

Board Agenda

Regular Meeting

Thursday, February 22, 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: 5090 Donovan St. • Franklin, TN 37064.

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 President prior to the meeting. All comments are subject to a 5-minute time limit.

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

Consent Agenda

- 1. Approve Minutes of the Regular Meeting of February 8, 2024**

2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$1,037,541.41.

3. **Heritage Park – Monitoring Well Installation

Objective: Award a contract for the installation of a monitoring well in Heritage Park.

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

- 1) Appropriate additional funding in the amount of \$500,000.00 from the potable capital improvement fund to the Pleasant Valley Monitoring Well CIP for the Heritage Park monitoring well, and
- 2) Authorize the Interim General Manager to award a contract to South Valley Companies (SVC), Inc., in the amount of \$463,026.00, for the installation of a new monitoring well.

4. **Valve Box and Manhole Cover Raising

Objective: Raise valve boxes and manhole covers to grade as part of the City of Camarillo's street resurfacing project ST-5017.

Action Required: Authorize the Interim General Manager to issue a purchase order to Sam Hill & Sons, Inc. in the amount of \$159,000.00.

Primary Agenda

5. **Operating Budget Excellence Award

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

Action Required: No action necessary; for information only.

6. **Network Backbone Switches Refresh

Objective: Award a contract for purchase, provisioning, and installation of replacement switches for the Camrosa data network.

Action Required: Authorize the Interim General Manager to enter into an agreement and issue a purchase order with AllConnected Inc., in an amount not to exceed \$81,837.47, for purchase, provisioning, and installation of Cisco Catalyst series 9300 core and series 1200 edge switches for direct replacement (and spares) of aging network switches.

7. **Design for Repair of 16 Sewer Collection System Hotspots

Objective: Repair of 16 sewer hotspots to restore hydraulic capacity of sewer collection system.

Action Required: It is recommended that the Board of Directors authorize the Interim General Manager to award a contract and issue a purchase order to Cannon Corp. in the amount of \$91,514.00 for design services.

8. Legal Counsel Review

Objective: Discuss the District's legal counsel.

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.

9. 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.

10. 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/

February 22, 2024

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Camrosa Board Room
Thursday, February 8, 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
Jeffrey C. Brown, Director (via teleconference)
Timothy H. Hoag, Director
Terry L. Foreman, Director

Staff: Norman Huff, Interim General Manager
Tamara Sexton, Deputy General Manager/Finance
Jozi Zabarsky, Customer Service Manager
Joe Willingham, IT and Special Projects Manager
Art Aseo, Engineering & Capital Projects Manager
Kevin Wahl, Superintendent of Operations
Terry Curson, District Engineer
Mike Phelps, Water Quality & Environmental Compliance Supervisor
Greg Jones, Legal Counsel

Guest: Max Storms, Woodard & Curran
Brian Van Lienden, Woodard & Curran
Seth Riley, National Park Service
Jeff Brown, National Park Service
Madeline Van Brunt, The Grove

Public Comments

- Representatives from the National Park Service made a request to the Board for access to Reservoir 1B to monitor and trap animals.
- Madeline Van Brunt requested the District consider supplying the Groves with non-potable water in light of AB1572, which prohibits HOA irrigation of nonfunctional turf with potable water beginning in 2029.

Consent Agenda

1. Approve Minutes of the Regular Meeting of January 25, 2024

The Board approved the Minutes of the Special Meeting of January 25, 2024.

Motion: Nelson **Second:** Hoag

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

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$318,850.43 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$318,850.43.

Motion: Nelson **Second:** Hoag

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

Primary Agenda

4. Master Plan Update Presentation *(this agenda item was moved ahead of agenda item #3)*

The Board received an update summary presentation on the near-term CIP projects and status of water resource supply project planning.

No action necessary; for informational purposes only.

3. Rate Ad-Hoc Committee Briefing

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

No action necessary; for information only.

5. Investment Opportunities

The Board authorized the Interim General Manager to re-invest up to \$10 million in Treasury Bills or Treasury Notes for Treasury Bills maturing February 22, 2024, for a 1-year term, and up to \$10.2 million for Treasury Bills maturing March 14, 2023, for a 2-year term.

Motion: Brown **Second:** Nelson

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

6. Fiscal Year 2023-24 2nd Quarter Budget Status Report

The Board received a report from staff regarding the Fiscal Year (FY) 2023-24 2nd Quarter budget report and reserves.

No action necessary, for information only.

7. Promotion and Salary Adjustment

The Board authorized the Interim General Manager to promote Josh Smith to the position of System Field Supervisor and increase his salary to \$63.00 per hour, which is commensurate with his certifications, experience, and talent.

Motion: Nelson **Second:** Hoag

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

8. Unidirectional Flushing of Potable Water System

The Board authorized the Interim General Manager to award a contract to M.E. Simpson Co. Inc. in an amount not to exceed \$399,900.00 for the UDF project.

Motion: Hoag **Second:** Foreman

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

9. Design of New University Well

The Board of Directors took the following actions:

- 1) Appropriated funding from the potable capital improvement fund in the amount of \$100,000.00 for design of a new University Well; and
- 2) Authorized the Interim General Manager to award a contract to Geoscience Support Services (Geoscience), Inc., in the amount of \$76,224.00 for design, permitting, and bidding services.

Motion: Nelson **Second:** Foreman

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

CLOSED SESSION: The Board cancelled the closed sessions 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 *(cancelled)*

Comments by Interim General Manager

- None

Comments by Directors

- Director Nelson raised concerns regarding the FBI's warning of cybersecurity. He also expressed his appreciation to the lab staff for their tour.
- President West reported from the recent Calleguas meeting where Met management assured the stakeholders that state-mandated cutbacks will never occur again. Met also acknowledged that their funding mechanism doesn't work and are looking at alternative ways to collect funds in the future.

Adjournment

There being no further business, the meeting was adjourned at 7:51 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

February 22, 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 \$1,037,541.41.

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

Payroll PR ME & 2-1, 2024	\$ 109,693.70
Accounts Payable 02/01/2024-02/14/2024	\$ <u>927,847.71</u>
Total Disbursements	\$ <u>1,037,541.41</u>

DISBURSEMENT APPROVAL	
BOARD MEMBER	DATE
BOARD MEMBER	DATE
BOARD MEMBER	DATE

Norman Huff, Interim General Manager

Camrosa Water District

Accounts Payable Period:

02/01/2024-02/14/2024

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	202,393.70
20053	Current LTD Bond 2016	
21800	Unclaimed Monies	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	627.03
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	205,491.21
50020	Pumping Power	341,952.14
50100	Federal Tax 941 1 st QTR	
50012	CamSan Reclaimed Water	33,264.00
50135	PERS Retirement	
50200	Utilities	52,892.41
50210	Communications	503.45
50220	Outside Contracts	40,021.44
50230	Professional Services	7,499.00
50240	Pipeline Repairs	
50250	Small Tool & Equipment	
50260	Materials & Supplies	38,022.83
50270	Repair Parts & Equip Maint	651.30
50280	Legal Services	
50290	Dues & Subscriptions	
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	4,529.20
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$927,847.71

Expense Approval Report

Camrosa Water District, CA

By Vendor Name

Payable Dates 2/1/2024 - 2/14/2024 Post Dates 2/1/2024 - 2/14/2024

Payment Numl	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
120	02/06/2024	CAMROSA WATER DISTRICT	1988	Reimb EFT pymt to Bondy Grwtr for inv 097-06	Prof services		918.75
TOTAL VENDOR PAYMENTS-GSA							\$ 918.75
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3422	02/08/2024	DEPOSIT ONLY-CAMROSA WTR	2-8-24-PR	Transfer to Disbursements Account	Transfer to disburser		152000
3423	02/08/2024	DEPOSIT ONLY-CAMROSA WTR	2-8-24-AP	Transfer to Disbursements Account	Transfer to disburser		565000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							717000
60391	02/01/2024	120WATER AUDIT, INC.	4517	120Water 12mo Software Subscription	Outsd contracts	FY24-0113	8,980.00
60395	02/06/2024	ACQUA CLEAR, INC.	2424-Maintenanr	2024 Maintenance Fee-Customer #11635	Repair parts & equipr		145.00
Vendor: AIR05 - AIRGAS USA, LLC.							
60396	02/09/2024	AIRGAS USA, LLC.	5505746554	CO2 Tank Rental	Materials & supplies		34.90
60396	02/09/2024	AIRGAS USA, LLC.	9146475921	CO2 Tank Rental	Materials & supplies		50.00
Vendor AIR05 - AIRGAS USA, LLC. Total:							84.90
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
60397	02/09/2024	ALL PEST AND REPAIR, INC.	0027350	Pest Control-VTA1-1900	Outsd contracts		700.00
60397	02/09/2024	ALL PEST AND REPAIR, INC.	0027380	Pest Control-VTA1-7385	Outsd contracts		550.00
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1,250.00
60398	02/13/2024	ALLCONNECTED INC	43731	All Connected Smart Connect and Aux Support	Outsd contracts	FY24-0003	3,723.25
Vendor: BRE02 - BRENNTAG PACIFIC, INC.							
60393	02/08/2024	BRENNTAG PACIFIC, INC.	BPI384393	Chemicals Lynwood-RMWTP-CWRF	Materials & supplies		12,305.58
60393	02/08/2024	BRENNTAG PACIFIC, INC.	BPI398664	Chemicals Lynwood-RMWTP-CWRF	Materials & supplies		6,224.19
Vendor BRE02 - BRENNTAG PACIFIC, INC. Total:							18,529.77
Vendor: BSK01 - BSK ASSOCIATES							
60399	02/14/2024	BSK ASSOCIATES	AH02270	PFAS Analysis for GAC Plant	Outsd contracts		890.00
60399	02/14/2024	BSK ASSOCIATES	AH03432	PFAS Analysis for Court Case	Outsd contracts		285.00
Vendor BSK01 - BSK ASSOCIATES Total:							1,175.00
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT							
1341	02/09/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	019524	Water Purchases-Potable	Water purchases		106,703.19
1341	02/09/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	019524	Water Purchases-Fixed	CMWD Fixed Charges		79,180.00
1341	02/09/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	019524	Water Purchases-N-P	Water purchases		2,196.26
1341	02/09/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP015624	SMP CMWD-SMP Pipeline Fee	SMP CWD-RMWTP		16,870.76
1341	02/09/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP015624	SMP CMWD-SMP Pipeline Fee	SMP CMWD		541.00
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:							205,491.21
60400	02/14/2024	Cannon Corporation	87462	Design Camsprings new waterline under Conejo Creek	Construction in progr	FY22-0273-R2	5,345.00
60401	02/14/2024	CENTRAL COMMUNICATIONS	000031-633-971	After Hours Call Center	Communications		503.45
60402	02/14/2024	Central Courier LLC	54586	Courier Service	Outsd contracts		368.08

60403	02/12/2024	CITY OF CAMARILLO	31251	Recycled Water form CamSan	CamSan Water	533.21
60403	02/12/2024	CITY OF CAMARILLO	31252	Recycled Water from CamSan-Dec23-Jan24	CamSan Water	32,730.79

60404	02/14/2024	CITY OF THOUSAND OAKS	101/20124	Sewer Services for Read Rd Tract 5142	Outsd contracts	591.11
60405	02/13/2024	COASTAL FRESH FARMS, INC	00009411-2	Final Acct Overpayment Refund Act 9411	Refunds payable	170.47
60406	02/13/2024	COLBY NELSON	00008244	Deposit Refund Act 8244-10209 Principe PL	Refunds payable	100.01

60407	02/09/2024	COUNTY OF VENTURA RMA OPERATIONS	IN0248722	Permit-Enviromental Health Insp-Pump Stat 3	Fees & charges	693.39
60407	02/09/2024	COUNTY OF VENTURA RMA OPERATIONS	IN0248723	Permit-Enviromental Health Insp-4C Hydro	Fees & charges	693.39
60407	02/09/2024	COUNTY OF VENTURA RMA OPERATIONS	IN0248724	Permit-Environmental Health Inspection-TR Well Sta	Fees & charges	1,062.25
60407	02/09/2024	COUNTY OF VENTURA RMA OPERATIONS	IN0248725	Permit-Environmental Health Inspection-Highland Pm	Fees & charges	693.39
60407	02/09/2024	COUNTY OF VENTURA RMA OPERATIONS	IN0248726	Permit-Environmental Health Inspection-Sewer Lift1	Fees & charges	693.39
60407	02/09/2024	COUNTY OF VENTURA RMA OPERATIONS	IN0248727	Permit-Environmantal Health Insp-Sewer Lift2	Fees & charges	693.39

60408	02/09/2024	CULLIGAN OF VENTURA COUNTY	1873337	Water Softener-Penny Well	Outsd contracts	77.91
60408	02/09/2024	CULLIGAN OF VENTURA COUNTY	1874744	Water Softener-Lynnwood Well	Outsd contracts	170.00

60411	02/09/2024	FAMCON PIPE & SUPPLY, INC	S100105262-003 Repair Parts & Equipment	Materials & supplies	832.26
60411	02/09/2024	FAMCON PIPE & SUPPLY, INC	S100120630-001 Materials & Supplies - Bolt Kits	Materials & supplies	247.75

60412	02/09/2024	FRUIT GROWERS LAB. INC.	400168A	Conejo Blend Nitrate GAC Plant	Outsd contracts	73.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400169A	RMWTP Metals Analysis	Outside Contracts	41.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400170A	RMWTP Metals Analysis	Outside Contracts	41.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400171A	Disinfection Byproducts Analysis for CWRP quarterl	Outsd contracts	314.00
60412	02/09/2024	FRUIT GROWERS LAB. INC.	400172A	Uranium Analysis for CWRP	Outsd contracts	160.00
60412	02/09/2024	FRUIT GROWERS LAB. INC.	400355A	RMWTP Analysis	Outside Contracts	41.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400356A	Nitrate analysis for Conejo Blend	Outsd contracts	39.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400357A	TCP analysis for GAC Plant	Outsd contracts	600.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400707A	RMWTP Water Quality Analysis	Outside Contracts	41.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400708A	Conejo Blend Nitrate Analysis	Outsd contracts	39.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	400895A	RMWTP Analysis	Outside Contracts	59.00
60412	02/09/2024	FRUIT GROWERS LAB. INC.	401091A	Analysis for RMWTP	Outside Contracts	41.00
60412	02/09/2024	FRUIT GROWERS LAB. INC.	401093A	Analysis for Lab Quality Control	Outsd contracts	60.00
60412	02/06/2024	FRUIT GROWERS LAB. INC.	401094A	Nitrate Analysis for Conejo Blend	Outsd contracts	39.00

60415	02/14/2024	GMS Landscaping Inc	204333	Tree and Site Maintenance	Outsd contracts	FY24-0168	1,500.00
60415	02/14/2024	GMS Landscaping Inc	204334	Tree and Site Maintenance	Outsd contracts	FY24-0169	1,500.00

Vendor GMS01 - GMS Landscaping Inc Total:	3,000.00
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Vendor: HOP02 - HOPKINS GROUNDWATER CONSULTING

60416	02/14/2024	HOPKINS GROUNDWATER CONSULTING	11983	Consulting Services for Monitoring Well PV Basin	Construction in progr FY23-0266-R1	8,091.25
60416	02/14/2024	HOPKINS GROUNDWATER CONSULTING	11984	Hydrogeolocial Services for Woodcreek Well Rehab	Construction in progr FY24-0100	11,400.00

Vendor HOP02 - HOPKINS GROUNDWATER CONSULTING Total: **19,491.25**

60417	02/09/2024	HYDROPRO SOLUTIONS	0002510-IN	MTU Project Meter Order HydroPro	Construction in progr FY24-0159	81,399.60
60418	02/13/2024	JANETTE BROUGHTON	00002177	Deposit Refund Act 2177-5479 Camino Compadre	Refunds payable	30.87
60419	02/13/2024	KIMBERLY KNIGHT	00004676	Deposit Refund Act 4676 - 5412 Quailridge Dr	Refunds payable	42.84
60420	02/13/2024	MICHAEL GARCIA	00001729	Deposit Refund Act 1729 - 451 Estancia Pl	Refunds payable	29.82
60421	02/14/2024	MICHAEL K. NUNLEY & ASSOCIATES, INC.	10399985	CO-01: add City traffic control plans	Outsd contracts FY22-0155-R2	775.59
60422	02/14/2024	MNS ENGINEERS, INC.	85341	Solids Dewatering Press	Construction in progr FY24-0126	503.75
60423	02/13/2024	NILS RUECKERT	00000259	Closed Acct Overpayment Refund-367 Bent Twig Ave	Refunds payable	72.39

Vendor: NOR07 - NORTHSTAR CHEMICAL

60424	02/09/2024	NORTHSTAR CHEMICAL	274067	Chemicals CL2- RMWTP	Materials & Supplies-	1,911.87
60424	02/09/2024	NORTHSTAR CHEMICAL	274068	Chemicals (CL2) - Conejo GAC	Materials & supplies	4,201.92
60424	02/09/2024	NORTHSTAR CHEMICAL	274069	Chemicals (CL2) - Tierra Rejada	Materials & supplies	1,252.91
60424	02/09/2024	NORTHSTAR CHEMICAL	274070	Chemicals (Hydroxide) - RMWTP	Materials & Supplies-	6,554.53

Vendor NOR07 - NORTHSTAR CHEMICAL Total: **13,921.23**

60425	02/14/2024	PERLITER & INGALSBE	18843	Engineering Support Services	Construction in progr REQ00057-R6	553.50
60426	02/09/2024	PURETEC INDUSTRIAL WATER	2146859	Deionized Water Service	Materials & supplies	84.50

Vendor: QUI02 - QUINN COMPANY

60427	02/14/2024	QUINN COMPANY	E2904101-2	PV Well No. 2 Generator and Fuel tank	Construction in progr FY24-0174	87,527.56
60427	02/14/2024	QUINN COMPANY	PR010054793	Credit-Backhoe Battery Core	Repair parts & equipr	(43.70)

Vendor QUI02 - QUINN COMPANY Total: **87,483.86**

Vendor: R&B01 - R&B AUTOMATION, INC.

