

Board Agenda

Regular Meeting

Thursday, February 10, 2022

Via Teleconference

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**.

We are willing and able to make reasonable accommodation for individuals with disabilities. If you require assistance, please contact Ian Prichard at ianP@camrosa.com or 805.482.6562.

Call to Order

Public Comments

At this time, the public may address the Board on any item not appearing on the agenda that is subject to its jurisdiction. Persons wishing to address the Board must make themselves known directly after the Call to Order, through the chat to the host or verbally when the President asks for public comment. All comments are subject to a 5-minute time limit.

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

Consent Agenda

1. **Approve Minutes of the Regular Meeting of January 27, 2022**

2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$792,134.51.

3. **Teleconference Emergency Findings**

Objective: Continue to convene meetings of the Board of Directors via teleconference.

Action Required: The Camrosa Board of Directors has reconsidered the circumstances of the state of the emergency regarding COVID-19 and, having found that state and local officials continue to impose or recommend measures to promote social distancing, hereby determines to continue meeting via teleconference.

Primary Agenda

4. ****Fiscal Year 2021-22 2nd Quarter Budget Status Report**

Objective: Receive a report from staff regarding the Fiscal Year (FY) 2021-22 second quarter budget report and reserves.

Action Required: No action necessary; for information only.

5. ****Organizational Planning Discussion**

Objective: Update the 2008 Strategic Plan and develop a comprehensive Master Plan.

Action Required: No action necessary; for information only.

6. **Well Trends**

Objective: Update the Board on current groundwater levels and trends in the District's wells.

Action Required: No action necessary; for information only.

7. ****Marz Farms**

Objective: Discuss conditions of out-of-bounds potable water delivery to Marz Farms.

Action Required: No action necessary; for information only.

CLOSED SESSION: The Board may enter a closed session to confidentially discuss litigation matters as authorized by Government code 54956.9.

8. **Closed Session Conference with Legal Counsel – Pending Litigation**

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

Action Required: No action necessary; for information only.

Comments by General Manager; Comments by Directors; Adjournment

PLEASE NOTE: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Codes. Any of the items that involve pending litigation may require discussion in closed session on the recommendation of the Board's Legal Counsel.

Note: ** indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. The full agenda packet is available for review on our website at: www.camrosa.com/board-agendas/



February 10, 2022

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Thursday, January 27, 2022

Via Teleconference

5:00 P.M.

Call to Order The meeting was convened at 5:00 P.M. as a web-based teleconference.

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

Staff: Tony Stafford, General Manager (via teleconference)
Ian Prichard, Assistant General Manager (via teleconference)
Tamara Sexton, Finance Manager (via teleconference)
Joe Willingham, I.T. and Special Projects Manager (via teleconference)
Jozi Zabarsky, Customer Service Manager (via teleconference)
Greg Jones, Legal Counsel (via teleconference)

Guest: Alan McDonald, AllConnected (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of January 13, 2022

The Board approved the Minutes of the Regular Meeting of January 13, 2022.

Motion: Hoag **Second:** Fox

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

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$1,018,707.26 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$1,018,707.26.

Motion: Hoag **Second:** Fox

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

Primary Agenda

3. Review of District Investment Policy

The Board adopted a Resolution Adopting the District's Investment Policy.

Motion: Fox **Second:** Brown

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

CLOSED SESSION: Chair West moved the closed session ahead of Item #4 with general consent. The Board entered a closed session to confidentially discuss personnel matters as authorized by Government code 54957.

5. Closed Session Conference with Legal Counsel – Personnel

The Board returned to open session at 5:08 P.M.

No action was taken in closed session.

4. Contracting Information/Operation Technology (IT/OT) Managed Services

The Board authorized the General Manager to enter into an agreement with AllConnected of Simi Valley California for IT/OT managed services at a prorated cost not to exceed \$111,297.20 for the remainder of this fiscal year (June 30, 2022), and at an annual cost of \$191,873.28 for the following three years, ending June 30, 2025.

Motion: Foreman **Second:** Hoag

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

Comments by General Manager

- None

Comments by Directors

- None

Adjournment

There being no further business, the meeting was adjourned at 5:31 P.M.

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

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

(ATTEST)

Board Memorandum

February 10, 2022

To: General Manager

From: Sandra Llamas, Sr. Accountant

Subject: Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$792,134.51.

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

Payroll PR 1-2 & ME	\$ 95,421.46
Accounts Payable 01/20/2022-02/02/2022	\$ <u>696,713.05</u>
Total Disbursements	\$ <u>792,134.51</u>

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Tony L. Stafford, General Manager

Camrosa Water District

Accounts Payable Period:

01/20/2022-02/02/2022

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	412404.44
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	-11397.69
20250	Non-Potable Water Purchases	
23001	Refunds Payable	926.81
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50140	Unemployment	
50153	Social Security Tax	
50200	Utilities	14.79
50210	Communications	3150.88
50220	Outside Contracts	107990.28
50230	Professional Services	123993.00
50240	Pipeline Repairs	10509.40
50250	Small Tool & Equipment	
50260	Materials & Supplies	23278.94
50270	Repair Parts & Equip Maint	25552.45
50280	Legal Services	
50290	Dues & Subscriptions	275.00
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	14.75
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$696,713.05

Camrosa Water District, CA

Expense Approval Report

By Vendor Name

Payable Dates 1/20/2022 - 2/2/2022 Post Dates 1/20/2022 - 2/2/2022

Payment Num	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
47	02/02/2022	BONDY GROUNDWATER CONSULTING, INC.	077-04 GSA	PM: Santa Rosa GSP	Prof services	FY22-0137	2561.5
TOTAL VENDOR PAYMENTS-GSA							2,561.50
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3313	01/27/2022	DEPOSIT ONLY-CAMROSA WTR	1-27-22-AP	Transfer to Disbursements Account	Transfer to disbursements-holding a		906000
3314	01/27/2022	DEPOSIT ONLY-CAMROSA WTR	1-27-21-PR	Transfer to Disbursements Account	Transfer to disbursements-holding a		170000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							1076000
57599	01/26/2022	ADAM INGERSOLL	00007307	Deposit Refund Act 7307 - 4520 Calle Argolla	Refunds payable		13.35
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
57600	01/26/2022	ALL PEST AND REPAIR, INC.	0025146	Pest Control - VTA1-1900	Outsd contracts		600
57600	01/26/2022	ALL PEST AND REPAIR, INC.	0025177	Pest Control - VTA1-7385	Outsd contracts		420
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1020
Vendor: APE01 - APEX GENERAL CONTRACTORS, INC.							
57601	02/01/2022	APEX GENERAL CONTRACTORS, INC.	2139-05	Lobby Remodel	Construction in progress	FY22-0074	6964.57
57601	02/01/2022	APEX GENERAL CONTRACTORS, INC.	Retention-2139-05	Retention Invoice Ref#2139-05	Contractor's retention		-390.57
Vendor APE01 - APEX GENERAL CONTRACTORS, INC. Total:							6574
940	01/28/2022	AQUEOUS VETS	22-0007	GAC Vessels for Conejo Wellfield Treatment Plant	Construction in progress	FY22-0038	214261.05
57602	02/01/2022	BASELINE ENTERPRISES	19345	Fuel Tank Inspection	Outsd contracts		981.75
941	01/26/2022	CALIFORNIA DEPARTMENT OF TAX ADMINISTRATION	4thQtr2021	Use Tax 4th Qtr 2021	Repair parts & equipment		91
57646	01/28/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	TMDL 21-01	TMDL Program + SNMP	Prof services		123393
57603	02/01/2022	CANDACE BARTON	00004954	Deposit Refund Act 4954 - 2089 Paseo Noche	Refunds payable		189.45
57604	01/26/2022	CARIANNE LUTON	00002594	Deposit Refund Act 2594 - 1508 Frazier St	Refunds payable		109.99
57605	02/02/2022	CULLIGAN OF VENTURA COUNTY	Feb-2022	Water Softener Penny Well	Outsd contracts		72.5
Vendor: ENH01 - Enhanced Landscape Development, Inc							
57606	02/01/2022	Enhanced Landscape Development, Inc	78114	Landscaping	Outsd contracts		1627
57606	02/01/2022	Enhanced Landscape Development, Inc	78247	Landscaping-Irrigation Repair	Outsd contracts		267.5
Vendor ENH01 - Enhanced Landscape Development, Inc Total:							1894.5
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
57607	02/01/2022	FAMCON PIPE & SUPPLY, INC	S1000070925-001	Repair Parts - Angle Meter Stops	Repair parts & equipment		949.16
57607	01/26/2022	FAMCON PIPE & SUPPLY, INC	S100070914-001	Materials & Supplies - Angle Meter Stops	Materials & supplies		926.64
57607	02/02/2022	FAMCON PIPE & SUPPLY, INC	S100071103-001	Leak Repair 1 1/2" Copper Pipe	Pipeline repairs	FY22-0204	1437.15
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							3312.95
57608	02/01/2022	FANNING & KARRH, CPAs	12822	Reserve Recon	Prof services		600
943	02/02/2022	First Republic Bank	Retention-CUS05-Pym	PaymentRetention To Escrow Acct-CUS05 -Pymt 1	Contractor's retention		3585
57609	02/01/2022	Frontier Communications	January 2022	VOIP - Land Lines	Communications		431.07

Vendor: FRU01 - FRUIT GROWERS LAB. INC.

