iron and manganese require pretreatment filtration prior to the raw water entering two skid-mounted reverse-osmosis membrane arrays. Process water is mixed with a side stream from the pretreatment filters, chlorinated, injected into a tank, and ammoniated after leaving the tank before being injected into the potable distribution system. Brine concentrate is discharged to the Salinity Management Pipeline built by Calleguas Municipal Water District, which drains to an ocean outfall in Port Hueneme.

Operational issues and well rehabilitation have kept the plant from running continuously since coming online in 2014, but when it's up and running, it runs between 72-75 percent recover (design was 75 percent), producing as much as 868 AFY in one year. Water levels appear stable and since retrofitting the iron and

manganese filters and rehabilitating the well, the District expects production to be more consistent in the future.

### **(11) Santa Rosa Basin Desalter**

As discussed in Section 6.2, the Santa Rosa Basin is impaired for nitrates, and much of the groundwater Camrosa pumps from the basin is blended with imported water for quality control. Treating Santa Rosa Basin groundwater for nitrates would allow Camrosa to discontinue blending SWP water, further reducing our reliance on the Delta. New local potable resources being developed elsewhere in the District (the RMWTP, new wells in the PV Basin), would offset the volume lost by the discontinuation of SWP water. Obviously, cost is a significant consideration, and Camrosa has not seriously begun feasibility studies. Calleguas has done preliminary design work on rerouting the SMP down the Santa Rosa Valley but is deferring any serious design until Camrosa has a more viable project. The Arroyo Santa Rosa GSP will be instrumental in evaluating the costs and benefits of a Santa Rosa desalter.

Currently the Conejo Wellfield is offline as a GAC treatment plant is constructed to remove 1,2,3–trichloropropane in exceedance of the 2018 MCL of 5 ppt. As discussed in Section 7.1.2, there exist significant potential regulatory constraints on Santa Rosa Basin water—and all Camrosa’s groundwater sources. Once that treatment plant is brought online and provided the Department of Drinking Water can establish some clarity regarding future water quality regulations, further treatment in Santa Rosa, including desalination, will again be given serious attention.

### **(12) Ocean Desalination**

In 2015, Calleguas Municipal Water District completed an initial study into a 150-200 AFD ocean desalination facility. Their initial conclusion was that at upwards of \$2.3 billion, it was not a cost-effective solution to shoring up unstable SWP supplies. Instead, such undertakings as increasing local storage capacity, adding groundwater pumping capacity, stormwater capture, groundwater storage-and-recovery programs, expanding recycled water use, encouraging water use efficiency measures were all proposed as options that should be exhausted before the last resort of ocean desal is pursued further. To that end, Calleguas is pursuing a comprehensive Water Supply Alternatives Study. Camrosa’s philosophy, however, is that, as an entity whose sole purpose is to provide water for our customers to use however they like, securing supply and protecting it against drought and the vagaries of climatic, legislative, and political whim is of the utmost importance to Camrosa. Camrosa has no plans to pursue ocean desalination independently, but is certainly interested in any regional efforts that enhance supply stability.

## **6.2.7 Exchanges or Transfers**

10631 (d) Describe the opportunities for exchanges or transfers of water on a short-term or long-term basis.

The Conejo Creek Water Pumping Program, which provides for the transfer of FCGMA pumping credits in the Pleasant Valley Basin from PVCWD to Camrosa in exchange for Conejo Creek surface water, is described in Section 6.2.

### 6.2.8 Future Water Projects

10631 (g) ...The urban water supplier shall include a detailed description of expected future projects and programs...that the urban water supplier may implement to increase the amount of the water supply available to the urban water supplier in average, single-dry, and multiple-dry water years. The description shall identify specific projects and include a description of the increase in water supply that is expected to be available from each project. The description shall include an estimate with regard to the implementation timeline for each project or program.

Camrosa's 2015 UWMP describes a third well in the PV Basin to increase the District's ability to produce pumping allocations accrued as part of the Conejo Creek Pumping Program (FCGMA Resolution 2014-01). The motivation for such a well remains, but Camrosa does not plan on drilling another well until there is more available data in that portion of the basin.

The District's long-term water supply reliability planning includes increasing our groundwater management capability through groundwater recharge. Camrosa is investigating additional recycled supplies and projects, including the feasibility of recharging the Santa Rosa Basin with creek water and/or recycled water. An informal pilot recharge program was undertaken in August 2013 with discharge from the Penny Well, a potable water well that was placed online in 2017 (see Section 6.2.1(3)). Well product was discharged into the Arroyo Santa Rosa, and Camrosa staff performed a rudimentary study to observe the relationship between streamflow and percolation along the arroyo. Although simple, the study showed favorable results in flow characteristics and percolation rates. Over a 30-day period, flows varied between 280 and 400 GPM, and systematically increased in length and width, but only up to a point, and did not progress farther than approximately 1,400 feet from the initial discharge point. Recharge would dramatically improve Camrosa's ability to adaptively manage the Santa Rosa Basin. While initial investigations are promising, a more comprehensive technical and environmental study would be required before pursuing a recharge project further, then a full environmental review and facility design and construction, likely putting a recharge project at least five years out.

Once groundwater recharge feasibility is assessed and a project developed, Camrosa will evaluate constructing a groundwater desalter to treat for the nitrates that impair the Santa Rosa Basin, clean up the basin, discontinue the blending with imported water that is currently necessary, and increase Camrosa's self-reliance. The size of this desalter will be dependent on the results of groundwater recharge in the Santa Rosa Basin. It is possible that the District may determine to move ahead with a desalter without recharge; given the regulatory environment of the early 2020s, where more constituents are monitored and detection limits (and therefore MCLs) can be ever lower, it may turn out that desalination provides the best treatment options.

One of the challenges posed by recycled water supplies for outdoor/landscaping/agricultural irrigation is that it continues to be available during periods of low demand, such as cool and/or wet days. Without sufficient storage to retain the constantly generated supply of recycled water, districts often lose out on potential supplies. On the other hand, they are not supplies whose production can be cranked up, so during the hot summer months, without sufficient storage demands can quickly outpace supply production. Both these situations affect Camrosa; the Conejo Creek and the CWRP continue to produce recycled water around the clock, and while we never have to discharge recycled water produced at the CWRP, we often are forced to let Conejo Creek supplies stay in the creek and bypass our diversion facility for lack of a reservoir in which to store them. To that end, Camrosa is investigating the construction of additional nonpotable/recycled water storage. In 2015, Camrosa had initial discussions with CSUCI to expand the District's existing ponds on/near CSUCI/state property. Changes in leadership at the university have slowed and altered that conversation, but in 2020, the District and CSUCI reinitiated contact. PVCWD may also be interested in pursuing additional storage and Camrosa is actively working with that organization to explore possibilities.

Stormwater capture has long been a project of interest in the Santa Rosa Valley, as it is steep, narrow, and has well defined arroyos. Camrosa has begun investigating the development of a stormwater capture program, for retention, recharge or both, with various entities in the area, including the County of Ventura Watershed Protection District, and the City of Thousand Oaks. Supply augmentation would depend on a number of variables, including the size and nature of the retention, project placement, permeability of the basin, and, most critically, the number and size of rain events from year to year. Camrosa is confident, however, that it would be a beneficial project to protect and augment Santa Rosa Basin groundwater resources.

Table 6-7 Retail: Expected Future Water Supply Projects or Programs					
Name of Future Projects or Programs	Joint Project?	Description (if needed)	Planned Implementation Year	Planned for Use in Year Type	Expected Supply Increase (AFY)
Santa Rosa Basin Groundwater Recharge	Possibly; CMWD	Recharge the Arroyo Santa Rosa Basin	Unknown; conceptual	Average Year	unknown
				Single-Dry Year	
				Multi-Dry Year	
Santa Rosa Basin Groundwater Desalination	Yes; CMWD (SMP)	1 MGD Reverse-Osmosis facility	Unknown; conceptual	Average Year	None; water quality project
				Single-Dry Year	
				Multi-Dry Year	
Pleasant Valley Well #3	No	1,000 gpm drinking water well	Unknown; conceptual	Average Year	1,500
				Single-Dry Year	
				Multi-Dry Year	
Recycled Water Storage	Possibly: CSUCI, PVCWD, others?	Surface storage pond expansion/construction	Unknown; conceptual	Average Year	1,000-3,000 AF
				Single-Dry Year	
				Multi-Dry Year	
Stormwater Capture in Santa Rosa Valley	Yes; Ventura County WPD, City of Thousand Oaks, others	Retention/recharge basin	Unknown; conceptual	Average Year	TBD
				Single-Dry Year	
				Multi-Dry Year	

## 6.2.9 Summary of Existing and Planned Sources of Water

10631 (b) Identify and quantify, to the extent practicable, the existing and planned sources of water available to the supplier over the same five-year increments described in subdivision 10631(a).

(4) (Provide a) detailed description and analysis of the amount and location of groundwater that is projected to be pumped by the urban water supplier. The description and analysis shall be based on information that is reasonably available, including, but not limited to, historic use records.

Table 6-8 Retail: Water Supplies — Actual			
Water Supply	Additional Detail on Water Supply	2020	
		Actual Volume	Water Quality
Purchased or Imported Water	SWP imported via Calleguas	5,873	Drinking Water
Potable Groundwater	Pleasant Valley, Santa Rosa, Tierra Rejada Basins (not RMWTP)	1,763	Drinking Water
Desalinated Water	RMWTP: brackish groundwater	628	Drinking Water
Recycled Water	CWRF+Conejo Creek nonpotable	5,948	Recycled Water
<b>Total</b>		<b>14,212</b>	

Camrosa's allocation from Calleguas Municipal Water District varies slightly every year, but is usually around 9,000 AFY. The 7,900 AFY used for projected supplies in Table 6-9 is a "not-to-exceed" goal the District set for itself in 2008, the last time the District's Strategic Plan was fully updated. At that point, demands were still high, and we had yet to transfer all the demand off the potable system onto the nonpotable system that we could, and 7,900 AFY seemed like a reasonable goal. Since then, Camrosa has developed more local resources, and, combined with reduced demands especially over the last couple years of drought, has not approached purchases of 7,900 AFY. Nevertheless, Camrosa continues to use 7,900 AFY as projected available supplies; this allows us to continue recognizing the need to transfer off imported supplies, while also providing a conservative level of imports to function within.

Potable groundwater pumping was limited to 2,391 AF in 2020 as operational difficulties kept several wells from producing at full capacity, in particular the Conejo Wellfield, which is completely offline while a GAC treatment plant is being built. Future available groundwater supplies (both potable and nonpotable) are projected to be 8,700 AFY. This number represents production goals of historical high production in Santa Rosa Basin, the addition of a second, 1,400 gpm well in the Fox Canyon Aquifer of the Pleasant Valley Basin to compliment Woodcreek Well's 900 AFY production capacity, and the 1 MGD RMWTP.

A second brackish groundwater desalter, this one located in the Santa Rosa Valley, would not necessary increase supply availability on an annual basis, but rather improve water quality and increase self-reliance in



the case of a long-term imported water supply outage. Given this, and that it is still in the conceptual phase, it is not included in future supplies.

Recycled water estimates include the approximate average of 1,200 AFY from CWRP and 9,000 AFY of available diversions from the Conejo Creek. While diversions from the Conejo Creek have exceeded this number—and have been as high 10,229 in FY2021—the ten-year average is 8,621 AFY (which we round up to 9,000). Lastly, as described in Section 6.5.2, Camrosa expects up to 500 AFY of recycled water from CamSan for five years. Since the project began, all CamSan water has been delivered to PVCWD and none used within the Camrosa service area. While it is likely that more water than 500 AFY will be made available, and for longer than five years, the current term only estimates 500-800 AFY of water availability for five years, so it has not been added as a supply source on Table 6-9.

Table 6-9 Retail: Water Supplies — Projected					
Water Supply	Additional Detail on Water Supply	Projected Water Supply (Potable and Nonpotable) <i>Report To the Extent Practicable</i>			
		2025	2030	2035	2040
		Reasonably Available Volume	Reasonably Available Volume	Reasonably Available Volume	Reasonably Available Volume
Purchased or Imported Water	SWP imported via Calleguas Municipal Water District	7,900	7,900	7,900	7,900
Groundwater	Santa Rosa, Pleasant Valley (Fox Canyon Aquifer), Tierra Rejada Basins	7,700	7,700	7,700	7,700
Desalinated Water	RMWTP full capacity (1 MGD) (Shallow PV Basin outside FCGMA)	1,000	1,000	1,000	1,000
Recycled Water	CWRP (1,200) + Conejo Creek nonpotable (8,621)	10,200	10,200	10,200	10,200
<b>Total</b>		<b>26,800</b>	<b>26,800</b>	<b>26,800</b>	<b>26,800</b>

### 6.2.10 Climate Change Impacts to Supply

The Department of Water Resources' *Handbook for Regional Water Planning* describes the next 100 years as a period of increased global warming that will have significant impacts on water resources across the state. According to this climate model, Southern California is projected to warm between two and eight degrees Fahrenheit above averages seen around the year 2000. Warmer springs would likely lead to decreased snow accumulation in the Sierra Nevada, the principal supply for the SWP and Camrosa's primary source of imported water. Earlier and faster snowmelt would reduce the amount of capturable runoff. Warmer summers mean higher irrigation demand, which would be increasingly difficult to meet should imported demands become more strained. Under this model, local agencies will rely more and more on groundwater resources, which will already be stressed themselves in response to longer, hotter dry periods, as recharge events are fewer and farther between. As groundwater levels fall and stay overdrafted, the quality of the water that remains often degrades, as well. Wildfires are projected to occur more frequently, and be more intense, requiring greater storage and conveyance capacity, putting watershed health could suffer as a result of increased erosion, and threatening agricultural fields themselves.

Although the District has no facilities along the coast, the Conejo Creek structure, CWRP and RMWTP are on the bank of the Conejo and Calleguas Creeks. The former is built to be submersible, and is often inundated during rain events, and the other two facilities were built at elevations above the 100-year flood line. The Conejo Creek is the only perennial stream in the Calleguas Creek Watershed, and the volume of water it carries, originating as it does at the HCTP, is unlikely to be so adversely affected by drought that the health of the stream would suffer.



Whether the changes forecasted by current models will affect the types of crops agricultural customers within the District grow, or the irrigation techniques they use to grow them, or the land-use practices regulated by the government, or cultural practices adopted and implemented by the people, is difficult to anticipate; Camrosa's position is to serve our customers as much water as they need and are willing to pay for, and the alternatives to drought-susceptible resources we have developed over the course of the last 20 years and have planned for the next 20 will go a long way in meeting whatever future grower demands might be.