60428	02/14/2024	R&B AUTOMATION, INC.	10149864	CWRF influent pump #1 removal	Outsd contracts FY24-0172	4,931.00
60428	02/14/2024	R&B AUTOMATION, INC.	10149865	CWRF mixer repair	Outsd contracts FY24-0173	4,320.00

Vendor R&B01 - R&B AUTOMATION, INC. Total: **9,251.00**

60429	02/14/2024	RINCON CONSULTANTS, INC	51378	Environmental Inspection Services	Construction in progr FY24-0175	6,285.04
60430	02/14/2024	RT LAWRENCE CORPORATION	48767	Monthly Lockbox Services-January 2024	Outsd contracts	716.47

Vendor: SCF01 - SC Fuels

60431	02/09/2024	SC Fuels	2570784IN	Materials & Supplies - FUEL	Materials & supplies	1,448.76
60431	02/09/2024	SC Fuels	2575500IN	Materials & Supplies - FUEL	Materials & supplies	1,952.74

Vendor SCF01 - SC Fuels Total: **3,401.50**

60432	02/13/2024	SHARON NOTTINGHAM	00000617	Deposit Refund Act 617 - 6416 San Como Ln	Refunds payable	60.00
60433	02/13/2024	SHAWN STEWART	00001749	Deposit Refund Act 1749- 221 Estancia Pl	Refunds payable	39.61

Vendor: SCE01 - SOUTHERN CALIF. EDISON

60434	02/14/2024	SOUTHERN CALIF. EDISON	Feb24-70078961	February Usage Chgs(Act 8015520409)	Utilities	199.72
60435	02/14/2024	SOUTHERN CALIF. EDISON	Feb24-70000004	February Usage Chgs(700000046827	Utilities	52,482.93
60435	02/14/2024	SOUTHERN CALIF. EDISON	Feb24-70000004	February Usage Chgs(700000046827	Pumping power Non-	230,132.06
60435	02/14/2024	SOUTHERN CALIF. EDISON	Feb24-70000004	February Usage Chgs(700000046827	Pumping power-Pota	72,772.35
60435	02/14/2024	SOUTHERN CALIF. EDISON	Feb24-70000004	February Usage Chgs(700000046827	Pumping Power-RMV	39,047.73

Vendor SCE01 - SOUTHERN CALIF. EDISON Total: **394,634.79**

Vendor: SCG01 - SOUTHERN CALIFORNIA GAS						
1342	02/13/2024	SOUTHERN CALIFORNIA GAS	Feb2024	January 24-Usage Charges -Act 123-787-1794-1	Utilities	14.30
1342	02/13/2024	SOUTHERN CALIFORNIA GAS	Feb2024-A	January 24-Usage Charges -Act 170-013-9900-9	Utilities	195.46
Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:						209.76

Vendor: ROV01 - THE ROVISYS COMPANY						
60436	02/14/2024	THE ROVISYS COMPANY	85360	WW Historian Virtualization	Construction in progr FY22-0138-R2	600.00
60436	02/14/2024	THE ROVISYS COMPANY	87587	WW Historian Virtualization	Construction in progr FY22-0138-R2	688.00
60436	02/14/2024	THE ROVISYS COMPANY	90539	RMWTP Program Update	Outside Contracts-RM FY22-0139-R2	1,200.00
60436	02/14/2024	THE ROVISYS COMPANY	91257	RMWTP Program Update	Outside Contracts-RM FY22-0139-R2	2,300.00
Vendor ROV01 - THE ROVISYS COMPANY Total:						4,788.00

Vendor: THO09 - THOMAS SCIENTIFIC						
60437	02/09/2024	THOMAS SCIENTIFIC	3198303	Lab Reagent	Materials & supplies	223.62
60437	02/09/2024	THOMAS SCIENTIFIC	3199985	Lab Supplies	Materials & supplies	17.14
Vendor THO09 - THOMAS SCIENTIFIC Total:						240.76

Vendor: UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC						
60438	02/09/2024	UNDERGROUND SERVICE ALERT OF SOUTHE 120240206		Monthly Dig Alert Thickets-January 2024	Outsd contracts	505.25
60438	02/09/2024	UNDERGROUND SERVICE ALERT OF SOUTHE 23-2424236		Monthly Dig Alert Thickets-January 2024	Outsd contracts	123.19
Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:						628.44

Vendor: UNI08 - UNIFIRST CORPORATION						
60439	02/09/2024	UNIFIRST CORPORATION	2210071010	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts	93.26
60439	02/09/2024	UNIFIRST CORPORATION	2210071014	Uniform Cleaning Service	Outsd contracts	148.69
60439	02/14/2024	UNIFIRST CORPORATION	2210072724	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts	93.26
60439	02/14/2024	UNIFIRST CORPORATION	2210072725	Uniform Cleaning Service	Outsd contracts	148.69
Vendor UNI08 - UNIFIRST CORPORATION Total:						483.90

60440	02/09/2024	VENTURA COUNTY OVERHEAD DOOR	4429953	Repair Front Gate	Repair parts & equipr	550.00
60441	02/14/2024	VENTURA REGIONAL SANITATION DISTRICT, 13124		VRSD Sewer Cleaning	Outsd contracts FY24-0009	1,906.50

Vendor: WWG01 - W W GRAINGER, INC.						
60442	02/09/2024	W W GRAINGER, INC.	9008401201	Materials & Supplies	Materials & supplies	353.61
60442	02/14/2024	W W GRAINGER, INC.	9019311605	Materials & Supplies - Fire Hoses	Materials & supplies	326.55
Vendor WWG01 - W W GRAINGER, INC. Total:						680.16

TOTAL VENDOR PAYMENTS -CAMROSA					\$	927,847.71
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1337	02/01/2024	ACWA/JPIA	1-24 ME	Health, Dental & Vision premiums	Medical, Dental, Visic	57,145.69
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Vendor: PER05 - CAL PERS 457 PLAN						
DFT0005119	02/08/2024	CAL PERS 457 PLAN	INV0014333	Deferred Compensation	Deferred comp - ee p	1,096.15
DFT0005120	02/08/2024	CAL PERS 457 PLAN	INV0014334	Deferred Compensation	Deferred comp - ee p	1,237.00
Vendor PER05 - CAL PERS 457 PLAN Total:						2,333.15

DFT0005135	02/08/2024	EMPLOYMENT DEVELOP. DEPT.	INV0014351	Payroll-SIT	P/R-sit	5,542.48
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Vendor: HEA02 - HealthEquity						
DFT0005123	02/08/2024	HealthEquity	INV0014338	HSA-Employee Contribution	HSA Contributions Pa	148.08
DFT0005124	02/08/2024	HealthEquity	INV0014339	HSA Contributions	HSA Contributions Pa	50.00
Vendor HEA02 - HealthEquity Total:						198.08

1339	02/08/2024	LINCOLN FINANCIAL GROUP	INV0014335	Deferred Compensation	Deferred comp - ee p	2,749.07
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1340	02/08/2024	LINCOLN FINANCIAL GROUP	INV0014347	Profit Share Contribution	Profit share contribut	2,888.49
DFT0005121	02/08/2024	PUBLIC EMPLOYEES	INV0014336	CalPERS-Retirement	P/R-state ret.	20,329.87
Vendor: UNI10 - UNITED STATES TREASURY						
DFT0005132	02/08/2024	UNITED STATES TREASURY	INV0014348	FIT	P/R-fit	13,248.32
DFT0005133	02/08/2024	UNITED STATES TREASURY	INV0014349	Payroll-Social Security Tax	P/R - ee social securit	211.42
DFT0005134	02/08/2024	UNITED STATES TREASURY	INV0014350	Payroll- Medicare Tax	P/R - ee medicare	3,561.60
Vendor UNI10 - UNITED STATES TREASURY Total:						17,021.34
60392	02/08/2024	UNITED WAY OF VENTURA CO.	INV0014332	Charity-United Way	P/R-charity	20.00
Vendor: UNU01 - UNUM LIFE INSURANCE						
1338	02/01/2024	UNUM LIFE INSURANCE	INV0014290	Lont Term Disability	Ltd ins.	1,188.71
1338	02/01/2024	UNUM LIFE INSURANCE	INV0014302	Short Term Disability	P/R-std ins.	276.82
Vendor UNU01 - UNUM LIFE INSURANCE Total:						1,465.53
TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA						\$ 109,693.70

Board Memorandum

February 22, 2024

To: Interim General Manager

From: Terry Curson, District Engineer

Subject: Heritage Park – Monitoring Well Installation

Objective: Award a contract for the installation of a monitoring well in Heritage Park.

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

- 1) Appropriate additional funding in the amount of \$500,000.00 from the potable capital improvement fund to the Pleasant Valley Monitoring Well CIP for the Heritage Park monitoring well, and
- 2) Authorize the Interim General Manager to award a contract to South Valley Companies (SVC), Inc., in the amount of \$463,026.00, for the installation of a new monitoring well.

Discussion: In order to explore groundwater availability and provide much-needed groundwater monitoring points to generate data, installation of a new monitoring well is necessary. In October 2022, Hopkins Groundwater Consultants (Hopkins) prepared a Site Feasibility Study that identified locations for potential well sites based on several criteria. This report, in conjunction with other basin analysis, has identified some data gaps that would be beneficial in determining basin characteristics and potential production and water quality, and will assist in groundwater basin management. The construction of a new monitoring well in Heritage Park will ultimately assist the District in moving forward in siting new wells in a manner that is protective of beneficial uses, thereby supporting the sustainable use of local waters.

Detailed exhibits and specifications were prepared by Hopkins for this project and released for bid on December 8, 2023. The project was advertised on the District's website, the Ventura County Star newspaper, and through QuestCDN, an online bid management tool. Six (6) well drilling contractors requested contract documents. Four bids were received and opened on January 18, 2024, and are summarized as follows:

<u>Contractor</u>	<u>Location</u>	<u>Schedule A + B</u>
1. South Valley Companies	Bakersfield, CA	\$463,026.00
2. Wild Heron Drilling	Rocklin, CA	\$495,969.37
3. Gregg Drilling	Signal Hill, CA	\$602,009.75
4. ABC Liovin Drilling	Signal Hill, CA	\$759,385.00
Engineer's Estimate		\$500,000.00

Camrosa reviewed the bids and qualifications for the lowest responsive bidder, South Valley Companies. In addition, Camrosa staff along with Hopkins contacted a few of the references for SVC and conducted a phone interview to discuss the project and confirm SVC's capabilities. Upon completion of the review, both Camrosa staff and Hopkins feel that SVC is qualified to perform the necessary work and therefore their bid is responsive, and they are considered a responsible contractor.

Hydrogeological support and inspection services during construction are already included for this project. A well permit application along with a Notice of Exemption has been filed and recorded with the County of Ventura.

The approximate project breakdown costs are listed as follows:

Hydrogeological Design/inspection Services	\$82,810.00
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Monitoring Well Construction	<u>\$463,026.00</u>
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Total Anticipated Project Cost:	\$545,836.00
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Funding is available from the District's potable capital improvement fund.

CONTRACT BETWEEN THE CAMROSA WATER DISTRICT
AND SOUTH VALLEY COMPANIES, INC., FOR PLEASANT
VALLEY BASIN – EXPLORATORY DRILLING &
MONITORING WELL, SPECIFICATION NO. PW 23-02

THIS CONTRACT is made and entered into in the City of Camarillo on this 22nd day of February 2024, by and between the CAMROSA WATER DISTRICT, hereinafter referred to as DISTRICT, and SOUTH VALLEY COMPANIES, INC., a CORPORATION, hereinafter referred to as CONTRACTOR.

R E C I T A L S :

WHEREAS, on December 1, 2023, DISTRICT invited bids for Pleasant Valley Basin – Exploratory Drilling & Monitoring Well, per Specification No. PW 23-02; and

WHEREAS, pursuant to said invitation, CONTRACTOR submitted a Proposal which was accepted by DISTRICT for said project.

NOW, THEREFORE, in consideration of their mutual promises, obligations, and covenants hereinafter contained, the parties hereto agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and are a part of this CONTRACT.

2. **Term.** The term of this CONTRACT shall be from the date this CONTRACT is made and entered, as first written above, and shall be completed no later than ninety (60) consecutive calendar days after the receipt of the Notice to Proceed.

3. **Incorporation By Reference.** Public Contract Code Section 22300, Specification No. PW 23-02, and contract plans, consisting of 4 pages, and all documents incorporated by reference therein, and CONTRACTOR'S Proposal are hereby incorporated by reference and made a part of this CONTRACT.

4. **Precedence of Contract Documents.** If there is a conflict between or among CONTRACT documents, the document highest in precedence shall control. The precedence shall be:

First:	This Document consisting of six (6) pages excluding paragraph 3
Second:	CONTRACTOR'S Proposal
Third:	Permits from other agencies as may be required by law
Fourth:	Special Provisions
Fifth:	Bid Terms and Conditions
Sixth:	Detailed Plans
Seventh:	Standard Plans
Eighth:	Standard Specifications Modifications

- Ninth: "Standard Specifications for Public Works Construction" (SSPWC, latest edition)
Tenth: Reference Specifications

Change orders, supplemental agreements, and approved revisions to plans and specifications become a part of item First.

5. **Obligations of the District.**

A. DISTRICT shall be obligated to pay CONTRACTOR based upon the actual DISTRICT-authorized quantities in place and the unit and/or lump sum prices bid by CONTRACTOR, including but not limited to all labor, material, and equipment, rather than the CONTRACT bid price.

B. DISTRICT shall make regular progress payments to CONTRACTOR within thirty (30) days after mutual concurrence with the unit quantities and/or lump sum items of work satisfactorily performed, subject to applicable retention requirements. In no event shall the total amount paid exceed the CONTRACT bid price of Four Hundred Sixty-Three Thousand, Twenty-Six Dollars. (\$463,026.00) unless otherwise agreed to by the parties in writing.

C. Upon receipt of an invoice for work performed to DISTRICT'S satisfaction, DISTRICT shall make progress payments within thirty (30) days of receipt of invoice. If the work is not performed satisfactorily or the invoice is defective, DISTRICT shall notify CONTRACTOR, in writing, of the reasons within seven (7) days of receipt of invoice. The intent of this Section is to comply with Public Contract Code Section 20104.50.

6. **Obligations of the Contractor.**

A. CONTRACTOR shall perform as required by this CONTRACT. CONTRACTOR also warrants on behalf of itself, and all subcontractors engaged for the performance of this CONTRACT that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B. The CONTRACTOR shall comply with Labor Code Section 1773.2 and Federal prevailing wage requirements and a copy of the general wage rate list shall be posted at each job site. CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances, and regulations. CONTRACTOR agrees to indemnify, defend, and hold DISTRICT harmless from any claim that prevailing wages should have been paid pursuant to this CONTRACT, including federal prevailing wage requirements under the Davis-Bacon Act, if applicable, and shall be liable for the payment of same and any penalties thereon.

7. **Audit.** DISTRICT shall have the option of inspecting and/or auditing all records and other written materials used by CONTRACTOR in preparing its statements to DISTRICT as a condition precedent to any payment to CONTRACTOR.

8. **Hold Harmless and Indemnification.** CONTRACTOR shall defend and provide legal defense with attorney(s) acceptable to DISTRICT, District, indemnify, and hold harmless DISTRICT, its agents, officials, officers, representatives, and employees, from and against all claims, lawsuits, liabilities, or damages of whatever nature arising out of or in connection with, or relating in any manner to any act or omission of CONTRACTOR, its agents, employees, and subcontractors, and employees thereof, pursuant to the performance or non-performance of this CONTRACT. CONTRACTOR shall thoroughly investigate any and all claims and indemnify DISTRICT and do whatever is necessary to protect DISTRICT, its agents, officials, officers, representatives, and employees as to any such claims, lawsuits, liabilities, expenses, or damages arising out of this CONTRACT.

9. **Amendments.** Any amendment, modification, or variation from the terms of this CONTRACT shall be in writing and shall be effective only upon mutual written approval by the Director of Public Works and CONTRACTOR.

10. **Anti-Discrimination.** In the performance of the terms of this CONTRACT, CONTRACTOR shall not engage in, nor permit subcontractors to engage in, discrimination in employment of persons because of the age, race, color, religious creed, sex, sexual orientation, national origin ancestry, physical disability, mental disability, medical condition, or marital status of such persons. Violation of this provision may result in the imposition of penalties referred to in Labor Code Section 1735.

