

Board Agenda

Regular Meeting

Thursday, September 7, 2023

Camrosa Board Room

5:00 P.M.

TO BE HELD IN PERSON

The Board of Directors meeting will be held in person.

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

7385 Santa Rosa Road

Camarillo, CA 93012

Call to Order

NOTE: As authorized by California Government Code section 54953(b), a board member will be participating in this meeting via teleconferencing. The teleconference location is accessible to the public. The address of the teleconference location is: 4640 East Front Blvd. • East Bethel, MN 55092.

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 August 24, 2023
2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$366,482.57.

Primary Agenda

3. **Transfer of Unclaimed Funds to General Fund

Objective: Transfer unclaimed funds to the General Fund.

Action Required: Adopt a resolution of the Board authorizing the transfer of unclaimed funds, in the amount of \$337.42, to the District's General Fund.

4. Santa Rosa Mutual Agreement Backflow Devices

Objective: Discuss the Agreement Between Santa Rosa Mutual Water Company and Camrosa Water District dated September 14, 2000.

Action Required: No action necessary; for information only.

5. Salary Adjustment

Objective: Promotion and salary adjustment.

Action Required: Authorize the General Manager to increase Chris Patacsil's salary to \$63.00 per hour, which is commensurate with his experience, talent, and promotion to System Field Supervisor.

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

6. Closed Session – Personnel Matters

Objective: Discuss personnel matters.

Action Required: No action necessary; for information only.

7. 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.

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/

September 7, 2023

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Camrosa Board Room
Thursday, August 24, 2023
5:00 P.M.

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

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

Staff: Tony Stafford, General Manager
 Tamara Sexton, Deputy General Manager/Finance
 Joe Willingham, IT and Special Projects Manager
 Jozi Zabarsky, Customer Service Manager
 Kevin Wahl, Superintendent
 Greg Jones, Legal Counsel

Guest: Chris and Wendi Nightingale

Public Comments

Chris Nightingale addressed the Board regarding the District's policy on ADUs.

Consent Agenda

1. Approve Minutes of the Regular Meeting of August 10, 2023

The Board approved the Minutes of the Regular Meeting of August 10, 2023.

Motion: Hoag **Second:** Foreman

Motion carried unanimously.

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$1,927,402.56 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$1,927,402.56.

Motion: Hoag **Second:** Foreman

Motion carried unanimously.

Primary Agenda

3. Conejo Emergency Standby Generator Diesel Fuel Purchase

The Board authorized the General Manager to purchase diesel fuel, in the amount not to exceed \$40,000.00, for the Conejo Well Field Treatment Plant.

Motion: Nelson **Second:** Hoag

Motion carried unanimously.

4. All Connected Incorporated (ACI) Contract Amendment

The Board authorized the General Manager to amend the existing ACI IT/OT Managed Services contract with All Connected Inc., for additional services, increasing the yearly contract from \$191,873.00 to a new total not to exceed \$252,500.00. This approval was predicated on a legal review of the reciprocal clause to confirm the District is legally protected. If inadequate, the item will return to the Board.

Motion: Brown **Second:** Nelson

Motion carried unanimously.

5. Automatic Meter Infrastructure/Automatic Meter Reading (AMI/AMR) Update

The Board received a presentation from staff on the state of the AMI/AMR system.

No action necessary; for information only.

6. Utility Billing System

The Board authorized the General Manager to enter into an agreement and issue a purchase order to Advanced Utility Systems (Advanced), in an amount not to exceed \$353,730.00, for the upgrade of the District's billing system.

Motion: Foreman **Second:** Hoag

Motion carried unanimously.

7. Future Policy Discussions

The Board discussed and prioritized future policy discussions and requested staff schedule workshops every month or every other month to address each subject.

No action necessary, for information only.

Comments by General Manager

- The recent Grand Jury report on wildfires overlooks the fact that distribution systems are not designed nor built to fight wildfires.

Comments by Directors

- Director Brown requested a policy for ADUs be developed and research the impact, if any, of State regulation.
- Director Nelson reported attending the CASA Conference where he met with City of Camarillo representatives and as a result, requested staff explore opportunities to partner with the City. He informed the Board that there is money from the State for new wastewater systems. He also attended a Calleguas meeting where they discussed expanding water resources, and a Fox Canyon GMA meeting.
- President West reported that City of Camarillo is interested in developing joint projects for wastewater and recycled water.

Adjournment

There being no further business, the meeting was adjourned 6:29 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

September 7, 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 \$366,482.57.

