

Board Agenda

Regular Meeting

Thursday, March 9, 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 February 23, 2023
2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$294,284.07.

Primary Agenda

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

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

Action Required: No action necessary; for information only.

4. ****Investment Opportunities**

Objective: Increase investment returns and diversify the District's investment portfolio by investing a portion of the District's reserves in U.S. Treasury Bills.

Action Required: Discuss and consider investing a portion of reserve funds in Treasury Bills not to exceed an amount set by the Board of Directors and that have a maturity of no longer than one year.

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

Objective: Declare a Stage Two Water Supply Shortage.

Action Required: Adopt Resolution 23-03, Rescinding a Stage 3 Water Supply Shortage and Declaring a Stage Two Water Supply Shortage.

CLOSED SESSION: The Board may enter closed sessions to confidentially discuss litigation matters and personnel matters as authorized by Government codes 54956.9(d)(4) and 54957 respectively.

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

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

Action Required: No action necessary; for information only.

7. **Closed Session – Personnel Matters**

Objective: Review General Manager's salary.

Action Required: Consider salary adjustment.

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/

March 9, 2023

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Camrosa Board Room
Thursday, February 23, 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
Terry L. Foreman, Director
Timothy H. Hoag, Director

Absent: Jeffrey C. Brown, Director

Staff: Tony Stafford, General Manager
Tamara Sexton, Finance Manager
Jozi Zabarsky, Customer Service 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 9, 2023

Director Nelson requested his comments expressing thanks and gratitude for the work of District employees; recognizing the skills, cross-training, and flexibility that employees demonstrate to achieve so much, be placed on record. Director Foreman requested additional information be placed on record relating to Agenda Item #4; noting that Urban Futures made a presentation and is expected to verify information presented, and the approved 10% salary increase did not apply to the General Manager. With that, the Board approved the Minutes of the Regular Meeting of February 9, 2023.

Motion: Nelson **Second:** Hoag

Yes: Nelson-Hoag-Foreman-West

Absent: Brown

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$1,083,463.75 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$1,083,463.75.

Motion: Nelson **Second:** Hoag

Yes: Nelson-Hoag-Foreman-West

Absent: Brown

Primary Agenda

3. University Well Rehabilitation Project

The Board appropriated additional funding from the Potable Capital Replacement fund to the University Well Rehabilitation Project in the amount of \$15,000.00.

Motion: Nelson **Second:** Hoag

Yes: Nelson-Hoag-Foreman-West

Absent: Brown

4. Ag 3 Non-Potable Tank Replacement & Various Site Improvements

The Board authorized the General Manager to award a contract to Cannon Corp. Engineers (Cannon) for engineering design services to replace the existing Ag 3 non-potable tank and various site improvements in the amount of \$148,886.00.

Motion: Foreman **Second:** Nelson

Yes: Nelson-Hoag-Foreman-West

Absent: Brown

5. Pleasant Valley Well No. 2 Well Facility, Phase 3, Specification No. PS 21-01

The Board authorized the General Manager to:

- 1) Issue a change order to Perliter & Ingalsbe Consulting Engineers (P & I), in the amount not-to-exceed, \$14,962.00 to provide additional engineering and construction support services, and;
- 2) Issue a change order to Golden State Labor Compliance, in the amount not-to-exceed \$15,040.00 to provide additional labor compliance services, and;
- 3) Issue a change order to American Public Works Consulting Engineers, in the amount not-to-exceed \$4,000.00 to provide additional project management services.

Yes: Nelson-Hoag-Foreman-West

Absent: Brown

6. Water Supply Conditions Update

The Board received an update of current water supply conditions and discussed appropriate options to consider at the next Board meeting.

No action required; for information only.

Comments by General Manager

- Backflow letters will be mailed out soon to the customers who will be assuming responsibility of their cross-connection prevention devices.
- Staff will be meeting with Urban Futures again next week.

Comments by Directors

- Director Nelson briefly discussed the recent Calleguas Board action downgrading from State 3 to Stage 2, the Metropolitan retreat, the Salinity Management Pipeline, and the CalDesal conference.
- Director Foreman asked why General Pump is not listed on the change order listing for the Conejo Wellfield project, which staff will review. He also noted a possible calculation error regarding the cash position report, which staff will review. He provided the following updates:

- ACWA Regulatory meetings: the State budget deficit will result in decreased funding for recycled water and PFAS. ACWA is pushing for water bonds and requesting regional input.
 - The Water Management Committee is considering relief for outflows.
 - Solve the Water Crisis legislation is considering setting supply targets in late March 2023.
- President West stated that Metropolitan staff was supposed to report back to their Board with a water supply plan but did not.

