

Board Agenda

Regular Meeting

Thursday, March 24, 2022

Camrosa Board Room

5:00 P.M.

TO BE HELD IN PERSON

At this time, all 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 March 10, 2022**
2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$1,290,727.18.

3. **Operating Budget Excellence Award

Objective: Receive the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

Action Required: No action necessary; for information only.

Primary Agenda

4. **Update of Current Capital Projects and Proposed Fiscal Year 2022-23 Capital Projects

Objective: Receive a briefing from staff on the status of current capital projects and proposed Fiscal Year (FY) 2022-23 Capital Projects.

Action Required: No action necessary; for information only.

5. Water Service Mitigation Requirement for New Developments

Objective: Establish a Mitigation Project.

Action Required: Authorize the General Manager to establish a water mitigation fee based on the cost of the Conejo Treatment Plant currently under construction.

6. **Drought Response

Objective: Join a statewide coalition to reframe California's approach to solving the drought crisis.

Action Required: Authorize the General Manager to contribute \$30,000.00 to Western Municipal Water District's statewide executive coalition for reframing the state's drought response.

7. **New Potable Waterline Under Conejo Creek at Camarillo Springs Golf Course

Objective: Award consulting services for design of a new potable waterline under Conejo Creek at Camarillo Springs Golf Course.

Action Required: Authorize the General Manager to issue a purchase order to Cannon Corp., in an amount not to exceed \$136,438.00, to provide professional engineering services for design of a new potable waterline under Conejo Creek.

CLOSED SESSION: The Board may enter closed sessions to confidentially discuss pending litigation and personnel matters as authorized by Government codes 54956.9 and 54957 respectively.

8. Closed Session Conference with Legal Counsel – Pending Litigation

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

Action Required: No action necessary; for information only.

9. Closed Session Conference with Legal Counsel – Personnel Matters

Objective: To confer with and receive advice from counsel regarding personnel matters.

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 24, 2022

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Thursday, March 10, 2022

5:00 P.M.

Call to Order The meeting was convened at 5:01 P.M.

Present: Eugene F. West, President
Terry L. Foreman, Vice-President
Jeffrey C. Brown, Director
Timothy H. Hoag, Director

Absent: Al E. Fox, Director
Jeffrey C. Brown, Director

Staff: Tony Stafford, General Manager
Ian Prichard, Assistant General Manager
Tamara Sexton, Finance Manager
Jozi Zabarsky, Customer Service Manager
Greg Jones, Legal Counsel

Guest: None

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of February 24, 2022

The Board approved the Minutes of the Regular Meeting of February 24, 2022.

Motion: Hoag **Second:** Foreman

Yes: Hoag-Foreman-West

Absent: Fox-Brown

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$265,397.98 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$265,397.98.

Motion: Hoag **Second:** Foreman

Yes: Hoag-Foreman-West

Absent: Fox-Brown

Primary Agenda

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

The Board received a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2022-23 program goals.

No action necessary; for information only.

4. Materials Testing at Conejo Wellfield GAC Construction Project

The Board authorized 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.

Motion: Hoag **Second:** Foreman

Yes: Hoag-Foreman-West

Absent: Fox-Brown

5. Grant Support

The Board authorized 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.

Motion: Foreman **Second:** Hoag

Yes: Hoag-Foreman-West

Absent: Fox-Brown

6. New Fuel Trailers

The Board authorized 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.

Motion: Hoag **Second:** Foreman

Yes: Hoag-Foreman-West

Absent: Fox-Brown

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

Comments by General Manager

- Next ASRBGSA meeting will be on April 13, 2022.

Comments by Directors

- Director Foreman discussed statewide energy issues.

CLOSED SESSION: The Board entered a closed session at 6:04 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 6:14 P.M.

No action was taken in closed session.

Adjournment

There being no further business, the meeting was adjourned at 6:14 P.M.

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

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

Board Memorandum

March 24, 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 \$1,290,727.18.

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

Payroll PR 3-1, 2022	\$ 47,958.32
Accounts Payable 03/03/2022-03/16/2022	<u>\$ 1,242,768.86</u>
Total Disbursements	<u>\$ 1,290,727.18</u>

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Tony L. Stafford, General Manager

Month of : February-22

CAL-Card Monthly Summary

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
02/01/22	02/22/22	Amazon	\$217.56	Thermostat for RMWTP heater	JS
01/31/22	02/22/22	Coastal Pipco	\$124.47	Blind flange/gaskets for RMWTP	JS
01/26/22	02/22/22	Grainger	\$161.19	Tubing Connectors for RMWTP	JS
01/25/22	02/22/22	Lube shop	\$71.93	Oil change for vehicle	GL
02/17/22	02/22/22	Harbor Freight	\$31.06	Utility Knife, black paracord, duct tape, and zip ties	GM
01/24/22	02/22/22	Vons	\$14.45	Ice for transporting samples	GM
01/18/22	02/22/22	Amazon	\$73.86	Oven Thermometers	GM
02/11/22	02/22/22	ACWA	\$155.00	ACWA Spring Legislative Symposium	IP
02/02/22	02/22/22	Thinking2	\$80.00	web site hosting	IP
01/31/22	02/22/22	Zoom	\$89.94	teleconferencing for Board & staff meetings	IP
02/07/22	02/22/22	CA-NV AWWA	\$250.00	AWTO 3 Exam	CP
01/24/22	02/22/22	NewEgg	\$943.77	Nuc Build For Mike Phelps New PC	FS
01/26/22	02/22/22	Amazon	-\$75.06	SSD returned last month to amazon, credited this month	FS
01/24/22	02/22/22	Central Communications	\$427.75	After-Hours Call Center	JZ
02/02/22	02/22/22	Costco	\$160.86	Face masks	JZ
02/15/22	02/22/22	CSMFO	\$110.00	Membership Renewal	SLL
01/27/22	02/22/22	Office Depot	-\$9.95	1099-NEC Refund (shipping Fee)	SLL
01/25/22	02/22/22	Office Depot	-\$18.22	1099-NEC Refund (Received late)	SLL
01/25/22	02/22/22	Staples	-\$9.95	1099-NEC Shipping Fee Refund	SLL
01/25/22	02/22/22	Liebert Cassidy Whitmore	\$150.00	Webinar-New SPSP Obligations	SLL
02/15/22	02/22/22	USA Bluebook	\$123.53	Pump Packing	CC
02/14/22	02/22/22	McMaster-Carr	\$163.75	Supplies for Tierra Rejada	BR
02/09/22	02/22/22	McMaster-Carr	\$78.87	Supplies for Pennywell	BR
02/09/22	02/22/22	McMaster-Carr	\$87.68	Supplies for Tierra Rejada	BR
02/02/22	02/22/22	McMaster-Carr	\$78.87	Supplies for Pennywell	BR
01/30/22	02/22/22	Business Industrial Network	\$89.00	Training Software	BR
01/28/22	02/22/22	Covid Clinic	\$129.00	Covid Rapid Antigen Test	BR
01/27/22	02/22/22	Covid Clinic	\$129.00	Covid Rapid Antigen Test	BR
03/01/22	02/22/22	Cracker Barrel	\$27.80	Business Meeting - breakfast	TS
02/04/22	02/22/22	sparkling image	\$56.99	monthly vehicle wash	TS
01/26/22	02/22/22	Spectrum Internet	\$1,249.00	Spectrum Internet (200Mbps increased bandwidth)	JW
02/11/22	02/22/22	Callfire.com	\$99.00	online IVR - Delinquent Call Out (Monthly Service Fee)	JW
02/14/22	02/22/22	Google.com	\$12.00	Setup of google corporate email domain - camrosawaterdistrict.org	JW
02/19/22	02/22/22	Spectrum Cable News	\$77.29	Cable TV News Service (2 Cable box feeds) monthly service fee	JW
02/02/22	02/22/22	Precision Automotive	\$419.89	Replace broke tail light	KK
02/01/22	02/22/22	Xpress lube	\$121.50	vehicle service	KK
01/28/22	02/22/22	Americas tire	\$170.96	tire replacement	KK
02/11/22	02/22/22	Staples	\$64.54	Office Supplies	DA
01/25/22	02/22/22	AWA	\$33.00	AWA/CCWUC Training	DA
02/16/22	02/22/22	AWA	\$38.75	WaterWise Meeting	DA
02/16/22	02/22/22	AWA	\$116.25	WaterWise Meeting	DA
02/14/22	02/22/22	VC Metals	\$220.92	Material for Vault keys/ sheeting for PS4 pump 3	CS
02/14/22	02/22/22	XPRESS Lube and Service	\$132.70	Oil Change truck #23	CS
02/07/22	02/22/22	Batteries Plus	\$168.82	Battery for welder/generator - Jorge Truck	CS
02/04/22	02/22/22	The Home Depot	\$42.33	Hardware for front office project	CS
02/04/22	02/22/22	Buffums Safe & Locks	\$148.01	Replacement Keys for Truck #23	CS
02/02/22	02/22/22	The Home Depot	\$56.66	Hardware for front office project	CS
			\$7,084.77		

Camrosa Water District

Accounts Payable Period:

03/03/2022-03/16/2022

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	349504.17
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	251.50
20250	Non-Potable Water Purchases	
23001	Refunds Payable	332.58
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	585264.94
50020	Pumping Power	127245.68
50100	Federal Tax 941 1 st QTR	
50140	Unemployment	
50153	Social Security Tax	
50200	Utilities	1637.07
50210	Communications	1676.75
50220	Outside Contracts	56007.32
50230	Professional Services	
50240	Pipeline Repairs	21935.14
50250	Small Tool & Equipment	
50260	Materials & Supplies	22269.02
50270	Repair Parts & Equip Maint	63933.97
50280	Legal Services	1926.32
50290	Dues & Subscriptions	110.00
50300	Conference & Travel	460.74
50310	Safety & Training	649.86
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	6221.76
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	3342.04
50700	Interest Expense	
TOTAL		\$1,242,768.86

Camrosa Water District, CA

Payable Dates 3/3/2022 - 3/16/2022 Post Dates 3/3/2022 - 3/16/2022

Payment Numb	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Ord	Amount
Vendor: INT03 - INTERA INCORPORATED							
51	03/16/2022	INTERA INCORPORATED	02-22-64	Santa Rosa GSP	Prof services	FY22-0136	20270
TOTAL VENDOR PAYMENTS-GSA							\$ 20,270.00
20270							
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3320	03/10/2022	DEPOSIT ONLY-CAMROSA WTR	3-10-22-PR	Transfer to Disbursements Account	Transfer to disbursements-holding ac		113500
3321	03/10/2022	DEPOSIT ONLY-CAMROSA WTR	3-10-22-AP	Transfer to Disbursements Account	Transfer to disbursements-holding ac		230000
3322	03/10/2022	DEPOSIT ONLY-CAMROSA WTR	3-10-22-AP2	Transfer to Disbursements Account	Transfer to disbursements-holding ac		500000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							843500
57749	03/15/2022	ALEXANDER'S CONTRACT SERVICES, INC	103906	Meter Reading	Outsd contracts		1488.83
57750	03/14/2022	ALISYN YAMAMOTO	00006859	Deposit Refund Act 6859 - 5069 Colony Dr	Refunds payable		30.25
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
57751	03/11/2022	ALL PEST AND REPAIR, INC.	0025374-VTA1-1900	Pest Control Acct Ref#VTA1-1900	Outsd contracts		600
57751	03/11/2022	ALL PEST AND REPAIR, INC.	0025374-VTA17385	Pest Control Acct Ref#VTA1-7385	Outsd contracts		420
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1020
57752	03/14/2022	ALLCONNECTED INC	105057	AllConnected - Managed IT/OT Services	Outsd contracts	FY22-0219	3744.72
57753	03/16/2022	ALLIED ELECTRONICS, INC	90015812632	SCADA Repair Parts Relays	Repair parts & equipment	FY22-0265	3660.47
57754	03/16/2022	AMERICAN PUBLIC WORKS CONSULTING ENGINEERS, LLC	2021-7	PV Well No. 2 Project Management Services	Construction in progress	FY22-0011	2790
57755	03/10/2022	APEX GENERAL CONTRACTORS, INC.	2139-Retention Relea	Retention Release Invoice 2139-Lobby Remodel	Contractor's retention		10920.35
57756	03/14/2022	ASTRA INDUSTRIAL SERV,INC	00181295	Repair Parts - Altitude Valve Casa Pacifica	Repair parts & equipment		242.81
57757	03/14/2022	BELEN LEAL	00004473	Deposit Refund Act 4473 - 1869 Clearwater Dr	Refunds payable		15.71
57758	03/14/2022	BOB MCCAHILL	00001188	Deposit Refund Act 1188 - 6430 Corte Campina	Refunds payable		40.14
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT							
962	03/11/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	026122	Water Purchase-Potable	Water purchases		439581.33
962	03/11/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	026122	Water Purchase	CMWD Fixed Charges		74142
962	03/11/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	026122	Water Purchase-Non Potable	Water purchases		55014.85
962	03/11/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP029022	SMP CMWD- SMP Pipeline Fee	SMP CWD-RMWTP		15172.33
962	03/11/2022	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP029022	SMP CMWD- SMP Pipeline Fee	SMP CMWD		1354.43
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:							585264.94
57759	03/15/2022	Central Courier LLC	50583	Courier Service	Outsd contracts		426.35
57760	03/10/2022	CITY OF THOUSAND OAKS	101-30122	Sewer Services Provided TO for Read Rd Tract	Outsd contracts		1078.2
Vendor: COA01 - COASTAL-PIPCO							
57761	03/16/2022	COASTAL-PIPCO	S12172979-001	Pipe Repair RMWTP	Repair Parts & Equipment-RMWTP	FY22-0248	3805.22
57761	03/16/2022	COASTAL-PIPCO	S2172215-001	Repair Parts RMWTP	Repair Parts & Equipment-RMWTP	FY22-0235	6317.63
Vendor COA01 - COASTAL-PIPCO Total:							10122.85
57762	03/14/2022	CORELOGIC INFORMATION SOLUTIONS, INC	30595075	Ventura Cty Assessors Parcel Info.	Outsd contracts		154.5
Vendor: COU01 - COUNTY OF VENTURA RMA OPERATIONS							
57763	03/11/2022	COUNTY OF VENTURA RMA OPERATIONS	IN0223890	Permit-Environmental Healt Inspection-Conejo Wel	Fees & charges		993.73
57763	03/11/2022	COUNTY OF VENTURA RMA OPERATIONS	IN0223892	Permit-Environmental Healt Inspection-Penny Well	Fees & charges		850.61
57763	03/11/2022	COUNTY OF VENTURA RMA OPERATIONS	IN0223894	Permit-Environmental Healt Inspection-Read Rd.Lift	Fees & charges		232.71
57763	03/11/2022	COUNTY OF VENTURA RMA OPERATIONS	IN0223895	Permit-Environmental Healt Inspection- PS1	Fees & charges		232.71
Vendor COU01 - COUNTY OF VENTURA RMA OPERATIONS Total:							2309.76

