

Board Agenda

Regular Meeting

Thursday, March 10, 2022

Camrosa Board Room

5:00 P.M.

TO BE HELD IN PERSON

The March 10, 2022 Board of Directors meeting will be held in person.

There will be no virtual access.

The public and guests are welcome to attend at the District office:

7385 Santa Rosa Road

Camarillo, CA 93012

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 February 24, 2022**
2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$265,397.98

Primary Agenda

3. ****Fiscal Year 2021-22 Program Accomplishments & Fiscal Year 2022-23 Goals**

Objective: Receive a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2022-23 program goals.

Action Required: No action necessary; for information only.

4. ****Materials Testing at Conejo Wellfield GAC Construction Project**

Objective: Retain professional services to provide soil density testing, concrete inspection, and asphalt density testing and inspection associated with the Conejo Wellfield Granular Activated Carbon (GAC) Treatment Plant.

Action Required: Authorize the General Manager to enter into an agreement with Union Materials Testing, Inc. (UMT) and issue a purchase order, in an amount not to exceed \$49,516.00, for materials testing support associated with the Conejo Wellfield GAC Treatment Plant construction project.

5. ****Grant Support**

Objective: Retain professional services to match Camrosa projects with available grants.

Action Required: Authorize the General Manager to enter into an agreement with Kennedy/Jenks Consultants, Inc. and issue a purchase order, in an amount not to exceed \$35,682.00, for Tasks 1 and 3, to provide grant funding and consulting services that will assist with tracking, researching, and fitting upcoming grant opportunities with Camrosa projects.

6. **New Fuel Trailers**

Objective: Acquire portable fuel trailers.

Action Required: Authorize the General Manager to issue a purchase order to JME Ellsworth in the amount of \$23,512.79 for the purchase of two 110-gallon fuel trailers.

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

7. **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/

March 10, 2022

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Thursday, February 24, 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)
Kevin Wahl, Superintendent (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: None

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of February 10, 2022

The Board approved the Minutes of the Regular Meeting of February 10, 2022.

Motion: Hoag **Second:** Foreman

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 \$786,309.73 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$786,309.73.

Motion: Hoag **Second:** Foreman

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

Primary Agenda

3. Create a CIP for PV Well #2 Upgrades

The Board appropriated \$407,333.46 from the potable capital replacement fund to fund a new PV Well #2 Upgrades CIP.

Motion: Brown **Second:** Foreman

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

4. Applications by Property Owners

The Board discussed amending Ordinance 40 requiring property owners to apply for water service, not tenants.

No action necessary; for information only.

5. Local Production Update

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

No action necessary; for information only.

6. Concurring in Nomination to the California Water Insurance Fund Board, an Association of California Water Agencies Joint Powers Insurance Authority (ACWA/JPIA) Captive Insurance Company

The Board adopted a Resolution Concurring in Nomination of Scott H. Quady of Calleguas Municipal Water District, to the California Water Insurance Fund Board, an ACWA/JPIA Captive Insurance Company.

Motion: Brown **Second:** Fox

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

To facilitate the closed session, the Chair moved General Manager and Director comments ahead of the closed session.

Comments by General Manager

- The Board will resume in-person meeting on March 10, 2022.

Comments by Directors

- Director Foreman presented information received at the ACWA Committee meetings regarding the increase in available grant funding; the challenges confronting water and wastewater agencies with regard to renewable energy, especially as concerns Governor Newsom's targets for the rollout of public sector electric vehicle fleets; and the increased water-quality regulatory activity expected in the near future, in particular regard to contaminants of emerging concern. Director Foreman encouraged staff to continue their involvement in advocacy and policy-setting activities, where appropriate.
- Director Brown encouraged the District to remain vigilant and ensure we're putting sufficient resources into increasing the security of the District's infrastructure and SCADA systems to defend against cyberattack.

CLOSED SESSION: The Board entered a closed session at 5:36 P.M. to confidentially discuss litigation matters as authorized by Government code 54956.9.

7. Closed Session Conference with Legal Counsel – Pending Litigation

The Board returned to open session at 5:44 P.M.

No action was taken in closed session.

Adjournment

There being no further business, the meeting was adjourned at 5:44 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

March 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 \$265,397.98.

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

Payroll PR 2-2 & ME	\$ 95,755.48
Accounts Payable 02/17/2022-03/02/2022	\$ <u>169,642.50</u>
Total Disbursements	\$ <u>265,397.98</u>

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Tony L. Stafford, General Manager

Camrosa Water District

Accounts Payable Period:

02/17/2022-03/02/2022

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	77958.27
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	-2725.00
20250	Non-Potable Water Purchases	
23001	Refunds Payable	1276.82
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	
50210	Communications	2886.04
50220	Outside Contracts	34308.55
50230	Professional Services	7550.00
50240	Pipeline Repairs	3509.99
50250	Small Tool & Equipment	
50260	Materials & Supplies	21527.19
50270	Repair Parts & Equip Maint	13039.89
50280	Legal Services	
50290	Dues & Subscriptions	1173.75
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	4975.00
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	4162.00
50700	Interest Expense	
TOTAL		\$169,642.50

Expense Approval Report

By Vendor Name

Camrosa Water District, CA

Payable Dates 2/17/2022 - 3/2/2022 Post Dates 2/17/2022 - 3/2/2022

Payment Numb	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
50	03/02/2022	BONDY GROUNDWATER CONSULTING, INC.	077-05-GSA	PM: Santa Rosa GSP	Prof services	FY22-0137	2834
TOTAL VENDOR PAYMENTS-GSA							\$ 2,834.00
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3318	02/24/2022	DEPOSIT ONLY-CAMROSA WTR	2-24-22-PR	Transfer to Disbursements Account	Transfer to disbursements-holdin		186500
3319	02/24/2022	DEPOSIT ONLY-CAMROSA WTR	2-24-22-AP	Transfer to Disbursements Account	Transfer to disbursements-holdin		500000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							686500
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
57700	02/28/2022	ALL PEST AND REPAIR, INC.	0025243	Outside Contracts-Pest Control -VTA1-1900	Outsd contracts		600
57700	02/28/2022	ALL PEST AND REPAIR, INC.	0025273	Outside Contracts-Pest Control -VTA1-7385	Outsd contracts		420
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1020
57701	02/28/2022	ALLCABLE	4030487	TR Well - Chloramination	Materials & supplies		469.78
57702	03/02/2022	AMERICAN PUBLIC WORKS CONSULTING ENGIN	2021-6	PV Well No. 2 Project Management Services	Construction in progress	FY22-0011	2945
57703	02/28/2022	BASELINE ENTERPRISES	19426	Outside Contracts- Fuel Tank Inspection	Outsd contracts		981.75
57704	03/01/2022	BETTY MEYER	00000979	Deposit Refund Act 979 - 887 Paseo Tosamar	Refunds payable		20.92
57705	03/01/2022	BRENNTAG PACIFIC, INC.	BPI221771	Materials & Supplies - Chemicals RMWTP	Materials & Supplies-RMWTP		4063.53
Vendor: CAN03 - Cannon Corporation							
57706	03/02/2022	Cannon Corporation	79408	Reservoir 1B Communication Upgrades	Construction in progress	FY21-0035-R1	2175
57706	03/02/2022	Cannon Corporation	79409	Contract Inspection Services	Outsd contracts	FY22-0081	2972.5
57706	03/02/2022	Cannon Corporation	79410	Contract Inspection Services	Outsd contracts	FY22-0081	340
57706	03/02/2022	Cannon Corporation	79411	Contract Inspection Services	Outsd contracts	FY22-0081	442.5
57706	03/02/2022	Cannon Corporation	79412	Contract Inspection Services	Outsd contracts	FY22-0081	3818
Vendor CAN03 - Cannon Corporation Total:							9748
Vendor: LAS02 - CINDY SALDIVAR							
57707	03/02/2022	CINDY SALDIVAR	022322	Notary Services- CALOES	Prof services		25
57707	03/02/2022	CINDY SALDIVAR	022422	Notary Services- CALOES	Prof services		25
Vendor LAS02 - CINDY SALDIVAR Total:							50
57708	03/01/2022	CITY OF CAMARILLO	3012022	Annual Encroachment Permit City of Camarillo	Fees & charges		4975
Vendor: COA01 - COASTAL-PIPCO							
57709	02/28/2022	COASTAL-PIPCO	S2170581-001	Repair Parts - RMWTP	Repair Parts & Equipment-RMWT		835.04
57709	02/28/2022	COASTAL-PIPCO	S2171008-001	TR Well - Chloramination	Materials & supplies		284
Vendor COA01 - COASTAL-PIPCO Total:							1119.04
Vendor: COR03 - CORELOGIC INFORMATION SOLUTIONS, INC							
57710	03/02/2022	CORELOGIC INFORMATION SOLUTIONS, INC	30577317	November 21 invoice-Assesors Parcel Info	Outsd contracts		150
57710	03/02/2022	CORELOGIC INFORMATION SOLUTIONS, INC	30584822	December 21 Invoice-Assesors Parcel Info	Outsd contracts		154.5
Vendor COR03 - CORELOGIC INFORMATION SOLUTIONS, INC Total:							304.5
57711	02/28/2022	COUNTY OF VENTURA RMA OPERATIONS	IN0222494	County Cross-Connection Program	Outsd contracts		3961.57
57712	03/02/2022	CULLIGAN OF VENTURA COUNTY	March2022	Water Softener - Penny Well	Outsd contracts		72.5
57713	03/01/2022	DEDREE HOYT	00005931	Deposit Refund Act 5931 - 11613 Charisma Ct	Refunds payable		66.19

Vendor: DIE01 - DIENER'S ELECTRIC, INC

57714	02/28/2022	DIENER'S ELECTRIC, INC	32754	Check and Repair Transformer - Reservoir 1B	Outsd contracts		425.25
57714	03/02/2022	DIENER'S ELECTRIC, INC	32812	Install Electrical Conduits - TR Well	Outsd contracts	FY22-0245	3503.73
Vendor DIE01 - DIENER'S ELECTRIC, INC Total:							3928.98

57715	03/01/2022	Enhanced Landscape Development, Inc	79437	.Landscaping	Outsd contracts		1627
57716	03/01/2022	FERGUSON WATERWORKS #1083	0791101	Leak Repair Adohr Ln, WO#15644555	Pipeline repairs		511.99
57717	03/01/2022	Frontier Communications	February 2022	VOIP Land Lines-Act 209-188-5853-052003-5	Communications		436.18

Vendor: FRU01 - FRUIT GROWERS LAB. INC.