Adjournment

There being no further business, the meeting was adjourned at 5:52 P.M.

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

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

Board Memorandum

March 9, 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 \$294,284.07.

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

Payroll PR 2-2 & ME	\$ 43,221.08
Accounts Payable 2/16/2023-03/01/2023	\$ <u>251,062.99</u>
Total Disbursements	\$ <u>294,284.07</u>

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Tony L. Stafford, General Manager

Camrosa Water District

Accounts Payable Period:

2/16/2023-03/01/2023

Expense	Account Description	Amount
10302	Escrow Account-Cushman	15542.75
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
13400	Construction in Progress	73318.36
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	461.64
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50012	CamSan Reclaimed Water	
50135	PERS Retirement	
50200	Utilities	
50210	Communications	4338.75
50220	Outside Contracts	44420.23
50230	Professional Services	60836.06
50240	Pipeline Repairs	
50250	Small Tool & Equipment	54.55
50260	Materials & Supplies	13876.56
50270	Repair Parts & Equip Maint	43546.74
50280	Legal Services	6142.10
50290	Dues & Subscriptions	
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	4068.00
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$251,062.99

By Vendor Name

Vendor: HAC01 - HACH COMPANY

59094	02/27/2023	HACH COMPANY	13468260	Materials & Supplies - Reagents 5500	Materials & supplies	1524.51
59094	02/27/2023	HACH COMPANY	13468353	Materials & Supplies - Reagents - CL17	Materials & supplies	898.93
59094	02/27/2023	HACH COMPANY	13471445	Materials & Supplies - Reagents 5500	Materials & supplies	509.18
Vendor HAC01 - HACH COMPANY Total:						2932.62

59095	02/23/2023	HILL TEAM PROPETIES	00007386	Deposit Refund Act 7386 - 4577 Calle Argolla	Refunds payable	61.74
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Vendor: IDE01 - IDEXX LABORATORIES, INC

59096	02/23/2023	IDEXX LABORATORIES, INC	3123473694	Laboratory Supplies	Materials & supplies	320.07
59096	02/23/2023	IDEXX LABORATORIES, INC	3123627522	Laboratory Supplies Microbiology	Materials & supplies	1429.24
Vendor IDE01 - IDEXX LABORATORIES, INC Total:						1749.31

59097	03/01/2023	INFOSEND, INC.	230464	Printing & Mailing February 2023 Statements	Outsd contracts	5178.23
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Vendor: J&H01 - J&H Engineering

59098	03/01/2023	J&H Engineering	3963	Wellhead Piping - Conejo Well 2	Construction in progress FY23-0211	4748.17
59098	03/01/2023	J&H Engineering	3964	Wellhead Piping - Conejo Well 3	Construction in progress FY23-0212	7591.91
59098	03/01/2023	J&H Engineering	3965	Wellhead Piping - Conejo Well 4	Construction in progress FY23-0213	4146.9
59098	03/01/2023	J&H Engineering	3966	Wellhead Piping - Conejo Well 8	Construction in progress FY23-0214	10551.73
Vendor J&H01 - J&H Engineering Total:						27038.71

59099	02/23/2023	JOANNE Y ORA	00000905	Deposit Refund Act 905 - 867 Paseo Serenata	Refunds payable	7.87
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59100	03/01/2023	KENNEDY/JENKS CONSULTANTS	161195	Grant Program (Kennedy/Jenks)	Prof services FY22-0271-R1	1365
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59101	02/27/2023	LINDE GAS & EQUIPMENT INC	34280716	Acetylene Gas Cylinders	Materials & supplies	77.29
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59102	02/23/2023	MICHAEL SOLOMON	00002416	Deposit Refund Act 2416 - 6175 Calle Bodega	Refunds payable	22.02
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59103	03/01/2023	PLEASANT VALLEY RECREATION AND PARK DISTRICT	PVRPD-CR-23	PVRPD Annual Lease	Outsd contracts	900
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Vendor: PSI01 - PSI Water Technologies

