

## **Board Agenda**

### **Regular Meeting**

**Thursday, January 25, 2024**

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: 400 E. Tahquitz Canyon Way • Palm Springs, CA 92262.

### **Public Comments**

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5-minute time limit.

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Primary Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

### **Consent Agenda**

1. **Approve Minutes of the Special Meeting of January 5, 2024**
2. **Approve Minutes of the Regular Meeting of January 11, 2024**

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

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

**Action Required:** Approve accounts payable in the amount of \$956,397.90.

**Primary Agenda**

**4. Local Production Update**

**Objective:** Receive a briefing on local water production through the second quarter of Fiscal Year 2023-24.

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

**5. Water Loss Program Update**

**Objective:** Brief the board on the progression of the water loss program.

**Action Required:** No action necessary; for informational purposes only.

**6. \*\*Meter Transmission Unit (MTU) and Meter Replacements**

**Objective:** Award a contract for installation of, and direct purchase of sufficient quantities of MTUs and cabling for replacement of the remaining legacy MTUs within the Camrosa potable and non-potable service areas and purchase of adequate quantities of customer water meters to replace existing failing water meters.

**Action Required:** It is recommended that the Board of Directors:

- 1) Create a new MTU and Water Meter Capital Improvement Project and appropriate funding in the amount of \$1,400,000.00 from the potable capital replacement fund and \$280,000.00 from the non-potable capital replacement fund, for a total amount of \$1,680,000.00; and,
- 2) Authorize the Interim General Manager to enter into an agreement and issue a purchase order with Concord Environmental Energy, Inc. (dba: Concord Utility Services), in an amount not to exceed \$446,497.42, for installation of 5,639 MTUs; and
- 3) Authorize the Interim General Manager to issue purchase orders to purchase direct from vendors, the following hardware:
  - Quantity 5,500, Series 3450 Encoder, Single Port, Extended Range MTUs and quantity 2, MTU Bluetooth programmers from Aclara (a division of Hubbell), in an amount not to exceed \$690,153.75.
  - Quantity 5,500, Twist-tight cables/connectors from Badger Meter Inc., in an amount not to exceed \$64,350.00.
  - Quantity 680, ¾" through 2" meters from Badger Meter Inc., in an amount not to exceed \$215,000.00.
  - Quantity 60, 3" through 6" meters from HydroPro Solutions Inc., in an amount not to exceed \$210,000.00.

**7. \*\*Woodcreek Well Rehabilitation Project**

**Objective:** Award a contract for the rehabilitation of Woodcreek Well.

**Action Required:** It is recommended that the Board of Directors:

- 1) Appropriate additional funding in the amount of \$525,000.00 for the Woodcreek Well Rehabilitation from the potable capital replacement fund; and
- 2) Authorize the Interim General Manager to issue a purchase order to General Pump Company, Inc., in the amount of \$541,351.22, for the rehabilitation of Woodcreek Well.

**8. \*\*Update Ordinance 40 with a Property Owner Requirement Policy**

**Objective:** Discuss incorporating Property Owner requirement policy into Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services.

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

**9. \*\*Santa Rosa Mutual Agreement Cross Connection Requirements**

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

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

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

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.

**10. 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.

**11. Closed Session – Personnel Matters**

**Objective:** Discuss personnel matters.

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

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

\*\* 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/)

**January 25, 2024**

Board of  
Directors  
Agenda Packet

## Board Minutes

### Special Meeting

Camrosa Board Room  
Friday, January 5, 2024  
8:45 A.M.

**Call to Order**     The meeting was convened at 8:45 A.M.

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

**Staff:**     Greg Jones, Legal Counsel

### **Public Comments**

None

### **Primary Agenda**

**CLOSED SESSION:** The Board entered closed session at 9:01 AM to confidentially discuss personnel matters as authorized by Government code 54957(b).

#### **1. Closed Session - Personnel Matters**

The Board discussed personnel matters.

**No action was taken in the closed session.**

**The Board returned to open session at 1:40 PM.**

### **Comments by Directors**

None

### **Adjournment**

There being no further business, the meeting was adjourned at 1:41 P.M.

---

Norman Huff, Interim Secretary  
Board of Directors  
Camrosa Water District

---

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

## Board Minutes

### Regular Meeting

Camrosa Board Room  
Thursday, January 11, 2024  
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 (via teleconference; absent from voting)  
Jeffrey C. Brown, Director  
Timothy H. Hoag, Director  
Terry L. Foreman, Director

**Staff:** Norman Huff, Assistant General Manager  
Tamara Sexton, Deputy General Manager/Finance  
Jozi Zabarsky, Customer Service Manager  
Art Aseo, Engineering & Capital Projects Manager  
Kevin Wahl, Superintendent  
Terry Curson, District Engineer  
Greg Jones, Legal Counsel (via teleconference)

**Guest:** Cindy Fanning, Fanning & Karrh (via teleconference)  
Jim Murchie, Leisure Village resident

### **Public Comments**

Jim Murchie introduced himself as a resident of Leisure Village. He informed the Board that he is interested in the District's current rate study and emphasized that Leisure Village is very sensitive to rate increases.

### **Consent Agenda**

**1. Approve Minutes of the Regular Meeting of December 14, 2023**

The Board approved the Minutes of the Regular Meeting of December 14, 2023.

**Motion:** Brown **Second:** Hoag

**Yes:** Brown – Hoag – Foreman - West

**Absent from voting:** Nelson

**2. Approve Vendor Payments**

A summary of accounts payable in the amount of \$2,456,956.72 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$2,456,956.72.

**Motion:** Brown **Second:** Hoag

**Yes:** Brown – Hoag – Foreman - West

**Absent from voting:** Nelson

### 3. Budget Development Schedule

The Board received the Fiscal Year (FY) 2024-25 budget development schedule.

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

## Primary Agenda

### 4. Appointment of Interim General Manager and Secretary, Board of Directors

The Board adopted a resolution of the Board appointing Norman Huff to the position of Interim General Manager and Secretary of the Board.

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

**Rollcall:** Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**Absent from voting:** Nelson

### 5. Reserves Reconciliation to Audited Cash Fiscal Year 2023-24

Cindy Fanning presented reserves reconciliation to audited cash for Fiscal Year (FY) 2023-24.

**No action necessary; for informational purposes only.**

### 6. Reserve Policy

The Board received a briefing on the Reserve Policy.

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

### 10. Rate Ad-Hoc Committee Briefing *(this item was moved ahead of agenda item #7)*

The Board received a briefing from the Rate Ad-Hoc Committee.

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

### 7. Update Ordinance 40 with a Property Owner Requirement Policy *(this item was deferred)*

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

The Board took the following actions:

- 1) Ratified change order request for James C. Cushman totaling \$825,000.00; and
- 2) Appropriated additional funding from the Potable Capital Improvement Fund in the amount of \$450,000.00.

**Motion:** Brown **Second:** Hoag

**Yes:** Brown – Hoag – Foreman - West

**Absent from voting:** Nelson

### 9. Camarillo Springs Golf Course Waterline Replacement Under Conejo Creek, PW 23-01

The Board authorized the Assistant General Manager to execute Change Order No. 1 to J. Vega Engineering, Inc., in the amount of \$42,293.71.

**Motion:** Hoag **Second:** Brown

**Yes:** Brown – Hoag – Foreman - West

**Absent from voting:** Nelson

## Comments by Interim General Manager

- Interim General Manager Norman Huff updated the Board on the progress of Woodard and Curran's Master Plan work and Intera's progress on the groundwater basin assessment and modeling.

### Comments by Directors

- Director Foreman thanked staff for responding to all his questions regarding the rate study.
- Director Nelson reported attending the CASA meeting.

**The Regular Meeting recessed at 6:30 P.M. and reconvened at 6:36 P.M.**

**CLOSED SESSION:** The Board entered into closed session at 6:36 P.M. to confidentially discuss litigation and/or personnel matters as authorized by Government codes 54956.9(d) and 54957(b) respectively.

**10. Closed Session Conference with Legal Counsel – Litigation Matters (cancelled)**

**11. Closed Session – Personnel Matters**

The Board discussed personnel matters.

**No action was taken in closed session.**

**The Board returned to open session at 6:46 P.M.**

### Adjournment

There being no further business, the meeting was adjourned at 6:46 P.M.

---

Norman Huff, Interim Secretary  
Board of Directors  
**Camrosa Water District**

---

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

(ATTEST)



## Board Memorandum

January 25, 2024

**To:** Interim 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 \$956,397.90.

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

Payroll PR 1-1 & Workers Comp.	\$ 63,199.03
Accounts Payable 01/04/2024-01/17/2024	\$ <u>893,198.87</u>
Total Disbursements	\$ <u>956,397.90</u>

### DISBURSEMENT APPROVAL

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

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

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

---

Norman Huff, Interim General Manager

Month of : December-23

CAL-Card Monthly Summary					
Date	Statement	Vendor	Purchase	Item	
Purchased	Date	Name	Total	Description	Staff
12/19/23	12/22/23	Establos	\$31.07	Company Christmas party kitchen supplies	JS
12/20/23	12/22/23	Smart and final	\$33.82	Company Christmas party kitchen supplies	JS
12/19/23	12/22/23	Smart and final	\$394.28	Company Christmas party kitchen supplies	JS
12/15/23	12/22/23	Amazon	\$16.08	Amazon prime membership	JS
12/13/23	12/22/23	Buffums	\$248.54	Shop and CWRWF keys	JS
12/09/23	12/22/23	Burger Barn	\$87.68	Food PSPS Operators (PSPS event)	JS
12/09/23	12/22/23	Snapper Jacks	\$54.27	Food PSPS Operators (PSPS event)	JS
12/08/23	12/22/23	Lowes	\$8.56	Kitchen supplies	JS
12/08/23	12/22/23	Lowes	\$910.55	Company Christmas party BBQ	JS
12/08/23	12/22/23	Lowes	\$65.37	Kitchen supplies	JS
11/29/23	12/22/23	Amazon	\$10.26	Letter stickers for GAC LAS tank	JS
11/27/23	12/22/23	Famcon	\$96.53	Parts for Lynwood backwash to sewer test	JS
11/27/23	12/22/23	Coastal Pipco	\$27.59	Parts for Lynwood backwash to sewer test	JS
11/27/23	12/22/23	Coastal Pipco	\$48.12	Parts for Lynwood backwash to sewer test	JS
11/23/23	12/22/23	Amazon	\$85.80	SDI pads for RMWTP	JS
11/21/23	12/22/23	DHP	\$699.00	RO 1 Cert training Kyle	JS
11/20/23	12/22/23	DHP	\$699.00	RO 1 Cert training Mark	JS
12/20/23	12/22/23	B and B Hardware	\$24.66	Handsaw	GM
12/20/23	12/22/23	Thermo Fisher	\$301.43	IC consumables	GM
12/15/23	12/22/23	B and B Hardware	\$31.96	Wood stain, finish, and hardware	GM
12/14/23	12/22/23	Harbor Freight	\$42.86	Tool Box and hardware	GM
12/14/23	12/22/23	Home Depot	\$233.31	Drill and Drill Bits	GM
12/14/23	12/22/23	Valero	\$75.15	Propane for the Forklift	GM
12/08/23	12/22/23	Target	\$4.28	Isopropyl alcohol	GM
12/04/23	12/22/23	The UPS Store	\$202.73	Shipped Samples	GM
12/01/23	12/22/23	UP76	\$28.99	Carwash	GM
11/30/23	12/22/23	Harbor Freight	\$24.42	Materials for acid washing flask	GM
12/18/23	12/22/23	Applied Industrial Technology	\$114.09	Parts for flash mixer @ CWRWF	JK
12/11/23	12/22/23	Staples	\$21.44	Calender/planner office supply for CWRWF	JK
12/07/23	12/22/23	Costal Pipco	\$41.76	Fittings for CWRWF	JK
12/04/23	12/22/23	Vavoline Instant Oil Change	\$146.31	Oil change for work truck unit #43	JK
11/29/23	12/22/23	The Wharf	\$225.20	Work safety boots	JK
12/07/23	12/22/23	HomeDepot	\$387.40	Supplies & Tools for Truck #3 and #42	JN
12/20/24	12/22/23	Valvoline Instant Oil Change	\$122.52	Service on truck #39	BB
12/18/23	12/22/23	GFOA	\$35.00	Net Investment in Capital Assets Webinar	SLL
12/06/23	12/22/23	B&B Center	\$91.62	Parts meter test bench	CC
12/05/23	12/22/23	Home Depot	\$319.58	Pump unit 6 Hand Tools	CC
12/04/23	12/22/23	Home Depot	\$6.48	Stencils	CC
11/22/23	12/22/23	Grainger	\$155.06	Supplies unit 6	CC
12/13/23	12/22/23	Home Depot	\$478.89	Metering Hand Tools	MS
12/12/23	12/22/23	Air Gas LLC	\$216.99	CO2 Tanks for Tierra Rejada well	MAS
12/18/23	12/22/23	Autozone	\$124.37	Windshiled Wipers for stakebed, and Unit #37	MAS
12/18/23	12/22/23	Smog Check Only	\$67.25	Smog check for stakebed	MAS
12/19/23	12/22/23	State Water Board	\$160.00	Treatment renewal	MAS
12/19/23	12/22/23	State Water Board Fee	\$4.40	Treatment renewal processing fee	MAS
12/19/23	12/22/23	Total Signs and Screenprint	\$87.40	Safety rain jacket	KH
12/12/23	12/22/23	The Home Depot	\$295.70	Parts for truck	KH
12/09/23	12/22/23	OWP Sac State	\$237.25	Small Water Systems Operation and Maintenance course	KH
11/28/23	12/22/23	Indian Wells Resort Hotel	\$601.54	ACWA Conference	NH
11/28/23	12/22/23	Vons	\$28.06	Shipping Supplies and Batteries	CL
11/28/23	12/22/23	UPS	\$102.66	Shipped Samples to Weck Labs	CL
12/07/23	12/22/23	Target	\$20.90	Carrying caddies for supplies and whiteboard	CL
12/07/23	12/22/23	Harbor Freight	\$2.56	Magnets for lab whiteboard	CL
12/18/23	12/22/23	Vons	\$6.42	Ice for shipping samples	CL
12/18/23	12/22/23	CVS	\$14.16	Umbrellas for field sampling	CL
12/20/23	12/22/23	Staples	\$77.69	Batteries, Label tape and trash bags for lab	CL
11/22/23	12/22/23	Amazon	\$182.31	TechOrbits Desk Converter 37" Height Adjustable	AA
12/08/23	12/22/23	OILSTOP	\$121.14	Oil Change	RV
12/15/23	12/22/23	HOME DEPOT	\$177.09	Metering Tools	RV
12/15/23	12/22/23	HARBOR FREIGHT	\$59.10	Metering Tools	RV
12/14/23	12/22/23	twenty88	\$93.94	Lunch Meeting	TS
12/02/23	12/22/23	CarWashClub	\$56.99	monthly vehicle wash	TS
12/01/23	12/22/23	Hyatt	\$241.28	ACWA Conference	TS
11/30/23	12/22/23	Babes Barbeque	\$107.13	ACWA dinner	TS
11/29/23	12/22/23	Shell	\$93.89	fuel	TS
11/22/23	12/22/23	Racom	\$350.72	Qty 15, Windows10, Backup License	JW
11/26/23	12/22/23	Spectrum	\$1,249.00	Spectrum Internet	JW
12/01/23	12/22/23	Google.com	\$172.80	google corporate email domain - camrosawaterdistrict.org monthly charges - currently 12 seats	JW
12/02/23	12/22/23	Thinking2	\$160.00	www.camrosa.com and asrgsa.com domain hosting	JW
12/01/23	12/22/23	Connected Solutions Group	\$140.87	External Antenna for 4G-LTE WIFI-VPN Device installed at Lynnwood Well	JW
12/11/23	12/22/23	Callfire	\$99.00	online IVR - Delinquent Call Out (Monthly Service Fee)	JW
12/18/23	12/22/23	Network Solutions	\$18.97	ASRGS.COM monthly hosting and forwarding - Nov Bill	JW
12/19/23	12/22/23	Spectrum	\$95.32	Spectrum Cable	JW
12/22/23	12/22/23	Zoom	\$278.90	teleconferencing for Board & staff meetings	TDS
12/20/23	12/22/23	Vons	\$28.93	Drinks & Ice for Staff Party	DA
12/19/23	12/22/23	Smart & Final	\$52.79	Kitchen Supplies	DA
11/29/23	12/22/23	Staples	\$124.40	Office Supplies	DA
11/29/23	12/22/23	Staples	\$1,000.00	Office Supplies	DA
			\$13,583.58		

# Camrosa Water District

Accounts Payable Period:

01/04/2024-01/17/2024

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	305,808.10
20053	Current LTD Bond 2016	
21800	Unclaimed Monies	
20400	Contractor's Retention	-2,414.69
20250	Non-Potable Water Purchases	
23001	Refunds Payable	1,183.51
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	330,825.48
50020	Pumping Power	19,754.92
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50012	CamSan Reclaimed Water	
50135	PERS Retirement	
50200	Utilities	1,799.61
50210	Communications	1,752.45
50220	Outside Contracts	54,805.38
50230	Professional Services	29,077.20
50240	Pipeline Repairs	
50250	Small Tool & Equipment	1,335.50
50260	Materials & Supplies	61,236.80
50270	Repair Parts & Equip Maint	81,111.85
50280	Legal Services	3,800.00
50290	Dues & Subscriptions	16.09
50300	Conference & Travel	1,043.88
50310	Safety & Training	2,059.84
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	2.95
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		<b>\$893,198.87</b>

Camrosa Water District, CA

# Expense Approval Report

By Vendor Name

Payable Dates 1/5/2024 - 1/17/2024 Post Dates 1/5/2024 - 1/17/2024

Payment Num	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
118	01/10/2024	CAMROSA WATER DISTRICT	1986	Reim- EFT Pymt to Bondy Grwtr inv 097-05, 077-26	Prof services		2,082.50
119	01/16/2024	INTERA INCORPORATED	12-23-71 GSA	Updating the numerical in the GSP	Prof services	FY23-0322-R1	2,085.00
<b>TOTAL VENDOR PAYMENTS-GSA</b>							<b>\$ 4,167.50</b>
<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3418	01/11/2024	DEPOSIT ONLY-CAMROSA WTR	1-11-24-AP	Transfer to Disbursements Account	Transfer to disbursements-hol		250,000.00
3419	01/11/2024	DEPOSIT ONLY-CAMROSA WTR	1-11-24-PR	Transfer to Disbursements Account	Transfer to disbursements-hol		120,000.00
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>370,000.00</b>
60290	01/17/2024	AG RX INC.	102676	Weed Abatement	Outsd contracts	FY24-0139	1,860.99
<b>Vendor: ALL14 - ALLCONNECTED INC</b>							
60291	01/16/2024	ALLCONNECTED INC	107938	All Connected Smart Connect and Aux Support	Outsd contracts	FY24-0003	13,524.25
60291	01/17/2024	ALLCONNECTED INC	107944	CISv5 - Monthly Cloud Hosting	Construction in progress	FY24-0146	2,167.44
<b>Vendor ALL14 - ALLCONNECTED INC Total:</b>							<b>15,691.69</b>
60292	01/17/2024	BADGER METER INC	1627124	Meter Purchase 5/8 3/4	Repair Parts & Equipment Mai	FY24-0006	13,457.75
<b>Vendor: AQU06 - BCDI AV Acquisition, Inc.</b>							
1326	01/17/2024	BCDI AV Acquisition, Inc.	PS-INV103873	GAC media	Construction in progress	FY22-0101-R2	180,237.32
1326	01/17/2024	BCDI AV Acquisition, Inc.	PS-INV103873	Additional Sales Tax	Construction in progress	FY22-0101-R2	10,461.68
<b>Vendor AQU06 - BCDI AV Acquisition, Inc. Total:</b>							<b>190,699.00</b>
60293	01/11/2024	BETHANY KATZ	00000789	Deposit Refund Act 789 - 1234 San Como Ln	Refunds payable		92.91
<b>Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT</b>							
1327	01/17/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	122923	Water Purchase-Potable	Water purchases Potable		215,629.31
1327	01/17/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	122923	Water Purchase-Fixed Charges	CMWD Fixed Charges		76,995.00
1327	01/17/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	122923	Water Purchase Non-Potable	Water purchases N-P		23,266.12
1327	01/17/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	2024-0000008	SMP CMWD - SMP Sampling Fee	SMP CWD-RMWTP		1,916.75
1327	01/17/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP-126723	SMP CMWD - SMP Pipeline Fee	SMP CWD-RMWTP		12,477.30
1327	01/17/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP-126723	SMP CMWD - SMP Pipeline Fee	SMP CMWD		541.00
<b>Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:</b>							<b>330,825.48</b>
60294	01/16/2024	Cannon Corporation	87101	AG 3 Tank Design Services	Construction in progress	FY23-0201-R1	38,302.58
60295	01/17/2024	CENTRAL COMMUNICATIONS	000031-315-931	After Hours Answering Service	Communications		503.45
60296	01/16/2024	CONSOR NORTH AMERICA, INC.	W232492CA00-2	Design Services for Iron/MN Removal	Construction in progress	FY24-0084	24,388.39
60297	01/17/2024	CORELOGIC INFORMATION SOLUTIONS, INC	30700124	Ventura County Assessors Parcel Info.	Outsd contracts		163.91
60298	01/17/2024	COUNTY OF VENTURA PUBLIC WORKS	367567	Encroachment Permit-PA-0006	Outsd contracts		1,750.00
60299	01/11/2024	COUNTY PROPERTY MGMNT	00002869	Deposit Refund Act 2869 - 5929 Palomar Cir	Refunds payable		52.81
60300	01/16/2024	CRYSTAL MOONEY	00002609	Overpayment Refund- 1504 Joshua Pl	Refunds payable		719.79
<b>Vendor: CUL02 - CULLIGAN OF VENTURA COUNTY</b>							
60301	01/17/2024	CULLIGAN OF VENTURA COUNTY	1872255	Water Softener - Penny Well	Outsd contracts		71.91
60301	01/17/2024	CULLIGAN OF VENTURA COUNTY	1872778	Water Softener -Lynwood Well	Outsd contracts		170.00
<b>Vendor CUL02 - CULLIGAN OF VENTURA COUNTY Total:</b>							<b>241.91</b>
60302	01/15/2024	DAVID BARGE	00005565	Deposit Refund Act 5565 - 2836 Redondo Ave	Refunds payable		153.43
60303	01/17/2024	DAVMAR AIR	11954	Air Compressor Maintenance	Outsd contracts	FY24-0148	1,783.81

**Vendor: EJH01 - E.J. HARRISON & SONS INC**

60304	01/17/2024	E.J. HARRISON & SONS INC	5500	Trash Removal-CWRF -Act 1-0012400-5	Outsd contracts		552.94
60304	01/17/2024	E.J. HARRISON & SONS INC	627	Trash Removal-Act 5-0080466-9	Outsd contracts		453.80
<b>Vendor EJH01 - E.J. HARRISON &amp; SONS INC Total:</b>							<b>1,006.74</b>

1328	01/17/2024	ENTERPRISE FLEET SERV INC	FBN4940833	Vehicle Lease- January 2024	Outsd contracts		9,752.03
------	------------	---------------------------	------------	-----------------------------	-----------------	--	----------

**Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC**

60305	01/17/2024	FAMCON PIPE & SUPPLY, INC	S100107218-004	Materials & Supplies - Angle Meter Stops	Materials & supplies		347.49
60305	01/17/2024	FAMCON PIPE & SUPPLY, INC	S100116457-001	Materials & Supplies - Meter Parts	Materials & supplies		765.87
60305	01/17/2024	FAMCON PIPE & SUPPLY, INC	S100117809-001	Material & Supplies Gaskets	Materials & supplies	FY24-0152	1,269.68
60305	01/17/2024	FAMCON PIPE & SUPPLY, INC	S100118211-001	Materials & Supplies - Mater Gaskets	Materials & supplies		471.90
60305	01/17/2024	FAMCON PIPE & SUPPLY, INC	S100119069-001	Materials & Supplies - Pipe Supplies 1B	Materials & supplies		400.69
<b>Vendor FAM01 - FAMCON PIPE &amp; SUPPLY, INC Total:</b>							<b>3,255.63</b>
60306	01/17/2024	FANNING & KARRH, CPAs	1-15-24	Reserve Recon	Prof services		5,412.00