57718	02/28/2022	FRUIT GROWERS LAB. INC.	200441A	Outside Lab Work for RMWTP.	Outside Contracts		56
57718	03/02/2022	FRUIT GROWERS LAB. INC.	201808A	Outside Lab Analysis	Outsd contracts		28
57718	03/02/2022	FRUIT GROWERS LAB. INC.	201809A	Outside Lab Analysis	Outsd contracts		28
57718	03/01/2022	FRUIT GROWERS LAB. INC.	202314A	Outside Lab Work for RMWTP	Outside Contracts		56
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							168

57719	03/01/2022	HACH COMPANY	12884120	Repair Parts for DO Probe - CWRP	Repair parts & equipment	FY22-0242	1053.11
57720	03/02/2022	HERC RENTALS INC.	83141771-001	Repair Pond Pump	Repair parts & equipment	FY22-0243	1807.6

Vendor: HOP02 - HOPKINS GROUNDWATER CONSULTING

57721	03/02/2022	HOPKINS GROUNDWATER CONSULTING	11861	Additional Scope task 2 & 3	Construction in progress	FY22-0133	70
57721	03/02/2022	HOPKINS GROUNDWATER CONSULTING	11861	Inspection Services - Cleaning TR Well	Construction in progress	FY22-0133	5490
57721	03/02/2022	HOPKINS GROUNDWATER CONSULTING	11861	Tierra Rejada Well Geohydrological services	Construction in progress	FY22-0133	5001.25
Vendor HOP02 - HOPKINS GROUNDWATER CONSULTING Total:							10561.25

57722	03/02/2022	INFOSEND, INC.	207623	Printing and Mailing February 2022 Statements	Outsd contracts		4930.58
57723	03/01/2022	JASON ESCALANTE-BROWN	00000280-2	Finalled Account- Overpayment Refund Act 280	Refunds payable		18.71
57724	03/01/2022	JENNIFER FERGUSON	00003639	Deposit Refund Act 3639 - 1200 Mission Verde Dr	Refunds payable		25.34
57725	03/01/2022	JOHN BELTRAN	00001791	Deposit Refund Act 1791 - 359 Manzaqnita St	Refunds payable		109.2
57726	03/02/2022	LARRY WALKER ASSOCIATES, INC	00388-02-05	NPDES Climate Change Plan -- Comments	Prof services	FY22-0247	7500
57727	03/02/2022	LINDE GAS & EQUIPMENT INC	69005127	Acetylene Gas Cylinders	Materials & supplies		65.8
57728	03/02/2022	MNS ENGINEERS, INC.	79811	Penny Well Entrained Air Engineering Services	Construction in progress	FY22-0121	967.5
57729	02/28/2022	NE Systems Incorporated	3661	Fortinet Support Renewal	Outsd contracts	FY22-0220	7906

Vendor: NOH01 - NOHO CONSTRUCTORS

57730	03/02/2022	NOHO CONSTRUCTORS	Payment 5	CWRF - Diesel Fuel Tank Installation	Construction in progress	FY21-0220-R1	14500
57730	03/02/2022	NOHO CONSTRUCTORS	Paymt5-Retention	Retention from Pymt 5	Contractor's retention		-725
57730	03/02/2022	NOHO CONSTRUCTORS	Pymt 2- Project PW2	Reservoir 1B communication facility	Construction in progress	FY22-0068	40000
57730	03/02/2022	NOHO CONSTRUCTORS	Pymt2-2 Retention	Retention on Payment2- Project 2	Contractor's retention		-2000
Vendor NOH01 - NOHO CONSTRUCTORS Total:							51775

Vendor: NOR07 - NORTHSTAR CHEMICAL

57731	02/28/2022	NORTHSTAR CHEMICAL	215048	Materials Chemicals - CWRF	Materials & supplies		250
57731	02/28/2022	NORTHSTAR CHEMICAL	217055	Materials Chemicals - CWRF	Materials & supplies		2825.36
57731	02/28/2022	NORTHSTAR CHEMICAL	217056	Materials Chemicals - RMWTP	Materials & Supplies-RMWTP		1227.75
57731	03/01/2022	NORTHSTAR CHEMICAL	217790	Materials Chemicals RMWTP	Materials & Supplies-RMWTP		3989.7
57731	03/01/2022	NORTHSTAR CHEMICAL	217792	Materials Chemicals Woodcreek Well	Materials & supplies		2448.94
Vendor NOR07 - NORTHSTAR CHEMICAL Total:							10741.75
57732	03/02/2022	PROVOST & PRITCHARD CONSULTING GROUP	90498	GAC Engineering	Construction in progress	FY20-0326-R2	5400
57733	03/01/2022	RINCON PROPERTY MGMT	00000968	Deposit Refund Act 968 - 821 Paseo Tosamar	Refunds payable		36.46

Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS

57734	03/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1017344	Repair Parts - TR Well	Repair parts & equipment		993.72
57734	03/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1017662	VFD's TR Well	Repair parts & equipment	FY22-0225	3337.09
57734	03/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1017671	CWRF Effluent PS VFD 1	Repair parts & equipment	FY22-0222	721.63
57734	03/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1017672	CWRF Effluent PS VFD 2	Repair parts & equipment	FY22-0223	351.96
57734	03/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1017673	CWRF Effluent PS VFD 3	Repair parts & equipment	FY22-0224	351.96
57734	03/01/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1017696	Repair Parts - TR Well	Repair parts & equipment		190.39

Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total: 5946.75

57735	03/01/2022	SALINAS & SONS ROOTER INC	00-12828	Lab Cabinetry	Fixed Assets-Internal	FY22-0239	4162
57736	03/01/2022	SAM HILL & SONS, INC.	4060	Repair leak on 4" Non Potable Line	Pipeline repairs	FY22-0240	2998

Vendor: SCF01 - SC Fuels

57737	02/28/2022	SC Fuels	2066099IN	Material & Supplies - Fuel	Materials & supplies		1532.67
57737	02/28/2022	SC Fuels	2070097IN	Material & Supplies - Fuel	Materials & supplies		1936.59

Vendor SCF01 - SC Fuels Total: 3469.26

Vendor: SPA01 - SPARKLETT'S

57738	03/01/2022	SPARKLETT'S	4667386-012322	Distilled Bottled Water	Outsd contracts		121.81
57738	03/01/2022	SPARKLETT'S	4667386-022022	Distilled Bottled Water	Outsd contracts		67.9

Vendor SPA01 - SPARKLETT'S Total: 189.71

57739	03/01/2022	STATE WATER RESOURCES CONTROL BOARD	T2 App-Chriss C	Grade 2 Treatment Exam App-Chris Castaneda	Dues & subscrip		45
57740	03/01/2022	TORO ENTERPRISES	00000004	Deposit Refund Act 4-95880 Temporary FH Meter	Refunds payable		1000

Vendor: UGS01 - UGSI Chemical Feed, Inc

57741	03/01/2022	UGSI Chemical Feed, Inc	INV0021782	Repair Parts Encore 700 Pumps	Repair parts & equipment	FY22-0050	364.35
57741	03/01/2022	UGSI Chemical Feed, Inc	INV21719	Repair Parts Encore 700 Pumps	Repair parts & equipment	FY22-0050	1016.93
57741	03/01/2022	UGSI Chemical Feed, Inc	INV21809	Repair Parts Encore 700 Pumps	Repair parts & equipment	FY22-0050	274.01

Vendor UGS01 - UGSI Chemical Feed, Inc Total: 1655.29

57742	03/01/2022	UNDERGROUND SERVICE ALERT OF SOUTHERN	220220205	Dig Alert Tickets Monthly	Outsd contracts		302.05
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Vendor: UNI08 - UNIFIRST CORPORATION

57743	02/28/2022	UNIFIRST CORPORATION	328-1348574	Uniform Cleaning Service	Outsd contracts		258
57743	02/28/2022	UNIFIRST CORPORATION	328-1348580	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		66.14
57743	03/02/2022	UNIFIRST CORPORATION	328-1350531	Uniform Cleaning Services	Outsd contracts		266.74
57743	03/02/2022	UNIFIRST CORPORATION	328-1350538	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts		72.85
57743	03/02/2022	UNIFIRST CORPORATION	328-1352142	Uniform Cleaning Services	Outsd contracts		266.74
57743	03/02/2022	UNIFIRST CORPORATION	328-1352149	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts		72.85
57743	03/02/2022	UNIFIRST CORPORATION	328-1354139	Uniform Cleaning Services	Outsd contracts		266.74
57743	03/02/2022	UNIFIRST CORPORATION	328-1354147	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts		72.85