59104	03/01/2023	PSI Water Technologies	INV0005708	Repair Parts Penny Well CL2 Cell	Repair parts & equipmen FY23-0005	3175.24
59104	03/01/2023	PSI Water Technologies	INV0006354	Repair Parts Penny Well CL2 Cell	Repair parts & equipmen FY23-0005	14680.78
Vendor PSI01 - PSI Water Technologies Total:						17856.02

59105	03/01/2023	PURETEC INDUSTRIAL WATER	2056052	Membrane Preservation - RMWTP	Outside Contracts-RMW FY23-0159	28
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59106	02/27/2023	QUINN COMPANY	PC010429725	Replacement Circuit Board for SR Highlands Generat	Repair parts & equipmen	903.08
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59107	02/27/2023	ROYAL INDUSTRIAL SOLUTIONS	9009-1028150	Material & Supplies - PPE - Electrical	Materials & supplies	1094.91
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59108	03/01/2023	RT LAWRENCE CORPORATION	47909	Monthly Processing of Payments-Lockbox Services	Outsd contracts	746.03
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Vendor: SCF01 - SC Fuels

59109	02/27/2023	SC Fuels	2324657IN	Material & Supplies - FUEL	Materials & supplies	1375.22
59109	02/27/2023	SC Fuels	2330135IN	Materials & Supplies - FUEL	Materials & supplies	998.54
59109	02/27/2023	SC Fuels	2332314IN	Materials & Supplies - FUEL - POND 1	Materials & supplies	2231.51
Vendor SCF01 - SC Fuels Total:						4605.27

59110	02/23/2023	SIKANDAR HAJI	00000967	Deposit Refund Act 967 - 815 Paseo Tosamar	Refunds payable	13.08
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Vendor: TOM03 - S-MT SALES, INC.

59111	03/01/2023	S-MT SALES, INC.	16571	Piping Modifications - Conejo Wells 2,3,4,8	Construction in progress FY23-0203	1820
59111	03/01/2023	S-MT SALES, INC.	16572	Piping Modifications - Conejo Wells 2,3,4,8	Construction in progress FY23-0203	1820
59111	03/01/2023	S-MT SALES, INC.	16573	Piping Modifications - Conejo Wells 2,3,4,8	Construction in progress FY23-0203	1820
59111	03/01/2023	S-MT SALES, INC.	16574	Piping Modifications - Conejo Wells 2,3,4,8	Construction in progress FY23-0203	1820
Vendor TOM03 - S-MT SALES, INC. Total:						7280

59112	02/27/2023	SPARKLETTES	4667386-021923	Distilled Bottled Water	Outsd contracts	50.96
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Vendor: T&T01 - T&T TRUCK & CRANE SERVICE

59113	03/01/2023	T&T TRUCK & CRANE SERVICE	00161301-IN	Pulled Pump - Diversion	Outsd contracts FY23-0196	768
59113	03/01/2023	T&T TRUCK & CRANE SERVICE	161415	Pulled Pump - Diversion	Outsd contracts FY23-0196	864
Vendor T&T01 - T&T TRUCK & CRANE SERVICE Total:						1632