### 6.3 Energy Intensity

Water Code 10631.2. (a)

In addition to the requirements of Section 10631, an urban water management plan shall include any of the following information that the urban water supplier can readily obtain:

- (1) An estimate of the amount of energy used to extract or divert water supplies.
- (2) An estimate of the amount of energy used to convey water supplies to the water treatment plants or distribution systems.
- (3) An estimate of the amount of energy used to treat water supplies.
- (4) An estimate of the amount of energy used to distribute water supplies through its distribution systems.
- (5) An estimate of the amount of energy used for treated water supplies in comparison to the amount used for nontreated water supplies.
- (6) An estimate of the amount of energy used to place water into or withdraw from storage.
- (7) Any other energy-related information the urban water supplier deems appropriate.

The operational energy intensity is the total amount of energy used by the urban water supplier on a per-acre-foot (AF) basis to distribute water to its customers. The operational energy intensity was calculated according to the methodology and guidance provided in Appendix O of the 2020 Urban Water Management Plan Guidebook. The calculations are based on the Total Utility Approach that reports a single energy intensity for all water management operations for a reporting period of one year. However, the calculations do not include the water energy intensity upstream from the SWP or Metropolitan Water District because those calculations will be provided in the wholesaler agency's 2020 UWMP.

The total energy consumption and volume of potable water delivery is presented in Table 6-10 below. Currently, Camrosa does not produce hydropower so the data for the non-consequential hydropower is not provided. As of 2020, the energy intensity (kWh/AF) is 456.7.

Table 6-10: Energy Intensity — Total Utility Approach				
Start Date for Reporting Period	8/1/2019	Urban Water Supplier Operational Control		
End Date	7/30/2020	Sum of All Water Management Process	Non-Consequential Hydropower	
		Total Utility	Hydropower	Net Utility
Volume of Water Entering Process (AF)		7,692	N/A	N/A
Energy consumed(kWh)		3,513,551	N/A	N/A
<b>Energy Intensity (kWh/AF)</b>		456.7	N/A	N/A

## 7 Water Supply Reliability Assessment

### 7.1 Introduction

The potential issues that could result in reduction of the amount of water supply from each of the Water Supply Sources identified in Section 6 are discussed below. Projected demands discussed in Section 4 indicate future water use will remain fairly constant over the planning horizon. Changes in available supply, however, are subject to both significant and gradual changes in environmental factors, water quality, and/or the climate. Where water contracts exist with urban wholesalers or other retailers, it is the District's policy to renew or extend these current agreements or search out alternative sources far enough in advance to offer ample opportunity to ensure supply prior to the current agreement's expiry. Large-scale conservation and other Demand Management Measures are discussed in Section 9.

### 7.2 Water Service Reliability Assessment

#### Water Code Section 10635(a)

Every urban water supplier shall include, as part of its urban water management plan, an assessment of the reliability of its water service to its customers during normal, dry, and multiple dry water years. This water supply and demand assessment shall compare the total water supply sources available to the water supplier with the long-term total projected water use over the next 20 years, in five-year increments, for a normal water year, a single dry water year, and a drought lasting five consecutive water years. The water service reliability assessment shall be based upon the information compiled pursuant to Section 10631, including available data from state, regional, or local agency population projections within the service area of the urban water supplier.

#### 7.2.1 Constraints on Water Sources

#### Water Code section 10631 (b)(1)

A detailed discussion of anticipated supply availability under a normal water year, single dry year, and droughts lasting at least five years, as well as more frequent and severe periods of drought, as described in the drought risk assessment. For each source of water supply, consider any information pertinent to the reliability analysis conducted pursuant to Section 10635, including changes in supply due to climate change.

The District's potable water is entirely composed of a blend of State Water Project (SWP) water imported from its wholesaler, Calleguas Municipal Water District, and raw well water from a number of local water basins and aquifers. Raw well water is chlorinated, and, in some cases directly injected into the distribution system. In others, to reduce chlorides, nitrates, and other constituents that exceed or approach maximum contamination levels (MCLs) in order to meet drinking water standards, raw water is blended with imported water, or, in the case of the RMWTP, treated by reverse osmosis. Constraints for each potable source are discussed below. A discussion of potable water constraints would be incomplete without a consideration of recycled and nonpotable surface water served by the District, which is therefore also included below.

#### (1) Imported Water from Calleguas

Camrosa depends exclusively upon Calleguas Municipal Water District (CMWD) for its imported potable water supply, which in FY2019-20 constituted roughly 60 percent of the District's total potable supply, primarily because the Conejo Wellfield was offline due to TCP contamination. When the wellfield is in normal operation,

imported water represents about 40 percent of potable supply; a ratio Camrosa intends to lower further by 2025. The District is unlikely to ever roll off of Calleguas water completely, however, and the reliability of Camrosa's potable distribution system is therefore dependent upon the reliability of Calleguas.

The primary threat to Camrosa's supply of imported water therefore mirrors Calleguas's and Metropolitan's: the relative health of and ability to convey water from the Sacramento-San Joaquin Delta. Whether seismic, climatic, litigatory, or legislative, the myriad vulnerabilities of the State Water Project and the Colorado River Aqueduct seem to increase by the year. One of the ways Metropolitan attempts to mitigate these vulnerabilities is through the Local Resource Program, which helps retailers fund local resource development that shifts demand off Metropolitan and/or shaves peak demands. Calleguas has somewhat followed suit, pursuing its own Water Supply Alternatives Study, which investigates the benefits of funding similar programs in the Calleguas area. Camrosa has availed itself of Metropolitan LRP money on several occasions (the Conejo Creek project and the RMWTP) and is actively working with Calleguas on identifying possible projects for collaboration.

## **(2) Groundwater**

Camrosa overlies the entirety of the Santa Rosa groundwater basin, the majority of the Tierra Rejada Basin, and portions of the Pleasant Valley Basin, Oxnard Subbasin, and Las Posas Basin. Portions of Santa Rosa, Las Posas, Pleasant Valley, and Oxnard also fall under jurisdiction of the Fox Canyon Groundwater Management Agency (FCGMA). Camrosa operates wells in the Santa Rosa, Pleasant Valley, and Tierra Rejada basins; constraints and water quality of each are discussed below.

### Tierra Rejada Basin

The watershed area that recharges the Tierra Rejada Basin covers roughly 4,500 acres. The Tierra Rejada Basin itself is 1,900 acres in size, about two-thirds of which lie within Camrosa Water District boundaries. The District operates one well within this basin and in 2020 extracted 289 AF of water. The Tierra Rejada Well water quality meets or exceeds all California Title 22 Water Quality standards and may be placed into the distribution system without any further blending or treatment beyond standard disinfection. Camrosa is considering lowering the bowl and pump on the well to increase production.

### Santa Rosa Basin

The Santa Rosa Groundwater Basin underlies about 3,800 acres (5.9 square miles) and is wholly contained within the District boundaries. In its westernmost one-fifth, the Santa Rosa Basin overlies the Fox Canyon Aquifer and is within the boundaries of the Fox Canyon Groundwater Management Agency (FCGMA). The area is clearly defined by the Bailey Fault, with apparent differences in groundwater levels between the eastern and western areas of the basin. The area west of the Bailey Fault comes under the jurisdiction of the Fox Canyon Groundwater Management Agency. Under the Sustainable Groundwater Management Act (SGMA) the area east of the Bailey Fault will fall under the jurisdiction of the Arroyo Santa Rosa GSA, which is a Joint Power Association (JPA) between Camrosa Water District and the County of Ventura. Work on the GSP began in 2020 and is anticipated to be complete in 2022.

Within the area of the basin east of the Bailey Fault, the District operates seven wells, five of which contribute to the potable system and three of which supplement Conejo Creek water in the nonpotable system. In 2020, Camrosa extracted a combined 655 AF of groundwater from the basin. The Santa Rosa Basin is impaired by nitrates, and groundwater extracted from the Conejo Wellfield, a cluster of four wells and the District's largest groundwater source, regularly exceeds the maximum contaminate level (MCL) for Nitrate of 45 mg/L and must be blended down with imported Calleguas Municipal Water District water. The blend ratio of imported water to groundwater at the Conejo Wellfield is currently one to one. With a combination of drought, surrounding agriculture, and periodic rains, the nitrate levels in these wells can vary. In 2018, the State Water Resources Control Board promulgated a new MCL for 1,2,3-trichloropropane (TCP), a synthetic organic compound that was an impurity in certain soil fumigants used in agriculture, of 5 ppb. Upon testing, it was discovered above the MCL in three of the wellfield's four wells, which were promptly taken offline. The fourth well was removed from service in early 2020. After an initial, ultimately unsuccessful attempt to resolve the TCP issue with blending, which turned out to be an ineffective strategy due to the very low MCL for TCP and

the District's inability to meet its blend plan objectives, Camrosa is now constructing a granular activated carbon (GAC) treatment plant to treat for the TCP. The plant is expected to be completed in FY2021-22. The wellfield will remain off until that time.

### Pleasant Valley Basin

Two wells currently produce from the Fox Canyon Aquifer of the PV Basin: the longstanding Woodcreek Well and PV Well #2 completed in 2020, both located at Woodcreek Park in the Mission Oaks area of Camarillo. The District has a historical allocation of 806.36 AFY within the basin, but concurrently with the development of a groundwater sustainability plan, the FCGMA initiated a new allocation system in October 2020. Camrosa's new allocation is 690.04 AFY. Camrosa has petitioned for a variance due to the Woodcreek well being down for repairs and rehabilitation for 18 months during the baseline used to establish the new allocation. Camrosa submitted its variance request for a new allocation of 791.35 AFY in May 2020; as of this writing, the variance is still under consideration at the FCGMA. Whatever the final allocation comes out to be, Camrosa uses its historical allocation first, then draws down the credits received as part of the Conejo Creek Pumping Program. As of December 31, 2020, Camrosa has delivered 22,071 AF of creek water to PVCWD, accruing a commensurate number of credits; in the same period, Camrosa has used 924.87 AF of credits. A new well is being constructed in the Pleasant Valley Basin to take advantage of Camrosa's accrued credits; it came online in September 2020, outside the scope of this UWMP.

The accrual of credits through the transfer of nonpotable water to PVCWD under the Conejo Creek Pumping Program is codified by FCGMA Resolution 2014-01; the continued viability of those credits depends on the continuity of that resolution.

Camrosa operates a third well in the PV Basin, the University Well, as raw water for the Round Mountain Water Treatment Plant, a 1 MGD reverse osmosis desalination facility. The well is located outside the FCGMA boundary and produces from an area characterized by loosely connected shallow zones. In 2020, the District extracted 874 AF of raw groundwater from the University Well and netted 659 AF of finished potable water from the facility. The water quality in this well exceeds the Title 22 MCL's in TDS, Sulfate, Iron, Manganese, Nitrate, Chloride, and Hardness. The RMWTP's primary purpose is to reduce these constituents to and produce high-quality drinking water; in doing so, the plant also removes salts from the watershed, via the Calleguas Salinity management Pipeline, which discharges brine to the ocean. The SMP is critical to the RMWTP's operation; the plant cannot operate without the brine line and is therefore only as reliable as the SMP. Since its start in August 2014, and through the drought, the University Well did not experience a significant decrease in the water table level. Given its chemical makeup, the raw water the University Well produces is fairly aggressive, and in 2021, the University Well casing was pulled due to extensive corrosion and replaced with stainless steel. The RMWTP is run year-round and has redundant systems that allow it to produce water at half capacity when one of the two treatment trains requires repair or maintenance.

There is some disagreement between Camrosa and the FCGMA over from which hydrogeological units the University Well draws. The two organizations have agreed to jointly study the basin in order to better establish the well's source. This effort is anticipated to begin summer 2021 and be complete by the OPV GSP five-year update (2025).

### **7.2.2 Year Type Characterization**

Camrosa's Tier One allocation with Calleguas Municipal Water District is 7,900 AFY; the District hasn't purchased more than that since 2008. Given the transfer of significant potable demand onto the nonpotable system and the ongoing development of local resources, the District does not anticipate purchasing that much again. Local groundwater supplies in the District's service area are pumped at rates that are sustainable even in multiple-dry year scenarios.

The base years in Table 7.1 below were selected from rainfall data compiled by the California Irrigation Management Information System (CIMIS), from rain gauge stations at Camarillo. 2013-2017 have proven to

be five of the driest consecutive years in recent history. In 2013, there was 3.72 inches of rain; 2014, 6.31 inches; and in 2015, 4.01 inches; 2016, 8.89 inches; 2017, 6.24 inches. Following this dry period were several years of relatively wetter periods. In 2018, there was 9.88 inches of rain; 2019, 24.54 inches of rain; 2020, 10.08 inches of rain. 2011 was selected as the average base year as the amount of precipitation was normal at approximately 11.28 inches. 2007 was selected as a single dry year as the amount of precipitation for that year was 5.25 inches while the average rainfall from 2005 to 2009 was 13.37 inches.

Calleguas Municipal Water District and Metropolitan Water District project undiminished supplies even after multiple dry years. Camrosa's groundwater sources are managed to provide reliability under a variety of circumstances. The ten-year average for groundwater production (delivered in both the potable and nonpotable systems) is 4,400 AFY. For the planning horizon, production goals including existing, new, and recently rehabilitated wells is 8,700 AFY (see Table 6-9). Wastewater and nonpotable creek flows are dependent on indoor water use; given that no supply reductions are anticipated, no impact to recycled and nonpotable supplies are anticipated.

Taken together, the District's various sources of supply are considered reliable, and do not compromise the District's ability to provide water in multiple-dry-year scenarios.

**Table 7-1 Retail: Basis of Water Year Data**

Year Type	Base Year	Supply Type					
		Imported		Groundwater		Recycled/ NP Surface	
		Volume Available	% of Average Supply	Volume Available	% of Average Supply	Volume Available	% of Average Supply
Average Year**	2011	7,900	100%	8,700	100%	11,229	100%
Single-Dry Year	2007	7,900	100%	8,700	100%	11,229	100%
Consecutive Dry Years 1st Year	2013	7,900	100%	8,700	100%	11,229	100%
Consecutive Dry Years 2nd Year	2014	7,900	100%	8,700	100%	11,229	100%
Consecutive Dry Years 3rd Year	2015	5,588*	70.7%	8,700	100%	11,229	100%
Consecutive Dry Years 4th Year	2016	7,900	100%	8,700	100%	11,229	100%
Consecutive Dry Years 5th Year	2017	7,900	100%	8,700	100%	11,229	100%
NOTES: *Reduction from Calleguas Municipal Water District due to 2015 drought condition, which coincides with the third and following years of a multiple-dry-year scenario.							
**Average Year groundwater pumping replaced here with production goals for future supply analysis.							