57610	02/01/2022	FRUIT GROWERS LAB. INC.	116916A	RMWTP Outside Lab Work.	Outside Contracts	216
57610	02/01/2022	FRUIT GROWERS LAB. INC.	117872A	Outside Lab Work CWRP	Outsd contracts	265
57610	02/01/2022	FRUIT GROWERS LAB. INC.	200442A	Outside Lab Work CWRP	Outsd contracts	109
57610	02/01/2022	FRUIT GROWERS LAB. INC.	200543A	Outside Lab Work CWRP	Outsd contracts	109
57610	02/01/2022	FRUIT GROWERS LAB. INC.	200631A	Outside Lab Work CWRP	Outsd contracts	109
57610	02/01/2022	FRUIT GROWERS LAB. INC.	200680A	Outside Lab Work CWRP	Outsd contracts	109
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:						917

Vendor: GEN06 - GENERAL PUMP COMPANY, INC

57611	02/01/2022	GENERAL PUMP COMPANY, INC	29091	Pump Repair PS4 B2	Repair parts & equipment	FY22-0198	2823.41
57611	02/01/2022	GENERAL PUMP COMPANY, INC	29092	Repair Parts - Packing Replacement	Repair parts & equipment		740
Vendor GEN06 - GENERAL PUMP COMPANY, INC Total:							3563.41
57612	02/02/2022	GLOBAL EQUIPMENT COMPANY INC.	118679538	Material Storage Containment Skids	Materials & supplies	FY22-0205	1529.25
57613	02/01/2022	Golden State Labor Compliance	02-2022-07	PV Well No. 2 Labor Compliance Services	Construction in progress	FY22-0012	2314
944	01/26/2022	HealthEquity	jptjf4z	Admin Fees Jan 2022 Consumer Driven Hlt Svgs Pln	Fees & charges		14.75
57614	02/02/2022	INFOSEND, INC.	205631	Printing & Mailing January 2022 Statements	Outsd contracts		4924.55

Vendor: CUS05 - JAMES C. CUSHMAN, INC.

57615	02/02/2022	JAMES C. CUSHMAN, INC.	PPE#1-001-1	GAC Construction	Construction in progress	FY22-0179	71700
57615	02/02/2022	JAMES C. CUSHMAN, INC.	Retention-PPE#1-	Retention-Invoice Ref# PPE-001-1	Contractor's retention		-3585
Vendor CUS05 - JAMES C. CUSHMAN, INC. Total:							68115

57616	02/02/2022	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	43647A	Cleaning Service - Janitorial Services	Outsd contracts		1772
57617	01/26/2022	KYLE DARBY	00002212	Deposit Refund Act 2212 - 108 Camino Leon	Refunds payable		70.58
57618	01/28/2022	LIFE TECHNOLOGIES CORPORATION	80647061	Ion Chromatography Supplies	Materials & supplies		395.24
57619	02/02/2022	MCR TECHNOLOGIES, INC.	40445	Flow Meter PS4 Worthway	Repair parts & equipment	FY22-0059	8150.79

Vendor: MKN01 - MICHAEL K. NUNLEY & ASSOCIATES, INC.

57620	02/02/2022	MICHAEL K. NUNLEY & ASSOCIATES, INC.	10220	GAC Project Management	Construction in progress	FY21-0120-R1	403.76
57620	02/02/2022	MICHAEL K. NUNLEY & ASSOCIATES, INC.	10221	GAC Construction Management	Construction in progress	FY22-0151	3739.83
57620	02/02/2022	MICHAEL K. NUNLEY & ASSOCIATES, INC.	12122	Preparation of Unidirectional Flushing RFP	Outsd contracts	FY22-0155	862.88
Vendor MKN01 - MICHAEL K. NUNLEY & ASSOCIATES, INC. Total:							5006.47

57621	01/28/2022	NEARMAP US INC.	A00011676	Nearmap Aerial Imagery Service 1 Year	Outsd contracts	FY22-0202	5000
57622	01/26/2022	NOHORA FRANCO	00004224	Deposit Refund Act 4224 - 5746 Firebird Ct	Refunds payable		105.41

Vendor: NOR07 - NORTHSTAR CHEMICAL

57623	02/01/2022	NORTHSTAR CHEMICAL	213519	Materials Chemicals - CWRP	Materials & supplies		250
57623	01/26/2022	NORTHSTAR CHEMICAL	215336	Materials Chemicals - Woodcreek	Materials & supplies		2424.86
Vendor NOR07 - NORTHSTAR CHEMICAL Total:							2674.86

57624	01/26/2022	OPEN DOORS LABS INC.	00007407	Deposit Refund Act 7407 - 339 Via Cantilena	Refunds payable		54.84
57625	02/02/2022	PROVANTAGE LLC	9144864	UPS for Tier 2 Historian	Repair parts & equipment	FY22-0184	10020.85
57626	02/02/2022	PROVOST & PRITCHARD CONSULTING GROUP	89993	GAC Engineering	Construction in progress	FY20-0326-R2	2700
57627	02/01/2022	PURETEC INDUSTRIAL WATER	1951022	Chemicals RMWTP	Materials & Supplies-RMWTP		16574.9
57628	02/01/2022	QUINN COMPANY	WON10017064	Generator Repair Battery	Repair parts & equipment		822.81
57629	01/26/2022	RATAN AHUJA	00006533	Deposit Refund Act 6533 - 5285 Buena Mesa Ct	Refunds payable		99.92
57630	01/26/2022	REUBEN SIMCHONI	00002593-2	Deposit Refund Act 2593 - 1486 Frazier St	Refunds payable		198.62
57631	01/26/2022	RHONDA GAINES	00000503	Closed Account Overpayment - 185 Appletree Ave	Refunds payable		84.65

Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS

57632	02/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1016224	Repair Parts - Fuses CWRF	Repair parts & equipment	856.6
57632	02/02/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1016411	Repair Parts - SCADA Parts for CL2 Pumps	Repair parts & equipment	208.68
57632	02/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1016516	Repair Parts - Wire for CWRF	Repair parts & equipment	889.15
Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:						1954.43

Vendor: RPB01 - RP Barricade, Inc

57633	02/01/2022	RP Barricade, Inc	60630	Traffic Control - Santa Rosa and Verdugo	Outsd contracts	945
57633	02/01/2022	RP Barricade, Inc	60655	TCP for Encroachment Permit-Santa Rosa and Verdugo	Outsd contracts	375
57633	02/01/2022	RP Barricade, Inc	60679	TCP for Encroachment Permit-Raise Valve Stack	Outsd contracts	275
Vendor RPB01 - RP Barricade, Inc Total:						1595

57634	02/02/2022	SAM HILL & SONS, INC.	4012	Leak Repair 1" Service Line	Pipeline repairs	FY22-0203	7008.15
57635	01/26/2022	SC Fuels	2044544IN	Material & Supplies - Fuel	Materials & supplies		1178.05
945	02/01/2022	SOUTHERN CALIFORNIA GAS	January 2022	Usage Charges January-Act#12378717941	Utilities		14.79

Vendor: STA05 - STATE WATER RESOURCES CONTROL BOARD

57636	02/01/2022	STATE WATER RESOURCES CONTROL BOARD	D5 Cert-ChrisP	Grade 5 Distrubtion Cert Chris Patacsil	Dues & subscrip	105
57637	02/01/2022	STATE WATER RESOURCES CONTROL BOARD	T4 Cert-ChrisP	Grade 4 Treatment Cert Chris P	Dues & subscrip	105
57638	01/28/2022	STATE WATER RESOURCES CONTROL BOARD	D2-Exam-MikeSmith	D2 Water Distribution OP Examination-Micahel Smith	Dues & subscrip	65
Vendor STA05 - STATE WATER RESOURCES CONTROL BOARD Total:						275

57639	02/01/2022	TOTAL BARRICADE SERVICE INC	54834	TCP for Encroachment Permit-Dist Valve Replmt	Construction in progress		250
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Vendor: TRA02 - TRAVIS AGRICULTURAL, INC

57640	02/01/2022	TRAVIS AGRICULTURAL, INC	21136P	Repair Sinking Pipeline Manway	Pipeline repairs	FY22-0200	2064.1
57640	02/01/2022	TRAVIS AGRICULTURAL, INC	22026F	Diversion Cleanup	Outsd contracts	FY22-0199	6909.67
Vendor TRA02 - TRAVIS AGRICULTURAL, INC Total:							8973.77

Vendor: UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC

57647	02/01/2022	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIF	120220205	Dig Alert Tickets Monthly Charges	Outsd contracts		374.65
57647	02/01/2022	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIF	dsb20210123	Dig Alert Tickets Monthly Charges	Outsd contracts		693.36
Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:							1068.01

Vendor: UNI12 - UNIFIED FIELD SERVICES CORPORATION

57642	02/01/2022	UNIFIED FIELD SERVICES CORPORATION	Pymt 5	PV Well No. 2 Construction Services	Construction in progress	FY22-0010	110071.23
57642	02/01/2022	UNIFIED FIELD SERVICES CORPORATION	Retention-Pymt 5	Retention Refernece # Payment 5	Contractor's retention		-11007.12
Vendor UNI12 - UNIFIED FIELD SERVICES CORPORATION Total:							99064.11

Vendor: UNI08 - UNIFIRST CORPORATION

57643	02/02/2022	UNIFIRST CORPORATION	328-1342780	Uniform Cleaning Service	Outsd contracts		258
57643	02/02/2022	UNIFIRST CORPORATION	328-1342787	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts		66.14
57643	02/01/2022	UNIFIRST CORPORATION	328-1344709	Uniform Cleaning Service	Outsd contracts		258
57643	02/01/2022	UNIFIRST CORPORATION	328-1344716	Office Cleaning Supplies - Towels & Mats	Outsd contracts		66.14
57643	02/02/2022	UNIFIRST CORPORATION	328-1346639	Uniform Cleaning Service	Outsd contracts		258
57643	02/02/2022	UNIFIRST CORPORATION	328-1346646	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts		66.14
Vendor UNI08 - UNIFIRST CORPORATION Total:							972.42

57644	02/01/2022	VERIZON WIRELESS	9897881490	Cell Phones	Communications		2719.81
57645	02/01/2022	WBI INC	C-21	Sludge Pressing	Outsd contracts	FY22-0031	80000