Vendor UNI08 - UNIFIRST CORPORATION Total: 1342.91

Vendor: USA01 - USA BLUE BOOK

57744	02/28/2022	USA BLUE BOOK	881130	Replacement sensor for CWRF DO Probe.	Materials & supplies		156.59
57744	03/01/2022	USA BLUE BOOK	884117	Repair Parts CWRF	Repair parts & equipment		865.6
57744	03/01/2022	USA BLUE BOOK	889769	Materials & Supplies CWRF Bar Screen	Materials & supplies		576.4
57744	02/28/2022	USA BLUE BOOK	889944	Evaporating Dishes for TDS	Materials & supplies		137.58
57744	03/01/2022	USA BLUE BOOK	891000	Repair Parts RMWTP	Repair Parts & Equipment-RMWT		118.99
57744	03/01/2022	USA BLUE BOOK	891001	Repair Parts RMWTP	Repair Parts & Equipment-RMWT		118.99
57744	03/01/2022	USA BLUE BOOK	891172	Repair Parts RMWTP	Repair Parts & Equipment-RMWT		638.52

Vendor USA01 - USA BLUE BOOK Total: 2612.67

57745	03/02/2022	VERIZON WIRELESS	9900130737	Cell Phones	Communications		2449.86
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Vendor: WWG01 - W W GRAINGER, INC.

57746	03/01/2022	W W GRAINGER, INC.	9216402124	Containment Skid - TR Well	Construction in progress	FY22-0227	1409.52
57746	03/01/2022	W W GRAINGER, INC.	9222159163	Materials & Supplies	Materials & Supplies-RMWTP		318.68
57746	03/01/2022	W W GRAINGER, INC.	9223771016	Truck Storage - Truck #39	Materials & supplies		891.61
57746	03/01/2022	W W GRAINGER, INC.	9223771032	Materials & Supplies Reagents CL17 Analyzers	Materials & supplies		352.21
Vendor WWG01 - W W GRAINGER, INC. Total:							2972.02
57747	02/28/2022	WATEREUSE ASSOCIATION	D44190	Annual Membership	Dues & subscrip		1128.75

TOTAL VENDOR PAYMENTS-CAMROSA**\$ 169,642.50**

958	03/01/2022	ACWA/JPIA	INV0011161	Medical, Dental & Vision Insurance	Medical, Dental & Vision ins.		48970.39
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Vendor: PER05 - CAL PERS 457 PLAN

DFT0003791	02/24/2022	CAL PERS 457 PLAN	INV0011172	Deferred Compensation	Deferred comp - ee paid		50
DFT0003792	02/24/2022	CAL PERS 457 PLAN	INV0011173	Deferred Compensation	Deferred comp - ee paid		3704.46
Vendor PER05 - CAL PERS 457 PLAN Total:							3754.46

DFT0003787	02/24/2022	COLONIAL SUPPLEMENTAL INS	INV0011168	Colonial Benefits	Colonial benefits		279.22
DFT0003786	02/24/2022	EMPLOYMENT DEVELOP. DEPT.	INV0011166	Payroll-SIT	P/R-sit		3931.11

Vendor: HEA02 - HealthEquity

DFT0003795	02/24/2022	HealthEquity	INV0011178	HSA-Employee Contribution	HSA Contributions Payable		528.84
DFT0003796	02/24/2022	HealthEquity	INV0011179	HSA Contributions	HSA Contributions Payable		250
Vendor HEA02 - HealthEquity Total:							778.84

956	02/24/2022	LINCOLN FINANCIAL GROUP	INV0011174	Deferred Compensation	Deferred comp - ee paid		1958
957	02/24/2022	LINCOLN FINANCIAL GROUP	INV0011192	Profit Share Contribution	Profit share contributions		2618.42
DFT0003793	02/24/2022	PUBLIC EMPLOYEES	INV0011176	PERS-Retirement	P/R-state ret.		17388.58
DFT0003797	02/24/2022	SYMETRA LIFE INS CO.	INV0011180	Life Insurance	Life ins.		293.75

Vendor: UNI10 - UNITED STATES TREASURY

DFT0003784	02/24/2022	UNITED STATES TREASURY	INV0011164	Payroll-Social Security Tax	P/R - ee social security		692.48
DFT0003785	02/24/2022	UNITED STATES TREASURY	INV0011165	Payroll- Medicare Tax	P/R - ee medicare		3046.62
DFT0003805	02/24/2022	UNITED STATES TREASURY	INV0011195	FIT	P/R-fit		10561.86
Vendor UNI10 - UNITED STATES TREASURY Total:							14300.96

57699	02/24/2022	UNITED WAY OF VENTURA CO.	INV0011167	Charity-United Way	P/R-charity		20
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Vendor: UNU01 - UNUM LIFE INSURANCE

959	03/01/2022	UNUM LIFE INSURANCE	INV0011181	Lont Term Disability	Ltd ins.		1187.08
959	03/01/2022	UNUM LIFE INSURANCE	INV0011193	Short Term Disability	P/R-std ins.		274.67
Vendor UNU01 - UNUM LIFE INSURANCE Total:							1461.75

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA**\$ 95,755.48**

Board Memorandum

March 10, 2022

To: General Manager

From: Tamara Sexton, Finance Manager

Subject: Fiscal Year 2021-22 Program Accomplishments & Fiscal Year 2022-23 Goals

Objective: Receive a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2022-23 program goals.

Action Required: No action necessary; for information only.

Discussion: Staff will provide an overview of the current fiscal year program accomplishments and goals that will become the foundation upon which the FY 2022-23 expense budget will be developed. The current year accomplishments and FY 2022-23 goals are attached.

Human Resources – Program 05

The objective of Human Resources program is twofold: to capture all human resource costs in a single program 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 2021-2022

- District employees continued advancement in water, wastewater and laboratory certifications
- District staff participation in Tuition reimbursement program
- Successfully recruited a Field Service Technician and two System Operators
- Contracted inspection services in wake of internal inspector retirement and project management to support two construction projects
- Provided monthly safety training to all staff
- Continued Part-Time Student Employee Program

Goals for 2022-2023

- Zero Lost Time Accidents
- Enhance staff training and certification
- Continue Succession Planning
- Increase staffing to meet the needs of the District and support succession planning.

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 2021-2022

- Initiated the Arroyo Santa Rosa Groundwater Sustainability Plan
- Began construction on the Conejo Wellfield GAC treatment plant
- Continued construction of PV Well #2
- 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
- Developed grant program with consultant
- Developed a new water demand mitigation fee
- Initiated the District's Strategic Plan
- Completed an Emergency Response Plan in accordance with America's Infrastructure Act of 2018

Goals for 2022-2023

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

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 2021-2022

- Awarded a contract to AllConnected for IT/OT/cybersecurity support
- Provided network/communications for work-at-home environment during pandemic
- Upgraded Office365 G1 Subscription to Enhanced G3 Subscription
- Upgraded CWDVSQL to Windows server 2016 virtual machine
- Migrated Camnet Intranet to Sharepoint architecture
- Installed secondary backup servers
- Implemented Tier 2 Historian to enhance security, segment users out of SCADA network
- Migrated server platforms from Server 2016 to Server 2019
- Conducted network security audit and implement NIST Cybersecurity standards
- Updated Windows 2019
- Completed new communications site at Reservoir 1B
- Implemented guest wifi network for advanced security; improved wifi at RMWTP
- Installed four cellular boosters: at main office, O&M building, CWRF, and RMWTP

Goals for 2022-2023

- Fully integrate AllConnected
- Develop network and cybersecurity policies
- Implement multifactor authentication on domain logins
- Migrate from Akura/CarbonBlack endpoint detection and response to AllConnected
- Hire appropriate-level IT professional
- Implement AMR AclaraOne + MTU upgrade Zone 2
- Migrate Tyler Incode 10 to the cloud
- Add three new microwave links on the west communications backbone
- Client workstation refresh (up to four workstations as needed)
- Investigate moving to Windows 11 for client workstations

Resource Planning and 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 2021-2022

- Completed construction of Pump Station Zone 2 to Zone 3
- Began construction of Pleasant Valley Well No. 2
- Began construction of Conejo Wellfield GAC treatment plant
- Completed design of CWRP's dewatering press
- Completed construction of Reservoir 1B emergency generator/communication facility
- Completed construction and installation of Pump Station No. 2 emergency generator
- Completed construction of CRWF emergency generator diesel fuel tank replacement
- Completed rehabilitation and pump replacement at Tierra Rejada Well
- Completed rehabilitation technical memo regarding entrained air at Penny Well
- Initiated design for replacement of a portion of 12" waterline under Conejo Creek
- Initiated design for replacement of Reservoir 4C and 4C Hydropneumatic Pump Station

Goals for 2022-2023

- Begin construction of CWRP's dewatering press
- Complete design and construct preferred solution for Penny Well air entrainment issue
- Complete construction of waterline replacement under Conejo Creek at CamSprings
- Complete construction of GAC treatment at Conejo Wellfield
- Complete construction of PV Well No. 2
- Complete a well siting study for a new supply well for the RMWTP
- Complete sewer hotspot remediation engineering study
- Complete design and begin construction of Ag3 Water Tank & site improvements
- Complete design and begin construction of Reservoir 4C & 4C Hydropneumatic
- Complete construction of CWRP's chemical feed system upgrades
- Complete CRWF's effluent pond(s) rehabilitation & improvements

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.

