CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Agenda

Regular Meeting

Thursday, February 8, 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 January 25, 2024**

2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of $318,850.43.

Primary Agenda

3. **Rate Ad-Hoc Committee Briefing**

Objective: Receive a briefing from the Rate Ad-Hoc Committee.

Action Required: No action necessary; for information only.

4. ****Master Plan Update Presentation**

Objective: Receive an update summary presentation on the near-term CIP projects and status of water resource supply project planning.

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

5. **Investment Opportunities**

Objective: Reinvest in U.S. Treasury Bills or Treasury Notes.

Action Required: Authorize the Interim General Manager to re-invest up to $10 million in Treasury Bills or Treasury Notes for Treasury Bills maturing February 22, 2024, and up to $10.2 million for Treasury Bills maturing March 14, 2023.

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

Objective: Receive a report from staff regarding the Fiscal Year (FY) 2023-24 2nd Quarter budget report and reserves.

Action Required: No action necessary, for information only.

7. **Promotion and Salary Adjustment**

Objective: Promote from within to fill the open position of System Field Supervisor.

Action Required: Authorize 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.

8. ****Unidirectional Flushing of Potable Water System**

Objective: Improve water quality by performing unidirectional flushing (UDF) of the entire potable water system.

Action Required: Authorize 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.

9. ****Design of New University Well**

Objective: Award Professional Geohydrological design services for a new University Well.

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

1) Appropriate funding from the potable capital improvement fund in the amount of $100,000.00 for design of a new University Well; and
2) Authorize the 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.

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

Closed Sessions: The Board of Directors may hold a closed session to discuss personnel matters or litigation, pursuant to the attorney/client privilege, as authorized by Government Codes. Any of the items that involve pending litigation or personnel matters may require discussion in closed session on the recommendation of the Board's Legal Counsel.

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

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

    Action Required: No action necessary; for information only.

11. **Closed Session – Personnel Matters**

    Objective: Discuss personnel matters.

    Action Required: No action necessary; for information only.

Comments by General Manager; Comments by Directors; Adjournment

** indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. The full agenda packet is available for review on our website at: www.camrosa.com/board-agendas/

CAMROSA WATER DISTRICT

BUILDING WATER SELF-RELIANCE

February 8, 2024

Board of Directors Agenda Packet

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Minutes

Regular Meeting

Camrosa Board Room
Thursday, January 25, 2024
5:00 P.M.

Call to Order The meeting was convened at 5:03 P.M.

Present: Eugene F. West, President
Andrew F. Nelson, Vice-President (via teleconference)
Jeffrey C. Brown, Director
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
Natalie Roberts, Water Loss Control Coordinator
Seth Shapiro, Legal Counsel

Guest: Curtis Hopkins

Public Comments

None

Consent Agenda

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

   The Board approved the Minutes of the Special Meeting of January 5, 2024.

   Motion: Brown **Second:** Foreman
   Rollcall: Brown-Yes; Foreman-Yes; West-Yes; Nelson-Yes
   Absent: Hoag

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

   The Board approved the Minutes of the Regular Meeting of January 11, 2024.

   Motion: Brown **Second:** Foreman
   Rollcall: Brown-Yes; Foreman-Yes; West-Yes; Nelson-Yes
   Absent: Hoag

3. **Approve Vendor Payments**

A summary of accounts payable in the amount of $956,397.90 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of $956,397.90.

Motion: Brown **Second:** Foreman
Rollcall: Brown-Yes; Foreman-Yes; West-Yes; Nelson-Yes
Absent: Hoag

Primary Agenda

4. **Local Production Update**

The Board received a briefing on local water production through the second quarter of Fiscal Year 2023-24.

No action necessary; for information only.

5. **Water Loss Program Update**

The Board received a briefing on the progression of the water loss program.

No action necessary; for informational purposes only.

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

The Board took the following actions:

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

Motion: Nelson **Second:** Foreman
Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

7. **Woodcreek Well Rehabilitation Project**

   The Board took the following actions:

   1) Appropriated additional funding in the amount of $525,000.00 for the Woodcreek Well Rehabilitation from the potable capital replacement fund; and

   2) Authorized the Interim General Manager to issue a purchase order to General Pump Company, Inc., in the amount of $541,351.22, for the rehabilitation of Woodcreek Well.

   Motion: Brown **Second:** Hoag
   Rollcall: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

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

   The Board discussed incorporating Property Owner requirement policy into Ordinance 40, Rules and Regulations Governing the Provision of Water and Sanitary Services.

   No action necessary; for discussion only.

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

   The Board discussed the Agreement Between Santa Rosa Mutual Water Company and Camrosa Water District dated September 14, 2000, and the related District backflow responsibility requirements.

   No action necessary; for information only.

Comments by Interim General Manager

- The Interim General Manager informed the Board of a cost discrepancy between prior board agenda item and memo. The difference of $6,000.00 was approved as it was within the IGM's spending authority.
- Staff met with the City of Thousand Oaks regarding flow measurements and water rights.
- The IGM updated the Board on the State's Conservation as a Way of Life proposed regulation.
- Tony Goff, General Manager at Calleguas recently left and Kristine McCaffrey was appointed the new General Manager.

Comments by Directors

- Director Nelson reported that he was attending the CASA meeting.
- Director Foreman shared information from the MWD Engineering/Technical Committee.
- Director Hoag asked if legal counsel needs to attend in person or if teleconference is acceptable.

CLOSED SESSION: The Board entered into closed session at 6:28 P.M. to confidentially discuss litigation and/or personnel matters as authorized by Government codes 54956.9(d) and 54957(b)respectively.

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

    The Board discussed litigation matters.

    No action was taken in closed session.

11. **Closed Session – Personnel Matters**

    The Board discussed personnel matters.

    No action was taken in closed session.

The Board returned to open session at 6:45 P.M.

Adjournment

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

_____	_____ (ATTEST)
Norman Huff, Interim Secretary	Eugene F. West, President
Board of Directors	Board of Directors
Camrosa Water District	**Camrosa Water District**

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 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 $318,850.43.

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

Payroll PR 1-2, 2024	$ 51,902.19
Accounts Payable 01/18/2024-01/31/2024	$ 266,948.24
Total Disbursements	$ 318,850.43

DISBURSEMENT APPROVAL

BOARD MEMBER DATE

BOARD MEMBER DATE

BOARD MEMBER DATE

Norman Huff, Interim General Manager

Month of : January-24

CAL-Card Monthly Summary

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
01/15/24	01/22/24	PMI Member Renew	$169.00	PMI Membership Renew Kevin	KW
01/15/24	01/22/24	Amazon	$16.08	Amazon prime membership	JS
01/17/23	01/22/24	Carolina	$193.35	Petri dishes	GM
01/08/24	01/22/24	UPS	$164.36	Shipped samples to BSK Labs	GM
12/29/24	01/22/24	Harbor Freight Tools	$17.69	Gas Can	GM
12/22/23	01/22/24	B and B Hardware	$15.48	Exchange and materials for project	GM
01/05/24	01/22/24	Vons	$12.42	Ice for sample shipping	MP
01/09/24	01/22/24	Napa Auto Parts	$15.55	Oil spill cleanup	JK
12/29/24	01/22/24	Santa Paula Post Office	$7.09	Mail in CEU training packets	JK
01/10/24	01/22/24	CSMFO	-$560.00	CSMFO Conference Cancelation Credit	SLL
01/08/24	01/22/24	CSMFO	$635.00	CSMFO Conference	SLL
01/01/24	01/22/24	WM Super center	$32.60	Wall Charger	CC
01/07/24	01/22/24	WM Super center	$21.93	Water Jug	CC
01/16/24	01/22/24	Waterwise Pro	$450.00	Distribution Training	CC
01/17/24	01/22/24	The Home Depot	$110.32	Tools Unit 6	CC
01/17/24	01/22/24	The Home Depot	$32.74	Tools Unit 6	CC
01/12/24	01/22/24	The Home Depot	$56.27	Smart Cover installation tools	JC
01/05/24	01/22/24	The Home Depot	$8.54	Pipe fittings for ponds back up air compressor tie in	JC
01/05/24	01/22/24	Ferguson	$236.50	Pipe fittings for ponds back up air compressor tie in	JC
12/28/23	01/22/24	Ace Hardware	$59.14	Washdown tools for Sand Filters at Cwrf	JC
01/03/24	01/22/24	USPS	$9.65	Certification Application sent in to SWRCB	MS
12/22/23	01/22/24	The Home Depot	$200.93	Salt for penny well and safety glasses	MS
01/05/24	01/22/24	Cedar Valley Plumbing	$44.08	Parts for air compressor at Ponds	KH
12/29/23	01/22/24	The Home Depot	$418.84	Salt for Penny	KH
12/29/23	01/22/24	The Home Depot	-$376.80	Credit - Salt for Penny	KH
12/29/23	01/22/24	The Home Depot	$376.80	Salt for Penny	KH
12/28/23	01/22/24	Valvoline Instant Oil Change	$159.49	Oil Change and Tire Rotation for Truck 32	CL
01/17/24	01/22/24	Amazon	$10.71	Pliers for Lab	CL
01/18/24	01/22/24	Vons	$24.06	Bleach and Vinegar for Lab	CL
12/29/23	01/22/24	Tri County Office Furniture	$767.48	Office Chair, Eurotech Raynor Ergo-Human	AA
12/28/23	01/22/24	Dell	$36.45	Briefcase for office laptop	AA
12/21/23	01/22/24	VICTRA	$69.70	Cell phone screen protector	RV
12/28/23	01/22/24	CEDAR VALLEY PLUMBIN	$41.92	Metering Tools	RV
12/28/23	01/22/24	STAPLES	$101.78	Office supplies	RV
12/28/23	01/22/24	HARBOR FREIGHT	$67.54	Metering Tools	RV
01/05/24	01/22/24	HARBOR FREIGHT	$52.50	Metering Tools	RV
01/15/24	01/22/24	HOME DEPOT	$208.35	Metering Tools	RV
12/28/23	01/22/24	twenty88	$67.92	Lunch Meeting	TS
12/27/23	01/22/24	Old New York Deli	$42.27	Breakfast meeting	TS
12/24/23	01/22/24	Shell	$54.45	fuel	TS
12/22/23	01/22/24	Newegg	$22.52	Dell laptop charger (meter tech Ray's laptop)	JW
12/26/23	01/22/24	Spectrum	$1,249.00	Spectrum Internet	JW
01/01/24	01/22/24	Google.com	$156.07	google corporate email domain - camrosawaterdistrict.org monthly charges - currently 12 seats	JW
01/02/24	01/22/24	Thinking2	$160.00	www.camrosa.com and asrgsa.com domain hosting	JW
01/04/24	01/22/24	Newegg	$75.06	1080p webcam for Jozi's laptop	JW
01/09/24	01/22/24	Newegg	$33.60	IPhone13 case for IT Manager's district phone	JW
01/11/24	01/22/24	Callfire	$99.00	online IVR - Delinquent Call Out (Monthly Service Fee)	JW
01/15/24	01/22/24	Network Solutions	$19.97	ASRGSA.COM monthly hosting and forwarding - Nov Bill	JW
01/19/24	01/22/24	Spectrum	$95.32	Spectrum Cable	JW
01/22/24	01/22/24	Zoom	$298.90	teleconferencing for Board & staff meetings	TDS
01/20/24	01/22/24	FedEx Office	$22.51	Full GSP for Terry Foreman	DA
01/19/24	01/22/24	Staples	$42.89	Office supplies	DA
01/16/24	01/22/24	AWA	$35.00	1/18 WaterWise Meeting	DA
01/16/24	01/22/24	AWA	$60.00	1/18 WaterWise Meeting	DA
01/12/24	01/22/24	UPS Store	$25.02	Overnight banking info to Tamara	DA
01/05/24	01/22/24	Jersey Mikes	$94.95	Lunch for Directors (Special Meeting)	DA
01/05/24	01/22/24	Vons	$56.40	Refreshments for Directors (Special Meeting)	DA
			$6,618.39		

Camrosa Water District

Accounts Payable Period:

01/18/2024-01/31/2024

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	52,501.28
20053	Current LTD Bond 2016	
21800	Unclaimed Monies	
20400	Contractor's Retention	20,154.48
20250	Non-Potable Water Purchases	
23001	Refunds Payable	1,968.65
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1st QTR	
50012	CamSan Reclaimed Water	
50135	PERS Retirement	
50200	Utilities	
50210	Communications	5,387.57
50220	Outside Contracts	128,325.14
50230	Professional Services	4,952.50
50240	Pipeline Repairs	6,334.08
50250	Small Tool & Equipment	1,345.35
50260	Materials & Supplies	9,032.64
50270	Repair Parts & Equip Maint	26,706.39
50280	Legal Services	2,722.80
50290	Dues & Subscriptions	121.09
50300	Conference & Travel	356.54
50310	Safety & Training	710.73
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	6,329.00
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
	TOTAL	**$266,948.24**

Agenda Item #2

Expense Approval Report

Camrosa Water District, CA

By Vendor Name

Payable Dates 1/18/2024 - 1/31/2024 Post Dates 1/18/2024 - 1/31/2024

Payment Number	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order Nu	Amount
23	01/31/2024	BONDY GROUNDWATER CONSULTING, INC.	097-06 GSA	Consulting Services GSA Track 2	Prof services	FY24-0001	918.75
TOTAL VENDOR PAYMENTS-GSA							**$ 918.75**
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3420	01/25/2024	DEPOSIT ONLY-CAMROSA WTR	1-25-24-PR	Transfer to Disbursements Account	Transfer to disbursements-ho		185,000.00
3421	01/25/2024	DEPOSIT ONLY-CAMROSA WTR	1-25-24-AP	Transfer to Disbursements Account	Transfer to disbursements-ho		620,000.00
					Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:		**805,000.00**
60345	01/31/2024	ADVANCE UTILITY SYSTEMS	ADVMN0000200	CIS Maintenance	Outsd contracts		50,730.71
Vendor: ALL14 - ALLCONNECTED INC							
60346	01/31/2024	ALLCONNECTED INC	108016	All Connected Smart Connect and Aux Support	Outsd contracts	FY24-0003	13,524.25
60346	01/31/2024	ALLCONNECTED INC	108017	CISv5 - Monthly Cloud Hosting	Construction in progress	FY24-0157	2,167.44
					Vendor ALL14 - ALLCONNECTED INC Total:		**15,691.69**
60347	01/26/2024	ALMA SANCHEZ	00001355	Deposit Refund Act 1355 - 5297 Via Calderon	Refunds payable		25.29
60348	01/30/2024	BASELINE ENTERPRISES	21319	Fuel Tank Inspection-January 2024	Outsd contracts		981.75
60349	01/25/2024	BLACK & VEATCH CORP	6712499	Five-year water and wastewater rate study	Prof services	FY23-0279-R1	3,850.00
1334	01/31/2024	BONDY GROUNDWATER CONSULTING, INC.	094-08	Project Management for District PV Modeling	Prof services	FY24-0020	1,102.50
60350	01/25/2024	BOUTWELL*FAY LLP	38278	457 Legal Services	Legal services		210.00
60351	01/25/2024	BSK ASSOCIATES	AG29396	Routine Monitoring of GAC Plant for State Reportin	Outsd contracts		1,770.00
1335	01/25/2024	CALIFORNIA DEPARTMENT OF TAX ADMINISTRATION	4thQtr2023	Use Tax 4th QTR 2023	Small tools & equipment		36.00
60352	01/31/2024	Cannon Corporation	87201	Design Camsprings new waterline under Conejo Creek	Construction in progress	FY22-0273-R2	2,303.75
Vendor: CEN03 - Central Courier LLC							
60353	01/31/2024	Central Courier LLC	54029	Courier Services	Outsd contracts		343.62
60353	01/31/2024	Central Courier LLC	54405	Courier Services	Outsd contracts		371.08
					Vendor CEN03 - Central Courier LLC Total:		**714.70**
60354	01/25/2024	CINDY SALDIVAR	12224	Notarization-NOC PV Well#2	Construction in progress		30.00
60355	01/31/2024	CITY OF CAMARILLO	2024 Encroachment Permit	Fees for Annual Blanket Permit City Camarillo	Fees & charges		6,029.00
60356	01/30/2024	CITY OF THOUSAND OAKS	1101-10124	Sewer Services T.O. for Read Rd Tract 5142	Outsd contracts		1,163.15
60357	01/26/2024	COASTAL FRESH FARMS, INC	00009411	Deposit Refund Act 9411- Santa Rosa Rd	Refunds payable		1,159.06
60358	01/31/2024	CONSOR NORTH AMERICA, INC.	W232492CA-00-3	Design Services for Iron/MN Removal	Construction in progress	FY24-0084	29,480.50
60359	01/26/2024	ELIAS MORALES	00004453	Deposit Refund Act 4453 - 1790 Harvest Ln	Refunds payable		62.04
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
60360	01/30/2024	FAMCON PIPE & SUPPLY, INC	S100111843-003	Repair Parts and Equipment-Angle Meter Stops	Repair parts & equipment		495.88
60360	01/31/2024	FAMCON PIPE & SUPPLY, INC	S100119505-001	Hit Fire Hydrant - Replacement	Pipeline repairs	FY24-0160	6,334.08
60360	01/30/2024	FAMCON PIPE & SUPPLY, INC	S100119719-001	Materials & Supplies - Pipe Supplies	Materials & supplies		997.16
					Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:		**7,827.12**
60361	01/30/2024	Frontier Communications	January 2024	VOIP - Land Lines	Communications		696.48
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
60362	01/25/2024	FRUIT GROWERS LAB. INC.	320224A	Outside Lab Work for CWRF	Outsd contracts		158.00
60362	01/30/2024	FRUIT GROWERS LAB. INC.	400775A	Accelerated Copper and Lead Monitoring-Conejo GAC	Outsd contracts		1,085.00
					Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:		**1,243.00**

Vendor: IND01 - INDUSTRIAL BOLT & SUPPLY							
60363	01/30/2024	INDUSTRIAL BOLT & SUPPLY	249079-2	Materials & Supplies - SS Hardware	Materials & supplies		206.18
60363	01/30/2024	INDUSTRIAL BOLT & SUPPLY	249970-1	Materials & Supplies - SS Hardware	Materials & supplies		651.16
					Vendor IND01 - INDUSTRIAL BOLT & SUPPLY Total:		**857.34**
60364	01/25/2024	J VEGA ENGINEERING INC.	Pymt3-Retention Release	Retention Payment-Project Ref#PW23-01	Contractor's retention		20,705.89
60365	01/26/2024	JAMES HOLBROOK	00003920	Deposit Refund Act 3920 - 6118 Armitos Dr	Refunds payable		126.07
60366	01/30/2024	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	52002A	Janitorial Cleaning Service	Outsd contracts		1,897.10
60367	01/26/2024	JARED M DIXON	00006697-B	Deposit Refund Act 6697 - 5358 Corte Pico Verde	Refunds payable		103.82
60368	01/26/2024	JOSIE M CHAMBERS	00002911	Deposit Refund Act 2911- 6197 Palomar Cir	Refunds payable		140.00
60369	01/30/2024	JPR SYSTEMS INC.	33346	MSA Confined Gas Monitors	Construction in progress	FY24-0123	7,491.39
60370	01/26/2024	KARINA SOROKA	00008294	Deposit Refund Act 8294 - 2045 Jennifer Pl	Refunds payable		330.00
60371	01/30/2024	LINDE GAS & EQUIPMENT INC	40642033	Acetylen Gas Cylinders	Materials & supplies		93.26
60372	01/31/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1042076	Repair Parts Soft Starter - Pond Pump 3	Repair parts & equipment	FY24-0132	10,614.43
Vendor: SCF01 - SC Fuels							
60373	01/30/2024	SC Fuels	2562121IN	Material & Supplies - FUEL	Materials & supplies		1,452.95
60373	01/30/2024	SC Fuels	2566087IN	Material & Supplies - FUEL	Materials & supplies		1,633.09
					Vendor SCF01 - SC Fuels Total:		**3,086.04**
60374	01/30/2024	SM TIRE, INC.	254003	Repair Parts - CWRF Tractor Tire Repair	Repair parts & equipment		522.63
60375	01/30/2024	SPARKLETTS	4667386-012124	Distilled Bottled Water	Outsd contracts		64.45
60376	01/29/2024	STATE WATER RESOURCES CONTROL BOARD	D4Cert-JorgeN	D4 Certification for Jorge Navarro	Dues & subscrip		105
60344	01/30/2024	STATE WATER RESOURCES CONTROL BOARD	2024-Extraction&Diversion	Groundwater Extraction & Diversion	Fees & charges		300
60377	01/30/2024	T&T TRUCK & CRANE SERVICE	165966	Crane at Diversion	Outsd contracts		855.00
Vendor: THO09 - THOMAS SCIENTIFIC							
60378	01/25/2024	THOMAS SCIENTIFIC	3098092	Lab Materials and Supplies	Materials & supplies		383.55
60378	01/30/2024	THOMAS SCIENTIFIC	3189402	Replcmt Bulbs UV Lamps,SM 9223 B Labs 1638, 2751	Repair parts & equipment		253.77
					Vendor THO09 - THOMAS SCIENTIFIC Total:		**637.32**
60379	01/30/2024	TRAVIS AGRICULTURAL, INC	23889-P	Leisure Village service line/valve i.d.	Outsd contracts	FY24-0083	45,585.00
1336	01/31/2024	U.S. BANK CORPORATE	24-Jan	Credit Card Purchases	Credit Cards Payment		6,618.39
Vendor: UNI08 - UNIFIRST CORPORATION							
60380	01/30/2024	UNIFIRST CORPORATION	2210066920	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		93.26
60380	01/30/2024	UNIFIRST CORPORATION	2210066922	Uniform Cleaning Service	Outsd contracts		146.10
60380	01/30/2024	UNIFIRST CORPORATION	2210068940	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		87.46
60380	01/30/2024	UNIFIRST CORPORATION	2210068941	Uniform Cleaning Service	Outsd contracts		142.19
					Vendor UNI08 - UNIFIRST CORPORATION Total:		**469.01**
Vendor: USA01 - USA BLUE BOOK							
60381	01/25/2024	USA BLUE BOOK	INV00250417	Laboratory Materials and Supplies	Materials & supplies		7.53
60381	01/25/2024	USA BLUE BOOK	INV00250417	Laboratory Materials and Supplies	Materials & supplies		6.95
60381	01/25/2024	USA BLUE BOOK	INV00250417	Laboratory Materials and Supplies	Materials & supplies		14.48
60381	01/30/2024	USA BLUE BOOK	INV00253509	Replacemtn Thermometers Lab Instruments	Materials & supplies		216.52
60381	01/30/2024	USA BLUE BOOK	INV00253509	Replacemtn Thermometers Lab Instruments	Materials & supplies		199.86
60381	01/30/2024	USA BLUE BOOK	INV00253509	Replacemtn Thermometers Lab Instruments	Materials & supplies		416.39
60381	01/30/2024	USA BLUE BOOK	INV00258609	Laboratory Supplies for TDS and TSS Analysis	Materials & supplies		97.47
60381	01/30/2024	USA BLUE BOOK	INV00258609	Laboratory Supplies for TDS and TSS Analysis	Materials & supplies		89.97
60381	01/30/2024	USA BLUE BOOK	INV00258609	Laboratory Supplies for TDS and TSS Analysis	Materials & supplies		187.43
60381	01/30/2024	USA BLUE BOOK	INV00259420	Repair Parts & Equipment-Pond 2 Level Transmitter	Repair parts & equipment		672.73
					Vendor USA01 - USA BLUE BOOK Total:		**1,909.33**
60382	01/26/2024	VASANTHIHA RAVICHANDRAN	00002416	Deposit Refund Act 2416 - 6175 Calle Bodega	Refunds payable		22.37
Vendor: VEN38 - VENCO WESTERN, INC.							
60383	01/31/2024	VENCO WESTERN, INC.	Pymt-3 (32369C-IN)	Landscaping for Lynnwood Well	Construction in progress	FY24-0085	11,028.20
60383	01/31/2024	VENCO WESTERN, INC.	Pymt3-Retention	Retention-Invoice ref#32369C-IN	Contractor's retention		(551.41)
					Vendor VEN38 - VENCO WESTERN, INC. Total:		**10,476.79**