57764	03/15/2022	D&H WATER SYSTEMS, INC.	12022-0318	Materials & Supplies - M3 Pump Tubes	Materials & supplies	997.68	
57765	03/14/2022	DANE HAYE	00002909	Deposit Refund Act 2909- 6183 Palomar Circle	Refunds payable	2	
57766	03/14/2022	DONALD LORD	00003522	Deposit Refund Act 3522 - 860 Laurel Park Cir	Refunds payable	6.51	
57767	03/11/2022	E.J. HARRISON & SONS INC	288	Trash Removal Diversion - Storm Cleanup	Outsd contracts	256.05	
963	03/16/2022	ENTERPRISE FLEET SERV INC	FBN4426568	Vehicle Leases	Outsd contracts	7478.77	
Vendor: FER03 - FERGUSON WATERWORKS #1083							
57768	03/16/2022	FERGUSON WATERWORKS #1083	0787303	1" Coated Copper Service Line	Pipeline repairs	FY22-0263	6475.67
57768	03/16/2022	FERGUSON WATERWORKS #1083	0788674	Replacement CLA-VAL Tierra Rejada	Repair parts & equipment	FY22-0196	7061.55
Vendor FER03 - FERGUSON WATERWORKS #1083 Total:						13537.22	
964	03/16/2022	First Republic Bank	PPE2-Retention#2	Retention CUS05-PPE#2	Contractor's retention	4704.5	
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
57769	03/10/2022	FRUIT GROWERS LAB. INC.	200283A	Outside Lab Analysis	Outsd contracts	150	
57769	03/15/2022	FRUIT GROWERS LAB. INC.	202309A	Outside Lab Analysis	Outsd contracts	265	
57769	03/15/2022	FRUIT GROWERS LAB. INC.	202311A	Outside Lab Analysis	Outsd contracts	210	
57769	03/15/2022	FRUIT GROWERS LAB. INC.	202312A	Outside Lab Analysis	Outsd contracts	769	
57769	03/10/2022	FRUIT GROWERS LAB. INC.	202313A	Outside Lab Work for Quaterly Disinfection by-Prod	Outsd contracts	885	
57769	03/15/2022	FRUIT GROWERS LAB. INC.	202900A	Outside Lab Analysis	Outsd contracts	84	
57769	03/15/2022	FRUIT GROWERS LAB. INC.	203236A	Outside Lab Analysis	Outsd contracts	168	
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:						2531	
Vendor: GEN06 - GENERAL PUMP COMPANY, INC							
57770	03/16/2022	GENERAL PUMP COMPANY, INC	29110	Tierra Rejada Well Rehabilitation	Construction in progress	FY22-0072	13882
57770	03/16/2022	GENERAL PUMP COMPANY, INC	29116	Tierra Rejada Well Rehabilitation	Construction in progress	FY22-0072	32981.5
57770	03/16/2022	GENERAL PUMP COMPANY, INC	29119	Tierra Rejada Well Rehabilitation	Construction in progress	FY22-0072	19781.73
57770	03/11/2022	GENERAL PUMP COMPANY, INC	29195	Rehabilitate Conejo Wells #2 #3 #4 and SR #8	Construction in progress	FY22-0163	9232
57770	03/11/2022	GENERAL PUMP COMPANY, INC	29196	Rehabilitate Conejo Wells #2 #3 #4 and SR #8	Construction in progress	FY22-0163	7888
57770	03/11/2022	GENERAL PUMP COMPANY, INC	29197	Rehabilitate Conejo Wells #2 #3 #4 and SR #8	Construction in progress	FY22-0163	7888
57770	03/11/2022	GENERAL PUMP COMPANY, INC	29198	Rehabilitate Conejo Wells #2 #3 #4 and SR #8	Construction in progress	FY22-0163	33524
Vendor GEN06 - GENERAL PUMP COMPANY, INC Total:						125177.23	
57771	03/16/2022	Golden State Labor Compliance	03-2022-05	PV Well No. 2 Labor Compliance Services	Construction in progress	FY22-0012	2314
Vendor: HAC01 - HACH COMPANY							
57772	03/14/2022	HACH COMPANY	12849342	Materials & Supplies	Materials & supplies	125.7	
57772	03/14/2022	HACH COMPANY	12861460	Materials & Supplies - Reagents 5500	Materials & supplies	905.36	
Vendor HAC01 - HACH COMPANY Total:						1031.06	
57773	03/11/2022	HERCULES INDUSTRIES, INC	116507	Material & Supplies - Locks	Materials & supplies	977.1	
57774	03/15/2022	IDEXX LABORATORIES, INC	3102432860	Bacti Supplies	Materials & supplies	752.8	
Vendor: CUS05 - JAMES C. CUSHMAN, INC.							
57775	03/16/2022	JAMES C. CUSHMAN, INC.	PPE#2	GAC Construction	Construction in progress	FY22-0179	94090
57775	03/16/2022	JAMES C. CUSHMAN, INC.	PPE#2-Retention	Retention Reference Inv#PPE#2	Contractor's retention	-4704.5	
Vendor CUS05 - JAMES C. CUSHMAN, INC. Total:						89385.5	
57776	03/11/2022	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	43931A	Janitorial Cleaning Serices	Outsd contracts	1772	
57777	03/11/2022	LIBERTY COMPOSTING, INC	30881	Sludge Removal	Outsd contracts	FY22-0032	10969.54
Vendor: MCM01 - McMASTER-CARR SUPPLY CO							
57778	03/14/2022	McMASTER-CARR SUPPLY CO	71626399	Materials & Supplies - Fuses	Materials & supplies	433.14	
57778	03/14/2022	McMASTER-CARR SUPPLY CO	72264328	Materials & Supplies - Fans	Materials & supplies	53.13	
57778	03/14/2022	McMASTER-CARR SUPPLY CO	72274289	Materials & Supplies - TR Well	Materials & supplies	722.89	
Vendor MCM01 - McMASTER-CARR SUPPLY CO Total:						1209.16	

Vendor: USA01 - USA BLUE BOOK							
57796	03/10/2022	USA BLUE BOOK	894162	BOD Incubator	Fixed Assets-Internal	FY22-0231	3342.04
57796	03/11/2022	USA BLUE BOOK	899286	Material & Supplies - PPE Biological Control	Materials & supplies		938.18
Vendor USA01 - USA BLUE BOOK Total:							4280.22
Vendor: VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT							
57797	03/11/2022	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1045849	Generator Permit - CWRP	Fees & charges		652
57797	03/11/2022	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1045850	Generator Permit - Pump Station 3	Fees & charges		652
57797	03/11/2022	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1045851	Generator Permit - Sewer Lift Station 2	Fees & charges		652
57797	03/11/2022	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1045852	Generator Permit - TR Well	Fees & charges		652
57797	03/11/2022	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1045853	Generator Permit - Highlands Pump Station	Fees & charges		652
57797	03/11/2022	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1045854	Generator Permit - Read Rd. Sewer Lift	Fees & charges		652
Vendor VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT Total:							3912
57798	03/11/2022	VENTURA REGIONAL SANITATION DISTRICT, INC	1312022	VRSD Sewer Cleaning	Outsd contracts	FY22-0033	11113.25
57799	03/11/2022	W W GRAINGER, INC.	9238280789	Material & Supplies - PPE-Ear - Eye Protection	Materials & supplies		280.53
57800	03/14/2022	WALTON MOTORS & CONTROLS, INC	43252	Replacement Motors Diversion Screens	Repair parts & equipment	FY22-0249	2183.61
57801	03/16/2022	WATER SYSTEMS OPTIMIZATION INC.	2185	WSO Leak Detection	Outsd contracts	FY22-0082	8100
TOTAL VENDOR PAYMENTS-CAMROSA							\$ 1,242,768.86
Vendor: PER05 - CAL PERS 457 PLAN							
DFT0003830	03/10/2022	CAL PERS 457 PLAN	INV0011228	Deferred Compensation	Deferred comp - ee paid		50
DFT0003831	03/10/2022	CAL PERS 457 PLAN	INV0011229	Deferred Compensation	Deferred comp - ee paid		3704.46
DFT0003848	03/11/2022	CAL PERS 457 PLAN	INV0011248	Deferred Compensation	Deferred comp - ee paid		50
Vendor PER05 - CAL PERS 457 PLAN Total:							3804.46
Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.							
DFT0003846	03/10/2022	EMPLOYMENT DEVELOP. DEPT.	INV0011246	Payroll-SIT	P/R-sit		4277.07
DFT0003856	03/11/2022	EMPLOYMENT DEVELOP. DEPT.	INV0011256	Payroll-SIT	P/R-sit		606.3
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:							4883.37
Vendor: HEA02 - HealthEquity							
DFT0003834	03/10/2022	HealthEquity	INV0011233	HSA-Employee Contribution	HSA Contributions Payable		528.84
DFT0003835	03/10/2022	HealthEquity	INV0011234	HSA Contributions	HSA Contributions Payable		250
DFT0003849	03/11/2022	HealthEquity	INV0011249	HSA-Employee Contribution	HSA Contributions Payable		90.38
DFT0003850	03/11/2022	HealthEquity	INV0011250	HSA Contributions	HSA Contributions Payable		25
Vendor HEA02 - HealthEquity Total:							894.22
961	03/10/2022	LINCOLN FINANCIAL GROUP	INV0011230	Deferred Compensation	Deferred comp - ee paid		1958
960	03/10/2022	LINCOLN FINANCIAL GROUP	INV0011242	Profit Share Contribution	Profit share contributions		2618.42
Vendor: PER01 - PUBLIC EMPLOYEES							
DFT0003832	03/10/2022	PUBLIC EMPLOYEES	INV0011231	PERS-Classic Employee Portion	P/R-state ret.		17388.58
DFT0003851	03/11/2022	PUBLIC EMPLOYEES	INV0011251	PERS Survivors	P/R-state ret.		160.79
Vendor PER01 - PUBLIC EMPLOYEES Total:							17549.37

Vendor: UNI10 - UNITED STATES TREASURY

DFT0003843	03/10/2022	UNITED STATES TREASURY
DFT0003844	03/10/2022	UNITED STATES TREASURY
DFT0003845	03/10/2022	UNITED STATES TREASURY
DFT0003855	03/11/2022	UNITED STATES TREASURY
DFT0003854	03/11/2022	UNITED STATES TREASURY

INV0011243	FIT
INV0011244	Payroll-Social Security Tax
INV0011245	Payroll- Medicare Tax
INV0011255	Payroll- Medicare Tax
INV0011254	FIT

P/R-fit	11387.39
P/R - ee social security	122.08
P/R - ee medicare	3032.98
P/R - ee medicare	214.3
P/R-fit	1473.73

Vendor UNI10 - UNITED STATES TREASURY Total: 16230.48

57748	03/10/2022	UNITED WAY OF VENTURA CO.
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INV0011227	Charity-United Way
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P/R-charity	20
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TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA \$ 47,958.32

Board Memorandum

March 24, 2022

To: General Manager

From: Tamara Sexton, Finance Manager

Subject: Operating Budget Excellence Award

Objective: Receive the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

Action Required: No action necessary; for information only.

Discussion: The District has received the Operating Budget Excellence Award from CSMFO for the District's Fiscal Year (FY) 2021-22 Operating Budget.

As part of the District's mission to promote excellence in financial management, the District's FY 2021-22 Operating Budget provides the public, regulatory institutions, and rating agencies a comprehensive budget. The budget explains the District's organization, financial structure, and major issues facing the District. It summarizes the Board of Directors' strategies, policies, and recent actions, and explains how those benefit the District as a whole.

The CSMFO promotes excellence in financial management and has established a budget award program that evaluates the budgets of municipal agencies of California. This program is intended to encourage and assist local governments to prepare budget documents of the very highest quality that reflect the guidelines established by the National Advisory Council on State and Local Budgeting.

The District submitted the FY 2021-22 Operating Budget for consideration of a budget award. The budget was reviewed by an independent reviewer and qualified for the Operating Budget Excellence Award. This is the eighth consecutive year the District has received the highest award.

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2021-2022

Presented to the

Camrosa Water District

For meeting the criteria established to achieve the CSMFO Excellence Award in Budgeting.

February 28, 2022



Marcus Pimentel

***Marcus Pimentel
CSMFO President***

Michael Manno

***Michael Manno, Chair
Recognition Committee***

Dedicated Excellence in Municipal Financial Reporting

Board Memorandum

March 24, 2022

To: Board of Directors

From: Tamara Sexton, Finance Manager

Subject: Update of Current Capital Projects and Proposed Fiscal Year 2022-23 Capital Projects

Objective: Receive a briefing from staff on the status of current capital projects and proposed Fiscal Year (FY) 2022-23 Capital Projects.

Action Required: No action necessary; for information only.

Discussion: Attached is a listing of current Closeout Capital Projects that are to be complete by the end of this fiscal year, and Carryover Projects that are to be complete by the end of FY2022-23. Also included is a draft of the proposed FY2022-23 Capital Projects. The goal is to have all projects, both carryovers and proposed, completed by end of FY2022-23. The purchase of one vehicle is the lone proposed fixed asset for FY2022-23.

Staff will return to the Board on April 21, 2022 to present a draft of the FY2022-23 operating expense budget and projected reserve balances.

Carryovers & Closeouts

Project #	Prior FY Budget	FY 2021-22 Budget	Mid-Year Budget	Total Budget	Total Actual / Projected	Carryover	Closeouts De-Obligate	Description	Status
Completed Projects									
400-20-02	315,000	155,000	200,000	670,000	670,000	-	-	Reservoir 1B Comm Facility	Completed
400-22-01		300,000		300,000	231,046	-	68,954	District's Headquarters Security	Completed
400-22-04		65,000		65,000	65,000	-	-	Tier 2 Historian	Completed
400-22-05		70,000		70,000	70,000	-	-	Radio Tower @4B	Completed
550-21-01	360,000	-	-	360,000	320,000	-	40,000	Sewer Lift Read Road MCC	Completed
550-21-03	60,000	-	-	60,000	59,885	-	115	Sewer Diversion Structure Rehabilitation	Completed
550-22-01		90,000		90,000	89,977	-	23	SmartCovers Sewer Manholes	Completed
600-15-01	1,280,000	-	-	1,280,000	1,280,000	-	-	Pump Station 2 to 3	Completed
650-17-05	193,500			193,500	193,500	-	-	Chloramination Project	Completed
650-20-06	110,000	-	-	110,000	108,765	-	1,235	Potable Water Model	Completed
650-21-01	290,000	-	-	290,000	190,000	-	100,000	Meter Station 5 and 7 Rehabilitation	Completed
650-22-02		120,000	205,000	325,000	325,000	-	-	Tierra Rejada Well	Completed
650-22-05			407,333	407,333	407,333	-	-	PV Well #2 Upgrades	Completed
750-21-04	70,000	-	-	70,000	66,557	-	3,443	Diversion Pump Replacement	Completed
800-20-02	143,000	190,000	30,000	363,000	330,000	-	33,000	Pump Station #2 Generator Fuel Tank	Completed
900-20-01	153,000	135,000	-	288,000	288,000	-	-	CWRF Emergency Generator Fuel Tank	Completed
900-20-02	250,000	-	-	250,000	250,000	-	-	Sewer Lift #1 MCC	Completed
900-20-03	258,000	-	-	258,000	175,859	-	82,141	Sewer Line Woodcreek	Completed
Total Completed	\$ 3,482,500	\$ 1,125,000	\$ 842,333	\$ 5,449,833	\$ 5,120,923	\$ -	\$ 328,911		
Carryovers									
400-22-02	-	504,000		504,000	53,000	451,000		Utility Billing System	Carryover
400-22-03	-	90,000		90,000	65,000	25,000		LIMS	Carryover
600-20-02	4,275,000		7,000,000	11,275,000	8,000,000	3,275,000		Conejo Wellfield Treatment	Carryover
650-15-01	5,967,000	-	-	5,967,000	4,400,000	1,567,000		PV Well #2	Carryover
650-20-03	280,000	-	-	280,000	130,000	150,000		Meter Station Control Cabinets	Carryover
650-22-01	-	362,000		362,000	236,000	126,000		Penny Well Degasifier	Carryover
650-22-03	-	200,000		200,000	100,000	100,000		Distribution Valve Replacement	Carryover
650-22-04	-	350,000		350,000	150,000	200,000		CamSprings Waterline	Carryover
800-20-03	160,000	-	-	160,000	45,000	115,000		Reservoir 4C Hydro-Pneumatic Pump	Carryover
800-20-04	160,000	-	-	160,000	75,000	85,000		Reservoir 4C Replacement	Carryover
900-18-01	1,057,500	-	-	1,057,500	900,000	157,500		CWRF Upgrades	Carryover
900-18-02	1,858,000	300,000	-	2,158,000	172,874	1,985,126		De-watering Press	Carryover
900-18-03	869,000	632,500	-	1,501,500	1,200,000	301,500		Effluent Pond Relining	Carryover
Total Carryovers	\$ 14,626,500	\$ 2,438,500	\$ 7,000,000	\$ 24,065,000	\$ 15,526,874	\$ 8,538,126	\$ -		
Total CIPs	\$ 18,109,000	\$ 3,563,500	\$ 7,842,333	\$ 29,514,833	\$ 20,647,797	\$ 8,538,126	\$ 328,911		
Fixed Assets									
Total Fixed Assets	\$ -	\$ 118,600	\$ -	\$ 118,600	\$ 95,399	\$ -	\$ 23,201	FY2021-22 Fixed Assets	
Total CIP & Fixed Assets	\$ 18,109,000	\$ 3,682,100	\$ 7,842,333	\$ 29,633,433	\$ 20,743,196	\$ 8,538,126	\$ 352,111		

Capital Projects Carryover Details

400-22-02 \$ 504,000 Utility Billing System

The current billing system, Advanced CIS version 3, is antiquated and was placed online in 2007. Many routine processes are currently performed manually (e.g., late fees and deposits), which is not efficient. Additional functionality includes mobile access for field technicians and web-based account access for customers. Project steps include migrating the existing version 3 from on-premise to cloud-based and then upgrading to version 5. This upgrade benefits all three cost centers. This project is expected to be completed by the end of FY2022-23. This is a new project that was not included in the 2019 Rate Study.

