

Board Agenda

Regular Meeting

Thursday, May 8, 2025

Camrosa Board Room

7385 Santa Rosa Rd., Camarillo, CA 93012

10:00 A.M.

Call to Order

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. Public comment on an item appearing on the agenda may be made prior to the Board's consideration of that item. 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.

Consent Agenda

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.

1. Approve Minutes of the Regular Meeting of April 24, 2025

2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$496,252.72.

3. Customer & Administrative Services Quarterly Report

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

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

4. Water Quality Q3 FY 2024-25 Report

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

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

Primary Agenda

5. Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

6. Sewer Service Extension along Terra Bella Lane & Cielo Vista Court

Objective: Discuss the potential extension of sanitary sewer service along Terra Bella Lane and Cielo Vista Court.

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

7. **Local Production Report

Objective: Receive a briefing on local water production through the third quarter of Fiscal Year 2024-25.

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

8. **Eagle Aerial WaterView Software: CII Platform & Software License for Both Platforms

Objective: Appropriate CIP funding to build the WaterView CII Platform and authorize the General Manager to enter into a multi-year agreement to license the software.

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

- 1) Appropriate additional funding from the Potable Water Capital Replacement Fund in the amount of \$30,000 for the WaterView project, and;
- 2) Authorize the General Manager to enter into an agreement and issue a purchase order in the amount not to exceed \$96,020 for the development of the WaterView CII Module, and;
- 3) Authorize the General Manager to enter into a three-year agreement for the WaterView Residential and WaterView CII software subscriptions.

9. **Award for Preparation of District's Integrated Master Plan

Objective: Award a professional service contract for consulting services for the preparation of the District's Integrated Master Plan including local water supply alternatives and existing infrastructure improvement projects.

Action Required: It is recommended that the Board of Directors authorize the General Manager to award a contract with Woodard & Curran (W&C), in the amount not-to-exceed \$253,075.00, to provide professional consulting services for the preparation of the District's Integrated Master Plan including local water supply alternatives and existing infrastructure improvement projects.

10. **Award CEC Financial Advisory Services

Objective: Award a professional service contract for financial advisory services for the District's Integrated Master Plan including local water supply alternatives and existing infrastructure improvement projects.

Action Required: It is recommended that the Board of Directors authorize the General Manager to award a contract with Clean Energy Capital (CEC), in the amount not-to-exceed \$259,584.00, to provide professional financial services to develop cost projections and financing options for potential new water supplies and enhancements to existing water supplies and facilities.

11. **Award a Professional Service Contract for the Conejo Water Treatment Plant Preliminary Design Report

Objective: Appropriate funding and award a professional consulting services contract for the development of a Preliminary Design Report (PDR) for the proposed Conejo Water Treatment Plant.

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

- 1) Create a project and appropriate funding from the potable capital improvement fund in the amount of \$1,100,000 for preliminary design services for the proposed Conejo Water Treatment Plant; and,
- 2) Authorize the General Manager to award a contract with Black & Veatch Consulting with the amount of \$953,974 for professional engineering services to develop a PDR for the proposed Conejo Water Treatment Plant.

12. **Federal Funding Consultant Services

Objective: Discuss a proposal for professional funding consulting services for the District's Master Plan (MP) and Capital Improvement Program (CIP).

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

13. Discuss Consultant for Owner's Representative/Program Manager Services

Objective: Discuss an RFP to select a professional engineering consultant to provide Owner's Representative services for the District's Master Plan Capital Improvement Program (CIP).

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

Comments by General Manager; Comments by Directors

Closed Session

Discussions of Closed Session Agenda items are closed to the public. The President will announce when the Board is going into closed session.

14. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1))

NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI00555357

15. ANNUAL EVALUATION OF PERFORMANCE OF THE GENERAL MANAGER (Gov. Code §54957(b))

NOTE: Gov. Code §54957(b)(4) "Closed Sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline."

Open Session

16. Announcement of Reportable Action Taken During the Closed Session

17. Discussion with Action as Needed Regarding General Manager Compensation and/or Benefits

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 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.

May 8, 2025

Board of
Directors
Agenda Packet

Board Minutes

Regular Meeting

Thursday, April 24, 2025

Camrosa Board Room

10:00 A.M.

Call to Order The meeting was convened at 10:00 A.M.

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

Staff: Norman Huff, General Manager
Tamara Sexton, Deputy General Manager/Finance
Kevin Wahl, Director of Operations
Joe Willingham, IT & Special Projects Manager
Josi Zabarsky, Customer Service Manager
Terry Curson, District Engineer
Chris Patacsil, Superintendent
Mike Phelps, Water Quality & Environmental Compliance Manager
Brad Milner, Management Analyst
Keith Lemieux, Legal Counsel

Guests: None

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of March 27, 2025

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$1,761,898.03 was provided for Board information and approval.

3. Final Acceptance of Tract 5976 (Shea Homes – The Grove)

The Board accepted Tract 5976 as complete and exonerated Shea Homes Maintenance Bond K15750558M.

4. Certificate of Achievement for Excellence in Financial Reporting

The Board received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the District's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year Ended June 30, 2024.

Motion to approve the Consent Agenda: Hoag **Second:** Nelson
Motion carried unanimously.

Primary Agenda

5. Employee Spotlight

The Board was introduced to Veronica Miranda, IT Intern.

No action was necessary; for information only.

6. Camrosa Water District 457 Deferred Compensation and 401(a) Retirement Plan Restatement

The Board adopted a resolution ratifying the restatement of the Camrosa Water District 457(b) Deferred Compensation Plan and the Camrosa Water District 401(a) Retirement Plan.

Motion to approve: Nelson **Second:** Brown

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

7. Water Resource In-Lieu Fee Study Update

The Board authorized the General Manager to amend the contract with NBS Government Finance Group (NBS), in the amount not-to-exceed \$24,500, to provide professional financial services to calculate system capacity fees for the potable water, non-potable water and wastewater enterprises.

Motion to approve: Nelson **Second:** Foreman

Motion carried unanimously.

8. Lynnwood Well Iron & Manganese Treatment System

The Board took the following actions:

- 1) Appropriated additional funding from the Potable Water Capital Improvement Fund in the amount of \$1,865,000 for the installation of iron & manganese treatment equipment at the Lynnwood Well; and
- 2) Authorized the General Manager to award a Contract to Filanc, Inc. in the amount of \$1,682,895.00.

Motion to approve: Foreman **Second:** Brown

Motion carried unanimously.

9. Master Plan Update, April 2025

The Board received a report/update from the Master Plan Ad hoc Committee and staff on the Master Plan progress. A Special Meeting will be scheduled for a Master Plan Workshop on Friday, July 25, 2025, at 9 A.M.

No action was necessary; for information and discussion only.

10. Financial Advisory Services

The Board discussed a proposal for professional financial advisory services for the District's Master Plan (MP) and Capital Improvement Program (CIP).

No action was necessary; for discussion only.

11. Board Meetings

The Board adopted a Resolution of the Board of Directors to set the day and time of the regular Board Meetings to the 2nd and 4th Tuesdays of each month at 10:00 A.M. effective May 27, 2025.

Motion to approve: Nelson **Second:** Hoag

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

12. Fiscal Year (FY) 2025-26 Budget Development

The Board received a report from the Budget Ad hoc Committee and staff regarding current progress on the Fiscal Year (FY) 2025-26 Budget development.

No action was required; for information and discussion only.

Closed Session Agenda

13. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1))

NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI00555357 (cancelled)

Open Session

14. Announcement of Reportable Action Taken During the Closed Session (cancelled)

Comments by General Manager

- The District joined ACWA's oppose unless amended coalition against AB 794.
- The District's fuel tank will need to be replaced so fuel is being purchased off-site.

Comments by Directors

- Director Nelson reported speaking with the mayor of Thousand Oaks to develop a relationship to discuss long-term planning in the future. He also reported attending a Ventura County Special Districts Board meeting and the Calleguas Board meeting.
- President West reported that he and Keith Lemieux testified in Sacramento at the AB 1413 and AB 1466 hearings.

Adjournment

There being no further business, the meeting was adjourned at 12:15 P.M.

Norman Huff, Secretary
Board of Directors
Camrosa Water District

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

Board Memorandum

May 8, 2025

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 \$496,252.72.

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

Payroll PR 4-2, 2025	\$ 58,131.27
Accounts Payable 4/12/2025-04/30/2025	<u>\$ 438,121.45</u>
Total Disbursements	<u>\$ 496,252.72</u>

DISBURSEMENT APPROVAL	
BOARD MEMBER	DATE
BOARD MEMBER	DATE
BOARD MEMBER	DATE

 Norman Huff, General Manager

Camrosa Water District

Accounts Payable Period:

04/12/2025-04/30/2025

Expense	Account Description	Amount
10302	Escrow Account-Pacific Hydro	
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
15773	UAL Prepayment	
13400	Construction in Progress	65,711.65
20053	Current LTD Bond 2016	
20202	Invoice Cloud Fees Payable	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23001	Refunds Payable	687.09
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50013	CamSan Reclaimed Water	
50135	PERS Required UAL	
50200	Utilities	311.07
50210	Communications	4,568.40
50220	Outside Contracts	164,361.91
50230	Professional Services	29,436.25
50240	Pipeline Repairs	883.36
50250	Small Tool & Equipment	36,711.64
50260	Materials & Supplies	84,090.66
50270	Repair Parts & Equip Maint	40,999.93
50280	Legal Services	2,136.50
50290	Dues & Subscriptions	
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	1,135.66
50340	Bad Debt	
50350	Fees & Charges	7,087.33
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$438,121.45



Expense Approval Report

By Vendor Name

Payable Dates 4/12/2025 - 4/30/2025 Post Dates 4/12/2025 - 4/30/2025

Payment Number	Post Date	Vendor Name	Payable Numb	Description (Item)	Account Name	Purchase Order	Amount
150	04/21/2025	CAMROSA WATER DISTRICT	2018	Reimb for EFT Payment to BON01-102-07	Prof services		265.00
151	04/29/2025	INTERA INCORPORATED	03-25-123	GSA Update ASR-GSP for Water Year 2024	Prof services	FY25-0085	5,092.50

TOTAL VENDOR PAYMENTS-GSA

\$ 5,357.50

Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR

3484	04/24/2025	DEPOSIT ONLY-CAMROSA WTR	4-24-25-AP	Transfer to Disbursements Account	Transfer to disbursements-h		540000
3485	04/24/2025	DEPOSIT ONLY-CAMROSA WTR	4-24-25-PR	Transfer to Disbursements Account	Transfer to disbursements-h		230000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							770000

Vendor: AGR00 - AG RX INC.

61963	04/23/2025	AG RX INC.	104693	Weed Abatement	Outsd contracts	FY25-0275	3,693.93
61963	04/29/2025	AG RX INC.	104737	Weed Abatement	Outsd contracts	FY25-0280	3,020.34
Vendor AGR00 - AG RX INC. Total:							6,714.27
61964	04/28/2025	AIRGAS USA, LLC.	9160540833	Materials & Supplies - CO2 Tank Rental	Materials & supplies		70.66

Vendor: ALL11 - ALL PEST AND REPAIR, INC.

61965	04/28/2025	ALL PEST AND REPAIR, INC.	0028504	Pest Control-VTA1-1900	Outsd contracts		800.00
61965	04/28/2025	ALL PEST AND REPAIR, INC.	0028521	Pest Control-VTA1-7385	Outsd contracts		650.00
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1,450.00

Vendor: ALL14 - ALLCONNECTED INC

61962	04/21/2025	ALLCONNECTED INC	109659	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	14,289.39
61966	04/23/2025	ALLCONNECTED INC	44227	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	870.00
61966	04/23/2025	ALLCONNECTED INC	44228	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	4,102.20
61966	04/29/2025	ALLCONNECTED INC	44232	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	8,361.75
Vendor ALL14 - ALLCONNECTED INC Total:							27,623.34
61967	04/21/2025	BOUTWELL*FAY LLP	40223	Plan Restatement	Legal services		2,136.50

Vendor: BRE02 - BRENNTAG PACIFIC, INC.

61968	04/23/2025	BRENNTAG PACIFIC, INC.	BPI510228	Chemicals (Ammonium Sulfate) CWRF	Materials & supplies		5,784.65
61968	04/23/2025	BRENNTAG PACIFIC, INC.	BPI510543	Chemicals (Sodium Hydroxide) RMWTP	Materials & Supplies-RMWTP		4,303.11
61968	04/23/2025	BRENNTAG PACIFIC, INC.	BPI510544	Chemicals (Sodium Hydroxide) Conejo GAC	Materials & supplies		7,779.30
61968	04/23/2025	BRENNTAG PACIFIC, INC.	BPI511315	Chemicals (Ammonium Sulfate) RMWTP/Lynnwood	Materials & Supplies-RMWTP		3,769.77
61968	04/23/2025	BRENNTAG PACIFIC, INC.	BPI511315	Chemicals (Ammonium Sulfate) RMWTP/Lynnwood	Materials & Supp-PV Well		3,769.76
Vendor BRE02 - BRENNTAG PACIFIC, INC. Total:							25,406.59

61969	04/21/2025	BSK ASSOCIATES	AI10847	PFAS Analysis	Outsd contracts		1,550.00
1576	04/21/2025	CALIFORNIA DEPARTMENT OF TAX ADMINIST	1stQtr-2025	Use Tax 1st Qtr 2025	Materials & supplies		43.00

Vendor: CAN03 - Cannon Corporation

61970	04/30/2025	Cannon Corporation	91504	Repair Sewer Collection Hotspots - Engineering	Construction in progress	FY24-0180-R1	6,301.50
61970	04/29/2025	Cannon Corporation	91743	Annual Contract Construction Inspection Services	Outsd contracts	FY25-0026	5,655.10
61970	04/29/2025	Cannon Corporation	91783	Annual Contract Construction Inspection Services	Outsd contracts	FY25-0026	3,884.75

61970	04/29/2025	Cannon Corporation	91785	AG 3 Engineering during constructin	Construction in progress	FY23-0201-R2	9,482.00
61970	04/29/2025	Cannon Corporation	91848	AG 3 Engineering during constructin	Construction in progress	FY23-0201-R2	917.25
Vendor CAN03 - Cannon Corporation Total:							26,240.60
61971	04/28/2025	CENTRAL COAST TANK TESTING,INC.	1904	Outside Contracts-Fuel Tank Inspection	Outsd contracts		1,161.75
61972	04/29/2025	CONSOR NORTH AMERICA, INC.	W232492CA-0	Design Services for Iron/MN Removal	Construction in progress	FY24-0084-R1	1,080.00
61973	04/24/2025	COUNTY OF VENTURA PUBLIC WORKS	392818	Encroachment Permit - PE25-0361	Outsd contracts		885.00
Vendor: COU01 - COUNTY OF VENTURA RMA OPERATIONS							
61974	04/22/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261966-R	Permit-Environmental Health Inspection-Pump Stat-3	Fees & charges		713.03
61974	04/22/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261967-R	Permit-Environmental Health Inspection-4C Hydro	Fees & charges		713.03
61974	04/22/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261968-R	Permit-Environmental Health Inspection-TR Well Sta	Fees & charges		1,093.98
61974	04/22/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261969-R	Permit-Environmental Health Inspection-Highland Pm	Fees & charges		713.03
61974	04/22/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261970-R	Permit-Environmental Health Insp-Sewer Lift 1 Stat	Fees & charges		713.03
61974	04/22/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261971-R	Permit-Environmental Health Insp-Sewer Lift2 Stat	Fees & charges		713.03
Vendor COU01 - COUNTY OF VENTURA RMA OPERATIONS Total:							4,659.13
Vendor: COU11 - COUNTY OF VENTURA-CLERK RECORDER							
61975	04/30/2025	COUNTY OF VENTURA-CLERK RECORDER	20241105-216	Election Cost-Division 3	Board expense		567.83
61975	04/30/2025	COUNTY OF VENTURA-CLERK RECORDER	20241105-217	Election Cost-Division 4	Board expense		567.83
Vendor COU11 - COUNTY OF VENTURA-CLERK RECORDER Total:							1,135.66
61976	04/22/2025	E.J. HARRISON & SONS INC	41525	Trash Removal - CWRP	Outsd contracts		559.17
61977	04/21/2025	Enhanced Landscape Development, Inc	33301	Landscaping-April 2025	Outsd contracts		1,928.01
1577	04/23/2025	ENTERPRISE FLEET SERV INC	123859-04032	Vehicle Lease - April 2025	Outsd contracts		10,551.69
61978	04/21/2025	ENVIRONMENTAL RESOURCE ASSOCIATES	108468	Goods	Materials & supplies	FY25-0254	1,059.43
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
61979	04/23/2025	FAMCON PIPE & SUPPLY, INC	S100146260-0	Sewer Manhole Covers for Raising	Materials & supplies	FY25-0166	2,863.58
61979	04/23/2025	FAMCON PIPE & SUPPLY, INC	S100150940-0	Parts - Leak Repair and Stock	Pipeline repairs	FY25-0271	16,785.27
61979	04/23/2025	FAMCON PIPE & SUPPLY, INC	S100151389-0	Spools - Large Meters	Repair parts & equipment	FY25-0272	6,016.73
61979	04/29/2025	FAMCON PIPE & SUPPLY, INC	S100151932-0	Pamrex Lids - Sewer covering raising	Repair parts & equipment	FY25-0265	7,158.94
61979	04/22/2025	FAMCON PIPE & SUPPLY, INC	S100152677-0	Hardware and Spacers	Materials & supplies		975.98
61979	04/22/2025	FAMCON PIPE & SUPPLY, INC	S100153040-0	Backside Leak Repairs	Pipeline repairs		843.36
61979	04/23/2025	FAMCON PIPE & SUPPLY, INC	S100153157-0	Leak Repair - Lynnwood Well - Parts	Pipeline repairs	FY25-0270	1,615.29
61979	04/29/2025	FAMCON PIPE & SUPPLY, INC	S100153393-0	Leak Repair - Parts	Pipeline repairs	FY25-0278	1,826.68
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							38,085.83
61980	04/29/2025	Frontier Communications	May2025	VOIP Land Lines	Communications		838.90
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
61981	04/30/2025	FRUIT GROWERS LAB. INC.	500343A	Uranium Analysis for CWRP	Outsd contracts		195.00
61981	04/21/2025	FRUIT GROWERS LAB. INC.	504585A	Outside Lab Work for RMWTP	Outside Contracts		41.00
61981	04/21/2025	FRUIT GROWERS LAB. INC.	505117A	RMWTP Analysis	Outside Contracts		41.00
61981	04/21/2025	FRUIT GROWERS LAB. INC.	505118A	RMWTP Analysis	Outside Contracts		41.00
61981	04/28/2025	FRUIT GROWERS LAB. INC.	505119A	Outside Lab Work for CWRP	Outsd contracts		321.00
61981	04/21/2025	FRUIT GROWERS LAB. INC.	505121A	Outside Lab Work for the GAC Plant	Outsd contracts		39.00
61981	04/21/2025	FRUIT GROWERS LAB. INC.	505122A	TOC Analysis for Lab DI water	Outsd contracts		63.00
61981	04/21/2025	FRUIT GROWERS LAB. INC.	505414A	GAC Plant Outside Lab Work	Outsd contracts		39.00
61981	04/24/2025	FRUIT GROWERS LAB. INC.	505415A	Outside Lab Work for Round Mountain	Outside Contracts		41.00
61981	04/30/2025	FRUIT GROWERS LAB. INC.	505907A	.RMWTP Analysis	Outside Contracts		41.00
61981	04/21/2025	FRUIT GROWERS LAB. INC.	505908A	GAC Analysis	Outsd contracts		39.00
61981	04/30/2025	FRUIT GROWERS LAB. INC.	506404A	GAC Plant Analysis	Outsd contracts		39.00
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							940.00

Vendor: GEO06 - GEOSCIENCE SUPPORT SERVICES INC.

61982	04/29/2025	GEOSCIENCE SUPPORT SERVICES INC.	CWD-01-23-13 Well Asset Management Program	Prof services	FY24-0102-R1	2,320.00
61982	04/29/2025	GEOSCIENCE SUPPORT SERVICES INC.	CWD-02-22-07 New University Well Geohydrological Services	Construction in progress	FY24-0176-R1	2,090.50
Vendor GEO06 - GEOSCIENCE SUPPORT SERVICES INC. Total:						4,410.50

Vendor: HAC01 - HACH COMPANY

61983	04/24/2025	HACH COMPANY	14467532	Materials & Supplies - Reagents	Materials & supplies	1,124.48
61983	04/24/2025	HACH COMPANY	14467532	Materials & Supplies - Reagents	Materials & Supplies-RMWT	381.75
61983	04/24/2025	HACH COMPANY	14468356	Materials & Supplies - Reagents (Monochloramines)	Materials & supplies	3,049.95
61983	04/24/2025	HACH COMPANY	14468356	Materials & Supplies - Reagents (Monochloramines)	Materials & Supplies-RMWT	609.99
61983	04/24/2025	HACH COMPANY	14468771	Materials & Supplies - Reagents and Standards	Materials & supplies	1,359.78
Vendor HAC01 - HACH COMPANY Total:						6,525.95

61984	04/29/2025	HERC RENTALS INC.	35368036-001	Pump Rental Pond 1	Repair parts & equipment	FY25-0237	5,882.49
61985	04/30/2025	HOPKINS GROUNDWATER CONSULTING	12042	Specs for WQ equipment at Heritage Park Well	Prof services-PV Well	FY25-0151	6,018.75

Vendor: IDE01 - IDEXX LABORATORIES, INC

61986	04/21/2025	IDEXX LABORATORIES, INC	3173580969	Bacti Organisms	Materials & supplies	414.58
61986	04/21/2025	IDEXX LABORATORIES, INC	3173580970	Enterococcus Media	Materials & supplies	360.36
Vendor IDE01 - IDEXX LABORATORIES, INC Total:						774.94

61987	04/22/2025	INDUSTRIAL BOLT & SUPPLY	262865-1	Stainless Steel Hardware	Materials & supplies	990.48	
61988	04/29/2025	INFOSEND, INC.	285118	Printing & Mailing of Monthly Statements	Outsd contracts	5,058.85	
61989	04/29/2025	INTERA INCORPORATED	03-25-62	AS Needed Services for the OPV Basin	Prof services	FY25-0140	2,005.00
61990	04/29/2025	J&H Engineering	4213	Leak Repair - 2" Lube Line	Pipeline repairs	FY25-0276	7,473.54
61991	04/29/2025	Janitek Cleaning Solutions-Allstate Cleaning, I 56030A		Janitorial-Cleaning Service	Outsd contracts		1,963.50
61992	04/23/2025	JESSICA CAROLL	00004031	Deposit Refund Act 4031 - 1568 Hillridge Dr	Refunds payable		32.06
61993	04/23/2025	JUSTIN VARVAIS	00001050-2	Closed Act Overpayment Refund-5955 Paseo Encantada	Refunds payable		23.17
61994	04/23/2025	KELENA MORGAN	00001215	Deposit Refund Act 1215 - 809 Vista Arriago	Refunds payable		9.10

Vendor: LIF02 - LIFE TECHNOLOGIES CORPORATION

61995	04/21/2025	LIFE TECHNOLOGIES CORPORATION	86962448	IC Supplies	Materials & supplies	365.35
61995	04/30/2025	LIFE TECHNOLOGIES CORPORATION	87020051	.	Repair parts & equipment	FY25-0269
						<hr/>
Vendor LIF02 - LIFE TECHNOLOGIES CORPORATION Total:						1,313.95
						<hr/>
						1,679.30

Vendor: LIN01 - LINDE GAS & EQUIPMENT INC

61996	04/23/2025	LINDE GAS & EQUIPMENT INC	49271581	Acetylene Gas Cylinders	Materials & supplies	105.03
61996	04/24/2025	LINDE GAS & EQUIPMENT INC	49355558	Acetylene Gas Cylinders	Materials & supplies	202.82
Vendor LIN01 - LINDE GAS & EQUIPMENT INC Total:						307.85
61997	04/23/2025	MALITH MENDIS	00008617	Deposit Refund Act 8617 - 2294 Rambling Rose Dr	Refunds payable	170.85

Vendor: MNS01 - MNS ENGINEERS, INC.