Vendor: THO09 - THOMAS SCIENTIFIC						
59114	02/27/2023	THOMAS SCIENTIFIC	2888541	Laboratory Supplies	Materials & supplies	128.78
59114	03/01/2023	THOMAS SCIENTIFIC	2889589	Monthly Processing of Payments-Lockbox Services	Materials & supplies	137.42
Vendor THO09 - THOMAS SCIENTIFIC Total:						266.2
Vendor: TRA02 - TRAVIS AGRICULTURAL, INC						
59115	03/01/2023	TRAVIS AGRICULTURAL, INC	221406	Raise Pump & MCC Pedestals - SR8	Construction in progress FY23-0207	14464.38
59115	03/01/2023	TRAVIS AGRICULTURAL, INC	23131-F	CSUCI Well Site Clean Up	Outsd contracts FY23-0205	1969.32
59115	03/01/2023	TRAVIS AGRICULTURAL, INC	23136-F	Penny Well Degasifier - Shed Install	Construction in progress FY23-0206	6395.27
Vendor TRA02 - TRAVIS AGRICULTURAL, INC Total:						22828.97
Vendor: UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC						
59116	03/01/2023	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORN 220230202		Dig Alert Tickets- Monthly Charges	Outsd contracts	312.75
59116	03/01/2023	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORN 22-2302949		Dig Alert Tickets- Monthly Charges	Outsd contracts	120.74
Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:						433.49
Vendor: UNI08 - UNIFIRST CORPORATION						
59117	03/01/2023	UNIFIRST CORPORATION	328-1439560	Uniform Cleaning Service	Outsd contracts	139.08
59117	03/01/2023	UNIFIRST CORPORATION	328-1439568	Office Cleaning Supplies - Towel - Mat Service	Outsd contracts	61.12
59117	03/01/2023	UNIFIRST CORPORATION	328-1452842	Uniform Cleaning Service	Outsd contracts	125.65
59117	03/01/2023	UNIFIRST CORPORATION	328-1452849	Office Cleaning Supplies - Towel - Mat Service	Outsd contracts	79.72
59117	02/27/2023	UNIFIRST CORPORATION	328-1454785	We do have EZ Pay, which is a convenient way of pa	Outsd contracts	125.65
59117	02/27/2023	UNIFIRST CORPORATION	328-1454793	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts	79.72
Vendor UNI08 - UNIFIRST CORPORATION Total:						610.94
59118	03/01/2023	UNION MATERIALS TESTING, INC	204	GAC Materials Testing	Construction in progress FY22-0270-R1	4020
Vendor: USA01 - USA BLUE BOOK						
59120	02/27/2023	USA BLUE BOOK	276545	Laboratory Supplies	Materials & supplies	283.14
59120	02/27/2023	USA BLUE BOOK	276669	Laboratory Supplies	Materials & supplies	331.68
59120	02/27/2023	USA BLUE BOOK	278449	Certified Timers for the Lab	Small tools & equipment	54.55
59120	03/01/2023	USA BLUE BOOK	279924	Laboratory Supplies	Materials & supplies	138.41
Vendor USA01 - USA BLUE BOOK Total:						807.78
Vendor: VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT						
59121	02/27/2023	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1047597	Generator Permit - Penny Well	Prof services	678
59121	02/27/2023	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1047691	Generator Permit - Read Rd Sewer Lift Station	Fees & charges	678
59121	02/27/2023	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1047692	Generator Permit - Highlands Pump Station	Fees & charges	678
59121	02/27/2023	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1047693	Generator Permit - Sewer Lift Station 2	Fees & charges	678
59121	02/27/2023	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1047694	Generator Permit - TR Well	Fees & charges	678
59121	02/27/2023	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1047695	Generator Permit - Pump Station 3	Fees & charges	678
59121	02/27/2023	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1047696	Generator Permit - CWRf	Fees & charges	678
Vendor VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT Total:						4746
59122	02/27/2023	VENTURA COUNTY ASSESSOR'S OFFICE	2023-023	Parcel Information Update for CIS	Outsd contracts FY23-0194	465
59123	03/01/2023	VERIZON WIRELESS	9928317723	Cell Phones	Communications	3771.27
59124	03/01/2023	W W GRAINGER, INC.	9622729995	Transfer Pumps for TR Well	Materials & supplies	781.53
59125	03/01/2023	WALTON MOTORS & CONTROLS, INC	82623	Motor Repair SL1A	Repair parts & equipmen FY23-0035	15447.79
Vendor: WES13 - West Coast Air Conditioning						
59126	03/01/2023	West Coast Air Conditioning	5130867	AC Repairs - Front Office	Outsd contracts	355
59126	03/01/2023	West Coast Air Conditioning	5130971	AC Repairs Front Office Board Room	Outsd contracts FY23-0202	1353.8
Vendor WES13 - West Coast Air Conditioning Total:						1708.8
Vendor: WHI03 - WHITE BRENNER LLP						
59127	03/01/2023	WHITE BRENNER LLP	46919	Legal Services	Legal services	59.2
59127	03/01/2023	WHITE BRENNER LLP	46920	Legal Services	Legal services	6082.9
Vendor WHI03 - WHITE BRENNER LLP Total:						6142.1
Vendor: WOO04 - WOODARD & CURRAN, INC.						
59128	03/01/2023	WOODARD & CURRAN, INC.	215432	2023 Master Plan	Prof services FY23-0008	39835.5
59128	03/01/2023	WOODARD & CURRAN, INC.	215434	Water Resource Planning	Prof services FY23-0150	18957.56
Vendor WOO04 - WOODARD & CURRAN, INC. Total:						58793.06