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

Payroll ME & PR 8-2, 2023	\$ 50,676.76
Accounts Payable 8/18/2023-08/30/2023	<u>\$ 315,805.81</u>
Total Disbursements	<u>\$ 366,482.57</u>

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Tony L. Stafford, General Manager

Month of : July-23

CAL-Card Monthly Summary

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
07/21/23	07/24/23	Home Depot	\$2,574.30	Large Sample Lab Refrigerator FY23-24 FA	KW
07/18/23	07/24/23	Price Ford	\$1,830.66	2016 F550 Unit 6 Repair	KW
07/18/23	07/24/23	Mouser	\$502.65	Meter Connectors	KW
07/20/23	07/24/23	Amazon	\$23.05	Hydration packs for cwrw	JS
07/19/23	07/24/23	Amazon	\$150.12	Water bottles	JS
07/18/23	07/24/23	Famcon	\$52.55	Nylon bushings for shop	JS
07/17/23	07/24/23	Home Depot	\$181.17	Hose for Conejos	JS
07/18/23	07/24/23	Target	\$36.45	Hat and sunscreen	GM
07/11/23	07/24/23	Valvoline	\$95.01	Truck 33 Oil Change	GM
07/11/23	07/24/23	North Park Lincoln	\$45.45	New Spare tire lock for truck 32	GM
07/08/23	07/24/23	Life Tech Corp	\$240.95	Filter Caps for the IC	GM
07/05/23	07/24/23	Vons	\$17.14	Bleach	GM
07/03/23	07/24/23	Staples	\$71.85	Portable Hard drive	GM
06/28/23	07/24/23	Harbor freight	\$36.42	Gloved	GM
07/11/23	07/24/23	Oil Stop	\$197.66	Oil Change Truck #34	CP
07/21/23	07/24/23	White Cap	\$402.99	Gravel bags to cover storm drains (adolfo rd manhole rehab)	JK
07/11/23	07/24/23	Home Depot	\$75.68	Safety/Hydration Supplies	JN
07/11/23	07/24/23	Grainger	\$222.06	Safety/Hydration Supplies	JN
06/24/23	07/24/23	Mountain View Tire & Auto	\$45.64	Oil Change and Tire Rotation (Truck #4)	JN
07/06/23	07/24/23	Angela's Florist	\$202.70	John Mathews memorial flowers	JZ
07/09/23	07/24/23	Amazon	\$46.06	Kitchen Supplies	JZ
07/11/23	07/24/23	Jersey Mike's	\$161.70	Meeting lunch	JZ
07/17/23	07/17/23	Keen Footwear	\$236.49	Boots	BB
07/18/23	07/24/23	GFOA	\$135.00	Annual Governmental GAAP Update Webinar	SLL
07/12/23	07/24/23	Safeguard Business	\$194.16	Endorsement Stamps US Bank (3)	SLL
07/09/23	07/24/23	WAL-MART	\$10.19	MTU Project Supplies	MJS
06/27/23	07/24/23	Amazon	\$13.60	Inadvertent Purchase - Reimbursed to Camrosa	TC
07/20/23	07/24/23	The Home Depot	\$16.01	Tools for Cwrw analyzer room setup	JC
07/20/23	07/24/23	White Cap	\$360.30	Tarp to cover storm drains for Zebron work	JC
06/30/23	07/24/23	Amazon	\$178.68	Locking Camlock fittings for Hypo tanks at Rmwtw	JC
