

## Board Agenda

### Regular Meeting

Thursday, March 23, 2023

Camrosa Board Room

5:00pm

### 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

### 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 Regular Meeting of March 9, 2023**
2. **\*\*Approve Vendor Payments**

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

**Action Required:** Approve accounts payable in the amount of \$1,354,218.33.

## Primary Agenda

### 3. **\*\*Proposed Fiscal Year 2023-24 Fixed Assets and Capital Projects**

**Objective:** Receive a briefing from staff on the proposed Fiscal Year (FY) 2023-24 Fixed Assets and Capital Projects.

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

### 4. **\*\*Fiscal Year 2022-23 Program Accomplishments and Fiscal Year 2023-24**

**Objective:** Receive a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2023-24 program goals.

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

### 5. **\*\*Comprehensive Rate Study**

**Objective:** Conduct a two-year comprehensive water and wastewater study.

**Action Required:** Authorize the General Manager to enter into an agreement with Black & Veatch to conduct a comprehensive rate study, not to exceed \$63,920.00.

### 6. **SmartCover Sewer Monitoring System**

**Objective:** Improve sewer system monitoring with the addition of ten sewer Smartcovers.

**Action Required:** Authorize the General Manager to:

- 1) Appropriate \$60,000.00 from the Wastewater Capital Replacement Funds and establish a Smart Covers Sewer Manhole Capital Improvement Project (CIP); and
- 2) Issue a purchase order to SmartCover Systems not to exceed \$56,229.43, for the purchase and installation of SmartCover Monitoring devices on ten District manholes.

### 7. **Distribution Valve Replacement CIP**

**Objective:** Install two 24-inch mainline valves as part of the Distribution Valve Replacement CIP.

**Action Required:** Authorize the General Manager to approve a purchase order, not to exceed \$29,750.00, to Sam Hill & Sons Inc., from the Distribution Valve Replacement CIP for the installation of two 24-inch mainline valves at Conejo Wells.

### 8. **\*\*Salary and Classification Schedule**

**Objective:** Update the salary and classification schedule.

**Action Required:** Adopt Resolution 23-04 Adjusting the District's Salary and Classification Schedule for Employees.

### 9. **Conejo Wellfield GAC Construction, Specification No. PW 21-04**

**Objective:** Ratification of contract change orders and authorization to increase change order authority.

**Action Required:**

- 1) Ratify three change order requests from James C. Cushman totaling \$54,494.00, and
- 2) Authorize the General Manager to negotiate and issue change orders to James C. Cushman in an amount not to exceed 5-percent (\$289,607.50) of the November 18, 2021, awarded contract amount of \$5,792,150.00.

## 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/)

**March 23, 2023**

**Board of  
Directors  
Agenda Packet**

## Board Minutes

### Regular Meeting

Camrosa Board Room  
Thursday, March 9, 2023  
5:00 P.M.

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

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

**Staff:** Tony Stafford, General 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 February 23, 2023

- Director Foreman requested the following sentence be added to Agenda Item #4 to accurately capture his comments: "The Board indicated it wanted a review, prior to going to bid, of the proposed replacement tank to make sure it is consistent with Master Plan findings."
- Director Foreman requested the following sentence be added to Agenda Item #5 to accurately capture his comments: "The Board is concerned about delay of project completion and requested an assessment of potential actions to mitigate Camrosa's losses from delays."
- Director Foreman requested the last two bullet points under Director Comments from Director Foreman are to be replaced with the following: "The Governor is considering relief to reduce Bay Delta outflows in order to fill reservoirs" and "Solve The Water Crisis coalition reported on proposed legislation that will set water supply targets for the State. Draft legislation is expected in late March."
- Director Hoag noted under Comments by Directors a misspelling under Director Nelson's comments that "State 3" should be "Stage 3".

With that, the Board approved the Minutes of the Regular Meeting of February 23, 2023.

**Motion:** Nelson **Second:** Brown

**Motion carried unanimously.**

**Agenda Item #1**

## **2. Approve Vendor Payments**

A summary of accounts payable in the amount of \$294,284.07 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$294,284.07.

**Motion:** Nelson **Second:** Brown

**Motion carried unanimously.**

## **Primary Agenda**

**CLOSED SESSION:** The Board entered a closed session at 5:03 P.M. to confidentially discuss pending litigation as authorized by Government Code 54956.9(d)(4).

### **6. Closed Session Conference with Legal Counsel – Litigation Matters *(this item was moved ahead of Agenda Item #3)***

No action was taken in closed session.

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

### **3. Operating Budget Excellence Award**

The Board received the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

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

### **4. Investment Opportunities**

The Board directed the General Manager to invest \$20 million in U.S. Treasury Bills with maturity dates of six and 12 months. The Board requested staff to bring the District's Investment Policy updating the investment types, maturities, and percentage of portfolio consistent with government codes.

**Motion:** Nelson **Second:** Foreman

**Motion carried unanimously.**

### **5. Stage Two Water Supply Shortage**

The Board adopted Resolution 23-03, Rescinding a Stage 3 Water Supply Shortage and Declaring a Stage Two Water Supply Shortage. Director Nelson commended and recognized the diligence of our customers in conserving water during the drought and water supply emergency.

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

**Motion carried unanimously.**

## **Comments by General Manager**

- Asked the Board if the non-potable filling station should remain open.
- LVMWD plans to connect to the Calleguas' SMP down Hill Canyon Rd. Provides opportunity for Woodward and Curran to evaluate a new pipe on Hill Canyon Rd. to accommodate a recharge project and/or an RO Plant project.

## **Comments by Directors**

- Director Foreman suggested establishing a fee structure for the non-potable filling station. Director Foreman requested a special board meeting with UFI on how CalPERS works, get resolution and implications of what the board can control pertaining to the UAL.

- Director Brown agreed to a special board meeting to better understand CalPERS and the associated cost to the district.
- Director Hoag suggested keeping the non-potable filling station operating when it is not raining.
- President West stated providing non-potable water as a service provides value, costs are nominal. Suggested reducing hours until warmer weather.

**CLOSED SESSION:** The Board entered into a closed session at 6:38 P.M. to confidentially discuss pending litigation as authorized by Government Code 54956.9(d)(4).

**6. Closed Session Conference with Legal Counsel – Litigation Matters**

No action was taken in closed session.

**The Board returned to open session at 7:11 P.M.**

The Board of Directors directed staff to return at the next meeting with an agenda item requesting authorization for the General Manager to approve change orders up to five percent of the Conejo Wellfield project construction contract.

**CLOSED SESSION:** The Board entered into a closed session at 7:11 P.M. to confidentially discuss personnel matters pursuant to Government Code section 54957.

**7. Closed Session – Personnel Matters**

No action was taken in closed session.

**The Board returned to open session at 7:16 P.M.**

The Board considered the General Manager’s performance review and salary adjustment and approved a salary increase of 5% and a \$5,000 bonus effective March 9, 2023. Staff will return to the next board meeting to adopt a resolution updating the salary schedule reflecting the General Manager’s adjusted salary. The General Manager’s next review is scheduled for July 2024.

**Motion:** Nelson **Second:** West  
**Motion carried unanimously.**

**Adjournment**

There being no further business, the meeting was adjourned 7:30 P.M.

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

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

# Board Memorandum

March 23, 2023

**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 \$1,354,218.33.

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

Payroll PR 3-1, 2023	\$ 46,834.78
Accounts Payable 3/02/2023-03/15/2023	<u>\$ 1,307,383.55</u>
Total Disbursements	<u>\$1,354,218.33</u>

<b>DISBURSEMENT APPROVAL</b>	
_____ BOARD MEMBER	_____ DATE
_____ BOARD MEMBER	_____ DATE
_____ BOARD MEMBER	_____ DATE

\_\_\_\_\_  
 Tony L. Stafford, General Manager

Month of : February-23

**CAL-Card Monthly Summary**

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
02/16/23	02/22/23	White Cap	\$752.10	Sand Bags pallets	KW
02/13/23	02/22/23	Big Brand Tire	\$997.99	Tires & Alignment for Ford Ranger Unit #4	KW
02/10/23	02/22/23	Americas Tire	\$997.50	Tires for Ford Ranger Unit #34	KW
01/30/23	02/22/23	Americas Tire	\$976.60	Tires for Ford Ranger Unit #31	KW
01/26/23	02/22/23	Amazon	\$489.80	4 Portable Fuel Tanks (12 gallons) for Honda Generators	KW
02/07/23	02/22/23	Home Depot	\$38.48	Tools for truck 37	JS
02/14/23	02/22/23	Home Depot	\$64.59	Torch, propane bottle, and spray bottles	GM
02/14/22	02/22/23	Staples	\$47.16	Large three ring binders, dividers	GM
02/09/23	02/22/23	Thermo Fisher	\$296.55	Ion chromatography supplies	GM
02/06/23	02/22/23	CVS	\$3.96	Isopropal alcohol	GM
01/27/23	02/22/23	Target	\$12.32	Batteries	GM
01/25/23	02/22/23	Americas tire	\$990.76	tires for truck 32	GM
02/15/23	02/22/23	Red Wing Shoes	\$171.59	Boots for Mike	MP
02/09/23	02/22/23	Thomas Scientific	\$52.35	Laboratory Detergent	MP
01/26/23	02/22/23	Red Wing Shoes	\$278.84	Boots for Graham	MP
01/29/23	02/22/23	Napa Auto Parts	\$217.71	Battery for tractor	JK
01/25/23	02/22/23	Staples	\$21.44	Calender/planner office supply for CWRF	JK
02/15/23	02/22/23	Autozone	\$53.07	Flashlight/Steering Whl.Cvr.(Truck #4)	JN
01/23/23	02/22/23	Costco	\$31.09	Toaster replacement	JZ
02/21/23	02/22/23	Batteries Plus	\$276.71	UPS batteries for CWD MMI	BB
01/23/23	02/22/23	Batteries Plus	\$245.24	Cam Springs West DCU battery	BB
02/09/23	02/22/23	CSMFO	\$50.00	Membership Renewal	SLL
02/08/23	02/22/23	industrial bolt	\$124.65	SS nuts and bolts penny well	CC
01/30/23	02/22/23	The Home Depot	\$240.83	Rapid Set Penny Well	CC
01/27/23	02/22/23	Thompson Building material	\$253.97	Rapid set ( Penny well)	CC
01/23/23	02/22/23	Thompson Building material	\$89.70	Cold Patch	CC
02/21/23	02/22/23	WaterWisePro	\$450.00	D-2 Certificate Training	MS
02/10/23	02/22/23	The Home Depot	\$92.06	CWRF - Cleaning Supplies	JC
02/09/23	02/22/23	Amazon	\$31.74	Johnny and Jude PPE Gauntlet Nitrile Coated Gloves	JC
01/27/23	02/22/23	The Home Depot	\$71.80	Truck #36 Batteries/Gloves	JC
01/24/23	02/22/23	Vons	\$8.98	Vegetable Oil	HR
02/15/23	02/22/23	On Duty Uniform	\$45.26	Work Pants	HR
02/14/23	02/22/23	LightGabler	\$60.00	Online Harassment Training: Natalie, Hanna, Johnny	NR
02/18/23	02/22/23	Shell	\$85.44	Fuel	TS
02/06/23	02/22/23	Oil Stop	\$67.49	Vehicle Service	TS
02/06/23	02/22/23	CarWashClub	\$56.99	monthly vehicle wash	TS
01/31/23	02/22/23	Dependable Car Care	\$1,995.69	Vehicle repair ( Differential seal and brakes)	TS
01/31/23	02/22/23	Enterprise	\$392.62	Rental (truck being repaired)	TS
01/29/23	02/22/23	Johnson Drive	\$92.53	Fuel (rental vehicle)	TS
02/20/23	02/22/23	DLT Solutions	\$848.15	Autocad license renewal	JW
02/19/23	02/22/23	Spectrum	\$86.56	Spectrum Cable	JW
02/17/23	02/22/23	Browning Wireless	\$34.99	Monthly security camera fee - Lynwood Well and Conejo Wellfield	JW
02/16/23	02/22/23	Mailchimp	\$69.00	Email blasts outreach/Monthly Fee	JW
02/13/23	02/22/23	Network Solutions	\$18.97	ASRGS.COM monthly hosting and forwarding	JW
02/13/23	02/22/23	Userway.org	\$490.00	ADA compliance tools for www.camrosa.com and asrgsa.com domains	JW
02/11/23	02/22/23	Calfire	\$99.00	online IVR - Delinquent Call Out (Monthly Service Fee)	JW
02/09/23	02/22/23	Brady.com	\$458.58	Cable and equipment labels	JW
02/02/23	02/22/23	Thinking2	\$191.25	www.camrosa.com and asrgsa.com domain hosting	JW
02/01/23	02/22/23	Google.com	\$144.00	google corporate email domain - camrosawaterdistrict.org monthly charges - currently 12 seats	JW
01/26/23	02/22/23	Spectrum	\$1,249.00	Spectrum Internet	JW
01/24/23	02/22/23	Precon Products	\$231.66	Manhole rehab - Grade Rings	KK
01/24/23	02/22/23	Paypal AWAVC	\$33.00	water supply outlook	TDS
01/31/23	02/22/23	Zoom	\$278.90	teleconferencing for Board & staff meetings	TDS
02/18/23	02/22/23	AWA	\$33.00	AWA/CCWUC Training (TC)	DA
02/15/23	02/22/23	AWA	\$66.00	WaterWise Breakfast (2-BMs)	DA
02/06/23	02/22/23	ACWA	\$815.00	Spring Conference Registration (TLS)	DA
02/02/23	02/22/23	Vons	\$25.48	Refreshments for GSA meeting	DA
02/02/23	02/22/23	Vons	\$40.00	Coffee for GSA meeting	DA
02/03/23	02/22/23	Old New York Bagel	\$99.98	Bagels for GSA meeting	DA
01/31/23	02/22/23	ACWA	\$815.00	Spring Conference Registration (AN)	DA
01/30/23	02/22/23	ACWA	\$815.00	Spring Conference Registration (GW)	DA
01/30/23	02/22/23	ACWA	\$815.00	Spring Conference Registration (TF)	DA
01/27/23	02/22/23	Hilton Hotels	-\$229.19	Overcharge Refund (AN)	DA
01/24/23	02/22/23	AWA	\$33.00	AWA/CCWUC Training (TC)	DA
01/24/23	02/22/23	American Flags Express	\$292.12	US & State Flags	DA
01/24/23	02/22/23	USPS	\$4.78	Certified Letter to Contractor	DA
			\$19,083.83		