TOTAL VENDOR PAYMENTS-CAMROSA

\$251,062.99

Vendor: PER05 - CAL PERS 457 PLAN						
DFT0004465	02/23/2023	CAL PERS 457 PLAN	INV0012847	Deferred Compensation	Deferred comp - ee paid	216
DFT0004466	02/23/2023	CAL PERS 457 PLAN	INV0012848	Deferred Compensation	Deferred comp - ee paid	2959.46
DFT0004467	02/23/2023	CAL PERS 457 PLAN	INV0012850	Deferred Compensation	Deferred comp - ee paid	300
Vendor PER05 - CAL PERS 457 PLAN Total:						3475.46
DFT0004461	02/23/2023	COLONIAL SUPPLEMENTAL INS	INV0012843	Colonial Benefits	Colonial benefits	231.8
Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.						
DFT0004460	02/23/2023	EMPLOYMENT DEVELOP. DEPT.	INV0012841	Payroll-SIT	P/R-sit	35.54
DFT0004483	02/23/2023	EMPLOYMENT DEVELOP. DEPT.	INV0012874	Payroll-SIT	P/R-sit	3664.33
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:						3699.87
Vendor: HEA02 - HealthEquity						
DFT0004470	02/23/2023	HealthEquity	INV0012854	HSA-Employee Contribution	HSA Contributions Payab	373.07
DFT0004471	02/23/2023	HealthEquity	INV0012855	HSA Contributions	HSA Contributions Payab	150
Vendor HEA02 - HealthEquity Total:						523.07
1151	02/23/2023	LINCOLN FINANCIAL GROUP	INV0012849	Deferred Compensation	Deferred comp - ee paid	2583
1152	02/23/2023	LINCOLN FINANCIAL GROUP	INV0012868	Profit Share Contribution	Profit share contribution:	2413.57
DFT0004468	02/23/2023	PUBLIC EMPLOYEES	INV0012852	PERS-Classic Employee Portion	P/R-state ret.	16499.02
DFT0004472	02/23/2023	SYMETRA LIFE INS CO.	INV0012856	Life Insurance	Life ins.	282
Vendor: UNI10 - UNITED STATES TREASURY						
DFT0004457	02/23/2023	UNITED STATES TREASURY	INV0012838	FIT	P/R-fit	10005.15
DFT0004458	02/23/2023	UNITED STATES TREASURY	INV0012839	Payroll-Social Security Tax	P/R - ee social security	472.76
DFT0004459	02/23/2023	UNITED STATES TREASURY	INV0012840	Payroll- Medicare Tax	P/R - ee medicare	3015.38
Vendor UNI10 - UNITED STATES TREASURY Total:						13493.29
59119	02/23/2023	UNITED WAY OF VENTURA CO.	INV0012842	Charity-United Way	P/R-charity	20

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA

\$
43,221.08

Board Memorandum

March 9, 2023

To: General Manager

From: Tamara Sexton, Finance Manager

Subject: Operating Budget Excellence Award

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

Action Required: No action necessary; for information only.

Discussion: The District has received the Operating Budget Excellence Award from CSMFO for the District's Fiscal Year (FY) 2022-23 Operating Budget.

As part of the District's mission to promote prudent financial management, the District's FY 2022-23 Operating Budget provides the public, regulatory institutions, and rating agencies a comprehensive budget. The budget explains the District's organization, financial structure, and major issues facing the District. It summarizes the Board of Directors' strategies, policies, and recent actions, and explains how those benefit the District as a whole.

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

The District submitted the FY 2022-23 Operating Budget for consideration of a budget award. The budget was reviewed by an independent reviewer and qualified for the Operating Budget Excellence Award. This is the ninth consecutive year the District has received the highest award.

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2022-2023

Presented to the

Camrosa Water District

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

February 10, 2023



Scott Catlett
2022 CSMFO President

James Russell-Field, Chair
Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

Board Memorandum

March 9, 2023

To: Board of Directors

From: General Manager

Subject: Investment Opportunities

Objective: Increase investment returns and diversify the District's investment portfolio by investing a portion of the District's reserves in U.S. Treasury Bills.

Action Required: Discuss and consider investing a portion of reserve funds in Treasury Bills not to exceed an amount set by the Board of Directors and that have a maturity of no longer than one year.

Discussion: The District has \$29.2 million held within LAIF and \$13.4 million invested in Treasury Bills to mature in October 2023. The district's unrestricted reserves are approximately \$31.2 million.

Treasury Bills are considered a safe investment and are guaranteed by the U.S. government. Treasury Bills are currently providing a higher rate of return compared to LAIF. LAIF is currently earning 2.425% compared to one-year treasuries ranging above 4%. Treasury Bills provide a low-risk opportunity for the district to maximize interest earnings.