07/19/23	07/24/23	Valvoline instant oil change	\$123.38	Oil Change for truck #2 Pool Car	MS
07/07/23	07/24/23	The Home Depot	\$152.01	Tools For Truck #37	MS
07/13/23	07/24/23	Home Depot	\$398.56	Parts for Conejo wells and SR-8 well testings	KH
06/29/23	07/24/23	Las Posas Car Wash	\$12.00	Car wash for truck 30	KH
06/29/23	07/24/23	Valvoline Instant Oil Change	\$61.02	Oil Change for truck 30	KH
07/02/23	07/22/23	CarWashClub	\$56.99	monthly vehicle wash	TS
07/19/23	07/24/23	Spectrum	\$95.32	Spectrum Cable	JW
07/17/23	07/24/23	Browning Wireless	\$34.99	Monthly security camera fee - Lynwood Well and Conejo Wellfield	JW
07/17/23	07/24/23	DNSMadeEasy	\$2,100.00	DNS Hosting - annual subscription	JW
07/16/23	07/24/23	Mailchimp	\$69.00	Email blasts outreach/Monthly Fee	JW
07/11/23	07/24/23	Callfire	\$99.00	online IVR - Delinquent Call Out (Monthly Service Fee)	JW
07/03/23	07/24/23	Network Solutions	\$18.97	ASRGSA.COM monthly hosting and forwarding	JW
06/30/23	07/24/23	Network Solutions	\$37.99	ASRGSA.COM Annual registration renewal	JW
07/02/23	07/24/23	Thinking2	\$160.00	www.camrosa.com and asrgsa.com domain hosting	JW
07/01/23	07/24/23	Google.com	\$172.80	google corporate email domain - camrosawaterdistrict.org monthly charges - currently 12 seats	JW
06/29/23	07/24/23	Newegg.com	\$257.37	Qty 2, Intel NUC power supplies	JW
06/26/23	07/24/23	Spectrum	\$1,249.00	Spectrum Internet	JW
07/12/23	07/24/23	Buffums Safe and Lock	\$51.50	1B & SR8 Re-Key	KK
07/11/23	07/24/23	Valvoline instant oil change	\$205.47	Oil change Vehicle #31	KK
07/10/23	07/24/23	AutoZone	\$42.88	Cabin air Filters for Rangers	KK
07/21/23	07/24/23	Brown & Caldwell	\$100.00	Recruitment advertisement	TDS
07/21/23	07/24/23	ACWA	\$675.00	Recruitment advertisement	TDS
07/21/23	07/24/23	Your membership Inc (AWW)	\$399.00	Recruitment advertisement	TDS
06/29/23	07/24/23	CWEA	\$305.00	Recruitment advertisement	TDS
06/30/23	07/24/23	Zoom	\$278.90	teleconferencing for Board & staff meetings	TDS
06/23/23	07/24/23	Your membership Inc (AWW)	\$399.00	Recruitment advertisement	TDS
06/23/23	07/24/23	APWA	\$495.00	Recruitment advertisement	TDS
07/18/23	07/24/23	AWA	\$33.00	AWA/CCWUC Training (TC)	DA
07/18/23	07/24/23	AWA	\$31.25	WaterWise Breakfast	DA
07/18/23	07/24/23	AWA	\$93.75	WaterWise Breakfast	DA
07/18/23	07/24/23	UPS Store	\$166.78	Ship MTUs to Aclara	DA
07/01/23	07/24/23	Backgrounds Online	\$33.50	Background Check (NH)	DA
06/26/23	07/24/23	AWA	\$33.00	AWA/CCWUC Training (TC)	DA
			\$16,798.12		