TOTAL VENDOR PAYMENTS-CAMROSA**\$ 696,713.05**

938	02/01/2022	ACWA/JPIA	1-22 PR ME	COBRA premium-Keyes & Health premium West	Accounts receivable - other	48970.39
Vendor: PER05 - CAL PERS 457 PLAN						
DFT0003747	01/27/2022	CAL PERS 457 PLAN	INV0011065	Deferred Compensation	Deferred comp - ee paid	50
DFT0003748	01/27/2022	CAL PERS 457 PLAN	INV0011066	Deferred Compensation	Deferred comp - ee paid	3704.46
Vendor PER05 - CAL PERS 457 PLAN Total:						3754.46
DFT0003743	01/27/2022	COLONIAL SUPPLEMENTAL INS	INV0011061	Colonial Benefits	Colonial benefits	279.22
DFT0003764	01/27/2022	EMPLOYMENT DEVELOP. DEPT.	INV0011091	Payroll-SIT	P/R-sit	3880.9
Vendor: HEA02 - HealthEquity						
DFT0003751	01/27/2022	HealthEquity	INV0011071	HSA-Employee Contribution	HSA Contributions Payable	528.84
DFT0003752	01/27/2022	HealthEquity	INV0011072	HSA Contributions	HSA Contributions Payable	250
Vendor HEA02 - HealthEquity Total:						778.84
936	01/27/2022	LINCOLN FINANCIAL GROUP	INV0011067	Deferred Compensation	Deferred comp - ee paid	1958
937	01/27/2022	LINCOLN FINANCIAL GROUP	INV0011085	Profit Share Contribution	Profit share contributions	2618.42
DFT0003749	01/27/2022	PUBLIC EMPLOYEES	INV0011069	State Retirement	P/R-state ret.	17388.58
DFT0003753	01/27/2022	SYMETRA LIFE INS CO.	INV0011073	Life Insurance	Life ins.	293.75
Vendor: UNI10 - UNITED STATES TREASURY						
DFT0003761	01/27/2022	UNITED STATES TREASURY	INV0011088	FIT	P/R-fit	10495.57
DFT0003765	01/27/2022	UNITED STATES TREASURY	INV0011095	Payroll-Social Security Tax	P/R - ee social security	536.32
DFT0003763	01/27/2022	UNITED STATES TREASURY	INV0011090	Payroll- Medicare Tax	P/R - ee medicare	2985.26
Vendor UNI10 - UNITED STATES TREASURY Total:						14017.15
57598	01/27/2022	UNITED WAY OF VENTURA CO.	INV0011060	Charity-United Way	P/R-charity	20
939	02/01/2022	UNUM LIFE INSURANCE	1-22 PR ME	STD & LTD premiums-Smith Michael	Std & Ltd dis. human resources	1461.75

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA

\$ 95,421.46

Board Memorandum

February 10, 2022

To: Board of Directors

From: Tony Stafford, General Manager

Subject: Teleconference Emergency Findings

Objective: Continue to convene meetings of the Board of Directors via teleconference.

Action Required: The Camrosa Board of Directors has reconsidered the circumstances of the state of the emergency regarding COVID-19 and, having found that state and local officials continue to impose or recommend measures to promote social distancing, hereby determines to continue meeting via teleconference.

Discussion: Assembly Bill 361, signed into law September 16, 2021, amends sections of the Government Code relating to open meetings during states of emergency or other conditions requiring the use of teleconferencing to conduct legislative business. The act requires certain periodic findings by the legislative body of a local agency to continue operating remotely during a state of emergency. These include (A) the reconsidering of the circumstances of the state of emergency and (B) the finding that any of the following circumstances exist: the state of emergency continues to directly impact the ability of the members to meet safely in person; and state or local officials continue to impose or recommend measures to promote social distancing.

The continuing masking mandates in Ventura County constitute an imposition of measures to promote social distancing that interfere with the Board's ability to meet safely and productively in person at District headquarters, requiring that the Board continue to meet via teleconference.

All other requirements of AB 361, regarding the administration of remote meetings, including but not limited to the provision of access to the general public and efforts to maintain transparency of the Board's business, are regularly met.

Board Memorandum

February 10, 2022

To: General Manager

From: Sandra Llamas, Sr. Accountant

Subject: Fiscal Year 2021-22 2nd Quarter Budget Status Report

Objective: Receive a report from staff regarding the Fiscal Year (FY) 2021-22 second quarter budget report and reserves.

Action Required: No action necessary; for information only.

Discussion: Staff has prepared a “budget to actual” financial status report comparing the FY2021-22 budgeted amounts to second quarter results, including reserves, for the Board’s information and review.

Water Program:

The Potable Water Program’s water deliveries through the month of December were 3,925 acre feet (AF), where budgeted deliveries were 3,961 AF. Total Operating Revenues are 99% of budget. Total Expenses are 96% of budget. Net Operating Results before capital fees, mitigation fees and grant receivable are \$9,145 and \$739,941 will be contributed to the Potable Water Capital Replacement Fund.

The Non-Potable Water Program’s water deliveries within the District through the month of December were 3,093 AF, where budgeted deliveries were 3,740 AF. Non-Potable deliveries outside the District (Pleasant Valley County Water District) were 2,098 AF of Conejo Creek water/CWRF water and 689 AF of CamSan recycled water, compared to the budgeted amount of 2,329 AF of Conejo Creek water and 424 AF of CamSan recycled water. Total Operating Revenues are 90% of budget. Total Expenses are 76% of budget. Net Operating Results before capital fees, mitigation fees and grant receivables are \$131; \$35,000 will be contributed to the Rate Stabilization Fund and \$1,397,330 will be contributed to the Non-Potable Water Capital Replacement Fund.

Wastewater Program:

The Wastewater Program’s Total Operating Revenues are 101% of budget and Total Expenses are 96% of budget. Net Operating Results before capital fees is \$4,516; \$40,000 will be contributed to Rate Stabilization Fund and \$395,238 will be contributed to the Wastewater Capital Replacement Fund.

Water Program	FY2021-22 Budget	2nd QTR FY2021-22 Budget	2nd QTR FY2021-22 Actuals	2nd QTR FY2021-22 Encumb	2nd QTR FY2021-22 Actuals & Encumb	Variance	Actual % FY Budget
Revenues							
Water Sales:							
Potable	\$ 11,812,100	\$ 6,705,729	\$ 6,698,046	\$ -	\$ 6,698,046	\$ (7,683)	100%
Recycle/Non-Potable	4,708,000	2,822,446	2,285,016	-	2,285,016	(537,430)	81%
Water Sales to Pleasant Valley	1,269,200	672,676	813,904	-	813,904	141,228	121%
Meter Service Charge	2,582,800	1,291,400	1,252,374	-	1,252,374	(39,026)	97%
Special Services	40,000	20,000	27,145	-	27,145	7,145	136%
Pump Zone/Miscellaneous	52,000	30,189	30,536	-	30,536	347	101%
Total Operating Revenues	\$ 20,464,100	\$ 11,542,440	\$ 11,107,021	\$ -	\$ 11,107,021	\$ (435,419)	96%
Operating Expenses							
Import Water Purchases-Calleguas	\$ 7,868,165	\$ 4,487,516	\$ 4,687,532	\$ -	\$ 4,687,532	\$ (200,016)	104%
Calleguas Fixed Charge	981,107	468,156	468,156	-	468,156	-	100%
Conejo Creek Project	618,672	309,336	309,336	-	309,336	-	100%
Salinity Management Pipeline-Calleguas	241,198	120,599	95,818	-	95,818	24,781	79%
Production Power	1,453,425	853,472	581,016	-	581,016	272,456	68%
Total Production	\$ 11,162,567	\$ 6,239,079	\$ 6,141,858	\$ -	\$ 6,141,858	\$ 97,221	98%
Regular Salaries	\$ 1,742,827	\$ 871,414	\$ 853,731	\$ -	\$ 853,731	\$ 17,683	98%
Overtime/Standby	65,204	32,603	29,736	-	29,736	2,867	91%
Part Time	45,968	22,985	5,720	-	5,720	17,265	25%
Benefits	657,771	328,886	304,500	-	304,500	24,386	93%
Total Salaries & Benefits	\$ 2,511,770	\$ 1,255,888	\$ 1,193,687	\$ -	\$ 1,193,687	\$ 62,201	95%
Outside Contracts	\$ 1,765,418	\$ 882,710	\$ 264,109	\$ 288,414	\$ 552,523	\$ 330,187	63%
Professional Services	516,263	258,132	212,919	12,288	225,207	32,925	87%
Total Outside Cont/Profess Services	\$ 2,281,681	\$ 1,140,842	\$ 477,028	\$ 300,702	\$ 777,730	\$ 363,112	68%
Utilities	\$ 73,525	\$ 36,763	\$ 36,786	\$ -	\$ 36,786	\$ (23)	100%
Communications	43,420	21,710	19,152	-	19,152	2,558	88%
Pipeline Repairs	455,000	227,500	133,261	-	133,261	94,239	59%
Small Tools & Equipment	28,402	14,202	4,199	-	4,199	10,003	30%
Materials & Supplies	548,915	274,458	217,676	95	217,771	56,687	79%
Repair Parts & Equipment Maintenance	883,325	441,663	160,422	99,960	260,382	181,281	59%
Legal Services	29,250	14,625	9,454	-	9,454	5,171	65%
Dues & Subscriptions	32,663	16,332	26,158	-	26,158	(9,826)	160%
Conference & Travel	10,725	5,363	2,815	-	2,815	2,548	52%
Safety & Training	33,995	16,998	8,445	-	8,445	8,553	50%
Board Expense	78,000	39,000	36,592	-	36,592	2,408	94%
Bad Debt	4,875	2,438	-	-	-	2,438	0%
Fees & Charges	132,937	66,469	24,308	-	24,308	42,161	37%
Insurance	71,500	35,750	30,294	-	30,294	5,456	85%
Total Supplies & Services	\$ 2,426,532	\$ 1,213,271	\$ 709,562	\$ 100,055	\$ 809,617	\$ 403,654	67%
Total Expenses	\$ 18,382,550	\$ 9,849,080	\$ 8,522,135	\$ 400,757	\$ 8,922,892	\$ 926,188	91%
Net Operating Revenues	\$ 2,081,550	\$ 1,693,360	\$ 2,584,886	\$ (400,757)	\$ 2,184,129	\$ 490,769	129%
Less: Non-Operating Expenses							
Debt Service 2011A/2016	\$ 853,681	\$ 426,841	\$ 426,841	\$ -	\$ 426,841	\$ -	100%
Rate Stabilization Contribution	70,000	35,000	35,000	-	35,000	-	100%
CLPERS UAL Additional Contribution	92,371	92,371	-	-	-	92,371	0%
Capital Replacement Contribution	1,795,000	897,500	2,137,271	-	2,137,271	(1,239,771)	238%
Total Non-Operating Expenses	\$ 2,811,052	\$ 1,451,712	\$ 2,599,112	\$ -	\$ 2,599,112	\$ (1,147,400)	179%
Add: Non-Operating Revenues							
Interest Revenues	\$ 119,801	\$ 59,901	\$ 28,026	\$ -	\$ 28,026	\$ (31,875)	47%
Taxes	684,838	380,085	396,233	-	396,233	16,148	104%
Total Non-Operating Revenues	\$ 804,639	\$ 439,986	\$ 424,259	\$ -	\$ 424,259	\$ (15,727)	96%
Net Operating Results	\$ 75,137	\$ 681,634	\$ 410,033	\$ (400,757)	\$ 9,276	\$ (672,358)	1%
Capital Fees	-	-	-	-	-	-	
Mitigation & In-Lieu Fees	-	-	-	-	-	-	
Grants	-	-	187	-	187	187	
	\$ -	\$ -	\$ 187	\$ -	\$ 187	\$ 187	-
Net Operating Results After Capital Fees & Grants	\$ 75,137	\$ 681,634	\$ 410,220	\$ (400,757)	\$ 9,463	\$ (672,171)	
Debt Ratio	3.38	5.00	7.05		6.11		