400-22-03 \$ 90,000 Laboratory Information Management System (LIMS)

The labs currently use a combination of Excel, PDFs, and three-ring binders to manage information. A "laboratory information management system," or LIMS, would digitize this process, from field collection via a mobile app to an instrument interface to a fully integrated database. It would increase organization, improve accuracy, save time, streamline permit-related reporting, and maximize data shareability across users in the organization. This project is to be completed the end of FY2022-23. This is a new project that was not included in the 2019 Rate Study.

650-15-01 \$5,967,000 PV Well #2

Agreements between the Pleasant Valley County Water District (PVCWD) and the Fox Canyon Groundwater Management Agency (FCGMA) have resulted in the exchange of non-potable surface water for potable groundwater within the Pleasant Valley Basin. This project provides a secondary well, in addition to the existing Woodcreek Well, within the Pleasant Valley Groundwater Basin to produce the District's increased pumping allocations. The new well was drilled in 2016 at the opposite end of Woodcreek Park from the Woodcreek Well. The original design included iron and manganese filtration; water quality analysis since the completion of the well led to removal of the iron and manganese filters from design. The well was brought online in 2020 with temporary piping and well housing while design is finalized and construction of the permanent site is orchestrated. Construction of the well is anticipated to be complete by December 31, 2022. This project was included in the 2019 Rate Study.

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

The 4C hydropneumatic pump station is old, in poor condition, and has outlasted its projected lifespan. Originally built in 1975, the hydropneumatic pump station consists of two 25HP pumps and an emergency standby generator. Current demand is met with a single pump, with a second pump for redundancy. Existing fire service is considered substandard. This budget includes engineering design only and is anticipated to be complete by December 31, 2022. This project was included in the 2019 Rate Study.

Capital Projects Carryover Details (Continued)

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

The existing Reservoir 4C was constructed in the 1960s and has exceeded its useful lifespan. This tank has poor interior and exterior coating, rests on an inadequate structural foundation, and does not meet current seismic standards. This project includes demolition of the existing tank and construction of a new 1.0MG steel tank that meets current AWWA and API Design Standards. This budget includes engineering design only and is anticipated to be complete by December 31, 2022. This project was included in the 2019 Rate Study.

900-18-01 \$1,057,500 CWRf Upgrades

The CWRf has two hypochlorite tanks that are currently leaking and in need of repair. The tanks are currently exposed to the elements, and this project would include construction of housing to protect them. Housing would also be built to provide cover for the front-end loader, forklift, tiller, and other CWRf vehicles. The concrete, tanks, electrical/instrumentation controls, and structural support were constructed in FY21-22 and the new tanks were put into service. The roofing and siding system remain outstanding; longer lead times push project completion into next fiscal year. This project is anticipated to be complete by December 31, 2022.

900-18-02 \$2,158,000 Dewatering Press

The District spends approximately \$140,000 in outside contracts and 800 Camrosa man hours every year to press, till, and dry sludge at the CWRf. A dewatering press would save these resources for other functions. The press would be located adjacent to the biosolids drying beds. Staff has identified a fan press as the preferred machinery. Design is complete but the project currently on-hold. Costs include the fan press equipment and construction. This project is anticipated to be rebid and construction started in FY2022-23. This project was included in the 2019 Rate Study

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

The existing effluent ponds at the CRWF were originally lined with a “hydraulic” lining, which can result in leakage. In addition, the ponds accumulate sediment, which promotes plant growth that in turn results in water loss and an accelerated chlorine residual loss. Relining the ponds with soil cement creates a less permeable surface to reduce water loss through leakage and a more robust surface for easier cleaning with heavy equipment to reduce water loss through plant evapotranspiration. Costs includes engineering, soil cement liner, waterstop, slide gate replacement, and bypass pipeline replacement. No outside maintenance labor or equipment is expected. Demolition of the existing liner, earthwork, pipeline construction, and soil cement installation were completed in FY2021-2022. Longer-than-anticipated lead items on specific items push this project into FY2022-2023, but it is expected to be complete by December 31, 2022. This project was included in the 2019 Rate Study.

600-20-02 \$11,275,000 Conejo Wellfield Treatment

Conejo Wellfield wells have tested positive for TCP, a regulated contaminant with an MCL of 5 ppt. The Conejo Wells have consistently been above the MCL. A feasibility study completed in March 2020 recommends a granular activated carbon (GAC) vessel treatment facility. Design was completed in October 2021. Construction began in December 2021 with a 360-day contract. This is a new project that was not included in the 2019 Rate Study.

Capital Projects Carryover Details (Continued)

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

Camrosa's meter stations control cabinets are aging and have limited functionality. The upgrade will include batteries for an estimated two-plus days of backup with full operational control of the station and interface with Calleguas. The current control cabinets have no backup provisions for power loss. Control cabinets at 11 meter stations will be replaced. This project is expected to be completed by the end of FY2022-23. This project was included in the 2019 Rate Study.

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

Since 2018, the Penny Well has been experiencing air-entrainment issues, forcing the District to operate the well below capacity. A consultant has completed a technical memorandum describing design alternatives and pilot testing. Design is expected to be complete by summer of 2022. Construction costs are dependent on the preferred solution; additional funding will be appropriated as necessary. This is a new project that was not included in the 2019 Rate Study.

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

The potable distribution system includes more than 200 miles of transmission and distribution pipelines, 1,300 mainline valves, and 1,100 fire hydrant valves. Most of these valves were installed in the late '60s and '70s. The Operations & Maintenance department replaces them as stuck or damaged valves are encountered and as part of both routine and emergency pipeline repairs. This is an ongoing system maintenance expense. Historically, valve replacement costs were appropriated on an individual basis. Establishing this CIP will enable the District to replace valves throughout the year as they are identified and/or in a timely manner after failure, and will provide for financial forecasting. This project is expected to be complete by end of calendar year 2022. This is a new project that was not included in the 2019 Rate Study.

650-22-04 \$ 350,000 CamSprings Waterline

The existing waterline that crosses the Conejo Creek between the Camarillo Springs Golf course and Camarillo Sanitary District treatment plant blew out and needs to be replaced. Operations & Maintenance installed new valves on either side of the creek to isolate the leak. Due to changes in the creek bed since the pipe was originally installed, sections of the pipe are now quite shallow and the condition of the pipe is in question. Returning the line to service is critical to restoring hydraulic capacity in the area, and directional drilling a new line under the creek will provide a more robust solution. Design began in spring 2022. Additional funding of construction will be appropriated as necessary. Construction is expected to begin in the summer of 2022 and be completed by the end of the calendar year. This is a new project that was not included in the 2019 Rate Study.

Capital Projects FY 2022-23

Capital Projects	Budget FY 2022-23	Total	Description
Potable Water Projects			
xxx-xx-xx	462,000	462,000	AMR AclaraOne +MTU Upgrade Zone 2
xxx-xx-xx	180,000	180,000	CSUCI Back-up well - Engineering Phase
Total Potable Projects	\$ 642,000	\$ 642,000	
Non-Potable Water Projects			
xxx-xx-xx	150,000	150,000	AG 3 Tank Replacement - Engineering Phase
Total Non-Potable Projects	\$ 150,000	\$ 150,000	
Wastewater Projects			
xxx-xx-xx	200,000	200,000	Ammonia Injection (Sequential Chlorination)
xxx-xx-xx	330,000	330,000	Collection System Hot Spots - Engineering Phase
xxx-xx-xx	500,000	500,000	Bar Screen Replacement
Total Wastewater Projects	\$ 1,030,000	\$ 1,030,000	
Total CIPs	\$ 1,822,000	\$ 1,822,000	

Capital Projects FY 2022-23 (Continued)

Potable

xxx-xx-xx	\$462,000	AMR AclaraOne + MTU Upgrade Zone 2
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To maintain supportability, Camrosa's AMR (Automatic Meter Reading) system, provided by Aclara, will require modification. Aclara will no longer be supporting the Network Communication Controller (NCC) portion of the system. The NCC is a MS Windows-based server that collects Meter Transmission Unit (MTU) reads and configuration information and provides a graphical HTML interface for analytics and reporting. Aclara will be replacing these NCC functions with a new cloud-based system called AclaraONE. Commensurate with this project, staff is proposing a pilot upgrade of all MTUs in its potable pressure zone 2 from the existing model-3421 (hourly reads). The project would upgrade the existing quantity 1450, Model-3421 (hourly read) units to Model-3451 (hourly, 30-day cached read) units. The project would also include contracted labor support from an experienced Aclara installer for installation of these units. The upgrade would allow staff to perform daily production vs. usage analysis within pressure zone 2. This zone currently exhibits a 14 acre-foot/month average water loss and having the capability to compare daily usage and production would assist in determining the cause of this loss. Additionally, this project would include parts and labor for installation of 400 MTUs in the Camarillo Springs area, which would complete deployment of remote-read meters across all the District's service connections. Staff is in the process of obtaining MTU and installation cost. It is estimated this project would be complete in the spring of 2023. This is a new project not included in the 2019 Rate Study.

xxx-xx-xx	\$180,000	CSUCI Backup Well – Engineering Phase
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The University Well is the single source of supply for the Round Mountain Water Treatment Plant. In the event this well becomes inoperable, either temporarily or permanently, the treatment plant cannot run and produce water. The University Well has begun experiencing capacity issues. This project would first produce a technical memo that would include an analysis of repairing or replacing the University Well, an evaluation of the feasibility of using nearby existing wells, and a siting study for where to locate any potential new wells. Recommended actions, including additional appropriations as necessary, will be developed by staff upon completion of the initial study. This project was included in the 2019 Rate Study, however engineering estimates have increased and expect construction costs to increase as well.

Non-Potable

xxx-xx-xx	\$150,000	AG3 Tank Replacement – Engineering Phase
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The existing Ag3 tank was built in 1991. The tank is partially damaged and, at 50,000 gallons, needs to be upsized; during peak demands, it drains completely, limiting the availability of supply. In lieu of repairing, recoating, and providing necessary drainage and road improvements, the Ag system would benefit from constructing a larger, 100,000-gallon precoated tank. Site, drainage, and roadway improvements would be included in this project. This phase of the project design would include a technical memo that would evaluate tank sizing, existing right-of-way, necessary grading/retaining walls, and various other site improvements, along with a preliminary budget estimate. Design is estimated to be complete by February 2023. Staff would return to request additional funding for the construction. This is a new project and was not included in the 2019 Rate Study.

Capital Projects FY 2022-23 (Continued)

Wastewater

xxx-xx-xx	\$200,000	Ammonia Injection (Sequential Chlorination)
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Camrosa's Waste Discharge Requirements (WDR) Order No. R4-2019-0118, the operating permit for the Camrosa Water Reclamation Facility (CWRF), approved the substitution of sequential chlorination for the extended chlorine contact times that would have been required by rerating the CWRF from its original 1.5 million gallons a day to 2.25 MGD. This project will require the installation additional process control sensors, ammonia storage/containment, redundant peristaltic pumps, and associated piping, electrical, automation, and SCADA integration. Preliminary results of the sequential chlorination study, described in a report authored by Camrosa staff and submitted to the Los Angeles Regional Water Quality Control Board, proved that disinfection byproduct concentrations within the effluent NPDES and WDR permit limits can be realized while ensuring complete disinfection. This is a new project that was not included in the 2019 Rate Study. This project is to be completed by December 31, 2022.

xxx-xx-xx	\$330,000	Collection System Hotspots – Engineering Phase
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This project would engineer solutions to the District's sewer collection system hotspots. These "hotspots" are sections of sewer pipeline that have settled/sagged or encountered significant root infiltration, both of which conditions cause debris to accumulate and impeded flow, which in turn can result in a sewer blockage and/or backup. Hotspots require constant attention and monitoring, including monthly cleaning by Ventura Regional Sanitation Department. Staff has identified 11 hotspots that need to be investigated, realigned, and/or replaced. This project would identify limits of deficient sewer, conduct potholing (if needed), map slope alignment points, develop feasible alternatives, and prepare engineering drawings and specifications. Construction would proceed on a prioritized basis over several subsequent years. Sewer collection improvements were included in the 2019 rate study but the list has been updated in the interim.

xxx-xx-xx	\$500,000	Diversion Bar Screen Replacement
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Replace Headworks bar screen at CWRF. Project includes screen removal, installation, startup and testing. The project is to be completed by the end of FY2022-23. This project was included in the 2019 Rate Study.

Board Memorandum

March 24, 2022

To: Board of Directors

From: General Manager

Subject: Water Service Mitigation Requirement for New Developments

Objective: Establish a Mitigation Project.

Action Required: Authorize the General Manager to establish a water mitigation fee based on the cost of the Conejo Treatment Plant currently under construction.

Discussion: In 2009, citing the increasing unreliability of imported water supplies and the need to “ensure sufficient water availability to meet existing water demands of the District,” the Board of Directors passed Resolution 09-02, establishing a moratorium on unmitigated new potable demand in the District. This resolution requires new developments to bring “new water” to meet their project demand prior to receiving a Water Will-Serve Letter from the District. In August 2014, the Board adopted Resolution 14-08, which updated the previous resolution and required that all water, both potable and non-potable, demands be mitigated.

In the absence of an in-lieu fee, developers have the option of developing their own mitigation project or selecting from a list of projects provided by the District. In the past, projects offered for mitigation have been under design, so the mitigation fees were based on an engineer’s estimate, which can end up being less than the actual cost of the project. As the Conejo Wellfield Treatment Plant construction contract has already been awarded, the construction cost is known, thus ensuring an accurate mitigation fee.

The Water Service Mitigation Participation Agreement defines the conditions, participation, and cost-sharing requirements for developers. The developer’s mitigation fee will be calculated by dividing the Conejo Treatment Plant cost by the plant’s estimated yearly production and then multiplying that by the development’s total yearly demand.

$(\text{Conejo Plant Capital Cost} / \text{yearly production}) \times \text{developments yearly demand}$

A Master Plan is expected to begin in FY 22-23. The projects defined in the plan will be the basis for developing an in-lieu fee that will eventually replace the mitigation fee.

Board Memorandum

March 24, 2022

To: General Manager

From: Ian Prichard, Assistant General Manager

Subject: Drought Response

Objective: Join a statewide coalition to reframe California's approach to solving the drought crisis.

Action Required: Authorize the General Manager to contribute \$30,000.00 to Western Municipal Water District's statewide executive coalition for reframing the state's drought response.

Discussion: Western Municipal Water District has convened a statewide coalition of water agency executives to develop and advance a new California drought-response strategy.

Recurring cycles of drought are nothing new. For decades, politicians and special interest groups have promised solutions—and mostly delivered increasingly stricter conservation mandates. What has become clear is that conservation is not the answer. Water managers need to be involved in solving the problem, and that's what this coalition aims to do.

In Camrosa, potable residential water use is down 30 percent from ten years ago. Since the Board of Directors adopted Resolution 21-14 last September calling for a voluntary 15-percent reduction, Camrosa customers have reduced potable water use in all sectors—including residential, commercial, and agricultural—by 16.21 percent. We have invested \$30 million over the last 25 years to slash our dependence on imported water by developing local potable sources and constructing a non-potable system. We offer educational programming and partner with Calleguas to provide devices and rebates to our customers.

