

Board Agenda

Regular Meeting

Tuesday, July 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 June 24, 2025

2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$581,589.62.

3. Public Works Contract Inspection Services

Objective: Outsource construction inspection services.

Action Required: It is recommended that the Board of Directors authorize the General Manager to enter into an agreement and issue a purchase order with Cannon Corporation, in an amount not to exceed \$272,770.00, for on-call inspection services.

4. Renewal of Geographical Information Systems (GIS) Contracted Support Services

Objective: Renew annual GIS Contracted Support Services with ZWorld.

Action Required: Authorize the General Manager to enter into an annual agreement and issue a purchase order with ZWORLD GIS in an amount not to exceed \$54,000.00 for GIS Services and Tasks.

5. Annual Purchase Orders Associated With Line Items in the Fiscal Year 2025-26 Budget

Objective: Approve annual purchase orders associated with approved line items in the Fiscal Year (FY) 2025-26 Budget.

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

- 1) Authorize the General Manager to issue a purchase order to Ventura Regional Sanitation District (VRSD), in an amount not to exceed \$350,000.00 from the FY 2025-26 operating budget, for sewer maintenance and cleaning services, and
- 2) Authorize the General Manager to enter into an agreement and issue a purchase order to WBI, Inc., in an amount not to exceed \$99,720.00 from the FY 2025-26 operating budget, for dewatering of the biosolids drying beds, and
- 3) Authorize the General Manager to issue a purchase order to Synagro West, LLC, in an amount not to exceed \$125,000.00 from the FY 2025-26 operating budget, for the removal of biosolids from the CWRP, and
- 4) Authorize the General Manager to issue a purchase order to Zebron, Inc., in an amount not to exceed \$200,000.00 from the FY 2025-26 operating budget, for the rehabilitation and coating of District sewer manholes, and
- 5) Authorize the General Manager to spend up to \$500,000.00 from the FY 2025-26 budgeted amount for the purchase of meters and related equipment, and
- 6) Authorize the General Manager to enter into an agreement and issue a purchase order to SmartCover Systems, in an amount not to exceed \$47,560.50 from the FY 2025-26 operating budget, for remote sewer manhole monitoring.

Primary Agenda

6. Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

7. 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 and how capital costs would be recovered.

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

8. District Headquarters Fueling Station Replacement

Objective: Replace the District headquarters' fleet vehicles' fueling station.

Action Required: It is recommended that the Board of Directors appropriate funding in the amount of \$25,000 and establish a capital project for a new 500-gallon fuel tank, appurtenances, and installation at the District's headquarters.

9. **Sewer Lift 1A Bypass Pipe Manhole Rehab

Objective: Complete Sewer Lift 1A Bypass Capital Improvement Project (CIP).

Action Required: Authorize the General Manager to:

- 1) Appropriate an additional \$12,000.00 from the Wastewater Capital Replacement Fund, and
- 2) Issue a purchase order to Zebron, Inc., in an amount not to exceed \$18,944.00, for the rehabilitation and coating of two sewer manholes at Sewer Lift 1A.

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.

9. **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.
10. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1)):**
NAMES OF CASES: City of Camden, et al. v. 3M Company, et al., US District Court Case No. 2:23-cv-03147-RMG; City of Camden, et al. v. E.I Dupont De Nemours and Company, et al., US District Court Case No. 2:23-cv-3230-RMG; City of Camden, et al. v. Tyco Fire Products LP, et al., US District Court Case No. 2:24-cv-02321-RMG; and City of Camden, et al. v. BASF Corporation, et al., US District Court Case No. 2:24-cv-03147-RMG
11. **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION (Gov. Code §54956.9(c)(d)(4)):**
One case

Open Session

12. Announcement of Reportable Action Taken During the Closed Sessions

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.

July 8, 2025

**Board of
Directors
Agenda Packet**

Board Minutes

Regular Meeting

Thursday, June 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
Terry L. Foreman, Director
Timothy H. Hoag, Director
Jeffrey Brown, Director

Staff: Norman Huff, General Manager
Tamara Sexton, Deputy General Manager/Finance (teleconference)
Jozi Zabarsky, Customer Service Manager
Terry Curson, District Engineer (teleconference)
Kevin Wahl, Director of Operations
Chris Patascil, Superintendent
Mike Phelps, Water Quality & Environmental Compliance Manager
Joe Willingham, IT and Special Projects Manager
Johnny Munsill, Assistant IT Manager
Steven O'Neill, Legal Counsel

Guest: Patrick Maynard, Director of Emergency Services, Ventura County Sheriff's Office

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of June 10, 2025

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$1,813,625.01 was provided for Board information and approval.