**Vendor: FRU01 - FRUIT GROWERS LAB. INC.**

60307	01/11/2024	FRUIT GROWERS LAB. INC.	320712A	Outside Lab Analysis	Outsd contracts		39.00
60307	01/11/2024	FRUIT GROWERS LAB. INC.	321114A	Outside Lab Analysis	Outsd contracts		57.00
60307	01/11/2024	FRUIT GROWERS LAB. INC.	321115A	Outside Lab Analysis	Outsd contracts		35.00
60307	01/11/2024	FRUIT GROWERS LAB. INC.	321175A	Outside Lab Analysis	Outsd contracts		58.00
<b>Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:</b>							<b>189.00</b>

60308	01/17/2024	GANNETT MEDIA CORP	0006143564	Specia Mttg Not and NIBs Heritage Monit Well	Construction in progress		511.26
-------	------------	--------------------	------------	--	--------------------------	--	--------

**Vendor: GEN06 - GENERAL PUMP COMPANY, INC**

60309	01/17/2024	GENERAL PUMP COMPANY, INC	30942	Pump Repair Pond Pumps	Outsd contracts	FY24-0149	4,043.22
60309	01/17/2024	GENERAL PUMP COMPANY, INC	30943	Pump Repair Pond Pumps	Outsd contracts	FY24-0149	1,893.00
<b>Vendor GEN06 - GENERAL PUMP COMPANY, INC Total:</b>							<b>5,936.22</b>

60310	01/17/2024	GEOSCIENCE SUPPORT SERVICES INC.	CWD01-23-02	Well Asset Management Program	Prof services	FY24-0102	8,120.25
-------	------------	----------------------------------	-------------	-------------------------------	---------------	-----------	----------

**Vendor: HAC01 - HACH COMPANY**

60311	01/17/2024	HACH COMPANY	13879466	Materials & Supplies - Reagents	Materials & supplies		4,465.37
60311	01/17/2024	HACH COMPANY	13879467	Materials & Supplies - Reagents RMWTP	Materials & Supplies-RMWTP		426.59
<b>Vendor HAC01 - HACH COMPANY Total:</b>							<b>4,891.96</b>

1329	01/10/2024	HealthEquity	6sf4big	Consumr Driven Health Svngs Pln-Admon Fees	Fees & charges		2.95
60312	01/11/2024	HECTOR SOTO	00001915	Deposit Refund Act 1915 - 86 Baroda Dr	Refunds payable		48.93
60313	01/17/2024	INFOSEND, INC.	254711	Printing & Mailing of Jan 24 Statements	Outsd contracts		5,183.35
60314	01/17/2024	INTERA INCORPORATED	12-23-75	Pleasant Valley Basin Modeling	Prof services	FY24-0016	15,544.95

**Vendor: JVE01 - J VEGA ENGINEERING INC.**

60315	01/12/2024	J VEGA ENGINEERING INC.	Pymt 2- PW23-01	Extra Work - Out of scope	Construction in progress	FY24-0054	48,293.71
60315	01/12/2024	J VEGA ENGINEERING INC.	Retention-Pymt 2	Retention Payment 2- Project No PW23-01	Contractor's retention		(2,414.69)
<b>Vendor JVE01 - J VEGA ENGINEERING INC. Total:</b>							<b>45,879.02</b>

60316	01/11/2024	KENNETH YORK	00000410	Deposit Refund Act 410- 4490 Milpas St	Refunds payable		11.56
60317	01/12/2024	LASER TONER & COMPUTER SUPPLY, INC	167266	Toner Cartridges for Office Printers	Materials & supplies		396.76
60318	01/11/2024	LISA PHOU	00004722	Deposit Refund Act 4722 - 1664 Summerfied St	Refunds payable		47.23
60319	01/11/2024	MARTHA KATZ	00003414	Deposit Refund Act 3414 - 5166 Laurel Park	Refunds payable		18.87

**Vendor: MKN01 - MICHAEL K. NUNLEY & ASSOCIATES, INC.**

60320	01/10/2024	MICHAEL K. NUNLEY & ASSOCIATES, INC.	1039518	(SPCC) Plan Preparation	Outsd contracts	FY22-0168-R2	1,200.98
60320	01/17/2024	MICHAEL K. NUNLEY & ASSOCIATES, INC.	1039812	CO-01: add City traffic control plans	Outsd contracts	FY22-0155-R2	144.20
<b>Vendor MKN01 - MICHAEL K. NUNLEY &amp; ASSOCIATES, INC. Total:</b>							<b>1,345.18</b>

60321	01/16/2024	MNS ENGINEERS, INC.	85075	Engineering Support services during construction	Construction in progress	FY21-0254-R3	168.75
60322	01/17/2024	NORTHSTAR CHEMICAL	271802	Materials & Supplies - Chemicals - Conejo GAC	Materials & supplies		11,438.46
60323	01/12/2024	OCCU-MED, LTD.	0124711oa	New Hire Physical-PV	Outsd contracts		312.10

<b>Vendor: OLI01 - OLIN CORP-CHLOR ALKALI</b>						
60324	01/17/2024	OLIN CORP-CHLOR ALKALI	900369379	Materials & Supplies - Chemicals CWRP	Materials & Supplies-RMWTP	2,485.00
60324	01/17/2024	OLIN CORP-CHLOR ALKALI	900369379	Materials & Supplies - Chemicals CWRP	Materials & supplies	9,808.58
<b>Vendor OLI01 - OLIN CORP-CHLOR ALKALI Total:</b>						<b>12,293.58</b>
60325	01/17/2024	PAPE MATERIAL HANDLING, INC	6455597	Vehicle Maintenance - Forklift	Repair parts & equipment	247.70
<b>Vendor: PER02 - PERLITER &amp; INGALSBE</b>						
60326	01/16/2024	PERLITER & INGALSBE	18838	Engineering Support Services	Construction in progress REQ00057-R6	121.00
60326	01/16/2024	PERLITER & INGALSBE	18838	Additional Eng. Support Services	Construction in progress REQ00057-R6	464.75
<b>Vendor PER02 - PERLITER &amp; INGALSBE Total:</b>						<b>585.75</b>
<b>Vendor: PRO05 - PROVOST &amp; PRITCHARD CONSULTING GROUP</b>						
60327	01/16/2024	PROVOST & PRITCHARD CONSULTING GROUP	104431	GAC CEQA	Construction in progress FY21-0176-R3	1,080.00
60327	01/16/2024	PROVOST & PRITCHARD CONSULTING GROUP	106022	GAC CEQA	Construction in progress FY21-0176-R3	2,316.26
<b>Vendor PRO05 - PROVOST &amp; PRITCHARD CONSULTING GROUP Total:</b>						<b>3,396.26</b>
60328	01/17/2024	PUMPMAN INC.	801759	Pump Repair - Diversion Bypass	Repair parts & equipment FY23-0224-R1	24,821.00
<b>Vendor: PUR01 - PURETEC INDUSTRIAL WATER</b>						
60329	01/17/2024	PURETEC INDUSTRIAL WATER	2135429	Materials & Supplies - Chemicals RMWTP	Materials & Supplies-RMWTP	18,043.84
60329	01/17/2024	PURETEC INDUSTRIAL WATER	2137541	Deionized Water Service	Materials & supplies	81.13
<b>Vendor PUR01 - PURETEC INDUSTRIAL WATER Total:</b>						<b>18,124.97</b>
60330	01/11/2024	RODOLFO HERRERA	00006916-2	Deposit Refund Act 6916 - 5383 Paseo Ricoso	Refunds payable	37.98
<b>Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS</b>						
60331	01/17/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1034278	Repair Parts VFD - Pleasant Valley Pump 4	Repair parts & equipment FY23-0276-R1	20,206.13
60331	12/20/2023	ROYAL INDUSTRIAL SOLUTIONS	9009-1042184	Credit Memo		(9,545.02)
60331	01/17/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1038980	Repair Parts VFD - Pleasant Valley Pump 1	Repair parts & equipment FY24-0060	20,358.35
<b>Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:</b>						<b>31,019.46</b>
60332	01/17/2024	RT LAWRENCE CORPORATION	48714	Monthly Lock Box Services	Outsd contracts	757.66
<b>Vendor: SCF01 - SC Fuels</b>						
60333	01/17/2024	SC Fuels	2552018IN	Materials & Supplies - FUEL	Materials & supplies	1,215.52
60333	01/17/2024	SC Fuels	2554998IN	Materials & Supplies - FUEL - Ponds	Materials & supplies	1,957.28
60333	01/17/2024	SC Fuels	2556276IN	Materials & Supplies - FUEL	Materials & supplies	1,311.76
<b>Vendor SCF01 - SC Fuels Total:</b>						<b>4,484.56</b>
<b>Vendor: SCE01 - SOUTHERN CALIF. EDISON</b>						
60334	01/15/2024	SOUTHERN CALIF. EDISON	Jan24-Act 70000004682	Acct Ref#700000046827 -Current Usage Charges	Pumping power	9,018.81
60334	01/15/2024	SOUTHERN CALIF. EDISON	Jan24-Act 70000004682	Acct Ref#700000046827 -Current Usage Charges	Pumping power	10,736.11
60335	01/15/2024	SOUTHERN CALIF. EDISON	Jan24-Act 70078961197	Acct Ref#700789611972-Current Usage Charges	Utilities	1,681.09
<b>Vendor SCE01 - SOUTHERN CALIF. EDISON Total:</b>						<b>21,436.01</b>
<b>Vendor: SCG01 - SOUTHERN CALIFORNIA GAS</b>						
1330	01/16/2024	SOUTHERN CALIFORNIA GAS	Jan2024	December 2023 Usge Charges-Act 123-787-1794-1	Utilities	16.57
1330	01/16/2024	SOUTHERN CALIFORNIA GAS	Jan2024-A	December 2023 Usge Charges-Act 170-013-9900-9	Utilities	101.95
<b>Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:</b>						<b>118.52</b>
60336	01/16/2024	TGBAR INC	7466	Free Chlorine Analyzer	Construction in progress FY24-0115	6,965.00
<b>Vendor: HAT01 - THE HATHAWAY LAW FIRM, LLP</b>						
60337	01/15/2024	THE HATHAWAY LAW FIRM, LLP	206075	PFAS Legal Services	Legal services	40.00
60337	01/17/2024	THE HATHAWAY LAW FIRM, LLP	206076	Legal Services	Legal services	3,760.00
<b>Vendor HAT01 - THE HATHAWAY LAW FIRM, LLP Total:</b>						<b>3,800.00</b>
1331	01/12/2024	U.S. BANK CORPORATE	23-Dec	Credit Card Purchases	Credit Cards Payment	13,583.58
<b>Vendor: UNI08 - UNIFIRST CORPORATION</b>						
60338	01/17/2024	UNIFIRST CORPORATION	2210063061	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts	87.46
60338	01/17/2024	UNIFIRST CORPORATION	2210064898	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts	87.46
60338	01/17/2024	UNIFIRST CORPORATION	2210064902	Uniform Cleaning Service	Outsd contracts	142.19
<b>Vendor UNI08 - UNIFIRST CORPORATION Total:</b>						<b>317.11</b>

<b>Vendor: USA01 - USA BLUE BOOK</b>						
60339	01/12/2024	USA BLUE BOOK	INV00242686	Laboratory Supplies	Materials & supplies	315.60
60339	01/12/2024	USA BLUE BOOK	INV00242772	Laboratory Supplies	Materials & supplies	193.05
60339	01/12/2024	USA BLUE BOOK	INV00242817	Laboratory Supplies	Materials & supplies	193.05
60339	01/17/2024	USA BLUE BOOK	INV00246989	Laboratory Supplies	Materials & supplies	367.58
60339	01/17/2024	USA BLUE BOOK	INV00247092	Materials & Supplies - Chemical Pump Tubes	Materials & supplies	904.35
<b>Vendor USA01 - USA BLUE BOOK Total:</b>						<b>1,973.63</b>
60340	01/17/2024	West Coast Air Conditioning	S137621	Outside Contracts- A/C Maintenance	Outsd contracts	355.00
60341	01/17/2024	WIENHOFF DRUG TESTING	119262	DOT Queries for Commercial Drivers	Outsd contracts	20.00
<b>Vendor: ZWO01 - ZWORLD GIS, LLC</b>						
60342	01/16/2024	ZWORLD GIS, LLC	2023-0416	Service Connection GPS Inventory Phase 2	Outsd contracts FY24-0043	4,200.00
60342	01/16/2024	ZWORLD GIS, LLC	2023-0417	GIS Support Services	Outsd contracts FY24-0042	4,500.00
<b>Vendor ZWO01 - ZWORLD GIS, LLC Total:</b>						<b>8,700.00</b>

TOTAL VENDOR PAYMENTS-CAMROSA
\$
893,198.87

1323	01/08/2024	ACWA JOINT POWERS INS	4thQTR 2023	Worker's Compensation Premium 4th QTR 2023	P/R-worker comp	12,054.36
<b>Vendor: PER05 - CAL PERS 457 PLAN</b>						
DFT0005075	01/11/2024	CAL PERS 457 PLAN	INV0014226	Deferred Compensation	Deferred comp - ee paid	1,096.15
DFT0005076	01/11/2024	CAL PERS 457 PLAN	INV0014227	Deferred Compensation	Deferred comp - ee paid	937.00
<b>Vendor PER05 - CAL PERS 457 PLAN Total:</b>						<b>2,033.15</b>
DFT0005091	01/11/2024	EMPLOYMENT DEVELOP. DEPT.	INV0014244	Payroll-SIT	P/R-sit	5,551.60
<b>Vendor: HEA02 - HealthEquity</b>						
DFT0005079	01/11/2024	HealthEquity	INV0014231	HSA-Employee Contribution	HSA Contributions Payable	148.08
DFT0005080	01/11/2024	HealthEquity	INV0014232	HSA Contributions	HSA Contributions Payable	50.00
<b>Vendor HEA02 - HealthEquity Total:</b>						<b>198.08</b>
1324	01/11/2024	LINCOLN FINANCIAL GROUP	INV0014228	Deferred Compensation	Deferred comp - ee paid	2,749.07
1325	01/11/2024	LINCOLN FINANCIAL GROUP	INV0014240	Profit Share Contribution	Profit share contributions	2,888.49
DFT0005077	01/11/2024	PUBLIC EMPLOYEES	INV0014229	PERS-Retirement	P/R-state ret.	20,329.87
<b>Vendor: UNI10 - UNITED STATES TREASURY</b>						
DFT0005088	01/11/2024	UNITED STATES TREASURY	INV0014241	FIT	P/R-fit	13526.95
DFT0005089	01/11/2024	UNITED STATES TREASURY	INV0014242	Payroll-Social Security Tax	P/R - ee social security	277.52
DFT0005090	01/11/2024	UNITED STATES TREASURY	INV0014243	Payroll- Medicare Tax	P/R - ee medicare	3,569.94
<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>						<b>17,374.41</b>
60289	01/11/2024	UNITED WAY OF VENTURA CO.	INV0014225	Charity-United Way	P/R-charity	20.00

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA
\$
63,199.03

## Board Memorandum

January 25, 2024

**To:** Interim General Manager

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

**Subject:** Local Production Update

---

**Objective:** Receive a briefing on local water production through the second quarter of Fiscal Year 2023-24.

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

**Discussion:** The District tracks production of its various water sources electronically via the Supervisory Control and Data Acquisition (SCADA) system. Kevin Wahl, Superintendent of Operations, will present a report on local water production through the second quarter of Fiscal Year 2023-24.



## Board Memorandum

January 25, 2024

**To:** Board of Directors

**From:** Natalie Roberts, Water Loss Control Coordinator

**Subject:** Water Loss Program Update

---

**Objective:** Brief the Board on the progression of the water loss program.

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

**Discussion:** Steps taken and planned to reduce water loss, both actual and apparent.

Review potential water loss variables identified. Discuss the importance of reliable, consistent data in evaluating and addressing water loss.

## Board Memorandum

January 25, 2024

**To:** Interim General Manager

**From:** Joe Willingham, IT and Special Projects Manager

**Subject:** Meter Transmission Unit (MTU) and Meter Replacements

---

**Objective:** Award a contract for installation of, and direct purchase of sufficient quantities of MTUs and cabling for replacement of the remaining legacy MTUs within the Camrosa potable and non-potable service areas and purchase of adequate quantities of customer water meters to replace existing failing water meters.

**Actions Required:** It is recommended that the Board of Directors:

- 1) Create a new MTU and Water Meter Capital Improvement Project and appropriate funding in the amount of \$1,400,000.00 from the potable capital replacement fund and \$280,000.00 from the non-potable capital replacement fund, for a total amount of \$1,680,000.00; and,
- 2) Authorize the Interim General Manager to enter into an agreement and issue a purchase order with Concord Environmental Energy, Inc. (dba: Concord Utility Services), in an amount not to exceed \$446,497.42, for installation of 5,639 MTUs; and
- 3) Authorize the Interim General Manager to issue purchase orders to purchase direct from vendors, the following hardware:
  - Quantity 5,500, Series 3450 Encoder, Single Port, Extended Range MTUs and quantity 2, MTU Bluetooth programmers from Aclara (a division of Hubbell), in an amount not to exceed \$690,153.75.
  - Quantity 5,500, Twist-tight cables/connectors from Badger Meter Inc., in an amount not to exceed \$64,350.00.
  - Quantity 680, ¾" through 2" meters from Badger Meter Inc., in an amount not to exceed \$215,000.00.
  - Quantity 60, 3" through 6" meters from HydroPro Solutions Inc., in an amount not to exceed \$210,000.00.

**Discussion:** A pilot program for installation of 1,792 MTUs and 242 AMR (Automatic Meter Reading) capable meters was awarded to Concord Utility Services at the January 12, 2023 Camrosa Board meeting and subsequently completed in November 2023.

Prior to project completion, staff returned to the Board on August 24, 2023, to provide an information-only, cost estimate of \$1.3M for replacing the remaining legacy MTUs and large (greater than 2 inch) non-AMR meters. This compares to \$1.25M for the MTU replacement component of this board item.

The water meter replacement component of this project is \$425,000.00 and will address a significant quantity of customer meters that are unable to be automatically read due to battery failures, as these

units have exceeded their battery life expectancy, as well as replacing failed or failing meters due to mechanical failure, age, or high through volumes which results in unmetered (stuck) or under metering of delivered water. To expedite the MTU and AMR implementation it is recommended the procurement of water meters be combined with the MTU project phase 2. Staff anticipates completion of this project by December 2024. This completion will coincide with the anticipated completion of the new billing system and the new customer portal which requires the latest generation MTUs for customer access to real-time usage data.

**Camrosa Water District  
7385 Santa Rosa Rd.  
Camarillo, CA 93012  
Telephone (805) 482-4677 - FAX (805) 987-4797**

TO: Concord Environmental Energy, Inc.  
24619 Washington Avenue Ste 202  
Murrieta, CA 92562

DATE: January 25, 2024

Agreement No. 2024-87

The undersigned Contractor offers to furnish the following: water meter installations per proposal dated January 4, 2024.

Contract price \$: Per proposal dated 01/04/2024 not to exceed \$446,497.42.

Contract Term: January 25, 2024 – June 30, 2025

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you.

Accepted: Camrosa Water District

Contractor: Concord Environmental Energy, Inc.

By: \_\_\_\_\_  
Norman Huff

By: \_\_\_\_\_  
Levi Capaci

Title: Interim General Manager

Title: COO

Other authorized representative(s):

Other authorized representative(s):

\_\_\_\_\_

\_\_\_\_\_

**Workers' Compensation Insurance** - By his/her signature hereunder, Contractor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the performance of the work of this agreement.

**INDEMNIFICATION, HOLD HARMLESS AND DEFENSE.**

**a. Terms.**

**b.** In this Agreement the terms "Existing Fault" and "Existing Faults" shall mean one or more of the following: a) excessive deflection of piping; b) water pressure variance; c) air in lines and/or equipment; d) sediment in the lines and/or equipment; e) broken water lines; f) conditions outside the area of work by Contractor; g) pre-existing deterioration to infrastructure or piping; h) existing substandard materials; i) substandard installation processes; j) damage to water heaters, appliances, plumbing fixtures, irrigation valves, backflow preventers and/or other in-line equipment and devices from existing sediment, failed piping materials, other causes and/or owner activities; and j) owner activities that contribute or in any way cause any damage or adverse conditions.

**c.** In this Agreement the term "Claim" shall mean liability from claims, suits, causes of action, demands, loss, damage, or injury to property or persons, including wrongful death, arising out of a breach of this Agreement by Contractor, an intentionally wrongful or malicious act by Contractor in its performance under this Agreement or a negligent act or omission by Contractor in its performance under this Agreement. All officers, agents, employees and subcontractors, and their agents, who are employed, contracted or otherwise utilized by Contractor to perform the Services under this Agreement, shall be deemed officers, agents and employees of Contractor.

**d.** Subject to the following section e. (below), Contractor shall defend, indemnify, and hold Camrosa Water District, its directors, officers and employees, and each of them, free and harmless from any Claims unless those Claims arise from or are caused, in whole or in part, by one or more Existing Faults. The foregoing indemnity, hold harmless and defense obligation of Contractor shall not apply if the Claim is caused by or arises solely from one or more Existing Faults.

**e.** The foregoing indemnity, hold harmless and defense obligations of Contractor shall not apply if the loss, damage or injury is caused by or arises from sole negligence of Camrosa Water District, the breach of this Agreement by the Camrosa Water District, or the willful misconduct or willful failure to adhere or comply with any law, duty or regulation or obligation of Camrosa Water District or any of its directors, officers, employees, and agents.

**f.** To the extent and in any matter permitted by law, Contractor shall defend, indemnify and hold the Camrosa Water District, its directors, officers, and employees, and each of them, free and harmless from and against any assertion that any of the materials, services, hardware or software provided by Contractor to the Camrosa Water District ("Contractor Products") or the use thereof infringes any patent, copyright or proprietary right of any third party.

**g.** With regard to any Claims against Camrosa Water District which Contractor is required to defend hereunder, Contractor shall defend such Claim at its own cost, expense and risk. The Camrosa Water District shall be consulted regarding the selection of defense counsel. Should Camrosa Water District elect to be represented by separate counsel, Camrosa Water District shall be solely responsible to pay for such attorney fees and costs, including expert fees, for such separate defense.

**h.** Provision of insurance coverage as required by this Agreement shall not affect Contractor's indemnification, hold harmless and defense obligations.

**i.** Contractor's indemnification hold harmless and defense obligations shall survive the termination or expiration of this Agreement.

## **GENERAL CONDITIONS**

**Laws, Regulations and Permits** - The Contractor shall give all notices required by law and comply with all laws, ordinances, rules and regulations pertaining to the conduct of the work. The Contractor shall be liable for all violations of the law in connection with work furnished by the Contractor. If the Contractor performs any work knowing it to be contrary to such laws, ordinances, rules or regulations and without giving notice to Camrosa Water District engineer, the Contractor shall bear all costs arising therefrom.

**Safety** - The Contractor shall execute and maintain his/her work so as to avoid injury or damage to any person or property. The Contractor shall comply with the requirements of the specifications relating to safety measures applicable in particular operations or kinds of work.

In carrying out his/her work, the Contractor shall at all times exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed, and be in compliance with all applicable federal, state and local statutory and regulatory requirements including, but not limited to, California Department of Industrial Relations (Cal/OSHA) regulations; and the U.S. Department of Transportation Omnibus Transportation Employee Testing Act.