Camrosa Water District

Accounts Payable Period:

8/18/2023-08/30/2023

Expense	Account Description	Amount
10302	Escrow Account-Cushman	
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
13400	Construction in Progress	76041.34
20053	Current LTD Bond 2016	
21800	Unclaimed Monies	56.60
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	342.62
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	3275.61
50220	Outside Contracts	58545.03
50230	Professional Services	125796.77
50240	Pipeline Repairs	
50250	Small Tool & Equipment	
50260	Materials & Supplies	14901.17
50270	Repair Parts & Equip Maint	16944.48
50280	Legal Services	1265.40
50290	Dues & Subscriptions	60.00
50300	Conference & Travel	1550.11
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	17026.68
50700	Interest Expense	
TOTAL		\$315,805.81

By Vendor Name

Payable Dates 8/18/2023 - 8/30/2023 Post Dates 8/18/2023 - 8/30/2023

Payment Numbe	Post Date	Vendor Name	Payable Numb	Description (Item)	Account Name	Purchase Order Nu	Amount
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3403	08/24/2023	DEPOSIT ONLY-CAMROSA WTR	8-24-23-PR	Transfer to Disbursements Account	Transfer to disbursements-hi		115000
3404	08/24/2023	DEPOSIT ONLY-CAMROSA WTR	8-24-23-AP	Transfer to Disbursements Account	Transfer to disbursements-hi		1620000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							1735000
Vendor: AIR05 - AIRGAS USA, LLC.							
59804	08/30/2023	AIRGAS USA, LLC.	9141218806	Chemicals - Conejo Wells GAC	Construction in progress		6822.92
59804	08/30/2023	AIRGAS USA, LLC.	9800952704	Installation of Fill Pipe Stand for CO2 Tank	Construction in progress	FY24-0026	18374.54
Vendor AIR05 - AIRGAS USA, LLC. Total:							25197.46
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
59805	08/28/2023	ALL PEST AND REPAIR, INC.	0026939	Pest Control-VTA1-1900	Outsd contracts		700
59805	08/28/2023	ALL PEST AND REPAIR, INC.	0026965	Pest Control-VTA1-7385	Outsd contracts		550
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1250
59806	08/29/2023	ALLCONNECTED INC	43555	Qty 2, Dell PowerEdge R550 Servers	Fixed Assets-Internal	FY24-0025	17026.68
1245	08/22/2023	ANDREW NELSON	2023	Casa Conf Travel Reimbursement	Conf. & travel		1550.11
59807	08/25/2023	BLACK & VEATCH CORP	6711622	Five-year water and wastewater rate study	Prof services	FY23-0279-R1	11300
59808	08/25/2023	BOUTWELL*FAY LLP	37527	Profit Share Legal Services	Legal services		647.5
Vendor: BRE02 - BRENNTAG PACIFIC, INC.							
59809	08/29/2023	BRENNTAG PACIFIC, INC.	BPI355706	Chemicals Lynnwood	Materials & supplies		8077.03
59809	08/29/2023	BRENNTAG PACIFIC, INC.	BPI356545	Chemicals Lynnwood	Materials & supplies		1984.88
Vendor BRE02 - BRENNTAG PACIFIC, INC. Total:							10061.91
59810	08/28/2023	CALLEGUAS MUNICIPAL WATER DISTRICT	TMDL 23-01	TMDL for FY23-24	Prof services		18924
59811	08/28/2023	Cannon Corporation	85639	Contract Construction Inspection Services	Outsd contracts	FY23-0042-R1	1885
59812	08/25/2023	CLIFTON LARSON ALLEN LLP	3836630	Professional Auditing services FY2022-23	Prof services	FY23-0165-R1	10500
Vendor: CON18 - CONCORD UTILITY SERVICES							
59813	08/29/2023	CONCORD UTILITY SERVICES	4424	Meter & MTU Installation in Potable Zones 1 and 2	Construction in progress	FY23-0166-R1	19887.64
59813	08/29/2023	CONCORD UTILITY SERVICES	4425	Meter & MTU Installation in Potable Zones 1 and 2	Construction in progress	FY23-0166-R1	7500
Vendor CON18 - CONCORD UTILITY SERVICES Total:							27387.64
59814	08/30/2023	DANIELS TIRE SERVICE, INC	250128693	Tires Unit #39	Repair parts & equipment		999.2
59815	08/28/2023	DAVMAR AIR	11833	Air Compressor Maintenance CWRP	Outsd contracts		410
59816	08/28/2023	ESQUIRE PROPERTY MANAGEMENT	00000970	Deposit Refund Act 970 - 833 Paseo Tosamar	Refunds payable		45.31
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
59817	08/30/2023	FAMCON PIPE & SUPPLY, INC	S100108907-0	Effluent Pond Project- Wharf Head Parts	Construction in progress		109.4
59817	08/30/2023	FAMCON PIPE & SUPPLY, INC	S100108994-0	6" and 8" Wafer Valves - Conejo Wells	Repair parts & equipment	FY24-0046	5172.13
59817	08/30/2023	FAMCON PIPE & SUPPLY, INC	S100108994-0	6" and 8" Wafer Valves - Conejo Wells	Repair parts & equipment	FY24-0046	1225.33
59817	08/29/2023	FAMCON PIPE & SUPPLY, INC	S100109727-0	Effluent Pond Project-Valve Boxes	Construction in progress		366.8
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							6873.66

Vendor: FRU01 - FRUIT GROWERS LAB. INC.

59818	08/25/2023	FRUIT GROWERS LAB. INC.	312199A	Outside Lab Analysis	Outsd contracts	663
59818	08/25/2023	FRUIT GROWERS LAB. INC.	313409A	Outside Lab Analysis	Outsd contracts	944
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:						1607
59819	08/30/2023	GENERAL PUMP COMPANY, INC	30454	Additional Work for University Well	Construction in progress	FY23-0313-R1 11076
59820	08/28/2023	HADRONEX INC.	27204	Smart Cover Repairs	Outsd contracts	672

Vendor: INT03 - INTERA INCORPORATED

	08/25/2023	INTERA INCORPORATED	CM0000484	Pleasant Valley Basin Modeling	Prof services	FY24-0016 -16560
	08/25/2023	INTERA INCORPORATED	CM0000484-R	Pleasant Valley Basin Modeling	Prof services	16560
59803	08/25/2023	INTERA INCORPORATED	07-23-112 Rev	Pleasant Valley Basin Modeling	Prof services	FY24-0016 16160
Vendor INT03 - INTERA INCORPORATED Total:						16160

