

## Board Agenda

### Regular Meeting

**Thursday, September 8, 2022**

Camrosa Board Room

5:00 P.M.

#### **TO BE HELD IN PERSON**

The 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**

NOTE: As authorized by California Government Code section 54953(b), a board member will be participating in the meeting via teleconferencing. The teleconference location is accessible to the public. The address of the teleconference location is: 2221 Robin Way Northlake, Texas 76247.

#### **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 Primary 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 Special Meeting of August 15, 2022**
2. **Approve Minutes of the Regular Meeting of August 18, 2022**

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

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

**Action Required:** Approve accounts payable in the amount of \$347,465.14.

**Primary Agenda**

**4. Drought Update**

**Objective:** Brief the Board on the current drought.

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

**5. Development Mitigation Projects**

**Objective:** Ensure new housing developments mitigate their water demand so that no additional burden is placed on our existing customers.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to negotiate and enter into mitigation agreements with:

- 1) Fairfield Camino Ruiz Apartments (RPD 201) and
- 2) County of Ventura (Rancho Sierra Senior Housing)

**6. \*\*Reservoir 3D Access Road Replacement**

**Objective:** Cost share for repair/replacement of the Reservoir 3D site access road.

**Action Required:** Authorize the General Manager to enter into a Cost Sharing Agreement for repair/replacement of the Reservoir 3D site access road and issue payment in the amount of \$36,821.50 for the District's portion.

**7. Emergency Leak Repair**

**Objective:** Brief the Board and ratify the action regarding a leak repair on Santa Rosa Road.

**Action Required:** Ratify the payments to Sam Hill & Sons, Inc., in the amount of \$50,883.32, and to Landmark Grading & Paving, in the amount of \$33,793.68, for the required leak repair.

**8. \*\*Modification to Ordinance 39, Conflict of Interest Code**

**Objective:** Revise Ordinance 39, Camrosa's Conflict of Interest Code.

**Action Required:** Set a public hearing date of September 22, 2022, to formally accept public input and adopt Ordinance 39-22.

**Comments by General Manager; Comments by Directors; Adjournment**

Closed Sessions: 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 or personnel matters may require discussion in closed session on the recommendation of the Board's Legal Counsel.

\*\* 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/](http://www.camrosa.com/board-agendas/)

**September 8, 2022**

Board of  
Directors  
Agenda Packet

## **Board Minutes**

### **Special Meeting: Board Workshop**

**Monday, August 15, 2022**

9:00 A.M.

**Call to Order**     The meeting was convened at 9:00 A.M.

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

**Staff:**     Tony Stafford, General Manager  
Chris Patascil, Senior System Operator  
Ian Prichard, Assistant General Manager  
Tamara Sexton, Finance Manager  
Kevin Wahl, Superintendent  
Jozi Zabarsky, Customer Service Manager

**Guest:**     Robert DeLoach, DeLoach & Associates  
Persephene St. Charles, Woodard & Curran

#### **Public Comments**

None

#### **Consent Agenda**

None

#### **Primary Agenda**

##### **1. 2022 Strategic Plan Workshop #4**

Woodard & Curran and DeLoach & Associates facilitated a workshop to develop the Camrosa 2022 Strategic Plan.

No action was taken.

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

None

#### **Comments by Directors**

None

## Adjournment

There being no further business, the meeting was adjourned at 11:27 P.M.

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

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

## Board Minutes

### Regular Meeting

Thursday, August 18, 2022

5:00 P.M.

**Call to Order** The meeting was convened at 5:00 P.M.

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

**Staff:** Tony Stafford, General Manager  
Ian Prichard, Assistant General Manager  
Joe Willingham, IT Manager  
Jozi Zabarsky, Customer Service Manager  
Tamara Sexton, Finance Manager  
Terry Curson, District Engineer  
Kevin Wahl, Superintendent  
Greg Jones, Legal Counsel

### **Public Comments**

None

### **Consent Agenda**

**1. Approve Minutes of the Regular Meeting of July 28, 2022**

The Board approved the Minutes of the Regular Meeting of July 28, 2022.

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

**Motion carried unanimously.**

**2. Approve Vendor Payments**

A summary of accounts payable in the amount of \$2,596,105.11 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$2,596,105.11.

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

**Motion carried unanimously.**

**3. Purchase of Meters**

The Board authorized the General Manager to spend up to \$225,000.00 from the Fiscal Year 2022-23 budgeted amount for the purchase of meters and related equipment.

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

**Motion carried unanimously.**

**4. Biosolids Processing**

The Board authorized the General Manager to enter into an annual agreement with WBI, Inc., and issue a purchase order, in an amount not to exceed \$93,650.00, for dewatering of the biosolids drying beds.

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

**Motion carried unanimously.**

**Special Presentation**

**5. Commending Al E. Fox for His Service to the Camrosa Water District**

The Board adopted a resolution of the Board of Directors commending Al E. Fox for his service on the District's Board of Directors.

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

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

**Abstain:** Fox

**Primary Agenda**

**6. Information Technology (IT) Plan Adoption**

The Board adopted a Resolution of the Board of Directors Adopting an Information Technology Plan as amended.

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

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

**7. Purchase Meter Transmission Units for the Zone2 MTU Upgrade CIP**

The Board authorized the General Manager to issue a purchase order with Aclara Technologies (a division of Hubbell Inc.), in an amount not to exceed \$216,450.00, for purchase of quantity 1,850, Model 3451 MTUs.

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

**Motion carried unanimously.**

**8. Local Production Update *(moved to follow item #9)***

The Board received a briefing on local water production through the fourth quarter of Fiscal Year 2021-22.

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

**9. Public Works Contract Inspection Services *(moved ahead of item #8)***

The Board authorized the General Manager to enter into an agreement with Cannon Corporation, in an amount not to exceed \$249,937.00, for on-call inspection services.

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

**Motion carried unanimously.**

**10. Drought Update**

The Board received an update on the drought.

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

**Comments by General Manager** *(moved ahead of Closed Session)*

- Next ASRBGSA meeting is scheduled for September 29, 2022.
- Thanked Director Fox for his service to the District.