**Commercial General Liability and Automobile Liability Insurance** - The Contractor shall provide and maintain the following commercial general liability and automobile liability insurance:

**Coverage** - Coverage for commercial general liability and automobile liability insurance shall be at least as broad as the following:

1. Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 0001)
2. Insurance Services Office (ISO) Business Auto Coverage (Form CA 0001), covering Symbol 1 (any auto)
3. Insurance Service Office (ISO) Excess Liability (if necessary)

**Limits** - The Contractor shall maintain limits no less than the following:

1. General Liability - Two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit or products-completed operations aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to Camrosa Water District) or the general aggregate limit and products-completed operations aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability - One million dollars (\$1,000,000) for bodily injury and property damage each accident limit.
3. Excess Liability (if necessary) - The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non contributory basis for the benefit of the District (if agreed to in a written contract or agreement) before the District's own primary or self Insurance shall be called upon to protect it as a named insured.

**Required Provisions** - The general liability, auto liability and excess liability policies are to contain, or be endorsed to contain, the following provisions:

1. Camrosa Water District, its directors, officers, employees, and authorized volunteers are to be given insured status at least as broad as ISO endorsement CG 2010 11 85; or both CG 20 10

10 01 and CG 20 37 04 13 (or the CG 20 10 04 13 or earlier edition date) specifically naming all of the District parties required in this agreement, or using language that states "as required by contract". All subcontractors hired by Contractor must also have the same forms or coverage at least as broad; as respects (via CG 20 38 04 13): liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Camrosa Water District, its directors, officers, employees, or authorized volunteers.

2. It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary, and Camrosa Water District insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory using the ISO endorsement CG 20 01 04 13 or coverage at least as broad.
3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to Camrosa Water District, its directors, officers, employees, or authorized volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Camrosa Water District.
6. Such liability insurance shall indemnify the Contractor and his/her subcontractors against loss from liability imposed by law upon, or assumed under contract by, the Contractor or his/her subcontractors for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
7. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability, explosion, collapse, underground excavation, and removal of lateral support.
8. The automobile liability policy shall cover all owned, non-owned, and hired automobiles.

All of the insurance shall be provided on policy forms and through companies satisfactory to Camrosa Water District.

**Deductibles and Self-Insured Retentions** - Any deductible or self-insured retention must be declared to and approved by Camrosa Water District. At the option of Camrosa Water District, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds, co-insurers, and/or insureds other than the First Named Insured.

**Acceptability of Insurers** - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:-VII or equivalent or as otherwise approved by Camrosa Water District.

**Workers' Compensation and Employer's Liability Insurance** - The Contractor and all subcontractors shall insure (or be a qualified self-insured) under the applicable laws relating to workers' compensation insurance, all of their employees working on or about the construction site, in accordance with the "Workers' Compensation and Insurance Act", Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The Contractor shall provide employer's liability insurance with limits of no less than \$1,000,000 each accident, \$1,000,000 disease policy limit, and \$1,000,000 disease each employee.

Contractor shall assume the immediate defense of and indemnify and save harmless Camrosa Water District and its officers and employees, agents, and consultants from all claims, loss, damage, injury, and liability of every kind, nature, and description brought by any person employed or used by Contractor, or any subcontractor, to perform the Work under

this contract regardless of responsibility or negligence. Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in the favor of the Camrosa Water District for all work performed by the Contractor, its employees, agents and subcontractors.

**Evidences of Insurance** - Prior to execution of the agreement, the Contractor shall file with Camrosa Water District a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence shall also include (1) attached additional insured endorsements with primary & non-contributory wording, (2) Workers' Compensation waiver of subrogation, and (3) a copy of the CGL declarations or endorsement page listing all policy endorsements, and confirmation that coverage includes or has been modified to include Required Provisions 1-8 above. The District reserves the right to obtain complete, certified copies of all required insurance policies, at any time. Failure to continually satisfy the Insurance requirements is a material breach of contract.

The Contractor shall, upon demand of Camrosa Water District, deliver to Camrosa Water District such policy or policies of insurance and the receipts for payment of premiums thereon.

**Continuation of Coverage** - If any of the required coverages expire during the term of this agreement, the Contractor shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

**Subcontractors** - In the event that the Contractor employs other contractors (subcontractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each subcontractor meets the minimum insurance requirements specified above.

Camrosa Water District reserves the right to modify these insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other circumstances.

Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by Camrosa Water District.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Contractor, specifying the effective date of termination.





## PRICE QUOTATION

**Date:** 1/4/2024

**To:** Joe Willingham, Camrosa Water District

**Project:** Camrosa Water District Potable Water Meter Project – Phase II

Description	Quantity	Unit Price	Extended Price
<b>FULL DEPLOYMENT</b>			
Small Meter (3/4"-1") MTU Replacement	4,981	\$ 62.47	\$ 311,163.07
Intermediate Meter (1.5"-2") MTU Replacement	410	\$ 109.00	\$ 44,690.00
Large Meter (3"-8") MTU Replacement	248	\$ 205.00	\$ 50,840.00
Subtotal			\$ 406,693.07

<b>OPTIONAL FEES:</b>			
Adder: Rural area Services (properties exceeding the typical size of a standard tract housing development, including farms, orchards, horse properties, and similar large-scale land holdings etc.)	1	\$ 20.00	
Subtotal			\$ -

<b>OTHER FEES:</b>			
WOMS - Programming and Setup	N/A		
WOMS - Integration	N/A		
WOMS - Implementation	5,639	\$ 1.65	\$ 9,304.35
Subtotal			\$ 9,304.35

<b>FACILITIES</b>	
Staging & Warehousing	Provided by Utility
Waste & Spoils	Provided by Utility
Scrap Disposal	Provided by Utility
Pallet Jack & Forklift	Provided by Utility

<b>PROFESSIONAL SERVICES</b>			
Project Management	3	\$ 7,500.00	\$ 22,500.00
Mobilization	1	\$ 8,000.00	\$ 8,000.00
Subtotal			\$ 30,500.00

<b>Total Installation Cost</b>	<b>\$ 446,497.42</b>
--------------------------------	----------------------



#### **ASSUMPTIONS/EXCLUSIONS:**

1. Pricing valid for one year (365 days) from date of price quote. If project kickoff commences at the expiry of year 1, the quote price will increase annually by the standard CPI rate at the commencement of Full Deployment.
2. Terms: Invoice weekly NET30.
3. There will be a mutually agreed upon contract upon award of the project.
4. Installation Services are warranted against leaks for a period of 1 year from the work order completion date, as recorded through the work order management system and completed work order installation data. The warranty applies only to the area of work performed by the Contractor, as documented by data and photos within the work order management system, and reasonably attributed to the installation process.
5. Project Manager fees are based on the estimated schedule and the monthly fees will be levied over the length of the project. If the project is completed ahead of schedule or extends past the anticipated duration, the fees will be charged accordingly.
6. Excluded: Bonding and Permit fees.
7. Unit pricing include Prevailing Wage Rates.
8. Demobilization/Remobilization/Stand Down Contingency: The project mobilization and demobilization is assumed for a single-phase move on and move off for installation and deployment. If demobilization and remobilization occur during the project due to reasons beyond Concord Utility Services' control (e.g., lack of materials and inventory, lack of data or account information), additional contingency fees will be assessed.
  - a. Demobilization/Remobilization Fees: If CUS is forced to demobilize due to lack of inventory (e.g., meters, registers, endpoint modules, lids, boxes, fittings), CUS will invoice for cost plus 15% to move in and out of the market (i.e., travel fees, cancellation fees, vehicle transportation fees.)
  - b. Stand Down Time: If CUS is unable to perform due to lack of inventory of materials (e.g., meters, registers, endpoint modules, lids, boxes, fittings), and installation resources remain deployed, CUS will invoice at \$95.00 per hour, per technician for time CUS is stood down.
9. CUS will not be responsible for any community outreach programs or program materials other than leaving a Utility-provided door hanger, post installation.
10. A secure staging area, centrally located to the project to be provided by Owner, for materials, waste, and fleet vehicle parking (crane truck and up to four ½ ton pick-up trucks).
11. Legacy equipment requires secure storage provided by Owner and will be responsible for removal, scrapping or disposing of all legacy equipment.
12. CUS will not be responsible for disposal of hazardous materials.
13. All data for the entire project will be provided at one time prior to mobilization.
14. All data sent from the Utility will be accurate and without duplicate data (addresses, meter numbers, radios, accounts, etc.).
15. If information submitted to CUS is later found to be inconsistent with actual information the price may be adjusted accordingly to account for additional set up and programming.
16. Excludes additional visits to meter locations after the initial installation and programming, for network communication issues during Route Certification.
17. MTU installation unit pricing includes all labor, tools, vehicles, & fuel.



18. All other materials to be provided by the Owner including, but not limited to meters, registers, radios, boxes, lids, box extension rings, meter spuds, extensions, adapters, meter couplers, flanges, fittings, in-line connectors, compression fittings, PVC fittings, tamper clips, Nicor connectors, backflow prevention devices, etc.
19. Meter MTU installation unit pricing does not include adjusting, resetting, removing, or replacing meter box. If CUS is required to replace setters, risers, valves or fittings, the meter box resetting will be billed separately.
20. The supplementary charges for rural services would apply to properties exceeding the typical size of a standard tract housing development, including farms, orchards, horse properties, and similar large-scale land holdings.
21. No other direct job costs have been noted (city licenses, permits, etc.). If additional direct job costs arise, they will be added at cost plus 15%.
22. Any badging requirements will be done prior to the start of the project.
23. It is expected that all hard-to-find meters will have location descriptions and assistance (mark service with paint) from the Utility.
24. The Utility will provide CUS safe access, including keys and gate codes (gated communities) to all locations.
25. Work will not be performed at locations where it is reasonable that damage may occur to customer's property.
26. CUS will not be responsible for replacing MTUs on meter that are obstructed by landscape or excessive tree/plant roots in the boxes.
27. Paving or Hard/Solid Surfaces: Excludes removal and replacement of paving or other hard or solid surface locations (concrete, asphalt, pavers etc.).
28. Non-Permit Required Confined Space entry is included with large meter replacements. Permit Required Confined Spaces shall be reviewed independently for safety and strategy, additional pricing or exclusions shall be provided after evaluation.
29. CUS will provide minimal traffic control devices (cones) for meter exchanges. Any additional traffic control requirements will be invoiced at cost plus 15%.
30. It is assumed that small and intermediate sized meters will not be in vaults or other confined spaces.
31. Large meters are considered 3" and above.
32. All large meters are easily accessible, additional labor to remove obstructions to access the meter to be billed separately including dirt, concrete, debris, etc.
33. Excess dewatering will be invoiced on a time & material, and case-by-case basis.
34. Any specific requirements not covered under this quote will be reviewed, any additional costs will be a change order or revision to the proposal.

## Board Memorandum

January 25, 2024

**To:** Interim General Manager

**From:** Terry Curson, District Engineer

**Subject:** Woodcreek Well Rehabilitation Project

---

**Objective:** Award a contract for the rehabilitation of Woodcreek Well.

**Action Required:** It is recommended that the Board of Directors:

- 1) Appropriate additional funding in the amount of \$525,000.00 for the Woodcreek Well Rehabilitation Project from the potable capital replacement fund; and
- 2) Authorize the Interim General Manager to issue a purchase order to General Pump Company, Inc., in the amount of \$541,351.22, for the rehabilitation of Woodcreek Well.

**Discussion:** The Woodcreek well was last rehabilitated approximately 10-years ago. At that time, the well was operating at 700 GPM. Today, well production has diminished to around 200 GPM. Additionally, the Woodcreek Well utilizes an oil lubrication system, which over time causes build-up of oil on the water surface. This can be problematic as it limits the operator's ability to increase pumping drawdown.

On October 12, 2023, the Board approved appropriations in the amount of \$120,000.00 to establish the Woodcreek Well Rehabilitation Project and awarded contracts to Hopkins Groundwater Consulting and General Pump Company for Phase 1. The project was broken into two separate phases. The first phase consisted of removing the well and evaluating the existing condition of the well. Based on a video report, the well casing showed significant plugging and a considerable amount of fill (34-ft) at the bottom of the well. There appeared to be no damage to the screens or casing, and it is unknown at this time if the fill located at the bottom of the well is silt build-up or a more significant problem resulting in deposition of the well's gravel pack. Based on this existing information, staff are cautiously moving into phase two, which consists of cleaning, rehabilitation, and eventually the installation of a new pump, column pipe, shafting, and lubrication system.

Hopkins and General Pump have collaborated and developed a set of cleaning and rehabilitation specifications that include:

- Multiple Brushing
- Airlifting
- Chemical Injection
- Swabbing
- Disinfection
- Videoing
- Swage Patch (if necessary)

Based on favorable rehabilitation results, General Pump will also provide a new pump assembly that includes all new stainless-steel shafting and a freshwater lubrication system. Staff considered the ability to clean-up and reutilize portions of the existing pump equipment, but the overall condition is only fair and given the cost to pull the pump and pump assembly in the event of a future failure, it was decided to utilize all new equipment. General Pump will not purchase the equipment until after the well has been cleaned and rehabilitated, and the well casing is determined to be in a reasonable condition.

Although staff is in the early phases of identifying the location of a new well (PV Well No. 3) within the Pleasant Valley Basin, it is expected that the time frame to complete the design and construction of a new well is approximately 2 – 3 years. Rehabilitating Woodcreek Well provides an interim back-up source and would be beneficial for meeting high demands during the summer months. In addition, placing this well back into service could assist the District in identifying potential production data and well-siting information within the Pleasant Valley Basin. It is expected that once PV Well No. 3 is in operation, Woodcreek Well will be used for peak demand production or back-up.

Phase 1 has been completed.

#### Project Costs

##### **Phase 1:**

Hydrogeological Design/Inspection Services	\$57,020.00
Well Pulling & Video	<u>\$30,000.00</u>
Total Phase 1	\$87,020.00

##### **Phase 2:**

Well Cleaning & Rehabilitation	\$279,566.00
New Pump, Column Piping, & Fittings	<u>\$261,785.22</u>
Total Phase 2	\$541,351.22

<b>Total Anticipated Project Cost:</b>	<b>\$628,371.22</b>
--	---------------------

Additional funding is available from the District's Potable Water Capital Replacement Fund.

## CONTRACTOR BID SHEET

SPECIFICATION TASK NO.	BID ITEM NO.	WORK TASK	UNIT	AMOUNT	COST PER BID UNIT	TOTAL BID ITEM COST
1	1	BRUSH BLANK WELL CASING	HR	3.25	\$4,991.00	\$16,220.00
1	2	AIRLIFT FILL FROM WELL	LS	1	\$40,710.00	\$40,710.00
2	3	BRUSH WELL SCREEN INTERVAL	HR	2.84	\$6,184.00	\$17,562.00
3	4	VIDEO SURVEY	LS	1	\$1,280.00	\$1,280.00
4	5	CHEMICAL MIXING AND INJECTION	LS	1	\$119,989.00	\$119,989.00
4	6	WELL SCREEN SWABBING	HR	4.34	\$3,430.00	\$14,885.00
4	7	AIRLIFT CHEMICAL REMOVAL	HR	6.5	\$4,830.00	\$31,392.00
5	8	WELL DISINFECTION	LS	1	\$16,982.00	\$16,982.00
6	9	SWAGE PATCH INSTALLATION	LS	1	\$20,546.00	\$20,546.00

**TOTAL**

**\$279,566.00**



934 W. VERDULERA STREET - CAMARILLO, CA 93010  
PHONE: (805) 482-1215 - FAX: (805) 484-2135

WELL & PUMP SERVICE SINCE 1952

Lic. #496765

*"Serving All Southern California and Central Coast!"*

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, California 93012

December 1, 2023

Attn: Kevin Wahl

***Subject: Woodcreek Well Pump Replacement with Fresh Water Flush water lube and well rehabilitation.***

General Pump Company, Inc. (GPC) is pleased to provide this estimate to provide equipment and materials to install a replacement pump designed for 925 GPM at 660' TDH with Fresh Water Flush Lubrication system that allows for the water levels to be deeper while providing the necessary 5-foot bearing spacing to eliminate most risk of critical speed vibrations or damage. We intend on using Customer 200 HP motor and modify the existing discharge head.

The estimated cost is as follows:

**Shop Time:**

- |  |                   |
|--|-------------------|
| • Load-Unload materials and equipment as needed.             | 10 Hours          |
| • Touch up pump and prepare suction for check valve adaption | 8 Hours           |
| • Build Straps to strap suction to column above pump         | 8 Hours           |
| • Tighten couplings, stab shafting and test fit retainers    | 30 Hours          |
| • Engineering support  | 10 Hours Included |

***56 Hours Total Estimated Shop Labor @ \$125.00/Hour*** ***\$7,000.00***

**Field Labor:**

- Mobilize crew and equipment to site, set up rig, Install Pump with additional setting to 502-feet on FWF column-Tube and Shaft
  - Connect Pumping equipment to power supply, start and test pump
  - Overtime/man hour >8 weekdays and Saturdays up to 8 hours
- |   |             |
|---|-------------|
| 30 Hours 4 Man Crew and equipment @ \$965.00/Hour | \$28,950.00 |
| 6 Hours 2 Man crew and equipment @ \$400.00/Hour  | \$2,400.00  |
| 24 Hours Overtime at \$80.00 per man Hour         | \$1,920.00  |

***Total Field Labor*** ***\$33,270.00***



*"Serving All Southern California and Central Coast!"*

Camrosa Water District

December 1, 2023

Page 2

**Materials/Rentals (Taxable):**

• 502-foot setting of 8" X .322 Wall X 20' column assembly with 2-1/2" SST X 1-1/2" shaft and 5-foot bearings for Fresh Water Flush	\$159,031.00
• Flush Nut Packing box assembly and pre-lube system	\$7,637.00
• 11CHC-11 stage 925 GPM @ 660' TDH	\$29,991.00
• New SST airline, gauge, and fittings for 480-feet	\$2,001.00
• Bolting and gasket kit, Motor oil and field consumables	\$364.00
• Electrical components to connect motor leads	\$137.00
• Miscellaneous consumables including fittings, tape, banding etc.	\$1,364.00
• Estimated Freight	\$6,016.00
• Estimated local tax	\$14,974.22

***Total Estimated Materials/Rental (Taxable)***      ***\$221,515.22***

***Total Estimated Project cost***      ***\$261,785.22***

GPC's Standard Terms and Conditions apply and all invoices. Warranty for work and materials are restricted to parts and materials replaced as part of this project.

Regards,

*Ray Reece*

Ray Reece  
General Manager



## Board Memorandum

January 25, 2024

**To:** Board of Directors

**From:** Norman Huff, Interim General Manager

**Subject:** Update Ordinance 40 with a Property Owner Requirement Policy

---

**Objective:** Discuss incorporating Property Owner requirement policy into Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services.

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

**Discussion:** Currently there is limited recourse for tenant-occupied delinquencies. Often rental properties are vacated with unpaid balances which are sent to collections, with limited success, but ultimately written off. Frequently, tenants leave with no forwarding address, which makes collection efforts even more difficult. The Board approved the collection of deposits in 2017, which has greatly contributed to limiting financial loss.

Staff recommends amending Ordinance 40-21 Section 6.1., et al. to require accounts to be in the property owner's name. This will help reduce account delinquency and enable the District to pursue liens in the event of default. This policy change will also remedy situations where tenants move out without notifying the District and water and wastewater services continue to be used, leaving no one responsible for the charges. This policy will also reduce the number of accounts being closed and then reopened when a tenant moves out and another moves in. This will reduce the field and office staff time currently needed to complete these processes. Maintaining the account in the property owner's name at all times will also ensure that the monthly meter charge and wastewater charges are billed and collected between tenants at rental properties.

An exception to the proposed policy is made to comply with SB 998, where, in the very rare instance a property owner is delinquent and subject to shutoff, a tenant can apply for and put service in their name (see Sections 6.1.1 and 6.10.7.).

Other agencies and municipalities within the County have similar policies.

**Attachments:**

- Proposed Ordinance 40 Draft changes and additions in red (Sections 6.1., et al.) with existing policy to comply with SB 998 in Section 6.10.7. highlighted. Previously discussed ADU policy additions are included in red in this draft.



## **Ordinance 40-24**

### **Rules and Regulations**

### **Governing the Provision of**

### **Water and Sanitary Services**

**Adopted:**

**\_\_\_\_\_, 2024**

**ORDINANCE 40-24**

**An Ordinance of the Camrosa Water District**

**Repealing Ordinance 40-21**

**And Establishing Rules and Regulations**

**Governing the Provision of**

**Water and Sanitary Services**

The Board of Directors of the Camrosa Water District do ordain as follows on pages 3 through 35, attached:

By Motion of Director \_\_\_\_\_, Second by Director \_\_\_\_\_,  
this ordinance is

**ADOPTED, SIGNED, AND APPROVED** this \_\_\_\_\_, 2024.

\_\_\_\_\_  
Eugene F. West, President  
Board of Directors  
CAMROSA WATER DISTRICT

ATTEST:

\_\_\_\_\_, Secretary  
Board of Directors  
CAMROSA WATER DISTRICT

## Table of Contents

<b>1.</b>	<b>Purpose.....</b>	<b>6</b>
<b>2.</b>	<b>General.....</b>	<b>6</b>
<b>3.</b>	<b>Definitions .....</b>	<b>6</b>
<b>4.</b>	<b>Eligibility for Water Service .....</b>	<b>8</b>
4.1.	General Requirements of Water Service.....	8
4.1.1.	Water Service Requirements for Accessory Dwelling Unit (ADU) .....	8
4.1.1.1.	Addition of ADUs .....	8
4.1.1.1.1.	Permitting .....	8
4.1.1.1.2.	Application for Service .....	9
4.1.1.1.3.	District Evaluation .....	9
4.1.1.1.4.	District Approval.....	9
4.1.1.2.	Capital Improvement Fees for Water Service to ADUs .....	9
4.1.1.2.1.	Shared Service .....	9
4.1.1.2.2.	Additional Meter Service .....	9
4.1.1.2.3.	New, Independent Service .....	9
4.1.1.3.	Billing and Water Service Charges for ADU.....	9
4.1.1.3.1.	Shared Service .....	9
4.1.1.3.2.	Additional Meter Service .....	10
4.1.1.3.3.	New, Independent Service .....	10
4.2.	Types and Classifications of Water Service .....	10
4.2.1.	Potable Water Service .....	10
4.2.1.1.	Municipal Water Service Classifications.....	10
4.2.1.1.1.	Residential Water Service (Class I).....	10
4.2.1.1.2.	Master Metered Residential Service (Class II) .....	10
4.2.1.1.3.	Commercial and Industrial Water Service (Class III).....	11
4.2.1.1.4.	Public Water Service (Class IV).....	11
4.2.1.1.5.	Municipal/Residential Irrigation Service (Class V) .....	11
4.2.1.1.6.	Fire Service (Class VI) .....	11
4.2.1.2.	Agricultural Water Service Classifications .....	12
4.2.1.2.1.	Agricultural Irrigation Water Service.....	12
4.2.1.2.2.	Domestic Agricultural Water Service.....	12
4.2.1.3.	Temporary Service .....	12
4.2.1.3.1.	Temporary Construction Water .....	12
4.2.1.3.2.	Temporary Municipal Water .....	13
4.2.1.3.3.	Temporary Agricultural Water .....	13
4.2.1.4.	Emergency Water Service .....	13
4.2.1.5.	Surplus Water/Out of Bounds Service.....	13
4.2.2.	Non-Potable Water Service .....	13
4.2.2.1.	Non-Potable Irrigation Water Description and Classification .....	14
4.2.2.1.1.	Commercial Agricultural (Class I) .....	14
4.2.2.1.2.	Landscape Irrigation (Class II) .....	14
4.2.2.1.3.	Residential Landscaping (Class III).....	14
4.2.2.1.4.	Temporary Construction Water (Class IV) .....	14
4.2.2.1.5.	Commercial Agricultural (Class VI).....	14
4.2.2.1.6.	Blended Ag (Class VII).....	15
4.2.2.2.	Recycled Water Description and Classification.....	15
4.2.2.2.1.	Commercial Agricultural (Class I) .....	15
4.2.2.2.2.	Landscape Irrigation Water (Class II).....	16