61998	04/29/2025	MNS ENGINEERS, INC.	89602	Out of Scope Svc - Eng Svc During Construction	Construction in progress	FY24-0126-R1	3,870.00
61998	04/30/2025	MNS ENGINEERS, INC.	89603	Valencia Well PDR	Prof services	FY25-0233	18,287.50
61998	04/29/2025	MNS ENGINEERS, INC.	89639	Engineering Support services during construction	Construction in progress	FY21-0254-R4	1,017.50
Vendor MNS01 - MNS ENGINEERS, INC. Total:							23,175.00
61999	04/23/2025	MULTI W. SYSTEMS, INC	32530574	SL3 Maintanance	Outsd contracts	FY25-0043	3,252.25
62000	04/29/2025	NBS GOVERNMENT FINANCE GROUP	202504-1864	Develop In-Lieu Fees for Mitigation Requirements	Prof services	FY25-0084	805.00
61960	04/15/2025	NE Systems Incorporated	4943	Fortinet Firewall Support Renewal	Outsd contracts	FY25-0195	4,735.00

Vendor: NEW06 - NEWEGG BUSINESS INC

62001	04/30/2025	NEWEGG BUSINESS INC	1305431408	Evo HardDrives, NUC barebone w/s, Memory	Outsd contracts	FY25-0273	959.35
62001	04/30/2025	NEWEGG BUSINESS INC	1305431440	Evo HardDrives, NUC barebone w/s, Memory	Outsd contracts	FY25-0273	9,719.51
62001	04/30/2025	NEWEGG BUSINESS INC	1305431670	Evo HardDrives, NUC barebone w/s, Memory	Outsd contracts	FY25-0273	95.97
Vendor NEW06 - NEWEGG BUSINESS INC Total:							10,774.83

Vendor: OLI01 - OLIN CORP-CHLOR ALKALI

62002	04/22/2025	OLIN CORP-CHLOR ALKALI	900534512	Chemicals (Bleach) - CWRP	Materials & supplies		11,840.81
62002	04/28/2025	OLIN CORP-CHLOR ALKALI	900554515	Chemicals (Bleach) - CWRP	Materials & supplies		11,739.74
Vendor OLI01 - OLIN CORP-CHLOR ALKALI Total:							23,580.55

62003	04/23/2025	ONWAREE CHIARANON	00006376	Deposi Refund Act 6376- 2653 Buggy Ln	Refunds payable		383.58
62004	04/23/2025	PAUL WHITE	00011056	Deposit Refund Act 11056 - 2452 Rondell Rd	Refunds payable		12.29
62005	04/23/2025	RAYLENE HANSEN	00006773	Deposit Refund Act 6773 - 5259 Rambling Rose Dr	Refunds payable		2.98
62006	04/22/2025	RON'S PORTABLE WELDING	41725	Leak Repair-Non Pot Line	Pipeline repairs		40.00

Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS

62007	04/29/2025	ROYAL INDUSTRIAL SOLUTIONS	9009-1055571	Replacement Drive - PV1	Repair parts & equipment	FY25-0277	12,158.93
62007	04/29/2025	ROYAL INDUSTRIAL SOLUTIONS	9009-1057578	Rockwell Techconnect Support	Outsd contracts	FY25-0183	11,162.00
Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:							23,320.93

62008	04/29/2025	RT LAWRENCE CORPORATION	49663	Lockbox Services for Payments-March 2025	Outsd contracts		594.17
62009	04/22/2025	SALINAS & SONS ROOTER INC	00-18222	Drain Unclogging- Front Office	Outsd contracts		239.00

Vendor: SAM01 - SAM HILL & SONS, INC.

62010	04/29/2025	SAM HILL & SONS, INC.	5364	Distribution Valve Replacement - Uplpand Rd	Construction in progress	FY25-0117	28,522.00
62010	04/29/2025	SAM HILL & SONS, INC.	5365	Distribution Valve Replacement - Uplpand Rd	Construction in progress	FY25-0117	8,319.40
62010	04/23/2025	SAM HILL & SONS, INC.	5370	1A Tank Cleaning	Outsd contracts	FY25-0188	13,000.00
Vendor SAM01 - SAM HILL & SONS, INC. Total:							49,841.40

62011	04/23/2025	SHANNON PORTER	00003614	Deposit Refund Act 3614 - 1203 Mission Verde Dr	Refunds payable		53.06
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Vendor: SCG01 - SOUTHERN CALIFORNIA GAS

1580	04/21/2025	SOUTHERN CALIFORNIA GAS	April 2025-A	March 2025 Usage - Act 170 013 9900 9	Utilities		209.14
1580	04/21/2025	SOUTHERN CALIFORNIA GAS	April2025	March 2025 Usage - Act 123 787 1794 1	Utilities		14.30
1580	04/30/2025	SOUTHERN CALIFORNIA GAS	May2025	April 2025 Usage Charges-Act 123 787 1794 1	Utilities		14.30
1580	04/30/2025	SOUTHERN CALIFORNIA GAS	May2025-A	April 2025 Usage Charges-Act 170 013 9900 9	Utilities		73.33
Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:							311.07

62012	04/22/2025	SPARKLETTES	4667386-0413	Distilled Bottled Water	Outsd contracts		64.45
62013	04/21/2025	THOMAS SCIENTIFIC	3583942	Lab Supplies	Materials & supplies		46.57
62014	04/30/2025	Trusted Tech Team, Inc	175541	Qty 10 Widows 11 Professional Op Sys	Repair parts & equipment	FY25-0283	1,329.90
62015	04/30/2025	TURF CONSTRUCTION, INC.	14996	Leak Repair - 1" Service	Pipeline repairs	FY25-0274	20,581.86
62016	04/21/2025	TYLER TECHNOLOGIES, INC.	025-506828	Tyler	Outsd contracts		250.00

Vendor: UNI08 - UNIFIRST CORPORATION

62017	04/22/2025	UNIFIRST CORPORATION	2210188985	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
62017	04/22/2025	UNIFIRST CORPORATION	2210189280	Uniform Cleaning Service	Outsd contracts		964.50
62017	04/22/2025	UNIFIRST CORPORATION	2210191037	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
62017	04/22/2025	UNIFIRST CORPORATION	2210191052	Uniform Cleaning Service	Outsd contracts		182.93
62017	04/29/2025	UNIFIRST CORPORATION	2210192843	Office Cleaning Supplies-Towel-Mat Service	Outsd contracts		91.42
62017	04/29/2025	UNIFIRST CORPORATION	2210192849	Uniform Cleaning Service	Outsd contracts		292.97
Vendor UNI08 - UNIFIRST CORPORATION Total:							1,714.66

62018	04/30/2025	UNION MATERIALS TESTING, INC	836	AG3 Material Testing	Construction in progress	FY25-0066	4,111.50
Vendor: USA01 - USA BLUE BOOK							
62020	04/21/2025	USA BLUE BOOK	INV00681564	Lab Supplies	Materials & supplies		108.54
62020	04/28/2025	USA BLUE BOOK	inv00691258	Materials & Supplies for the Lab	Materials & supplies		410.40
62020	04/28/2025	USA BLUE BOOK	INV00691280	Materials & Supplies-Calibration Gas for Monitors	Materials & supplies		231.61
Vendor USA01 - USA BLUE BOOK Total:							750.55
62021	04/28/2025	VENTURA COUNTY AIR POLLUTION CONTROL	1053479	Generator Permit-Lynnwood Well (PV Well 2)	Fees & charges		2,428.20
62022	04/23/2025	VENTURA REGIONAL SANITATION DISTRICT, I	31125	VRSD Sewer Cleaning	Outsd contracts	FY25-0008	3,323.72
62023	04/29/2025	VERIZON WIRELESS	6111641368	Cell Phone	Communications		3,729.50
Vendor: WWG01 - W W GRAINGER, INC.							
62024	04/22/2025	W W GRAINGER, INC.	9475567369	Materials and Supplies	Materials & supplies		924.89
62024	04/22/2025	W W GRAINGER, INC.	9478928675	Reapir Parts - Motor-Sewer Lift #3	Repair parts & equipment		841.80
62024	04/24/2025	W W GRAINGER, INC.	9479501653	Gas Monitors - Confined Space Entry	Materials & supplies	FY25-0268	7,833.29
Vendor WWG01 - W W GRAINGER, INC. Total:							9,599.98
62025	04/23/2025	WALTON MOTORS & CONTROLS, INC	84042	Pump Repair - Rosita Pump #3	Repair parts & equipment	FY25-0220	6,297.19
62026	04/23/2025	WBI INC	C-25-1	Sludge Pressing	Outsd contracts	FY25-0009	45,326.40
TOTAL VENDOR PAYMENTS-CAMROSA							\$ 438,121.45
Vendor: PER05 - CAL PERS 457 PLAN							
DFT0005859	04/17/2025	CAL PERS 457 PLAN	INV0016076	Deferred Compensation	Deferred comp - ee paid		3,125.00
DFT0005861	04/17/2025	CAL PERS 457 PLAN	INV0016079	Deferred Compensation	Deferred comp - ee paid		465.12
Vendor PER05 - CAL PERS 457 PLAN Total:							3,590.12
DFT0005856	04/17/2025	COLONIAL SUPPLEMENTAL INS	INV0016073	Colonial Benefits	Colonial benefits		106.70
Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.							
DFT0005855	04/17/2025	EMPLOYMENT DEVELOP. DEPT.	INV0016071	Payroll-SIT	P/R-sit		56.92
DFT0005874	04/17/2025	EMPLOYMENT DEVELOP. DEPT.	INV0016099	Payroll-SIT	P/R-sit		5,852.29
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:							5,909.21
DFT0005860	04/17/2025	Empower Annuity Ins Co of America	INV0016077	Deferred Comp 457	Deferred comp - ee paid		150.00
1575	04/17/2025	LINCOLN FINANCIAL GROUP	INV0016078	Deferred Compensation	Deferred comp - ee paid		3,024.07
1574	04/17/2025	LINCOLN FINANCIAL GROUP	INV0016094	Profit Share Contribution	Profit share contributions		3,102.76
DFT0005862	04/17/2025	PUBLIC EMPLOYEES	INV0016081	CalPERS Retirement	P/R-state ret.		23,326.21
DFT0005864	04/17/2025	SYMETRA LIFE INS CO.	INV0016083	Life Insurance	Life ins.		317.25
Vendor: UNI10 - UNITED STATES TREASURY							
DFT0005852	04/17/2025	UNITED STATES TREASURY	INV0016068	FIT	P/R-fit		13,770.65
DFT0005853	04/17/2025	UNITED STATES TREASURY	INV0016069	Payroll-Social Security Tax	P/R - ee social security		699.36
DFT0005854	04/17/2025	UNITED STATES TREASURY	INV0016070	Payroll- Medicare Tax	P/R - ee medicare		4,114.94
Vendor UNI10 - UNITED STATES TREASURY Total:							18,584.95
61961	04/17/2025	UNITED WAY OF VENTURA CO.	INV0016072	Charity-United Way	P/R-charity		20.00
TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA							\$ 58,131.27

Board Memorandum

May 8, 2025

To: Board of Directors

From: Jozi Zabarsky, Customer Service Manager

Subject: Customer and Administrative Services Quarterly Report

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

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

Discussion:

Billing: Approximately 8,300 bills are generated each month. The delinquency rate for the bills that were due April 1, 2025 is 1.3%. Approximately 25% of customers have elected for paperless billing.

Billing Upgrade CIP: Staff is currently testing the new billing system, customer engagement portal, and field workforce management platform. The migration of the in-house ACH customers to InvoiceCloud is also in progress. Staff will soon be running parallel systems for a month or two and all systems will go-live once the implementation team is confident and satisfied with all functionality and interfaces. As go-live approaches, a newsletter will be mailed to customers informing them of all the new changes, including instructions for registering for the customer portal to view their usage and set alerts.

Cross-Connection (Backflow): Backflow non-compliance remains low, at less than 1% of the 1,475 backflow devices throughout the District. Compliance monitoring by the County is scheduled to end June 30, 2025. Staff are working with HydroCorp to provide the services required by the State Cross-Connection Control Protection Handbook and will be submitting the CCC Plan to the State Water Resources Control Board before the July 1, 2025 deadline. Once reviewed, staff will return to the Board at a future meeting for adoption of the Plan.

Board Memorandum

May 8, 2025

To: Board of Directors

From: Michael Phelps, Water Quality and Environmental Compliance Manager

Subject: Water Quality Q3 FY 2024-25 Report

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

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

Discussion: Receive a report on the district's water quality results and compliance posture for the 3rd quarter of FY 2024-25.

Potable Distribution System:

- 0 Positive Total Coliform Results this quarter
- Reservoir Chlorine Levels were checked weekly and boosted as necessary.

Potable Water Quality Treatment

- GAC Plant is in full compliance with all regulatory requirements.
- Round Mountain is in full compliance with all regulatory requirements.
 - Round Mountain was returned to production on March 6, 2025.

Camrosa Water Reclamation Facility

- **Plant TDS – Limit 947 mg/L**
 - January '25 – 994 mg/L
 - February '25 – 986 mg/L
 - March '25 – 906 mg/L
- **Plant Chloride – Limit 244 mg/L**
 - January '25 – 230 mg/L
 - February '25 – 213 mg/L
 - March '25 – 216 mg/L

All other water quality parameters tested this quarter were fully compliant with California Drinking Water Standards.

Board Memorandum

May 8, 2025

To: Board of Directors

From: Jozi Zabarsky, Customer Service Manager

Subject: Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

Discussion: The primary goals of the District's Strategic Plan are Water Supply Independence, Infrastructure Integrity, Prudent Financial Management, Public Trust, and Service Excellence Through Organization Development. In fulfilling the District's commitment to that Plan, management staff would like to spotlight one of its employees whose commitment, dedication, and hard work helps the District advance towards those goals.

Board Memorandum

May 8, 2025

To: General Manager

From: Terry Curson, District Engineer

Subject: Sewer Service Extension along Terra Bella Lane & Cielo Vista Court

Objective: Discuss the potential extension of sanitary sewer service along Terra Bella Lane and Cielo Vista Court.

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

Summary: Camrosa currently provides sanitary sewer service to all residential homes located north of Upland Road that are within Camrosa's service area, with the exception of Terra Bella Lane and a small portion of Cielo Vista Court. Recently, a homeowner and a City of Camarillo council member have reached out to discuss the possibility of extending the sewer line to serve the remaining homes along the subject streets that are currently on septic systems. Camrosa staff has initiated a preliminary investigation into determining what is necessary to provide service and is presented herewith for discussion purposes only.

Discussion: In early February 2025, District staff was approached by a homeowner along Terra Bella Lane and a City of Camarillo council member to discuss the possibility of extending sewer service along Terra Bella Lane and a portion of Cielo Vista Court. Back in the early 2000s, the City of Camarillo widened Upland Road, and Camrosa completed certain sewer improvements along Upland Road near the intersection of Terra Bella Lane to avoid the City's pavement moratorium for an eventual sewer line extension along Terra Belle Lane. To date, no extension has been constructed.

The homeowner needs to replace his septic system and has cited replacement costs in the neighborhood of \$20,000. It is his preference to tie into Camrosa's sewer sanitary system, if it is available. District staff has identified 15 home sites with lot sizes that range from 0.50 to nearly 3 acres that are currently on septic tanks. It is worth mentioning that staff has been contacted by several homeowners over the past several years along Terra Bella to inquire about connecting to the District's sanitary sewer system. The sewer line extension would consist of the installation of approximately 1325 LF of 6" or 8" PVC sewer pipe, construction of three manholes, and abandonment of approximately 250 LF of vitrified clay pipe.

Staff solicited engineering proposals for the design and received two proposals. The lowest proposal was \$79,480 and the highest was \$163,700, with both having comparable scopes. A preliminary construction budget estimate of approximately \$450,000 was solicited from a local contractor.

The project design scope includes:

- Field Survey
- Site/boundary Survey
- Design of Sewer Main and Manholes
- Design for Sewer Laterals to property lines.

Staff would like to discuss the merits, potential costs, and funding for this project.

Board Memorandum

May 8, 2025

To: Board of Directors

From: Kevin Wahl, Director of Operations

Subject: Local Production Update

Objective: Receive a briefing on local water production through the third quarter of Fiscal Year 2024-25.

Action Required: No action is 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, Director of Operations, will present a report on local water production through the third quarter of Fiscal Year 2024-25.

Q3 Local Production Report

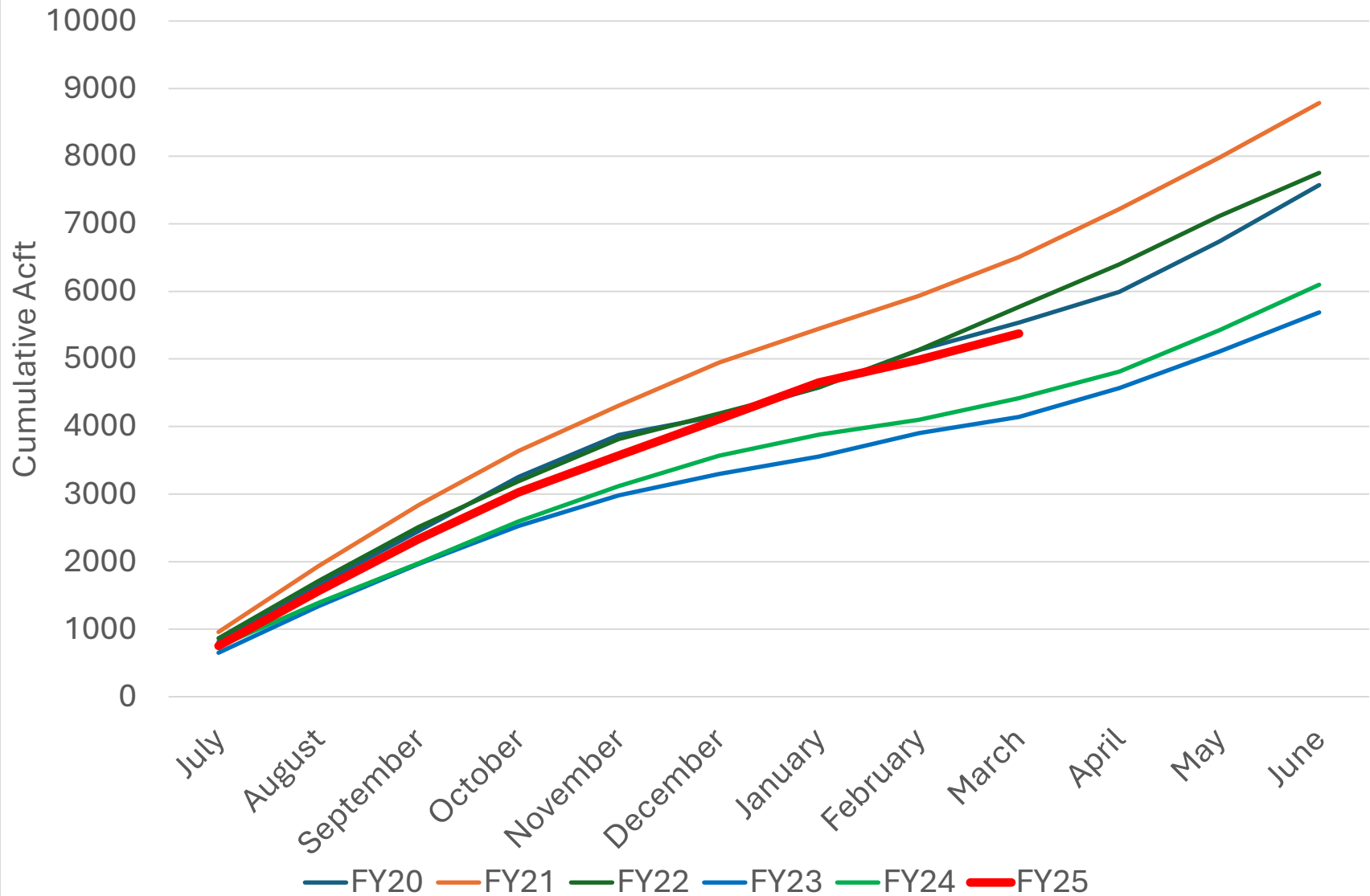
FY2024-2025

	FY23-24 Q4			FY24-25 Q1			FY24-25 Q2			FY24-25 Q3		
POTABLE	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Conejo #2	59	75	101	106	100	47	20	12	41	32	20	41
Conejo #3												
Conejo #4												
Santa Rosa #8	60	71	101	106	98	47	21	32	48	32	21	41
Penny Well	40	41	40	42	42	41	42	40	42	40	38	41
Tierra Rejada	13	18	17	16	17	18	23	18	18	16	16	18
Woodcreek	0	0	0	0	0	0	46	70	9	5	4	2
PV Well #2	32	34	0	0	7	142	140	122	128	140	99	40
RMWTP	55	63	83	88	82	80	91	1	0	0	0	75
Local total (potable)	259	302	342	358	346	375	383	295	286	265	198	258
CMWD (potable)	133	310	329	395	467	391	308	251	248	278	140	129
TOTAL POTABLE	392	612	671	753	813	766	691	546	534	543	338	387
PERCENT LOCAL†	66%	49%	51%	48%	43%	49%	55%	54%	54%	49%	59%	67%