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 2021-2022

- Managed Arroyo Santa Rosa Groundwater Sustainability Plan; coordinated GSA
- Managed Conejo Wellfield GAC treatment plant construction project
- Began Strategic/Management Planning process
- Managed Fox Canyon GMA reporting for GSP and Conejo Creek Pumping Project
- Incorporated results of systemwide leak detection survey into water loss control program
- Participated in Fox Canyon Groundwater Management Agency Oxnard/Pleasant Valley Basin GSP Stakeholder Group and subgroups and Project Subcommittee
- Led/participated in advocacy efforts to influence State policy and regulatory proposals for conservation legislation, Human Right to Water programs, and water quality issues: includes participation in workgroups with State Water Board, Dept. of Water Resources, Metropolitan Water District, ACWA, AWWA, CMUA, and ad hoc regional groups
- Submitted Emergency Response Plan required by America Water Infrastructure Act
- Developed grant program with consultant
- Participated in Calleguas Creek Watershed Salts and Nutrient Management Plan
- Public outreach included presentations to Leisure Village, AWA, CCWUC, and CSUCI

Goals for 2022-2023

- Develop Water Loss Control Program and hire a Water Loss Control Coordinator
- Develop Master Plan and Strategic Plan
- Manage the Arroyo Santa Rosa GSP and the GAC project to completion
- Engage with SWRCB/DWR on implementation of new legislation
- 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
- Participate in the development of region water supply projects
- Continue public outreach program

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 2021-2022

- Replaced aging meters and optimized automated meter reading technology
- Increased customer enrollment in autopay/reoccurring payment options to almost 40%
- Increased the number of customers opting to go paperless to 14%
- Completed lobby redesign/security enhancements
- Began upgrading utility billing system
- Reintegrated water use comparator on customer bills to promote customer water use understanding and efficiency
- Implemented remote deposits for daily cash collection to reduce courier costs and improve cashflow

Goals for 2022-2023

- Complete the expansion of the AMR (automated meter reading) system
- Complete upgrade of utility billing 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
- Continue replacing aged meters to ensure accurate accounting of water sales
- Support strategies to improve water loss control
- Continue to increase the number of customers opting to go paperless
- Continuous improvement of customer service and best business practices
- Pursue grants to fund customer service education/engagement projects

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 2021-2022

- Zero violations: 100% compliance with all regulations and permits
- Completed sequential chlorination study at CWRP per wastewater permit
- Began construction of permanent ammonia injection facility for sequential chlorination
- Completed PFAS study at CWRP to satisfy new regulatory requirements
- Evaluated alternative technologies for well degassing at Penny Well
- Supported operational changes at PV Well #2/Woodcreek Well and Pump Station 2 to 3 that maximized local production and impacted water aesthetics;
- Assisted RMWTP staff with diagnosing calcium carbonate precipitation issue
- Incorporated TNI-compliant Laboratory Quality Manual and SOPs into lab processes
- Purchased laboratory information management system (LIMS); began implementation
- Participated in virtual outreach tours for CSUCI classes and led in-person tours
- Coordinated Calleguas Creek Watershed TMDL Salts Subcommittee to implement a "regulatory multibenefit" approach to compliance
- Completed "Initial Demonstration of Proficiency" protocol for metals analysis
- Installed laboratory facilities upgrades at main lab and RMWTP
- Trained operations staff on daily water quality analyses (bacti, chlorine, pH, turbidity)

Goals for 2022-2023

- Zero violations: 100% compliance with all regulations and permits
- Complete implementation of a laboratory information management system (LIMS)
- Continue preparing labs for new TNI regulations (multi-year project)
- Assist in startup and operation of Conejo Wellfield GAC treatment plant
- Continue project support: Conejo Wellfield treatment; Penny Well air entrapment; PV Well #2, Tierra Rejada Well, Arroyo Santa Rosa Groundwater Sustainability Plan
- Recruit a full-time laboratory analyst
- Complete construction of ammonia injection system at CWRP
- Advocate on behalf of Camrosa regarding water quality regulations
- Continue participating in Calleguas Creek Watershed Management group

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 2021-2022

- Installed new emergency generator fuel tank at CWRP
- Constructed Pump Station No. 2 emergency standby generator
- Site cleanup at University Well
- Constructed Reservoir 1B standby generator and communication building
- Completed lobby redesign/security enhancements
- Rehabilitated sewer diversion site and fencing
- Expanded scope of contracted grounds maintenance
- Completed chloramination project at Tierra Rejada Well
- Completed radio tower at reservoir 4B
- Purchased fuel trailers

Goals for 2022-2023

- Renew erosion control and improve drainage at main headquarters
- Renew leases on fleet as vehicles become available on market
- Replace confined-space air-quality monitoring system at CWRP headworks

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 2021-2022

- Maximized local water supplies: attained 100% local for over a week in December 2021
- Completed contracted distribution system leak detection survey and service geolocation
- Completed construction of Pump Station Zone 2 to Zone 3
- Began construction of Pleasant Valley Well No. 2
- Began construction of Conejo Wellfield GAC treatment plant
- Excavated at Conejo Wellfield and installed new pipeline to facilitate GAC construction
- Rehabilitated Meter Stations 5 and 7
- Completed chloramination project at Tierra Rejada Well
- Repaired PV Well #2 and lowered pump, increasing production
- Continued optimizing RMWTP run time
- Continued distribution valve replacement program
- Completed rehabilitation and pump replacement at Tierra Rejada Well
- Completed well rehabilitation and design for entrained air issue at Penny Well
- Initiated design for replacement of a portion of 12" waterline under Conejo Creek
- Completed annual potable production meter calibration
- Reduced water loss through leak repair

Goals for 2022-2023

- Get Conejo Wellfield back online maximizing new treatment plant production
- Complete construction of Pleasant Valley Well No. 2
- Convert disinfection at Penny Well from free chlorine to monochloramines
- Add monochloramine monitoring devices at Pumps Station 2 to 3
- Reduce water loss through leak repair and implement other water loss control actions
- Complete distribution system flushing
- Complete replacement of meter station control cabinets
- Continue distribution valve replacement program
- Continue annual potable production meter calibration

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 2021-2022

- Completed annual overhaul of Diversion debris screens
- Calibrated all non-potable production meters
- Inspected and cleaned Reservoir 1A
- Repaired Pump Station 4 mechanical seals
- Replaced 8" and 10" flow meters at Pump Station 4
- Replaced 10" Cla Valves and 10" flow meters at Santa Rosa Pump House
- Completed annual site supervisor inspections for District recycled water customers

Goals for 2022-2023

- Convert a portion of the non-potable system to a Title 22-compliant recycled water system
- Complete annual overhaul of Diversion debris screens
- Calibrate all non-potable production meters
- Complete annual sandbar removal at the Conejo Creek Diversion
- Complete design and begin construction of Ag3 Water Tank and site improvements

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 2021-2022

- No wastewater violations
- No sanitary sewer overflows
- Cleaned two thirds of the collection system
- Completed annual calibration of all flow meters at CWRF
- Completed sequential chlorination study at CWRF and submitted to LA-RWQCB
- Began construction of permanent ammonia injection facility for sequential chlorination
- Completed PFAS study at CWRF to satisfy new regulatory requirements
- Completed replacement of the motor control center at Sewer Lift 1
- Completed replacement of the motor control center at Sewer Lift Read Rd.
- Installed ten additional SmartCover sewer level monitoring devices
- Rehabilitated 40 manholes
- Rehabilitated sewer diversion at CamSan
- Completed construction of CWRF's emergency generator diesel fuel tank replacement

Goals for 2022-2023

- Zero wastewater violations and zero sanitary sewer overflows
- Complete construction of permanent ammonia injection system for sequential chlorination
- Construct Dewatering Press at CWRF
- Complete construction of CWRF effluent pond(s) rehabilitation & improvements
- Complete CWRF upgrades project
- Replace barscreen at CWRF headworks
- Replace atmospheric monitoring system at CWRF headworks
- Complete annual calibration of all flow meters at CWRF
- Continue manhole rehabilitation

Board Memorandum

March 10, 2022

To: General Manager

From: Ian Prichard, Assistant General Manager

Subject: Materials Testing at Conejo Wellfield GAC Construction Project

Objective: Retain professional services to provide soil density testing, concrete inspection, and asphalt density testing and inspection associated with the Conejo Wellfield Granular Activated Carbon (GAC) Treatment Plant.

Action Required: Authorize the General Manager to enter into an agreement with Union Materials Testing, Inc. (UMT) and issue a purchase order, in an amount not to exceed \$49,516.00, for materials testing support associated with the Conejo Wellfield GAC Treatment Plant construction project.

Discussion: The general contractor of the GAC treatment plant, Cushman, is currently stockpiling fill at the site. Services from UMT will include soil density testing on subgrade preparation across the site; concrete placement observations, field testing and compressive strength testing of the concrete pads for the six granular activated carbon media vessels, 85,000-gallon water storage tank, 125,000-gallon backwash tank, analyzer building, sodium hydroxide storage and feed system, carbon dioxide storage and dissolution system, generator and fuel tank, and other associated facilities; and asphalt density testing and laydown inspection.

There is available budget within the CIP for the material testing services.

**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: Union Materials Testing, Inc.
320 Highland Dr.
Oxnard, CA 93035

DATE: March 10, 2022
Agreement No.: 2022-128

The undersigned Consultant offers to furnish the following:

Provide construction material testing support services for the Conejo Wells Project per proposal dated February 7, 2022 (attached).