The District's Investment Policy provides the ability to diversity the investment portfolio subject to the following: 1) at least 25% of the portfolio will be invested in securities which can be liquidated on one day's notice; 2) no more than one-third of portfolio shall be held by any single investment firm or institution, with the sole exception of LAIF. The policy also recommends the portfolio average maturity not to exceed two years, with no investment having a maturity of more than five years from its date of purchase.

The district's policy is more conservative than state government codes. Specifically related to the maximum percentage of the district's portfolio. The district's policy states no more than one-third of portfolio should be held by any single investment firm or institution. Whereas the Government code includes no maximum percentage investment in US Treasuries, US and state obligations, certificate of deposits, and joint powers authority pools.

Attached is a listing of allowable investment instruments per state government code.

INVESTMENT TYPE	MAXIMUM MATURITY ^c	MAXIMUM SPECIFIED % OF PORTFOLIO ^d	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% ^e	None	53601(g)
Commercial Paper—Non-Pooled Funds ^f (under \$100,000,000 of investments)	270 days or less	25% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds (min. \$100,000,000 of investments)	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53601(h)(2)(c)
Commercial Paper— Pooled Funds ⁱ	270 days or less	40% of the agency's money ^g	Highest letter and number rating by an NRSRO ^h	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% ^j	None	53601(i)
Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% ^k	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% ^k	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days ^l	20% of the base value of the portfolio	None ^m	53601(j)
Medium-Term Notes ⁿ	5 years or less	30%	"A" rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple ^{p,q}	53601(l) and 53601.6(b)
Collateralized Bank Deposits ^r	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities	5 years or less	20%	"AA" rating category or its equivalent or better	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple ^s	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund ^t	N/A	None	None	16340
Supranational Obligations ^u	5 years or less	30%	"AA" rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

Board Memorandum

March 9, 2023

To: Board of Directors

From: General Manager

Subject: Stage Two Water Supply Shortage

Objective: Declare a Stage Two Water Supply Shortage.

Action Required: Adopt Resolution 23-03, Rescinding a Stage 3 Water Supply shortage and Declaring a Stage Two Water Supply Shortage.

Discussion: At its June 23, 2022 meeting, the Camrosa Board of Directors adopted Resolution 22-08 Declaring a Stage Three Water Supply Shortage in response to the water supply shortage declarations made by Calleguas Municipal Water District (Calleguas) and Metropolitan Water District of Southern California (Metropolitan).

Due to improving water supply conditions, on February 15, 2023, Calleguas suspended enforcement of the one day per week watering restriction and moved from Stage 3 to Stage 2 Water Shortage. This resulted in a shift from Path 1 (one-day per week) to Path 2 (volumetric limit) of the Metropolitan Emergency Water Conservation Program (EWCP). However, Metropolitan is expected to suspend the EWCP in March 2023. In addition, the Department of Water Resources recently increased State Water Project (SWP) allocations from 5% to 35%. Final SWP allocation for 2023 is expected to be announced in April 2023.

In response to recent changes to water supply, staff recommends downgrading the current Stage 3 Water Supply Shortage to Stage 2 Water Supply Shortage as described within Ordinance 40. The attached resolution reflects these requirements as a new Stage Two Water Supply Shortage declaration.

Resolution No: 23-03

A Resolution of the Board of Directors
of Camrosa Water District

Rescinding a Stage 3 Water Supply Shortage and Declaring a Stage Two Water Supply Shortage

Whereas, California has received one of the wettest three-week periods on record in January and the Sierra snowpack is at its highest levels since 1995 with anticipated runoff that will further boost key reservoir levels following the driest three-year period on record; and

Whereas, the California Department of Water Resources has increased the State Water Project (SWP) allocations to thirty-five percent of contracted amounts and is likely to go even higher; and

Whereas, the increased water allocation from the SWP allows Metropolitan Water District of Southern California (MWD) to suspend the Emergency Water Shortage Conservation Program (EWSCP) requiring retail customers to implement certain restrictions, including limitation of outdoor irrigation to ten minutes per station one day a week, monitoring and enforcement mechanisms, emergency water restrictions on Southern California communities that are mostly dependent on the SWP for their supplies; and