11. **Termination.** If, during the term of this CONTRACT, DISTRICT determines that CONTRACTOR is not faithfully abiding by any term or condition contained herein, DISTRICT may notify CONTRACTOR in writing of such defect or failure to perform. The notice must give to the CONTRACTOR a ten (10) day period of time thereafter in which to perform said work or cure the deficiency. If CONTRACTOR has not performed the work or cured said deficiency within the ten (10) days specified in the notice, such failure shall constitute a breach of this CONTRACT, and DISTRICT may terminate this CONTRACT immediately by written notice to CONTRACTOR to said effect. Thereafter, neither party shall have any further duties, obligations, responsibilities, or rights under this CONTRACT except however, any and all obligations of CONTRACTOR'S surety shall remain in full force and effect, and shall not be extinguished, reduced, or in any manner waived by the termination hereof. In said event, CONTRACTOR shall be entitled to the reasonable value of its services performed from the beginning of the period in which the breach occurs up to the day it received DISTRICT'S Notice of Termination, minus any damages, including liquidated damages if so provided herein, occasioned by such breach. DISTRICT reserves the right to delay any such payment until completion or confirmed abandonment of the project, as may be determined in DISTRICT'S sole discretion, so as to permit a full and complete accounting of costs. In no event, however, shall CONTRACTOR be entitled to receive in excess of the compensation quoted in its bid.

12. **Insurance.** CONTRACTOR shall, prior to commencing performance hereunder, submit proof of all insurance coverage as required by the Specification or other document incorporated in and made a part of this CONTRACT.

13. **Complete Contract.** This CONTRACT shall constitute the complete CONTRACT between the parties hereto. No oral agreement, understanding, or representation not reduced to writing and specifically incorporated herein shall be of any force or effect, nor shall any such oral agreement, understanding, or representation be binding upon the parties hereto.

14. **Independent Contractor.** It is expressly understood between the parties to this CONTRACT that no employee/employer relationship is intended; CONTRACTOR is an independent contractor.

15. **Time of Performance.** Time is of the essence in this CONTRACT.

16. **Liquidated Damages.** Should CONTRACTOR fail to complete the project, or any part thereof, in the time agreed upon in the CONTRACT or within such extra time as may have been allowed for delays or extensions granted as provided in the CONTRACT, CONTRACTOR shall reimburse DISTRICT for the additional expense and damage for each calendar day that the CONTRACT remains uncompleted after the CONTRACT completion date. It is agreed that the amount of such additional expense and damage incurred by reason of failure to complete the CONTRACT is the per diem rate of One Thousand Dollars (\$1000.00) per calendar day. Such amounts are hereby agreed upon as liquidated damages for the loss to DISTRICT resulting from the failure of CONTRACTOR to complete the project within the allotted time and to the value of the operation of the works dependent thereon.

It is expressly understood and agreed that this amount is a reasonable amount and is established in lieu of damages, which are incapable of calculation at the inception hereof, and this amount is not to be considered in the nature of a penalty. DISTRICT shall have the right to deduct such damages from any amount due, or that may become due to CONTRACTOR, or the amount of such damages shall be due and collectible from CONTRACTOR or CONTRACTOR'S surety.

Progress payments made after the scheduled completion date shall not constitute a waiver of liquidated damages.

17. **Conflict of Interest.** Neither CONTRACTOR nor any employees, agents, or subcontractors of CONTRACTOR who will be assigned to this project, to the best of CONTRACTOR'S knowledge, own any property or interest in properties, business relationships, or sources of income which may be affected by the performance of this CONTRACT. Should one party hereto learn of any such interest, income source, or business relationship, such fact shall immediately be brought to the attention of the other party hereto. If the parties thereupon cannot mutually agree upon a means to eliminate the conflict, DISTRICT may terminate the CONTRACT immediately for non-performance pursuant to Section 11 herein.

18. **Successors and Assigns.** The terms hereof shall be binding upon and inure to the benefit of the successors and assigns of the parties hereto; provided, however, that no party hereto shall assign any of the benefits and burdens hereunder, whether voluntarily or by operation of law, without the prior written consent of the other party, and any such assignment without said consent shall be void.

19. **Authority to Execute Contract.** Both DISTRICT and CONTRACTOR do covenant that each individual executing this CONTRACT on behalf of each party is a person duly authorized and empowered to execute contracts for such party.

20. **Jurisdiction and Venue.** Jurisdiction is in the State of California and venue lies in Ventura County.

21. **Non-Appropriation of Funds.** Payments due and payable to CONTRACTOR for current services are within the current budget and within an available, unexhausted, and unencumbered appropriation of DISTRICT. In the event DISTRICT has not appropriated sufficient funds for payment of CONTRACT services beyond the current fiscal year, this CONTRACT shall cover only those costs incurred up to the conclusion of the current fiscal year.

22. **Notices.** All written notices required by or related to this CONTRACT shall be sent by Certified Mail, Return Receipt Requested, postage prepaid, and addressed as listed below. Neither party to this CONTRACT shall refuse to accept such mail; the parties to this CONTRACT shall promptly inform the other party of any change of address. All notices required by this CONTRACT are effective on the day of receipt, unless otherwise indicated herein. The mailing address of each party to this CONTRACT is as follows:

DISTRICT	Terry Curson, District Engineer Engineering Department 7385 Santa Rosa Road Camarillo, CA 93012
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CONTRACTOR	South Valley Companies, Inc. Mr. Ron Ollivier 19325 Flightpath Way Bakersfield, CA 93308
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IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

Camrosa Water District

By: _____
Norman Huff
Interim General Manager

South Valley Companies, Inc.

By: _____
Ron Ollivier
Title: President

Board Memorandum

February 22, 2024

To: Interim General Manager
From: Terry Curson, District Engineer
Subject: Valve Box and Manhole Cover Raising

Objective: Raise valve boxes and manhole covers to grade as part of the City of Camarillo's street resurfacing project ST-5017.

Action Required: Authorize the Interim General Manager to issue a purchase order to Sam Hill & Sons, Inc. in the amount of \$159,000.00.

Discussion: The City of Camarillo (City) has completed the overlay project as part of their annual street overlay resurfacing program known as Project ST-5017. The area includes residential streets located north of the intersection of Santa Rosa Road and Upland Road (Exhibit A). Camrosa has approximately 70 valve stackings, 47 manholes, and 4 cleanouts in this area that will need to be raised to grade.

The District signed an agreement with the City in 2018 which allows for the option of having the Contractor hired by the City to perform the work under their contract, with a 15% charge to cover managing and inspection. The bids received by the City exceeded the District's expectation and the bid amount excessive and unreasonable. Therefore, the project was informally rebid by District staff. The results are as follows:

Contractor	Location	Bid Amount
Sam Hill & Sons	Ventura	\$159,000.00
Turf Construction	Camarillo	\$245,750.00
J&H Engineering	Camarillo	\$247,250.00

Sam Hill & Sons is considered a qualified contractor having done multiple similar projects for Camrosa and is currently under an annual contract with the District. It is worth noting that Sam Hill's bid includes an allowance for traffic control, however, until the City has reviewed the traffic control plan that will be submitted by the contractor, actual scope is unknown and additional effort and costs may be required. In addition, there will be some nominal inspection fees required by the City.

This is a budgeted line item in the Fiscal Year 2023-24 Operating Budget for the current work.



P.O. Box 5670
Ventura, CA 93005
Phone: (805) 644-6278
Fax: (805) 644-2813

To:	Camrosa Water District	Contact:	Terry Curson
Address:	7385 Santa Rosa Road Camarillo, CA 93012	Phone:	(805) 482-8063
Project Name:	Raising Valve Covers, MH's & Cleanouts	Fax:	
Project Location:	Various Locations East Of Upland Rd. & North Of Santa Rosa Rd., Camarillo, CA	Bid Number:	
		Bid Date:	2/1/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Breakout, Remove Exist. Valve Covers, Replace W/Christy G3's, Pour Collar & Repave.	70.00	EACH	\$730.00	\$51,100.00
2	Breakout, Remove Exist. Manhole Ring/Covers, Replace W/Pamrex Ring/Cover, Pour Collar & Repave.	47.00	EACH	\$1,900.00	\$89,300.00
3	Breakout, Remove Exist. Clean Out Covers, Replace W/Christy G3's, Pour Collar & Repave.	4.00	EACH	\$730.00	\$2,920.00
Total Price for above Items:					\$143,320.00

Total Bid Price: \$143,320.00

ADD ALTERNATE (IF REQUIRED)

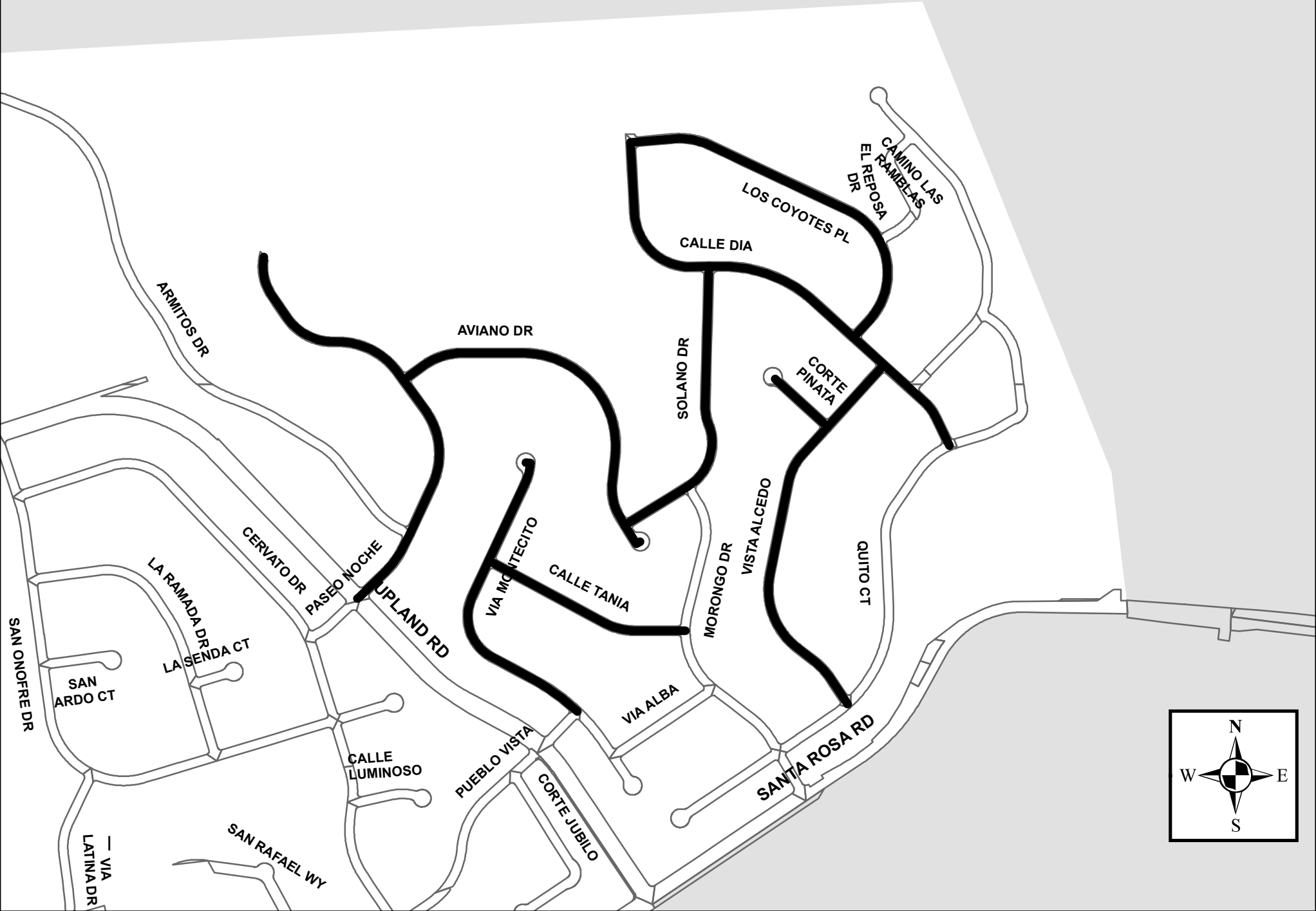
4	Single Flagger (Per Day, As Required)	20.00	DY	\$784.00	\$15,680.00
Total Price for above ADD ALTERNATE (IF REQUIRED) Items:					\$15,680.00

Notes:

- **Included:** Break out asphalt/concrete to allow for removal/replacement, pour 'Rapid Set' concrete collar to within 2" of surface, 2" cap pave around manholes/valves, haul off removed materials, traffic control (excluding flaggers/arrow boards) for our work, post temporary no-parking as needed, one move-in, schedule inspections for our work, Christy G-3 boxes w/lids marked 'Water' for valves & 'Sewer' for clean outs, Pemex ring/cover for Manholes.
- **Excluded:** Permits, fees, bonds, engineering, staking, compaction tests, cylinder testing of concrete, construction water meter/source (provided by Camrose), traffic control plans, flaggers (see Add Alternate), striping, grinding, AC overlay, slurry seal, trench plates, SWPPP, video inspection, handling or disposal of hazardous materials, height adjustments (add/remove grade rings, valve stacks), limited work days (min. 8hr work day required), overtime or weekend work.
- Price is good for 30 days from date of quote.
- Payment & Performance Bonds are NOT included. If Bonds are required, they will be at an additional cost of 1.5% of the final contract amount.
- **DIR** #1000008073
- Proposal is Non-Divisible; All Items are to be accepted in order to effect line item pricing.
- We will submit to the City "typical application" drawings for proposed traffic control from the current California Manual on Uniform Traffic Control Devices (MUTCD). If the City requires professionally drawn, engineer stamped or location specific drawings, it will result in addition costs.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Sam Hill & Sons, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Scott Anderson (805) 644-6278 scott@samhillandsons.com</p>
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EXHIBIT A



Board Memorandum

February 22, 2024

To: Board of Directors

From: Tamara Sexton, Deputy General Manager/Finance

Subject: Operating Budget Excellence Award

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

Action Required: No action necessary; for information only.

Discussion: The District has received the Operating Budget Excellence Award from CSMFO for the District's Fiscal Year (FY) 2023-24 Operating Budget.

As part of the District's mission to promote prudent financial management, the District's FY 2023-24 Operating Budget provides the public, regulatory institutions, and rating agencies a comprehensive budget. The budget explains the District's organization, financial structure, and major issues facing the District. It summarizes the Board of Directors' strategies, policies, and recent actions, and explains how those benefit the District as a whole.

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

The District submitted the FY 2023-24 Operating Budget for consideration of a budget award. The budget was reviewed by an independent reviewer and qualified for the Operating Budget Excellence Award. This is the tenth consecutive year the District has received the highest award.

California Society of Municipal Finance Officers

Certificate of Award

Operating Budget Excellence Award Fiscal Year 2023-2024

Presented to the

Camrosa Water District

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

January 29, 2024



Rich Lee
2023 CSMFO President

James Russell-Field, Chair
Recognition Committee

Dedicated to Excellence in Municipal Financial Reporting

Board Memorandum

February 22, 2024

To: Interim General Manager

From: Joe Willingham, IT and Special Projects Manager

Subject: Network Backbone Switches Refresh

Objective: Award a contract for purchase, provisioning, and installation of replacement switches for the Camrosa data network.

Actions Required: Authorize the Interim General Manager to enter into an agreement and issue a purchase order with AllConnected Inc., in an amount not to exceed \$81,837.47, for purchase, provisioning, and installation of Cisco Catalyst series 9300 core and series 1200 edge switches for direct replacement (and spares) of aging network switches.

Discussion: The Camrosa network backbone provides voice and data communication from the eastern to the western extents of the District. At each backbone site data flows in and out of that site through a network switch. Currently, the Camrosa backbone consists of Cisco Systems, model SG550 core switches and SG-300 and SG-350 edge switches all of which are currently at, or past end-of-life as announced by Cisco. This procurement will upgrade all backbone sites (and provide sufficient spares) with a supportable replacement switch. Staff has identified the Cisco Catalyst 9300, enterprise-level switch to support core network functions and the Catalyst 1200 access-level switch for connection to edge devices. While Cisco has not released an End-of-Life (EOL) announcement date for these models, it is anticipated the support life cycle will be between 6-10 years.

Regarding material cost, AllConnected primarily leverages the NCPA (National Cooperative Purchasing Alliance) contract #NCPA-01-96. The NCPA is a leading national government purchasing cooperative working to reduce the cost of goods and services by leveraging the purchasing power of public agencies in all 50 states. NCPA utilizes state of the art procurement resources and solutions that result in cooperative purchasing contracts that ensure all public agencies are receiving products and services of the highest quality at the lowest prices.

This project was included in the Fiscal Year 2023-24 Operating & Capital Budget, under General Projects with an appropriation of \$110,000.00.