Potable Water Program	FY2021-22 Budget	2nd QTR FY2021-22 Budget	2nd QTR FY2021-22 Actuals	2nd QTR FY2021-22 Encumb	2nd QTR FY2021-22 Actuals & Encumb	Variance	Actual % FY Budget
Revenues							
Water Sales:							
Potable	\$ 11,812,100	\$ 6,705,729	\$ 6,698,046	\$ -	\$ 6,698,046	\$ (7,683)	100%
Meter Service Charge	2,492,000	1,246,000	1,188,707	-	1,188,707	(57,293)	95%
Special Services	30,000	15,000	13,644	-	13,644	(1,356)	91%
Pump Zone/Miscellaneous	31,000	17,599	17,932	-	17,932	333	102%
Total Operating Revenues	\$ 14,365,100	\$ 7,984,328	\$ 7,918,329	\$ -	\$ 7,918,329	\$ (65,999)	99%
Operating Expenses							
Import Water Purchases-Calleguas	\$ 7,215,372	\$ 4,096,167	\$ 4,335,952	\$ -	\$ 4,335,952	\$ (239,785)	106%
Calleguas Fixed Charge	981,107	468,156	468,156	-	468,156	-	100%
Salinity Management Pipeline-Calleguas	241,198	120,599	95,818	-	95,818	24,781	79%
Production Power	561,513	318,771	262,172	-	262,172	56,599	82%
Total Production	\$ 8,999,190	\$ 5,003,693	\$ 5,162,098	\$ -	\$ 5,162,098	\$ (158,405)	103%
Regular Salaries	\$ 1,132,838	\$ 566,419	\$ 554,925	\$ -	\$ 554,925	\$ 11,494	98%
Overtime/Standby	42,383	21,192	19,328	-	19,328	1,864	91%
Part Time	29,879	14,940	3,718	-	3,718	11,222	25%
Benefits	427,551	213,776	197,925	-	197,925	15,851	93%
Total Salaries & Benefits	\$ 1,632,651	\$ 816,327	\$ 775,896	\$ -	\$ 775,896	\$ 40,431	95%
Outside Contracts	\$ 1,075,619	\$ 537,810	\$ 171,026	\$ 194,451	\$ 365,477	\$ 172,333	68%
Professional Services	265,457	132,729	107,718	6,390	114,108	18,621	86%
Total Outside Cont/Profess Services	\$ 1,341,076	\$ 670,539	\$ 278,744	\$ 200,841	\$ 479,585	\$ 190,954	72%
Utilities	\$ 64,633	\$ 32,317	\$ 35,221	\$ -	\$ 35,221	\$ (2,904)	109%
Communications	22,578	11,289	9,959	-	9,959	1,330	88%
Pipeline Repairs	380,000	190,000	119,242	-	119,242	70,758	63%
Small Tools & Equipment	22,029	11,015	3,744	-	3,744	7,271	34%
Materials & Supplies	464,716	232,358	193,889	95	193,984	38,374	83%
Repair Parts & Equipment Maintenance	502,929	251,465	104,344	59,367	163,711	87,754	65%
Legal Services	15,210	7,605	4,916	-	4,916	2,689	65%
Dues & Subscriptions	16,985	8,493	13,602	-	13,602	(5,109)	160%
Conference & Travel	5,577	2,789	1,464	-	1,464	1,325	52%
Safety & Training	17,677	8,839	4,391	-	4,391	4,448	50%
Board Expense	40,560	20,280	19,028	-	19,028	1,252	94%
Bad Debt	2,535	1,268	-	-	-	1,268	0%
Fees & Charges	103,451	51,726	13,996	-	13,996	37,730	27%
Insurance	37,180	18,590	15,753	-	15,753	2,837	85%
Total Supplies & Services	\$ 1,696,060	\$ 848,034	\$ 539,549	\$ 59,462	\$ 599,011	\$ 249,023	71%
Total Expenses	\$ 13,668,977	\$ 7,338,593	\$ 6,756,287	\$ 260,303	\$ 7,016,590	\$ 322,003	96%
Net Operating Revenues	\$ 696,123	\$ 645,735	\$ 1,162,042	\$ (260,303)	\$ 901,739	\$ 256,004	140%
Less: Non-Operating Expenses							
Debt Service 2011A/2016	\$ 823,036	\$ 411,518	\$ 411,518	\$ -	\$ 411,518	\$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-	-
CalPERS UAL Additional Contribution	60,041	60,041	-	-	-	60,041	0%
Capital Replacement Contribution	275,000	137,500	739,941	-	739,941	(602,441)	538%
Total Non-Operating Expenses	\$ 1,158,077	\$ 609,059	\$ 1,151,459	\$ -	\$ 1,151,459	\$ (542,400)	189%
Add: Non-Operating Revenues							
Interest Revenues	89,418	44,709	21,125	-	21,125	(23,584)	47%
Taxes	410,904	228,052	237,740	-	237,740	9,688	104%
Total Non-Operating Revenues	\$ 500,322	\$ 272,761	\$ 258,865	\$ -	\$ 258,865	\$ (13,896)	95%
Net Operating Results	\$ 38,368	\$ 309,437	\$ 269,448	\$ (260,303)	\$ 9,145	\$ (300,292)	
Capital Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Mitigation & In-Lieu Fees	-	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-
Net Operating Results After Capital Fees & Grants	\$ 38,368	\$ 309,437	\$ 269,448	\$ (260,303)	\$ 9,145	\$ (300,292)	

Non-Potable Water Program	FY2021-22 Budget	2nd QTR FY2021-22 Budget	2nd QTR FY2021-22 Actuals	2nd QTR FY2021-22 Encumb	2nd QTR FY2021-22 Actuals & Encumb	Variance	Actual % FY Budget
Revenues							
Water Sales:							
Recycle/Non-Potable	\$ 4,708,000	\$ 2,822,446	\$ 2,285,016	\$ -	\$ 2,285,016	\$ (537,430)	81%
Water Sales to Pleasant Valley	1,269,200	672,676	813,904	-	813,904	141,228	121%
Meter Service Charge	90,800	45,400	63,667	-	63,667	18,267	140%
Special Services	10,000	5,000	13,501	-	13,501	8,501	270%
Pump Zone/Miscellaneous	21,000	12,590	12,604	-	12,604	14	100%
Total Operating Revenues	\$ 6,099,000	\$ 3,558,112	\$ 3,188,692	\$ -	\$ 3,188,692	\$ (369,420)	90%
Operating Expenses							
Import Water Purchases-Calleguas	\$ 652,793	\$ 391,349	\$ 351,580	\$ -	\$ 351,580	\$ 39,769	90%
Conejo Creek Project	618,672	309,336	309,336	-	309,336	-	100%
Production Power	891,912	534,701	318,844	-	318,844	215,857	60%
Total Production	\$ 2,163,377	\$ 1,235,386	\$ 979,760	\$ -	\$ 979,760	\$ 255,626	79%
Regular Salaries	\$ 609,989	\$ 304,995	\$ 298,806	\$ -	\$ 298,806	\$ 6,189	98%
Overtime/Standby	22,821	11,411	10,408	-	10,408	1,003	91%
Part Time	16,089	8,045	2,002	-	2,002	6,043	25%
Benefits	230,220	115,110	106,575	-	106,575	8,535	93%
Total Salaries & Benefits	\$ 879,119	\$ 439,561	\$ 417,791	\$ -	\$ 417,791	\$ 21,770	95%
Outside Contracts	\$ 689,799	\$ 344,900	\$ 93,083	\$ 93,963	\$ 187,046	\$ 157,854	54%
Professional Services	250,806	125,403	105,201	5,898	111,099	14,304	89%
Total Outside Cont/Profess Services	\$ 940,605	\$ 470,303	\$ 198,284	\$ 99,861	\$ 298,145	\$ 172,158	63%
Utilities	\$ 8,892	\$ 4,446	\$ 1,565	\$ -	\$ 1,565	\$ 2,881	35%
Communications	20,842	10,421	9,193	-	9,193	1,228	88%
Pipeline Repairs	75,000	37,500	14,019	-	14,019	23,481	37%
Small Tools & Equipment	6,373	3,187	455	-	455	2,732	14%
Materials & Supplies	84,199	42,100	23,787	-	23,787	18,313	57%
Repair Parts & Equipment Maintenance	380,396	190,198	56,078	40,593	96,671	93,527	51%
Legal Services	14,040	7,020	4,538	-	4,538	2,482	65%
Dues & Subscriptions	15,678	7,839	12,556	-	12,556	(4,717)	160%
Conference & Travel	5,148	2,574	1,351	-	1,351	1,223	52%
Safety & Training	16,318	8,159	4,054	-	4,054	4,105	50%
Board Expense	37,440	18,720	17,564	-	17,564	1,156	94%
Bad Debt	2,340	1,170	-	-	-	1,170	0%
Fees & Charges	29,486	14,743	10,312	-	10,312	4,431	70%
Insurance	34,320	17,160	14,541	-	14,541	2,619	85%
Total Supplies & Services	\$ 730,472	\$ 365,237	\$ 170,013	\$ 40,593	\$ 210,606	\$ 154,631	58%
Total Expenses	\$ 4,713,573	\$ 2,510,487	\$ 1,765,848	\$ 140,454	\$ 1,906,302	\$ 604,185	76%
Net Operating Revenues	\$ 1,385,427	\$ 1,047,625	\$ 1,422,844	\$ (140,454)	\$ 1,282,390	\$ 234,765	122%
Less: Non-Operating Expenses							
Debt Service 2011A/2016	\$ 30,645	\$ 15,323	\$ 15,323	\$ -	\$ 15,323	\$ -	100%
Rate Stabilization Contribution	70,000	35,000	35,000	-	35,000	-	100%
CalPERS UAL Additional Contribution	32,330	32,330	-	-	-	32,330	0%
Capital Replacement Contribution	1,520,000	760,000	1,397,330	-	1,397,330	(637,330)	184%
Total Non-Operating Expenses	\$ 1,652,975	\$ 842,653	\$ 1,447,653	\$ -	\$ 1,447,653	\$ (605,000)	172%
Add: Non-Operating Revenues							
Interest Revenues	\$ 30,383	\$ 15,192	\$ 6,901	\$ -	\$ 6,901	\$ (8,291)	45%
Taxes	273,934	152,033	158,493	-	158,493	6,460	104%
Total Non-Operating Revenues	\$ 304,317	\$ 167,225	\$ 165,394	\$ -	\$ 165,394	\$ (1,831)	99%
Net Operating Results	\$ 36,769	\$ 372,197	\$ 140,585	\$ (140,454)	\$ 131	\$ (372,066)	
Capital Fees	-	-	-	-	-	-	-
Mitigation & In-Lieu Fees	-	-	-	-	-	-	-
Grants	-	-	187	-	187	187	-
\$ - \$ - \$ 187 \$ - \$ 187 \$ 187 \$ -							
Net Operating Results After Capital Fees & Grants	\$ 36,769	\$ 372,197	\$ 140,772	\$ (140,454)	\$ 318	\$ (371,879)	