60384	01/30/2024	VENTURA COUNTY OVERHEAD DOOR	4428801	Front Gate Repair	Repair parts & equipment		345.00
60385	01/30/2024	VENTURA REGIONAL SANITATION DISTRICT, INC	123123	VRSD Administatrive Services	Outsd contracts		33.50
60386	01/30/2024	VERIZON WIRELESS	9954850260	Cell Phones	Communications		3,442.09
Vendor: WWG01 - W W GRAINGER, INC.							
60387	01/30/2024	W W GRAINGER, INC.	9002340090	Eye Safety Glasses and Shields	Materials & supplies		666.51
60387	01/30/2024	W W GRAINGER, INC.	9972123641	Smart Cover Tools	Materials & supplies		600.45
					Vendor WWG01 - W W GRAINGER, INC. Total:		**1,266.96**
60388	01/30/2024	WALTON MOTORS & CONTROLS, INC	83290	Motor Repair Pond Station 3	Repair parts & equipment	FY24-0150	12,930.52
Vendor: WEC01 - WECK LABORATORIES, INC							
60389	01/30/2024	WECK LABORATORIES, INC	W3J1608	Outside PFAS Analysis	Outsd contracts		2,800.00
60389	01/30/2024	WECK LABORATORIES, INC	W3K1405	Outside PFAS Analysis	Outsd contracts		2,500.00
60389	01/30/2024	WECK LABORATORIES, INC	W3L0784	Outside PFAS Analysis	Outsd contracts		2,500.00
60389	01/30/2024	WECK LABORATORIES, INC	W4A0682	Outside PFAS Analysis	Outsd contracts		500.00
					Vendor WEC01 - WECK LABORATORIES, INC Total:		**8,300.00**
60390	01/25/2024	WHITE BRENNER LLP	49268	OPVFCGMA Legal Services	Legal services		2,512.80

TOTAL VENDOR PAYMENTS-CAMROSA $ 266,948.24

Vendor: PER05 - CAL PERS 457 PLAN							
DFT0005096	01/25/2024	CAL PERS 457 PLAN	INV0014280	Deferred Compensation	Deferred comp - ee paid		1,096.15
DFT0005097	01/25/2024	CAL PERS 457 PLAN	INV0014281	Deferred Compensation	Deferred comp - ee paid		1,237.00
DFT0005098	01/25/2024	CAL PERS 457 PLAN	INV0014283	Deferred Compensation	Deferred comp - ee paid		300.00
					Vendor PER05 - CAL PERS 457 PLAN Total:		**2,633.15**
DFT0005092	01/25/2024	COLONIAL SUPPLEMENTAL INS	INV0014276	Colonial Benefits	Colonial benefits		231.80
Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.							
DFT0005114	01/25/2024	EMPLOYMENT DEVELOP. DEPT.	INV0014307	Payroll-SIT	P/R-sit		5,294.50
DFT0005118	01/25/2024	EMPLOYMENT DEVELOP. DEPT.	INV0014314	Payroll-SIT	P/R-sit		16.22
					Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:		**5,310.72**
Vendor: HEA02 - HealthEquity							
DFT0005101	01/25/2024	HealthEquity	INV0014287	HSA-Employee Contribution	HSA Contributions Payable		148.08
DFT0005102	01/25/2024	HealthEquity	INV0014288	HSA Contributions	HSA Contributions Payable		50.00
					Vendor HEA02 - HealthEquity Total:		**198.08**
1332	01/25/2024	LINCOLN FINANCIAL GROUP	INV0014282	Deferred Compensation	Deferred comp - ee paid		2,749.07
1333	01/25/2024	LINCOLN FINANCIAL GROUP	INV0014301	Profit Share Contribution	Profit share contributions		2,888.49
DFT0005099	01/25/2024	PUBLIC EMPLOYEES	INV0014285	PERS-Classic Employee Portion	P/R-state ret.		20,329.87
DFT0005103	01/25/2024	SYMETRA LIFE INS CO.	INV0014289	Life Insurance	Life ins.		305.50
Vendor: UNI10 - UNITED STATES TREASURY							
DFT0005111	01/25/2024	UNITED STATES TREASURY	INV0014304	FIT	P/R-fit		12,776.63
DFT0005112	01/25/2024	UNITED STATES TREASURY	INV0014305	Payroll-Social Security Tax	P/R - ee social security		813.38
DFT0005117	01/25/2024	UNITED STATES TREASURY	INV0014313	Payroll- Medicare Tax	P/R - ee medicare		3,645.50
					Vendor UNI10 - UNITED STATES TREASURY Total:		**17,235.51**
60343	01/25/2024	UNITED WAY OF VENTURA CO.	INV0014275	Charity-United Way	P/R-charity		20.00

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA $ 51,902.19

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Board of Directors

From: Rate Ad-Hoc Committee

Subject: **Rate Ad-Hoc Committee Briefing**

Objective: Receive a briefing from the Rate Ad-Hoc Committee.

Action Required: No action necessary; for information only.

Discussion: The District has undertaken a comprehensive rate study for water and wastewater rates. The Rate Ad-Hoc Committee and staff have met frequently to review the rate revenue requirements and presented it to the Board on January 11, 2024. Based upon the feedback from the Board, the rate consultant has developed rate scenarios for consideration.

The Rate Ad-Hoc Committee and staff will provide an update.

Upon feedback from the Board, staff will proceed with development of the rate structure and return to the Board prior to finalizing the study and setting a public hearing.

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Interim General Manager

From: Terry Curson, District Engineer

Subject: **Master Plan Update Presentation**

Objective: Receive an update summary presentation on the near-term CIP projects and status of water resource supply project planning.

Action Required: No action required; for information only.

Discussion: In July and December 2022, the Board of Directors awarded contracts to Woodard & Curran (W&C) to develop a Near Term Capital Improvement Program related to the District's existing infrastructure, as well as perform water resource planning analysis to analyze potential water supply project options that can reduce the District's reliance on imported water use.

W&C will summarize their findings related to the near-term capital projects and provide a status update of water supply planning.

Attachments:

- W&C Near-term Capital Improvements Plan (CIP) Implementation Schedules.
- Due to length, the full W&C Near-term Capital Improvements Plan (CIP) Technical Memorandum (TM) is available in electronic format (.pdf).

Agenda Item #4

Table 42: Camrosa Water District - Near-Term CIP Implementation Schedule

Potable Water System

			Escalated Costs*										
			FY23-24	*FY24-25*	*FY25-26*	*FY26-27*	*FY27-28*	*FY28-29*	*FY29-30*	*FY30-31*	*FY31-32*	*FY32-33*	*FY33-34*
Asset	**Estimated Project Cost******	**Project Priority**	**Tank Replacement Program****										
New 3 MG Tank in Zone 1	**$10,700,000**	**Critical**		$2,198,850	$9,037,274								
Tank 3A	**$7,750,000**	**Critical**			$1,636,422	$6,725,695							
Tank 3B	**$3,100,000**	**Critical**				$672,570	$2,764,261						
Tank 3C	**$3,100,000**	**Critical**				$672,570	$2,764,261						
Tank 4C	**$3,100,000**	**Critical**		$637,050	$2,618,276								
Tank 1B	**$1,700,000**	**High**					$378,971	$1,557,572					
Tank 2A	**$2,325,000**	**High**						$532,552	$2,188,789				
Tank 2B	**$3,875,000**	**High**							$911,995	$3,748,301			
Tank 3D	**$3,100,000**	**High**								$749,660	$3,081,104		
Tank 4A	**$6,200,000**	**High**									$1,540,552	$6,331,668	
Tank 4B	**$1,550,000**	**High**										$395,729	$1,626,447
Tanks Sub-Total	***$46,500,000***		***$0***	***$2,835,900***	***$13,291,971***	***$8,070,834***	***$5,907,493***	***$2,090,124***	***$3,100,785***	***$4,497,962***	***$4,621,656***	***$6,727,398***	***$1,626,447***
Asset	**Estimated Project Cost**	**Project Priority**	**Wells**										
New CSUCI Well	**$3,589,000**	**Critical**	$3,589,000										
Woodcreek Well	**$181,000**	**High**							$209,465				
Penny Well	**$93,000**	**High**							$92,965				
Tierra Rejada Well	**$946,000**	**Critical**		$972,015									
Conejo Wellfield	**$807,000**	**Low**									$482,044		
Wells Sub-total	***$5,180,000***		***$3,589,000***	***$972,015***	***$0***	***$0***	***$0***	***$0***	***$302,429***	***$0***	***$482,044***	***$0***	***$0***
Asset	**Estimated Project Cost**	**Project Priority**	**Pipelines****										
24" Transmission Connecting Zone 1 to Zone 2	**$12,200,000**	**Low**									$3,031,409	$6,229,545	$6,400,857
Pipeline Replacement Program***	**Variable**	**Varied**		$446,731	$918,033	$1,414,918	$1,938,438	$2,489,681	$3,069,777	$3,679,895	$4,321,248	$4,995,093	$5,702,731
Pipelines Sub-total	***$36,112,625***		***$0***	***$446,731***	***$918,033***	***$1,414,918***	***$1,938,438***	***$2,489,681***	***$3,069,777***	***$3,679,895***	***$7,352,657***	***$11,224,637***	***$12,103,588***
Asset	**Estimated Project Cost**	**Project Priority**	**Pump Stations**										
Hydropneumatic Pump Station @ Tank 4C	**$384,000**	**Critical**			$405,410								
Pump Station 1	**$275,000**	**High**				$298,317							
Pump Station 2	**$214,000**	**High**				$232,145							
Pump Station 3	**$191,000**	**Medium**							$224,763				
Pump Station 5	**$435,000**	**Medium**								$525,971			
Conejo Boosters	**$356,000**	**Medium**									$442,287		
Highland Pump Station	**$298,000**	**Medium**										$380,411	
Pressure Zone 2 to 3 Pump Station	**$93,000**	**Low**											$121,984
Pump Stations Sub-Total	***$2,246,000***				***$405,410***	***$530,462***			***$224,763***	***$525,971***	***$442,287***	***$380,411***	***$121,984***
Potable Water System Total	***$90,038,625***		***$3,589,000***	***$4,254,646***	***$14,615,414***	***$10,016,214***	***$7,845,931***	***$4,579,805***	***$6,697,754***	***$8,703,828***	***$12,898,643***	***$18,332,445***	***$13,852,019***

*Assumes 2.75% annual escalation rate

**Assumes 20% of total project cost for significant capital projects is for planning and design

***Assumes replacement rate begins at 0.1% and increases to 1.0% over the 10-year period; assumes 935,000 LF of potable pipelines, averaging 10" in diameter

****2023 Dollars

Table 43: Camrosa Water District - Near-Term CIP Implementation Schedule
Non-Potable Water System

			Escalated Costs ($)*										
			FY23-24	*FY24-25*	*FY25-26*	*FY26-27*	*FY27-28*	*FY28-29*	*FY29-30*	*FY30-31*	*FY31-32*	*FY32-33*	*FY33-34*
Asset	**Estimated Project Costs******	**Project Priority**	**Tank Replacement Program****										
Tank 1A	**$355,000**	**High**		$72,953	$299,835								
Yucca Tank	**$221,000**	**High**				$47,948	$197,065						
Tank AG2	**$356,000**	**Medium**								$86,090	$353,830		
Tank AG3	**$750,000**	**In Progress**	$750,000										
Tanks Sub-Total	***$1,682,000***		***$750,000***	***$72,953***	***$299,835***	***$47,948***	***$197,065***	***$0***	***$0***	***$86,090***	***$353,830***	***$0***	***$0***
Asset	**Estimated Project Costs**	**Project Priority**	**Wells****										
SR-9	**$902,000**	**High**				$195,696	$804,311						
SR-10	**$900,000**	**High**		$184,950	$760,145								
SR-3	**$373,000**	**Medium**						$85,437	$351,148				
Wells Sub-total	***$2,175,000***		***$0***	***$184,950***	***$760,145***	***$195,696***	***$804,311***	***$85,437***	***$351,148***	***$0***	***$0***	***$0***	***$0***
Asset	**Estimated Project Costs**	**Project Priority**	**Pipelines*****										
Corrosion Study for 24" Steel Transmission Main	**$75,000**	**Low**		$77,063									
Pipeline Replacement Program***	**Variable**	**Varied**		$162,209	$333,339	$513,759	$703,850	$904,007	$1,114,641	$1,336,176	$1,569,052	$1,813,726	$2,070,671
Pipelines Sub-total	***$8,757,713***		***$0***	***$239,271***	***$333,339***	***$513,759***	***$703,850***	***$904,007***	***$1,114,641***	***$1,336,176***	***$1,569,052***	***$1,813,726***	***$2,070,671***
Asset	**Estimated Project Costs**	**Project Priority**	**Pump Stations****										
Pump Station #4	**$1,508,000**	**Critical**		$309,894	$1,273,664								
Rosita Pump Station	**$286,000**	**High**						$327,548					
Ponds Pump Station	**$1,400,000**	**High**			$295,612	$1,214,964							
Santa Rosa Pump House	**$247,000**	**Medium**								$298,655			
Yucca Pump Station	**$1,063,000**	**High**				$230,626	$947,874						
Pump Stations Sub-Total	***$4,504,000***		***$0***	***$309,894***	***$1,569,276***	***$1,445,591***	***$947,874***	***$327,548***	***$0***	***$298,655***	***$0***	***$0***	***$0***
Asset	**Estimated Project Costs**	**Project Priority**	**Diversion Structure****										
Spare Flowmeter	**$15,000**	**Critical**	$15,000										
Miscellaneous improvements	**$41,000**	**Low**		$42,128									
Structural Evaluation	**$40,000**	**Low**			$42,230								
Access Road Improvements	**$122,000**	**Low**				$24,733	$101,653						
Security and Safety Upgrades	**$36,000**	**Low**						$41,230					
Diversion Structure Sub-Total	***$246,000***		***$15,000***	***$42,128***	***$42,230***	***$24,733***	***$101,653***	***$41,230***					
Non-Potable Water System Total	***$17,364,713***		***$765,000***	***$849,195***	***$3,004,825***	***$2,227,727***	***$2,754,753***	***$1,358,223***	***$1,465,789***	***$1,720,921***	***$1,922,882***	***$1,813,726***	***$2,070,671***

*Assumes 2.75% annual escalation rate

**Assumes 20% of total project cost for significant capital projects is for planning and design

***Assumes replacement rate begins at 0.1% and increases to 1.0% over the 10-year period; assumes 194,000 LF of non-potable pipelines, averaging 10" in diameter

****2023 Dollars

Table 44: Camrosa Water District - Near-Term CIP Implementation Schedule

Wastewater System

			Escalated Costs*										
			FY23-24	*FY24-25*	*FY25-26*	*FY26-27*	*FY27-28*	*FY28-29*	*FY29-30*	*FY30-31*	*FY31-32*	*FY32-33*	*FY33-34*
Asset	**Estimated Project Cost*** **	**Project Priority**	**Lift Stations****										
Lift Station #1	**$254,000**	**Critical**			$268,162								
Lift Station #2	**$3,100,000**	**Medium**					$691,065	$2,840,278					
Lift Station #4	**$847,000**	**Medium**		$870,293									
Read Road Lift Station	**$273,000**	**Medium**							$321,258				
St. John's Seminary Lift Station	**$0**	**Low**											
Lift Station #3	**$822,000**	**Low**						$941,415					
Lift Stations Sub-Total	***$5,296,000***		***$0***	***$870,293***	***$268,162***	***$0***	***$691,065***	***$3,781,693***	***$321,258***	***$0***	***$0***	***$0***	***$0***
Asset	**Estimated Project Cost**	**Project Priority**	**Water Reclamation Facility****										
Headworks Improvements	**$1,354,000**	**Critical**			$285,899	$1,175,044							
Influent Lift Station Improvements	**$1,774,000**	**Critical**			$374,582	$1,539,533							
Effluent Pump Station Improvements	**$1,513,000**	**Critical**				$328,257	$1,349,138						
RAS/WAS Pump Station Improvements	**$555,000**	**Critical**					$618,615						
Replace Gate Valve at Filters	**$62,000**	**High**		$63,705									
Isolation Gate Replacement Program - Develop Schedule	**$8,000**	**High**		$8,220									
Meter Replacement	**$85,000**	**Medium**		$87,338									
Mechanical Dewatering System	**$3,565,000**	**High**			$3,763,771								
Pavement Rehabilitation	**$3,488,000**	**Low**								$2,108,722	$2,166,712		
Lighting Replacements	**$412,000**	**Low**							$484,829				
Laboratory Equipment	**$25,000**	**Low**							$29,419				
CWRF Sub-total	***$12,841,000***		***$0***	***$159,263***	***$4,424,252***	***$3,042,835***	***$1,967,752***	***$0***	***$514,248***	***$2,108,722***	***$2,166,712***	***$0***	***$0***
Asset	**Estimated Project Cost**	**Project Priority**	**Collection System**										
Develop Sanitary Sewer System Model	**$181,000**	**Low**			$191,092								
Digitize Manhole Invert Elevations	**$100,000**	**Low**		$102,750									
CCTV Inspection for Large Carrier Pipes	**$1,000,000**	**Low**								$1,209,129			
Hotspots Repair Program	**$330,000**	**Critical**	$330,000		$348,400		$367,825		$388,334		$409,986		$432,845
Pipelines Sub-total	***$3,261,000***		***$330,000***	***$102,750***	***$539,491***	***$0***	***$367,825***	***$0***	***$388,334***	***$1,209,129***	***$409,986***	***$0***	***$432,845***
Wastewater System Total	***$21,398,000***		***$330,000***	***$1,132,305***	***$5,231,906***	***$3,042,835***	***$3,026,643***	***$3,781,693***	***$1,223,839***	***$3,317,851***	***$2,576,697***		***$432,845***

*Assumes 2.75% annual escalation rate

**Assumes 20% of total project cost for significant capital projects is for planning and design

***2023 Dollars

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Board of Directors

From: Tamara Sexton, Deputy General Manager/Finance

Subject: **Investment Opportunities**

Objective: Reinvest in U.S. Treasury Bills or Treasury Notes.

Action Required: Authorize the Interim General Manager to re-invest up to $10 million in Treasury Bills or Treasury Notes for Treasury Bills maturing February 22, 2024, and up to $10.2 million for Treasury Bills maturing March 14, 2023.

Discussion: The District has $8.8 million held in LAIF and $34.2 million invested in Treasury Bills and Treasury Notes. The following is a list of Treasury Bills/Notes as of December 31, 2023.

U.S. Treasury Bills & Notes										
Financial Institution		Settlement	Maturity	Par	Market Price	Amount	Accrued Int.	Net	Yield to	Market Value
	Cusip Number	Date	Date	Value	at Purchase		at Purchase	Amount	Maturity	Current
Pershing, LLC-Treasury Notes	912796YT0	11/2/2023	8/31/2025	14,511,000.00	96.00234	13,930,900.10	69,066.78	13,999,966.88	5.07%	14,128,925.37
Pershing, LLC-Treasury Bills	912796Z28	3/17/2023	2/22/2024	10,000,000.00	96.01475	9,601,475.00	-	9,601,475.00	4.385%	9,925,700.00
Pershing, LLC-Treasury Bills	912797GX9	9/14/2023	3/14/2024	10,260,000.00	97.43561	9,996,893.70	-	9,996,893.70	5.293%	10,153,501.20
Total				$ 34,771,000.00		$ 33,529,268.80	$ 69,066.78	$ 33,598,335.58		$ 34,208,126.57

In March 2023, the District invested $9.6 million in one-year treasury bills. These treasury bills with a par value of $10 million mature on February 22, 2024. In September 2023, the District invested $10 million in six-month treasury bills. These treasury bills with a par value of $10.2 million mature on March 14, 2024. Staff is requesting authorization for the Interim General Manager to re-invest up to $20.2 million in treasury bills or treasury notes.