## Camrosa Water District

Accounts Payable Period:

3/02/2023-03/15/2023

Expense	Account Description	Amount
10302	Escrow Account-Cushman	9679.30
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
13400	Construction in Progress	441859.43
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	-9679.30
20250	Non-Potable Water Purchases	
23001	Refunds Payable	1284.26
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	397938.95
50020	Pumping Power	125015.15
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50012	CamSan Reclaimed Water	10393.86
50135	PERS Retirement	
50200	Utilities	5957.61
50210	Communications	1705.00
50220	Outside Contracts	185187.11
50230	Professional Services	11910.00
50240	Pipeline Repairs	8997.04
50250	Small Tool & Equipment	370.32
50260	Materials & Supplies	23615.76
50270	Repair Parts & Equip Maint	9315.57
50280	Legal Services	2935.34
50290	Dues & Subscriptions	910.00
50300	Conference & Travel	2281.79
50310	Safety & Training	1059.42
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	76646.94
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
<b>TOTAL</b>		<b>\$1,307,383.55</b>

# Expense Approval Report

By Vendor Name

Payable Dates 3/2/2023 - 3/15/2023 Post Dates 3/2/2023 - 3/15/2023

Camrosa Water District, CA

Payment Num	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
<b>Vendor: BON01 - BONDY GROUNDWATER CONSULTING, INC.</b>							
89	03/14/2023	THE HATHAWAY LAW FIRM, LLP	203470	GSA Legal Services	Legal services		978.43
11	03/14/2023	BONDY GROUNDWATER CONSULTING, INC.	077-17	PM: Santa Rosa GSP	Prof services	FY22-0137-R1	1879.83
<b>TOTAL VENDOR PAYMENTS-GSA</b>							<b>\$ 2,858.26</b>
<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3376	03/09/2023	DEPOSIT ONLY-CAMROSA WTR	3-9-23-PR	Transfer to Disbursements Account	Transfer to disbursements		182000
3377	03/09/2023	DEPOSIT ONLY-CAMROSA WTR	3-9-23-AP	Transfer to Disbursements Account	Transfer to disbursements		252000
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>434000</b>
59131	03/06/2023	120WATER AUDIT, INC.	3467-R-2	Lead Service Line Inventory	Prof services	FY23-0218	10480
59133	03/15/2023	ACLARA TECHNOLOGIES	23100861	Aclara Series 3450 Water MTU	Construction in progress	FY23-0041	232142.63
59134	03/14/2023	AIRGAS USA, LLC.	9995564347	Materials & Supplies - TR Co2 System	Materials & supplies		120.56
59135	03/14/2023	ALEXANDER'S CONTRACT SERVICES, INC	104528	Meter Reading	Outsd contracts		1418.28
59136	03/15/2023	ALLCONNECTED INC	106597	AllConnected Managed IT/OT Services and Support	Outsd contracts	FY23-0003	9278.74
59137	03/09/2023	AMY R KEARIN	00008298	Deposit Refund Act 8298 - 7188 Camino las Ramblas	Refunds payable		91.59
59138	03/14/2023	AQUA-METRIC SALES CO	INV0093517	Repair Parts - Meters	Repair parts & equipment		633.29
59139	03/14/2023	BRENNTAG PACIFIC, INC.	BPI307080	Materials & Supplies - Chemicals Lynnwood	Materials & supplies		6109.65
<b>Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT</b>							
1157	03/14/2023	CALLEGUAS MUNICIPAL WATER DISTRICT	025723	Water Purchase Potable	Water purchases-Potable		299765.99
1157	03/14/2023	CALLEGUAS MUNICIPAL WATER DISTRICT	025723	Water Purchase Non-P	Water purchases N-P		18271.96
1157	03/14/2023	CALLEGUAS MUNICIPAL WATER DISTRICT	025723	Water Purchase	CMWD Fixed Charges		76995
1157	03/14/2023	CALLEGUAS MUNICIPAL WATER DISTRICT	2023-00000015	SMP CMWD - SMP Sampling Fee	SMP CWD-RMWTP		2313.87
1157	03/14/2023	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP026223	SMP CMWD - SMP Pipelines	SMP CMWD		592.13
<b>Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:</b>							<b>397938.95</b>
59140	03/09/2023	CAMERON WILLIAMS	00009686	Deposit Refund Act 9686 - 406 Nuez St	Refunds payable		17.61
<b>Vendor: CAN03 - Cannon Corporation</b>							
59141	03/15/2023	Cannon Corporation	83931	Contract Construction Inspection Services	Outsd contracts	FY23-0042	725
59141	03/15/2023	Cannon Corporation	83932	Contract Construction Inspection Services	Outsd contracts	FY23-0042	272
59141	03/15/2023	Cannon Corporation	83933	Contract Construction Inspection Services	Outsd contracts	FY23-0042	290
<b>Vendor CAN03 - Cannon Corporation Total:</b>							<b>1287</b>
59142	03/13/2023	CAROLYN TRIEBOLD	00008750	Deposit Refund Act 8750- 5390 Plata Rosa Ct	Refunds payable		31.73
59143	03/14/2023	CENTRAL COMMUNICATIONS	000028-300-631	After Hours Call Center	Communications		456
59144	03/14/2023	Central Courier LLC	52958	Courier Service	Outsd contracts		336.15
59145	03/15/2023	CITY OF CAMARILLO	30274	Recycled Water CamSam-January 2023	CamSan Water		10393.86
59146	03/14/2023	CITY OF THOUSAND OAKS	10123-30123	Sewer Service for Read Rd Tract.	Outsd contracts		1110.6

59147	03/14/2023	CORELOGIC INFORMATION SOLUTIONS, INC	30653136	Online Svcs for Ventura County Assessors Parcel	Outsd contracts	159.14
<b>Vendor: COU01 - COUNTY OF VENTURA RMA OPERATIONS</b>						
59148	03/14/2023	COUNTY OF VENTURA RMA OPERATIONS	IN0236632	Permit-Environmental Health Inspection-Conejo Well	Fees & charges	1372.35
59148	03/14/2023	COUNTY OF VENTURA RMA OPERATIONS	IN0236634	Permit-Environmental Health Inspection-Penny Well	Fees & charges	1232.11
59148	03/14/2023	COUNTY OF VENTURA RMA OPERATIONS	IN0236636	Permit-Environmental Health Inspection-Read Rd	Fees & charges	624.28
59148	03/14/2023	COUNTY OF VENTURA RMA OPERATIONS	IN0236637	Permit-Environmental Health Inspection- PS1	Fees & charges	624.28
<b>Vendor COU01 - COUNTY OF VENTURA RMA OPERATIONS Total:</b>						<b>3853.02</b>
59149	03/09/2023	CULLIGAN OF VENTURA COUNTY	March 2023	Water Softener-Penny Well-Account Ref# 2010478	Outsd contracts	80.5
59150	03/14/2023	DANIELS TIRE SERVICE, INC	250125283	Flat Tire Repair Vehicle #22	Repair parts & equipment	229.22
59151	03/09/2023	DARREL SHOJI	00003093	Deposit Refund Act 3093- 5415 Willow View Dr	Refunds payable	13.71
59152	03/13/2023	DAVID AMIRAM	00008244	Deposit Refund Act 8244- 10209 Principe Pl	Refunds payable	141.43
59153	03/09/2023	EDDIE ZHANG	00009986	Deposit Refund Act 9986- 354 Nuez St	Refunds payable	109.18
<b>Vendor: ENH01 - Enhanced Landscape Development, Inc</b>						
59154	03/09/2023	Enhanced Landscape Development, Inc	98903	Landscaping	Outsd contracts	2082
59154	03/09/2023	Enhanced Landscape Development, Inc	99500	Landscaping - Irrigation Repair	Outsd contracts	83.75
<b>Vendor ENH01 - Enhanced Landscape Development, Inc Total:</b>						<b>2165.75</b>
1158	03/15/2023	ENTERPRISE FLEET SERV INC	FBN4697239	Monthly Vehicle Leasing-March 2023	Outsd contracts	6917.01
1159	03/15/2023	First Republic Bank	Retention-CUS05	Retention from CUS05-Pymt 14	Escrow Account-James Cu:	9679.3
<b>Vendor: FOX01 - FOX CANYON GROUNDWATER MANAGEMENT AGENCY</b>						
59129	03/06/2023	FOX CANYON GROUNDWATER MANAGEMENT AGENCY	SAES-2022-2-05	FCGMA Extraction Fees (4-1-22 th 9-30-22) 2022-2	Fees & charges	40843.68
59130	03/06/2023	FOX CANYON GROUNDWATER MANAGEMENT AGENCY	SAES-2022-0506	FCGMA Extraction Fees (10-1-21 th 3-31-22) 2022-1	Fees & charges	31938.44
<b>Vendor FOX01 - FOX CANYON GROUNDWATER MANAGEMENT AGENCY Total:</b>						<b>72782.12</b>
<b>Vendor: FRU01 - FRUIT GROWERS LAB. INC.</b>						
59155	03/09/2023	FRUIT GROWERS LAB. INC.	301631A	OutsideLab Work	Outsd contracts	158
59155	03/15/2023	FRUIT GROWERS LAB. INC.	301634A	Outside Lab Analysis	Outsd contracts	292
59155	03/15/2023	FRUIT GROWERS LAB. INC.	301635A	Outside Lab Analysis	Outsd contracts	239
59155	03/09/2023	FRUIT GROWERS LAB. INC.	301636A	Outside Lab Work	Outsd contracts	148
59155	03/09/2023	FRUIT GROWERS LAB. INC.	302344A	Outside Lab Work for Disinfection by-products	Outsd contracts	909
59155	03/09/2023	FRUIT GROWERS LAB. INC.	302400A	Outside Lab Work	Outsd contracts	483
59155	03/09/2023	FRUIT GROWERS LAB. INC.	302402A	Outside Lab Work	Outsd contracts	111
59155	03/15/2023	FRUIT GROWERS LAB. INC.	302857A	Outside Lab Analysis	Outsd contracts	67
<b>Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:</b>						<b>2407</b>
59156	03/15/2023	GEOSCIENCE SUPPORT SERVICES INC.	CWD-01-22-04	University Well Rehabilitation	Construction in progress FY23-0109	7472.5
1160	03/13/2023	GRAHAM MOLAND	3-06-23 CC Reim	Reimbursement for District's Purchase	Materials & supplies	158.34
59157	03/09/2023	GREGORY F BERTRAND	00006776	Deposit Refund Act 6776- 5289 San Francesca Dr	Refunds payable	24.71
<b>Vendor: HEA02 - HealthEquity</b>						
1161	03/09/2023	HealthEquity	h94nqem	Consumer Driven Health Savings Plan-March2023	Fees & charges	5.9
1161	03/09/2023	HealthEquity	thaj86a	Consumer Driven Health Savings Plan-February2023	Fees & charges	5.9
<b>Vendor HEA02 - HealthEquity Total:</b>						<b>11.8</b>
59158	03/14/2023	J&H Engineering	3967	Pothole Waste-Line SR8	Outsd contracts FY23-0220	1791.57
<b>Vendor: CUS05 - JAMES C. CUSHMAN, INC.</b>						
59159	03/15/2023	JAMES C. CUSHMAN, INC.	Pymt 14	GAC Construction	Construction in progress FY22-0179-R1	193586
59159	03/15/2023	JAMES C. CUSHMAN, INC.	Retention Pymt	Retention from Payment 14	Contractor's retention	-9679.3
<b>Vendor CUS05 - JAMES C. CUSHMAN, INC. Total:</b>						<b>183906.7</b>
59160	03/14/2023	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	48807A	Janitorial Cleaning Service	Outsd contracts	1772