Whereas, Calleguas Municipal Water District (Calleguas), a MWD member agency and Camrosa's wholesaler of MWD water, on February 15, 2023, rescinded Stage 3 Water Shortage suspending enforcement of one day per week watering restriction and declared a Stage 2 Water Shortage; and

Whereas, Calleguas calls on water users to maintain vigilance with respect to water use, and to continue implementing measures to reduce water use to further extend stored water supplies in the event dry conditions return in Water Year 2022-2023 and beyond; and

Whereas, Calleguas recommends that purveyors maintain water demand reduction measures consistent with their Water Supply Contingency Plan's without exceeding a two days per week watering restriction; and

Whereas, Camrosa's Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services, describes the implementation of the District's Water Shortage Contingency Plan, adopted in accordance with state regulations, as a series of Water Supply Shortage "stages" with associated conservation measures; and

Whereas, Ordinance 40 provides for flexibility in the implementation of Water Supply Shortage or Water Emergency stages to meet current conditions;

Now, Therefore, Be It Resolved, that the Board of Directors of the Camrosa Water District hereby rescinds a Stage Three Water Supply Shortage and declares, effective March 9, 2023, a Stage Two Water Supply Shortage, limiting watering to three days per week between the hours of 5:00 P.M. and 9:00 A.M.

Be It Further Resolved, that potable agricultural customers are also exempt from these limitations but are expected to achieve a twenty-percent reduction in water use from 2020; and

Be It Further Resolved, that in addition to the Stage Two Water Supply Shortage restrictions identified in Ordinance 40, all restrictions of a Stage One Water Supply Shortage, and the permanent Water-Use Prohibitions also apply; and

Be It Further Resolved, that these restrictions apply only to potable water and do not apply to nonpotable or recycled water served by Camrosa to its customers.

Adopted, Signed, and Approved this 9th 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

Board Memorandum

March 9, 2023

To: Board of Directors

From: General Manager

Subject: Closed Session Conference with Legal Counsel – Litigation Matters

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

Action Required: No action necessary; for information only.

Discussion: The Board will enter into closed session to confer regarding pending litigation pursuant to Government Code 54956.9(d)(4).

Board Memorandum

March 9, 2023

To: Board of Directors

From: General Manager

Subject: Closed Session – Personnel Matters

Objective: Review General Manager's salary.

Action Required: Consider salary adjustment.

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

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

- A. Cash Balances (12/22)
- B. Cash Balances (1/23)
- C. 2023 Board Calendar

FUNDS FY 22-23

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	% Invested	FEBRUARY
UNRESTRICTED FUNDS									
Investments									
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	69%	1,2,3,8
TREASURY BILLS	-	-	-	-	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	100%	
Operating Accounts									
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		
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		
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		
	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		
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		\$ -
RESTRICTED FUNDS									
PAYMENT FUND 2016	2,114.77	4,323.38	6,270.43	8,307.71	10,715.83	858,379.76	6,370.83	4,5,6,7	
RESERVES 2016	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	5	
WATER ACQUISITION FUND 2016	319,785.23	319,785.23	262,568.14	183.14	183.14	183.14	183.14	6	
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		
INSURED CASH SHELTER ACCOUNT (Wastewater Fund)									
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		\$ -
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		\$ -

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%	13,521,480.00

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	3.97%	N/A	879,528.69	2,955.67

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	3.96%	N/A	183.14	0.62

ANTICIPATED OUTFLOWS

Water Purchases January 2023	220,816.46
Payroll PR 2-1, 2-2 & ME	400,000.00
AP Check Run 2/1, 2/15	1,200,000.00
Large CIP Project Payments	-
Bond Payments	
	\$ 1,820,816.46

FINANCE MEETING

2/7/2023

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

- 1.LAIF received interest in the amount of \$179,813.02 for quarter ended December 31, 2022.
2. There was a transfer to LAIF from operations in the amount of \$900,000.00 on January 12th
3. There were two transfers out of LAIF to operations totaling \$470,000.00
4. The payment fund received interest earnings in the amount of \$1,130.61 in the month of January
5. The reserve fund received interest earnings in the amount \$2,775.47 in the month of January. The full amount was transferred to the payment fund
6. The water acquisition fund received interest earnings in the amount of \$0.62 in the month of January. The full amount was transferred to the payment fund
7. Principal and Interest in the amount of \$855,915.63 was paid to bondholders on January 15th. The full amount was paid from the payment fund
8. LAIF's average monthly rate of return for the period was 2.425