### 7.2.3 Water Service Reliability

#### Water Code Section 10635(a)

Every urban water supplier shall include, as part of its urban water management plan, an assessment of the reliability of its water service to its customers during normal, dry, and multiple dry water years. This water supply and demand assessment shall compare the total water supply sources available to the water supplier with the long-term total projected water use over the next 20 years, in five-year increments, for a normal water year, a single dry water year, and a drought lasting five consecutive water years. The water service reliability assessment shall be based upon the information compiled pursuant to Section 10631, including available data from state, regional, or local agency population projections within the service area of the urban water supplier.

Table 7.2 through 7.4 below provide supply and demand projections through 2040 for normal year, single dry year, and multiple-dry-year conditions. Projections show that the District can reliably sustain demand for any of the aforementioned conditions. This is due mainly in part to the District's proactive commitment to developing and effectively managing its local groundwater resources, local interagency cooperation for water



exchanges where practicable, increases in water-use efficiency, and transfer of potable agriculture and irrigation demand to recycled water sources.

**Table 7-2 Retail: Normal Year Supply and Demand Comparison**

	2025	2030	2035	2040
Supply totals (autofill from Table 6-9)	26,800	26,800	26,800	26,800
Demand totals (autofill from Table 4-3)	14,974	15,052	15,475	15,552
Difference	11,826	11,748	11,325	11,248
NOTES:				

**Table 7-3 Retail: Single Dry Year Supply and Demand Comparison**

	2025	2030	2035	2040
Supply totals	26,800	26,800	26,800	26,800
Demand totals	14,974	15,052	15,475	15,552
Difference	11,826	11,748	11,325	11,248
NOTES:				

Calleguas and Metropolitan both project 100-percent reliable supplies in future multiple-dry-year scenarios. Because Camrosa has more than sufficient supply to meet normal demands, and especially as the five-year increments of the planning horizon are met and more and more local resources come online, demand is kept constant over the course of the multiple-dry-year scenarios. Reductions in urban potable water use within the District resulting from Governor Brown's Executive Orders B-29-15 and 8-36-15 are expected to continue once the new Water Use Objectives required by the 2018 Water Conservation and Drought Planning Act are established in 2023.

Being as it is unknown how severe multiple years of drought may be in the future, or what any future regulations will in fact look like, Camrosa prefers to project demands in accordance with its philosophy of self-reliance, and assume that the work that has been done towards that end would provide our customers the opportunity to continue availing themselves of the resource they have invested in stabilizing over the course of many years.

**Table 7-4 Retail: Multiple Dry Years Supply and Demand Comparison**

		2025	2030	2035	2040
First year	Supply totals	26,800	26,800	26,800	26,800
	Demand totals	14,974	15,052	15,475	15,552
	Difference	11,826	11,748	11,325	11,248
Second year	Supply totals	26,800	26,800	26,800	26,800
	Demand totals	14,974	15,052	15,475	15,552
	Difference	11,826	11,748	11,325	11,248
Third year	Supply totals	26,800	26,800	26,800	26,800
	Demand totals	14,974	15,052	15,475	15,552
	Difference	11,826	11,748	11,325	11,248
Fourth year	Supply totals	26,800	26,800	26,800	26,800
	Demand totals	14,974	15,052	15,475	15,552
	Difference	11,826	11,748	11,325	11,248
Fifth year	Supply totals	26,800	26,800	26,800	26,800
	Demand totals	14,974	15,052	15,475	15,552
	Difference	11,826	11,748	11,325	11,248
NOTES:					

#### 7.2.4 Description of Management Tools and Options

Water Code Section 10620(f)

All urban water supplier shall describe in the plan water management tools and options used by that entity that will maximize resource and minimize the need to import water from other regions.

Camrosa Water District is committed to maximizing local water resources and minimizing the dependence on imported water. In FY2019-20, imported water from SWP comprised approximately 60 percent of the

District's potable water supply, primarily because the Conejo Wellfield was offline due to TCP contamination. When the wellfield is in normal operation, imported water represents about 40 percent of potable supply; a ratio Camrosa intends to lower further by 2025. However, the District has a goal of reducing that dependence to less than 40 percent by 2025. Groundwater is the District's major source of local potable water, so the health and sustainability of the basins are managed to ensure reliability and quality. Camrosa manages groundwater by monitoring water levels, performing routine quality monitoring, and planning for future projects. The GSPs currently under development in the PV and Santa Rosa basins will determine long-term management; the Tierra Rejada Basin is not currently managed, though the District's one well there is constantly monitored.

The CWRP distributes nonpotable irrigation water to agriculture and landscape before being sent to a Camrosa storage pond. There is varying demand for nonpotable irrigation water, higher in the summer months in comparison with the winter months.

### 7.3 Drought Risk Assessment

#### Water Code Section 10635(b)

Every urban water supplier shall include, as part of its urban water management plan, a drought risk assessment for its water service to its customers as part of information considered in developing the demand management measures and water supply projects and programs to be included in the urban water management plan. The urban water supplier may conduct an interim update or updates to this drought risk assessment within the five-year cycle of its urban water management plan update. The drought risk assessment shall include each of the following:

- (1) A description of the data, methodology, and basis for one or more supply shortage conditions that are necessary to conduct a drought risk assessment for a drought period that lasts five consecutive water years, starting from the year following when the assessment is conducted.
- (2) A determination of the reliability of each source of supply under a variety of water shortage conditions. This may include a determination that a particular source of water supply is fully reliable under most, if not all, conditions.
- (3) A comparison of the total water supply sources available to the water supplier with the total projected water use for the drought period.
- (4) Considerations of the historical drought hydrology, plausible changes on projected supplies and demands under climate change conditions, anticipated regulatory changes, and other locally applicable criteria.

A drought risk assessment (DRA) is developed to evaluate the reliability of the water supply during a consecutive five-year drought. The DRA will be based on the five driest years on record, which is from 2013 to 2017. The District's Water Shortage Contingency Plan response actions will be evaluated to confirm the functionality and identify any undesired risks during a five-year drought. Additional factors that are considered include climate change and anticipated regulatory changes.

The DRA cannot accurately anticipate hydrological conditions, and the scenario described below is intended to demonstrate how the assessment and response processes will work.

#### 7.3.1 Data, Methods, and Basis for Water Shortage Condition

The Camrosa Water District's water supply is composed of imported water and local water. The imported water supply of 7,900 AF is a "not-to-exceed" goal. As described in Section 6, the District's groundwater production target is 8,700 AFY. Recycled and nonpotable water supplies also contribute to the District's supply resiliency.

Should water supply decrease significantly—or should the state government roll out blanket conservation mandates as occurred in 2015-2016—the District could initiate Stage One of the Water Shortage Contingency Plan (WSCP) to reduce the total water demand of at most 10 percent. Should water supply continue to decrease, or state mandates require demand reduction, the District could transition to Stage Two or Three to lower the water demand. Demand reduction helps mitigate the water supply shortages and maintain reliability to provide water for the whole service area. The WSCP is discussed further in Section 8.

Climate change is considered in the DRA through the projected increase in temperature in the next 20 years. Increased temperatures would directly impact irrigation demand, as they would increase rate of evapotranspiration. Climate change models employed by the state assume an increase in the average temperature in Ventura County of 2 to 3 degrees Fahrenheit over the next 20 years, resulting in an assumed increase in evapotranspiration rate of 5 to 10 percent (see Appendix M, Projected Changes in Ventura County Climate). Given demand distribution between indoor and outdoor use across the District's customer classes, irrigation is assumed to increase total water demand five percent each year over the five-year dry period.

Projected 2025 water demands are used as the starting point for the DRA. Total water use in 2025 is projected to be 14,974 AF, increased five percent to 15,723 AF. Supplies start at 26,800 AFY.

It should be noted the DRA does not accurately reflect the water supply conditions during a drought. Since it is unknown how severe a multiple-year drought may be within Camrosa service area, the water shortage condition can only be estimated based on current data.

### 7.3.2 DRA Water Source Reliability

Throughout a five-year drought, the District projects no supply impacts. In 2025, at the end of a five-year drought period, the District still projects 100-percent supply reliability, without any WSCP action. The Board would retain control over the execution of the WSCP and establishment of various stages.

### 7.3.3 Total Water Supply and Use Comparison

Table 7-5 compares the total water supply and use between 2021 and 2025.

<b>Table 7-5: Five-Year Drought Risk Assessment Tables to address Water Code Section 10635(b)</b>	
<b>2021</b>	<b>Total</b>
Gross Water Use	15,723
Total Supplies	26,800
Surplus/Shortfall w/o WSCP Action	11,077
<b>Planned WSCP Actions</b> (use reduction and supply augmentation)	
WSCP – supply augmentation benefit	—
WSCP – use reduction savings benefit	—
Revised Surplus/(shortfall)	11.077
Resulting % Use Reduction from WSCP action	0%

<b>2022</b>	<b>Total</b>
Gross Water Use	15,723
Total Supplies	26,800
Surplus/Shortfall w/o WSCP Action	11,077
<b>Planned WSCP Actions</b> (use reduction and supply augmentation)	
WSCP – supply augmentation benefit	--
WSCP – use reduction savings benefit	--
Revised Surplus/(shortfall)	11.077
Resulting % Use Reduction from WSCP action	0%
<b>2023</b>	<b>Total</b>
Gross Water Use	15,723
Total Supplies	26,800
Surplus/Shortfall w/o WSCP Action	11,077
<b>Planned WSCP Actions</b> (use reduction and supply augmentation)	
WSCP – supply augmentation benefit	--
WSCP – use reduction savings benefit	--
Revised Surplus/(shortfall)	11.077
Resulting % Use Reduction from WSCP action	0%
<b>2024</b>	<b>Total</b>
Gross Water Use	15,723
Total Supplies	26,800
Surplus/Shortfall w/o WSCP Action	11,077
<b>Planned WSCP Actions</b> (use reduction and supply augmentation)	
WSCP – supply augmentation benefit	--
WSCP – use reduction savings benefit	--

Revised Surplus/(shortfall)	11.077
Resulting % Use Reduction from WSCP action	0%
<b>2025</b>	<b>Total</b>
Gross Water Use	15,723
Total Supplies	26,800
Surplus/Shortfall w/o WSCP Action	11,077
<b>Planned WSCP Actions</b> (use reduction and supply augmentation)	
WSCP – supply augmentation benefit	--
WSCP – use reduction savings benefit	--
Revised Surplus/(shortfall)	11.077
Resulting % Use Reduction from WSCP action	0%

#### 7.4 Regional Supply Reliability

In 2014, Camrosa renewed its agreement with the City of Thousand Oaks allowing for Conejo Creek diversions for a term of 40 years. At the same time, Camrosa entered into an agreement (FCGMA Resolution 2014-01) with FCGMA for the transfer of PVCWD's pumping allocations in the northeast Pleasant Valley Basin to Camrosa in exchange for Conejo Creek surface water, on a one-to-one basis, also for 40 years. With these agreements in place the District has achieved a reasonable level of water supply reliability well beyond the planning horizon of this plan.

The Calleguas Water Supply Alternatives Study, the Metropolitan Integrated Regional Water Plan, GSPs for the Pleasant Valley and Santa Rosa basins, and the Salt and Nutrient Management Plans under development in the Calleguas Creek Watershed all contribute to the region's supply reliability.

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## 8 Water Shortage Contingency Planning

10632.

(a) Every urban water supplier shall prepare and adopt a water shortage contingency plan as part of its urban water management plan that consists of each of the following elements:

(1) The analysis of water supply reliability conducted pursuant to Section 10635.

(2) The procedures used in conducting an annual water supply and demand assessment that include, at a minimum, both of the following:

(A) The written decisionmaking process that an urban water supplier will use each year to determine its water supply reliability.

(B) **The key data inputs and assessment methodology used to evaluate the urban water supplier's water supply reliability for the current year and one dry year, including all of the following:**

(i) Current year unconstrained demand, considering weather, growth, and other influencing factors, such as policies to manage current supplies to meet demand objectives in future years, as applicable.

(ii) Current year available supply, considering hydrological and regulatory conditions in the current year and one dry year. The annual supply and demand assessment may consider more than one dry year solely at the discretion of the urban water supplier.

(iii) Existing infrastructure capabilities and plausible constraints.

(iv) A defined set of locally applicable evaluation criteria that are consistently relied upon for each annual water supply and demand assessment.

(v) A description and quantification of each source of water supply.

(3) (A) Six standard water shortage levels corresponding to progressive ranges of up to 10, 20, 30, 40, and 50 percent shortages and greater than 50 percent shortage. Urban water suppliers shall define these shortage **levels based on the suppliers' water supply conditions**, including percentage reductions in water supply, changes in groundwater levels, changes in surface elevation or level of subsidence, or other changes in hydrological or other local conditions indicative of the water supply available for use. Shortage levels shall also apply to catastrophic interruption of water supplies, including, but not limited to, a regional power outage, an earthquake, and other potential emergency events.

(B) An urban water supplier with an existing water shortage contingency plan that uses different water shortage levels may comply with the requirement in subparagraph (A) by developing and including a cross-reference relating its existing categories to the six standard water shortage levels.

(4) Shortage response actions that align with the defined shortage levels and include, at a minimum, all of the following:

(A) Locally appropriate supply augmentation actions.

(B) Locally appropriate demand reduction actions to adequately respond to shortages.

(C) Locally appropriate operational changes.

(D) Additional, mandatory prohibitions against specific water use practices that are in addition to state-mandated prohibitions and appropriate to the local conditions.

(E) For each action, an estimate of the extent to which the gap between supplies and demand will be reduced by implementation of the action.