**Comments by Directors** *(moved ahead of Closed Session)*

- Director Fox thanked the Board and District staff for their support.
- Director Brown thanked Director Fox for his service.
- Director Foreman expressed his appreciation for Director Fox's service to the community.
- Director Hoag thanked Director Fox for his service and expressed appreciation to staff for their innovation.
- President West discussed the legal complexities of Prop 218 with regard to groundwater and the Sustainable Groundwater Management Act.

**CLOSED SESSION:** The Board entered into a closed session at 5:50 P.M. to confidentially discuss pending litigation as authorized by Government Code 54956.9(d)(4).

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

No action was taken in closed session.

**The Board returned to open session at 5:53 P.M. with nothing to report.**

**Adjournment**

There being no further business, the meeting was adjourned at 5:53 P.M.

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

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



## Board Memorandum

September 8, 2022

**To:** General Manager

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

**Subject:** Approve Vendor Payments

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

**Action Required:** Approve accounts payable in the amount of \$347,465.14.

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

Payroll PR 8-1 & 8-2	\$ 91,575.63
Accounts Payable 08/11/2022-08/31/2022	\$ <u>255,889.51</u>
Total Disbursements	\$ <u>347,465.14</u>

### DISBURSEMENT APPROVAL

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

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BOARD MEMBER DATE

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BOARD MEMBER DATE

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Tony L. Stafford, General Manager

## Camrosa Water District

Accounts Payable Period:

08/11/2022-08/31/2022

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	33718.91
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	1586.44
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50012	CamSan Reclaimed Water	
50135	PERS Retirement	
50200	Utilities	
50210	Communications	4189.94
50220	Outside Contracts	83978.64
50230	Professional Services	
50240	Pipeline Repairs	21,762.19
50250	Small Tool & Equipment	359.71
50260	Materials & Supplies	46484.05
50270	Repair Parts & Equip Maint	32326.94
50280	Legal Services	6498.40
50290	Dues & Subscriptions	325.00
50300	Conference & Travel	88.00
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	15847.85
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	8723.44
50700	Interest Expense	
TOTAL		<b>\$255,889.51</b>

# Expense Approval Report

## By Vendor Name

Payable Dates 8/11/2022 - 8/31/2022 Post Dates 8/11/2022 - 8/31/2022

Payment Numl	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order Nu	Amount
<b>Vendor: INT03 - INTERA INCORPORATED</b>							
62	08/18/2022	INTERA INCORPORATED	06-22-15 (GSA)	Santa Rosa GSP	Prof services	FY22-0136-R1	111770
63	08/31/2022	INTERA INCORPORATED	07-22-90	Santa Rosa GSP	Prof services	FY22-0136-R1	38350
<b>Vendor INT03 - INTERA INCORPORATED Total:</b>							<b>150120</b>

**TOTAL VENDOR PAYMENTS-GSA** **\$ 150,120**

<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3345	08/18/2022	DEPOSIT ONLY-CAMROSA WTR	8-18-22-AP	Transfer to Disbursements Account	Transfer to disbursements-hold		1752000
3346	08/18/2022	DEPOSIT ONLY-CAMROSA WTR	8-18-22-AP-2	Transfer to Disbursements Account	Transfer to disbursements-hold		400000
3347	08/18/2022	DEPOSIT ONLY-CAMROSA WTR	8-18-22-PR	Transfer to Disbursements Account	Transfer to disbursements-hold		334000
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>2486000</b>
58365	08/23/2022	MICHAEL HOSKINS	00005092	Overpayment on Closed Account - 2085 Vista Alcedo	Refunds payable		14.22
<b>Vendor: ALL11 - ALL PEST AND REPAIR, INC.</b>							
58366	08/30/2022	ALL PEST AND REPAIR, INC.	0025841	Outside Contracts- Pest Control-VTA1-1900	Outsd contracts		650
58366	08/30/2022	ALL PEST AND REPAIR, INC.	0025874	Outside Contracts- Pest Control-VTA1-7385	Outsd contracts		470
<b>Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:</b>							<b>1120</b>

<b>Vendor: ALL14 - ALLCONNECTED INC</b>							
58367	08/24/2022	ALLCONNECTED INC	43140	AllConnected - Managed IT/OT Services	Outsd contracts	FY22-0219-R1	4208.95
58367	08/30/2022	ALLCONNECTED INC	43194	AllConnected Managed IT/OT Services and Support	Outsd contracts	FY23-0003	4719.26
<b>Vendor ALL14 - ALLCONNECTED INC Total:</b>							<b>8928.21</b>

<b>Vendor: AME13 - AMERICAN PUBLIC WORKS CONSULTING ENGINEERS, LLC</b>							
58368	08/31/2022	AMERICAN PUBLIC WORKS CONSULTING ENGINEERS, LLC	Invoice #12	PV Well No. 2 Project Management Services	Construction in progress	FY22-0011-R1	2170
58368	08/31/2022	AMERICAN PUBLIC WORKS CONSULTING ENGINEERS, LLC	Invoice #12	Additional Project Management services	Construction in progress	FY22-0011-R1	620
<b>Vendor AME13 - AMERICAN PUBLIC WORKS CONSULTING ENGINEERS, LLC Total:</b>							<b>2790</b>
58369	08/23/2022	BOUTWELL*FAY LLP	35743	Def Comp Legal Services	Legal services		1027

<b>Vendor: CAL20 - CALIFORNIA SURVEYING &amp; DRAFTING SUPPLY INC</b>							
58370	08/30/2022	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC	91211543	Materials & Supplies - Dig Alerts - Paint	Materials & supplies		324.32
58370	08/30/2022	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC	91213318	Materials & Supplies - Dig Alerts - Paint	Materials & supplies		131.12
58370	08/30/2022	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC	91213319	Materials & Supplies - Dig Alerts - Markers	Materials & supplies		213.35
<b>Vendor CAL20 - CALIFORNIA SURVEYING &amp; DRAFTING SUPPLY INC Total:</b>							<b>668.79</b>