59821	08/28/2023	LINDE GAS & EQUIPMENT INC	37771761	Acetylene Gas Cylinders	Materials & supplies	84.57
59822	08/28/2023	MARK PRICE	00007127	Deposit Refund Act 7127 - 628 Buenos Tiempos	Refunds payable	94.24
59823	08/25/2023	NICHOLAS LELUIKA	00000460-2	Deposit Refund Act 460-4460 Leatherwood	Unclaimed monies	56.6
59824	08/30/2023	NORTHSTAR CHEMICAL	260833	Chemicals - Conejo Wells GAC	Construction in progress	11471.9

Vendor: PUR01 - PURETEC INDUSTRIAL WATER

59825	08/28/2023	PURETEC INDUSTRIAL WATER	2102039	Deionized Water Service	Materials & supplies	123.64
59825	08/28/2023	PURETEC INDUSTRIAL WATER	2102040	Deionized Water Service	Materials & supplies	111.56
Vendor PUR01 - PURETEC INDUSTRIAL WATER Total:						235.2
59826	08/28/2023	ROSA ACERO	00011331	Deposit Refund Act 11331- 2517 Presley Ct	Refunds payable	10.79

Vendor: RPB01 - RP Barricade, Inc

59827	08/30/2023	RP Barricade, Inc	63253	Raise Valve Stackings - Manholes Traffic Control	Outsd contracts	FY24-0047 1399
59827	08/30/2023	RP Barricade, Inc	63254	Raise Valve Stackings - Manholes Traffic Control	Outsd contracts	FY24-0047 1399
59827	08/30/2023	RP Barricade, Inc	63255	Raise Valve Stackings - Manholes Traffic Control	Outsd contracts	FY24-0048 1284
59827	08/30/2023	RP Barricade, Inc	63256	Raise Valve Stackings - Manholes Traffic Control	Outsd contracts	FY24-0048 1284
59827	08/30/2023	RP Barricade, Inc	63257	Raise Valve Stackings - Manholes Traffic Control	Outsd contracts	FY24-0047 1284
59827	08/30/2023	RP Barricade, Inc	63258	Raise Valve Stackings - Manholes Traffic Control	Outsd contracts	FY24-0048 1284
Vendor RPB01 - RP Barricade, Inc Total:						7934

59828	08/30/2023	RT LAWRENCE CORPORATION	48334	Lockbox Services for Processing Payments	Outsd contracts	726.98
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Vendor: SCF01 - SC Fuels

59829	08/28/2023	SC Fuels	2451470IN	Materials & Supplies - FUEL	Materials & supplies	1458.52
59829	08/28/2023	SC Fuels	2456732IN	Materials & Supplies - FUEL	Materials & supplies	2069.21
Vendor SCF01 - SC Fuels Total:						3527.73

59830	08/29/2023	STATE WATER RESOURCES CONTROL BOARD	D2 Cert-Mike S	Grade 2 Distribution Certification-Mike Smith	Dues & subscrip	60
59831	08/28/2023	SUSAN DUMELLE	00010876	Deposit Refund Act 10876- 2472 Rondell Rd	Refunds payable	8.49

Vendor: UNI08 - UNIFIRST CORPORATION

59832	08/29/2023	UNIFIRST CORPORATION	2210023442	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts	87.46
59832	08/29/2023	UNIFIRST CORPORATION	2210023443	Uniform Cleaning Service	Outsd contracts	153.45
Vendor UNI08 - UNIFIRST CORPORATION Total:						240.91

59833	08/29/2023	USA BLUE BOOK	INV00117783	Replacement Tubes	Materials & supplies	973
59834	08/30/2023	VENTURA COUNTY STAR	0005774441	Unclaimed Funds Notice & NIB Ad for PR Well#2	Construction in progress	864.28
59835	08/29/2023	VERIZON WIRELESS	9942629208	Cell Phones	Communications	3275.61