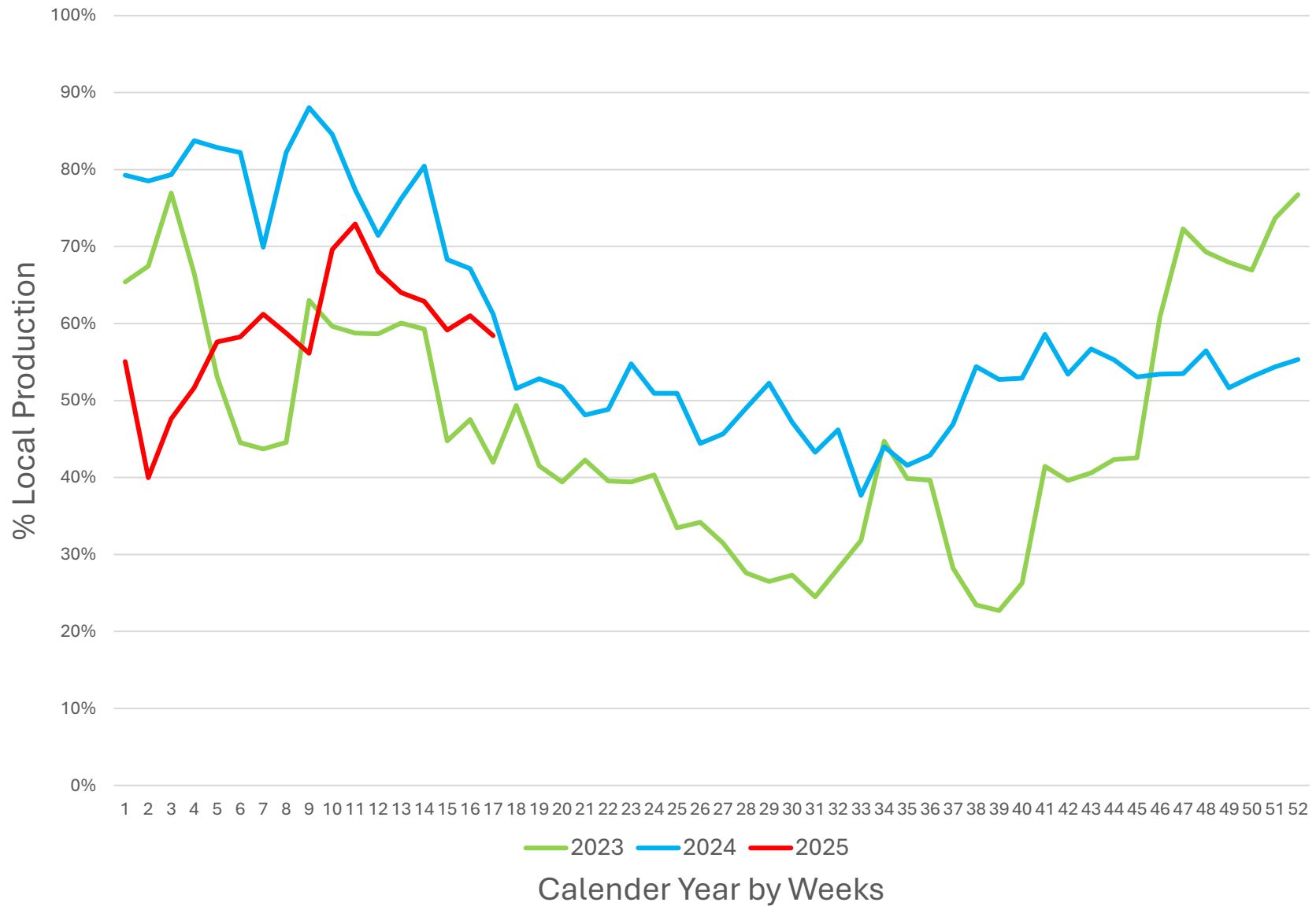
	FY23-24 Q4			FY24-25 Q1			FY24-25 Q2			FY24-25 Q3		
NONPOTABLE	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Santa Rosa #3	0	0	0	0	1	1	0	1	0	0	0	1
Santa Rosa #9	23	43	48	50	14	12	15	29	33	28	17	20
Santa Rosa #10	22	10	2	5	16	12	9	3	1	1	1	1
Conejo #2								8	3		1	
Conejo #3											1	
Conejo #4											1	
CMWD (potable)	5	27	34	46	77	72	62	27	21	23	3	6
Creek water	678	968	647	882	934	978	903	742	752	645	262	354
CWRF	116	115	112	116	119	118	116	114	128	114	107	117
TOTAL NONPOTABLE	844	1163	843	1099	1161	1193	1105	924	938	811	393	499

PVCWD DELIVERIES	<i>Apr</i>	<i>May</i>	<i>Jun</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>
Creek	485	598	258	467	419	491	490	475	481	450	150	218
CamSan	100	65	126	150	150	135	128	128	129	114	104	142
CWRF‡	74	72	47	53	57	29	51	57	76	58	95	98
TOTAL	659	735	431	670	626	655	669	660	686	622	349	458

FY Cumulative Potable Water Production



Local Potable Production Ratio



Board Memorandum

May 8, 2025

To: General Manager

From: Natalie Roberts, Water Resources Coordinator

Subject: Eagle Aerial WaterView Software: CII Platform & Software License for Both Platforms

Objective: Appropriate CIP funding to build the WaterView CII Platform and authorize the General Manager to enter into a multi-year agreement to license the software.

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

- 1) Appropriate additional funding from the Potable Water Capital Replacement Fund in the amount of \$30,000 for the WaterView project, and;
- 2) Authorize the General Manager to enter into an agreement and issue a purchase order in the amount not to exceed \$96,020 for the development of the WaterView CII Module, and;
- 3) Authorize the General Manager to enter into a three-year agreement for the WaterView Residential and WaterView CII software subscriptions.

Discussion: The District began working with Eagle Aerial in August 2019 on the WaterView Residential module. This was action taken to prepare the District for the reporting requirements established by 2018 Legislation (SB 606 and AB 1668), which became 23 CCR Article 1. Urban Water Use Efficiency Standards, Objectives, and Performance Measures. The Legislation has requirements that are implemented in stages, over the course of multiple years. The District has been satisfied with the work done by Eagle Aerial and utilized its software product and services to successfully complete “Conservation as a Way of Life” reporting and submit it to the State Water Resources Control Board as recently as December 2024, for the Jan 1, 2025, reporting deadline.

Prior to the introduction of the Legislation’s Commercial, Industrial, and Institutional (CII) requirements, the District is entering into an agreement for a Capital Improvement Project for EagleAerial to build the District a custom CII module to fulfill the District’s reporting requirements set forth by the Legislation. The District selected Eagle Aerial for this project because the District has been satisfied with the Residential module and, to maintain staff efficiency, prefers to utilize one vendor to fulfill the software needs for this reporting requirement.

The WaterView CII module will:

- Analyze water allocation totals for the District’s CII parcels
- Spot water use trends, allowing the District to track and manage overallocation users
- ID targeted land classification types, such as high turf areas
- Aid in upcoming legislative reporting requirements
- Host high-resolution aerial imagery and the actual imagery used in DWR’s Landscape Area Measurements (LAM) analysis for subscribers to access anytime

- Import and calculate daily evapotranspiration (ET) readings
- Provide various GIS tools along with sophisticated data mining and multi-level querying functions
- Host the Land Use Classification Data (LUCD), mapped product, and the delineated Dedicated Irrigation Meter (DIM) premise areas custom created for the District
- Calculate CII DIM allocations based on current DWR & SWRCB recommended legislative standards

The above functionality will assist District staff with efficiently fulfilling monitoring and reporting requirements set forth in the CCR by the 2019 Legislation.

Once the modules are built, WaterView is an annual subscription, Software as a Service (SaaS). The District entered into an agreement for the Residential module previously and is now adding the CII module onto the 3-year licensing agreement. As stated in the agreement, the cost of the first year of the CII module will be prorated.

Upon implementation, annual SaaS costs for the WaterView Residential and WaterView CII software will be \$15,000 per year and will be budgeted in the District's annual operating budget.

Funding for the WaterView CII Platform CIP project is available from the District's Potable Water Capital Improvement Fund.

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

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

TO: Eagle Aerial Solutions
3333 Michelson Dr., Suite 300
Irvine, CA 92612

DATE: May 8, 2025
Agreement No.: 2025-120

The undersigned Consultant offers to furnish the following: software development of Waterview CII module.

Contract price \$: Not to exceed \$96,020 per proposal attached

Contract Term: May 8, 2025 – June 30, 2026

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Eagle Aerial

By: _____
Norman Huff

By: _____
Wayne Tate

Title: General Manager

Title: President

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
 6. **Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions),** with limits not less than \$2,000,000 per occurrence or claim, and \$2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

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

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

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

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

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

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

WaterView™ for Camrosa Water District

April 23, 2025

Camrosa Water District

Natalie Roberts

natalier@camrosa.com

Office: (805) 482-9625

WaterView™ Overview:

Eagle Aerial Solutions together with CalWEP, has custom designed and developed WaterView™, to help water professionals meet the efficiency and allocation requirements established under the new long term California water conservation legislation, SB606 & AB1668. EAS proposes the implementation of WaterView™ as a critical SaaS tool that helps prepare and maintain regulatory compliance under the new state standards.

Annual Subscription:

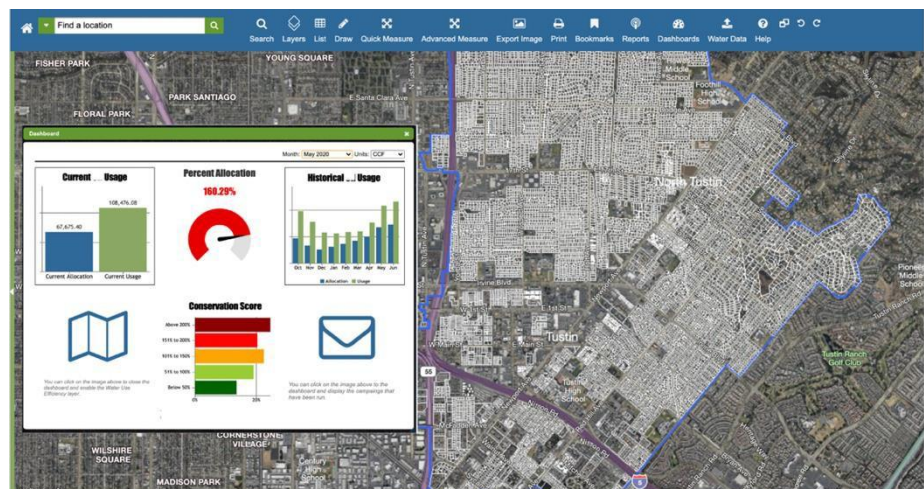
WaterView™ is an annual subscription, Software as a Service (SaaS). All California Water Efficiency Partnership CalWEP members will receive a “CalWEP Discount” for the lifetime of their WV subscription.

All new WaterView customers that are not already CalWEP members, upon execution of a multi-year WaterView agreement will automatically receive a 2- year membership, free of charge to CalWEP. [www.calwep.org]

If the water agency elects to continue as a CalWEP member after the initial 2 years, the annual membership dues will be the responsibility of the water agency to pay directly to CalWEP.

WaterView™ will:

- Analyze total water allocation for the water agency’s entire residential service area and at an individual residential parcel level, in compliance with new state standards.
- Spot water use trends, track and manage over allocation users within each district.
- Identify targeted land classification types, like high turf areas, for effective rebating.
- Aid in upcoming legislative reporting requirements.
- Continually calculate water use efficiency (per

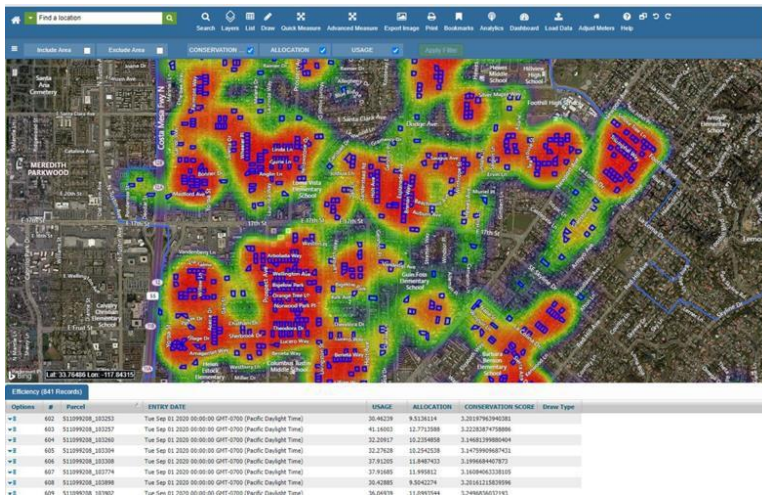


the state standards) across the residential service area and at a customer/parcel level.

- Host high resolution aerial imagery and the ACTUAL imagery used in DWR's LAM analysis for the subscribers to access anytime.
- Import and calculate daily ET readings.
- Supply detailed demographic data for more accurate indoor water use efficiency measurements and water use analytics.
- Provide various GIS tools along with sophisticated data mining and multi-level querying functions.

Subscribing Agencies will:

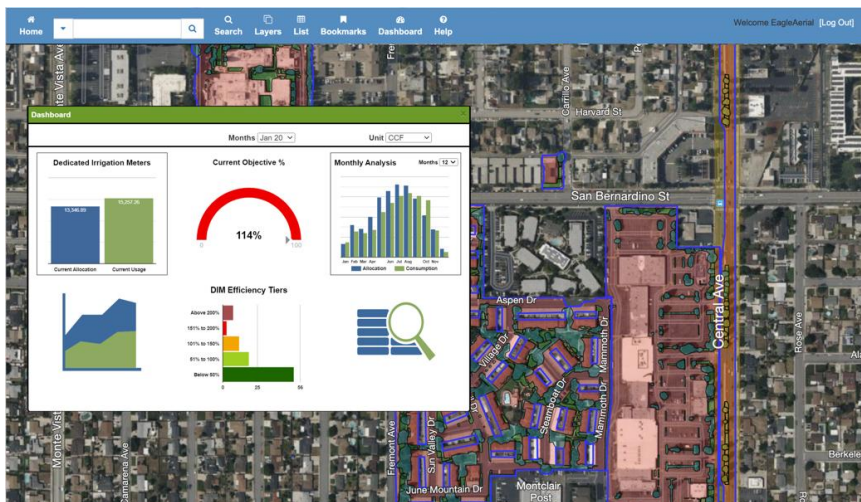
Be required to provide meter location and water use data to be imported into the WaterView™ portal. A Unique ID (UID) for the meter location must be used to tie the usage data to the meter address. Names do not need provided, unless your district would like to do direct mailings for outreach to target certain customers for incentives to become more efficient.



Technical Support & Project Management

Technical support will be provided throughout the duration of the contract. Software training will be done by a series of onboarding virtual meetings. Your agency will be assigned a Customer Success Advocate that will provide any additional training(s) or account customization via virtual meeting platforms and screen sharing throughout the life of the WaterView™ subscription.

WaterView™ CII Module (in addition to base WV functions) will:



- Host the Land Use Classification Data (LUCD) mapped product and the delineated DIM premise areas custom created for Camrosa Water District
- Calculate CII DIM allocations based on current DWR & SWRCB recommended legislative standards
- Provide a suite of data mining tools used to create custom water use and landscape analytics
- Aid in upcoming reporting CII requirements

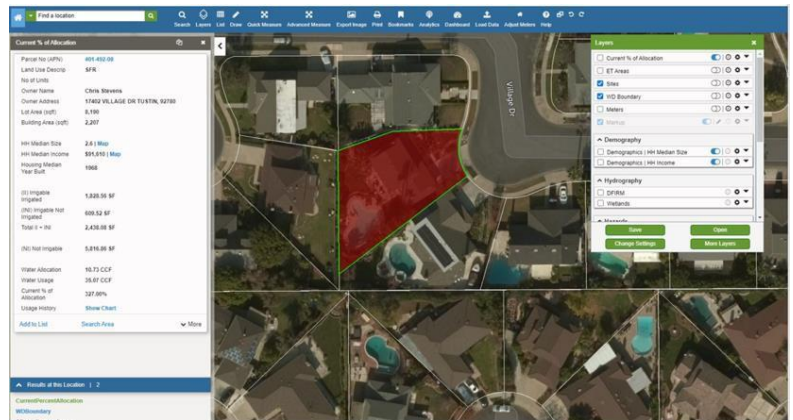


Security of the WaterView™ Platform:

Eagle Aerial Solutions developed the WaterView™ portal in partnership with Digital Map Products Now LightBox, using their existing stable and robust online mapping technology. DMP/LightBox has been providing mapping services for nearly 20 years to large enterprise and government customers including Zillow, Google, Apple, CBRE, and the State of California. More than 350,000 users are accessing data from their platform daily to make informed decisions.

For more detailed information please refer to the full security statement:

<https://www.eagleaerial.com/docs/waterview-security.pdf>





Pricing:

Section 1

WaterView™ Residential 3 Year Subscription

Number of Total Connections: 10,501

User seats: up to 3

3 Year Agreement

Annual Subscription Cost* \$12,000

ONE TIME Set Up Fee N/A

**This pricing is based on a multi-year contract and is locked in for the term of the contract. NOTE: There is a penalty fee for early cancellation*

Section 2

CII Pathway to Compliance

CII Roadmap Meter Analysis (one-time fee)	DIMs =332**+ MUMs =238** CII Meters	\$18,000
LUCD classification for CII Parcels	Provided by DWR NOTE: MFR relies on original Residential LAM data	N/A
CII DIM Premise Delineation	332 (Total DIMs provided by Camrosa Water District- @ 235.00/DIM)	\$78,020

Section 3

WaterView™ CII Module

WaterView CII Module***	\$3,000
Set-UP Fee	Waived
Total	\$3,000

*** This is based on updated counts provided by Camrosa on April 21, 2025.*

****Annual fee added to current multi-year WaterView subscription once CII module is ready. Note: The Roadmap, LUCD & DIM premise delineation will need to be completed before the CII module can be added. Mid/partial year proration may apply on first year.*



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

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

TO: Eagle Aerial Solutions
3333 Michelson Dr., Suite 300
Irvine, CA 92612

DATE: May 8, 2025
Agreement No.: 2025-121

The undersigned Consultant offers to furnish the following: WaterView Residential Subscription and CII module per proposal attached.

Contract price \$: WaterView Residential subscription \$12,000 annually
WaterView CII \$3,000 annually beginning 03/01/2026

Contract Term: March 1, 2025 – February 29, 2028

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Eagle Aerial

By: _____
Norman Huff

By: _____
Wayne Tate

Title: General Manager

Title: President

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
 6. **Cyber Liability Insurance (Technology Professional Liability – Errors and Omissions),** with limits not less than \$2,000,000 per occurrence or claim, and \$2,000,000 aggregate or the full per occurrence limits of the policies available, whichever is greater. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Vendor in this Agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

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

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

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

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

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.

- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

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



Camrosa Water District

7385 Santa Rosa Rd.
Camarillo, CA 93012

Natalie Roberts
NatalieR@camrosa.com
(805) 914-7290

Eagle Aerial Solutions

3333 Michelson, Suite 300
Irvine, CA 92612

Wayne Tate
wtate@eagleaerial.com
(714) 754- 7670 X 707

AMENDMENT TO WATERVIEW™ RESIDENTIAL SUBSCRIPTION TERMS AND CONDITIONS

This Amendment to WaterView Residential Subscription Terms and Conditions (“Amendment”) is entered into as of March 1, 2025 by and between Camrosa Water District (“District”) and Eagle Aerial Solutions (“Eagle” or “Consultant”) in order to amend the terms of the Early Adopter Program WaterView subscription agreement executed on August 23, 2019. (“Original Residential Agreement”). The Original Residential Agreement had been extended and amended so that the annual term of the Original Residential Agreement expires as of February 28, 2025.

The parties desire hereby to extend the term of the Original Residential Agreement for an additional three (3) years in the manner set forth below, commencing on March 1, 2025. They also wish to provide for the addition of the WaterView Commercial, Industrial and Institutional Module (“WaterView CII”) to the subscription and to add certain additional terms to the Original Residential Agreement, as requested by District. Except as amended hereby, the Original Residential Agreement shall remain in full force and effect.

Now, therefore, the parties agree:

1. **Extension of Term.** The term of the Original Residential Agreement is hereby extended for an additional three years for the period from March 1, 2025 until February 29, 2028 (“Additional Term”).
2. **WaterView Residential and Payment Terms.** The subscription price for the Additional Term shall be a total of **\$36,000** for the three-year term, due in the amount of **\$12,000** at the beginning of each of the three years of the Additional Term, payable within 30 days of delivery by Eagle to District of an invoice for such amount.
3. **WaterView CII Module and Payment Terms.** WaterView CII, which is hereby added to the existing subscription, is custom built to house and serve the CII datasets and spatial files created for Camrosa Water District. The software is a uniquely designed platform that allows retail agencies to access, view and interact with the datasets. Additionally, it provides tools that aid with the annual reporting requirements established under the new long-term California water conservation legislation. It will:





- Host the Land Use Classification Data (LUCD) mapped product and the delineated DIM premise areas custom created for Camrosa Water
- Calculate CII DIM allocations based on current DWR & SWRCB recommended legislative standards
- Provide a suite of data mining tools used to create custom water use and landscape analytics
- Aid in upcoming reporting CII requirements

Pricing for Camrosa WV CII Module (to be added to current WV account)

	Annually
WaterView CII Module*	\$3,000
Set-UP Fee	N/A
Total	\$3,000

**Annual fee added to current multi-year Waterview subscription once CII module is ready.*

CII MODULE TERM: *The initial term for the WaterView CII module commences when the CII mapping dataset is delivered to Camrosa. The initial term will run from said delivery date until 2/29/2026. For the initial partial year term, the annual fee will be prorated based upon the percentage of a year from the date of delivery of such mapping dataset until February 29, 2026. Thereafter, the term of this WaterView CII module subscription will be coterminous with the extended term for the WaterView Residential product, whose term runs from March 1, 2025 annually through February 29, 2028.*

Board Memorandum

May 8, 2025

To: Board of Directors

From: Brad Milner, Management Analyst

Subject: Award for Preparation of District's Integrated Master Plan

Objective: Award a professional service contract for consulting services for the preparation of the District's Integrated Master Plan including local water supply alternatives and existing infrastructure improvement projects.

Action Required: It is recommended that the Board of Directors authorize the General Manager to award a contract with Woodard & Curran (W&C), in the amount not-to-exceed \$253,075.00, to provide professional consulting services for the preparation of the District's Integrated Master Plan including local water supply alternatives and existing infrastructure improvement projects.

Background: Woodard & Curran (W&C) was hired in 2022 to develop a Near Term Capital Improvement Plan related to the District's existing infrastructure, as well as perform Water Resources Planning Analysis to identify potential water supply project options that can reduce the District's reliance on imported water. A Technical Memorandum (TM) for the Near-Term Capital Improvements Plan was submitted on November 17, 2023. A TM for the Water Resources Planning Analysis was submitted on July 26, 2024.

On August 22, 2024, the Board held a Master Plan Workshop to provide a forum for discussion of District priorities and strategies related to the proposed implementation of the recommendations made in the TMs. Since the Workshop staff have been moving forward with projects identified as top priorities related to new water supplies and existing infrastructure improvements.