## SECTION EIGHT – WATER SHORTAGE CONTINGENCY PLAN

- (5) Communication protocols and procedures to inform customers, the public, interested parties, and local, regional, and state governments, regarding, at a minimum, all of the following:
- (A) Any current or predicted shortages as determined by the annual water supply and demand assessment described pursuant to Section 10632.1.
  - (B) Any shortage response actions triggered or anticipated to be triggered by the annual water supply and demand assessment described pursuant to Section 10632.1.
  - (C) Any other relevant communications.
- (6) For an urban retail water supplier, customer compliance, enforcement, appeal, and exemption procedures for triggered shortage response actions as determined pursuant to Section 10632.2.
- (7) (A) A description of the legal authorities that empower the urban water supplier to implement and enforce its shortage response actions specified in paragraph (4) that may include, but are not limited to, statutory authorities, ordinances, resolutions, and contract provisions.
- (B) A statement that an urban water supplier shall declare a water shortage emergency in accordance with Chapter 3 (commencing with Section 350) of Division 1.
- (C) A statement that an urban water supplier shall coordinate with any city or county within which it provides water supply services for the possible proclamation of a local emergency, as defined in Section 8558 of the Government Code.
- (8) A description of the financial consequences of, and responses for, drought conditions, including, but not limited to, all of the following:
- (A) A description of potential revenue reductions and expense increases associated with activated shortage response actions described in paragraph (4).
  - (B) A description of mitigation actions needed to address revenue reductions and expense increases associated with activated shortage response actions described in paragraph (4).
  - (C) A description of the cost of compliance with Chapter 3.3 (commencing with Section 365) of Division 1.
- (9) For an urban retail water supplier, monitoring and reporting requirements and procedures that ensure appropriate data is collected, tracked, and analyzed for purposes of monitoring customer compliance and to meet state reporting requirements.
- (10) Reevaluation and improvement procedures for systematically monitoring and evaluating the functionality of the water shortage contingency plan in order to ensure shortage risk tolerance is adequate and appropriate water shortage mitigation strategies are implemented as needed.
- (b) For purposes of developing the water shortage contingency plan pursuant to subdivision (a), an urban water supplier shall analyze and define water features that are artificially supplied with water, including ponds, lakes, waterfalls, and fountains, separately from swimming pools and spas, as defined in subdivision (a) of Section 115921 of the Health and Safety Code.
  - (c) The urban water supplier shall make available the water shortage contingency plan prepared pursuant to this article to its customers and any city or county within which it provides water supplies no later than 30 days after adoption of the water shortage contingency plan.

### 8.1 Water Supply Reliability Analysis

The District's potable water supply consist of a blend of State Water Project water imported from Calleguas Municipal Water District, and raw well water from local water basics and aquifers. In FY2019-20, imported water from SWP comprised approximately 60 percent of the District's potable water supply, primarily because the Conejo Wellfield was offline due to TCP contamination. When the wellfield is in normal operation, imported

water represents about 40 percent of potable supply; a ratio Camrosa intends to lower further by 2025. The main and primary threat to the imported water is the health and ability to distribute water from the Sacramento-San Joaquin Delta.

The local groundwater supplies in the District's service area are pumped at rates that are sustainable even in multiple-dry year conditions. Calleguas Municipal Water District and Metropolitan Water District project undiminished water supplies after multiple dry years. Camrosa's groundwater sources provide significant buffer above existing imported tier one allocations (7,900 AFY) that even drastic reductions in imported water availability shouldn't reduce supplies below demand. In the face of drastic imported water shortages, the Camrosa Board of Directors may adopt to implement demand management measures in order to conserve groundwater and extend its reliability, but the general organizing principle of a diversified supply portfolio is to rely on groundwater in times of imported shortages. Camrosa has developed, and plans to continue developing, its local sources to even further improve the District's reliability under various conditions throughout the planning horizon.

The water service reliability uses historical supply and demand data to determine the base years for a normal year, single dry year, and five consecutive dry years. The base year used to project the normal water supply is 2011, with an annual rainfall of 11.28 inches, while 2007 was selected as the base year for a single dry year, with an annual rainfall of 5.25 inches. Since 2013 to 2017 was the driest consecutive season, those five years were used to project the water supply for the five dry year condition. In the projections, the supply through 2040 for a normal year, single dry year, and multiple dry year conditions all indicate a surplus supply, demonstrating that the District can reliably sustain demand in various conditions. This is due to the District's efforts to manage local groundwater resources, local interagency cooperation for water exchanges, water-use efficiency, and use of recycled water sources, demonstrating that Camrosa's water supply is in accordance with its philosophy of self-reliance.

The key issues that may create a shortage condition are the possible catastrophes, such as a power outage, earthquake, flood, and fire. The District maintains an Emergency Response Plan, which outlines the procedures to respond to emergency disasters. The Emergency Response Plan aims to restore the water system and minimize the impacts of the disaster on the system. There is about 16 million gallons of tank storage within the District to provide emergency water service during a power outage. Additionally, there are potable backup generators to increase reliability of equipment and facilities. The emergency response to a disaster is discussed in more detail in Section 8.4.

## 8.2 Annual Water Supply and Demand Assessment Procedures

Urban water suppliers are required to conduct an annual water supply and demand assessment on or before July 1 of each year, starting in 2022, and to submit an annual water shortage assessment report. Each year, as part of its routine budgeting process, Camrosa evaluates the amount of total water supply and compares it to expected demands. This supply and demand assessment described below codifies a fundamental practice of the District in order to comport with the 2018 Water Conservation and Drought Planning Act.

### 8.2.1 Decision making process

Camrosa Board of Director meetings are held bi-weekly, and Camrosa provides a water supply condition update to its board of directors on a regular basis. In the event that either a water supply shortage or a water emergency is imminent, the General Manager is responsible for reporting to the Board of Directors on the cause, extent, severity, and estimated duration of the supply shortage or emergency. The Board may then activate one of the water shortage stages (defined in Section 8.3) by resolution, modifying as necessary to accommodate specific requirements or eventualities not anticipated by the text of the policy. The District shall notify its customers of this declaration via its website, newspaper, radio, television, direct mail, or any other means determined to be prudent.

Each year, regardless of a water supply shortage or water emergency, the board shall, through the budgeting process, assess water supply and demand for the eventual completion of the water supply and demand

assessment report due on July 1. Staff will prepare a draft preliminary report for distribution to the board after final imported water allocations are determined in April. The SDA will be incorporated into the budget document and reviewed by the board in May as part of the normal budget review process. The finalized supply and demand assessment report will be adopted in June with the budget and reported to the state separately before July 1 as required by law.

## 8.2.2 Data and Methodologies

### (1) Evaluation Criteria

Each year, Camrosa shall update Table 4-1 and Table 6-8 of this UWMP, and include these tables in the Annual Water Supply and Demand Assessment Report. These tables summarize Camrosa's current year available demand and supply, respectively.

### (2) Supply Assessment

Each year the Metropolitan Water District evaluates available water supplies and existing water storage levels to determine the appropriate management actions. During times of shortages, Metropolitan implements its Water Supply Allocation Plan (WSAP), setting reduced supply allocations to member agencies as needed. Each year during preparation of the supply and demand assessment report, any shortage conditions determined by Metropolitan should be noted, and the total allocation to Camrosa included on Table 6-8.

The remainder of Camrosa's water supply is from a combination of local groundwater, desalinated groundwater, recycled water from Conejo Creek, and tertiary-treated water from CWRP. Supply from these sources are included in Table 6-8. Continuous monitoring of production through SCADA, monthly monitoring of water levels, and regular water quality sampling provide comprehensive monitoring of the District's groundwater sources. The CWRP is fully automated and monitored through the SCADA system, as is the Conejo Creek Diversion Facility and the non-potable system that moves water into the Camrosa Storage Ponds and out to PVCWD.

### (3) Demand Assessment

Customer demand is estimated for the current year based on the best available information to date, and remaining months are projected at quarterly intervals based on previous year demands as well as consideration of current demand usage patterns, hydrology, or other factors, including population growth and weather.

### (4) Infrastructure Considerations

Planned capital improvement projects are scheduled to ensure to the District's ability to deliver water to meet expected demand. The District will include a summary list of planned and ongoing project in the Assessment Report along with an AFY impact to supply.

## 8.3 Six Standard Water Shortage Stages

On February 11, 2021, the Camrosa Water District adopted Ordinance 40-21, "Rules and Regulations Governing the Provision of Water and Sanitary Services." Section 5 of the ordinance establishes conditions of service for all classes of water and establishes provisions for staged reductions in water service during water shortage emergencies and prohibitions on end users. The ordinance is included as Appendix C in its entirety; applicable portions are quoted below.

### **5.15 Water Shortage Contingency Plan Stages**

*State law requires that urban water suppliers maintain Water Shortage Contingency Plans to*

*prepare for and respond to water shortages. Camrosa's Water Shortage Contingency Plan is described in full in its Urban Water Management Plan; this section describes the stages of action to be undertaken in response to water supply shortages, and the process by which the Board of Directors may implement those stages.*

*Two (2) contingencies can trigger the Water Shortage Contingency Plan: a "Water Supply Shortage" and a "Water Emergency."*

*A Water Supply Shortage is a condition in which Camrosa Water District determines that drought, state or regional mandate, or other circumstance compromises, or threatens to compromise, the District's supplies in such a way that a reduction in Customer demand and/or supply production is necessary.*

*A Water Emergency is a condition resulting from a catastrophic event or events that causes, or threatens to cause, an impairment, reduction, or severance of the District's water supplies or access thereto, in a manner that results in, or may result in, the District's inability to meet ordinary water demands for Potable Water Service.*

*In the event of either contingency, the General Manager shall report to the Board of Directors on the cause, extent, severity, and estimated duration of the supply shortage or emergency. The Board may activate one (1) of the following stages by declaring, by resolution, a Water Supply Shortage or Water Emergency, modifying it as necessary to accommodate specific requirements or eventualities not anticipated by this policy. The District shall notify its Customers of this declaration via its Web site, newspaper, radio, television, direct mail, or any other means determined by the District to be prudent.*

#### **5.16. Stage One Water Supply Shortage or Water Emergency**

*The goal of a Stage One Water Supply Shortage or Water Emergency is to reduce potable water production by up to 15 percent to preserve water supplies for the District and/or the region, until the shortage or emergency has ended. In addition to the prohibited uses of water outlined in Section 5.14, the following water conservation requirements apply during a declared Stage One Water Supply Shortage or Water Emergency;*

*1. Limits on Watering Hours: Watering or irrigating of lawn, landscape or other vegetated area with potable water shall be prohibited between the hours of 9:00 A.M. and 5:00 P.M. on any day.*

*2. Other Prohibited Uses: The District may implement other water-use requirements as determined appropriate to meet water supply shortages or water emergency conditions.*

#### **5.17. Stage Two Water Supply Shortage or Water Emergency**

*The goal of a Stage Two Water Supply Shortage or Water Emergency is to reduce potable water demands by 15 to 30 percent, while preventing the loss of property and protecting the health and safety of the community and region. In addition to the prohibitions listed in the Stage One Water Supply Shortage or Water Emergency, the following water conservation requirements to prudently preserve water supplies shall be observed:*

*1. Leaks: No person may permit leaks of water that he/she has the authority to eliminate. Any detected leak, break, or malfunction shall be corrected within 24 hours after a person discovers or receives notice from the District.*

*2. Limits on Watering Days: Water or irrigating of landscape or other vegetated area with potable water shall be limited to three (3) days per week on a schedule established and posted by the District.*

*3. Limits on Filling Residential Swimming Pools & Spas: Use of water to fill or refill swimming pools and spas may be limited to maintain the level of water only when necessary. Draining of pools and spas or refilling shall be done only for health or safety reasons.*

*4. Other Prohibited Uses: The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.*

#### **5.18. Stage Three Water Supply Shortage or Water Emergency**

*The goal of a Stage Three Water Supply Shortage or Water Emergency is to reduce potable water demands by 30 percent or more, while protecting the health and safety of the community and the region. In addition to the actions and requirements of a stage two emergency, the following water conservation requirements to prudently preserve water supplies must be observed:*

*1. Irrigation Restrictions: Watering or irrigation of lawn, landscape or other vegetated area with potable water may be prohibited by the Board of Directors.*

*2. New Potable Water Service: No new Potable Water Service, new temporary meters, or permanent meters will be provided, and no statements of immediate ability to serve or provide Potable Water Service will be issued without mitigation measures approved by the General Manager that will offset the new demand.*

*3. Other Prohibited Uses: The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.*

Table 8-1 below summarizes the shortage levels, percent shortage ranges, and expected response actions in each case. Three water shortage levels have already been defined in the most recent WSCP as defined in Ordinance 40-21 above. Water Code Section 10632 (a)(3)(B) authorizes suppliers such as CWD to continue to use these water shortage levels, and the table below relates the six standard water shortage levels to the three already defined.



SECTION EIGHT – WATER SHORTAGE CONTINGENCY PLAN

**Table 8-1**

**Water Shortage Contingency Plan Levels**

2020 UWMP Stage	2021 WSCP Level	Percent Shortage Range	Shortage Response Actions (Narrative description)
One	1	Up to 10%	1. <u>Limits on Watering Hours</u> : Watering or irrigating of lawn, landscape or other vegetated area with potable water shall be prohibited between the hours of 9:00 AM and 5:00 PM on any day.  2. <u>Other Prohibited Uses</u> : The District may implement other water-use requirements as determined appropriate to meet water supply shortages or water emergency conditions.
Two		Up to 20%	
Three	2	Up to 30%	1. <u>Leaks</u> : No person may permit leaks of water that he/she has the authority to eliminate. Any detected leak, break, or malfunction shall be corrected within 24 hours after a person discovers or receives notice from the District.  2. <u>Limits on Watering Days</u> : Water or irrigating of landscape or other vegetated area with potable water shall be limited to three (3) days per week on a schedule established and posted by the District.  3. <u>Limits on Filling Residential Swimming Pools &amp; Spas</u> : Use of water to fill or refill swimming pools and spas may be limited to maintain the level of water only when necessary. Draining of pools and spas or refilling shall be done only for health or safety reasons.  4. <u>Other Prohibited Uses</u> : The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.
Four		Up to 40%	
Five	3	Up to 50%	1. <u>Irrigation Restrictions</u> : Watering or irrigation of lawn, landscape or other vegetated area with potable water may be prohibited by the Board of Directors.  2. <u>New Potable Water Service</u> : No new Potable Water Service, new temporary meters, or permanent meters will be provided, and no statements of immediate ability to serve or provide Potable Water Service will be issued without mitigation measures approved by the General Manager that will offset the new demand.  3. <u>Other Prohibited Uses</u> : The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.
Six		>50%	
NOTES:			



## 8.4 Shortage Response Actions

### 8.4.1 Demand Reduction

#### (1) Prohibition of End Uses

Table 8-2 summaries the restrictions and prohibitions on end users.