Contract price \$: Not to exceed \$49,516.00 per proposal attached.

Contract Term: March 10, 2022 – June 30, 2023

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: Union Materials Testing, Inc

By: _____
Tony L. Stafford

By: _____
Evan Folk

Title: General Manager

Title: President

Date: _____

Date: _____

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.



Testing Proposal and Contract

Union Materials Testing, Inc.

02/07/2022

320 Highland Dr.

Oxnard, CA. 93031

P: 805-393-5570

www.unionmaterialstesting.com

PROPOSAL Construction Material Testing for Camrosa WD Conejo Wells Project

TO Camrosa Water District
7835 Santa Rosa Road
Camarillo, CA 93012
Attention: Mr. Ian Prichard

This proposal presents a scope of work and estimated fee for Union Materials Testing, Inc. (UMT) to provide materials testing support services to Camrosa Water District for the Conejo Wells Project in Camarillo, CA. Review of the construction plans provided by Camrosa Water District, UMT proposes to provide part-time, on call testing during the construction of the project components:

- Granular Activated Carbon (GAC) Treatment plant and associated chemical feed systems;
- 85000-gallon water storage tank concrete pad,
- 125000-gallon backwash tank concrete pad,
- Analyzer Building pad,
- Sodium Hydroxide storage and feed system
- Carbon Dioxide storage and dissolution system generator/fuel tank concrete pads,
- 1 MW standby generator with 12,000 gallon fuel tank,
- Asphalt concrete access road and concrete truck pad, and
- Site piping/utility improvements.
- The concrete pads required 1' of overex under proposed finished subgrade elevations, placement of a capillary break non expansive structured fill, and pouring of concrete for the pad.
- The asphalt concrete access road includes moisture conditioning existing subgrade, placement of road base and placement of asphalt concrete.
- Numerous underground utilities installed as part of project construction.

Scope of Inspection and Testing

Soil Density Testing

UMT's soils field technician will provide compaction testing on an on-call bases in coordination with your project field engineer. Testing is anticipated for pad/tank subgrade preparation, asphalt and concrete paving areas, and site utility improvements. Compaction testing will be performed utilizing a calibrated nuclear density gauge using current ASTM or Caltrans test methods. Compaction test results are expressed as the ratio between the in-place density measurements verse the modified maximum density/optimum moisture determination for soils. Lab test results that support compaction testing will be performed by UMT's laboratory from certified technicians. Field compaction reports will be reported as daily field reports summarizing test location, soil type, max density value, and percent relative compaction. Final daily field reports will be provided to your engineer within 24 hours from the time testing was completed.

Concrete Technician and Concrete Plant Inspection

UMT's concrete ACI field technician will provide concrete placement observations, field testing concrete properties verifying that concrete properties are within tolerances per the approved mix design, fabrication and field curing concrete specimens, pickup and transportation of concrete specimens from the field to the laboratory, and testing compressive strength of the concrete specimens in accordance with Greenbook specifications. Project specifications were not available so we assumed Greenbook testing requirements of 1 set of four cylinders per 50 cubic yards of concrete placed. All field reports will be provided to your engineer within 24 hours from the time of the pour observation and field testing of the concrete is completed. An optional plant inspector can also be utilized to be at the concrete plant during manufacturing of the concrete. This inspection is very valuable and helps ensure that the concrete loads are batched in accordance with the approved mix design. Combined aggregate samples are obtained and tested in the laboratory verifying that aggregate gradation and aggregate quality characteristics are within SSPWC specifications.

Asphalt Density Testing, Laydown Inspection, and Asphalt Plant Inspection

UMT's asphalt field technician will provide asphalt placement inspection on an on-call basses in coordination with your project field engineer. Compaction testing will be performed utilizing a calibrated nuclear density gauge using current ASTM or Caltrans test methods. Relative compaction results are expressed as the ratio between the in-place density measurements and the lab test max density (LTMD). Asphalt samples will be obtained in the field for LTMD testing, and optional asphalt content determination and/or volumetric determinations.

An optional plant inspector can also be utilized at the asphalt batch plant during production of the asphalt concrete. This inspection is very valuable being that most asphalt issues are derived at the plant. The plant inspector would verify mix design batching targets, sample combined aggregate cold feeds, verify RAP percentages are not exceeded, and verify that loads are the correct temperature prior to leaving the plant. Samples would be returned to UMT's lab to test aggregate characteristics. All lab testing will be performed by UMT's laboratory from certified laboratory technicians. The combination of the plant inspection and testing of sampled materials help ensure that mix design properties were met.

See the below estimated shift assumptions that are summarized in the table below that can be used to determine an estimated cost for the project. **Actual field time will be based on the requests for site visits by your field engineer, and actual fees will be invoiced on a time and expense basis per UMT's 2022 fee schedule (attached). Four-hour part time field compaction site visits will be utilized for field technician soils and concrete shifts. Eight-hour full time shifts for asphalt concrete laydown inspection and density testing.**

Project Component	Approximate size	Approximate concrete volume (cubic yards)	Estimate 4-hr concrete sampling site visits	Estimated 4-hr earthwork testing site visits
GAC Vessels pad	89' x 46' x 3'	455	6	3
85,000 gallon tank	30' diameter ringwall	25	1	3
125,000 storage tank	35' diameter ringwall footing	50	1	3
Analyzer Building Pad	12' x 20' x 1'	10	1	3
Sodium Hydroxide Storage	20' x 20' x 3'	44	1	3
Carbon Dioxide storage	27' x 12' x 3'	36	1	3
Generator/Fuel Tank	16' x 38' x 2.5' 27' x 32' x 1.7'	55 53	2	4
Asphalt/Concrete Paving	26,000 square feet	3	1	6
Site Utilities	N/A	N/A	2	10
Retaining Wall	50 ft long	5	1	2
Subtotals	-	-	17	40

Client #	Description	Quantity	U/M	Unit Price	Ext Price
Soil/Asphalt Technician - 4 hour Shift Breakdown					
1	Field Technician	4.000	HR	\$ 117.00	\$ 468.00
2	Technician Truck	4.000	HR	\$ 34.00	\$ 136.00
3	Nuclear Density Gauge	1.000	DY	\$ 75.00	\$ 75.00
4	Project Management	0.400	HR	\$ 160.00	\$ 64.00
Density Testing - 4-Hour Shift with Nuke Gauge					\$ 743.00
40 Assumed Soil/Asphalt 4 Hour Shifts and Lab Testing Subtotal					\$33235.00
Assumed Soils/Asphalt Lab Testing					
5	Modified Proctor	8.000	EA	\$ 275.00	\$ 2200.00
6	Sieve Analysis	3.000	EA	\$ 130.00	\$ 390.00
7	Sand Equivalent	3.000	EA	\$ 125.00	\$ 375.00
8	Hveem Max Density	2.000	EA	\$275.00	\$ 550.00
Assumed Soils/Asphalt Lab Testing Subtotal					\$ 3515.00

Client #	Description	Quantity	U/M	Unit Price	Ext Price
Concrete Technician - 4 hour Shift Breakdown					
8	Field Technician	4.000	HR	\$ 117.00	\$ 468.00
10	Technician Truck	4.000	HR	\$ 34.00	\$ 136.00
11	Air Meter	1.000	DY	\$ 25.00	\$ 25.00
12	Sample Pick Up	1.000	EA	\$ 100.00	\$ 100.00
13	Project Management	0.400	HR	\$ 160.00	\$ 64.00
Concrete Technician - 4-Hour Shift with Air Meter					\$ 793.00
17 Assumed Concrete Technician 4 Hour Shifts and Lab Testing Subtotal					\$ 16281.00
Assumed Concrete Lab Testing					
14	Compressive Strength Concrete Cylinders (20 sets of 4)	80.000	EA	\$ 35.00	\$ 2800.00
Assumed Concrete Lab Testing Subtotal					\$ 2800.00
Assumed Soil/Asphalt/Concrete Technician and Lab Testing Total					\$ 49516.00

Based on our review of the project plans we estimate that 60, 4-hour site visits (approximately 240 man-hours) will be required to complete the testing services. The estimated fee to complete the field and laboratory testing services is \$49516.00. Optional tasks including asphalt and concrete batch plant inspection, special inspection services such as welding, anchor pull-out testing will be billed separately as an additional fee.

ESTIMATOR: E Folk

Date: _____ Accepted By: _____

Initial Testing Agreement

General Conditions

All field inspection work conditions are established by contract with Operating Engineers, Local 12

A minimum of 48-hour notice is required for testing and inspection services

If excessive sample preparation is required due to specific material, Lab technician hourly rate will be applied to lab test.

Please see attached Union Materials Testing, Inc Lab Testing Fee Schedule for any lab testing that is required by the project specific resident engineer. All hourly billed inspection and lab testing fees will be billed on a time and expense basis.

ACTUAL FIELD TIME WILL BE BASED ON THE REQUESTS FOR SITE VISITS BY YOUR FIELD ENGINEER, AND ACTUAL FEES WILL BE INVOICED ON A TIME AND EXPENSE BASIS PER UMT'S 2022 FEE SCHEDULE (ATTACHED). FOUR-HOUR PART TIME FIELD COMPACTION SITE VISITS WILL BE UTILIZED FOR FIELD TECHNICIAN SOILS AND CONCRETE SHIFTS. EIGHT-HOUR FULL TIME SHIFTS FOR ASPHALT CONCRETE LAYDOWN INSPECTION AND DENSITY TESTING.