4.2.2.2.3.	Commercial Agriculture (Contractual) (Class IV)	16
4.2.2.2.4.	Surplus Recycled Water (Served outside District)	16
<b>5.</b>	<b>Conditions of Water Service</b>	<b>16</b>
5.1.	Cross-Connection Control (Backflow)	16
5.2.	Water Pressure and Surges	16
5.3.	Water Leaks	16
5.4.	Meters, Metering Facilities and Hydrants	17
5.4.1.	Meter Testing	17
5.4.2.	Obstruction of, or Deposit of Material in, on, or around Meter Boxes or Hydrants	17
5.4.3.	Change of Meter Location	17
5.5.	Resale of Water	17
5.6.	Exporting Water	17
5.7.	Water Quality	18
5.7.1.	Potable Water	18
5.7.2.	Non-Potable Water	18
5.8.	Interruptions in Service for System Maintenance	18
5.9.	Automatic Fire Sprinkler Service Connections	18
5.10.	Access to District-Owned Facilities	18
5.11.	Right of Inspection of and Access to Customer's Premises	18
5.12.	Tampering with Metering Facilities	19
5.13.	Water-Use Prohibitions	19
5.14.	Mandatory use of Non-Potable Water Where Available	20
5.15.	Water Shortage Contingency Plan Stages	20
5.16.	Stage One Water Supply Shortage or Water Emergency	20
5.17.	Stage Two Water Supply Shortage or Water Emergency	21
5.18.	Stage Three Water Supply Shortage or Water Emergency	21
5.19.	Declaration of Emergency State	21
5.20.	Violations of Prohibitions	21
5.21.	Appeals and Exceptions	22
5.22.	Reasonable Attorney Fees Paid by Customer	22
<b>6.</b>	<b>Water Services Rates, Fees, and Charges</b>	<b>22</b>
6.1.	Application for Service	23
6.1.1.	Residential Service	23
6.1.2.	Commercial, Industrial, or Institutional Service	23
6.1.3.	Agreement for Non-Potable Water Service	24
6.2.	Use of Water without Regular Application for Service	24
6.3.	Deposit from Applicant	24
6.4.	Billing and Responsibility for Charges	24
6.5.	Time and Manner of Payment	25
6.6.	Delinquent Fees and Charges	25
6.7.	Discontinuation of Non-Residential Service or Installation of Flow Restrictor for Nonpayment	25
6.8.	Liens	26
6.9.	Pressure Zone Surcharges	26
6.10.	Policy on Discontinuation of Residential Domestic Water Service or Installation of Flow Restrictor for Nonpayment	26
6.10.1.	Contact	26
6.10.2.	Delinquency	26
6.10.3.	Discontinuation of Water Service for Nonpayment	27
6.10.3.1.	Written Notice to Customer	27
6.10.3.2.	Written Notice to Occupants or Tenants	27

6.10.3.3.	Notice by Telephone.....	27
6.10.3.4.	Posting of Notice at Service Address (door hanger).....	27
6.10.3.5.	Circumstances Under Which Service Will Not be Discontinued.....	28
6.10.3.6.	Alternative Payment Arrangements.....	28
6.10.3.6.1.	Requests.....	28
6.10.3.6.2.	Alternative Payment Schedule .....	29
6.10.3.6.3.	Failure to Comply .....	29
6.10.3.6.4.	Final Notice .....	29
6.10.3.6.5.	Reductions/Waivers/Deferrals.....	29
6.10.3.6.6.	Limits .....	29
6.10.3.6.7.	State of Emergency Exception .....	29
6.10.3.7.	Restoration of Service.....	29
6.10.4.	Installation of Flow Restrictors .....	30
6.10.4.1.	Notice.....	30
6.10.4.2.	Removal.....	30
6.10.5.	Procedure to Contest or Appeal a Bill .....	30
6.10.5.1.	Initiation.....	30
6.10.5.2.	Review by District.....	30
6.10.5.3.	Appeal.....	30
6.10.6.	Reconnection Fee Limits and Waiver of Interest for Low-Income Customers .....	30
6.10.7.	Procedures for Occupants or Tenants to Become Customers.....	31
6.10.7.1.	Applicability .....	31
6.10.7.2.	Agreement to District Terms and Conditions of Service.....	31
6.10.7.3.	Verification of Tenancy .....	31
6.10.8.	Other Remedies.....	31
6.10.9.	Discontinuation of Water Service for Other Customer Violations.....	31
<b>7.</b>	<b>Sewer Service General.....</b>	<b>32</b>
7.1.	Sewer Service Area.....	32
7.2.	Demarcation of Sewer Service Responsibilities.....	32
7.2.1.	Demarcation of District Facilities .....	32
7.2.2.	Customer Responsibility .....	32
7.2.3.	Liability for Property Damage .....	32
7.3.	Water Reclamation Policy .....	33
7.4.	Eligibility for Sewer Service.....	33
7.4.1.	<b>Sewer Service Requirements for Accessory Dwelling Unit (ADU).....</b>	<b>33</b>
7.4.1.1.	<b>Addition of ADUs .....</b>	<b>33</b>
7.4.1.1.1.	<b>Permitting .....</b>	<b>33</b>
7.4.1.1.2.	<b>Application for Service .....</b>	<b>33</b>
7.4.1.1.3.	<b>District Approval.....</b>	<b>33</b>
7.4.1.2.	<b>Capital Improvement Fees for Sewer Service to ADUs .....</b>	<b>34</b>
7.4.1.2.1.	<b>Shared Service .....</b>	<b>34</b>
7.4.1.2.2.	<b>New, Independent Service .....</b>	<b>34</b>
7.4.1.3.	<b>Billing and Water Service Charges for ADU.....</b>	<b>34</b>
7.4.1.3.1.	<b>Shared Service .....</b>	<b>34</b>
7.4.1.3.2.	<b>New, Independent Service .....</b>	<b>34</b>
7.5.	Regulation of Sewer Service.....	34
<b>8.</b>	<b>Inclusion of Specifications by Reference .....</b>	<b>34</b>
<b>9.</b>	<b>Implementation and Prior Rules and Regulations .....</b>	<b>35</b>
<b>10.</b>	<b>Discretionary Authority Provided to the General Manager .....</b>	<b>35</b>

## **Camrosa Water District Rules and Regulations**

### **Governing Water and Sanitary Services**

#### **1. PURPOSE**

The purpose of this ordinance is to establish the terms and conditions of Camrosa's Water and Sanitary Services. These terms and conditions are intended to both assure the individual Customer of fair and equitable service and protect the community Camrosa serves from the undue exposure to liability. Water, Sewer, and Non-Potable Water service shall be available only in accordance with the Rules and Regulations contained herein, and in conformance with applicable federal, state, and local statutes, ordinances, regulations, and contracts.

#### **2. GENERAL**

Water and sanitary service by Camrosa Water District is subject to the availability of facilities, adequate capacity of facilities, and compliance with the terms and conditions herein set forth, or as may be augmented and set forth in any agreement or permit issued by the District.

#### **3. DEFINITIONS**

**“Accessory Dwelling Unit (ADU)” is defined as a separate, self-contained residential unit located on the same property as a primary residence and has its own kitchen, bathroom, and sleeping area, and it may be attached to or detached from the primary residence.**

“Acre Foot” shall mean 43,560 cubic feet, which is equal to 435.6 Units or 325,851 gallons.

“Camrosa” or “District” shall mean Camrosa Water District.

“Customer” shall mean the applicant of record for water services rendered by District.

“Certified Backflow Device” shall mean equipment with proper and current certification, designed to prevent the reverse flow of Customer's system into District system.

“Cross-Connection” shall mean any unprotected connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved as safe, wholesome, and potable for human consumption.

“Guarantor” is the individual or entity that agrees to be responsible for the charges incurred by a Customer.

“Non-Potable Water” shall encompass Non-Potable Irrigation Water and Recycled Water, and mean groundwater, surface water, or recycled water that is intended for use for irrigation and other accepted uses for which potable water is not required.

“Non-Potable Irrigation Water” shall mean surface water diverted from the Conejo Creek, untreated groundwater pumped for distribution in the Non-Potable Irrigation Water Distribution System, and any other water source that does not meet Potable Water quality requirements, is not certifiable as Recycled Water, and is distributed in the Non-Potable Irrigation Water Distribution System.

“Non-Potable Irrigation Water Distribution System” shall mean the transmission and distribution piping and appurtenances that transport Non-Potable Irrigation Water.

“Potable Water” shall mean water that is intended for all general uses including human consumption, and, therefore, water that meets all primary drinking water standards set forth

by the California Department of Drinking Water.

“Potable Water Distribution System” shall mean the transmission and distribution piping and appurtenances that transport potable water from the various potable water sources to the Customer.

“Pressure Zone” shall mean a hydraulic pressure subdivision within the Potable Water Distribution System and the Non-Potable Irrigation Water Distribution System that is hydraulically isolated from other pressure zones, demonstrates unique hydraulic pressure characteristics, and has unique energy requirements for delivery.

“Primary Service” refers to the main residential unit on a property currently connected to Camrosa’s water services, which may include a single-family home, the main dwelling of a multi-family property, or other residential structures.

“Property” shall mean a parcel of land assigned a separate Assessor’s Parcel Number by the County of Ventura.

“Recycled Water” shall mean treated wastewater that meets State of California Title 22 standards at the discharge point of the Camrosa Water Reclamation Plant. Title 22 standards are established by the State of California and are not guaranteed beyond the plant’s point of discharge.

“Recycled Water Distribution System” shall mean the transmission and distribution piping and appurtenances, which transport effluent water from the Camrosa Water Reclamation Facility.

“Surplus Water” shall mean for the purposes of this Ordinance, water in excess of the current water demands within the boundaries of the District as determined by Camrosa Water District.

“Unit of Water” shall mean for the purposes of this Ordinance, one hundred cubic feet of water, which is equal to 748 gallons.



## **WATER SERVICE**

### **4. ELIGIBILITY FOR WATER SERVICE**

Camrosa provides Potable and/or Non-Potable Water Service to “Properties” within the District. To be eligible for Water Service the Customer shall satisfy both the General Requirements of Water Service and the requirements of the Type and Classification of Water Service listed below.

The District shall devote its best efforts to plan for and, on a case-by-case basis if necessary, prioritize the provision of water services to proposed low-income housing developments pursuant to Government Code Section 65589.7.

Development projects that include low-income housing units shall not be denied approval of an application for service, nor shall conditions be imposed thereon, or services reduced that are applied for, unless the District makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one or more of the following:

1. Insufficient water supply or insufficient water treatment, distribution, or storage capacity;
2. A State Department of Public Health order prohibiting new water connections; and/or
3. The proposed development applicant has failed to agree to reasonable terms and conditions.

The District shall not discriminate in any manner when processing and considering requests for services by proposed developments that include low-income housing units.

#### **4.1. General Requirements of Water Service**

Water service is a Property-related service. The Property to be served shall be within the Camrosa Water District boundaries. The Property shall have an established water connection with a Camrosa water meter of adequate size and capacity, as determined by Camrosa, to serve the Property’s water needs without causing undue wear to the Camrosa metering facilities or interfering with Camrosa’s ability to provide reliable service to other Properties. The Customer shall have completed and submitted an Application for Service, and paid any deposit that may be required as defined in this Ordinance and/or the “Schedule of Rates, Fees and Charges for Water and Sanitary Services” (located on the District’s web site, [www.camrosa.com](http://www.camrosa.com)). The Customer must establish and maintain an active water service account that is current and free of any delinquent fees and charges. All applicable fees and charges must be paid in advance of receiving any of the classifications of water service included in this Ordinance, including classification-specific charges outlined in [Section 4.2](#).

##### **4.1.1. Water Service Requirements for Accessory Dwelling Unit (ADU)**

The Camrosa Water District recognizes the growing demand for ADUs within its service area and is committed to ensuring efficient and equitable water service for all customers, including those with ADUs. Camrosa has established this policy to govern the addition of ADUs and to determine appropriate and equitable charges for water services. Water service for an ADU may be connected to the primary service on the account, or, at the property owner’s request and expense, connected to a new meter and account off of the existing Camrosa primary service line or as a new independent Camrosa service line, meter, and account.

##### **4.1.1.1. Addition of ADUs**

###### **4.1.1.1.1. Permitting**

All property owners within Camrosa’s service area seeking to add an ADU must obtain the necessary permits and approvals from the local building department and comply with all applicable zoning and building codes.

**4.1.1.1.2. Application for Service**

All property owners within Camrosa's service area seeking to add an ADU must complete an Application for Service and pay the current ADU application fee as found in Camrosa's Schedule of Rates, Fees and Charges for Water and Sanitary Services. At the time of application for service the property owner will indicate if they desire to connect the ADU to the primary service on the account, or, at the property owner's request and expense, connect to a new meter and account off of the existing Camrosa primary service line or as a new, independent and separate service line, meter, and account as described in Section 4.1.1.2.

**4.1.1.1.3. District Evaluation**

Prior to the issuance of an approval of the application for service, Camrosa will evaluate the suitability of the existing primary service's service line and meter size, for the proposed ADU (as allowed for in Section 4.1.). If Camrosa finds the current primary service, including its service line and meter unsuitable for the proposed ADU, the property owner must, at their expense, upgrade them to a suitable size using District Standards and a District-approved contractor.

**4.1.1.1.4. District Approval**

Prior to the issuance of a certificate of occupancy for the ADU, property owners must provide documentation of the ADU's completion and compliance with local codes. Camrosa may verify the ADU's completion and its proper connection to the water service. Connections will be made in compliance with District Standards and local sanitation and plumbing codes.

**4.1.1.2. Capital Improvement Fees for Water Service to ADUs****4.1.1.2.1. Shared Service**

ADUs that share a primary water service meter with the main dwelling will not be subject to Capital Improvement fees.

**4.1.1.2.2. Additional Meter Service**

Property owners may, at their request and bearing all costs thereof, connect an ADU that shares the Camrosa primary water service line to the primary service meter, but has a separate water meter with a separate water services account. These new accounts will not be subject to Capital Improvement fees. Meter additions must be done using District Standards and a District-approved contractor.

**4.1.1.2.3. New, Independent Service**

Property owners may, at their request and bearing all cost thereof, connect an ADU to a new, independent water service with a separate Camrosa water service line, meter, and account. These new accounts will be subject to applicable Capital Improvement fees, as determined by the District's current fee schedule. New, independent service installations must be done using District Standards and a District-approved contractor.

**4.1.1.3. Billing and Water Service Charges for ADUs****4.1.1.3.1. Shared Service**

ADUs that share a primary water service meter with the main dwelling will be billed on one bill. There will be no change to the monthly meter service fees as they are billed as part of the primary service on the account. Water consumption

by the ADU will register on the primary service meter along with usage from the primary residence and be billed based on the actual water use. Current monthly meter service fees and usage rates and tiers apply to the primary account.

#### **4.1.1.3.2. Additional Meter Service**

ADUs that share the Camrosa primary water service line to the primary service meter but have a separate water meter with a separate water services account will be billed separately and may have a separate account holder who meets the applicant requirements in Section 6. The ADU account will pay a separate monthly meter service fee based on the meter size and usage will be billed based on the actual water use as measured by the meter serving the ADU. Current base monthly meter service fees and usage rates and tiers apply to the ADU account.

#### **4.1.1.3.3. New, Independent Service**

ADUs that have an independent Camrosa water service line with a separate water meter and water services account will be billed separately and may have a separate account holder who meets the applicant requirements in Section 6. The ADU account will pay a separate monthly meter service fee and usage will be billed based on the actual water use as measured by the meter serving the ADU. Current base monthly meter service fees and usage rates and tiers apply to the ADU account.

## **4.2. Types and Classifications of Water Service**

Camrosa provides two (2) types of water service: Potable Water Service and Non-Potable Water Service. For each type of water service, Camrosa provides water based upon service classification. Specific terms and requirements for water service are based upon the type and classification of the Customer's intended water use. Failure to continuously comply with any requirement for water service may result in re-classification of the service and/or termination of service.

### **4.2.1. Potable Water Service**

To be eligible for Potable Water Service, the Customer shall satisfy both the General Requirements of Water Service contained in Section 4.1. and the following requirements of the classification of water use.

#### **4.2.1.1. Municipal Water Service Classifications**

The Municipal Water Service classification is intended to meet long-term potable water needs. It is considered uninterruptible service. To obtain this classification of water, Customers must meet the requirements of Camrosa's Will-Serve Policy.

##### **4.2.1.1.1. Residential Water Service (Class I)**

Residential Water Service (Class I) is intended for all general uses both indoor and outdoor. To be eligible for Residential Water Service, Class I the Property served must include a dwelling or other structure suitable for occupancy and meet all the General Requirements of Water Service. For purposes of the Policy on Discontinuation of Residential Domestic Water Service for Nonpayment (Section 6.10.), Class I is considered "residential domestic" service and is subject to that policy.

##### **4.2.1.1.2. Master Metered Residential Service (Class II)**

Master Metered Residential Service (Class II) is intended for all general uses both indoor and outdoor. To be eligible for Master Metered Residential

Service, the Property served must include multiple dwelling units, have a common plumbing system, be managed by a formal homeowners' association (HOA), and have water service provided through one or more meters serving the common water system. The Property served must meet all the General Requirements of Water Service. The property must secure the approval of the General Manager in the will-serve process to qualify for Master Metered Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification. For purposes of the Policy on Discontinuation of Residential Domestic Water Service for Nonpayment (Section 6.10.), Class II is considered "residential domestic" service and is subject to that policy.

#### **4.2.1.1.3. Commercial and Industrial Water Service (Class III)**

Commercial and Industrial Water Service (Class III) is intended for all general uses both indoor and outdoor at privately operated services, manufactories, or other businesses. To be eligible for Commercial and Industrial Water Service the Customer must provide a copy of a current business license and a Guarantor for the account. The primary water use must be a use other than irrigation. The Property must also meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.1.4. Public Water Service (Class IV)**

Public Water Service (Class IV) is intended for all general uses both indoor and outdoor for public services, such as public schools, recreation facilities, hospitals, government services, and public safety services. To be eligible for Public Water Service the Property served must be publicly operated, and the primary water use must be a use other than landscape irrigation. The Property must also meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.1.5. Municipal/Residential Irrigation Service (Class V)**

Municipal/Residential Irrigation Service (Class V) is intended for all general landscape irrigation needs where the primary use of water is to maintain large turf areas and other landscape for parks, golf courses, common areas, medians, open spaces and similar areas. To be eligible for Municipal/Residential Irrigation Service, the Property served must meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.1.6. Fire Service (Class VI)**

Fire Service (Class VI) is intended to provide water for private fire flow needs either within a private complex to which Camrosa does not provide public fire hydrants, or for supplementary indoor fire flows. To be eligible for Fire Service, the Property serviced must maintain a separate and isolated fire service water system, and, rather than a conventional water meter, the service must include a fire flow detector meter that will detect the use of water on the fire flow system. Use of water through the fire flow system for other than fire protection shall disqualify the service from fire service classification and require compliance with a conventionally metered municipal service classification. The

Property must also meet the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.2. Agricultural Water Service Classifications**

Agricultural Water Service is a class of service intended to serve commercial agriculture. This service, unlike Municipal Water Service, is interruptible. Agricultural Water Service may be interrupted for extended periods due to general water shortages, drought, maintenance requirements, and/or operational requirements. Agricultural Water Service may not be promptly restored following emergencies. Therefore, Agricultural Water Service shall not be eligible for conversion to Municipal Service without satisfying all will-serve requirements as set forth in the District's will-serve policy.

##### **4.2.1.2.1. Agricultural Irrigation Water Service**

Agricultural Irrigation Water Service is intended for commercial agricultural properties that raise food crops, floral crops, nursery crops, and/or commercial livestock. It is not the intent of this ordinance to classify home gardens, home orchards, or pets as agricultural operations. To be eligible for Agricultural Irrigation Water Service, the Property must include a minimum of one (1) full, contiguous, irrigated acre dedicated to commercial agriculture, and the Customer must provide a copy of a current business license and a Guarantor for the account. The Property must meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

##### **4.2.1.2.2. Domestic Agricultural Water Service**

Domestic Agricultural Water Service is intended for commercial agricultural properties which raise food crops, floral crops, nursery crops, and commercial livestock, where the Property includes a dwelling or dwellings in which the residential water requirements are incidental to the agricultural operation. It is not the intent of this ordinance to classify home gardens, home orchards, or pets as agricultural operations. To be eligible for Domestic Agricultural Water Service, the Property must include a minimum of one (1) full, contiguous, irrigated acre dedicated to commercial agriculture, and the Customer must provide a copy of a current business license and a Guarantor for the account. The Property must meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.3. Temporary Service**

Temporary Water Service is service intended for Customers having short-term water use needs.

##### **4.2.1.3.1. Temporary Construction Water**

Temporary Construction Water Service is intended for dust abatement, general construction site use, and other construction related needs. The Property shall meet all the General Requirements of Water Service; a site, approved by Camrosa, shall be specified for installation of a Temporary Meter Service; the temporary meter installed; suitable backflow prevention techniques, approved by Camrosa, must be employed; and the Customer shall have completed and

---

submitted an application for Construction Water Service. Construction Water Service shall be for a term no longer than six (6) consecutive months. On a case-by-case basis, the General Manager may authorize longer terms and determine the requirements of such terms.

#### **4.2.1.3.2. Temporary Municipal Water**

Temporary Municipal Water Service is intended for short-term needs for Potable Water Service, such as special events or community sponsored functions, which may require water service for a period not to exceed 30 days. On a case-by-case basis, the General Manager may authorize longer terms, and determine the requirements of such terms.

#### **4.2.1.3.3. Temporary Agricultural Water**

Temporary Agricultural Water Service is intended to provide short-term water service to agriculture operations, which do not have service to the Property and require water to supplement the primary water source for a term not to exceed one (1) year. On a case-by-case basis, the General Manager may authorize longer terms and determine the requirements of such terms.

#### **4.2.1.4. Emergency Water Service**

Emergency Water Service is intended to provide water for the protection of the health, safety, and/or property for a Customer unable to satisfy the requirements and conditions of Potable Water Service. Emergency service may be provided only after the General Manager has determined that the situation warrants an Emergency Water Service, and all fees and charges have been paid. Camrosa shall determine any additional terms and conditions as established in Camrosa's Schedule of Rates, Fees and Charges for Water and Sanitary Services.

#### **4.2.1.5. Surplus Water/Out of Bounds Service**

Surplus Water may be served for any useful purpose outside the boundaries of the District by special agreement as authorized by the General Manager, and in accordance with LAFCO guidelines.

### **4.2.2. Non-Potable Water Service**

Camrosa provides Non-Potable Water for a variety of irrigation, industrial, and commercial purposes. Non-Potable Water includes both Non-Potable Irrigation Water and Recycled Water. All Non-Potable Water Service is interruptible due to nonavailability of water, system maintenance requirements, or operational requirements.

To be eligible for any of the following classifications of Non-Potable Water Service, the Customer shall satisfy the General Requirements of Water Service contained in Section 4.1, the Property must have access to one of the Non-Potable Water Distribution Systems, and the Property to be served must either have no Potable Water Service, or have a certified backflow prevention device on the Potable Water Service, and a separate non-potable plumbing system with no existing or potential cross-connections. If a backflow prevention device is required, it must be installed per Camrosa specifications and be re-certified annually.

Customers must have a beneficial use for Non-Potable Water approved by Camrosa and meet the requirements of the specific Non-Potable Water classification of water use.

The District has entered into separate agreements for the delivery of Non-Potable Water and may again enter into such agreements.