Staff met with the Board Master Plan Ad hoc Committee on February 4, 2025, and March 4, 2025, and reports were made to the Board in subsequent Board Meetings. The Ad hoc Committee was provided a conceptual outline for a new Master Plan during the March 2025 Ad hoc meeting. These meetings further refined the Board's desire for and objectives for a Master Plan document. Based on discussions with the Board and members of the Ad hoc Committee, Staff developed an outline for a new Master Plan document with a focus on the implementation of the Water Supply and Existing Infrastructure Improvement projects.

Staff developed and sent an RFP to five consultants for the preparation of a new Integrated Master Plan on March 18, 2025, with proposals due on April 15, 2025. The District selected W&C to prepare the new Integrated Master Plan based on their qualifications and cost estimate.

The new Master Plan will include the following sections:

1. Executive Summary
2. Introduction
3. Current Challenges and Issues

4. Potable Water Management
5. Recycled/Nonpotable Water Management
6. Wastewater Management
7. Implementation Plan
8. Conclusions.

Budget is available from the District's Fiscal Year (FY) 2024-25 and the anticipated FY 2025-2026 operation's budget. W&C provided a not-to-exceed fee estimate of \$253,075.00.

Schedule: W&C anticipates submittal of a draft Integrated Master Plan to the District within approximately seven (7) months with a final draft for the Board to adopt in February 2026. The Ad hoc Committee and Staff will provide the Board with additional updates as preparation of the Integrated Master Plan proceeds.

Attachment: Agreement for Professional Consulting Services.

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

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

TO: Woodard & Curran
888 South Figueroa #1700
Los Angeles, CA 90017

DATE: May 8, 2025
Agreement No.: 2025-118

The undersigned Consultant offers to furnish the following: professional services for developing a Master Plan for Camrosa Water District per proposal dated April 24, 2025. (attached)

Contract price \$: Not to exceed \$253,075.00


Contract Term: May 8, 2025 – June 23, 2026

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Woodard & Curran Inc.

By: _____
Norman Huff

By: _____
Xavier Irias

Title: General Manager

Title: Senior Technical Leader

Date: _____

Date: April 30, 2025

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

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

The parties agree that neither party shall be responsible or liable to the other party for special, indirect or consequential damages and the total aggregate liability of each respective party under this Agreement for any and all claims against such party whatsoever arising out of this Agreement shall not exceed the total insurance proceeds paid under such respective party's applicable insurance policies subject to the minimum limits specified in this Agreement.

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

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given additional insured status (at least as broad as ISO Form CG 20 10 12 19), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 12 19 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

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

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require redacted copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein applicable to their scope of services, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

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

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

The total liability, in the aggregate, of Consultant to District for any and all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to Consultant's Services from any cause or causes whatsoever shall not exceed the greater of two times the fee for the applicable Services or the total insurance proceeds paid on behalf of or to Consultant by Consultant's insurers in settlement or satisfaction of Client's claims under Consultant's applicable insurance policies subject to the minimum stated policy limits set forth herein.

Neither Party shall be responsible or held liable to the other for special, punitive, exemplary, indirect, incidental or consequential damages, including, but not limited to, loss of profit, loss of investment, loss of product, business interruption, or liability for loss of use of facilities or Client's existing property, however the same may be caused.



SCOPE OF SERVICES

The scope of services for these analysis and Study are summarized below.

Task 1 – Project Management & Communications

Woodard & Curran will conduct project management activities and facilitate communication with the District and internally during this task. Project management activities will include monthly progress reports and invoicing along with schedule and budget tracking. Woodard & Curran will also administer its quality assurance (QA) program under this task for all deliverables. The QA program is expected to include document review, technical review, and senior technical direction.

Woodard & Curran will meet with District staff biweekly to discuss the project and to provide status updates on deliverables, overall project schedule, and project budget as part of this task. These meetings will include a walk-through of the project schedule, which will be managed using Microsoft Project (MS Project). A detailed project schedule is included with this proposal for review by the District. Woodard & Curran will also participate in a project kickoff meeting with District staff to introduce the project and to define roles and responsibilities.

Woodard & Curran will participate in up to four (4) meetings with the Master Plan ad hoc committee to provide project progress updates under this task. These meetings are expected to include PowerPoint presentations to facilitate discussion and to illustrate project progress and key findings. Interim deliverables will be provided to the ad hoc committee as they are made available.

Assumptions:

- Woodard & Curran will participate in biweekly meetings (up to sixteen (16)) with the District's project manager and General Manager virtually via Microsoft Teams
- Woodard & Curran will participate in up to four (4) meetings with the Master Plan ad hoc committee; up to one (1) ad hoc committee meetings will be held in person; the remaining ad hoc committee meetings will be held virtually via Microsoft Teams
- Woodard & Curran will participate in a kickoff meeting with District staff virtually via Microsoft Teams
- District will provide comments on the detailed project schedule within two (2) weeks of project kickoff

Deliverables

- Monthly progress reports and invoices
- Detailed project schedule (included with this proposal)
- Meeting materials (agenda and notes); meeting notes will summarize meeting contents and document key decisions made. Notes may be submitted via email.



Task 2 – Collect and Review Data

The Woodard & Curran project team was responsible for developing the Near-Term Capital Improvement Plan and Water Resources Planning Analysis that inform the Master Plan effort. As part of these efforts, Woodard & Curran collected and reviewed varied data, including GIS information, asset condition, prior planning studies, geotechnical reports, and well siting studies. The project team is intimately familiar with the challenges facing the District as well as the layout and operations of potable, non-potable, and wastewater systems. Woodard & Curran anticipates needing to review information that has been developed over the past twelve (12) months as part of this task. Woodard & Curran will prepare a data request after the kickoff meeting conducted in Task 1 and review new information as part of Task 2.

Assumptions:

- District will provide requested data within three (3) weeks of receiving the data request

Deliverables

- Data request in Microsoft Excel format

Task 3 – Draft and Finalize Detailed Table of Contents

Woodard & Curran has prepared a draft, annotated table of contents (TOC) as part of this proposal effort; the draft TOC was omitted to comply with page limits but is available upon request and will be provided prior to the project kickoff meeting. Woodard & Curran will receive and incorporate District comments on the draft TOC to finalize the TOC and present it at the first monthly ad hoc committee meeting, prior to proceeding with Tasks 4 and 5.

Assumptions:

- District will provide a single set of consolidated comments on the draft TOC within two (2) weeks of project kickoff

Deliverables

- Draft TOC in Microsoft Word format
- Final TOC in Microsoft Word and PDF format

Task 4 – Identify Uncertainties and Develop Evaluation Framework

Woodard & Curran will work in tandem with District staff to identify risks and uncertainties and to develop an evaluation framework to appropriately scope and prioritize capital projects for all three of the District's systems. Identifying risks and uncertainties early in the process will allow Woodard & Curran and the District to understand the impact of certain decisions related to specific projects (e.g., brine discharge requirements may impact treatment plant design decisions). Developing an evaluation framework for each system will also provide a means to assess and prioritize projects against the District's goals and objectives.

Woodard & Curran will facilitate a workshop with District staff to review and identify specific risks and uncertainties as well as review a draft evaluation framework developed by Woodard



& Curran related to each of the three systems. The draft evaluation framework will be informed by the evaluation criteria provided in the RFP. The workshop will include discussion of each risk and uncertainty as well as proposed ways to account for those risks and uncertainties in the capital plans for each system. It will also collect comments on the draft evaluation framework from District staff. Woodard & Curran will deliver the draft evaluation framework one (1) week prior to the workshop.

If needed, Woodard & Curran will brief the District's Board of Director's (Board) on the evaluation framework and identification of risks and uncertainties. This briefing will be provided at a regularly scheduled Board meeting. If the Board provides comments, Woodard & Curran will update the evaluation framework based on those comments. The Board briefing would be conducted as part of Task 7. The final evaluation framework will be used to prioritize projects for each of the three systems in Task 5.

Assumptions:

- Woodard & Curran will participate in a one (1) hour workshop with District staff to identify risks and uncertainties and to review the evaluation framework with District staff virtually via Microsoft Teams
- The District staff and ad hoc committee evaluation framework meeting will be held in conjunction with one of the ad hoc committee meetings scheduled in Task 1
- Woodard & Curran may present the evaluation framework to the Board at a regularly scheduled Board meeting via teleconference as part of Task 7

Deliverables

- Meeting materials (agenda, slides, and notes); meeting notes will summarize meeting contents and document key decisions made
- Draft evaluation framework
- Final evaluation framework

Task 5 – Develop Integrated Implementation Plan

Woodard & Curran will develop an integrated implementation plan for each of the District's three systems. The implementation plan will represent a "snapshot in time" based on the information currently available. The sequence of projects identified in the plan will be based on the evaluation framework developed in Task 4 as well as resource constraints and schedule drivers (for example, some projects may not be able to move forward until others are completed). The implementation plan will seek to integrate rehabilitation, repair, and replacement needs with future water supply projects aimed at meeting the District's goal for water supply independence.

While the implementation plan documented in the Master Plan is a "snapshot in time", Woodard & Curran recognizes that information and conditions may change as the District moves forward with the plan. Woodard & Curran will develop an Excel-based implementation planning tool to facilitate adaptive management of the plan. One tool will be developed with multiple tabs to allow planning for each of the three systems independently.



Woodard & Curran will hold a workshop with District staff to preview example tools and to collect comments on needed features. The tool will allow the District to input specific project schedules, costs, and assumptions for each of the three systems. Based on these inputs, the tool will summarize the plan with yearly cash flows for all three systems. Logic will be built into the tool to allow for adaptive management (e.g. “if-this-then-that”); the District will be able to modify inputs to evaluate varying planning scenarios. Further, the implementation planning tool will be integrated across the three systems – this will allow the District to consider whether projects are co-located or otherwise depend on each other across the systems.

The implementation plan will be documented as part of the Master Plan document prepared in Task 6.

Assumptions:

- A completed list of projects will be available to input into the tool
- Woodard & Curran will escalate previously developed costs for time; the tool will include the ability to escalate costs with construction cost index inputs
- Woodard & Curran will participate in a one (1) hour workshop to preview example tools and collect comments on tool features with District staff virtually via Microsoft Teams

Deliverables

- Draft and Final Implementation Plan Tools in Microsoft Excel format
- Meeting materials (agenda, slides, and notes); meeting notes will summarize meeting contents and document key decisions made

Task 6 – Draft, Final Draft and Final Master Plan

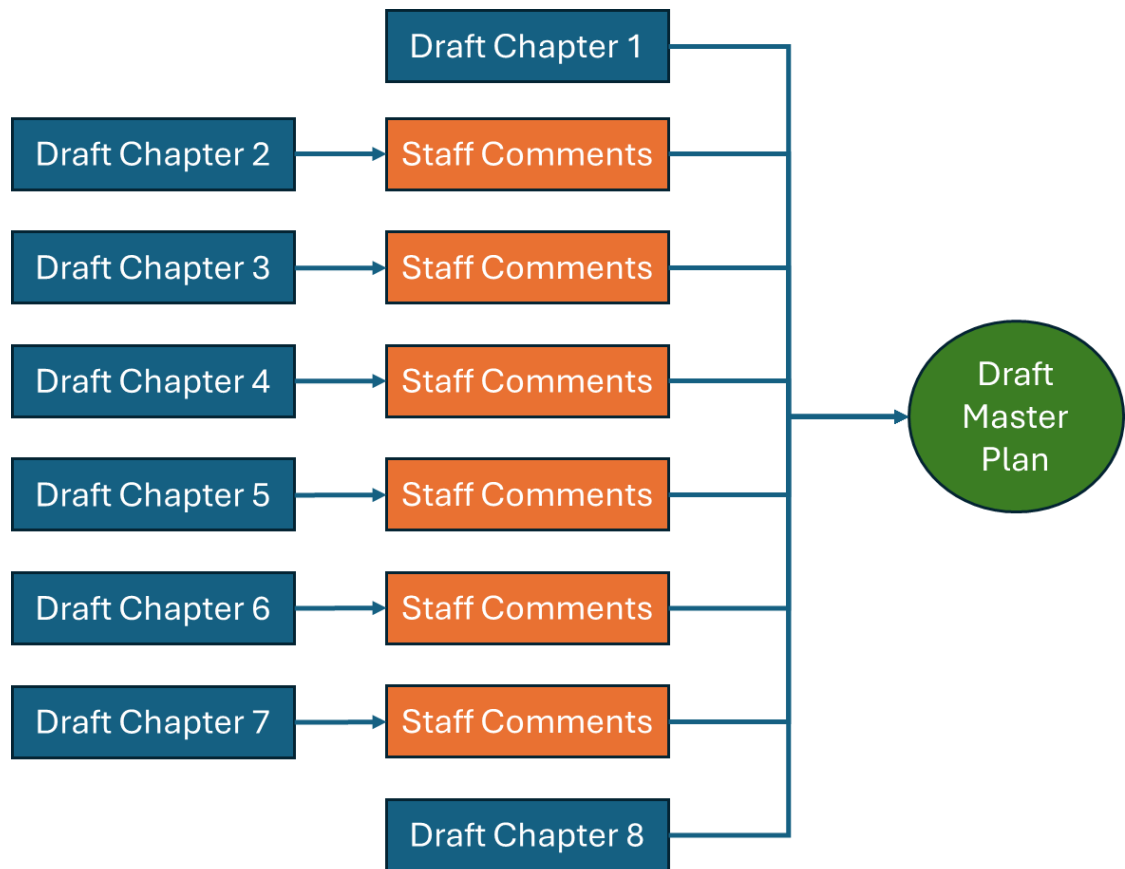
Woodard & Curran will prepare a Draft, Final Draft, and final Master Plan as part of Task 6. The Master Plan is expected to include the draft chapters listed below. Descriptions for each chapter are also included. Woodard & Curran will commence work drafting Master Plan chapters after the TOC and scheduled have been finalized and with approval from the District’s project manager. A draft TOC is included with this proposal.

1. **Executive Summary:** A high-level summary of Master Plan objectives and goals along with Master Plan contents and findings.
2. **Introduction:** An introduction to the District and the Master Plan, summarizing District’s operations, vision, goals, and strategies.
3. **Current Risks and Uncertainties:** An overview of challenges facing the District, including identification of risks and uncertainties. To include findings from Task 4.
4. **Potable Water System:** A description of the District’s existing potable water system and goals, including the District’s plans to maximize use of local water supplies. A summary of planned projects and alternatives considered, and an overview of recommended projects for inclusion in the District’s implementation plan. To include prioritization based on the framework established in Task 4.



5. **Recycled/Non-potable Water System:** A description of the District's existing non-potable water system and goals, including an overview of the District's *Non-Potable and Recycled Water Resources Allocation Policy*. A summary of planned projects and alternatives considered, and an overview of recommended projects for inclusion in the District's implementation plan. To include prioritization based on the framework established in Task 4.
6. **Wastewater System:** A description of the District's existing wastewater system and goals, including a description of the system's needs and operations. A summary of planned projects and alternatives considered, and an overview of recommended projects for inclusion in the District's implementation plan. To include prioritization based on the framework established in Task 4.
7. **Implementation Plan:** Documentation of the integrated implementation prepared in Task 5, including a summary of project sequencing and recommended next steps for each project identified. To include a description of the plan's flexibility and identification of key triggers that may prompt the District to modify the implementation plan. Identification of financial constraints and potential funding sources for projects identified in the plan. A summary of stakeholder collaboration and community engagement, both on-going and recommended activities the District should pursue. The implementation plan will include discussion of environmental considerations for each project, including next steps to be taken to address any environmental concerns.
8. **Conclusion:** A summary of plan findings and a restatement of the District's commitment to carrying out the Master Plan's recommended actions, emphasizing the District's vision and goals around water supply independence, sustainability, reliability, equitability and resilience.

The figure below illustrates the process for completing the Draft Master Plan.



Woodard & Curran will prepare draft plan chapters 2 through 7 to District staff as they are available for review. Draft plan chapters will be prepared according to the schedule included with this proposal. Woodard & Curran will incorporate District comments on draft plan chapters into a Draft Master Plan. Chapter 1 and Chapter 8 will be prepared as part of the Draft Master Plan.

Woodard & Curran will present the Draft Master Plan to District staff and the Master Plan ad hoc committee as part of one of the monthly ad hoc committee meetings included in Task 1. Woodard & Curran will collect comments from District staff and the ad hoc committee on the Draft Master Plan for incorporation into the Final Draft Master Plan.

Woodard & Curran could present the Final Draft Master Plan to the Board if requested by the District at a regularly scheduled Board meeting to review Master Plan contents and findings and to collect the Boards comments. If needed, attendance at this meeting would be included as part of Task 7. Woodard & Curran will finalize the Master Plan based on input and feedback from the Board, District staff, and the Master Plan ad hoc committee after presenting the Final Draft Master Plan to the Board. Woodard & Curran will provide a Final Master Plan document to the District including all relevant appendices in digital and print formats.

Assumptions:

- Draft Master Plan



- District will provide a single, consolidated set of comments on draft chapters within three (3) weeks of receipt
 - District will provide a single, consolidated set of comments on the Draft Master Plan within three (3) weeks of receipt
 - Woodard & Curran will present the Draft Master Plan at one of the monthly Master Plan ad hoc committee meetings described in Task 1
- Final Draft Master Plan
 - District will provide a single, consolidated set of comments on the Final Draft Master Plan within three (3) weeks of receipt

Deliverables

- Draft Master Plan in Microsoft Word format
- Final Draft Master Plan in Microsoft Word and PDF format
- Final Master Plan in Microsoft Word and PDF format
- Five (5) paper copies (bound) and one (1) photo-ready paper copy (unbound) of the Final Master Plan

Task 7 – Board Briefings

Woodard & Curran expects it will need to participate in up to three (3) Board meetings to support delivery of the Master Plan. These Board meetings will serve to inform the Board of key project milestones and to collect comments from the Board on the Master Plan process and findings.

Woodard & Curran will prepare meeting materials for these briefings, including PowerPoint presentations, to include with Board agenda packets and to facilitate discussion with the Board. It is expected that Board briefings may occur to support the evaluation framework developed in Task 4, as well as to present findings in the Master Plan.

Assumptions:

- Woodard & Curran will participate in up to three (3) regularly scheduled Board meetings
- Woodard & Curran will attend up to two (2) meetings virtually via teleconference
- Woodard & Curran will attend one (1) Board meeting in-person

Deliverables

- Meeting materials (agendas, PowerPoint presentations, etc.)



Section 5: Time and Materials Fee Proposal

Fee Estimate

Camrosa Water District
Integrated Water Program Master Plan

04/15/2024

Tasks				Labor							ODCs			Total	
	Fakhri Manghi	Xavier Irias	Brian Van Lienden	Max Storms	Stephanie Estabrook	Staff Engineer	Chris Van Lienden	Robin Cort	Richard Harmon	Project Assistant	Total Hours	Total Labor Costs (1)	ODCs	Total ODCs (3)	Total Fee
	Principal-in-Charge	Lead Technical Advisor	Project Manager	Task Lead	Project Engineer	Engineering Support	Senior Technical Review	Environmental Support	Funding Support	Administrative Support					
	\$370	\$365	\$355	\$320	\$295	\$215	\$355	\$365	\$365	\$145					
Task 1: Project Management															
Bi-Weekly Progress Meetings (up to 16)			16	16							32	\$10,800		\$0	\$10,800
Ad Hoc Committee Meetings (up to 4)		10	4	8	8						30	\$9,990	\$500	\$550	\$10,540
Monthly Progress Reports & Project Coordination				8		8				8	24	\$5,440		\$0	\$5,440
Project Kickoff Meeting	1	2	2	2	2						9	\$3,040		\$0	\$3,040
QA program including "STAR" workshop		6	4	4			4	4			22	\$7,770		\$0	\$7,770
Subtotal Task 1:	1	18	26	38	10	8	4	4	0	8	117	\$37,040	\$500	\$550	\$37,590
Task 2: Data Review & Analysis															
Prepare Data Request			2	2	2						6	\$1,940		\$0	\$1,940
Review Data		2	2	2	4	4	2	2			18	\$5,560		\$0	\$5,560
Subtotal Task 2:	0	2	4	4	6	4	2	2	0	0	24	\$7,500	\$0	\$0	\$7,500
Task 3: Draft & Finalize Detailed Table of Contents															
Draft Table of Contents											0	\$0		\$0	\$0
Final Table of Contents		2	2	4	4						12	\$3,900		\$0	\$3,900
Subtotal Task 3:	0	2	2	4	4	0	0	0	0	0	12	\$3,900	\$0	\$0	\$3,900
Task 4: Identify Uncertainties and Develop Evaluation Framework															
Draft Evaluation Framework		4	2	8	12	12					38	\$10,850		\$0	\$10,850
Workshop with District Staff		6	2	6	12	12					38	\$10,940		\$0	\$10,940
Revise & Finalize Evaluation Framework		2	2	8	12						24	\$7,540		\$0	\$7,540
Subtotal Task 4:	0	12	6	22	36	24	0	0	0	0	100	\$29,330	\$0	\$0	\$29,330
Task 5: Develop Integrated Implementation Plan															
Implementation Tool Workshop		4	1	6	8	16					35	\$9,535		\$0	\$9,535
Develop Draft Implementation Tool		16	2	16	20		2				56	\$18,280		\$0	\$18,280
Develop Final Implementation Tool		8	2	8	16		2				36	\$11,620		\$0	\$11,620
Subtotal Task 5:	0	28	5	30	44	16	4	0	0	0	127	\$39,435	\$0	\$0	\$39,435
Task 6: Draft, Final Draft, and Final Master Plan															
Draft Master Plan Chapters		16	16	48	70	100	4	4	4		262	\$73,370		\$0	\$73,370
Draft Master Plan		4	4	16	24	40	2	2	2		94	\$25,850		\$0	\$25,850
Final Draft Master Plan		4	4	8	16	16					48	\$13,600		\$0	\$13,600
Final Master Plan		2	2	4	8	8					24	\$6,800	\$300	\$330	\$7,130
Subtotal Task 6:	0	26	26	76	118	164	6	6	6	0	428	\$119,620	\$300	\$330	\$119,950
Task 7: Board Briefings															
In-Person Board Briefing (up to 1)		12	2	4							18	\$6,370	\$500	\$550	\$6,920
Virtual Board Briefings (up to 2)	1	8	4	8	4						25	\$8,450		\$0	\$8,450
Subtotal Task 8:	1	20	6	12	4	0	0	0	0	0	43	\$14,820	\$500	\$550	\$15,370
TOTAL	2	108	75	186	222	216	16	12	6	8	851	\$251,645	\$1,300	\$1,430	\$253,075

1. The individual hourly rates include salary, overhead and profit.
2. Subconsultants will be billed at actual cost plus 10%.
3. Other direct costs (ODCs) such as third party reproduction, delivery, mileage (rates will be those allowed by current IRS guidelines), and travel expenses, will be billed at actual cost plus 10%.
4. W&C reserves the right to adjust its hourly rate structure, based upon the originally negotiated Cal Water rates, at the beginning of the calendar year for all ongoing contracts.
5. Additional Woodard & Curran staff may perform work on the project, based on our standard billing rate schedule currently in effect.