Minimum Charges

2 hour minimum for inspection field services if no work is performed. 4 hours minimum for work from 1-4 hours. 8 hour minimum for work from 4-8 hours. Regular time is Monday through Friday between

5am-5pm (for the first 8 hours). Overtime is billed at any increment past 8 hours to 12 hours Monday through Saturday, the first 12 hours on Saturday, and all observed union holidays. Overtime is billed per the current Local 12 master labor agreement.

Travel Time and Mileage

Other than small tools, whenever project related equipment is utilized, technicians, inspectors or principals will be billed on a portal-to-portal basis. If a project specific vehicle is not utilized, \$0.75 per mile will be charged for locations more than 50 miles from the UMT yard.

Limit of Liability

Client agrees to limit Union Materials Testing, Inc. aggregate liability for alleged or actual errors and omissions in the performance of its professional services under this agreement to \$50,000.00 or the fees actually paid to Union Materials Testing, Inc, whichever is higher. Higher limits may be available by quotation.

Terms of Payment

Fees are charged for a professional services and technical services and are due upon presentation of invoice/report. If not paid within 30 days from the date of the invoice, they are considered past due and a finance charge of 1-1/2% per month will be applied to the unpaid balance (APR 18%).

In the event of litigation arising from or related to any agreement to provide services whether verbal or written, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs included, including staff time, court costs, attorney's fees and all other related expenses in such litigation. Additionally, in the event of a non-adjudicative settlement of litigation between the parties or resolution of dispute by arbitration, that same process shall determine the prevailing party.

Specimen Disposal

Specimens will be discarded after testing unless Union Materials Testing, Inc has been notified prior to testing the materials.

Optional Concrete/HMA Plant Inspection					
	HMA/Concrete Plant Inspector	8.000	HR	\$ 117.00	\$ 936.00
	Inspector Truck	8.000	HR	\$ 34.00	\$ 272.00
	Project Management	0.800	HR	\$ 160.00	\$ 128.00
Optional Plant Inspection - 8-Hour shift rate					\$ 1336.00
Potential/Optional Support Hourly Rates					
	Quality Manager	1.000	HR	\$ 150.00	-
	Principle Engineer	1.000	HR	\$ 210.00	-
	Lab Technician	1.000	HR	\$ 117.00	-
	Sample Pickup	1.000	HR	\$ 100.00	-
Potential/Optional Lab Testing					
	Sieve Analysis	1.000	EA	\$ 130.00	-

	Wash Analysis	1.000	EA	\$ 100.00	-
	Sand Equivalent	1.000	EA	\$ 125.00	-
	Cleanness Value	1.000	EA	\$ 240.00	-
	Moisture Content	1.000	EA	\$ 42.00	-
	Modified Proctor	1.000	EA	\$ 275.00	-
	Caltrans Soil Max Density	1.000	EA	\$ 275.00	-
	LA Abrasion	1.000	EA	\$ 282.00	-
	Crushed Particle Determination	1.000	EA	\$ 168.00	-
	Flat and Elongated	1.000	EA	\$ 240.00	-
	R Value	1.000	EA	\$ 375.00	-
	HMA Lab Test Max Density	1.000	EA	\$ 275.00	-
	HMA Unit Weight	1.000	EA	\$ 180.00	-
	HMA Ignition Binder Content	1.000	EA	\$ 240.00	-
	HMA Ignition Correction Factor	1.000	EA	\$ 400.00	-
	Core Density	1.000	EA	\$ 78.00	-
	Caltrans Core Correlation	1.000	EA	\$1,150.00	-
	ASTM Core Correlation	1.000	EA	\$ 500.00	-
	Concrete Cylinder Compressive Strength	1.000	EA	\$ 35.00	-
	Concrete Cylinder Cap/Cure	1.000	EA	\$ 25.00	-

UNION MATERIALS TESTING, INC.
2022 Testing Services Fee Schedule

<u>Soil/Aggregate Testing</u>	<u>Test Method</u>	<u>Cost</u>
Sieve Analysis	CT202/AASHTO T27	130 ea.
Wash Analysis	CT202/AASHTO T11	100 ea.
Coarse Specific Gravity	CT206/ AASHTO T85	108 ea.
Fine Specific Gravity	CT207/AASHTO T84	180 ea.
Sand Equivalent	CT217/AASHTO T176/ASTM D2419	125 ea.
Durability Index	CT229	180 ea.
Cleaness Value	CT227	240 ea.
Moisture Content	CT226/AASHTO T255	42 ea.
Expansion Index	ASTM D4829	192 ea.
Atterberg Limits	ASTM D4318	180 ea.
R-Value	CT301	375 ea.
Moisture-Density (proctor) Method C	ASTM D1557	275 ea.
Moisture-Density (proctor) Method C - Checkpoint	ASTM D1557	120 ea.
Moisture-Density (proctor) Method A/B	ASTM D698	240 ea.
Moisture-Density (proctor) Method A/B - Checkpoint	ASTM D698	90 ea.
Caltrans Soil Max Density	CT216	275 ea.
Fine Aggregate Angularity	AASHTO T304	275 ea.
LA Abrasion	CT211/T96	282 ea.
Crushed Particle Determination	CT205/AASHTO T335/ASTM D5821	168 ea.
Flat and Elongated Particle Determination	CT235/ASTM D4791	240 ea.
Sodium Sulfate Soundness of Aggregates	ASTM C88	450 ea.
Hydrometer	ASTM D422	342 ea.
Ventura County Wet and Dry	VCSS 211-12	340 ea.
Ventura County Solubility	VCSS 211-13	288 ea.
Rodded Unit Weight of Aggregate	AASHTO T19	168 ea.
Constant Head Permeability	ASTM D2434	400 ea.
CBR	ASTM D1883	650 ea.
Soluble Sulfate (Soil)	EPA Method Only	120 ea.
Chloides (Soil)	EPA Method Only	120 ea.
<u>Asphalt Lab Testing</u>	<u>Test Method</u>	<u>Cost</u>
Hveem Max Density (LTMD)	CT308	275 ea.
Hveem Stability Value	CT366	250 ea.
Hveem TSR	CT371	900 ea.
Superpave Gyratory Specimens	AASHTO T312/AASHTO T275	500 ea.
Superpave Hamburg	AASHTO T324	1150 ea.
Superpave TSR	AASHTO T283	900 ea.
Maximum Theoretical Max Density (RICE)	CT309/AASHTO T209	180 ea.
Core Bulk Specific Gravity (SSD)	CT308/AASHTO T166	66 ea.
Core Bulk Specific Gravity (Paraffin-Coated)	CT308/AASHTO T275	78 ea.
Marshall Max Density	ASTM D6926/AASHTO T166	275 ea.
Marshall Stability and Flow	ASTM D6927	350 ea.
Core Correlation for nuclear gauge	ASTM D2950	500 ea.
Caltrans Core Correlation for nuclear gauge	CT375	1150 ea.
Extraction (oven)	CT382	240 ea.
Extraction correction factor	CT382	400 ea.
Chemical Extraction with Sieve	ASTM D2172/ASHTO T30	\$420 ea.
PG Binder Grade Determination on Recovered Binder	AASHTO R29	\$1,520 ea.
Slurry Wet Track Abrasion Test & Consistency Test (Prep Included)	ASTM D3910	\$250 ea.
Slurry Chemical Extraction, % Residue, and Sieve Analysis	ASTM D3910	\$500 ea.
<u>Concrete Lab Testing</u>	<u>Test Method</u>	<u>Cost</u>
Compressive Strength Concrete Cylinders (Capping Not Included)	ASTM C39/C42	35 ea.
Cap and/or Cure	ASTM C39/C42	65 ea.



UNION MATERIALS TESTING, INC.
2022 Testing Services Fee Schedule

<u>Lab Staff Services</u>		
	<u>Test Method</u>	<u>Cost</u>
Lab Technician (per hour)	-	117 hr.
Project Professional/Quality Manager	-	160 hr.
Principal	-	210 hr.
Material Test Report Preparation	-	40 ea.
<u>Asphalt Field Services</u>		
	<u>Test Method</u>	<u>Cost</u>
Asphalt Density Testing	ASTM D2950	117 hr.
Caltrans Asphalt Density Testing	CT375	117 hr.
Asphalt Lay-Down Inspection	-	117 hr.
Asphalt Batch Plant Inspection	-	117 hr.
<u>Soil Field Services</u>		
	<u>Test Method</u>	<u>Cost</u>
Soil Density Testing	ASTM D6938	117 hr.
Caltrans Soil Density Testing	CT231	117 hr.
<u>Concrete Field Services</u>		
	<u>Test Method</u>	<u>Cost</u>
ACI Concrete Technician	Various	117 hr.
<u>Coring and Saw cutting</u>		
	<u>Test Method</u>	<u>Cost</u>
Asphalt Density Core-Coring Operator	-	117 hr.
Data Coring Operator	-	117 hr.
<u>Misc. Field Equipment Fees</u>		
	<u>Test Method</u>	<u>Cost</u>
Portable Nuclear Gauge (per shift)	-	75 day
Core Machine (per shift)	-	200 day
Core Bit Charge	-	3.5 ea.
Truck	-	34 hr
Generator	-	50 day
Air Meter	-	25 day
Wet Saw (each cut)	-	3.5 ea.



Board Memorandum

March 10, 2022

To: General Manager

From: Ian Prichard, Assistant General Manager

Subject: Grant Support

Objective: Retain professional services to match Camrosa projects with available grants.