Qualifications and requirements for use of Non-Potable Water by individual residents may require approval by the Department of Drinking Water (DDW) before Camrosa provides

service. In addition, DDW and/or Camrosa may require periodic inspections of privately operated non-potable irrigation water systems to ensure that no cross-connections exist.

#### **4.2.2.1. Non-Potable Irrigation Water Description and Classification**

Non-Potable Irrigation Water is water diverted from the Conejo Creek and/or untreated groundwater introduced into the Non-Potable Irrigation Water Distribution System. The Conejo Creek is composed primarily of wastewater effluent from the Hill Canyon Wastewater Treatment Plant (HCTP), located seven miles upstream of the diversion structure in the City of Thousand Oaks, and supplemented by the North and South Forks of the Conejo Creek, which carry runoff from the city and surrounding watershed. While HCTP effluent is treated to tertiary levels and is certified as Title-22 recycled water, after entering a naturally occurring waterway it is considered non-potable "surface" water and is not regulated in the same manner as Recycled Water and must be distributed in a separate distribution system. The following outlines the classifications of Non-Potable Water Service available from Camrosa Water District.

##### **4.2.2.1.1. Commercial Agricultural (Class I)**

Commercial Agricultural (Class I) is intended for general irrigation purposes on lands requiring water to irrigate commercial crops. To receive water under this classification, the lands must be primarily used for production of commercial crops, and the Customer must provide a copy of a current business license and a Guarantor for the account.

##### **4.2.2.1.2. Landscape Irrigation (Class II)**

Landscape Irrigation (Class II) is intended for commercial operations, public landscaping such as public parks, medians, playing fields and schools, and common-area landscaping needs of homeowners' associations where large amounts of irrigation water are needed to maintain turf areas or other landscaping. To qualify for this class, the Property must be primarily turf or other high-water-demand landscaping, and the Customer must provide a copy of a current business license and a Guarantor for the account.

##### **4.2.2.1.3. Residential Landscaping (Class III)**

Residential Landscaping (Class III) is intended for irrigation of landscape, gardens, orchards, and other appropriate outdoor water uses.

##### **4.2.2.1.4. Temporary Construction Water (Class IV)**

Temporary Construction Water (Class IV) is intended for uses related to general construction such as dust abatement, compaction, and roadway cleaning. To be eligible for Class IV Non-Potable Service: (1) a construction site must have access to a Non-Potable Water supply; (2) the Property must be permitted by Camrosa for use of Non-Potable Water; (3) the Customer shall make deposits and pay any special fees and charges as set forth in the Schedule of Rates, Fees and Charges for Water and Sanitary Services; and (4) the Customer shall agree to comply with all State and County Department of Public Health requirements for uses of Non-Potable Water.

##### **4.2.2.1.5. Commercial Agricultural (Class VI)**

This class is reserved for Customers that have contractual commitments with Camrosa for long-term Non-Potable Irrigation Water Service. Minimum requirements for Class VI service are: (1a) the parcel served is a minimum of 20 acres; or (1b) the parcel is joined with a larger parcel totaling 20 acres and is considered part of the larger parcel's operation as determined by

Camrosa; (2) the lands are primarily used for production of commercial crops; (3) the owner of the land has endorsed, submitted, and secured approval of a Non-Potable Irrigation Service Agreement with Camrosa Water District on or before December 31, 1994; and (4) the Customer must provide a copy of a current business license and a Guarantor for the account.

#### **4.2.2.1.6. Blended Ag (Class VII)**

Blended Ag water service is a classification of Non-Potable Water blended with potable water to control for chlorides. It is limited by facility constraints to those parcels receiving delivery from Pump Station #4. The District strives to maintain a chloride concentration of approximately 115 mg/L in the Blended Ag system.

#### **4.2.2.2. Recycled Water Description and Classification**

Recycled Water is water produced at the Camrosa Water Reclamation Facility, a Department of Drinking Water (DDW)-certified water reclamation facility and treated to tertiary standards as defined by Title 22 of the California Water Code. Recycled Water is not suitable for human or livestock consumption or recreational impoundment, and may not be suitable for certain crop types, among other limitations. Camrosa is required to meet Title-22 Recycled Water quality standards at the point of discharge from the Camrosa Water Reclamation Facility but cannot guarantee the quality of Recycled Water at the point of delivery. Use of Recycled Water must comply with California Code of Regulations Title 22, which is summarized in Camrosa's Recycled Water Manual, available in English and Spanish upon request.

Camrosa provides Recycled Water for a variety of irrigation, industrial, and commercial purposes. Currently the District does not deliver Recycled Water to residential parcels; should a residential distribution system be developed, it will fall under Class II, Landscape Irrigation Water, until a new classification is developed.

To be eligible for Recycled Water Service Customers must: (1) have a beneficial use for Recycled Water; (2) meet the requirements of the specific classification of Recycled Water; (3) satisfy the General Requirements of Water Service contained in Section 4.1 above; (4) have available and agree to operate an approved Recycled Water facility in accordance with Camrosa's Recycled Water Manual and Ordinance with 41, Standards for Maintenance and Operation of Recycled Water Facilities; (5) execute (or receive an executed copy from the landowner of) an approved Agreement for Recycled Water Service with Camrosa Water District; and (6) have a compliant Recycled Water Inspection on file with Camrosa. The provisions of Ordinance 41 are fully incorporated by reference into these rules and regulations.

Qualifications and requirements for use of Recycled Water by individual residents may require approval by the DDW before Camrosa provides service. All applications of Recycled Water must be visibly and legibly posted in accordance with Department of Drinking Water regulations for use of Recycled Water in areas open to the general public.

The following outlines the classifications of Recycled Water service available from Camrosa Water District.

##### **4.2.2.2.1. Commercial Agricultural (Class I)**

Commercial Agricultural (Class I) is intended for lands requiring large amounts of water for irrigation of commercial crops. To receive water under this classification, the lands must be primarily used for production of commercial



crops, and the Customer must provide a copy of a current business license and a Guarantor for the account.

#### **4.2.2.2.2. Landscape Irrigation Water (Class II)**

Landscape Irrigation Water (Class II) is intended for non-agricultural commercial, industrial, and/or public Customers, including parks, golf courses, and other sites with large areas of turf and/or landscaping. The Property to be served must be used primarily for recreational, decorative, or other purposes approved by the District. The Customer must provide a copy of a current business license and a Guarantor for the account.

#### **4.2.2.2.3. Commercial Agriculture (Contractual) (Class IV)**

Commercial Agriculture (Class IV) is intended for lands requiring large amounts of water for commercial crops and contractual commitments with Camrosa for long-term Recycled Water Service. To be eligible for Class IV Service, the Property to be served must be used primarily for the production of commercial crops, the owner of the land must have endorsed, submitted, and secured approval of a Recycled Water Service Agreement with Camrosa Water District on or before December 31, 1994, and the Customer must provide a copy of a current business license and a Guarantor for the account.

#### **4.2.2.2.4. Surplus Recycled Water (Served outside District)**

Surplus Recycled Water may be served for any DDW-approved use outside the boundaries of the District by special agreement, as authorized by the General Manager.

## **5. CONDITIONS OF WATER SERVICE**

In addition to the General Requirements of Water Service contained in this ordinance, the Customer agrees, upon receiving service, to the conditions contained in this ordinance. Failure to meet the conditions contained herein may result in termination of service.

### **5.1. Cross-Connection Control (Backflow)**

The Customer shall be responsible for the prevention of cross-connections of the Customer's system with sources of potential contamination. Any Customer that has an alternate source of water to the Property served by Camrosa, regardless of classification, shall maintain the water systems separately, and shall maintain a certified backflow prevention device at the Property's potable water service meter. At the discretion of the District, Camrosa may require the installation of a backflow device on any service provided by the District. Customers required to maintain backflow prevention equipment shall certify the equipment annually, except in those instances where the backflow prevention devices are maintained by Camrosa. In those instances, Camrosa shall test and certify the equipment annually and charges shall apply in accordance with Camrosa's Schedule of Rates, Fees, and Charges.

### **5.2. Water Pressure and Surges**

Camrosa is not responsible for damages resulting from pressure variations or surges. It is the responsibility of the Customer to protect the Property from variations in water system pressure and water system surges. The Customer shall not operate the Property's system in a manner that may cause surges to the Camrosa water system.

### **5.3. Water Leaks**

Camrosa's control and responsibility ends at the curb shutoff or meter, and the District will in no case be liable for damage caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises. The Customer shall maintain the Property's water system to avoid leaks and shall repair leaks within 48 hours of

discovery or notification or as required by the current Water Shortage Contingency Plan stage.

#### **5.4. Meters, Metering Facilities and Hydrants**

The meter and the metering facility are the property of the Camrosa Water District. Any piping or equipment on the Customer's side of the meter is the full responsibility of the Customer. All water that passes through the meter is the responsibility of the Customer.

Any damage to District equipment, such as meters and hydrants, caused either purposely or accidentally, will be the financial responsibility of the Customer and/or the party causing such damage, as well as any water loss resulting from such damage.

##### **5.4.1. Meter Testing**

Any Customer may request that their water meter be examined and tested by the District for the purpose of determining its accuracy. Such a request shall be in writing and shall be accompanied by a deposit equal to the charge for testing. Upon receipt of such demand and deposit, the District will have the meter examined. If the meter is found to register one-and one-half percent (1.5%) more water than actually passes through it, the meter will be properly adjusted or another meter substituted therefor, the deposit will be returned, and the water bill for the current month will be adjusted proportionately. If the meter should be found to register no more than one and one-half percent (1.5%) more water than actually passes through it, the deposit will be retained by the District to offset the expense of performing the test.

##### **5.4.2. Obstruction of, or Deposit of Material in, on, or around Meter Boxes or Hydrants**

No person shall place, dispose or deposit or permit the placement, disposal or deposit of oil, toxic hazardous or contaminated liquid or waste, trash, dirt building materials or other substances, objects or obstructions in on or around meter boxes or hydrants. It shall be the responsibility of the Customer to prevent meter boxes, District hydrants, or other District facilities, from becoming obstructed or obscured by fencing, trees, shrubs, plants, or in any other manner so as to impede their use or access to them, or make their location difficult to determine. If such objects or obstructions are not cleaned or removed, the District may, after providing reasonable notice to the Customer, accomplish the cleaning and removal of any objects, and charge the Customer for the cost of doing so.

##### **5.4.3. Change of Meter Location**

Any change to the location of a meter and service must be approved by the District prior to construction. The cost of making such a change, including inspection fees, will be paid for by the Customer.

#### **5.5. Resale of Water**

The Customer shall not resell water received through their meter service to a third party except by express written consent of the District. In the case where the Customer has established a Master Metered account for a property, or where a Customer is leasing their property to another and still maintains the water account for the property in the Customer's own name, the Customer shall not resell water to others at a volumetric rate higher than the District charges the Customer.

#### **5.6. Exporting Water**

The Customer shall not export water from the Property assigned service by Camrosa to any other Property without the express written permission of Camrosa. This prohibition includes other Properties under the same ownership.

## **5.7. Water Quality**

### **5.7.1. Potable Water**

Potable water provided by Camrosa meets or exceeds all primary drinking water requirements set forth by the California Department of Public Health. Camrosa water does contain minerals that contribute to “hardness,” which may result in the accumulation of mineral deposits. Camrosa is not liable for discoloration, spotting, or any other damages resulting from the mineral content of the water.

### **5.7.2. Non-Potable Water**

Non-Potable Water—both Non-Potable Irrigation Water and Recycled Water—is not suitable for human or livestock consumption and may not be suitable for certain crop types. Camrosa is not responsible for any damages to crops or plants, or any other liability, resulting from the use of Non-Potable Water delivered by Camrosa.

Non-Potable Irrigation Water may contain surface water diverted from Conejo Creek and groundwater, both of which are unfiltered and untreated. Non-Potable Irrigation Water is not suitable for human or livestock consumption and may not be suitable for certain crop types.

Camrosa is required to meet Title-22 Recycled Water quality standards at the point of discharge from the Camrosa Water Reclamation Facility but cannot guarantee the quality of Recycled Water at the point of delivery. Use of Recycled Water must comply with California Code of Regulations Title 22 governing the use of recycled water, which is summarized in Camrosa’s Recycled Water Manual, available in English and Spanish upon request.

## **5.8. Interruptions in Service for System Maintenance**

Camrosa may interrupt service from time to time for routine maintenance, repairs, and meter testing. Camrosa is not responsible for any damages to the Customer or Property, or other losses as a result of such interruptions.

## **5.9. Automatic Fire Sprinkler Service Connections**

When an Automatic Fire Sprinkler Service Connection is installed, the control valve for the sprinkler system will be left closed and sealed until a written request to turn on the water is received from the Customer. After the water is turned on, the District shall not be liable for damages of any kind that may occur due to the installation, maintenance or use of such service connection, or because of fluctuation of pressure or interruption of water supply. Water shall not be used through an Automatic Fire Sprinkler Service Connection for any purpose other than the extinguishing of fires, or a purpose related thereto.

## **5.10. Access to District-Owned Facilities**

Camrosa shall have access to all District-owned meters, pipelines, and appurtenant facilities at all times. No person shall willingly obstruct or prevent access to District-owned facilities.

## **5.11. Right of Inspection of and Access to Customer’s Premises**

By accepting service from Camrosa, the Customer agrees that authorized representatives of the District may enter upon the Customer’s premises for the purpose of:

1. Facilitating the enforcement of this Ordinance.
2. Performing duties associated with meter reading, repair, or replacement.
3. Determining the existence, operation, maintenance, and/or use in, on, or about buildings, grounds, or premises of:

- a. Any plumbing or water piping that may cause, create or permit backflow, back-siphonage or any other condition affecting or likely to affect the purity and/or potability of the water supply furnished by the District;
- b. Any private source of water supply which may be connected to the water supply system of the District; or,
- c. Any source of pressure, vacuum, contamination, or pollution affecting or likely to affect the purity and/or potability of the water supply furnished by the District.

#### **5.12. Tampering with Metering Facilities**

Tampering with any Camrosa facility in any manner that results in damage to the facility, loss of water by leakage, meter malfunction, and/or theft may result in immediate termination of service and both civil and criminal prosecution.

#### **5.13. Water-Use Prohibitions**

No person shall cause or permit water under his/her control to be used in violation of the District's water-use prohibitions. Violating water-use prohibitions may result in additional fees, charges and/or termination of service as authorized by the General Manager.

The following prohibitions are in effect at all times, regardless of whether any declared Water Supply Shortage or Water Emergency (see Section 5.16) is in effect:

1. Runoff/Outdoor Landscapes: No person shall use or permit the use of any water furnished to any property within the District in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures, from any hose, pipe, valve, faucet, sprinkler or irrigation device into any gutter or to otherwise escape from the property, if such running or escaping can reasonably be prevented.
2. Leaks: No person shall permit leaks of water that he/she has the authority to eliminate. Any detected leak, break, or malfunction shall be corrected within 48 hours after a person discovers or receives notice from the District.
3. Positive Hose-end Shutoff: All garden and utility hoses shall be equipped with a shutoff nozzle.
4. Vehicle Washdown: Vehicles, including but not limited to any automobile, truck, van, bus, motorcycle, boat, or trailer, shall be cleaned only by use of a hand-held bucket or a hand-held hose with a shutoff nozzle.
5. Restaurant Equipment: Restaurants are required to use water-conserving dish-washing spray valves in all food preparation and utensil cleaning areas.
6. Drinking Water Served Only Upon Request: Drinking water must be served only upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.
7. Water Fountains and Decorative Water Features: Operating a water fountain or other decorative water feature that does not use re-circulated water is prohibited.
8. Single-Pass Cooling Systems: Installation of single pass cooling systems in buildings requesting new water service is prohibited.
9. Hardscape Washdown: The application of potable water to driveways and sidewalks is prohibited.

10. Rain Events: The application of potable water to outdoor landscapes during or within 48 hours after measurable rainfall is prohibited.
11. Medians: Irrigation with potable water of ornamental turf on public street medians is prohibited.
12. New Construction: Landscapes outside of newly constructed homes and buildings must be consistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
13. Hotel Operators: Operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

#### **5.14. Mandatory use of Non-Potable Water Where Available**

Where Non-Potable Water is available to a property served by Camrosa, the property shall utilize such water in lieu of Potable Water, wherever practicable. Non-Potable Water must be used for construction purposes, when available.

#### **5.15. Water Shortage Contingency Plan Stages**

State law requires that urban water suppliers maintain Water Shortage Contingency Plans to prepare for and respond to water shortages. Camrosa's Water Shortage Contingency Plan is described in full in its Urban Water Management Plan; this section describes the stages of action to be undertaken in response to water supply shortages, and the process by which the Board of Directors may implement those stages.

Two (2) contingencies can trigger the Water Shortage Contingency Plan: a "Water Supply Shortage" and a "Water Emergency."

A Water Supply Shortage is a condition in which Camrosa Water District determines that drought, state or regional mandate, or other circumstance compromises, or threatens to compromise, the District's supplies in such a way that a reduction in Customer demand and/or supply production is necessary.

A Water Emergency is a condition resulting from a catastrophic event or events that causes, or threatens to cause, an impairment, reduction, or severance of the District's water supplies or access thereto, in a manner that results in, or may result in, the District's inability to meet ordinary water demands for Potable Water Service.

In the event of either contingency, the General Manager shall report to the Board of Directors on the cause, extent, severity, and estimated duration of the supply shortage or emergency. The Board may activate one (1) of the following stages by declaring, by resolution, a Water Supply Shortage or Water Emergency, modifying it as necessary to accommodate specific requirements or eventualities not anticipated by this policy. The District shall notify its Customers of this declaration via its Web site, newspaper, radio, television, direct mail, or any other means determined by the District to be prudent.

#### **5.16. Stage One Water Supply Shortage or Water Emergency**

The goal of a Stage One Water Supply Shortage or Water Emergency is to reduce potable water production by up to 15 percent to preserve water supplies for the District and/or the region, until the shortage or emergency has ended. In addition to the prohibited uses of water outlined in Section 5.13, the following water conservation requirements apply during a declared Stage One Water Supply Shortage or Water Emergency;

1. Limits on Watering Hours: Watering or irrigating of lawn, landscape or other vegetated area with potable water shall be prohibited between the hours of 9:00

A.M. and 5:00 P.M. on any day.

2. Other Prohibited Uses: The District may implement other water-use requirements as determined appropriate to meet water supply shortages or water emergency conditions.

#### **5.17. Stage Two Water Supply Shortage or Water Emergency**

The goal of a Stage Two Water Supply Shortage or Water Emergency is to reduce potable water demands by 15 to 30 percent, while preventing the loss of property and protecting the health and safety of the community and region. In addition to the prohibitions listed in the Stage One Water Supply Shortage or Water Emergency, the following water conservation requirements to prudently preserve water supplies shall be observed:

1. Leaks: No person may permit leaks of water that he/she has the authority to eliminate. Any detected leak, break, or malfunction shall be corrected within 24 hours after a person discovers or receives notice from the District.
2. Limits on Watering Days: Water or irrigating of landscape or other vegetated area with potable water shall be limited to three (3) days per week on a schedule established and posted by the District.
3. Limits on Filling Residential Swimming Pools & Spas: Use of water to fill or refill swimming pools and spas may be limited to maintain the level of water only when necessary. Draining of pools and spas or refilling shall be done only for health or safety reasons.
4. Other Prohibited Uses: The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.

#### **5.18. Stage Three Water Supply Shortage or Water Emergency**

The goal of a Stage Three Water Supply Shortage or Water Emergency is to reduce potable water demands by 30 percent or more, while protecting the health and safety of the community and the region. In addition to the actions and requirements of a stage two emergency, the following water conservation requirements to prudently preserve water supplies must be observed:

1. Irrigation Restrictions: Watering or irrigation of lawn, landscape or other vegetated area with potable water may be prohibited by the Board of Directors.
2. New Potable Water Service: No new Potable Water Service, new temporary meters, or permanent meters will be provided, and no statements of immediate ability to serve or provide Potable Water Service will be issued without mitigation measures approved by the General Manager that will offset the new demand.
3. Other Prohibited Uses: The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.

#### **5.19. Declaration of Emergency State**

The Board of Directors may move from stage to stage as necessary to best manage the water supply shortages or water emergencies. Once a water supply shortage or water emergency condition has subsided and water supplies have returned to normal, the Board of Directors shall by resolution declare an end to the emergency and restore service to pre-emergency conditions.

#### **5.20. Violations of Prohibitions**

Violation of any water-use prohibition during a Stage Three emergency may result in fines.

Repeated violations may result in water capacity restrictions to the property or termination of service.

1. **First Violation:** The District will issue a written notice to the Customer indicating a violation of one or more of the water-use prohibitions or restrictions.
2. **Second Violation:** If the first violation is not corrected within the time frame specified by the District, or if a second violation occurs within the following twelve (12) months after the first violation notice, a second notice of violation will be issued and a fine of one hundred dollars (\$100.00) shall be levied for the second violation.
3. **Third Violation:** A third violation within the following twelve (12) months after the date of issuance of the second notice of violation will result in a third violation and a fine of two hundred fifty dollars (\$250.00).
4. **Fourth and Subsequent Violations:** A fourth violation within the following twelve (12) months after the date of issuance of the third notice of violation will result in a fourth violation and a fine of five hundred dollars (\$500.00). Each day that a violation occurs beyond the remedy allowance provided for in the fourth notice of violation results in a new violation and a fine of five hundred dollars (\$500.00) per day.

In addition to the fines outlined above, water service may be turned off or installation of a flow restrictor on the service line or lines may be required. Such an order shall be written and subject to appeal pursuant to Section 5.21, Appeals and Exceptions. Any appeal shall be heard as quickly as possible to allow a flow restrictor to be removed promptly should the Board of Directors grant the appeal.

- a. **Cost of Flow Restrictor and Disconnecting Service:** The Customer determined to be in violation of this Ordinance is responsible for payment of the District's costs for installing and/or removing any flow restrictors.
- b. **Payment of Fines:** The Customer determined to be in violation of this Ordinance is responsible for the full payment of any and all fines. Each fine shall be applied to the Customer's monthly water bill. Payment of the fine will be the responsibility of the individual named on the water account. Non-payment of fines will be subject to the same remedies as non-payment of basic water service, in accordance with this Ordinance.

#### **5.21. Appeals and Exceptions**

Any Customer may appeal a fine imposed under this Ordinance to the Board of Directors by filing a written appeal with the District within 30 days of the notice of violation.

#### **5.22. Reasonable Attorney Fees Paid by Customer**

In the event an action is commenced in a court of law by the District to collect any obligations incurred by the use of water or sewer service, the Customer shall be required to pay reasonable attorney's fees if said action by the District is successful.

### **FEES AND CHARGES**

## **6. WATER SERVICES RATES, FEES, AND CHARGES**

Camrosa shall establish, by Resolution of the Board, after holding a public hearing in accordance with Government Code 53756, a Schedule of Rates, Fees and Charges for Water and Sanitary Service. The schedule for services may cover a period not to exceed five (5) years. The Schedule of Rates, Fees and Charges for Water and Sanitary Services may provide for automatic adjustments that pass through to the Customer the adopted increases or decreases in the wholesale charge for water established by another public agency. Notice of any automatic

adjustments pursuant to the schedule shall be given not less than 30 days before the effective date of the adjustment.

The Customer must pay all assigned rates, fees, and charges for the type and class of service provided in the manner and within the times set forth in this Ordinance and the Schedule of Rates, Fees and Charges for Water and Sanitary Services. Failure to make timely payment may result in the installation of a flow restriction device, discontinuation of water service, or termination of service, upon notice, as may be required by law.

Re-establishment of service to the Property may be withheld until the General Requirements of Water Service are met.

## **6.1. Application for Service**

### **6.1.1. Residential Service**

An application for residential water service, provided by the District, must be completed and signed by the Property Owner. The applicant must provide the following information:

1. Government-issued photo identification;
2. Date of birth;
3. Social Security Number; and
4. Verification that the applicant is the legal Property Owner.