<b>Vendor: CAN03 - Cannon Corporation</b>							
58371	08/23/2022	Cannon Corporation	81371	Design Camsprings new waterline under Conejo Creek	Construction in progress	FY22-0273-R1	5273.6
58371	08/24/2022	Cannon Corporation	81394	Contract Inspection Services	Outsd contracts	FY22-0081-R1	136
58371	08/24/2022	Cannon Corporation	81397	Contract Inspection Services	Outsd contracts	FY22-0081-R1	1278
<b>Vendor CAN03 - Cannon Corporation Total:</b>							<b>6687.6</b>
58372	08/23/2022	Central Courier LLC	51541	Courier Service -Fridays Only	Outsd contracts		172.5
58373	08/30/2022	COASTAL-PIPCO	S2191124-001	Leak Repair - CWRP Plant Water	Pipeline repairs	FY23-0056	1099.42
58374	08/30/2022	COMMUNICATION ENTERPRISES, INC.	162840	4B Radio Hut Transfer Radio Equipment	Construction in progress	FY23-0051	12927.91
58375	08/31/2022	CORELOGIC INFORMATION SOLUTIONS, INC	30621373	County Processing Parcels Info	Outsd contracts		154.5
58376	08/30/2022	COUNTY OF VENTURA PUBLIC WORKS	339177	Leak Repair-Encroachment Permit-WO#16387051	Pipeline repairs		825
58377	08/24/2022	DANIELLE MCCLEEREY	00007241	Deposit Refund Act 7241 - 4468 Calle Argolla	Refunds payable		62
58378	08/30/2022	DIAMOND A EQUIPMENT, LLC	A01223004502	Repair Parts Tilly	Repair parts & equipment	FY23-0057	1013.49
58362	08/18/2022	Dig-Smart, LLC	1490	Dig-Smart LLC Annual Support Renewal	Outsd contracts	FY23-0040	4000
58379	08/23/2022	ELAINE LIEBERMAN	00000847	Deposit Refund Act 847 - 1176 Paquita St	Refunds payable		11.01
1050	08/25/2022	ENTERPRISE FLEET SERV INC	FBN4538049	Vehicle Lease - August 2022	Outsd contracts		6917.01

58380	08/23/2022	ENVIRONMENTAL RESOURCE ASSOCIATES	016798	Lab Work-Standard	Materials & supplies		166.97
58381	08/23/2022	ESRI-ENVIROMENTAL SYSTEMS RESEARCH INSTITUTE	94298870	Annual ESRI Support Renewal - Year 1 of 3	Outsd contracts	FY23-0044	11000
<b>Vendor: FAM01 - FAMCON PIPE &amp; SUPPLY, INC</b>							
58382	08/30/2022	FAMCON PIPE & SUPPLY, INC	S100084304-001	Materials & Supplies - Meter Lids	Materials & supplies		460.64
58382	08/31/2022	FAMCON PIPE & SUPPLY, INC	S100084304-002	Materials and Supplies Meter Lids	Materials & supplies	FY23-0055	6199.05
58382	08/30/2022	FAMCON PIPE & SUPPLY, INC	S100085545-001	Materials & Supplies - Bug Screens for Air Vacs	Materials & supplies		106.98
<b>Vendor FAM01 - FAMCON PIPE &amp; SUPPLY, INC Total:</b>							<b>6766.67</b>
58383	08/31/2022	Frontier Communications	August2022	VOIP Land Lines	Communications		458.25
<b>Vendor: FRU01 - FRUIT GROWERS LAB. INC.</b>							
58384	08/23/2022	FRUIT GROWERS LAB. INC.	210158A	Outside Lab Analysis	Outsd contracts		155
58384	08/30/2022	FRUIT GROWERS LAB. INC.	211898A	Outside Lab Analysis	Outsd contracts		289
58384	08/30/2022	FRUIT GROWERS LAB. INC.	212627A	Outside Lab Analysis	Outsd contracts		107
58384	08/30/2022	FRUIT GROWERS LAB. INC.	213321A	Outside Lab Analysis	Outsd contracts		906
<b>Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:</b>							<b>1457</b>
58385	08/23/2022	GARY JACOBS	00004753	Overpayment Closed Account - 6430 San Onofre Dr	Refunds payable		204.57
58386	08/31/2022	GEIGER ENTERPRISES, INC.	22-912	Materials & Supplies - FUEL	Materials & supplies		398.09
58387	08/31/2022	GRANICUS LLC	152974	Agenda Management	Outsd contracts	FY23-0002	4290
<b>Vendor: HAC01 - HACH COMPANY</b>							
58388	08/31/2022	HACH COMPANY	13190712	Repair Parts - HACH 5500	Repair parts & equipment	FY23-0050	3106.69
58388	08/25/2022	HACH COMPANY	13197970	CHEMICALS - 5500's TR/WOODCREEK/CONEJOS	Materials & supplies		5040.88
58388	08/31/2022	HACH COMPANY	13210281	Repair Parts - HACH 5500	Repair parts & equipment	FY23-0048	4548.38
<b>Vendor HAC01 - HACH COMPANY Total:</b>							<b>12695.95</b>
1051	08/23/2022	HealthEquity	bfpv5ro	Consumer Driven Health Savings Plan-Admn Fees-8-22	Fees & charges		8.85
58389	08/23/2022	HEIDI WITT	00009681	Deposit Refund Act 9681 - 402 Nuez St	Refunds payable		29.28
58390	08/30/2022	HOSE-MAN, INC.	5297476-0001-05	Hose for Non Potable Filling Station	Repair parts & equipment		430.16
58391	08/23/2022	JAMES ANGE	00005828	Deposit Refund Act 5828 - 3239 Escollera Ave	Refunds payable		105.28
58392	08/23/2022	JILL HODGES	00007234	Deposit Refund Act 7234 - 4421 Calle Argolla	Refunds payable		99.67
58393	08/23/2022	JOHN B SMITH	00002869	Deposit Refund Act 2869 - 5929 Palomar Cir	Refunds payable		16.64
58394	08/24/2022	JUAN R CARRILO	00000186	Deposit Refund Act 186 - 15190 Tierra Rejada	Refunds payable		13.04
58363	08/19/2022	LAFCO	2022 Dues	2022 Dues	Fees & charges		15839
58395	08/30/2022	LANDMARK GRADING & PAVING, INC	2022-07427A	24" Main Line Break Santa Rosa - Road Repair	Pipeline repairs	FY23-0023	11544.5
58396	08/23/2022	LEANN WILKIE	00002341-2	Overpayment Closed Account - 6250 Calle Bodega	Refunds payable		13.29
58397	08/23/2022	LEI HUA	00002836	Deposit Refund Act 2836 - 5971 Chesnut Pl	Refunds payable		14.22
58398	08/23/2022	MATT MILLS	00001402	Deposit Refund Act 1402- 5156 Via Calderon	Refunds payable		48.12
58399	08/31/2022	MCCALL'S METER SALES & SERVICE	35082	Repair Parts - Meters	Repair Parts & Equipment Main		935.5
58400	08/31/2022	McMASTER-CARR SUPPLY CO	83651449	Repair Parts - SS Hardware	Repair parts & equipment		928.64
58401	08/30/2022	METTLER-TOLEDO, INC.	634838912	Analytical Balance	Fixed Assets-Internal	FY23-0038	8723.44
58402	08/23/2022	MING -FUN CHEN	00010036	Deposit Refund Act 10036- 429 Pecana St	Refunds payable		24.64
<b>Vendor: NOR07 - NORTHSTAR CHEMICAL</b>							
58403	08/25/2022	NORTHSTAR CHEMICAL	231276	Materials & Supplies - Chemicals RMWTP	Materials & Supplies-RMWTP		2962.68
58403	08/25/2022	NORTHSTAR CHEMICAL	231302	Material & Supplies- Chemicals -Woodcreek/Lynwood	Materials & supplies		3352.51
<b>Vendor NOR07 - NORTHSTAR CHEMICAL Total:</b>							<b>6315.19</b>
58404	08/30/2022	Occupational Health Centers of California, A Medical Corp	76186145	DOT Physical and Recertification (KW)	Outsd contracts		115
58359	08/18/2022	PERLITER & INGALSBE	18717	Additional Eng. Support Services	Construction in progress	REQ00057-R5	933.25
58405	08/25/2022	POWER MACHINERY CENTER	W63471	Vehicle Maintenance-Electric Car	Repair parts & equipment		2023.55
58406	08/25/2022	PURETEC INDUSTRIAL WATER	2006931	Chemicals -RMWTP	Materials & Supplies-RMWTP		18164.57
58407	08/31/2022	RON'S PORTABLE WELDING	6873	Materials & Supplies - Pipe Rack	Materials & supplies		750
58408	08/24/2022	ROY ALLAN SLURRY SEAL, INC.	00006608	Fire Hydrant Meter Deposit Refund Act 6608-105542	Refunds payable		892.93

**Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS**

58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1013981	VFD Repair PV1	Repair parts & equipment	FY22-0158-R1	15399.73
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1020716	VFD Repair - Woodcreek	Repair parts & equipment		369.67
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1021513	Repair Parts- Relays	Repair parts & equipment		290.51
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1022353	Materials & Supplies - Lock Out Kits	Materials & supplies		200.32
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1024370	Repair Parts - HOA Switches	Repair parts & equipment		710.65
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1024582	Repair Parts - SS Hardware	Repair parts & equipment		811.07
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1024641	Meter Station 5 & & Rehab Hardware	Construction in progress		557.06
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1024726	Meter Station 5 & 7 Rehab Hardware	Construction in progress		847.5
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1024961	Meter Station 5 & 7 Rehab Conduit	Construction in progress		347.47
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1024985	Meter Station 5 & 7 Rehab Conduit	Construction in progress		224.89
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1025151	Repair Parts - Breaker Aux	Repair parts & equipment		392.02
58409	08/31/2022	ROYAL INDUSTRIAL SOLUTIONS	9009-1025192	Meter Station 5 & 7 Rehab Hardware & Wire	Construction in progress		803.23

**Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:** 20954.12

58410	08/31/2022	RT LAWRENCE CORPORATION	47442	Monthly Lockbox Services Processing of Payments	Outsd contracts		730.37
58411	08/30/2022	SAM HILL & SONS, INC.	4241	Leak Repair 1" Service Line	Pipeline repairs	FY23-0052	6385.52
58412	08/30/2022	Santa Paula Materials, Inc.	20027	Materials & Supplies - Base for Yard	Materials & supplies		490.92

**Vendor: SCF01 - SC Fuels**

58413	08/25/2022	SC Fuels	2194644IN	Material & Supplies - FUEL	Materials & supplies		1446.96
58413	08/25/2022	SC Fuels	2200791IN	Material & Supplies - FUEL	Materials & supplies		1557.66
58413	08/30/2022	SC Fuels	2205879IN	Material & Supplies -FUEL	Materials & supplies		2280.81

**Vendor SCF01 - SC Fuels Total:** 5285.43

58414	08/23/2022	SHAUN MCCASKILL	00001878	Deposit Refund Act 1878 - 5336 Hidalgo St	Refunds payable		33.71
58415	08/31/2022	ST JOHNS PLEASANT VALLEY HOSPITAL	77009199-11111111	Keith Kohr Lab Work	Outsd contracts		1075.1

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

58416	08/31/2022	STATE WATER RESOURCES CONTROL BOARD	D3 Exam-ChrisCastaned	Grade 3 Distribution Exam - Chris Castaneda	Dues & subscrip		70
58417	08/30/2022	STATE WATER RESOURCES CONTROL BOARD	Renew-Kevin-D5	Grade 5 Distribution Renew-Kevin Wahl	Dues & subscrip		105
58418	08/31/2022	STATE WATER RESOURCES CONTROL BOARD	D2 Exam-Mike Smith	Grade 2 Distribution Exam - Mike Smith	Dues & subscrip		45
58419	08/30/2022	STATE WATER RESOURCES CONTROL BOARD	T4 Renew-KevinW	Grade 4 Treatment Renew-Kevin Wahl	Dues & subscrip		105

**Vendor STA05 - STATE WATER RESOURCES CONTROL BOARD Total:** 325

58420	08/31/2022	TRAFFIC TECHNOLOGIES LLC	41840	Safety Vests and Hard Hats	Materials & supplies		317.04
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**Vendor: TRA02 - TRAVIS AGRICULTURAL, INC**

58421	08/30/2022	TRAVIS AGRICULTURAL, INC	22834-F	Graffiti Removal Reservoir 1B	Outsd contracts	FY23-0054	1946.15
58421	08/30/2022	TRAVIS AGRICULTURAL, INC	22835-F	Leak Repair - Air Vac Hit	Pipeline repairs	FY23-0053	1907.75
58421	08/31/2022	TRAVIS AGRICULTURAL, INC	22899-P	Road Repair Office Yard	Outsd contracts	FY23-0059	7760.63