59161	03/09/2023	JENNIFER M GILLIARD	00001221	Deposit Refund Act 1221-821 Vista Arriago	Refunds payable		53.56
59162	03/09/2023	JOHN SMALLWOOD	00001000	Deposit Refund Act 1000- 6010 Via Montanez	Refunds payable		14.25
59163	03/15/2023	JORDAN, GILBERT & BAIN LANDSCAPE ARCHITECTS, INC	2023-045	Landscape Design Services at PV Well No. 2	Construction in progress	FY23-0163	3055
59164	03/13/2023	JUNG JOO LEE	00002136	Deposit Refund Act 2136- 207 Calle Tamega	Refunds payable		65.73
59165	03/09/2023	KEN HIGH	00008141	Deposit Refund Act 8141 - 1776 Corte Jubilo	Refunds payable		346.65
59166	03/14/2023	KENNEDY/JENKS CONSULTANTS	161703	Grant Program (Kennedy/Jenks)	Prof services	FY22-0271-R1	1430
59167	03/09/2023	MARJORIE GRAVES	00011906	Deposit Refund Act 11906 - 5007 Trevor Dr	Refunds payable		59.62
59168	03/14/2023	MCR TECHNOLOGIES, INC.	41491	Production Mag Meter Cals	Outsd contracts	FY23-0209	1567.1
59169	03/15/2023	MNS ENGINEERS, INC.	82509	Penny Well Entrained Air Engineering Services	Construction in progress	FY22-0121-R1	430
59170	03/15/2023	OCCU-MED, LTD.	0323711oa	New Hire Physical (MS)	Outsd contracts		331
59171	03/14/2023	OLIN CORP-CHLOR ALKALI	900251047	Chemicals - CWRP	Materials & supplies		10550.43
59172	03/15/2023	PERLITER & INGALSBE	18769	Additional Eng. Support Services	Construction in progress	REQ00057-R5	1226.5
<b>Vendor: PRO05 - PROVOST &amp; PRITCHARD CONSULTING GROUP</b>							
59173	03/15/2023	PROVOST & PRITCHARD CONSULTING GROUP	98741	GAC Engineering	Construction in progress	FY20-0326-R3	2700
59173	03/15/2023	PROVOST & PRITCHARD CONSULTING GROUP	98741-1	GAC CEQA	Construction in progress	FY21-0176-R2	752
<b>Vendor PRO05 - PROVOST &amp; PRITCHARD CONSULTING GROUP Total:</b>							<b>3452</b>
59174	03/14/2023	ROYAL INDUSTRIAL SOLUTIONS	9009-1029005	Repair Parts - Woodcreek Well	Repair parts & equipment		353.93
59175	03/13/2023	RYAN G RING	00004898	Deposit Refund Act 4898- 2379 Solano Dr	Refunds payable		256.13
59176	03/15/2023	SAM HILL & SONS, INC.	4442	Leak Repair - 2" Service	Pipeline repairs	FY23-0228	8997.04
<b>Vendor: SCF01 - SC Fuels</b>							
59177	03/09/2023	SC Fuels	2334555IN	Material & Supplies - FUEL	Materials & supplies		1674.64
59177	03/09/2023	SC Fuels	2339601IN	Material & Supplies - FUEL	Materials & supplies		1637.87
<b>Vendor SCF01 - SC Fuels Total:</b>							<b>3312.51</b>
<b>Vendor: SCE01 - SOUTHERN CALIF. EDISON</b>							
1162	03/13/2023	SOUTHERN CALIF. EDISON	March 2023	Current Usage Charges-March 2023 Statement	Pumping power-Potable		38242.65
1162	03/13/2023	SOUTHERN CALIF. EDISON	March 2023	Current Usage Charges-March 2023 Statement	Pumping Power-RMWTP		13443.53
1162	03/13/2023	SOUTHERN CALIF. EDISON	March 2023	Current Usage Charges-March 2023 Statement	Pumping power N-P		73328.97
1162	03/13/2023	SOUTHERN CALIF. EDISON	March 2023	Current Usage Charges-March 2023 Statement	Utilities		5555.64
<b>Vendor SCE01 - SOUTHERN CALIF. EDISON Total:</b>							<b>130570.79</b>
<b>Vendor: SCG01 - SOUTHERN CALIFORNIA GAS</b>							
1163	03/09/2023	SOUTHERN CALIFORNIA GAS	March 2023	Current Usage Charges-Acct 123-787-1794-1	Utilities		15.78
1163	03/09/2023	SOUTHERN CALIFORNIA GAS	March 2023-A	Current Usage Charges-Acct 170-013-9900-9	Utilities		386.19
<b>Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:</b>							<b>401.97</b>
59178	03/14/2023	STATE WATER RESOURCES CONTROL BOARD	MikeSmith-D2 E	Grade 2 Distribution Exam-Mike Smith	Dues & subscrip		45
59179	03/14/2023	SYNAGRO TECHNOLOGIES	36732	Sludge Removal	Outsd contracts	FY23-0157	43312.02
59180	03/14/2023	THE HATHAWAY LAW FIRM, LLP	203474	Legal Services	Legal services		2935.34
59181	03/15/2023	THOMAS SCIENTIFIC	2902843	Laboratory Supplies	Materials & supplies		182.94
59182	03/13/2023	TIM GIHON	00002302	Deposit Refund Act 2302 - 390 Nueve Ct	Refunds payable		42.2
59183	03/14/2023	TRAVIS AGRICULTURAL, INC	23206-F	Graffiti Removal Reservoir 1B	Outsd contracts	FY23-0221	2307.44
1164	03/13/2023	U.S. BANK CORPORATE	23-Feb	Rapid Set Penny Well	Construction in progress		19083.83

**Vendor: UNI08 - UNIFIRST CORPORATION**

59184	03/14/2023	UNIFIRST CORPORATION	328-1456677	Uniform Cleaning Service	Outsd contracts	218.63
59184	03/14/2023	UNIFIRST CORPORATION	328-1456684	Office Cleaning Supplies - Towel - Mat Services	Outsd contracts	79.72
59184	03/14/2023	UNIFIRST CORPORATION	328-1458632	Uniform Cleaning Service	Outsd contracts	139.81
59184	03/14/2023	UNIFIRST CORPORATION	328-1458640	Office Cleaning Supplies - Towel - Mat Services	Outsd contracts	79.72

**Vendor UNI08 - UNIFIRST CORPORATION Total: 517.88**

**Vendor: USA01 - USA BLUE BOOK**

59185	03/09/2023	USA BLUE BOOK	284286	Repair Parts - Chambers for Gallons Meter at TR WI	Repair parts & equipment	111.33
59185	03/09/2023	USA BLUE BOOK	292241	Laboratory Supplies	Materials & supplies	68.99

**Vendor USA01 - USA BLUE BOOK Total: 180.32**

59186	03/09/2023	VICTORIA FARROW	00001162	Deposit Refund Act 1162- 6137 Paseo Encantada	Refunds payable	16.16
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**Vendor: WWG01 - W W GRAINGER, INC.**

59187	03/14/2023	W W GRAINGER, INC.	9627115091	Materials & Supplies - Fuses/Connectors	Materials & supplies	397.73
59187	03/14/2023	W W GRAINGER, INC.	9629004046	Repair Parts - Fuel Pump at Shop	Repair parts & equipment	385.01
59187	03/14/2023	W W GRAINGER, INC.	9630016807	Small Tools - Vehicles 31 and 39	Small tools & equipment	331.83

**Vendor WWG01 - W W GRAINGER, INC. Total: 1114.57**

59188	03/14/2023	WBI INC	C-23	Sludge Pressing	Outsd contracts	FY23-0071	93650
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**Vendor: ZWO01 - ZWORLD GIS, LLC**

59189	03/15/2023	ZWORLD GIS, LLC	2023-0219	Geographical Information Systems Support Services	Outsd contracts	FY23-0011	4500
59189	03/15/2023	ZWORLD GIS, LLC	2023-0231	Service Connections GPS inventory	Outsd contracts	FY23-0108	7500

**Vendor ZWO01 - ZWORLD GIS, LLC Total: 12000**

**TOTAL VENDOR PAYMENTS-CAMROSA**

**\$ 1,307,383.55**

**Vendor: PER05 - CAL PERS 457 PLAN**

DFT0004484	03/09/2023	CAL PERS 457 PLAN	INV0012912	Deferred Compensation	Deferred comp - ee paid	216
DFT0004485	03/09/2023	CAL PERS 457 PLAN	INV0012913	Deferred Compensation	Deferred comp - ee paid	2959.46

**Vendor PER05 - CAL PERS 457 PLAN Total: 3175.46**

DFT0004500	03/09/2023	EMPLOYMENT DEVELOP. DEPT.	INV0012930	Payroll-SIT	P/R-sit	4669.94
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**Vendor: HEA02 - HealthEquity**

DFT0004488	03/09/2023	HealthEquity	INV0012917	HSA-Employee Contribution	HSA Contributions Payable	373.07
DFT0004489	03/09/2023	HealthEquity	INV0012918	HSA Contributions	HSA Contributions Payable	150

**Vendor HEA02 - HealthEquity Total: 534.87**

1156	03/09/2023	LINCOLN FINANCIAL GROUP	INV0012914	Deferred Compensation	Deferred comp - ee paid	2583
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1155	03/09/2023	LINCOLN FINANCIAL GROUP	INV0012926	Profit Share Contribution	Profit share contributions	2607.18
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DFT0004486	03/09/2023	PUBLIC EMPLOYEES	INV0012915	PERS-Retirement	P/R-state ret.	17813.48
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**Vendor: UNI10 - UNITED STATES TREASURY**

DFT0004497	03/09/2023	UNITED STATES TREASURY	INV0012927	FIT	P/R-fit	12200.79
DFT0004498	03/09/2023	UNITED STATES TREASURY	INV0012928	Payroll-Social Security Tax	P/R - ee social security	29.52
DFT0004499	03/09/2023	UNITED STATES TREASURY	INV0012929	Payroll- Medicare Tax	P/R - ee medicare	3200.54

**Vendor UNI10 - UNITED STATES TREASURY Total: 15430.85**

59132	03/09/2023	UNITED WAY OF VENTURA CO.	INV0012911	Charity-United Way	P/R-charity	20
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**TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA**

**\$ 46,834.78**

# Board Memorandum

March 23, 2023

**To:** Board of Directors

**From:** Tamara Sexton, Finance Manager

**Subject:** **Proposed Fiscal Year 2023-24 Fixed Assets and Capital Projects**

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**Objective:** Receive a briefing from staff on the proposed Fiscal Year (FY) 2023-24 Fixed Assets and Capital Projects.

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

**Discussion:** Attached is a listing of the proposed FY2023-24 Fixed Assets and Capital Projects

Staff will return to the Board on April 6, 2023, to present the FY2022-23 projected end of year operating expense budget, capital project completions/carryovers and reserve balances.

Fixed Assets

Program	Number	Item Description	Cost
11	xxx-xx-xx	Fault Tollerant VMWare Host Environment	25,000
25	xxx-xx-xx	Large Sample Refrigerator Laboratory	3,500
25	xxx-xx-xx	Small Sample Reprigerators Laboratory	2,500
25	xxx-xx-xx	Analytical Balance Laboratory - CWRF	10,000
26	xxx-xx-xx	Ford 150 Truck	75,000
26	xxx-xx-xx	Ford 550 Utility Vehicle	200,000
<b>Total Fixed Assets</b>			<b>\$ 316,000</b>

<b>Potable</b>	105,560
<b>Non-Potable</b>	97,440
<b>Wastewater</b>	113,000
<b>Total Fixed Assets</b>	<b>\$ 316,000</b>

## Fixed Assets FY 2023-24

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**xxx-xx-xx     \$25,000                      Fault Tolerant VMWare Host Environment**

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The fixed asset includes the purchase of two identical servers with sufficient resources (memory, processors, disk space) to support migration of its complete administrative server farm (approximately 12 VMs) from their existing MS-Hyper-V hosts to Linux based VMWare Hosts. One of the new VMWare Host servers would reside in the Operations Network Operations Center. The other would reside in the Main Office Network Operations Center.

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**xxx-xx-xx     \$ 3,500                      Large Sample Refrigerator Laboratory**

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The existing sample refrigerator in the Water lab was purchased in 1997 and needs to be replaced. The new sample refrigerator will reside in the Water Lab. It will be a commercial unit with large shelves and no freezer.

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**xxx-xx-xx     \$ 2,500                      Two Small Sample Refrigerators Laboratory**

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These small refrigerators will be used to store laboratory reference standards and will reside in the Water Lab. The new TNI standard for laboratories requires reference materials to be stored separately from samples.