**Authorized Exception:** With General Manager approval, and as specified in Section 6.10.7., a tenant may apply for water service if the Property Owner is the customer and has been issued a notice of intent to discontinue water service due to nonpayment. In this case, Tenant must comply with all requirements for service with the exception of being the property owner.

### **6.1.2. Commercial, Industrial, or Institutional Service**

An application for Commercial, Industrial, or Institutional water service, provided by the District, must be completed and signed by the authorized company representative. The applicant must provide the following information:

1. Government-issued photo identification;
2. A current business license;
3. Business Tax ID Number; and
4. A Guaranty signed by a Guarantor who is acceptable to the District.

All applications shall contain the following provisions:

1. Applicant shall agree to accept the services applied for subject to the rules and regulations of the District and to pay therefore at regular rates. Should the applicant subsequently cancel one or more items of service, such cancellation shall not change or affect the terms of his application in respect to the remaining item or items of service.
2. Applicant shall also agree to give at least 24 hours' notice to the District before service is to be discontinued. The provisions of the application, obligating the applicant to accept and pay for service shall remain in force until said notice is given, all bills due are paid in full, and a new Property Owner has made an application for service or the Property Owner provides verification that they are no longer the legal owner of the property. Applicant further agrees that their liability for the service (including monthly meter fees, regardless of usage) shall remain, until they provide verification that they are no longer the legal owner of the property.



3. Applicant shall further agree to assume all liability for any damage occurring on the premises served, by reason of open faucets, faulty fixtures, or broken pipes on such premises at or after the time when service is turned on, whether or not at that time there is any responsible interested person on the premises.

#### **6.1.3. Agreement for Non-Potable Water Service**

In addition to completing an Application for Water Service, customers receiving Non-Potable Water Service, as defined in sections 4.2.2, must complete an Agreement for Non-Potable Water Service. It is the Property Owner's responsibility to ensure any persons on their property comply with the terms of the Agreement and to post all required signage on the subject property. Any violations may cause the Non-Potable service to be immediately disconnected.

#### **6.2. Use of Water without Regular Application for Service**

Any person, firm, or corporation taking possession of premises where the water supply has been shut off and the curb cock or valve sealed, must make proper application to the District to have the water supply turned on. In the event the Customer turns on the water supply or suffers or causes it to be turned on without first having made such application, the Customer will be held liable for all damages resulting therefrom, including, but not limited to all charges for the water service rendered, the amount thereof to be determined, at the election of the District, either by the meter reading or on the basis of the estimated consumption for the length of time service was received by the Customer without proper application. When the District finds that water is being used without proper application, service will be terminated immediately, and prosecution may occur.

#### **6.3. Deposit from Applicant**

A prepaid Deposit shall be required in an amount equal to two (2) times the estimated average monthly bill. After twelve (12) months of maintaining a current account, the average monthly bill of the current account will be calculated. One month's average bill will be retained as deposit; the remainder will be applied to the Customer's account. The remaining deposit will be applied to the final bill when service is terminated. Any unused deposit will be returned to the Customer within 30 business days.

Any Customer who has established a pattern of delinquency which results in shutoff may be required to reestablish service by paying a deposit equal to two (2) times the average bill during the past twelve (12) months.

Any Customer who, during a twelve-month period, has two (2) or more returned checks shall be required to pay all billings for a period of one (1) year with cash, cashier's check, money order, automatic bank withdrawals (EZ Pay), or credit card. A deposit amount equal to two (2) times the average bill may also be collected and the cash-only requirement may be continued indefinitely for Customers with an established pattern of multiple returned checks.

Any Deposit refunds and/or Credit forward balances for water service normally due to a former Customer shall not be credited to the account of the new Customer at the same service address. Said credit balances shall be refunded to the former Customer when a forwarding address is available. When there is not a forwarding address available, said credit balances shall be deposited in the District's Trust Fund and shall be thereafter refunded to the former Customer upon written request to the District. If no such request is submitted within one (1) year, the Deposit refund/Credit forward balance shall be credited to the District's General Fund.

#### **6.4. Billing and Responsibility for Charges**

Bills for District services will be sent to the Owner of the Property served. The Property Owner shall be responsible for the payment of all District charges related to the subject property. A

Property Owner's responsibility for District charges is not relieved by either the fact that the charges were incurred and paid by a person or entity other than the Property Owner or the fact that the services were instituted in the name of a person or entity other than the Property Owner. The Property Owner shall be responsible for payment of all unpaid fees and charges not collected, or collectible, from any user or occupant on the parcel. All bills for District services shall be sent to the property address in the name of the Property Owner (or other address as may be provided, in writing, by the Property Owner). Property Owners may make arrangements to send the bills to a tenant or occupant of the property.

#### **6.5. Time and Manner of Payment**

All bills and charges for Water and Sewer Service are due and payable upon presentation. Such bills and charges shall be deemed to be presented upon having been deposited in the United States Mail, postage paid, and addressed to the Customer reflected in the records of the District. Payments may be made in person, by mail, by telephone, online, or by electronic transfer of funds to the District. Payment must be received before close of business of the delinquent specified on the bill. Postmark date will not be considered as receipt date.

#### **6.6. Delinquent Fees and Charges**

Monthly bills are considered delinquent when payment is not received in full for the billed amount by close of business of the delinquent date specified on the bill. The delinquent balance shall be assessed a ten percent (10%) late charge the next business day. Interest shall accrue on the delinquent balance at the rate of 1.5% per month from the delinquent date until the account is brought current. In addition, charges shall be imposed for noticing the Customer of a pending shutoff due to non-payment, and for disconnection of service as a result of delinquency, as provided in Camrosa's *Schedule of Rates, Fees and Charges for Water and Sanitary Services*. The Customer will also be liable for any attorney's fees incurred by the District in attempting to collect payment of a delinquent account, whether a lawsuit is filed or not. In the event the District files a lawsuit or other legal proceeding to collect a delinquent account, the prevailing party in that proceeding shall be entitled to recover its attorney's fees and costs of suit, in addition to any other remedies recovered.

#### **6.7. Discontinuation of Non-Residential Service or Installation of Flow Restrictor for Nonpayment**

For all other water services excluding residential domestic water service, including residential irrigation meters, if the delinquent amount and any accrued late charges, interest, or other charges are not paid in full within fifteen (15) days of delinquency, water service may be discontinued upon notification to the Customer. At least 48 hours prior to termination of service, the District shall attempt to notify the Customer by telephone, mail, email, or delivery of a door hanger at the service location stating that water service shall be shut off. If full payment is not received by 9:00 A.M. on the shut off date, water service will be discontinued and the account will be charged a Disconnection Fee.

The General Manager is authorized to disconnect water service due to non-payment prior to the standard shutoff date if the General Manager concludes, in his sole discretion, that the continued use of water by the delinquent account holder poses a substantial financial risk to the District.

If water service is disconnected due to a delinquency, a deposit equal to two (2) times the average bill during the past twelve-month period will be collected prior to reestablishing service.

The late charges, interest, and other charges herein are based upon a good faith estimate of the operating expenses incurred by the District in administering delinquent accounts, including, but not limited to providing notification of delinquency, in processing and collecting

delinquent accounts, and in providing notification and processing the disconnection of water service.

Prior to the disconnection of water service, a Customer may contact the District's billing office and make a written request for an alternate payment plan. If a payment plan is approved by the General Manager or authorized designee, the General Manager may agree to terms to continue water service and avoid a disconnection fee. If the Customer fails to meet the agreed upon terms of the alternate payment plan, water service shall be disconnected immediately. The General Manager or authorized designee may waive delinquent fees, late charges, and other fees and charges, if such waiver is deemed to be in the best interest of the District.

The decision to install a flow restriction device or to disconnect a water service will be at the General Manager or authorized designee's discretion and dependent upon any relevant local or State mandates concerning such actions, available resources, and other pertinent considerations at the time. In the event a flow restriction device is to be installed, the customer will receive a 48-hour door hanger, subject to the adopted fee schedule, prior to the installation. The flow restrictor will remain in place until the past-due balance is paid.

The Policy on Discontinuation of Residential Domestic Water Service or Installation of Flow Restrictor for Nonpayment can be found in Section 6.10.

#### **6.8. Liens**

The District may, in its sole discretion, file a Certificate of Delinquent Water Charges (Lien), to be recorded in the office of the Ventura County Recorder in accordance with Public Utility Code Section 16472.1. Such lien shall encumber the real property interest where the service charges were incurred and shall secure payment of the delinquent amount and any subsequently accruing charges, including interest, attorney's fees, and any other fees or charges incurred by the District in connection with collecting the amounts owed. For a lien to be released, the account must be brought current, including payment of the lien release fee from Camrosa's Schedule of Rates, Fees and Charges for Water and Sanitary Services.

#### **6.9. Pressure Zone Surcharges**

Water Services may be subject to surcharges if the areas to be served are above the first hydraulic lift. Zone Surcharges are intended to reflect the actual cost of any additional pumping and shall be reviewed annually to ensure that they reflect current costs.

#### **6.10. Policy on Discontinuation of Residential Domestic Water Service or Installation of Flow Restrictor for Nonpayment**

This Policy on Discontinuation and Flow Restriction of Residential Water Service for Nonpayment ("Policy"), required by state law with the passage of Senate Bill 998 (2018), applies to all District residential domestic water accounts (Classes I and II in Section 4.2.1.); it does not apply to accounts for nonresidential water service or for irrigation meters at residential parcels. See Section 6.7. for Discontinuation of Non-Residential Service or Installation of Flow Restrictor for Nonpayment.

##### **6.10.1. Contact**

District Customer Service can be reached at (805) 388-0226. Customers can also visit the District office Monday-Friday 9:00 A.M. to 4:30 P.M., except on District holidays.

##### **6.10.2. Delinquency**

As with bills for all water service, residential domestic water bills are due upon receipt and become delinquent when payment is not received in full for the billed amount by close of business of the delinquent date specified on the bill.

Delinquent balances for residential domestic water service are assessed late fees and

accrue interest in accordance with Section 6.6.

Interest charges on delinquent bills will only be waived for customers who demonstrate a household income below 200 percent of the federal poverty level, as defined in Section 6.10.6., and will only be waived once every 12 months.

### **6.10.3. Discontinuation of Water Service for Nonpayment**

If a bill is delinquent for at least sixty (60) days, the District may discontinue water service to the service address.

#### **6.10.3.1. Written Notice to Customer**

The District will provide a mailed notice, containing the following information, to the customer of record at least seven (7) business days before discontinuation:

- a. The name and address of the customer
- b. The amount of the delinquency
- c. The date by which payment or payment arrangements must be made to avoid discontinuation of service
- d. A description of the procedure to petition for bill review and appeal
- e. A description of the procedure by which the customer may request an alternative payment arrangement as described in Section 6.10.3.6.

#### **6.10.3.2. Written Notice to Occupants or Tenants**

If the District furnishes water through a master meter, provides individually metered service to a single-family dwelling, multi-unit residential structure, mobile home park, or farm labor camp, and the property owner or manager is the customer of record, or if the customer of record's mailing address is not the same as the service address, the District shall send a notice to the occupants living at the service address at least ten (10) business days before discontinuation of water service.

The notice shall be addressed to "Occupant," contain the information in Section 6.10.3.1., and inform the residential occupants that they have the right to become customers of the District without being required to pay the amount due on the delinquent account. Terms and conditions for occupants to become customers are provided in Section 6.10.7.

#### **6.10.3.3. Notice by Telephone**

The District shall make a reasonable, good faith effort to contact the customer of record or an adult person living at the service address in person or by telephone at least seven (7) business days before discontinuation of service. The District shall offer to provide a copy of this Policy and to discuss options to avert discontinuation of water service for nonpayment, including the possibility of an alternative payment arrangement.

#### **6.10.3.4. Posting of Notice at Service Address (door hanger)**

If the District is unable to make contact with the customer or an adult person living at the service address by telephone and the mailed notice is returned as undeliverable, the District shall make a good faith effort to leave a notice of imminent discontinuation of residential service and a copy of this Policy or instructions on how to obtain one in a conspicuous place at the service address. The notice and copy of this Policy or instructions on how to obtain one shall be left at the residence at least forty-eight (48) hours before discontinuation of service. The notice shall include the information in Section 6.10.3.1.

**6.10.3.5. Circumstances Under Which Service Will Not be Discontinued**

Per state law, exemptions from discontinuation of residential domestic water service due to nonpayment will be granted under the following circumstances:

- a. During local, state, or national emergency, as defined and declared by the appropriate level of government, that provides for a moratorium on water shutoffs.
- b. During an investigation by the District of a customer dispute or complaint
- c. During an appeal
- d. During the period of time in which a customer's payment is subject to a District-approved alternative payment arrangement and the customer remains in compliance with the approved payment arrangement
- e. Provided a customer meets all of the following special medical and financial conditions:
  - i. The customer, or a tenant of the customer, submits to Camrosa the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the State Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
  - ii. The customer demonstrates that he or she is financially unable to pay for residential service within Camrosa's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within Camrosa's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level.
  - iii. The customer is willing to enter into an alternative payment arrangement.

If the special medical and financial conditions described above are met, the District shall offer the customer an alternate payment arrangement.

**6.10.3.6. Alternative Payment Arrangements**

The General Manager or authorized designee may agree to terms with a customer that is unable to pay to continue water service, restart service, and/or avoid a disconnection fee. If the Customer fails to meet the agreed-upon terms of the alternate payment plan, water service will be disconnected. The General Manager or authorized designee may waive delinquent fees, late charges, and other fees and charges, if such waiver is deemed to be in the best interest of the District. During alternative payment arrangements, water service may be limited, by the installation of a flow restriction device, to supplies adequate for human consumption, cooking, and sanitary purposes.

**6.10.3.6.1. Requests**

If a customer is unable to pay a bill during the normal payment period, the customer

may request an alternative payment arrangement. It is the customer's responsibility to demonstrate that special medical and financial conditions, as described 6.9.3.5.a.i, exist. Requests must be submitted at least 48 hours prior to the disconnection date. The District will review requests within seven (7) business days; water service will not be discontinued during this time.

#### **6.10.3.6.2. Alternative Payment Schedule**

If approved by the District, a customer may pay the unpaid balance pursuant to an alternative payment schedule as determined by the District's General Manager or authorized designee that will not exceed twelve (12) months. During the period of the alternative payment schedule, the customer must remain current on all water service charges accruing during any subsequent billing periods. The alternative payment schedule and amounts due shall be set forth in writing and provided to the customer for their required signature indicating agreement and adherence to the schedule.

#### **6.10.3.6.3. Failure to Comply**

The customer must comply with the agreed upon payment schedule and remain current as charges accrue in each subsequent billing period. The customer may not request another payment schedule for any subsequent unpaid charges while paying delinquent charges pursuant to a previously agreed upon schedule. If the customer fails to comply with the terms of the agreed upon schedule for sixty (60) days or more, or fails to pay their current service charges for sixty (60) days or more, the District may discontinue water service to the customer's property.

#### **6.10.3.6.4. Final Notice**

The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

#### **6.10.3.6.5. Reductions/Waivers/Deferrals**

Reductions, waivers, or deferrals of water service charges are not available.

#### **6.10.3.6.6. Limits**

Customers may only enter into one alternative payment arrangement at a time.

#### **6.10.3.6.7. State of Emergency Exception**

During a local, state, or national emergency, as defined and declared by the appropriate level of government, that provides for a moratorium on water shutoffs, failure to comply may result in water service being limited, by use of a flow restrictor or other measure, to supplies adequate for human consumption, cooking, and sanitary purposes.

#### **6.10.3.7. Restoration of Service**

Customers whose water service has been discontinued may contact the District by telephone or in person regarding restoration of service. Restoration shall be subject to payment of: (a) any past-due amounts, including applicable interest or penalties; (b) any reconnection fees, subject to the limitations in Section 6.10.6, if applicable; (c) and a security deposit, if required by the District. Payment must be made in cash, money order, debit card, or credit card. Check payments will not be accepted.

**6.10.4. Installation of Flow Restrictors**

At the discretion of the General Manager, flow restrictors may be used in circumstances that warrant continuation of water service at a limited flow rate. Flow restrictors limit the flow of water through a meter, maintaining customer access to water sufficient for health and sanitary uses while limiting the nonrevenue water loss due to customers who are not paying their bill.

This section applies to all customer types and services.

**6.10.4.1. Notice**

Customers will be noticed by door hanger at the service address 48 hours prior to the installation of the flow restrictor.

**6.10.4.2. Removal**

The flow restrictor will be removed and full service restored once the account has been brought current, an alternative payment arrangement has been agreed upon, or as determined by the General Manager or designee.

**6.10.5. Procedures to Contest or Appeal a Bill****6.10.5.1. Initiation**

A customer may initiate a complaint or request an investigation regarding the amount of a bill within ten (10) days of receiving a disputed bill. For purposes of this Policy, a bill shall be deemed received by a customer five (5) days after mailing.

**6.10.5.2. Review by District**

A timely complaint or request for investigation shall be reviewed by a manager of the District, who shall provide a written determination to the customer. The review will include consideration of whether the customer may receive an alternative payment arrangement. The District may at its discretion review untimely complaints or requests for investigation.

**6.10.5.3. Appeal**

Any customer whose timely complaint or request for an investigation resulted in an adverse determination by the District may appeal the determination. A written notice of appeal must be received by the District within ten (10) business days of the District's mailing of its determination. Following receipt of a request for an appeal or review, a hearing date shall be promptly set before the General Manager or authorized designee. After evaluation of the evidence provided by the customer and the information on file with the District concerning the water charges in question, the General Manager or authorized designee shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.

**6.10.6. Reconnection Fee Limits and Waiver of Interest for Low-Income Customers**

The District will deem a residential customer to have a household income below 200 percent of the federal poverty line if: (a) any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level. The District reserves the right to request documentation verifying the member of the household receives benefits at the property.

For residential customers who demonstrate to the District a household income below 200

percent of the federal poverty line, the District shall charge the standard rate for reconnection with the following limits:

- a. Limit any reconnection fees during normal operating hours to fifty dollars (\$50), and during non-operational hours to one hundred fifty dollars (\$150). The limits will only apply if the District's reconnection fees actually exceed these amounts. These limits are subject to an annual adjustment for changes in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U) beginning January 1, 2021.

For residential customers who demonstrate to the District a household income below 200 percent of the federal poverty line request an interest waiver, the District shall waive interest charges on delinquent bills once every 12 months.

#### **6.10.7. Procedures for Occupants or Tenants to Become Customers**

##### **6.10.7.1. Applicability**

This section applies only when the Property Owner has been issued a notice of intent to discontinue water service due to nonpayment.

##### **6.10.7.2. Agreement to District Terms and Conditions of Service**

The District shall make service available to the occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the District's rules and regulations, including deposit requirements. However, if at least one of the occupants is willing to assume responsibility for all subsequent charges, or if there is a physical means of discontinuing service to those occupants who do not meet the District's rules and requirements, then the District shall make service available to the occupants who do meet them.

##### **6.10.7.3. Verification of Tenancy**

To be eligible to become a customer without paying the amount due on a delinquent account, the occupant shall verify that they are the authorized tenant. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

#### **6.10.8. Other Remedies**

In addition to discontinuation of water service, the District may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of the District, the District shall be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

#### **6.10.9. Discontinuation of Water Service for Other Customer Violations**

The District reserves the right to discontinue water service for any violations per District ordinances, rules, or regulations other than nonpayment.



---

## **SEWER SERVICE**

### **7. SEWER SERVICE GENERAL**

The District protects the health, welfare and safety of the local residents by constructing, operating and maintaining a system of local sewers and laterals, trunk sewers and interceptors, and liquid waste treatment and disposal facilities to serve the homes, industries and commercial establishments throughout the District and surrounding environs as required by State and Federal law.

The District shall devote its best efforts to plan for and, on a case-by-case basis if necessary, prioritize the provision of sewer services to proposed lower-income housing developments pursuant to Government Code Section 65589.7.

Development projects that include lower-income housing units shall not be denied approval of an application for service, nor shall conditions be imposed thereon or services reduced which are applied for, unless the District makes specific written findings that the denial, condition or reduction is necessary due to the existence of one or more of the following:

1. Insufficient sewer treatment or sewer collection capacity;
2. A Regional Water Quality Control Board order prohibiting new sewer connections; and/or
3. The proposed development applicant has failed to agree to reasonable terms and conditions.

The District shall not discriminate in any manner when processing and considering requests for services by proposed developments that include lower-income housing units.

#### **7.1. Sewer Service Area**

Camrosa Water District has facilities capable of providing Sanitary Service to approximately 50 percent of its Customers. The boundaries of the existing sewer service area are the US-Highway 101 north to Worth Way, between Calleguas Creek on the west and Tuscan Grove on the east. Camrosa also sewers California State University Channel Islands and other adjacent Properties.

#### **7.2. Demarcation of Sewer Service Responsibilities**

##### **7.2.1. Demarcation of District Facilities**

For the purpose of defining the location at which District facilities end and private facilities begin, the cleanout on sewer lateral connections to private property, located behind the curb, gutter, or sidewalk, shall serve as the point of demarcation.

##### **7.2.2. Customer Responsibility**

The point of demarcation of District facilities shall not serve as the point where obstructions causing a backup of wastewater within the lateral cease to be the responsibility of the Customer. It is the responsibility of the Customer to maintain clear and free flow in the lateral from their property all the way to the District sewer main. This includes clearing obstructions caused by something flushed or dropped into the lateral or caused by root intrusion from nearby landscaping. Simply causing the obstruction to pass the demarcation point does not then place the responsibility for correction of the problem onto the District. Root intrusion caused by City or County placed trees or shrubs is, likewise, the Customer's responsibility to correct and then, if so inclined, to file a claim with the appropriate agency.

##### **7.2.3. Liability for Property Damage**

The District shall not be liable for damage to private property caused by blockage in a sewer lateral. The District may assume liability only in instances when a backup in the

District sewer main causes damage to private property.

### **7.3. Water Reclamation Policy**

The District is committed to a policy of wastewater reclamation and reuse in order to provide an alternate source of water supply and to reduce overall costs of wastewater treatment and disposal. In order to meet California Water Code Title 22 recycled water standards at the CWRP, commercial and industrial sewer Customers are required to meet Camrosa's Ordinance 22 discharge regulations.

### **7.4. Eligibility for Sewer Service**

Connection to the District's sewer facilities is authorized once the prospective Customer has completed the application process, fulfilled the requirements for service as specified in Sections 6.1 through 6.8, all fees have been paid, the connection meets District construction standards, and the type and volume of discharge is not detrimental to either the collection system or the treatment process. The use of the sewerage system is subject to regulation by the District.

#### **7.4.1. Sewer Service Requirements for Accessory Dwelling Unit (ADU)**

The Camrosa Water District recognizes the growing demand for ADUs within its service area and is committed to ensuring efficient and equitable sewer service for all customers within the Camrosa sewer service area, including those with ADUs. Camrosa has established this policy to govern the addition of ADUs and to determine appropriate and equitable charges for sewer services. Sewer service for an ADU may be connected to the sewer lateral of the primary service on the account, or, at the property owner's request and expense, connected to a new, independent sewer lateral connected to Camrosa's sewer main with a new separate account.

##### **7.4.1.1. Addition of ADUs**

###### **7.4.1.1.1. Permitting**

All property owners within Camrosa's service area seeking to add an ADU must obtain the necessary permits and approvals from the local building department and comply with all applicable zoning and building codes.

###### **7.4.1.1.2. Application for Service**

All property owners within Camrosa's service area seeking to add an ADU must complete an Application for Service and pay the current ADU application fee as found in Camrosa's Schedule of Rates, Fees and Charges for Water and Sanitary Services. At the time of application for service the property owner will indicate if they desire to connect the ADU to the primary service sewer lateral on the account, or, at the property owner's request and expense, connect to a new, independent sewer lateral connected to Camrosa's sewer main with a new separate account.