Regionally, Southern California is using 50 percent less water per person than a decade ago; even with population growth, total water demand is down from 30 years ago. The region has invested over \$800 million in conservation rebates and incentives—including more than \$400 million in turf rebates in one summer. Extensive water shortage contingency plans are required by the Water Conservation and Drought Planning Act of 2018.

Yet, in just two years of drought, Southern California is facing a zero-percent State Water Project allocation. Instead of tackling the issue with the levers of statewide funding that could solve our large-scale issues—from a paucity of storage to the whittling away of conveyance—the State continues to put the burden for the insufficiency of supplies on the backs of local suppliers. Continuing to "cut back" is not enough to solve our recurring drought crisis. We need to scale up the kinds of solutions Camrosa has implemented to the statewide level, and this executive coalition is an avenue to do that.

DEPARTMENT OF WATER RESOURCES

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SACRAMENTO, CA 94236-0001
(916) 653-5791



March 2, 2022

TO: All State Water Project Contractors

After the driest January and February in more than 100 years, the Department of Water Resources (DWR) just conducted its third snow survey. Statewide snowpack that was at 154 percent of average on January 1 now has dwindled to just 63 percent of average. DWR is actively assessing current water supply conditions to determine whether to revise downward the current 15 percent water supply allocation, request modifications of Delta water quality and flow standards through a Temporary Urgency Change Petition to the State Water Resources Control Board as well as proceed with backfilling the notch in the West False River salinity barrier.

The extremely dry and historically warm temperatures experienced during Water Year 2021 challenged traditional water management methods. Water year 2022 started with historically low storage levels in key Northern California reservoirs, including Lake Oroville. To improve our forecast capabilities in the Feather River watershed as we look to the rest of the year, DWR recently completed its first ever Airborne Snow Observatory flights. The data from these flights reveal that the snowpack at the highest and most remote parts of the Feather River watershed is well below average. Low snowpack, challenging conditions in the Delta and, if conditions do not improve, a likely reduction to northern California water supply contracts may limit the water available for water transfers.

The time to ramp up water conservation is now. Proactive conservation measures are a prudent step for all of our agencies to prepare for the possibility of ongoing extreme dry conditions. Only through these coordinated and collective actions at the federal, State, and local level will we be able to successfully manage our water supply through 2022 and beyond. The challenges are substantial but I am confident that there is no group better able to rise to the occasion than this group of California water managers.

Sincerely,

A handwritten signature in cursive script that reads "Karla A. Nemeth".

Karla A. Nemeth
Director

Board Memorandum

March 24, 2022

To: General Manager

From: Terry Curson, District Engineer

Subject: New Potable Waterline Under Conejo Creek at Camarillo Springs Golf Course

Objective: Award consulting services for design of a new potable waterline under Conejo Creek at Camarillo Springs Golf Course.

Action Required: Authorize the General Manager to issue a purchase order to Cannon Corp., in an amount not to exceed \$136,438.00, to provide professional engineering services for design of a new potable waterline under Conejo Creek.

Discussion: As a result of creek erosion, an existing 12-inch welded steel potable waterline constructed in 1966 that traverses under the Conejo Creek, between the Camarillo Springs Golf Course and the CamSan wastewater treatment plant, has been exposed, is damaged, and has been taken out of service. A replacement line is needed to restore potable water distribution and fire service redundancy to the District's southwesterly service area that includes the Adohr/Pancho business park and California State University, Channel Islands.

Staff is proposing the installation of approximately 1,000 feet of new 12-inch fusible PVC directional drilled waterline under the creek. This appears to be the best option to restore water service, provide the least impact to the creek, and reduce a long and lengthy environmental review process.

Proposals were solicited and on February 17, 2022, staff received a single proposal from Cannon Corp (Cannon). Cannon is a multi-disciplinary consulting firm that has experience in water and wastewater engineering projects and has performed professional services for similar projects. The proposal includes consulting design services for:

- Preliminary Engineering Memo
- Construction and Bidding Documents
- Engineer's Estimate
- Right-of-Way review and analysis
- Topographic Survey
- Geotechnical Report
- Environmental Services
 - Biological Resource Assessment
 - Frac-out Plan
 - Notification and Coordination with Regulatory Agencies
 - Development of the Notice of Exemption (NOE)

The project scope, fee schedule, and design schedule have been reviewed. Cannon's original proposal was in the amount of \$193,757.00, which included significant environmental services in the preparation

of an Initial Study and Mitigated Negative Declaration. Staff's opinion is that since the replacement waterline diameter will not be altered and the alignment is generally in the same location, a "Notice of Exception" is more appropriate for this project. Staff was able to renegotiate the scope and fee schedule to the amount of \$136,438.00, which is considered fair and reasonable for the proposed work. Project design is expected to take approximately six months to complete.

This project is identified, and funds are available in the FY 2021–2022 Capital Improvement Budget.

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.



March 11, 2022

Mr. Terry Curson, PE
District Engineer
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

PROJECT: CAMARILLO SPRINGS GOLF COURSE WATERLINE REPLACEMENT

Dear Terry:

The 12-inch water main crossing Conejo Creek between the Camarillo Springs Golf Course and the Camarillo Sanitary (CamSan) District's Reclamation Plant has become exposed in the Conejo creek and must be replaced. The water line is currently out of service until it can be replaced. This pipeline provides a vital link for the District's water resources across the creek. The integrity of this main is presently threatened by the creek's erosive effect on the soil embankments and the creek bed supporting the concrete encasement. Failure of this main would have immediate consequences of loss of potable water, potential contamination, and reduction in fire-fighting capabilities. Also of significance, the concrete encasement could inadvertently create a barrier and pose a threat to fish passage, and also negatively influence the meander of the creek.

The District recognizes the need to replace approximately 930 feet of 12-inch welded steel pipe and concrete encasement at this location with 16-inch fusible PVC pipe. This endeavor will not only preserve the integrity of the District's potable water supply and fire-flow capability but prevent the above-mentioned secondary consequences of altering the creek's course.

As a local engineering consulting firm, with a strong water resources resume and extensive experience in HDD, Cannon is the logical choice to perform the design and bidding support required for this project. Our local team comes to this project with a strong background in similar pipeline replacement projects, a thorough understanding of the requirements and challenges associated with projects requiring coordination between numerous disciplines (survey, geotechnical, environmental, regulatory agency permitting, etc.), and a fresh perspective toward cost-effective solutions completed in time and within budget.

We are looking forward to working with you on this project.

Sincerely,

Mike Kielborn, PE
Sr. Principal Engineer, Public Infrastructure Division
C 70112



PROJECT UNDERSTANDING AND APPROACH

A critical 12-inch water line connecting the District's water storage and distribution system across the Conejo Creek needs to be replaced below the creek bed. This crossing provides reliable water delivery to nearby residential users, commercial businesses, the golf course, CamSan, and for fire protection. It is our understanding the District is seeking assistance to prepare geotechnical investigations and environmental documents, obtain permits, prepare HDD pipeline design and construction documents, and provide bidding support for this project.

Goals for the project include:

- Replacing aging infrastructure (original pipe was installed in the 1960's and has reached the end of its reliable service life).
- Restoring system reliability and connectivity between the east and west sides of Conejo Creek.
- Remove creek obstructions to allow the creek to take its natural drainage course.
- Establishing close working relationships with Regulatory agencies to address stakeholder concerns and keep the project on schedule.
- Minimizing impacts to property owners, and sensitive creek environment.

Our approach for successful completion of this project consists of providing professional services in three progressive phases: Preliminary Engineering, Construction Documents, and Bidding Support. The phases have been carefully sequenced to provide an efficient schedule while still remaining realistic and achievable. We are open to revising this schedule depending on your goals and objectives for this project. As a starting point for discussion, we enclosed a preliminary Project Schedule which shows the entire work program taking approximately 8 months to complete, depending on environmental requirements.

SCOPE OF WORK

Phase I – Preliminary Engineering Services

Task 1 – Project Kick-off

Task 1.1 Kick-off Meeting

Cannon will orchestrate and attend a Project Kick-Off meeting with District staff. The meeting agenda will focus on project understanding, team involvement, and project constraints. This meeting will also include a project introduction, review of background information and project scope, discussion of the District's preferences, and an overview of the project schedule. This meeting represents a



key opportunity for representatives from the District to steer the Project Team and further clarify critical elements of the project scope.

Task 1.2 Project Management and Meetings

The project will require project setup, scheduling, controlling, and correspondence between Cannon, the District, subconsultants, and regulatory agencies. Correspondence includes telephone conversations, emails, project meetings and status reports, and project memorandums. Additionally, project management will include monthly work summaries and detailed invoices.

Task 2 – Project Research and Investigation

Task 2.1 Site Reconnaissance / Field Visit

This task will include the following:

- Collect relevant site information with Project Team and District staff
- Review project site constraints
- Observe surface features
- Meet with all required Regulatory Agencies.

Task 2.2 Utility Search

We will conduct a USA Dig Alert search, contact utility agencies, and request record drawing information from each utility agency. Summarize contact persons and utility requirements. All obtained utilities drawings will be used to populate the base drawings established by the topographic survey.

Task 2.3 Document Review and Research

Cannon will review and collect all pertinent data as it relates to the proposed project. This includes the following:

- Review of existing record drawings
- Review any previous studies or reports related to the creek
- Gather operational data from District Operations and Maintenance Staff
- Review possible construction methods and materials to determine the best fit solution to the water main replacement.

Task 2.4 Right of Way / Easements

Because this project is to be located within an existing easement, we will gather all Right-of-Way and easement information from APN, parcel map databases, and title reports as necessary to identify the current project boundary limits for use by the contractors in preparing their bids and executing the work.



Task 3 – Topographical Survey

In our effort to provide an accurate and detailed design, we will provide a topographic survey of the site. We will confirm elevations and accurately locate above ground structures that may need relocation or adjustment based on the final design. We will also locate sufficient existing survey monumentation to be able to show the record boundary and easements on the topographic base map. We anticipate the limits of the project site to be approximately 1,000 feet in length along the centerline of existing waterline along the CamSan access road to the golf course. The topographic and right-of-way survey will include the following information:

- Horizontal locations based on the California State Plane Coordinate System, Zone 5.
- Elevations based on NAVD88 Vertical datum.
- Existing corridor features, including edges of pavement, fences, utility poles, driveways, and drainage swales.
- Nearby above ground structures, above ground cable and electrical boxes.
- Existing surface improvements including fire hydrants located within or adjacent to the project; water system appurtenances, sanitary sewers and storm drain manholes, catch basins and inlets, showing surface, inlet and invert elevations.
- Locations of trees that are 4 inches in diameter or greater within or adjacent to the project work areas.

Task 4 – Geotechnical Investigation

Geotechnical investigations will be performed by our subconsultant, Yeh and Associates. Their scope of work is outlined below. Full scope descriptions are outlined in their attached proposal for review.

- Task 4.1 Project Initiation
- Task 4.2 Pre-Field Planning
- Task 4.3 Drilling and Laboratory Testing
- Task 4.4 Draft Geotechnical Report
- Task 4.5 Final Geotechnical Report

Task 5 – Environmental Documents

Environmental investigations will be performed by our subconsultant, Rincon Consultants, Inc. Their scope of work is outlined below. Full scope descriptions are



outlined in their attached proposal for review. It is assumed that a Categorical Exemption will be appropriate for this project, as it is a pipeline replacement.

- Task 5.1 Project Management
- Task 5.2 Technical Studies
 - Biological Resources Assessment
- Task 5.3 Environmental Permitting
 - CDFW
 - Ventura County Watershed Protection District
- Task 5.4 Notice of Exemption Support

PHASE 2 – Design Services

Task 6 – 60% Plans

Based on the findings and results of the previous tasks, we will prepare and submit a design plan package at the 60% approximate completion level for the replacement of the water main creek crossing. The design plan package will include title sheet notes, plan and profile sheets, and detail sheets. Design plans will be prepared in accordance with project required standards. The plans will be submitted to the District for review and comment. We will attend a meeting with the District to review and discuss the 60% design submittal. This will allow the District to comment on the proposed design and any construction methods, materials and maintenance issues.

Task 7 – 90% Plans, Specifications, and Cost Estimates

Based on the comments and findings from the 60% submittal, we will prepare and submit a design plan package at the 90% approximate completion level with the appropriate revisions to the plans. The design plan package will include updated title sheet, notes, plan and profile sheets, and detail sheets. This submittal will also include the technical specifications and cost estimate. Technical Specifications and Special Conditions will be prepared using and referencing the District's standard boilerplate specifications and the latest edition of the Greenbook and the technical specifications from similar projects based on Cannon's experience.

We will attend a meeting with the District to review and discuss the 90% design submittal. This will allow the District to make any final comments or changes to the plans and specifications prior to final submittal and completion.



Task 8 – Final Plans, Specifications, and Cost Estimates

Based on the finalized project design issues resolved during the preceding tasks, we will prepare and submit a Final Construction Documents package for the project. This submittal package will contain complete construction plans, technical specifications, known permit conditions, and an Opinion of Probable Construction Costs. Final plans will incorporate comments from the District's review of the 90% Design Plan package. These documents will be prepared in the District's standard format and incorporated into the final bid package.

Task 9 – Bid Package Preparation

The final bid package will be prepared and incorporate the completed Final Plans, Technical Specifications and Special Conditions, a Bid Schedule, and the District provided "front-end" General Provisions. The Bid Package will incorporate all the required documents for the project to be advertised and sent out to bid.

PHASE 3 – Construction Bidding Services

We will provide the District with engineering services during the bidding of the water main. We will provide support to the District and provide the following listed services. The work hours assumed for each task are based on our previous project experience with similar projects. The actual time required may vary based on the requested level of involvement.

Task 10 – Respond to RFI's

Processing of requests for information (RFIs) and requests for clarification (RFCs) are vital for keeping the bid opening on schedule and to minimize Contractor assumptions could affect the overall cost of the bids. RFIs and RFCs received from the Contractor will be reviewed and responses returned to the District for inclusion with Bid Addenda.

Task 11 – Bid Review

We will assist the District with review of the bids and Contractor qualifications, and assist the District in making a Contractor selection for the project.



DELIVERABLES

- Preliminary Alignments Memo and Exhibits
- Geotechnical Report
- Environmental Studies and CEQA Documentation
- 60% Submittal Plans
- 90% Submittal Plans
- Final Submittal Plans
- Contract Bidding Documents
- RFI Responses During Bidding

ASSUMPTIONS

The following assumptions apply to this proposal:

- The District will provide Record Drawings and information relating to existing facilities in PDF or AutoCAD electronic and hard-copy format.
- District standard contracting documents, specifications, and construction plans are available in Word, AutoCAD, and PDF format.
- The Contractor will be responsible for preparing and implementing a SWPPP and best management practices.
- It has been assumed that the District will provide all permitting and plan-check fees with all permitting and plan approval agencies and will pay for all utility research fees from all utility companies.
- Scour analysis will not be performed. It is assumed that 15 feet of cover in the creek bed is sufficient for future scour cover.
- Cultural resources investigations will only be performed if requested by the permitting agencies. An additional fee can be prepared at a future date and submitted for approval prior to implementation of this work if needed.