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**xxx-xx-xx     \$10,000                      Analytical Balance**

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The Mettler Toledo analytical balance measures weights down to 1/10 of a milligram. This accuracy is required to perform many tests. Some examples are TDS, and TSS. We also rely on the balance to calibrate our analytical flasks and pipettes. This balance will replace the old balance at the wastewater lab.

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**xxx-xx-xx     \$ 75,000                      Ford 150 Truck**

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This will replace a 2016 Ford F-150 with over 130,000 miles. As a light-duty truck, the District has determined that it is more economical to own rather than lease this particular vehicle.

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**xxx-xx-xx     \$200,000                      Ford 550 Utility Truck**

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Camrosa operates two Ford F-550 service trucks. This new truck will replace an existing 2012 Ford F-550 service truck and crane. The District has standardized on the IMT Dominator utility body with a crane reach of 30 feet. This configuration allows greater flexibility and reduces downtime caused by contractor or crane availability.

## Capital Projects FY 2023-24

Capital Projects	Budget FY 2023-24	Projected Mid-Year FY 2023-24	Description
<b>General Projects</b>			
xxx-xx-xx	140,000	-	Security Cameras
xxx-xx-xx	110,000	-	Network Backbone Switches
<b>Total General Projects</b>	<b>\$ 250,000</b>	<b>\$ -</b>	
<b>Potable Water Projects</b>			
xxx-xx-xx		xxxxxx	Well Rehabilitation - Woodcreek
xxx-xx-xx	100,000	-	Distribution Valve Replacement
xxx-xx-xx	-	xxxxxx	University Backup Well
<b>Total Potable Projects</b>	<b>\$ 100,000</b>	<b>\$ -</b>	
<b>Non-Potable Water Projects</b>			
750-23-01	-	xxxxxx	AG 3 Tank Replacement - Const Phase
<b>Total Non-Potable Projects</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Wastewater Projects</b>			
550-23-01	-	xxxxxx	Collection System Hot Spots
<b>Total Wastewater Projects</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Total CIPs</b>	<b>\$ 350,000</b>	<b>\$ -</b>	

## Capital Projects FY 2023-24

### General

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**xxx-xx-xx     \$140,000                      Security Cameras**

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Camrosa staff takes the protection and security of District assets and drinking water critical infrastructure very seriously. When implemented property, monitoring and remote video surveillance allow for proactive prevention and mitigation of threats, theft, vandalism, unauthorized personnel, and preventing harm to District staff and/or property. In the event of unlawful or dangerous activity, staff will be able to verify the validity of an incident before notifying emergency personnel or law enforcement. This project will be complete by June 30, 2024.

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**xxx-xx-xx     \$110,000                      Network Backbone Switches**

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Network switches are an integral part of any modern communication system. Maintaining the supportability of individual components which comprise the network is an important factor since manufactures will typically release security updates, bug-fix patches, and firmware revisions that may provide product enhancements over the life of the component. Funding of this project will help ensure robust, supportable communications for administrative and SCADA networks are maintained. This project will be complete by June 30, 2024.

### Potable

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**xxx-xx-xx     \$100,000                      Distribution Valve Replacement**

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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 project will be complete by June 30, 2024.

## Board Memorandum

March 23, 2023

**To:** General Manager

**From:** Tamara Sexton, Finance Manager

**Subject:** Fiscal Year 2022-23 Program Accomplishments and Fiscal Year 2023-24 Goals

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**Objective:** Receive a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2023-24 program goals.

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

**Discussion:** Staff will provide an overview of the current fiscal year program accomplishments and goals that will become the foundation upon which the FY 2023-24 expense budget will be developed. The current year accomplishments and FY 2023-24 goals are attached.

## Human Resources – Program 05

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

### Accomplishments for 2022-2023

- District employees continued advancement in water, wastewater, and laboratory certifications.
- District staff utilized the Tuition reimbursement program
- Successfully recruited a Water Loss Control Coordinator, Laboratory Analyst, and a System Operator
- Provided monthly safety training to all staff
- Continued Part-Time Student Employee Program
- Updated 457 Plan document to incorporate the SECURE, BAMA, and CAREs Acts

### Goals for 2023-2024

- Zero Lost Time Accidents
- Enhance staff training and certification
- Continue outreach of Part-Time Student Employee Program
- Continue Succession Planning
- Increase staffing to meet the needs of the District and support succession planning
- Initiate compensation and classification study

## General Administration – Program 10

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

### Accomplishments for 2022-2023

- Completed the District's Strategic Plan
- Completed the Arroyo Santa Rosa Groundwater Sustainability Plan
- Initiated a Facilities Master Plan
- Implemented financial system Tyler Incode to cloud
- Diversified investment portfolio by investing in treasury bills
- Initiated two-year comprehensive rate study
- Received the CSMFO Operational Budgeting Excellence Award for the eighth consecutive year
- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the seventh consecutive year
- Facilitated tours and presentations to residents, schools and organizations

### Goals for 2023-2024

- Complete a Facilities Master Plan to identify near-term local water supply projects to increase groundwater production to improve our import-to-local blend ratio
- Achieve a 57:43 percent groundwater production to import blend ratio
- Complete two-year comprehensive rate study
- Pursue grant funding where available and appropriate
- Continue Public Outreach Program

## Information Services – Program 11

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

### Accomplishments for 2022-2023

- Successfully onboarded IT Managed Service Provider, AllConnected
- Pilot move of Alchemy Virtual Server from MS-Hyper-V to VMWare
- Pilot installation of security cameras at the District's main office
- Developed and received Board adoption of network and cybersecurity policies
- Completed new SCADA server host environment for Tier-2 Historians
- Completed new communications site at Reservoir 1B
- Migrate from Ankura/CarbonBlack endpoint detection and response to AllConnected
- Upgraded AclaraOne Automatic Meter Reading (AMR) Controller
- Awarded contract and began installation of Zones 1 and 2 MTUs and AMR meters
- Migrate Tyler Incode 10 to the cloud
- Repaired microwave link on the west communications backbone
- Outsourced the District's GIS support, to 3rd party GIS consultant, Z-World Inc.

### Goals for 2023-2024

- Complete AMR/AclaraOne pilot Zone 1 and 2 installation of 1,800 MTUs
- Migrate legacy Historian tag data to new Tier 2 Historian environment
- Upgrade network backbone switches
- Continue migration of virtual servers from MS-Hyper-V to VMWare
- Upgrade CIS from v3 to v5 and migrate to cloud
- Implement multifactor authentication for domain access
- Migrate users from ArcGIS Desktop to ArcGIS Online
- Install security cameras at the Main Office, CWRF, RMWTP, Reservoir-1B, Conejo Creek Diversion, and the Conejo Well Field sites

## Resource Planning and Engineering Services – Program 12

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

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

### Accomplishments for 2022-2023

- Completed construction of Reservoir 1B emergency generator/communication facility
- Completed design and began installation of new waterline under Conejo Creek
- Completed rehabilitation of Tierra Rejada Well
- Began design for Ag3 Non-potable water tank & site improvements
- Completed air entrainment technical memo and pilot study for Penny Well
- Completed CWRP Effluent Pond improvements
- Completed rehabilitation of University Well
- Completed CWRP Chemical Storage area project
- Began design (environmental review, permitting, drilling plan, and layout exhibits) of a new supply well for RMWTP
- Began development of Water Master Plan
- Evaluated and began design for repair/replacement of 15 "Sewer Hotspot" Locations
- Completed siting study report for PV Well No. 3
- Completed design for two monitoring wells (1) Calleguas Creek and (1) Heritage Park

### Goals for 2023-2024

- Complete design and begin repairs/construction at 8 "Sewer Hotspot" Locations
- Complete design and construction of the Penny Well air entrainment removal project
- Complete construction of waterline replacement under Conejo Creek
- Complete construction and testing of GAC treatment at Conejo Wellfield and place into service
- Complete construction of PV Well No. 2 and place into service
- Complete design and begin drilling/construction for a new water supply well for the RMWTP
- Complete design and begin construction of Ag3 Non-potable water tank & site improvements
- Complete Water Master Plan
- Complete installation of two monitoring wells at (1) Calleguas Creek and (1) Heritage Park

## Water Resource Management – Program 22

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

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

### Accomplishments for 2022-2023

- Completed the District's Strategic Plan
- Hired a Water Loss Control Coordinator and initiated development of a Water Loss Control Program
- Implemented a drought response program to comply with state mandates during the emergency water supply shortage
- Initiated a Facilities Master Plan
- Completed the Arroyo Santa Rosa Groundwater Sustainability Plan
- Managed Fox Canyon GMA reporting for GSP and Conejo Creek Pumping Project
- Participated in Fox Canyon Groundwater Management Agency Oxnard/Pleasant Valley Basin GSP Stakeholder Group and subgroups and Project Subcommittee
- Led/participated in advocacy efforts to influence State policy and regulatory proposals for conservation legislation, Human Right to Water programs, and water quality issues: includes participation in workgroups with State Water Board, Dept. of Water Resources, Metropolitan Water District, ACWA, AWWA, CMUA, and ad hoc regional groups
- Public outreach included presentations to Leisure Village, AWA, CCWUC, and CSUCI

### Goals for 2023-2024

- Complete development of a Water Loss Control Program
- Complete the Facilities Master Plan
- Manage the Arroyo Santa Rosa GSP
- Engage with SWRCB/DWR on implementation of new legislation
- Maintain and strengthen Camrosa's position as key collaborator on State water policy development with other water agencies and organizations such as ACWA and CMUA
- Participate in the development of regional water supply projects
- Continue public outreach program

## Customer Services – Program 24

The Customer Services program is responsible for timely and effective response to customer requests for service. This program provides frontline interface in the field and all direct office services to Camrosa customers. This includes producing monthly water and sewer bills, collecting revenues from monthly billings and water and sewer capital improvement fees, land development processes, water conservation outreach, and dispatching technicians to satisfy customer requests for service and resolve customer service concerns. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2022-2023

- Increased customer enrollment in autopay/reoccurring payment options to almost 42% from 40%
- Increased the number of customers opting to go paperless from 14% to 17%, saving natural resources and reducing mailing costs
- Educated customers on conservation during water supply shortage

### Goals for 2023-2024

- Begin upgrade of utility billing system with customer portal to monitor water use
- Support strategies to improve water loss control
- Continue to increase the number of customers opting to go paperless
- Continuous improvement of customer service and best business practices
- Increase customer service education and engagement

## Water Quality – Program 25

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

### Accomplishments for 2022-2023

- Zero violations: 100% compliance with all regulations and permits
- Discovered novel method to degas the water in Penny Well using ultrasound, and located a high-power ultrasound company in Finland that is working with staff to develop this process
- Participated in public outreach by providing tours of the CWRF and RMWTP to college students from CSUCI
- Recruited a full-time laboratory analyst
- Participated in Calleguas Creek Watershed Management group, including the TMDL implementation group and the Salts subcommittee
- Advocated on behalf of Camrosa regarding water quality regulations
- Partnered with 120Water.com to inventory customer-side service laterals to determine if they contain lead as per California State mandate (multi-year project)
- Began implementation of a Laboratory Information Management System (LIMS)
- Completed the Tri-Annual Copper and Lead Sampling Program
- Passed TNI compliance inspection for new laboratory regulations
- Participated in CWEA JTA Lab Analyst Exam Revisions
- Passed regulatory inspections for both Water and Wastewater systems with no deficiencies.

### Goals for 2023-2024

- Zero violations: 100% compliance with all regulations and permits
- Complete implementation of Laboratory Information Management System (LIMS)
- Complete conversion of laboratory from ELAP compliant to the new TNI compliance system as required by California law
- Assist 120Water.com to inventory customer-side laterals for lead contamination
- Continue participating in Calleguas Creek Watershed Management group, including the TMDL implementation group and the Salts subcommittee

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

The Buildings/Grounds & Rolling Stock program accounts for maintenance of all District buildings, 65 acres of District property, approximately two miles of District roads, and maintenance of the District's fleet and specialized facilities service equipment. This includes janitorial service, grounds maintenance, landscaping, fencing, weed control, and vehicle leasing and maintenance. These services reflect the District's objective of keeping all grounds secured for public safety, appealing to the eye, and optimally maintained. In addition, this program provides resources for a range of reliable vehicles and equipment, minimizing our reliance on outside contractors. Camrosa has 24 motor vehicles, 4 tractors, 2 forklifts, a trailer-mounted non-potable water pump, and multiple trailers in its fleet. These costs are allocated to the three cost centers.

### **Accomplishments for 2022-2023**

- Completed construction of Reservoir 1B standby generator and communication building
- Renewed leases on fleet vehicles
- Completed replacement of Camarillo City Tower radio backbone data communications
- Began replacement of atmospheric monitoring system at CWRF headworks

### **Goals for 2023-2024**

- Complete replacement of atmospheric monitoring system at CWRF headworks
- Replace F-150 and F-550 utility vehicle

## Potable Water Production & Distribution – Program 52

The Potable Water Production & Distribution program produces and delivers clean, reliable potable water to the District's 8,200 service connections in a safe and cost-effective manner. The system includes more than 100 miles of transmission and distribution pipelines, a 1-MGD desalter facility, 10 reservoirs, 8 active wells, 11 Calleguas turnouts, 7 booster stations, 10 pressure-reducing stations, 1,300 valves, and 1,100 fire hydrants. These costs are allocated 100% to the potable water cost center.