Table 8-2: Demand Reduction Actions				
Shortage Level	Demand Reduction Actions <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool. Select those that apply.</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>	Penalty, Charge, or Other Enforcement? <i>For Retail Suppliers Only Drop Down List</i>
<i>Add additional rows as needed</i>				
Permanent	Landscape - Restrict or prohibit runoff from landscape irrigation	6 AF/month		No
Permanent	Other - Customers must repair leaks, breaks, and malfunctions in a timely manner	3 AF/month	Leaks to be repaired within 72 hours	No
Permanent	Other - Require automatic shutoff of hoses	3 AF/month	positive hose end shutoffs required	No
Permanent	Other - Prohibit vehicle washing except at facilities using recycled or recirculating water	8 AF/month		No
Permanent	CII - Commercial kitchens required to use pre-rinse spray valves	1 AF/month		No
Permanent	CII - Restaurants may only serve water upon request	1 AF/month		

SECTION EIGHT – WATER SHORTAGE CONTINGENCY PLAN

Permanent	Water Features - Restrict water use for decorative water features, such as fountains	1 AF/month		No
Permanent	Other	1 AF/month	Restrictions on single-pass cooling systems	No
Permanent	Other - Prohibit use of potable water for washing hard surfaces	8 AF/month		No
Permanent	CII - Lodging establishment must offer opt out of linen service	1 AF/month		No
Permanent	Landscape - Other landscape restriction or prohibition	3 AF/month	Application of potable water to outdoor landscapes during or within 48 hours after measurable rainfall is prohibited.	No
Permanent	Other	8 AF/month	Vehicles shall be cleaned only by use of a hand-held bucket or a hand-held hose with a shutoff nozzle.	No
Permanent	Landscape - Prohibit certain types of landscape irrigation	1 AF/month	Irrigation with potable water of ornamental turf on public street medians is prohibited.	No
Permanent	Landscape - Other landscape restriction or prohibition	1 AF/month	Landscapes outside of newly constructed homes and buildings must be consistent with MWELO	No
One	All permanently prohibited uses as described above.	40 AF/month		No
One	Watering or irrigating of lawn, landscape or other vegetated area with portable water prohibited between 9:00 A.M. and 5:00 P.M.	15 AF/month		No
One	The District may implement other water-use requirements as determined appropriate.	--		No

SECTION EIGHT – WATER SHORTAGE CONTINGENCY PLAN

Two	All permanently prohibited uses and other uses described in Stage One.	55 AF/month		No
Two	Any detected leak, break or malfunction shall be corrected within 24 hours.	3 AF/month		No
Two	Water or irrigating of landscape or other vegetated area with potable water is limited to three days per week.	30 AF/month		No
Two	Limits on filling residential swimming pools and spas. Draining allowed only for health or safety reasons.	10 AF/month		No
Two	The District may implement other water use requirements as determined appropriate.	--		No
Three	All permanently prohibited uses and other uses described in Stages One and Two.	98 AF/month		Yes
Three	Any watering or irrigation of lawn, landscape or other vegetated area with potable water may be prohibited by the Board of Directors.	87 AF/month		Yes
Three	No new potable water service, new temporary meters, or permanent meters will be provided, and no statements of immediate ability to serve or provide such service will be issued without mitigation measures to offset the new demand.	1 AF/month		Yes
Three	The District may implement other water use requirements as determined appropriate.	--		Yes
NOTES:				

## **(2) Consumption Reduction Methods**

On June 10, 2009, in the wake of three consecutive years of below average rainfall and the Governor's subsequent proclamation earlier that year of a statewide emergency due to drought conditions, the District adopted Resolution 09-02 which established a moratorium on new unmitigated potable demand until June 2012. On June 27, 2012, under Resolution 12-14, the District made the moratorium permanent, requiring all new development to "bring with them" additional or "new" water supplies sufficient to offset project max-day demands.

On May 28, 2015, responding to Governor Brown's executive order B-29-15 requiring the State Water Resources Control Board to implement mandatory water reductions in potable urban usage through February 2016, the District approved Resolution 15-07 (see Appendix D1), requiring a 32-percent reduction (using 2013 as the baseline year) in the District's potable water use. The resolution also required new development to offset, elsewhere in the District, demand equal to its anticipated new demand (as well as fulfilling the permanent moratorium from the supply side). Resolution 15-07 was repealed when E.O. B-29-25 expired in October 2016.

Since the demand reduction is no longer active, but the supply side moratorium is still in place, the District has chosen to use only the latter (Ordinance 12-14) in its calculation of future water saving projections in Tables 4-2 and 4-3 above.

Secondly, the District is actively pursuing a reduction in real water loss from its potable distribution system. The District's cumulative real water loss for fiscal year 2020 was approximately 8.4 percent. A water loss control gap assessment was performed in FY2020, informing a water loss control program the District plans to begin implementing in FY2021, starting with a leak detection survey.

In addition to increasing its detection program, Camrosa is also systematically reconciling production/sales disparities and instituting a meter-calibration program on both the production and delivery sides. A meter-replacement program is being developed, which will aim to prevent water loss resulting from aging infrastructure, particularly on large meters. In 2017, a "meter shop" was created within the Customer Service and Billing department, with two operators transferred from the Operations and Maintenance crew and dedicated to tracking down apparent loss and ensuring accurate meter reads. Staff is increasing training and plans to certify two Customer Service employees as water loss audit validators as part of its ongoing process to develop water loss expertise within Customer Service.

Finally, the District enhanced customer bills during the drought to include a 32-percent reduction goal from their 2013 baseline target. The enhancement provides a graphical month-to-month comparison of their actual consumption to their reduction goal. Despite the rollback of the drought regulations, the bill redesign is still in place, providing continuous education to customers on how their bills compare year after year. In a similar effort, the District has created a web portal that allow customers to view their bills. A new billing system in the FY2021 budget is intended to provide customers with a portal to view daily and/or hourly usage, set water-use alerts, and do similar analysis on their own bills. Table 8-3a below summaries these consumption reduction methods.

Table 8-2a Consumption Reduction Methods		
Level	Consumption Reduction Methods by Water Supplier	Additional Explanation or Reference (optional)
1	Expanded public information campaign	Mailers, bill inserts, public focus meetings, website information.
2	Hire temporary employees to contact high-water users	Camrosa employed a temporary worker during the 2015 drought to make direct contact with high users; we saw a direct impact
N/A*	Reduce System Water Loss	Independent leak surveys performed on portions of the District's potable distribution system in November, 2015 with plans to complete the remainder in 2016.
N/A*	Improve Customer Billing	Enhancement provides a graphical month-to-month comparison of customer's actual consumption to their reduction goal
N/A*	Moratorium on net zero demand increase on new connections	Resolution 12-14 requires all new development involving a single meter greater than 1 inch to mitigate their water demand (Appendix D2). This resolution is in effect at all times, regardless of whether any staged water supply shortage or water emergency condition is in effect.
N/A*	Provide rebates on plumbing fixtures and devices	See Section 9.2.7 for more details
N/A*	Offer water use surveys	See Section 9.2.7 for more details
N/A*	Conversion to Daily Automatic Meter Reading (AMR)	Convert 100% of system from monthly reading to daily automatic meter reading (currently 95%)
NOTES: * These measures are always in effect regardless of staged water supply shortages in effect.		

### (3) Determining Water Shortage Reductions

The District meters all water production sources and customer water services. In the event of a water shortage emergency, metering would be the primary means to monitor whether reductions are being met. Production metering is automated, real-time, and measured to the nearest gallon. Given the volume of supply, the metering is converted to hundred-cubic-foot units for billing and acre feet for administrative analysis. Production metering would provide a broad measure of overall quantity of use in generalized zones. Customer service metering provides quantification of water use by customer. Meters are typically read monthly, but with the District's conversion to Automatic Meter Reading (AMR), daily readings for 95 percent of production meters are currently available. Customer meter reads are read to the nearest HCF.

#### 8.4.2 Supply Augmentation

The Camrosa Water District uniquely manages its system operations in response to shortages in supplies. Under emergency dry year(s) scenarios, several potential supply augmentation actions have been identified as follows. These are not quantified or included in the WSCP as supply augmentation actions in part because the District generally tries to maximize groundwater production, but they are listed here to provide a sense of the range of operational flexibility a diversified portfolio provides.

Maximize PV Basin Production and Exercise Exchange Rights with FCGMA

Camrosa currently extracts from the Pleasant Valley Basin, under the jurisdiction of the FCGMA, via its two wells in the Fox Canyon Aquifer portion of the PV Basin, the Woodcreek Well and PV Well #2. Through the agreement, Camrosa is allocated 690 AFY (see section 4 for discussion of pending variance). Through the Conejo Creek Water Pumping Program with FCGMA, Camrosa is able to extract in excess of its allocated amount from the Pleasant Valley Basin in exchange for nonpotable water from Conejo Creek delivered to the basin, up to 4,500 AFY. Through these agreements, Camrosa is able to pump as much as physically possible through its PV Basin wells up to its accrued allocations (approximately 24,000 AF as of June 30, 2021).

Import Full Allowable Allocation Amount from Calleguas Water District

The quantity of imported Calleguas State Water Project water has significantly reduced from historical levels due to the more recent development of local resources. Over the last 10 years Camrosa has imported an average of 5,338 AF from the Calleguas Water District. Camrosa's Tier One allocation and "not-to-exceed" goal is 7,900 AFY. Given the wide cost differential between local resources and imported water, it makes financial sense to maximize local production over imported water supplies. The most recent droughts have been relatively large scale and statewide, affecting Sierra and Rocky Mountain snowpack as much as local rainfall. Given how the State Water Project and Colorado River Aqueduct function, annual variability of snowpack and runoffs has more immediate consequences on statewide imported water supplies than does precipitation recharge to local groundwater basins, leading to the ability to rely on local groundwater in the face of dwindling imported supplies. On the other hand, there are areas of the state without imported water connections that never emerged from the 2015 drought; their local supplies have generally continued to dwindle, especially when wildfires followed the drought, interfering with surface runoff recharge. In such a "reverse" case, in which drought was localized to the Southern California region but precipitation was plentiful in the north of the state and the Colorado River Watershed, it may make sense to incur the high cost of imported water to maintain levels of service.

Increase groundwater pumping in Santa Rosa

The 2013 Santa Rosa Groundwater Management Plan estimated safe yield at 3,320 AFY. This number is expected to be refined as part of the Santa Rosa GSP. Once the GAC plant at the Conejo Wellfield is operational, the Santa Rosa Basin presents an opportunity to maximize local resources. Camrosa's perspective on managing groundwater is that the aquifer represents an emergency reservoir that can be relied upon at reasonable levels year to year and relied upon heavily during periods of reduced supply from other sources.

**Submittal Table 8-3: Supply Augmentation and Other Actions**

Shortage Level	Supply Augmentation Methods and Other Actions by Water Supplier <i>Drop down list</i> <i>These are the only categories that will be accepted by the WUEdata online submittal tool</i>	How much is this going to reduce the shortage gap? <i>Include units used (volume type or percentage)</i>	Additional Explanation or Reference <i>(optional)</i>
<i>Add additional rows as needed</i>			
One	Maximize PV Basin production		
Two	Maximize imported water purchases	1,500 AFY	
Three	Maximize Santa Rosa Basin production		
NOTES:			

### 8.4.3 Operational Changes

Several potential operational changes have been described in detail in section 8.4.2, including:

- Increase groundwater pumping in Santa Rosa

Other potential operation response actions are related to demand reductions as discussed in detail in part (3) Consumption Reduction Methods of section 8.4.1, and include:

- Improved Customer Billing
- Hiring of temporary employees to contact high users

### 8.4.4 Additional Mandatory Restrictions

Mandatory restrictions, including limitations on outdoor water use, limits on total residential water use, limits on commercial water use, landscape irrigation restrictions, and other restrictions, have been outlined in Table 8-2, and no additional mandatory restrictions are defined.

### 8.4.5 Emergency Response Plan

#### (1) Catastrophic Supply Interruption

The District maintains an Emergency Response Plan, separate from this Urban Water Management Plan, that outlines procedures necessary to respond to emergency disasters. The purpose of that plan is to:

- Minimize damaging effects of natural or man-made disasters on the water production, water distribution, sewage collection and sewage treatment systems of Camrosa Water District;
- Restore those systems to working order as quickly as possible in the event of disasters,
- Provide local, area and state assistance where and when required during and after disasters as directed by the Ventura Operational Area Emergency Operations Center; and,



- Implement training procedures by going through mock exercises to make certain all employees are well versed in their roles.
- Pursuant to the Public Health Security and Bio-Terrorism Preparedness and Response Act of 2002, Camrosa Water District conducted a vulnerability assessment and submitted a certified copy of that assessment to the U.S. Environmental Protection Agency in June 2004. The confidential report identified known vulnerabilities and countermeasures and responses to be implemented to safeguard against this potential threat. This report was in response to an isolated request and has not been updated. Camrosa Water District, however, continues to improve the security and surveillance of all its facilities.

The District's emergency procedures are fully integrated with the Standard Emergency Management System (SEMS) to ensure effective multi-agency and multi-jurisdictional responses to emergencies. Internally, Camrosa uses the Incident Command System (ICS) structure to provide a scalable, flexible response to emergencies.

The ICS provides procedures for designation of an Incident Commander who is ultimately responsible for all operations, planning, logistics, finance and public interface associated with any given emergency. Employee recall lists are published and contact lists for emergency assistance from outside contractors, utility companies, and other agencies have been pre-prepared. The plan fully contemplates full and open cooperation with the public media and individual customers throughout any emergency condition.

In terms of facilities and equipment to meet catastrophic emergencies, nearly 16 million gallons of tank storage is available within the District to provide immediate gravity-powered water service for most of the District in the event of a power outage. The District has five portable diesel backup generators, four in the District Office yard and another semi-permanently positioned at the Conejo Wellfield. A permanent generator is attached to the Tierra Rejada Well, University Well, and RMWTP. Permanent generator installations are planned at Woodcreek Well and PV Well #2. The CWRF has a backup generator and fuel tank.

District vehicles are equipped with emergency food and water supplies for extended deployment as well as a full set of system plans. An emergency response trailer is also equipped with supplies and equipment to manage emergency field operations. The water system's SCADA system is set up on an independent radio system with solar-powered instrumentation and radio transmission to maintain system monitoring independent of the electrical grid. Four of the District's five sewer lift stations have emergency generation backup on site; the fifth will siphon during electrical outages.

The District maintains sufficient reserves to fund most contemplated emergencies. Extensive replacement of infrastructure, in the most catastrophic circumstances, would require additional funding from sources that would need to be determined at the time of the emergency.