3. AllConnected Incorporated (ACI) Information/Operational Technology (IT/OT) Support Service Renewal

The Board authorized the General Manager to enter into an annual agreement that will automatically renew until the end of FY2028 (June 30, 2028) and issue a purchase order with ACI, in an amount not to exceed \$285,000.00, for IT/OT Services and Tasks.

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

Primary Agenda

4. Employee Spotlight

The Board was introduced to Cambria Loose, Laboratory Analyst I.

No action was necessary; for information only.

5. Ventura County Sheriff's Request to Place Cameras at 2 Tank Locations

The Board authorized the General Manager to enter into an agreement with the County of Ventura, Ventura County Sheriff Emergency Services, for the placement of cameras at Tanks 1B and 4C.

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

Motion carried unanimously.

6. Allocation of Reserves for Fiscal Year 2025-26

The Board adopted a Resolution Allocating Reserves for Fiscal Year 2025-26.

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

Roll Call: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

7. Fiscal Year 2025-2026 District Operating and Capital Budget

The Board adopted a Resolution of the Board Adopting the Operating and Capital Budget for Fiscal Year 2025-2026.

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

Roll Call: Nelson-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

8. Sewer System Hotspots Repair Project

The Board took the following actions:

- 1) Appropriated additional funding from the Wastewater Capital Replacement Fund in the amount of \$1,850,000 for the Sewer Hotspot Repair Project; and
- 2) Authorized the General Manager to award a contract and issue a purchase order to J Vega Engineering Inc. in the amount of \$1,830,818.00; and
- 3) Authorized the General Manager to amend the agreement with Cannon Corp and issue a purchase order for Engineering Support Services during construction in the amount of \$24,944.00.

Motion to approve: Hoag **Second:** Brown

Motion carried unanimously.

Comments by General Manager

- Reported participating in a forum on water with Director Nelson, City of Camarillo Councilmember Tony Trembley, and Calleguas management staff and Director Pakala at Leisure Village.

Comments by Directors

- Director Nelson announced he was elected as Vice Chair of VCSDA.
- Director Hoag requested an update on the sewer extension at Terra Bella Ln.
- President West expressed his opinion that OPV Adjudication mediation efforts would not be fruitful.

Closed Session The Board of Directors entered into Closed Session at 10:24 A.M. to confidentially discuss legal and personnel matters as authorized by Government Code sections 54956.9, 54957, respectively.

9. **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
10. **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 The Board reconvened Open Session at 10:48 A.M.

11. Announcement of Reportable Action Taken During the Closed Session

President West announced that there was no reportable action taken during Closed Session.

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

The Board approved a salary adjustment for the General Manager of 2.88%, effective May 1, 2025.

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

Motion carried unanimously.

Adjournment

There being no further business, the meeting was adjourned at 10:52 A.M.

Norman Huff, Secretary
Board of Directors
Camrosa Water District

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

Board Memorandum

July 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 \$581,589.62.

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

Payroll PR 6-2 & ME	\$ 139,496.97
Accounts Payable 6/18/2025-07/01/2025	<u>\$ 442,092.65</u>
Total Disbursements	<u>\$ 581,589.62</u>

DISBURSEMENT APPROVAL	
_____ BOARD MEMBER	_____ DATE
_____ BOARD MEMBER	_____ DATE
_____ BOARD MEMBER	_____ DATE

 Norman Huff, General Manager

Camrosa Water District

Accounts Payable Period:

06/18/2025-07/01/2025

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	194,514.78
20053	Current LTD Bond 2016	
20202	Invoice Cloud Fees Payable	
20400	Contractor's Retention	-4,612.10
20250	Non-Potable Water Purchases	
23001	Refunds Payable	361.89
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	
50210	Communications	4,519.22
50220	Outside Contracts	41,483.80
50230	Professional Services	17,278.75
50240	Pipeline Repairs	
50250	Small Tool & Equipment	
50260	Materials & Supplies	35,397.31
50270	Repair Parts & Equip Maint	29,309.15
50280	Legal Services	98,411.85
50290	Dues & Subscriptions	
50300	Conference & Travel	
50310	Safety & Training	80.00
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	25,348.00
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$442,092.65