**Vendor TRA02 - TRAVIS AGRICULTURAL, INC Total:** 11614.53

**Vendor: UNI13 - UNION MATERIALS TESTING, INC**

58361	08/18/2022	UNION MATERIALS TESTING, INC	Invoice#59	GAC Materials Testing	Construction in progress	FY22-0270-R1	6719
58422	08/31/2022	UNION MATERIALS TESTING, INC	#54	Material Testing	Construction in progress	FY22-0307-R1	2295

**Vendor UNI13 - UNION MATERIALS TESTING, INC Total:** 9014

**Vendor: USA01 - USA BLUE BOOK**

58423	08/23/2022	USA BLUE BOOK	083238	Lab Supplies	Materials & supplies		125.79
58423	08/30/2022	USA BLUE BOOK	089203	Repair Parts - DO Probe - CWRP	Repair parts & equipment		696.88

**Vendor USA01 - USA BLUE BOOK Total:** 822.67

58424	08/30/2022	VCSDA	20220802CW	VCSDA Dinner Meetings (June & Aug 2022)	Conf. & travel		88
58425	08/25/2022	VENTURA COUNTY OVERHEAD DOOR	435935	Repair - Front Gate CWRP	Repair parts & equipment		670
58426	08/30/2022	VENTURA COUNTY STAR	0004795350	Unclaimed Funds Notice	Outsd contracts		316.88
58427	08/25/2022	VENTURA REGIONAL SANITATION DISTRICT, INC	73122	VRSD Sewer Cleaning	Outsd contracts	FY23-0016	32581.29
58428	08/25/2022	VENTURA STEEL INC.	273200	Material & Supplies - Pipe Rack Conex Box	Materials & supplies		676.75
58429	08/25/2022	VERIZON BUSINESS, INC	72300199	VERIZON - VOIP T1	Communications		1275.87

58430	08/30/2022	VERIZON WIRELESS	9914065138	Cell Phone	Communications	2455.82
58431	08/23/2022	VINCENT CARREON	00000237	Deposit Refund Act 237 - 236 Bent Twig Ave	Refunds payable	3.82
<b>Vendor: WWG01 - W W GRAINGER, INC.</b>						
58432	08/30/2022	W W GRAINGER, INC.	9414354705	Small Tools & Equipment	Small tools & equipment	359.71
58432	08/30/2022	W W GRAINGER, INC.	9422446576	Material & Supplies - PPE	Materials & supplies	178.64
58432	08/31/2022	W W GRAINGER, INC.	9429332365	Materials & Supplies - Tubing	Materials & supplies	784.39
58432	08/31/2022	W W GRAINGER, INC.	9429523922	Materials & Supplies - Gloves and Cleaning Towels	Materials & supplies	153.61
<b>Vendor WWG01 - W W GRAINGER, INC. Total:</b>						<b>1476.35</b>
58433	08/31/2022	WHITE BRENNER LLP	45961	Legal Services	Legal services	5471.4

**TOTAL VENDOR PAYMENTS-CAMROSA**

\$ 255,889.51

<b>Vendor: PER05 - CAL PERS 457 PLAN</b>						
DFT0004156	08/11/2022	CAL PERS 457 PLAN	INV0011999	Deferred Compensation	Deferred comp - ee paid	2466.46
DFT0004175	08/25/2022	CAL PERS 457 PLAN	INV0012049	Deferred Compensation	Deferred comp - ee paid	7795.15
<b>Vendor PER05 - CAL PERS 457 PLAN Total:</b>						<b>10261.61</b>
DFT0004171	08/25/2022	COLONIAL SUPPLEMENTAL INS	INV0012045	Colonial Benefits	Colonial benefits	279.22
<b>Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.</b>						
DFT0004170	08/11/2022	EMPLOYMENT DEVELOP. DEPT.	INV0012015	Payroll-SIT	P/R-sit	5144.62
DFT0004191	08/25/2022	EMPLOYMENT DEVELOP. DEPT.	INV0012074	Payroll-SIT	P/R-sit	4400.92
<b>Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:</b>						<b>9545.54</b>

<b>Vendor: HEA02 - HealthEquity</b>						
DFT0004159	08/11/2022	HealthEquity	INV0012003	HSA-Employee Contribution	HSA Contributions Payable	438.46
DFT0004160	08/11/2022	HealthEquity	INV0012004	HSA Contributions	HSA Contributions Payable	200
DFT0004178	08/25/2022	HealthEquity	INV0012054	HSA-Employee Contribution	HSA Contributions Payable	438.46
DFT0004179	08/25/2022	HealthEquity	INV0012055	HSA Contributions	HSA Contributions Payable	200
<b>Vendor HEA02 - HealthEquity Total:</b>						<b>1276.92</b>
<b>Vendor: LNL01 - LINCOLN FINANCIAL GROUP</b>						
1043	08/11/2022	LINCOLN FINANCIAL GROUP	INV0012000	Deferred Compensation	Deferred comp - ee paid	2183
1049	08/25/2022	LINCOLN FINANCIAL GROUP	INV0012050	Deferred Compensation	Deferred comp - ee paid	2183
<b>Vendor LNL01 - LINCOLN FINANCIAL GROUP Total:</b>						<b>4366</b>

<b>Vendor: RFS01 - LINCOLN FINANCIAL GROUP</b>						
1044	08/11/2022	LINCOLN FINANCIAL GROUP	INV0012012	Profit Share Contribution	Profit share contributions	2632.33
1048	08/25/2022	LINCOLN FINANCIAL GROUP	INV0012068	Profit Share Contribution	Profit share contributions	2655.24
<b>Vendor RFS01 - LINCOLN FINANCIAL GROUP Total:</b>						<b>5287.57</b>

<b>Vendor: PER01 - PUBLIC EMPLOYEES</b>						
DFT0004157	08/11/2022	PUBLIC EMPLOYEES	INV0012001	PERS-Classic Employee Portion	P/R-state ret.	16498.48
DFT0004176	08/25/2022	PUBLIC EMPLOYEES	INV0012052	PERS-Classic Employee Portion	P/R-state ret.	17121.71
<b>Vendor PER01 - PUBLIC EMPLOYEES Total:</b>						<b>33620.19</b>
DFT0004180	08/25/2022	SYMETRA LIFE INS CO.	INV0012056	Life Insurance	Life ins.	270.25