Table 8-3a below summarizes actions in response to emergency conditions that might reasonably occur in the District.

Table 8-4: Catastrophe Response Actions	
Possible Catastrophe	Summary of Actions
Regional Power Outage	<ul style="list-style-type: none"> <li>▪ Evaluate need to initiate the Incident Command System</li> <li>▪ Lock off large interruptible service meters</li> <li>▪ Shift to fixed electrical generators</li> <li>▪ Position portable electrical generators</li> <li>▪ Evaluate need to implement water shortage contingency plan</li> <li>▪ Notify customers</li> </ul>
Earthquake, Flood, or Fire - Caused Catastrophic Damage to Camrosa's Water System	<ul style="list-style-type: none"> <li>▪ Evaluate need to initiate the Incident Command System</li> <li>▪ Isolate damaged sections of system</li> <li>▪ Lock off large interruptible service meters</li> <li>▪ Fill system storage</li> <li>▪ Shift to electrical generators as necessary</li> <li>▪ Immediately close valves where needed to preserve existing water in storage</li> <li>▪ Assess, and, if necessary, systematically recharge system</li> <li>▪ Evaluate need to implement water shortage contingency plan</li> </ul>
Interruption of Supply from Water Wholesaler	<ul style="list-style-type: none"> <li>▪ Evaluate need to initiate the Incident Command System</li> <li>▪ Fill system storage</li> <li>▪ Lock off large interruptible service meters</li> <li>▪ Evaluate need to implement water shortage contingency plan</li> </ul>

#### 8.4.6 Seismic Risk Assessment and Mitigation Plan

Water Code Section 10632.5.(a)

In addition to the requirements of paragraph (3) of subdivision (a) of Section 10632, beginning January 1, 2020, the plan shall include a seismic risk assessment and mitigation plan to assess the vulnerability of each of the various facilities of a water system and mitigate those vulnerabilities.

(b) An urban water supplier shall update the seismic risk assessment and mitigation plan when updating its urban water management plan as required by Section 10621.

(c) An urban water supplier may comply with this section by submitting, pursuant to Section 10644, a copy of the most recent adopted local hazard mitigation plan or multihazard mitigation plan under the federal Disaster Mitigation Act of 2000 (Public Law 106-390) if the local hazard mitigation plan or multihazard mitigation plan addresses seismic risk.

The district utilizes several types of facilities to obtain and convey potable water including groundwater wells, imported water turnouts, disinfection facilities, booster pump stations, storage tanks, pressure reducing stations, and pipelines. A table of all district facilities and their assessed seismic risk is provided below in Table 8-5. The locations of facilities and seismic hazards are identified in the figure below. The specific facilities vary in importance, age, condition, quality of design/construction, and proximity to seismic faults. Each type of facility is generally vulnerable to varying issues. The following general discussion identifies specific vulnerabilities for each type of facility



Figure: Map of Camrosa Facilities and Seismic Risk Features



### Groundwater Wells

The major vulnerability for groundwater wells is electrical power. Since the electrical grid is spread across large areas, portions of the grid commonly go dark after a seismic event. In this case, unless an emergency generator for that facility is available, the source of supply is lost until power can be restored. The Tierra Rejada, University Well, and RMWTP have fixed backup generators on site. A permanent generator will be installed at PV Well #2. The District maintains five portable generators, as well, that can be moved to sites as necessary.

In severe seismic activity, it is possible for the well casing to break or become damaged. However, since the casing is entirely buried vertically, differential shaking is not generally an issue which reduces this threat. It is also possible for piping at the well to break, however, since the well itself is anchored into the ground and the piping is anchored in the ground, differential shaking is not general an issue, which reduces the concern for pipe breaking.

### Imported Water Turnouts

During a seismic activity, imported water turnouts run the risk of losing power. Since imported water composes of a significant amount of the water supply, it is necessary to maintain a level of reliable power. A seismically-certified backup power generator can be used as an emergency source of power until power is restored.

### Disinfection Facilities

Since disinfection chemicals are required to be stored in chemical storage tanks, the tanks are at risk for chemical spills during a seismic event. However, all chemical storage tanks are required to install a containment basin to confine any potential chemical spills, which reduces the threat of any hazardous or toxic chemicals entering open drains or public areas. Another vulnerability of disinfection facilities is the loss of electricity, which is necessary to power the equipment to disinfect the water. However, a backup generator can deliver power for the disinfection facility after a seismic activity.

### Pump Stations

Pump stations are vulnerable to structural damage to the housing structure, which can lead to damage to equipment or pipe connections. To prevent damage to pipe connections, provide flexible connections to pump stations, especially in liquefaction areas.

In a seismic event, the most significant threat is loss of power. In this case, pump stations would not have electricity to power the pumps to transport water to the distribution system. To meet immediate demands during a catastrophic emergency, nearly 16 million gallons of tank storage is available within the District to provide immediate gravity-powered water service for most of the District in the event of a power outage. Currently, the District maintains generators at the Highland Pump Station, the hydropneumatics station at Reservoir 4C, Pump Station #1, Pump Station #3, and Pump Station #2.

### Storage Tanks

Storage tanks are vulnerable to loss of power, as power failure is common after a seismic event. A backup generator can provide electricity until electricity has been restored. Additionally, there is a risk for structural damage to tanks and pipe connections. Depending on the magnitude of the seismic event, the severity of damage would vary, as minor structural damage would result in slight leakage that can be easily repaired. Significant structural damage can lead to heavy leakage, which may cause a loss of water storage for wildfires. In severe seismic activity, catastrophic structural damage could cause leakage at the connection of piping and lead to water eroding hillside.

To prevent leakage, there should be some flexibility between piping and conduits near connection to steel tanks. A detailed tank seismic vulnerability assessment should be completed to identify any other design or construction vulnerabilities.

#### Pipelines

In a seismic event, the underground pipes are the most vulnerable in liquefaction zones, as it can lead to ground failure and pipes collapsing. Another risk with the collapse of pipe is the potential for potable water being exposed to contamination that results in a loss of water supply for the service area. There is a risk for above ground pipes to break at connection points in a seismic event but the pipes can be constructed with or retrofitted with flexible joint fittings or other methods to provide flexibility and connections to hard points.

**Table 8-5: Camrosa Facilities and Seismic Risk**

Facility Name	Type	Year of Construction	Year Refurbished	Within 500' of Fault (Yes/No)	Landslide (Yes/No)	Liquefaction zone (Yes/No)	Groundshaking Zone	Vulnerability
Yucca Dr	Pump Station-Nonpotable	N/A	N/A	Yes	No	No	4	Medium
Gerry Road	Pump Station-Nonpotable	N/A	N/A	Yes	No	No	7	Medium
Conejo Creek	Pump Station-Nonpotable	N/A	N/A	No	No	Yes	7	Medium
Rosita	Pump Station-Nonpotable	N/A	N/A	No	No	No	4	Low
SR Pumphouse	Pump Station-Nonpotable	N/A	N/A	No	No	Yes	7	Medium
Ponda	Pump Station-Nonpotable	N/A	N/A	No	No	Yes	7	Medium
Conejo Boosters PS4, 5, 6 & 7	Pump Station-Potable	N/A	N/A	No	No	Yes	7	Medium
Conejo Boosters PS1 & 2	Pump Station-Potable	N/A	N/A	No	No	Yes	7	Medium
1	Pump Station-Potable	N/A	N/A	Yes	No	No	4	Medium

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2	Pump Station-Potable	N/A	N/A	No	No	No	4	Low
3	Pump Station-Potable	N/A	N/A	Yes	Yes	No	4	High
5	Pump Station-Potable	N/A	N/A	Yes	Yes	No	4	High
AG 1	Reservoir-Nonpotable	1991	N/A	No	No	Yes	7	Medium
1A	Reservoir-Nonpotable	1967	N/A	Yes	No	No	4	Medium
Yucca	Reservoir-Nonpotable	N/A	N/A	Yes	No	No	4	Medium
AG 3	Reservoir-Nonpotable	1991	N/A	Yes	No	No	4	Medium
AG 2	Reservoir-Nonpotable	1991	N/A	Yes	No	No	7	Medium
1B	Reservoir-Potable	1966	N/A	No	No	No	4	High
2A	Reservoir-Potable	1967	N/A	Yes	No	No	4	High
2B	Reservoir-Potable	1967	N/A	No	No	No	7	High
3A	Reservoir-Potable	1966	N/A	Yes	Yes	No	4	High
3B	Reservoir-Potable	1968	N/A	No	No	No	4	High
3C	Reservoir-Potable	1967	N/A	Yes	No	No	4	High
3D	Reservoir-Potable	1967	N/A	Yes	No	No	4	High
4A	Reservoir-Potable	1968	N/A	No	No	No	4	High
4B	Reservoir-Potable	1968	N/A	No	No	No	4	High
4C	Reservoir-Potable	1967	N/A	No	No	No	4	High



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PV Well #2	Well	N/A	N/A	No	No	No	4	Low
CSUCI 4	Well	1987	2009	No	No	Yes	7	Medium
Tierra Rejada	Well	1996	N/A	No	No	No	4	Low
Wildwood	Well	N/A	N/A	No	No	Yes	7	Medium
Santa Rosa 9	Well	1940	2008	No	No	Yes	7	Medium
Penny	Well	1962	2012	Yes	No	Yes	7	High
Santa Rosa 10	Well	1954	N/A	No	No	No	7	Low
Conejo 4	Well	1995	N/A	No	No	Yes	7	Medium
Conejo 3	Well	1991	1996	No	No	Yes	7	Medium
Santa Rosa 8	Well	1992	N/A	No	No	Yes	7	Medium
Conejo 2	Well	1930	1996	No	No	Yes	7	Medium
Santa Rosa 3	Well	N/A	2010	No	No	Yes	7	Medium
Woodcreek	Well	1980	1993, 2006	No	No	No	4	Low

### 8.4.7 Shortage Response Action Effectiveness

Table 8-2 in Section 8.4.1 summarizes the effectiveness of each specific shortage response action identified by providing an estimated volume of water that can be conserved for each action taken. The potential efficacy of water savings for each response action is provided on an acre feet per month basis. Potential water savings were calculated for the unique makeup of the district and considers historical water use for each sector in the district. Historical trends of district water use by sector have been analyzed, especially through the drought period of 2012 to 2015. Evaluating this period provides insight on the effectiveness of demand reduction actions taken by CWD during that period. The potential water savings for each response action also considers the particular population impacted specific to the district.

### 8.5 Communications Protocols

During a water shortage, the district utilizes a communication protocol for each stage of the Water Shortage Contingency Plan to effectively inform the public of the voluntary or mandatory response actions. The table below discusses the communication protocol for each stage:

Table 8-6 Communications Protocols		
Stage	Response Action	Communication Protocol
1	Voluntary reduction to preserve water supplies	Mailers, bill inserts, public focus meeting, website information
2	Mandatory reduction to prevent property loss & protect health & safety of communication	Newspaper, radio, television, direct mail, public focus meeting, website information
3	Mandatory reduction to protect health and safety of community	Newspaper, radio, television, direct mail, public focus meeting, website information

### 8.6 Compliance and Enforcement

#### 8.6.1 Penalties, Charges, Other Enforcement of Prohibitions

In the event of a Stage Three Water Emergency, Ordinance 40-21 contemplates that special rates, fees, and/or penalty fees, or even termination of services may be required to meet demand reductions necessary to preserve water supply. The violations and enforcement of prohibitions as defined in the ordinance are defined below:

**1. First Violation:** The District will issue a written notice to the Customer indicating a violation of one or more of the water-use prohibitions or restrictions.

**2. Second Violation:** If the first violation is not corrected within the time frame specified by the District, or if a second violation occurs within the following twelve (12) months after the first violation notice, a second notice of violation will be issued and a fine of one hundred dollars (\$100.00) shall be levied for the second violation.

**3. Third Violation:** A third violation within the following twelve (12) months after the date of issuance of the second notice of violation will result in a third violation and a fine of two hundred fifty dollars (\$250.00).

**4. Fourth and Subsequent Violations:** A fourth violation within the following twelve (12) months after the date of issuance of the third notice of violation will result in a fourth violation and a fine of five hundred dollars (\$500.00). Each day that a violation occurs beyond the remedy allowance provided for in the fourth notice of violation results in a new violation and a fine of five hundred dollars (\$500.00) per day. In addition to the fines outlined above, water service may be turned off or installation of a flow restrictor on the service line or lines may be required. Such an order shall be written and subject to appeal pursuant to Section 5.19, Appeals and Exceptions. Any appeal shall be heard as quickly as possible to allow a flow restrictor to be removed promptly should the Board of Directors grant the appeal. a. Cost of Flow Restrictor and Disconnecting Service: The Customer determined to be in violation of this Ordinance is responsible for payment of the District's costs for installing and/or removing any flow restrictors. b. Payment of Fines: The Customer determined to be in violation of this Ordinance is responsible for the full payment of any and all fines. Each fine shall be applied to the Customer's monthly water bill. Payment of the fine will be the responsibility of the individual named on the water account. Nonpayment of fines will be subject to the same remedies as non-payment of basic water service, in accordance with this Ordinance.

### 8.6.2 Appeals and Exceptions

Any customer may appeal a fine imposed under the Ordinance to the Board of Directors by filing a written appeal with the District within 30 days of the notice of violation.

### 8.7 Legal Authorities

In a water supply shortage or water emergency, the District shall declare a water shortage emergency. The Camrosa Water District Ordinance 40-21 (See Appendix C) establishes the terms and conditions of Camrosa's Water and Sanitary Services. These terms and conditions are intended to both assure the individual Customer of fair and equitable service and protect the community Camrosa serves from the undue exposure to liability. Water, Sewer, and Non-Potable Water service shall be available only in accordance with the Rules and Regulations contained therein, and in conformance with applicable federal, state and local statutes, ordinances, regulations, and contracts. The District shall coordinate with the City of Camarillo and the County of Ventura for the possible proclamation of local emergency.

During the water shortage emergency, the Board of Directors may move from stage to stage as necessary to best manage the water supply shortage or water emergencies. Once a water supply shortage or water emergency condition has subsided and water supplies have returned to normal, the Board of Directors shall by resolution declare an end to the emergency and restore service to pre-emergency conditions.