EXECUTIVE SUMMARY

PREPARED FOR: Joe Willingham, Camrosa Water District
7385 Santa Rosa Rd., Camarillo, CA 93012

SHIP TO: 7385 Santa Rosa Rd., Camarillo, CA 93012

PREPARED BY: Yvette Clubb, Sales Coordinator, 805-475-5029 | yvetttec@allconnected.com

NCPA Covered

NCPA-01-96 National Cooperative Purchasing Alliance

Contract Term: August 1, 2019 to July 31, 2024

CMAS Contract #3-22-10-1054

October 25, 2022 through September 25, 2025

GSA Schedule No.: GS-35F-0050L

PART	DESCRIPTION	QTY	PRICE	EXT PRICE
Switches - NCPA Contract				\$45,862.51
C9300L-48UXG-4X-E	Catalyst 9300L 48p, 12mGig, Network Essentials ,4x10G Uplink	2	\$6,045.45	\$12,090.90
PWR-C1-BLANK	Config 1 Power Supply Blank	2	\$0.00	\$0.00
C9300L-SSD-NONE	No SSD Card Selected	2	\$0.00	\$0.00
NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	2	\$0.00	\$0.00
PWR-C1-1100WAC-P	1100W AC 80+ platinum Config 1 Power Supply	2	\$0.00	\$0.00
C9300L-SPS-NONE	No Secondary Power Supply Selected	2	\$0.00	\$0.00
S9300LUK9-179	Cisco Catalyst 9300L XE 17.9 UNIVERSAL	2	\$0.00	\$0.00
C9300L-STACK-BLANK	Catalyst 9300L Blank Stack Module	4	\$0.00	\$0.00
FAN-T2	Cisco Type 2 Fan Module	6	\$0.00	\$0.00
C9300L-NW-E-48	C9300L Network Essentials, 48-port license	2	\$0.00	\$0.00
C9300L-DNA-E-48	C9300L Cisco DNA Essentials, 48-port license	2	\$0.00	\$0.00
C9300L-DNA-E-48-3Y	3 Year - C9300L Cisco DNA Essentials, 48-port, 3 Year Term license	2	\$695.54	\$1,391.08
CAB-TA-NA	North America AC Type A Power Cable	2	\$0.00	\$0.00
C9K-ACC-SCR-4	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4	2	\$0.00	\$0.00
CAB-GUIDE-1RU	1RU CABLE MANAGEMENT GUIDES 9200 and 9300	2	\$0.00	\$0.00

C9300L-48UXG-4X-E	Catalyst 9300L 48p, 12mGig, Network Essentials ,4x10G Uplink	1	\$6,045.45	\$6,045.45
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PART	DESCRIPTION	QTY	PRICE	EXT PRICE
CON-L1NCD-C9G430E X	3 Year - CX LEVEL 1 8X7NCD Catalyst 9300L 48p 12mGig Network Esse	1	\$4,428.78	\$4,428.78
S9300LUK9-179	Cisco Catalyst 9300L XE 17.9 UNIVERSAL	1	\$0.00	\$0.00
C9300L-NW-E-48	C9300L Network Essentials, 48-port license	1	\$0.00	\$0.00
C9300L-STACK-BLANK	Catalyst 9300L Blank Stack Module	2	\$0.00	\$0.00
FAN-T2	Cisco Type 2 Fan Module	3	\$0.00	\$0.00
PWR-C1-1100WAC-P	1100W AC 80+ platinum Config 1 Power Supply	1	\$0.00	\$0.00
CAB-TA-NA	North America AC Type A Power Cable	2	\$0.00	\$0.00
C9300L-DNA-E-48	C9300L Cisco DNA Essentials, 48-port license	1	\$0.00	\$0.00
CON-L1SWT-C93LE48	3 Year - CX LEVEL 1 SW SUB C9300L Cisco DNA Ess	1	\$177.59	\$177.59
C9300L-DNA-E-48-3Y	3 Year - C9300L Cisco DNA Essentials, 48-port, 3 Year Term license	1	\$695.54	\$695.54
NETWORK-PNP-LIC	Network Plug-n-Play Connect for zero-touch device deployment	1	\$0.00	\$0.00
C9300L-SSD-NONE	No SSD Card Selected	1	\$0.00	\$0.00
PWR-C1-1100WAC-P/2	1100W AC 80+ platinum Config 1 Secondary Power Supply	1	\$1,320.40	\$1,320.40
CAB-GUIDE-1RU	1RU CABLE MANAGEMENT GUIDES 9200 and 9300	1	\$0.00	\$0.00
C9K-ACC-SCR-4	12-24 and 10-32 SCREWS FOR RACK INSTALLATION, QTY 4	1	\$0.00	\$0.00
C1200-48P-4X	Catalyst 1200 48-port GE, PoE, 4x10G SFP+	2	\$1,360.18	\$2,720.36
CAB-16AWG-AC	AC Power cord, 16AWG	2	\$0.00	\$0.00
C1200-48P-4X	Catalyst 1200 48-port GE, PoE, 4x10G SFP+	1	\$1,360.18	\$1,360.18
CON-SNC-C1208P4X	1 Year - SNTC-NCD Catalyst 1200 48-port GE, PoE, 4x10G SFP	1	\$229.39	\$229.39
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
C1200-16T-2G	Catalyst 1200 16-port GE, 2x1G SFP	21	\$302.70	\$6,356.70
CAB-16AWG-AC	AC Power cord, 16AWG	21	\$0.00	\$0.00
C1200-16T-2G	Catalyst 1200 16-port GE, 2x1G SFP	1	\$302.70	\$302.70
CON-SNC-C120162G	1 Year - SNTC-NCD Catalyst 1200 16-port GE, 2x1G SFP	1	\$51.54	\$51.54
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00

PART	DESCRIPTION	QTY	PRICE	EXT PRICE
C1200-16P-2G	Catalyst 1200 16-port GE, PoE, 2x1G SFP	11	\$474.40	\$5,218.40
CAB-16AWG-AC	AC Power cord, 16AWG	11	\$0.00	\$0.00
C1200-16P-2G	Catalyst 1200 16-port GE, PoE, 2x1G SFP	1	\$474.40	\$474.40
CON-SNC-C1216P2G	1 Year - SNTC-NCD Catalyst 1200 16-port GE, PoE, 2x1G SFP	1	\$79.21	\$79.21
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
C1200-24T-4G	Catalyst 1200 24-port GE, 4x1G SFP	1	\$329.83	\$329.83
CON-SNC-C1224T4G	1 Year - SNTC-NCD Catalyst 1200 24-port GE, 4x1G SFP	1	\$54.96	\$54.96
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00
C1200-24T-4G	Catalyst 1200 24-port GE, 4x1G SFP	2	\$329.83	\$659.66
CAB-16AWG-AC	AC Power cord, 16AWG	2	\$0.00	\$0.00
C1200-24P-4G	Catalyst 1200 24-port GE, PoE, 4x1G SFP	2	\$591.86	\$1,183.72
CAB-16AWG-AC	AC Power cord, 16AWG	2	\$0.00	\$0.00
C1200-24P-4G	Catalyst 1200 24-port GE, PoE, 4x1G SFP	1	\$591.86	\$591.86
CON-SNC-C120024G	1 Year - SNTC-NCD Catalyst 1200 24-port GE, PoE, 4x1G SFP	1	\$99.86	\$99.86
CAB-16AWG-AC	AC Power cord, 16AWG	1	\$0.00	\$0.00

Project Professional Services - CMAS

\$33,172.50

Logging Server and Cisco Business Dashboard Server
(10 Hours) x L3

- o Deploy and provision new VM if necessary
- o Setup Syslog Server
- o Configure Listeners and Free Licensing
- o Install Plugins
- o Modify Fortinet Access Lists where required on each Firewall
- o Test and Troubleshoot

- o Fill prerequisites of Cisco BD Server
- o Deploy Cisco BD Server and configure for Camrosa network
- o Demo Licensing
- o Test with Camrosa C1200 Switches

ACI-L3HOURLY-CMAS	L3 Expert Network/Systems Engineer (Subject Matter Expert VI)	10	\$235.00	\$2,350.00
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Switch Configuration Template and Standards

PART	DESCRIPTION	QTY	PRICE	EXT PRICE
(12 hours) x L3 <ul style="list-style-type: none"> o Meetings with Team to discuss and agree on requirements and standards o Investigate latest recommendations for configuration security standards and best practices o Develop Config standards and template document o Test and Validate on candidate switch; Troubleshoot and revise if necessary o Train Camrosa IT staff on configuring switches according to the agreed upon best practices and standards. 				
ACI-L3HOURLY-CMAS	L3 Expert Network/Systems Engineer (Subject Matter Expert VI)	12	\$235.00	\$2,820.00
Base tasks for each Access Switch (including Spares): (30 mins / Access Switch and Spare) x 41 x L2 For Each Switch: <ul style="list-style-type: none"> o Basic testing to make sure switch is not DOA o Upgrade to latest OS before deploying production switches o Upgrade to latest OS on spare switches (whether this is done immediately or at deployment will be at the discretion of the Camrosa IT Staff) o Labelling, asset tagging, documentation for asset information and inventory 				
ACI-L2HOURLY-CMAS	L2 Senior Network/Systems Engineer ((Subject Matter Expert VI)	20.5	\$185.00	\$3,792.50
Access Switch Deployment (excluding Spares) (4.5 hours / Access Switch) x 24 x L2 For Each Switch/Replacement: <ul style="list-style-type: none"> o Discuss and plan each individual replacement with Camrosa IT Team and establish caveats, downtime, business impact and effect on overall network. Also establish success criteria and testing procedures for this particular replacement o Communicate with other departments where necessary for impact planning/mitigation o Backups and investigation of existing switch configuration o Pre-Configuration of each switch according to standards and according to configuration of switch that's being replaced o Deployment task list o Drive to and from location in district where production switch is located o Physical access to location where switch is mounted o Removal of old equipment, and installation of new o Testing and troubleshooting with Camrosa IT staff based on pre-established success criteria for this particular replacement o Documentation and Inventory updates o Configuration and checks to make sure NMS tools are able to properly acquire new equipment and perform necessary monitoring, alerting and configuration backups 				
ACI-L2HOURLY-CMAS	L2 Senior Network/Systems Engineer ((Subject Matter Expert VI)	108	\$185.00	\$19,980.00
Aggregation Switch replacement (hours 6 / Switch) x 3 L3 <ul style="list-style-type: none"> o IOS Upgrades based on Cisco Gold Star Image o Additional investigation for Best Security and Configuration practices for this model switch o Configuration and testing while staging switch, including compatibility with modules and 10 Gig connections o Downtime and migration planning (both physical and logical) with other Teams as this will take down significant portions of the resources on the network o Physical racking and un-racking of old and new equipment o Testing and troubleshooting with Camrosa IT staff based on pre-established success criteria for this particular replacement, including ACI NOC o Documentation and Inventory updates o Configuration and checks to make sure NMS tools are able to properly acquire new equipment and perform necessary monitoring, alerting and configuration backups 				
ACI-L3HOURLY-CMAS	L3 Expert Network/Systems Engineer (Subject Matter Expert VI)	18	\$235.00	\$4,230.00

PART	DESCRIPTION	QTY	PRICE	EXT PRICE
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	SubTotal	\$79,035.01
	Sales Tax	\$2,802.46
	TOTAL	\$81,837.47

NCPA Covered
NCPA-01-96 National Cooperative Purchasing Alliance
Contract Term: August 1, 2019 to July 31, 2024

TERMS & CONDITIONS for Camrosa Water District:

Labor will be billed after service is completed and with payment due within 30 Days.

TERMS & CONDITIONS: 50% project labor is due upon agreement. Any deletions or modifications to quantities or products on this quote require repricing - all delivery, training or consulting services to be billed at published rates for each activity involved - generally all hardware computer components proposed above are covered by the manufacturer for a limited one year warranty, covering parts and labor on a depot basis - we specifically disclaim any and all warranties, express or implied, including but not limited to any implied warranties or with regard to any licensed products. We shall not be liable for any loss of profits, business, goodwill, data, interruption of business, nor for incidental or consequential merchantability or fitness of purpose, damages related to this agreement. Minimum 15% restocking fee with original packaging.

Terms are NET 30 DAYS unless otherwise agreed upon.
This agreement is subject to the Terms and Conditions specified in our Master Service Agreement (MSA), located at <https://allconnected.com/msa>
In the event of a conflict between the MSA and this proposal, the terms of this Proposal will control.

Quote Approval

Quote Pricing, Terms, and Conditions approved by: _____ Date: _____
Please electronically sign or return this signed quote to us via fax to 805.526.0717 or email your sales rep. This quote may expire 30 days after the quote date or by specified date:

Board Memorandum

February 22, 2024

To: Interim General Manager

From: Art Aseo, Engineering & Capital Projects Manager

Subject: Design for Repair of 16 Sewer Collection System Hotspots

Objective: Repair of 16 sewer hotspots to restore hydraulic capacity of sewer collection system.

Action Required: It is recommended that the Board of Directors authorize the Interim General Manager to award a contract and issue a purchase order to Cannon Corp. in the amount of \$91,514.00 for design services.

Discussion: Staff has identified 16 hotspots in the sewer collection system that need to be investigated, realigned, repaired, or replaced. Except for two (2) manholes that have heavy grease buildup, the rest are sections of sewer pipeline that have settled/sagged, or encountered significant root intrusion, both of which conditions cause debris to accumulate and impede flow, which in turn can result in a sewer blockage and/or backup.

Sewer hotspots require constant attention and monitoring including regular cleaning by Ventura Regional Sanitation District.

It is imperative that these issues be resolved immediately to restore full capacity in affected areas.

Attached for reference are:

- Exhibit A - Sewer Hotspots List
- Exhibit B - Location Map of Sewer Hotspots

Scope of work consists of:

- Phase 1 - Preliminary Engineering
 - Kickoff meeting
 - Research, investigation and review
 - Utility research and notification
 - CCTV inspection and report
 - Field surveys
 - Technical memo
- Phase 2 – Final Engineering Design
 - Plans, specs, and cost estimates (50%, 90% and final)
 - Project management
- Optional – Sewer main cleaning and reinspection

Two proposals were received:

- Cannon: \$91,514.00
- MNS: \$149,546.00

Both proposals provided a solid understanding of the work, as well as experience with similar projects. The major difference is in the cost and execution schedule. Cannon's proposal provided for completion in five (5) months, whereas MNS' is 11 months. Staff recommend awarding the contract to Cannon.

This is an approved CIP with sufficient funding available for the engineering design phase. Staff will return to the board upon completion of engineering design and bidding process for the construction phase.

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

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: Cannon Corporation
1050 Southwood Drive
San Luis Obispo, CA 93401

DATE: February 22, 2024

Agreement No.: 2024-90

The undersigned Consultant offers to provide professional engineering services for sewer system hotspots repair project per proposal dated January 29, 2024 (attached)

Contract price \$: Per proposal attached.
Not to exceed \$91,514.00.


Contract Term: February 22, 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. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Cannon Corporation

By: _____
Norman Huff

By: _____
Larry P. Kraemer, P.E.

Title: Interim General Manager

Title: Director, Public Infrastructure Division

Date: _____

Date: February 9, 2024

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations

performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

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

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant 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: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

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



January 29, 2024

Mr. Arturo Aseo, PE
Engineering and Capital Projects Manager
Camrosa Water District
7385 Santa Rosa Rd
Camarillo, CA 93012

PROJECT: SEWER SYSTEM HOTSPOTS REPAIR PROJECT 2024

Dear Mr. Aseo:

In response to your request, Cannon is pleased to submit this proposal to provide professional engineering services to the Camrosa Water District (District) for the above referenced project. Having completed several similar sewer replacement and upgrade projects for other local agencies, our team can facilitate the upgrades, repairs, or replacement of your infrastructure most efficiently. Most importantly, we will help the District implement these projects in a timely manner so that you can maintain a reliable and safe sewer collection system and prevent costly maintenance and the threat of hazardous overflows and spills.

With over 45 years of sewer main replacement, upgrade, and other wastewater facility design and survey experience, Cannon has the staff, resume, and experience to make your project a success. Read more about our relevant projects in the Appendix. We will apply our experience to provide cost effective engineering solutions to meet the needs of your sewer system upgrade project. We have teamed with Pipe Tec to perform the CCTV video inspection of the 16 locations identified. Our team will be led by Mike Kielborn, PE as the project manager and main point of contact. Mike is NASSCO PACP, LACP, and MACP certified, and will provide experienced solutions for your project needs.

If this proposal meets your approval, we are prepared to begin work immediately upon receipt of the City's notice to proceed. I will follow up with you about this project soon; should you have any questions, please feel free to contact me. The fees quoted in this proposal are valid for 60 days from this date and are based upon current California Prevailing Wages. Thank you for the opportunity to work on this project with the District. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Kielborn", written over a light blue curved background element.

Mike Kielborn, PE, LEED AP C 70112
Principal Engineer

PROJECT UNDERSTANDING

The District has identified 16 locations within your sewer collection system that are causing restriction in sewer flows and reducing sewer capacity. Sags, roots, and grease in these locations need to be addressed to avoid sanitary sewerage overflows (SSOs). In order to facilitate the repairs needed in these locations, we propose to assess each location through CCTV and visual inspections, and help the District determine the best solution to rectify the situation at each location. The long-term solution could be a combination of either repairs, replacement, rehabilitation, or just routine maintenance. The locations identified by the District are in the City of Camarillo, in the Mission Oaks area. See Figure 1 and Table 1 below:

Figure 1. Sewer Hotspot Locations





Table 1. Sewer Hotspot Locations

Location #	From MH	To MH	Description	Main Issue	Secondary Issue
1	E24	E24-1	Intersection of Oak Canyon Rd and Saddleback Wy	Sag	Grease
2	P15	-	Cielo Vista Ct. (in front of 6045 driveway)	Roots	
3	C25-12	C23-24	Holly Ridge Dr. (in front of 5507)	Sag	
4	B35	B37	Calleguas Creek at end of Via Pacheco	Grease	
5	B33	B33-1	End of Via Peacheco behind 1037 (backyard)	Roots	
6	P1	P0	WorthWay (liftstation 2) between Castillo De Rosas and Tierra Bella Lane	Grease	Flat Spot
7	J1	H5	San Onofre Drive to Upland Road	Sag	Grease
8	E38	E32	5835 Fieldcrest Drive to Old Ranch Rd.	Sag	Grease
9	C26	C26-2	Hickory View Circle to Elm Drive	Roots	
10	C23-2	C23-3	Santa Rosa Rd east of Woodcreek Rd.	Roots	
11	E12	E10A	1122 Saddleback Circle to Santa Rosa Rd	Sag	Roots
12	P8-2	-	5717 Terra Bella Ct (in backyard)	Roots	
13	E46-1	E46	Stacey Lane to Upland Rd	Roots	Liner
14	E45-3	E45-2	Jeffery Rd	Roots	
15	D12-8	-	Main entrance to Leisure Village next to CVS outlet	Grease	
16	C31-1	-	Manhole in front of Hunan Chinese Restaurant	Grease	

Specific Considerations and Critical Design Issues

The following information serves to address critical design issues and provides a basis for Cannon's approach to preparing pragmatic, cost-effective solutions for the project.