<b>Vendor: UNI10 - UNITED STATES TREASURY</b>						
DFT0004168	08/11/2022	UNITED STATES TREASURY	INV0012013	FIT	P/R-fit	13463.59
DFT0004169	08/11/2022	UNITED STATES TREASURY	INV0012014	Payroll- Medicare Tax	P/R - ee medicare	3155.94
DFT0004188	08/25/2022	UNITED STATES TREASURY	INV0012071	FIT	P/R-fit	11504.97
DFT0004189	08/25/2022	UNITED STATES TREASURY	INV0012072	Payroll-Social Security Tax	P/R - ee social security	534.38
DFT0004190	08/25/2022	UNITED STATES TREASURY	INV0012073	Payroll- Medicare Tax	P/R - ee medicare	3257.02
<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>						<b>31915.9</b>

<b>Vendor: UWA01 - UNITED WAY OF VENTURA CO.</b>						
58350	08/11/2022	UNITED WAY OF VENTURA CO.	INV0011998	Charity-United Way	P/R-charity	20
58364	08/25/2022	UNITED WAY OF VENTURA CO.	INV0012044	Charity-United Way	P/R-charity	20
<b>Vendor UWA01 - UNITED WAY OF VENTURA CO. Total:</b>						<b>40</b>

**TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA**

\$ 91,575.63

## Board Memorandum

September 8, 2022

**To:** Board of Directors

**From:** General Manager

**Subject:** Drought Update

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**Objective:** Brief the Board on the current drought.

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

**Discussion:** As mandated by Metropolitan Water District (MWD), Camrosa remains in a Stage Three Water Supply Shortage and limits residential potable outdoor irrigation of nonfunctional turf to ten minutes per station one day a week. Commercial, Industrial, and Institutional potable water customers are prohibited from irrigating nonfunctional turf.

MWD's Emergency Water Conservation Program provided the General Manager the ability to move all affected agencies to a "zero outdoor watering" scenario after September 1, 2022, if there was a need for more conservation. Noncompliance with the "zero outdoor watering" requirements at that time would result in moving the noncompliant agency to the volumetric pathway. Last month, MWD deferred moving to zero outdoor watering until at least October 1, 2022.

MWD has also stated that moving all affected agencies to the volumetric pathway is an option after December 1, 2022. Under any volumetric scenario, a \$2,000/AF penalty structure would adhere.

Staff will brief the Board on our latest conservation numbers, developments at MWD and Calleguas, Camrosa's drought response practices, and mechanisms for recouping any penalties under a potential, future volumetric scenario.

## Board Memorandum

September 8, 2022

**To:** General Manager

**From:** Terry Curson, District Engineer

**Subject:** Development Mitigation Projects

---

**Objective:** Ensure new housing developments mitigate their water demand so that no additional burden is placed on our existing customers.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to negotiate and enter into mitigation agreements with:

- 1) Fairfield Camino Ruiz Apartments (RPD 201) and
- 2) County of Ventura (Rancho Sierra Senior Housing)

**Discussion:** In June of 2012, the Board of Directors adopted Resolution 14-08 Establishing a Permanent Moratorium on Water Availability and Water Will Serve Letters for new development that would result in unmitigated new water demand. This moratorium is to ensure new housing developments do not create a burden for the District's existing customer base. Mitigation is achieved by developers participating in projects that create new water to offset their demand.

In addition to the permanent moratorium requiring the developer to participate in a water supply project to offset their total water demand, they will also be required to participate in a water-saving project that reduces the District's existing water demand by an amount equal to thirty percent of the development's demand.

**The Fairfield Camino Ruiz Apartments** consists of 385 multi-family residential apartments comprised of 14 separate buildings, green space, and landscaping near the corner of Verdugo Way and Camino Ruiz. Water service will be provided by two potable master meters. All onsite facilities, including fire and sewer services, will be private. Each unit will be privately metered by the developer. Combined indoor and outdoor usage is estimated at 205.80 AFY.

**The County of Ventura Rancho Sierra Senior Apartments** project is in an area owned by the County of Ventura and is known as the Lewis Road Complex. The Complex consist of 58 acres and houses several social service facilities. The project will consist of 50 multi-family residential senior apartments that are being developed through Many Mansions development group. Water service is through an existing Water & Sewer Service Agreement between the District and County. This Agreement allocates up to 50,000 gallons per day of potable water. Over the last several years, this allocation has been applied to several developments within the Lewis Road Complex. Prior to this project, an allocation of 15.78 AFY remain from the original 56.04 AFY (50,000 GPD). Based on current estimated usage of 25.88 AFY, Rancho Sierra is required to mitigate 10.10 AFY. The site is sewered by Camrosa.



## Board Memorandum

September 8, 2022

**To:** General Manager

**From:** Terry Curson, District Engineer

**Subject:** Reservoir 3D Access Road Replacement

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**Objective:** Cost share for repair/replacement of the Reservoir 3D site access road.

**Action Required:** Authorize the General Manager to enter into a Cost Sharing Agreement for repair/replacement of the Reservoir 3D site access road and issue payment in the amount of \$36,821.50 for the District's portion.

**Discussion:** The District has an easement for ingress and egress access rights over the driveway leading to Reservoir 3D, located off of Escollera Avenue. The access road consists of a long and steep driveway that is approximately 578 feet long and is used by the District on a regular basis.

In February 2021, the current homeowners contacted District staff to inform Camrosa that they were in the process of replacing the old asphalt driveway with a new concrete driveway and asked if the District would be interested in cost sharing. Since there were no specific plans or costs at that time, no cost sharing commitments were made. The homeowner wanted to construct the driveway with reinforced decorative stamped concrete, which is beyond what the District would normally do, so staff obtained two estimates for replacing the existing driveway with asphalt. Staff recommends cost sharing based on 50-percent of the lowest asphalt estimate. In addition, the District will not be responsible for damages caused by equipment and vehicles and therefore will require the homeowners to enter into a cost sharing agreement that would exonerate Camrosa from any liability as a result of damages to the driveway. The attached Agreement has been reviewed by District Counsel.

There is a line item in the existing budget for road repair.