Expense Approval Report

By Vendor Name

Payable Dates 6/18/2025 - 7/1/2025 Post Dates 6/18/2025 - 7/1/2025

Payment Number	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Ord	Amount
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3494	06/24/2025	DEPOSIT ONLY-CAMROSA WTR	6-24-25-AP	Transfer to Disbursements Account	Transfer to disbursements-h		625000
3495	06/24/2025	DEPOSIT ONLY-CAMROSA WTR	6-4-25-AP2	Transfer to Disbursements Account	Transfer to disbursements-h		200000
3496	06/24/2025	DEPOSIT ONLY-CAMROSA WTR	6-24-25-PR	Transfer to Disbursements Account	Transfer to disbursements-h		308000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							1133000
62216	06/30/2025	AIRGAS USA, LLC.	9162491669	Materials & Supplies - CO2 Tank Rental	Materials & supplies		70.66
Vendor: ALE03 - ALESHIRE & WYNDER LLP							
62217	06/27/2025	ALESHIRE & WYNDER LLP	96493	Legal Services	Legal services		1,960.00
62217	06/27/2025	ALESHIRE & WYNDER LLP	96494	Legal Services	Legal services		400.31
62217	06/27/2025	ALESHIRE & WYNDER LLP	96752	Legal Services-OPV	Legal services		93,216.54
Vendor ALE03 - ALESHIRE & WYNDER LLP Total:							95,576.85
Vendor: ALL14 - ALLCONNECTED INC							
62218	06/30/2025	ALLCONNECTED INC	44293	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	4,119.50
62218	07/01/2025	ALLCONNECTED INC	44299	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	3,600.00
Vendor ALL14 - ALLCONNECTED INC Total:							7,719.50
1615	06/30/2025	BONDY GROUNDWATER CONSULTING, INC.	103-08	PV Modeling Project Management	Prof services	FY25-0003	265
Vendor: BRE02 - BRENNTAG PACIFIC, INC.							
62219	06/30/2025	BRENNTAG PACIFIC, INC.	BPI466230	Chemicals (Ammonium Sulfate) Conejo GAC	Materials & supplies		2,381.53
62219	06/30/2025	BRENNTAG PACIFIC, INC.	BPI525010	Chemicals (Lynwood-RMWTP-CWRF)			13,321.67
62219	06/30/2025	BRENNTAG PACIFIC, INC.	BPI524711	Materials & Supplis (Chemicals)			(8,625.00)
62219	06/30/2025	BRENNTAG PACIFIC, INC.	BPI482644	Return Credit			(9,000.00)
62219	06/30/2025	BRENNTAG PACIFIC, INC.	BPI504369	Chemicals (Ammonium Sulfate) Conejo GAC	Materials & supplies		2,277.72
Vendor BRE02 - BRENNTAG PACIFIC, INC. Total:							355.92
62220	06/19/2025	BSK ASSOCIATES	AI16433	Outside Lab Work for Conejo GAC	Outsd contracts		1,550.00
62221	06/27/2025	CAITLIN SPEAR	00007312	Deposit Refund Act 7312 - 4505 Calle Argolla	Refunds payable		9.49
Vendor: CAN03 - Cannon Corporation							
62222	06/25/2025	Cannon Corporation	92329	Rehabilitate Power Distribution System at CWR	Construction in progress	FY25-0112	10,582.10
62222	06/25/2025	Cannon Corporation	92386	Annual Contract Construction Inspection Services	Outsd contracts	FY25-0026	272.00
62222	06/25/2025	Cannon Corporation	92389	4C Hydro pump station refurbishment engineering	Construction in progress	FY25-0107	4,860.12
62222	06/25/2025	Cannon Corporation	92391	Engineering services for University Well 2	Construction in progress	FY25-0108	3,291.60
Vendor CAN03 - Cannon Corporation Total:							19,005.82
62223	06/26/2025	CITY OF CAMARILLO	FA06202025	Outside Contracts-False Alarm Response	Outsd contracts		196.00
62224	06/30/2025	COLANTUONO, HIGHSMITH & WHATLEY, PC	64189	In Lieu Legal Services	Legal services		2,835.00
62225	06/25/2025	CONSOR NORTH AMERICA, INC.	W232492CA-00-18	Design Services for Iron/MN Removal	Construction in progress	FY24-0084-R1	5,737.50
62226	06/27/2025	DILLON JACOBSON	00006772	Deposit Refund Act 6772 - 5247 San Francesca Dr	Refunds payable		5.49
62227	06/27/2025	DONALD WALDREP	00005242	Deposit Refund Act 5242 - 2625 Marvella Ct	Refunds payable		18.54
62228	07/01/2025	ELAP-CDHS	EA-RE-0925-1638	Annual ELAP Accreditation Fees	Fees & charges	FY25-0335	5,525.00
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
62229	06/25/2025	FAMCON PIPE & SUPPLY, INC	S100156531-001	Parts - Leak Repair - Fire Hydrant	Repair parts & equipment	FY25-0336	4,584.94
62229	06/20/2025	FAMCON PIPE & SUPPLY, INC	S100157289-001	Materials & Supplies - Meter Gaskets	Materials & supplies		904.39
62229	06/25/2025	FAMCON PIPE & SUPPLY, INC	S100157526-001	6" valve installation - Parts	Materials & supplies	FY25-0337	2,367.11
62229	06/25/2025	FAMCON PIPE & SUPPLY, INC	S100157585-001	Angle Meter Stops-Repair Parts	Repair parts & equipment	FY25-0338	1,374.14
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							9,230.58