Spot Repair vs Rehab/ Replacement



We will work closely with City operations and maintenance staff to assess the current condition of the existing sewers and make an informed decision about whether to perform a spot repair or implement a complete rehabilitation or replacement. This will be accomplished by reviewing the closed circuit video inspections, spill logs, flow data, presence of pipe sags/settlement, cracking, lateral conditions, etc.

If a spot repair can eliminate the need for a complete rehabilitation or replacement, the City will preserve a significant amount of capital for future work on the collection system. If there are too many problems with the sewer, we will proceed with determining the most cost effective rehabilitation or replacement strategy.

Trenchless vs. Open-cut Construction



Key design considerations typically influence the best construction methods to implement. Such considerations include, depth of pipe; available construction area and existing parallel utilities; right-of-way; operational use requirements of the sewer mains being replaced; manhole locations; traffic concerns; location of dips or sags; current and projected future wastewater flow; and the existing pipe material.

If trenchless pipe bursting or slip-lining construction is used to replace existing sewer mains, sewer lateral connections will still need to be excavated and connected or mechanical/robotically cut to re-establish service to the customer. Open cut construction allows the sewer main to be removed and replaced in sections and lateral connections made as construction progresses. This method, however, can be time-consuming and expensive, especially in high traffic and/or high wastewater flow areas.

We will discuss and provide sufficient assessment information to determine the benefits vs. cost of each of the construction methods as it relates to each of the project locations.

Sewer Bypass Piping



We understand the need to maintain continuous sewer service during construction. The release of wastewater into the environment can have severe and hazardous public health and environmental impacts, which could eventually result in violations and fines. The duration of service disruption during construction for this project will need to be minimized as much as possible and great care must be taken to properly contain wastewater flows.

The need for temporary bypass piping will be determined by both the construction method and the quantity of wastewater produced and conveyed by each sewer main. In areas where parallel sewers can be constructed, each sewer lateral can be disconnected from the old main and connected to the new main with minimal service disruption. If trenchless technology is used, lateral connections will need to be exposed, and temporary service will need to be provided to these customers during construction operations. We will work closely with the operations and maintenance crews to organize a plan of attack during the preliminary design phase to address these issues.



DETAILED WORK PLAN

This Work Program is based on the RFP, our understanding of the project as outlined above, and our past experience on similar successful projects. Our approach to successfully complete this project is based on providing professional services as described below.

PHASE I. PRELIMINARY ENGINEERING

TASK 1. PROJECT KICK-OFF MEETING

Cannon will begin this project with a kick-off meeting with District staff. This meeting agenda will focus on project understanding, team involvement, project constraints, and preliminary design criteria. This meeting will also include a project introduction, review of background information and project scope, and an overview of the project schedule. This meeting represents a key opportunity for representatives from the District to direct the project team, identify background information to ensure incorporation of District staff suggestions and recommendations, and further clarify critical elements of the project scope.

TASK 2. AS-BUILT RESEARCH, INVESTIGATION, AND REVIEW

Cannon will review all background information provided to us by the District including the Sewer System Video Inspection documents for each of the project segments. From this, we will develop—in conjunction with District staff—and appropriate and efficient repair or replacement strategy. The repair/replacement strategy will consider costs and long-term benefits of repair vs. replacement. Strategies to consider include: spot-repairs, slip-lining/cured in place pipe (CIPP) liner, pipe bursting, pipe reaming, and open-cut replacement. Factors to consider are age of pipe, size (capacity), lateral issues, and operations and maintenance history. Prior to proceeding with subsequent tasks, we will present our initial recommendations to District staff for review and approval.

TASK 3. UTILITY RESEARCH AND NOTIFICATION

Cannon will research available utility records and identify utilities within the project limits. The information obtained will be summarized and compiled into the project base map. We will formally request utility information from each utility company to verify location, size, and depth of their facilities within the project limits—we will initiate this notification immediately after receiving the notice to proceed and follow-up routinely as we proceed with preliminary engineering.

TASK 4. CCTV INSPECTION AND REPORT

Pipe Tec, Inc. will perform CCTV video inspection to observe existing conditions on the proposed sewer locations to utilize in the sewer main repair and/or replacements. The CCTV camera will utilize a rotating head lens capable of providing a 360-degree view of the inside of all pipes, connections, and any pipe defects. Inspections will be performed per NASSCO PACP, LACP, and MACP standards. A summary of the work completed will be compiled for the inspections to be utilized in the preliminary design technical memo.



TASK 5. FIELD SURVEYS

Cannon will perform topographic surveying as necessary to obtain design information for the sewer main repair and/or replacements. Surface features and utilities within the right-of-way will be located, including valve covers, water meters, manholes, vaults, and storm drain catch basins. We will survey the rim and inverts of the manholes in each area. The line and grade along the sewer alignment will be collected, along with any tree trunks and drip lines within 5' of either side of the sewer pipe. Field data will be collected electronically and uploaded into the appropriate format for design purposes.

TASK 6. TECHNICAL MEMO

Upon completion of previous tasks, Cannon will coordinate and summarize design criteria and repair recommendations for each of the sewer segments identified in the project. Prior to making the recommendations, we will conduct the necessary field reviews to verify existing conditions and determine potential design issues or construction conflicts. Prior to proceeding with Final Design, we will obtain District approval of the repair strategy or the replacement alignment, whichever is deemed most appropriate. The memo will review the issues with fats, oils, and grease (FOG), and discuss options for addressing the problem areas. Finally, a preliminary cost evaluation will be performed to help aid in the determination of the most appropriate repairs for each location. We will submit the memo to the District for review and participate in a review meeting to discuss and evaluate our findings.

PHASE II. FINAL ENGINEERING DESIGN

TASK 7. 50% PLANS, SPECIFICATIONS, AND COST ESTIMATES

Based on the findings and results of the previous tasks, Cannon will prepare and submit a design package at a completion level of approximately 50%. The design package will include:

- Title Sheet: General Notes Vicinity Map, Construction Notes, Location Map, Legend, etc.
- Plan & Profile Sheets
- Construction Detail Sheets
- Bypassing Plan (if needed)

Plans will be prepared in accordance with District standards. Specifications will be prepared using a combination of District standard boilerplate, technical specifications for specific items of work in CSI format, and reference specifications such as Greenbook (Standard Specifications for Public Works Construction).

We will perform preliminary quantity take-offs for the various items of work and develop a preliminary Bid Sheet. We will then use a combination of sources to develop our opinions of probable construction cost estimates, including: RS Means database, Caltrans Unit Cost database, and previous bid results for similar projects. We will distribute the 50% design package to the District for review and comment along with a Deposition/Comment recording log for use in subsequent submittals.



TASK 8. 90% PLANS, SPECIFICATIONS, AND COST ESTIMATES

To initiate this task, we will meet with District staff to review and discuss the District's comments and revisions to the 50% submittal. We will then proceed with preparing the next design plan package of plans, specifications, and cost estimates to the 90% approximate completion level. The 90% package will incorporate the District's comments from the 50% and an update to the Deposition/Comment record will be provided with the submittal.

TASK 9. FINAL PLANS, SPECIFICATIONS, AND COST ESTIMATES

To finalize the design, we will meet with District staff to review and discuss the District's comments and revisions to the 90% submittal. We will then proceed with preparing the final construction documents and Bid Package to include the Plans, Specifications, Bid Sheet, and Opinion of Probable Construction costs. The plans will incorporate review comments of the 90 percent Design Plans package, and provide construction level designs and technical specifications sufficient for final project approvals. Bid documents will be prepared in the District's standard format, including contract documents and technical specifications. Electronic copies of all drawing files of the Final Construction Documents will be submitted to the District.

TASK 10. PROJECT MANAGEMENT

The project requires project setup, scheduling, controlling, and correspondence between the District and utility agencies. Correspondence includes telephone conversations, emails, project status reports, monthly status reports, project memorandums when necessary, and detailed Monthly Progress Billings.

Upon request, Cannon will attend up to two meetings with the District to review and discuss specific issues not covered during the submittal review meetings.

OPTIONAL TASK 11. SEWER MAIN CLEANING

CCTV inspections will be conducted on the existing sewer mains to accurately reflect their current state. As an option, Pipe Tec will clean and re-inspect the sewer mains to dislodge roots, grease, and other debris that has accumulated in the identified reaches of your system. The cleaning and re-inspection will allow us to see the areas of concern both before and after cleaning has taken place. Certain hotspot areas may not need specific repairs if the pipe material is in good shape. These areas may just need to stay on a regular hotspot cleaning regimen to dislodge the debris in the pipe. This task can be utilized on a case-by-case basis while the CCTV is being performed if it is determined that the accumulation in the sewer segments pose a risk of forming a SSO.



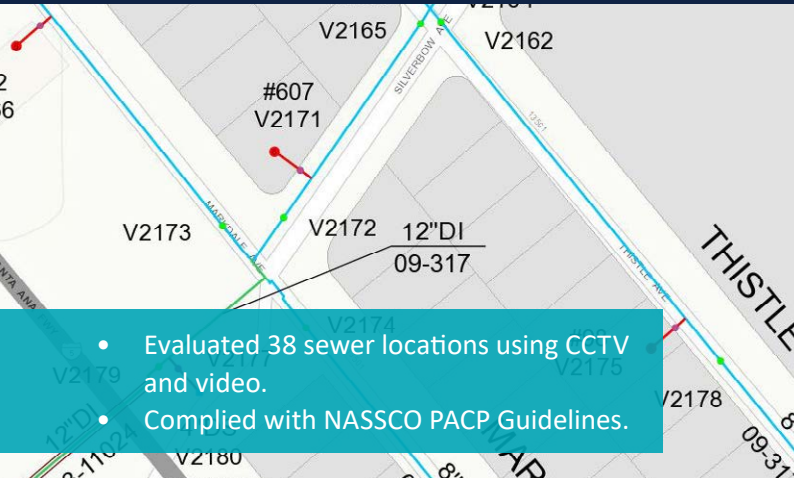
ASSUMPTIONS

Listed below are assumptions made in preparing this proposal.

- The District will provide record drawings and all documents relating to existing facilities in PDF electronic and hard-copy format. These include water meter sizes in the area, and sewer lateral locations derived from sewer video logs.
- Word documents and construction plans are available in Word and PDF format, respectively.
- The Contractor shall be responsible for preparing and implementing a SWPPP and best management practices.
- It is assumed that the District will provide all necessary permitting and plan check fees with all permitting and plan approval agencies.

Appendix: Project Experience

Sewer System Replacement Norwalk, California



- Evaluated 38 sewer locations using CCTV and video.
- Complied with NASSCO PACP Guidelines.

Client Contact: Julian Lee, PE Utility and Project Manager
Formerly with the City of Norwalk
4722 Manhattan Beach Blvd., Lawndale, CA 90260
☎ 310.973.3266 ✉ jlee@lawndalecity.org

The City of Norwalk identified 38 sewer locations needing repair or rehabilitation. An initial review of locations revealed varying degrees of wear and the need for subsequent repair, including cured-in-place pipe (CIPP), spot repairs, and more substantial repair work.

The City retained Cannon to assist in the on-going sewer system rehabilitation process and to review and evaluate additional locations identified by the City. Cannon used Closed-Circuit Television (CCTV) summary information and videos to assess conditions.

Cannon complied with National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) guidelines in completing the project. We used the guidelines for evaluating the condition of each sewer reach, formulating rehabilitation methods for each location, preparing appropriate repair or rehabilitation recommendation methods, and providing preliminary construction costs.

10-Year Sewer System Maintenance Program, Collection System Inspection and Maintenance Solvang, California



- Inspected 558 manholes, 72 cleanouts, and 28 miles of sewer pipeline.
- Helped develop a 10-Year Sewer System Maintenance Program.

Client Contact: Rodger Olds Public Works Director
City of Solvang
411 Second Street, Solvang, CA 93463
☎ 805.688.5575 ✉ rolds@cityofsolvang.com

With protection of human health and the environment as its top priority, the City of Solvang wanted to assess its sewer system and develop a long-term maintenance plan. Cannon was selected to provide engineering services to accomplish these goals. Cannon's tasks included site visits, collecting data, manhole inspection, CCTV of the interior of the sewers, review and interpretation of video and photograph data, and developing a maintenance program to confirm longevity of City assets.

Based on recommendations outlined in the 10-Year Maintenance Plan, Cannon evaluated the high priority sewer manhole deficiencies, recommended corrective action, and prepared construction documents for repair or replacement of those manholes. We also developed construction details for manhole rehabilitation; evaluated manholes to be repaired; and prepared a location map exhibit, bid schedule, and supporting documents to include in the bidding documents package.

Sewer System Management Plan *McFarland, California*



- Prepared a 12-chapter Sewer System Management Plan.
- Complied with State Water Resources Control Board.

Client Contact: Adam Cabrera Asst. Public Works Director
City of McFarland
401 West Kern Avenue, McFarland, CA 93250
☎ 661.792.3091 ✉ ACabrera@McFarlandCity.org

Santa Ynez Community Services District, Sewer Master Planning *Santa Ynez, California*



- Provided design engineering services for the District's service area expansion.
- Prepared prepare plans so that the initial phase of construction could take place.

Client Contact: Loch Dreizler General Manager
Santa Ynez Community Services District
P.O. Box 667, Santa Ynez, CA 93460
☎ 805.688.3008 ✉ loch@sycsd.com

Cannon was selected to be an on-call municipal wastewater engineer for the City of McFarland for a three-year term beginning in 2013; today, Cannon has been retained for an indefinite term. Services have included water and nitrogen balances, irrigation system design, groundwater impact analyses, plans and specification preparation, collection system upgrades, facility master planning, regulatory compliance, and topographic surveys.

For one of our projects, Cannon prepared a 12-chapter Sewer System Management Plan (SSMP) per the State Water Resources Control Board (SWRCB) requirements. This involved a schedule for CCTV and cleaning of the entire collection system. The plan included a critical cast-in-place pipe retrofit. A two-year audit has been performed on the SSMP.

The Santa Ynez Community Services District was seeking to expand their services to unconnected homes in their sphere of influence. The District sphere of Influence encompassed one square mile, and approximately half of that area was receiving services. The remaining properties were connected to septic systems, due to a lack of gravity sewer infrastructure in the area.

The goal of this project was to provide gravity sewer to the entire service area and eliminate the safety and health hazards that are inherent to septic systems. Cannon was selected to provide design engineering services and prepare plans so that the initial phase of construction could take place. This included the trunk sewer along Refugio Road, and the gravity lines feeding into this line.

Citywide Sanitary Sewer Improvement Programs Anaheim, California



- Provided a condition evaluation and capacity analysis.
- Developed feasible alternatives to remove and replace/upsize existing sewer mains.

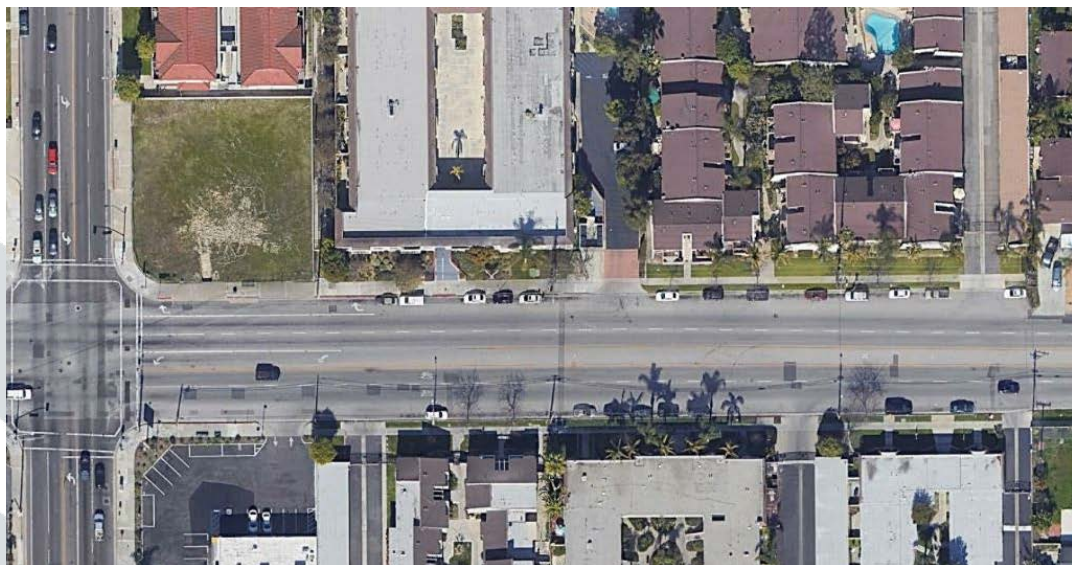
Client Contact: Lori Ishigo Project Manager
City of Anaheim
200 S Anaheim Boulevard, Suite 276, Anaheim, CA 92805
☎ 714.765.4133 ✉ LIshigo@anaheim.net

The City of Anaheim started the Citywide Sanitary Sewer Improvement Program to address capacity and operational deficiencies under existing conditions. Deficiencies included undersized or deteriorated sewer mains that required replacement or rehabilitation. Cannon provided engineering services for the condition evaluation, the capacity analysis, and to develop feasible alternatives to remove and replace/upsize existing sewer mains at the following three locations in the City:

Brookhurst / Broadview Streets: The existing 8-inch sewer main was abandoned and the 10 sewer laterals were diverted to the existing parallel 8-inch sewer along the easterly side of Brookhurst Street, which was lowered along Brookhurst. The Broadview street project addressed similar sanitary sewer capacity deficiencies in the 10-inch Vitrified Clay Pipe (VCP) sewer main in Broadview Street.