LAIF yield as of December 31, 2023 was 3.929%. The following table shows yields for treasury bills and treasury notes for terms ranging from four months to five years.

TREASURY BILLS/NOTES RATES (1/31/2024)

4 Mo	6 Mo	1 Yr	2 Yr	3 Yr	4 Yr	5 Yr
5%	4.353%	4.616%	4.172%	3.997%	3.931%	3.88%

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Interim General Manager

From: Tamara Sexton, Deputy General Manager/Finance

Subject: **Fiscal Year 2023-24 2nd Quarter Budget Status Report**

Objective: Receive a report from staff regarding the Fiscal Year (FY) 2023-24 2nd Quarter budget report and reserves.

Action Required: No action necessary, for information only.

Discussion: Staff has prepared a "budget to actual" financial status report of the 2nd quarter operating results, comparing the FY2023-24 budgeted amounts to second quarter results, including reserves, for the Board's information and review.

Water Program:

The Potable Water Program's water deliveries through the month of December were 3,318 acre feet (AF), where budgeted deliveries were 3,853 AF. Total Operating Revenues are 88% of budget. Total Expenses plus encumbrances are 90% of budget. Net Operating Result is $794; $1,041,614 will be contributed to the Potable Water Capital Replacement Fund. The Potable water program has received $149,850 in capital fees and $4,196,126 in mitigation and in-lieu fees.

The Non-Potable Water Program's water deliveries within the District through the month of December were 2,464 AF, compared to budgeted deliveries of 3,349 AF. Non-Potable deliveries outside the District (Pleasant Valley County Water District) were 3,345 AF of Conejo Creek water/CWRF water compared to budgeted amount of 2,150 AF, and 664 AF of CamSan recycled water, compared to the budgeted amount of 645 AF. Total Operating Revenues are 84% of budget. Total Expenses plus encumbrances are 89% of budget. Net Operating Result is $685; $840,200 will be contributed to the Non-Potable Water Capital Replacement Fund.

Wastewater Program:

The Wastewater Program's Total Operating Revenues are 99% of budget and Total Expenses plus Encumbrances are 99% of budget. Net Operating Result is $249,993. The Wastewater program has received $1,804,550 in capital fees.

Water Program	2nd QTR FY2023-24 Budget	2nd QTR FY2023-24 Actuals	2nd QTR FY2023-24 Encumb	2nd QTR FY2023-24 Actuals plus Encumb	Variance	Actual % FY Budget
Revenues						
Water Sales:						
Potable	$ 7,231,998	$ 6,239,399	$ -	$ 6,239,399	$ (992,599)	86%
Recycle/Non-Potable	3,012,129	2,144,981	-	2,144,981	(867,148)	71%
Water Sales to Pleasant Valley	916,532	1,149,714	-	1,149,714	233,182	125%
Meter Service Charge	1,396,250	1,356,851	-	1,356,851	(39,399)	97%
Special Services	29,000	35,752	-	35,752	6,752	123%
Pump Zone/Miscellaneous	26,000	27,768	-	27,768	1,768	107%
Total Operating Revenues	**$ 12,611,909**	**$ 10,954,465**	**$ -**	**$ 10,954,465**	**$ (1,657,444)**	**87%**
Operating Expenses						
Import Water Purchases-Calleguas	$ 3,834,167	$ 3,823,440	$ -	$ 3,823,440	$ 10,727	100%
Calleguas Fixed Charge	461,970	461,970	-	461,970	-	100%
CamSan Water	76,391	35,695	-	35,695	40,696	47%
Conejo Creek Project	448,347	448,347	-	448,347	-	100%
Salinity Management Pipeline-Calleguas	121,956	44,649	-	44,649	77,307	37%
Production Power	1,068,229	695,596	-	695,596	372,633	65%
Total Production	**$ 6,011,060**	**$ 5,509,697**	**$ -**	**$ 5,509,697**	**$ 501,363**	**92%**
Regular Salaries	$ 1,206,057	$ 1,075,703	$ -	$ 1,075,703	$ 130,354	89%
Overtime/Standby	47,023	84,763	-	84,763	(37,740)	180%
Part Time	20,619	11,602	-	11,602	9,017	56%
Benefits	398,903	333,177	-	333,177	65,726	84%
Total Salaries & Benefits	**$ 1,672,602**	**$ 1,505,245**	**$ -**	**$ 1,505,245**	**$ 167,357**	**90%**
Outside Contracts	$ 1,033,425	$ 420,529	$ 371,889	$ 792,418	$ 241,007	77%
Professional Services	783,521	268,784	536,123	804,907	(21,386)	103%
Total Outside Cont/Profess Services	**$ 1,816,946**	**$ 689,313**	**$ 908,012**	**$ 1,597,325**	**$ 219,621**	**88%**
Utilities	$ 42,963	$ 45,150	$ -	$ 45,150	$ (2,187)	105%
Communications	24,863	19,650	-	19,650	5,213	79%
Pipeline Repairs	240,000	185,361	-	185,361	54,639	77%
Small Tools & Equipment	15,227	8,050	-	8,050	7,177	53%
Materials & Supplies	433,237	224,734	11,924	236,658	196,579	55%
Repair Parts & Equipment Maintenance	485,663	460,462	162,444	622,906	(137,243)	128%
Legal Services	42,875	18,564	-	18,564	24,311	43%
Dues & Subscriptions	18,671	26,375	-	26,375	(7,704)	141%
Conference & Travel	7,606	7,421	-	7,421	185	98%
Safety & Training	15,178	5,096	-	5,096	10,082	34%
Board Expense	45,500	38,746	-	38,746	6,754	85%
Bad Debt	3,250	-	-	-	3,250	0%
Fees & Charges	108,748	42,724	-	42,724	66,024	39%
Insurance	45,825	45,679	-	45,679	146	100%
Total Supplies & Services	**$ 1,529,606**	**$ 1,128,012**	**$ 174,368**	**$ 1,302,380**	**$ 227,226**	**85%**
Total Expenses	**$ 11,030,214**	**$ 8,832,267**	**$ 1,082,380**	**$ 9,914,647**	**$ 1,115,567**	**90%**
Net Operating Revenues	**$ 1,581,695**	**$ 2,122,198**	**$ (1,082,380)**	**$ 1,039,818**	**$ (541,877)**	**66%**
Less: Non-Operating Expenses						
Debt Service 2011A/2016	$ 426,016	$ 426,016	$ -	$ 426,016	$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
CLPERS UAL Additional Contribution	-	-		-	-	-
Capital Replacement Contribution	1,459,814	1,881,814	-	1,881,814	(422,000)	129%
Total Non-Operating Expenses	**$ 1,885,830**	**$ 2,307,830**	**$ -**	**$ 2,307,830**	**$ (422,000)**	**122%**
Add: Non-Operating Revenues						
Interest Revenues	$ 596,282	$ 842,709	$ -	$ 842,709	$ 246,427	141%
Taxes	439,005	426,782	-	426,782	(12,223)	97%
Uncollectible Accounts Recovery	-	-	-	-	-	-
Total Non-Operating Revenues	**$ 1,035,287**	**$ 1,269,491**	**$ -**	**$ 1,269,491**	**$ 234,204**	**123%**
Net Operating Results	**$ 731,152**	**$ 1,083,859**	**$ (1,082,380)**	**$ 1,479**	**$ (729,673)**	**0%**
Capital Fees	-	149,850	-	149,850	149,850	-
Mitigation & In-Lieu Fees	-	4,196,126	-	4,196,126	4,196,126	-
Grants	-	-	-	-	-	-
	$ -	**$ 4,345,976**	**$ -**	**$ 4,345,976**	**$ 4,345,976**	**-**
Net Operating Results After Capital Fees & Grants	**$ 731,152**	**$ 5,429,835**	**$ (1,082,380)**	**$ 4,347,455**	**$ 3,616,303**	
Debt Ratio	**6.14**	**18.16**		**15.62**		

Potable Water Program	2nd QTR FY2023-24 Budget	2nd QTR FY2023-24 Actuals	2nd QTR FY2023-24 Encumb	2nd QTR FY2023-24 Actuals plus	Variance	Actual % FY Budget
Revenues						
Water Sales:						
Potable	$ 7,231,998	$ 6,239,399	$ -	$ 6,239,399	$ (992,599)	86%
Meter Service Charge	1,317,500	1,280,697	-	1,280,697	(36,803)	97%
Special Services	16,500	23,247	-	23,247	6,747	141%
Pump Zone/Miscellaneous	15,500	17,732	-	17,732	2,232	114%
Total Operating Revenues	**$ 8,581,498**	**$ 7,561,075**	**$ -**	**$ 7,561,075**	**$ (1,020,423)**	**88%**
Operating Expenses						
Import Water Purchases-Calleguas	$ 3,397,636	$ 3,523,614	$ -	$ 3,523,614	$ (125,978)	104%
Calleguas Fixed Charge	461,970	461,970	-	461,970	-	100%
Salinity Management Pipeline-Calleguas	121,956	44,649	-	44,649	77,307	37%
Production Power	509,047	216,881	-	216,881	292,166	43%
Total Production	**$ 4,490,609**	**$ 4,247,114**	**$ -**	**$ 4,247,114**	**$ 243,495**	**95%**
Regular Salaries	$ 783,937	$ 699,207	$ -	$ 699,207	$ 84,730	89%
Overtime/Standby	30,565	55,096	-	55,096	(24,531)	180%
Part Time	13,402	7,541	-	7,541	5,861	56%
Benefits	259,287	216,565	-	216,565	42,722	84%
Total Salaries & Benefits	**$ 1,087,191**	**$ 978,409**	**$ -**	**$ 978,409**	**$ 108,782**	**90%**
Outside Contracts	$ 607,416	$ 243,995	$ 233,720	$ 477,715	$ 129,701	79%
Professional Services	473,561	169,283	428,263	597,546	(123,985)	126%
Total Outside Cont/Profss Services	**$ 1,080,977**	**$ 413,278**	**$ 661,983**	**$ 1,075,261**	**$ 5,716**	**99%**
Utilities	$ 36,021	$ 43,228	$ -	$ 43,228	$ (7,207)	120%
Communications	12,929	10,218	-	10,218	2,711	79%
Pipeline Repairs	190,000	80,445	-	80,445	109,555	42%
Small Tools & Equipment	11,548	6,829	-	6,829	4,719	59%
Materials & Supplies	385,003	192,475	11,692	204,167	180,836	53%
Repair Parts & Equip. Maint.	292,945	246,801	34,828	281,629	11,316	96%
Legal Services	21,795	9,653	-	9,653	12,142	44%
Dues & Subscriptions	9,709	13,715	-	13,715	(4,006)	141%
Conference & Travel	3,955	3,859	-	3,859	96	98%
Safety & Training	7,893	2,650	-	2,650	5,243	34%
Board Expense	23,660	20,148	-	20,148	3,512	85%
Bad Debt	1,690	-	-	-	1,690	0%
Fees & Charges	91,977	29,517	-	29,517	62,460	32%
Insurance	23,829	23,753	-	23,753	76	100%
Total Supplies & Services	**$ 1,112,954**	**$ 683,291**	**$ 46,520**	**$ 729,811**	**$ 383,143**	**66%**
Total Expenses	**$ 7,771,731**	**$ 6,322,092**	**$ 708,503**	**$ 7,030,595**	**$ 741,136**	**90%**
Net Operating Revenues	**$ 809,767**	**$ 1,238,983**	**$ (708,503)**	**$ 530,480**	**$ (279,287)**	**66%**
Less: Non-Operating Expenses						
Debt Service 2011A/2016	$ 410,839	$ 410,839	$ -	$ 410,839	$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
Capital Replacement Contribution	718,614	1,041,614	-	1,041,614	(323,000)	145%
Total Non-Operating Expenses	**$ 1,129,453**	**$ 1,452,453**	**$ -**	**$ 1,452,453**	**$ (323,000)**	**129%**
Add: Non-Operating Revenues						
Interest Revenues	479,592	666,698	-	666,698	187,106	139%
Taxes	263,625	256,069	-	256,069	(7,556)	97%
Total Non-Operating Revenues	**$ 743,217**	**$ 922,767**	**$ -**	**$ 922,767**	**$ 179,550**	**124%**
Net Operating Results	**$ 423,531**	**$ 709,297**	**$ (708,503)**	**$ 794**	**$ (422,737)**	
Capital Fees	$ -	$ 149,850	$ -	$ 149,850	$ 149,850	-
Mitigation & In-Lieu Fees	-	4,196,126	-	4,196,126	4,196,126	-
Grants	-	-	-	-	-	-
	$ -	**$ 4,345,976**	**$ -**	**$ 4,345,976**	**$ 4,345,976**	**-**
Net Operating Results After Capital Fees & Grants	**$ 423,531**	**$ 5,055,273**	**$ (708,503)**	**$ 4,346,770**	**$ 3,923,239**	

Non-Potable Water Program	2nd QTR FY2023-24 Budget	2nd QTR FY2023-24 Actuals	2nd QTR FY2023-24 Encumb	2nd QTR FY2023-24 Actuals plus Encumb	Variance	Actual % FY Budget
Revenues						
Water Sales:						
Recycle/Non-Potable	$3,012,129	$2,144,981	$ -	$ 2,144,981	$ (867,148)	71%
Water Sales to Pleasant Valley	916,532	1,149,714	-	1,149,714	233,182	125%
Meter Service Charge	78,750	76,154	-	76,154	(2,596)	97%
Special Services	12,500	12,505	-	12,505	5	100%
Pump Zone/Miscellaneous	10,500	10,036	-	10,036	(464)	96%
Total Operating Revenues	**$4,030,411**	**$3,393,390**	**$ -**	**$ 3,393,390**	**$ (637,021)**	**84%**
Operating Expenses						
Import Water Purchases-Calleguas	$ 436,531	$ 299,826	$ -	$ 299,826	$ 136,705	69%
CamSan Water	76,391	35,695	-	35,695	40,696	47%
Conejo Creek Project	448,347	448,347	-	448,347	-	100%
Production Power	559,182	478,715	-	478,715	80,467	86%
Total Production	**$1,520,451**	**$1,262,583**	**$ -**	**$ 1,262,583**	**$ 257,868**	**83%**
Regular Salaries	$ 422,120	$ 376,496	$ -	$ 376,496	$ 45,624	89%
Overtime/Standby	16,458	29,667	-	29,667	(13,209)	180%
Part Time	7,217	4,061	-	4,061	3,156	56%
Benefits	139,616	116,612	-	116,612	23,004	84%
Total Salaries & Benefits	**$ 585,411**	**$ 526,836**	**$ -**	**$ 526,836**	**$ 58,575**	**90%**
Outside Contracts	$ 426,009	$ 176,534	$ 138,169	$ 314,703	$ 111,306	74%
Professional Services	309,960	99,501	107,860	207,361	102,599	67%
Total Outside Cont/Profess Services	**$ 735,969**	**$ 276,035**	**$ 246,029**	**$ 522,064**	**$ 213,905**	**71%**
Utilities	$ 6,942	$ 1,922	$ -	$ 1,922	$ 5,020	28%
Communications	11,934	9,432	-	9,432	2,502	79%
Pipeline Repairs	50,000	104,916	-	104,916	(54,916)	210%
Small Tools & Equipment	3,679	1,221	-	1,221	2,458	33%
Materials & Supplies	48,234	32,259	232	32,491	15,743	67%
Repair Parts & Equipment Maintenance	192,718	213,661	127,616	341,277	(148,559)	177%
Legal Services	21,080	8,911	-	8,911	12,169	42%
Dues & Subscriptions	8,962	12,660	-	12,660	(3,698)	141%
Conference & Travel	3,651	3,562	-	3,562	89	98%
Safety & Training	7,285	2,446	-	2,446	4,839	34%
Board Expense	21,840	18,598	-	18,598	3,242	85%
Bad Debt	1,560	-	-	-	1,560	0%
Fees & Charges	16,771	13,207	-	13,207	3,564	79%
Insurance	21,996	21,926	-	21,926	70	100%
Total Supplies & Services	**$ 416,652**	**$ 444,721**	**$ 127,848**	**$ 572,569**	**$ (155,917)**	**137%**
Total Expenses	**$3,258,483**	**$2,510,175**	**$ 373,877**	**$ 2,884,052**	**$ 374,431**	**89%**
Net Operating Revenues	**$ 771,928**	**$ 883,215**	**$ (373,877)**	**$ 509,338**	**$ (262,590)**	**66%**
Less: Non-Operating Expenses						
Debt Service 2011A/2016	$ 15,177	$ 15,177	$ -	$ 15,177	$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
Capital Replacement Contribution	741,200	840,200	-	840,200	(99,000)	113%
Total Non-Operating Expenses	**$ 756,377**	**$ 855,377**	**$ -**	**$ 855,377**	**$ (99,000)**	**113%**
Add: Non-Operating Revenues						
Interest Revenues	$ 116,690	$ 176,011	$ -	$ 176,011	$ 59,321	151%
Taxes	175,380	170,713	-	170,713	(4,667)	97%
Total Non-Operating Revenues	**$ 292,070**	**$ 346,724**	**$ -**	**$ 346,724**	**$ 54,654**	**119%**
Net Operating Results	**$ 307,621**	**$ 374,562**	**$ (373,877)**	**$ 685**	**$ (306,936)**	
Capital Fees		-	-	-	-	-
Mitigation & In-Lieu Fees	-	-	-	-	-	-
Grants	-	-	-	-	-	-
	$ -	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Net Operating Results After Capital Fees & Grants	**$ 307,621**	**$ 374,562**	**$ (373,877)**	**$ 685**	**$ (306,936)**	

Wastewater Program	2nd QTR FY2023-24 Budget	2nd QTR FY2023-24 Actuals	2nd QTR FY2023-24 Encumb	2nd QTR FY2023-24 Actuals plus Encumb	Variance	Actual % FY Budget
Revenues						
Sewer Service Charge	$2,412,650	$2,384,996	$ -	$ 2,384,996	$ (27,654)	99%
Special Services	8,500	10,908	-	10,908	2,408	128%
Pump Zone/Miscellaneous	-	634	-	634	634	-
Total Operating Revenues	**$2,421,150**	**$2,396,538**	**$ -**	**$ 2,396,538**	**$ (24,612)**	**99%**
Operating Expenses						
Salinity Management Pipeline-Calleguas	$ 11,492	$ 3,246	$ -	$ 3,246	$ 8,246	28%
Total Production	**$ 11,492**	**$ 3,246**	**$ -**	**$ 3,246**	**$ 8,246**	**28%**
Regular Salaries	$ 649,415	$ 579,224	$ -	$ 579,224	$ 70,191	89%
Overtime/Standby	25,320	45,641	-	45,641	(20,321)	180%
Part Time	11,102	6,247	-	6,247	4,855	56%
Benefits	214,794	179,403	-	179,403	35,391	84%
Total Salaries & Benefits	**$ 900,631**	**$ 810,515**	**$ -**	**$ 810,515**	**$ 90,116**	**90%**
Outside Contracts	$ 701,921	$ 464,098	$ 521,817	$ 985,915	$ (283,994)	140%
Professional Services	317,704	130,580	58,398	188,978	128,726	59%
Total Outside Cont/Profess Services	**$1,019,625**	**$ 594,678**	**$ 580,215**	**$ 1,174,893**	**$ (155,268)**	**115%**
Utilities	$ 15,288	$ 6,711	$ -	$ 6,711	$ 8,577	44%
Communications	13,388	10,581	-	10,581	2,807	79%
Pipeline Repairs	5,000	-	-	-	5,000	0%
Small Tools & Equipment	2,449	1,949	-	1,949	500	80%
Materials & Supplies	91,296	75,265	483	75,748	15,548	83%
Repair Parts & Equipment Maintenance	70,588	27,195	840	28,035	42,553	40%
Legal Services	9,625	9,996	-	9,996	(371)	104%
Dues & Subscriptions	11,554	14,202	-	14,202	(2,648)	123%
Conference & Travel	4,095	3,995	-	3,995	100	98%
Safety & Training	8,173	2,744	-	2,744	5,429	34%
Board Expense	24,500	20,863	-	20,863	3,637	85%
Bad Debt	1,750	-	-	-	1,750	0%
Fees & Charges	52,440	66,693	-	66,693	(14,253)	127%
Insurance	24,675	24,596	-	24,596	79	100%
Total Supplies & Services	**$ 334,821**	**$ 264,790**	**$ 1,323**	**$ 266,113**	**$ 68,708**	**79%**
Total Expenses	**$2,266,569**	**$1,673,229**	**$ 581,538**	**$ 2,254,767**	**$ 11,802**	**99%**
Net Operating Revenues	**$ 154,581**	**$ 723,309**	**$ (581,538)**	**$ 141,771**	**$ (12,810)**	**92%**
Less: Non-Operating Expenses						
Debt Service 2011A/2016	$ 93,950	$ 93,950	$ -	$ 93,950	$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
Capital Replacement Contribution	132,000	-	-	-	132,000	0%
Total Non-Operating Expenses	**$ 225,950**	**$ 93,950**	**$ -**	**$ 93,950**	**$ 132,000**	**42%**
Add: Non-Operating Revenues						
Interest Revenues	$ 105,855	$ 202,172	$ -	$ 202,172	$ 96,317	191%
Total Non-Operating Revenues	**$ 105,855**	**$ 202,172**	**$ -**	**$ 202,172**	**$ 96,317**	**191%**
Net Operating Results	**$ 34,486**	**$ 831,531**	**$ (581,538)**	**$ 249,993**	**$ 215,507**	
Capital Fees	-	1,804,550	-	1,804,550	1,804,550	
	$ -	**$1,804,550**	**$ -**	**$ 1,804,550**	**$1,804,550**	**-**
Net Operating Results After Capital Fees & Grants	**$ 34,486**	**$2,636,081**	**$ (581,538)**	**$ 2,054,543**	**$2,020,057**	
Debt Ratio	**2.77**	**29.06**		**22.87**		