Wastewater Program	FY2021-22 Budget	2nd QTR FY2021-22 Budget	2nd QTR FY2021-22 Actuals	2nd QTR FY2021-22 Encumb	2nd QTR FY2021-22 Actuals & Encumb	Variance	Actual % FY Budget
Revenues							
Sewer Service Charge	\$ 4,071,800	\$ 2,035,900	\$ 2,044,006	\$ -	\$ 2,044,006	\$ 8,106	100%
Special Services	6,000	3,000	6,351	-	6,351	3,351	212%
Pump Zone/Miscellaneous	-	-	448	-	448	448	-
Total Operating Revenues	\$ 4,077,800	\$ 2,038,900	\$ 2,050,805	\$ -	\$ 2,050,805	\$ 11,905	101%
Operating Expenses							
Salinity Management Pipeline-Calleguas	\$ 21,492	\$ 10,746	\$ 4,806	\$ -	\$ 4,806	\$ 5,940	45%
Total Production	\$ 21,492	\$ 10,746	\$ 4,806	\$ -	\$ 4,806	\$ 5,940	45%
Regular Salaries	\$ 938,446	\$ 469,223	\$ 459,701	\$ -	\$ 459,701	\$ 9,522	98%
Overtime/Standby	35,110	17,555	16,012	-	16,012	1,543	91%
Part Time	24,752	12,376	3,080	-	3,080	9,296	25%
Benefits	354,185	177,093	163,962	-	163,962	13,131	93%
Total Salaries & Benefits	\$ 1,352,493	\$ 676,247	\$ 642,755	\$ -	\$ 642,755	\$ 33,492	95%
Outside Contracts	\$ 1,002,549	\$ 501,275	\$ 350,273	\$ 252,207	\$ 602,480	\$ (101,205)	120%
Professional Services	238,142	119,071	35,912	6,617	42,529	76,542	36%
Total Outside Cont/Profess Services	\$ 1,240,691	\$ 620,346	\$ 386,185	\$ 258,824	\$ 645,009	\$ (24,663)	104%
Utilities	\$ 24,975	\$ 12,488	\$ 32,259	\$ -	\$ 32,259	\$ (19,771)	258%
Communications	23,380	11,690	10,313	-	10,313	1,377	88%
Pipeline Repairs	10,000	5,000	14,351	-	14,351	(9,351)	287%
Small Tools & Equipment	3,448	1,724	1,021	-	1,021	703	59%
Materials & Supplies	122,835	61,418	64,254	-	64,254	(2,836)	105%
Repair Parts & Equipment Maintenance	135,175	67,588	23,848	6,928	30,776	36,812	46%
Legal Services	15,750	7,875	5,091	-	5,091	2,784	65%
Dues & Subscriptions	20,588	10,294	14,085	-	14,085	(3,791)	137%
Conference & Travel	5,775	2,888	1,516	-	1,516	1,372	52%
Safety & Training	18,305	9,153	4,547	-	4,547	4,606	50%
Board Expense	42,000	21,000	19,703	-	19,703	1,297	94%
Bad Debt	2,625	1,313	-	-	-	1,313	0%
Fees & Charges	81,988	40,994	15,702	-	15,702	25,292	38%
Insurance	38,500	19,250	16,312	-	16,312	2,938	85%
Total Supplies & Services	\$ 545,344	\$ 272,675	\$ 223,002	\$ 6,928	\$ 229,930	\$ 42,745	84%
Total Expenses	\$ 3,160,020	\$ 1,580,014	\$ 1,256,748	\$ 265,752	\$ 1,522,500	\$ 57,514	96%
Net Operating Revenues	\$ 917,780	\$ 458,886	\$ 794,057	\$ (265,752)	\$ 528,305	\$ 69,419	115%
Less: Non-Operating Expenses							
Debt Service 2011A/2016	\$ 190,950	\$ 95,475	\$ 95,475	\$ -	\$ 95,475	\$ -	100%
Rate Stabilization Contribution	80,000	40,000	40,000	-	40,000	-	100%
CalPERS UAL Additional Contribution	49,738	49,738	-	-	-	49,738	0%
Capital Replacement Contribution	605,000	302,500	395,238	-	395,238	(92,738)	131%
Total Non-Operating Expenses	\$ 925,688	\$ 487,713	\$ 530,713	\$ -	\$ 530,713	\$ (43,000)	109%
Add: Non-Operating Revenues							
Interest Revenues	\$ 33,456	\$ 16,728	\$ 6,924	\$ -	\$ 6,924	\$ (9,804)	41%
Total Non-Operating Revenues	\$ 33,456	\$ 16,728	\$ 6,924	\$ -	\$ 6,924	\$ (9,804)	41%
Net Operating Results	\$ 25,548	\$ (12,099)	\$ 270,268	\$ (265,752)	\$ 4,516	\$ 16,615	
Capital Fees	-	-	-	-	-	-	-
Net Operating Results After Capital Fees & Grants	\$ 25,548	\$ (12,099)	\$ 270,268	\$ (265,752)	\$ 4,516	\$ 16,615	
Debt Ratio	4.98	4.98	8.39		5.61		

	July 1, 2021	Sept 30, 2021	Dec 31, 2021
Unrestricted Reserves			
Potable Operating and Emergency Reserves (OER)	\$635,852	\$645,179	\$644,997
Non-Potable Potable Operating and Emergency Reserves (OER)	\$478,970	\$480,750	\$479,101
Wastewater Operating and Emergency Reserves (OER)	\$385,120	\$281,528	\$389,636
Rate Stabilization Fund-Water-Potable	\$270,625	\$270,625	\$270,625
Rate Stabilization Fund-Non-Potable	\$465,625	\$483,125	\$500,625
Rate Stabilization Fund-Wastewater	\$183,750	\$183,750	\$223,750
Unfunded Accrued Liability (UAL)	\$142,109	\$3,425	\$3,425
Potable Water Capital Replacement Fund (PWCRF)	\$9,548,413	\$8,291,949	\$1,720,828
Non-Potable Water Capital Replacement Fund (NPWCRF)	\$3,588,158	\$3,951,868	\$4,682,746
Wastewater Capital Replacement Fund (WWCRF)	\$1,234,409	\$657,537	\$1,179,437
Potable Water Capital Improvement Fund (PWCIF)	\$1,331,889	\$1,331,889	\$1,331,889
Potable Water In-Lieu Fees (Shea Homes)	\$1,194,653	\$1,194,653	\$1,194,653
Potable Water Mitigation Fees (Day Ranch)	\$130,025	\$130,025	\$130,025
Non-Potable Water In-lieu Fees (Wildwood Preserve)	\$318,538	\$318,538	\$318,538
Wastewater Capital Improvement Fund (WWCIF)	\$702,316	\$402,316	\$484,456
Total	\$20,610,452	\$18,627,157	\$13,554,731
Restricted Assets			
Grant Receivable PV Well	\$83,822	\$83,822	\$83,822
Total Receivables	\$83,822	\$83,822	\$83,822
Debt Reserves 2016	\$879,529	\$879,529	\$879,529
CIP	\$879,529	\$879,529	\$879,529
Potable Water Capital Replacements	\$1,427,328	\$3,114,214	\$9,785,763
Non-Potable Water Capital Replacements	\$144,332	\$520,747	\$304,534
Wastewater Capital Replacements	\$2,768,781	\$2,922,235	\$2,200,527
Potable Water Capital Improvements	\$2,262,238	\$2,262,238	\$2,257,492
Wastewater Capital Improvements	\$1,197,859	\$1,461,800	\$1,294,529
New Demand Mitigation Fee (Shea Homes)	\$1,358,931	\$1,311,646	\$702,874
Total CIP	\$9,159,469	\$11,592,880	\$16,545,719
Bonds			
Water Improvements	\$3,336,693	\$3,209,661	\$3,034,220
Wastewater Improvements	\$16,249	\$15,502	\$12,327
Total Bond CIP	\$3,352,942	\$3,225,163	\$3,046,547
Total	\$13,475,762	\$15,781,394	\$20,555,617
Grand Total minus Receivables	\$34,002,392	\$34,324,729	\$34,026,526