Jackson Park / Rio Vista Streets: Cannon addressed sanitary sewer capacity deficiencies in the buildout condition of the existing, approximately 179LF, of 10-inch VCP sewer main in Rio Vista Street and the existing 8-inch VCP sewer main in East Jackson Street and North Park Vista Street.

Ball Road: Four additional reaches of sewer mains required upsizing, from 15-inch to 18-inch, to eliminate a bottleneck from other recent upsizing from 12-inch to 18-inch VCP in Ball Road east of Beach Boulevard.



CAMROSA WATER DISTRICT
Sewer Hotspots Project

PRELIMINARY SCHEDULE

ID	Task Name	Duration	Start	Finish	Feb	Mar	Apr	May	Jun	Jul	Aug
1	CAMROSA SEWER HOTSPOTS PROJECT	120 days	Fri 3/1/24	Thu 8/15/24							
2	***Notice To Proceed***	0 days	Fri 3/1/24	Fri 3/1/24							
3	Phase 1 - Preliminary Engineering	51 days	Tue 3/5/24	Tue 5/14/24							
4	Task 1 - Kickoff Meeting	1 day	Tue 3/5/24	Tue 3/5/24							
5	Task 2 - Research, Investigation and Review	4 wks	Wed 3/6/24	Tue 4/2/24							
6	Task 3 - Utility Research and Notification	4 wks	Wed 3/6/24	Tue 4/2/24							
7	Task 4 - CCTV Inspection and Report	4 wks	Wed 3/20/24	Tue 4/16/24							
8	Task 5 - Field Surveys	2 wks	Wed 5/1/24	Tue 5/14/24							
9	Task 6 - Technical Memo	2 wks	Wed 4/17/24	Tue 4/30/24							
10	Phase 2 - Final Engineering Design	120 days	Fri 3/1/24	Thu 8/15/24							
11	Task 7 - 50% Plans, Specs, and Cost Estimates	6 wks	Wed 5/15/24	Tue 6/25/24							
12	Task 8 - 90% Plans, Specs, and Cost Estimates	4 wks	Wed 6/26/24	Tue 7/23/24							
13	Task 9 - Final Plans, Specs, and Cost Estimates	2 wks	Wed 7/24/24	Tue 8/6/24							
14	Task 10 - Project Management	6 mons	Fri 3/1/24	Thu 8/15/24							
15	Optional Task 11 - Cleaning	3 days	Wed 5/1/24	Fri 5/3/24							

Project: Camrosa Hotspots PRELIM
Date: Tue 1/30/24

Task		External Milestone		Manual Summary Rollup	
Split		Inactive Task		Manual Summary	
Milestone		Inactive Milestone		Start-only	
Summary		Inactive Summary		Finish-only	
Project Summary		Manual Task		Deadline	
External Tasks		Duration-only		Progress	



**Fee Proposal for Camrosa Water District
Sewer Hotspots Project 2024**

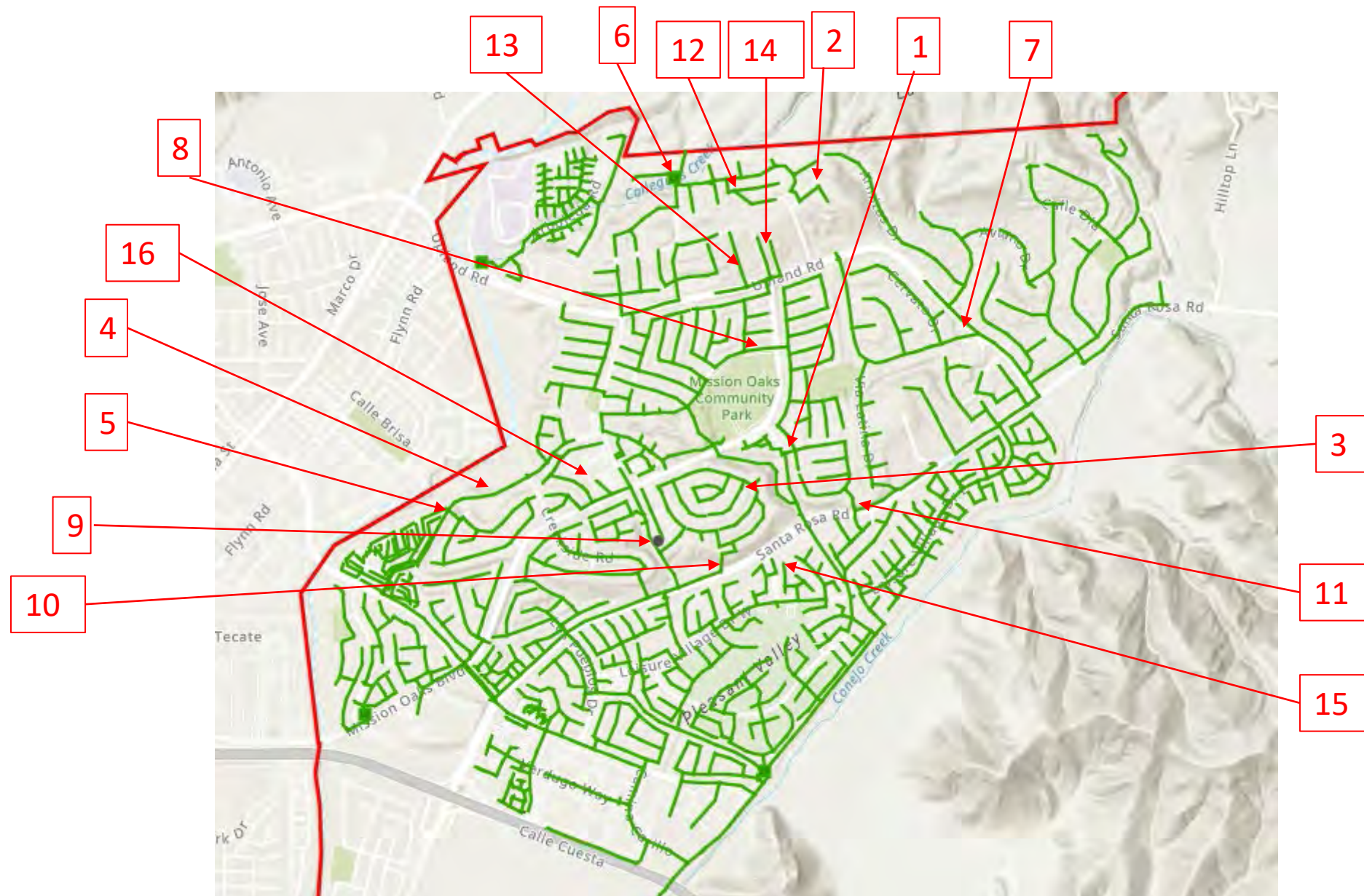
		Principal In Charge QA/QC		Sr. Principal Engineer		Sr. Project Engineer		Project Engineer		Engineering Assistant		Survey Crew		Pipe Tec CCTV	Total	
Hourly Rate		\$270		\$248		\$185		\$165		\$115		\$380				
Design Tasks		Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Cost	Hrs	Cost
Preliminary Engineering																
1	Project Kickoff Meeting			4	\$992	4	\$740			2	\$230				10	\$1,962
2	Research, Investigation and Review			8	\$1,984	4	\$740	8	\$1,320	4	\$460				24	\$4,504
3	Utility Research and Notification			2	\$496			4	\$660	4	\$460				10	\$1,616
4	CCTV Inspection and Report													\$10,450		\$10,450
5	Field Surveys			2	\$496	4	\$740	24	\$3,960	20	\$2,300	24	\$9,120		74	\$16,616
6	Technical Memo	4	\$1,080	8	\$1,984	16	\$2,960	12	\$1,980	8	\$920				48	\$8,924
Sub Total		4	\$1,080	24	\$5,952	28	\$5,180	48	\$7,920	38	\$4,370	24	\$9,120	\$10,450	166	\$44,072
Engineering Design Services																
7	50% Design Plans	2	\$540	4	\$992	8	\$1,480	40	\$6,600	24	\$2,760				78	\$12,372
7.1	50% Design Review Meeting			2	\$496	2	\$370								4	\$866
8	90% Design Plans	4	\$1,080	4	\$992	8	\$1,480	40	\$6,600	16	\$1,840				72	\$11,992
8.1	90% Design Review Meeting			2	\$496	2	\$370								4	\$866
9	FINAL Design Plans	2	\$540	4	\$992	8	\$1,480	24	\$3,960	12	\$1,380				50	\$8,352
10	Project Management and Meetings	2	\$540	8	\$1,984	8	\$1,480								18	\$4,004
11	Optional Sewer Cleaning					4	\$740							\$8,250	4	\$8,990
Sub Total		10	\$2,700	24	\$5,952	40	\$7,400	104	\$17,160	52	\$5,980			\$8,250	230	\$47,442
Totals		14	\$3,780	48	\$11,904	68	\$12,580	152	\$25,080	90	\$10,350	24	\$9,120	\$18,700	396	\$91,514

APPENDIX A
LIST OF SEWER HOTSPOTS

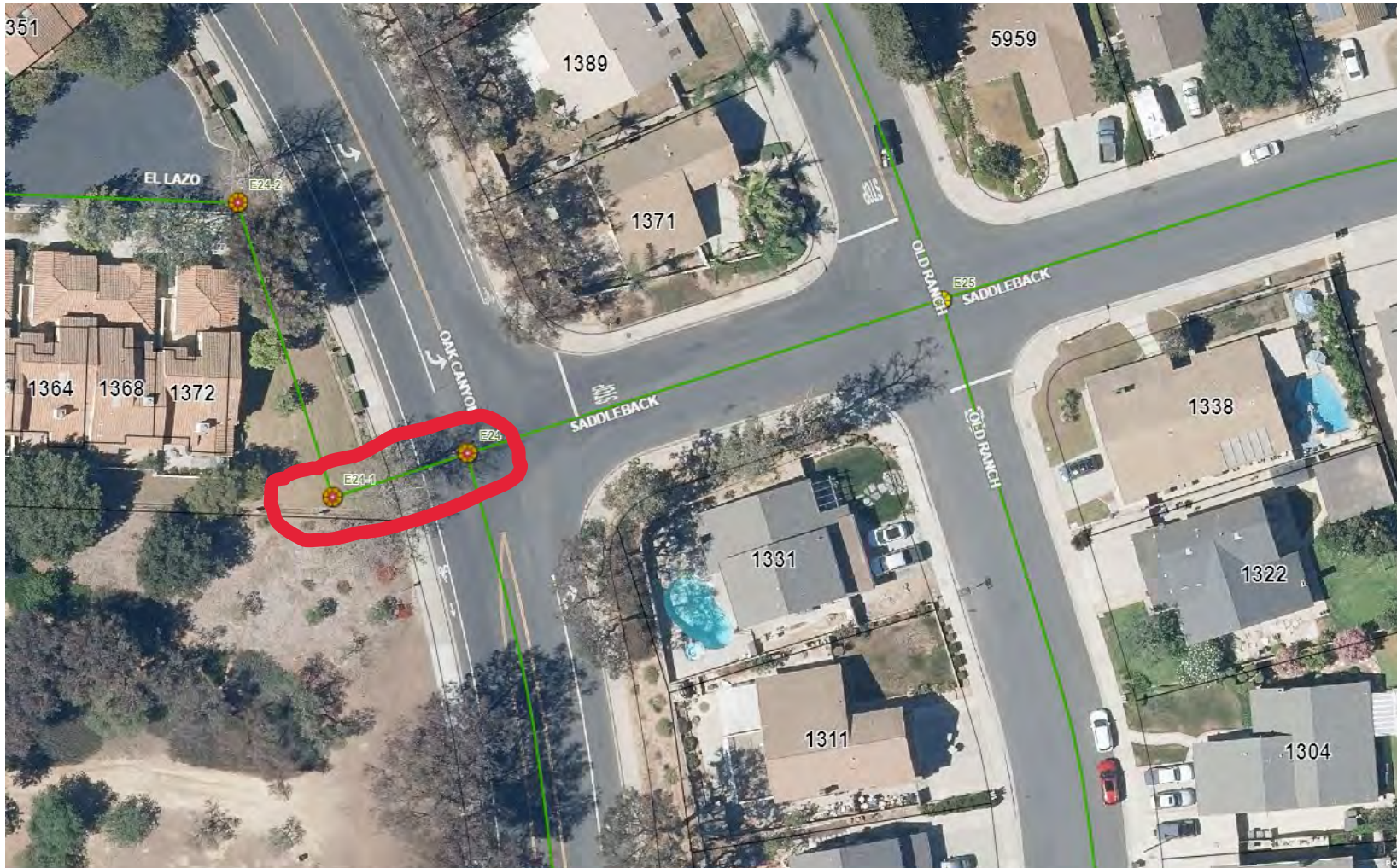
Item #	Manhole ID #	LOCATION	PROBLEM DESCRIPTION	Priority	Proposed solution and remediation
1	E24, E24-1	Intersection of Oak Canyon Rd and Saddleback Wy	Sag in 8" sewer line between MH E24-1 & MH E24 (100% sumerged). Causes surcharge and grease buildup in MH E24-1.	Hotspot	To be determined by Engineering consultant.
2	P15	Cielo Vista Ct. (in front of 6045 driveway)	Roots intrusion in MH P15 channel.	Hotspot	To be determined by Engineering consultant.
3	C25-12, C23-23	Holly Ridge Dr. (in front of 5507)	Sag in 8" VCP sewer line between MH C25-12 and MH C23-23.	Hotspot	To be determined by Engineering consultant.
4	B35, B36, B37	Calleguas Creek at end of Via Pacheco	Heavy grease buildup in 8" sewer line from MH B35 to MH B36 to MH B37. No noticeable sag in line. Smart cover at MH B38.	Hotspot	To be determined by Engineering consultant.
5	B33, B33-1	End of Via Peacheco behind 1037 (backyard)	Heavy roots intrusion in 8" sewer line from MH B33 to MH B33-1.	Hotspot	To be determined by Engineering consultant.
6	P1	WorthWay (liftstation 2) between Castillo De Rosas and Tierra Bella Lane	Heavy grease buildup in 12" sewer line from MH P1 to MH inside lift station. Flat spot from MH P1 to manhole inside liftstaion (smartcover).	Hotspot	To be determined by Engineering consultant.
7	J1, H5	San Onofre Drive to Upland Road	Sag in 8" sewer line from MH J1 to MH H5. Heavy grease buildup. (Smart cover at MH J1)	Hotspot	To be determined by Engineering consultant.
8	E38, E33, E32	5835 Fieldcrest Drive to Old Ranch Rd.	Heavy grease buildup in 8" sewer line from MH E38 to MH E33 to E32 Grease might be from nearby school. Possible sag in line. Flow slows down on Old Ranch Rd.	Hotspot	To be determined by Engineering consultant.
9	C26-2, C26-1	Hickory View Circle to Elm Drive	Heavy roots intrusion in 8" sewer line between MH C26-2 to MH C26-1. (Smart cover at MH C26-2). Need to also check 8" sewer line from MH C26-1 to MH C26 on Elm View.	Hotspot	To be determined by Engineering consultant.
10	C23-2, C23-3	Santa Rosa Rd east of Woodcreek Rd.	Roots intrusion in 10" sewer line between MH C23-2 and MH C23-3. Roots at top of hill.	Hotspot	To be determined by Engineering consultant.
11	E12, E10A	1122 Saddleback Circle to Santa Rosa Rd	Roots intrusion in 8" sewer line between MH E12 and MH E10A. Possible sag in line.	Hotspot	To be determined by Engineering consultant.
12	P8-2	5717 Terra Bella Ct (in backyard)	Roots intrusion at MH P8-2 into channel.	Hotspot	To be determined by Engineering consultant.
13	E46-1, E46	Stacey Lane to Upland Rd	Roots intrusion in 8" VCP sewer line between MH E46-1 and MH E46 (Upland Rd). Also pipe needs to be relined last couple feet to MH E46.	Hotspot	To be determined by Engineering consultant.
14	E45-3, E45-2	Jeffery Rd	Roots intrusion in 8" sewer line between MH E45-3 to MH E45-2.	Hotspot	To be determined by Engineering consultant.
15	D12-8	Main enterance to Lesiure Village next to CVS outlet	Heavy grease buildup, possibly coming from Manhattan.	Hotspot	To be determined by Engineering consultant.
16	C31-1	Manhole in front of Hunan Chinese Resturant	Grease buildup and roaches in MH C31-1.	Hotspot	To be determined by Engineering consultant.