Board Memorandum

May 8, 2025

To: Board of Directors

From: Brad Milner, Management Analyst

Subject: Award CEC Financial Advisory Services

Objective: Award a professional service contract for financial advisory services for the District's Integrated Master Plan including local water supply alternatives and existing infrastructure improvement projects.

Action Required: It is recommended that the Board of Directors authorize the General Manager to award a contract with Clean Energy Capital (CEC), in the amount not-to-exceed \$259,584.00, to provide professional financial services to develop cost projections and financing options for potential new water supplies and enhancements to existing water supplies and facilities.

Discussion: The District seeks to take advantage of new water supply opportunities, and to enhance and conserve current water supplies, as generally set forth in planning documents including the District's 2022 Strategic Plan, 2024 Water Resources Planning Analysis Technical Memorandum, and 2025 Master Plan (in-progress). The District additionally seeks affordable costs of new water supply as well as competitive rates of service for its customers.

The District is currently exploring the implementation of over 80 new water supply and existing infrastructure improvement projects for the potable water system, non-potable water system, and wastewater system. These projects are distributed over the next 15 years and could cost nearly \$170 million (2024 dollars).

On April 1, 2025, CEC provided a detailed presentation to the Master Plan Ad hoc Committee detailing the firm's extensive experience in water supply planning and cost-of-service analyses. Notable recent examples of Clean Energy Capital's services in the California water sector include a financial analysis prepared for the South Coast Water District projecting the cost-of-service for the proposed Doheny Ocean Desalination Project, and the firm's engagement by the Montecito Water District to support the negotiation of a 50-year water purchase agreement with the City of Santa Barbara. District staff provided the Board with a summary of the CEC proposal and an opportunity for discussion on April 24, 2025.

CEC provided a proposal to provide the following: (1) develop cost projections for potential new water supplies and enhancements to existing water supplies and facilities, and (2) support the District's development and execution of plans of finance and partnering arrangements necessary for project implementation.

Clean Energy Capital has developed a detailed proposal for the District, setting forth scopes of services and not-to-exceed compensation amounts for various tasks that may be requested by the District.

Budget is available from the District's current Fiscal Year (FY) 2024-25 budget and anticipated FY 2025-26 budget. CEC provided a not-to-exceed fee estimate of \$259,584.00.

Schedule: CEC anticipates completion of Task 1 within approximately five (5) months. Schedules for optional Tasks 2-4 will be developed during Task 1.

Attachment: Agreement for Professional Consultant Services.

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

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

TO: Clean Energy Capital Securities LLC
PO Box 841855
Pearland, TX 77584

DATE: May 8, 2025
Agreement No.: 2025-122

The undersigned Consultant offers to furnish the following: financial advisory services for the District's Master Plan including potential new water supplies and existing infrastructure improvement projects per proposal attached.

Contract price \$: Not to exceed \$259,584

Contract Term: May 8, 2025 – June 30, 2026

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Clean Energy Capital Securities

By: _____
Norman Huff

By: _____
David Moore

Title: General Manager

Title: Managing Director

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

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

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

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

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

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

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

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

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

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

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

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

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

April 29, 2025

Norman Huff, General Manager
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

Re: Financial Advisory Services Proposal

Dear Norman,

Thank you for requesting our proposal of financial advisory services. This proposal supersedes our prior proposal of April 15, 2025.

As we understand it, the Camrosa Water District (the “District”) seeks to take advantage of new water supply opportunities, and to enhance and conserve current water supplies, as generally set forth in planning documents including the District’s 2022 Strategic Plan, 2024 Technical Memorandum, and 2025 Master Plan (in-work). The District wishes to engage Clean Energy Capital Securities LLC (“Clean Energy Capital” or “CEC”) to (i) develop cost projections for these activities and (ii) support the District’s development and execution of plans of finance and partnering arrangements necessary for project implementation, each in accordance with the terms set forth herein.

Clean Energy Capital is pleased to provide this proposal of services to the District.

Scope of Service

Our proposed scope of service and cost estimate is divided into discrete tasks as we have discussed. These tasks could be performed simultaneously or sequentially as you direct. Our proposed scopes of service and fee estimates are set forth in Exhibit A hereto.

Thank you for considering our proposal. We look forward to working with you.

Best regards,



David M. Moore
Managing Director

Exhibit A Scope of Work / Cost Estimates

General Terms

Clean Energy Capital (CEC) shall endeavour to complete the tasks described in this scope of work, payable based on actual hours and expenses incurred. Our estimated total compensation and proposed not-to-exceed amount for each task are set forth in the following sections.

Our cost estimates reflect our estimate of the level of effort required to complete the various elements of each task. Clean Energy Capital may shift hours among the elements within a Task as circumstances change during the engagement. If hours incurred by CEC are less than the budgeted amount, then CEC will not bill for the unused hours. Any additional work beyond the services described herein are optional services that will only be performed after receiving written approval by the District's General Manager and/or Project Manager. All primary and optional services will be billed on a time and materials basis.

We anticipate completing Task 1 by October 31, 2025. Timelines for other Tasks will be generally developed during Task 1.

We propose the hourly rate schedule set forth below.

Hourly Rate Schedule

<i>Consultant</i>	<i>Rate</i>
Project Lead (David Moore)	\$425/Hour
Vice President	\$325/Hour
Associate	\$210/Hour

The hourly fees listed above shall increase each January 1st beginning January 1, 2026 ("Annual Inflation Adjustment"), by the annual rate equal to the Consumer Price Index for urban consumers (CPI-U) for the San Francisco area for the prior year. CEC shall provide the District with a written request for Annual Inflation Adjustment by January 31 of each year.

Expenses shall be itemized and billed for separately and will cover, among other things, transportation and lodging expenses for travel directed by client. Mileage shall be calculated by using the employee's office as the starting and ending point and in compliance with current IRS regulations. Employee meals, lodging, and incidental expenses while on travel status shall be in accordance with the federal per diem rates published by the General Services Administration (available at www.gsa.gov/perdiem). Incidental expenses include tips to maids, hotel staff, and shuttle drivers and other minor travel expenses. For air travel, the District will reimburse expenses for only economy or coach class seating.

If, once commenced, services for CEC are terminated prior to completion, we will be compensated for services provided and reimbursed for expenses incurred through the time we receive notification of such termination.

Clean Energy Capital is an SEC-registered Municipal Advisor. When formally engaged by public agency clients, we undertake a fiduciary duty with respect to advice provided on financial matters.

Task 1 – Initial Cost Estimate

CEC shall obtain written approval (including scope, schedule, and budget) by the District’s General Manager and/or Project Manager prior to initiating the services defined in Task 1. A fee estimate and not-to-exceed amount for Task 1 is provided in Table 1. Task 1 comprises the following elements, which may be performed concurrently:

A. Project Definition and Due Diligence

- Review existing documents describing Phases I and II;
- Identify major variations and project alternatives;
- Establish project phasing and sequencing assumptions for development, construction and operations;
- Identify missing cost inputs and coordinate with District staff to estimate values; and
- Coordinate review with District staff and technical consultants.

B. Plan of Finance

- Identify anticipated sources of funds for development, construction and operations, including anticipated grant funding;
- Identify expected mix of long-term financing instruments including but not limited to Water Infrastructure Finance and Innovation Act (WIFIA) administered by the U.S. Environmental Protection Agency, State Revolving Fund (SRF) administered by the California State Water Resources Control Board, and Revenue Bonds;
- Establish estimated weighted average cost of capital (WACC);
- Review existing District documentation including but not limited to the following: Water and Sewer Rate Study (2024), Grant and Loan Opportunities Research Technical Memorandum (2024), Operating and Capital Budget 2024-2025 (2024); and
- Prepare a Funding Opportunities Technical Memorandum for the District.

C. Milestones and Decision Points

- Work with District to establish key development milestones and decision points.

D. Financial Analysis – Proforma Financial Modeling

- Develop a proforma financial model estimating the all-in cost of water associated with the project(s) as defined in 1(A) above and the District’s anticipated CIP expenditures;
- Develop a projection of Metropolitan Water District (MWD)/Calleguas Municipal Water District (CMWD) water purchases as the “avoided cost” to new water supply;
- Develop a project of Local Resources Program (LRP) subsidies from MWD;
- Evaluate the inclusion of potential further subsidies from CMWD;
- Determine average cost impact per District customer;
- Perform sensitivity analyses on key input variables in order to determine impact on water cost;
- Provide the Proforma Model in pdf and excel format to the District;
- Review with the District; and
- Modify and finalize Proforma Model.

E. Presentation of Findings

- Develop a Board presentation describing Clean Energy Capital's engagement and findings; and
- Participate in one or more Board presentations as requested by District staff.

F. Perform such other services as are reasonably requested by the District.

Key deliverables for Task 1 include:

- Funding Opportunities Technical Memorandum,
- Proforma Model, and
- PowerPoint presentation describing Clean Energy Capital's engagement and findings.

Table 1 - Fee Estimate and Not-to-Exceed Amount for Task 1

	Element	Project Lead	Vice President	Associate	Combined
A.	Project Definition and Due Diligence				
	Total Estimated Hours	20	20	10	
	Billing	\$8,500	\$6,500	\$2,100	\$17,100
B.	Develop Plan of Finance				
	Total Estimated Hours	10	6	0	
	Billing	\$4,250	\$1,950	\$0	\$6,200
C.	Develop Milestones and Decision Points				
	Total Estimated Hours	8	0	0	
	Billing	\$3,400	\$0	\$0	\$3,400
D.	Proforma Financial Modeling				
	Total Estimated Hours	20	45	0	
	Billing	\$8,500	\$14,625	\$0	\$23,125
E.	Presentation of Findings				
	Total Estimated Hours	25	10	15	
	Billing	\$10,625	\$3,250	\$3,150	\$17,025
F.	Additional Services				
	Total Estimated Hours	0	0	0	
	Billing	\$0	\$0	\$0	\$0.00
	Estimated Travel Cost to District (One trip)				\$1,000
	Total				\$67,850
	Contingency Added for Not-to-Exceed Amount				
	Percentage				10%
	Amount				\$6,785
	Not-to-Exceed Amount				\$74,635

Task 2 – Periodic Updates to Initial Cost Estimate (Optional Task)

Task 2 comprises optional periodic updates to the proforma financial model described in Task 1(D) above. CEC shall obtain written approval (including scope, schedule, and budget) by the District's General Manager and/or Project Manager prior to initiating the services defined in Task 2. We contemplate two

update scenarios. Additional updates or updates with differing scopes, schedules and budgets shall be approved by the General Manager and/or Project Manager prior to proceeding.

A. Simple Updates

- Changes in the values of financial inputs to the model, such as construction cost, O&M budget, borrowing rate, or Met Water avoided cost projection.

Table 2 - Fee Estimate and Not-to-Exceed Amount for Task 2A

	Element	Project Lead	Vice President	Associate	Combined
A.	Proforma Financial Modeling				
	Total Estimated Hours	2	5	0	
	Billing	\$850	\$1,625	\$0	\$2,475
B.	Presentation of Findings				
	Total Estimated Hours	4	2	0	
	Billing	\$1,700	\$650	\$0	\$2,350
	Total				\$4,825
	Contingency Added for Not-to-Exceed Amount				
	Percentage				10%
	Amount				\$483
	Not-to-Exceed Amount				\$5,308

Key deliverables for Task 2(A) include:

- Proforma Model, and
- PowerPoint presentation describing Clean Energy Capital's engagement and findings.

B. Complex Updates

- Changes revising the model architecture, such as bifurcation of the project into multiple components, addition of cost allocation functionality across multiple project participants, and/or significant revision to major milestones such as duration of construction period.

Table 3 - Fee Estimate and Not-to-Exceed Amount for Task 2B

	Element	Project Lead	Vice President	Associate	Combined
A.	Proforma Financial Modeling				
	Total Estimated Hours	5	16	0	
	Billing	\$2,125	\$5,200	\$0	\$7,325
B.	Presentation of Findings				
	Total Estimated Hours	6	3	0	
	Billing	\$2,550	\$975	\$0	\$3,525
	Total				\$10,850
	Contingency Added for Not-to-Exceed Amount				
	Percentage				10%
	Amount				\$1,085
	Not-to-Exceed Amount				\$11,935

Key deliverables for Task 2(B) include:

- Proforma Model, and
- PowerPoint presentation describing Clean Energy Capital's engagement and findings.

Task 3 – Wheeling and Banking Agreement (Optional Task)

CEC shall obtain written approval (including scope, schedule, and budget) by the District's General Manager and/or Project Manager prior to initiating the services defined in Task 3. Task 3 comprises the following elements, which may be performed concurrently:

A. Research and Due Diligence

- Research precedent transactions and agreements entered into by CMWD and the District,
- Identify the District's objectives with respect to a potential Wheeling and Banking Agreement with CMWD, and
- Identify major alternatives to such Agreement.

B. Term Sheet Development

- Develop a summary of business terms ("Term Sheet") for a Wheeling and Banking, Agreement between the District and CMWD,
- Review the Term Sheet with the District,
- Implement revisions to the Term Sheet,
- Support the District in presenting the Term Sheet to CMWD, and
- Support the District in Term Sheet negotiations.

C. Contract Development

- Support the District and transaction counsel in developing a binding Wheeling and Banking Agreement with CMWD, and
- Support the District in negotiations with Calleguas.

Key deliverables for Task 3 include:

- Term Sheet, and
- Negotiating Matrix summarizing the statements and positions of the parties.

Table 4 - Fee Estimate and Not-to-Exceed Amount for Task 3

	Element	Project Lead	Vice President	Associate	Combined
A.	Research and Due Diligence				
	Total Estimated Hours	15	5	10	
	Billing	\$6,375	\$1,625	\$2,100	\$10,100
B.	Term Sheet Development				
	Total Estimated Hours	50	10	10	
	Billing	\$21,250	\$3,250	\$2,100	\$26,600
C.	Contract Development				
	Total Estimated Hours	20	10	0	
	Billing	\$8,500	\$3,250	\$0	\$11,750
	Estimated Travel Cost to District (Two trips)				\$2,000
	Total				\$50,450
	Contingency Added for Not-to-Exceed Amount				
	Percentage				10%
	Amount				\$5,045
	Not-to-Exceed Amount				\$55,495

Task 4 – Financial Implementation (Optional Task)

Task 4 contemplates that long-term (permanent) financing of the District’s CIP and capital requirements for Phases I and II will be provided by a combination of the following: (i) WIFIA , (ii) SRF, and (iii) tax-exempt municipal revenue bonds issued by the District. District may choose to implement interim financing through a tax-exempt commercial paper program, as is customary for WIFIA and SRF Loan recipients. To the extent that the District pursues a plan of financing that doesn’t involve one or more of these debt instruments, our scope of service will be adjusted accordingly. CEC shall obtain written approval (including scope, schedule, and budget) by the District’s General Manager and/or Project Manager prior to initiating the services defined in Task 4.

Task 4 is intended to initiate WIFIA and SRF financing as described in the scope of service elements set forth in this section. Task 4 does not include the full scope of financial advisor services that the District may require to support financial execution. For example, rating agency services are not included, nor is review and negotiation of loan documentation or support in pricing and closing. Support of revenue bond issuance and/or tax exempt commercial paper issuance are also not included in Task 4. To the extent that the District seeks these additional financial advisory services from Clean Energy Capital, CEC shall prepare and submit a proposal to the District. CEC shall obtain written approval (including scope, schedule, and budget) by the District’s General Manager and/or Project Manager prior to initiating any such additional financial advisory services.

Task 4 comprises the following elements, which may be performed concurrently:

A. General Services

- Assist with preparation of presentations to the Board of Directors or Committee meetings, and

- Other related tasks as directed by the District/Authority.

B. WIFIA

- Support the District in preparing and submitting a Letter of Interest for the WIFIA Program,
- Assist the District with the preparation and submittal of the WIFIA Application,
- Review and update the financial model related to the WIFIA Application, and
- Provide briefings to the District as needed.

C. SRF

- Support the District in preparing and submitting an application for SRF Funding, and
- Assist the District in preparing the required credit package for SWRCB's analysis and credit approval.

Table 5 - Fee Estimate and Not-to-Exceed Amount for Task 4

	Element	Project Lead	Vice President	Associate	Combined
A.	General Services				
	Total Estimated Hours	20	6	10	
	Billing	\$8,500	\$1,950	\$2,100	\$12,550
B.	WIFIA				
	Develop/Submit Letter of Interest	20	8	40	
	Develop/Submit Application	16	8	40	
	Proforma Financial Modeling	6	20	0	
	Updates and Briefings	<u>12</u>	<u>6</u>	<u>6</u>	
	Total Estimated Hours	54	42	86	
	Billing	\$22,950	\$13,650	\$18,060	\$54,660
C.	SRF				
	Develop/Submit application	20	8	40	
	Prepare and submit credit package	<u>20</u>	<u>8</u>	<u>20</u>	
	Total Estimated Hours	40	16	60	
	Billing	\$17,000	\$5,200	\$12,600	\$34,800
	Total				\$102,010
	Contingency Added for Not-to-Exceed Amount				
	Percentage				10%
	Amount				\$10,201
	Not-to-Exceed Amount				\$112,211

Key deliverables for Task 4 include:

- Content for WIFIA Letter of Interest and Application,
- Content for SRF Application and credit package, and
- PowerPoint presentation summarizing WIFIA and SRF processes and benefits

Board Memorandum

May 8, 2025

To: General Manager

From: Terry Curson, District Engineer

Subject: Award a Professional Services Contract for the Conejo Water Treatment Plant Preliminary Design Report

Objective: Appropriate funding and award a professional consulting services contract for the development of a Preliminary Design Report (PDR) for the proposed Conejo Water Treatment Plant.

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

- 1) Create a project and appropriate funding from the potable capital improvement fund in the amount of \$1,100,000 for preliminary design services for the proposed Conejo Water Treatment Plant; and,
- 2) Authorize the General Manager to award a contract with Black & Veatch Consulting with the amount of \$953,974 for professional engineering services to develop a PDR for the proposed Conejo Water Treatment Plant.

Summary: On January 15, 2025, District staff released a Request for Proposal (RFP) for the development of a Preliminary Design Report for the proposed Conejo Water Treatment Plant. The RFP was placed on the District's website and several consultants were notified of the proposal. Two proposals were received on February 27, 2025, and reviewed based on their scope-of-work and several other specific criteria that included a review of references, onsite interviews, and in-depth review of previously completed PDRs. Black & Veatch was selected as the most qualified and their fee schedule was modified and negotiated to include an enhanced scope of work and optional tasks.

Discussion: Based on the groundwater sustainable yield of the Arroyo Santa Rosa Basin (5,300 AFY) and the historical water demand from non-M&I users (1,941 AFY), there are about 3,359 AFY of groundwater available for the District, on average. This volume is supported by historical withdrawals by Camrosa. The District has pumped at reduced levels in recent years due to the presence of 1,2,3-trichloropropane (TCP) in the vicinity of the Conejo Wellfield. Nitrates, hexavalent chromium, perfluoroalkyl substances (PFAS) perfluorooctanoic acid (PFOA) and perfluorooctane sulfonate (PFOS), and TDS which are present in water produced from the wells in concentrations exceeding primary or secondary MCLs. A granular activated carbon (GAC) treatment plant has recently been completed to target TCP; however, with the exception of PFAS and PFOS, the GAC treatment plant is not capable of treating other constituents and either blending with imported water or additional treatment is necessary to continue to utilize the wellfield to its full potential.

In July of 2022, Woodward and Curran were contracted to prepare a long-term water resources plan to envision water supplies to a fifty-year horizon. This plan included refined water supply alternatives and a phased implementation approach. With the exception of the proposed booster pump stations and the pending Conejo Wellfield treatment facility, Phase 1 projects are underway and in the design phase.

The first phase projects include:

- A new Pleasant Valley Basin Well (Valencia Well) – In Progress
- Conversion of Santa Rosa Non-Potable Wells #9 & #10 to Potable – Feasibility in Progress
- Design & Construct Conejo Wellfield Reverse Osmosis Treatment Plant – PDR Pending Award
- Design & Construct a new Booster Pump Station from Zone 1 to Zone 2 – Begin Design July 2025

A Request for Proposal was released on January 15, 2025, and several consulting firms were notified of the proposal, which included:

- Black & Veatch
- Brown & Caldwell
- Carollo Engineers
- CDM
- Hazen & Sawyer
- HDR
- Stantec
- Trussell

Two proposals were received from the following firms:

- Black & Veatch – Los Angeles
- Hazen & Sawyer – Los Angeles

Prior to receiving the proposals, staff contracted with Woodard & Curran (W&C) to assist with reviewing the proposals and provide objective feedback. Upon completion of the initial review, staff convened with W&C to discuss the proposals' merits and decided on further action including checking specific project references and conducting project team interviews. Both consultants provided excellent proposals and follow-up interviews, along with providing similar fees, schedules, and scopes. As an additional follow-up, staff requested samples of previously completed PDRs prepared for similar projects. Although both consultants successfully conveyed their specific strengths, after in-depth analysis and evaluation of their approaches and resources, staff has agreed that Black & Veatch's proposal presented them as the most qualified to prepare the PDR.

Black & Veatch will perform a detailed analysis of the project and take the initial design to approximately 30 percent completion. Staff has reviewed the Black & Veatch fee schedule, along with their project scope and deliverables. The fee schedule was further evaluated, defined, and modified to include and exclude certain items and redefine certain tasks as optional. The total cost of the proposal is \$1,020,838.00 which includes four optional tasks. As staff proceed through this design process, certain workshops may reveal the need for additional analysis or the need for the optional scope items. Staff has determined that Black & Veatch's proposal is complete, and the costs are fair and reasonable. The total requested cost for award is \$953,974. The project scope includes, but is not limited to:

- Kick-off Meeting & Several Design Workshops
- Treatment Basis of Design
- Alternative Treatment Analysis
- Multiple Technical Memorandums
- Filtration Media Alternatives
- Process Flow Evaluation & Diagrams
- Hydraulic Analysis
- Structural Analysis
- Surveying
- Facility Layout (future expansion, architectural)
- Land Acquisition
- Partial Drawing Set

- Cost Estimating (Capital and O&M)
- Optional Tasks, if needed

In addition, the PDR will evaluate Phase's II-A and II-B alternatives as related to wheeling Conejo Wellfield finished water supplies through a blending station and into Calleguas's Santa Rosa feeder line, and/or sending PV Basin Well(s) raw water to the Conejo Wellfield for blending with Arroyo Santa Rosa Basin RO treated water to reduce TDS, or have the ability to RO PV Basin water directly from additional RO membrane filter trains at the Conejo WTP. Staff is including in the initial scope of work, Optional items 8.2 and 8.3. 8.2 will evaluate and compare the use of the existing GAC media with a resin-based media. 8.3 is an additional analysis to be deemed Phase II-C. This additional phase was mentioned in the master plan but not included in the phased scope. This new phase will include looking at an alternative Pleasant Valley (PV) treatment facility in the Pleasant Valley Basin area (near St. John's Seminary or the potential Creekside Well site location), and will include cost analysis for capital and operational costs that can be compared to Phase II-B (raw water conveyance from PV to the Conejo Water Treatment facility) This Phase II-C analysis will be coordinated with the Valencia Well PDR work, already in process.