Action Required: Authorize the General Manager to enter into an agreement with Kennedy/Jenks Consultants, Inc. and issue a purchase order, in an amount not to exceed \$35,682.00, for Tasks 1 and 3, to provide grant funding and consulting services that will assist with tracking, researching, and fitting upcoming grant opportunities with Camrosa projects.

Discussion: With the passage of COVID stimulus packages and infrastructure bills at the federal level, as well as ongoing programs at the federal and state levels, there are multiple funding opportunities available to help Camrosa deliver water and wastewater projects. Camrosa staff developed a list of ten projects that are “shovel-ready,” meaning design is complete and construction could begin in twelve months, or “design-ready,” meaning design could begin imminently and construction could be completed in three years.

As described in the attached proposal, K/J will run this list through their grant experts and grant databases and prepare a memo to summarize available funding opportunities, the process and level of effort to apply, and the best fit for each project. If applicable, K/J will propose ways to phase and package projects to maximize funding opportunities. Funding opportunities will be updated monthly. Quarterly meetings will update Camrosa staff on the status of identified grant program opportunities and identify any updates to the cost, benefit, or scope of Camrosa projects.

Any projects identified by Camrosa staff and K/J as good candidates would come back to the Board with a detailed scope for approval of the application preparation and administration (as captured in Task 2 in the K/J proposal).

Camrosa has benefitted from K/J’s grant expertise in the past. Proposition 50 and Proposition 84 grant funds that Camrosa received through the Ventura County Watershed Coalition were all applied for with K/J’s support, as was the Sustainable Groundwater Planning Grant through Proposition 1. K/J provided—and continues to provide, in two cases—grant administration support. Their familiarity with Camrosa’s system, Camrosa’s staff, and the grant landscape qualify them to support the District in this effort.

**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: Kennedy/Jenks Consultants
2775 North Ventura Rd., Ste. 100
Oxnard, CA 93036

DATE: March 10, 2022

Agreement No.: 2022-125

The undersigned Consultant offers to furnish the following:

Consultant shall provide assistance with Task 1 - grant program research and monitoring per proposal dated February 4, 2022 (attached).

Contract price \$: Per Attachment, not to exceed \$35,682.00 for Task 1 and Task 3 only per attached proposal.

Contract Term: March 10, 2022 – March 10, 2023

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: Kennedy/Jenks Consultants

By: _____
Tony L. Stafford

By: _____
Jeff Savard

Title: General Manager

Title: Vice President

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):
Meredith Clement

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, to the extent arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, to the extent such liability, claims, losses, damages or expenses arising from the District's 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 annual 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), 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 general liability 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 30 days' notice to the District unless cancellation is due to non-payment of premium, with 10 days' 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.

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.

4 February 2022

Mr. Ian Prichard
Assistant General Manager
Camrosa Water District
7385 Santa Rosa Road
Camrosa, CA 93012

Subject: **Proposal for Professional Services, Assistance with Funding Strategy and Grant Application Development, and Grant Management**

Dear Mr. Prichard:

Camrosa Water District (Camrosa/District) has a desire to serve its rate payers through the provision of high-quality municipal, industrial, and agricultural services in the most cost-effective manner. To this end, Camrosa is seeking alternative funding and grant consulting services that will assist Camrosa in tracking, researching, applying for, and managing grants and loans to support delivery of its water system improvement projects. Kennedy/Jenks Consultants, Inc. (Kennedy Jenks) has a proven track record providing alternative funding pursuit and grant writing assistance for various State, Federal, private grant programs, and lending institutions. Our team can leverage this knowledge and funding expertise to identify opportunities for funding that would reduce the amount of ratepayer's dollars needed to fund services and projects undertaken by Camrosa. This proposal also includes services to assist with applying for grants and management of grants that are awarded.

Project Overview

Kennedy Jenks will create and manage a grant program, which includes reviewing potential projects and identifying funding opportunities, ongoing monitoring for funding opportunities, and grant preparation and implementation. Kennedy Jenks is aware of the following high priority projects within Camrosa:

- Non-Potable System Expansion
- Seismic Tank Upgrade
- Dewatering press at wastewater treatment plant
- Conversion of the 1A non-potable tank to recycled water tank
- Conservation activities to meet pending water use objective
- Cybersecurity including migration to the cloud and development of security policies
- AMI installation and upgrades
- Realignment of Calleguas Creek sewer line
- Three backup generators
- Planning for water quality improvements at Conejo Wellfield

Scope of Work

Task 1a. Review of Potential Projects and Project Memo

In order to identify funding opportunities that may be suitable for the District's projects, Kennedy Jenks will hold quarterly webcasts with District staff to discuss water system projects, and review status, benefits, costs and scope of each project. If applicable, Kennedy Jenks will propose ways to phase and package projects to maximize funding potential.

Based on identified District priorities, Kennedy Jenks will monitor local, state, and federal grant programs in order to identify potential grant opportunities that fit with the District's priorities. Administering agencies to be tracked include:

- California Department of Water Resources (DWR)
- California State Water Resources Control Board (SWRCB) including Division of Drinking Water
- California Energy Commission
- California Coastal Conservancy
- California Office of Emergency Services
- Governor's Office of Homeland Security
- U.S. Bureau of Reclamation
- U.S. Environmental Protection Agency
- Federal Emergency Management Agency
- National Science Foundation

Kennedy Jenks will prepare a memo to summarize available funding opportunities with details on the requirements applicable to each program, the process and level of effort to apply, and level of funding possible. The memo will conclude with a matrix matching the agreed upon water system projects to potential funding programs. Kennedy Jenks will submit a draft memo for review by District staff and a conference call will be conducted to discuss the information and solicit comments prior to submitting a final memo. The updated funding opportunities will be updated monthly by e-mail in Task 1b.

Task 1a Deliverables:

- Notes from kick-off meeting and up to six conference calls with Camrosa staff
- Draft and final memo summarizing available funding opportunities

Task 1b – Ongoing Monitoring of Funding Opportunities

Kennedy Jenks will match the projects listed above with available funding opportunities. Kennedy Jenks will monitor existing and new grant and loan programs on a monthly basis for the length of the contract (assumed to be 12 months). Kennedy Jenks will provide the District with monthly email updates on the funding opportunities related to their priorities/projects, in the form of a simple matrix organizing grant opportunities by topic (Drinking Water, Non-Potable Water, Groundwater, Agricultural Systems, Municipal and Industrial Systems, Other). This task includes up to six (6) conference calls to discuss identified opportunities.

Task 1b Deliverables:

- Monthly email updates on the funding opportunities related to their priorities/projects, in the form of a simple matrix organizing grant opportunities by topic

Task 2 – As-Needed Grant Application and Management

Task 2a – Grant Application Preparation

Kennedy Jenks will support the preparation of grant applications on an “as-needed” basis, as directed and authorized by the District. Costs for specific grant applications will vary based on the amount of information already developed for the project seeking funding and the grant program. Once a grant program is identified and a District project is deemed eligible, Kennedy Jenks will provide a scope and level of effort for the development of the grant application. If the proposal is accepted, work will move to preparation of a grant application, which may consist of the following activities:

1. Coordination between Kennedy Jenks and District staff to collect project information and applicable agency details relevant to the application.
2. Communication with funding program contacts prior to application preparation and submittal.
3. Development of draft application sections, which are anticipated to include project background and need, scope of work, budget including construction and project cost estimates, schedule, and how the project addresses program-specific objectives.
4. Review of draft application sections by District staff. Upon incorporation of comments and any necessary revisions, Kennedy Jenks will finalize the application for submittal to the appropriate funding agency.
5. Final submittal will be responsibility of the District.

Based on experience in preparing applications, we estimate costs for preparing single-agency grant applications between \$10,000 to \$30,000. In addition to the complexity of a grant application, grant application costs are highly dependent on the status of development of a project to be proposed and the level of information available. If a grant application involves a multi-agency effort with extensive review and input occurring by multiple stakeholders, the cost would increase in accordance with the increased level of effort.

Because the scope and costs of these applications are not known at this time, it is proposed that as potential grants are identified, the District and Kennedy Jenks execute a task specific authorization to cover each individual grant application. For budgeting purposes, a budget estimate for future grant application task of \$32,200 is included; this budget would likely accommodate 1 complex (such as an application to FEMA) and/or up to 3 simple grant applications (e.g., applications to the Department of Water Resources).