EXHIBIT B

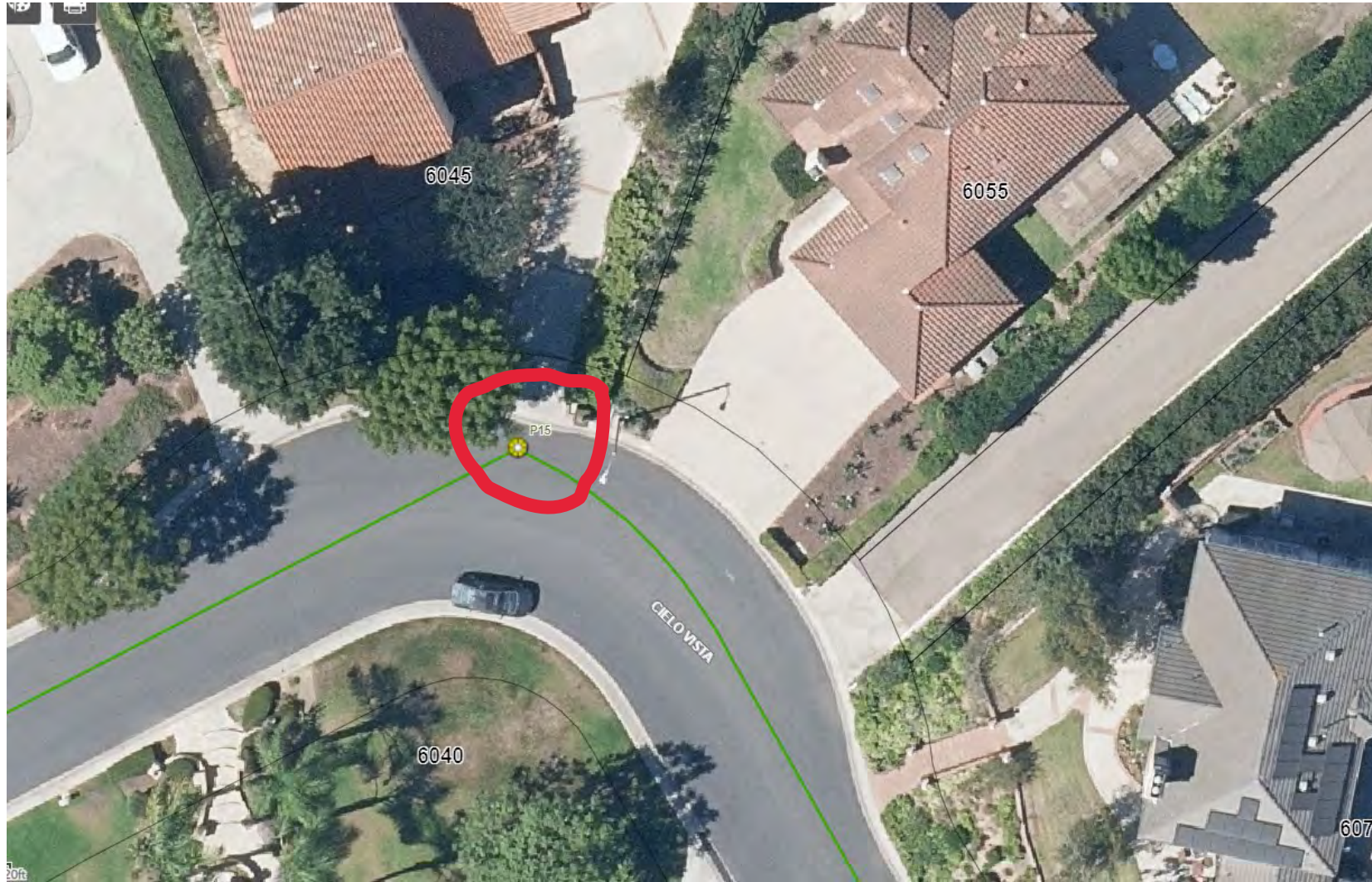
LOCATION MAPS



VICINITY MAP



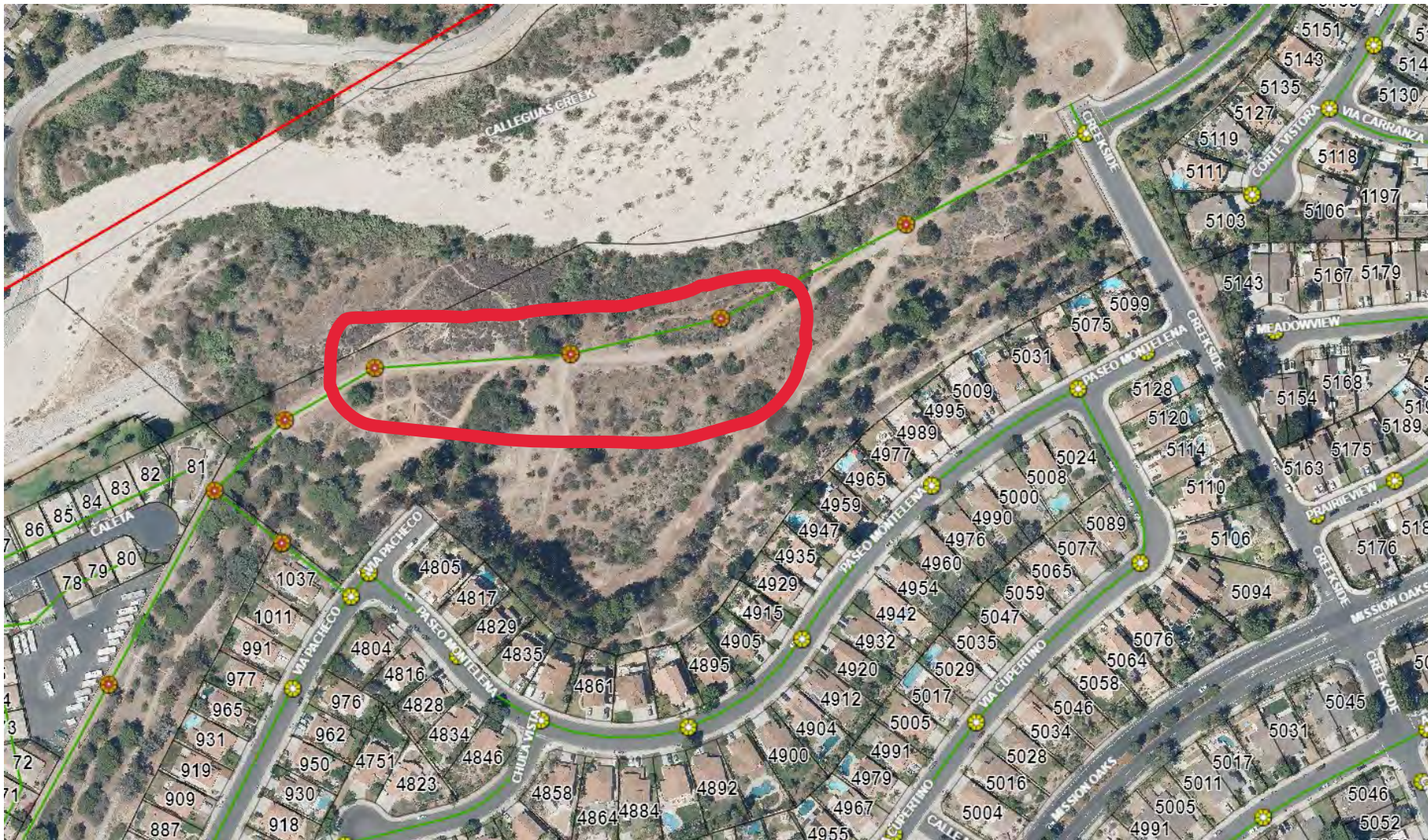
1. Intersection of Oak Canyon Rd and Saddleback Way. Sag in 8" sewer line between MH E24-1 and MH E24.



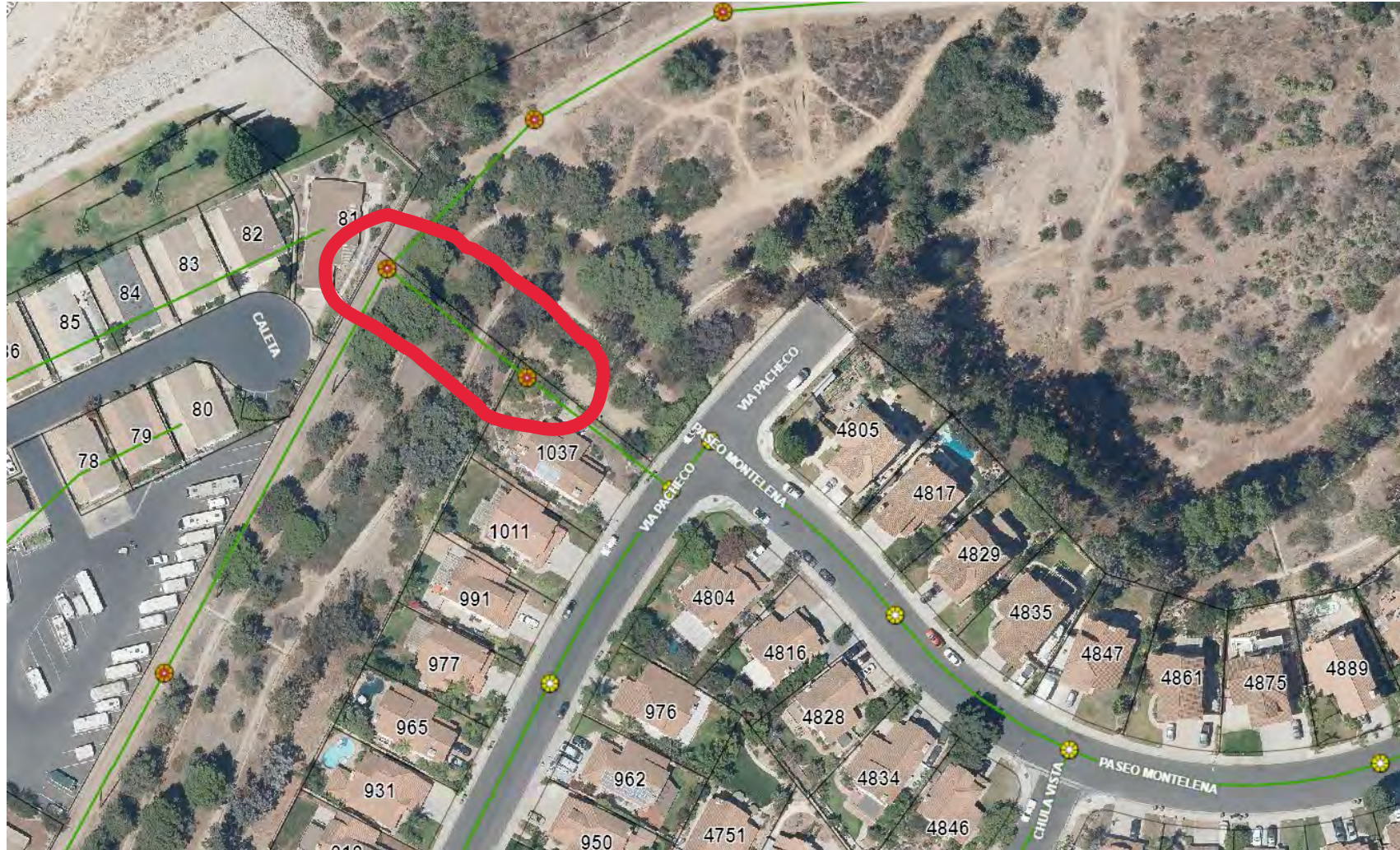
2. 6045 Cielo Vista Court. Roots intrusion into MH P15 channel.



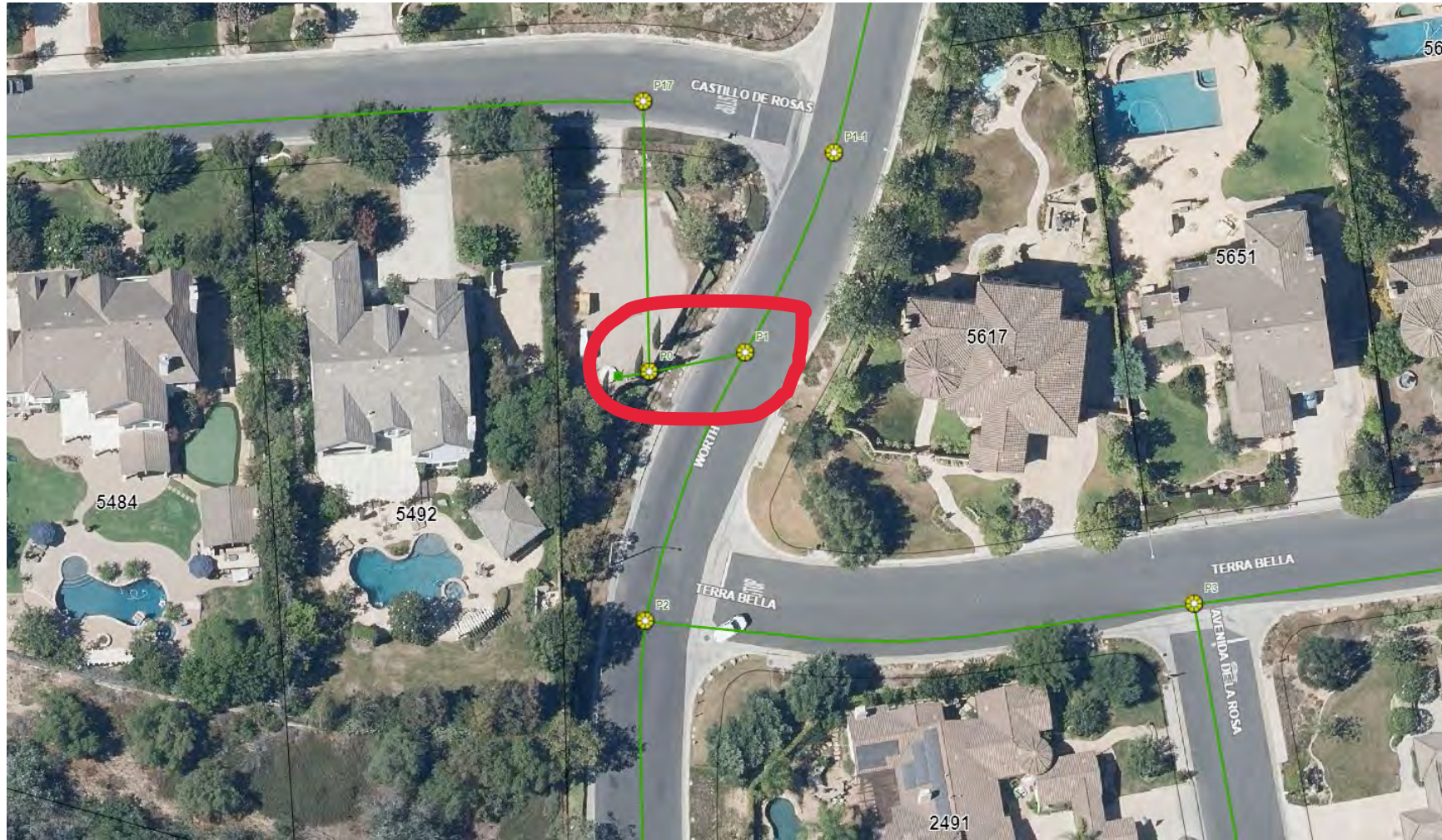
3. 5519 Holly Ridge Drive. Sag in 8" VCP sewer line between MH C25-12 and MH C23-23.



4. Sewer line along Calleguas Creek from MH B35 to MH B36 to MHB37. Heavy grease buildup on 8" sewer line.



5. End of Via Pacheco behind 1037 backyard. Root intrusion in 8" sewer line between MH B33 and MH B33-1.



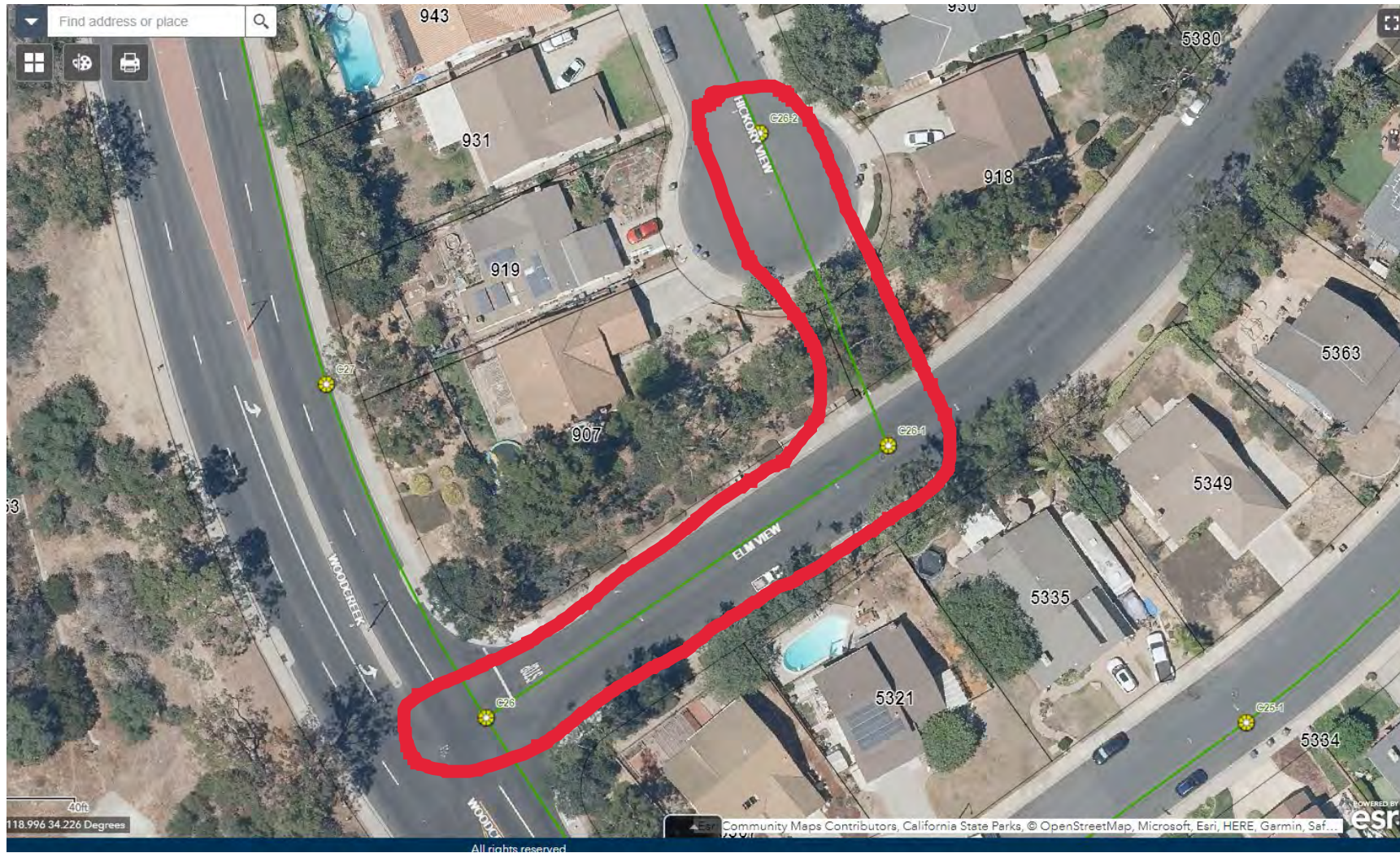
6. Worth Way between Castillo De Rosas and Tierra Bella Lane. Grease buildup in 12" sewer line from MH P1 to manhole inside lift station.