Once the initial analysis is complete for all alternatives, it is expected that staff will select the best and most favorable alternative for Board consideration in order to proceed with the preliminary project design that will be the basis for a Class-3 cost estimate. It is also expected that Black & Veatch will provide an update to the Board at the completion of the initial analysis and at the completion of the final PDR. The PDR is expected to take approximately 12-14 months to complete.

Funding is available from the District's potable capital improvement fund.

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

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

TO: Black & Veatch Corporation
11401 Lamar Ave2
Overland Park, KS 66211

DATE: May 8, 2025
Agreement No.: 2025-123

The undersigned Consultant offers to furnish the following: engineering services for Preliminary Design of the Conejo Water Treatment Plant per proposal dated April 29, 2025 (attached).

Contract price \$: Not to exceed \$953,974
Includes Tasks 1-7 and Optional Tasks 8.2 and 8.3

Contract Term: May 8, 2025 – December 31, 2026

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: Black & Veatch Corporation

By: _____
Norman Huff

By: _____
Juan Diaz-Carreras

Title: General Manager

Title: Senior Client Services Director

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

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

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

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

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

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

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

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

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

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

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

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

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

CONEJO WATER TREATMENT PLANT

Cost Proposal for Preliminary Design
Engineering Services

PREPARED FOR



Camrosa Water District

29 APRIL 2025





Detailed Scope of Work

The following paragraphs clarify our understanding of the work and assumptions. The enclosed scope of work is primarily for the Preliminary Design of the Conejo Water Treatment Plant as well as for the definition of other program elements required to enable a successful preliminary design. Program elements included in this scope of work are summarized in Table 0-1 below. Our corresponding estimated level of effort is built on this understanding as described here.



Table 0-1: Phased analysis description and program element inclusion or exclusion from scope of work

PHASE	PROGRAM ELEMENTS WITHIN PHASE ¹	PROGRAM ELEMENTS INCLUDED IN SCOPE OF WORK
I	<ul style="list-style-type: none"> Construct one new PV well, convert SR #9 and #10 wells from non-potable to potable Construct Fe/Mn treatment and PV blending station Construct Conejo Wellfield RO Desalter Construct new pumping and conveyance infrastructure to move water from Zone 1 to upper zones 	<ul style="list-style-type: none"> Definition of Pleasant Valley Phase I source water capacity and quality as part of Basin of Design Preliminary design of the Conejo Wellfield RO Desalter as defined by Task 5 For Conejo Wellfield RO Desalter Finished Water Pump Station (FWPS) it is assumed that the FWPS will feed the Zone 1, R-1B 3 MG storage tank. Distribution system hydraulic modeling is not assumed to be required for this sizing. Remaining Phase I elements are not included within this scope of work
II-A	<ul style="list-style-type: none"> Wheel Conejo Wellfield supplies to PV Blending Station through Calleguas feeder 	<ul style="list-style-type: none"> Scope includes preparation of comparative cost evaluation of this alternative as part of Task 5.2 If alternative is selected for preliminary design, then CWTF tie-ins to the Calleguas feeder will be included in the preliminary design
II-B	<ul style="list-style-type: none"> Construct raw water transmission from PV wells to Conejo Wellfield RO Treatment Facility for blending, treatment or recharge² 	<ul style="list-style-type: none"> Scope includes the conceptual alignment of this pipeline and preparation of comparative cost evaluation of this alternative as part of Task 5.2 If alternative is selected for preliminary design the preliminary design will account for expanded footprint and site plan required
II-C ²	<ul style="list-style-type: none"> Construct Pleasant Valley local RO Facility 	<ul style="list-style-type: none"> Scope includes the conceptual sizing of this facility and preparation of comparative cost evaluation of this alternative as part of Task 5.2 If alternative is selected for preliminary design then the CWTP preliminary design will not be required to be expanded in future phases
III	<ul style="list-style-type: none"> Construct two additional PV wells and conveyance 	<ul style="list-style-type: none"> Definition of Pleasant Valley Phase III source water capacity and quality as part of Basin of Design
IV	<ul style="list-style-type: none"> Construct recharge basin in Arroyo Santa Rosa Valley Basin Expand production in Arroyo Santa Rosa Valley Basin Expand treatment capacity at Conejo Wellfield RO Treatment Facility 	<ul style="list-style-type: none"> Phase IV impacts to preliminary design will be defined in the Task 5.2 alternatives evaluation If it is decided as part of Task 5.2 that the CWTP will be expanded in Phase IV, then footprint for expansion will be accounted for in the site plan and preliminary design

1) Program elements per Phase as defined by the Water Resources Planning Analysis TM (July, 2024)

2) Program element included for analysis per discussion with Camrosa Water District



1. TASK 1 – PROJECT MANAGEMENT & ADMINISTRATION

BV will perform project management and quality control (QC) checks in accordance with BV QC Standards.

1.1 Budget Tracking, Invoicing, Project Management and QA/QC Planning

BV's project manager will perform project set-up, track the project budget and schedule, develop and submit project invoices, and perform general coordination with Camrosa Water District.

The Project Manager and Engineering Manager (EM) will be responsible for proactively communicating with, meeting with (if required), and alerting the District's Project Manager as early as possible of any emerging issues that could affect the project schedule, budget, or other project goals.

QA/QC Planning

Conduct and demonstrate an effective Quality Assurance and Quality Control (QA/QC) program including the following:

- Submit Quality Assurance Plan that outlines when QA/QC reviews will take place during the work. The Plan will also outline specific technical protocols, methods, checklists, and identify review staff. Present QA Plan during kickoff meeting.
- QC Review of all submittals and deliverables including the Project Element Design Criteria, Preliminary Design Report (PDR), and Design Drawings
- Constructability, operational, maintainability, and safety review of the PDR, and Design Drawings submittals
- Review of all reports, design calculations, and design drawings by an appropriate reviewer prior to each submittal. Records of all QC reviews will be furnished upon request by the District.

Within our Fee proposal QA/QC effort is captured within each submittal's execution task. Task 1 QA/QC effort is only for preparation of the Quality Assurance Plan and management of the QA/QC activities during project execution.

Task 1.1 Deliverables:

Black & Veatch will submit all meeting agendas and presentations to the District prior to meetings, and all meeting minutes will be submitted following each meeting. District comments will be incorporated and final minutes published for distribution and record. All correspondence, submittals, and deliverables (drafts and final) will be submitted to the District electronically in searchable PDF and native format (AutoCAD; MS Word, Excel, Project, PowerPoint, etc.). Black & Veatch will submit QA/QC plan in electronic (searchable PDF) format. Black & Veatch will submit monthly invoice and progress report including Project schedule and monthly updates.



1.2 Kick-Off Meeting

BV will schedule a two-hour in-person Kick-Off meeting. BV and the District will discuss the project scope, data request list, and any other relevant topics. BV will present QA Plan during kickoff meeting.

1.3 Progress Meetings

BV will schedule monthly 30-minute project management progress meetings during the preliminary design project. BV expects the project duration to be one year, so there will be 12 progress meetings. Black & Veatch will prepare agenda, meeting minutes, and PowerPoint presentations (as required) for all meetings for the duration of the project. The Project Manager, Engineering Manager and project engineer will attend or participate in the preparation of each meeting.

1.4 Field Visits

It is assumed that a site visit will be required to verify field conditions and acquaint key Black & Veatch staff that have not visited the project site. The site visit will be assumed four hours per staff. Seven site visits total across the Engineering Manager, process engineer, project engineer, and three discipline leads have been assumed. Field visits will be coordinated with District staff.

1.5 Project Meetings

In addition to the monthly progress meetings, BV proposes the following topic focused meetings and workshops:

Table 1-1: Project meetings description and duration

MEETING	DURATION
Task 1 - Kick-Off Meeting	2-hour
Task 5 - Basis of Design and Technology Selection Workshop	2-hour
Task 5 – Process Flow Diagram Workshop	1-hour
Task 5 - Phase II-A/B/C Workshop	2-hour
Task 5 - Site and Civil Alternative Workshop	1-hour
Task 5 - First Project Element Design Criteria Workshop	1-hour
Task 5 - Second Project Element Design Criteria Workshop	1-hour
Task 5 - Draft PDR Workshop	2-hour
Task 5 – Draft-Final PDR Workshop	2-hour

The board presentation, public outreach, and regulatory meetings are discussed in Task 7.



2. TASK 2 - BACKGROUND REVIEW AND ALTERNATIVES ANALYSIS

2.1 Background Review

BV shall prepare a data request list (e.g., record drawings, reports, historical operating data, water quality data) and submit to the District. The District shall provide all available backgrounds documents.

Deliverable:

- BV shall submit a data request list and maintain a record log of documents received.



3. TASK 3 – TOPOGRAPHIC SURVEY

3.1 Survey

Topographical Basemap: ECG will perform field survey to locate pavement, curbs, drives, walks, building footprints, fences, walls, planters, and visible surface utilities, together with topographic features such as tops, toes, flow lines, grade breaks, etc. within the project limits (see exhibit attached). Pavement and surface materials will also be identified. Trees larger than 4" in diameter will be located and shown on the map.

The field survey will utilize high-definition scanning instruments and imagery collected through an Unmanned Aerial Survey. Our approach will focus on generally mapping existing on-site facilities, such as above-ground pipelines, using the collected data. Detailed structure measurements and mapping will be deferred until the design team provides direction regarding specific design constraints and tie-in locations.

Research of pertinent recorded maps and documents. Compile site boundary based on the information contained in current title reports for the subject lots (costs included in summary below). The computed boundaries and easements will be added to the AutoCAD drawing base map. Resolving boundary problems, such as conflicting descriptions and misclosures, are beyond the scope of this proposal.

Perform field survey to search for and recover existing record monuments sufficient in number to compile the record documents. The monuments will be tied to the project control survey and will be used to orient the boundary to the project mapping datum.



Exhibit: Mapping Limits



Download and compute survey data and prepare an AutoCAD drawing file. The mapping will be compiled at a scale of 1" = 20' with a 1-foot contour interval. Each surveyed feature will be clearly labeled or noted by symbol as identified in the field.

Legal Description & Exhibit for Land Acquisition: At this stage, the full impact on adjoining properties is unknown, and the number of required acquisitions (fee, easement, temporary construction easement, etc.) has yet to be determined. Therefore, our scope and fee include the preparation of one (1) legal description and an accompanying exhibit to clearly define the area to be acquired. This description will be prepared at the direction of the design team once the extent of the impact on neighboring properties is fully understood. Any design changes after the legal description have been prepared, or any additional acquisitions, will require additional fees. It is understood that deed preparation, execution, coordination, and recording will be handled by the client.

Assumption:

- Client will provide and coordinate access to and around site as required to perform work.
- Site will be reasonably clear of high vegetation and/or equipment to allow surveys.
- Sufficient boundary monuments of record remain in place in the immediate site vicinity to allow for adequate boundary compilation and orientation. If insufficient monuments exist in the immediate area, additional time and charges may be required.

The following services and all other services not specifically listed herein are excluded:

- ALTA, boundary establishment/resolution surveys, setting monuments or filing records
- with the County Surveyor.
- Construction staking.
- Sub-surface utility research, locations, mapping or potholing services.
- Planning and processing services.
- Services beyond those specifically listed in the Scope of Work above.

Task 3 Deliverables:

- AutoCAD drawing files via email or FTP, or as appropriate and a PDF signed and sealed digitally by a California Licensed Lands Surveyor. Hardcopies available upon request.
- A legal description and an accompanying exhibit to clearly define land acquisition area.

4. TASK 4 – GEOTECHNICAL STUDY

4.1 Review of Geotechnical Report

BV has reviewed the geotechnical report and concluded that an additional geotechnical investigation is not needed to complete preliminary design. Previous geotechnical reports for the project site reviewed by BV defined the pressure required for concrete and defined the soil classification for the CWTP project



site. Based on this information, it is assumed that the site does not require pile foundations and that additional supplemental geotechnical investigations are not required to complete preliminary design.

5. TASK 5 – PRELIMINARY DESIGN REPORT

5.1 Treatment Basis of Design

Prior to initiating the Preliminary Design, BV shall prepare a Basis of Design for the Proposed Water Treatment Plant. The Basis of Design effort will define the parameters below to support alternatives selection:

- Existing Conejo Influent water quality, specifically for design limiting constituents of hexavalent chromium, perfluorinated and polyfluorinated compounds, 1,2,3 Trichloropropane, nitrate, silica and other recovery limiting inorganic constituents.
- Available influent flow capacity for each phase of the project.
- Calleguas salinity management pipeline discharge restrictions.
- Finished water requirements.
- Current and Future Phase Pleasant Valley source water quality
 - Current water quality will be based on the flow blend of Lynnwood, Woodcreek and Valencia Wells
 - Future Pleasant Valley source water quality will assume the current wells, plus two additional wells to be defined by the District

BV shall present the Basis of Design along with the technology selection at the first project meeting technical workshop, as outlined in Table 1-1, during a two-hour workshop to District staff. In addition to the workshop presentation, the results of the Basis of Design Evaluation will be captured in technical memorandum.

Deliverable:

- Draft and Final Basis of Design Technical Memorandum

5.2 Alternatives Analysis

Building on the Basis of Design completed in Task 5.1, BV shall prepare an alternatives evaluation, which will compare alternatives and make recommendations for the preferred alternatives to advance to preliminary design. There are four key decisions required prior to preliminary design which are summarized in the bullets below:

- Selection of the desalination technology
- Selected approach for integration of existing GAC vessels into CWTP process train
- Selection between Phase II-A, II-B and II-C Alternatives
- Site selection for the Conejo Wellfield Treatment Plant

To assist the District in making these decisions, Black & Veatch will prepare each evaluations, present the results in a workshop and document the analysis and decisions in Technical Memorandum. Where



specified Black & Veatch will also prepare comparative Class 5 cost estimates to help guide decisions. The following sections details each alternative analysis. Table 5-1 summarizes the Black & Veatch deliverables for each alternative evaluation that is detailed in the scope.

Table 5-1: Task 5 Pre-Design Activities Deliverable Matrix

TASK DESCRIPTION	PRESENTED IN WORKSHOP	TECHNICAL MEMORANDUM	COMPARATIVE CLASS 5 OPCC PREPARED
5.1 – Basis of Design	X	X	
5.2 - Desalination Technology Selection		X	
5.2 – Process Flow Diagram Evaluation	X		X
5.2 – Phase IIA, IIB and IIC Alternatives Evaluation ¹	X	X	X
5.2 – Site and Civil Design Alternatives	X		
<ul style="list-style-type: none"> X notation indicates inclusion of deliverable for each sub tasks Merged cells indicate subtasks will be presented together, e.g. Basis of Design and Desalination Technology selection will be presented together at the first project workshop, and Desalination Technology Selection and Process Flow Diagram Selection will be documented in the same TM. <p>1) Alternative IIC is provided as an optional task and will be executed if selected by the District</p>			

Desalination Technology Evaluation: BV will evaluate a maximum of three desalination technology treatment options (e.g. conventional brackish water RO, Nanofiltration or EDR). BV will provide a brief review and analysis of each technology type and summarize the evaluation in a table comparing each treatment process, anticipated recovery, finished water quality and highlighting the overall recommendation. A single desalination technology will be selected to advance through the remaining alternatives evaluation.

Process Flow Diagram Evaluation: Preliminarily, it is assumed that media pretreatment will be required through the existing GAC vessels to allow complete removal of TCP and PFAS/PFOS to avoid any of these constituents being discharged into Calleguas' SMP. Currently there are three pairs of lead-lag vessels capable of handling 500 gpm per pair. Provisions have been made for the installation of two more pairs of vessels, if needed. Based on the Task 5.1 Basis of Design parameters, BV shall review the existing Calleguas discharge permit to identify quality constraints on discharge to evaluate the preferred location for media treatment.

Three locations for media treatment will be evaluated:

- Upstream of the desalination technology on the influent stream
- Downstream of the desalination technology on blended finished water, and



- In parallel with the desalination technology on the raw water bypass.

BV will evaluate and recommend the preferred location for media treatment based on finished water quality and a Class 5 life-cycle cost comparison inclusive of capital and Operation and Maintenance costs. BV will present the process flow diagram alternatives and recommendation in a project workshop. The preferred process flow diagram configuration will advance to be evaluated in the Phase II-A, II-B and II-C evaluation, and subsequently to the site and civil design alternatives evaluation for further development in the Preliminary Design.

Phase II-A, II-B and II-C Alternatives Evaluation: Prior to assessing the site layout it will be necessary to define the current and future CWTP footprint, which is directly impacted by source water availability from the Pleasant Valley basin. Accessing Pleasant Valley groundwater as a CWTP source supply will require capital investment in the form of a conveyance pipeline and operating cost in the form of pumping energy and capital maintenance.

To support the District in determining if Pleasant Valley groundwater should be planned as a future water supply, comparable opinion of probable construction costs, commensurate with an AACE Class 5 estimate will be prepared for three Infrastructure Scenarios:

- II-A (Low capital-low production scenario): this II-A scenario will assume no conveyance from Pleasant Valley to Conejo and will assume no future expansion of the CWTP. Water from Pleasant Valley could only be sent to the local distribution system which will be capacity constrained based on local distribution water quality limits of the Pleasant Valley area.
- II-B (Future expanded CWTP scenario): this II-B scenario assumes conveyance from Pleasant Valley to Conejo to enable the future expansion of the CWTP. Finished water from the CWTF will be sent to the distribution system to match existing distribution water quality. Because of the low TDS of RO permeate, capacity will likely not be constrained and the comparative impact to imported water offsets will be quantified. Under this II-B scenario Black & Veatch will evaluate up to three uses for the Pleasant Valley water; blending, treatment and recharge.
- II-C (Pleasant Valley Treatment Facility scenario): As an optional task, if requested by the District, Alternative II-C will be evaluated. This II-C scenario assumes no conveyance from Pleasant Valley to Conejo and will assume no future expansion of the CWTP. Instead, water from Pleasant Valley wells will be treated by a local RO facility located adjacent to St. John's Seminary. The Pleasant Valley local RO Facility will be conceptually sized to treat Phase I wells (Lynnwood, Woodcreek, Valencia Wells) and Phase III wells (Lynnwood, Woodcreek, Valencia Wells plus two additional wells). In this scenario, water from the Pleasant Valley local RO Facility could only be sent to the local distribution system. Because of the low TDS of RO permeate, capacity will likely not be constrained and the comparative impact to imported water offsets will be quantified.

The Class 5 OPCC will include program elements directly related to this scope of work, such as the conveyance pipeline, Pleasant Valley local RO facility, and the CWTP through all phases including CWTP onsite pretreatment costs as defined in Table 0-1. The Class 5 OPCC will include planning, environmental, design, permitting, inspection, start-up costs and O&M based on industry standard parametric estimates.



Program elements that are not defined within this scope of work are assumed to be excluded from cost estimating due to lack of definition, such as cost estimates for Pleasant Valley Wells and their pretreatment and Phase IV recharge basins. This is assumed to be acceptable as the excluded program elements are common to all alternatives.

In Task 5.2 Phase II-A, II-B and II-C evaluation, comparable estimates of annual operation and maintenance (O & M) costs will be prepared for each Phase alternative, including brine discharge and wheeling costs, and the implementation phases: Phase I, Phase II-A, Phase II-B, Phase II-C, Phase III, and Phase IV.

Based on the CWTP Class 5 OPCC's and O&M costs a cost-benefit analysis of cost per AF (including O & M costs with Capital costs amortized over 30 years) will be prepared for II-A, II-B and II-C options for comparison to projected imported water cost over the next 30 years. Inflation rates for imported water and brine discharge will be based on historical rates of increase. BV will present the Phase II-A, II-B and II-C alternatives and recommendation for selection in a project workshop. The results of the cost-benefit analysis will be used to determine the preferred alternative to advance to preliminary design.

Site and Civil Design Alternatives Evaluation: Based on the treatment technologies, process flow diagram configuration and Phase II alternative selected, a Site and Civil Design evaluation for a maximum of two site alternatives will be prepared for the Treatment Facility. BV will rank the site layouts based on their required grading and paving, stormwater management requirements, yard piping, impact to the community, proximity to known flood zones, and their ability to integrate with existing onsite pre-treatment and other ancillary facilities. Based on the ranking analysis BV will present the alternatives and site plan recommendation in a project workshop. One preferred site design will be selected to advance further development in the Preliminary Design.

Task 5.1 and 5.2 Deliverables:

- BV shall lead a Basis of Design and Technology Selection Workshop.
- BV shall lead a Process Flow Diagram Selection Workshop.
- BV shall lead a Phase IIA/IIB/IIC Selection Workshop.
- BV shall lead a Site Selection Workshop.
- Draft and Final Desalination Technology and Process Flow Diagram Selection Technical Memorandum
- Draft and Final Phase IIA/IIB/IIC Selection Technical Memorandum
- One preferred project selection for the CWTP for advancement to preliminary design

Preliminary Design

Task 5 will be a preliminary design phase where in accordance with District standards and guidelines, Black & Veatch will develop and document the necessary design criteria for the proposed Conejo Water Treatment Plant and establish the basis for allowing a smooth transition from preliminary to final design. Black & Veatch will provide engineering support services as described in the following Task subsections.



Black & Veatch will produce a preliminary design report (PDR) that will outline the recommended design decisions for each project element and detail the major design criteria for each discipline. The PDR at a minimum will consist of the following sections:

- Project Description
- Basis of Design: Water Quality and Flows
- Existing Facilities
- Proposed Facilities
- Civil Design Criteria
- Process Mechanical Design Criteria
- Building Mechanical Design Criteria
- Hydraulic Design Criteria
- Structural and Seismic Design Criteria
- Architectural Design Criteria
- Electrical Design Criteria
- Instrumentation and Controls Design Criteria
- Safety in Design
- Final Design Specification Table of Contents
- Preliminary Construction Schedule
- Issues to be Resolved in Final Design

Within the defined sections the preliminary design report at a minimum will address the following project components:

- The process design for the proposed water treatment plant including a plant wide process flow diagram (PFD), PFD for individual processes, process narratives for individual processes, and projected operating conditions.
- Hydraulic design for the proposed water treatment plant including plant wide hydraulic profile, line size calculations, and identification of any special hydraulic analysis to be completed in final design.
- Civil design including a site plan, construction staging plan, drainage and stormwater management plan, yard piping plan, and grading and paving plan.
- Architectural design will include a selection of an architectural theme, roof and floor plans for all buildings, and rendering of the proposed plant and landscaping for public outreach.
- Structural design shall include footprints and sections of major structural, building material selection, and structural dimensions and layout.
- Process mechanical design shall include sizing of major equipment, preliminary equipment lists, data sheets for suitable equipment, layouts for equipment areas, piping and material selection, chemical storage and feed requirements, utility requirements, noise control design criteria and mitigation plan. Based on equipment selection, BV shall prepare an Implementation and Procurement Plan which will identify potential sole-source items, long lead items that the District might need to pre-purchase, pre-qualification or base-bid candidates.