	July 1, 2023	Sept. 30, 2023	Dec. 31, 2023
Unrestricted Reserves			
Potable Operating and Emergency Reserves (OER)	$821,153	$951,563	$952,357
Non-Potable Potable Operating and Emergency Reserves (OER)	$480,339	$546,829	$547,514
Wastewater Operating and Emergency Reserves (OER)	$475,285	$174,886	$424,879
Rate Stabilization Fund-Water-Potable	$270,625	$270,625	$270,625
Rate Stabilization Fund-Non-Potable	$605,625	$605,625	$605,625
Rate Stabilization Fund-Wastewater	$263,750	$263,750	$263,750
Potable Water Capital Replacement Fund (PWCRF)	$17,650,435	$17,399,612	$18,592,638
Non-Potable Water Capital Replacement Fund (NPWCRF)	$5,788,036	$5,871,516	$6,532,124
Non-Potable Water In-lieu Fees (Wildwood Preserve)	$318,538	$318,538	$318,538
Wastewater Capital Replacement Fund (WWCRF)	$2,973,101	$2,767,351	$2,687,809
Potable Water Capital Improvement Fund (PWCIF)	$1,512,418	$1,662,268	$1,297,268
Potable Water In-Lieu Fees (Shea Homes)	$1,194,653	$1,194,653	$1,194,653
Potable Water Mitigation Fees (Day Ranch)	$130,025	$130,025	$130,025
Potable Water Mitigation Fees (Rancho Sierra Apartments)	$170,409	$170,409	$170,409
Potable Water in-Lieu Fees (Rancho Sierra Apartments)	$128,334	$128,334	$128,334
Potable Water Mitigation Fees (Fairfield Residential Apartments)	$0	$3,239,455	$3,239,455
Potable Water in-Lieu Fees (Fairfield Residential Apartments)	$0	$956,671	$956,671
Wastewater Capital Improvement Fund (WWCIF)	$369,528	$2,174,078	$2,174,078
Total	**$33,152,254**	**$38,826,188**	**$40,486,752**
Restricted Assets			
Grant Receivable PV Well	$83,822	$83,822	$83,822
Total Receivables	**$83,822**	**$83,822**	**$83,822**
Debt Reserves 2016	$879,529	$879,529	$879,529
	$879,529	**$879,529**	**$879,529**
CIP			
Potable Water Capital Replacements	$2,506,359	$2,133,138	$816,929
Non-Potable Water Capital Replacements	$307,368	$441,882	$435,614
Wastewater Capital Replacements	$2,818,572	$2,974,905	$2,895,414
Potable Water Capital Improvements	$1,007,451	$919,902	$522,608
Wastewater Capital Improvements	$823,304	$820,782	$815,026
Total CIP	**$7,463,054**	**$7,290,609**	**$5,485,591**
Total	**$8,426,405**	**$8,253,960**	**$6,448,942**
Grand Total minus Receivables	**$41,494,837**	**$46,996,326**	**$46,851,872**

Capital Project Listing 2nd Quarter Results							
CIP No.	Description	Budget	Expenses	Balance	Encumbrances	Budget Remaining	Expense/Enc to Budget %
	General Replacements						
400-22-02	Utility Billing System	504,000	157,172	346,828	220,230	126,598	75%
400-22-03	LIMS	90,000	54,758	35,242	21,640	13,602	85%
400-22-04	Tier 2 Historian	65,000	51,481	13,519	1,664	11,854	82%
400-24-01	Security Cameras	155,000	145,250	9,750	-	9,750	94%
400-24-02	Network Backbone Switches	110,000	-	110,000	-	110,000	0%
	General Replacements	**924,000**	**408,662**	**515,338**	**243,534**	**271,804**	**71%**
	Potable Water Projects						
600-20-02	Conejo Wellfield Treatment	11,275,000	11,456,309	(181,309)	264,573	(445,882)	104%
600-23-01	PV Well #3-Engineering Phase	180,000	390.00	179,610	-	179,610	0%
600-23-02	Pleasant Valley Monitoring Wells	90,000	9,730	80,270	73,130	7,140	92%
600-24-01	PV Well Iron/Manganese Removal	325,000	12,186	312,814	263,965	48,849	85%
600-24-02	Water Quality Sampling Stations	40,000	-	40,000	30,200	9,800	76%
650-15-01	PV Well #1	5,967,000	5,875,776	91,224	36,923	54,301	99%
650-20-03	Meter Station Control Cabinets	280,000	128,076	151,924	-	151,924	46%
650-21-01	Meter Station 5 and 7 Rehabilitation	290,000	183,969	106,031	-	106,031	63%
650-22-04	CamSprings Waterline	610,000	515,022	94,978	93,098	1,880	100%
650-24-01	Distribution Valve Replacement	100,000	-	100,000	-	100,000	0%
650-24-02	Woodcreek Well Rehabilitation	120,000	26,970	93,030	57,020	36,010	70%
	Total Potable Water Projects	**19,277,000**	**18,208,429**	**1,068,571**	**818,908**	**249,663**	**99%**
	Non-Potable Water Projects						
750-23-01	AG3 Tank Replacement-Engineering	150,000	68,820	81,180	80,066	1,114	99%
750-24-01	Diversion Traveling Screen	180,000	75,691	104,309	73,576	30,732	83%
	Total Non-Potable Water Projects	**330,000**	**144,512**	**185,488**	**153,642**	**31,846**	**90%**
	Wastewater Projects			-			
900-18-02	De-Watering Press	2,158,000	163,937	1,994,063	24,977	1,969,086	9%
900-18-03	Effluent Pond Relining	1,501,500	1,216,277	285,223	114,128	171,095	89%
500-22-01	Sequential Chloramination	400,000	169,261	230,739	7,463	223,277	44%
550-21-01	Sewer Lift Read Road MCC	360,000	275,632	84,368	-	84,368	77%
550-23-01	Collection System Hotspots-Engineering	330,000	-	330,000	-	330,000	0%
550-23-02	CWRF Headwork Bar Screen Replacement	500,000	45,680	454,320	411,120	43,200	91%
550-24-01	Confined Space Gas Monitor	80,000	29,874	50,126	11,718	38,408	52%
	Total Wastewater Projects	**5,329,500**	**1,900,660**	**3,428,840**	**569,406**	**2,859,434**	**46%**
	Total CIPs	**25,860,500**	**20,662,262**	**5,198,238**	**1,785,490**	**3,412,748**	**87%**
	Fixed Assets	316,000	28,647	287,353	-	287,353	9%
	Total CIPs and Fixed Assets	**26,176,500**	**20,690,909**	**5,485,591**	**1,785,490**	**3,700,101**	**86%**

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Interim General Manager

From: Kevin Wahl, Superintendent of Operations

Subject: **Promotion and Salary Adjustment**

Objective: Promote from within to fill the open position of System Field Supervisor.

Action Required: Authorize 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.

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

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

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

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Interim General Manager

From: Art Aseo, Engineering & Capital Projects Manager

Subject: **Unidirectional Flushing of Potable Water System**

Objective: Improve water quality by performing unidirectional flushing (UDF) of the entire potable water system.

Action Required: Authorize 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.

Discussion: The potable water system needs comprehensive flushing. There has not been a thorough and systematic flushing done in the entire water system. Over time, sediments accumulate in bottom of water distribution pipes resulting in water discoloration, tastes, and odors.

Staff propose to use UDF method. UDF is increasingly used across North America to improve operations, enhance the water system, and improve service standards. Water main flushing is a proven and effective method to remove unwanted tastes, odors, or discolorations of the water, and to improve disinfection methods. UDF provides effective cleaning and uses less water than conventional flushing. By using less water, UDF can be an important component of a water use efficiency or conservation program.

UDF isolates each pipeline to create flow in a single direction to clean the pipes quickly and efficiently. By concentrating flow, UDF creates higher velocities that are better able to clean the pipe. Water flows through an isolated pipeline in a single direction, by closing valves and using specific hydrants. UDF is typically performed in a set sequence to make sure a clean source of water is always used. In general, flushing begins from a clean water source and flushes from larger to smaller pipes.

This project was deferred initially because of impacts of COVID-19 pandemic to operations and water restrictions due to drought. Now that COVID impacts are over and immediate drought limitations are no longer a factor, staff are in a better position to carry out the project.

Scope of work consists of:

- Planning and coordination between Contractor and District staff
- Customer notification
- Mobilization, Safety, Traffic Control
- Flushing
    - Execute UDF sequences in Zone 1
    - Execute UDF sequences in Zone 2
    - Execute UDF sequences in Zone 3
    - Execute UDF sequences in Zone 4
    - Execute UDF sequences in Zone 5

- Final Reports, Documentation, and Communications
- Demobilization

Two proposals were received:

- M.E. Simpson: $399,900.00
- Wachs/Xylem: $558,842.00

Due to budget constraints in Fiscal Year (FY) 2023-24, the project will be funded from the Operations Budget in two fiscal years – this current FY and next FY. As such, selected contractor M.E. Simpson provided a schedule of work in two parts:

Part 1. $200,000.00 to be executed in FY2023-24 up to 06/30/24.

Part 2. $199,900.00 to be executed in FY2024-25 starting 07/01/24.

The proposed work schedule is acceptable to the staff. There will be no gap in the execution of the work.

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 5. For your protection, make sure that you read and understand all provisions before signing. The terms on pages 2 through 5 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: M.E. Simpson Co., Inc.
3406 Enterprise Ave.
Valparaiso, IN 46383

DATE: 02/08/2024

Agreement No. 2024-89

The undersigned Contractor offers to provide Unidirectional Flushing Program for the District per proposal dated January 9, 2024 attached.

Contract price $: Not to exceed $399,900.00 per proposal attached

Contract Term: 02/08/2024 – June 30, 2025

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

Accepted: Camrosa Water District

By: _____
Norman Huff

Title: Interim General Manager

Other authorized representative(s):

_____

Contractor: M.E. Simpson Co., Inc.

By: John H. VanArsdel 1.25.24
John Van Arsdel

Title: Senior V.P.

Other authorized representative(s):

_____

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

Indemnification - To the fullest extent permitted by law, Contractor shall indemnify and hold harmless and immediately defend Camrosa Water District, its directors, officers, employees, or authorized volunteers, and each of them from and against:

a. Any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind or nature whatsoever for, but not limited to, injury to or death of any person including, but not limited to, Camrosa Water District and/or Contractor, or any directors, officers, employees, or authorized volunteers of Camrosa Water District or Contractor, and damages to or destruction of property of any person, including but not limited to, Camrosa Water District and/or Contractor or their directors, officers, employees, or authorized volunteers, arising out of or in any manner directly or indirectly connected with the work to be performed under this agreement, however caused, regardless of any negligence of Camrosa Water District or its directors, officers, employees, or authorized volunteers, except the sole negligence or willful misconduct of Camrosa Water District or its directors, officers, employees, or authorized volunteers; and

b. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Contractor; and

c. Any and all losses, expenses, damages (including damages to the work itself), attorneys' fees, and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Contractor to faithfully perform the work and all of the Contractor's obligations under the agreement. Such costs, expenses, and damages shall include all costs, including attorneys' fees, incurred by the indemnified parties in any lawsuit to which they are a party; and

d. Contractor shall immediately defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against Camrosa Water District or its directors, officers, employees, or authorized volunteers, notwithstanding whether Contractor's liability is or can be established Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any received by Camrosa Water District, or its directors, officers, employees, or authorized volunteers.

Contractor shall pay and satisfy any judgment, award or decree that may be rendered against Camrosa Water District or its directors, officers, employees, or authorized volunteers, in any and all such suits, actions, or other legal proceedings.

Contractor shall reimburse Camrosa Water District or its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

1. Camrosa Water District, its directors, officers, employees, and authorized volunteers are to be given insured status at least as broad as ISO endorsement CG 2010 11 85; or both CG 20 10 10 01 and CG 20 37 04 13, specifically naming all of the District parties required in this agreement, or using language that states "as required by contract". All subcontractors hired by Contractor must also have the same forms or coverage at least as broad; as respects (via CG 20 38 04 13): liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; and automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to Camrosa Water District, its directors, officers, employees, or authorized volunteers.
2. It is understood and agreed to by the parties hereto and the insurance company(s), that the Certificate(s) of Insurance and policies shall so covenant and shall be construed as primary, and

Camrosa Water District insurance and/or deductibles and/or self-insured retentions or self-insured programs shall not be construed as contributory using the ISO endorsement CG 20 01 04 13 or coverage at least as broad.

3. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to Camrosa Water District, its directors, officers, employees, or authorized volunteers.
4. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
5. Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Camrosa Water District.
6. Such liability insurance shall indemnify the Contractor and his/her subcontractors against loss from liability imposed by law upon, or assumed under contract by, the Contractor or his/her subcontractors for damages on account of such bodily injury (including death), property damage, personal injury, completed operations, and products liability.
7. The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, blanket contractual liability, completed operations liability, explosion, collapse, underground excavation, and removal of lateral support.
8. The automobile liability policy shall cover all owned, non-owned, and hired automobiles.

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

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention must be declared to and approved by Camrosa Water District. At the option of Camrosa Water District, the insurer shall either reduce or eliminate such deductibles or self-insured retentions. Camrosa Water District may require the Contractor to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named or additional insureds.

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

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

Contractor shall assume the immediate defense of and indemnify and save harmless Camrosa Water District and its officers and employees, agents, and consultants from all claims, loss, damage, injury, and liability of every kind, nature, and description brought by any person employed or used by Contractor, or any subcontractor, to perform the Work under this contract regardless of responsibility or negligence. Contractor hereby agrees to waive rights of subrogation which any insurer of Contractor may acquire from Contractor by virtue of the payment of any loss. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. The Workers' Compensation Policy shall be endorsed with a waiver of subrogation in the favor of the Camrosa Water District for all work performed by the Contractor, its employees, agents and subcontractors.

Evidences of Insurance - Prior to execution of the agreement, the Contractor shall file with Camrosa Water District a certificate of insurance (Acord Form 25-S or equivalent) signed by the insurer's representative evidencing the coverage required by this agreement. Such evidence shall also include (1) attached additional insured endorsements with primary & non-contributory wording, (2) Workers' Compensation waiver of subrogation, and (3) a copy of the CGL declarations

or endorsement page listing all policy endorsements, and confirmation that coverage includes or has been modified to include Required Provisions 1-8 above. The District reserves the right to obtain complete, certified copies of all required insurance policies, at any time. Failure to continually satisfy the Insurance requirements is a material breach of contract.

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

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

Subcontractors - In the event that the Contractor employs other contractors (subcontractors) as part of the work covered by this agreement, it shall be the Contractor's responsibility to require and confirm that each contractor or subcontractor meets the minimum insurance requirements specified above, and Contractor shall ensure that Camrosa Water District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

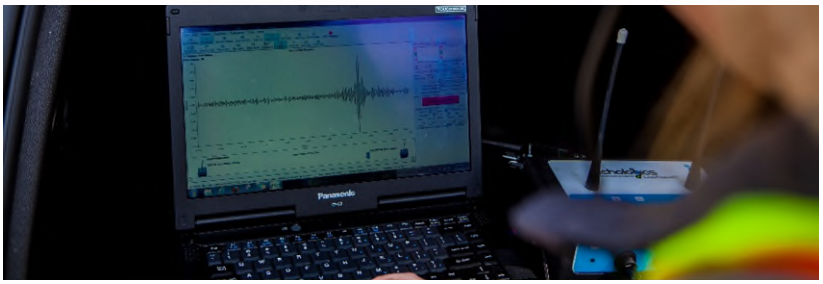
Camrosa Water District reserves the right to modify these insurance requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage or other circumstances.

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

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

YOUR TEAM FOR SECURE + RELIABLE

Water System Solutions



PROPOSAL TO PROVIDE

Camrosa Water District

Unidirectional Flushing Program

Due: January 9, 2024

M.E. SIMPSON Co., Inc.

January 9, 2024

Ms. Becca Bugielski, PE
Southern California Operations Manager
MKN Associates
121 N. Fir Street, Unit G
Ventura, CA 93001

RE: PROPOSAL FOR A COMPREHENSIVE UNIDIRECTIONAL FLUSHING PROGRAM

Dear Ms. Bugielski,

M.E. Simpson Co., Inc. is delighted to present our proposal to Camrosa Water District for a Unidirectional Flushing Program. We feel privileged to be considered for this endeavor and are confident that our team will contribute to the success of the project.

As a Professional Services Firm, our primary focus is on developing and delivering programs and services that optimize the performance of our clients' water distribution systems. Many of these programs are recognized globally as "Best Management Practices" (BMPs) for utilities. We take pride in providing robust solutions through the utilization of top-tier technical and professional services, leveraging state-of-the-art technology, and employing a highly skilled and well-trained staff of professionals. Our team of educated engineers and technical experts is fully dedicated to the success of this project and ready to alleviate the burden on your staff, ensuring a seamless continuation of services.

Our services have been meticulously developed and refined to cater to the specific needs of utilities. Whether it's offering comprehensive "Turn-Key" solutions or assisting in the development of "in-house" programs, M.E. Simpson Co., Inc. strives to fulfill one overarching goal: to instill public confidence by ensuring the safety and quality of drinking water.

We sincerely appreciate your consideration and the opportunity to introduce our Unidirectional Flushing Program services through this proposal. We are committed to surpassing your expectations and delivering exceptional results.

Sincerely,

Michael Simpson
Chief Executive Officer

Michael Simpson
Chief Executive Officer

3406 Enterprise Avenue
Valparaiso, IN 46383

800.255.1521 P
888.531.2444 F

mike@mesimpson.com

FIRM HISTORY

M.E. Simpson Co., Inc., established in 1979 by Marvin E. Simpson, is headquartered in Valparaiso, Indiana, near Chicago, Illinois. Over the years, our company has emerged as the leading provider of water loss assessment and distribution system asset management programs and services in the industry. We specialize in assisting our clients in optimizing the performance of their water distribution systems, striving for peak efficiency.

At M.E. Simpson, we pride ourselves on delivering top-notch technical and professional services, utilizing cutting-edge technologies and a team of highly skilled and trained professionals. Our dedicated staff has developed a range of advanced programs to ensure that your utility stays ahead of the curve in managing your water distribution systems. In today's society, words like "crumbling infrastructure," "inaccurate records," "conservation," "sustainability," "water quality," "water loss," "economic conditions," "revenue shortfalls," "being green," and "having enough water" have become key concerns. As leaders in the water industry, we recognize that these issues are our reality and, consequently, our responsibility.

To date, we have achieved remarkable results in enhancing distribution system performance and optimizing data, records, and mapping for our clients. Our track record includes servicing over 80,000 large water meters as part of our Water Loss Control programs, providing leak detection services covering 100,000 miles, and conducting numerous water audit programs. Additionally, our asset management services have successfully documented the location and exercise of over 500,000 valves. Furthermore, our fire hydrant flow testing program has meticulously inspected and tested 80,000 fire hydrants, gathering valuable information on water main capacity.

Fire Hydrant Flow Testing Services History

M.E. Simpson Co., Inc. developed its Fire Hydrant Flow Testing program in 1995 and expanded it to include Fire Hydrant Maintenance. We have improved the program so now it is a fundamental asset management and condition assessment program for our clients.

Our crews have been deployed to many locations throughout the United States including Minnesota and overseas. Our crews have the unique ability to be able to respond to individual Utility requests because of the cross-training they have received performing all the services M.E. Simpson Co. Inc. provides. We are proud of the work we have performed using the latest technology and meeting the needs of "our customer"—the Water Works Industry. We have played an important role in educating utilities about the need for and efficiency of annual maintenance and testing programs.

Valve Assessment History

In 1986, M.E. Simpson Co., Inc. introduced its Valve Assessment program. Since then, the program has evolved into a fundamental asset management and condition assessment program for our client. Over the years, we have continuously improved and expanded our services to meet the changing needs of utilities.

One of our notable achievements is the development of Pro-Valve®, a Microsoft Access database that provides comprehensive information essential for recreating valve locations and data. Today, this database program has transitioned into a cloud-based mapping and asset management system accessible to clients online. It also has the capability to seamlessly integrate with the Utility’s GIS system, streamlining electronic work orders and enhancing operational efficiency.

Our Valve Assessment Programs have been successfully implemented since 1986 across numerous municipalities in the Chicago Metro Area, the Midwest, and beyond. We have catered to utilities of varying sizes, ranging from

small systems with just a hundred valves to large scale systems with several thousand valves. Our experienced crews have been deployed not only across the United States but also internationally, including locations in Georgia, California, and overseas to support utilities with distribution system maintenance and assessments. This flexibility is made possible by the comprehensive cross-training our crews receive, enabling them to respond effectively to individual Utility requests.

Our project manager and personnel are well-equipped with the necessary tools and expertise to execute your value program and promptly address any utility requirements. We take pride in the work we've undertaken, utilizing state-of-the-art technology and meeting the evolving needs of the Water Works Industry. Our role in educating utilities about the importance and efficiency of annual maintenance programs is a testament to our commitment to the industry. Our array of online database programs, such as mainline valve assessments, fire hydrant maintenance and flow testing (Pro-Maps®), atlas updating services, and the ongoing development and production of Polcon® Flow Monitoring Equipment, reflect our dedication to innovation and advancing the industry's best practices.

Unidirectional Water Main Flushing Program

Water utilities consistently encounter the challenge of upholding optimal water quality within their distribution systems. Recent incidents across the country have significantly raised public awareness regarding various factors that can impact water quality. An effective Unidirectional Flushing (UDF) program presents an opportunity for a utility to visibly showcase its dedication to sustaining long-term water quality. This initiative serves as a means to reassure the public of the consistent safety of their water supply, ensuring not only its purity but also guaranteeing ample fire protection. Moreover, the implementation of a UDF program signals a continual commitment to the ongoing maintenance of the water system, providing a sense of reliability and security to the public.

Training for Unidirectional Flushing Project Understanding

The Unidirectional Water Main Flushing Program will be executed in the field by skilled Water Utility technicians under the guidance of M.E. Simpson Co., Inc. personnel. The Water Utility team will oversee the operation and flow of designated fire hydrants in accordance with American Water Works Association standards, specifically following the guidelines outlined in the AWWA Manual M-17, titled "Installation, Field Testing and Maintenance of Fire Hydrants." This process will adhere to a meticulously planned unidirectional flushing sequence developed by an experienced Project Manager from M.E. Simpson Co., Inc.