### Accomplishments for 2022-2023

- Continued distribution valve replacement program
- Completed rehabilitation of Tierra Rejada Well
- Completed air entrainment technical memo and pilot study for Penny Well
- Completed design and began construction of waterline replacement under Conejo Creek
- Completed annual potable production meter calibration
- Replaced 274 aging meters
- Completed rehabilitation of University Well

### Goals for 2023-2024

- Complete construction of Conejo Wellfield GAC treatment plant
- Complete construction of Pleasant Valley Well No. 2
- Convert disinfection at Penny Well from free chlorine to monochloramines
- Complete development of a Water Loss Control Program
- Complete distribution system flushing
- Complete replacement of all meter station control cabinets
- Continue distribution valve replacement program
- Continue annual potable production meter calibration
- Complete AMR/AclaraOne pilot Zone 1 and 2 installation of 1,800 MTUs
- Complete design and begin construction for a new supply well for the RMWTP

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

The Non-Potable Water Production & Distribution program delivers non-potable water to the District's customers in a safe and cost-effective manner. The non-potable system includes the Conejo Creek Diversion structure, 49 million gallons of surface storage area, 3 wells, 4 pumping stations, 4 reservoirs, and 23 miles of distribution pipelines. These costs are allocated 100% to the non-potable water cost center.

### Accomplishments for 2022-2023

- Continued annual overhaul of Diversion debris screens
- Calibrated all non-potable production meters
- Inspected and cleaned Reservoir 1A
- Replaced 7 aging meters and optimized automated meter reading technology
- Began design for Ag3 Non-potable water tank & site improvements

### Goals for 2023-2024

- Continue annual overhaul of Diversion debris screens
- Calibrate all non-potable production meters
- Continue annual sandbar removal at the Conejo Creek Diversion
- Complete AMR/AclaraOne pilot Zone 1 and 2 installation of 1,800 MTUs
- Complete design and construction of Ag3 Non-potable water tank & site improvements

## Wastewater Collection & Treatment – Program 57

The Wastewater Collection & Treatment program provides for the operation, maintenance, and repair of the Camrosa Water Reclamation Facility (CWRF) and the sewer collection system, including 40 miles of collection lines, 6 lift stations, 4 siphon structures, and 1,350 manholes. Each year, two thirds of this system receives hydro-cleaning, and suspected trouble spots are identified and videotaped. The source control program ensures that industrial customers do not discharge materials hazardous to the treatment process and restaurants do not discharge grease into the collection system. The CWRF has helped increase the water resources available to the District. These costs are allocated 100% to the wastewater cost center.

### Accomplishments for 2022-2023

- Cleaned two thirds of the collection system
- Completed annual calibration of all flow meters at CWRF
- Continued construction of permanent ammonia injection facility for sequential chlorination
- Completed CWRF Effluent Pond improvements
- Completed replacement of the motor control center at Sewer Lift Read Rd.
- Completed CWRF Chemical Storage area project
- Rehabilitated 40 manholes
- Completed construction of CWRF's emergency generator diesel fuel tank replacement
- Began replacement of atmospheric monitoring system at CWRF headworks
- Began design of "Sewer Hotspot" repair/replacement
- Installed 10 additional SmartCover sewer level monitoring devices at identified hot spots

### Goals for 2023-2024

- Zero wastewater violations and zero sanitary sewer overflows
- Complete construction of permanent ammonia injection system for sequential chlorination
- Complete design and begin construction of Sewer Hotspot rehabilitation project
- Replace Headworks bar screen at CWRF
- Construct Dewatering Press at CWRF
- Complete annual calibration of all flow meters at CWRF
- Complete replacement of atmospheric monitoring system at CWRF headworks
- Continue to rehabilitate 40 manholes

## Board Memorandum

March 23, 2023

**To:** General Manager

**From:** Tamara Sexton, Finance Manager

**Subject:** **Comprehensive Rate Study**

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**Objective:** Conduct a two-year comprehensive water and wastewater study.

**Action Required:** Authorize the General Manager to enter into an agreement with Black & Veatch to conduct a comprehensive rate study, not to exceed \$63,920.00.

**Discussion:** The District last conducted a rate study in 2019, adopting a five-year rate structure, with the final rate increase occurring July 2023. The proposed study will review existing rates and evaluate the fixed and commodity rate structure to ensure sufficient funds to cover operational costs, necessary capital projects and reserves. The study will set rate adjustments for a two-year period effective July 2024 and July 2025. Staff will also consult with special counsel to ensure the cost-of-service analysis of the rate study meets all legal requirements of Proposition 218 and 26.



PROPOSAL FOR CAMROSA WATER DISTRICT

# Water and Sewer Rate Study

MARCH 14, 2022



**BLACK & VEATCH**

March 14, 2023

**Camrosa Water District**

Tamara Sexton  
Finance Manager  
7385 Santa Rosa Road  
Camarillo, CA 93012

**RE: Black & Veatch Proposal for a Water and Sewer Rate Study**

Dear Ms. Sexton:

In response to Camrosa Water District's (District) request for a *Water and Sewer Rate Study*, Black & Veatch Management Consulting, LLC (Black & Veatch) presents this proposal for your consideration.

Based on our conversation, the District wishes for Black & Veatch to perform a rate study for potable water, non-potable water, and sewer. The study hopes to address the following elements: raising operating costs of providing services, the need to continually improve infrastructure, provide reliable service, and maintain adequate reserves and funding. These elements have different impacts on the systems; therefore, the study will assess and evaluate the District's current rates to provide enough, defensible funding to meet their obligations as well as proportionate to the cost of providing the service.

We are sincerely interested in providing these professional services and believe our overall experience and highly qualified personnel provide the best service value to the District. Please contact the Project Director, Ms. Ann Bui at +1 949-302-6017 or [BuiA@bv.com](mailto:BuiA@bv.com) if you have any questions or require additional information.

Very truly yours,



Chris Klausner  
Associate Vice President



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# Scope of Services

## SCOPE OF SERVICES

### Task 1. Project Management

Black & Veatch will establish lines of communication and obtain the necessary data to conduct the analysis. Specific subtasks include:

- Perform general project management duties, including client correspondence, invoicing, budget/scope management, project documentation, and administer project controls using Black & Veatch’s proprietary internal project tracking system.
- Conduct a kick-off meeting with District staff at the beginning of the project to understand goals and objectives and to establish responsibilities, schedules, and milestones throughout the project.
- Develop a data request list for pertinent financial and operational documents that will be used throughout the project. At a minimum, the following documents will be requested:
  - Summary of revenue budgets. Data covering rate schedules, basis for billings, revenue data, and consumption records for all customer classes for the most recent five years.
  - Summary of operation and maintenance (O&M) budgets. Data covering known or projected changes to O&M expenses, such as labor costs, contract services, utilities, etc.
  - A five-year major capital improvement project plan with estimated costs and scheduling.
  - Latest documents related to debt issues, such as official statements that provide information about debt service, bond covenants, debt service coverage requirements, etc.

- Latest master plans, Urban Water Management Plan, Sanitary Sewer Management Plan, and other relevant documents.

### Task 2. Financial Plan

Black & Veatch will develop a five-year revenue requirement (financial plan) for the District’s utilities. Specific subtasks include:

#### *Development of Revenues*

The development of revenues will be based on examining historical customer billings, financial reports, and current operating budgets.

#### *Customer, Usage, and Flow Projections*

The District will provide accounts by meter size, consumption, and equivalent dwelling units (EDU) for a historical five-year planning period. We will analyze historical and projected growth trends, climatological patterns, the potential for adding/losing major enterprise customers, and changes in customer class usage patterns.

#### *Revenue Projections*

The existing revenue from rates will be determined by applying the current rates to projected accounts, consumption, and EDUs. Revenue determined from this analysis will form the basis to assess revenues under existing rates for all customer classes over the period. The revenue projections are based on FY 2023 rates.

#### *Miscellaneous Revenue*

The revenues generated from other sources such as interest earnings and other miscellaneous revenues will be incorporated and projected for the planning period. These revenue sources are important for determining the net level of future revenues that need to be generated from rates.

### Development of Revenue Requirements

The development of revenue requirements will be based on examining historical financial reports, current operating budgets, proposed capital improvement programs, and long-term debt.

### Project Operation and Maintenance Expense

Projections of O&M expenses will be developed to facilitate analysis and cost allocations. O&M expenses will be projected based on a review of historical financial records and trends and available budget estimates of future O&M costs. Projections will recognize estimated increases in the number of accounts and usage served as well as the potential effects of continued inflation in costs levels for power, regulatory requirements, and other O&M categories, the addition of new system facilities, any anticipated changes in operation and staffing, and other factors which may influence future expense levels.

Black & Veatch will identify operating and capital costs associated with serving potable, non-potable, and sewer customers. Each customer places different demand on the District's infrastructure and therefore costs will be identified and distributed to the appropriate customer.

### Capital Improvement Program Financing Plan

Financing plans for the enterprise's planned major capital projects will be developed based on the schedule and costs in the Capital Improvement Program (CIP). **The District anticipates the incorporation of updated master plans scheduled to be completed by August 2023.** The recommended CIP financing strategy will be based on consideration of available funding, loans, revenue bonds, and pay-as-you-go financing. Depending upon the magnitude

of the CIP, additional debt financing may be indicated during the study period to augment funds generated by enterprise rates and other funding sources.

### Debt Service Expense

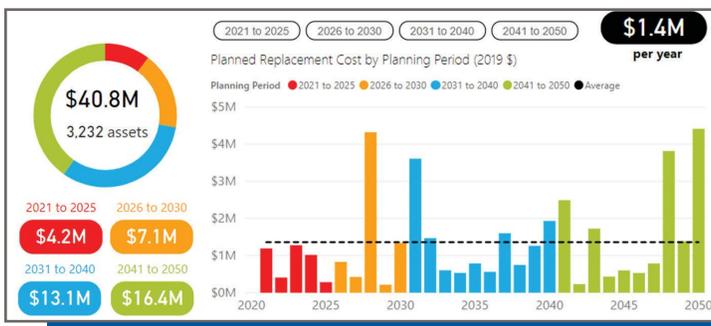
Projections of principal and interest payments on outstanding debt obligations and any projected future bonds or state revolving fund loans for major capital improvements will be developed for the forecast study period. The debt service on future bonds will reflect, as appropriate, the number of bond proceeds required for construction, issuance costs, and compliance with any reserve requirements of the authorizing resolution.

### Reserve Funding

Existing reserve fund requirements and balances will be reviewed for adequacy. Applicable bond ordinance requirements will be reviewed along with any relevant enterprise policies. Based on a review of reserve funding requirements, industry standards, and state regulations, adequate reserve levels will be recommended.

### Cash Flow Analysis

Black & Veatch will prepare cash flow analyses summarizing the above projections of revenues and revenue requirements to determine the adequacy of revenues under existing rate levels to meet operating and capital needs for the five-year study period. Forecasted revenue will include revenue under existing rates for service, funds generated from other operating income, and interest income. Revenue requirements will include operation and maintenance expenses, routine capital expenditures, the revenue financed portion of major capital improvements, and any applicable debt service costs or other anticipated obligations, as applicable. Adjustments will be made to allow any required revenue increases to meet revenue requirements over the period and to minimize the impact of rate increases on the Districts' customers to the extent possible.



Utilizing the scenario builder in our rate model, we will work with the District to prepare **three** cash flow scenarios reflecting changes in different assumptions such as customer usage, operating expenses, capital costs, and capital funding options. Each scenario will evaluate the ability of each system to fund revenue requirements under the current rates and the level of future revenue adjustments needed to meet obligations, including reserve requirements.

### Task 3. Cost of Service Analysis

Black & Veatch will assign and allocate the revenue requirements to the different functional components using AWWA and WEF principles. Specific subtasks include:

#### *Annual Cost of Service*

For the test year for which rates are to be designed, the cost of service to be met from rates and charges will be determined from the revenue requirements identified in Task 2.

The cost-of-service estimates will then serve as the basis for developing cost of service rate schedules for the test year. The net revenue requirements to be derived from rates for the test year will be developed on a cash requirements basis.

#### *Units of Service*

Develop an estimate of the units of service associated with each cost causative element for enterprise service. The units of service will be estimated based on the service characteristics defined for each customer classification.

Units of service will be developed recognizing the accounts and usage analysis, available data, and engineering judgment about customer class service requirements. The service characteristics for each customer class will be developed to match each system's functional cost causative elements.

#### *Functional Cost Allocations*

The test year costs of service will be allocated to the functional cost components. The typical water functional cost classifications include supply, pumping, treatment, transmission & distribution, meters, and fire protection. The typical sewer

functional cost classifications include collection, lift stations, treatment, and solids handling.