RECORDING REQUESTED AND WHEN  
RECORDED MAIL THIS, UNLESS OTHERWISE  
SHOWN BELOW,

TO:

CAMROSA WATER DISTRICT  
DISTRICT SECRETARY'S OFFICE  
7385 SANTA ROSA ROAD  
CAMARILLO, CA 93012

No Fee due per Government Codes 27383 & 6103

**Camrosa Water District**  
**COST SHARING AGREEMENT**

This Agreement, made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between David & Heidi Marusa, hereinafter referred to as "HOMEOWNER(S)", and CAMROSA WATER DISTRICT, a water district organized and existing pursuant to the Water District Law of the State of California, hereinafter referred to as "DISTRICT".

**W I T N E S S E T H:**

**WHEREAS**, HOMEOWNERS represents it is the owner of the land in the County of Ventura, California, comprising of a certain subdivision known as Tract 2016-1, Lots 21 & 22 known as APN 516-0-020-065; and,

**WHEREAS**, HOMEOWNERS desire to completely refurbish the access driveway that extends from Escollera Avenue to HOMEOWNER'S house in which a portion is also shared by DISTRICT for ingress and egress to DISTRICT'S Reservoir 3D site (Exhibit A); and,

**WHEREAS**, DISTRICT has a 20' easement for ingress and egress access rights over the existing driveway as identified and recorded in Book 50, Pages 37-43, dated November 22, 1968; and,

**WHEREAS**, HOMEOWNERS has already removed the existing driveway and replaced it with a decorative reinforced concrete driveway; and,

**WHEREAS**, DISTRICT is agreeable to cost share for the removal and replacement of a 20' strip of driveway that extends from Escollera Avenue to the entrance gate to Reservoir 3D site; and.

**WHEREAS**, HOMEOWNERS and DISTRICT desire to enter into an agreement for the cost sharing of certain improvements within this 20' strip; and,

**WHEREAS**, a condition for cost sharing a portion of the access driveway improvements by DISTRICT, HOMEOWNERS is aware and agrees to certain conditions.

**NOW, THEREFORE, IT IS AGREED** in consideration of payment for replacement of a portion of the access driveway and the mutual promises, covenants, and acts contained herein, the parties hereto agree as follows:

1. HOMEOWNERS acknowledges and agrees that the DISTRICT, from time to time, utilizes and accesses the driveway to perform inspection, maintenance, repairs, and refurbishment of the reservoir tank and site, including adjacent properties that are contiguous to the Reservoir 3D tank site. During these tasks, vehicles of all types, including heavy or large construction equipment may be required to travel along the driveway to access the reservoir site. The District will not be liable for any damage resulting from reasonable activities. The District will be responsible for repairing any such damage as a result of gross negligence or willful misconduct
2. DISTRICT agrees to reimburse HOMEOWNERS for DISTRICT'S portion of costs that represent 50-percent of the lowest estimate received for removal and replacement for an asphalt driveway as shown on Exhibit B.
3. In exchange for cost sharing a portion of the driveway replacement, the HOMEOWNERS agree to make this agreement binding for successors and assigns.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year first above written.

**HOMEOWNERS:** David & Heidi Marusa

**ADDRESS:**           **3261 Escollera Avenue**  
                              **Santa Rosa Valley, CA 93012**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**CAMROSA WATER DISTRICT**

**BY:** \_\_\_\_\_  
          Tony L. Stafford

District Seal

**Reservoir 3D - Driveway Paving Cost  
Sharing**

	Description	Quantity	Units	J&H Engineer	Quality Paving
1	Mobilization	1	LS	\$3,000.00	\$1,000.00
2	Demo 10" Asphalt & Base	8092	SF	\$16,831.00	\$25,813.00
3	Grade & Compact Subgrade	8092	SF	\$4,046.00	\$5,422.00
4	Install 6" CMB base	8092	SF	\$11,329.00	\$18,126.00
5	Install 4" Asphalt	8092	SF	\$30,345.00	\$26,461.00
6	Install Redwood Header	1156	LF	\$8,092.00	\$12,138.00
	Total			\$73,643.00	\$88,960.00

Quantity based on 8092 sq.ft

**50% of Lowest Bid                    \$36,821.50**

## Board Memorandum

September 8, 2022

**To:** General Manager

**From:** Kevin Wahl, Superintendent of Operations

**Subject:** Emergency Leak Repair

---

**Objective:** Brief the Board and ratify the action regarding a leak repair on Santa Rosa Road.

**Action Required:** Ratify the payments to Sam Hill & Sons, Inc., in the amount of \$50,883.32, and to Landmark Grading & Paving, in the amount of \$33,793.68, for the required leak repair.

**Discussion:** On July 17, 2022, Sam Hill & Sons, Inc. was called to repair a potable distribution system leak on Santa Rosa Road. This leak was on the 24-inch main distribution pipeline. The repair required open trenching, paving, and traffic control across multiple lanes. All told, the work took seven workdays to complete. The total cost of the repair, including parts, materials, and site cleanup, came to \$121,553.22.

The Fiscal Year 2022-23 Budget has a line item for leak repairs.

## Board Memorandum

September 8, 2022

**To:** General Manager

**From:** Jozi Zabarsky, Customer Service Manager

**Subject:** Modification to Ordinance 39, Conflict of Interest Code

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**Objective:** Revise Ordinance 39, Camrosa's Conflict of Interest Code.

**Action Required:** Set a public hearing date of September 22, 2022, to formally accept public input and adopt Ordinance 39-22.

**Discussion:** The existing Ordinance 39 was last adopted on September 24, 2020, as required by Government Code. The Political Reform Act requires every government agency to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, if the code must be amended.

Staff recommends amending Ordinance 39 to reflect the change in titles approved by the Board on July 22, 2021, deleting the Technical Services Advisor/Senior Inspector position, and adding an Engineering & Capital Project Manager. The proposal reflects the District's existing organizational structure and those employees whose responsibilities would require reporting conflicts of interest. Each position included in the ordinance is required to file the statement of economic interests with the Fair Political Practices Commission.

The adoption procedure for an Ordinance requires that the District publish notice of the hearing to consider the Ordinance at least ten (10) days in advance and post the adopted Ordinance within ten (10) days of adoption. The postings must be in three (3) prominent places within the District. Accordingly, if the Board is in agreement with the proposed changes to the Ordinance as currently written, it is recommended that the Board establish a hearing date of September 22, 2022.

**ORDINANCE NO. 39-22**

**An Ordinance of the Board of Directors  
of the Camrosa Water District  
Amending the Conflict of Interest Code**

**Whereas**, the Political Reform Act, Government Code, Section 81000, et seq. requires local government agencies to adopt and promulgate Conflict of Interest Codes; and

**Whereas**, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing; and

**Whereas**, the terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Camrosa Water District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Camrosa Water District; and

**Whereas**, persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for the position in Exhibit A; and

**Whereas**, in preparing the form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B; and

**Whereas**, Camrosa Water District has previously adopted as Ordinance No. 39, and Amendments thereto, a Conflict of Interest Code as required by the Government Code; and

**Whereas**, Camrosa Water District wishes to amend its Conflict of Interest Code concerning the employees designated in disclosure categories set forth to file Statements of Economic Interests with the Ventura County Clerk of the Board.

**NOW, Therefore, Be It Ordained** by the Camrosa Water District Board of Directors that District Ordinance No. 39, along with its Amendments, as previously adopted and amended, is hereby revoked and hereafter superseded by Ordinance 39-22.

**Adopted, Signed, and Approved** this 22nd day of September, 2022.

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

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

(ATTEST)

**2022 Exhibit A – Designated Positions and Filing Officers**

**Camrosa Water District**

<b># OF POSITIONS</b>	<b>POSITION TITLE</b>	<b>DISCLOSURE CATEGORIES (From Exhibit B)</b>	<b>FILING OFFICER<sup>1</sup></b>
5	Board of Directors	1	COB
1	General Manager/Secretary	1	COB
1	Engineering & Capital Projects Manager	1	COB
1	Finance Manager	1	COB
1	Customer Service Manager	1	COB
1	I.T. & Special Projects Manager	1	COB
1	District Engineer	1	COB
1	Superintendent of Operations	1	COB
1	AGM/Water Resource & Regulatory Compliance	1	COB
1	Water Quality & Environmental Compliance Supervisor	1	COB
1	Senior Accountant	1	COB
1	Legal Counsel	1	COB
1	Financial Consultant	1	COB
	Consultants <sup>2</sup>	**	

<sup>1</sup> Filing Officer, Designated County Clerk of Board (COB).

<sup>2</sup> The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant's duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.



## **2022 EXHIBIT B – DISCLOSURE CATEGORIES**

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

### **Category 1 – BROADEST DISCLOSURE**

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

### **Category 2 – REAL PROPERTY**

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trust in which the public official holds a business position or has an *investment* or other financial interest.

### **Category 3 – LAND DEVELOPMENT, construction AND TRANSACTION**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

### **Category 4 – PROCUREMENT**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency.

### **Category 5 – REGULATION AND PERMITTING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before the designated position's agency.

### **Category 6 – FUNDING**

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency.

**APPENDIX – DESIGNATING OFFICIALS WHO  
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

**APPLICABLE DEFINITIONS**

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

(1) “Other public officials who manage public investments” means:

- (A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
- (B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
- (C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.

(2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.

(3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.

(4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

**DESIGNATED POSITIONS AND FILING OFFICERS**

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

<b># of POSITIONS</b>	<b>POSITION TITLE/CONSULTANT</b>	<b>FILING OFFICER</b>
<b>5</b>	<b>Board of Directors</b>	<b>COB</b>
<b>1</b>	<b>General Manager/Secretary</b>	<b>COB</b>
<b>1</b>	<b>Manager of Finance</b>	<b>COB</b>
<b>1</b>	<b>Financial Consultant</b>	<b>COB</b>



## **Read File**

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

- A. Cash Balances (July 2022)
- B. 2022 Board Calendar

**FUNDS FY 22-23**

<b>UNRESTRICTED FUNDS</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>JANUARY</b>
LAIF	44,089,141.62	44,758,016.93	1,2,9					
UNION BANK DEPOSIT ACCOUNT	1,144,365.69	270,711.97						
UNION BANK DISBURSEMENTS ACCOUNT	1,015,078.72	1,193,625.04						
BANK OF AMERICA-RTL ACCOUNT	223,239.00	361,004.22						
TOTAL	46,471,825.03	\$ 46,583,358.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>RESTRICTED FUNDS</b>								
PAYMENT FUND 2016	-	2,114.77	3,4,6,7					
INTEREST ACCOUNT 2016	195,915.63	-	4,5					
RESERVES 2016	879,528.69	879,528.69	6					
WATER ACQUISITION FUND 2016	1,100,358.50	319,785.23	7,8					
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87						
INSURED CASH SHELTER ACCOUNT (Wastew	-							
TOTAL	2,181,853.69	\$ 1,207,479.56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	48,653,678.72	\$ 47,790,837.72	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Series 2016-Reserve Fund**

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	1.39%	N/A	879,528.69	1,009.01

**Series 2016-Water Acquisition Fund**

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	1.39%	N/A	319,785.23	1,104.03

**ANTICIPATED OUTFLOWS**

Water Purchases July 2022	676,990.45
Payroll PR 8-1, 8-2 & ME	300,000.00
AP Check Run 8/10 & 8/24	1,000,000.00
Large CIP Project Payments	-
Bond Payments	-
<b>\$</b>	<b>1,976,990.45</b>

**DATE**

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

**FINANCE MEETING**

**8/22/2022**

Ian Prichard, AGM

**Sandra Llamas**

Sandra Llamas-Senior Accountant

Digitally signed by Sandra Llamas  
DN: cn=Sandra Llamas, o=City of Camrosa  
Serial: 1, c=US  
Date: 2022.08.22 11:01:07 -07'00'

**MEETING NOTES:**

1. Interest for quarter ended June 30, 2022 was deposited to LAIF in the amount of \$68,875.31
2. There was a transfer to LAIF in the amount of \$600,000
3. The payment fund received \$7.64 in interest in the month of July
4. The Interest Account received interest earnings in the amount of \$45.68 in the month of July. The full amount was transferred to the payment fund
5. Interest in the amount of \$195,915.63 was paid to bondholders in July from the interest account
6. The reserve fund received interest earnings in the amount \$667.55 in the month of July. The full amount was transferred to the payment fund
7. The water acquisition fund received interest earnings in the amount of \$1,393.90 in the month of July. The full amount was transferred to the payment fund
8. A capital expenditures reimbursement in the amount of \$780,573.27 was paid to Camrosa from the water acquisition fund
9. LAIF's average monthly rate of return for the period was 1.090 %

# 2022 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2022 Holidays																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																														
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