All critical operational details, including the specific locations and flow information integral to the water main flushing plan, will be meticulously documented and compiled within our dedicated "Unidirectional Water Main Flushing Program" database. This comprehensive report will be submitted to your office for permanent record-keeping.

The success of this program hinges on a thorough review of all available data pertaining to the distribution system's operation. This will involve gathering as-built drawings, original atlases, field cards, notes, computerized copies of the distribution system, as well as valve cards, hydrant cards, and a digital map of the Utility where accessible. Furthermore, a review of records such as the quantity of water pumped into the system and its ability to sustain necessary pressures for anticipated flows will be necessary.

For the successful planning and execution of the program, M.E. Simpson Co., Inc. and the Field Crew will require two hard copies of the distribution system water atlas in either AutoCAD or ArcMap, and access to Utility field personnel for consultation. Additionally, a review of the hydraulic model may also be warranted to ensure a comprehensive understanding of the system's dynamics.

SCOPE OF WORK

Unidirectional Flushing Program

The Field Scope of Service for the Unidirectional Flushing Program is understood to be the following:

Our UDF service is a comprehensive, multi-phase plan that integrates a carefully selected set of our services, aiming to significantly enhance your Utility's water quality, improve flow, and optimize the operational performance of your water distribution system. This program is designed to be adaptable and structured in alignment with your Utility's unique requirements, enabling you to achieve optimal results while maintaining flexibility in the execution of various tasks. The aim is to tailor our approach to your specific needs, ensuring a customized and efficient strategy to address and enhance your system's performance.

M.E. Simpson Co., Inc. will be responsible for supplying all the essential resources, including labor, materials, transportation, tools, and equipment, required for the survey of the designated water distribution system areas as determined by the Utility. M.E. Simpson Co., Inc. must ensure the availability of proficient and trained personnel, as well as the necessary equipment, to successfully execute the tasks outlined in this scope of work. **There will be a minimum of Two Persons per team working on the Unidirectional Water Main Flushing Program at all times.**

The Unidirectional Water Main Flushing program will be developed to proactively address and improve water quality issues within the distribution system. The implementation of this plan will encompass several essential phases and operational procedures, emphasizing the following key elements:

Planning

- **Review and Alterations:** Collaborative meetings involving M.E. Simpson, the Field Crew, the City, and Engineers will be conducted to review the project guidelines and discuss any necessary modifications to previously designed program. Adjustments to the Unidirectional Water Main Flushing program will be made in consultation with the City, Engineers, and sub-consultants to ensure its effectiveness.
- **Color-Coding and Mapping:** The water atlas in problematic areas will be color-coded to identify water main sizes, required velocities for flushing, closed valves to attain these velocities, and marked hydrants. The UDF program's foundation will be established, allowing for field modifications based on new data and atlas errors.
- **Pressure Zone and Geographical Boundaries:** Identification of pressure zones, division of study areas into flushing zones (loops), and designing the flushing program within natural geographical boundaries to minimize the impact on affected areas will be prioritized.
- **Hydrant Numbering:** Fire hydrants will be cataloged and assigned numbers during the Hydrant Flow Testing phase, essential for an effective and water-conserving Unidirectional Water Main Flushing program.

Notifications

- **Customer Notifications:** Development of informational letters to be included in customer bills and potential press releases will inform the public about the Unidirectional Water Main Flushing program. Large signs in the affected areas, vehicle magnets for identification, and media notifications will aid in minimizing customer complaints regarding water quality

Technical and Procedural Considerations

- **Valve Management:** Specific valves will be closed to increase water main velocity while conserving water. Careful recording and subsequent reopening of these valves at the end of each day will be ensured.
- **Energy Dissipation and Pressure Readings:** Techniques such as fire hoses and deflection tubes will be used to direct flushing water away from various areas. Pressure gauges will monitor the achievement of required velocities while maintaining system pressure.
- **Hydrant Information and Leakage Verification:** Documentation of flushed hydrant details and verification of proper functioning and non-leakage post-flushing will be performed.

Testing

- **Water Quality Testing:** Regular testing for combined chlorine residual, pH, turbidity, and iron concentrations at the beginning and end of each UDF operation will be conducted.

Reporting and Documentation

- **Daily Reporting and Progress Meetings:** Daily reports on broken or inoperable valves/hydrants will be submitted. Monthly progress meetings with the City will facilitate project updates.
- **Comprehensive Reporting:** Documentation of each step in the Unidirectional Water Main Flushing program, including valve closing and hydrant flushing sequences, will be presented in a detailed report. This will enable City Staff to replicate the flushing program in the future, allowing for comparison and optimization of data for ongoing water conservation.
- **Final Reports:** M.E. Simpson Co., Inc. will prepare phase completion reports, as well as a comprehensive final report summarizing all fire hydrants and valves used, flushing sequences, total water flushed, and identification of system issues requiring the City's attention. This final report will be submitted to the City within thirty working days of the completion of the fieldwork.

Fire Hydrant Operation, Unidirectional Flushing

Upon completion of the assessment of the system's fire hydrants and valves, the execution of the Unidirectional Water Main Flushing program will be carried out in the field by our specialized Project Team. M.E. Simpson Co., Inc. deploys two trained technicians in each team for this purpose. We will provide all essential equipment and a two-person team to perform the flushing operations.

Our team will meticulously operate and flush an adequate number of fire hydrants in accordance with the established UDF program outlined by the Utility. If necessary, adjustments will be made to the plan to accommodate any issues identified in the water distribution system subsequent to the operation and assessment of valves and hydrants. Crucial operation and location details of the hydrant flushing process will be meticulously recorded and compiled in our "Unidirectional Water Main Flushing Report." This comprehensive report will be submitted to your office for permanent record-keeping purposes.

M.E. Simpson Co., Inc. places paramount importance on the careful operation, flow-testing, and flushing of the customer's fire hydrants within their water distribution system. Despite our extensive experience in water system operations, occassional problems may arise, which we are committed to addressing with due dilligence and expertise.

Any hydrant or fire hydrants that break or fail during the unidirectional water main flushing program will be repaired or replaced at the expense of the water Utility. M.E. Simpson Co., Inc. cannot be held responsible for possible valve or hydrant failures during their operation. M.E. Simpson Co., Inc. cannot be held responsible for damage done to the water system during unidirectional water main flushing, such as water leaks, discolored water and turbidity that can possibly occur during the flow testing process. M.E. Simpson Co., Inc. cannot be held responsible for possible damage to the water utilities' individual water customer.

PLANNING

M.E. Simpson Co., Inc. personnel will engage in collaborative meetings with the Utility to comprehensively review the project guidelines, addressing any queries and discussing the program prepared by the Utility. If necessary, our team will work closely with the Utility to make adjustments to the established program, ensuring its effectiveness.

Water Atlas Preparation

Our team will potentially color code the water atlas to identify water main sizes and the required velocities for the Unidirectional Water Main Flushing. This will involve the identification of valves to be closed to achieve these velocities and the marking of hydrants that will be flushed. A comprehensive layout of the UDF program will be established as the foundational plan, subject to adaptations in the field based on new information and any atlas errors discovered.

Pressure and Geographical Zones

Identification of pressure zones within the distribution system will be performed before developing the flushing program. The Unidirectional Water Main Flushing Program will be strategically designed to align with natural geographic boundaries, minimizing the impact on areas affected each day during the flushing process.

Hydrant Numbering

All fire hydrants will be cataloged and assigned numbers in the water atlas prior to program development, especially during the Hydrant Flow Testing phase. This data is pivotal for establishing an effective and water-conserving Unidirectional Water Main Flushing program.

CUSTOMER NOTIFICATION

Customer Billing Mailer (Optional)

Assisting the Utility in creating an informative letter to accompany customers' regular bills, briefly explaining the Unidirectional Water Main Flushing program. Special mailings, if preferred, will be the responsibility of the Utility regarding postage and printing costs.

Media Notification (Optional)

We are willing to compose a concise press release outlining the Unidirectional Water Main Flushing program and its affected areas. The responsibility of disseminating the press releases to local newspapers, radio stations, and the Cable Company lies with the Utility. This form of customer notification significantly reduces potential complaints regarding water quality.

FLUSHING

Valves

Specific valves will be closed before flushing to increase water main velocity without the need for additional open hydrants, conserving water. Detailed records of these valve closures will be maintained, ensuring that all valves are reopened at the end of each working day.

Energy Dissipation

Utilization of fire hoses and deflection tubes, as necessary, to direct the flushed water away from traffic, pedestrians, underground utility vaults, and private property, ensuring safety and minimizing inconvenience.

Pressure Readings

Pressure gauges will be employed to verify that the required velocities are achieved during flushing while maintaining the distribution system's pressure above 20 psi. Any occurrences of insufficient flow or an inability to maintain the required residual pressure in the surrounding area will be promptly reported to the Superintendent for immediate attention.

Hydrant Information

Comprehensive documentation of all essential information for each flushed fire hydrant will be undertaken. This critical data includes the number and size of ports, duration of flushing, any observed discoloration, among other details, forming the basis for establishing a continuous flushing and maintenance program.

Fire Hydrant Closure, Drainage & Leakage

Post-flushing, M.E. Simpson Co., Inc. will ensure that the fire hydrant is securely seated and draining properly. Verification with specialized electronic devices such as the FCS S30 or L-MIC will be performed to detect potential leaks, especially those that might escape notice, such as small leaks draining through the hydrant's base drain holes. This thorough verification process aims to identify and rectify any potential issues, enhancing the effectiveness of the flushing and maintenance program.

Utility Observations

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the UDF program is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Co., Inc. for hydrant and main flushing in the Water System.

Final Reports, Documentations & Communications

M.E. Simpson Co, Inc. will perform the following:

- Project Team will **meet daily** with assigned Utility personnel to review the daily flushing schedule.
- At the end of each day, or as requested, a list of any broken or inoperable valves or hydrants will be submitted.
- Each step of the Unidirectional Water Main Flushing program will be identified and the sequence of valve closing and hydrant flushing will be documented in a Unidirectional Water Main Flushing report.

Effective communication… accurate documentation… **Ensuring the success for the UDF program**

The meticulous documentation of the Unidirectional Water Main Flushing program enables the precise replication of the flushing sequence at a later date. Comparing new flushing data with the original records aids in determining the most effective UDF program. The ultimate objective is to establish an ongoing program that not only conserves water but also ensures the consistent flushing of the mains. Regular execution of this program helps maintain the system's optimal functionality and water quality by periodically flushing out accumulated sediments and impurities. By analyzing and improving the process through ongoing comparisons and adaptations, the Unidirectional Water Main Flushing program is designed to be both efficient and sustainable in its efforts to uphold the distribution system's integrity and water quality standards.

- **Prepare the final report** at the completion of the project which will include all Unidirectional Water Main Flushing reports with drawings and other problems found in the system during the course of flushing that need the attention of the Water Utility. **This final report shall be made available for submission to the Utility within thirty (30) working days of the completion of the fieldwork.**

Assumptions & Services Provided by the Utility

- The Utility will furnish, in an electronic format, all maps, atlases, (two copies) and records necessary to properly conduct the UDF program.
- The Utility will make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with general information about the water system. *This person will not need to assist the Project Team on a full-time basis, but only on an "as needed" basis.*
- The Utility will supply information regarding pressure zone boundary hydrant, and any other information that may make the job of flushing easier to perform.
- The Utility will assist, if needed, to help gain entry into sites that may be difficult to enter due to security issues or other concerns.
- M.E. Simpson Co., Inc. assumes that all individuals that are being trained on unidirectional water main flushing can correctly exercise valves, flow test fire hydrants, and correctly operate fire hydrants.

Equipment to be Used

The following equipment will be used for valve assessments work during the Unidirectional Flushing program for the Utility. All material listed will be on the job site at all times.

- Truck mounted or trailer mounted hydraulic valve operator with adjustable torque control
- Portable hydraulic valve operator adjustable torque control
- Portable truck mounted or trailer mounted vacuums for valve box/vault clean outs
- Extendable valve keys for manual operation
- All necessary hand tools needed
- Truck mounted Arrow Board/Signage, and warning lights on trucks.
- Traffic control equipment, including properly sized traffic cones with reflective stripes, when needed or required.
- All necessary safety equipment, including Rose - confined space entry equipment and Crowcon Air Monitoring / Gas Detection equipment when needed or required.
- A “Schonstedt” / “Chicago Tape” magnetic locator
- A “Radio Detection RD4000” series line locator
- Hose monster® hydrant diffuser with built in pitot gauges.
- Pollard Hydrant diffusers with built in pitot gauges.
- 2-1/2” manually operated gate valves for the hydrant ports.
- Standard Hydrant wrenches (no extensions).
- *FCS S-30 electronically enhanced listening device to listen for leakage and hydrants not fully closed.* This device is manufactured by Fluid Conservation Services as primary listening devices for detecting leaks in water systems.
- Food grade grease for port and cap lubrication if requested.
- Calibrated Static/Residual Pressure Gauges
- Truck mounted Arrow Board/Signage, and warning lights on trucks.

PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 140 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at (800) 255-1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:

Safety is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control.** While in the field on your project, M.E. Simpson Co., Inc., and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

The use of a "one-person" UDF team is dangerous and impractical where water mains run under roadways. It would be a dangerous precedent to allow a "one-person" team to access main line valves located in the roadway, attempt to listen to the valve with headphones on, and at the same time try to control traffic flow at that person's location in the street.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- Any activity located in a **"confined space"** such as pit and vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA**.
  - All personnel are **trained and certified** in Confined Space Entry & Self-Rescue.
- We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA**.
  - All personnel are **trained and certified** in First Responder First Aid & CPR.
- We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Department of Transportation.**
  - All personnel are **trained and certified**, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date for all project personnel.

INDUSTRY KNOWLEDGE

At MESCO, our services are tailored to meet the specific needs of our clients. We offer a range of participation levels, from small specialized work supplementing in-house staff to the complete development of full-scale water system programs.

Through the continuation and enhancement of our water distribution system Unidirectional Water Main Flushing Program, we will support a fundamental cornerstone of water loss control policies. Our team brings demonstrated experience and a unique perspective in unidirectional flushing services, providing valuable expertise to our clients.

Based on our in-depth experiences working with several water utilities on Unidirectional Water Main Flushing Programs, we have identified common issues that are consistently exposed. Utilities expect the work to be performed at a high level of competence and efficiency, with competent technicians and staff. To ensure success, the Project Team should meet three essential objectives:

1. Expertise: Our clients need breadth and depth to help solve the variety of water system challenges they face in maintaining their large, complex, and aging water infrastructure. With our team's experience in every aspect of water loss control and optimization, we can often provide support that extends beyond just the scope of the project.

2. Streamlined Access: Clients need to be able to easily access and manage the Project Team's expertise to address distribution system leakage issues rapidly and with the least possible administrative burden. However, clients will need to have considerable input to the process by providing the needed data for analysis. In this respect, interaction with utility staff will be necessary to produce quality water system efforts.

3. Professional Working Relationships: Clients must have confidence that the Project Team is working as true professionals, prioritizing their interests. The professionals in their organization must have good working relationships with MESCO's professionals. Both parties should look for opportunities to complement each group's goals and fulfill the ultimate requirements of clients' customers.

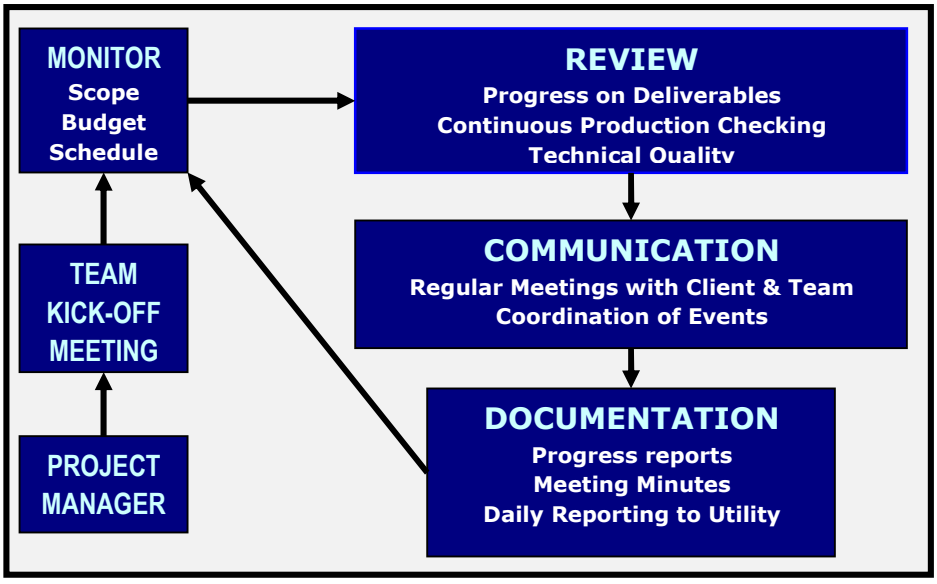
The strengths of M.E. Simpson Co., Inc.'s organization and staff, as well as our specific approach to this assignment, will fulfill all the needs for water distribution system Unidirectional Water Main Flushing Program.

PROJECT MANAGEMENT APPROACH

At M.E. Simpson Co., Inc., our project management approach is the key to our proven track record of successfully completing projects on time and within budget. Drawing from our extensive experience, we have developed effective project management practices that prioritize efficient communication and meticulous project tracking throughout every stage. Our adherence to the globally recognized Project Management Institute (PMI) standards, including the Project Management Body of Knowledge (PMBOK), guarantees that this project will be carefully planned, executed, monitored, and controlled following world-class procedures. With our team of seasoned managers and technicians, we will have continuously contributed valuable insights to ensure that the Unidirectional Flushing program surpasses the Utility's expectations.

Our project management system incorporates a single project manager who possesses the necessary responsibility and authority to represent M.E. Simpson Co., Inc. This dedicated project manager will remain committed to the project from its initiation until its successful completion. The project manager's defined responsibilities include:

- Coordinating all activities throughout the project.
- Establishing key decisions and reviewing milestones at various stages of the project.
- Developing an initial project development plan that outlines the schedule of work tasks and identifies key personnel responsible for executing the fieldwork to achieve project milestones and objectives.
- Coordinating communications and meetings with the Utility as necessary or as required to discuss technical concepts, explore alternative approaches, gather staff input, and synchronize activities with the project team.
- Generating periodic reports as needed and conducting regular meetings with the Utility to provide updates on project scheduling, progress, and ensuring adherence to the designated budget.
- Overseeing the execution and development of the project deliverables.



Project management remains an ongoing and crucial activity throughout the duration of the project, involving not only the Project Manager but also every member of the project team. In the case of Unidirectional Water Main Flushing Program, each team member is dedicated to delivering the most effective program possible, utilizing cutting-edge technology, advanced equipment, extensive field experience, and comprehensive engineering

knowledge. Our team comprises experienced water professionals who specialize in water loss control, including leak surveys and pinpointing, evaluation and testing of various types of water meters (residential, commercial, wholesale, and production meters), hydraulic modeling of water distribution systems, fire hydrant maintenance and flow testing, as well as valve assessment and exercising. These experts bring a wealth of expertise and skills to ensure the highest quality outcomes for the project.

Our team's extensive experience and knowledge have significantly influenced our approach to the Unidirectional Water Main Flushing Program. Their expertise enables them to make real-time decisions and adjustments to fine-tune the program as necessary. The team will maintain open and constant communication with both the Utility District and the Project Managers, providing regular updates on their progress. Furthermore, they will promptly address any significant issues that require immediate attention and engage in discussions with the relevant stakeholders to resolve them effectively. This proactive and collaborative approach ensures that the project stays on track and that any challenges are promptly addressed, fostering a transparent and efficient working relationship between our team, the Utility District, and the Project Managers.

M.E. Simpson Co., Inc. believes that the selection of our team to perform this UDF program will provide the Utility with exceptional experience, sound decision making, and a level of service providing the following advantages:

- A professional team with a specialized expertise in valve operating, location of valves, and field data collection for GIS systems, Hydrant Flow Testing, and Unidirectional Flushing
- An experienced team with the capacity to provide the highest quality work for the Utility
- A project approach that incorporates interim reporting and continuous input opportunities
- Innovative proven analysis techniques developed from the completion of several similar sized projects that sought the same scope and results as this project

Project Quality Assurance/Quality Control

Quality is a top priority to the MESCO Team, not only because it meets the requirements of our clients, but because it is crucial for our long-term success and sustainability. We recognize that maintaining high standards of quality management and service benefits all stakeholders involved. By consistently delivering exceptional quality in our work, we ensure that jobs are completed successfully, Utility staff are satisfied, and projects are accomplished to the best possible outcome.

Our QA/QC program is built around several key elements of each participating firm’s mission and values which consist of:

- Maintaining a reputation for the highest quality performance
- Client satisfaction
- Continuous process improvement
- Open communication with the field staff and the Utility
- Teamwork

The QA/QC plan for this project is very simple. No work will leave the MESCO Team until it has been verified that all the requirements and objectives of the project as well as the requirements of the project QA/QC managers have been met. During the project, the Project Manager and/or the QA/QC manager will meet with the Utility to ensure that the work product is technically correct, but also meets the needs and expectations of the Utility. Every step will be well documented for progress reports.