62230	06/30/2025	Frontier Communications	July2025	VOIP - Land Lines	Communications		998.46
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
62231	06/30/2025	FRUIT GROWERS LAB. INC.	507346A	Outside Lab Work for CWRP	Outsd contracts		195.00
62231	06/23/2025	FRUIT GROWERS LAB. INC.	509379A	Outside Lab Work-Laboratory Water QC	Outsd contracts		63.00
62231	06/19/2025	FRUIT GROWERS LAB. INC.	509380A	Outside Lab Work for RMWTP	Outside Contracts		41.00
62231	06/19/2025	FRUIT GROWERS LAB. INC.	509381A	Outside Lab Work for RMWTP	Outside Contracts		41.00
62231	06/19/2025	FRUIT GROWERS LAB. INC.	509382A	Outside Lab Work for the CWRP Facility	Outsd contracts		321.00
62231	06/26/2025	FRUIT GROWERS LAB. INC.	509782A	Outside :ab Work for RMWTP	Outside Contracts		41.00
62231	06/30/2025	FRUIT GROWERS LAB. INC.	510089A	Outside Lab Work for the GAC Plant	Outsd contracts		23.00
62231	06/23/2025	FRUIT GROWERS LAB. INC.	510237A	Outside Lab Work for Conejo GAC Plant	Outsd contracts		39.00
62231	06/30/2025	FRUIT GROWERS LAB. INC.	510716A	Outside Lab Work for the GAC Plant	Outsd contracts		39.00
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							803.00
62232	06/30/2025	GENERAL PUMP COMPANY, INC	32594	Pond Pump #4 - Pump Replacement and Motor Rehab	Construction in progress	FY25-0168	76,263.96
Vendor: HOP02 - HOPKINS GROUNDWATER CONSULTING							
62233	06/30/2025	HOPKINS GROUNDWATER CONSULTING	12066	Specs for WQ equipment at Heritage Park Well	Prof services-PV Well	FY25-0151	2,862.50
62233	06/30/2025	HOPKINS GROUNDWATER CONSULTING	12067	Hydrogeological Services for SR Well 10	Construction in progress	FY25-0174	1,537.50
Vendor HOP02 - HOPKINS GROUNDWATER CONSULTING Total:							4,400.00
62234	06/30/2025	HYDROCORP LLC	CI-072444	Cross Connection Program - HydroCorp Solutions	Outsd contracts	FY25-0230	13,087.24
62235	06/25/2025	INTERA INCORPORATED	05-25-57	AS Needed Services for the OPV Basin	Prof services	FY25-0140	570.00
62236	07/01/2025	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	56562A	Celaning Service-July 2025	Outsd contracts		1,963.50
62237	07/01/2025	LAFCO	2025-2026 Dues	LAFCO Dues. FY25-26	Fees & charges		19,823.00
Vendor: LIN01 - LINDE GAS & EQUIPMENT INC							
62238	06/26/2025	LINDE GAS & EQUIPMENT INC	50463717	Material & Supplies - Acetylene Gas Cylinders	Materials & supplies		113.98
62238	06/27/2025	LINDE GAS & EQUIPMENT INC	50586146	Material & Supplies - Oxygen and Acetylene - Shop	Materials & supplies		937.15
Vendor LIN01 - LINDE GAS & EQUIPMENT INC Total:							1,051.13
62239	06/27/2025	LORI GRANATELLI	00005161	Refund Overpayment Closed Acct-11558 Sumac Ln	Refunds payable		3.86
Vendor: MCR01 - MCR TECHNOLOGIES, INC.							
62240	06/26/2025	MCR TECHNOLOGIES, INC.	43750	Repair Parts - Zone 2 Booster 2 meter - conejos	Repair parts & equipment	FY25-0203	5,453.57
62240	06/26/2025	MCR TECHNOLOGIES, INC.	43751	Repair Parts - Zone 2 Booster1 meter - conejos	Repair parts & equipment	FY25-0199	5,453.57
Vendor MCR01 - MCR TECHNOLOGIES, INC. Total:							10,907.14
62241	06/30/2025	MULTI W. SYSTEMS, INC	32530821	Sewer Lift 2 - Repair Pump	Outsd contracts	FY25-0345	8,500.00
62242	06/26/2025	NBS GOVERNMENT FINANCE GROUP	202506-2107	Develop In-Lieu Fees for Mitigation Requirements	Prof services	FY25-0084	250.00
Vendor: NEW06 - NEWEGG BUSINESS INC							
62243	06/30/2025	NEWEGG BUSINESS INC	1305439927	Evo HardDrives, NUC barebone w/s, Memory	Outsd contracts	FY25-0273	477.10
62243	06/30/2025	NEWEGG BUSINESS INC	1305439927	Evo HardDrives, NUC barebone w/s, Memory	Outsd contracts	FY25-0273	440.40
62243	06/30/2025	NEWEGG BUSINESS INC	CM0000548	Credit on four returned memory modules			(449.67)
62243	06/30/2025	NEWEGG BUSINESS INC	1305439927	Evo HardDrives, NUC barebone w/s, Memory	Outsd contracts	FY25-0273	494.04
Vendor NEW06 - NEWEGG BUSINESS INC Total:							961.87
62244	06/26/2025	NORTHSTAR CHEMICAL	314325	Chemicals (Chlorine) - CWRP	Materials & supplies		6,758.88
62245	06/27/2025	Occupational Health Centers of California, A Med	87094146	DOT Test-New Hire (JM)	Outsd contracts		77.00
62246	06/26/2025	PRIMO BRANDS	05F8710339261	Distilled Bottled Water	Outsd contracts		147.91
Vendor: PUR01 - PURETEC INDUSTRIAL WATER							
62247	06/27/2025	PURETEC INDUSTRIAL WATER	2306352	Chemicals (Antiscalant) RMWTP	Materials & Supplies-RMWT		18,188.82
62247	07/01/2025	PURETEC INDUSTRIAL WATER	2311320	Deionized Water Service	Materials & supplies		28.93
62247	07/01/2025	PURETEC INDUSTRIAL WATER	2311321	Deionized Water Service	Materials & supplies		30.14
Vendor PUR01 - PURETEC INDUSTRIAL WATER Total:							18,247.89
62248	07/01/2025	RAYCO SECURITY LOSS PREVENTION	1327	Security System Maintenance	Outsd contracts		267.00
62249	06/27/2025	ROGER HALCOMB	00004498	Refund Overpayment Closed Acct-5365 Ashwood Ct	Refunds payable		79.60
62250	06/27/2025	RONALD HUGGINS	00005602	Refund Overpayment Closed Acct-11755 Barranca Rd	Refunds payable		179.69
62251	06/26/2025	ROYAL INDUSTRIAL SOLUTIONS	9009-1059512	Materials & Supplies - Hardware	Materials & supplies		66.42