Capital Project Listing 2nd Quarter Results						
CIP No.	Description	Budget	Expenses	Balance	Encumbrances	Budget Remaining Expense/Enc to Budget %
General Replacements						
400-20-02	Reservoir 1B Comm Facility	670,000	89,818	580,182	532,444	47,738 93%
400-22-01	District Headquarters Security	300,000	174,624	125,376	51,533	73,843 75%
400-22-03	LIMS	90,000	-	90,000	-	90,000 0%
400-22-04	Tier 2 Historian	65,000	-	65,000	38,746	26,254 60%
400-22-05	Radio Tower @4B	70,000	12,156	57,844	-	57,844 17%
General Replacements		1,195,000	276,598	918,402	622,723	295,679 75%
Potable Water Projects						
600-15-01	Pump Station 2 to 3	1,280,000	1,214,680	65,320	459	64,861 95%
650-15-01	PV Well #1	5,967,000	2,828,221	3,138,779	3,077,233	61,546 99%
650-17-05	Chloramination Project	193,500	187,657	5,843	-	5,843 97%
650-20-02	Conejo Wellfield Treatment	11,275,000	852,718	10,422,282	9,332,027	1,090,255 90%
650-20-03	Meter Station Control Cabinets	280,000	128,076	151,924	-	151,924 46%
650-21-01	Meter Station 5 and 7 Rehabilitation	290,000	128,548	161,452	9,765	151,687 48%
650-22-01	Penny Well Degasifier	362,000	-	362,000	155,713	206,287 43%
650-22-02	Tierra Rejada Well	325,000	36,271	288,729	188,302	100,427 69%
650-22-03	Distribution Valve Replacement	200,000	-	200,000	10,667	189,333 5%
650-22-04	CamSprings Waterline	350,000	-	350,000	-	350,000 0%
800-20-02	Pump Station #2 Generator Fuel Tank	363,000	293,932	69,068	12,240	56,828 84%
800-20-03	Reservoir 4C Hydro-pneumatic Pump	160,000	44,041	115,959	-	115,959 28%
800-20-04	Reservoir 4C Replacement	160,000	40,918	119,082	8,579	110,503 31%
Total Potable Water Projects		21,205,500	5,755,062	15,450,438	12,794,985	2,655,453 87%
Wastewater Projects						
900-18-01	CWRF Upgrades	1,057,500	800,461	257,039	175,012	82,027 92%
900-18-02	De-Watering Press	2,158,000	161,189	1,996,811	11,685	1,985,126 8%
900-18-03	Effluent Pond Relining	1,501,500	967,722	533,778	292,433	241,345 84%
900-20-01	CWRF Emergency Generator Fuel Tank	288,000	73,771	214,229	157,534	56,695 80%
900-20-02	Sewer Lift #1 MCC	250,000	202,037	47,963	6,611	41,352 83%
550-21-01	Sewer Lift Read Road MCC	360,000	254,066	105,934	-	105,934 71%
550-22-01	Smart Covers Sewer Manholes	90,000	89,977	23	23	0 100%
Total Wastewater Projects		5,705,000	2,549,223	3,155,777	643,298	2,512,479 56%
Total CIPs		28,105,500	8,580,883	19,524,617	14,061,006	5,463,611 81%
Fixed Assets		118,600	50,952	67,648	14,837	52,811 55%
Total CIPs and Fixed Assets		28,224,100	8,631,835	19,592,265	14,075,843	5,516,422 80%

Board Memorandum

February 10, 2022

To: Board of Directors

From: Tony Stafford, General Manager

Subject: Organizational Planning Discussion

Objective: Update the 2008 Strategic Plan and develop a comprehensive Master Plan.

Action Required: No action necessary; for information only.

Discussion: The Camrosa Water District Strategic Plan was last updated in 2008. The Master Plan has been in draft form since before then. Staff recommends soliciting proposals for engineering and planning support for strategic and master planning, including long-range water resource planning.

District staff will solicit Statements of Qualifications (SOQ) from firms to provide professional services to develop a 2022 Strategic Plan and a comprehensive Facilities Master Plan. The SOQ's will be evaluated, and the top-ranking firm(s) will be interviewed. The selected firm will prepare a detailed proposal for the project.

Staff will present recommendations and a range of options to the Board for input and discussion. The 2008 Strategic Plan is attached.



Strategic Plan

October 2008

Introduction

Southern California's water supply has become an important topic on the political scene as a combination of events has reduced the reliability of water imported into Southern California and threatened the lifestyle of Southern California residents. The Camrosa Water District (District) and water purveyors throughout Southern California are facing challenging and uncertain times ahead. A reduction in the amount of Colorado River water available to Metropolitan Water District of Southern California (MWD) was the first signal that Southern Californians need to address their long-term water needs. Subsequently, pumping restrictions imposed by judicial ruling to protect the endangered Delta Smelt reduced the water available from the State Water Project and underscored the need to develop local supplies to meet water demand. Finally, a second year of drought conditions has created further uncertainty. The drought has led to actual reductions in some water allocations from MWD, which has reduced the reliability of imported state water and increased the cost of imported water that is still available. As a result, long-range planning by water districts is more crucial than ever in maintaining reliable sources of water for their constituents.

This Strategic Plan was developed following a two-day Board retreat designed to focus on the challenges and internal constraints facing the District and the opportunities available that will allow Camrosa to further improve its services. The Board of Directors met with the executive management staff on July 15 and again on July 22, 2008. The outcome of the Board retreat is the development of this Strategic Plan that addresses Camrosa's Mission and Vision, the core business services provided to the District's customers, and the strategies necessary to achieve the vision. While the Mission and Vision Statement are the cornerstone of this Strategic plan, the goals and strategies, and the initiatives that will follow as part of the Integrated Facilities Master Plan, will ensure Camrosa is well positioned to address the challenges it faces.

A. Vision Statement

Camrosa is a public agency that provides vital services to its customers in a non-competitive environment. Accordingly, the manner in which those services are provided, the team that provides those services and the satisfaction of Camrosa's customers with the service is a key consideration in the development of the strategic plan. The Vision Statement describing how the Board of Directors and staff will conduct business and how the services provided by Camrosa are perceived by its customers provides a picture of the ideal District and will form the foundation for development of the District's long-term goals and strategies.

Vision Statement

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.

A key component of Camrosa's vision – to become resource independent – underscores the importance of developing local water resources, including developing local storage, to become less dependent upon imported State Water Project water.

B. Mission Statement

If the Vision Statement is the foundation upon which the Strategic Plan is built, then the Mission Statement is the cornerstone of that foundation. 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 special trust that exists between Camrosa as a public entity and the public at large.

The Board reviewed Camrosa's Mission Statement, which was last revised in 2001, and concurred with the existing focus of providing water and wastewater services that are reliable, affordable, responsive and of high quality. In addition, the Board voiced the need to broaden the definition of "District's assets" to not only include cash and investments, but also the responsibility to maintain and upgrade the District's capital infrastructure. Employees were also recognized as an asset in the revised definition and the need to train, nurture growth and broaden the skills of Camrosa's employees was emphasized.

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.

C. Goals and Strategies

To be effective, the Goals and Strategies developed to guide Camrosa must align perfectly with the Mission Statement. The Mission Statement above can be segmented into four primary areas of emphasis:

- To meet the current and future needs for water and sanitary services
- To deliver high quality products that are reliable, affordable and responsive
- To prudently manage and maintain the District's assets, and finally
- To maintain public awareness and confidence and honor the public's trust

Some fundamental goals were established under these four areas of emphasis as outlined in the following table. In this table, the Mission Statement is highlighted in blue while the goals are highlighted in grey.

Mission Statement
Goals
Strategies
Meet Current & Future Needs of the Community
Develop Independence
Deliver Products & Services that are:
Reliable
Affordable
Responsive
High Quality
Provide Prudent Management and Maintenance of District Assets
Strengthen Financial Position
Fully Develop Staff Potential
Improve systems Operation & Maintenance
Maintain Public Awareness & Confidence & Honor Public Trust
Educate Customers
Protect Water Supplies
Exceed All Regulatory Standards

An analysis of the District's internal strengths and weakness as well as external threats and opportunities helped focus discussion and develop the strategies contained in this plan. Individual and more-detailed initiatives will be developed under each strategy but those initiatives are not included in this broader Strategic Plan. Some initiatives that implement these strategies are already under way, while

additional initiatives will be developed by staff as the master planning process unfolds or as opportunities present themselves in the future. Most of the initiatives involving facilities will be aggregated into a revised Integrated Facilities Master Plan for the District. The following analysis, which looks at each of the four area of emphasis in the Mission Statement separately, identifies the strategies developed in each area.

Meet the Current and Future Needs of the Community

1. Develop Independence

The cost of imported water and the cost of power are the two most substantial costs incurred by Camrosa. Minimizing the use of imported water and purchased power will provide independence in providing service to the District's customers.

The development of local water resources will provide independence to the District in a number of ways. Development of local water resources provides Camrosa with greater control in avoiding cutbacks or allocations during times of drought or that may occur as a result of regulatory cutbacks in the quantity of imported State Water Project water available. In addition, it will provide greater control over the price of water which often accelerates during periods of shortage. In meeting its potable needs, Camrosa currently relies on 72% imported state water and blends with 28% local groundwater to meet water quality standards. Achieving independence will require a substantial reduction in the use of imported state water and a greater reliance upon local sources.