### 8.8 Financial Consequences of WSCP

Reductions in water demand are bound to reduce District revenues. Although the cost of imported water is much higher than the total cost of producing local resources, wells, desalters, and other local-resource production facilities are more energy intensive to operate than importing water, which primarily consists of opening Calleguas meter station valves. Because Camrosa uses local resources first, and relies on them primarily in times of drought or other emergency, and floats off Calleguas to meet demand, energy expenditures (and chemical requirements and other associated treatment and distribution costs) do not typically mirror revenue reductions during reduced demand. Human resources also do not fall in times of drought; in fact, under the drought emergency of 2015, California water agencies were encouraged to increase conservation personnel and activities, including enforcement staff, which many agencies have outsourced. Camrosa did this by hiring a temporary employee and significantly increasing outreach expenditures. As described throughout this document, Camrosa's long-term strategy is to increase self-reliance to withstand periods of imported water supply restrictions, in no small part to buffer Camrosa customers against penalties and other enforcement options to which water districts with less stable supplies are forced to turn. At some point, drought-driven resource scarcity affects any supply, but Camrosa's strategy is to extend the length of time before such exigencies as restrictions and penalties are required, and because

the severity of the 2015 drought is unprecedented and the longevity of future dry periods is unpredictable, Camrosa has not built additional human resources expenditures into reduced-demand budgets.

For the purposes of Worksheet 8.6, an average/normal water year assumes 7,483 AF of potable water deliveries (the average of the last five fiscal years—see Table 4-2b) and an import blend ratio of 56 percent. To offset the reductions in revenues resulting from reduced water sales during a Stage 1, 2, and 3, the District has the ability to increase pumping of local water supplies to offset the higher import water purchases, thus dampening a decline in net operating results.

The impact of WSCP Level 1, 2 and 3 emergencies upon revenues was examined in detail and is outlined in Worksheet 8.6. The worksheet assumes that as Camrosa moves through water supply shortage levels and demands scale back, local production will continue at capacity and reductions will be taken out of imported supplies. As the “Percent Import vs. Local” recedes and the total volume of imported water declines, water costs fall. Costs associated with energy, operations, and debt service, however, remain fairly stable.

<b>Worksheet 8.6. Revenue and Expenditures under Reduced Demand Scenarios</b>				
	<b>Average/Normal Water Year</b>	<b>Level 1 10% Cutback</b>	<b>Level 2 30% Cutback</b>	<b>Level 3 50% Cutback</b>
<b>Water Production Costs</b>				
<b>Projected Demand (AFY)</b>	<b>7,483</b>	<b>6,735</b>	<b>5,238</b>	<b>3,742</b>
Percent Import vs. Local	56% Import	50% Import	40% Import	30% Import
Import Purchases	\$7,086,102	\$5,694,189	\$3,543,051	\$1,898,063
Energy Costs	\$614,664	\$648,315	\$637,920	\$578,881
O&M	\$4,104,035	\$4,104,035	\$4,104,035	\$4,104,035
Debt Service	\$516,835	\$516,835	\$516,835	\$516,835
<b>Total Water Costs</b>	<b>\$12,321,636</b>	<b>\$10,963,374</b>	<b>\$8,801,841</b>	<b>\$7,097,814</b>
Water Revenue				
Potable Water Sales	\$9,571,717	\$9,789,256	\$7,613,866	\$5,438,476
Potable Meter Service Charge	\$2,364,400	\$2,364,400	\$2,364,400	\$2,364,400
Non-Operating Revenue	\$420,100	\$420,100	\$420,100	\$420,100
<b>Total Water Revenue</b>	<b>\$14,988,800</b>	<b>\$13,938,000</b>	<b>\$11,834,000</b>	<b>\$9,731,600</b>
<b>Net Operating Results</b>	<b>\$2,667,164</b>	<b>\$2,974,626</b>	<b>\$3,032,159</b>	<b>\$2,633,786</b>

The Board of Directors has a slate of options, described above and including a rate stabilization fund, available to maintain financial stability in the event an emergency lasted more than one accounting period.

In the longer term, rates may be restructured to reflect increased costs and/or reduced deliveries. In all cases, the Board will assess the financial impacts at the point that an emergency is declared and apply the appropriate measures to accommodate those impacts.

## 8.9 Monitoring and Reporting

California Water code, Division 3, Chapter 3.5 Urban Water Use Efficiency and Conservation, Article 1 Reporting Section 991 et seq.

(a) Each urban water supplier shall prepare and submit to the Board by the 28th of each month a monitoring report on forms provided by the Board. The monitoring report shall include the following information:

- (1) The urban water supplier's public water system identification number(s).
- (2) The urban water supplier's volume of total potable water production, including water provided by a wholesaler, in the preceding calendar month;
- (3) The population served by the urban water supplier during the reporting period;
- (4) The percent residential use that occurred during the reporting period;
- (5) The water shortage response action level.

(b) When the governor declares a drought emergency, or when an urban water supplier invokes a water shortage level to respond to a shortage of greater than ten percent, consistent with Water Code section 10632; each urban water supplier shall prepare and submit to the Board by the 28th of each month an expanded monitoring report, on forms provided by the Board. The requirement to prepare and submit an expanded monitoring report shall remain in effect for the duration of the drought emergency or water shortage level, as applicable. The expanded monitoring report shall include the following information:

- (1) Descriptive statistics on the urban water supplier's achievement of its water contingency plan response actions, including supply augmentation, if any, and progress toward achieving a reduction in water consumption associated with the urban water supplier's existing water shortage response action level;
- (2) Communication actions;
- (3) Compliance and enforcement actions.

(c) Each urban water supplier that provides potable water for commercial agricultural use may subtract the amount of water provided for commercial agricultural use from its potable water production total, provided that any urban water supplier that subtracts any water provided for commercial agricultural use from its total potable water production shall clearly identify what water use qualifies as commercial agricultural use.

(d) The Executive Director, or the Executive Director's designee, may issue an order to any urban water supplier that fails to submit the information required by this section, requiring the urban water supplier to provide the information by a specified date. Failure to provide the required information as identified in an order issued pursuant to this subdivision, or the submission of any information pursuant to an order issued pursuant to this subdivision that is found to be materially false by the Board, is a violation, punishable by civil liability of up to one thousand dollars (\$1,000) for each day in which the violation occurs. Every day that the failure or error goes uncorrected constitutes a separate violation. Civil liability for the violation is in addition to, and does not supersede or limit, any other remedies, civil or criminal.

(e) A decision or order issued under this section by the Board or an officer or employee of the Board is subject to reconsideration under article 2 (commencing with section 1122) of chapter 4 of part 1 of division 2 of the Water Code.

Note: Authority cited: Sections 1058 and 10609.28, Water Code. Reference: Article X, Section 2, California Constitution; Section 51201, Government Code; and Sections 102, 104, 105, 350, 1122, 1123, 1124, 1846, 1846.5, 10617 and 10632, Water Code.

On April 21, 2020, the State Water Resources Control Board adopted a regulation that permanently requires urban retail water suppliers to submit monthly water conservation and production reports. The adopted regulation, resolution no. 2020-0009, is included as Appendix N. The regulation adopts the reporting requirements defined in California Code of Regulations Title 23, Division 3, Chapter 3.5, Article 1 Reporting, as included above.

In summary, the code states that each urban water supplier shall prepare and submit to the board by the 28<sup>th</sup> of each month a monitoring report on standard forms provided by the Board. The monitoring report shall include monthly potable water production and imported water minus potable water used for commercial and agricultural use; the water district's population served, residential make up of that population, and the percentage of residential use; and the current water shortage response level.

#### 8.10 WSCP Refinement Procedures

The WSCP is to be used as an adaptive management plan to be refined as necessary to ensure effectiveness of the defined shortage response actions. As such, Camrosa has come up with procedures that should be followed for assessing plan effectiveness, proposing additional actions as required, and incorporating into the WSCP and implementing actions as appropriate for the water shortage level.

1. Assess monthly monitoring report as defined in section 8.9 and prepare summary of changes from previous month statistics including changes in supply (per source), and changes in water use (per sector).
2. Note previous month's demand reduction actions consistent with Table 8-2. Note previous month's supply augmentation actions consistent with Table 8-3.
3. Prepare narrative and/or table relating reduction of water use (if any) to previous month's demand reduction actions. Prepare narrative and/or table relating increase in supply to previous month's supply augmentation actions.
4. Assess shortfall and effectiveness of each demand reduction and supply augmentation action. Revise effectiveness volumes for each action in Table 8-2 and Table 8-3 of the WSCP.
5. Prescribe additional demand reduction actions or supply augmentation actions to meet shortage gap and include in Table 8-2 and Table 8-3 of the WSCP. Newly prescribed actions are to be input on a probationary status and noted as such. Prescribed actions are to be assessed in the next monthly monitoring report and either adopted to the WSCP or abandoned.

#### 8.11 Special Water Feature Distinction

Water features that are not pools or spas are analyzed and defined separately from pools and spas since non-pool or non-spa water features may be able to use recycled water, whereas pools and spas must use potable water for health and safety consideration. The district does not currently track non-pool or non-spa water features, and no distinction will be made for the purpose of the WSCP.

#### 8.12 Plan Adoption, Submittal, and Availability

The process for submittal and adoption of the WSCP, including periodic amendments to the WSCP, shall follow that as defined in Chapter 10.

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## 9 Demand Management Measures

10631 (f)(A)...**The narrative shall describe the water** demand management measure that the supplier plans to implement to achieve its water use targets pursuant to Section 10608.20.

(B) The narrative pursuant to this paragraph shall include descriptions of the following water demand management measures:

- (i) Water waste prevention ordinances.
- (ii) Metering.
- (iii) Conservation pricing.
- (iv) Public education and outreach.
- (v) Programs to assess and manage distribution system real loss
- (vi) Water conservation program coordination and staffing support.
- (vii) Other demand management measures that have a significant impact on water use as measured in gallons per capita per day, including innovative measures, if implemented.

526

(a) Notwithstanding any other provisions of law, an urban water supplier that, on or after January 1, 2004, **receives water from the federal Central Valley Project under a water service contract or subcontract...** shall do both of the following:

- (1) On or before January 1, 2013, install water meters on all service connections to residential and **nonagricultural commercial buildings... located within its service area.**

527

(a) An urban water supplier that is not subject to Section 526 shall do both the following:

- (1) Install water meters on all municipal and industrial service connections located within its service area on or before January 1, 2025.

10631

(f) **Provide a description of the supplier's water demand management measures. This description shall include all of the following:**

- (1)(A) ... **a narrative description that addresses the nature and extent of each water demand management measure implemented over the past five years. ...The narrative shall describe the water demand** management measures that the supplier plans to implement to achieve its water use targets pursuant to Section 10608.20.

10631 (i) For the purposes of this part, urban water suppliers that are members of the California Urban Water Conservation Council shall be deemed in compliance with the requirements of subdivision (f) by **complying with all the provisions of the "Memorandum of Understanding Regarding Urban Water Conservation in California," dated December 10, 2008, as it may be amended, and by submitting the annual reports required by Section 6.2 of that memorandum.**

## 9.1 Demand Management Measures for Wholesale Agencies

Not applicable.

## 9.2 Demand Management Measures for Retail Agencies

In 2016, to help manage the District's response to state conservation mandates, Camrosa hired additional staff to assist in customer outreach and water use efficiency support. What we discovered during that time was that the majority of "overuse" was unintentional, and the District shifted its focus to awareness and education as primary tools for demand management. The COVID-19 pandemic interrupted the District's in-person programming, but plans are in place to return to the classes, surveys, and tours described below.

### 9.2.1 Water Waste prevention ordinances

The Camrosa Water District's water waste prohibitions are outlined in Ordinance 40-21 *Rules and Regulations Governing Provision of Water and Sanitary Services*, which was adopted on February 11, 2021, and supersedes previous versions of Ordinance 40. These water-use prohibitions are in place at all times, regardless of whether any declared water supply shortage or water emergency condition is in effect and preclude:

- gutter flooding
- uncorrected leaks lasting longer than 72 hours
- utility hoses with open-end nozzles
- vehicle wash down with open-end hose nozzles

Restaurants are required to use water conserving dish-washing spray valves, water fountains must use re-circulated water, and installation of single pass cooling systems in building requesting new water service is prohibited.

### 9.2.2 Metering

The Camrosa Water District began an Automated Meter Reading (AMR) installation program in 2008 to retrofit manual-read meters with radio-read meters to facilitate meter reading and improve customer service. In addition, the meter reading information will be used by staff for modeling and water usage patterns and analyzing those patterns when developing projects. Approximately 8,000 meters in the District have now been retrofitted. The project is approximately 95-percent complete.

In addition to the AMR retrofit program, the District has an ongoing meter maintenance replacement program. A portion of the District's meters are replaced each year to ensure accuracy. Water meters tend to deteriorate over time, resulting in inaccurate meter reads resulting in a decrease in revenue. With a serviceable life of approximately 15 years, replacement of between six and seven percent of the District's 8,500 meters annually provides a reasonable guarantee of meter accuracy.

### 9.2.3 Conservation Pricing

Camrosa Water District does not have conservation pricing. Current rates are based on the 2019 Rate Study, which recommended a five-year rate schedule. The schedule essentially establishes a maximum for each of the five years; the Board adopts new rates every year and is not compelled to increase rates to the schedule but cannot exceed it. Another rate study will be performed ahead of July 1, 2024.

A "lifeline" minimum water use of 12 HCF per month has been set as Tier One residential rate; above 12 HCF a month is charged at Tier Two. All other customer classes are charged a rate equivalent to the residential Tier Two, regardless of use. All water connections are metered. Fixed monthly meter service fees are determined by the size of the meter. Camrosa does not currently have volumetric pricing on the wastewater system and does not intend to implement it.

### 9.2.4 Public education and outreach

The Camrosa Water District has developed an effective public outreach program to educate the District's customers about water resources and conservation.

The District's most effective outreach is the Customer Facilities Tour, which we inaugurated in 2017. We invite 50 customers to spend half a day touring key facilities by bus, with several staff and a director. Stops include the Conejo Creek Diversion, the Camrosa Water Reclamation Facility, the Conejo Wellfield, and the Round Mountain Water Treatment Plant, among others. It is an opportunity for customers to see up close and personally where their rates go, what all goes into getting water to their faucets, and what happens once it goes down the drain. The stretches between sites give staff and directors time to discuss projects, challenges, and opportunities, and to answer customer questions and respond to concerns.

District staff also regularly give tours of facilities to CSUCI classes and to various other groups, such as local Boy Scout and Girl Scout troops upon request. In 2019, a LEGO club toured the CWRP. District staff also participate in various local speaking engagements, from the Santa Rosa Valley Municipal Advisory Council to guest lecturing at CSUCI and the local high school.