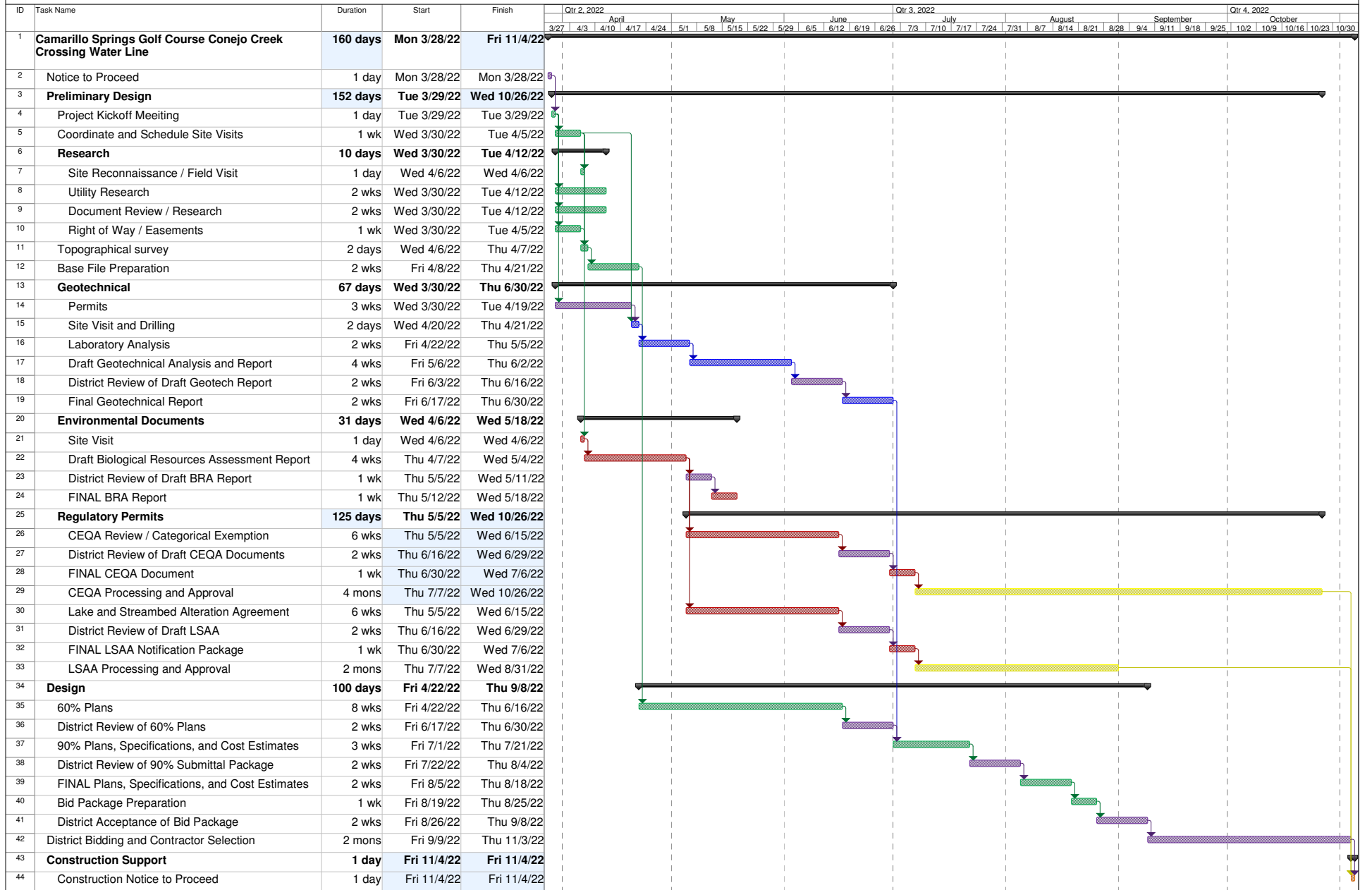
SCHEDULE

The following schedule is based on a similar project in nature. Environmental approvals will likely drive the schedule based on review timelines and comments from agencies on the project.



PROJECT SCHEDULE
CAMARILLO SPRINGS GOLF COURSE
WATER LINE REPLACEMENT PROJECT
CAMROSA WATER DISTRICT

CANNON
1050 Southwood Drive
San Luis Obispo, CA 93401
805-544-7407



Project: Camarillo Springs Waterline R
Date: Fri 3/11/22

Task

Split

Milestone

Summary

Project Summary

External Tasks

External Milestone

Inactive Task

Inactive Milestone

Inactive Summary

Manual Task

Duration-only

Manual Summary Rollup

Manual Summary

Start-only

Finish-only

Progress

Deadline



FEES

T&M NTE: Fees are based on the rates per the enclosed fee schedule and do not include Agency checking or recording fees, or title company fees. It is our understanding that this project qualifies for California Prevailing Wages.

<i>Task 1.</i>	<i>Project Kick-off</i>	<i>\$ 1,383</i>
<i>Task 2.</i>	<i>Project Research and Investigations</i>	<i>\$ 10,926</i>
<i>Task 3.</i>	<i>Topographical Survey</i>	<i>\$ 8,946</i>
<i>Task 4.</i>	<i>Geotechnical Investigations</i>	<i>\$ 39,963</i>
<i>Task 5.</i>	<i>Environmental Documentation</i>	<i>\$ 35,776</i>
<i>Task 6.</i>	<i>60% Plans</i>	<i>\$ 13,094</i>
<i>Task 7.</i>	<i>90 % Plans, Specifications, and Cost Estimates</i>	<i>\$ 10,228</i>
<i>Task 8.</i>	<i>Final PS&E</i>	<i>\$ 6,076</i>
<i>Task 9.</i>	<i>Bid Package Preparation</i>	<i>\$ 3,410</i>
<i>Task 10.</i>	<i>Respond to RFIs</i>	<i>\$ 3,900</i>
<i>Task 11.</i>	<i>Bid Review</i>	<i>\$ 1,236</i>
	<i>Reimbursables</i>	<i>\$ 1,500</i>
T&M Not to Exceed:		<u>\$136,438.00</u>



2021/22 Fee Schedule

Bill Rate Ranges

Subject to change

Assistant Resident Engineer	\$ 135 - \$ 157
Associate Engineer	\$ 140 - \$ 177
Associate Landscape Architect	\$ 145 - \$ 156
Automation Design/Project Engineer	\$ 115 - \$ 140
Automation Specialist	\$ 135 - \$ 153
Automation Technician	\$ 95 - \$ 112
CAD Tech	\$ 85 - \$ 103
CAD Manager	\$ 100 - \$ 120
Construction Inspector I - III	\$ 110 - \$ 136
Construction Manager	\$ 155 - \$ 173
Design Engineer	\$ 110 - \$ 141
Director	\$ 190 - \$ 225
Engineer Tech	\$ 98 - \$ 108
Engineering Assistant I - II	\$ 80 - \$ 105
Engineering Manager	\$ 210 - \$ 230
Grant Funding Manager I - II	\$ 130 - \$ 157
I&E Services Coordinator	\$ 80 - \$ 92
Information Systems Admin/Manager	\$ 75 - \$ 125
Land Surveyor I - V	\$ 150 - \$ 205
Landscape Architect	\$ 105 - \$ 119
Landscape Designer I - II	\$ 80 - \$ 113
Lead Automation Specialist	\$ 147 - \$ 162
Lead Automation Technician	\$ 105 - \$ 125
Lead Designer	\$ 100 - \$ 133
Office Engineer / Construction I - III	\$ 98 - \$ 130
Sr. / Plan Check Engineer I - III	\$ 125 - \$ 177
Planner I - III	\$ 83 - \$ 113
Planning Assistant I	\$ 55 - \$ 70
Principal Construction Engineer	\$ 185 - \$ 198
Principal Designer	\$ 110 - \$ 145
Principal Engineer	\$ 170 - \$ 217

Project Designer	\$ 83 - \$ 127
Project Engineer	\$ 120 - \$ 153
Project Manager / Sr. Principal	\$ 195 - \$ 220
Resident Engineer	\$ 155 - \$ 177
Sr. Associate Engineer	\$ 150 - \$ 193
Sr. Automation Specialist	\$ 163 - \$ 183
Sr. Automation Technician	\$ 126 - \$ 141
Sr. CAD Tech	\$ 90 - \$ 110
Sr. Construction Manager	\$ 180 - \$ 200
Sr. Consultant / Principal-in-Charge	\$ 176 - \$ 260
Sr. Land Surveyor	\$ 171 - \$ 205
Sr. Landscape Architect	\$ 153 - \$ 170
Sr. Principal Designer	\$ 110 - \$ 162
Sr. Principal Engineer	\$ 180 - \$ 237
Sr. Project Designer	\$ 105 - \$ 139
Sr. Project Engineer	\$ 130 - \$ 165
Sr. Project Manager	\$ 190 - \$ 213
Sr. Resident Engineer	\$ 172 - \$ 198
Structures Representative	\$ 172 - \$ 182
Survey Manager / Survey Director	\$ 195 - \$ 235
Survey Technician I - VI	\$ 110 - \$ 173
Technical Writer I - IV	\$ 90 - \$ 136

Survey Crew Rates - Regular

One-Man Field	\$ 180
Two-Man Field	\$ 255
Three-Man Field	\$ 335
Two-Man - HDS	\$ 295

Survey Crew Rates - Prevailing Wage

One-Man Field	\$ 230
Two-Man Field	\$ 305
Three-Man Field	\$ 435

Electrical - Prevailing Wage

Electrician	\$ 110 - \$ 184
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CM - Prevailing Wage

BCI Construction Inspector	\$ 145
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Forensics Engineering / Expert Testimony Fee Schedule Available Upon Request.

Other Direct Charges

Black Line Plots	\$2.00 per page	Color Plots	\$5.00 per page
Outside Reproduction	Cost + 15%	Travel and Related Subsistence	Cost + 15%
Automation & Electrical Materials	Cost + 25% (+tax)	Standard Mileage Rate	IRS Rate per mile
Subconsultant Fees	Cost + 10%	Airplane Mileage Rate	GSA Rate per mile

All of the above hourly rates include all direct labor costs and labor overhead, general and administrative expenses and profit. All direct expenses, such as special equipment, shipping costs, travel other than by automobile, parking expenses, and permit fees will be billed at the actual cost plus 15%. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the stated rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays. If the client requests field services to be provided outside of normal working hours (between 6:00 p.m. and 6:00 a.m.), a multiplier of 1.5 will be applied to the stated rates. For prevailing wage projects, if the client requests field services to be provided on any given Sunday, a multiplier of 2.0 will be applied to the stated rates and on or around an observed holiday, other rates may be applied. Survey Crews and Automation Field staff are billed portal to portal, and mileage charges are included in the hourly rate. A minimum charge of 4 hours will be charged for any Automation Field Service calls outside of normal working hours (between 6:00 p.m. and 6:00 a.m.). The stated rates are subject to change, typically on an annual basis.



ACCEPTANCE OF PROPOSAL

Proposal Date: March 11, 2022

Client: Camrosa Water District

Project: Camarillo Springs Golf Course Water Line

Scope of Work: Design plans and environmental work for the
Replacement of a water line across Conejo Creek

T&M Not to Exceed: \$136,438.00

Appendix A details the terms for work. Cannon bills monthly for work in progress and payment is due within 10 calendar days of invoice date. Overdue amounts will be surcharged at 18 percent per annum or 1.5 percent monthly. Materials are charged at cost plus 25% (+ tax). Reimbursable Expenses are included in fee; see enclosed "Reimbursable Expense Schedule" for rates. The fees are based upon current California Prevailing Wages; please provide us with the DIR Project ID. If the client requests, or the client's schedule requires work to be done on an overtime basis, a multiplier of 1.5 will be applied to the above rates for weekdays for daily hours in excess of 8 as well as weekends and a multiplier of 2.0 for daily hours in excess of 12 and holidays.

Please indicate your acceptance of this proposal by signing below.

In witness whereof, the parties hereto have caused this agreement consisting of proposal letter, Appendix A and any other necessary and applicable documents to be executed of the date and year first above written. In Appendix A, Cannon Corporation hereinafter referred to as Cannon. The Client, as noted below, hereinafter referred to as Client.

Client: Camrosa Water District Cannon

x Larry P. Kraemer, PE
Director of Public Infrastructure

Date: Date:



APPENDIX A: TERMS FOR CANNON SERVICES

Section 1: The Agreement

- 1.1 The agreement between the above noted parties consists of the following terms, the attached proposal and any exhibits or attachments noted in the proposal. Together these elements will constitute the entire agreement superseding any and all prior negotiations, correspondence, or agreements either written or oral. Any changes to this agreement must be mutually agreed to in writing.

Section 2: Standard of Care

- 2.1 Data, interpretations, and recommendations by Cannon will be based solely on information provided to Cannon. Cannon is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed.
- 2.2 Services performed by Cannon under this agreement are expected by the Client to be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of this profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, expressed or implied, is made.
- 2.3 The Client agrees that Cannon may use and publish the Client's name and a general description of Cannon's services with respect to the project in describing Cannon's experience and qualifications to other Clients and prospective Clients. The Client also agrees that any patentable or copyrightable concepts developed by Cannon as a consequence of service hereunder are the sole and exclusive property of Cannon.
- 2.4 The Client recognizes that it is neither practical nor customary for Cannon to include all construction details in plans and specifications, creating a need for interpretation by Cannon or an individual who is under Cannon's supervision. The Client also recognizes that construction review permits Cannon to identify and correct quickly and at comparatively low cost professional errors or omissions that are revealed through construction, or errors or omissions committed by others due to misinterpretation of design documents, or due to other causes. For the foregoing reasons construction review is generally considered an essential element of a complete design professional service. Accordingly, if the Client directs Cannon not to provide construction monitoring, Cannon shall be held harmless for any and all acts, errors or omissions, except for those consequences which it reasonably could be concluded that Cannon's review services would not have prevented or mitigated.
- 2.5 Client acknowledges that Cannon is not responsible for the performance of work by third parties including, but not limited to, engineers, architects, contractors, subcontractors, or suppliers of Client.

Section 3: Billing and Payment

- 3.1 Client will pay Cannon on a monthly basis to be billed by Cannon. Prior to the start of the project, a retainer as specified in the proposal, is required. Invoices for the balance will be submitted to Client by Cannon and will be due and payable within 10 days of invoice date. If Client objects to all or any portion of any invoice, Client will so notify Cannon in writing within fourteen (14) days of the invoice date, identify the cause of the disagreement, and pay when due that portion of the invoice not in dispute. The parties will immediately make every effort to settle the disputed portion of the invoice. In the absence of written notification described above, the balance as stated on the invoice will be paid.
- 3.2 Invoices are delinquent if payment has not been received within thirty (30) days from date of invoice. Client will pay an additional charge of 1-1/2 (1.5) percent per month or 18% per year of any delinquent amount, excepting any portion of the invoiced amount in dispute and resolved in favor of Client. All time spent and expenses incurred (including any attorney's fees) in connection with collection of any delinquent amount will be paid by Client to Cannon per Cannon's current fee schedule. In the event Client fails to pay Cannon within sixty (60) days after invoices are rendered, Client agrees that Cannon will have the right to consider the failure to pay Cannon's invoice as a breach of this agreement.
- 3.3 Client agrees that if Client requests services not specified herein, Client agrees to timely pay for all such services as extra work. Cannon will notify the Client prior to performance of services which are not specified in this agreement.
- 3.4 Client agrees that payment to Cannon is in no way contingent on the results of work by Cannon or on the outcome of any litigation.
- 3.5 Preparation for and/or travel time to client requested meetings will be charged at the hourly rate.
- 3.6 Billing rates are subject to change, typically on an annual basis.



Section 4: Additional Services

- 4.1 Additional services include making revisions in drawings, specifications or other documents when such revisions are:
Inconsistent with approvals or instructions previously given by the Client, including revisions made necessary by adjustments in the Client's program or project budget;
Required by the enactment or revision of codes, laws or regulations subsequent to the preparation of such documents.
- 4.2 Additional services includes providing services required because of significant changes in the project including, but not limited to, size, quality, complexity, the Client's schedule, or the method of bidding or negotiating and contracting for construction.
- 4.3 Where unexpected developments increase the scope of work as defined herein and/or prove the assumptions of this proposal invalid, Cannon will make a reasonable effort to contact the Client to discuss the effects and adjustment of cost.

Section 5: Site Access and Site Conditions

- 5.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for Cannon to perform the work set forth in this agreement. Client will notify any and all possessors of the project site that Client has granted Cannon free access to the site. Cannon will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur and the correction of such damage is not part of this agreement unless so specified in the proposal.