62252	06/27/2025	RT LAWRENCE CORPORATION	49818	DOT Test-New Hire (JM)	Outsd contracts	542.81
62253	06/27/2025	SC Fuels	IN0000153273	Materials & Supplies - Fuel-Ponds	Materials & supplies	1,941.61
62255	06/26/2025	SOLAR ELECTRIC SUPPLY,INC	23992	Materials & Supplies - Batteries - Meter Station 7	Materials & supplies	833.98
62256	06/25/2025	STATE WATER RESOURCES CONTROL BOARD	T2-Cert-Cambrial	Treatment 2 Certification Fee-Cambria Loose	Safety & train	80.00
62257	06/27/2025	THOMAS COON	00000594	Deposit Refund Act 594 - 6036 Gitana Ave	Refunds payable	65.22
Vendor: UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC						
62258	07/01/2025	UNDERGROUND SERVICE ALERT OF SOUTHERN C.24-254244		Dig Alert Tickets	Outsd contracts	127.61
62258	07/01/2025	UNDERGROUND SERVICE ALERT OF SOUTHERN C.620250229		Dig Alert Tickets	Outsd contracts	298.60

Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total: 426.21

Vendor: UNI12 - UNIFIED FIELD SERVICES CORPORATION

62259	06/26/2025	UNIFIED FIELD SERVICES CORPORATION	Pymt 9 - 0625629	AG 3 Tank Replacment	Construction in progress FY25-0065	92,242.00
62259	06/26/2025	UNIFIED FIELD SERVICES CORPORATION	Reterntion-Pymt9	Reterntion from Pymt9-Invoice Ref#0625629	Contractor's retention	(4,612.10)

Vendor UNI12 - UNIFIED FIELD SERVICES CORPORATION Total: 87,629.90

Vendor: UNI08 - UNIFIRST CORPORATION

62260	06/26/2025	UNIFIRST CORPORATION	2210209659	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts	83.16
62260	06/26/2025	UNIFIRST CORPORATION	2210209668	Uniform Cleaning Service	Outsd contracts	146.17
62260	06/30/2025	UNIFIRST CORPORATION	2210211297	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts	83.16
62260	06/30/2025	UNIFIRST CORPORATION	2210211311	Uniform Cleaning Service	Outsd contracts	157.27