Vendor: WWG01 - W W GRAINGER, INC.						
59836	08/29/2023	W W GRAINGER, INC.	9815253647	Repair Parts for Ditch Witch	Repair parts & equipment	392.06
59836	08/30/2023	W W GRAINGER, INC.	9815485025	Material & Supplies - Pencils	Materials & supplies	18.76
Vendor WWG01 - W W GRAINGER, INC. Total:						410.82
59837	08/30/2023	WALTON MOTORS & CONTROLS, INC	83004	Motor Repair Conejo Booster	Repair parts & equipment FY24-0021	9155.76
Vendor: WHI03 - WHITE BRENNER LLP						
59838	08/25/2023	WHITE BRENNER LLP	47941	OPV Legal Services	Legal services	0.4
59838	08/25/2023	WHITE BRENNER LLP	48419	OPV Legal Services	Legal services	617.5
Vendor WHI03 - WHITE BRENNER LLP Total:						617.9
Vendor: WOO04 - WOODARD & CURRAN, INC.						
59839	08/25/2023	WOODARD & CURRAN, INC.	223345	2023 Master Plan	Prof services FY23-0008-R1	36917.77
59839	08/25/2023	WOODARD & CURRAN, INC.	223349	Water Resource Planning	Prof services FY23-0150-R1	31995
Vendor WOO04 - WOODARD & CURRAN, INC. Total:						68912.77
59840	08/28/2023	XIAOMING ZOU	00008950-2	Deposit Refund Act 8950 - 13368 Orions Flight	Refunds payable	183.79
59841	08/30/2023	ZEBRON, INC	52996	Manhole Rehabilitation	Outsd contracts FY24-0007	39187
59842	08/29/2023	ZWORLD GIS, LLC	2023-0340	Service Connection GPS Inventory Phase 2	Outsd contracts FY24-0043	4200
TOTAL VENDOR PAYMENTS						\$ 315,805.81
Vendor: PER05 - CAL PERS 457 PLAN						
DFT0004837	08/24/2023	CAL PERS 457 PLAN	INV0013673	Deferred Compensation	Deferred comp - ee paid	2927.96
DFT0004838	08/24/2023	CAL PERS 457 PLAN	INV0013675	Deferred Compensation	Deferred comp - ee paid	300
Vendor PER05 - CAL PERS 457 PLAN Total:						3227.96
DFT0004833	08/24/2023	COLONIAL SUPPLEMENTAL INS	INV0013669	Colonial Benefits	Colonial benefits	231.8
DFT0004854	08/24/2023	EMPLOYMENT DEVELOP. DEPT.	INV0013699	Payroll-SIT	P/R-sit	4913.77
Vendor: HEA02 - HealthEquity						
DFT0004841	08/24/2023	HealthEquity	INV0013679	HSA-Employee Contribution	HSA Contributions Payable	236.53
DFT0004842	08/24/2023	HealthEquity	INV0013680	HSA Contributions	HSA Contributions Payable	150
Vendor HEA02 - HealthEquity Total:						386.53
1246	08/24/2023	LINCOLN FINANCIAL GROUP	INV0013674	Deferred Compensation	Deferred comp - ee paid	2836.4
1247	08/22/2023	LINCOLN FINANCIAL GROUP	CM0000480	Profit Share Contribution	Profit share contributions	2707.59
DFT0004839	08/24/2023	PUBLIC EMPLOYEES	INV0013677	PERS-Retirement	P/R-state ret.	19930.59
DFT0004843	08/24/2023	SYMETRA LIFE INS CO.	INV0013681	Life Insurance	Life ins.	282
Vendor: UNI10 - UNITED STATES TREASURY						
DFT0004831	08/24/2023	UNITED STATES TREASURY	INV0013666	Payroll-Social Security Tax	P/R - ee social security	530.16
DFT0004862	08/22/2023	UNITED STATES TREASURY	CM0000481	FIT	P/R-fit	12163.56
DFT0004832	08/24/2023	UNITED STATES TREASURY	INV0013667	Payroll- Medicare Tax	P/R - ee medicare	3446.4
Vendor UNI10 - UNITED STATES TREASURY Total:						16140.12
59802	08/24/2023	UNITED WAY OF VENTURA CO.	INV0013668	Charity-United Way	P/R-charity	20
TOTAL PAYROLL VENDOR PAYMENTS						\$ 50,676.76

Board Memorandum

September 7, 2023

To: General Manager

From: Sandra Llamas, Senior Accountant

Subject: Transfer of Unclaimed Funds to General Fund

Objective: Transfer unclaimed funds to the General Fund.

Action Required: Adopt a resolution of the Board authorizing the transfer of unclaimed funds, in the amount of \$337.42, to the District's General Fund.

Discussion: Unclaimed money consists of funds greater than fifteen (\$15) dollars, which are not the property of the District, but remain in the District's unclaimed funds account for three (3) or more years, or individual items of less than fifteen (\$15) dollars, which remain unclaimed for a period of (1) year. The unclaimed funds currently held include overpayments by District customers and an uncashed check payable to State Water Resources Control Board.