#### *Cost Causative Allocations*

The cost of service for the test year will be allocated to the various cost causative components specific to the service provided. The cost causative allocations for water will recognize base, capacity, meters & services, customer, and fire protection. The cost causative allocations for sewer will recognize volume, strength, and customer.

#### *Allocation of Costs to Customer Classes*

The cost allocation process will use unit costs of service applicable to all system users and class units of service to determine proportional responsibility for total system costs allocable to each customer class. The relative responsibility of each customer class will be determined based on the estimated service requirements for each class utilizing the overall cash test year revenue requirements.

#### *Determination of Revenue Adequacy*

Black & Veatch will compare class revenues under existing rates with the allocated class costs of service to determine the level of cost recovery by class and in total and demonstrate any needed adjustments to align class revenues and allocated costs.

### Task 4 - Rate Design

Black & Veatch will consider the policies, pricing objectives, and practical limitations associated with designing rates for the District when developing rate schedules. **Rate schedules will be developed for a fiscal two-year period beginning July 1, 2024.** This task aims to develop fair and equitable rates that are simple and easy to understand for existing customers.

The key activities include the following:

- Based on the analysis completed herein, we will affirm the reasonable nexus between the cost incurred in providing the service and the rates and charges developed to price the service.

- Assess the applicability of the existing rates from a policy and operating perspective to meet established rate-setting objectives.

Upon completing the cost-of-service analysis in Task 3, Black & Veatch will work with District staff to develop rates that meet the goals and objectives identified. Specific subtasks include:

### *Water Rate Structures*

Black & Veatch will examine the existing rate structures as requested by the District. The first step is to update the existing rates which are currently based on a monthly service charge by meter size and two-tier volumetric charge for residential and uniform volumetric charge for non-residential customers. There are no planned alternative rate structures to be designed.

### *Fire Protection*

Review and revise existing private fire service fees. We will review the District’s operating and capital requirements for private fire service and update the fees for this service.

### *Sewer Rate Structures*

Black & Veatch will examine the existing rate structures as requested by the District. The first step is to update the existing rates which are currently based on equivalent dwelling units for all customers. There are no planned alternative rate structures to be designed.

### *Compare Typical Bills*

Black & Veatch will perform typical bill comparisons for residential and non-residential customers to show the potential impact of the recommended rates for the test year.

### *Benchmarking Analysis*

Black & Veatch will obtain rates for five to ten neighboring agencies and calculate typical bills to show how both the existing and proposed rates for the District compare to other local municipalities.

## Task 5. Reports, Meetings & Rate Model

### *Draft Report*

Black & Veatch will prepare a draft comprehensive rate study report. The draft report will document the findings and make recommendations for District rates. The report will include the following sections:

- Executive Summary
- Financial Plan
- Cost of Service Analysis
- Rate Design
- Appendix (Work Papers)

Black & Veatch will work with District outside legal counsel to prepare the proper documentation association with the rate study.

### *Final Report*

Black & Veatch will prepare a final comprehensive rate study report. The report will include all the sections in the draft report and address any comments received from District staff, outside District legal counsel and Board of Directors. Black & Veatch will deliver an electronic PDF copy of the final report.

### *Meetings*

Black & Veatch will participate in the following meetings:

- One (1) one-hour kick-off meeting with District staff via Microsoft Teams (or a similar platform).
- Three (3) one-hour progress meetings with the District to discuss progress and preliminary results via Microsoft Teams (or a similar platform). These meetings are tentative around the completion of the financial plan, cost of service analysis and rate design portion of the study.
- Three (3) two-hour Ad-Hoc Committee meetings to assist District in presenting findings and addressing comments. Meetings will be held in-person.
- Two (2) two-hour Board of Director meetings. One will be to proceed with Proposition 218

public notifications and the second a public hearing meeting where rates are up for adoption. Meetings will be held in-person.

- Two (2) two-hour legal counsel meetings to discuss the rate report and documentation.

### Rate Model

Black & Veatch’s approach to developing a rate model is based on customizing our base model for the District’s unique characteristics, customers, the flow of funds, billing data, and financial planning goals and objectives through proven calculation methodologies and industry principles.

The model will contain the following features:

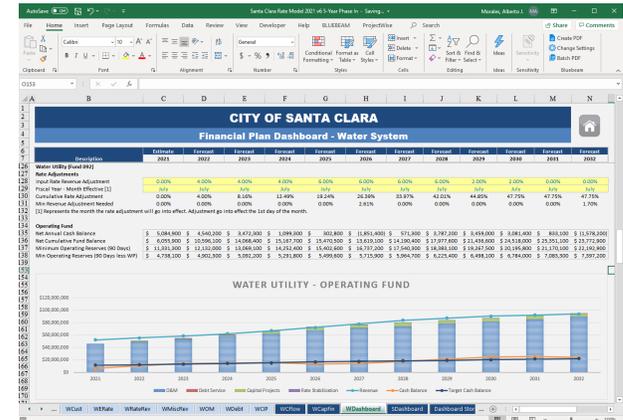
- Visually intuitive user interface and icon-based navigation throughout and between modules
- Logical organization of information and data flow based on the required analyses
- A consistent layout on each tab
- Centralized data inputs and assumptions
- Specifically tailored and designed to recognize the District’s unique needs, characteristics, and information base, including matching the District’s budgetary and accounting structures.
- Conduct “what-if” analyses reflecting the impact of changes in significant system variables such as revised budgeted revenues and expenditures, changes in capital improvement program schedules, and policy decisions.
- Incorporation of user-friendly features, including fully automated preprogrammed print and navigation menus, customized icons for specific model functions, and other features.

The following screen shot demonstrates the Black & Veatch model.

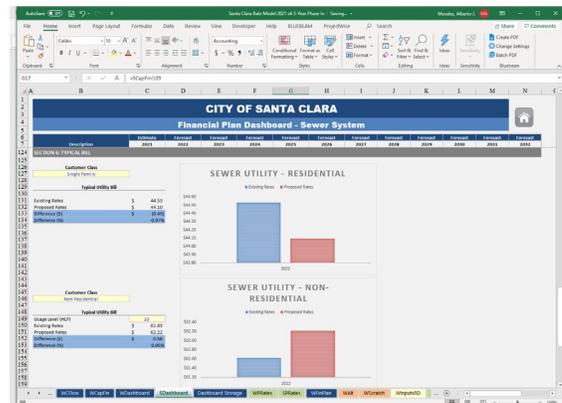
- General Navigation:** A system of links that allows users to switch between sections using simple navigation links.



- Dashboard:** A dashboard system that allows users to create scenarios for financial planning and rate revenue increases.



- Typical Bills:** As part of the dashboard, the model generates a graphical representation of typical bills.



# Work Schedule

Based on the Scope of Services, Black & Veatch prepared the following schedule based on a receipt of written Notice to Proceed the week of March 23, 2023. The schedules assume timely receipt of requested data, turn-around on materials submitted for review and access to District staff, outside legal counsel, Board of Directors, and other stakeholders for meetings.

Meeting schedule is preliminary based on previous experience with studies of similar nature and implementation of July 1, 2024.

Task Description	Mar 23	Apr	May	Jun	Jul	Aug	Sep-Dec	Jan-Jun 24
Task 1: Project Management	◆	[Hatched bar spanning from Mar 23 to Jan-Jun 24]						
Task 2: Financial Plan		[Solid blue bar spanning Apr to Jun]						
Task 3: Cost of Service Analysis			[Solid blue bar spanning May to Jul]					
Task 4: Rate Design					[Solid blue bar spanning Jul to Sep]			
Task 5: Reports, Meetings & Rate Model			■		■	■□	⌘ 3❖	□ ⌘ 2% 📄
	◆	NTP/Kick-Off Meeting	■	Progress Meeting	□	Draft Report	📄	Final Report
	⌘	Legal Council	❖	Ad-Hoc Meeting	⌘	Board Meeting	📄	Rate Model

# Key Personnel

The project team reflects the expertise and experience critical to serving the District in defining practical and implementable solutions that achieve the stated objectives of the Project. Our team is composed of experienced professionals with significant experience in water and wastewater financial planning analysis, cost-of-service studies, and supporting utilities through the community relations.

Mr. Alberto Morales will serve as Project Manager, and Ms. Ann Bui will serve as the Project Director in this engagement. Both Ann and Alberto have the knowledge and skillset to execute rate studies in California. **They both maintain a strong track record of working together in California and cohesively leading project teams to successfully deliver project results on schedule and budget.**

The following summarizes each team member's role in the project and experience. Complete resumes are available in Appendix A.



**ANN BUI** Project Director

**ROLE:** Ann will serve as the Project Director on this project to provide the technical guidance and leadership, work with the District to achieve the project objectives, and ensure the quality of the analysis and deliverables of all aspects of the project.

### HIGHLIGHTS

- Masters Business Administration, Finance, University of California – Davis
- Over 32 years providing Financial Advisory Services
- Experienced leader in Ratemaking Industry
- Served on similar projects for San Diego, CA, Santa Ana, CA, Long Beach, CA, Santa Clara, CA, Menlo Park, CA, Simi Valley, CA, Napa, CA, St. Helena, CA, City of Oakland, CA, Central Contra Costa Sanitation District, Sewerage and Water Board of New Orleans, LA, Philadelphia Water Department, PA, and Washington Suburban Sanitary Commission, MD

Ann Bui is a Senior Managing Director and leads Black & Veatch Management Consulting's Rates & Regulatory business. Besides providing clients with strategic financial management strategies, her responsibilities include driving innovation to water utilities in the areas of financial and advisory planning, advanced metering, customer experience, asset integrity, and enterprise risk management services.

Her recent assignments have focused on drought, water scarcity and value of water issues; addressing affordability and assistance program needs; quantifying the financial impact of deferred asset maintenance; developing innovative approaches for structuring alternative delivery projects using private and public financing instruments and preparing financial feasibility reports supporting more than \$15 billion of revenue bond sales, more than \$2 billion in state revolving fund loans, and \$1 billion of grants.

An active proponent of advancing the water industry, Ann is a long-standing member of several industry associations. She is a past Chair of the American Water Works Association (AWWA) Finance, Accounting, and Management Controls (FAMC) Committee. She is involved with AWWA's Rates and Charges Committee, the National Association of Clean Water Agency's Utility Management Committee, and the Water Environment Federation. Under her six-year tenure as FAMC Vice-Chair and Chair, she was a lead author and editor for AWWA's book **Financial Management for Water Utilities: Principles of Finance, Accounting and Management Controls**.

Ann's contributions to the rate-setting practice include authorship and editorial involvement with all the industry's guiding documents:

- AWWA, Principles of Water Rates, Fees and Charges (M1) – 6<sup>th</sup>, 7<sup>th</sup>, and upcoming 8<sup>th</sup> editions
- AWWA, Water Utility Capital Financing (M29) – 3<sup>rd</sup>, 4<sup>th</sup>, and upcoming 5<sup>th</sup> editions
- WEF, Financing and Charges for Wastewater Systems (MoP 27) – 4<sup>th</sup> edition
- WEF, User Fee-Funded Stormwater Programs



**ALBERTO MORALES** Project Manager

**ROLE:** Alberto will serve as the Project Manager on this project with the responsibility of managing the day-to-day execution and operations, leading the execution of all aspects of the project, and achieving the agreed upon milestones and deliverables of this project.

**HIGHLIGHTS**

- Masters Business Administration, Finance, University of California - Los Angeles
- Over 20 years providing Financial Planning and Cost of Service Analysis
- Experienced project manager and project leader
- Served on similar projects for San Diego, CA, Long Beach, CA, Santa Clara, CA, Oxnard, CA, Water Board of New Orleans, LA, and Washington Suburban Sanitary Commission, MD

Alberto Morales is a Manager within Black & Veatch's Management Consulting, LLC. with extensive utility and consulting experience involving various public and special district utility projects associated with water, wastewater, and recycled water throughout the United States. His utility knowledge covers a wide range of utility management and operating issues, including cost of service and rate analysis, financial planning, capital financing, capital prioritizing, business case analysis, and due diligence.

Alberto has served and supported municipal utilities in developing and communicating to staff and outside stakeholders about the purpose and value of long-term financial plans, cost of service analysis, and alternative rate structures.

**Representative Project Experience**

Water, Wastewater, Recycled Water Enterprise Financial Planning, Cost-of-Service, Alternative Rate Structure, Utility Benchmarking and Cost Evaluation Studies.