- Building mechanical design shall include HVAC, plumbing, and fire protection requirements and preliminary layouts of HVAC equipment.
- Electrical design shall include preliminary electrical load list, electrical service requirements, standby power requirements, electrical power one-line diagrams, sizing of major equipment, preliminary equipment lists and data sheets for major equipment, review of existing emergency generator capacity.
- Instrumentation and control design shall include control philosophy, control system block diagram, Process control descriptions, and P&ID drawings for major equipment and systems.
- Two 1-hour Design Criteria workshops will occur prior to submittal of the Draft PDR deliverable.
- The first Design Criteria workshop will be to present options and recommendations for the project element design criteria and solicit District input. This would cover all disciplines and include items like equipment selection, architectural theme, and yard piping layout.
- The second Design Criteria workshop is to confirm selection of design criteria prior to Draft Preliminary Design Report Submittal.

5.3 Draft PDR

BV will submit an electronic copy of the Draft PDR and Draft PDR drawing set. A virtual (MS-Teams) 2-hour review workshop will be held following the District's review. BV shall prepare meeting notes and submit to the District within one week of the workshop.

5.4 Draft-Final PDR

The Draft-Final PDR shall incorporate the District's review comments and action items identified during the draft review workshop. BV will electronically submit the draft-final PDR and draft-final drawing set and a virtual (MS-Teams) 2-hour final review workshop will be held following the District's review.

5.5 Final PDR

The Final PDR shall incorporate the District's review comments and action items identified during the draft-final review workshop. BV will electronically submit the final PDR and final drawing set.

5.6 Cost Estimates

Draft PDR OPCC

Based on the draft preliminary design deliverable, BV shall prepare an AACE Class 3 estimate for the treatment facility that will include planning environmental design, permitting, inspection, and start-up costs for the selected alternative. BV will also update the Task 5.2 estimated annual O&M costs for the four implementation phases: Phase I, Phase III, Phases IV, and whichever of Phase II-A, II-B or II-C was selected in Task 5.2. The District will review and provide comments on the Draft PDR OPCC.



Final PDR OPCC

Based on the draft-final preliminary design deliverable and District comments, BV shall update the AACE Class 3 estimate for the treatment facility. The opinion of probable construction costs (OPCC) will include planning environmental design, permitting, inspection, and start-up costs for the selected alternative. If required based on draft-final updates, BV will also update the Task 5.2 estimated annual O&M costs for the four implementation phases: Phase I, Phase III, Phases IV, and whichever of Phase II-A, II-B or II-C was selected in Task 5.2.

Task 5 Deliverables:

- BV shall lead two Design Criteria workshops
- BV shall submit draft PDR and lead a draft PDR review workshop.
- Along with the draft PDR, BV shall submit a draft PDR drawing set. A tentative drawing list is included in Exhibit C.
- BV shall submit a draft-final PDR, a draft-final PDR drawing set, and lead a draft-final PDR workshop.
- Based on the draft and draft-final Preliminary Designs, BV shall submit an AACE Class 3 cost estimate for the treatment facility and an updated cost estimate for the annual O&M costs.
- BV shall submit a final PDR, a final PDR drawing set.

6. TASK 6 – SUPPLEMENTAL GEOTECHNICAL INVESTIGATIONS

6.1 Geotechnical Survey

Previous geotechnical reports for the project site reviewed by BV defined the pressure required for concrete and defined the soil classification for the CWTP project site. Based on this information, it is assumed that the site does not require pile foundations and that additional supplemental geotechnical investigations are not required to complete preliminary design.

7. TASK 7 – ADDITIONAL MEETINGS

7.1 Camrosa Board Presentation I

Prior to the delivery of the Final Preliminary Design, BV will make an in-person project update presentation to the District's Board of Directors at a scheduled public board meeting.

7.2 Camrosa Board Presentation II

BV will make an in-person presentation of the Final PDR to the District's Board of Directors at a scheduled public board meeting.

7.3 Public Outreach Meetings

BV will make a short presentation, including renderings identified in the project scope, for up to two (2) 1-hour public outreach meetings, to be determined by the District. It is assumed that all logistics related to meeting location, production of materials and publicity for the meeting will be handled by the District.



7.4 Regulatory Meetings

BV will prepare presentations and attend up to two (2) 1-hour virtual regulatory meetings.

8. OPTIONAL TASKS

As part of the Task 5 services prior to preliminary design, BV is proposing to include groundwater modeling to determine the sustainable yield for future expansion scenarios as an optional task. It would be valuable for the Basis of Design to include groundwater modeling to determine the Pleasant Valley sustainable yield.

8.1 Pleasant Valley Basin Screening-Level Yield Estimation for Expansion Wells

INTERA will utilize the object-oriented analytical element groundwater flow modeling software, TimML to evaluate screening-level sustainable yield ranges for the Pleasant Valley Basin (PVB) Phases 3 and 4 expansions to Camrosa Water District's groundwater production facilities. The TimML program has the ability to produce a steady-state solution for the groundwater head, flow, and leakage between aquifer layers at any point in the aquifer system. Due to the complexity of the aquifer system in PVB, and the current limited availability of numerical models, TimML is a strong substitute to model a multi-layered aquifer system and provide screening-level estimates of steady-state pumping yields and drawdown for multiple pumping wells. Inputs for the program include groundwater head, hydraulic conductivity and thicknesses of the aquifer layers, pumping rates, infiltration/inflow rates, and boundary elements. Screening-level pumping rate estimates that can be sustained by the aquifer for each of the production phases will provide an assessment of the expansion of the production wells. INTERA has a strong familiarity with the hydrogeologic conceptual model of the PVB, which will improve efficiency. Assumptions for the model extent, inflows and outflows to and from the aquifer, and boundary conditions will be based on previous studies and modeling results.

The scope for this optional task will begin with the review of available data, analyses, and models to develop boundary conditions and quantify inputs for the TimML model. The model extent, analytical elements, and inputs will be generated using a GIS platform and input using Python-based scripts. A QA/QC of the inputs and scripts will also be performed before executing the model. A screening-level calibration of the model will involve multiple refinements and iterations to develop an acceptable solution and model build. The model results will be summarized in presentation slides and presented during the Basis of Design Workshop.

Deliverables:

- Screening-level sustainable yield planning estimates for future well expansion scenarios.
- Presentation slides summarizing model build and results.

8.2 Media Evaluation

If requested by the District as part of Task 5.2, Black & Veatch will evaluate the pros and cons related to GAC versus polymer/resin-based products that could be more efficient and cost effective in removing PFAS and/or TCP. This alternative will include a cost comparison and will be incorporated into the overall Capital and O&M cost analysis.



Media Type Evaluation: Since PFAS appears to be the primary constituent in the raw well water, and the current removal process involves GAC media, if requested by the District, BV will prepare a comparative evaluation on the removal of design limiting constituents (e.g. hexavalent chromium, PFAS and TCP) identified in the basis of design between GAC and polymer/resin-based media products. This evaluation will recommend and select a preferred media type based on finished water quality, and the ability to integrate with the existing vessels and summarize the evaluation in a table matrix comparing each treatment process and highlighting the overall recommendation. The preferred media alternative selected will advance to evaluation of the process flow diagram alternatives analysis. If selected by the District, this evaluation will be presented in a Project Meeting workshop.

8.3 Phase IIC Alternative Evaluation

If requested by the District, Black & Veatch will compare a Pleasant Valley Local RO Facility to Alternatives II-A and IIB. Detailed scope descriptions for this optional alternative are provided in Task 5.2.

8.4 Expanded Sheet List

In discussion with the District the preliminary sheet list was reviewed by Black & Veatch and a truncated tentative drawing list of 32 individual sheets was prepared and is included in Exhibit C. As an optional task, Black & Sheet shall expand the sheet list by approximately 20 drawings. An expanded tentative drawings list is also included in Exhibit C.

9. OPTIONAL TASK 5– ALTERNATIVE GAC VESSEL CONFIGURATION

This task is deemed as critical to the successful development of the preliminary design and has been included as part of the Task 5 alternatives analysis.

10. ASSUMPTIONS

- 1) Permitting services are excluded from this effort .
- 2) Black & Veatch standards will be used, including BODR text, P&ID's, and specifications.
- 3) District will provide existing distribution system including, drawings, pipe sizes, historical flow rates, planned future flow rates, tank elevations, and tank water level operating range.
- 4) No cranes or hoist are provided as part of this scope.
- 5) For FWPS it is assumed that the CWTF will feed the R-1B 3 MG storage tank. Distribution system hydraulic modeling is not assumed to be required for this sizing.

Schedule

BV's proposed project schedule is included in Exhibit B.



BLACK & VEATCH

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Exhibit A – Fee Sheet





CAMROSA WATER DISTRICT
CONEJO WELLFIELD TREATMENT FACILITY PRELIMINARY DESIGN
SCOPE OF SERVICES



TASK NO.	DESCRIPTION	Principal In Charge	Project Manager	QA/QC	Engineering Manager	Process Lead	Senior Specialists	Staff Engineer I	Engineer III	Engineer II	Engineer I	Eng Technician	Senior Estimator	Cost Estimator	Sr. CAD Technician	CAD Technician	Finance / Project Controls	Clerical/Admin	B&V Total Hours	Fee - B&V Total Labor	Direct Expenses ⁽¹⁾	Indirect Expenses ⁽²⁾	Groundwater Modeling	Survey	Markup on Subcontractors	Total Fee
		\$320	\$310	\$295	\$245	\$295	\$253	\$155	\$215	\$191	\$175	\$145	\$295	\$205	\$245	\$155	\$145	\$115				\$8.75			5%	
Included Services																										
Task 1 - Project Management & Administration																										
1.1	Budget Tracking, Invoicing, Project Management and QA/QC Planning	-	49	-	37	-	-	37	37	-	-	-	-	-	-	-	38	38	236	\$ 47,825	\$ -	\$ 2,065	\$ -	\$ -	\$ -	\$ 49,890
1.2	Kick-Off Meeting	2	3	-	5	-	-	9	5	-	-	-	-	-	-	-	-	-	24	\$ 5,265	\$ -	\$ 210	\$ -	\$ -	\$ -	\$ 5,475
1.3	Progress Meetings	-	13	-	13	-	-	25	13	-	-	-	-	-	-	-	-	-	64	\$ 13,885	\$ -	\$ 560	\$ -	\$ -	\$ -	\$ 14,445
1.4	Field Visits	-	-	-	9	-	-	-	18	4	-	-	-	-	-	-	-	-	31	\$ 6,839	\$ 1,890	\$ 271	\$ -	\$ -	\$ -	\$ 9,000
1.5	Project Meetings	-	24	-	23	-	22	-	49	38	11	-	-	-	-	-	-	-	167	\$ 38,369	\$ -	\$ 1,461	\$ -	\$ -	\$ -	\$ 39,830
Task 1 - Project Management & Administration		2	89	-	87	-	22	71	122	42	11	-	-	-	-	-	38	38	522	\$ 112,183	\$ 1,890	\$ 4,568	\$ -	\$ -	\$ -	\$ 118,641
Task 2 - Background Review and Alternatives Analysis																										
2.1	Background Review - Prepare Data Request List	-	2	-	4	4	-	9	10	-	10	-	-	-	-	-	-	-	39	\$ 8,075	\$ -	\$ 341	\$ -	\$ -	\$ -	\$ 8,416
Task 2 - Background Review and Alternatives Analysis		-	2	-	4	4	-	9	10	-	10	-	-	-	-	-	-	-	39	\$ 8,075	\$ -	\$ 341	\$ -	\$ -	\$ -	\$ 8,416
Task 3 - Topography Survey																										
3.1	Topographic Base Map	-	-	-	4	-	-	-	8	-	-	-	-	-	-	-	-	-	12	\$ 2,700	\$ -	\$ 105	\$ -	\$ 18,000	\$ 900	\$ 21,705
	Title Report	-	-	-	4	-	-	-	8	-	-	-	-	-	-	-	-	-	12	\$ 2,700	\$ -	\$ 105	\$ -	\$ 1,925	\$ 96	\$ 4,826
	Legal Description and Exhibit for Land Acquisition	-	-	-	4	-	-	-	8	-	-	-	-	-	-	-	-	-	12	\$ 2,700	\$ -	\$ 105	\$ -	\$ 3,250	\$ 163	\$ 6,218
Task 3 - Topography Survey		-	-	-	12	-	-	-	24	-	-	-	-	-	-	-	-	-	36	\$ 8,100	\$ -	\$ 315	\$ -	\$ 23,175	\$ 1,159	\$ 32,749
Task 5 - Preliminary Design Report																										
5.1	Treatment Basis of Design	-	2	4	4	4	-	-	26	-	18	-	-	-	-	-	-	-	58	\$ 12,700	\$ -	\$ 508	\$ -	\$ -	\$ -	\$ 13,208
5.2	Alternatives Analysis	-	4	-	20	20	-	21	66	-	82	-	17	43	-	-	-	-	273	\$ 57,665	\$ -	\$ 2,389	\$ -	\$ -	\$ -	\$ 60,054
	Technical Memorandums	-	24	24	32	12	-	82	-	-	100	-	-	-	-	-	-	12	286	\$ 57,490	\$ -	\$ 2,503	\$ -	\$ -	\$ -	\$ 59,993
5.3	Draft PDR	-	2	55	31	12	180	258	66	338	182	-	-	-	-	-	-	2	1,126	\$ 224,421	\$ -	\$ 9,853	\$ -	\$ -	\$ -	\$ 234,273
	Draft 30% Drawings	-	2	27	31	8	47	158	40	50	99	-	-	-	32	196	-	-	690	\$ 128,636	\$ -	\$ 6,038	\$ -	\$ -	\$ -	\$ 134,674
5.4	Draft-Final PDR	-	2	36	15	4	71	101	26	108	69	-	-	-	-	-	-	2	434	\$ 88,268	\$ -	\$ 3,798	\$ -	\$ -	\$ -	\$ 92,065
	Draft-Final 30% Drawings	-	2	19	14	4	11	40	24	20	21	111	-	-	22	135	-	-	423	\$ 74,888	\$ -	\$ 3,701	\$ -	\$ -	\$ -	\$ 78,589
5.5	Final PDR	-	4	4	4	2	-	16	8	6	8	-	-	-	-	-	-	2	54	\$ 10,966	\$ -	\$ 473	\$ -	\$ -	\$ -	\$ 11,439
	Final DWG	-	-	5	2	-	-	4	4	-	2	13	-	-	3	18	-	-	51	\$ 9,270	\$ -	\$ 450	\$ -	\$ -	\$ -	\$ 9,720
5.6	Cost Estimates	-	2	-	13	2	-	-	28	-	6	-	34	110	-	-	-	-	195	\$ 44,045	\$ -	\$ 1,706	\$ -	\$ -	\$ -	\$ 45,751
Task 5 - Preliminary Design Report		-	44	174	166	68	309	680	288	522	587	124	51	153	57	349	-	18	3,590	\$ 708,350	\$ -	\$ 31,416	\$ -	\$ -	\$ -	\$ 739,766
Task 7 - Additional Meetings (Directors, Outreach, Regulatory)																										
7.1	Camrosa Board Presentation I	-	3	-	3	-	-	8	-	-	-	-	-	-	-	-	-	-	14	\$ 2,905	\$ -	\$ 123	\$ -	\$ -	\$ -	\$ 3,028
7.2	Camrosa Board Presentation II	-	3	-	3	-	-	8	-	-	-	-	-	-	-	-	-	-	14	\$ 2,905	\$ -	\$ 123	\$ -	\$ -	\$ -	\$ 3,028
7.3	Public Outreach Meetings	-	6	-	6	-	-	8	-	-	-	-	-	-	-	-	-	-	20	\$ 4,570	\$ -	\$ 175	\$ -	\$ -	\$ -	\$ 4,745
7.4	Regulatory Meetings	-	6	-	6	9	-	8	9	-	-	-	-	-	-	-	-	-	38	\$ 9,160	\$ -	\$ 333	\$ -	\$ -	\$ -	\$ 9,493
Task 7 - Additional Meetings (Directors, Outreach, Regulatory)		-	18	-	18	9	-	32	9	-	-	-	-	-	-	-	-	-	86	\$ 19,540	\$ -	\$ 753	\$ -	\$ -	\$ -	\$ 20,293
Total for Included Services		2	153	174	287	81	331	792	453	564	608	124	51	153	57	349	38	56	4,273	\$ 856,248	\$ 1,890	\$ 37,393	\$ -	\$ 23,175	\$ 1,159	\$ 919,864
Optional Services																										
Task 8 - Optional Services Tasks																										
8.1	Groundwater Modeling (Optional Task)	-	4	-	4	-	-	8	8	-	-	-	-	-	-	-	-	-	24	\$ 5,180	\$ -	\$ 210	\$ 39,776	\$ -	\$ 1,989	\$ 47,155
8.2	GAC Media Evaluation	-	4	-	4	8	-	-	8	-	43	-	-	-	-	-	-	-	67	\$ 13,825	\$ -	\$ 586	\$ -	\$ -	\$ -	\$ 14,411
8.3	Phase IIC Alternative Evaluation	-	-	-	-	20	-	-	-	-	-	-	16	41	-	-	-	-	77	\$ 19,025	\$ -	\$ 674	\$ -	\$ -	\$ -	\$ 19,699
8.4	Increase CAD Deliverable by 20 Sheets	-	2	4	2	-	-	-	-	-	-	-	-	-	9	92	-	-	109	\$ 18,755	\$ -	\$ 954	\$ -	\$ -	\$ -	\$ 19,709
Optional Services		-	10	4	10	28	-	8	16	-	43	-	16	41	9	92	-	-	277	\$ 56,785	\$ -	\$ 2,424	\$ 39,776	\$ -	\$ 1,989	\$ 100,974
Total with Optional Tasks		2	163	178	297	109	331	800	469	564	651	124	67	194	66	441	38	56	4550	\$ 913,033	\$ 1,890	\$ 39,816	\$ 39,776	\$ 23,175	\$ 3,148	\$ 1,020,838

Notes

- 1. Direct expenses include travel, shipping, permit fees, etc not paid directly by the District
- 2. Indirect expenses include basic computer charges, minor reproduction fees, technology license charges, car mileage for company owned vehicles, and standard postage.
- 3. Billing Rates as defined in attached billing rate schedule will be held constant until December 2025. Should the work extend beyond said date, billing rates may be subject to a maximum annual escalation of 5 percent.



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Exhibit B - Schedule



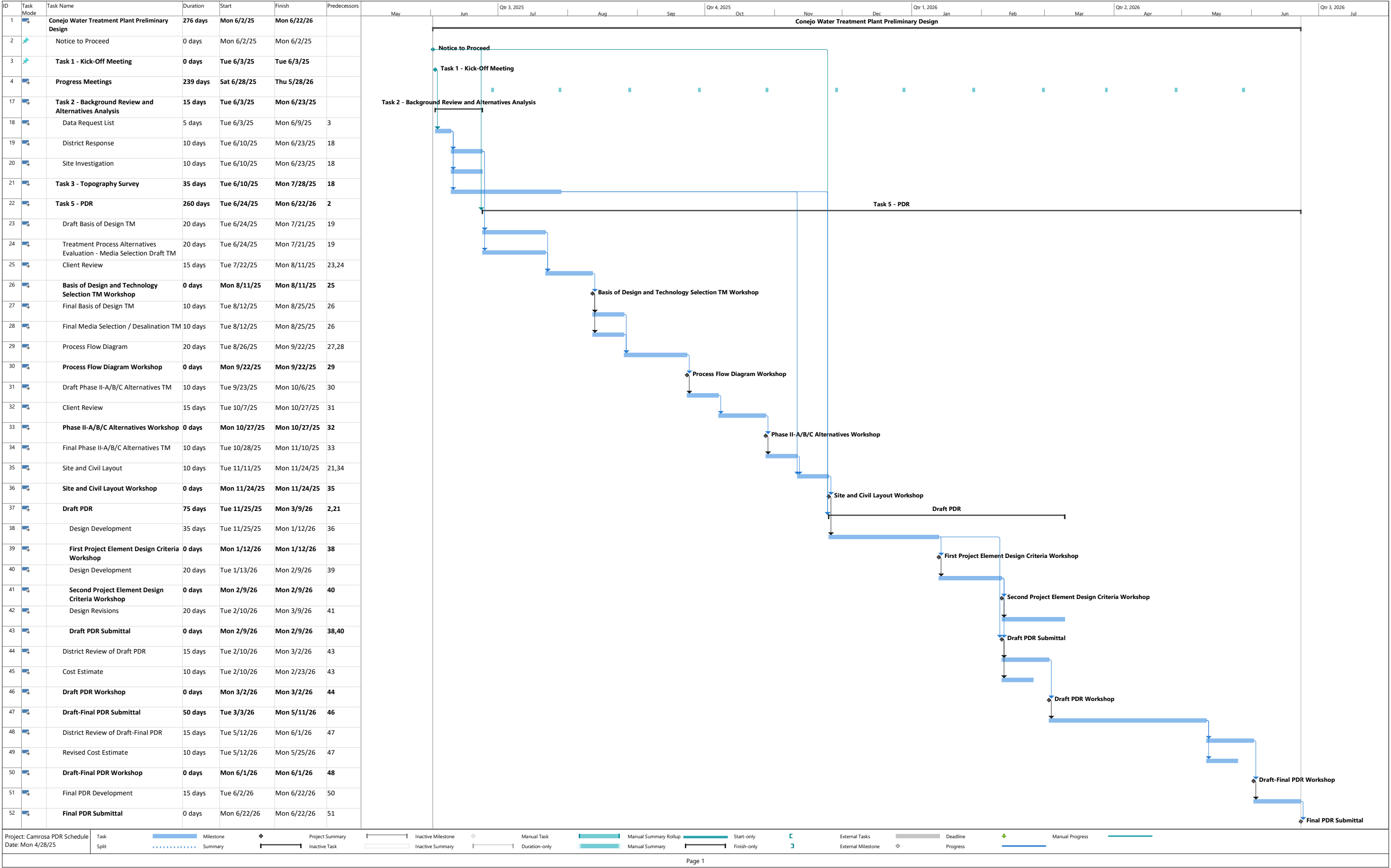




Exhibit C – Tentative Drawing Lists

Camrosa Water District CWTP Preliminary Design Reduced Count Sheet List

Number	Sheet	TITLE
1	G-1	TITLE SHEET
2	G-2	DRAWING INDEX
3	G-3	ABBREVIATIONS AND LEGEND
4	G-4	DESIGN CRITERIA
5	G-6	PROCESS FLOW DIAGRAM
6	G-7	HYDRAULIC PROFILE
7	C-1	GENERAL CIVIL NOTES
8	C-2	OVERALL SITE PLAN
	C-3	CONSTRUCTION SITE PLAN
	C-4	GRADING AND PAVING PLAN
	C-5	DRAINAGE PLAN
9	C-6	YARD PIPING PLAN
	C-7	LANDSCAPING AND IRRIGATION PLAN
10	C-8	OFF-SITE PIPING PLAN
	M-1	GENERAL MECHANICAL NOTES
11	M-2	MECHANICAL PLAN - PRETREATMENT
12	M-3	MECHANICAL PLAN - RO BUILDING
13	M-4	MECHANICAL PLAN - CHEMICAL FEED AND STORAGE BUILDING
14	M-5	MECHANICAL PLAN - LAB/CONTROL BUILDING
15	M-6	MECHANICAL PLAN - FINISHED WATER PUMP STATION
16	M-7	MECHANICAL PLAN - POST TREATMENT TOWER
	M-8	MECHANICAL - STANDARD DETAILS 1
17	A-1	RO BUILDING - FLOOR PLAN
18	A-2	RO BUILDING - BUILDING ELEVATIONS
	A-3	CHEMICAL BUILDING - FLOOR PLAN
	A-4	CHEMICAL BUILDING - BUILDING ELEVATIONS
	A-5	CONTROL BUILDING - FLOOR PLAN
	A-6	CONTROL BUILDING - BUILDING ELEVATIONS
	A-7	FINISHED WATER PUMP STATION - FLOOR PLAN
	A-8	FINISHED WATER PUMP STATION - BUILDING ELEVATIONS
	S-1	LEGEND, ABBREVIATIONS AND GENERAL NOTES
	S-2	RO BUILDING FLOOR PLAN
	S-3	CHEMICAL BUILDING FLOOR PLAN
	S-4	FINISHED WATER PUMP STATION FLOOR PLAN
	S-5	CONTROL BUILDING FLOOR PLAN
	P-1	LEGEND, ABBREVIATIONS AND GENERAL NOTES
	P-2	RO BUILDING FLOOR PLAN
	P-3	CHEMICAL BUILDING FLOOR PLAN
	P-4	FINISHED WATER PUMP STATION FLOOR PLAN
	P-5	CONTROL BUILDING FLOOR PLAN
19	E-1	ELECTRICAL GENERAL NOTES
20	E-2	ELECTRICAL SITE PLAN
21	E-3	POWER DISTRIBUTION DIAGRAM
22	I-1	INSTRUMENTATION GENERAL NOTES
23	I-2	CONTROL SYSTEM BLOCK DIAGRAM
24	I-3	P&ID PRETREATMENT
25	I-4	P&ID RO TREATMENT
26	I-5	P&ID POST TREATMENT TOWER
27	I-6	P&ID FINISHED WATER PUMP STATION
28	I-7	P&ID CHLORINE CONTACT TANK
29	I-8	P&ID ONSITE SODIUM HYPOCHLORITE GENERATION
30	I-9	P&ID SODIUM HYPOCHLORITE STORAGE AND FEED
31	I-9	P&ID LIQUID AMMONIUM SULFATE
32	I-10	P&ID MEDIA FILTRATION