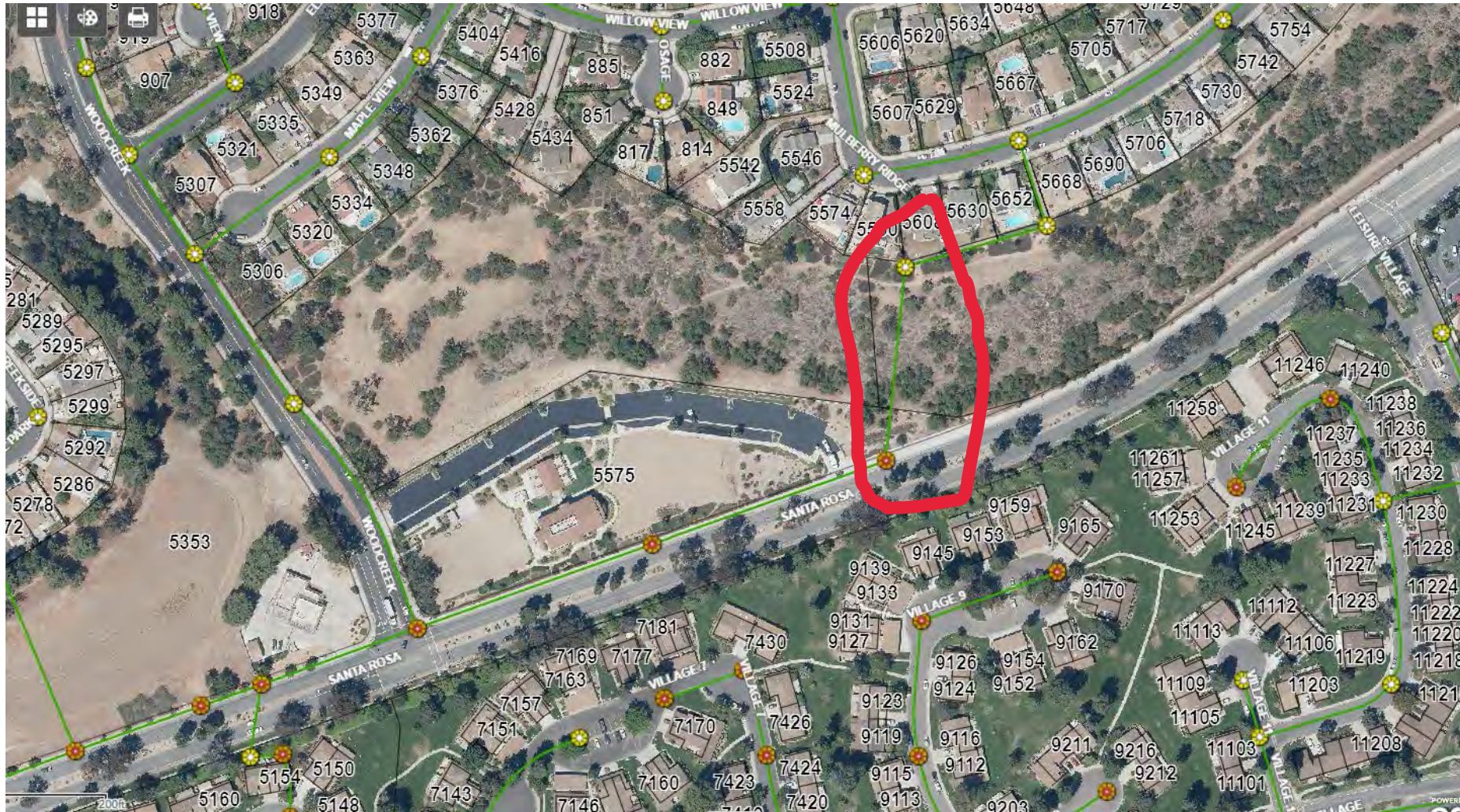
7. San Onofre Drive to Upland Road. Sag in 8" sewer line and grease buildup.



8. Fieldcrest Drive to Old Ranch Road. From MH E38 to MH E33 to E32. Heavy grease buildup and possible sag in 8" sewer line.



9. Hickory View Circle to Elm View Dr. Roots in 8" sewer line between MH C26-2 to MH C26-1. Need also to check 8" sewer line between MH C26-1 to MH C26 on Elm View Drive.



10. Santa Rosa Rd east of Woodcreek Rd. Roots intrusion in 10" sewer line between MH C23-2 and MH C23-3.



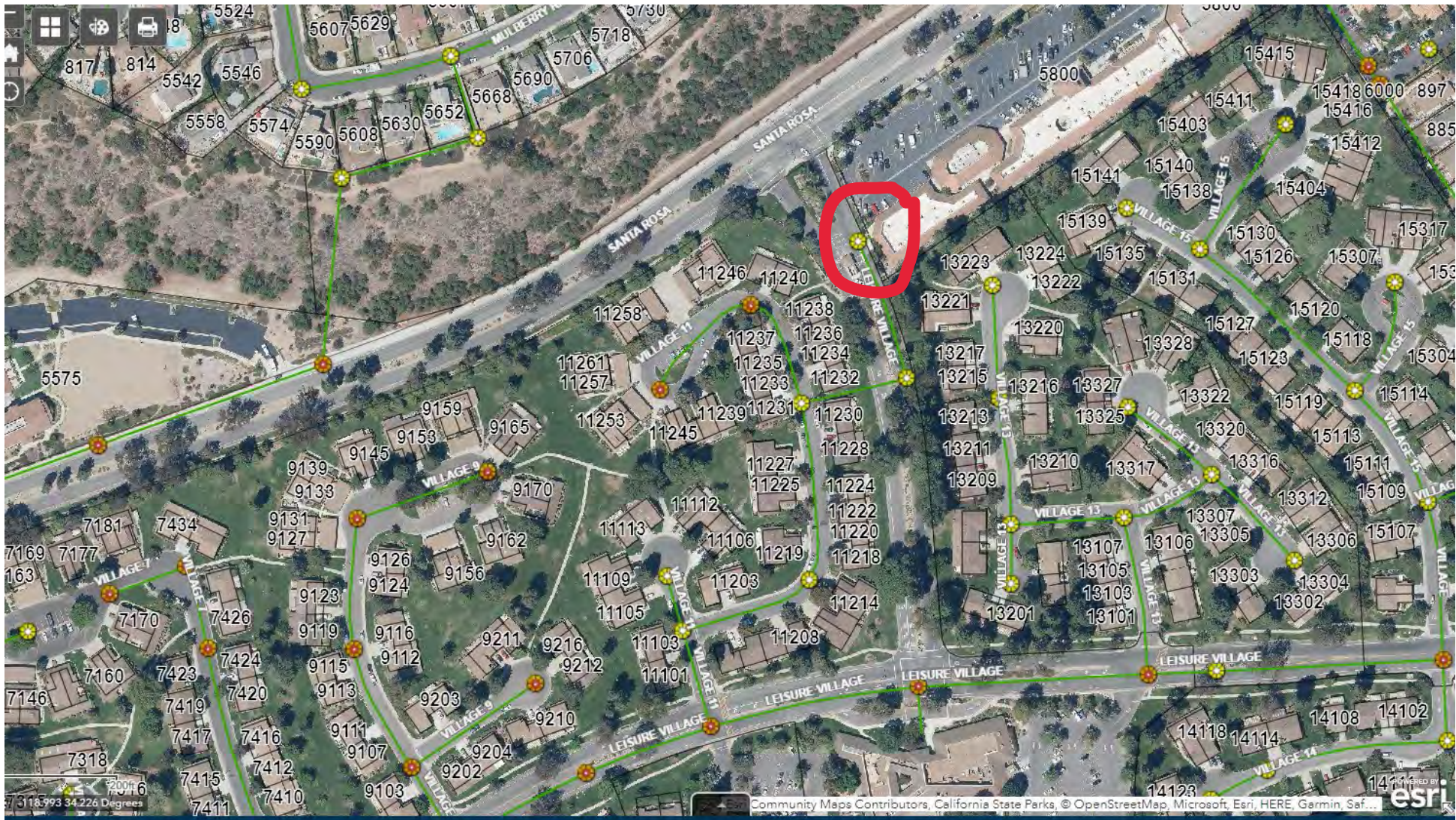
11. 1122 Saddleback Circle to Santa Rosa Rd. Roots intrusion in 8" sewer line between MH E12 and MH E10A.



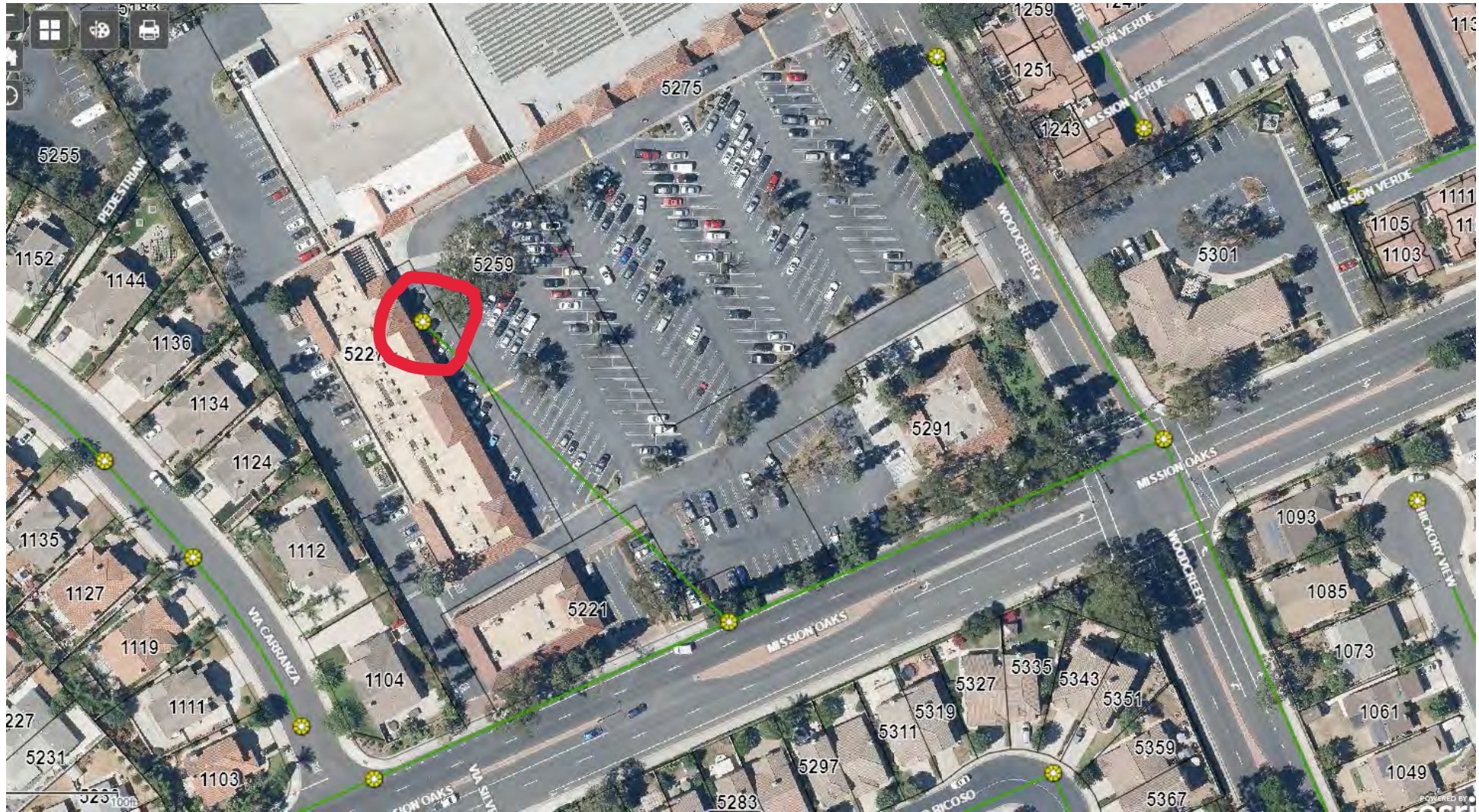
13. 2110 Stacy Lane to Upland Road. Roots intrusion in 8" sewer line between MH E46-1 and MH E46.



14. 2346 and 2344 Jeffrey Road. Roots intrusion in 8" sewer line between MH E45-3 and MH E45-2.



15. Main entrance to Leisure Village next to CVS outlet. Heavy grease buildup in MH D12-8.



16. Front of Hunan Chinese Restaurant on Mission Oaks Blvd. Grease buildup in MH C31-1.

Board Memorandum

February 22, 2024

To: Board of Directors

From: Norman Huff, Interim General Manager

Subject: Legal Counsel Review

Objective: Discuss the District's legal counsel.

Action Required: No action necessary; for discussion only.

Discussion: From time to time, it is prudent for the Board to assess whether the District's legal counsel is continuing to meet the needs of the District.

Recently the District was notified that its legal counsel's firm, The Hathaway Law Firm, LLP was merging with Lowthorp, Richards, McMillan, Miller & Templeton to become Lowthorp Richards, LLP, effective January 1, 2024. The District also learned that the retirement of its current legal counsel, Greg Jones, would be imminent. Should the Board desire to change the District's legal counsel, this would be an appropriate time to make that transition.

Additionally, at the February 8, 2024, Board Meeting the question arose whether attendance by legal counsel was needed at the Board meetings. This would be an appropriate forum for the Board to discuss providing a policy to address this question.

Board Memorandum

February 22, 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

February 22, 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. 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												
	2017-30	FY18-0034-R2	Effluent Pond Relining	\$ 1,501,500.00	\$ 171,095.26	MNS Engineeers, 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												
	2017-33	FY18-0055	CWRf Dewatering Press	\$ 2,158,000.00	\$ 1,969,086.42	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												
	2014-56	REQ00057	PV Well (Lynwood Well)	\$ 5,967,000.00	\$ 36,337.20	Perlitter & 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]

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 st & 2 nd New Year's Holiday (Observed)						
	1	2	3	4	5	6						1	2	3						1	2	February 19 th - 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 th - 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 th - 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 nd - Labor Day					
28	29	30	31				25	26	27	28	29				24	25	26	27	28	29	30	November 11 th - Veteran's Day					
															31							November 28 th & 29 th - Thanksgiving					
																						December 24 th & 25 th - Christmas					
																						December 31 st - 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 th - 26 th						
	1	2	3	4	5	6				1	2	3	4		2	3	4	5	6	7	8	ACWA Spring Conf. (Sacramento) May 7 th - 9 th					
7	8	9	10	11	12	13	5	6	7	8	9	10	11		9	10	11	12	13	14	15	CASA 69 th Annual Conf. (Monterey) July 31 st - Aug. 2 nd					
14	15	16	17	18	19	20	12	13	14	15	16	17	18		16	17	18	19	20	21	22	ACWA Fall Conf. (Palm Desert) Dec 3 rd - 5 th					
21	22	23	24	25	26	27	19	20	21	22	23	24	25		23	24	25	26	27	28	29						
28	29	30					26	27	28	29	30	31			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 th - Annual Symposium					
21	22	23	24	25	26	27	18	19	20	21	22	23	24		22	23	24	25	26	27	28	August - DARK (No Meetings or Events)					
28	29	30	31				24	25	26	27	28	29	31		29	30						September 19 th - Reagan Library Reception					
																						December 12 th - 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 th - Annual Dinner						
		1	2	3	4	5						1	2		1	2	3	4	5	6	7	April 2 nd					
6	7	8	9	10	11	12	3	4	5	6	7	8	9		8	9	10	11	12	13	14	June 4 th					
13	14	15	16	17	18	19	10	11	12	13	14	15	16		15	16	17	18	19	20	21	August 6 th					
20	21	22	23	24	25	26	17	18	19	20	21	22	23		22	23	24	25	26	27	28	October 1 st					
27	28	29	30	31			24	25	26	27	28	29	30		29	30	31					December 3 rd					
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 & 4th Thursday</u> of each month at 5pm unless indicated.																				
							Calleguas Board Meetings are held 1st & 3rd Wednesday - 5:00 PM																				