Section 6: Ownership of Documents

- 6.1 All reports, maps, plans, field data, field notes, estimates and other documents, whether in hard copy or machine readable form, which are prepared by Cannon as instruments of professional service, shall remain the property of Cannon. The Client may retain copies, including copies stored on magnetic tape or disk, for information and for reference in connection with the occupancy and use of the project.
- 6.2 Because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, Cannon reserves the right to retain the original tapes/disks and to remove from copies provided to the Client all identification reflecting the involvement of Cannon in their preparation. Cannon also reserves the right to retain hard copy originals of all project documentation delivered to the Client in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.
- 6.3 The Client recognizes that changes or modifications to Cannon's instruments of professional service introduced by anyone other than Cannon may result in adverse consequences which Cannon can neither predict nor control. Therefore, and in consideration of Cannon's agreement to deliver its instruments of professional service in machine readable form, the Client agrees, to the fullest extent permitted by law, to hold harmless and indemnify Cannon from and against all claims, liabilities, losses, damages, and costs, including but not limited to attorney's fees, arising out of or in any way connected with the modification, misinterpretation, misuse or reuse by others of the machine readable information and data provided by Cannon under this Agreement. The foregoing indemnification applies, without limitation, to any use of the project documents on other projects, for additions to this project, or for completion of this project by others, excepting only such use as may be authorized, in writing, by Cannon.
- 6.4 Client agrees that all reports and other work furnished to Client or his agents, which is not paid for, will be returned upon demand and will not be used by Client or others for any purpose whatsoever.

Section 7: Client Responsibilities

- 7.1 The Client shall provide full information including a program setting forth the Client's design objectives, constraints, and construction budget criteria.
- 7.2 The Client shall furnish a legal description, a certified land survey, and the services of a soil, structural, mechanical, electrical or other engineer or consultant services, and laboratory tests, inspections, or reports as required by law or as requested by Cannon to perform the functions and services required of this agreement. The information shall be furnished at the Client's expense and Cannon shall be entitled to rely upon the accuracy and completeness thereof.
- 7.3 The Client shall furnish all legal, accounting and insurance counseling services as may be necessary at any time for the project, including auditing services the Client may require to verify the Contractor's Applications for Payment or to ascertain how or for what purposes the Contractor uses the moneys paid by the Client. The



information above shall be furnished at the Client's expense, and Cannon shall be entitled to rely upon the accuracy and completeness thereof.

- 7.4 If the Client observes or otherwise becomes aware of any fault or defect in the project or nonconformance with the Contract Documents, prompt written notice shall be given by the Client to Cannon.
- 7.5 The Client shall furnish information and shall review Cannon's work and provide decisions as expeditiously as necessary for the orderly progress of the project and of Cannon's services.

Section 8: Insurance

- 8.1 Cannon represents and warrants that it and its agents, staff and consultants employed by it, is and are protected by worker's compensation insurance and that Cannon has such coverage under public liability and property damage insurance policies which Cannon deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Cannon agrees to indemnify and save Client harmless from and against any loss, damage or liability arising from any negligent acts by Cannon, its agents, staff, and consultants employed by it. Cannon shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance. Cannon shall not be responsible for any loss, damage, or liability arising from any acts by Client, its agents, staff, and other consultants employed by Client.

Section 9: Termination

- 9.1 This agreement may be terminated by either party seven (7) days after written notice in the event of any breach of any provision of this agreement or in the event of substantial failure of performance by the other party, or if Client suspends the work for more than three (3) months. In the event of termination, Cannon will be paid for services performed prior to the date of termination plus reasonable termination expenses including the cost of completing analyses, records and reports necessary to document job status at the time of termination.
- 9.2 Failure of the Client to make payments to Cannon when due in accordance with this agreement shall be considered substantial nonperformance and cause for termination. If the Client fails to make payment when due to Cannon for services and expenses, Cannon may, upon seven (7) days written notice to the Client, suspend performance of services under this agreement. Unless payment in full is received by Cannon within seven (7) days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, Cannon shall have no liability to the Client for delay, damage, loss of agency approvals, loss of financing, interest expenses, etc. caused to the Client because of such suspension of service.

Section 10: Disputes Resolution

- 10.1 All claims, disputes, and other matters in controversy between Cannon and Client arising out of or related to this agreement will be submitted to "alternative dispute resolution" (adr) such as mediation and/or arbitration, before and as a condition precedent to other remedies provided by law. If and to the extent Client and Cannon have agreed on methods for resolving such disputes, then such methods will be set forth in the "alternative dispute resolution agreement" which, if attached, is incorporated and made a part of this agreement.
- 10.2 If a dispute at law related to the services provided under this agreement and that dispute requires litigation instead of adr as provided upon, then:
 - (1) The claim will be brought and tried in judicial jurisdiction of the court of the county where Cannon's principal place of business is located and Client waives the right to remove the action to any other county or judicial jurisdiction, and
 - (2) The prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorney's fees, and other claim related expenses.

Section 11: Assigns

- 11.1 Cannon shall not assign this agreement in whole or in part nor shall it subcontract any portion of the work to be performed hereunder; except that Cannon may use the services of persons or(?) entities not in our employ when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, specialized consultants and testing laboratories. Cannon's use of others for additional services shall not be unreasonably restricted by the Client provided Cannon notifies the Client in advance.

Section 12: Governing Law and Survival

- 12.1 The law of the State of California will govern the validity of these terms, their interpretation and performance.



- 12.2 If any of the provisions contained in this agreement are held illegal, invalid or unenforceable, the enforceability of the remaining provisions will not be impaired. Limitations of liability and indemnities will survive termination of this agreement for any cause.

Section 13: Limitation of Liability

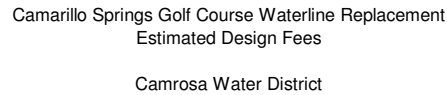
- 13.1 To the fullest extent permitted by law, the total liability, in the aggregate, of Cannon and Cannon's officers, directors, employees, agents and independent professional associates and consultants, and any of them, to Client and anyone claiming by, through or under Client, for any and all injuries, claims, losses, expenses or damages whatsoever arising out of or in any way related to Cannon's services, the project or this agreement from any cause or causes whatsoever, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of Cannon or Cannon's officers, directors, employees, agents and independent professional associates and consultants, or any of them, shall not exceed the total compensation received by Cannon under this agreement, or the total amount of \$50,000.00, whichever is greater.

Section 14: Hiring Cannon's Employees

- 14.1 From time to time, Clients who have come to know and work with our employees in the course of a project wish to hire them to work as the Client's own in-house employees. We pride ourselves on recruiting, hiring, and training the very best employees possible, and in assigning to projects our employees who best meet our Clients' individual needs. Our goal is to have our Clients view Cannon and its individual employees as indispensable.
- 14.2 Client agrees to pay Cannon a finder's fees equal to 12 months of the employee's current salary or wage for each of our employees whom the client(?) choose to hire, either directly or indirectly. Client acknowledges and agrees that the finder's fee is both fair and reasonable, and is equivalent to a recruiting or "headhunter's fee" that Client would expect to pay to a third party for locating and recruiting an employee of the caliber of the hired Cannon employee.
- 14.3 This Section 14 shall be limited to those of Cannon's employees with whom Client works or is introduced by Cannon during the course of this engagement, and shall be applicable to such employees both during his/her employment with Cannon and for a period of six (6) months thereafter. This Section 14 shall survive the cancellation or expiration of this Agreement.

Section 15: Prevailing Wage

- 15.1 Cannon acknowledges the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on certain "public works" and "maintenance" projects. To the extent required by the California Labor Code, Cannon shall fully comply with and require its subconsultants to fully comply with such Prevailing Wage Laws.
- 15.2 Pursuant to Labor Code Sections 1725.5 and 1771.1, Cannon and all its subconsultants performing work subject to prevailing wage must be registered with the Department of Industrial Relations and submit their certified payroll records directly to the DIR. In order to do so, the awarding body needs to complete the PWC-100 (Public Works Project Registration) within five days of awarding the contract; and provide Cannon with the DIR Project ID prior to the start of Cannon's work.

Camarillo Springs Fees March 2022.xlsx

February 8, 2022

Proposal No. 222-063

Cannon
305 S. Kalorama Street, Suite A
Ventura, California 93001
Attn: Mr. Michael Kielborn

Subject: Proposal for Geotechnical Services, Camrosa Water District, Camarillo Springs Golf Course Waterline Replacement at Conejo Creek, Camarillo, California

Dear Mr. Kielborn:

Yeh and Associates, Inc. is pleased to submit this proposal to Cannon to provide geotechnical services for the design of a replacement waterline crossing below Conejo Creek between the Camarillo Springs Golf Course (GC) and the City of Camarillo's Water Reclamation Facility (WRF). The replacement segment is being designed as a trenchless crossing, likely using horizontal directional drill (HDD) methods. We anticipate the HDD crossing will be approximately 600 linear feet between entry and exit shafts on either side of Conejo Creek and drilled with up to 24-inch diameter casing. The maximum depth of the HDD will be approximately 15 feet below the creek bed elevation.

This proposal was prepared in response to your request of January 27, 2022 and email discussions with you. Our services will be to prepare a *Geotechnical Report* for the design of the pipeline crossing below Conejo Creek assuming horizontal directional drill (HDD) construction methods. Alluvial soil is anticipated within the construction depths of the pipeline based on our experience with exploration at the WRF, where alluvium extends deeper than 50 feet. Conejo Volcanics outcrops at the surface on the east side Conejo Creek and may be encountered within the proposed exploration depth at the GC. If bedrock is encountered within proposed construction depths of the HDD alignment, additional geotechnical services may be needed to estimate the bedrock surface along the pipeline and its excavation characteristics.

This proposal presents our understanding of the project, scope of work, schedule, and fee to provide the requested services.

Scope of Services:

- 1. Project Initiation, Kick-off Meeting.** Consult with Cannon and Camrosa to review the approach to providing geotechnical services, participate in a kick-off meeting, and request that any updated maps or plans be provided for our use in planning the field exploration

program for the project. Collect and review existing geotechnical data from the site or nearby sites, if available. Yeh will procure a County of Ventura well/boring permit for proposed explorations extending below groundwater or to 50 feet. We assume that site access, any environmental permits, documents, or monitoring will be provided to us at the City of Camarillo WRF and the Camarillo Springs Golf Course.

- 2. Pre-Field Planning.** Prepare a health and safety plan for the field work, visit the site to mark the locations of the planned explorations, and notify Underground Services Alert (USA) to contact utility companies to review the locations and mark any buried utilities at the site, and coordinate the field exploration program and site access with the project team, staff at the WRF and GC, and subcontractors. Other than contacting USA, Yeh will not be responsible for locating utilities or buried structures or for damages resulting from encountering unmarked or improperly marked utilities.
- 3. Drilling.** Yeh will provide up to a 2-day field exploration program with drilling and CPT subcontractors to explore subsurface conditions near the entry and exit locations of the HDD construction. Yeh will complete two (2) CPT soundings to 50 feet each (one on both sides of Conejo Creek) and one (1) hollow stem or mud rotary boring to 50 feet deep on the east side of Conejo Creek. The CPTs will be hydraulically pushed using the reaction force from the 30 to 50-ton truck the equipment is enclosed inside. The borings will be drilled by a subcontractor using a truck-mounted drill rig and hollow stem auger or rotary wash techniques. The boring will be sampled at typical 5-foot intervals using drive samplers and thin-walled tube samples. Bedrock may be encountered above 50 feet deep. The CPT and drilling equipment may encounter refusal prior to reaching a proposed depth of 50 feet if bedrock is encountered within the proposed drilling depths. We anticipate saturated soils will be present below approximately 15 feet deep. Yeh will collect samples of underlying subgrade soils, and for subsequent laboratory testing and log the subsurface soil and groundwater conditions encountered. Yeh will perform field tests using a pocket penetrometer and/or mini-torvane on the trimmed ends of fine-grained soil samples for estimating shear strength. The holes will be backfilled with bentonite grout to within 5 feet of the ground surface per Ventura County PWA requirements and topped with native cuttings to the surface. Excess cuttings will be containerized in 55-gallon drums and transported to a staging area at the Golf Course while environmental sampling and disposal can be completed (up to 3 weeks).

Laboratory. Testing will be performed on selected samples recovered from the field exploration program to characterize the geotechnical properties and classification of

subsurface materials encountered. Tests for classification, compaction, strength, and corrosivity will be performed. The types and numbers of tests may vary depending on the subsurface conditions encountered.

4. Draft - Geotechnical Report. Yeh will summarize the data collected, perform geotechnical analyses and prepare a *Geotechnical Report* for the design of the project. A draft of the report will be prepared and issued in portable document file (PDF) format for review by Cannon and Camrosa Water District. The report will provide logs of the explorations, laboratory test results, a map showing the locations of the explorations, and an interpreted subsurface profile along the HDD segment. The report will provide a discussion of the following:

- Geologic setting;
- Soil and groundwater conditions encountered;
- Potential for geologic hazards to impact the project (such as from seismic shaking, faulting, liquefaction, lateral spreading, and landslides based on review of published data) and the need for design elements to mitigate geologic hazards;
- Recommendations for design of trenchless pipe installations (if selected):
 - Subsurface conditions and suitability of using jack and bore, HDD, or microtunneling to complete the installation;
 - Ground conditions relative to groundwater, presence of cobbles or boulder, heading stability, caving or running ground;
 - Jacking or thrust resistance for launching the pipes;
 - Monitoring requirements for settlement or heave; and
 - Frac-out potential and response planning.
- Pipeline recommendations and a trench detail for use with Camrosa Water District standards;
- Corrosion test data; and
- Construction considerations regarding excavation characteristics of soil encountered, temporary excavations, shoring requirements, and groundwater.

5. Final – Geotechnical Report. Yeh will issue the final *Geotechnical Report* after incorporating comments and input from the design team. This scope of work assumes that the final report will not involve addressing new alignments, changes in the project or additional field exploration. One PDF copy of the final report will be submitted unless otherwise requested.

Schedule:

Services will be coordinated with Cannon and Camrosa Water District. Field work can typically be scheduled within about three weeks after receiving authorization to proceed, site access, and required permits for all CPT and drill locations. CPT and drilling will be scheduled independently, and each will take 1 day to complete. The draft *Geotechnical Report* can be submitted within about 6



weeks after the field exploration program is completed. The final report can be submitted within about two weeks after receiving comments on the draft report.

Fee Estimate:

Yeh will provide the geotechnical services described in this proposal on a time and materials basis shown on the attached fee estimate worksheet. Our estimated fee and rate schedule for the scope of services described in this proposal is attached. Yeh will not exceed the estimated fee without prior authorization of the Client.

We appreciate the opportunity to be of service. Please contact Loree Berry (Lberry@yeh-eng.com) at (805) 440-0966 if you have questions or require additional information.

Sincerely,
YEH AND ASSOCIATES, INC.



Loree A. Berry, PE (#C73221)
Senior Project Manager

Attachments: Fee Schedule (2021 CA)
Estimate of Fees

**STANDARD FEE SCHEDULE
CALIFORNIA
EFFECTIVE JANUARY 2022**

Professional Services:

<u>Classification</u>	<u>Rate</u>
Principal	\$ 210/hr
Senior Project Manager	\$ 185/hr
Senior Project Specialist.....	\$ 180/hr
Project Manager.....	\$ 170/hr
Senior Project Engineer or Geologist	\$ 145/hr
Project Engineer or Geologist.....	\$ 115/hr
Staff Engineer or Geologist.....	\$ 95/hr
Engineer or Geologist Intern	\$ 60/hr
Resident Construction Engineer	\$ 195/hr
Construction Manager.....	\$ 170/hr
Construction Observer.....	\$ 135/hr
Laboratory Supervisor.....	\$ 120/hr
CAD Designer.....	\$ 135/hr
Administrative Assistant	\$ 85/hr

Overtime rates for Construction Observation and Office Staff is 1.5 x rates shown.

Laboratory tests are quoted on separate schedule or cost-plus 10 percent for outside laboratory testing when applicable.

Fees for expert witness preparation, testimony, court appearances, or depositions will be billed at the rate of \$350 per hour.

Rates do include prevailing wages for field services. Prevailing wages will be determined on a project-by-project basis.