###### **7.4.1.1.3. District Approval**

Prior to the issuance of a certificate of occupancy for the ADU, property owners must provide documentation of the ADU's completion and compliance with local codes. Camrosa will verify the ADU's completion and its proper connection to the primary sewer service's existing lateral. Connections will be made to the primary service's existing sewer lateral in compliance with District Standards and local sanitation and plumbing codes.

**7.4.1.2. Capital Improvement Fees for Sewer Service to ADUs****7.4.1.2.1. Shared Service**

ADUs that share a primary sewer service lateral with the main dwelling will not be subject to applicable Capital Improvement fees.

**7.4.1.2.2. New, Independent Service**

Property owners may, at their request and bearing all cost thereof, connect an ADU to a new, independent sewer service with a separate sewer service lateral and account. These new accounts will be subject to applicable Capital Improvement fees, as determined by the current District's fee schedule. New, independent sewer service lateral installations must be done using District Standards and a District-approved contractor.

**7.4.1.3. Billing and Sewer Service Charges for ADUs****7.4.1.3.1. Shared Service**

ADUs that share a primary sewer service lateral with the primary dwelling will be billed on one bill. The base monthly sewer service charge will be increased by one (1) Equivalent Dwelling Unit (EDU) to account for the potential increase in wastewater discharge generated by the ADU. Current base monthly sewer service charges per EDU apply.

**7.4.1.3.2. New, Independent Service**

ADUs that have a new, independent sewer service lateral connected to the Camrosa sewer main line with a separate sewer services account will be billed separately and may have a separate account holder who meets the applicant requirements in Section 6. The ADU account will pay a separate base monthly sewer charge. Current base monthly sewer service charges per EDU apply.

**7.5. Regulation of Sewer Service**

Camrosa's Ordinance 22, Industrial Waste and Sanitary Service Ordinance Regulating and Controlling Sewage Liquid Waste and Industrial Waste Discharges controls and regulates the discharge of sewage, liquid waste, and industrial waste directly or indirectly into the sewerage system and disposal works of the Camrosa Water District. The provisions of Ordinance 22 are fully incorporated by reference into these rules and regulations, and shall apply to the discharge of all wastes, directly or indirectly, to a public sewer of the District. Ordinance 22 establishes the quality and quantity of discharged wastes; the degree of waste pretreatment required; the issuance of industrial wastewater discharge permits; the establishment of fees and charges; and the establishment of fees, charges, and penalties for violation. Provisions are made within the Ordinance to regulate commercial and industrial waste discharges, comply with State and Federal government requirements and policies, and meet increasingly higher standards of treatment plant effluent quality and environmental consideration. Methods of cost recovery are also established where the industrial waste discharge would impose unreasonable collection, treatment or disposal costs on the District.

**CONSTRUCTION SPECIFICATIONS****8. INCLUSION OF SPECIFICATIONS BY REFERENCE**

The design and construction of water and sewer lines and other appurtenances within the District's service area shall comply with Camrosa's published specifications.

## **IMPLEMENTATION**

### **9. IMPLEMENTATION AND PRIOR RULES AND REGULATIONS**

This Ordinance supersedes all prior Ordinances and Resolutions relating to rules and regulations for water and sanitary services.

## **AUTHORITY FOR IMPLEMENTATION**

### **10. DISCRETIONARY AUTHORITY PROVIDED TO THE GENERAL MANAGER**

The General Manager is herein provided discretionary authority to interpret this ordinance and implement its provisions. This authority includes the determination of eligibility for service, the availability of facilities and capacity, compliance with this ordinance, the application of fees, the resolution of billing disputes, and the negotiation of agreements. The Camrosa Board of Directors may address unresolved disputes. The decision of the Board of Directors regarding such disputes is final.

## Board Memorandum

January 25, 2024

**To:** Board of Directors

**From:** Norman Huff, Interim General Manager

**Subject:** Santa Rosa Mutual Agreement Cross Connection Requirements

---

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

**Action Required:** No action necessary; for discussion 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.

After reviewing the agreement and consulting with legal counsel, Staff recommends the 72 prior SRM customers with Camrosa-installed backflow devices be notified by letter that they are responsible for the backflow devices on their water services as specified in Ordinance 40-21, Section 5.1. Responsibility includes maintenance and annual testing. Staff also recommends removing the exception language in Ordinance 40-21, Section 5.1. referencing Camrosa maintained backflow prevention devices.

Background: The Agreement has conflicting sections. Section II.A.3. says, "To cause to be installed backflow prevention devices on each eligible property's potable water service. An eligible property is any property within the Mutual's service area having access to the non-potable water system. The backflow prevention devices will be maintained by District and remain the property of District." Section III.D. states, "That the District shall not be responsible for any of the following: 1. Any costs associated with assuring that there are no cross connections on the properties between the potable and nonpotable systems."

It is legal counsel's opinion that the Agreement was intended to be transitional in nature so that SRM customers could be transitioned to become Camrosa customers with all customers being equal, having all the same rights and responsibilities once the transition was complete. Applying District policy equally, to all customers, would ensure that no customers are subsidizing another group of customers' costs related to assuring that there are no cross connections on the properties between the potable and nonpotable systems.

**Attachments:**

- Ordinance 40-21, Section 5.1. revisions
- Santa Rosa Mutual Agreement

## **Ordinance 40-21**

### **5.1. Cross-Connection Control (Backflow)**

The Customer shall be responsible for the prevention of cross-connections of the Customer's system with sources of potential contamination. Any Customer that has an alternate source of water to the Property served by Camrosa, regardless of classification, shall maintain the water systems separately, and shall maintain a certified backflow prevention device at the Property's potable water service meter. At the discretion of the District, Camrosa may require the installation of a backflow device on any service provided by the District. Customers required to maintain backflow prevention equipment shall certify the equipment annually. ~~except in those instances where the backflow prevention devices are maintained by Camrosa. In those instances, Camrosa shall test and certify the equipment annually and charges shall apply in accordance with Camrosa's Schedule of Rates, Fees, and Charges.~~

Recorded at the Request of and  
Return to Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012



Ventura, County Recorder  
RICHARD D. DEAN

**DOC- 2000-0176849-00**

Acct 20-CAMR - Camrosa Water district

Tuesday, NOV 07, 2000 13:08:57

Ttl Pd \$0.00

Nbr-0000274862

DGV/R2/1-23

**AGREEMENT BETWEEN**  
**SANTA ROSA MUTUAL WATER COMPANY**  
**AND**  
**CAMROSA WATER DISTRICT**

**DATED: September 14, 2000**

**AGREEMENT BETWEEN  
SANTA ROSA MUTUAL WATER COMPANY  
AND  
CAMROSA WATER DISTRICT**

**RECITALS:**

WHEREAS, the Santa Rosa Mutual Water Company, hereinafter referred to as "Mutual", is a mutual water company currently operating pursuant to the provisions of the California Corporations Code; and

WHEREAS, Camrosa Water District, hereinafter referred to as "District" is a county water district formed and operating under the authority of the Water Code of the State of California, Sections 31,000, et seq.; and

WHEREAS, Mutual is operated by a five member Board of Directors, plus an alternate Director, all elected by the Mutual shareholders; and

WHEREAS, on February 26, 2000, at a Mutual Shareholders Meeting, the Mutual shareholders directed the Mutual Board of Directors to develop this Agreement and return the Agreement to the shareholders for final approval; and

WHEREAS, Mutual has determined that it is economically prohibitive to design and construct the improvements to its water system necessary to provide continued water service to its shareholders; and

WHEREAS, Mutual has determined it is in the best interest of its shareholders to cease its operations as a mutual water company to sell or otherwise liquidate its assets and to wind up and dissolve its corporate existence; and

WHEREAS, Mutual has requested District assume the responsibility of providing all water services to the shareholders of Mutual; and

WHEREAS, the properties served by Mutual are within the boundaries of District; and

WHEREAS, District has offered to assume the deliver of water services to the shareholders of Mutual; and



WHEREAS, attached hereto marked Appendix A is an inventory of assets owned by Mutual; and

WHEREAS, District is committed to insulating its customers from the economic impacts of sudden and extreme water rate increases, and intends to honor that commitment with the newly acquired customers of Mutual; and

WHEREAS, District is equally committed to assuring its current customers that they are not unfairly burdened by the acquisition of Mutual; and

WHEREAS, District finds that the acquisition of Mutual's assets will be in the best interest of District's current customers and will not unfairly burden those customers; and

WHEREAS, District must, whenever possible, protect all of its customers from exposure to liabilities.

NOW, THEREFORE, the parties agree to the following:

**I. Mutual agrees:**

- A. To develop, implement, and complete a plan for the orderly winding up and dissolution of Mutual in accordance with the laws governing such actions, under the terms and conditions of this Agreement, and within the time specified herein.
- B. To convey to District all of the assets of Mutual shown on Appendix A-1, attached hereto and made a part hereof, with the exception of those properties and items described in Appendix A-2, attached hereto and incorporated herein by reference.
- C. To convey to District all existing easements and right-of-ways owned by Mutual and related to the operation and maintenance of its water system.
- D. To assist as necessary, by providing such information as may exist in Mutual's records regarding property ownership and location of water lines, in the District's acquisition of such easements and right-of-ways not currently held by Mutual as may be necessary, in District's sole discretion, to operate and maintain the water system. Mutual shall not, however, be required to obtain easements or right-of-ways on behalf of District. Mutual hereby acknowledges and agrees that District may require any Mutual

shareholder, as a condition of receiving water service from District, to convey such easements as may be necessary for District to provide service to its customer.

- E. To convey to District any and all groundwater rights, whether overlying, appropriative or otherwise, held by Mutual, with the exception of the water rights for those properties identified in Appendix B, attached hereto and incorporated herein by reference.
- F. To make payable to District any shareholder dividends resulting from the final dissolution of Mutual which would be due the properties contained in Appendix C, attached hereto and incorporated herein by reference.
- G. To pay to District any proceeds from the sale or transfer of any assets of Mutual not included in Appendix A-2, in an amount equal to the actual sale price or the appraised value, whichever is greater. Any such sale or transfer of assets of Mutual not included in Appendix A-2 shall be approved in advance by District.
- H. To formally wind up and dissolve Mutual's activities and its corporate structure not later than two (2) years after execution of this Agreement.
- I. To pay or otherwise resolve liabilities of Mutual in conjunction with the dissolution and winding up of the corporation. Mutual will provide District with evidence that its general liability policy and its directors and officers errors and omissions policy are each "occurrence" policies, providing coverage for any claims which may arise subsequent to expiration of the policy period as a result of actions of the Mutual, its officers, directors, employees or agents during its corporate existence or as a result of the dissolution. Mutual will maintain all current policies in full effect until Mutual has been formally dissolved and its operations have ceased. District shall be named as an additional insured on Mutual's policy or policies of insurance. Mutual hereby agrees to indemnify District against any claims or actions that may be brought against District as a result of Mutual's dissolution or any past actions of Mutual, and agrees to hold District harmless and defend District from same.
- J. To pay or otherwise resolve all liabilities of Mutual prior to issuing any shareholder dividends resulting from the liquidation of Mutual's capital assets. Such shareholder dividends shall be based upon a final accounting audited and approved by Mutual's Board of Directors.

K. To pay to District the Capital Facility Charges for any property to which Mutual issues a "Will Serve Letter" for potable water service on or after March 1, 2000; and to provide District with inventory of "Will Serve Letters" issued for potable water service and not currently served by Mutual. The District's applicable Capital Facilities Fee Schedule is contained in Appendix D, attached hereto and incorporated herein by reference, and made a part of this Agreement.

L. As appropriate, to provide for the proper removal, capping, and abandonment of any wells owned by Mutual which are being conveyed to District by this Agreement or to any other person. Such abandonment will be performed by licensed contractors and in accordance with all applicable laws, ordinances and regulations.

## II. District Agrees:

A. To perform the following on the schedule contained in Appendix E, attached hereto and incorporated herein by reference, and made a part of this Agreement.

1. To cause to be constructed modifications to Mutual's water system that will facilitate the delivery of potable water from District to the properties, described in Appendix C. All costs associated with the construction of such modifications to mutual's water system will be borne by the District so long as the affected property owners convey to the District any easements and right-of-ways necessary to provide service to the area.

2. To provide potable water service beginning at the rate of \$1.01 per unit of water to those properties described in Appendix C until non-potable irrigation water is made available. One (1) unit of water is 100 cubic feet of water or 748 gallons. This rate per unit will increase by 5% per year, until parity with District standard rates are reached as follows:

	Tier No. 1 1 <sup>st</sup> 12 units/month	Tier No. 2 13 <sup>th</sup> unit and above/month
November 1, 2000	\$1.01	\$1.01
November 1, 2001	\$1.01	\$1.06
November 1, 2002	\$1.01	\$1.11
November 1, 2003	\$1.01	\$1.17
November 1, 2004	\$1.01	\$1.22
November 1, 2005	\$1.01	\$1.29

November 1, 2006	\$1.01	\$1.35
November 1, 2007	\$1.01	\$1.42

The above rates shall at all times be subject to any rate increases applied to the District's prevailing water rates. Once non-potable irrigation water service is made available to the properties described in Exhibit C the properties will be subject to the standard prevailing potable water rates at any time following a 30 day written notice to the property that a non-potable irrigation water service is available. The properties will then also be eligible for non-potable irrigation water at the rates described in Paragraph II-A-4 of this agreement.

3. To cause to be installed backflow prevention devices on each eligible property's potable water service. An eligible property is any property within the Mutual's service area having access to the non-potable water system. The backflow prevention devices will be maintained by District and remain the property of District.
  4. To provide non-potable water service to all eligible properties for a monthly service charge of \$20.00 and a rate of \$0.46 per unit of water used. District agrees to maintain this rate through October 31, 2005, with the provision that the water rate may be adjusted for increased energy costs associated with production and delivery of non-potable water.
- B. For a period not to exceed one (1) year following execution of this Agreement or as long as SRM continues to employ its two current staff members, which ever comes first, Camrosa shall pay to Mutual seventy-five percent (75%) of Mutual's current annual staffing costs for the services provided to Camrosa in the operation of the non-potable water system and other activities related to the transition of ownership of the Mutual assets. Total costs to Camrosa shall not exceed \$25,000.
  - C. To construct non-potable water service to those properties contained in Appendix C requesting such service.
  - D. To charge no capital connection fees to properties with Ventura County approved dwellings served potable water by Mutual prior to March 1, 2000.
  - E. To quitclaim any "blanket easements" conveyed to Camrosa by SRM on properties requesting such quitclaim in exchange for the dedication to Camrosa of documented and recorded specific

easements needed by Camrosa to provide service to the area. The property owner shall be responsible for providing any surveying and legal descriptions necessary to document and record specific easements.


**III. Both Parties Agree:**

- A. That nothing in this Agreement shall prevent those properties described in Appendix B from constructing and operating wells on those properties.
- B. That those properties described in Appendix B which shall retain water rights, whether they utilize those rights or not, shall have the same access as other shareholders, and under the same conditions to non-potable water service from District.
- C. That when Items 1 through 5 on Exhibit E are satisfied, District will assume full responsibility for the water system and delivery of water to eligible customers.
- D. **That the District shall not be responsible for any of the following:**
  - 1. Any costs associated with assuring that there are no cross connections on the properties between the potable and non-potable systems.
  - 2. Any costs associated with plumbing from the outlet of District's metering device for both potable and non-potable service.
  - 3. Any cost of connecting to new potable or non-potable service at District's point of demarcation, which is typically the customer's property line.
  - 4. Any costs of the metering device and appurtenances for new potable or non-potable service.
  - 5. Any costs associated with maintaining the water systems on the customer's properties in good working order, free of cross-connections.

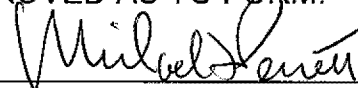
**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year written below.

Dated this 14<sup>th</sup> day of September, 2000.

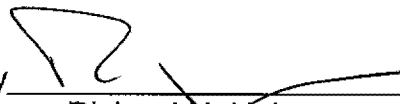
CAMROSA WATER DISTRICT

By   
Terry L. Foreman  
President

APPROVED AS TO FORM:

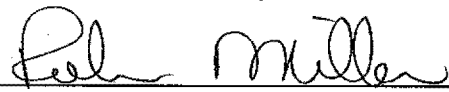
By   
Michael F. Perrett  
Legal Counsel

ATTEST:

By   
Richard H. Hajas  
General Manager/Secretary

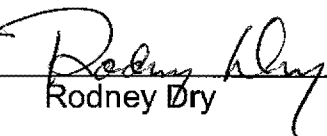
SANTA ROSA  
MUTUAL WATER COMPANY

By   
Michael T. Moore, President


By   
Robin Miller

By   
Vince Philbrook

By   
John Andelman

By   
Rodney Dry

APPROVED AS TO FORM:

By   
Andrew D. Turner  
Legal Counsel

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

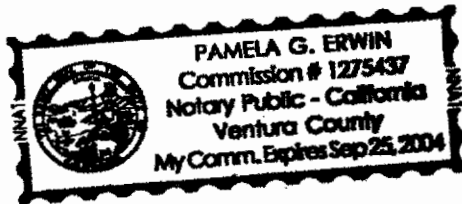
State of California

County of VENTURA

On November 1, 2000 before me, Pamela G. Erwin, Notary Public

personally appeared TERRY L. FOREMAN

- ☒ personally known to me  
☐ proved to me on the basis of satisfactory evidence



to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Pamela G. Erwin  
Signature of Notary Public

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: Agreement

Document Date: 9-14-00 Number of Pages: 8 + Appendices

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: TERRY L. FOREMAN

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☒ Other: Board President

Signer Is Representing:

Camrosa Water District

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

DN  
Journal

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing:

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

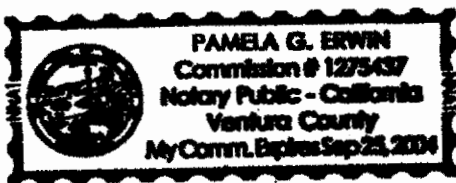
State of California

County of Ventura

On November 6, 2000 before me, Pamela G. Erwin, Notary Public

personally appeared Richard H. Hajas

- ☒ personally known to me  
☐ proved to me on the basis of satisfactory evidence



to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Pamela G. Erwin  
Signature of Notary Public

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: Agreement

Document Date: 9-14-00 Number of Pages: 8 + Appendices

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: Richard H. Hajas

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☒ Other: General Manager

Signer Is Representing:

Camrosa Water District

RIGHT THUMBPRINT OF SIGNER  
Top of thumb here

RH  
Journal

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing:

RIGHT THUMBPRINT OF SIGNER  
Top of thumb here



# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

County of VENTURA

On October 31, 2000 before me, Pamela G. Erwin, Notary Public

Date

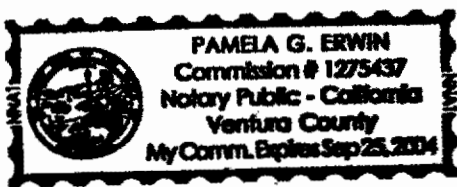
Name and Title of Officer (e.g., "Jane Doe, Notary Public")

personally appeared Michael Moore

Name(s) of Signer(s)

- ☐ personally known to me  
☒ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

Pamela G. Erwin  
Signature of Notary Public

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: Agreement

Document Date: 9-14-00 Number of Pages: 8 + Appendices

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: Michael Moore

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☒ Other: BOARD

Signer Is Representing:

Santa Rosa  
Mutual

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

IN  
Journal

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing:

\_\_\_\_\_  
\_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

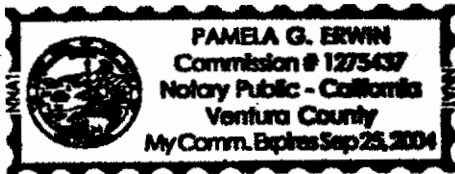
County of Ventura

On October 19, 2000 before me, Pamela G. Erwin, Notary Public

personally appeared Robin Miller

- ☐ personally known to me  
☒ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

Pamela G. Erwin  
Signature of Notary Public

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: Agreement

Document Date: 9-14-00 Number of Pages: 8 + Appendices

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: Robin Miller

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☒ Other: Board Member

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

Signer Is Representing:

Santa Rosa Mutual  
Water

In  
Journal

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

Signer Is Representing:

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

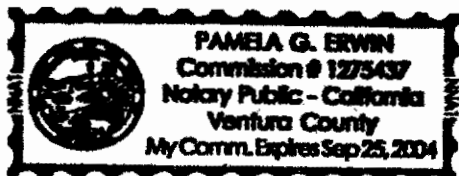
County of Ventura

On 10-26-00 before me, Pamela G. Erwin, Notary Public  
Date Name and Title of Officer (e.g., "Jane Doe, Notary Public")

personally appeared Vince Philbrook  
Name(s) of Signer(s)

- ☐ personally known to me  
☐ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

Pamela G. Erwin  
Signature of Notary Public

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: Agreement

Document Date: 9-11-00 Number of Pages: Pr Appendixes

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: Vince Philbrook

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☒ Other: BOARD

Signer Is Representing:

Santa Rosa  
Mutual Water

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

In Journal

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing:

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California

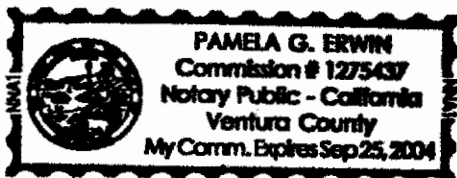
County of Ventura

On 10-20-00 before me, Pamela G. Erwin, Notary Public  
Date Name and Title of Officer (e.g., "Jane Doe, Notary Public")

personally appeared John Andelman  
Name(s) of Signer(s)

- ☐ personally known to me  
☒ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

Pamela G. Erwin  
Signature of Notary Public

## OPTIONAL

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

### Description of Attached Document

Title or Type of Document: Agreement

Document Date: 9-14-00 Number of Pages: 8 + Appendices

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: John Andelman

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☒ Other: Board Member

Signer Is Representing:

Santa Rosa  
Mutual Water

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

IN  
Journal

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

Signer Is Representing:

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of CALIFORNIA

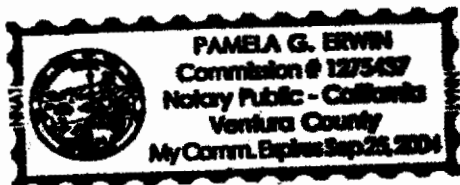
County of VENTURA

On \_\_\_\_\_ before me, Pamela G. Erwin, Notary Public  
Date Name and Title of Officer (e.g., "Jane Doe, Notary Public")

personally appeared Rodney Drey  
Name(s) of Signer(s)

- ☐ personally known to me  
☒ proved to me on the basis of satisfactory evidence

to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



WITNESS my hand and official seal.

Pamela G. Erwin  
Signature of Notary Public

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: Agreement

Document Date: 9-14-00 Number of Pages: 8+ Appendices

Signer(s) Other Than Named Above: \_\_\_\_\_

### Capacity(ies) Claimed by Signer(s)

Signer's Name: Rodney Drey

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☒ Other: Board Member

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

Signer Is Representing:

Santa Rosa  
Mutual Water

IN  
Journal

Signer's Name: \_\_\_\_\_

- ☐ Individual  
☐ Corporate Officer  
Title(s): \_\_\_\_\_  
☐ Partner — ☐ Limited ☐ General  
☐ Attorney-in-Fact  
☐ Trustee  
☐ Guardian or Conservator  
☐ Other: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER  
Top of thumb here

Signer Is Representing:

## Appendix A

### Assets of Mutual

#### Real Property

<u>Description</u>	<u>Identification</u>
Well Site #8	APN 520-0-180-030
Well Site #9	APN 520-0-333-060
Well Site #3	APN 550-0-010-010
Reservoir and Pump Station Site	APN 550-0-030-510
Reservoir and Pump Station Site	APN 550-0-030-545
Reservoir and Pump Station Site	APN 550-0-030-555
Well Site #5	APN 550-0-060-760
Well Site #10	APN 550-0-090-150
Parcel on Cheng Property	APN 550-0-010-040
Parcel on Staben Property	APN 550-0-020-190
Parcel on Green Property	APN 550-0-020-200
Duval Residence	APN 520-0-1400-200
2351 Duval Road, Camarillo	

#### Pipelines and Appurtenances

All Transmission pipelines, valves, fire hydrants, and other appurtenances  
All Distribution pipelines, valves, fire hydrants, and other appurtenances  
All water meters, meter boxes, services lines and other appurtenances up to the outlet of the meter service

#### Reservoirs and pump stations

All tanks, pumps, electrical equipment, structures, telemetry, controls, and any other existing improvements to the Reservoir and pump station parcels.