California Government Code Sections 50050 through 50056 provide for the disposition of unclaimed funds that are held with the District and remain unclaimed after a notice has been published once a week for two consecutive weeks in a newspaper of general circulation. Prior to publication, the District makes every effort to contact payees of unclaimed funds.

The District provided a notice of unclaimed funds in satisfaction of the requirement of Government Code Sections 50050 and 50051. The items published totaled \$487.52 and require Board approval to transfer to the District's general fund. Check numbers 54614, 54921 & 55456 totaling \$203.72 have been re-issued after receiving the appropriate claim form. Other items totaling \$53.62 are also held in the unclaimed funds account and may, per Government Code Section 50055, be transferred to the general fund without public notification.

California Government Code Section 50053 states that when any such money becomes the property of the District and is in an unclaimed funds account, the legislative body may transfer money by resolution to the general fund.

Resolution No: 23-13

A Resolution of the Board of Directors
of Camrosa Water District

**Authorizing Transfer of Unclaimed Funds
to the District's General Fund**

Whereas, unclaimed funds in the amount of \$337.42 are on deposit with the District; and,

Whereas, California Government Code Sections 50050 and 50051 provide that money greater than fifteen dollars that is not property of the District and remains unclaimed for three years becomes the property of the District after notice has been published once a week for two consecutive weeks in a newspaper of general circulation and if no person has claimed the money or filed and served a verified complaint; and,

Whereas, the District caused notice to be published in the Ventura County Star in satisfaction of the requirements of Government Code Section 50051; and,

Whereas, no person has claimed the money or filed and served a verified complain; and,

Whereas, unclaimed funds in the amount of \$337.42 are now the property of the District and are currently deposited in a special fund; and,

Whereas, California Government Code Section 50053 provides that when an such money becomes the property of the District and is in an unclaimed funds account, the legislative body may transfer to the general fund; and,

Now, Therefore, Be It Resolved by the Camrosa Water District Board of Directors that pursuant to the provisions of California Government Code Section 50053, that the unclaimed \$337.42, which has become the property of the District, shall be transferred to the District's general fund; and,

Adopted, Signed, and Approved this 7th day of September 2023.

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

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

Text of Ad: **07/13/2023**

Public Notice
CAMROSA WATER DISTRICT
PUBLIC NOTICE

The following list of disbursements are unclaimed by the listed payees and held by the Camrosa Water District. If you have a claim against these funds, please contact Camrosa Water District, 7385 Santa Rosa Road, CA 93012, phone (805) 402-2696. Proper proof of claim and current identification must be provided before funds will be released. Funds not claimed by September 7, 2023 become the property of the Camrosa Water District. This notice and its contents are in accordance with California Government Code Section 50050.

<u>Check Date</u>	<u>Check Number</u>	<u>Amount</u>	<u>Payee</u>
08/21/2019	54379	\$93.96	David Macmahan
08/21/2019	54365	\$45.28	Alfredo Torres
10/16/2019	54614	\$56.60	Nicholas Leluika
01/02/2020	54921	\$87.19	Mike Lutz
02/05/2020	55017	\$26.78	Chris Seal
02/19/2020	55076	\$26.92	Elacora Mission Oaks
05/20/2020	55456	\$59.93	Karin Masson
06/03/2020	55523	\$25.86	Mareia Frost
06/19/2020	55618	\$65.00	State Water Resources Control Board

Publish July 17 & 24, 2023; # 5770446

Board Memorandum

September 7, 2023

To: General Manager

From: Jozi Zabarsky, Customer Service Manager

Subject: Santa Rosa Mutual Agreement Backflow Devices

Objective: Discuss the Agreement Between Santa Rosa Mutual Water Company and Camrosa Water District dated September 14, 2000.

Action Required: No action necessary; for information only.

Discussion: At the August 10, 2023 Board meeting, the Board was briefed on options for transitioning responsibility for testing 72 backflow prevention devices, which have been the District's responsibility pursuant to the Agreement Between Santa Rosa Mutual Water Company and Camrosa Water District dated September 14, 2000 (the "Santa Rosa Mutual Agreement"). After discussion, the Board directed staff to work with legal counsel and return with a proposal for moving forward.