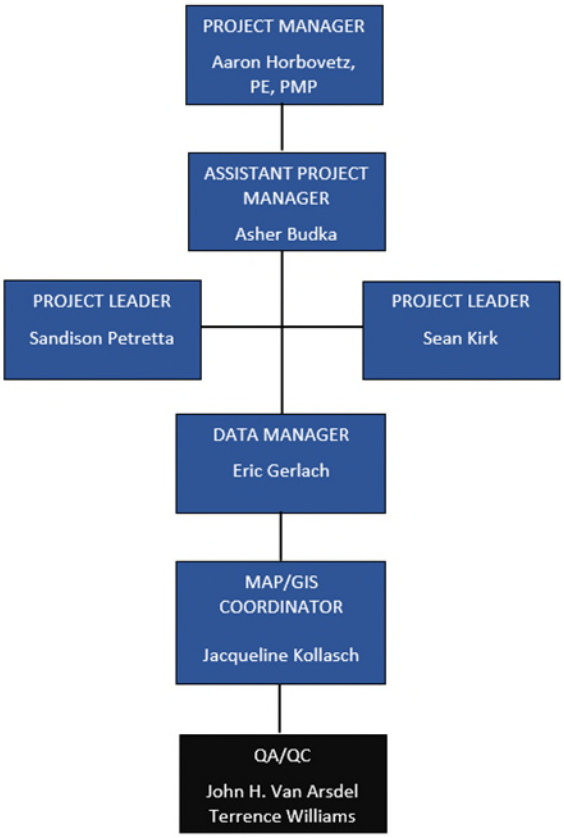
MESCO Team's professional services are grounded in sound principles that meet the tests of time and will satisfy the quality requirements of the Scope of Service. Each member of the project team has a thorough understanding of the project objectives. Every member of the team will apply sound methodology and principles, and are expected to produce quality, accurate and complete documents. The QA/QC procedure has been developed and implemented based on tried and proven methodologies. The prevention of poor-quality service is based on four sound principles:

- Quality management of the project by using experienced personnel committed to excellence.
- Conformance to requirements by being knowledgeable of all local conditions in the field and keeping abreast of new cutting-edge water loss remediation methods.
- Prevention of rework and errors by using teamwork, cross checking the UDF procedures every step of the way and having staff knowledgeable in all aspects of UDF projects.
- Quality is built in - not added on. The project management and staff have shown that a quality service is produced when the project tasks are properly sequenced and carried out to the final termination of the program using the built-in system of checks and balances.

EXPERIENCE OF KEY PERSONNEL

Our team brings the necessary experience for a project of this magnitude, as well as the personal attributes needed to serve the Camrosa Water District with distinction. We offer our clients the highest quality technical and professional services, using state-of-the-art technologies and highly skilled and trained professionals. The M.E. Simpson Co., Inc. team members selected to serve the Camrosa Water District bring significant experience and a proven track record of delivering timely, cost-effective, and sound unidirectional flushing solutions.

They share a passionate commitment to client service and attention to detail required for a successful project. The Organizational Chart at right illustrates the Project Team for the Utility's Unidirectional Flushing program. One of the two Project Leaders listed will lead the Project Team in the field. **Two-Man Project Teams will be used at all times during the course of the project for reasons of safety and quality assurance.**



Project Manager: Aaron M. Horbovetz, PE, PMP

Aaron Horbovetz has been with the Company since September of 1999. In 2004-2005 he was on hiatus to pursue his engineering degree. He returned to M.E. Simpson Co., Inc.in 2006. He earned his degree in Mechanical Engineering from Purdue University, and is a licensed Professional Engineer in the State of Indiana, since 2016. Aaron is also a certified Project Management Professional (PMP®), since 2013. He is a regular presenter at AWWA conferences, since 2012, both at section meetings and at the ACE conferences, and participates in multiple AWWA committees at both the local and national levels.

Aaron has attended numerous classes and lectures related to the operation, maintenance and installation of water meters, and completed classes in plumbing. He has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping, fire hydrant and main capacity flow testing, and the use of state-of-the-art leak detection equipment. Aaron also manages the company's hydraulics services division, including all Pitot testing, pump curve analysis, and C-Factor testing.

Mr. Horbovetz is responsible for the Engineering Division of M.E. Simpson Co., Inc. overseeing many of the more complex programs associated with hydraulic studies and Master Metering services.

Professional Certifications:

- Licensed Professional Engineer, Indiana
- Certified Project Management Professional (PMP)
  - Member of Project Management's Institute Calumet Chapter
- 10 Hour OSHA Certified for General Industry

- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

Assistant Project Manager: Asher Budka

Asher Budka has been with the Company since August 2007. Prior to being employed at M.E. Simpson Company, Asher served 6 years active duty in the US Navy as a Nuclear Electronics Technician 2nd Class. Asher possesses 4 ½ years of operating US Navy Nuclear Power Plants as a Reactor Operator and performed preventive, and corrective maintenance on Reactor Instrumentation and Control equipment including Venturi flow meter calibrations. He also received training in fluid flow, hydraulics, schematic, and blueprint reading from the Navy that has aided in the understanding of water distribution systems and their flow characteristics. He recently obtained his bachelor's degree of Science in Project Management from Colorado Technical University.

Asher has traveled all over the country completing various projects in Arizona, California, New Mexico, Texas, Florida, Georgia, Maryland, Connecticut, Massachusetts, New York, Virginia, and has also traveled halfway around the world to perform a project on Diego Garcia. He has attended numerous classes and lectures on the operation and maintenance of water meters. He has experience in the maintenance and installation of water meters, valve location, exercising and mapping, and the use of state-of-the-art leak detection equipment. Asher is experienced in the operation and maintenance of water meters, fire hydrants and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment. He has managed numerous Unidirectional Flushing Programs and trained personnel in the conduction of UDF Programs.

Professional Certifications:

- 10 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

Project Leader: Sandison Petretta

Sandison Petretta has been with the Company since July 2000. He previously worked in the commercial painting industry. Sandison has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Sandison has experience in the following; maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

Professional Certifications:

- 10-Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

Project Leader: Sean Kirk

Sean Kirk has been with the Company since November 2019. Prior to working for M.E. Simpson Company, Inc., Sean worked as a warehouse manager. Sean has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters as well as leak detection.
Sean has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment.

Professional Certifications:

- 10-Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

Data Manager: Eric Gerlach

Eric Gerlach has been with M.E. Simpson Company since February 2007. Eric is a graduate of Purdue University Calumet with a Bachelor of Science in Computer Information Systems. Eric maintains all databases used for your utility's programs, GIS data, and internal employee databases.

Eric has proven he is exceedingly capable of effectively managing and balancing the requirements of data management for multiple contracts simultaneously without a decrease in quality or timeliness.

Professional Certifications:

- Microsoft Office User Specialist
- Microsoft Certified Solutions Developer

Map/GIS Coordinator: Jacqueline Kollasch

Jacqueline Kollasch has been with M.E. Simpson Company since July 2016. Jacqueline has a Bachelor of Science in Geography and a minor in Communications from Valparaiso University.

Jacqueline is involved in GIS and creates maps for our clients. She also is in charge of atlas updates for all Pro-Maps clients.

Professional Certifications:

- Certified Water Audit Validator
- NASSCO Certified in PACP, MACP, and LACP

QA/QC: John H. Van Arsdel

John H. Van Arsdel has been with M.E. Simpson Co., Inc. since May 1989. He graduated from Valparaiso University with a B.A. in Geography with an emphasis in Locational Evaluation and Research Design. Additional classes include water operator's classes and seminars on Water Filtration and Distribution, Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W "modified" for small to medium systems (*licensed for the Sandia Labs RAM-W Method, and the RAM-W "modified" for small to medium water systems*), along with classes related to the operation and maintenance of water meters, and system hydraulics specifically related to the Polcon® Flow Testing equipment.

John has over 36 years of experience directing projects for water utilities including water audits, loss prevention, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method

(large flow meter assessments, C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. He has presented numerous classes for continuing education credits for water operators for over 24 years to several local and state water works organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. He has presented water loss papers at the AWWA ACE in 2007, 2008, 2009, 2012, 2015, 2016, 2018, and the former DSS (now the WIC), 2010, 2011, 2012, 2014, the NAWL 2015, 2017, and 2019. In 2003, he conducted classes on Vulnerability Assessments and Emergency Response Planning for water utilities and conducted several VA and ERP projects. He served from 2010 to 2014 as Chair of the AWWA Water Loss Control Committee. For the Illinois Section in 2014-2015 he set up the Train the Trainer classes for Water Auditing and trained several sets of trainers and was the lead trainer for the Indiana Section AWWA Water Auditing and Validation training for 2019-20 that is being handled by the Indiana Finance Authority. John is a Certified Water Audit Level 1 Validator for California and Indiana.

Professional Certifications:

- 30 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Certified Water Audit Validator

QA/QC: Terrence Williams

Terrence Williams has been with M.E. Simpson Company since September 2014. Terrence previously worked in retail management. Terrence is a graduate of Purdue University with a Bachelor of Science in Accounting. Terrence also completed his MBA at Keller Graduate School of Management.

Terrence is currently involved in the preparation of client reports, data quality control, and drafting new paperless database programs. He also has experience in valve location, exercising and mapping, and the use of the state-of-the-art leak detection equipment. Terrence also has experience in fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

Professional Certifications:

- 30 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive Traffic Control Training
- Extensive Confined Space Training

FIRM EXPERIENCE

Working together with our clients to create secure water distribution systems is what drives our practice.

Unidirectional Water Main Flushing Programs

City of Rochester, IN (2003 – 2005, 2010, 2016 – 2017, 2019, 2021, 2023)

M.E. Simpson Co., Inc. has conducted multiple Unidirectional Water Main Flushing Programs for the City of Rochester. These initiatives began in 2003 with the most recent program taking place in 2023. Throughout each execution, comprehensive documentation of all procedures, such as valve close and hydrant flushing, has been diligently recorded. This meticulous documentation allows for easy replication of the program in the future. With every flushing activity, the program undergoes enhancements based on the evolving understanding of the water system, ensuring continual improvements.

Derrick Holloway
Foreman
City of Rochester, IN
(574) 223-3412

City of New Ulm, MN (2022)

M.E. Simpson Co., Inc. performed a Unidirectional Water Main Flushing Program for the City of New Ulm in 2022. A plan was crafted to flush approximately 88 miles of water main in 325 steps using the City's GIS records. M.E. Simpson Co., Inc. performed field verifications on New Ulm valves and hydrants to fine tune the steps, and project leaders work with municipal staff to ensure the project's successful completion.

George I. Brown, Jr.
Water/District Energy Department Supervisor
New Public Utilities Commission
City of New Ulm, MN
(507) 359-8279

Village of Oak Lawn, IL (2016 - 2017)

M.E. Simpson Co., Inc. performed two Unidirectional Water Main Flushing Programs for the Village of Oak Lawn Water Division. The second program, in 2017, totaled nearly 89 miles and consisted of 439 steps to complete the system. Quality control of the water was the primary purpose of flushing and careful observance of system hydraulics during flushing helped indicate the locations of mains with inadequate capacity, flow restrictions, or partially or fully closed valves.

Glen Host
Water Division Crew Chief
Village of Oak Lawn, IL
(708) 499-7763

HYDRANT FLOW TESTING & MAINTENANCE PROJECTS

Village of Downers Grove, Illinois (2009-Current)

M.E. Simpson Co., Inc. performs water main capacity and fire hydrant maintenance program for the Village each year. 2,667 fire hydrants in the distribution system have been inspected, operated and flow tested. Currently along with fire flow testing, M.E. Simpson Co., Inc. performs a hydrant maintenance program for ISO compliance. Annual fees for maintenance and flow testing amount to $120,020.00.

Mr. David Moody
Water Manager
5101 Walnut Avenue
Downers Grove, Illinois 60515
(630) 434-5462
dmoody@downers.us

Village of Lansing, Illinois (2002, 2004, 2006, 2007-2011, 2014-2019)

M.E. Simpson Co., Inc. performs water main capacity and fire hydrant maintenance program for the Village. Each year over 300 fire hydrants in a specified area within the distribution system are inspected, operated and flow tested. This program not only is saving the Village time and money in the areas of water production, distribution system maintenance, and overtime, but the program is also benefiting the Village's Fire Department's fire flow records. The annual costs for flow testing have been $13,800.

Mr. Jim Nickias
Foreman/Water Operator
3300 171st Street
Lansing, IL 60438
(708) 895-7221

Village of Orland Park, Illinois (2000 – 2003, 2008-2011, 2013-2015, 2018 - 2020)

M.E. Simpson Co., Inc. performs an ongoing water main capacity testing and fire hydrant maintenance program for the Village on distribution system fire hydrants. Each testing and maintenance program we have flow tested and serviced over 4500 fire hydrants over a three-year period. We found a number of closed valves along with fire hydrants that were inoperable. The program has benefited the Village's hydraulic computer model and found some water main leaks when each hydrant was listened to after flushing that helped to lower water loss. The current program approximate annual cost is $62,698.00.

Mr. Kenneth Dado
Utility Supervisor
Village of Orland Park
15665 South Ravinia Avenue
Orland Park, IL 60462
(708) 403-6350
kdado@orlandpark.org

Camrosa Water District
Unidirectional Flushing
Bid Specifications

Camrosa Water District (CWD or District) is soliciting bids from qualified service providers to execute a Unidirectional Flushing (UDF) program. Service providers must demonstrate competence in executing UDF programs through references provided with the Bid, as specified. The Bid to execute all necessary work in conformance with the UDF program diagrams, specifications, and in compliance with all applicable codes and standards is as follows:

CWD UDF Program Bid Table					
Item No.	Qty.	Unit	Description	Unit Cost	Total
1	1	LS	Furnish all labor, material, and equipment to mobilize, demobilize, and provide cleanup of site: provide all bonds, insurances, and obtain all permits (limited to 5% of project total).	$ 18,900.00	$ 18,900.00
2	468	Hr.	Furnish all labor, material and equipment as required to execute all UDF sequences in Pressure Zone 1.	$ 462.50	$ 216,450.00
3	159	Hr.	Furnish all labor, material and equipment as required to execute all UDF sequences in Pressure Zone 2.	$ 462.50	$ 73,537.50
4	130	Hr.	Furnish all labor, material and equipment as required to execute all UDF sequences in Pressure Zone 3.	$ 462.50	$ 60,125.00
5	53	Hr.	Furnish all labor, material and equipment as required to execute all UDF sequences in Pressure Zone 4.	$ 462.50	$ 24,512.50
6	8	Hr.	Furnish all labor, material and equipment as required to execute all UDF sequences in Pressure Zone 5.	$ 462.50	$ 7,700.00
7	1	LS	Prepare and furnish all daily reports and a comprehensive UDF program report as specified.	$ 2,675.00	$ 2,675.00
8	0	Hr.	Additional flushing time beyond specified durations.	$	$ 0
				Total	**$** 399,900.00

M.E. SIMPSON Co., Inc.

Schedule of Work

The following schedule shall be followed:

Receive Notice to Proceed. TBD

Set up and meet with Utility staff 14 days prior to Field work start up. TBD as agreed upon.

Work will follow the flush sequence established by the Utility as specified in the Request for Proposals. The Field Crew will follow the established protocol set up in the Proposal for the progression of the work.

The schedule will progress by starting with the first listed pressure zone and working through the listed flushing sequences before moving onto the next pressure zone. The estimated number of days per zone for flush are listed below. The level of productivity may change depending on the resultant water quality sampling taken during each flush, as well as the ability to create certain levels of productivity for the work crew.

Pressure Zones	Est. miles of pipe	Estimated days
1	71.76	57
2	23.5	19
3	18.94	15
4	8.28	7
5	0.94	1
		99

The estimated number of days in the field for each time period may be able to be shortened if a second field crew is deployed. That would be discussed ahead of time with the Utility. The chart below indicates weeks of the project based on 1 – two person crew. The project is split by dates with one half getting completed before 6.30.24 and the second half completed after 7.1.24.

	Project By Weeks																											
Task	1	2	3	4	5	6	7	8	9	10	11	12	13	6/30/24	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Notice To Proceed																													
Pre Deployment Meeting and Planning																													
Field Crew Deployment																													
Flushing By Pressure Zone																													
Zone 1																													
Zone 2																													
Zone 3																													
Zone 4																													
Zone 5																													
Reports																													
Daily Reports																													
Board Presentattion																													
Final Report																													

**For Camrosa Water District's budgeting purposes, work from Week 1 to end of June 30, 2024 will be priced at $200,000.00. The remaining work will be executed and funded in FY24-25 for $199,900.00. Total project cost is $399,900.00.

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Interim General Manager

From: Terry Curson, District Engineer

Subject: **Design of New University Well**

Objective: Award Professional Geohydrological design services for a new University Well.

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

1) Appropriate funding from the potable capital improvement fund in the amount of $100,000.00 for design of a new University Well; and
2) Authorize the 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.

Discussion: The University Well was constructed in 1987 and screened between 280 feet and 900 feet, its bottom depth. Operational data in 2017 began to show efficiency loss and decreased production. In 2021, the well was taken offline and evaluated. Video logs showed intermittent bio growth, some mineral deposition, and plugging at various locations throughout the well screen. The well was rehabilitated in 2021. Though the well appeared to be clean, subsequent pumping data shows that the 2021 rehabilitation cleaning did not affect the downward trend in pumping water levels. In August 2022, Camrosa staff contracted with Water System Engineering to perform a complete well profile to establish both static and dynamic water quality information within the well. The results showed highly mineralized water, which is consistent with brackish water quality. In addition to other constituents, high levels of silica along with crystalline debris in the casing suggest a strong potential for formation influence and mechanical fouling of the well system. In Spring 2023, Geoscience along with General Pump Company performed a very thorough and aggressive rehabilitation of the well, which has temporarily restored acceptable production levels. It was noted that given the severity of the plugging, the well may be beyond the ability to be completely rehabilitated and provide long-term stable production and reliability.

Considering the lengthy timeframe to construct and develop a new well, and that the University Well is the single supply to the Round Mountain Water Treatment Plant (RMWTP), District staff would like to move forward with the design to construct a new replacement well. The design and construction of a new well, with the water properties in mind, should provide a long-term, consistent production source for the RMWTP. It is expected that the new well will be placed within the existing well site boundaries owned by California State University. Once the construction of a new well is complete, the existing well will be used for backup purposes.

The Geoscience proposal includes the following Tasks:

Task 1 – Project Management (Meetings, administration, site reconnaissance)
Task 2 – PDR, Technical Memo, Design Plans & Specifications, Engineers Estimate, bidding services.
Task 3 – Permitting assistance, Drinking Water Site Assessment.

Geoscience submitted a fee proposal in the amount of $76,224.00, which appears fair and reasonable, and consistent with their work proposal during the University Well rehabilitation process.

Staff is requesting the Board to appropriate funding in the amount of $100,000.00 for Geohydrological services from the potable capital improvement fund. Once the specifications are complete and construction costs are known, staff will return to the Board to request additional funds for the well's construction.

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:	Geoscience Support Services, Inc. PO Box 220 Claremont, CA 91711	DATE: Agreement No.:	February 8, 2024 2024-88

The undersigned Consultant offers to furnish the following: provide professional hydrogeological services related to the pre-construction documents for Camrosa Water District's New University Well No. 2 for Tasks 1-3 only per proposal dated December 20, 2023 (attached).

Contract price $: Not to exceed $76,244 per proposal.

Contract Term: February 8, 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: Geoscience Support Services, Inc.
By: _____	By: _____
Norman Huff	Terry Watkins
Title: Interim General Manager	Title: Senior Geohydrologist
Date: _____	Date: January 22, 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.

   6. **Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions),** with limits not less than $2,000,000 per occurrence or claim, and $2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.

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.

GEOSCIENCE

December 20, 2023

Mr. Terry Curson, PE
District Engineer
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

Subject: **Proposal for Professional Hydrogeological Services Related to the Pre-Construction Documents for Camrosa Water District's New University Well No. 2**

Dear Terry:

Geoscience Support Services, Inc. (Geoscience) is pleased to submit this proposal to provide professional geohydrological services related to the preparation of pre-construction documents (i.e., preliminary design, and technical plans and specifications) and to provide contractor bid support for Camrosa Water District's (CWD) new University Well No. 2, located on Old Lewis Road on District-owned property, in the City of Camarillo, California. We have also included optional tasks to provide construction management, inspection services, permits support, and final well design recommendations during the drilling, construction, development, and testing of the new well.

Geoscience plans to utilize the data and information gained during the recent (July, 2023) University Well Rehabilitation and Wellfield Management Projects to aid in preparation of the pre-construction documents. Our initial review of the proposed well site found there to be adequate room to construct a new well. However, to provide enough space for the drilling rig and drill pipe trailer, portions of the existing fencing near the proposed well location may need to be removed, and a temporary easement agreement obtained.

Our Proposed scope of work is as follows:

1.0 PROJECT MANAGEMENT, MEETINGS, DATA REVIEW, AND SITE RECONNAISSANCE

1.1 Project Management and Administration

Geoscience will provide project management services throughout the entire project to ensure that all aspects of the project are carried out in a proper and efficient manner. Project management activities will include (but not necessarily be limited to) coordination and correspondence with the project team and client personnel, project schedule updates, project budget monitoring, quality control and assurance, management of any subconsultant work, document control and record keeping, and identify any outstanding issues. Geoscience will provide a project schedule for completion of the well siting study and technical plans and specifications, as well as a progress report with each invoice.

1.2 Project Kick-off Meeting and Site Reconnaissance

The primary objective of the project kick-off meeting will be to meet virtually with key project individuals to make sure that everyone understands the intent, objectives, tasks, budgets, schedules, milestones, and deliverables. The kick-off meeting also identifies the individuals who are responsible for implementing each part of the work. Additionally, this meeting provides a forum for discussion of critical path tasks, and how those tasks can be efficiently expedited. Geoscience will provide an agenda and meeting minutes for the kick-off meeting. This cost proposal assumes a total of one (1) kick-off meeting held at the CWD office.

On the same day of the project kick-off meeting, Geoscience will perform a physical reconnaissance of the proposed well site to observe current site conditions and assess construction access and logistics. The reconnaissance will be used to complete the Preliminary Design Report (PDR) and Technical Plans and Specifications (Tasks 2.2 and 2.3).

1.3 Meetings with the Camrosa Water District as Needed

As the project progresses, update meetings may be necessary to discuss and finalize the PDR and Technical Specifications. Finally, once completed, a meeting to discuss findings and recommendations will be provided to the project team to summarize the work and answer any questions. This cost proposal assumes a total of six (6) virtual update meetings.