- Santa Clara, CA
- St. Helena, CA

- Camrosa Water District, CA
- Napa, CA
- County of San Diego, CA
- Burbank, CA
- Simi Valley, CA
- Menlo Park, CA
- Olivenhain Municipal Water District, CA
- San Diego, CA
- County of San Bernardino, CA
- Lomita, CA
- Fountain Valley, CA
- Garden Grove, CA
- Downey, CA
- Pico Rivera, CA
- Los Angeles, CA
- Central Contra Costa Sanitation District, CA
- Flagstaff, AZ
- Glendale, AZ
- Phoenix, AZ
- Scottsdale, AZ
- Las Campanas Water and Sewer Coop, NM
- Unified Government Wyandotte County, KS
- Topeka, KS
- Hudson Oaks, TX
- Gulf Coast Water Authority, TX
- Shreveport, LA
- Atlanta, GA
- Washington Suburban Sanitary Commission, MD

# Project Fee

Based on the Scope of Services outlined in the proposal, Black & Veatch proposes to perform the scope on a time-and-materials basis for a not-to-exceed amount of \$63,920 inclusive of anticipated direct expenses as shown in Table 1. Direct expenses include but are not limited to mileage, car rental, hotels, meals, and reproduction costs.

There are two additional items that may arise during the Study which the District have asked for clarification of costs.

1. Additional Meetings: The estimated price per meeting is \$500 for a one-hour virtual meeting and \$1,200 for a two-hour in-person meeting. Meetings will be attended by both the PM and PD.
2. Additional Scenarios: The estimated price per financial plan scenario and associated rate structure is \$1,000.

TABLE 1 PROJECT COSTS

TASK DESCRIPTION	PROJECT DIRECTOR	PROJECT MANAGER	FINANCIAL ANALYST	TOTAL COST
<b>Team Member</b>	<b>Bui</b>	<b>Morales</b>	<b>Staff</b>	
Hourly Billing Rate	<b>\$365</b>	<b>\$275</b>	<b>\$190</b>	
Task 1: Project Management	0	5	7	\$2,705
Task 2: Financial Plan	0	18	72	\$18,630
Task 3: Cost of Service Analysis	1	24	36	\$13,805
Task 4: Rate Design	0	16	38	\$11,620
Task 5: Reports, Meetings and Models	7	23	37	\$15,910
<b>Total Hours</b>	<b>8</b>	<b>86</b>	<b>190</b>	<b>\$62,670</b>
Direct Expenses				\$1,250
<b>Total Fee</b>				<b>\$63,920</b>

Upon request and authorization by the District via an addendum to the agreement, any additional services or meetings not identified in the scope of services will be negotiated with the District upon developing a scope of services.

## Board Memorandum

March 23, 2023

**To:** General Manager

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

**Subject:** SmartCover Sewer Monitoring System

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**Objective:** Improve sewer system monitoring with the addition of ten sewer Smartcovers.

**Action Required:** Authorize the General Manager to:

- 1) Appropriate \$60,000.00 from the Wastewater Capital Replacement Funds and establish a Smart Covers Sewer Manhole Capital Improvement Project (CIP); and
- 2) Issue a purchase order to SmartCover Systems not to exceed \$56,229.43, for the purchase and installation of SmartCover Monitoring devices on ten District manholes.

**Discussion:** The SmartCover Monitoring devices will be installed on ten District manholes near potential hotspots and along the main trunkline. The SmartCover Monitoring System is an integrated, real-time remote wastewater level monitoring system. The system consists of an ultrasonic sensor level transducer combined with an integrated pressure sensor, system controller, and powerpack, all mounted under the manhole cover. The SmartCover System integrates with the Iridium satellite network for communication. SmartCover provides Camrosa with data analysis and real-time early warnings of potential overflow events through advisories, alerts, and alarms to web-enabled devices.

Camrosa has previously installed twenty SmartCovers between Fiscal Year (FY) 20/21 and FY21/22. They have proved to be effective and have improved the District's ability to monitor the sewer system. This project will provide additional coverage at potential hotspots and along the main trunkline.

This project will be completed by the end of June 2023.

## Board Memorandum

March 23, 2023

**To:** General Manager

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

**Subject:** Distribution Valve Replacement CIP

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**Objective:** Install two 24-inch mainline valves as part of the Distribution Valve Replacement CIP.

**Action Required:** Authorize the General Manager to approve a purchase order, not to exceed \$29,750.00, to Sam Hill & Sons Inc., from the Distribution Valve Replacement CIP for the installation of two 24-inch mainline valves at Conejo Wells.

**Discussion:** The potable distribution system includes more than 100 miles of transmission and distribution pipelines, 1,300 mainline valves, and 1,100 fire hydrant valves. A majority of these valves were installed in the late 1960s and '70s. On June 24, 2021, the Board approved a Distribution Valve Replacement CIP in the amount of \$200,000.00.

The two 24-inch mainline valves at Conejo Wells are needed to isolate Conejo Wells from the distribution system so that repairs, maintenance, and testing can be performed without the need to shut down customers. Potholing and construction at the Conejo Wells have revealed a number of abandoned pipes and structures. Until the pipeline is fully exposed, the installation of the two valves has many unknowns. Staff reached out to our vendors for time and materials (T&M) work estimates. Sam Hill & Sons Inc. responded and has provided a not-to-exceed T&M quote of \$29,750.00.

There are sufficient funds available in the existing CIP.

## Board Memorandum

March 23, 2023

**To:** Board of Directors  
**From:** Tamara Sexton, Financial Manager  
**Subject:** **Salary and Classification Schedule**

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**Objective:** Update the salary and classification schedule.

**Action Required:** Adopt Resolution 23-04 Adjusting the District's Salary and Classification Schedule for Employees.

**Discussion:** The Salary and Classification Schedule is to be approved by the Board of Directors if there is a change. The schedule is being updated to reflect the salary of the General Manager. At the March 9, 2023 board meeting, the Board of Directors approved a five percent salary increase effective March 9, 2023 and a \$5,000 bonus for the General Manager.

Attachments:

- Resolution
- Proposed Salary Schedule



Board of Directors  
Andy F. Nelson  
Division 1  
Jeffrey C. Brown  
Division 2  
Timothy H. Hoag  
Division 3  
Eugene F. West  
Division 4  
Terry L. Foreman  
Division 5  
General Manager  
Tony L. Stafford

**Resolution No: 23-04**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adjusting the District’s Salary and  
Classification Schedule for Employees**

**Whereas**, the Board of Directors shall establish by resolution a Salary and Classification Schedule consisting of salary rates allocated to salary ranges; and

**Whereas**, except as otherwise provided herein, employees shall receive compensation provided in the Salary and Classification Schedule for the classification of the position in which they are employed; and

**Whereas**, the Salary and Classification Schedule shall include a descriptive title, salary ranges, and the number of allocated positions; and

**Whereas**, the General Manager shall recommend to the Board of Directors changes in the Salary and Classification Schedule to meet the needs of the District; and

**Whereas**, such changes may include but not be limited to a new position, salary range adjustment for the position, reclassification of the position only, or reclassification of the incumbent within the position, and must be submitted to the Board of Directors for approval; and

**Whereas**, the General Manager may appoint new employees within the salary range of the classifications in accordance with the Salary and Classification Schedule; and

**Whereas**, the District’s Salary and Classification Schedule attached hereto shall adjust the General Manager position for the salary review conducted on March 9, 2023 by the Board of Directors; and

**Now, Therefore, Be It Resolved** that the Camrosa Water District Board of Directors hereby adopts the Salary and Classification Schedule effective March 9, 2023.

**Adopted, Signed, and Approved** this 23<sup>rd</sup> day of March, 2023.

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

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

**CAMROSA WATER DISTRICT SALARY SCHEDULE**

**SALARY AND CLASSIFICATION SCHEDULE**

**Effective: March 9, 2023**

<b>Position</b>	<b>Minimum</b>	<b>Max</b>	<b>FTE</b>	<b>FLSA</b>	<b>Time Base</b>
Assistant General Manager/Water Resources & Regulatory Compliance	\$ 130,000	\$ 260,000	1	N	Annually
Chief Plant Operator	\$ 75,000	\$ 150,000	1	Y	Annually
Customer Service Manager	\$ 100,000	\$ 200,000	1	N	Annually
Customer Service Representative/ Accounts Payable Technician	\$ 45,000	\$ 90,000	1	Y	Annually
Customer Service Representative/Administrative Assistant	\$ 45,000	\$ 90,000	1	Y	Annually
District Engineer	\$ 110,000	\$ 220,000	1	N	Annually
Engineering & Capital Projects Manager	\$ 110,000	\$ 220,000	1	N	Annually
Field Service Technician I	\$ 40,000	\$ 80,000	0	Y	Annually
Field Service Technician II	\$ 45,000	\$ 90,000	2	Y	Annually
Finance Manager	\$ 110,000	\$ 220,000	1	N	Annually
General Manager	\$ 260,663.13	\$ 260,663.13	1	N	Annually
GIS Specialist	\$ 55,000	\$ 110,000	0	Y	Annually
I.T. and Special Projects Manager	\$ 110,000	\$ 220,000	1	N	Annually
IT Coordinator	\$ 75,000	\$ 150,000	0	Y	Annually
Instrumentation Technician	\$ 65,000	\$ 130,000	2	Y	Annually
Laboratory Analyst I	\$ 45,000	\$ 90,000	1	Y	Annually
Laboratory Analyst II	\$ 60,000	\$ 120,000	1	Y	Annually
Laboratory Supervisor	\$ 90,000	\$ 180,000	0	N	Annually
Senior Accountant	\$ 75,000	\$ 150,000	1	N	Annually
Senior Customer Service Representative	\$ 65,000	\$ 130,000	0	Y	Annually
Senior Customer Service Representative/Specialist	\$ 70,000	\$ 140,000	1	Y	Annually
Senior Field Service Technician	\$ 55,000	\$ 110,000	0	Y	Annually
Senior System Operator	\$ 75,000	\$ 150,000	2	Y	Annually
Superintendent of Operations	\$ 110,000	\$ 220,000	1	N	Annually
System Field Supervisor	\$ 80,000	\$ 160,000	0	Y	Annually
System Operator I	\$ 55,000	\$ 110,000	4	Y	Annually
System Operator II	\$ 60,000	\$ 120,000	2	Y	Annually
Water Loss Control Coordinator	\$ 80,000	\$ 160,000	1	Y	Annually
Water Quality & Environmental Compliance Supervisor	\$ 100,000	\$ 200,000	1	N	Annually
			<b>29</b>		
Board Member (per Meeting)	\$ 200.00	\$ 200.00		N	Per Meeting
Part-Time Student/Paid Internship	\$ 16.00	\$ 35.00		Y	Hourly
Part-Time/Temporary Employee	\$ 16.00	\$ 35.00		Y	Hourly

# Board Memorandum

March 23, 2023

**To:** General Manager

**From:** Terry Curson, District Engineer

**Subject:** Conejo Wellfield GAC Construction, Specification No. PW 21-04

**Objective:** Ratification of contract change orders and authorization to increase change order authority.

**Action Required:**

- 1) Ratify three change order requests from James C. Cushman totaling \$54,494.00, and
- 2) Authorize the General Manager to negotiate and issue change orders to James C. Cushman in an amount not to exceed 5-percent (\$289,607.50) of the November 18, 2021, awarded contract amount of \$5,792,150.00.

**Discussion:** On November 18, 2021, the Board of Directors awarded a contract to James C. Cushman for the construction of the Conejo Wellfield GAC Treatment Plant in the amount of \$5,792,150.00. Construction is underway and is expected to be complete in September 2023.

Current Change Order policy authorizes the General Manager to negotiate and authorize contract change orders in the amount of 10-percent of the contract, or \$100,000.00; whichever is less. To date, four change orders have been executed and two change orders are pending. These change orders total \$98,976.00 and are less than 2-percent of the contract. See the following table.

Change Order No.	Description	Amount
1	Drain Inlet Box Revisions	\$4,184.00
2	Fencing Modifications & Bypass Piping Installation	\$82,535.00
3	Regrading of Onsite Detention Basin	\$5,067.00
4*	Diesel Fuel Tank Grounding	\$6,345.00
5*	Potholing Unidentified 6" line	\$845.00
	<b>Total</b>	<b>\$98,976.00</b>

\*Pending

In November 2022, Camrosa staff transitioned from outside construction management services to in-house services. Subsequently in late February 2023, Cushman submitted several Preliminary Change Orders (PCOs) that include the three in the table below. This work was necessary and was completed in the summer of 2022.

PCO No.	Location	Description	Cost
004	Edison Transformer Pad	After project bid, Edison changed the requirements for the installation of the transformer pad resulting in a secondary underground vault	\$15,276.00
005	Booster Pumps	Cushman was directed to provide temporary power to Boosters 1 & 2, to allow the District to move locally produced water from Zone's 1 to 2	\$15,694.00
007	Backwash/Finish Water Tanks	After project bid, the tank's supplier modified the concrete footing detail, increasing the overall size requiring extra, excavation, steel, and concrete.	\$23,524.00
		<b>Total</b>	<b>\$54,494.00</b>

All three of these change orders were done on a Time & Material basis, and costs for this work were tracked by a full-time inspector. Cushman only recently submitted a request for payment citing a delay in receiving back-up information from their subcontractors. Staff is requesting ratification of these three PCOs in the amount of \$54,494.00.