Task 2a Deliverables:

- To be determined based on future authorization

Task 2a Assumptions:

- Specific scope and budget for this task to be determined as grant opportunities identified

Task 2b – Grant Administration Services

Kennedy Jenks will provide administration services on an “as-needed” basis, as directed by the District. In general, Kennedy Jenks will take the lead in managing and overseeing implementation of the funding agreements, as described below. This task includes the following activities:

1. Setting up a MS Teams site specific to District grants to facilitate exchange and storage of relevant grant and project files.
2. Assisting with development of final materials to execute the funding agreement, such as revising the work plan, schedule, or budget, as necessary.
3. Performing ongoing management to ensure that all grant agreement requirements are met, including compliance with required submittal of deliverables, compliance with standard conditions, and maintenance of eligibility requirements.
4. Soliciting needed materials from the District project manager, compiling and submitting reimbursement claim and performance report materials, in accordance with the timelines set forth in the grant agreements. It is anticipated that submittals may be required monthly, quarterly, or semi-annually (every 6 months) depending on the program, and Kennedy Jenks will develop a schedule for review and submission activities for each grant administration assignment requested.
5. Preparing invoice and report templates to be used for the regular submittals, if not provided by the funding agency. Approximately 3 weeks before deliverables are due, Kennedy Jenks will send reminder emails requesting required invoice and report materials. Upon receipt of materials from the District, Kennedy Jenks will review materials for completeness and cost eligibility. As necessary, Kennedy Jenks will request additional information or clarification from the District on the materials submitted. Kennedy Jenks will then submit final materials to the funding agency, ensuring submittal within timelines outlined in the grant agreement or otherwise discussed with the funding program manager. This thorough review process upfront will help reduce the amount of time to receive final approval and reimbursement payments from the funding agency.
6. Maintaining regular communication with grant program managers and, as necessary, preparing and coordinating grant agreement amendments and/or extensions.
7. Providing analysis to the District on opportunities to fully utilize existing grant funds, in the case that project expenses come in under budget.
8. Upon project completion, Kennedy Jenks will work with the District to prepare and submit draft and final completion reports and retention invoices, as applicable to the program, and will facilitate final grant closeout work with the District and prepare and submit draft and final completion reports and retention invoices, as applicable to the program, and will facilitate final grant close-out.

Costs for management of grants will vary based on the specific agreement requirements, and progress submittals may be required on a semi-annual, quarterly or monthly basis. Based on our experience, we estimate costs for managing a single grant can range from \$8,000 to \$16,000 per year. For budgeting purposes, a budget estimate for future grant management of \$9,984 is included; this budget would likely accommodate grant management tasks for one year, including grant execution and initial invoicing.

Because the scope and costs of future grant management are not known at this time, it is proposed that upon grant award notification, the District and Kennedy Jenks execute an authorization to cover each individual grant agreement.

Task 2b Deliverables:

To be determined based on future authorization, but could include:

- MS Teams site between Kennedy Jenks and District
- Revised grant application materials to fulfill the funding agreement as required by the District
- Materials from District such as reimbursement claim and performance report materials, submitted with timelines outlined in grant agreements
- Invoice and report templates to be used for the regular submittals, including reminder emails requesting required invoice and report materials approximately 3 weeks before due date

Task 3. Project Management

Kennedy Jenks will perform project management and quality control to provide a project that meets the standard of care and the project budget and schedule requirements. Project management activities include internal project setup, monthly progress reports and invoices for work completed, oversight of project teamwork, and overall coordination with the District.

Kennedy Jenks will also provide internal quality assurance/quality control (QA/QC) of all deliverables, including the draft and final deliverables prior to submittal to the District.

Task 3 Deliverables:

- Twelve (12) monthly invoices and progress reports (electronic: MS Word and Adobe PDF)

Task 3 Assumptions:

- Project duration is twelve (12) months

Estimated Schedule

The proposed budget is based on a twelve (12) month schedule.

Mr. Ian Prichard
Camrosa Water District
4 February 2022
Page 6

Budget

We propose that compensation for the services described above be on a time and expense reimbursement basis in accordance with our attached January 1, 2022 Schedule of Charges. Payments shall be made monthly based on invoices which describe services and list actual costs and expenses. The total budget for On-Call Services for Grant Application and Administration, not including costs of future Task 2 activities, is estimated to be \$35,682. A suggested budget for Task 2 of \$42,184, subject to authorization by the District, is included for consideration. A detailed breakdown of estimated hours is attached. The budget will not be exceeded without prior approval from the District. Depending on the scope of Task 2 activities, additional amendments may be required.

Thank you for considering us for this work. Please contact Meredith Clement at 805-973-5718 if you have any questions. We look forward to assisting Camrosa in obtaining grant funding.

Very truly yours,

KENNEDY/JENKS CONSULTANTS, INC.



Jeff T. Savard
Vice President

Enclosures

cc: Meredith Clement

Proposal Fee Estimate (Assoc. Proj. Costs or Comm Charges as ODC)

CLIENT Name: Camrosa Water District

PROJECT Description: Assistance with Funding Strategy and Grant Application Development

Proposal/Job Number: _____ Date: 2/4/2022

January 1, 2022 Rates	Eng-Sci-8	Eng-Sci-7	Eng-Sci-6	Eng-Sci-5	Eng-Sci-3	Eng-Sci-2	Project Assistant	Admin. Assist.		KJ	KJ		
Classification:									Total	Labor	Escalation 0% + Comm Charge 4%	Total Labor	Total Labor + Subs + Expenses
Hourly Rate:	\$295	\$275	\$250	\$225	\$190	\$170	\$135	\$115	Hours	Fees	4%		Fees
Task 1 - As-Needed Grant Program Research and Monitoring													
Task 1a - Review of Potential Projects and Project Memo		4	12		32				48	\$10,180	\$407	\$10,587	\$10,587
Task 1b - Ongoing Monitoring of Funding Opportunities (monthly e-mail and 6 call		12	18		48				78	\$16,920	\$677	\$17,597	\$17,597
Task 1 - Subtotal	0	16	30	0	80	0	0	0	126	\$27,100	\$1,084	\$28,184	\$28,184
Task 2 - Grant Application Preparation													
2a. Grant Application Preparation - Future Task	6	12	20	16	30	60	10		154	\$30,962	\$1,238	\$32,200	\$32,200
2b. Grant Administration -Future Task			6	36					42	\$9,600	\$384	\$9,984	\$9,984
Task 2 - Subtotal	6	12	26	52	30	60	10	0	196	\$40,562	\$1,622	\$42,184	\$42,184
Task 3 - Project Management													
Project Management			16				3	7	26	\$5,210	\$208	\$5,418	\$5,418
QA/QC			8						8	\$2,000	\$80	\$2,080	\$2,080
Task 3 - Subtotal	0	0	24	0	0	0	3	7	34	\$7,210	\$288	\$7,498	\$7,498
All Tasks Total	6	28	80	52	110	60	13	7	356	\$74,872	\$2,995	\$77,867	\$77,867

Board Memorandum

March 10, 2022

To: General Manager

From: Ian Prichard, Assistant General Manager

Subject: New Fuel Trailers

Objective: Acquire portable fuel trailers.

Action Required: Authorize the General Manager to issue a purchase order to JME Ellsworth in the amount of \$23,512.79 for the purchase of two 110-gallon fuel trailers.

Discussion: Fuel trailers will provide flexibility to support and refill our standby diesel generators and pumps. An existing fuel trailer primarily supports a pump at Storage Pond 1. Additional trailers would provide redundancy in case of emergency to maintain fuel levels on smaller generators with day tanks. Recent years have seen increased power outages due to wind events, exacerbated by Southern California Edison's Public Safety Power Shutoff program, which can result in unplanned downtimes of up to seven days. Wind events are concurrent with increased demand, especially for irrigation water, and fuel trailers will help us keep our customers in water during SCE interruptions.

A 500-gallon fuel trailer was included in the FY2021-22 budget at an estimated cost of \$30,000. Staff has since determined that two 110-gallon trailers are a better fit for our operation. Weighing significantly less, these trailers can be towed behind any work truck in the fleet, rather than the single vehicle with a sufficient towing capacity for the 500-gallon trailer. And they can be towed with a regular class C license, rather than a CDL, allowing any operator to transport fuel. Such flexibility is helpful routinely and critical during emergencies. One trailer will be staged at the CWRP and the other at the main office. They will both be used day to day, as well as during emergencies.

Quotes were solicited from four companies (see below). The two quotes received are for both trailers and include tax and delivery. Delivery is estimated to be four to five weeks.

JME Ellsworth: \$23,512.79

Equipment Land: \$23,530.00

Robinson: Was unresponsive

This is an approved fixed asset in the FY2021-22 budget. Staff is returning to the board because the asset staff plans to purchase is different from that described in the budget document.

Board Memorandum

March 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.

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) February 21 st - President's Day May 30 th - Memorial Day July 4 th - Independence Day September 5 th - Labor Day November 11 th - Veteran's Day November 24 th & 25 th - Thanksgiving December 23 rd & 26 th - Christmas December 30 th - New Year's Eve									
						1				1	2	3	4	5			1	2	3	4	5									
2	3	4	5	6	7	8	6	7	8	9	10	11	12				6	7	8	9	10	11	12							
9	10	11	12	13	14	15	13	14	15	16	17	18	19				13	14	15	16	17	18	19							
16	17	18	19	20	21	22	20	21	22	23	24	25	26				20	21	22	23	24	25	26							
23	24	25	26	27	28	29	27	28									27	28	29	30	31									
30	31																													
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 ACWA Spring Conf. (Sacramento) - May 3 rd - 6 th CASA 67th Annual Conf. (Squaw Creek) - Aug. 10 th - 12 th ACWA Fall Conf. (Indian Wells) - Nov. 29 th - Dec. 2 nd									
					1	2	1	2	3	4	5	6	7				1	2	3	4										
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11										
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18										
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.) Waterwise Breakfast (See yellow on calendar) AWA Board Meetings (See orange on calendar) August - DARK (No Meetings or Events) September 29 th - Reagan Library Reception **DATE ?? - Annual Symposium** December 8 th - Holiday Mixer									
					1	2		1	2	3	4	5	6					1	2	3										
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10										
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17										
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24										
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30											
31																														
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 April 5 th June 7 th August 2 nd October 4 th December 6 th									
						1			1	2	3	4	5					1	2	3										
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10										
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17										
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24										
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31										
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 2nd & 4th Thursday of each month at 5pm unless indicated.																							