2.0 PRE-CONSTRUCTION DOCUMENTS

2.1 Data Collection and Review

Geoscience will review existing data obtained as part of the recent University Well No. 1 Rehabilitation and Wellfield Management Projects as a step to complete the Preliminary Design Report (PDR) and Technical Plans and Specifications (Tasks 2.2 and 2.3). Geoscience will request data from the District if an update of water level and flow data is necessary. Geoscience reviewed historical aerial photographs and identified a potential former well 30 ft southeast of the Big Hole Monitoring Well. Geoscience will conduct research on this potential well, which may include but is not limited to: review of aerial photographs, interview with long-running District staff, review of DWR records, interview with former property owner, interview with adjacent property owner).

2.2 Preliminary Design Report

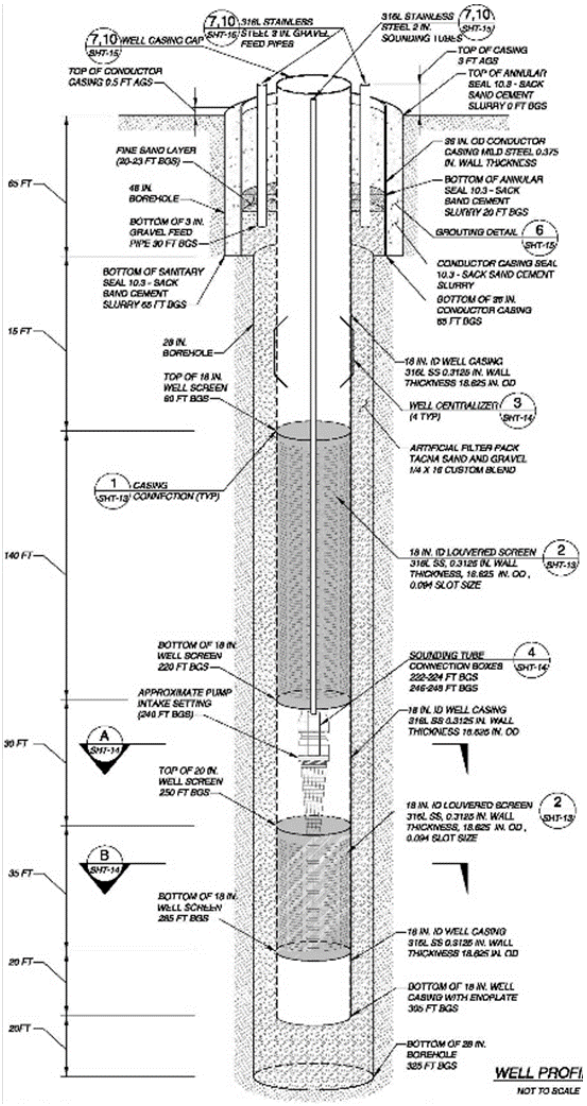
Geoscience will prepare a PDR for the site which will address components of the well drilling logistics and engineering processes. All relevant geohydrologic data and other available background information regarding the site will be reviewed and incorporated into the PDR. It is assumed that the bulk of this information will be obtained from existing reports and documents compiled in Task 1.4. This data will include, but is not necessarily limited to:

- Construction details for production wells owned and operated by CWD and neighboring agencies in the surrounding area
- Lithologic and geophysical logs from existing wells and any other exploratory boreholes

- All relevant pumping and aquifer test data, including well performance characteristics
- Updated historical groundwater elevation data
- Updated groundwater production histories
- Updated groundwater quality information (depth-specific, if available)

The PDR will summarize the site evaluation and include expected groundwater quality, groundwater levels, potential well production, potential well interference, construction logistics and conflicts, environmental issues, and appropriate DDW separation distances from existing utilities infrastructure. At a minimum, the PDR will include the following construction details:

- Expected geohydrologic conditions and impact on drilling;
- Recommended well drilling method;
- Expected depth and diameter of the well;
- Recommended casing materials & dimensions;
- Depth of screened intervals;
- Filter pack gradation;
- Well appurtenance (i.e., sounding and gravel feed tube design);
- Site construction layout and access considerations;
- Discharge considerations;
- Sequence of drilling operation; and
- Noise abatement measures to be taken during drilling.



Geoscience will submit the PDR to the District at the 90% DRAFT stage in electronic format (i.e., PDF) for review and comment. Upon incorporation of comments, Geoscience will submit three (3) bound hard copies of the FINAL PDR in addition to electronic (i.e., PDF) format. The 90% DRAFT will consist of a preliminary construction site layout submitted in electronic (i.e., PDF) format.

2.3 Well Drilling Technical Plans and Specifications

Geoscience will prepare detailed technical plans and specifications for the drilling and construction of University Well No. 2, to be included with the CWD-provided Notice Inviting Bids and Agreement Language. The technical specifications will be prepared in the Construction Specification Institute (CSI) format with separate and standalone plan sheets. Items to be addressed in the technical specifications will include the following:

- Preliminary design drawings, well location, depths, dimensions, and materials
- Expected geohydrologic conditions
- Permits to be acquired by the contractor
- Compliance with NPDES discharge requirements, as necessary
- Job conditions (e.g., noise suppression, drilling waste, runoff management, power, lighting, water, security, sanitation and work damage)
- Mobilization, demobilization, and site cleanup
- Recommended methods of well drilling
- Equipment, materials, and records to be furnished by the contractor
- Records to be kept by the contractor
- Well drilling, zone testing, and construction procedures, including:
    - Drilling, installation, and cementing of conductor casing,
    - Pilot-borehole drilling,
    - Geophysical borehole logging (i.e. short- and long-normal resistivity logs, guard or lateral logs, self-potential log, gamma ray, and sonic),
    - Isolated aquifer zone testing,
    - Final borehole drilling (reaming pass),
    - Alignment, plumbness, borehole integrity, and drilling speed,
    - Well casing and screen installation,
    - Gravel access and sampling tube installation,
    - Filter pack material selection and approved placement method,
    - Annular cement seal installation.
- Well development procedures, including:
    - Initial airlift development between packers,
    - Development by wireline swabbing and bailing (if necessary), and
    - Development by pumping.
- Aquifer pumping and recovery tests, and spinner (flowmeter) survey
- Downhole video camera and gyroscopic alignment surveys
- Well disinfection, well cover, and final inspection

Geoscience will submit an electronic copy (i.e., PDF) of the 60% and 90% DRAFTS of the technical plans and specifications. After submission of each round of draft review, comments will be incorporated prior to issuing subsequent Drafts. Once approved, the 100% FINAL technical plans and specifications will be submitted in electronic format (i.e., PDF) and three (3) bound hard copies.

2.4 Planning Level (Engineer's) Estimate

Geoscience will prepare a planning-level estimate of drilling contractor costs (i.e., Engineer's Estimate) for the proposed drilling, construction, development, and testing of University Well No. 2. The estimate will be based on Geoscience's database of recent and competitive winning bids and will include an itemized list of tasks and quantities required for work.

2.5 Bid Assistance

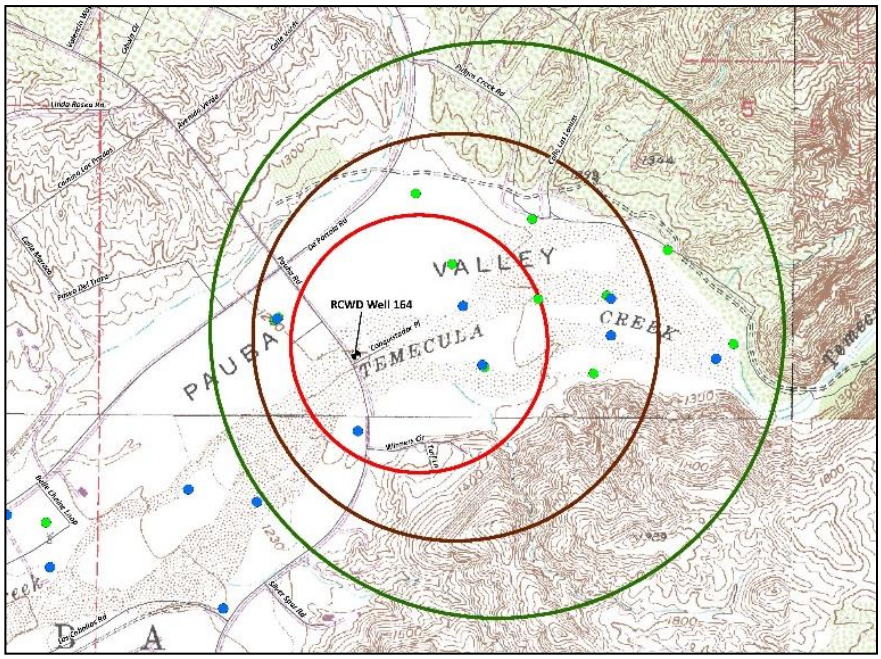
Geoscience will attend a pre-bid meeting with interested contractors and CWD personnel at the beginning of the bidding process to discuss key issues in the technical plans and specifications, and to answer all questions regarding site conditions, preliminary well design, schedule, and other hydrogeologic or contractual matters. During the bidding process Geoscience will respond to bidder's questions and prepare bid addenda as necessary. Once the bidding process is complete, Geoscience will review and evaluate all bids received and will provide construction contract award recommendations.

3.0 OPTIONAL: PERMITTING ASSISTANCE

3.1 General permitting Assistance

Geoscience will provide permitting assistance to the CWD and the selected contractor during the course of the work. This coordination assistance can include regulatory agencies, such as City encroachment permitting, NPDES NOIs and reporting, AQMD requirements, County Flood Control, DDW, RWQCB, and County Health Department. Most construction permits will be acquired by the drilling contractor, therefore, for budgeting purposes, it is assumed that permit fees will be paid by others. It is assumed that the project will not require planning or building permitting.

3.2 Preliminary and Final Drinking Water Source Assessment Program (DWSAP) Documents



In 1996, the United States Environmental Protection Agency (USEPA) amended the Safe Drinking Water Act to require that all states implement a Source Water Assessment Program (SWAP) for public water systems. The primary purpose of the SWAP program is to promote source water protection by conducting assessments of those sources. Effective July 1, 2014, DDW administers this program in California under the DWSAP program. The DWSAP program provides a proactive "multiple-barrier" approach to protecting drinking water sources by assessing Possible Contaminating Activities (PCAs) within protection area boundaries delineated for a particular source. An assessment of the actual drinking water source and its vulnerability to sources of contamination is also conducted. The goal of the DWSAP program is to provide a baseline of information that will be used to prioritize and direct source water protection measures.

Prior to the construction of University Well No. 2, Geoscience will prepare preliminary Drinking Water Source Assessment and Protection (DWSAP) program documents to evaluate the vulnerability of the prospective well site to contamination. Performing a preliminary Source Water Assessment ensures that the well will meet regulatory standards before beginning construction of the well. Upon completion of well, Geoscience will provide FINAL DWSAP documents for the District to submit to the regional State Water Resources Control Board Department of Drinking Water (SWRCB DDW).

4.0 OPTIONAL: CONSTRUCTION MANAGEMENT AND ON-SITE FIELD SUPERVISION DURING WELL CONSTRUCTION

Geoscience will provide on-site field supervision services during the drilling, construction, development, and testing of University Well No. 2. It is assumed for this proposal and cost estimate that on-site supervision will be a combination of part- and full-time, depending on specific tasks. Critical tasks, such as well construction, will be full-time (i.e., 24-hour) supervision. For cost estimating purposes we assume a pilot borehole depth of 1,000 ft bgs, and a well completion depth of 900 ft bgs. However, based on the final well location the final well depth may be shallower or deeper depending on the geology at the selected site.

4.1 Project Management, Pre-Construction Meeting, and Construction Management

Geoscience will provide project management services throughout the entire project to ensure that all aspects of the project are carried out in a proper and efficient manner. Project management activities will include (but not necessarily be limited to) coordination and correspondence with the project team and client personnel, project schedule updates, project budget monitoring, quality control and assurance, management of any subconsultant work, document control and record keeping, and identify any outstanding issues.

Geoscience will attend a pre-construction meeting with the selected contractor and the CWD to review key issues within the contract documents and technical plans and specifications. In addition, questions will be addressed regarding hydrogeologic and logistical matters. Items to be discussed at the meeting will include (but not be limited to) required submittals and inspections, permitting, work schedule, invoicing, and communication protocols. Additionally, at the time of pre-construction meeting, the prospective contractor will have the opportunity to visit the well site to satisfy themselves regarding conditions that may affect equipment set up. At the time of the meeting, the contractor will have the opportunity to point out any issues that they may have regarding preparation of the site for the work.

Geoscience will provide construction management services during the well construction process to verify that the geohydrologic aspects of the project are carried out in a proper and efficient manner. Construction management activities will include review of contractor submittals, review of contractor invoices to ensure accuracy and completeness, review of and response to contractor Request for Information (RFIs) and change order requests for legitimacy, preparation of a final "punch list", and filing of essential paperwork, correspondence, field notes, etc. Daily email and/or phone updates will be provided along with submittal of relevant photographs. For cost estimating purposes, we assume approximately 10 to 15 contractor submittals will be received, and that no more than five (5) re-submittals will be necessary.

4.2 Contractor Mobilization, Demobilization, and Site Cleanup

Geoscience will provide part-time field supervision during contractor mobilization, demobilization, and site cleanup to ensure that all activities are in accordance with the technical plans and specifications.

4.3 Conductor Installation

Full-time on-site field supervision will be provided during drilling and logging of the conductor borehole, and installation of the conductor casing and sanitary cement seal, to confirm that all materials are furnished and installed in accordance with the technical specifications and regulatory requirements.

4.4 Pilot Borehole Drilling

Field supervision will be provided on a part time basis during pilot borehole drilling. During drilling, formation samples will be collected at 10 ft intervals (or more frequently depending on the stratigraphy encountered). Samples will be identified as to material type and production potential by visually logging them in the field using the Unified Soil Classification System (USCS). Upon completion of the pilot borehole drilling, Geoscience personnel will provide full-time onsite supervision of the geophysical borehole logging (i.e., short- and long-normal resistivity, guard or lateral, spontaneous potential, gamma-ray, and sonic logs). Lithologic chip trays will be prepared and provided to the District upon request at the completion of pilot borehole drilling. For cost estimating purposes, we assume that the pilot borehole will be approximately 1,000 ft in depth and that an average drilling rate of six (6) ft per hour, including time needed for tooling, equipment maintenance, and deviation surveys, will be maintained.

4.5 Evaluate Geophysical Logs and Select Zones for Isolated Aquifer Zone Testing

Permeable and non-permeable formation material will be identified from the geophysical borehole logs and from the samples collected during drilling. Based on this information, and information collected during the drilling process, recommendations will be made for zone selection (i.e., depth intervals) for isolated aquifer zone testing. The purpose of isolated aquifer zone testing is to determine both yield and water quality from the potential completion interval(s) before determining the final well design. Based on a total borehole depth of 1,000 ft, a minimum of five (5) zones will be tested within the pilot borehole. Recommendations for isolated aquifer zone testing will be provided to the CWD in a letter format within 24 hours of the completion of geophysical logging.

4.6 Isolated Aquifer Zone Testing

Once depth intervals for aquifer zones have been identified for zone testing, construction of the zones by the contractor will begin. Geoscience will provide part-time supervision during construction and testing of each zone. Geoscience always recommends that zone testing be performed at discharge rates exceeding 200 gallons per minute (gpm), or as high of a rate as possible from a specific zone, to verify that representative sampling of the aquifer is taking place and that the aquifer is being sufficiently stressed to provide the best available field data. Whenever possible, turbidity measurements taken from the discharge water should be less than 10 nephelometric turbidity units (NTUs) for at least two (2) hours before collecting water quality samples from any given zone.

After each zone has been appropriately developed, water samples will be collected by Geoscience personnel and delivered to a California-certified water quality testing laboratory for general mineral and physical properties analysis (or any other analyses specific to the well site as may be required). For cost estimating purposes, we assume that the drilling contractor will be responsible for the water quality laboratory fees and will contract directly with the laboratory. Field measurements will also be collected during each zone test to determine field parameters such as pH, temperature, and electrical conductivity. Additionally, the discharge rate, and static and pumping water levels, will be measured frequently during pumping of each zone such that each zone's productivity can be determined (including pressure head and specific capacity).

The zone selection and recommended water quality analytical suite will be presented to the District for approval prior to implementation in the field. We recommend that the groundwater quality samples collected from the zone testing be analyzed on a 72-hour turnaround time (i.e., rush) as the results of these analyses are integral for determining the screen interval(s) for the final well design. For bidding purposes, it is assumed that five (5) isolated aquifer zones will be tested in the borehole of the new well.

4.7 Mechanical Grading Analysis

Using the lithologic and geophysical logs collected from the pilot borehole, up to 10 formation samples will be selected for mechanical grain size (i.e., sieve) analysis to assess permeability, sand migration potential, and uniformity coefficients. These analyses will be used as a basis for preparing the custom filter pack and well screen design for the new well.

4.8 Preparation of Final Well Design

Although the anticipated lengths and dimensions of the well casing and screen, and the materials used to manufacture them will be identified during the preliminary design phase, ultimately these details will be determined based on the results of the borehole lithology, geophysical logs, zone testing, and the desired production rate.

Using properly designed and installed filter pack will control sand production from the well when pumping. Proper selection of the appropriate filter pack material gradation will be determined from a mechanical grading analysis and will be designed based on industry standards regarding pack-to-aquifer ratios. The size of the screen openings will be designed to allow a minimal, but acceptable amount of filter pack material to move through the screen. This controlled movement of filter pack material will permit the proper development of the filter pack and near-well zone.

Based on results from the mechanical grading analysis, Geoscience will design the filter pack with a pack to aquifer ratio of between four (4) and 20 and use Terzaghi's criteria for the movement of fines through the filter pack, and for the permeability of the aquifer and filter pack. Based on geophysical logs, mechanical grain size analysis, and isolated aquifer zone testing, targeted aquifers will be identified. The final well design will include recommended depth intervals and diameters for the well casing and screens, recommended borehole diameter(s), and the proper screen opening size to complement the filter pack designs. Recommended depths for the well appurtenances and deep annular seals will also be provided

as necessary. Geoscience will meet with CWD personnel to discuss the final recommended well design prior to finalization and implementation in the field.

4.9 Borehole Reaming

During reaming (enlargement) of the pilot borehole to the final design diameter(s) and depth(s), part-time field supervision will be provided to confirm that the work is performed correctly, and that drilling fluid properties are maintained within the parameters defined by the technical specifications. For cost estimating purposes, we assume that the final reamed borehole will be approximately 900 ft in depth and that an average drilling rate of six (6) ft per hour, including time needed for tooling, equipment maintenance, and any other contractor activity, will be maintained.

4.10 Installation of Casing, Screen, Filter Pack, and Annular Seal

Full-time (i.e., 24 hour) supervision will be provided during installation of the casing, screen, appurtenances, filter pack, and annular seals to verify that all materials are furnished and placed in accordance with the recommended design and technical specifications. Prior to installation, Geoscience personnel will inspect the filter pack material and the well casing and screen for compliance with the specified well design. As the filter pack and cement seal are being installed, Geoscience personnel will track the volume placed against the volume calculated from the caliper log to confirm that there are no voids or bridges forming within the annular space.

4.11 Initial Well Development by Airlifting and Swabbing

Initial well development by airlifting and swabbing is an extremely important component of the well completion and development process. Geoscience will provide part-time supervision during the airlift development process and will closely monitor discharge water turbidity and sand content to track the development progress of the well.

For cost estimating purposes, it is assumed that the well will be constructed with 700 ft of well screen, requiring 210 contractor hours of initial development by swabbing and airlifting.

4.12 Final Well Development by Pumping and Surging

Geoscience will monitor final development by pumping and surging on a part-time basis. Tests for sand content and specific capacity will be performed frequently to measure the advancement of the development process and to verify that the well is fully developed before beginning the aquifer pumping tests. Specific draw down analysis will also be utilized to confirm proper and complete well development, a technique commonly overlooked by other consulting firms.

For cost estimating purposes, it is assumed that the well will require 60 contractor hours of final well development by pumping and surging.

4.13 Aquifer Pumping Tests

Once the well development process is considered complete, aquifer pumping tests will be performed to determine well and aquifer characteristics. If feasible, nearby wells (i.e., Big Hole Monitoring Well and University Well No. 1) will be monitored to provide interference data and enable more accurate aquifer parameter estimates. The following aquifer pumping tests will be performed:

- Step Drawdown Pumping Test (8 hours): time drawdown measurements will be made to determine specific capacity and well efficiency relationships which are necessary to calculate the optimal production rate and pump setting. Typically, three to four rates are selected for pumping, beginning with the lowest rate, and progressing to the highest.
- Constant Rate Pumping and Recovery Test (24 hours): time drawdown and recovery measurements will be made to estimate aquifer parameters. If possible, nearby wells will also be monitored to obtain interference ground water levels during the test.

Toward the end of the constant rate test, Geoscience personnel will collect ground water quality samples and deliver them to a California-certified laboratory to analyze water quality constituents required by the State of California's Title 22 Rule. For cost estimating purposes, we assume that the drilling contractor will be responsible for the water quality laboratory fees and will contract directly with the laboratory. Geoscience will also provide full time supervision during all aquifer pumping and recovery tests, as well as during the flowmeter (spinner) survey typically conducted during the latter portion of the constant rate testing and following water sample collection.

4.14 Video Survey, Plumbness and Alignment Surveys, and Final Disinfection

Following removal of the test pumping equipment and bailing of the bottom of the well, Geoscience will provide full-time supervision of the final downhole video survey to document the well's post-construction condition. Geoscience will also supervise plumbness and alignment surveys, to measure well verticality and alignment. Supervision of the final chlorination of the well will be provided to verify that the contractor uses approved disinfection materials, concentrations, and methods.

4.15 Wellhead Completion, Post-Construction Site Condition, and Project Close-Out

Geoscience will observe the final wellhead completion to confirm that the well casing and appurtenances are finished as described by the technical plans and specifications and/or well designs. The post-construction condition of the well site will also be inspected to verify that all equipment, materials, and trash have been removed and that the site has been restored as closely as possible to its original condition.