FUNDS FY 22-23

UNRESTRICTED FUNDS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	% Invested		JANUARY	FEBRUARY
Investments										
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	68%	1,6		
TREASURY BILLS	-	-	-	-	13,374,186.00	13,374,186.00	32%			
	44,758,016.93	43,758,016.93	43,758,016.93	43,908,107.32	42,482,293.32	41,982,293.32	100%		-	
Operating Accounts										
UNION BANK DEPOSIT ACCOUNT	270,711.97	1,024,800.16	595,956.69	31,159.68	573,001.19	965,144.58				
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				
BANK OF AMERICA-RTL ACCOUNT	361,004.22	449,079.26	201,821.81	233,863.77	409,626.99	206,989.25				
	1,825,341.23	2,060,939.78	1,366,128.20	1,802,491.24	1,775,479.56	2,650,974.48			-	
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			\$ -	\$ -
RESTRICTED FUNDS										
PAYMENT FUND 2016	2,114.77	4,323.38	6,270.43	8,307.71	10,715.83	858,379.76		2,3,4,5		
RESERVES 2016	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69		4		
WATER ACQUISITION FUND 2016	319,785.23	319,785.23	262,568.14	183.14	183.14	183.14		5		
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87				
INSURED CASH SHELTER ACCOUNT (Wastewater Fund)										
TOTAL	\$ 1,207,479.56	\$ 1,209,688.17	\$ 1,154,418.13	\$ 894,070.41	\$ 896,478.53	\$ 1,744,142.46			\$ -	\$ -
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			\$ -	\$ -

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%	13,468,700.00

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	3.91%	N/A	879,528.69	2,775.47

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	3.91%	N/A	183.14	0.62

ANTICIPATED OUTFLOWS

Water Purchases December 2022	233,092.51	DATE
Payroll PR 1-1, 1-2 & ME	400,000.00	
AP Check Run 1/4, 1/18	1,300,000.00	
Large CIP Project Payments	-	
Bond Payments		Tony Stafford -General Manager
	\$ 1,933,092.51	

FINANCE MEETING

2/7/2023

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. There was a transfer from LAIF to the deposit account in the amount of \$500,000.00 to cover Accounts Payable
2. Camrosa wired \$845,199.80 to Wilmington Trust to pay for Principal & Interest due January 15th. Money was deposited in the payment fund
3. The payment fund received interest earnings in the amount of \$0.57 in the month of December
4. The reserve fund received interest earnings in the amount of \$2,434.06 in the month of December. The full amount was transferred to the payment fund
5. The water acquisition fund received interest earnings in the amount of \$29.50 in the month of December. The full amount was transferred to the payment fund
6. LAIF's average monthly rate of return for the period was 2.173

2023 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2023 Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 2 nd - New Year's Holiday (Observed)						
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4	February 20 th - President's Day						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	May 29 th - Memorial Day						
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	July 4 th - Independence Day						
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	September 4 th - Labor Day						
29	30	31					26	27	28					26	27	28	29	30	31		November 13 th - Veteran's Day						
																					November 23 rd & 24 th - Thanksgiving						
																					December 22 nd & 25 th - Christmas						
																					December 29 th - New Year's Eve						
APRIL							MAY							JUNE							2023 Conferences						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	CASA Winter Conf. (Palm Springs) - Jan. 25 th - 27 th						
						1		1	2	3	4	5	6					1	2	3	ACWA Spring Conf. (Monterey) - May 9 th - 11 th						
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	CASA 68 th Annual Conf. (San Diego) - Aug. 9 th - 11 th						
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	ACWA Fall Conf. (Indian Wells) - Nov. 28 th - 30 th						
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							2023 AWA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)						
						1			1	2	3	4	5						1	2	Waterwise Breakfast (See yellow on calendar)						
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9	AWA Board Meetings (See orange on calendar)						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	May 25 th - Annual Symposium						
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	August - DARK (No Meetings or Events)						
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30	September 28 th - Reagan Library Reception						
30	31																				December 7 th - Holiday Mixer						
OCTOBER							NOVEMBER							DECEMBER							2023 VCSDA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 7 th - Annual Dinner						
1	2	3	4	5	6	7				1	2	3	4						1	2	April 4 th						
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	June 6 th						
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	August 1 st						
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	October 3 rd						
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	December 5 th						
														31													
Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93012							Note: Board of Directors meetings are highlighted in RED. Board Meetings are held on the 2nd & 4th Thursday of each month at 5pm unless indicated.																				