For a project of this size and complexity, requiring integration into an existing facility, it is not uncommon to include contingencies for unforeseen changes in the range of 10-percent. Current change order amounts are slightly below 2-percent. Staff is requesting authority for the General Manager to negotiate and execute up to five percent of the construction contract. Ratification amounts shown above would not be included as part of the 5-percent request.

Funding is available from the FY2022-23 Capital Improvement Budget.

## Read File

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

- A. Change Order Listing
- B. Cash Balances (2/23)
- C. 2023 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
<b>900-18-01</b>		<b>CWRF Chemical Storage &amp; Feed System</b>	<b>\$ 1,057,500.00</b>	<b>\$ 20,928.82</b>							
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
						9/19/2019	GM	CO #1	\$ 1,700.00	\$ 1,700.00	Chemical Feed System was negotiated.
						12/12/2019	BD	CO #2	\$ 24,553.00	\$ 18,944.00	Engineering for 3 additional pumps
						6/23/2020	GM	CO #3	\$ 4,407.00	\$ 4,407.00	Construction support services
										\$ 96,816.00	Construction support services
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 for ultrasonic sensor installation
						9/27/2022	GM	CO #5	\$ 8,050.00	\$ 8,050.00	install approx. 32LF of 6x6 curb
						10/5/2022	GM	CO #6	\$ 3,496.00	\$ 3,496.00	grit extension
						2/22/2023	GM	CO #7	\$ 2,070.00	\$ 2,070.00	exchange primer
										\$ 788,498.06	
<b>900-18-03</b>		<b>Effluent Pond Relining</b>	<b>\$ 1,501,500.00</b>	<b>\$ 211,915.29</b>							
2017-30		MNS Engineers, 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	\$ 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	\$ 2,746.03	Grinding and patching existing catch basin
						1/6/2022	GM	CO #2	\$ 7,968.23	\$ 7,968.23	Install Concrete Curb in lieu of Berm
										\$ 1,066,115.26	
<b>900-18-02</b>		<b>CWRF Dewatering Press</b>	<b>\$ 2,158,000.00</b>	<b>\$ 1,994,063.42</b>							
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	
<b>650-15-01</b>		<b>PV Well (Lynwood Well)</b>	<b>\$ 5,967,000.00</b>	<b>\$ 251,206.90</b>							
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- additonal work
						2/23/2023	BD	CO #12	\$ 14,962.00	\$ 14,962.00	construction support services- additonal work
										\$ 384,904.00	
		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
						5/31/2022	GM	CO#2	\$ 18,515.19	\$ 18,515.19	PLC cost sharing
						12/12/2022	GM	CO# 3	\$ 17,023.00	\$ 16,338.00	Custom Tee/Raise foundation for chlorine tank
						3/9/2023	GM	CO#4	\$ 46,203.08	\$ 46,203.08	trenching
										\$ 3,046,254.27	
		American Public Works Consulting Engineers				6/24/2021	BD		\$ 68,200.00	\$ 68,200.00	construction management services
						5/3/2022	GM	CO #1	\$ 15,500.00	\$ 15,500.00	construction management services @ 100 hours
						2/23/2023	BD	CO#2	\$ 4,000.00	\$ 4,000.00	construction management services @ 100 hours
										\$ 87,700.00	
		Golden State Labor Compliance				7/16/2015	GM		\$ 3,900.00	\$ 3,900.00	labor compliance support
						7/26/2018	BD	CO #1	\$ 4,700.00	\$ 4,700.00	labor compliance support
						6/24/2021	BD	CO#2	\$ 24,500.00	\$ 24,500.00	labor compliance support
						5/3/2022	GM	CO# 3	\$ 9,024.00	\$ 9,024.00	labor compliance support
						2/23/2023	BD	CO#4	\$ 15,040.00	\$ 15,040.00	labor compliance support
										\$ 57,164.00	
		Union Materials Testing				4/18/2022	GM		\$ 4,480.00	\$ 4,480.00	testing and inspection services

				9/14/2022 GM	CO#1	\$	4,500.00	testing and inspection services
				2/10/2023 GM	CO#2	\$	1,500.00	testing and inspection services
						\$	10,480.00	
<b>600-20-02</b>	<b>Conejo Wellfield Treatment</b>	<b>\$ 11,275,000.00</b>	<b>\$ 839,837.56</b>					
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) Environmental compliance credit
				10/14/2021 BD	CO#5	\$	10,200.25	\$ 10,200.25 Phase CDFW/MMRP
						\$	445,200.00	
	James C. Cushman, Inc.			11/18/2021 BD		\$	5,792,150.00	GAC construction
				8/9/2022 GM	CO#1	\$	4,184.00	Drain inlet box
				12/6/2022 GM	Temp. Ext.	N/A	\$	- zero cost, time only, to bridge longer contract negotiation
				12/12/2022 GM	CO#2	\$	95,610.00	\$ 82,535.00 fencing and one 1 bypass
				2/22/2023 GM	CO#3	\$	5,067.00	\$ 5,067.00 modifications to grading of detention basin
				GM	CO#4	\$	6,345.00	Fuel Tank
				GM	CO#5	\$	845.00	Unidentified 6" waterline
						\$	5,891,126.00	
				3/23/2023 BD		\$	15,276.00	Edison Transformer Pad
				3/23/2023 BD		\$	15,694.00	Booster Pump
				3/23/2023 BD		\$	23,524.00	Bac/finish bolted tanks
						\$	54,494.00	
						\$	5,945,620.00	
	Michael K. Nunley & Associates			11/18/2021 BD		\$	179,850.00	\$ 179,850.00 Conejo Wellfield construction management
				11/16/2022 GM	CO#1	\$	23,956.09	\$ 23,956.09 Remainder construction management.
						\$	203,806.09	\$ 203,806.09
	Royal CED			11/10/2021 BD			1,054,110.97	1,054,110.97
				3/3/2023 GM	CO#1		1,899.17	1,899.17 PCM panel, eliminate mmcs, spare cabinet, plm bom panel
							1,056,010.14	1,056,010.14
<b>650-22-02</b>	<b>Tierra Rejada Well</b>	<b>\$ 540,000.00</b>	<b>\$ 19,380.77</b>					
	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 services/spinner overview
				5/26/2022 BD	CO#5		17,810.00	\$ 17,810.00 Additional hydrogeological Design/Inspection Services
				9/27/2022 GM	CO#6		1,814.00	\$ 1,539.00 T&M basis to perform a summary report
							48,299.00	\$
	General Pump			8/5/2021 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
				6/29/2022 BD	CO#4	\$	139,733.00	cleaning and redevelopment
				11/10/2022 BD	CO#5	\$	60,541.75	purchase and installation of column pip
						\$	486,138.98	
	<b>ASRB GSA GSP</b>							
	Intera			10/6/2021 BD		\$	603,390.00	Development of groundwater sustainability plan
				8/17/2022 GM	CO#1	\$	39,000.00	Hydrogeologic Conceptual Model Task 1
				8/17/2022 GM	CO#2	\$	16,480.00	GSP team calls/coordination/project management
				8/17/2022 GM	CO#3	\$	4,010.00	Water budget partition across bailey fault
						\$	642,390.00	

FUNDS FY 22-23

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	% Invested
<b>UNRESTRICTED FUNDS</b>									
<b>Investments</b>									
LAIF	44,758,016.93	43,758,016.93	43,758,016.93	43,908,107.32	29,108,107.32	28,608,107.32	29,217,920.34	29,217,920.34	69%
TREASURY BILLS	-	-	-	-	13,374,186.00	13,374,186.00	13,374,186.00	13,374,186.00	31%
	44,758,016.93	43,758,016.93	43,758,016.93	43,908,107.32	42,482,293.32	41,982,293.32	42,592,106.34	42,592,106.34	100%
<b>Operating Accounts</b>									
UNION BANK DEPOSIT ACCOUNT	270,711.97	1,024,800.16	595,956.69	31,159.68	573,001.19	965,144.58	250,255.53	190,014.92	
UNION BANK DISBURSEMENTS ACCOUNT	1,193,625.04	587,060.36	568,349.70	1,537,467.79	792,851.38	1,478,840.65	752,101.50	992,831.73	
BANK OF AMERICA-RTL ACCOUNT	361,004.22	449,079.26	201,821.81	233,863.77	409,626.99	206,989.25	239,076.51	217,193.67	
	1,825,341.23	2,060,939.78	1,366,128.20	1,802,491.24	1,775,479.56	2,650,974.48	1,241,433.54	1,400,040.32	
TOTAL	\$ 46,583,358.16	\$ 45,818,956.71	\$ 45,124,145.13	\$ 45,710,598.56	\$ 44,257,772.88	\$ 44,633,267.80	\$ 43,833,539.88	\$ 43,992,146.66	
<b>RESTRICTED FUNDS</b>									
PAYMENT FUND 2016	2,114.77	4,323.38	6,270.43	8,307.71	10,715.83	858,379.76	6,370.83	10,829.84	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	2
WATER ACQUISITION FUND 2016	319,785.23	319,785.23	262,568.14	183.14	183.14	183.14	183.14	183.14	3
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.80	6,050.87	
TOTAL	\$ 1,207,479.56	\$ 1,209,688.17	\$ 1,154,418.13	\$ 894,070.41	\$ 896,478.53	\$ 1,744,142.46	\$ 892,133.46	\$ 896,592.54	
GRAND TOTAL	\$ 47,790,837.72	\$ 47,028,644.88	\$ 46,278,563.26	\$ 46,604,668.97	\$ 45,154,251.41	\$ 46,377,410.26	\$ 44,725,673.34	\$ 44,888,739.20	

**U.S. Treasury Bills**

Financial Institution	Settlement Date	Maturity Date	Par Value	Market Price at Purchase	Amount	Yield to Maturity	Market Value Current
Pershing, LLC	11/7/2022	11/2/2023	14,000,000	95.5299	13,374,186.00	4.69%	13,547,100.00

**Series 2016-Reserve Fund**

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	4.31%	N/A	879,528.69	2,871.75

**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	4.31%	N/A	183.14	0.56

**ANTICIPATED OUTFLOWS**

Water Purchases February 2023	395,032.95
Payroll PR 3-1, 3-2 & ME	400,000.00
AP Check Run 3/1, 3/15	1,000,000.00
Large CIP Project Payments	-
Bond Payments	-
	<u>\$ 1,795,032.95</u>

**FINANCE MEETING**

DATE  
3/13/2023

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

**MEETING NOTES:**

1. The payment fund received interest earnings in the amount of \$1,131.40 in the month of February
2. The reserve fund received interest earnings in the amount \$2,955.67 in the month of February. The full amount was transferred to the payment fund
3. The water acquisition fund received interest earnings in the amount of \$0.62 in the month of February. The full amount was transferred to the payment fund
4. The interest fund received interest earnings in the amount of \$85.00 in the month of February. The full amount was transferred to the payment fund
5. The principal fund received interest earnings in the amount of \$286.32. The full amount was transferred to the payment fund
6. LAIF's average monthly rate of return for the period was 2.624

# 2023 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	
30																				

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5						1	2
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31																			

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

2023 Holidays
January 2 <sup>nd</sup> - New Year's Holiday (Observed)
February 20 <sup>th</sup> - President's Day
May 29 <sup>th</sup> - Memorial Day
July 4 <sup>th</sup> - Independence Day
September 4 <sup>th</sup> - Labor Day
November 13 <sup>th</sup> - Veteran's Day
November 23 <sup>rd</sup> & 24 <sup>th</sup> - Thanksgiving
December 22 <sup>nd</sup> & 25 <sup>th</sup> - Christmas
December 29 <sup>th</sup> - New Year's Eve

2023 Conferences
CASA Winter Conf. (Palm Springs) - Jan. 25 <sup>th</sup> - 27 <sup>th</sup>
ACWA Spring Conf. (Monterey) - May 9 <sup>th</sup> - 11 <sup>th</sup>
CASA 68 <sup>th</sup> Annual Conf. (San Diego) - Aug. 9 <sup>th</sup> - 11 <sup>th</sup>
ACWA Fall Conf. (Indian Wells) - Nov. 28 <sup>th</sup> - 30 <sup>th</sup>

2023 AWA Meetings
"Water Issues" Third Tuesday (except Apr., Aug., Dec.)
Waterwise Breakfast (See yellow on calendar)
AWA Board Meetings (See orange on calendar)
May 25 <sup>th</sup> - Annual Symposium
<b>August - DARK (No Meetings or Events)</b>
September 28 <sup>th</sup> - Reagan Library Reception
December 7 <sup>th</sup> - Holiday Mixer

2023 VCSDA Meetings
February 7 <sup>th</sup> - Annual Dinner
April 4 <sup>th</sup>
June 6 <sup>th</sup>
August 1 <sup>st</sup>
October 3 <sup>rd</sup>
December 5 <sup>th</sup>

Camrosa Water District  
 7385 Santa Rosa Road  
 Camarillo, CA 93012

**Note:** Board of Directors meetings are highlighted in **RED**. Board Meetings are held on the **2nd & 4th Thursday** of each month at 5pm unless indicated.

*Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM*