

## Board Agenda

### Special Meeting

**Monday, May 13, 2024**  
Camrosa Board Room  
7385 Santa Rosa Rd. • Camarillo, CA 93012  
**5:00 P.M.**

#### Call to Order

NOTE: As authorized by California Government Code section 54953(b), a board member will be participating in this meeting via Zoom video conferencing. The video conference location is accessible to the public and is located at: 4640 E. Front Blvd. • East Bethel, MN 55092.

#### Public Comments

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board 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 April 25, 2024
2. \*\*Approve Vendor Payments

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

**Action Required:** Approve accounts payable in the amount of \$466,748.80.

## Primary Agenda

### 3. **\*\*Resolution Authorizing Investment of Monies in the Local Agency Investment Fund**

**Objective:** Modify the District's Resolution authorizing the investment of District monies in the Local Agency Investment Fund (LAIF) to reflect the District's current organizational structure and identify the officers of the District designated to effect transactions.

**Action Required:** Adopt a Resolution of the Board of Directors Authorizing investment of Monies in the Local Agency Investment Fund.

### 4. **\*\*CalPERS Contributions and Performance Evaluation and Incentive Policy Update**

**Objective** Update the Classic Employee Member Paid Contribution and Performance Evaluation and Incentive Policy.

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

- 1) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution and Re-adopting the District's Performance Evaluation and Incentive Policy; and,
- 2) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution (CalPERS ID: 7880235845).

### 5. **\*\*Camrosa Water District Profit Share Plan Amendment**

**Objective:** Amend the District's Profit Share Plan.

**Action Required:** Adopt a resolution ratifying the amendment of the Camrosa Water District Profit Share Plan.

### 6. **\*\*Solids Dewatering Press Facility Upgrades and Site Improvements**

**Objective:** Award a contract for the construction of solids dewatering press facility upgrades and site improvements at the Camrosa Wastewater Reclamation Facility (CWRF).

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

- 1) Appropriate additional funding from the Wastewater Capital Improvement Fund in the amount of \$2,006,100.00 for the construction of the solids dewatering facility and site improvements; and,
- 2) Authorize the General Manager to award a contract and issue a purchase order to Pacific Hydrotech Corporation in the amount of \$3,477,890.00 for construction.

### 7. **Procurement of a Hydroclam Device**

**Objective:** Procure a Hydroclam monitoring device to be used in the potable water distribution system.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to:

- 1) Appropriate \$8,000.00 to establish a Hydroclam Fixed Asset; and
- 2) Issue a purchase order to Steel Source Construction in an amount not to exceed \$7,800.00 for the purchase of Hydroclam monitoring device.

**8. \*\*Fiscal Year 2023-24 3<sup>rd</sup> Quarter Budget Status Report**

**Objective:** Receive a report from staff regarding the Fiscal Year (FY) 2023-24 3<sup>rd</sup> Quarter budget report and reserves.

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

**9. Water Loss Program Update**

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

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

**10. Customer and Administrative Services Quarterly Report**

**Objective:** Provide a quarterly presentation to the Board regarding Customer Service and other Administrative Services.

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

**11. Water Quality Quarterly Report**

**Objective:** Provide a quarterly presentation to the Board regarding the current status of the District's compliance efforts and water quality.

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

**12. \*\*Local Production Update**

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

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

**13. \*\*Capital Improvement Projects Status Update**

**Objective:** Provide a quarterly presentation to the Board on the District's CIP status update.

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

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

Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to Donnie Alexander at (805) 482-8514 at least 48 hours before the meeting, if possible.

\*\*Indicates agenda items for which a staff report has been prepared and backup information has been provided to the Board. The full agenda packet is available for review on our website at: [www.camrosa.com/board-agendas/](http://www.camrosa.com/board-agendas/)

Materials related to an item on this agenda submitted to the Board of Directors after distribution of the agenda packet are available for public inspection in the District's office located at 7385 Santa Rosa Rd. • Camarillo, CA 93012 during normal business hours.

**May 13, 2024**

**Board of  
Directors  
Agenda Packet**

## Board Minutes

### Regular Meeting

Thursday, April 25, 2024

Camrosa Board Room

5:00 P.M.

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

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

**Absent:** Jeffrey C. Brown, Director

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

**Guest:** Eliza Jane Whitman, Woodard & Curran  
Xavier Irias, Woodard & Curran  
Stephanie Hubli, Woodard & Curran  
Max Storm, Woodard & Curran (via teleconference)

### **Public Comments**

None

### **Consent Agenda**

**1. Approve Minutes of the Regular Meeting of April 11, 2024**

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

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

**Motion carried unanimously.**

**2. Approve Vendor Payments**

A summary of accounts payable in the amount of \$651,466.01 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$651,466.01.

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

**Motion carried unanimously.**

## Primary Agenda

### 3. Water Resource Supply Project Update Presentation

The Board received an updated summary presentation by Woodard and Curran for water resource supply project planning.

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

### 4. Woodard and Curran Water Resource Supply Project Agreement *(cancelled)*

### 5. Ordinance 40-24 Rules and Regulations Governing the Provision of Water and Wastewater Service

The Board set a public hearing date for June 6, 2024, to consider adoption of Ordinance 40-24 Rules and Regulations Governing the Provision of Water and Wastewater Service.

**Motion:** Nelson **Second:** Hoag

**Motion carried unanimously.**

### 6. Schedule of Rates for Water and Wastewater Services

The Board set a public hearing date for June 6, 2024, to consider adoption of Ordinance 42-24, Schedule of Rates for Water and Wastewater Services.

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

**Motion carried unanimously.**

### 7. Miscellaneous Fees and Charges

The Board set a public hearing date for June 6, 2024, to consider adoption of Ordinance 43-24, Schedule of Miscellaneous Fees and Charges.

**Motion:** Nelson **Second:** Hoag

**Motion carried unanimously.**

### 8. Water Loss Program Update *(deferred)*

### 9. Customer and Administrative Services Quarterly Report *(deferred)*

### 10. Water Quality Quarterly Report *(deferred)*

### 11. Local Production Update *(deferred)*

### 12. Capital Improvement Projects Status Update *(deferred)*

### 13. Fiscal Year 2024-25 Draft Budget

The Board received a briefing from staff on the proposed Fiscal Year (FY) 2024-25 Operating Budget.

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

### 14. Resolution of Intention to Terminate CalPERS Contract *(deferred)*

**15. Woodcreek Well Rehabilitation Project**

The Board took the following actions:

- 1) Appropriated additional funding in the amount of \$185,000.00 for the Woodcreek Well Rehabilitation from the potable capital replacement fund; and
- 2) Authorized the General Manager to issue a change order to General Pump Company, Inc., in the amount of \$167,614.00, for a screened insert.

**Motion:** Nelson **Second:** Hoag  
**Motion carried unanimously.**

**16. Heritage Park – Monitoring Well Installation**

The Board took the following actions:

- 1) Appropriated additional funding in the amount of \$85,000.00 from the potable capital improvement fund to the Heritage Park monitoring well; and
- 2) Authorized the General Manager to award a change order in the amount, not to exceed, \$85,000.00 to South Valley Companies (SVC), Inc., for increased depth drilling and development of a new monitoring well.

**Motion:** Foreman **Second:** Hoag  
**Motion carried unanimously.**

**Comments by General Manager**

- Reported presenting at The Grove HOA
- Informed the Board that rate study information is on the District website and a May bill insert is in progress.
- Informed the Board that the May 9, 2024, board meeting will be moved to May 13, 2024 due to ACWA Conference conflicts.
- Requested the Board hold workshops with staff to outline priorities and expectations. Staff was directed to provide potential dates and locations for the workshop.

**Comments by Directors**

- President West requested staff hold another community forum to assist customers in using the rate calculator.
- Director Nelson reported attending the recent Leisure Village meeting discussing the proposed wastewater increase. He also attended the recent Calleguas and AWA meetings.

**Adjournment**

There being no further business, the meeting was adjourned at 7:21 P.M.

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Norman Huff, Secretary  
Board of Directors  
Camrosa Water District

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

# Board Memorandum

May 13, 2024

**To:** General Manager  
**From:** Sandra Llamas, Sr. Accountant  
**Subject:** Approve Vendor Payments

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

**Action Required:** Approve accounts payable in the amount of \$466,748.80.

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

Payroll PR 4-2, 2024	\$ 55,113.03
Accounts Payable 04/18/2024-05/01/2024	\$ <u>411,635.77</u>
Total Disbursements	\$ <u>466,748.80</u>

<b>DISBURSEMENT APPROVAL</b>	
_____ BOARD MEMBER	_____ DATE
_____ BOARD MEMBER	_____ DATE
_____ BOARD MEMBER	_____ DATE

\_\_\_\_\_  
 Norman Huff, General Manager



# Camrosa Water District

Accounts Payable Period:

04/18/2024-05/01/2024

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	34,124.55
20053	Current LTD Bond 2016	
21800	Unclaimed Monies	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	3,579.38
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	122,028.42
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50012	CamSan Reclaimed Water	20,239.25
50135	PERS Retirement	
50200	Utilities	4,210.35
50210	Communications	4,368.92
50220	Outside Contracts	107,608.92
50230	Professional Services	20,588.75
50240	Pipeline Repairs	15,455.30
50250	Small Tool & Equipment	509.48
50260	Materials & Supplies	37,197.28
50270	Repair Parts & Equip Maint	18,724.38
50280	Legal Services	22,661.89
50290	Dues & Subscriptions	108.00
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	230.90
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
<b>TOTAL</b>		<b>\$411,635.77</b>

# Expense Approval Report

By Vendor Name

Payable Dates 4/18/2024 - 5/1/2024 Post Dates 4/18/2024 - 5/1/2024

Payment Number	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
26	05/01/2024	BONDY GROUNDWATER CONSULTING, INC.	097-09 GSA	Consulting Services GSA Track 2	Prof services	FY24-0001	612.50
127	04/24/2024	CAMROSA WATER DISTRICT	1996	Reimbursement for EFT Payment to Bondy Grwt 97-08	Prof services		2388.75
<b>TOTAL VENDOR PAYMENTS-GSA</b>							<b>\$ 3,001.25</b>
<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3434	04/25/2024	DEPOSIT ONLY-CAMROSA WTR	4-25-24-AP2	Transfer to Disbursements Account	Transfer to disbursements-hol		140000
3435	04/25/2024	DEPOSIT ONLY-CAMROSA WTR	4-25-24-AP	Transfer to Disbursements Account	Transfer to disbursements-hol		810000
3436	04/25/2024	DEPOSIT ONLY-CAMROSA WTR	4-25-24-PR	Transfer to Disbursements Account	Transfer to disbursements-hol		322000
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>1272000</b>
<b>Vendor: AGR00 - AG RX INC.</b>							
60688	04/30/2024	AG RX INC.	103073	Weed Abatement	Outsd contracts	FY24-0243	2,058.00
60688	04/30/2024	AG RX INC.	103127	Weed abatement	Outsd contracts	FY24-0244	3,134.79
<b>Vendor AGR00 - AG RX INC. Total:</b>							<b>5,192.79</b>
<b>Vendor: ALL11 - ALL PEST AND REPAIR, INC.</b>							
60689	05/01/2024	ALL PEST AND REPAIR, INC.	0027583	Pest Control-VTA1-1900	Outsd contracts		700.00
60689	05/01/2024	ALL PEST AND REPAIR, INC.	0027606	Pest Control-VTA1-7385	Outsd contracts		550.00
<b>Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:</b>							<b>1,250.00</b>
<b>Vendor: ALL14 - ALLCONNECTED INC</b>							
60690	05/01/2024	ALLCONNECTED INC	43829	All Connected Smart Connect and Aux Support	Outsd contracts	FY24-0003	4,102.20
60690	05/01/2024	ALLCONNECTED INC	43832	Labor and Material for NetworkSwitch Installations	Construction in progress	FY24-0189	5,057.28
60690	05/01/2024	ALLCONNECTED INC	43847	All Connected Smart Connect and Aux Support	Outsd contracts	FY24-0003	6,253.25
<b>Vendor ALL14 - ALLCONNECTED INC Total:</b>							<b>15,412.73</b>
60691	04/30/2024	BASELINE ENTERPRISES	21571	Fuel Tank Inspection-April 2024	Outsd contracts		981.75
60692	04/24/2024	BEADOR CONSTRUCTION COMP, INC.	0000005	Fire Hydrant Deposit Refund-acct 5 - 106927	Refunds payable		640.50
60693	04/30/2024	BLACK & VEATCH CORP	6713059	Amend #1-Additional Scope of work	Prof services	FY23-0279-R1	4,125.00
1380	05/01/2024	BONDY GROUNDWATER CONSULTING, INC.	094-11	Project Management for District PV Modeling	Prof services	FY24-0020	490.00
60694	04/25/2024	BRANDON CONGER	00002633	Refund Double Payment on acct 2633-96590	Refunds payable		85.20
<b>Vendor: BSK01 - BSK ASSOCIATES</b>							
60695	04/29/2024	BSK ASSOCIATES	AH09526	Conejo GAC Plant PFAS Monitoring	Outsd contracts		1,110.00
60695	04/30/2024	BSK ASSOCIATES	AH10242	University Well Analysis	Outsd contracts		485.00
<b>Vendor BSK01 - BSK ASSOCIATES Total:</b>							<b>1,595.00</b>
60696	04/29/2024	CALIF WATER ENVIRONMENT ASSOCIATION	2025 CertRenew-GrahamM	CWEA Certificate Renewal	Dues & subscrip		108.00
1381	04/29/2024	CALIFORNIA DEPARTMENT OF TAX ADMINISTRATION	1stQTR2024	Used Tax Jan-March 2024	Repair parts & equipment		4.00
60697	05/01/2024	CITY OF CAMARILLO	31427	Recycled Water CamSan-March 2024	CamSan Water		20,239.25
60698	04/30/2024	COASTAL-PIPCO	S2252351-001	Tank drain valves - Emergency	Repair Parts & Equipment-RM	FY24-0245	1,930.43
60699	05/01/2024	COMMUNICATION ENTERPRISES, INC.	163089	Repair radio equipment 4B, 1A, 2B, CWRF	Outsd contracts	FY24-0252	3,156.20
60700	05/01/2024	DIENER'S ELECTRIC, INC	35835	MSA Confined Gas Monitor Installation	Construction in progress	FY24-0249	13,532.77
1382	04/25/2024	DONNIE ALEXANDER	42424	Reimbursement for UPS Shipping Charge	Materials & supplies		58.69
60701	05/01/2024	E.J. HARRISON & SONS INC	846	Trash Removal - CWRF	Outsd contracts		552.94
60702	04/24/2024	ELISE GOLDMAN	00002200	Deposit Refund Act 2200- 5316 Camino Deville	Refunds payable		180.96
60703	04/24/2024	ESQUIRE PROPERTY MANAGEMENT	00001366-2	Deposit Refund Act 1366 - 5181 Via Calderon	Refunds payable		40.15

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

60704	04/30/2024	FAMCON PIPE & SUPPLY, INC	S100124582-001.	Repair Parts & Equipment - Parts for a Leak Repair	Repair parts & equipment		427.51
60704	04/30/2024	FAMCON PIPE & SUPPLY, INC	S100-124582-002.	Repair Parts & Equipment-Credit for Returned Parts	Repair parts & equipment		(427.51)
60704	04/30/2024	FAMCON PIPE & SUPPLY, INC	S100124582-003.	Materials & Supplies - Stock Parts C900	Materials & supplies		444.82
60704	04/30/2024	FAMCON PIPE & SUPPLY, INC	S100124599-001.	Repair Parts & Equipment-Parts for AC Leak Repair	Pipeline repairs		889.64
60704	04/30/2024	FAMCON PIPE & SUPPLY, INC	S10012526-001R	P.O -FY24-0234-Repair Leak 15602 La Peyre Rd	Pipeline repairs		3,459.56
60705	04/30/2024	FAMCON PIPE & SUPPLY, INC	S100125056-001	Pipeline repair parts - RMWTP	Pipeline Repairs-RMWTP	FY24-0246	2,209.35
<b>Vendor FAM01 - FAMCON PIPE &amp; SUPPLY, INC Total:</b>							<b>7,003.37</b>

60706	04/30/2024	FAMCON UTILITY SUPPLY, INC.	S100125332-001	Repair Parts & Equipment-15602 Lapeyre Rd Leak Rep	Pipeline repairs		257.40
60707	04/24/2024	FENCE FACTORY	0000002	Fire Hydrant Deposit Refund-Act 2-107113	Refunds payable		809.89
60708	05/01/2024	Frontier Communications	April 2024	VOIP -Land Lines	Communications		699.08

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

60709	04/29/2024	FRUIT GROWERS LAB. INC.	404794A	GAC Plant Monitoring-Outside Lab Work	Outsd contracts		549.00
60709	04/29/2024	FRUIT GROWERS LAB. INC.	405231A	Round Mountain Metals Analysis	Outside Contracts		41.00
60709	04/29/2024	FRUIT GROWERS LAB. INC.	405715A	Conejo GAC Plant Monitoring	Outsd contracts		39.00
60709	04/29/2024	FRUIT GROWERS LAB. INC.	405716A	Laboratory QC Analysis	Outsd contracts		60.00
<b>Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:</b>							<b>689.00</b>

60710	05/01/2024	GEOSCIENCE SUPPORT SERVICES INC.	CWD-02-22-01	New University Well Geohydrological Services	Construction in progress	FY24-0176	9,767.00
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**Vendor: HAC01 - HACH COMPANY**

60711	04/30/2024	HACH COMPANY	14009177	Repair Parts and Equipment-CL-17sc Analyzer Parts	Repair parts & equipment		1,570.14
60711	04/30/2024	HACH COMPANY	14009459	Repair Parts & Equipment - Replacement PH Sensors	Repair parts & equipment		3,406.26
<b>Vendor HAC01 - HACH COMPANY Total:</b>							<b>4,976.40</b>

**Vendor: HEA02 - HealthEquity**

1383	04/29/2024	HealthEquity	k9wccwk	Consumer Driven Health Svgs Pln-Admon Fees March24	Fees & charges		2.95
1383	04/29/2024	HealthEquity	vd6kp3u	Consumer Driven Health Svgs Pln-Admon Fees April24	Fees & charges		2.95
<b>Vendor HEA02 - HealthEquity Total:</b>							<b>5.90</b>

60712	05/01/2024	HERC RENTALS INC.	34508594-001	Pond pump 2 rental	Repair parts & equipment	FY24-0247	3,628.43
60713	05/01/2024	INFOSEND, INC.	260715	Printing & Mailing April 2024 Billing Statements	Outsd contracts		5,205.28
60714	05/01/2024	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	52828A	Janitorial-Cleaning Services - May 2024	Outsd contracts		1,897.10
60715	04/24/2024	KYUNG C KIM	00006741	Deposit Refund Act 6741 - 5145 Colony Dr	Refunds payable		123.62

**Vendor: THE04 - LIFE TECHNOLOGIES CORPORATION**

60716	05/01/2024	LIFE TECHNOLOGIES CORPORATION	84779934	Lab Supplies	Materials & supplies		360.95
60716	05/01/2024	LIFE TECHNOLOGIES CORPORATION	84791626	Lab Supplies	Materials & supplies		116.00
<b>Vendor THE04 - LIFE TECHNOLOGIES CORPORATION Total:</b>							<b>476.95</b>

**Vendor: LIN01 - LINDE GAS & EQUIPMENT INC**

60717	05/01/2024	LINDE GAS & EQUIPMENT INC	42412571	Acetylene Gas Cylinders	Materials & supplies		93.26
60717	05/01/2024	LINDE GAS & EQUIPMENT INC	42602513	Acetylene Gas Cylinders	Materials & supplies		163.05
<b>Vendor LIN01 - LINDE GAS &amp; EQUIPMENT INC Total:</b>							<b>256.31</b>

**Vendor: LOW03 - LOWTHORP RICHARDS, LLP**

60718	04/29/2024	LOWTHORP RICHARDS, LLP	119323	Legal Services	Legal services		420.00
60718	04/29/2024	LOWTHORP RICHARDS, LLP	119327	PFAS Legal Services	Legal services		40.00
60718	04/29/2024	LOWTHORP RICHARDS, LLP	119328	Legal Services	Legal services		2,600.00
<b>Vendor LOW03 - LOWTHORP RICHARDS, LLP Total:</b>							<b>3,060.00</b>

60686	04/22/2024	MICHELLE L. PONTICELLI	780266	NOC Notary for PV Well 2 Landscape	Construction in progress		50.00
60719	04/24/2024	MISSION PAVING & SEALING, INC.	00006389	Fire Hydrant Deposit Refund Act 6389 -107128	Refunds payable		843.25

**Vendor: MNS01 - MNS ENGINEERS, INC.**

60720	05/01/2024	MNS ENGINEERS, INC.	85971	Solids Dewatering Press	Construction in progress	FY24-0126	1,630.00
60720	05/01/2024	MNS ENGINEERS, INC.	85972	Water Quality Sampling Stations	Construction in progress	FY24-0142	2,587.50
<b>Vendor MNS01 - MNS ENGINEERS, INC. Total:</b>							<b>4,217.50</b>

**Vendor: NOR07 - NORTHSTAR CHEMICAL**

60721	05/01/2024	NORTHSTAR CHEMICAL	279333	Materials & Supplies - Conejos - Chlorine	Materials & supplies		6,302.88
60721	05/01/2024	NORTHSTAR CHEMICAL	279335	Materials & Supplies - Tierra Rejada Chlorine	Materials & supplies		1,538.58
60721	05/01/2024	NORTHSTAR CHEMICAL	279945	Materials & Supplies - RMWTP Chlorine	Materials & Supplies-RMWTP		7,440.90
<b>Vendor NOR07 - NORTHSTAR CHEMICAL Total:</b>							<b>15,282.36</b>
60722	05/01/2024	OLIN CORP-CHLOR ALKALI	900405092	Materials & Supplies - CWRF Chlorine	Materials & supplies		12,164.85

<b>Vendor: QUA06 - QUALITY AG, INC</b>						
60723	05/01/2024	QUALITY AG, INC	120555	Weed Abatement 2B	Outsd contracts	FY24-0250 4,418.00
60723	05/01/2024	QUALITY AG, INC	120565	Weed Abatement 4B	Outsd contracts	FY24-0251 1,376.00
<b>Vendor QUA06 - QUALITY AG, INC Total:</b>						<b>5,794.00</b>
<b>Vendor: QUI02 - QUINN COMPANY</b>						
60724	05/01/2024	QUINN COMPANY	WON10022196	Generator Maintenance 26 Red	Repair parts & equipment	FY24-0164 1,744.17
60724	05/01/2024	QUINN COMPANY	WON10022223	Generator Maintenance 26 Red	Repair parts & equipment	FY24-0164 2,315.74
60724	05/01/2024	QUINN COMPANY	WON10022321	Generator Maintenance 26 Red	Repair parts & equipment	FY24-0164 2,738.74
<b>Vendor QUI02 - QUINN COMPANY Total:</b>						<b>6,798.65</b>
<b>Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS</b>						
60725	05/01/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1045875	Repair Parts and Equipment - MCC Fans for CWRFF Eff	Repair parts & equipment	592.02
60725	05/01/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1046088	Materials & Supplies - Diversion Electrical Fittin	Materials & supplies	884.66
<b>Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:</b>						<b>1,476.68</b>
60726	05/01/2024	RT LAWRENCE CORPORATION	48903	Lockbox Services-March 2024	Outsd contracts	641.71
<b>Vendor: SAM01 - SAM HILL &amp; SONS, INC.</b>						
60727	05/01/2024	SAM HILL & SONS, INC.	4883	Water Service Repair Village 44	Pipeline repairs	FY24-0248 8,639.35
60727	05/01/2024	SAM HILL & SONS, INC.	4884	1A Tank Cleaning	Outsd contracts	FY24-0205 12,600.00
<b>Vendor SAM01 - SAM HILL &amp; SONS, INC. Total:</b>						<b>21,239.35</b>
<b>Vendor: SCF01 - SC Fuels</b>						
60728	05/01/2024	SC Fuels	2621944IN	Material & Supplies - FUEL	Materials & supplies	1,951.06
60728	05/01/2024	SC Fuels	2625877IN	Material & Supplies - FUEL	Materials & supplies	1,525.56
60728	05/01/2024	SC Fuels	2628667IN	Material & Supplies - FUEL POND 1	Materials & supplies	1,943.91
<b>Vendor SCF01 - SC Fuels Total:</b>						<b>5,420.53</b>
<b>Vendor: SCE01 - SOUTHERN CALIF. EDISON</b>						
1378	04/18/2024	SOUTHERN CALIF. EDISON	April 2024	April 2024 Usage Charges	Pumping power-Potable	(26,630.39)
1378	04/18/2024	SOUTHERN CALIF. EDISON	April 2024	April 2024 Usage Charges	Pumping power Non-Potable	79,619.92
1378	04/18/2024	SOUTHERN CALIF. EDISON	April 2024	April 2024 Usage Charges	Pumping Power-RMWTP	69,038.89
1378	04/18/2024	SOUTHERN CALIF. EDISON	April 2024	April 2024 Usage Charges	Utilities	4,064.60
<b>Vendor SCE01 - SOUTHERN CALIF. EDISON Total:</b>						<b>126,093.02</b>
<b>Vendor: SCG01 - SOUTHERN CALIFORNIA GAS</b>						
1379	04/30/2024	SOUTHERN CALIFORNIA GAS	April 2024-a-R	March 2025 Usage-Act 170-013-9900-9	Utilities	131.45
1379	04/30/2024	SOUTHERN CALIFORNIA GAS	April 2024-R	March 2025 Usage-Act 123-787-1794-1	Utilities	14.3
<b>Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:</b>						<b>145.75</b>
60729	05/01/2024	T&T TRUCK & CRANE SERVICE	0167234IN	Transport of Diversion Traveling Screen	Construction in progress	FY24-0240 1,500.00
60730	04/24/2024	TERRY HANSER	00004453-2	Deposit Refund Act 4453 - 1790 Harvest Ln	Refunds payable	25.47
<b>Vendor: THO09 - THOMAS SCIENTIFIC</b>						
60731	04/29/2024	THOMAS SCIENTIFIC	3268713	Lab Materials and Supplies	Materials & supplies	8.68
60731	04/29/2024	THOMAS SCIENTIFIC	3273028	Lab Materials and Supplies	Materials & supplies	167.59
60731	04/29/2024	THOMAS SCIENTIFIC	3274914	Lab Materials and Supplies	Materials & supplies	33.52
60731	04/29/2024	THOMAS SCIENTIFIC	3277135	Lab Materials and Supplies	Materials & supplies	243.68
<b>Vendor THO09 - THOMAS SCIENTIFIC Total:</b>						<b>453.47</b>
60732	05/01/2024	Trusted Tech Team, Inc	154720	Windows 11 Upgrade for CWD	Outsd contracts	664.95
<b>Vendor: UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC</b>						
60733	05/01/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC	23-2425381	Dig Alert Tickets-April 2024	Outsd contracts	123.19
60733	05/01/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC	420240210	Dig Alert Tickets-April 2024	Outsd contracts	458.00
<b>Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:</b>						<b>581.19</b>
<b>Vendor: UNI08 - UNIFIRST CORPORATION</b>						
60734	05/01/2024	UNIFIRST CORPORATION	2210092183	Office Cleaning Supplies - Mat-Towel Services	Outsd contracts	87.46
60734	05/01/2024	UNIFIRST CORPORATION	2210092184	Uniform Cleaning Service	Outsd contracts	148.27
60734	05/01/2024	UNIFIRST CORPORATION	2210094323	Office Cleaning Supplies - Mat-Towel Services	Outsd contracts	87.46
60734	05/01/2024	UNIFIRST CORPORATION	2210094325	Uniform Cleaning Service	Outsd contracts	148.27
<b>Vendor UNI08 - UNIFIRST CORPORATION Total:</b>						<b>471.46</b>
<b>Vendor: USA01 - USA BLUE BOOK</b>						
60736	04/29/2024	USA BLUE BOOK	INV00339780	Lab Materials and Supplies	Materials & supplies	229.69
60736	04/29/2024	USA BLUE BOOK	INV00341175	Lab Materials and Supplies	Materials & supplies	31.93
<b>Vendor USA01 - USA BLUE BOOK Total:</b>						<b>261.62</b>
60737	05/01/2024	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1049732	Generator Permit - CWRFF	Fees & charges	225.00

60738	05/01/2024	VENTURA REGIONAL SANITATION DISTRICT, INC	INV0014720	VRSD Sewer Cleaning	Outsd contracts	FY24-0009	51,252.47
60687	04/22/2024	VENTURA RENTAL CENTER	206838	Tent,Tables,Chairs, Linens for Staff GAC-FacTour	Outsd contracts		4,727.63
60739	05/01/2024	VERIZON WIRELESS	9962284700	Cell Phones	Communications		3,669.84
<b>Vendor: WWG01 - W W GRAINGER, INC.</b>							
60740	05/01/2024	W W GRAINGER, INC.	9089544655	Chemical Pump for Dosing Skid	Materials & supplies		966.23
60740	05/01/2024	W W GRAINGER, INC.	9090815359	Transfer Pump and Hoses	Repair parts & equipment		522.06
60740	05/01/2024	W W GRAINGER, INC.	9092957795	Pump and Fittings	Materials & Supplies-RMWTP		526.79
60740	05/01/2024	W W GRAINGER, INC.	9100399907	Screw Extractor Set	Small tools & equipment		509.48
60740	05/01/2024	W W GRAINGER, INC.	9102578631	Contractor for RMWTP Skid 2 A/C	Repair Parts & Equipment-RM'		272.39
<b>Vendor WWG01 - W W GRAINGER, INC. Total:</b>							<b>2,796.95</b>
<b>Vendor: WHI03 - WHITE BRENNER LLP</b>							
60741	05/01/2024	WHITE BRENNER LLP	49525	OPV FCGMA Legal Services	Legal services		6,326.82
60741	04/29/2024	WHITE BRENNER LLP	49874	OPV FCGMA Legal Services	Legal services		13,275.07
<b>Vendor WHI03 - WHITE BRENNER LLP Total:</b>							<b>19,601.89</b>
<b>Vendor: WOO04 - WOODARD &amp; CURRAN, INC.</b>							
60742	05/01/2024	WOODARD & CURRAN, INC.	233273	2023 Master Plan	Prof services	FY23-0008-R1	9,663.75
60742	05/01/2024	WOODARD & CURRAN, INC.	233274	Water Resource Planning	Prof services	FY23-0150-R1	6,310.00
<b>Vendor WOO04 - WOODARD &amp; CURRAN, INC. Total:</b>							<b>15,973.75</b>
60743	04/24/2024	YINSHI PIAO	00005948	Deposit Refund Act 5948 - 2370 Glenside Ln	Refunds payable		830.34

**TOTAL VENDOR PAYMENTS-CAMROSA**

**\$ 411,635.77**

DFT0005238	04/18/2024	CAL PERS 457 PLAN	INV0014608	Deferred Compensation	Deferred comp - ee paid		3,833.15
DFT0005234	04/18/2024	COLONIAL SUPPLEMENTAL INS	INV0014604	Colonial Benefits	Colonial benefits		231.80
DFT0005257	04/18/2024	EMPLOYMENT DEVELOP. DEPT.	INV0014636	Payroll-SIT	P/R-sit		5,600.18
DFT0005240	04/18/2024	Empower Annuity Ins Co of America	INV0014610	Deferred Comp 457	Deferred comp - ee paid		150.00
<b>Vendor: HEA02 - HealthEquity</b>							
DFT0005244	04/18/2024	HealthEquity	INV0014616	HSA-Employee Contribution	HSA Contributions Payable		148.08
DFT0005245	04/18/2024	HealthEquity	INV0014617	HSA Contributions	HSA Contributions Payable		50.00
<b>Vendor HEA02 - HealthEquity Total:</b>							<b>198.08</b>
1373	04/18/2024	LINCOLN FINANCIAL GROUP	INV0014611	Deferred Compensation	Deferred comp - ee paid		2,849.07
1372	04/18/2024	LINCOLN FINANCIAL GROUP	INV0014630	Profit Share Contribution	Profit share contributions		3,019.74
DFT0005242	04/18/2024	PUBLIC EMPLOYEES	INV0014614	CalPERS Retirement	P/R-state ret.		20,953.89
DFT0005246	04/18/2024	SYMETRA LIFE INS CO.	INV0014618	Life Insurance	Life ins.		305.50
<b>Vendor: UNI10 - UNITED STATES TREASURY</b>							
DFT0005254	04/18/2024	UNITED STATES TREASURY	INV0014633	FIT	P/R-fit		13,457.00
DFT0005255	04/18/2024	UNITED STATES TREASURY	INV0014634	Payroll-Social Security Tax	P/R - ee social security		745.00
DFT0005256	04/18/2024	UNITED STATES TREASURY	INV0014635	Payroll- Medicare Tax	P/R - ee medicare		3,749.62
<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>							<b>17,951.62</b>
60677	04/18/2024	UNITED WAY OF VENTURA CO.	INV0014603	Charity-United Way	P/R-charity		20.00

**TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA**

**\$ 55,113.03**

## Board Memorandum

May 13, 2024

**To:** General Manager

**From:** Tamara Sexton, Deputy General Manager/Finance Manager

**Subject:** Resolution Authorizing Investment of Monies in the Local Agency Investment Fund

---

**Objective:** Modify the District’s Resolution authorizing the investment of District monies in the Local Agency Investment Fund (LAIF) to reflect the District’s current organizational structure and identify the officers of the District designated to effect transactions.

**Action Required:** Adopt a Resolution of the Board of Directors Authorizing investment of Monies in the Local Agency Investment Fund.

**Discussion:** The last authorization on file with LAIF was passed by Resolution of the Board in 2013. LAIF permits those “authorized by resolution” to further delegate responsibility to local agency staff for conducting day-to-day LAIF business, such delegation requires two signatures of individuals “authorized by resolution.”

The existing Resolution authorizes the General Manager and the Business Services Manager (or their successors) to effect transfers to the fund. The LAIF resolution is being modified to reflect current staffing. The Deputy General Manager/Finance will be added as the co-signer to the General Manager, and the position of Business Services Manager removed.

No additional modifications have been made to the Resolution.

**Resolution No: 24-06**

A Resolution of the Board of Directors  
of Camrosa Water District

**Authorizing Investment of Monies in the Local Agency  
Investment Fund**

**Whereas**, The Local Agency Investment Fund in established in the State Treasury under Government Code section 16429.1 et. seq. for the deposit of money of a local agency for purposes of investment by the State Treasurer; and,

**Whereas**, the Camrosa Water District hereby finds that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein is in the best interest of the District;

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the Board of Directors hereby authorizes the deposit and withdrawal of District’s monies in the Local Agency Investment Fund in the State Treasury in accordance with Government Code section 16429.1 et. seq. for the purpose of investment as provided therein; and,

**Be It Further Resolved** that the following District’s officers holding the title(s) specific herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purpose of this resolution and the transactions contemplated hereby:

Tamara Sexton – Deputy General Manager/Finance  
Norman Huff – General Manager

**Be It Further Resolved** that this resolution shall remain in full force until rescinded by the District’s Board of Directors by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer’s Office.

**Adopted, Signed, and Approved** this 13<sup>th</sup> day of May 2024.

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

\_\_\_\_\_ (ATTEST)  
Norman Huff, Secretary  
Board of Directors  
Camrosa Water District

## Board Memorandum

May 13, 2024

**To:** General Manager

**From:** Tamara Sexton, Deputy General Manager/Finance Manager

**Subject:** CalPERS Contributions and Performance Evaluation and Incentive Policy Update

---

**Objective:** Update the Classic Employee Member Paid Contribution and Performance Evaluation and Incentive Policy.

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

- 1) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution and Re-adopting the District's Performance Evaluation and Incentive Policy; and,
- 2) Adopt a Resolution of the Board Paying and Reporting the Value of Employer Paid Member Contribution (CalPERS ID: 7880235845).

**Discussion:** On June 24, 2021, the Board of Directors adopted a resolution requiring existing Classic employees hired before July 1, 2021, to begin contributing one percent per year of their share of CalPERS contribution, and to provide those employees a discretionary offset of one percent.

CalPERS requires a newly adopted resolution when the Board implements a change in the contributions. The Board is considering increasing the Classic employees' share of their contribution from three percent to four percent effective June 22, 2024, and increasing the discretionary offset to four percent. Any Classic employees hired after July 1, 2021, will continue to pay the full seven percent of the employee's CalPERS retirement contribution and will not be eligible for the discretionary offset.

The ramp-down of the District's contributions to CalPERS on behalf of existing Classic employees and the increase of the discretionary offset described above will be taken to the Board on a yearly basis and evaluated as part of the budget process until the employees' payment of their contribution and the Discretionary Offset reach the maximum of seven percent.

The Performance Evaluation and Incentive Policy was last adopted June 8, 2023, and expires June 30, 2024.



**Resolution No: 24-07**

A Resolution of the Board of Directors  
of Camrosa Water District

**Paying and Reporting the Value of Employer Paid Member  
Contribution and Re-adopting the District's Performance  
Evaluation and Incentive Policy**

**Whereas**, the Board of Directors on June 24, 2021, adopted a Resolution of the Board paying and reporting the value of employer paid contribution beginning July 1, 2021, to reflect existing Classic employees hired before July 1, 2021 to begin contributing 1 percent per year of their share of CalPERS contribution and provide a discretionary offset of one percent; and,

**Whereas**, the governing body of the Camrosa Water District has identified the following conditions for the purpose of its election to pay Employer Paid member Contribution (EPMC):

- This benefit shall apply to all employees of Classic Miscellaneous membership hired prior to July 1, 2021.
- This benefit shall be reduced from 4% to 3% of the normal contributions paid as EPMC beginning June 22, 2024, and the same percent (value) of compensation earnable shall be reported\*\* {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be June 22, 2024; and,

**Whereas**, the discretionary offset provided to existing Classic employees hired before July 1, 2021 shall be 4% beginning June 22, 2024; and,

**Whereas**, the *Performance Evaluation and Incentive Policy* was last adopted June 8, 2023 and expires June 30, 2024; and,

**Whereas**, the policy is being revised to include a discretionary bonus to all employees and shall be non-reportable to CalPERS. The percentage amount will be determined yearly by the Board and approved as part of the yearly budget. The bonus amount of 4% will be based on employees' annual base pay prior to their last pay increase; and,

**Whereas**, Non-Exempt (Hourly) Employees the District will match, on a dollar-for-dollar basis, the employee's contributions to the 457 Plan, up to \$2,500 or the amount of the discretionary bonus, whichever is less. The amount matched will be contributed to the employee's 457 Plan; and,

**Whereas**, this policy shall be renewed annually by the Board of Directors. The General Manager will provide the Board with a report on the success of this policy and any recommended modifications. The policy will lapse unless the above is satisfied and the Board of Directors adopts a resolution reinstating the policy by July 1st of each year.

**Now, Therefore, Be It Resolved** that the Camrosa Water District Board of Directors elects to pay and report the value of EPMC, as set forth above; and,

**Now, Therefore, Be it Resolved** that the Camrosa Water District Board of Directors re-adopts the Performance Evaluation and Incentive Policy through June 30, 2025, without any changes.

**Adopted, Signed, and Approved** this 13<sup>th</sup> day of May 2024.

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

\_\_\_\_\_ (ATTEST)  
Norman Huff, Secretary  
Board of Directors  
**Camrosa Water District**

**Resolution No: 24-08**

A Resolution of the Board of Directors  
of Camrosa Water District

**Paying and Reporting the Value of Employer Paid Member  
Contribution (CalPERS ID: 7880235845)**

**Whereas**, the governing body of the Camrosa Water District has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691; and,

**Whereas**, the governing body of the Camrosa Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and,

**Whereas**, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Camrosa Water District of a Resolution to pay and report the value of said Employer Paid Member Contribution (EPMC); and,

**Whereas**, the governing body of the Camrosa Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of Classic Miscellaneous membership hired prior to July 1, 2021.
- This benefit shall consist of paying 3% of the normal contributions as EPMC beginning June 22, 2024, and reporting the same percent (value) of compensation earnable\*\* {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be June 22, 2024.

**Now, Therefore, Be It Resolved** that the governing body of the Camrosa Water District elects to pay and report the value of EPMC, as set forth above.

**Adopted, Signed, and Approved** this 13<sup>th</sup> day of May 2024.

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

\_\_\_\_\_ (ATTEST)  
Norman Huff, Secretary  
Board of Directors  
Camrosa Water District

## Board Memorandum

May 13, 2024

**To:** General Manager

**From:** Sandra Llamas, Sr. Accountant

**Subject:** Camrosa Water District Profit Share Plan Amendment

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**Objective:** Amend the District's Profit Share Plan.

**Action Required:** Adopt a resolution ratifying the amendment of the Camrosa Water District Profit Share Plan.

**Discussion:** Staff requested Lincoln to amend Camrosa's plan document to change the Trust Declaration provision due to a Trustee change. The Plan has been amended to update the Plan Trustees. The Plan document was amended effective April 19, 2024 to reflect the change. The amendment of the plan was executed by Tamara Sexton on behalf of the District on April 11, 2024. The amendment of the plan document needs to be adopted by resolution.

**Resolution No: 24-09**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting the Amendment of the Camrosa Water District Profit  
Share Plan**

**Whereas**, the District maintains the Camrosa Water District Profit Sharing Plan (the “Plan”) under Internal Revenue Code Section 401 (a) for certain District personnel; and,

**Whereas**, the Plan was most recently amended effective August 10, 2023; and,

**Whereas**, pursuant to the provisions of the Plan, the Employer is authorized to amend the provisions of the plan at any time; and,

**Whereas**, The District has reviewed the amendment of the Plan, effective April 19, 2024 and executed by Tamara Sexton on behalf of the District on April 11, 2024; and,

**Whereas**, The adoption of such amendment is in the best interest of the District and the participants in the Plan;

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the Camrosa Water District Profit Share Plan Adoption Agreement is amended as follows:

- The Trust Declaration Page has been modified. The modified Trust Declaration Page is attached to this Amendment.

**Be It Further Resolved** that the Camrosa Water District Board of Directors ratifies the signing of the amendment of the Plan on April 11, 2024 by Tamara Sexton as an act of the Board; and

**Be It Further Resolved** that the proper officers and employees of the District or their delegates either individually or jointly, be and hereby are, authorized and directed to execute any and all documents, and to take such other actions as they deem necessary or appropriate to implement the foregoing resolution.

**Adopted, Signed, and Approved** this 13<sup>th</sup> day of May 2024.

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

\_\_\_\_\_ (ATTEST)  
Norman Huff, Secretary  
Board of Directors  
**Camrosa Water District**

**AMENDMENT #2 TO THE CAMROSA WATER DISTRICT PROFIT SHARING PLAN  
("the Plan")**

WHEREAS, Camrosa Water District (the "Employer") maintains the Camrosa Water District Profit Sharing Plan (the "Plan") for its employees;

WHEREAS, Camrosa Water District has decided that it is in its best interest to amend the Plan;

WHEREAS, Section 14.01(b) of the Plan authorizes the Employer to amend the selections under the Camrosa Water District Profit Sharing Plan Adoption Agreement.

NOW THEREFORE BE IT RESOLVED, that the Camrosa Water District Profit Sharing Plan Adoption Agreement is amended as follows. The amendment of the Plan is effective as of 4-19-2024.

1. The Trust Declaration Page has been modified. The modified Trust Declaration Page is attached to this Amendment.

**TRUST DECLARATION**

**This Trust Declaration may be used to identify and adopt the Trust associated with the Plan.**

*[Note: The Internal Revenue Service does not review the Trust Declaration, or the trust provisions associated with Pre-Approved Plans. Therefore, the provisions of the Trust Declaration, ASC Trust Agreement or any separate Trust agreement have not been approved by the IRS and the IRS opinion letter does not cover such Trust Agreement. The Provider, the Trustee and the adopting Employer should review the applicable Trust provisions, and any modifications thereto, with legal counsel to ensure the provisions are appropriate for the Plan and consistent with Employer elections.]*

**Name of Plan.** Camrosa Water District Profit Sharing Plan

**Name of Employer.** Camrosa Water District

**Effective date of Trust Agreement:** 4-19-2024

**(a) The Trust terms are:**

(1) **Determined under the Trust provisions contained in the ASC Trust Agreement - Standard.**

*[Note: Trustee must complete the Trustee Signature section under Section (b) below.]*

(i) **Directed Trustee.** The Trustee may only invest Plan assets as directed by the Plan Administrator, the Employer, an Investment Manager or other Named Fiduciary or, to the extent authorized under the Plan, a Plan Participant.

(ii) **Discretionary Trustee.** The Trustee has discretion to invest Plan assets, unless specifically directed otherwise by the Plan Administrator, the Employer, an Investment Manager or other Named Fiduciary or, to the extent authorized under the Plan, a Plan Participant.

*[Modification of ASC Trust Agreement Provisions.* The Employer may amend the Trust provisions as provided under Section 1.18 of the ASC Trust Agreement. Plan provisions will override any conflicting provisions in the Trust Agreement, including any modification thereto. The Provider and the adopting Employer should review any modifications of the ASC Trust Agreement with legal counsel to ensure the provisions are appropriate for the Plan and consistent with Employer elections.]

(2) **Determined under a separate Trust agreement(s).** The Trust provisions are contained in a separate Trust Agreement that has been furnished to the Employer. Notwithstanding the terms of the Plan, the terms of the Trust Agreement shall control the rights and responsibilities of the Trustee with respect to the Trust and the assets held in such Trust.

**Name of Trustee.** \_\_\_\_\_

**Title of Trust Agreement.** \_\_\_\_\_

**Address of Trustee.** \_\_\_\_\_

*[Note: In using a separate Trust Agreement, the Trustee may adopt such Trust Agreement by either completing the Trustee Signature section under Section (b) below or may execute the separate Trust Agreement. In either case, the information above – Name of Trustee, Title of Trust Agreement and Address of Trustee – must be completed.]*

(3) **Plan is funded with custodial accounts, annuity contracts and/or insurance contracts.** There is no Trust associated with the Plan because the Plan is funded exclusively with custodial accounts, annuity contracts and/or insurance contracts.

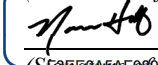
*[Note: No signature is required under this Trust Declaration if the Plan is funded exclusively with custodial accounts, annuity contracts and/or insurance contracts. The Employer or Plan Administrator may enter into a separate agreement with the custodian or insurance company. Such separate agreement must be consistent with the terms of the Plan.]*

**(b) Trustee/Employer Signatures.**

(1) **Trustee Signature.** By signing below, the designated Trustee(s) accept the responsibilities and obligations set forth under the Trust Agreement specified in this Trust Declaration. By signing this Trust Declaration Page, the individual(s) below represent that they have the authority to sign on behalf of the Trustee.

Norman Huff

(Print Name of Trustee)



(Signature of Trustee or authorized representative)

4/11/2024 | 4:17 PM EDT

(Date)

Tamara Sexton  
*(Print name of Trustee)*

*Tamara Sexton*  
*(Signature of Trustee or authorized representative)*

4/17/2024 | 4:17 PM EDT

*(Date)*

- (2) **Employer Signature.** By signing below, the Employer accepts the terms of the Trust Agreement, as specified in this Trust Declaration. By signing this Trust Declaration, the individual below represents that he/she has the authority to accept the Trust Agreement and sign on behalf of the Employer as sponsor of the Plan.

*Tamara Sexton*  
*(Signature of Employer's authorized representative)*

4/17/2024 | 4:17 PM EDT

*(Date)*

Tamara Sexton

*(Print name of Employer's authorized representative)*

Deputy General Manager/Finance

*(Title of Employer's authorized representative)*



**EMPLOYER SIGNATURE PAGE**

**PURPOSE OF EXECUTION.** This Signature Page is being executed for Camrosa Water District Profit Sharing Plan to effect:

- (a) The adoption of a **new plan**, effective \_\_\_ [insert Effective Date of Plan]. [**Note:** Date can be no earlier than the first day of the Plan Year in which the Plan is adopted.]
- (b) The **restatement** of an existing plan in order to comply with the requirements for Cycle 3 Pre-Approved Plans, pursuant to Rev. Proc. 2017-41.
  - (1) Effective date of restatement: \_\_\_\_\_. [**Note:** Date can be no earlier than the first day of the Plan Year in which the restatement is adopted.]
  - (2) Name of plan(s) being restated: \_\_\_\_\_
  - (3) The original effective date of the plan(s) being restated: \_\_\_\_\_
- (c) An **amendment or restatement** of the Plan (other than to comply with the requirements for Cycle 3 Pre-Approved Plans under Rev. Proc. 2017-41). If this Plan is being amended, a snap-on amendment may be used to designate the modifications to the Plan or the updated pages of the Adoption Agreement may be substituted for the original pages in the Adoption Agreement. All prior Employer Signature Pages should be retained as part of this Adoption Agreement.
  - (1) Effective Date(s) of amendment/restatement: 4-19-2024
  - (2) Name of plan being amended/restated: Camrosa Water District Profit Sharing Plan
  - (3) The original effective date of the plan being amended/restated: 1-1-2001
  - (4) If Plan is being amended, identify the Adoption Agreement section(s) being amended: Trust Declaration

**PRE-APPROVED PLAN PROVIDER INFORMATION.** The Pre-Approved Plan Provider (or authorized representative) will inform the Employer of any amendments made to the Plan and will notify the Employer if it discontinues or abandons the Plan. To be eligible to receive such notification, the Employer agrees to notify the Pre-Approved Plan Provider (or authorized representative) of any change in address. The Employer may direct inquiries regarding the Plan or the effect of the IRS Opinion Letter to the Pre-Approved Plan Provider (or authorized representative) at the following location:

**Name of Pre-Approved Plan Provider (or authorized representative):** Lincoln Retirement Services Company LLC

**Address:** 1301 S. Harrison Street, Fort Wayne, IN 46802

**Telephone number:** 800-248-0838

**IMPORTANT INFORMATION ABOUT THIS PRE-APPROVED PLAN.** A failure to properly complete the elections in this Adoption Agreement or to operate the Plan in accordance with applicable law may result in disqualification of the Plan. The Employer may rely on the Favorable IRS Letter issued by the Internal Revenue Service to the Pre-Approved Plan Provider as evidence that the Plan is qualified under Code §401(a), to the extent provided in Rev. Proc. 2017-41. The Employer may not rely on the Favorable IRS Letter in certain circumstances or with respect to certain qualification requirements, which are specified in the Favorable IRS Letter issued with respect to the Plan and in Rev. Proc. 2017-41. In order to obtain reliance in such circumstances or with respect to such qualification requirements, the Employer may need to apply to the Internal Revenue Service for a determination letter.

By executing this Adoption Agreement, the Employer intends to adopt the provisions as set forth in this Adoption Agreement and the related Plan document. By signing this Adoption Agreement, the individual below represents that he/she has the authority to execute this Plan document on behalf of the Employer. This Adoption Agreement may only be used in conjunction with Basic Plan Document #03. The Employer understands that the Pre-Approved Plan Provider has no responsibility or liability regarding the suitability of the Plan for the Employer's needs, or the options elected under this Adoption Agreement. It is recommended that the Employer consult with legal counsel before executing this Adoption Agreement.

Camrosa Water District  
(Name of Employer)

Tamara Sexton Deputy General Manager/Fin  
(Name of authorized representative) (Title)

Tamara Sexton 4/17/2024 | 4:17 PM EDT  
(Signature) (Date)

**SUMMARY OF MATERIAL MODIFICATIONS #2  
Camrosa Water District Profit Sharing Plan (“PLAN”)**

Due to the recent amendment of the above-referenced Plan, changes have been made that could affect your rights under the Plan. This Summary of Material Modifications (SMM) describes the recent Plan amendment and how that amendment may affect you. This Summary of Material Modifications overrides any inconsistent information included in the Plan’s Summary Plan Description (SPD) or other Plan forms.

The modifications described in this Summary of Material Modifications are effective as of April 19, 2024. All other provisions are effective as described in the SPD.

**GENERAL INFORMATION AND DEFINITIONS**

Article 2 of the SPD describes general information and definitions applicable to the Plan. The Plan has been amended to change certain general information or definitions. This section describes the changes that were made to the information contained in Article 2 of the SPD.

**Plan Trustee(s).** The Plan has been amended to change the contact information for the Plan Trustees. Under the Plan as amended, the Plan Trustee(s) are:

- **Name** Norman Huff  
**Address:** 7385 Santa Rosa Road  
**City, State, Zip Code:** Camarillo, CA 93012-9225
  
- **Name** Tamara Sexton  
**Address:** 7385 Santa Rosa Road  
**City, State, Zip Code:** Camarillo, CA 93012-9225

**Additional Information**

If you have any questions about the modifications described in this SMM or about the Plan in general, or if you would like a copy of the SPD or other Plan documents, you may contact:

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012-9225  
805-482-8214

## Board Memorandum

May 13, 2024

**To:** General Manager

**From:** Art Aseo, Engineering & Capital Projects Manager

**Subject:** Solids Dewatering Press Facility Upgrades and Site Improvements

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**Objective:** Award a contract for the construction of solids dewatering press facility upgrades and site improvements at the Camrosa Wastewater Reclamation Facility (CWRF).

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

- 1) Appropriate additional funding from the Wastewater Capital Improvement Fund in the amount of \$2,006,100.00 for the construction of the solids dewatering facility and site improvements; and,
- 2) Authorize the General Manager to award a contract and issue a purchase order to Pacific Hydrotech Corporation in the amount of \$3,477,890.00 for construction.

**Discussion:** The District spends approximately \$140,000.00 on outside contracts and 800 in-house labor hours a year to press, till, and dry sludge at the CWRF. A permanent dewatering press facility would save these resources for other functions.

Currently, the District has a contract with WBI, Inc. to provide dewatering press services at the CWRF by way of mobile dewatering equipment. The solids from the influent are sorted out and conveyed to the dewatering equipment for pressing. In-house personnel are responsible for spreading the solids on the drying beds. A separate contractor hauls the dried solids for disposal offsite.

The owner of WBI, Inc. has indicated plans to retire and go out of business in the near future. Also, the existing equipment has been experiencing frequent breakdowns and repairs resulting in unreliability and inefficiency. Additionally, District staff conducted market research and found the costs of similar service by other contractors to be about three (3) times more than that of the current contract.

It is for these reasons that it is in the best interest of the District to have its own solids dewatering press facility that will be operated by in-house personnel.

The new facility will be located adjacent to the biosolids drying beds. Staff have identified a rotary fan press as the preferred machinery. Once the solids are pressed, they will be directly loaded onto a trailer and then hauled straight to the disposal site.

Scope of work consists of mobilization and demobilization; sheeting, shoring, and bracing; erosion and sediment control; surveying; demolition, clearing and grubbing; site work; paving; yard piping; concrete building foundation; dewatering press building; rotary fan press; mechanical piping; electrical work; instrumentation and control; SCADA integration; and commissioning and testing.

On February 27, 2024, the District advertised the project for bidding. Six (6) proposals were received on April 10, 2024:

- Pacific Hydrotech Corporation \$3,477,890.00
- GSE Construction Co. Inc. \$3,640,100.00
- James C. Cushman, Inc. \$3,786,610.00
- Staples Construction Co., Inc. \$3,899,355.00
- Metro Builders & Engineers Group \$4,234,322.00
- Environmental Construction, Inc. \$5,317,575.00

The District found the lowest bidder to be qualified and responsible to meet the project requirements. Therefore, District staff recommends awarding the contract to Pacific Hydrotech Corporation.

Budget remaining in the Wastewater Capital Improvement Fund for the Solids Dewatering Press is \$1,969,590.00. The estimated total cost for post-award engineering services by the consultant (MNS), construction inspection by Cannon, and materials testing by Union Materials Testing is \$150,000.00. Follow-up action will be to issue separate contracts to these companies and return to the Board for approval if their respective proposals exceed the \$25,000 General Manager's authority threshold. Ten percent is assumed for contingencies such as unforeseen conditions, additional work requests and other cost-related change orders.

Following is the calculation of the required additional funding:

Lowest Bid:	\$3,477,890.00
Contingencies, 10% of lowest bid:	\$ 347,789.00
Post-award services:	\$ 150,000.00
Budget Remaining (Minus):	<u>(\$1,969,590.00)</u>
	\$2,006,089.00
 Rounded Off To:	 \$2,006,100.00

CONTRACT BETWEEN CAMROSA WATER DISTRICT AND  
PACIFIC HYDROTECH CORPORATION FOR SOLIDS  
DEWATERING PRESS FACILITY UPGRADES AND SITE  
IMPROVEMENTS, SPECIFICATION NO. S 24-01

THIS CONTRACT is made and entered into in the City of Camarillo on this 13<sup>th</sup> day of May 2024, by and between CAMROSA WATER DISTRICT, hereinafter referred to as DISTRICT, and PACIFIC HYDROTECH CORPORATION, hereinafter referred to as CONTRACTOR.

R E C I T A L S :

WHEREAS, on February 27, 2024, DISTRICT invited bids for Solid Dewatering Press Facility Upgrades and Site Improvements, per Specification No. S 24-01; and

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

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

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

2. **Term.** The term of this CONTRACT shall be from the date this CONTRACT is made and entered, as first written above, and shall be completed no later than 480 consecutive calendar days after the receipt of the Notice to Proceed.

3. **Incorporation By Reference.** Public Contract Code Section 22300, Specification No. S 24-01, and contract plans, and all documents incorporated by reference therein, and CONTRACTOR'S Proposal are hereby incorporated by reference and made a part of this CONTRACT.

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

- a) Permits issued by jurisdictional regulatory agencies.
- b) Change Orders and Supplemental Agreements; whichever occurs last.
- c) Contract/Agreement.
- d) Addenda.
- e) Bid/Proposal.
- f) Special Provisions.
- g) Plans.
- h) Standard Plans.
- i) Standard Specifications.
- j) Reference Specifications.

5. **Obligations of the District.**

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

B. DISTRICT shall make regular progress payments to CONTRACTOR within thirty (30) days after mutual concurrence with the unit quantities and/or lump sum items of work satisfactorily performed, subject to applicable retention requirements. In no event shall the total amount paid exceed the CONTRACT bid price of Three Million, Four Hundred Seventy-Seven Thousand, Eight Hundred Ninety Dollars. (\$3,477,890.00) unless otherwise agreed to by the parties in writing.

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

6. **Obligations of the Contractor.**

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

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

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

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

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

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

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

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

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

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

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

16. **Liquidated Damages.** Should CONTRACTOR fail to complete the project, or any part thereof, in the time agreed upon in the CONTRACT or within such extra time as may have been allowed for delays or extensions granted as provided in the CONTRACT, CONTRACTOR shall reimburse DISTRICT for the additional expense and damage for each calendar day that the CONTRACT remains uncompleted after the CONTRACT completion date. It is agreed that the amount of such additional expense and damage incurred by reason of failure to complete the CONTRACT is the per diem rate of One Thousand Dollars (\$1,000.00) per calendar day. Such amounts are hereby agreed upon as liquidated damages for the loss to DISTRICT resulting from the failure of CONTRACTOR to complete the project within the allotted time and to the value of the operation of the works dependent thereon.

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

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

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

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



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

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

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

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

DISTRICT	Camrosa Water District Attn: Art Aseo, Engineering & Capital Projects Manager 7385 Santa Rosa Road Camarillo, CA 93012
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CONTRACTOR	Pacific Hydrotech Corporation Attn: Mr. Joselito Guintu, Vice President 314 E 3 <sup>rd</sup> Street Perris, CA 92570
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IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed the day and year first above written.

**Camrosa Water District**

By: \_\_\_\_\_  
Norman Huff  
General Manager

**Pacific Hydrotech Corporation**

By: \_\_\_\_\_  
Joselito Guintu  
Title: Vice President

## Board Memorandum

May 13, 2024

**To:** General Manager

**From:** Michael Phelps – Water Quality and Environmental Compliance Supervisor

**Subject:** Procurement of a Hydroclam Device

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**Objective:** Procure a Hydroclam monitoring device to be used in the potable water distribution system.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to:

- 1) Appropriate \$8,000.00 to establish a Hydroclam Fixed Asset; and
- 2) Issue a purchase order to Steel Source Construction in an amount not to exceed \$7,800.00 for the purchase of Hydroclam monitoring device.

**Discussion:** The Hydroclam water quality monitoring device will analyze, in real time, conductivity, pressure, chlorine residual, and turbidity. The Hydroclam is battery operated and requires no external power connections. The Hydroclam connects to the internet via cellular connectivity. On the internet, data is uploaded to a web-based portal where results can be viewed and stored.

It is the intention of Camrosa to install 42 sample stations in the potable water distribution system to support and enhance the collection of water quality samples. A Hydroclam device may be placed within a sample station to monitor conductivity (directly related to total dissolved solids (TDS), water pressure, chlorine residual, and turbidity. They may also be located at a reservoir. To this end, staff are recommending that Camrosa procure a Hydroclam water quality monitoring device for evaluation. If successful, additional units can be procured in connection with the sampling station project.

## Board Memorandum

May 13, 2024

**To:** General Manager

**From:** Tamara Sexton, Deputy General Manager/Finance

**Subject:** Fiscal Year 2023-24 3<sup>rd</sup> Quarter Budget Status Report

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**Objective:** Receive a report from staff regarding the Fiscal Year (FY) 2023-24 3<sup>rd</sup> 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 3<sup>rd</sup> quarter operating results, comparing the FY2023-24 budgeted amounts to third quarter results, including reserves, for the Board’s information and review.

**Water Program:**

- The Potable Water Program’s water deliveries through the month of March were 4,081 acre feet (AF), where budgeted deliveries were 5,083 AF. Total Operating Revenues are 83% of budget. Total Expenses plus encumbrances are 84% of budget. Net Operating Result is \$130,250; \$923,692 will be contributed to the Potable Water Capital Replacement Fund. The Potable water program has received \$163,175 in capital fees and \$4,202,615 in mitigation and in-lieu fees.
- The Non-Potable Water Program’s water deliveries within the District through the month of March were 2,767 AF, compared to budgeted deliveries of 4,183 AF. Non-Potable deliveries outside the District (Pleasant Valley County Water District) were 4,038 AF of Conejo Creek water/CWRF water compared to budgeted amount of 3,182 AF, and 1,038 AF of CamSan recycled water, compared to the budgeted amount of 954 AF. Total Operating Revenues are 77% of budget. Total Expenses plus encumbrances are 85% of budget. Net Operating Result is \$66,002; \$529,794 will be contributed to the Non-Potable Water Capital Replacement Fund. The projected water program debt service coverage ratio of 10.41 exceeds the minimum requirement of 1.15.

**Wastewater Program:**

- The Wastewater Program’s Total Operating Revenues are 99% of budget and Total Expenses plus encumbrances are 87% of budget. Net Operating Result is \$83,594; \$713,524 will be contributed to the Wastewater Capital Replacement Fund. The Wastewater program has received \$1,804,550 in capital fees.
- The projected debt service coverage ratio of 19.46 exceeds the minimum requirement of 1.15

Water Program	3rd QTR Budget	3rd QTR Actuals	3rd QTR Encumb	3rd QTR Actuals plus Encumb	Variance	Actual % FY Budget
<b>Revenues</b>						
Water Sales:						
Potable	\$ 9,541,735	\$ 7,645,291	\$ -	\$ 7,645,291	\$ (1,896,444)	80%
Recycle/Non-Potable	3,762,460	2,357,360	-	2,357,360	(1,405,100)	63%
Water Sales to Pleasant Valley	1,356,467	1,561,913	-	1,561,913	205,446	115%
Meter Service Charge	2,094,375	2,036,317	-	2,036,317	(58,058)	97%
Special Services	43,500	46,337	-	46,337	2,837	107%
Pump Zone/Miscellaneous	39,000	28,398	-	28,398	(10,602)	73%
<b>Total Operating Revenues</b>	<b>\$ 16,837,537</b>	<b>\$ 13,675,616</b>	<b>\$ -</b>	<b>\$ 13,675,616</b>	<b>\$ (3,161,921)</b>	<b>81%</b>
<b>Operating Expenses</b>						
Import Water Purchases-Calleguas	\$ 5,028,036	\$ 4,112,864	\$ -	\$ 4,112,864	\$ 915,172	82%
Calleguas Fixed Charge	701,949	699,510	-	699,510	2,439	100%
CamSan Water	110,842	107,287	-	107,287	3,555	97%
Conejo Creek Project	612,166	612,166	-	612,166	-	100%
Salinity Management Pipeline-Calleguas	182,934	94,177	-	94,177	88,757	51%
Production Power	1,370,100	1,156,361	-	1,156,361	213,739	84%
<b>Total Production</b>	<b>\$ 8,006,027</b>	<b>\$ 6,782,365</b>	<b>\$ -</b>	<b>\$ 6,782,365</b>	<b>\$ 1,223,662</b>	<b>85%</b>
Regular Salaries	\$ 1,809,084	\$ 1,545,972	\$ -	\$ 1,545,972	\$ 263,112	85%
Overtime/Standby	70,535	109,982	-	109,982	(39,447)	156%
Part Time	30,927	18,503	-	18,503	12,424	60%
Benefits	598,354	500,109	-	500,109	98,245	84%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,508,900</b>	<b>\$ 2,174,566</b>	<b>\$ -</b>	<b>\$ 2,174,566</b>	<b>\$ 334,334</b>	<b>87%</b>
Outside Contracts	\$ 1,550,136	\$ 648,163	\$ 727,527	\$ 1,375,690	\$ 174,446	89%
Professional Services	1,175,282	475,638	441,246	916,884	258,398	78%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 2,725,418</b>	<b>\$ 1,123,801</b>	<b>\$ 1,168,773</b>	<b>\$ 2,292,574</b>	<b>\$ 432,844</b>	<b>84%</b>
Utilities	\$ 64,444	\$ 66,593	\$ -	\$ 66,593	\$ (2,149)	103%
Communications	37,294	31,779	-	31,779	5,515	85%
Pipeline Repairs	360,000	209,657	1,053	210,710	149,290	59%
Small Tools & Equipment	22,839	12,173	-	12,173	10,666	53%
Materials & Supplies	649,855	429,124	12,430	441,554	208,301	68%
Repair Parts & Equipment Maintenance	728,494	669,149	68,900	738,049	(9,555)	101%
Legal Services	64,313	30,363	-	30,363	33,950	47%
Dues & Subscriptions	28,007	26,885	-	26,885	1,122	96%
Conference & Travel	11,408	10,848	-	10,848	560	95%
Safety & Training	22,767	9,839	-	9,839	12,928	43%
Board Expense	68,250	65,210	-	65,210	3,040	96%
Bad Debt	4,875	-	-	-	4,875	0%
Fees & Charges	163,122	106,817	-	106,817	56,305	65%
Insurance	68,738	70,441	-	70,441	(1,703)	102%
<b>Total Supplies &amp; Services</b>	<b>\$ 2,294,406</b>	<b>\$ 1,738,878</b>	<b>\$ 82,383</b>	<b>\$ 1,821,261</b>	<b>\$ 473,145</b>	<b>79%</b>
<b>Total Expenses</b>	<b>\$ 15,534,751</b>	<b>\$ 11,819,610</b>	<b>\$ 1,251,156</b>	<b>\$ 13,070,766</b>	<b>\$ 2,463,985</b>	<b>84%</b>
<b>Net Operating Revenues</b>	<b>\$ 1,302,786</b>	<b>\$ 1,856,006</b>	<b>\$ (1,251,156)</b>	<b>\$ 604,850</b>	<b>\$ (697,936)</b>	<b>46%</b>
<b>Less: Non-Operating Expenses</b>						
Debt Service 2011A/2016	\$ 639,024	\$ 639,024	\$ -	\$ 639,024	\$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
CLPERS UAL Additional Contribution	-	-	-	-	-	-
Capital Replacement Contribution	2,189,720	1,453,486	-	1,453,486	736,234	66%
<b>Total Non-Operating Expenses</b>	<b>\$ 2,828,744</b>	<b>\$ 2,092,510</b>	<b>\$ -</b>	<b>\$ 2,092,510</b>	<b>\$ 736,234</b>	<b>74%</b>
<b>Add: Non-Operating Revenues</b>						
Interest Revenues	\$ 894,421	\$ 1,241,022	\$ -	\$ 1,241,022	\$ 346,601	139%
Taxes	456,803	442,890	-	442,890	(13,913)	97%
<b>Total Non-Operating Revenues</b>	<b>\$ 1,351,224</b>	<b>\$ 1,683,912</b>	<b>\$ -</b>	<b>\$ 1,683,912</b>	<b>\$ 332,688</b>	<b>125%</b>
<b>Net Operating Results</b>	<b>\$ (174,734)</b>	<b>\$ 1,447,408</b>	<b>\$ (1,251,156)</b>	<b>\$ 196,252</b>	<b>\$ 370,986</b>	
Capital Fees	-	163,175	-	163,175	163,175	-
Mitigation & In-Lieu Fees	-	4,202,615	-	4,202,615	4,202,615	-
Grants	-	-	-	-	-	-
<b>\$ -</b>	<b>\$ 4,365,790</b>	<b>\$ -</b>	<b>\$ 4,365,790</b>	<b>\$ 4,365,790</b>	<b>\$ -</b>	
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ (174,734)</b>	<b>\$ 5,813,198</b>	<b>\$ (1,251,156)</b>	<b>\$ 4,562,042</b>	<b>\$ 4,736,776</b>	

Debt Ratio

4.15

12.37

10.41

Potable Water Program	3rd QTR Budget	3rd QTR Actuals	3rd QTR Encumb	3rd QTR Actuals plus Encumb	Variance	Actual % FY Budget
<b>Revenues</b>						
Water Sales:						
Potable	\$ 9,541,735	\$ 7,645,291	\$ -	\$ 7,645,291	\$ (1,896,444)	80%
Meter Service Charge	1,976,250	1,922,154	-	1,922,154	(54,096)	97%
Special Services	24,750	30,238	-	30,238	5,488	122%
Pump Zone/Miscellaneous	23,250	17,218	-	17,218	(6,032)	74%
<b>Total Operating Revenues</b>	<b>\$ 11,565,985</b>	<b>\$ 9,614,901</b>	<b>\$ -</b>	<b>\$ 9,614,901</b>	<b>\$ (1,951,084)</b>	<b>83%</b>
<b>Operating Expenses</b>						
Import Water Purchases-Calleguas	\$ 4,482,764	\$ 3,803,228	\$ -	\$ 3,803,228	\$ 679,536	85%
Calleguas Fixed Charge	701,949	699,510	-	699,510	2,439	100%
Salinity Management Pipeline-Calleguas	182,934	94,177	-	94,177	88,757	51%
Production Power	671,625	416,635	-	416,635	254,990	62%
<b>Total Production</b>	<b>\$ 6,039,272</b>	<b>\$ 5,013,550</b>	<b>\$ -</b>	<b>\$ 5,013,550</b>	<b>\$ 1,025,722</b>	<b>83%</b>
Regular Salaries	\$ 1,175,905	\$ 1,004,882	\$ -	\$ 1,004,882	\$ 171,023	85%
Overtime/Standby	45,848	71,488	-	71,488	(25,640)	156%
Part Time	20,102	12,027	-	12,027	8,075	60%
Benefits	388,931	325,071	-	325,071	63,860	84%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,630,786</b>	<b>\$ 1,413,468</b>	<b>\$ -</b>	<b>\$ 1,413,468</b>	<b>\$ 217,318</b>	<b>87%</b>
Outside Contracts	\$ 911,123	\$ 389,854	\$ 592,021	\$ 981,875	\$ (70,752)	108%
Professional Services	710,342	298,917	352,262	651,179	59,163	92%
<b>Total Outside Cont/Profss Services</b>	<b>\$ 1,621,465</b>	<b>\$ 688,771</b>	<b>\$ 944,283</b>	<b>\$ 1,633,054</b>	<b>\$ (11,589)</b>	<b>101%</b>
Utilities	\$ 54,031	\$ 59,474	\$ -	\$ 59,474	\$ (5,443)	110%
Communications	19,393	16,525	-	16,525	2,868	85%
Pipeline Repairs	285,000	104,741	1,053	105,794	179,206	37%
Small Tools & Equipment	17,321	9,749	-	9,749	7,572	56%
Materials & Supplies	577,505	378,243	12,430	390,673	186,832	68%
Repair Parts & Equip. Maint.	439,417	320,558	22,379	342,937	96,480	78%
Legal Services	32,693	15,789	-	15,789	16,904	48%
Dues & Subscriptions	14,564	13,980	-	13,980	584	96%
Conference & Travel	5,932	5,641	-	5,641	291	95%
Safety & Training	11,839	5,116	-	5,116	6,723	43%
Board Expense	35,490	33,909	-	33,909	1,581	96%
Bad Debt	2,535	-	-	-	2,535	0%
Fees & Charges	137,965	90,466	-	90,466	47,499	66%
Insurance	35,744	36,629	-	36,629	(885)	102%
<b>Total Supplies &amp; Services</b>	<b>\$ 1,669,429</b>	<b>\$ 1,090,820</b>	<b>\$ 35,862</b>	<b>\$ 1,126,682</b>	<b>\$ 542,747</b>	<b>67%</b>
<b>Total Expenses</b>	<b>\$ 10,960,952</b>	<b>\$ 8,206,609</b>	<b>\$ 980,145</b>	<b>\$ 9,186,754</b>	<b>\$ 1,774,198</b>	<b>84%</b>
<b>Net Operating Revenues</b>	<b>\$ 605,033</b>	<b>\$ 1,408,292</b>	<b>\$ (980,145)</b>	<b>\$ 428,147</b>	<b>\$ (176,886)</b>	<b>71%</b>
<b>Less: Non-Operating Expenses</b>						
Debt Service 2011A/2016	\$ 616,258	\$ 616,258	\$ -	\$ 616,258	\$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
Capital Replacement Contribution	1,077,920	923,692	-	923,692	154,228	86%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,694,178</b>	<b>\$ 1,539,950</b>	<b>\$ -</b>	<b>\$ 1,539,950</b>	<b>\$ 154,228</b>	<b>91%</b>
<b>Add: Non-Operating Revenues</b>						
Interest Revenues	719,387	976,319	-	976,319	256,932	136%
Taxes	274,313	265,734	-	265,734	(8,579)	97%
<b>Total Non-Operating Revenues</b>	<b>\$ 993,700</b>	<b>\$ 1,242,053</b>	<b>\$ -</b>	<b>\$ 1,242,053</b>	<b>\$ 248,353</b>	<b>125%</b>
<b>Net Operating Results</b>	<b>\$ (95,445)</b>	<b>\$ 1,110,395</b>	<b>\$ (980,145)</b>	<b>\$ 130,250</b>	<b>\$ 225,695</b>	
Capital Fees	\$ -	\$ 163,175	\$ -	\$ 163,175	\$ 163,175	-
Mitigation & In-Lieu Fees	-	4,202,615	-	4,202,615	4,202,615	-
Grants	-	-	-	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ (95,445)</b>	<b>\$ 5,476,185</b>	<b>\$ (980,145)</b>	<b>\$ 4,496,040</b>	<b>\$ 4,591,485</b>	

Non-Potable Water Program	3rd QTR Budget	3rd QTR Actuals	3rd QTR Encumb	3rd QTR Actuals plus Encumb	Variance	Actual % FY Budget
<b>Revenues</b>						
Water Sales:						
Recycle/Non-Potable	\$ 3,762,460	\$ 2,357,360	\$ -	\$ 2,357,360	\$ (1,405,100)	63%
Water Sales to Pleasant Valley	1,356,467	1,561,913	-	1,561,913	205,446	115%
Meter Service Charge	118,125	114,163	-	114,163	(3,962)	97%
Special Services	18,750	16,099	-	16,099	(2,651)	86%
Pump Zone/Miscellaneous	15,750	11,180	-	11,180	(4,570)	71%
<b>Total Operating Revenues</b>	<b>\$ 5,271,552</b>	<b>\$ 4,060,715</b>	<b>\$ -</b>	<b>\$ 4,060,715</b>	<b>\$ (1,210,837)</b>	<b>77%</b>
<b>Operating Expenses</b>						
Import Water Purchases-Calleguas	\$ 545,272	\$ 309,636	\$ -	\$ 309,636	\$ 235,636	57%
CamSan Water	110,842	107,287	-	107,287	3,555	97%
Conejo Creek Project	612,166	612,166	-	612,166	-	100%
Production Power	698,475	739,726	-	739,726	(41,251)	106%
<b>Total Production</b>	<b>\$ 1,966,755</b>	<b>\$ 1,768,815</b>	<b>\$ -</b>	<b>\$ 1,768,815</b>	<b>\$ 197,940</b>	<b>90%</b>
Regular Salaries	\$ 633,179	\$ 541,090	\$ -	\$ 541,090	\$ 92,089	85%
Overtime/Standby	24,687	38,494	-	38,494	(13,807)	156%
Part Time	10,825	6,476	-	6,476	4,349	60%
Benefits	209,423	175,038	-	175,038	34,385	84%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 878,114</b>	<b>\$ 761,098</b>	<b>\$ -</b>	<b>\$ 761,098</b>	<b>\$ 117,016</b>	<b>87%</b>
Outside Contracts	\$ 639,013	\$ 258,309	\$ 135,506	\$ 393,815	\$ 245,198	62%
Professional Services	464,940	176,721	88,984	265,705	199,235	57%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 1,103,953</b>	<b>\$ 435,030</b>	<b>\$ 224,490</b>	<b>\$ 659,520</b>	<b>\$ 444,433</b>	<b>60%</b>
Utilities	\$ 10,413	\$ 7,119	\$ -	\$ 7,119	\$ 3,294	68%
Communications	17,901	15,254	-	15,254	2,647	85%
Pipeline Repairs	75,000	104,916	-	104,916	(29,916)	140%
Small Tools & Equipment	5,518	2,424	-	2,424	3,094	44%
Materials & Supplies	72,350	50,881	-	50,881	21,469	70%
Repair Parts & Equipment Maintenance	289,077	348,591	46,521	395,112	(106,035)	137%
Legal Services	31,620	14,574	-	14,574	17,046	46%
Dues & Subscriptions	13,443	12,905	-	12,905	538	96%
Conference & Travel	5,476	5,207	-	5,207	269	95%
Safety & Training	10,928	4,723	-	4,723	6,205	43%
Board Expense	32,760	31,301	-	31,301	1,459	96%
Bad Debt	2,340	-	-	-	2,340	0%
Fees & Charges	25,157	16,351	-	16,351	8,806	65%
Insurance	32,994	33,812	-	33,812	(818)	102%
<b>Total Supplies &amp; Services</b>	<b>\$ 624,977</b>	<b>\$ 648,058</b>	<b>\$ 46,521</b>	<b>\$ 694,579</b>	<b>\$ (69,602)</b>	<b>111%</b>
<b>Total Expenses</b>	<b>\$ 4,573,799</b>	<b>\$ 3,613,001</b>	<b>\$ 271,011</b>	<b>\$ 3,884,012</b>	<b>\$ 689,787</b>	<b>85%</b>
<b>Net Operating Revenues</b>	<b>\$ 697,753</b>	<b>\$ 447,714</b>	<b>\$ (271,011)</b>	<b>\$ 176,703</b>	<b>\$ (521,050)</b>	<b>25%</b>
<b>Less: Non-Operating Expenses</b>						
Debt Service 2011A/2016	\$ 22,766	\$ 22,766	\$ -	\$ 22,766	\$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
Capital Replacement Contribution	1,111,800	529,794	-	529,794	582,006	48%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,134,566</b>	<b>\$ 552,560</b>	<b>\$ -</b>	<b>\$ 552,560</b>	<b>\$ 582,006</b>	<b>49%</b>
<b>Add: Non-Operating Revenues</b>						
Interest Revenues	\$ 175,034	\$ 264,703	\$ -	\$ 264,703	\$ 89,669	151%
Taxes	182,490	177,156	-	177,156	(5,334)	97%
<b>Total Non-Operating Revenues</b>	<b>\$ 357,524</b>	<b>\$ 441,859</b>	<b>\$ -</b>	<b>\$ 441,859</b>	<b>\$ 84,335</b>	<b>124%</b>
<b>Net Operating Results</b>	<b>\$ (79,289)</b>	<b>\$ 337,013</b>	<b>\$ (271,011)</b>	<b>\$ 66,002</b>	<b>\$ 145,291</b>	
Capital Fees	-	-	-	-	-	-
Mitigation & In-Lieu Fees	-	-	-	-	-	-
Grants	-	-	-	-	-	-
<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ (79,289)</b>	<b>\$ 337,013</b>	<b>\$ (271,011)</b>	<b>\$ 66,002</b>	<b>\$ 145,291</b>	

Wastewater Program	3rd QTR Budget	3rd QTR Actuals	3rd QTR Encumb	3rd QTR Actuals plus Encumb	Variance	Actual % FY Budget
<b>Revenues</b>						
Sewer Service Charge	\$ 3,618,975	\$ 3,574,554	\$ -	\$ 3,574,554	\$ (44,421)	99%
Special Services	12,750	15,643	-	15,643	2,893	123%
Pump Zone/Miscellaneous	-	865	-	865	865	-
<b>Total Operating Revenues</b>	<b>\$ 3,631,725</b>	<b>\$ 3,591,061</b>	<b>\$ -</b>	<b>\$ 3,591,061</b>	<b>\$ (40,664)</b>	<b>99%</b>
<b>Operating Expenses</b>						
Salinity Management Pipeline-Calleguas	\$ 17,238	\$ 4,959	\$ -	\$ 4,959	\$ 12,279	29%
<b>Total Production</b>	<b>\$ 17,238</b>	<b>\$ 4,959</b>	<b>\$ -</b>	<b>\$ 4,959</b>	<b>\$ 12,279</b>	<b>29%</b>
Regular Salaries	\$ 974,122	\$ 832,446	\$ -	\$ 832,446	\$ 141,676	85%
Overtime/Standby	37,980	59,221	-	59,221	(21,241)	156%
Part Time	16,653	9,964	-	9,964	6,689	60%
Benefits	322,191	269,290	-	269,290	52,901	84%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,350,946</b>	<b>\$ 1,170,921</b>	<b>\$ -</b>	<b>\$ 1,170,921</b>	<b>\$ 180,025</b>	<b>87%</b>
Outside Contracts	\$ 1,052,882	\$ 728,710	\$ 412,551	\$ 1,141,261	\$ (88,379)	108%
Professional Services	476,556	162,755	46,800	209,555	267,001	44%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 1,529,438</b>	<b>\$ 891,465</b>	<b>\$ 459,351</b>	<b>\$ 1,350,816</b>	<b>\$ 178,622</b>	<b>88%</b>
Utilities	\$ 22,931	\$ 17,780	\$ -	\$ 17,780	\$ 5,151	78%
Communications	20,081	17,111	-	17,111	2,970	85%
Pipeline Repairs	7,500	-	-	-	7,500	0%
Small Tools & Equipment	3,674	2,431	-	2,431	1,243	66%
Materials & Supplies	136,944	123,333	-	123,333	13,611	90%
Repair Parts & Equipment Maintenance	105,881	47,802	30,553	78,355	27,526	74%
Legal Services	14,438	16,349	-	16,349	(1,911)	113%
Dues & Subscriptions	17,331	14,476	-	14,476	2,855	84%
Conference & Travel	6,143	5,841	-	5,841	302	95%
Safety & Training	12,259	5,298	-	5,298	6,961	43%
Board Expense	36,750	35,113	-	35,113	1,637	96%
Bad Debt	2,625	-	-	-	2,625	0%
Fees & Charges	78,660	73,710	-	73,710	4,950	94%
Insurance	37,013	37,930	-	37,930	(917)	102%
<b>Total Supplies &amp; Services</b>	<b>\$ 502,230</b>	<b>\$ 397,174</b>	<b>\$ 30,553</b>	<b>\$ 427,727</b>	<b>\$ 74,503</b>	<b>85%</b>
<b>Total Expenses</b>	<b>\$ 3,399,852</b>	<b>\$ 2,464,519</b>	<b>\$ 489,904</b>	<b>\$ 2,954,423</b>	<b>\$ 445,429</b>	<b>87%</b>
<b>Net Operating Revenues</b>	<b>\$ 231,873</b>	<b>\$ 1,126,542</b>	<b>\$ (489,904)</b>	<b>\$ 636,638</b>	<b>\$ 404,765</b>	<b>275%</b>
<b>Less: Non-Operating Expenses</b>						
Debt Service 2011A/2016	\$ 140,925	\$ 140,925	\$ -	\$ 140,925	\$ -	100%
Rate Stabilization Contribution	-	-	-	-	-	-
Capital Replacement Contribution	198,000	713,524	-	713,524	(515,524)	360%
<b>Total Non-Operating Expenses</b>	<b>\$ 338,925</b>	<b>\$ 854,449</b>	<b>\$ -</b>	<b>\$ 854,449</b>	<b>\$ (515,524)</b>	<b>252%</b>
<b>Add: Non-Operating Revenues</b>						
Interest Revenues	\$ 158,783	\$ 301,405	\$ -	\$ 301,405	\$ 142,622	190%
<b>Total Non-Operating Revenues</b>	<b>\$ 158,783</b>	<b>\$ 301,405</b>	<b>\$ -</b>	<b>\$ 301,405</b>	<b>\$ 142,622</b>	<b>190%</b>
<b>Net Operating Results</b>	<b>\$ 51,731</b>	<b>\$ 573,498</b>	<b>\$ (489,904)</b>	<b>\$ 83,594</b>	<b>\$ 31,863</b>	
Capital Fees	-	1,804,550	-	1,804,550	1,804,550	
	<b>\$ -</b>	<b>\$ 1,804,550</b>	<b>\$ -</b>	<b>\$ 1,804,550</b>	<b>\$ 1,804,550</b>	<b>-</b>
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 51,731</b>	<b>\$ 2,378,048</b>	<b>\$ (489,904)</b>	<b>\$ 1,888,144</b>	<b>\$ 1,836,413</b>	
<b>Debt Ratio</b>	<b>2.77</b>	<b>22.94</b>		<b>19.46</b>		



	July 1, 2023	Sept. 30, 2023	Dec. 31, 2023	March 31, 2024
<b>Unrestricted Reserves</b>				
Potable Operating and Emergency Reserves (OER)	\$821,153	\$951,563	\$952,357	\$951,403
Non-Potable Potable Operating and Emergency Reserves (OER)	\$480,339	\$546,829	\$547,514	\$546,341
Wastewater Operating and Emergency Reserves (OER)	\$475,285	\$174,886	\$424,879	\$558,879
Rate Stabilization Fund-Water-Potable	\$270,625	\$270,625	\$270,625	\$270,625
Rate Stabilization Fund-Non-Potable	\$605,625	\$605,625	\$605,625	\$605,625
Rate Stabilization Fund-Wastewater	\$263,750	\$263,750	\$263,750	\$263,750
Potable Water Capital Replacement Fund (PWCRF)	\$17,650,435	\$17,399,612	\$18,592,638	\$16,384,269
Non-Potable Water Capital Replacement Fund (NPWCRF)	\$5,788,036	\$5,871,516	\$6,532,124	\$5,681,681
Non-Potable Water In-lieu Fees (Wildwood Preserve)	\$318,538	\$318,538	\$318,538	\$318,538
Wastewater Capital Replacement Fund (WWCRF)	\$2,973,101	\$2,767,351	\$2,687,809	\$3,055,831
Potable Water Capital Improvement Fund (PWCIF)	\$1,512,418	\$1,662,268	\$1,297,268	\$260,593
Potable Water In-Lieu Fees (Shea Homes)	\$1,194,653	\$1,194,653	\$1,194,653	\$1,194,653
Potable Water Mitigation Fees (Day Ranch)	\$130,025	\$130,025	\$130,025	\$130,025
Potable Water Mitigation Fees (Rancho Sierra Apartments)	\$170,409	\$170,409	\$170,409	\$170,409
Potable Water in-Lieu Fees (Rancho Sierra Apartments)	\$128,334	\$128,334	\$128,334	\$128,334
Potable Water Mitigation Fees (Fairfield Residential Apartments)	\$0	\$3,239,455	\$3,239,455	\$3,239,455
Potable Water in-Lieu Fees (Fairfield Residential Apartments)	\$0	\$956,671	\$956,671	\$956,671
Potable Water Mitigation Fees (LaPeyre Residential Home, ADU)	\$0	\$0	\$0	\$6,489
Wastewater Capital Improvement Fund (WWCIF)	\$369,528	\$2,174,078	\$2,174,078	\$2,174,078
<b>Total</b>	<b>\$33,152,254</b>	<b>\$38,826,188</b>	<b>\$40,486,752</b>	<b>\$36,897,649</b>
<b>Restricted Assets</b>				
Grant Receivable PV Well	\$83,822	\$83,822	\$83,822	\$83,822
<b>Total Receivables</b>	<b>\$83,822</b>	<b>\$83,822</b>	<b>\$83,822</b>	<b>\$83,822</b>
Debt Reserves 2016	\$879,529	\$879,529	\$879,529	\$879,529
<b>CIP</b>	<b>\$879,529</b>	<b>\$879,529</b>	<b>\$879,529</b>	<b>\$879,529</b>
Potable Water Capital Replacements	\$2,506,359	\$2,133,138	\$816,929	\$1,926,354
Non-Potable Water Capital Replacements	\$307,368	\$441,882	\$435,614	\$637,652
Wastewater Capital Replacements	\$2,818,572	\$2,974,905	\$2,895,414	\$3,214,900
Potable Water Capital Improvements	\$1,007,451	\$919,902	\$522,608	\$1,203,098
Wastewater Capital Improvements	\$823,304	\$820,782	\$815,026	\$800,590
<b>Total CIP</b>	<b>\$7,463,054</b>	<b>\$7,290,609</b>	<b>\$5,485,591</b>	<b>\$7,782,594</b>
<b>Total</b>	<b>\$8,426,405</b>	<b>\$8,253,960</b>	<b>\$6,448,942</b>	<b>\$8,745,945</b>
<b>Grand Total minus Receivables</b>	<b>\$41,494,837</b>	<b>\$46,996,326</b>	<b>\$46,851,872</b>	<b>\$45,559,772</b>

**Capital Project Listing 3rd Quarter Results**

CIP No.	Description	Budget	Expenses	Balance	Encumbrances	Budget Remaining	Expense/Enc to Budget %
<b>General Replacements</b>							
400-22-02	Utility Billing System	504,000	173,775	330,225	210,130	120,095	76%
400-22-03	LIMS	90,000	54,758	35,242	21,640	13,602	85%
400-22-04	Tier 2 Historian	65,000	53,146	11,854	-	11,854	82%
400-24-02	Network Backbone Switches	110,000	-	110,000	81,837	28,163	74%
<b>General Replacements</b>		<b>769,000</b>	<b>281,678</b>	<b>487,322</b>	<b>313,607</b>	<b>173,714</b>	<b>77%</b>
<b>Potable Water Projects</b>							
600-20-02	Conejo Wellfield Treatment	11,725,000	11,644,138	80,862	77,684	3,179	100%
600-23-01	PV Well #3-Engineering Phase	180,000	390	179,610	-	179,610	0%
600-23-02	Pleasant Valley Monitoring Wells	590,000	22,231	567,769	524,224	43,546	93%
600-24-01	PV Well Iron/Manganese Removal	325,000	75,893	249,107	200,258	48,849	85%
600-24-02	Water Quality Sampling Stations	40,000	1,338	38,662	28,862	9,800	76%
600-24-03	New University Well	100,000	-	100,000	76,244	23,756	76%
650-15-01	PV Well #1	5,967,000	5,979,912	(12,912)	22,450	(35,362)	101%
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	579,845	30,155	34,560	(4,405)	101%
650-24-01	Distribution Valve Replacement	100,000	-	100,000	18,104	81,896	18%
650-24-02	Woodcreek Well Rehabilitation	725,000	126,143	598,857	558,797	40,060	94%
650-24-03	MTU and Meter Replacements	1,680,000	766,546	913,454	832,264	81,190	95%
<b>Total Potable Water Projects</b>		<b>22,612,000</b>	<b>19,508,480</b>	<b>3,103,520</b>	<b>2,373,447</b>	<b>730,073</b>	<b>97%</b>
<b>Non-Potable Water Projects</b>							
750-23-01	AG3 Tank Replacement-Engineering	150,000	137,520	12,480	11,366	1,114	99%
750-24-01	Diversion Traveling Screen	180,000	75,691	104,309	73,576	30,732	83%
<b>Total Non-Potable Water Projects</b>		<b>330,000</b>	<b>213,211</b>	<b>116,789</b>	<b>84,942</b>	<b>31,846</b>	<b>90%</b>
<b>Wastewater Projects</b>							
900-18-02	De-Watering Press	2,158,000	176,067	1,981,933	12,343	1,969,590	9%
900-18-03	Effluent Pond Relining	1,501,500	1,216,736	284,764	113,959	170,805	89%
500-22-01	Sequential Chloramination	400,000	183,238	216,762	-	216,762	46%
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	91,514	238,486	28%
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	37,365	42,635	4,227	38,408	52%
550-24-02	CWRF Influent Pump	350,000	-	350,000	163,945	186,055	47%
<b>Total Wastewater Projects</b>		<b>5,679,500</b>	<b>1,934,718</b>	<b>3,744,782</b>	<b>797,108</b>	<b>2,947,674</b>	<b>48%</b>
<b>Total CIPs</b>		<b>29,390,500</b>	<b>21,938,088</b>	<b>7,452,412</b>	<b>3,569,104</b>	<b>3,883,308</b>	<b>87%</b>
<b>Fixed Assets</b>		347,500	17,318	330,182	-	330,182	5%
<b>Total CIPs and Fixed Assets</b>		<b>29,738,000</b>	<b>21,955,406</b>	<b>7,782,594</b>	<b>3,569,104</b>	<b>4,213,490</b>	<b>86%</b>

## Board Memorandum

May 13, 2024

**To:** Board of Directors

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

**Subject:** Water Loss Program Update

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

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

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

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

## Board Memorandum

May 13, 2024

**To:** Board of Directors

**From:** Jozi Zabarsky, Customer Service Manager

**Subject:** Customer and Administrative Services Quarterly Report

---

**Objective:** Provide a quarterly presentation to the Board regarding Customer Service and other Administrative Services.

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

**Discussion:** Staff will provide an update to the Board on Customer Service and other Administrative Services.

## Board Memorandum

May 13, 2024

**To:** Board of Directors

**From:** Michael Phelps, Water Quality and Environmental Compliance Supervisor

**Subject:** Water Quality Quarterly Report

---

**Objective:** Provide a quarterly presentation to the Board regarding the current status of the District's compliance efforts and water quality.

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

**Discussion:** Staff will provide an update to the Board on Water Quality and the District's regulatory posture.

## Board Memorandum

May 13, 2024

**To:** Board of Directors

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

**Subject:** Local Production Update

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

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

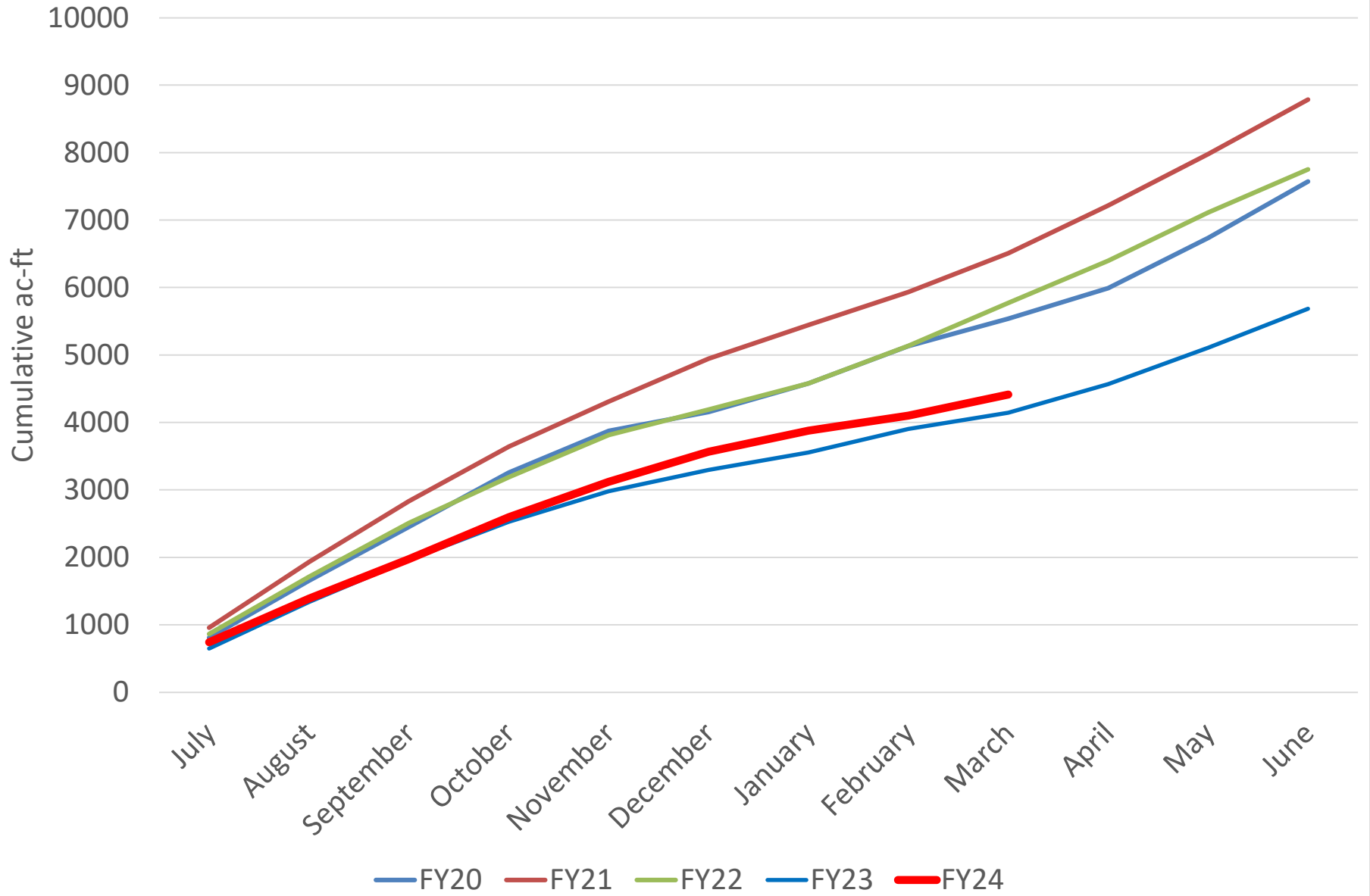
**Discussion:** The District tracks production of its various water sources electronically via the Supervisory Control and Data Acquisition (SCADA) system. Kevin Wahl, Superintendent of Operations, will present a report on local water production through the third quarter of Fiscal Year 2023-24.

<b>POTABLE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Conejo #2										64	87	54	33	21	48
Conejo #3										1	35	51	35	12	
Conejo #4															
Santa Rosa #8											19	53	35	21	48
Penny Well	26	27	33	33	34	39	43	43	42	43	40	42	40	36	41
Tierra Rejada	19	2	27	22	19	18	2	10	24	19	17	17	17	10	18
Woodcreek	13	11	10	22	26	24	25	22	25	22	0	0	0	0	0
PV Well #2	112	123	77	125	149	133	142	126	45	41	34	37	1	9	0
RMWTP	0	0	0	0	0	0	0	6	35	41	65	60	86	70	89
<b>Local total (potable)</b>	<b>170</b>	<b>163</b>	<b>147</b>	<b>202</b>	<b>229</b>	<b>213</b>	<b>212</b>	<b>208</b>	<b>171</b>	<b>231</b>	<b>297</b>	<b>314</b>	<b>247</b>	<b>179</b>	<b>244</b>
<b>CMWD (potable)</b>	<b>86</b>	<b>187</b>	<b>95</b>	<b>223</b>	<b>312</b>	<b>368</b>	<b>532</b>	<b>436</b>	<b>415</b>	<b>391</b>	<b>224</b>	<b>133</b>	<b>62</b>	<b>45</b>	<b>72</b>
<b>TOTAL POTABLE</b>	<b>256</b>	<b>350</b>	<b>242</b>	<b>425</b>	<b>541</b>	<b>581</b>	<b>744</b>	<b>644</b>	<b>586</b>	<b>623</b>	<b>521</b>	<b>447</b>	<b>309</b>	<b>224</b>	<b>316</b>
<b>PERCENT LOCAL†</b>	<b>66%</b>	<b>47%</b>	<b>61%</b>	<b>48%</b>	<b>42%</b>	<b>37%</b>	<b>28%</b>	<b>32%</b>	<b>29%</b>	<b>37%</b>	<b>57%</b>	<b>70%</b>	<b>80%</b>	<b>80%</b>	<b>77%</b>

<b>NONPOTABLE</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Santa Rosa #3	2	2	0	0	3	0	1	0	4	5	1	0	0	0	2
Santa Rosa #9	7	22	7	30	41	45	56	51	46	44	35	24	13	6	15
Santa Rosa #10	1	0	0	0	20	2	9	5	11	32	2	1	0	0	0
Conejo #2										0.4	0.3	0.2			
Conejo #3										0.3	0.8	2.6		6	
Conejo #4										0.4	5.6	0			
Potable contribution*	1	11	1	13	10	33	48	30	31	38	22	14	1	1	2
Creek water	112	597	70	624	892	764	893	714	885	928	881	569	264	30	354
CWRF	113	104	122	112	114	107	107	114	111	112	110	114	114	119	121
<b>TOTAL NONPOTABLE</b>	<b>236</b>	<b>736</b>	<b>200</b>	<b>779</b>	<b>1080</b>	<b>951</b>	<b>1114</b>	<b>914</b>	<b>1088</b>	<b>1160</b>	<b>1058</b>	<b>725</b>	<b>392</b>	<b>162</b>	<b>494</b>

<b>PVCWD DELIVERIES</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Creek	32	364	57	284	618	466	443	332	569	559	560	401	149	25	236
CamSan	94	94	49	131	106	108	98	108	115	103	101	140	149	125	100
CWRF‡	116	46	112	73	56	54	63	126	49	86	72	84	74	97	114
<b>TOTAL</b>	<b>242</b>	<b>504</b>	<b>218</b>	<b>488</b>	<b>780</b>	<b>628</b>	<b>604</b>	<b>565</b>	<b>733</b>	<b>748</b>	<b>733</b>	<b>625</b>	<b>372</b>	<b>247</b>	<b>450</b>

# FY Cumulative Potable Water Production

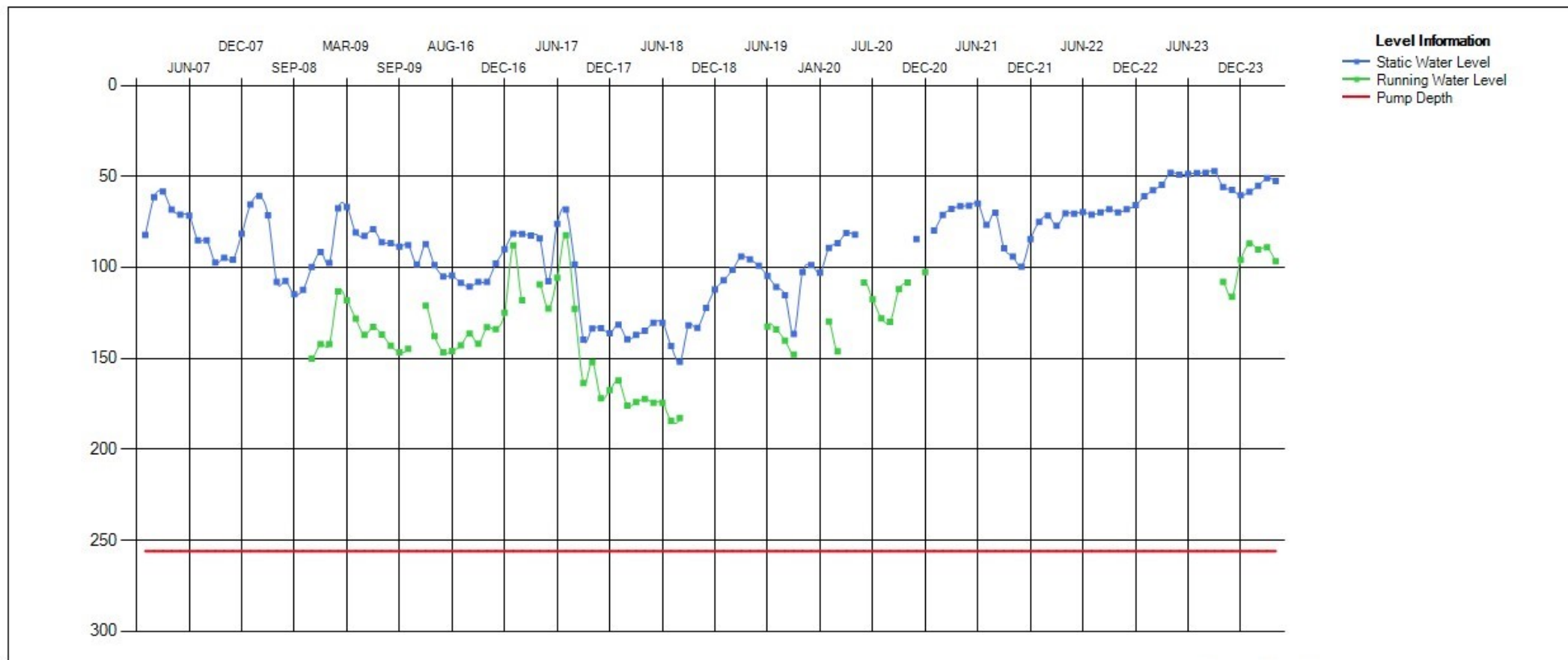




Alias: Conejo2 WellNumber: 02N20W25C02S Year Built: 1930 Year Refurbished: 1996 System: POTABLE

Well Depth (ft): 276 Bowl Depth (ft): 256 Casing Dia (in): 12 Motor HP: 50

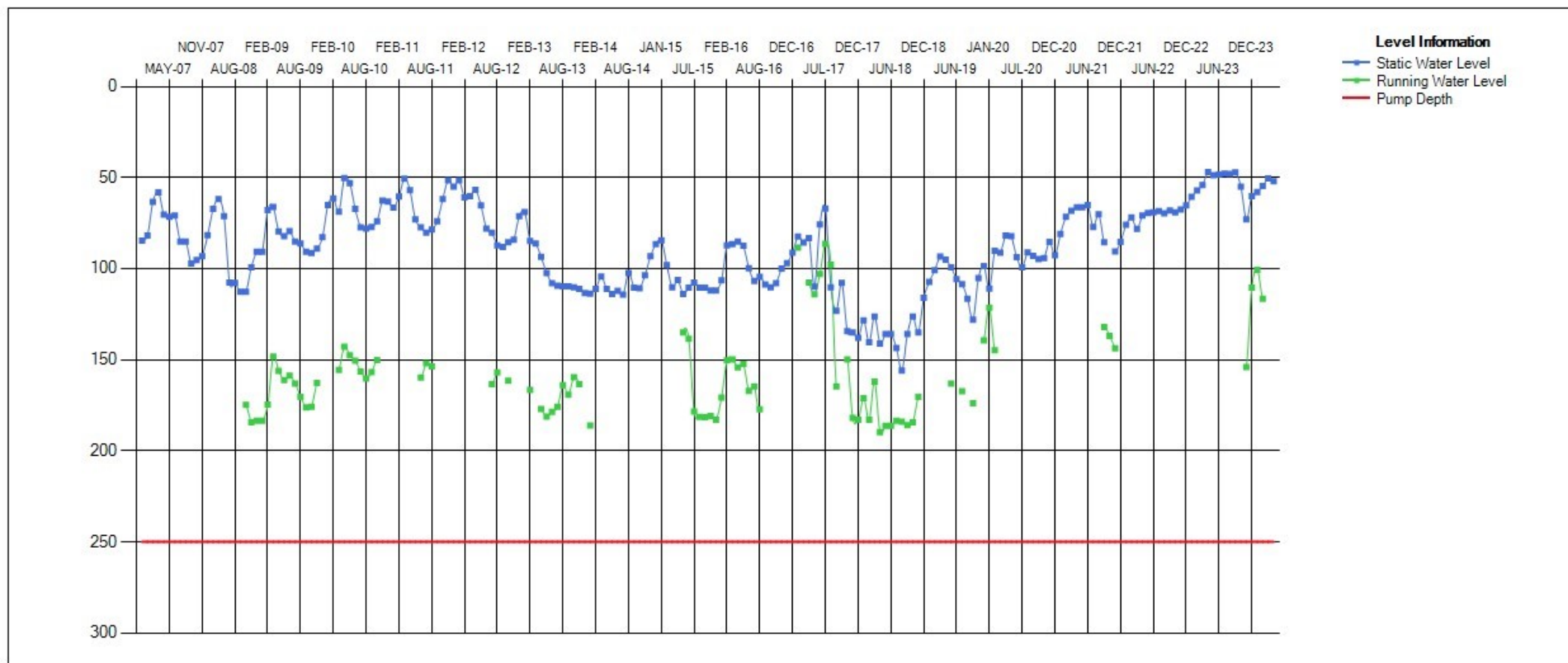
PumpStages: 12 Perforations (ft): 248-272 GPM: 700 Ground Elevation (ft): 228



Alias: Conejo3 WellNumber: 02N20W25C05S Year Built: 1991 Year Refurbished: 1996 System: POTABLE

Well Depth (ft): 260 Bowl Depth (ft): 250 Casing Dia (in): Motor HP: 75

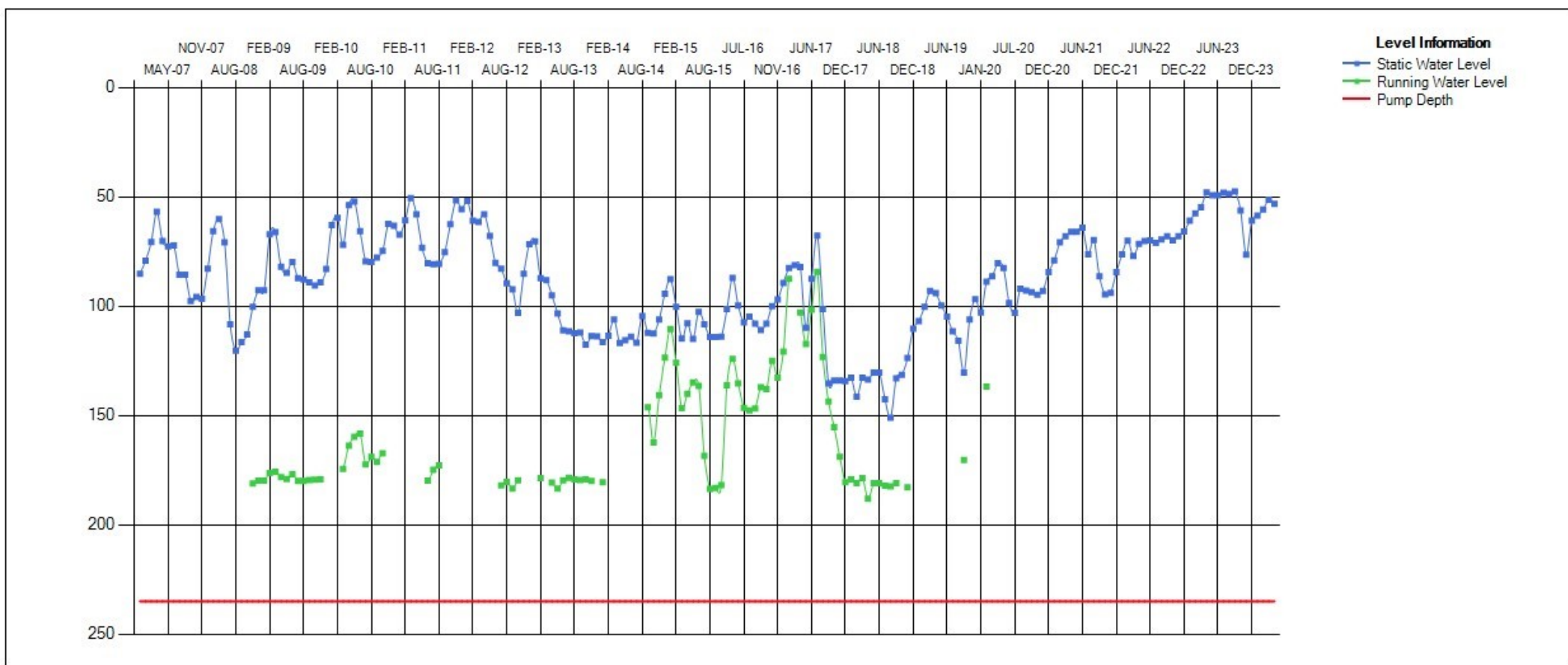
PumpStages: 3 Perforations (ft): 160-260 GPM: 1300 Ground Elevation (ft): 232



Alias: Conejo4 WellNumber: 02N20W25C07S Year Built: 1995 Year Refurbished: System: POT/NON-POT

Well Depth (ft): 400 Bowl Depth (ft): 235 Casing Dia (in): 16 Motor HP: 75

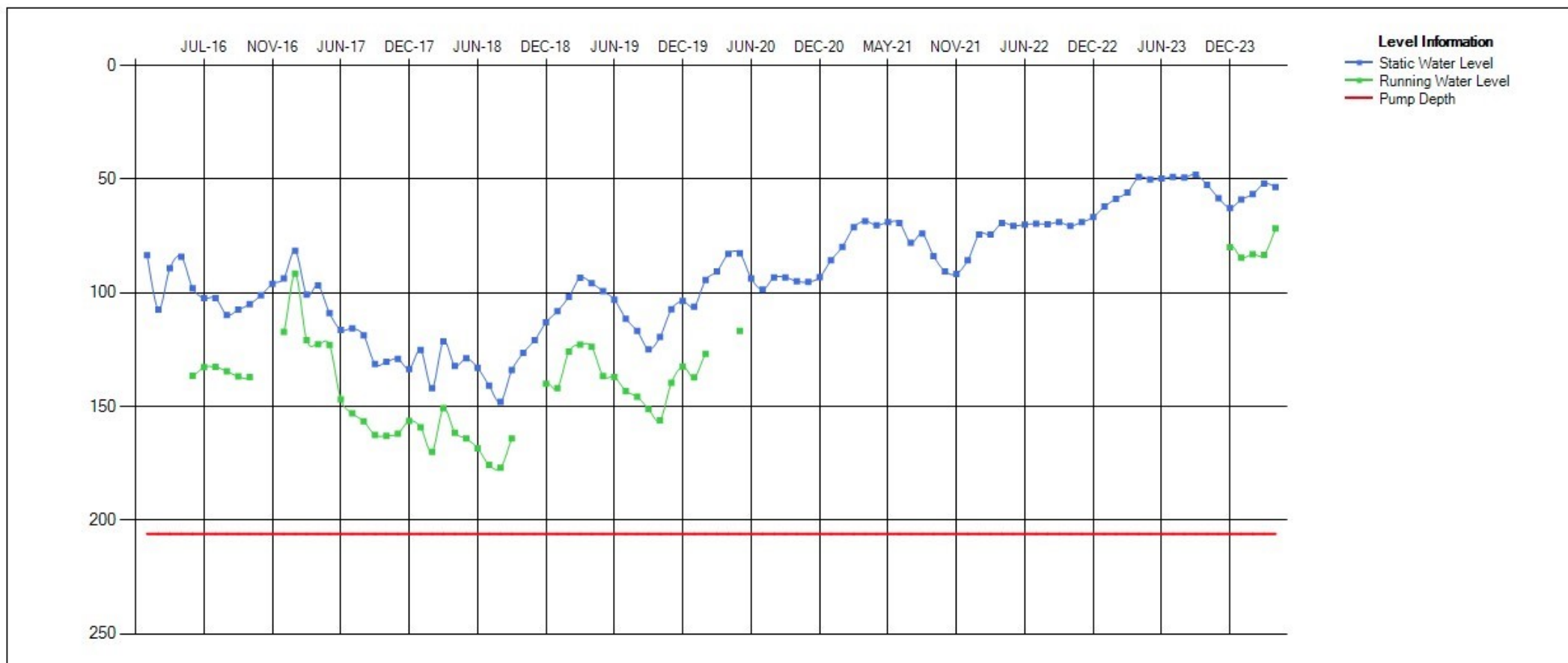
PumpStages: 4 Perforations (ft): 180-390 GPM: 1100 Ground Elevation (ft): 230



Alias: SR8 WellNumber: 02N20W25C04S Year Built: 1992 Year Refurbished: 2016 System: POTABLE

Well Depth (ft): 238 Bowl Depth (ft): 206 Casing Dia (in): 13.25 Motor HP: 50

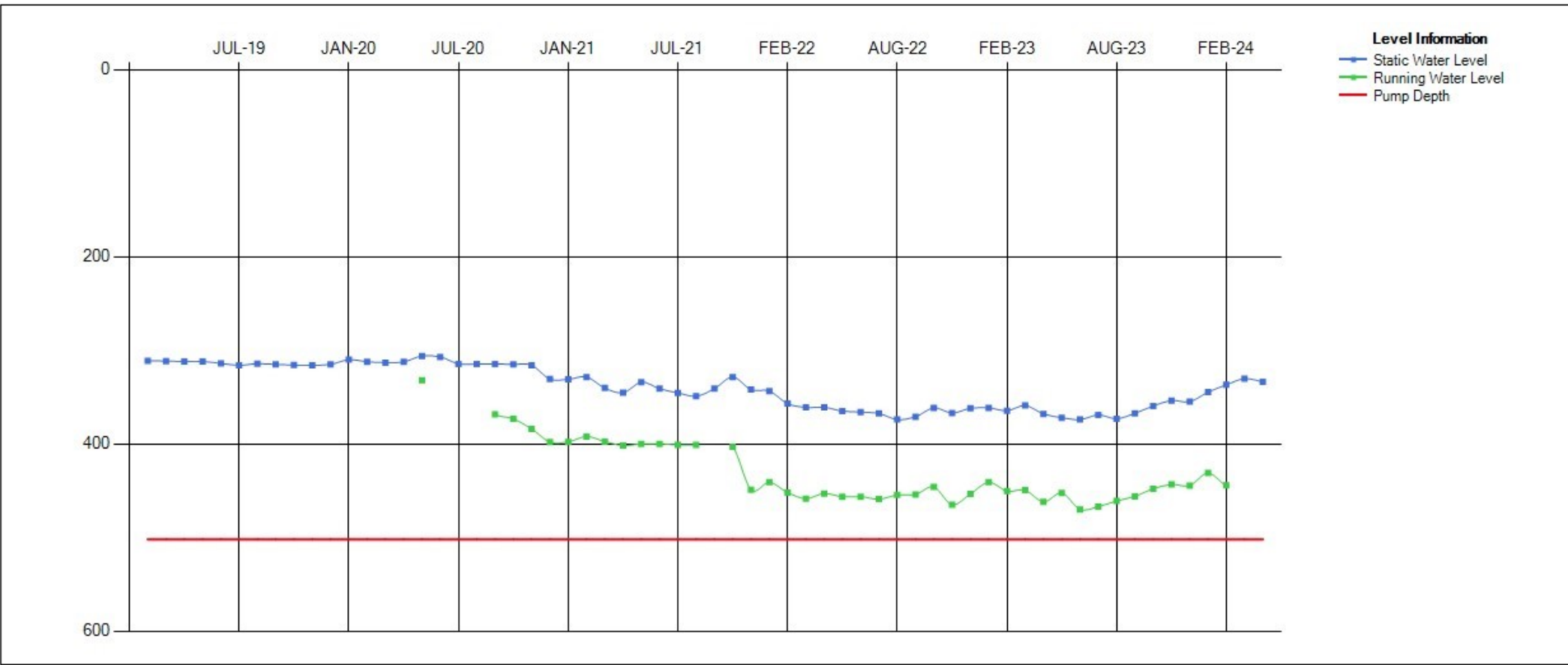
PumpStages: 3 Perforations (ft): 141.5' - 238' GPM: 600 Ground Elevation (ft):



Alias: PV2 WellNumber: 02N20W29C01S Year Built: 2015 Year Refurbished: System: POTABLE

Well Depth (ft): 745 Bowl Depth (ft): 502 Casing Dia (in): 18 Motor HP: 300

PumpStages: 9 Perforations (ft): 470-745 GPM: 1300 Ground Elevation (ft):



Alias: Penny WellNumber: 02N19W20M04S Year Built: 1962 Year Refurbished: System: POTABLE

Well Depth (ft): 452 Bowl Depth (ft): 338.5 Casing Dia (in): 10 Motor HP: 100

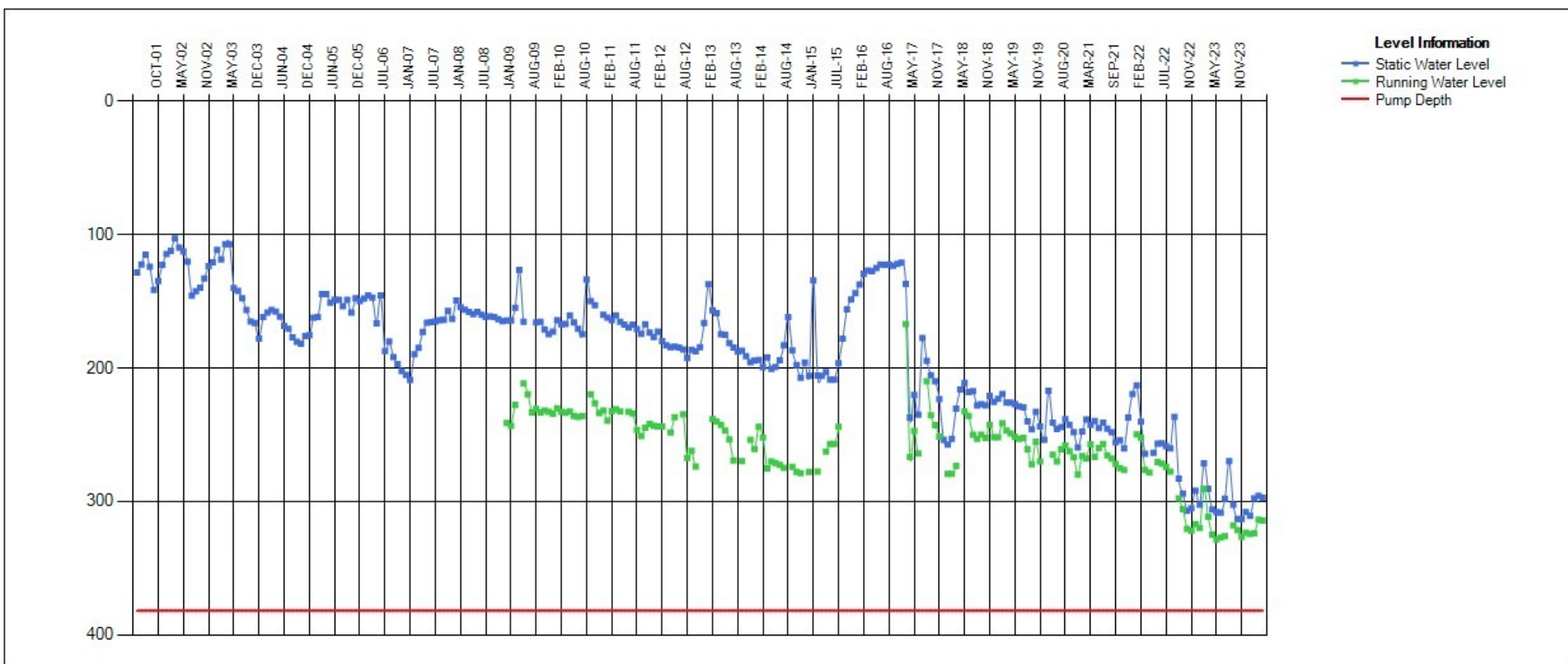
PumpStages: 3 Perforations (ft): GPM: 300 Ground Elevation (ft): 325



Alias: TR WellNumber: 02N20W15N03S Year Built: 1996 Year Refurbished: 2014 System: POTABLE

Well Depth (ft): 642 Bowl Depth (ft): 382 Casing Dia (in): 16 Motor HP: 200

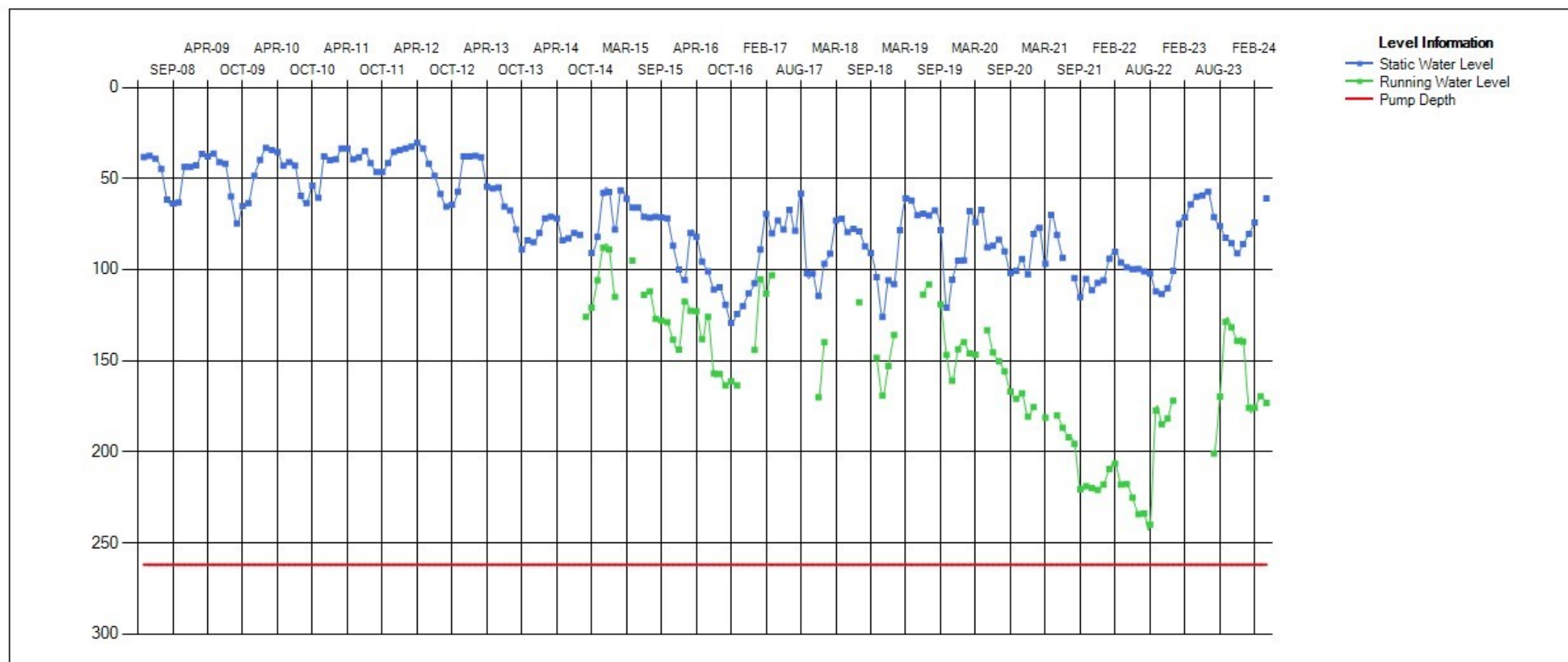
PumpStages: 10 Perforations (ft): 320-620 GPM: 700 Ground Elevation (ft): 590



Alias: University WellNumber: 01N21W14B03S Year Built: 1987 Year Refurbished: 2009 System: POTABLE

Well Depth (ft): 900 Bowl Depth (ft): 262 Casing Dia (in): 12 Motor HP: 100

PumpStages: 6 Perforations (ft): 280-900 GPM: 1000 Ground Elevation (ft): 45

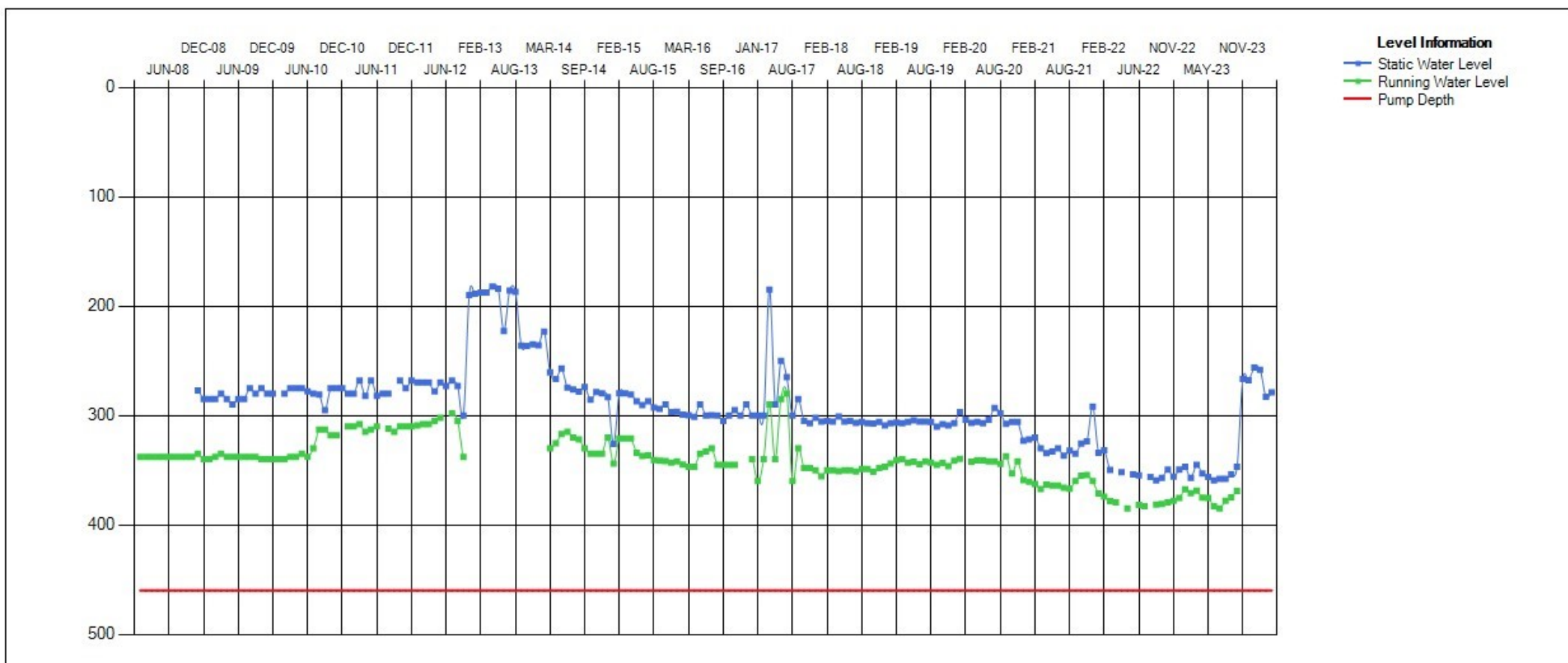




Alias: WC WellNumber: 02N20W29B02S Year Built: 1980 Year Refurbished: 2013 System: POTABLE

Well Depth (ft): 725 Bowl Depth (ft): 460 Casing Dia (in): 12.25 Motor HP: 150

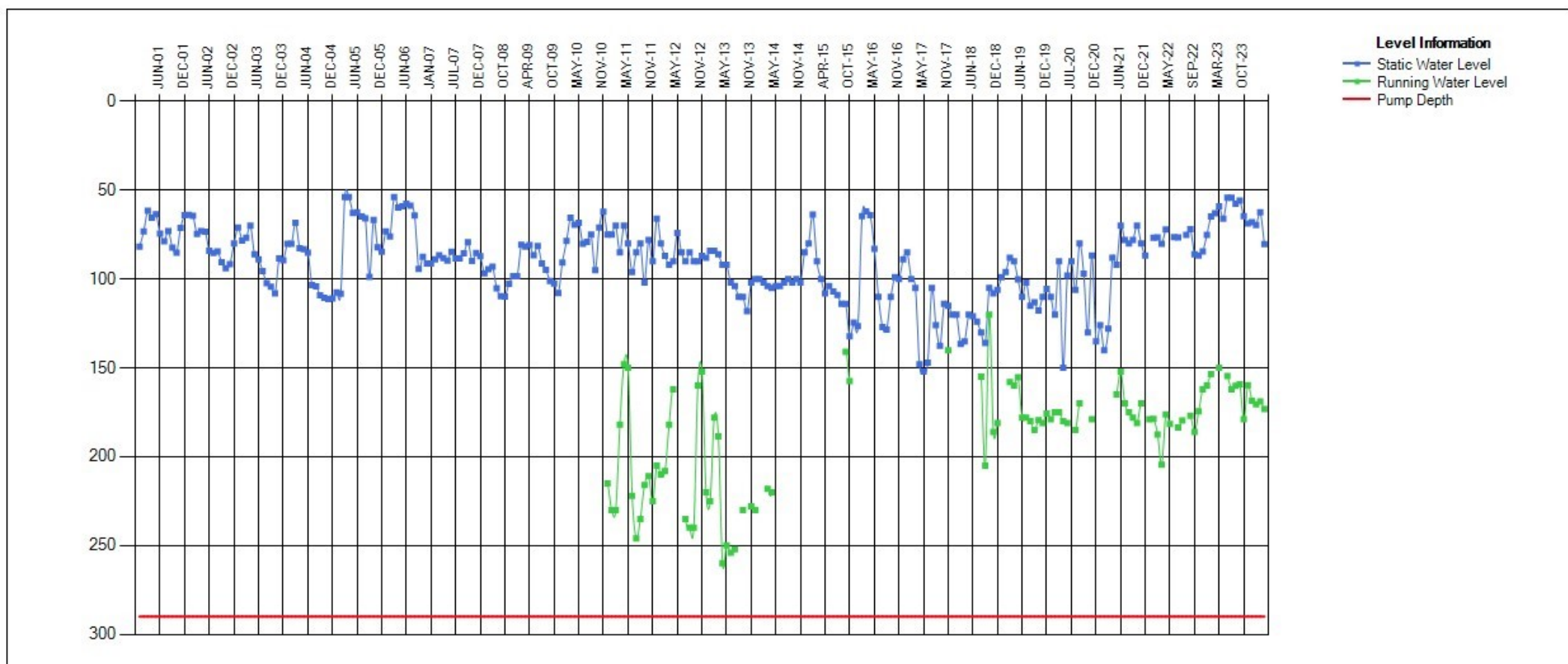
PumpStages: 9 Perforations (ft): 452-725 GPM: 650 Ground Elevation (ft): 270



Alias: SR3 WellNumber: 02N20W25D01S Year Built: Year Refurbished: 2010 System: NON-POTABLE

Well Depth (ft): 307 Bowl Depth (ft): 290 Casing Dia (in): 12 Motor HP: 75

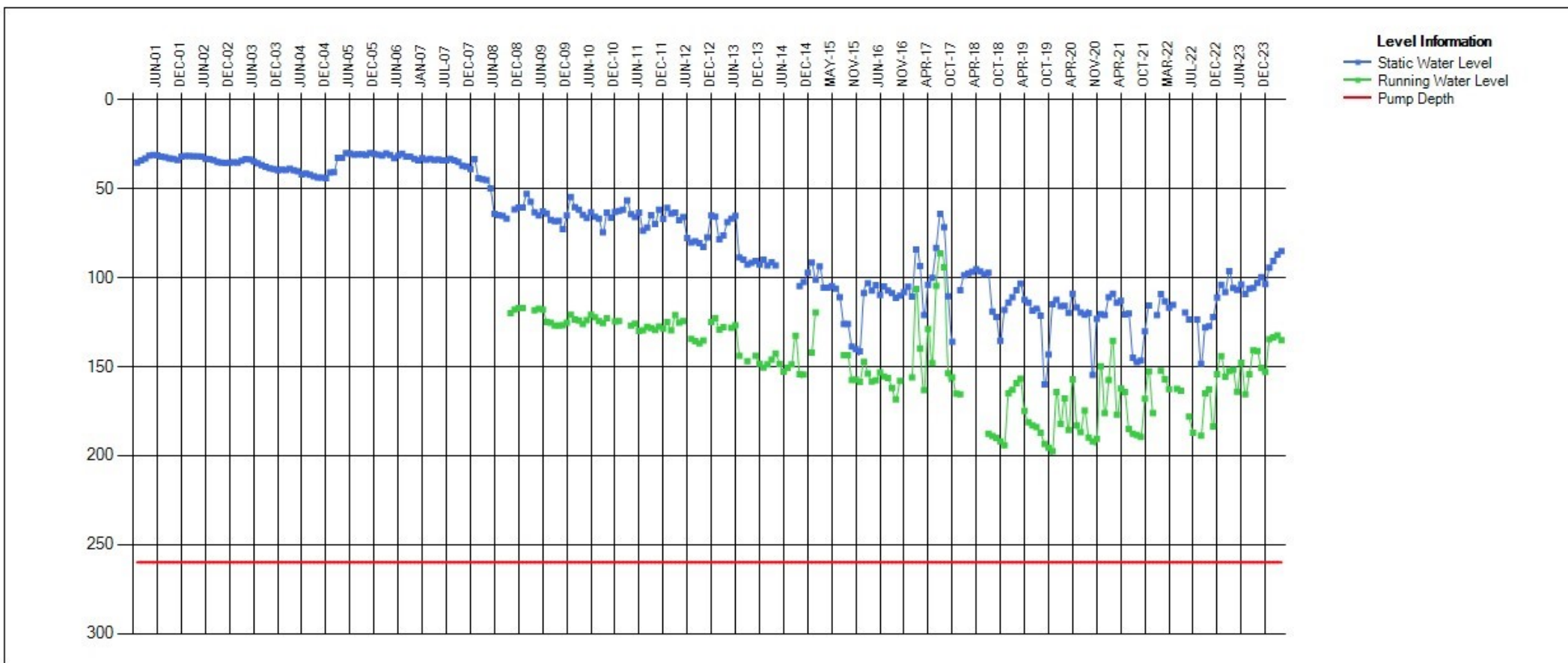
PumpStages: 16 Perforations (ft): 130-430 GPM: 1000 Ground Elevation (ft): 235



Alias: SR9 WellNumber: 02N19W19P02S Year Built: 1940 Year Refurbished: 2008 System: NON-POTABLE

Well Depth (ft): 378 Bowl Depth (ft): 260 Casing Dia (in): 18 Motor HP:

PumpStages: Perforations (ft): 199-393 GPM: 450 Ground Elevation (ft): 280





Alias: SR10 WellNumber: 02N20W24Q03S Year Built: 1954 Year Refurbished: System: NON-POTABLE

Well Depth (ft): 360 Bowl Depth (ft): 290 Casing Dia (in): 14 Motor HP:

PumpStages: 3 Perforations (ft): 288-360 GPM: Ground Elevation (ft): 230



## Board Memorandum

May 13, 2024

**To:** General Manager

**From:** Art Aseo, Engineering and Capital Projects Manager

**Subject:** Capital Improvement Projects Status Update

---

**Objective:** Provide a quarterly presentation to the Board on the District's CIP status update.

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

**Discussion:** This presentation covers current potable water projects, non-potable water projects, wastewater projects, and general replacement projects.

Art Aseo and Terry Curson will be making the presentation. Please refer to the attached slides for more information.

# **QUARTERLY CI PROJECTS STATUS UPDATE (3<sup>rd</sup> QTR FY23-24)**

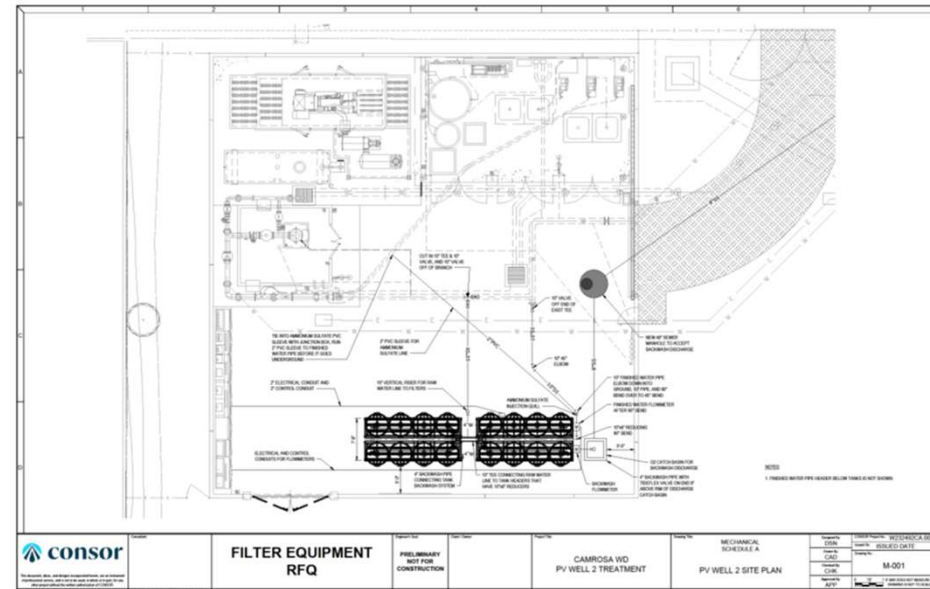
# Effluent Ponds Relining at CWRF

- Budget: \$1,501,500
- Cost: \$1,330,405
- SOW: Regrade effluent storage basin and install soil cement bottom and concrete walls. Replace misaligned 24" steel effluent line with new PVC line. Install four (4) electric actuators, various valves, repave parking area and other site drainage improvements.
- STATUS: Project is substantially complete. Minor final punch list in progress.



# Iron/Manganese Treatment Plant at PV Well 1 Site (Engineering)

- Budget: \$325,000 (Design)
- Cost: \$257,051
- Consultant: Consor
- SOW: Design for procurement and installation of Fe/Mn filter vessels for PV Well #1, Woodcreek Well, and future PV Wells.
- STATUS: Consor is finalizing draft procurement specs for District’s review.
- NEXT STEP: Finalize specs and send it out for proposals.





# Woodcreek Well Rehabilitation (Phases 1 and 2)

- Budget: \$120,000.00 (Ph-1)  
\$525,000.00 (Ph-2)  
\$645,000.00
- Cost: \$98,945.00 (Ph-1)  
\$541,351.22 (Ph-2)  
\$640,296.22
- SOW:
  - Ph-1: Design, inspection, well pulling, video and report.
  - Ph-2: Well cleaning, rehabilitation, new pump, column piping and fittings to restore pumping capacity of 720 GPM.
- STATUS:
  - Installing liner this week, to be followed by swedge transition, airburst, chemicals injection, airlift development, video, and pump installation.
- NEXT STEP: Pump testing expected week of 6/10.



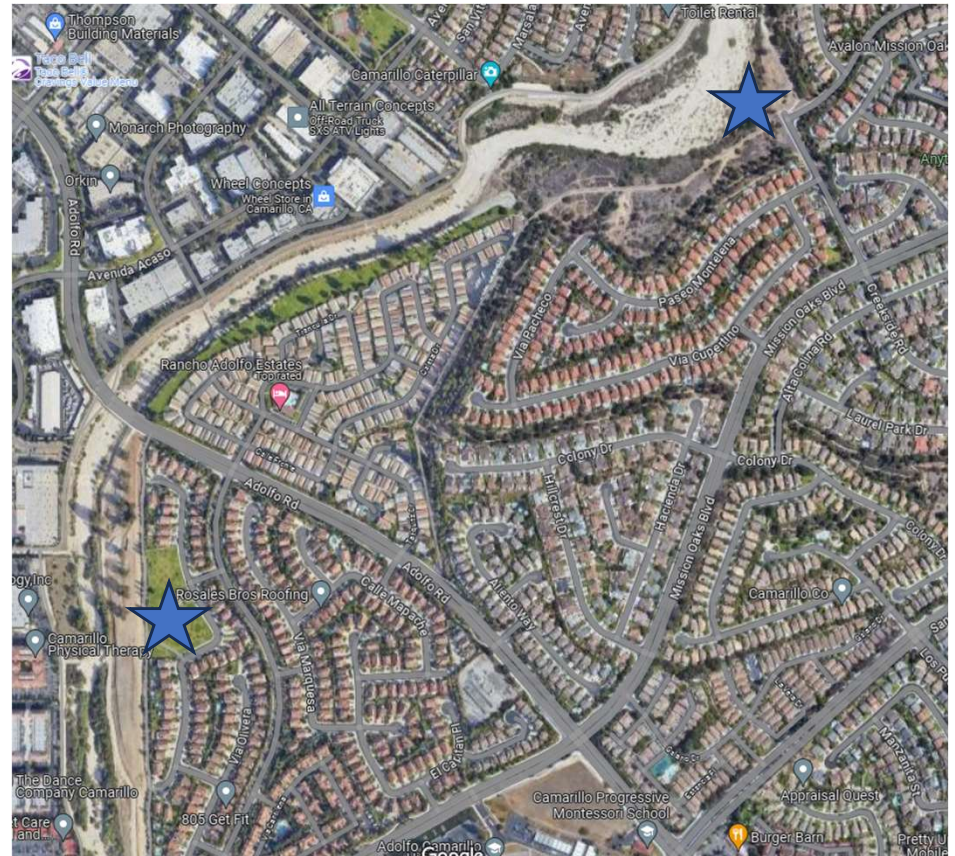
# PV Monitoring Well at Heritage Park

- Budget: \$590,000 (Design & Construction)
- Cost: \$73,130 + \$463,026 = \$536,156
- Consultant: Hopkins
- Contractor: South Valley Co., Inc.
- SOW: Construction of a monitoring well to collect groundwater data to help decision making on water quality, water levels and other geophysical properties.
- STATUS: Drilling, E-log and final design are complete.
- NEXT STEP: Waiting on materials. Expected to arrive week of 5/13.



# PV Well No. 3 (Engineering)

- Budget: \$180,000 (Design)
- Consultant: TBD
- SOW: Plans and specs, and construction cost estimate for new potable water well. Project provides a third well within PVGB to produce District's increased pumping allocations.
- STATUS: Project location is under review and pending further analysis and recommendation from Intera. Two possible locations being considered are at Calleguas Creek Park or the end of Creekside Road. Project is on hold pending adjoining groundwater results from pumping Lynnwood Well.



# Replacement of University Well (Engineering)

- Budget: \$100,000 (Design)
- Cost: \$76,224
- Consultant: Geoscience
- SOW: Plans and specs, and construction cost estimate for new potable water well to replace existing CSUCI Well.
- STATUS: Design in progress.
- NEXT STEP: Design on hold pending investigation of fouling and plugging of existing well and discharge line.

Approx. location of new well.



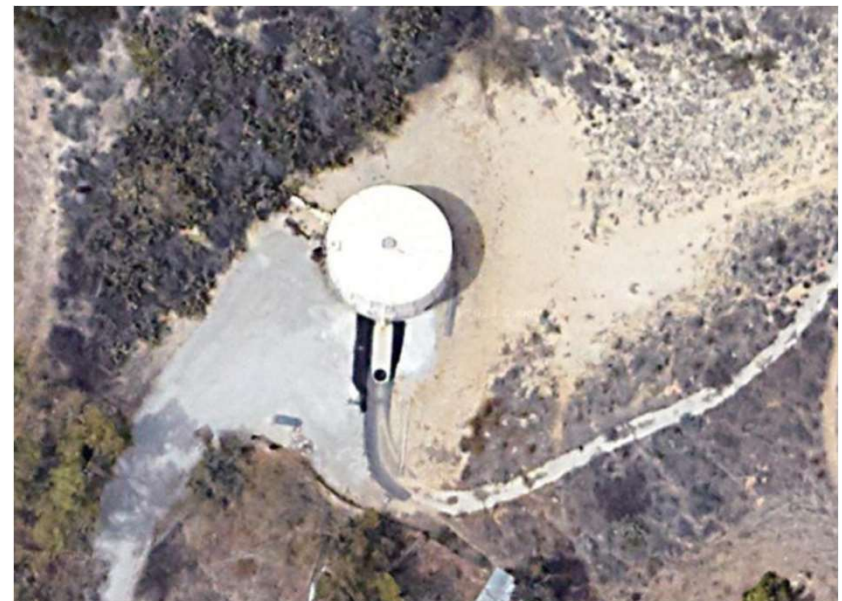
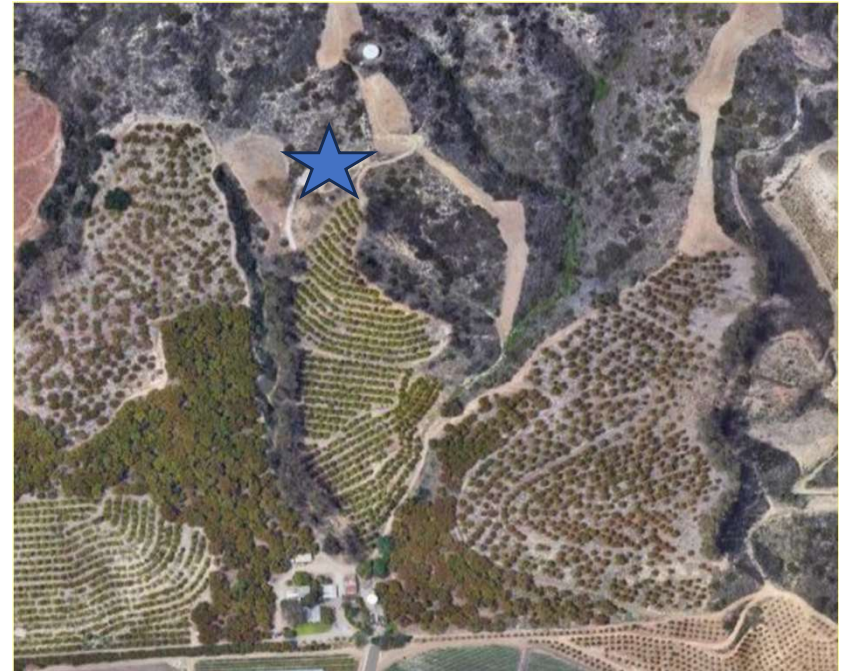
Existing well



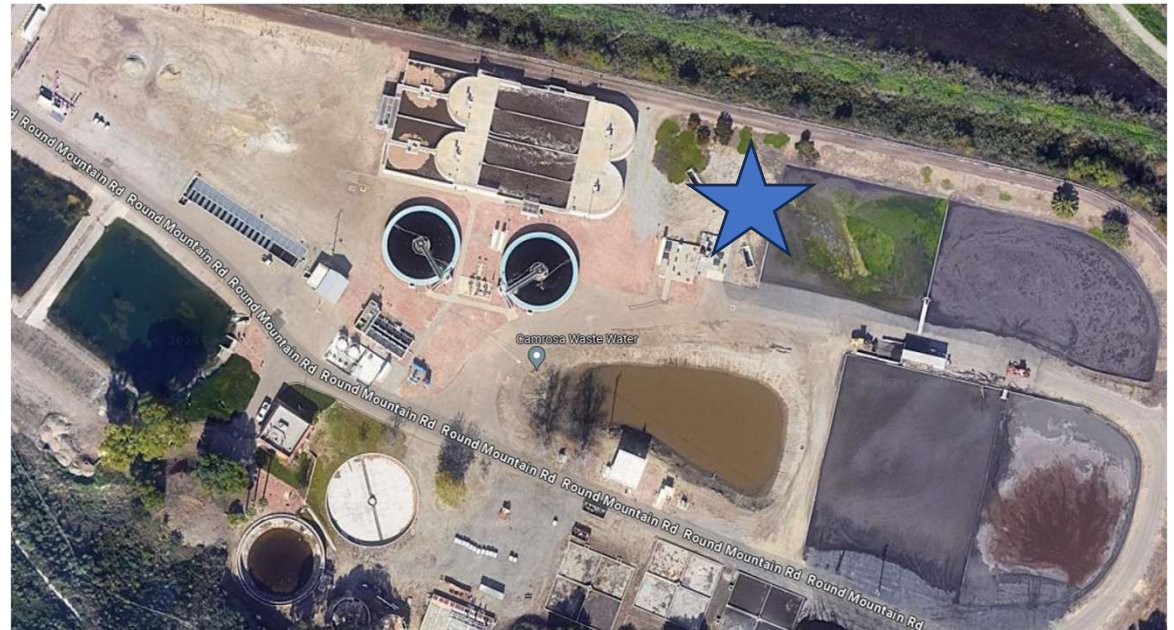
Existing Well

# Ag3 Tank Replacement (Non-Potable Water) (Engineering)

- Budget: \$150,000 (Design)
- Cost: \$148,886
- Consultant: Cannon
- SOW: Plans and specs, and construction cost estimate for new tank (100K gallons) to replace existing tank (60K gallons), including fencing, retaining wall, site improvement, and access road improvement.
- STATUS:
  - Design complete. Bid documents in progress.
- NEXT STEP: Advertise for bidding for construction. Obtain Board's approval on funding for construction.



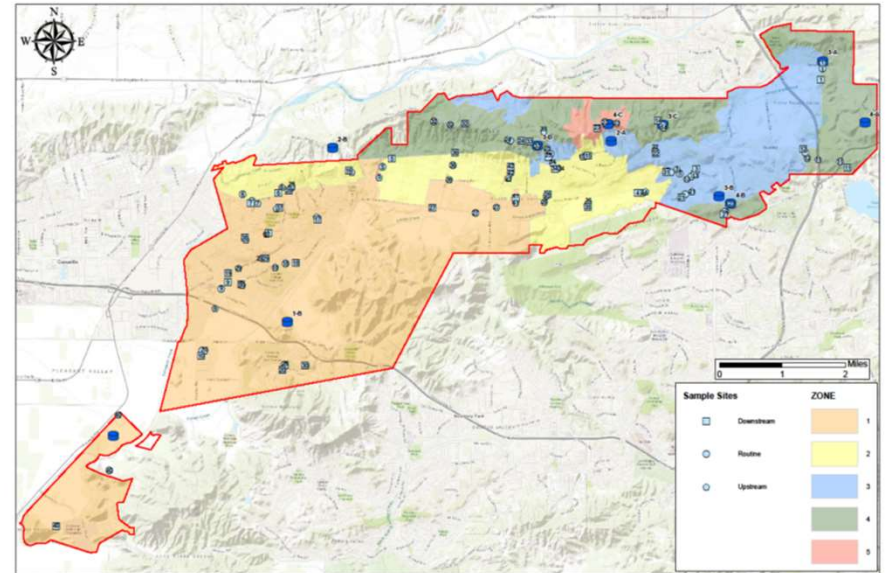
# Solids Dewatering Press Facility and Site Improvements at CWRWF (Engineering)



- Budget (Engineering/Construction): \$2,158,000
- Consultant: MNS
- SOW: Site demolition and clearing, rotary fan press equipment, 2-storey dewatering building, paving, yard piping, mechanical piping, electrical work, instrumentation and controls, commissioning and testing.
- STATUS:
  - Bidding closed on 4/10/24. Received 6 bids. Range: \$3.48M to \$5.32M.
  - Lowest bidder (Pacific Hydrotech) is acceptable and responsible
- NEXT STEP: Present to the Board for approval of additional funding for construction.

# Water Quality Sampling Stations (Engineering)

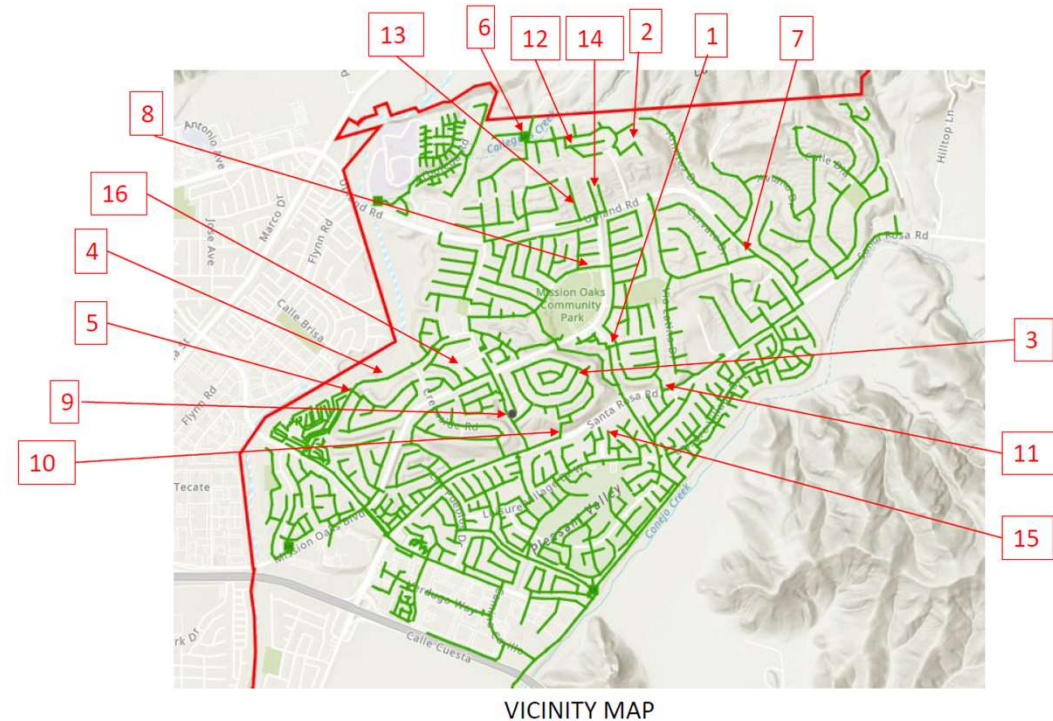
- Budget: \$40,000 (Design)
- Cost: \$33,200
- Consultant: MNS
- SOW: Installation of 42 sampling stations in the potable water system.
- STATUS:
  - 90% design revision in progress.
  - Design completion: 5/31/24
- NEXT STEP: Complete final RFP package for construction bidding.



Typical Water Sampling Station

# Repair of Hotspots in Sewer Collection System (Engineering)

- Budget: \$330,000 (Design)
- Cost: \$91,514
- Consultant: Cannon
- SOW: Perform video survey and provide solutions to fix hotspots at 16 locations in sewer system. Issues range from sag in line to roots intrusion to grease buildup. Project will be advertised for bidding upon completion of design.
- STATUS:
  - Design kick-off meeting held.
  - Design completion: 9/30/24
- NEXT STEP: Consultant getting ready to start video survey.





## OTHER CAPITAL PROJECTS UNDERWAY

### STATUS

#### GENERAL REPLACEMENTS:

- Utility Billing System In progress. Completion in Spring 2025.
- LIMS Just completed. End of Apr-24.
- Tier 2 Historian In progress. Completion by end of Jun-24.
- Network Backbone Switches In progress. Completion by end of Jun-24.

#### POTABLE WATER PROJECTS

- Meter Station Control Cabinets In progress. Completion by end of Dec-24.
- Meter Station 5 & 7 Rehabilitation In progress. Completion by end of Jun-24.
- Distribution Valve Replacement In progress. Completion by end of Jun-24.

#### NON-POTABLE WATER PROJECTS

- Diversion Traveling Screen In progress. Completion by end of Jul-24.

#### WASTEWATER PROJECTS

- Sequential Chlorination In progress. Completion by end of Jul-24.
- Sewer Lift Read Road MCC In progress. Completion by end of Jun-24.
- Headworks Bar Screen Replacement In progress. Completion by end of Dec-24.
- Confined Space Gas Monitor In progress. Completion by end of Jun-24.

## COMPLETED CAPITAL PROJECTS

### GENERAL REPLACEMENTS:

- Security Cameras
- AMR AclaraOne+MTU Upgrade Zone

### POTABLE WATER PROJECTS

- Conejo Wellfield Treatment Plant (aka GAC)
- PV Well 1 (aka PV Well 2 or Lynnwood Well)
- CamSprings Waterline Crossing Conejo Creek
- University Well Rehabilitation
- Tierra Rejada Well Rehabilitation
- Penny Well Degasifier

### NON-POTABLE WATER PROJECTS

- None

### WASTEWATER PROJECTS

- None

## 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. 2024 Board Calendar

# 2024 Camrosa Board Calendar

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

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

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

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

2024 Holidays
January 1 <sup>st</sup> & 2 <sup>nd</sup> - New Year's Holiday (Observed)
February 19 <sup>th</sup> - President's Day
May 27 <sup>th</sup> - Memorial Day
July 4 <sup>th</sup> - Independence Day
September 2 <sup>nd</sup> - Labor Day
November 11 <sup>th</sup> - Veteran's Day
November 28 <sup>th</sup> & 29 <sup>th</sup> - Thanksgiving
December 24 <sup>th</sup> & 25 <sup>th</sup> - Christmas
December 31 <sup>st</sup> - New Year's Eve

2024 Conferences
CASA Winter Conf. (Palm Springs) Jan. 24 <sup>th</sup> - 26 <sup>th</sup>
ACWA Spring Conf. (Sacramento) May 7 <sup>th</sup> - 9 <sup>th</sup>
CASA 69 <sup>th</sup> Annual Conf. (Monterey) July 31 <sup>st</sup> - Aug. 2 <sup>nd</sup>
ACWA Fall Conf. (Palm Desert) Dec 3 <sup>rd</sup> - 5 <sup>th</sup>

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 18 <sup>th</sup> - Annual Symposium
<b>August - DARK (No Meetings or Events)</b>
September 19 <sup>th</sup> - Reagan Library Reception
December 12 <sup>th</sup> - Holiday Mixer

2024 VCSA Meetings
February 6 <sup>th</sup> - Annual Dinner
April 2 <sup>nd</sup>
June 4 <sup>th</sup>
August 6 <sup>th</sup>
October 1 <sup>st</sup>
December 3 <sup>rd</sup>

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012

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

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