Camrosa Water District CWTP Preliminary Optional Expanded Design Sheet List

Number	Sheet	TITLE
1	G-1	TITLE SHEET
2	G-2	DRAWING INDEX
3	G-3	ABBREVIATIONS AND LEGEND
4	G-4	DESIGN CRITERIA
5	G-6	PROCESS FLOW DIAGRAM
6	G-7	HYDRAULIC PROFILE
7	C-1	GENERAL CIVIL NOTES
8	C-2	OVERALL SITE PLAN
9	C-3	CONSTRUCTION SITE PLAN
10	C-4	GRADING AND PAVING PLAN
11	C-5	DRAINAGE PLAN
12	C-6	YARD PIPING PLAN
13	C-7	LANDSCAPING AND IRRIGATION PLAN
14	C-8	OFF-SITE PIPING PLAN
15	M-1	GENERAL MECHANICAL NOTES
16	M-2	MECHANICAL PLAN - PRETREATMENT
17	M-3	MECHANICAL PLAN - RO BUILDING
18	M-4	MECHANICAL PLAN - CHEMICAL FEED AND STORAGE BUILDING
19	M-5	MECHANICAL PLAN - LAB/CONTROL BUILDING
20	M-6	MECHANICAL PLAN - FINISHED WATER PUMP STATION
21	M-7	MECHANICAL PLAN - POST TREATMENT TOWER
22	M-8	MECHANICAL- STANDARD DETAILS 1
23	A-1	RO BUILDING - FLOOR PLAN
24	A-2	RO BUILDING - BUILDING ELEVATIONS
25	A-3	CHEMICAL BUILDING - FLOOR PLAN
26	A-4	CHEMICAL BUILDING - BUILDING ELEVATIONS
27	A-5	CONTROL BUILDING - FLOOR PLAN
28	A-6	CONTROL BUILDING - BUILDING ELEVATIONS
29	A-7	FINISHED WATER PUMP STATION - FLOOR PLAN
30	A-8	FINISHED WATER PUMP STATION - BUILDING ELEVATIONS
31	S-1	LEGEND, ABBREVIATIONS AND GENERAL NOTES
32	S-2	RO BUILDING FLOOR PLAN
33	S-3	CHEMICAL BUILDING FLOOR PLAN
34	S-4	FINISHED WATER PUMP STATION FLOOR PLAN
35	S-5	CONTROL BUILDING FLOOR PLAN
36	P-1	LEGEND, ABBREVIATIONS AND GENERAL NOTES
37	P-2	RO BUILDING FLOOR PLAN
38	P-3	CHEMICAL BUILDING FLOOR PLAN
39	P-4	FINISHED WATER PUMP STATION FLOOR PLAN
40	P-5	CONTROL BUILDING FLOOR PLAN
41	E-1	ELECTRICAL GENERAL NOTES
42	E-2	ELECTRICAL SITE PLAN
43	E-3	POWER DISTRIBUTION DIAGRAM
44	I-1	INSTRUMENTATION GENERAL NOTES
45	I-2	CONTROL SYSTEM BLOCK DIAGRAM
46	I-3	P&ID PRETREATMENT
47	I-4	P&ID RO TREATMENT
48	I-5	P&ID POST TREATMENT TOWER
49	I-6	P&ID FINISHED WATER PUMP STATION
50	I-7	P&ID CHLORINE CONTACT TANK
51	I-8	P&ID ONSITE SODIUM HYPOCHLORITE GENERATION
52	I-9	P&ID SODIUM HYPOCHLORITE STORAGE AND FEED
53	I-9	P&ID LIQUID AMMONIUM SULFATE
54	I-10	P&ID MEDIA FILTRATION

Board Memorandum

May 8, 2025

To: Board of Directors

From: General Manager

Subject: Federal Funding Consultant Services

Objective: Discuss a proposal for professional funding consulting services for the District's Master Plan (MP) and Capital Improvement Program (CIP).

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

Discussion: The District seeks to take advantage of new water supply opportunities, and to enhance and conserve current water supplies, as generally set forth in planning documents including the District's 2022 Strategic Plan, 2024 Water Resources Planning Analysis Technical Memorandum, and 2025 Master Plan (in-progress). The District is currently exploring the implementation of over 80 new water supply and existing infrastructure improvement projects for the potable water system, non-potable water system, and wastewater system. These projects are distributed over the next 15 years and could cost nearly \$170 million (2024 dollars). The District seeks to develop these new water supplies and infrastructure improvements while still providing competitive rates of service for its customers. This can be achieved by exploring all possible avenues of funding.

One avenue to secure funding for significant infrastructure projects is federal funding through the Water Resources Development Act (WRDA) and Congressional earmarks. On January 9, 2025, Eastern Municipal Water District (EMWD) announced that it had received the largest federal funding commitment in its history through an additional \$50 million authorization in the WRDA 2024 bill. This WRDA grant increases the total authorization for EMWD's Desalination Program to \$100 million. This federal funding enables the United States Army Corps of Engineers Civil Works Program (Army Corps), with a cost share from EMWD, to design and construct groundwater wells, pipelines, and treatment facilities. I reached out to EMWD to discuss how they secured this funding and was told that it was the result of years of work and relationship development by their finance staff with their elected congressional representatives. EMWD was willing to share its experience with Camrosa, but because Camrosa has not had the staff to develop these relationships, an alternative to secure federal funding would be through a Federal Funding Consultant.

On March 18th, Camrosa staff met with the principals of Merchant McIntyre Associates; leading experts in securing federal funding for water projects, municipalities, and nonprofits; to discuss their qualifications and a strategy to secure federal funding for Camrosa's Master Plan and Infrastructure CIP projects. Since 1994 Merchant McIntyre professionals have won millions of dollars of federal support to support water and wastewater infrastructure. Their team is comprised of former Congressional staff, administration staff, and federal grants experts with a strong working relationship with the California Congressional Delegation. For a monthly retainer fee, they would function as an extension of the District's staff, working to forecast, identify, help write, submit, mobilize Congressional support for, and win federal funding.

Merchant McIntyre Associates provided a Federal Funding Action Plan as a proposal to provide the services and deliverables described, for a retainer of \$10,000 per month for an initial 90-day engagement, with an extension of 12 months if Camrosa was pleased with the services provided in the first 3 months.

Funding for the initial 3-month retainer would be available from the FY2024-25 Operating Budget under Professional Services - Master Plan.

Attachment: Merchant McIntyre Associates Federal Funding Action Plan for the Camrosa Water District



Federal Funding Action Plan for the Camrosa Water District

Objective

Merchant McIntyre Associates proposes to help the Camrosa Water District secure an unprecedented amount of federal support on a regular basis.

Federal funding will be achieved through the Water Resources Development Act (WRDA) and Congressional earmarks.

The ultimate objective is for every federal dollar we secure to provide budget relief and/or help Camrosa take a leap forward on initiatives to better serve your district.

Situation Analysis

- Within the federal government's \$7+ trillion annual budget there is significant funding available for Camrosa's priorities through WRDA, multiple federal agency grant programs and Congressional earmarks.
- Specifically, MM will pursue significant funding for your priority funding needs within the Master Plan.
- Merchant McIntyre will pursue funding from WRDA and Congressional earmarks. WRDA is a \$25+ billion authorization bill that the Congress must pass every two years. Winning a major authorization in WRDA is the "ticket" that enables Camrosa to then secure funding through the appropriations process.
- Understandably, Camrosa currently lacks internal capacity and "boots on the ground" in D.C. Merchant McIntyre will serve as an extension of your professional staff — your "multiplier force" to identify, write, submit, mobilize Congressional support for, and *win* federal funding.
- Merchant McIntyre is expert in helping navigate partnerships with the U.S. Army Corps of Engineers (USACE) and other federal agencies. Specifically, MM professionals regularly meet with federal program officers to gather invaluable intel about how to win grants from these departments. Specifically, we learn about the competitive preference priorities that program officers are using to score applications.
- The essential keys to winning federal funding are to 1) have a crystal-clear understanding of what the program officers are looking for in an award-worthy application and 2) begin writing the application long before it's publicly announced.
- We have strong working relationships with the California Congressional delegation through our successful representation of City of Santa Paula (32:1 ROI), City of Napa (10:1 ROI), Children's Health Orange County (31:1 ROI), Good Samaritan Hospital (13:1 ROI), Los Rios Community College District (30:1 ROI), and Just Us 4 Youth (13:1).
- MM Principal and Co-Founder Mark McIntyre resides in La Cañada and commutes to Washington D.C. one week per month. Given Mark's presence, MM's work with the District

will feature the highest level of accountability.

- To provide you with a sense of the dollars available for Camrosa's needs, here are recent examples of funding that Merchant McIntyre has helped win for water infrastructure projects.
This should give you confidence:

Water Infrastructure

- \$30 million for sewer system upgrades.
- \$25 million for a wastewater treatment plant upgrade.
- \$20 million for a dam removal project.
- \$20 million to support water and wastewater improvements.
- \$15 million for a sewer improvement project.
- \$13 million to construct a pump station for flood mitigation.
- \$4.3 million for water infrastructure improvements.
- \$2.7 million for water/wastewater infrastructure.
- \$2 million in emergency funding for a flood control project.
- \$1.3 million for water infrastructure improvements.
- \$900K for a new water tank.

Scope of Work

Merchant McIntyre would truly function as an extension of the Camrosa's professional staff, implementing the following scope of work to help maximize your federal support:

1. Develop Funding Strategies:

- Conduct an in-depth Resource Inventory to determine and document Camrosa's strengths and needs, and to get to know your programs, priorities, and people.
- Plan and implement a comprehensive Federal Funding Strategy.

2. Secure an authorization in the Water Resources Development Act:

- Initiate discussions with the U.S. Army Corps of Engineers District Office.
- Identify any currently available funding through USACE, as well as the potential scope of a large-scale WRDA authorization for Camrosa's water infrastructure needs.
- Develop an award-worthy WRDA request authorizing USACE to partner with Camrosa to fund significant projects in your Master Plan.
- Provide timely and relevant updates on bill developments and committee activity related to WRDA.
- Collaborate with Camrosa's Congressional delegation to secure the necessary funding language in WRDA.
- Mobilize Congressional support to secure federal appropriations for the project and ensure it is prioritized by USACE Headquarters in Washington, D.C.

3. Secure Congressional Earmarks:

- Identify Camrosa's priorities that are fundable through Congressional earmarks.
- Target the appropriations accounts that offer the best chance for success.
- Schedule substantive discussions with Members of Congress and their staff in D.C. and California to highlight Camrosa's funding objectives.
- Help secure compelling support letters from local partners, beneficiaries, and stakeholders.

- Develop award-worthy earmark projects and help drive Camrosa's funding requests through every step of the legislative process—subcommittee, full committee, floor action, and conference committee—until it's signed into law by the President.

Budget

Merchant McIntyre Associates' typical minimum retainer for the scope of work described here is \$10,000/month for a period of one year. This retainer is all-inclusive — there are no “hidden fees” for grant writing or “work-related expenses.”

Camrosa will always have budget certainty when working with Merchant McIntyre; you will never be surprised by an invoice!

Since this would be a new initiative for Camrosa and because we appreciate your budget constraints, we propose an initial 90-day engagement.

The five deliverables during the first 90 days are:

1. Conduct a Resource Inventory to identify specific federal funding objectives for Camrosa.
2. Prepare a comprehensive Federal Funding Strategy so you can assess the funding opportunities and evaluate MM's strategies to secure that funding.
3. Begin discussions with USACE to secure a significant WRDA authorization for Camrosa's Master Plan.
4. Arrange substantive meetings with Congressional staff and Executive Branch program officers who have jurisdiction over the funding MM targets for Camrosa.
5. Support Camrosa in all facets of the federal funding process, including planning, writing, designing, partnership development, budget development, application submission, and administrative requirements.

Of course, the sixth “deliverable” is that you will get to evaluate Merchant McIntyre's strategic thinking and added value.

If Camrosa's leadership is pleased in every respect with Merchant McIntyre Associates during this initial 90-day engagement, you may then decide whether to retain MM for a period of one year.

Our objective is to deliver the highest possible ROI so Norm, Tamara, Brad, the Board, and Camrosa's entire professional staff exchange high-fives and say, "Let's do that again!"

Conclusion

For all the reasons described in this document, Merchant McIntyre Associates would welcome the assignment to secure unprecedented federal support for Camrosa. Humbly, we want to serve you as a transformative partner in service to your district.

Thank you for your serious consideration of this Federal Funding Action Plan.

###

Board Memorandum

May 8, 2025

To: Board of Directors

From: Brad Milner, Management Analyst

Subject: Discuss Consultant for Owner's Representative/Program Manager Services

Objective: Discuss an RFP to select a professional engineering consultant to provide Owner's Representative services for the District's Master Plan Capital Improvement Program (CIP).

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

Discussion: In 2023 and 2024 the District prepared several documents that recommended improvements to existing facilities and construction of new facilities to support the District's operations, promote local water supply resilience, and reduce reliance on imported surface water. Discussions involving the Board and Staff resulted in potential Master Plan Capital Improvement Projects (CIPs) being characterized into two categories: 1) Water Supply, and 2) Existing Infrastructure Improvements. These CIPs are distributed over the next 15 years and could cost nearly \$170 million (2024 dollars).

The Owner's Representative would be under contract with the District for the purpose of augmenting the capacity of the District's Engineering staff, both for managing peaks in workload and for providing technical expertise not supported in-house like construction management and inspection services. The Owner's Representative services would be for as-needed project management (may or may not be full-time) and may involve one or more projects simultaneously.

The Owner's Representative would provide engineering management, construction management, and as-needed services for a variety of District infrastructure projects including potable water, recycled water, nonpotable water, and wastewater. The Owner's Representative would be responsible for managing and coordinating the planning, programming, design, and construction of these projects. Preliminary design and final design services would be provided by consultants outside and separate from the services solicited from the prospective Owner's Representative. These services could include the following: manage the preparation of Requests for Proposals (RFPs) concept reports, and feasibility studies; manage the preparation of preliminary design reports; manage the preparation of final design documents; provide construction management; provide additional as-needed services; provide progress updates, reports, and presentations; promote safety on all projects; ensure compliance with applicable City, State, and Federal standards and regulations, as well as work closely with District staff, consultants, and sub-consultants to meet the District's goals and objectives.

Proposed Schedule: The RFP is anticipated to be released by the middle of May. Proposals would be due approximately in the middle of June. A contract award would be anticipated by late July.

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

- A. Cash Balances - March 2025
- B. 2025 Board Calendar (Revised)

FUNDS FY 24-25

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	% Invested	Notes
UNRESTRICTED FUNDS											
Investments											
LAIF	10,386,124.29	8,836,124.29	10,536,124.29	10,646,642.45	9,926,642.45	6,481,642.45	7,952,424.18	7,952,424.18	7,952,424.18	19%	5
PERSHING, LLC (T- Bills, Notes)	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,530,651.09	34,530,651.09	81%	
	44,644,248.19	43,094,248.19	44,794,248.19	44,904,766.35	44,184,766.35	40,739,766.35	42,210,548.08	42,483,075.27	42,483,075.27	100%	
Operating Accounts											
U.S BANK DEPOSIT ACCOUNT	263,710.21	2,098,345.16	130,290.11	902,305.80	696,650.32	1,264,016.51	149,152.38	1,293,433.67	370,649.50		
U.S BANK DISBURSEMENTS ACCOUNT	843,960.55	758,341.59	640,548.17	490,341.08	851,550.79	1,635,425.70	887,377.00	92,404.51	891,629.36		
BANK OF AMERICA-RTL ACCOUNT	467,709.35	383,992.42	431,363.17	209,795.10	478,525.40	643,400.63	708,359.22	202,111.07	320,059.79		
	1,575,380.11	3,240,679.17	1,202,201.45	1,602,441.98	2,026,726.51	3,542,842.84	1,744,888.60	1,587,949.25	1,582,338.65		
TOTAL	\$ 46,219,628.30	\$ 46,334,927.36	\$ 45,996,449.64	\$ 46,507,208.33	\$ 46,211,492.86	\$ 44,282,609.19	\$ 43,955,436.68	\$ 44,071,024.52	\$ 44,065,413.92		
RESTRICTED FUNDS											
PAYMENT FUND 2016	7,762.21	11,928.63	15,783.94	19,409.00	22,983.67	885,515.63	-	4,531.51	7,342.66	1.2	
RESERVES 2016	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	2	
SURPLUS FUND 2016	-	-	-	-	-	-	4,421.06	4,421.06	4,421.06		
WATER ACQUISITION FUND 2016	183.14	183.14	183.14	183.14	183.14	183.14	-	-	-		
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87		
TOTAL	\$ 893,524.91	\$ 897,691.33	\$ 901,546.64	\$ 905,171.70	\$ 908,746.37	\$ 1,771,278.33	\$ 890,000.62	\$ 894,532.13	\$ 897,343.28		
GRAND TOTAL	\$ 47,113,153.21	\$ 47,232,618.69	\$ 46,897,996.28	\$ 47,412,380.03	\$ 47,120,239.23	\$ 46,053,887.52	\$ 44,845,437.30	\$ 44,965,556.65	\$ 44,962,757.20		

U.S. Treasury Bills & Notes

Financial Institution	Cusip Number	Settlement Date	Maturity Date	Par Value	Market Price at Purchase	Amount	Accrued Int. at Purchase	Net Amount	Yield to Maturity	Market Value Current	Accrued Int. as of March, 2025
Pershing, LLC-Treasury Notes	9128284Z0	11/2/2023	8/31/2025	14,511,000.00	96.00234	13,930,900.10	69,066.78	13,999,966.88	5.07%	14,422,192.68	33,615.84
Pershing, LLC-Treasury Notes	91282CGR6	3/14/2024	3/15/2026	10,006,000.00	100.225	10,028,513.50	230,117.38	10,258,630.88	4.625%	10,056,030.00	20,120.76
Pershing, LLC-Treasury Notes	91282CKA8	2/18/2025	2/15/2027	10,290,000.00	99.791406	10,268,535.68	3,517.65	10,272,053.33	4.235%	10,323,339.60	51,592.13
Pershing, LLC-Cash										231,396.69	-
Total				\$ 34,807,000.00		\$ 34,227,949.28	\$ 302,701.81	\$ 34,530,651.09		\$ 35,032,958.97	\$ 105,328.73

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	4.13%	N/A	879,528.69	3,080.19

ANTICIPATED OUTFLOWS

Water Purchases March, 2025	347,513.27
Payroll PR 4-1, 4-2 & ME	400,000.00
AP Check Run 4/2, 4/11 & 4/30	1,500,000.00
Large CIP Project Payments	-
	2,247,513.27

FINANCE MEETING

DATE 4/30/2025

Norman Huff-General Manager

Brad Milner-Management Analyst

Tamara Sexton-Deputy General Manager/Finance

Sandra Llamas-Senior Accountant

MEETING NOTES:

1. The payment fund received \$12.83 interest earnings in the month of March.
2. The reserve fund received interest earnings in the amount of \$2,798.32 in the month of March. The full amount was transferred to the payment fund.
3. Treasury Notes maturing on March 15, 2026 paid interest in the amount of \$231,396.69.
4. Treasury notes pay interest semi-annually. Accrued interest as of March 31st is \$105,328.73
5. LAIF's average monthly rate of return for the period was 4.313.

2025 Camrosa Board Calendar (Revised)

JANUARY							FEBRUARY							MARCH							2025 Holidays						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 1 st - New Year's Holiday (Observed)						
			1	2	3	4							1								February 17 th - President's Day						
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	May 26 th - Memorial Day						
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	July 4 th - Independence Day						
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	September 1 st - Labor Day						
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	November 11 th - Veteran's Day						
														30	31						November 27 th & 28 th - Thanksgiving						
																					December 24 th & 25 th - Christmas						
																					December 31 st - New Year's Eve						