Strategy 1.1 *Develop new water sources*

New water sources include development of new wells, full utilization of available surface water, and development of recycled water supplies.

Strategy 1.2 *Expand non-potable system*

Expansion of the non-potable system to meet irrigation needs will reduce demand for imported state water and make that water available to meet potable demand. Expansion of the non-potable water distribution system will provide further reliability during times of drought.

Strategy 1.3 Investigate Desalination

Desalination plants treat brackish water that is not suitable for potable use due to poor water quality. With the completion of the Regional Brine Line, there are a number of near-term opportunities for construction of desalination facilities which would process non-potable water for potable use or improve the quality of recycled water. Ocean desalination remains a distant opportunity.

Strategy 1.4 Seek Power Generation Opportunities

Evaluate the opportunity of installing a renewable energy facility or cogeneration system to reduce utility costs. Operation of renewable energy facilities can reduce emissions and further demonstrate environmental responsibility.

Strategy 1.5 Expand and/or Improve water storage

Camrosa has an aquifer storage and recovery (ASR) well and could store water for future use if available. Expansion of water storage operations both within the District's boundaries and outside its service area would provide greater reliability during times of drought.

Strategy 1.6 Improve Waste Treatment Disposal

Increasingly stringent regulations are being implemented to control the disposal of biosolids from wastewater treatment plants. Improving the drying process and decreasing the water content in biosolids could significantly decrease the near-term cost of hauling. Development of a long term, interagency solution may be possible to meet regional needs.

Develop Products and Services that are:

2. Reliable

A core business service of Camrosa is a commitment to provide adequate water supplies of high quality water. A recent survey conducted within Camrosa's service area showed that reliability of the District's water supply is of vital concern among Camrosa's customers. Through responsible stewardship Camrosa will continue to expand the use of local water resources to secure and sustain water reliability and to position the District to address regional water supply shortages without interruption or reduction of customers' water use.

Strategy 2.1 Improve System Reliability

Camrosa will seize every opportunity to reduce dependence upon imported water and expand the use of local water resources in meeting water demand. Prudent

maintenance of District facilities, identification and elimination of single points of system failure will ensure continuation of operations in times of stress.

Strategy 2.2 Control Water Sources

Camrosa is fortunate to have a number of sources of groundwater, surface water and recycled water available to meet water demand. High priority will be placed upon developing and maintaining control over local resources through establishment of necessary agreements and/or maintenance of water rights. Greater use of local resources will provide greater control during times of drought.

Strategy 2.3 Improve Emergency Response

The development of comprehensive contingency plans and mutual assistance agreements will minimize confusion during emergencies and ensure minimal interruption in service. Continued use of the Standardized Emergency Management System (SEMS) will allow coordination of efforts with outside agencies.

3. Affordable

Over the past ten years, Camrosa's rates for water and wastewater services have been among the lowest in the County and the District is determined to continue to provide good value to the District's customers.

Strategy 3.1 Improve Efficiency

Implementation of technology improvements will allow Camrosa to improve the efficiency of operations and reduce operational costs. Outsourcing routine tasks and developing new in-house technical skills will further reduce those costs. Innovative realignment of facilities between potable and non-potable distribution systems will minimize new capital outlays.

Strategy 3.2 Promote Cooperative Projects

Regional solutions often bring economies of scale. Camrosa will take a regional perspective in addressing water and wastewater problems and will actively seek project partners to implement innovative solutions that resolve issues for more than one agency.

4. Responsive

Camrosa recognizes that by providing water and wastewater services, it is meeting one of the basic needs of its customers. Accordingly, customers expect Camrosa to be fair in developing and implementing Rules and Regulations for delivery of services and to be responsive to their needs when concerns arise.

Strategy 4.1 *Improve Customer Service*

Camrosa will seek to continually improve the manner in which the District interfaces with its customers. Development of technological solutions to make customer interface more convenient, continuous improvement in after-hours support, and the development of new services that increase value to the customer will all serve to improve customer support.

Strategy 4.2 *Solicit Customer Feedback*

Developing an awareness of customer needs and desires is an important step in providing responsive public services. Camrosa holds the opinions of its customers in high regard and recognizes that customer feedback is essential in implementing effective public policy. Camrosa will actively solicit customer feedback to continually improve upon the quality of services provided by the District.

5. High Quality



Water quality is directly related to the sources of the water and State regulations governing the various classes of water distributed within the District. Local groundwater is high in nitrates and is generally blended with imported State Water Project water to improve quality. Local Surface water and Recycled water is high in chlorides and each is unusable for some agricultural applications. Water

quality can be altered and Camrosa will seek to maximize the use of local supplies by improving their quality.

Strategy 5.1 *Uniform Potable water quality*

Some pressure zones within the District receive State Water Project water while other areas receive various blends of imported and groundwater. Camrosa will seek opportunities to use new technologies that will improve the quality of groundwater and provide more uniformity in the potable water delivered throughout the District.

Strategy 5.2 *Trade Poor Quality for higher quality water*

Camrosa will seek opportunities to upgrade the quality of its water through substitution of higher quality water in both its potable and non-potable distribution systems.

Strategy 5.3 *Improve Non-Potable water quality*

The hot summer months lead to algae growth in the surface water delivered within the District. Chloride levels in surface and recycled water often exceed the levels acceptable for some agricultural purposes. Camrosa will seek ways to reduce suspended solids and chloride levels in the water delivered to non-potable customers.

Provide Prudent Management and Maintenance of District Assets

6. Strengthen Financial Position

While Camrosa is relatively strong financially, a number of options are available that will further improve the District's financial position. Development of a rate structure that provides for Capital Replacement of aging infrastructure is necessary to maintain the long-term integrity of the various water treatment and distribution systems, the wastewater collection system and Water Reclamation Facility. Capital outlays will be required to meet new water demand and wastewater services and to further expand the non-potable water distribution system.

Strategy 6.1 *Develop Capital Financing Plan*

As a product of the master planning process, Camrosa will develop a long-range Capital Financing Plan that will identify the District's future capital needs and the source of funds that will generate the necessary capital.

Strategy 6.2 *Reduce reliance on Property Tax*

The Legislative Analyst Office has attempted to permanently transfer all water and wastewater special districts' property tax dollars to counties in an effort to balance the state budget deficit. Camrosa will proactively prepare for the eventual loss of the property tax revenue by developing a rates structure that does not depend upon that revenue to meet projected expenses.

Strategy 6.3 *Debt/Service Ratios*

Camrosa's ability to enter into debt financing is governed to a large extent by its bond rating. The District will adopt financial policies that improve upon the existing debt/service ratios and exceeds minimum ratios desired by bond insurance companies.

Strategy 6.4 *Improve Reserve Position*

Camrosa will establish a new Reserve Policy and identify the process and timeline for attaining desired reserve levels.

7. Improve Systems Operation and Maintenance



The backbone of Camrosas Potable Water Distribution system was laid in the mid- to late-1960s and the Wastewater collection system was installed as the Mission Oaks area developed from the 1970's through early 2000. The Water Reclamation facility, which was commissioned in 1997 and the Non-potable distribution system, mostly installed after 2000, are much newer. All, however, will require increasing maintenance as they age

and all can benefit from further automation to reduce the cost of manual interface and to improve water quality.

Strategy 7.1 Budget for System Maintenance and Improvements

Camrosa will be proactive in establishing budgets and rate structures that provide for timely capital replacement, infrastructure maintenance and system improvements. New technology will be used wherever possible to automate operations and improve system efficiency.

8. Fully Develop Staff Potential

Camrosa recognizes that staff are a valuable asset and highly qualified individuals are the key to efficient and effective operations and good customer service. The District desires to retain its highly skilled staff, provide growth opportunities through continuing education and cross training and recruit highly qualified replacements as the current workforce begins to retire.

Strategy 8.1 Improve Expertise of Onboard Staff

Camrosa will provide growth-enhancing opportunities for employees that will allow them to use and develop their full capacities. The District will seek to link our employees' individual strengths, interests, values, developmental needs, and personal style with the organization's major strategic needs such as staffing levels, skills, knowledge, and experience. This process will be accomplished through regularly scheduled job performance/career planning evaluations.

Strategy 8.2 Conduct Succession Planning

Camrosa will develop a plan to preserve corporate knowledge and provide a seamless transition as employees enter retirement.

Strategy 8.3 Enhance Future Labor Pool

Collaborating with local water purveyors, colleges and the University, Camrosa will evaluate development of an internship program to encourage career development in the water and wastewater industry.

Maintain Public Awareness and Confidence and Honor the Public Trust

9. Educate Customers

A recent survey conducted by Camrosa revealed substantial misconceptions about the challenges faced by Camrosa related to water reliability and water quality and



what the future holds with regard to water availability and cost. Public awareness and education regarding the District's challenges, goals and strategies is fundamental to the success of drawing support of Camrosa's customers in

implementing infrastructure improvements and developing new rate structures.

Strategy 9.1 Develop Public Outreach tools

Camrosa will develop effective public outreach tools and media to educate the District's customers about water resources and future costs.

Strategy 9.2 Improve Website

Camrosa will renovate the District's website to develop an interactive customer support tool and provide a more educational experience for its customers.

Strategy 9.3 Leverage MWD Education Program

MWD provides water conservation educational outreach resources and conservation rebates for residential, commercial, industrial customers. Currently, Camrosa utilizes MWD's rebates and California Friendly landscape workshops for the District's customers. Through development of public outreach Camrosa will leverage the programs already available to enhance education relating to water resources and water conservation.

10. Protect Water Supplies

Local water supplies are Camrosa’s most valuable asset and the preservation of those supplies for future generations among the highest priorities of the District. Diligence will be required to ensure that water volume does not diminish and improvement of water quality is implemented. Transportation of salts off the watershed will ensure long-term use of groundwater assets.