Vendor UNI08 - UNIFIRST CORPORATION Total: 469.76

Vendor: USA01 - USA BLUE BOOK

62261	06/27/2025	URBAN FUTURES, INC	1022-013	Pension Obligation Funding Strategies	Prof services FY25-0339	5,687.50
62262	06/20/2025	USA BLUE BOOK	INV00743114	Lab Supplies	Materials & supplies	572.84
62262	06/20/2025	USA BLUE BOOK	INV00743196	Lab Supplies	Materials & supplies	153.37
62262	06/23/2025	USA BLUE BOOK	INV00743689	Materials & Supplies for Silica Testing	Materials & supplies	270.02
62262	06/24/2025	USA BLUE BOOK	INV00745855	Laboratory Materials and Supplies	Materials & supplies	62.63

Vendor USA01 - USA BLUE BOOK Total: 1,058.86

Vendor: WWG01 - W W GRAINGER, INC.

62263	06/27/2025	VERIZON WIRELESS	6116654782	Cell Phones	Communications	3,520.76
62264	06/20/2025	W W GRAINGER, INC.	9543978325	Materials & Supplies - Breaker MCC-CWRF	Materials & supplies	821.24
62264	06/20/2025	W W GRAINGER, INC.	9546064826	Materials & Supplies - Aluminum Shelving	Materials & supplies	790.02
62264	06/26/2025	W W GRAINGER, INC.	9550458138	Materials & Supplies - Pressure Gauges	Materials & supplies	129.20

Vendor WWG01 - W W GRAINGER, INC. Total: 1,740.46

Vendor: WOO04 - WOODARD & CURRAN, INC.

62265	06/20/2025	WALTON MOTORS & CONTROLS, INC	84163	Motor Repair - PV Pond Pump 1	Repair parts & equipment FY25-0296	12,442.93
62266	06/25/2025	WOODARD & CURRAN, INC.	250168	Proposal review assistance for Conejo Treatment	Prof services FY25-0207	648.75
62266	06/27/2025	WOODARD & CURRAN, INC.	250830	Project Management	Prof services FY25-0295	6,995.00

Vendor WOO04 - WOODARD & CURRAN, INC. Total: 7,643.75

Vendor: PER05 - CAL PERS 457 PLAN

62267	06/30/2025	ZWORLD GIS, LLC	2025-0199	GIS Support Services	Outsd contracts FY25-0025	4,500.00
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TOTAL VENDOR PAYMENTS **\$ 442,092.65**

1612	07/01/2025	ACWA JOINT POWERS INS	Qtr4-04012025-06302025	Worker's Compensation Premium	P/R-worker comp	14,142.51
1613	07/01/2025	ACWA/JPIA	6-25 PR ME	Health, Dental & Vision Premium	Medica, Dental, Visionl ins.	64,235.68

Vendor: PER05 - CAL PERS 457 PLAN

DFT0005966	06/26/2025	CAL PERS 457 PLAN	INV0016386	Deferred Compensation	Deferred comp - ee paid	3,125.00
DFT0005969	06/26/2025	CAL PERS 457 PLAN	INV0016390	Deferred Compensation	Deferred comp - ee paid	465.12

Vendor PER05 - CAL PERS 457 PLAN Total: 3,590.12

DFT0005963	06/26/2025	COLONIAL SUPPLEMENTAL INS	INV0016383	Colonial Benefits	Colonial benefits	106.70
Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.						
DFT0005982	06/26/2025	EMPLOYMENT DEVELOP. DEPT.	INV0016410	Payroll-SIT	P/R-sit	5,900.00
DFT0005986	06/26/2025	EMPLOYMENT DEVELOP. DEPT.	INV0016417	Payroll-SIT	P/R-sit	40.30
DFT0005994	06/26/2025	EMPLOYMENT DEVELOP. DEPT.	INV0016419	Payroll-SIT	P/R-sit	7.99
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:						5,948.29
DFT0005967	06/26/2025	Empower Annuity Ins Co of America	INV0016387	Deferred Comp 457	Deferred comp - ee paid	294.23
1610	06/26/2025	LINCOLN FINANCIAL GROUP	INV0016389	Deferred Compensation	Deferred comp - ee paid	3,024.07
1611	06/26/2025	LINCOLN FINANCIAL GROUP	INV0016405	Profit Share Contribution	Profit share contributions	3,343.14
DFT0005970	06/26/2025	PUBLIC EMPLOYEES	INV0016392	PERS-Retirement	P/R-state ret.	24,049.92
DFT0005972	06/26/2025	SYMETRA LIFE INS CO.	INV0016394	Life Insurance	Life ins.	329.00
Vendor: UNI10 - UNITED STATES TREASURY						
DFT0005981	06/26/2025	UNITED STATES TREASURY	INV0016409	Payroll- Medicare Tax	P/R - ee medicare	4,227.34
DFT0005984	06/26/2025	UNITED STATES TREASURY	INV0016415	Payroll-Social Security Tax	P/R - ee social security	670.22
DFT0005980	06/26/2025	UNITED STATES TREASURY	INV0016408	FIT	P/R-fit	13,821.31
Vendor UNI10 - UNITED STATES TREASURY Total:						18,718.87
62215	06/26/2025	UNITED WAY OF VENTURA CO.	INV0016382	Charity-United Way	P/R-charity	20.00
Vendor: UNU01 - UNUM LIFE INSURANCE						
1614	07/01/2025	UNUM LIFE INSURANCE	INV0016395	Lont Term Disability	Ltd ins.	1,372.83
1614	07/01/2025	UNUM LIFE INSURANCE	INV0016406	Short Term Disability	P/R-std ins.	321.61
Vendor UNU01 - UNUM LIFE INSURANCE Total:						1,694.44
TOTAL PAYROLL VENDOR PAYMENTS						\$ 139,496.97