Other Direct Charges:

Subcontracted services, copying and rented equipment.....	Cost Plus 10%
Travel, subsistence, and expenses	Cost Plus 10%
Vehicle	\$ 80/day
Automobile Mileage	\$ 0.55/mile
Hand Auger Kit	\$ 100/day
Slope Inclinator and readout	\$ 125/day

Colorado

California

Denver | Colorado Springs | Durango | Glenwood Springs | Grand Junction | Greeley

Grover Beach | Ventura



**Camarillo Springs Golf Course Waterline Replacement
Geotechnical Services**

DATE: February 8, 2022
CLIENT: Cannon

PHASE	Principal Engineer or Geologist	Sr. Project Specialist	Sr. Project Manager	Project Manager	Sr. Project Engineer or Geologist	Project Engineer or Geologist	Staff Engineer or Geologist	CAD Designer	Engineer Intern	HOURS	COSTS
Geotechnical Services:											
1 Initiation/Review Existing Data			4				4			8	\$ 1,120
2 Coordination, Safety, Permits		2	8				12			22	\$ 2,980
3 Subsurface Exploration (CPT and Drilling)			2				20			22	\$ 2,270
4 Laboratory Testing			1						16	17	\$ 1,145
5 Draft - Geotechnical Report	8	8	12		4		30			62	\$ 8,650
6 Final - Geotechnical Report	2		4				8			14	\$ 1,920
7 Plan and Specification Review		4	4							8	\$ 1,460
SUBTOTAL	10	14	35	0	0	4	74	0	16	153	\$ 19,545
Unit Costs and Direct Expenses:											
Field Vehicle											\$ 240
SUBTOTAL											\$ 240
Subconsultant and Vendor Services:											
Subcontract CPT Services (1 day)											\$ 6,980
Subcontract Drilling Services (1 day)											\$ 6,072
Outside laboratory testing											\$ 1,981
Drum Testing and Disposal (4 drums)											\$ 1,513
SUBTOTAL											\$ 16,545
RATE, PER HOUR (2022)	\$ 210	\$ 180	\$ 185	\$ 170	\$ 145	\$ 115	\$ 95	\$ 135	\$ 60		
ESTIMATED TOTAL FEE											\$ 36,330



Rincon Consultants, Inc.

180 North Ashwood Avenue
Ventura, California 93003

805 644 4455

info@rinconconsultants.com
www.rinconconsultants.com

March 11, 2022
Project No: 22-12572

Mike Kielborn, P.E., LEED AP, Senior Principal Engineer
Cannon Corporation
305 South Kalorama Street, Suite A
Ventura, CA 93001
Via email: michaelk@cannoncorp.us

Subject: SECOND REVISED Proposal to Provide a Biological Resources Assessment and Permitting Support for the Camarillo Springs Golf Course Waterline Replacement Project, Camarillo, CA

Dear Mr. Kielborn:

Rincon Consultants, Inc. (Rincon) is pleased to submit this second revised proposal to Cannon Corporation (Cannon) to provide the Camrosa Water District (District) with a biological resources assessment (BRA) and regulatory permitting support services for the proposed Camarillo Springs Golf Course Waterline Replacement Project (project). This project includes the replacement of an approximately 550-foot pipeline crossing below Conejo Creek from a point immediately north of the Camarillo Sanitation District's Water Reclamation Facility east to the Camarillo Springs Golf Course. The project also includes installation of various valves and blow-off structures. This proposal includes a recommended scope of work for completing a BRA, preparing applicable permitting documentation for the project, and providing support for the California Environmental Quality Act (CEQA) documentation as well as a schedule and cost estimate.

Scope of Work

Task 1 Project Management

Under Task 1, Rincon will provide overall project management and coordination. Rincon will schedule a kickoff meeting with Cannon and the District within five days of Notice to Proceed, which will consist of a one-hour conference call to confirm project details, review the proposed deliverable schedule for the project, share and discuss preliminary data requests, and establish a communication protocol. It is anticipated that up to two additional coordination calls (estimated at 30 minutes each) with Cannon and the District will occur to ensure regular communication and status updates.

Task 2 Biological Resources Assessment

Rincon will prepare a Biological Resources Assessment in support of the regulatory permitting for the project. As part of this task, a Rincon biologist will conduct a literature review of various resources, including the California Natural Diversity Database and other published materials pertaining to biological resources at the site and in the region. Upon completion of the literature review, a field survey will be conducted to compile a biological resources inventory, including a list of observed plant and wildlife species, and descriptions of plant communities, wildlife habitats, and any special-status species. A



technical report will be prepared that includes our methodology and findings with respect to biological resources. The report will consist of a written discussion that includes the following:

- Setting – a description of the study area with maps and photographs
- Physical Characteristics – a description of physical characteristics, such as landforms, topography, elevation, hydrology, geology, soils, and previous site disturbance, particularly with respect to their influence on the type and condition of the biological resources within the study area
- Vegetation – a description of the study area’s plant communities including characteristic and representative species present and their distribution within the study area, as well as a list of vascular plant species found on-site
- Wildlife – a discussion of the wildlife species associated with the habitats within the study area and a list of wildlife species observed or identified by sign within the study area
- Regulated Resources – lists and descriptions of special-status and sensitive habitats, plants, and animals observed or with potential to occur in the study area, based on the results of the literature review and field surveys
- Mapping – a map of biological resources within the study area, including plant communities, any special-status species present, and the limits of California Department of Fish and Wildlife (CDFW) jurisdictional habitat

Task 3 Regulatory Permitting

Rincon understands that Horizontal Directional Drilling (HDD) is the preferred construction method for the proposed project. HDD is a subsurface method that typically avoids impacts to surface waters (e.g., Conejo Creek); thus, we assume that no work will be performed within Waters of the U.S. (WOUS) and Waters of the State (WOS). Therefore, neither a delineation of WOUS/WOS, including wetlands, nor permits from the United States Army Corps of Engineers pursuant to Section 404 of the Federal Clean Water Act or a Water Quality Certification from the Regional Water Quality Control Board pursuant to Section 401 of the Federal Clean Water Act are anticipated to be necessary.

Special-status species, including western pond turtle (*Emys marmorata*), are known to occur in the project area. The area is also suitable nesting habitat for the state and federal endangered least Bell’s vireo (*Vireo bellii pusillus*) and southwestern willow flycatcher (*Empidonax traillii extimus*). Implementation of avoidance and minimization measures, including restricting construction activities to the non-breeding season, are anticipated to preclude the need for formal consultation with the United States Fish and Wildlife Service under Section 7 of the Federal Endangered Species Act.

HDD can use water for pilot and ream on short lengths, while bentonite slurry, or appropriate native cutting slurry is used in pilot or ream on longer distances. At this time, it is not clear which method would be utilized for the proposed project. While HDD can avoid impacts to United States Army Corps of Engineers and Regional Water Quality Control Board jurisdictions, the potential for frac-out during drilling as well as potential vegetation trimming and/or removal for drilling equipment and access may adversely affect CDFW jurisdictional habitat. Therefore, we anticipate CDFW will require a Lake and Streambed Alteration Agreement (LSAA) for the project and potentially a frac-out plan. In addition, the proposed pipeline runs under Conejo Creek, which is a Ventura County Watershed Protection District (Watershed Protection) redline channel. In addition, the western bank of the creek in the project area is listed as a Watershed Protection Bank Protection Facility (Facility ID 46013). Furthermore, the project would cross under the Conejo Creek - Howard Road to Hwy 101 levee, which is a Watershed Protection



Levee Structure (Structure CON-2). Therefore, we anticipate the District will be required to obtain a Watercourse and Encroachment permit for project construction. Therefore, based on our understanding of the project and the surrounding area, we propose the following scope of work related to regulatory permitting.

Task 3.1 CDFW Notification of Lake/Streambed Alteration and Frac-Out Plan

Under California Fish and Game Code Section 1600 et seq., CDFW requires a LSAA for substantial impacts to streambeds, banks, and riparian vegetation. Rincon will prepare an application (termed “notification”) for a standard regular term (five years or less) LSAA based on the project’s Biological Resources Assessment (Task 2). Rincon will provide the notification package in Microsoft Word format to Cannon and the District for review, prior to uploading to CDFW’s Environmental Permit Information Management System (EPIMS). We assume one round of review from Cannon and the District will be sufficient to finalize the application for submittal to CDFW.

Frac-out, or inadvertent return of drilling lubricant, is a potential concern when the HDD is used under sensitive habitats, waterways, and areas of concern for cultural resources. The HDD procedure uses bentonite slurry, a fine clay material as a drilling lubricant. The bentonite is non-toxic and commonly used in farming practices, but benthic invertebrates, aquatic plants and fish and their eggs can be smothered by the fine particles if bentonite is discharged to waterways. As a result, should it be deemed necessary by CDFW, Rincon will prepare a Frac-Out Plan for the project.

Task 3.2 CDFW Coordination

The general timeframe for approval of an LSAA is twofold. First, CDFW has 30 days to provide a complete/incomplete determination of the LSAA notification; second, upon a complete determination, CDFW has 60 days to provide a draft LSAA. Terms and conditions in the draft are then negotiated to develop a final version for execution by the applicant and CDFW. Upon submittal of the notification, Rincon will follow up with CDFW to facilitate a timely review of the notification. We have experienced CDFW issuing Incomplete Letters to Applicants as a means to extend its review period and have learned that proactive and sustained communication with CDFW during its review is the best way to keep the agency on schedule. If information requests are received, Rincon will work with CDFW fully understand the requests and will provide thorough and complete responses where warranted. If unreasonable requests are received, we will develop alternative proposals in coordination with Cannon and the District.

Rincon cannot guarantee issuance of the final LSAA within any given timeframe after submittal of the notification; however, we estimate a permit can be obtained within three to six months. This task includes a single two-hour site visit and up to three one-hour virtual meetings with Cannon, the District, and CDFW. The Lead Regulatory Specialist will attend each virtual meeting, and a Senior Biologist and/or the Principal Regulatory Specialist may attend each meeting if deemed necessary. We expect this allocation will be sufficient to address agency requests, and the District will not be charged for any unused portion of this allocation. However, if agency requests exceed this level of effort, either due to volume or complexity, Rincon will work with Cannon and the District to identify appropriate levels of additional funding.



Task 3.3 *Ventura County Watershed Protection District Permitting*

Prior to construction, the District will need to obtain a Watercourse and Encroachment permit for construction activities within and adjacent to a Watershed Protection Facility and the use of Watershed Protection's rights-of-way. These permits would ensure construction activities and staging are coordinated with Watershed Protection, would not obstruct access to Watershed Protection facilities, and would ensure compliance with requirements to monitor project-related activities that have a potential to affect the facility. In coordination with Cannon and the District, Rincon will provide necessary information (e.g., permit application and supporting technical reports) to Watershed Protection's Planning and Permits Section, coordinate with Watershed Protection, and respond to requests as necessary to obtain applicable watercourse, encroachment, and floodplain development permits. A geotechnical report and a trust deposit of \$2,000 (\$370 is non-refundable application fee and the remaining \$1,630 is put in trust account for permit staff charges) is required with the application.

Task 4 **Notice of Exemption**

We understand the District intends to utilize a Categorical Exemption for the project's CEQA documentation. Under this task, Rincon will prepare a Notice of Exemption (NOE) pursuant to Section 15300 of the State CEQA Guidelines for the project and will assist the District with filing the NOE electronically with the Ventura County Clerk and State Clearinghouse.

Schedule

The following schedule was developed to identify the projected timeline for each task:

- Rincon's Project Manager will schedule a kick-off meeting within one week of authorization to proceed.
- Rincon will submit the Biological Resources Assessment within eight weeks of receipt of all project information.
- The regulatory permitting process will be initiated upon notice to proceed and is anticipated to require approximately three to six months.
- Rincon will prepare and file the NOE at the time requested by the District. Preparation of the NOE requires approximately two working days.

Cost

Our proposed budget for the above scope of work is **\$31,293**. This cost estimate incorporates the following assumptions:

- No changes to the project description will occur after it is provided to Rincon.
- The biological resources reconnaissance survey can be completed by a single staff person in a single field day. A single mobilization will be needed to complete the survey, and no access issues will be encountered.
- Preparation of permit applications or technical studies related to species listed under the federal and/or State Endangered Species Acts is not included in this scope of work. If it is determined that



listed species would be affected by the project, the appropriate additional permit application(s) and technical studies can be prepared under a separate scope and cost.

- No work will be performed within Waters of the U.S. (WOUS) and Waters of the State (WOS). If it is determined that work will occur in these areas, Rincon can prepare a delineation of WOUS/WOS, including wetlands, for additional cost.
- No permits from the U.S. Army Corps of Engineers pursuant to Section 404 of the Federal Clean Water Act or a Water Quality Certification from the Regional Water Quality Control Board pursuant to Section 401 of the Federal Clean Water Act are necessary. Should work be necessary in these areas, Rincon can assist in preparing permit applications and obtaining authorization for additional cost.
- All deliverables will be provided electronically in PDF and/or Word format. This scope of work assumes we will respond to one round of consolidated comments on each deliverable from Cannon and the District. We assume comments will be provided as one consolidated set of comments in editable electronic format (i.e., as track changes in MS Word). Following review, each deliverable will be finalized and submitted in electronic (PDF) format.
- This scope does not include Section 508 accessibility compliance.
- The District will be responsible for the payment of all filing fees and permit fees.

All the terms of this proposal are fully negotiable to meet the needs of Cannon and the District. This proposal is valid for a period of 30 days during such time all questions may be directed to Tyler Barns, Biological Resources Project Manager at tbarns@rinconconsultants.com or at (805) 941-0430. We look forward to the opportunity to work with you. Thank you for your consideration of Rincon Consultants for this project!

Sincerely,
Rincon Consultants, Inc.

A handwritten signature in blue ink that reads "Tyler Barns".

Tyler Barns
Senior Biologist

A handwritten signature in blue ink that reads "Jennifer Haddow".

Jennifer Haddow, PhD
Principal Environmental Scientist



Cost Estimate

	Hours	Labor Budget	Direct Expenses	Total Budget
Task 1 Project Management	16	\$2,955.00	\$0.00	\$2,955.00
Task 2 Biological Resources Assessment	73	\$12,574.00	\$198.00	\$12,772.00
Task 3 Environmental Permitting				
<i>Task 3.1 CDFW Notification of Lake/Streambed Alteration</i>	38	\$6,716.00	\$0.00	\$6,716.00
<i>Task 3.2 CDFW Coordination</i>	20	\$4,574.00	\$88.00	\$4,662.00
<i>Task 3.3 Ventura County Watershed Protection District Permitting</i>	12	\$2,711.00	\$0.00	\$2,711.00
Task 4 Notice of Exemption	7	\$1,477.00	\$0.00	\$1,477.00
TOTAL	166	\$31,007.00	\$286.00	\$31,293.00

Direct Expenses Summary	Amount
Standard Field Package	\$110.00
Vehicle Day Rate	\$176.00
Direct Expenses Subtotal	\$286.00

Professional Services – This cost estimate is based on Rincon's standard fee schedule and labor classifications. The above is provided as an estimate of Rincon's effort per task. Rincon may reallocate budget between staff and tasks, as long as the total contract price is not exceeded.

Annual Escalation – Standard rates subject to escalation annually.

Board Memorandum

March 24, 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.

Board Memorandum

March 24, 2022

To: Board of Directors

From: General Manager

Subject: Closed Session Conference with Legal Counsel – Personnel Matters

Objective: To confer with and receive advice from counsel regarding personnel matters.

Action Required: No action necessary; for information only.

Discussion: Personnel matters may be discussed in closed session pursuant to Government Code section 54957.