4.16 Recommended Pump Setting and Design Discharge Rate

Data from the pumping tests will be analyzed and recommended operational parameters will be provided to the CWD in letter format. This letter will include design pumping rate, short- and long-term drawdown characteristics, well efficiency, interference between adjacent wells, and recommended pump setting. This data will be utilized by the pump design engineer for final selection of the permanent pump. Geoscience will attend a meeting with CWD personnel to discuss the pump design recommendations.

5.0 OPTIONAL: WELL COMPLETION SUMMARY REPORT

5.1 Prepare Well Completion Summary Report

At the conclusion of well construction activities, Geoscience will prepare a detailed final report summarizing details of the drilling, construction, development, and testing. The well completion summary report, at a minimum, will include the following:

- Chronology of activities
- Lithologic log based on the drill cuttings
- Mechanical grading analyses
- Geophysical and video survey logs
- As-built diagram of the completed well
- Analyses and results of aquifer pumping tests
- Zone test and Title 22 water quality data
- Recommended pump setting, production rate, short- and long-term drawdown
- California DWR well completion report
- Field supervision and testing reports
- An electronic photographic log
- Other pertinent data and analytical results

Geoscience will submit one (1) summary report in electronic format (i.e., PDF), and three (3) bound hard copies of the 100% FINAL report.

Our cost proposal to perform baseline Tasks 1 and 2 is $66,298 as detailed in the attached Table 1. Our cost proposal to perform Optional Tasks 3 through 5 is $159,228, also detailed in the attached Table 1. Our total cost estimate for all tasks is $225,526. Thank you for the opportunity to submit this proposal.

Should you have any questions, please do not hesitate to call Terry at (909) 667-4057.

Terry Watkins, PG, CHG
Principal Geohydrologist

Robert Sia
Senior Associate Geohydrologist

Cost Proposal for Professional Hydrogeological Services Related to Pre-Construction Documents
Camrosa Water District University Well No. 2

		Task Description	GEOSCIENCE SUPPORT SERVICES, INC. Principal Geohydrologist	Senior Geohydrologist	Project Geohydrologist	Senior Associate Geohydrologist	Associate Geohydrologist	Technical Illustrator	Clerical	Labor	Reimbursable Expenses[1]	Total Cost
		Hourly Rate:	$290	$249	$226	$180	$165	$165	$113			
1.0		**PROJECT MANAGEMENT, MEETINGS, AND SITE RECONNAISSANCE**										
	1.1	Project Management and Administration	2		16	8				$ 5,636		**$ 5,636**
	1.2	Prepare for and Attend Project Kick-Off Meeting and Site Reconnaissance (assumes at CWD Office)	12	12						$ 6,468	$ -	**$ 6,468**
	1.3	Prepare for and Attend Meetings with Camrosa Water District (assumes up to six (6) virtual meetings)	2	12	12					$ 6,280	$ -	**$ 6,280**
		Subtotal	*16*	*24*	*28*	*8*	*0*	*0*	*0*	*$ 18,384*	*$ -*	***$ 18,384***
2.0		**DATA COLLECTION AND REVIEW, PRELIMINARY DESIGN, AND TECHNICAL PLANS AND SPECIFCATIONS**										
	2.1	Data Collection and Review	2	8	12					$ 5,284	$ -	**$ 5,284**
	2.2	Prepare a Preliminary Design Report (assumes 90% DRAFT submitted electronically and 100% FINAL version submitted electronically and three (3) bound hard copies)	4	8	16	16	24	10	2	$ 15,484	$ -	**$ 15,484**
	2.3	Prepare Technical Plans and Specifications for the Drilling, Construction, Development, and Testing of University Well No. 2, (assumes 90% DRAFTS submitted electronically and 100% FINAL submitted electronically and three (3) bound hard copies)	2	8	24	40		24	2	$ 19,382	$ -	**$ 19,382**
	2.4	Prepare Engineer's Estimate	2	4						$ 1,576	$ -	**$ 1,576**
	2.5	Provide Assistance During Bidding Process and Attend Pre-Bid Meeting (includes response to bidder questions, prepare bid addenda and clarifications, and evaluation of Bids)	2	8	16					$ 6,188	$ -	**$ 6,188**
		Subtotal	*12*	*36*	*68*	*56*	*24*	*34*	*4*	*$ 47,914*	*$ -*	***$ 47,914***
		TOTAL HOURS AND COST (TASKS 1-2):	**28**	**60**	**96**	**64**	**24**	**34**	**4**	**$ 66,298**	**$ -**	**$ 66,298**
3.0		**OPTIONAL TASK - PERMITTING ASSISTANCE[2]**										
OT	3.1	Provide Permit Assistance to the CWD Prior to Construction Activities, Including Identifying all Applicable Required Permits, Prepare Necessary Permits and Supporting Documentation Under Direction of CWD, Including but not Limited to, NPDES, County Flood Control, DDW, County Department of Public Health	2	4	12					$ 4,288	$ -	**$ 4,288**
OT	3.2	Prepare PRELIMINARY and FINAL Drinking Water Source Assessment Program (DWSAP) Documents (electronic copy and three (3) bound hard copies of both the PRELIMINARY and FINAL documents)		2	8	16			4	$ 5,638	$ -	**$ 5,638**
		Subtotal	*2*	*6*	*20*	*16*	*0*	*0*	*4*	*$ 9,926*	*$ -*	***$ 9,926***
4.0		**OPTIONAL TASK - WELL DRILLING CONSTRUCTION MANAGEMENT AND INSPECTION[3,4,5,6]**										
OT	4.1	Provide Project Management and Construction Management (includes pre-construction meeting, contractor submittal review, response to RFIs, construction updates, invoice review, change order review, and preparation of a final "punch list")	2	4	16					$ 5,192	$ -	**$ 5,192**
OT	4.2	On-site Field Supervision During Contractor Mobilization, Demobilization, and Site Cleanup	2		4		20			$ 4,784	$ 290	**$ 5,074**
OT	4.3	On-site Field Supervision During Conductor Borehole Drilling, Casing Installation, and Sanitary Seal (assumes full-time inspection)		2	4		16			$ 4,042	$ 145	**$ 4,187**
OT	4.4	On-site Field Supervision During Pilot Borehole Drilling, Sampling of Cuttings, and Geophysical Borehole Logging (assumes part-time inspection, 1,000 ft depth)		4	4		70			$ 13,450	$ 1,395	**$ 14,845**
OT	4.5	Evaluate Geophysical Borehole Logs and Select Zones for Isolated Aquifer Zone Testing (assumes five [5] zones)	2	4	12					$ 4,288	$ -	**$ 4,288**

Cost Proposal for Professional Hydrogeological Services Related to Pre-Construction Documents
Camrosa Water District University Well No. 2

Task		Description	GEOSCIENCE SUPPORT SERVICES, INC. Principal Geohydrologist	Senior Geohydrologist	Project Geohydrologist	Senior Associate Geohydrologist	Associate Geohydrologist	Technical Illustrator	Clerical	Labor	Reimbursable Expenses[1]	Total Cost
		Hourly Rate:	$290	$249	$226	$180	$165	$165	$113			
OT	4.6	On-site Field Supervision During Isolated Aquifer Zone Testing for Yield and Water Quality (assumes part-time inspection of five [5] zones, 18 hours per zone)	4	10	16		90			$ 22,116	$ 1,975	**$ 24,091**
OT	4.7	Review Lithology and Perform Mechanical Grading Analyses (assumes 10 samples)		2	2		14			$ 3,260	$ -	**$ 3,260**
OT	4.8	Prepare Final Design of Casing, Screen, Filter Pack, and Annular Seal, and Submit in Letter or Memo Format to CWD.	2	4	8	12				$ 5,544	$ 50	**$ 5,594**
OT	4.9	On-site Field Supervision During Reaming (Enlargement) of Pilot Borehole and Caliper Survey (assumes part-time inspection and 900 ft depth)			2		60			$ 10,352	$ 725	**$ 11,077**
OT	4.10	On-site Field Supervision During Installation of Casing, Screen, Filter Pack, and Annular Seal (full-time inspection)		4			75			$ 13,371	$ 725	**$ 14,096**
OT	4.11	On-site Field Supervision During Initial Development by Swabbing and Airlifting (assumes 700 ft of perforated interval; part-time inspection)			4		60			$ 10,804	$ 1,290	**$ 12,094**
OT	4.12	On-site Field Supervision During Final Development by Pumping and Surging (part-time inspection)		2	2		50			$ 9,200	$ 685	**$ 9,885**
OT	4.13	On-site Field Supervision During Aquifer Pumping Tests, Spinner Survey, Provide Assistance for Title 22 Water Quality Sampling, and Deliver to Lab (full-time inspection of 8 hr step test, part-time inspection of 24-hour constant rate test, and recovery measurements)		2	4		36			$ 7,342	$ 540	**$ 7,882**
OT	4.14	On-site Field Supervision During Downhole Video Survey, Plumbness and Alignment Surveys, and Final Disinfection (full-time inspection)			4		24			$ 4,864	$ 290	**$ 5,154**
OT	4.15	On-site Field Supervision During Wellhead Completion, Post-Construction Site Condition, and Prepare Project Close-Out Documents			4		8			$ 2,224	$ 145	**$ 2,369**
OT	4.16	Evaluate Aquifer Pumping Test Analyses and Prepare Letter Presenting Recommendations for Pump Setting, Design Discharge Rate, and Estimated Drawdown Conditions. Includes Meeting with CWD.	2	4	8		12			$ 5,364	$ -	**$ 5,364**
		Subtotal	*14*	*42*	*94*	*12*	*535*	*0*	*0*	*$ 126,197*	*$ 8,255*	***$ 134,452***
5.0		**OPTIONAL TASK - WELL COMPLETION SUMMARY REPORT**										
OT	5.1	Prepare Comprehensive Well Summary Report (assumes 100% FINAL submitted electronically and three (3) bound hard copies)	4	8	12	12	24	16	2	$ 14,850	$ -	**$ 14,850**
		Subtotal	*4*	*8*	*12*	*12*	*24*	*16*	*2*	*$ 14,850*	*$ -*	***$ 14,850***
		TOTAL HOURS AND COST - OPTIONA ITEMS (OPTIONAL TASKS 3-5):	**20**	**56**	**126**	**40**	**559**	**16**	**6**	**$ 150,973**	**$ 8,255**	**$ 159,228**
		TOTAL HOURS AND COST - ALL TASKS (TASKS 1-5):	**48**	**116**	**222**	**104**	**583**	**50**	**10**	**$ 217,271**	**$ 8,255**	**$ 225,526**

Notes:

[1] Reimbursable Expenses Include Mileage, Field Per Diem at $145/day when local and $250/day when overnight stays are required , report reproduction costs, and subconsultant fees including 10% administrative fee.

[2] Assumes CWD will be the primary contact to permitting agencies and will cover all associated fees

[3] Assumes drilling and construction of a 900-foot-deep well

[4] All well construction supervision costs assume a total borehole depth of approximately 1,000 ft below ground surface. Conductor installation, geophysical survey, well construction, downhole video survey, plumbness and alignment surveys, and final disinfection inspection is provided on a full-time basis. All other inspection is part-time. Additional inspection beyond that outlined in this cost proposal can be provided, as necessary, on a time and materials basis.

[5] Laboratory costs for groundwater quality analyses are not included.

[6] Inspection to be done by a California Professional Geologist (PG) or a geologist working under the direct supervision of a PG.

It should be noted that additional costs, which cannot be foreseen at this time, are sometimes incurred due to equipment breakdowns on the part of the drilling contractor, and/or problems in material procurement or construction.Additional inspection hours for such field-related problems are not included in the above costs.

GEOSCIENCE is aware of the requirements of California Labor Code Sections 1720 et seq. and 1770 et seq., which require the payment of prevailing wage rates and the performance of other requirements on certain “public works” and “maintenance” projects. The work GEOSCIENCE performs does not fall under prevailing wage rate categories.

Cost Assumption and Basis of Proposal

1. Geoscience's Consultants Fee included with this bid are valid for a period of 1 year following notice of award.
2. Geoscience will manage work hours between employee classifications or utilize other employee classifications provided that the total project fee is not exceeded without prior approval of the Owner. Geoscience will first request approval from the Owner before work hours are managed between Tasks as listed in the Consultants Fee Schedule.
3. Services not Specifically Identified in the Scope of Work are not included in this Agreement for Professional Services.
4. Owner and/or Stakeholders will provide data on: Site Plans, Utility Record Drawings, Nearby Well Locations, Nearby Well Construction Details, Well Production History, Water Level History, Water Quality History, Well Maintenance History, Lithologic Logs, Geophysical Logs, Land Use Data, Known Contamination Sites Known Contamination Sites, Climatological Data, Site Ownership/Parcel Information, Gaging Station Data, Authorization Letters, Facility Details, Discharge History, or Model Files. Owner and/or Stakeholder provided data is assumed to be in an editable electronic format (eg., Excel, AutoCad GIS, etc.).
5. All owner/stakeholder furnished data required for a given Task will be provided to Consultant within a timeframe agreed upon between Consultant and Client, or as shown in the project schedule. Owner-furnished data that is received after the agreed-upon collection time frame, and that necessitates a revision of analyses, calculations, design, or written deliverable, may necessitate a contract amendment.
6. Consultant assumes that data assembled and provided by the Client and/or Project Stakeholders is accurate, complete and can be used as it is. Verification of Owner furnished-data accuracy from primary source(s) is outside the scope of work.
7. One (1) round of comments and resulting deliverable revision is budgeted for the Preliminary Design Report and the Technical Plans and Specifications as listed in the Scope of Work. Owner will review and provide comments on the preliminary design drawings and contract documents at the 90% Draft level.
8. For review of draft deliverables, Owner will provide consolidated, written, and non-contradictory review comments to Consultant's Deliverables in an electronic, matrix format. All written review comments will be provided within a time frame as agreed upon by the Owner/Stakeholders and Consultant, or as indicated in the baseline project schedule. Owner and/or Stakeholder comments that are received after the agreed-upon deliverable review Time Frame, and that necessitate an additional revision of the deliverable, will be incorporated upon consultation with the Owner and through a contract modification.
9. Owner or Owner's Representative will provide standard Title and Border drawing sheet templates in current AutoCAD Standard Format that will be used As-is.
10. Budget assumes evaluation of one (1) potential well site for the preliminary design report and Technical Specification, assumes a 900 ft well depth for the well's final design.

11. The scope of design services include the design of pilot bore hole, final bore hole, well construction, development and associated testing. Scope does not include survey, grading, well equipping and other site improvements unless otherwise specified.
12. Consultant assumes scope of services will include preparation of design drawings and specifications only. Client to provide contractual front-end documents.
13. Budget assumes there will be one Construction Bid Package for the well. Services for support of bid dispute or rebidding the project are not included in the scope of work. Owner or Owner's Representative will conduct advertisement for bidding, distribute plans, serve as the point of contact for contractors, and directly coordinate all other aspects of the bidding process including required pre-bid meetings.
14. Support budget for Construction Observation and other On-Site Activities is an allowance only and represents a credible scope and budget based on the known site conditions and Consultant's experience with similar projects. Effort for this task is limited to the budget identified in the Consultant Fee Estimate. Additional effort that occurs as a result of change in well depth, delays, unforeseen site conditions, or changes to the construction scope, will only be provided upon consultation with the Owner and through a contract modification.
15. Well site evaluation by consultant will be made using best available data on aquifer yield and water quality. Consultant cannot guarantee the final production volume or water quality of the completed well.

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Board of Directors

From: Assistant 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).

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Board Memorandum

February 8, 2024

To: Board of Directors

From: General Manager

Subject: **Closed Session – Personnel Matters**

Objective: Discuss personnel matters.

Action Required: No action necessary; for information only.

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

CAMROSA WATER DISTRICT
BUILDING WATER SELF-RELIANCE

Read File

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

A. Cash Balances (12/2023)
B. 2024 Board Calendar

FUNDS FY 23-24

UNRESTRICTED FUNDS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	% Invested		JANUARY	FEBRUARY	MARCH
Investments											
LAIF	7,279,843.43	7,279,843.43	7,279,843.43	11,745,473.64	9,670,473.64	8,845,473.64	21%	1,6			
PERSHING, LLC (T- Bills, Notes)	32,744,886.00	32,744,886.00	32,975,661.00	32,972,554.70	33,598,335.58	33,598,335.58	79%				
	40,024,729.43	40,024,729.43	40,255,504.43	44,718,028.34	43,268,809.22	42,443,809.22	100%				-
Operating Accounts											
U.S BANK DEPOSIT ACCOUNT	404,793.13	344,632.56	6,303,042.40	576,888.67	1,750,053.16	1,745,012.77					
U.S BANK DISBURSEMENTS ACCOUNT	483,893.49	464,552.05	486,946.85	1,036,566.00	1,047,314.47	1,268,648.00					
BANK OF AMERICA-RTL ACCOUNT	591,464.88	157,578.32	433,308.31	314,623.32	261,145.43	186,690.55					
	1,480,151.50	966,762.93	7,223,297.56	1,928,077.99	3,058,513.06	3,200,351.32					-
TOTAL	$ 41,504,880.93	$ 40,991,492.36	$ 47,478,801.99	$ 46,646,106.33	$ 46,327,322.28	$ 45,644,160.54					$ -
RESTRICTED FUNDS											
PAYMENT FUND 2016	3,858.85	7,943.75	11,794.45	-	3,858.03	874,415.63		2,3,4,5			
RESERVES 2016	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69		3			
WATER ACQUISITION FUND 2016	183.14	183.14	183.14	183.14	183.14	183.14		4			
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87					
TOTAL	$ 889,621.55	$ 893,706.45	$ 897,557.15	$ 885,762.70	$ 889,620.73	$ 1,760,178.33					$ -
GRAND TOTAL	$ 42,394,502.48	$ 41,885,198.81	$ 48,376,359.14	$ 47,531,869.03	$ 47,216,943.01	$ 47,404,338.87					$ -

U,S. Treasury Bills & Notes

Financial Institution	Cusip Number	Settlement Date	Maturity Date	Par Value	Market Price at Purchase	Amount	Accrued Int. at Purchase	Net Amount	Yield to Maturity	Market Value Current	Accrued Int. as of Dec 2023	
Pershing, LLC-Treasury Notes	912796YT0	11/2/2023	8/31/2025	14,511,000.00	96.00234	13,930,900.10	69,066.78	13,999,966.88	5.07%	14,128,925.37	133,748.37	7
Pershing, LLC-Treasury Bills	912796Z28	3/17/2023	2/22/2024	10,000,000.00	96.01475	9,601,475.00	-	9,601,475.00	4.385%	9,925,700.00		8
Pershing, LLC-Treasury Bills	912797GX9	9/14/2023	3/14/2024	10,260,000.00	97.43561	9,996,893.70	-	9,996,893.70	5.293%	10,153,501.20		8
Total				$ 34,771,000.00		$ 33,529,268.80	$ 69,066.78	$ 33,598,335.58		$ 34,208,126.57		

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	5.15%	N/A	879,528.69	3,840.05

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	5.15%	N/A	183.14	0.93

ANTICIPATED OUTFLOWS

Water Purchases December 2023	315,890.43
Payroll PR 1-1, 1-2 & ME	450,000.00
AP Check Run 1/3, 1/17 & 1/31	1,200,000.00
Large CIP Project Payments	-
Bond Payments	-
	$ 1,965,890.43

FINANCE MEETING

DATE **1/30/2024**

Norman Huff Digitally signed by Norman Huff Date: 2024.01.30 16:20:14 -08'00'

Norman Huff-Assistant General Manager

Tamara Sexton Digitally signed by Tamara Sexton Date: 2024.01.30 16:07:10 -08'00'

Tamara Sexton-Deputy General Manager/Finance

Sandra Llamas Digitally signed by Sandra Llamas Date: 2024.01.30 14:54:06 -08'00'

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. There was a transfer from LAIF to operations in the amount of $825,000.00
2. The payment fund received interest earnings in the amount of $15.69 in the month of December.
3. The reserve fund received interest earnings in the amount of $3,717.90 in the month of December. The full amount was transferred to the payment fund.
4. The water acquisition fund received interest earnings in the amount of $0.90 in the month of December. The full amount was transferred to the payment fund.
5. We sent a payment to Wilmington Trust in the amount of $866,823.11 to pay principal and interest due on January 15th to bondholders.
6. LAIF's average monthly rate of return for the period was 3.929
7. Treasury notes pay interest semi-annually. Accrued interest as of Dec. 31st is $133,748.37. The first interest payment will be paid to Camrosa in the month of February.
8. Treasury bills do not have periodic interest payments. The difference between par value and purchase price is paid at maturity.

2024 Camrosa Board Calendar

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

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

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

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

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

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

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

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

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

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

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

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

2024 Holidays

- January 1st & 2nd New Year's Holiday (Observed)
- February 19th - President's Day
- May 27th - Memorial Day
- July 4th - Independence Day
- September 2nd - Labor Day
- November 11th - Veteran's Day
- November 28th & 29th - Thanksgiving
- December 24th & 25th - Christmas
- December 31st - New Year's Eve

2024 Conferences

- CASA Winter Conf. (Palm Springs) Jan. 24th - 26th
- ACWA Spring Conf. (Sacramento) May 7th - 9th
- CASA 69th Annual Conf. (Monterey) July 31st - Aug. 2nd
- ACWA Fall Conf. (Palm Desert) Dec 3rd - 5th

2024 AWA Meetings

- *"Water Issues" Third Tuesday (except Apr., Aug., Dec.)*
- AWA Board Meetings (See orange on calendar)
- Waterwise Breakfast (See yellow on calendar)
- April 18th - Annual Symposium
- ***August - DARK (No Meetings or Events)***
- September 19th - Reagan Library Reception
- December 12th - Holiday Mixer

2024 VCSDA Meetings

- February 6th - Annual Dinner
- April 2nd
- June 4th
- August 6th
- October 1st
- December 3rd

Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

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

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

Read File