Board Memorandum

July 8, 2025

To: General Manager
From: Terry Curson, District Engineer
Subject: **Public Works Contract Inspection Services**

Objective: Outsource construction inspection services.

Action Required: It is recommended that the Board of Directors authorize the General Manager to enter into an agreement and issue a purchase order with Cannon Corporation, in an amount not to exceed \$272,770.00, for on-call inspection services.

Discussion: Camrosa utilizes Cannon Corporation to perform inspection services for construction projects, various development projects, and operational inspections. This contractual arrangement has worked out well and staff recommends continuing these services on an annual basis through the end of Fiscal Year (FY) 2025-26.

The District has an extensive workload in place with several projects underway and more projects expected after the completion and adoption of the Master Plan. These projects require observation and inspection to ensure projects are built in accordance with the contract plans, specifications, and District Standards. Below are examples of a few projects in progress and pending:

- CWRP Dewatering Press
- CWRP PLC Replacement
- CWRP Power System Upgrades
- Pump Station No. 4 Rehabilitation
- AG 2 Tank Replacement
- Sewer Hotspots Refurbishment
- Sewer Lift Station No. 4 Rehabilitation
- Street valve and manhole raising
- AG 3 Tank Replacement
- Camino Ruiz Development
- Pump Station 1 - 2

The not-to-exceed amount in Cannon's proposal is based on part-time status; the District will adjust the inspector's hours week-to-week based on the current workload.

California Public Contract Code requires that contracted construction inspectors assigned to public works projects be paid at the prevailing rate established by the Department of Industrial Relations. Projects not directly classified as public works, such as residential developments, can be paid at a non-prevailing wage rate.

Cannon submitted a fee schedule as follows, and it is compared to last fiscal year's rate:

Job Description	Wage Classification	FY2024-25 Rate/Hr.	FY2025-26 Rate/Hr.
Project Inspector II	Non-Prevailing Wage	\$152.00	\$158.00
Project Inspector II	Prevailing Wage	\$168.00	\$175.00

The rate includes the consultant’s burden, insurance, vehicle, and mileage costs. The District Engineer will be the point of contact for the contract inspector and will coordinate capital, development, and operational projects, as needed, as well as oversee and manage the inspector’s time and wage classifications payments.

Funding is available from the District’s FY2025-26 Operating Budget and within the current capital projects.

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

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

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

DATE: July 8, 2025

Agreement No.: 2026-61

The undersigned Consultant offers to furnish the following: on-call construction inspection and general engineering support services on an as-needed basis.

Contract price \$: Per construction management and inspection rates (attached)
Not to exceed \$272,770.00.

Contract Term: July 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: Cannon Corporation

By: _____
Norman Huff

By:  _____
Patrick Riddell, PE

Title: General Manager

Title: Director, Construction Management Services

Date: _____

Date: June 11, 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 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 14, 2025

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

PROJECT: COST PROPOSAL – CAMROSA WATER DISTRICT ON-CALL INSPECTION SERVICES

Dear Mr. Curson:

Thank you for the opportunity to submit a cost proposal to provide continued inspection and construction administrative tasks for the scope of work shown below. We have based this scope of work on our recent correspondence and experience working with Camrosa Water District (District).