In partnership with Calleguas Municipal Water District, Camrosa offers landscape irrigation surveys and water use efficiency classes. For the surveys, a certified irrigation expert works with customers (both residential and CII) directly to walk through the outdoor landscaping irrigation system and provide a comprehensive review of the irrigation system, including a written report for improving the site's irrigation efficiency. The report makes recommendations for repairs, replumbing, and, where applicable, conversion to alternate irrigation systems, such as spray-to-drip conversion.

Spray-to-drip conversion is one of the topics covered by the classes the District puts on, at District headquarters. Other topics include landscape transformation and California native gardening. The District has a water-efficient California Friendly Demonstration Garden, which was partially funded by Metropolitan's City Makeover grant program. The garden is used during Residential Landscape Classes as a demonstration and has resulted in a number of customers using water-wise plants in their own landscapes.

Included in the public outreach and education program is an interactive website, which the District updated in 2018, and social media, which the District is developing. The District includes water conservation messages in its monthly utility bills, to remind customers of easy day-to-day water conservation practices and techniques.

In partnership with Calleguas and Metropolitan, the District holds an annual art contest with elementary and junior high school students to promote and educate water conservation. The winners are submitted to Metropolitan to be considered as part of the annual "Water Is Life" calendar contest. In-school assemblies at the elementary and middle school level round out the District's educational activities.

### 9.2.5 Programs to assess and manage distribution system real loss

In May 2021, the District completed a water loss control gap assessment, which identified areas where the District could potentially make up ground on recapturing nonrevenue water—whether it be real loss or apparent loss—as we design a comprehensive water loss control program. Since beginning to be required to report Water Loss Audits to the state in 2017, the District has seen nonrevenue water range from 4.7 percent to 8.7 percent. The District expects the State Water Resources Control Board to set water loss standards in the summer of 2021, which will provide a framework to assess the level of effort required of the District's water loss control program.

The District performed a systemwide leak detection survey in 2019 and will perform another in 2021 to establish a baseline to assess the implementation of the water loss control program currently in development. Production meters are calibrated annually.

### 9.2.6 Water conservation program coordination and staffing support

Camrosa does not have a “conservation” department or even a “conservation” program. In 2016, to help manage the District’s response to state conservation mandates, Camrosa hired additional staff to assist in customer outreach and water use efficiency support, but generally speaking, water use efficiency and customer education is a whole-organization effort: directors participate in customer facility tours, the GM speaks at local events, staff guest lecture and coordinate school assemblies, and customer service provides ongoing education every day in the field. Activity that requires financial resources falls under the Water Resource Management program in the budget.

### 9.2.7 Other demand management measures

The District participates in Metropolitan Water District’s SoCal Water\$mart rebate program, which offers rebates on a number of water-use efficiency devices for residential and CII customers. The rebates Camrosa customers have received are detailed in Worksheet 9.3 below.

## 9.3 Implementation over the Past Five Years

Worksheet 9.3 enumerates the DMMs Camrosa has tracked over the past five years.

<b>Worksheet 9.3. Camrosa Demand Management Measures, FY11-14</b>					
<b>DMM</b>	<b>FY2016</b>	<b>FY2017</b>	<b>FY2018</b>	<b>FY2019</b>	<b>FY2020</b>
HECW (High-Efficiency Clothes Washer)	41	31	37	25	19
HET (High-Efficiency Toilet)	48	2	2	587	0
WBIC (Weather-Based Irrigation Controller)	40	19	37	20	17
WBIC for Large Landscape	0	5	5	8	0
Rotating Nozzles	0	126	54	0	108
Turf Removal (sq. ft.)	196,274	10,945	0	5,112	13,6562
Rain Barrels	132	4	9	0	6
Single Family Landscape Surveys	56	17	3	9	0
Soil Moisture Meters	9	0	0	0	0
Bill Messages	12	12	12	12	12
School Assemblies	2	2	2	2	0
Customer Education Classes	5	3	3	2	0
Customer Facilities Tours	0	2	2	2	0
Art Calendar Contest	1	1	1	1	0

## 9.4 Water Use Objectives (Future Requirements)

Water use objectives required by the Water Conservation and Drought Planning Act of 2018 will not be developed until 2023. The objectives will be determined by a calculation involving indoor water use, outdoor irrigation, and water loss, plus any modification for approved variance. How each of those inputs is developed, however, has yet to be defined; there is still significant work to be done on the methodology and data sets for each of those variables, and the variance process has yet to be defined.

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## 10 Plan Adoption, Submittal, and Implementation

- 10621 (b) Every urban water supplier required to prepare a plan shall...at least 60 days prior to the public hearing on the plan...notify any city or county within which the supplier provides waters supplies that the urban water supplier will be reviewing the plan and considering amendments or changes to the plan.
- (e) Each urban water supplier shall update and submit its 2020 plan to the department by July 1, 2021..
- 10635 (c) The urban water supplier shall provide that portion of its urban water management plan prepared pursuant to this article to any city or county within which it provides water supplies no later than 60 days after the submission of its urban water management plan.
- 10642 ... Prior to adopting either [the plan or water shortage contingency plan], the urban water supplier shall make both the plan and the water shortage contingency plan available for public inspection and shall hold a public hearing or hearings thereon. Prior to any of these hearings, notice of the time and place of the hearing shall be published within the jurisdiction of the publicly owned water supplier pursuant to Section 6066 of the Government Code The urban water supplier shall provide notice of the time and place of a hearing to any city or county within which the supplier provides water supplies.
- ...After the hearing or hearings, the plan or water shortage contingency plan shall be adopted as prepared or as modified after the hearing or hearings.
- 10644 (a) (1) An urban water supplier shall submit to the department, the California State Library, and any city or county within which the supplier provides water supplies a copy of its plan no later than 30 days after adoption.
- (2)The plan, or amendments to the plan, submitted to the department ... shall be submitted electronically and shall include any standardized forms, tables, or displays specified by the department.
- 10645 (a) Not later than 30 days after filing a copy of its plan with the department, the urban water supplier and the department shall make the plan available for public review during normal business hours
- (b) Not later than 30 days after filing a copy of its water shortage contingency plan with the department, the urban water supplier and the department shall make the plan available for public review during normal business hours.

### 10.1 Inclusion of All 2020 Data

This UWMP contains all relevant data for the period July 1, 2015 thorough June 30, 2020 (FY2015-16 through FY2019-20).

### 10.2 Notice of Public Hearing

#### 10.2.1 Notice to Cities and Counties

Notice of this plan was provided to the City of Camarillo and the County of Ventura (see Appendix A).

<b>Table 10-1 Retail: Notification to Cities and Counties</b>		
<b>City/County Name</b>	<b>60-Day Notice</b>	<b>Notice of Public Hearing</b>
City of Camarillo	X	X
City of Ventura	X	X
NOTES: See Appendix A		

### 10.3 Public Hearing and Adoption

The public hearing was held on June 24, 2021 and was duly noticed and advertised according to Government Code 6066. The UWMP, including the WSCP, was made available for public review.

#### 10.3.1 Public Hearing

As part of the public hearing, information was provided to the Board of Directors and the public on baseline values, water use targets and compliance, and implementation plan required in the 2009 Water Conservation Act.

#### 10.3.2 Adoption

After the public hearing, the UWMP was adopted by the Camrosa Board of Directors.

### 10.4 Plan Submittal

Camrosa Water District's 2020 UWMP was submitted electronically to DWR by July 1, 2021 through the WUE Data Portal. A hard copy was mailed to the California State Library at:

California State Library  
Government Publications Section  
Attention: Coordinator, Urban Water Management Plans  
P.O. Box 94237-0001

The plan was also submitted to the City of Camarillo and the County of Ventura.

### 10.5 Public Availability

The UWMP is available to the public on the District's website, [www.camrosa.com](http://www.camrosa.com), and at the front desk of the office, where it is available during normal business hours.

### 10.6 Notification to Public Utilities Commission

Not applicable.

### 10.7 Amending an Adopted UWMP or WSCP

Not applicable.



Due to their length, appendices are not included in this draft version.  
They are available upon request.

## Board Memorandum

June 24, 2021

**To:** Board of Directors

**From:** General Manager

**Subject:** Pleasant Valley/Oxnard Basins Adjudication

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**Objective:** Discuss the recently filed adjudication in the Oxnard/Pleasant Valley Basin.

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

**Discussion:** On June 15, 2021, the “OPV Coalition,” an unincorporated association of landowners, corporations, and other enterprises who produce and/or use groundwater from the Oxnard and Pleasant Valley Basins, filed a complaint for comprehensive groundwater adjudication of those two basins. Camrosa is not named in the complaint.

Staff will present information regarding the adjudication for the Board to discuss.

## **Read File**

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

- A. Change Order Listing
- B. Cash Balances (as of 5/31/21)
- 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	\$ 78,237.49								
	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	
						5/7/2021	GM	CO#2	\$ 6,974.00	\$ 6,974.00	Extra cold milling and paving	
										\$ 133,340.00		
900-18-01		CWRF Chemical Storage & Feed System	\$ 1,057,500.00	\$ 82,334.38							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	Engineeering 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	\$ 294,561.67								
	2017-30				MNS Engineeers, 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	
						5/13/2021	BD	CO#5	\$ 15,355.00	\$ 15,355.00	Engineering support services during construction	
										\$ 124,233.00		
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	\$ 62,398.93								
	2015-55	Engineering Design PZ 2 to 3			Perliter & Ingalsbe	4/23/2015	BD		\$ 33,200.00	\$ 33,200.00	Award and up to \$5,000 out-of scope	
						11/19/2015	BD			\$ 30,000.00	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	
						5/11/2021	GM	CO #2	\$ 11,500.00	\$ 2,415.31	Extra work resulting in replacing of electrical for pump and motor	
										\$ 1,074,658.17		
650-15-01		PV Well (Lynwood Well)	\$ 4,467,000.00	\$ 2,288,903.29								
	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 Future FE/MN revisions	
						3/11/2021	BD	CO #7	\$ 12,912.00	\$ 12,912.00	Finalize plans and specifications	
										\$ 238,077.00		
600-20-02		Conejo Wellfield Treatment	\$ 4,275,000.00	\$ 3,375,019.95								
	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		

FUNDS FY 20-21													
UNRESTRICTED FUNDS	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	
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	27,541,906.04	27,970,311.09	27,970,311.09	6
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	418,307.52	775,369.53	906,942.31	
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	469,899.68	553,002.61	987,078.90	
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	408,708.12	191,577.97	260,790.46	
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	\$ 28,838,821.36	\$ 29,490,261.20	\$ 30,125,122.76	
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	304.76	447.84	581.87	1.2
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	879,528.69	879,528.69	879,528.69	1
WATER ACQUISITION FUND 2016	4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,150.80	4,543,321.53	4,543,333.68	4,543,333.68	3,894,036.49	3,894,036.49	3,894,036.49	3,831,796.40	2.3
INSURED CASH SHELTER ACCOUNT (Wastewater Fund)	560,647.81	560,790.66	560,933.55	561,025.76	561,121.06	561,190.24	561,261.73	561,333.23	231,006.75	231,036.18	172,164.44	172,186.37	4.5
TOTAL	\$ 6,204,142.92	\$ 5,983,519.80	\$ 5,983,709.59	\$ 5,983,895.41	\$ 5,984,182.90	\$ 5,984,455.76	\$ 6,809,975.02	\$ 5,984,305.61	\$ 5,004,767.59	\$ 5,004,906.12	\$ 4,946,177.46	\$ 4,884,093.33	
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	\$ 33,843,727.48	\$ 34,436,438.66	\$ 35,009,216.09	

#### Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.03%	N/A	879,528.69	18.91

#### Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.03%	N/A	3,831,796.40	81.84

ANTICIPATED OUTFLOWS		FINANCE MEETING	
		DATE	6/8/2021
Water Purchases May 2021	894,507.94		
Payroll PR 6-1, 6-2 & ME	300,000.00		
AP Check Run 06/2, 6/16 & 6/30	1,500,000.00		
Large CIP Project Payments	-		
Bond Payments	208,715.63		
	\$ 2,903,223.57		
		Tony Stafford -General Manager	Ian Prichard-AGM
		Tamara Sexton-Finance Manager	Sandra Llamas-Senior Accountant

#### MEETING NOTES:

1. The reserve account received \$24.78 in interest. The full amount was transferred to the Payment Fund
2. The Water Acquisition Fund received \$109.25 in interest. The full amount was transferred to the Payment Fund
3. A Capital Expenditures Reimbursement in the amount of \$62,240.09 from the Water Acquisition Fund took place in May
4. The Insured Cash Shelter Account received \$21.93 in interest in the month of April
5. The Insured Cash Shelter Account average monthly rate of return for the period was 0.1500%
6. LAIF's average monthly rate of return for the period was 0.315%

## 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 <sup>st</sup> - New Year's Day						
					1	2		1	2	3	4	5	6		1	2	3	4	5	6	February 15 <sup>th</sup> - 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 <sup>st</sup> - 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 <sup>th</sup> - 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 <sup>th</sup> - Labor Day						
24	25	26	27	28	29	30	28							28	29	30	31				November 11 <sup>th</sup> - Veteran's Day						
31																					November 25 <sup>th</sup> & 26 <sup>th</sup> - Thanksgiving						
																					December 23 <sup>rd</sup> & 24 <sup>th</sup> - Christmas						
																					December 31 <sup>st</sup> - 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 <sup>th</sup> - 28 <sup>th</sup>						
				1	2	3							1			1	2	3	4	5	ACWA Spring Conf. (Monterey) - May 4 <sup>th</sup> - 7 <sup>th</sup>						
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 <sup>th</sup> - 13 <sup>th</sup>						
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 <sup>th</sup> - Dec. 3 <sup>rd</sup>						
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 <sup>th</sup> - Reagan Library Reception						
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			October 21 <sup>st</sup> - Annual Symposium						
																					December 9 <sup>th</sup> - 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 <sup>nd</sup> - Annual Dinner						
					1	2		1	2	3	4	5	6				1	2	3	4	April 6 <sup>th</sup>						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	June 1 <sup>st</sup>						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	August 3 <sup>rd</sup>						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	October 5 <sup>th</sup>						
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		December 7 <sup>th</sup>						
31																											
Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93012							<b>Note:</b> Board of Directors meetings are highlighted in <b>RED</b> . Board Meetings are held on the <b>2nd &amp; 4th Thursday</b> of each month at 5pm unless indicated.																				
							Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM																				