Strategy 10.1 *Implement Phase 1 of RWRMP*

The Renewable Water Resource Management Plan (RWRMP) is an integrated set of facilities to reduce reliance on imported water supplies while improving water quality through the managed transport of salts out of the watershed. Phase 1 (of 4 phases) is critical to address the immediate water quality problems of the lower Calleguas Creek Watershed. Camrosa will cooperate with local agencies to construct those facilities outlined in Phase 1 of the project.

11. Exceed all Regulatory Standards

Regulatory policy establishes minimum water quality standards for delivery of potable water and required standards that must be met for disposal of wastewater. New policy is being developed that will establish standards for recycled water. The public places its trust in Camrosa to not only meet the minimum standards established by regulation but to deliver water of the highest possible quality. The public, too, trusts that Camrosa will be proactive in protecting our natural resources.



Strategy 11.1 *Exceed all Regulatory Standards*

Camrosa shall seek to not only meet minimum water quality standards but to exceed all current and future regulatory water standards whenever possible. The District shall cooperate fully with regulatory agencies and actively seek to preserve and protect our vital resources.

Board Memorandum

February 10, 2022

To: Board of Directors

From: Tony Stafford, General Manager

Subject: Well Trends

Objective: Update the Board on current groundwater levels and trends in the District's wells.

Action Required: No action necessary; for information only.

Discussion: Staff will present historical groundwater levels for the District's wells.

Board Memorandum

February 10, 2022

To: Board of Directors

From: Tony Stafford, General Manager

Subject: Marz Farms

Objective: Discuss conditions of out-of-bounds potable water delivery to Marz Farms.

Action Required: No action necessary; for information only.

Discussion: On February 6, 2020, Camrosa entered into an "Agreement for 'Commercial/Industrial/Institutional Out-of-Bounds' Water Service." By that agreement, and under the auspices of Camrosa's Ordinance 40, Camrosa provides potable water to Marz Farms outside its service area for the purposes of agricultural irrigation. The terms of the agreement state that water service is interruptible and can be discontinued at any time. One such condition would be if the District implemented an emergency water shortage contingency.

The agreement was extended in 2021 (see attached) and expired February 6, 2022. Water service has been stopped. Marz Farms seeks another extension.

Staff will present Marz Farms' water use over the two years of the agreement for the Board's discussion.

Camrosa Water District

RENEWAL

of

Agreement for "Commercial/Industrial/Public Out of Bounds" Water Service

On February 6, 2020, Camrosa Water District (CWD) and Marz Farms, Inc. (Marz) entered into an "Agreement for 'Commercial/Industrial/Public Out of Bounds' Water Service." By that agreement, under the auspices of Ordinance 40, and in accordance with the terms and conditions described below, CWD agreed to extend potable water service outside its service area to Marz for the purpose of agricultural irrigation.

The purpose of this agreement is to renew that agreement. The term of this renewal agreement is one year from February 6, 2021, 2021 (the "effective date"), renewable annually upon approval by both parties.

A. Standard Rules and Regulations Apply

1. This agreement is made in addition to CWD's Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services; unless expressly conditioned or modified by the following terms, all rules and regulations contained in Ordinance 40 apply.

B. Place of Use

1. Marz Farms intends to use potable water for agricultural irrigation on the following parcels, which are contiguous and considered a "single operation," which, for the purposes of this agreement, is defined as contiguous agricultural parcels under the management of Marz Farms, Inc.:
 - a) 234-0-030-140
 - b) 234-0-030-320
 - c) 234-0-030-330
 - d) 234-0-030-340
2. Additional parcels may be added under this agreement if approved by the General Manager and provided that:
 - a) The parcels are contiguous with any of those listed in Section B.1.
 - b) The additional parcels are inspected by CWD and determined thereby to be part of the "single operation" constituted by the parcels listed in Section B.1.

C. Intent of Use

1. Marz Farms agrees that the potable water served under this agreement is dedicated to agricultural irrigation, will be used for the sole purpose of agricultural irrigation, and is not intended to supply or induce development.
2. Any other use than for the irrigation of agricultural crops will result in discontinuation of service and/or termination of this agreement.
3. Marz Farms intends to use the potable water provided by this agreement to supplement nonpotable water use on its property. As such, specific construction specifications apply, as detailed in Section D.

D. Restrictions on Use

1. Surplus Water/Out of Bounds Service is interruptible. CWD may interrupt water service due to supply shortages, impacts on in-bounds customers, State-mandated cutbacks or conservation regulations, emergencies, or other eventualities determined by the CWD General Manager to necessitate curtailment of out-of-bounds service.
2. CWD may limit the time of use of water service provided by this agreement.
3. CWD may reduce or limit the flow and/or volume of water service provided by this agreement.
4. Any restrictions described above will be communicated to Marz Farms whenever possible at least 24 hours ahead of restriction, via email and phone, to the following representative(s) of Marz Farms:
 - a) Jorge Reyes: 805.312.3358; Jorge.Reyes@marzfarms.com
 - b) Roberto Martinez: 805.797.7967; Robmartinez@Marzfarms.com

E. Construction Specifications

1. Marz Farms agrees to abide by CWD specifications for the construction of the potable water service and all aboveground and belowground appurtenances. These include:
 - a) Connection to the CWD system will be performed by a District-approved contractor, under CWD supervision, using CWD's Construction Specifications and Standard Drawings, available at <https://www.camrosa.com/engineering-2/#specs> and upon request of CWD.
 - b) Specifically regarding the introduction of potable water into an earthen reservoir, Marz Farms agrees that the air gap between the highest point of the earthen reservoir's berm and the bottom of the potable water pipe be two times the potable water pipe's diameter.
 - c) A reduced-pressure zone device must be installed on the Marz Farms side of the meter service, per CWD specifications.

F. Cost of Service

1. Water Capital Improvement Fee: Water Capital Improvement Fees represent the cost of the physical meter as well as the cost of buying into the existing CWD system to support the maximum flow rate of the required meter service. Because out-of-bounds water is considered interruptible, only the meter fee portion of the Water Capital Improvement Fees, as defined by Camrosa specifications at the time of construction/meter purchase, will be applied.
2. Out of Bounds commodity rate: Marz Farms agrees to pay the "Commercial/Industrial/Public Out of Bounds" potable water service rate, as defined by the CWD Schedule of Rates & Charges, including the applicable monthly meter service charge.
3. Water service will be metered and billed on a monthly billing cycle as described by Ordinance 40.
4. Calleguas Municipal Water District Tier 2 pricing
 - a) CWD's potable water supply is a blend of local groundwater produced by CWD and water purchased from Calleguas Municipal Water District (CMWD) ("imported water"). CMWD provides two pricing tiers, Tier 1 and Tier 2. Tier 1 is based on the ninetieth percentile (90%) of a retailer's ten-year rolling average; Tier 2 charges are inflated by a factor determined in CMWD's annual budgeting process.

- b) Should CWD's imported water purchases exceed its Tier 1 allocation and incur Tier 2 pricing, Tier 2 charges will be distributed amongst all current "Commercial/Industrial/Public Out of Bounds" water services.
- c) Marz Farms agrees to pay its pro-rata share of all CMWD Tier 2 charges.

G. Inspection

- 1. CWD reserves the right to inspect the parcels listed in Section B.1 to confirm adherence with the intent, terms, requirements, and conditions described above and/or any restrictions or limitations placed on the water service since the effective date of this agreement.

H. Discontinuation/Termination

- 1. Water service may be discontinued and/or this agreement terminated for violation of any of the terms, requirements, or conditions described herein and/or for violation of any restrictions or limitations placed on the water service since the effective date of this agreement.
- 2. The CWD General Manager may discontinue service and/or terminate this agreement at his/her sole discretion.
- 3. Either party may terminate this agreement with a written thirty (30) day notice.

The undersigned representatives of CWD and Marz Farms hereby agree to the provision of "Commercial/Industrial/Public Out of Bounds" water service to Marz Farms in accordance with the terms described above.



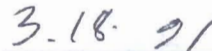
Tony Stafford, General Manager
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012
805.388.0226



Date



Adelio Martinez
Marz Farms, Inc.
400 Camarillo Ranch Road #107
Camarillo, CA 93012



Date

Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

Board Memorandum

February 10, 2022

To: Board of Directors

From: General Manager

Subject: Closed Session Conference with Legal Counsel – Pending Litigation

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

Action Required: No action necessary; for information only.

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



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. 2022 Board Calendar

2022 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2022 Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 3 rd - New Year's Holiday (Observed)						
						1				1	2	3	4	5			1	2	3	4	5	February 21 st - President's Day					
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	May 30 th - Memorial Day						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	July 4 th - Independence Day						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	September 5 th - Labor Day						
23	24	25	26	27	28	29	27	28						27	28	29	30	31			November 11 th - Veteran's Day						
30	31																				November 24 th & 25 th - Thanksgiving						
																					December 23 rd & 26 th - Christmas						
																					December 30 th - New Year's Eve						
APRIL							MAY							JUNE							2022 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. (Palm Springs) - Jan. 19 th - 21 st						
					1	2	1	2	3	4	5	6	7				1	2	3	4	ACWA Spring Conf. (Sacramento) - May 3 rd - 6 th						
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	CASA 67th Annual Conf. (Squaw Creek) - Aug. 10 th - 12 th						
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	ACWA Fall Conf. (Indian Wells) - Nov. 29 th - Dec. 2 nd						
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25							
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30									
JULY							AUGUST							SEPTEMBER							2022 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		1	2	3	4	5	6					1	2	3	Waterwise Breakfast (See yellow on calendar)						
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	AWA Board Meetings (See orange on calendar)						
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	August - DARK (No Meetings or Events)						
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	September 29 th - Reagan Library Reception						
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30		**DATE ?? - Annual Symposium**						
31																					December 8 th - Holiday Mixer						
OCTOBER							NOVEMBER							DECEMBER							2022 VCSDA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 1 st - Annual Dinner						
						1			1	2	3	4	5					1	2	3	April 5 th						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	June 7 th						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	August 2 nd						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	October 4 th						
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	December 6 th						
30	31																										
Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93012							Note: Board of Directors meetings are highlighted in RED. Board Meetings are held on the <u>2nd & 4th Thursday</u> of each month at 5pm unless indicated.																				