#### Water Wells

All wells, pumps, electrical equipment, structures, telemetry, controls, and any other existing improvements to the Well Site parcels.

#### Other

All easements, right-of-ways, and water rights held by Mutual  
Any and all physical assets necessary for the operation of the mutual water system not included in Appendix A-1  
1996 Ford F-150 CA Lic. No 5J68710  
Misc. tools and equipment  
Misc. office furnishings and equipment

## Appendix A-1

### Mutual Assets to be Conveyed to Camrosa Water District

#### Real Property

<u>Description</u>	<u>Identification</u>
Well Site #8	APN 520-0-180-030
Well Site #9	APN 520-0-333-060
Well Site #3	APN 550-0-010-010
Reservoir and Pump Station Site	APN 550-0-030-510
Reservoir and Pump Station Site	APN 550-0-030-545
Reservoir and Pump Station Site	APN 550-0-030-555
Well Site #10	APN 550-0-090-150

#### Pipelines and Appurtenances

All Transmission pipelines, valves, fire hydrants, and other appurtenances  
All Distribution pipelines, valves, fire hydrants, and other appurtenances  
All water meters, meter boxes, services lines and other appurtenances up to the outlet of the meter service

#### Reservoirs and pump stations

All tanks, pumps, electrical equipment, structures, telemetry, controls, and any other existing improvements to the Reservoir and pump station parcels.

#### Water Wells

All wells, pumps, electrical equipment, structures, telemetry, controls, and any other existing improvements to the Well Site parcels.

#### Other

All easements, right-of-ways, and water rights held by Mutual  
Any and all physical assets necessary for the operation of the mutual water system not included in Appendix A-1

## Appendix A-2

### Mutual Assets Not to be Conveyed to Camrosa Water District

<u>Description</u>	<u>Identification</u>
Duval Residence	APN 520-0-1400-200
2351 Duval Road, Camarillo	
1996 Ford F-150	CA License No. 5J68710
Misc. tools and equipment	
Misc. office furnishings and equipment	
Parcel on Cheng Property	APN 550-0-010-040
Parcel on Staben Property	APN 550-0-020-190
Parcel on Green Property	APN 550-0-020-200
Well Site #5 Parcel	APN 550-0-060-760



## Appendix B

### Properties not Conveying Groundwater Rights To Camrosa Water District

<b>Owner/s of Record</b>	<b>APN</b>	<b>Acreage</b>
Andresen, Gordon & Cathryn	550-0-010-445	10.30
Cheng, Yao & Pao	550-0-010-365	29.40
City of Thousand Oaks	520-0-180-205	37.77
City of Thousand Oaks	520-0-180-155	61.36
Dundas, William		19.20
King, Calvin & Diane		10.00
King Robert	520-0-100-565	10.13
King Robert	520-0-100-070	16.80
Santa Rosa Colony A&B		20.21
Santa Rosa Colony C		15.50
Santa Rosa Colony D		5.35
Santa Rosa Colony E		8.94
Staben Family Trust	550-0-020-015	33.40
Struck, James & Cindy		10.00
Sue Johnson Trust		10.00
Wilson, Robert D & Delores	550-0-040-145	9.36
Moradi, Isaac	520-0-100-050	43.70
Thomas, (Nordella)	See Note	
Baker, David & Leslie	See Note	
Freeman, John & Peggy	See Note	

Note: Property owned by Moradi has not had tract map filed with County. Lot is subdivided into 4 lots. Other owners are listed below Moradi.

# Appendix C

## Properties Benefitting From Improvements to Deliver Potable Water

Address	Name
10311 SANTA ROSA RD.	HURTADO
2197 BARBARA	WOODRUFF
2209 BARBARA	WOODRUFF
2225 BARBARA	FARIELLO/FAVELA
2243 BARBARA	VASQUEZ
2226 BARBARA	SCHUBERG
2242 BARBARA	COCCIA
2259 BARBARA	BUSH
2275 BARBARA	LEONARD
2258 BARBARA	LEWIS
2274 BARBARA	BROWN
2291 BARBARA	ROGALSKY
2309 BARBARA	PHILLIPS
2286 BARBARA	WEHTJE(PARKER)
2308 BARBARA	PRIDEAUX
2331 BARBARA	SMITH, JR
2353 BARBARA	BELNICK
2330 BARBARA	DRABANT
2352 BARBARA	WEBSTER
2355 BARBARA	GOLDBERG
2368 BARBARA	BADEN
2384 BARBARA	SEIDLER
2198 BARBARA	NIELSEN
10389 SANTA ROSA RD	DIAZ
2781 BLANCHARD	LECKMAN
2783 BLANCHARD	SRC E
2771 BLANCHARD	VAIL
2775 BLANCHARD	SRC D
2369 BLANCHARD	WHITEBREAD
2160 HOLIDAY PINES	NUNES
2161 HOLIDAY PINES	SCHLAGETER
2187 HOLIDAY PINES	STONE
2186 HOLIDAY PINES	NUNES
2191 HOLIDAY PINES	LANDSBERG
2193 HOLIDAY PINES	AUFRICTIG
2195 HOLIDAY PINES	MEANS
2190 HOLIDAY PINES	SECKINGER
10830 SANTA ROSA RD	MITCHELL
10836 SANTA ROSA RD	KING
2044 JENNIFER	HOFFMAN
2045 JENNIFER	NEFTIN
2035 JENNIFER	SKELTON/PRIDEAUX
2034 JENNIFER	BEEKER
2024 JENNIFER	MILLIGAN
2025 JENNIFER	BOSKOVICH

**Appendix C**  
**Properties Benefitting From Improvements**  
**to Deliver Potable Water**

2015 JENNIFER	THOMPSON
2014 JENNIFER	MCMAHON
10269 PRINCIPE	ANDLEMAN
10290 PRINCIPE	GOOLSBY
10276 PRINCIPE	PHILBROOK
10262 PRINCIPE	WEI
10253 PRINCIPE	HORNBUCKLE
10248 PRINCIPE	TAYLOR
10240 PRINCIPE	CLEAVENGER
10234 PRINCIPE	MIELKE
10231 PRINCIPE	GUNTHER
10209 PRINCIPE	HOLLAND
10206 PRINCIPE	VALENZUELA
10220 PRINCIPE	GOODWIN
10291 PRINCIPE	LITTLEFIELD
2251 YUCCA DR.	FOSTER
2212 YUCCA	KIM
2201 YUCCA	GIBSON
2209 YUCCA	MENDEL
2319 YUCCA	GEARY
2316 YUCCA	CRESSMAN
10353 ROSITA	WHITE/PUERNER
2405 BARBARA (UPPER)	MATLEY
2680 YUCCA	COOPER
2760 YUCCA	SRC A&B
2690 YUCCA	MYERS
9651 SANTA ROSA RD.	JOHNSON

## APPENDIX D

### **Capital Water and Sewer Improvement Fees**

#### **CAPITAL WATER IMPROVEMENTS FEES:**

Meter Size	Capacity	Meter Fee	Area III	Area II	Area I
3/4-inch	30 gpm	\$150	\$2,650	\$3,750	\$4,950
1-inch	50 gpm	\$200	\$4,375	\$6,200	\$8,225
1 1/2-inch	100 gpm	\$350	\$8,675	\$12,350	\$16,350
2-inch	160 gpm	\$450	\$13,775	\$19,650	\$26,025
3-inch	350 gpm	\$600	\$27,250	\$38,975	\$51,775
4-inch	1,000 gpm	\$1,400	\$42,225	\$60,575	\$80,625
6-inch	2,000 gpm	\$2,350	\$82,025	\$120,700	\$160,850
3/4-inch	condominiums	\$150	\$2,150	\$3,030	\$3,990

Note 1: For all meters larger than 1 1/2-inches, if additional material and labor are required it will be invoiced separately.

Note 2: Water Capital Improvement Fees are not applicable for AG meters; smallest AG meter available is 2-inches.

#### **Special Service Areas:**

Area I South of Adolfo Road from Calleguas Creek to Conejo Creek; then south of the 101 Freeway east of the Conejo Creek.

Area II Mission Oaks and Santa Rosa Valley between Areas I and III.

Area III South and east of junction of west end of Andalusia Drive and Santa Rosa Road to District's southern boundary and to junction of Moorpark Road and Santa Rosa Road; then east of Moorpark Road and Santa Rosa Road to District's northern boundary.

Inspection Fees: \$25 per hour

#### **CAPITAL SEWER IMPROVEMENT FEES:**

Sewer Connection Fees: \$2,000 per dwelling unit or equivalent.

## APPENDIX E

### SCHEDULE OF IMPLEMENTATION

This Schedule contains the times, dates and sequence of actions which the parties to this Agreement have agreed to perform.

1.               Upon execution of this Agreement, District will initiate the CEQA process for all of the improvements required to satisfy the conditions of this Agreement and insure a potable water supply to all residents of Mutual service that is in compliance with the California Department of Health Services' Drinking Water Standards.
2.               Upon execution of this Agreement, Mutual shall provide District with evidence of insurance coverage as provided in Paragraph I.I of this Agreement.
3.               Upon execution of this Agreement, Mutual shall provide District with written statement for Mutual's legal counsel identifying any pending litigation or other claims against the Mutual.
4.               Upon execution of this Agreement, Mutual shall District with an outline and anticipated schedule of the various actions and events required to be accomplished in the course of winding up and dissolving the corporation.
5.               Following the satisfactory completion of the above, Mutual shall convey to District all of Mutual's assets described in Paragraph I of this Agreement.

## Board Memorandum

January 25, 2024

**To:** Board of Directors

**From:** Norman Huff, Interim 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 anticipated litigation pursuant to Government Code 54956.9(d).

## Board Memorandum

January 25, 2024

**To:** Board of Directors

**From:** Norman Huff, Interim 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(b).

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. Quarterly Investments Report (QE 12/31/23)
- C. 2024 Board Calendar



CURRENT PROJECT CHANGE ORDERS												
Project #	PW/Agreement#	PO#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Scope of Services/Change Order Description
900-18-03				Effluent Pond Relining	\$ 1,501,500.00	\$ 171,095.26						
	2017-30	FY18-0034-R2				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
		FY20-0317-R1					5/28/2020	BD	CO #4	\$ 11,330.00	\$ 11,330.00	Services to amend and update plans and specs
		FY21-0254-R1					5/13/2021	BD	CO#5	\$ 15,355.00	\$ 15,355.00	Engineering support services during construction
											\$ 124,233.00	
		FY21-0255-R1				Oakridge Geoscience, Inc.	5/13/2021	BD			\$ 22,200.00	compaction and material testing services
		FY22-0181					10/11/2021	GM	CO#1	\$ 3,360.00	\$ 3,360.00	supplemental materials testing services
											\$ 25,560.00	
	RW21-01	FY21-0250-R3				BOSCO Constructors, Inc.	5/13/2021	BD		\$ 1,055,401.00	\$ 1,055,401.00	Construction of CWRf Effluent Storage Basin Improvements
							1/6/2022	GM	CO #1		\$ 2,746.03	Grinding and patching existing catch basin
							1/6/2022	GM	CO #2		\$ 7,968.23	Install Concrete Curb in lieu of Berm
											\$ 1,066,115.26	
900-18-02				CWRf Dewatering Press	\$ 2,158,000.00	\$ 1,969,086.42						
	2017-33	FY18-0055				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	
650-15-01				PV Well (Lynwood Well)	\$ 5,967,000.00	\$ 36,337.20						
	2014-56	REQ00057				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	
		FY22-0010				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	\$ 49,565.00	\$ 46,203.08	trenching
							5/25/2023	BD	CO#5	\$ 22,865.45	\$ 22,865.45	thermostat,addtl conduits & conductors
							7/11/2023	GM	CO#6	\$ 20,227.35	\$ 20,227.35	addtl work generator, relays, wiring motor vibration sensor
							10/4/2023	GM	CO#7		\$ 81,000.60	T&M paving, added conduits, wire & breaker
											\$ 3,170,347.67	
		FY22-0011				American Public Works Consulting Engineers	6/24/2021	BD			\$ 68,200.00	construction management services
							5/3/2022	GM	CO #1		\$ 15,500.00	construction management services @ 100 hours
							2/23/2023	BD	CO#2		\$ 4,000.00	construction management services @ 100 hours
											\$ 87,700.00	
		REQ00036				Golden State Labor Compliance	7/16/2015	GM			\$ 3,900.00	labor compliance support
		FY19-0254					7/26/2018	BD	CO #1		\$ 4,700.00	labor compliance support
		FY22-0012					6/24/2021	BD	CO#2		\$ 24,500.00	labor compliance support
							5/3/2022	GM	CO# 3		\$ 9,024.00	labor compliance support
							2/23/2023	BD	CO#4		\$ 15,040.00	labor compliance support
											\$ 57,164.00	
		FY22-0306				Union Materials Testing						
							4/18/2022	GM			\$ 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	
	2023-91	POFY23-0163-R1				Jordan, Gilbert & Bain Landscape Architects, Inc.		GM			\$ 6,590.00	Landscape Architectural Services
							9/21/2023	GM	CO#1		\$ 1,600.00	Site visits/inspection during landcapte installation
											\$ 8,190.00	
600-20-02				Conejo Wellfield Treatment	\$ 11,725,000.00	\$ 3,178.80						
		FY22-0179				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

[illegible]

**CAMROSA WATER DISTRICT**  
**Statement of Investments**  
**FY 23-24**  
For Quarter Ending: 12/31/2023 (1/15/2024)

LAIF	N/A	State Treasurer	Date Of Deposit	Call Date	Beginning of Year Investment	Opening Balance	Closing Balance		Value at Maturity
			Daily	Daily	7,279,843	7,345,473	\$ 8,945,371	100.00%	\$8,945,371
<b>Total Laif</b>					7,279,843	7,345,473	8,945,371	100.00%	8,945,371
OTHER INVESTMENT TOTALS:					-	-	-	0.00%	-
<b>TOTAL OF ALL INVESTMENTS:</b>					7,279,843	7,345,473	8,945,371	100.00%	

**ACTIVITY FOR THE QUARTER:**

**LAIF**

Transfers of fund to General Operations. 2,900,000  
Transfer from Cash Receipts to LAIF 4,400,000  
Quarterly Interest as of 12/31/2023 for Qtr ending 01/15/2024 99,898

LAIF Performance Report		PMIA Average Monthly	
Apportionment Rate	4.00%	Effective Yield	
Earnings Ratio	0.00010932476863589	Oct. 2023	3.67
Daily	3.96%	Nov. 2023	3.843
Quarter to Date	3.81%	Dec. 2023	3.929

TREASURY BILL RATES (12/31/2023)											
1 Mo	3 Mo	6 Mo	1 Yr	2 Yr	3 Yr	5 Yr	7 Yr	10 Yr	20 Yr	30 Yr	
5.6	5.4	5.26	4.79	4.23	4.01	3.84	3.88	3.88	4.2	4.03	

**U.S. TREASURY BILLS**

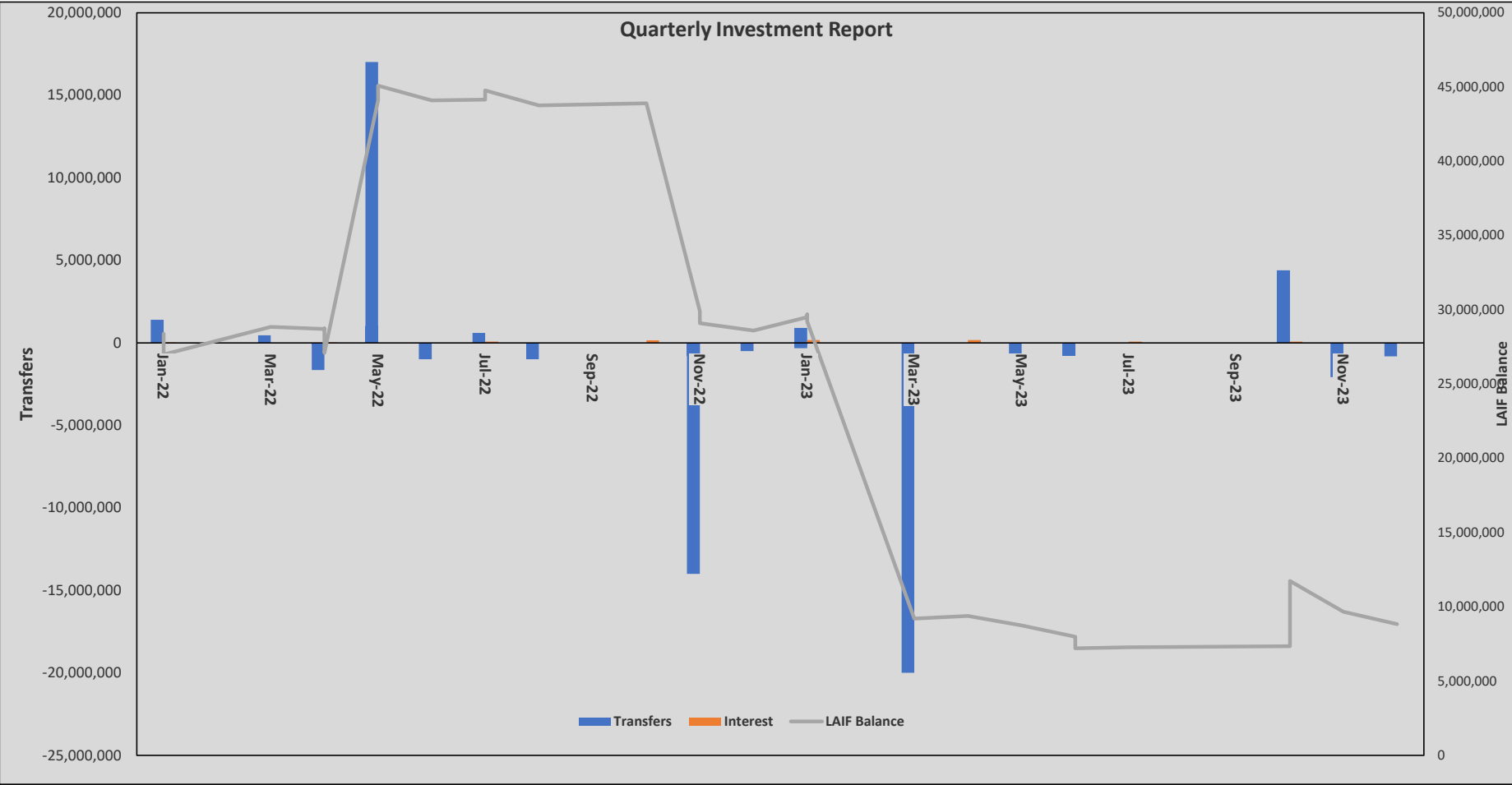
	TYPE OF INVESTMENT	INSTITUTION	SETTLEMENT DATE	DATE OF MATURITY	PAR VALUE	MARKET PRICE AT PURCHASE	ACCRUED INT. AT PURCHASE		MARKET VALUE CURRENT	YIELD
	Treasury Bills	Pershing, LLC	11/2/2023	8/31/2025	\$ 14,511,000	\$ 13,930,900	\$ 69,067	13,999,967	\$ 14,128,925	5.070%
	Treasury Bills	Pershing, LLC	3/17/2023	2/22/2024	\$ 10,000,000	\$ 9,601,475	\$ -	9,601,475	\$ 9,925,700	4.385%
	Treasury Bills	Pershing, LLC	9/14/2023	3/14/2024	\$ 10,260,000	\$ 9,996,894	\$ -	9,996,894	\$ 10,153,501	5.293%
					<b>\$ 34,771,000</b>	<b>\$ 33,529,269</b>	<b>\$ 69,067</b>	<b>\$ 33,598,336</b>	<b>\$ 34,208,127</b>	

**BOND RESERVES**

	TYPE OF INVESTMENT	INSTITUTION	DATE OF DEPOSIT	DATE OF MATURITY		PRINCIPAL INVESTMENT	ACCRUED INCOME	YIELD
W & WW Rev Bonds Series 2016	LIQUIDITY FUNDS	BLACKROCK	10/19/2016	N/A		\$ 879,529	\$ 3,840.05	5.15%
						<b>\$ 879,529</b>	<b>\$ 3,840.05</b>	

**BOND ACQUISITION FUNDS**

	TYPE OF INVESTMENT	INSTITUTION	DATE OF DEPOSIT	DATE OF MATURITY		PRINCIPAL INVESTMENT	ACCRUED INCOME	YIELD
W&WW Rev Bonds Series 2016	WATER ACQUISITION FUND	BLOCKROCK	10/19/2016	N/A		\$ 183	\$ 0.93	5.15%
						<b>\$ 183</b>	<b>\$ 0.93</b>	



# 2024 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2024 Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 1 <sup>st</sup> & 2 <sup>nd</sup> New Year's Holiday (Observed)						
	1	2	3	4	5	6						1	2	3						1	2	February 19 <sup>th</sup> - President's Day					
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	May 27 <sup>th</sup> - Memorial Day						
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	July 4 <sup>th</sup> - Independence Day						
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	September 2 <sup>nd</sup> - Labor Day						
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	November 11 <sup>th</sup> - Veteran's Day						
														31							November 28 <sup>th</sup> & 29 <sup>th</sup> - Thanksgiving						
																					December 24 <sup>th</sup> & 25 <sup>th</sup> - Christmas						
																					December 31 <sup>st</sup> - New Year's Eve						
APRIL							MAY							JUNE							2024 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. 24 <sup>th</sup> - 26 <sup>th</sup>						
	1	2	3	4	5	6				1	2	3	4							1	ACWA Spring Conf. (Sacramento) May 7 <sup>th</sup> - 9 <sup>th</sup>						
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	CASA 69 <sup>th</sup> Annual Conf. (Monterey) July 31 <sup>st</sup> - Aug. 2 <sup>nd</sup>						
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	ACWA Fall Conf. (Palm Desert) Dec 3 <sup>rd</sup> - 5 <sup>th</sup>						
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22							
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29							
														30													
JULY							AUGUST							SEPTEMBER							2024 AWA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)						
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	AWA Board Meetings (See orange on calendar)						
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	Waterwise Breakfast (See yellow on calendar)						
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	April 18 <sup>th</sup> - Annual Symposium						
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	<b>August - DARK (No Meetings or Events)</b>						
28	29	30	31				24	25	26	27	28	29	31	29	30						September 19 <sup>th</sup> - Reagan Library Reception						
																					December 12 <sup>th</sup> - Holiday Mixer						
OCTOBER							NOVEMBER							DECEMBER							2024 VCSDA Meetings						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 6 <sup>th</sup> - Annual Dinner						
		1	2	3	4	5						1	2	1	2	3	4	5	6	7	April 2 <sup>nd</sup>						
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	June 4 <sup>th</sup>						
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	August 6 <sup>th</sup>						
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	October 1 <sup>st</sup>						
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					December 3 <sup>rd</sup>						
Camrosa Water District 7385 Santa Rosa Road Camarillo, CA 93012							Note: Camrosa Board Meetings are highlighted in RED. Board Meetings are held on the <u>2nd &amp; 4th Thursday</u> of each month at 5pm unless indicated.																				
							Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM																				