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

- A. Change Order Listing
- B. Cash Balances (Feb. 2022)
- C. 2022 Board Calendar

CURRENT PROJECT CHANGE ORDERS											
Project #	PW/Agreement#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Scope of Services/Change Order Description
900-18-01		CWRF Chemical Storage & Feed System	\$ 1,057,500.00	\$ 41,616.49							
	2019-58				Cannon Corporation	12/13/2018 BD			\$ 100,705.00	\$ 71,765.00	engineering services to rehabilitate the CRWF's chemical storage and feed system- Originally a combined project to include equipment storage shed. The project scope was reduced to eliminate storage shed and price for the Chemical Feed System was negotiated.
						9/19/2019 GM	CO #1		\$ 1,700.00	\$ 1,700.00	Engineeering for 3 additional pumps
						12/12/2019 BD	CO #2		\$ 24,553.00	\$ 18,944.00	Construction support services
						6/23/2020 GM	CO #3		\$ 4,407.00	\$ 4,407.00	Construction support services
										\$ 96,816.00	
	S 19-05				Travis Ag	12/12/2019 BD			\$ 747,862.00	\$ 747,862.00	Construction
						5/26/2020 GM	CO #1		\$ 5,520.00	\$ 5,520.00	Modify single to dual chemical feed pump
						8/28/2020 GM	CO #2		\$ 2,840.00	\$ 2,840.00	Provide additional skid mounting supports (total of 16)
						2/16/2021 GM	CO #3		\$ 8,335.02	\$ 7,324.51	Provide Foundation Soil Stability for Canopy Footing
						11/23/2021 GM	CO #4		\$ 11,335.55	\$ 11,335.55	Install 2 additional 4inch flange on top of tanks fosr ultrasonic sensor installation
										\$ 774,882.06	
900-18-03		Effluent Pond Relining	\$ 1,501,500.00	\$ 230,631.11							
	2017-30				MNS Engineeers, Inc	7/27/2017 BD			\$ 71,988.00	\$ 69,208.00	Award and up to \$14,000 out-of-scope
						7/27/2017 GM	CO #1		\$ 7,165.00	\$ 7,165.00	Geotechnical Investigations (Included in 7/27/20 BM)
						7/27/2017 GM	CO #2		\$ 1,380.00	\$ 1,380.00	Groundwater management alternatives (Included in 7/27/20 BM)
						2/28/2019 BD	CO #3		\$ 19,795.00	\$ 19,795.00	Additional project elements, slope stabilization and surface water management
						5/28/2020 BD	CO #4		\$ 11,330.00	\$ 11,330.00	Services to amend and update plans and specs
						5/13/2021 BD	CO#5		\$ 15,355.00	\$ 15,355.00	Engineering support services during construction
										\$ 124,233.00	
					Oakridge Geoscience, Inc.	5/13/2021 BD				\$ 22,200.00	compaction and material testing services
						10/11/2021 GM	CO#1		\$ 3,360.00	\$ 3,360.00	supplemental materials testing services
										\$ 25,560.00	
	RW21-01				BOSCO Constructors, Inc.	5/13/2021 BD			\$ 1,055,401.00	\$ 1,055,401.00	Construction of CWRF Effluent Storage Basin Improvements
						1/6/2022 GM	CO #1			\$ 2,746.03	Grinding and patching existing catch basin
						1/6/2022 GM	CO #2			\$ 7,968.23	Install Concrete Curb in lieu of Berm
										\$ 1,066,115.26	
900-18-02		CWRF Dewatering Press	\$ 2,158,000.00	\$ 1,985,126.07							
	2017-33				MNS Engineers, Inc.	8/31/2017 BD			\$ 97,932.00	\$ 97,932.00	Award and up to \$10,000 contingency
						12/8/2017 GM	CO #1		\$ 5,370.00	\$ 5,370.00	Surveying services
						5/28/2020 BD	CO #2		\$ (44,900.00)	\$ (44,900.00)	Credit
						5/28/2020 BD	CO #3		\$ 87,911.00	\$ 87,911.00	professional engineering services to amend and update existing plans and specifications
						9/24/2020 BD	CO #4		\$ 24,670.00	\$ 24,670.00	Modify plans to rotate solids handling building 90 degrees
										\$ 170,983.00	
600-15-01		Pressure Zone 2 - 3 Pump Station	\$ 1,280,000.00	\$ 61,696.68							
	2015-55	Engineering Design PZ 2 to 3			Perliter & Ingalsbe	4/23/2015 BD			\$ 33,200.00	\$ 33,200.00	Award and up to \$5,000 out-of scope
						11/19/2015 BD				\$ 30,000.00	Additional out-of-scope \$30,000 Flo Science
						11/19/2015 BD	CO #1		\$ 22,425.00	\$ 22,425.00	Surge Analysis
						9/13/2018 BD	CO #2		\$ 14,706.00	\$ 17,312.00	Additional design and construction services
						3/20/2019 GM	CO #3		\$ 2,900.00	\$ 2,900.00	Control diagram drawing
						8/8/2019 BD	CO #4		\$ 18,526.00	\$ 18,526.00	Engineering & construction support
						9/22/2019 GM	CO #5		\$ 3,000.00	\$ 3,000.00	T&M electrical engineering support & other technical services as needed
						8/23/2021 GM	CO#6		\$ 4,200.00	\$ 4,301.00	As-Built
										\$ 131,664.00	
	PW19-03				Pacific Hydrotech Corporation	8/8/2019 BD			\$ 1,059,401.00	\$ 1,059,401.00	Construct pump stations
						5/29/2020 GM	CO #1A		\$ 16,953.91	\$ 11,953.91	Mismarked waterline rock excavation- Negotiated down from \$16,953.91
						5/29/2020 GM	CO #1B		\$ 887.95	\$ 887.95	Adjustment to Discharge Tie-in Point
						5/11/2021 GM	CO #2		\$ 11,500.00	\$ 2,415.31	Extra work resulting in replacing of electrical for pump and motor
										\$ 1,074,658.17	
650-15-01		PV Well (Lynwood Well)	\$ 5,967,000.00	\$ 412,652.72							
	2014-56				Perliter & Ingalsbe	10/22/2014 BD			\$ 156,600.00	\$ 156,600.00	Award and to amend up to \$15,000 for out-of-scope
						5/26/2015 GM	CO #1		\$ 2,950.00	\$ 2,950.00	Additional work field locating
						11/15/2016 GM	CO #2		\$ 3,821.00	\$ 3,821.00	PV well rendering
						11/7/2017 GM	CO #3		\$ 14,922.00	\$ 14,922.00	Prepare Pre-bid documents for pump and motor
						7/26/2018 BD	CO #4		\$ 8,826.00	\$ 8,826.00	Construction services to pump only installation
						12/12/2019 BD	CO #5		\$ 34,956.00	\$ 34,956.00	Review iron and manganese filter & finalize contract plans & specs
						9/2/2020 GM	CO #6		\$ 3,090.00	\$ 3,090.00	T&M Future FE/MN revisions
						3/11/2021 BD	CO #7		\$ 4,935.00	\$ 4,935.00	Finalize plans and specifications
						3/11/2021 BD	CO #8		\$ 795.00	\$ 795.00	engineering design of the removal of filters and reconfiguration of the diesel generator
						3/11/2021 BD	CO #9		\$ 7,182.00	\$ 7,182.00	engineering design of the removal of filters and reconfiguration of the diesel generator
						6/24/2021 BD	CO #10		\$ 76,062.00	\$ 76,062.00	engineering & construction support services
						1/13/2022 BD	CO #11		\$ 55,803.00	\$ 55,803.00	construction support services- additional work
									\$ 369,942.00	\$ 369,942.00	
					Unified Field Services	6/24/2021 BD			\$ 2,965,198.00	\$ 2,965,198.00	PV Well construction services
						2/15/2022 GM	CO #1		\$ -	\$ -	Add 23 working days no cost
										\$ 2,965,198.00	
600-20-02		Conejo Wellfield Treatment	\$ 11,275,000.00	\$ 1,071,898.18							
	2020-86				Provost & Pritchard	6/11/2020 BD			\$ 437,000.00	\$ 375,000.00	GAC Engineering Design
						9/4/2020 GM	CO#1		\$ 5,000.00	\$ 5,000.00	alternative design evaluation

						9/29/2020	GM	CO#2	\$	7,000.00	\$	7,000.00	second survey for modified footprint and land acquisition
						2/25/2021	BD	CO#3	\$	58,200.00	\$	58,200.00	Environmental compliance
						10/14/2021	BD	CO#4	\$	(10,200.25)	\$	(10,200.25)	Enviromental compliance credit
						10/14/2021	BD	CO#5	\$	10,200.25	\$	10,200.25	Phase CDFW/MMRP
											\$	445,200.00	
400-22-01	District Headquarters Security	\$	300,000.00	\$	68,853.77								
	2020-75				J. E. Armstrong	2/12/2020	GM		\$	18,900.00	\$	18,900.00	Architect interior remodel
						11/5/2020	GM	CO#1	\$	4,977.50	\$	4,977.50	ADA Compliance additional electrical engineering work
						12/9/2021	BD	CO#2	\$	1,538.76	\$	1,538.76	
											\$	25,416.26	
	FY22-0074				Apex	8/5/2021	BD				\$	208,500.00	
						9/20/2021	GM	CO#1			\$	3,620.00	remove concret & install
						10/18/2021	GM	CO#2			\$	-	declined
								CO #3			\$	-	declined
						10/18/2021	GM	CO#4			\$	500.00	install tile & stone
						11/9/2021	GM	CO#5			\$	1,955.00	Seal parking lot area
						11/9/2021	GM	CO#6			\$	2,070.00	Install 2 8" pipe ballards
						11/9/2021	GM	CO#7			\$	2,877.00	install concrete pedestrian ramp
						11/19/2021	GM	CO#8			\$	(1,273.00)	reduce sow for carpet installation and relocation of toilet partition
						12/10/2021	GM	CO#10			\$	653.00	paint exterior wall
											\$	218,902.00	
900-20-01	CWRF Emergency Generator Fuel Tank	\$	288,000.00	\$	51,334.51								
800-20-02	Pump Station #2 Generator Fuel Tank	\$	363,000.00	\$	56,828.22								
	2020-80				Cannon	4/9/2020	BD			105,382.00	\$	95,772.00	Engineering design services
						2/11/2021	BD	CO#1		25,072.00	\$	12,734.00	Construction support services
											\$	108,506.00	
					Noho Constructors	2/11/2021	BD			297,701.00	\$	297,701.00	installation emergency standby generator and replacement fuel tank
						5/20/2021	GM	CO#1		2,667.00	\$	2,667.13	undergrounding conduits
						8/30/2021	GM	CO#2		2,360.00	\$	2,360.00	exchange 8 OCAL LB fittings for 8 OCAL explosion fittings
						12/7/2021	GM	CO#3		644.00	\$	644.00	drill and anchor an all-thread rod for pull test
											\$	303,372.13	
400-20-02	Reservoir 1B Comm Facility	\$	670,000.00	\$	47,049.08								
					Cannon	10/24/2019	BD				\$	70,752.00	Design services for various communication improvements at Res1B radio site
						7/22/2021	BD	CO# 1			\$	14,268.00	construction support services
											\$	85,020.00	
800-20-04	Reservoir 4C Replacement	\$	160,000.00	\$	86,703.00								
800-20-03	Reservoir 4C Hydro-pneumatic Pump Station	\$	160,000.00	\$	115,958.58								
					Cannon	1/14/2021	BD		\$	297,855.00	\$	265,881.00	provide professional engineering services for the Reservoir 4C welded steel tank and hydropneumatic pump station replacements
						4/22/2021	BD	CO# 1		35,840.00	\$	35,840.00	provide additional professional engineering analysis for the Reservoir 4C welded steel tank and hydro-
						7/12/2021		CO#2		0.00		0.00	pneumatic pump station
						8/30/2021	GM	CO#3		3,347.00	\$	3,347.00	slope stability evaluation
											\$	305,068.00	additional analysis eliminating reservoir storage
650-22-02	Tierra Rejada Well	\$	325,000.00	\$	24,004.52								
					Hopkins Groundwater Consultants	11/16/2020	GM			3,960.00	\$	3,960.00	Task 1 Well Information Review and Analysis
						2/1/2021	GM	CO#1		12,720.00	\$	12,720.00	Task 2,3,& 4
						6/25/2021	GM	CO#2		3,540.00	\$	3,540.00	Technical Support. Review update specifications Task 5
						7/14/2021	GM	CO#3		3,240.00	\$	3,240.00	Additional technical support Task 2 & Task 3
						12/9/2021	BD	CO #4		5,490.00	\$	5,490.00	Additional inspection servies/spinner overview
											\$	28,950.00	
					General Pump	8/15/2021	BD				\$	222,223.00	Rehabilitation of Tierra Rejada Well
						10/21/2021	GM	CO#1			\$	950.00	Conduct dynamic video and provide report
						12/9/2021	BD	CO#2			\$	32,925.50	Additional cleaning
						12/9/2021	BD	CO#3			\$	29,765.73	additional pump installation/removal
											\$	285,864.23	

FUNDS FY 21-22

UNRESTRICTED FUNDS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	
LAIF	29,063,071.14	29,063,071.14	29,063,071.14	28,460,564.62	28,460,564.62	26,975,564.62	28,391,899.85	28,391,899.85	8
UNION BANK DEPOSIT ACCOUNT	540,806.84	652,148.31	637,269.75	640,504.35	858,977.39	2,061,808.15	80,139.33	233,718.34	
UNION BANK DISBURSEMENTS ACCOUNT	709,022.24	1,191,275.90	493,799.34	693,438.01	377,068.20	496,555.47	1,276,159.87	879,358.04	
BANK OF AMERICA-RTL ACCOUNT	402,940.55	521,841.75	164,260.51	363,986.18	851,744.00	173,784.83	218,977.26	361,442.16	
TOTAL	\$ 30,715,840.77	\$ 31,428,337.10	\$ 30,358,400.74	\$ 30,158,493.16	\$ 30,548,354.21	\$ 29,707,713.07	\$ 29,967,176.31	\$ 29,866,418.39	
RESTRICTED FUNDS									
PAYMENT FUND 2016	83.30	179.53	271.13	356.63	444.98	848,715.63	93.54	188.24	1,2,3,4,5
RESERVES 2016	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	
WATER ACQUISITION FUND 2016	3,438,209.23	3,253,934.00	3,253,934.00	3,253,934.00	3,165,722.60	3,165,722.60	2,943,703.38	2,641,777.27	6
INSURED CASH SHELTER ACCOUNT (Wastew	13,793.94	13,795.70	13,797.40	13,798.57	13,799.70	13,800.87	6,050.41	-	7
TOTAL	\$ 4,331,615.16	\$ 4,147,437.92	\$ 4,147,531.22	\$ 4,147,617.89	\$ 4,059,495.97	\$ 4,907,767.79	\$ 3,829,376.02	\$ 3,521,494.20	
GRAND TOTAL	\$ 35,047,455.93	\$ 35,575,775.02	\$ 34,505,931.96	\$ 34,306,111.05	\$ 34,607,850.18	\$ 34,615,480.86	\$ 33,796,552.33	\$ 33,387,912.59	

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.03%	N/A	879,528.69	18.91

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Coupon Rate	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	0.03%	N/A	2,943,703.38	65.93

ANTICIPATED OUTFLOWS

Water Purchases February 2022	568,738.18
Payroll PR 3-1, 3-2 & ME	300,000.00
AP Check Run 3/2, 3/16 & 3/30	1,200,000.00
Large CIP Project Payments	-
Bond Payments	-
\$	2,068,738.18

DATE

FINANCE MEETING

3/8/2022

Tony Stafford -General Manager

Ian Prichard-AGM

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. The payment fund received \$94.70 in interest earnings in the month of February from different funds
2. The Payment fund interest earnings for the month of February were \$1.16
3. The Reserve fund received interest earnings in the amount \$18.91 in the month of February. The full amount was transferred to the Payment Fund
4. The Water Acquisition Fund received interest earnings in the amount of \$65.93 in the month of February. The full amount was transferred to the Payment Fund
5. The Interest and principal accounts received \$2.10 and \$6.60 interest earnings respectively in the month of February. The full amount was transferred to the Payment Fund
6. A capital expenditures reimbursement was paid to Camrosa from the Water Acquisition Fund in the amount of \$301,926.11
7. The Insured Cash Shelter Account was closed in the month of February. The remaining balance in the amount of \$6,050.41 will be transferred to Camrosa in March
8. LAIF's average monthly rate of return for the period was 0.278%

2022 Camrosa Board Calendar

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