Staff is now returning to the Board with the recommendation that the District resume the \$20.00 per month charge provided for in the Santa Rosa Mutual Agreement. Staff is also recommending that property owners be offered the option of avoiding the monthly fee by assuming ownership of and responsibility for their backflow prevention devices. Accordingly, subject customers will be mailed a 60-day notice along with an opt out form to be completed and returned if they elect to take over the ownership of and responsibility for their backflow prevention devices. Customers that do not return the form will be charged the \$20.00 monthly fee effective (date).

Board Memorandum

September 7, 2023

To: Board of Directors

From: General Manager

Subject: Salary Adjustment

Objective: Promotion and salary adjustment.

Action Required: Authorize the General Manager to increase Chris Patacsil's salary to \$63.00 per hour, which is commensurate with his experience, talent, and promotion to System Field Supervisor.

Discussion: To better support workflow within the Operations Department, and to reflect the greater leadership role that Chris Patacsil has assumed, Chris is being promoted to the position of System Field Supervisor. This promotion reflects both his essential contributions to the District and our ongoing commitment to employee development and retention. The proposed salary increase is commensurate both with Chris's skill set and performance and with the demands of this key position.

The proposed pay increase falls within the approved salary range for this position and within the existing salary budget. Staff will brief the Board.

The Board may enter closed session for discussion of District personnel. The Board may not, however, based upon the advice of the Board's legal counsel, discuss compensation or take any action in closed session.

Board Memorandum

September 7, 2023

To: Board of Directors

From: General Manager

Subject: Closed Session – Personnel Matters

Objective: Discuss personnel matters.

Action Required: No action necessary; for information only.

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

Board Memorandum

September 7, 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 closed session to confer regarding pending litigation pursuant to Government Code 54956.9(d)(4).

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

- A. Cash Balances (July 2023)
- B. 2023 Board Calendar

FUNDS FY 23-24

	JUNE	JULY	% Invested	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY
UNRESTRICTED FUNDS									
Investments									
LAIF	7,210,206.59	7,279,843.43	18% 1,6						
TREASURY BILLS	32,744,886.00	32,744,886.00	82%						
	39,955,092.59	40,024,729.43	100%	-	-	-	-	-	-
Operating Accounts									
U.S BANK DEPOSIT ACCOUNT	777,735.69	404,793.13							
U.S BANK DISBURSEMENTS ACCOUNT	1,665,279.99	483,893.49							
BANK OF AMERICA-RTL ACCOUNT	195,927.97	591,464.88							
	2,638,943.65	1,480,151.50		-	-	-	-	-	-
TOTAL	\$ 42,594,036.24	\$ 41,504,880.93		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED FUNDS									
PAYMENT FUND 2016	179,415.63	3,858.85	2,3,4,5						
RESERVES 2016	879,528.69	879,528.69	4						
WATER ACQUISITION FUND 2016	183.14	183.14	5						
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87							
TOTAL	\$ 1,065,178.33	\$ 889,621.55		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 43,659,214.57	\$ 42,394,502.48		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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	14,000,000.00	95.5299	13,374,186.00	4.69%	13,808,620.00
Pershing, LLC	3/17/2023	2/22/2024	10,000,000.00	96.01475	9,601,475.00	4.385%	9,707,600.00
Pershing, LLC	3/17/2023	9/14/2023	10,000,000.00	97.69225	9,769,225.00	4.777%	9,935,700.00
Total			\$ 34,000,000.00		\$ 32,744,886.00		\$ 33,451,920.00

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	4.89%	N/A	879,528.69	3,685.27

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	4.89%	N/A	183.14	0.67

ANTICIPATED OUTFLOWS

Water Purchases July 2023	1,026,645.91
Payroll PR 8-1, 8-2 & ME	400,000.00
AP Check Run 8/1 & 8/16	1,400,000.00
Large CIP Project Payments	-
Bond Payments	-
	\$ 2,826,645.91

DATE

**FINANCE MEETING
8/22/2023**

Tony Stafford -General Manager

Tamara Sexton-Finance Manager

Sandra Llamas-Senior Accountant

MEETING NOTES:

- Interest in the amount of \$69,636.84 for quarter ended June 30, 223 was deposited to LAIF account on July 15th
- Interest in the amount of \$179,415.63 was paid to bondholders on July 15th from the payment fund.
- The payment fund received interest earnings in the amount of \$325.40 in the month of July.
- The reserve fund received interest earnings in the amount \$3,532.85 in the month of July. The full amount was transferred to the payment fund.
- The water acquisition fund received interest earnings in the amount of \$0.60 in the month of July. The full amount was transferred to the payment fund.
- LAIF's average monthly rate of return for the period was 3.305

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 VCSA 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.																				