SCOPE OF WORK

1. General Construction Inspection
 - a. Capital Improvement/ Operations Projects
 - b. Development Projects

2. Assist with other inspection related services as requested by the District.

It is our understanding that this agreement will begin July 1, 2025 and end June 30, 2026. We understand that approximately 80% of the contact time will be utilized to inspect Capital Improvement/ Operations Projects and 20% reserved for inspection of Development and other projects. The hourly rates for inspecting Capital Improvement and Operations projects will be classified as prevailing wage rates while inspecting development and other related projects will be classified under non-prevailing wage rates.

Cannon will provide a Construction Inspector that would be working directly with Camrosa Water District staff to provide inspection services and report onsite observations. The total cost for this proposal is not-to-exceed \$272,770. Please see our attached staffing plan for a detailed labor breakdown and rate schedule.

Sincerely,

A handwritten signature in blue ink that reads "N. Boas".

Nik Boas, PE
Senior Resident Engineer



STAFFING PLAN AND COST ESTIMATE

Role	Project Type	Labor Type	Rate Distribution	Hourly Rate	2025						2026						Est. Hours	Estimated Cost
					July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Construction Inspector III	Capital Improvement / Operations	Prevailing Wage	80%	\$175	110	105	105	115	90	110	100	95	110	110	100	110	1260	\$220,500
Construction Inspector III	Development	Non-Prevailing Wage	20%	\$158	28	26	26	29	22	28	24	24	28	28	24	28	315	\$49,770
<i>Total Estimated Hours</i>					138	131	131	144	112	138	124	119	138	138	124	138	1575	
<i>Total Estimated Cost of Labor</i>																	\$270,270	
Reimbursables																		
Miscellaneous Reimbursables, Field Materials, Photo Copies, Software, Etc.																	\$2,500	
Total Estimated Cost of Services																	\$272,770	

NOTE: Pricing assumes part time inspection services or on an as-needed basis but not to exceed 1575 total hours.



Proposal Date:	<u>April 14, 2025</u>
Client:	<u>Camrosa Water District</u>
	<u>Terry Curson, PE</u>
	<u>7385 Santa Rosa Road</u>
	<u>Camarillo, CA 93012</u>
Project:	<u>Camrosa Water District On-Call Inspection</u>
Scope of Work:	<u>Construction Inspection/ Observation</u>
Fees:	<u>\$272,770</u>

Please indicate your acceptance of this proposal by signing below.

In witness whereof, the parties hereto have caused this agreement consisting of written proposal letter P250417 dated April 14, 2025.

Client: Camrosa Water District Cannon

X Terry Curson, PE Patrick R. Riddell, PE
 District Engineer Director, Construction Management

Date: _____

Board Memorandum

July 8, 2025

To: General Manager

From: Terry Curson, District Engineer

Subject: **Renewal of Geographical Information Systems (GIS) Contracted Support Services**

Objective: Renew annual GIS Contracted Support Services with ZWorld.

Action Required: Authorize the General Manager to enter into an annual agreement and issue a purchase order with ZWORLD GIS in an amount not to exceed \$54,000.00 for GIS Services and Tasks.

Discussion: Since July 2022, the Board approved outsourcing of GIS services with ZWorld on an annual basis. Staff indicated that at the expiration of the contract, an evaluation would be made based on performance, as to whether to renew the contract for an additional year. Staff is pleased to report ZWorld's performance in providing GIS support services to the District has been excellent.

These services have included, but are not limited to:

- Migration from MapGIS to GIS Web Viewer.
- Staff training for GIS Web Viewer.
- GIS Maintenance/Program Support – Maintenance of the District's online and on-premises GIS environments.
- As Built requests from outside utility agencies
- GIS Application Support – ArcGIS Desktop, ArcGISPro, Collector, FieldMaps, and 3rd party apps (Workflow Management, DigSmart/DigAlerts).
- Mapping Support – Staff reports, publications & documents, project plans, media presentations as needed.

It is worth noting that ZWORLD has not raised its annual contract services cost to the District. Funding for these services are included in the approved Fiscal Year 2025-26 Budget.

**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: ZWORLD GIS
27 West Anapamu Street Suite 191
Santa Barbara, CA 93101

DATE: July 8, 2025
Agreement No.: 2026-60

The undersigned Consultant offers to furnish the following: GIS Support Services per proposal dated March 25, 2025 (attached).

Contract price \$: Not to exceed \$54,000 annually per proposal.

Contract Term: July 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: ZWORLD GIS

By: _____
Norman Huff

By: Zacharias Hunt
Zacharias Hunt

Title: General Manager

Title: GIS Manager

Date: _____

Date: 06-04-2025

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 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
GIS SUPPORT SERVICES

March 24, 2025



Submitted to:

Joe Willingham
Information Technology Manager
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

Submitted by:

ZWORLD GIS
27 West Anapamu Street Suite #191
Santa Barbara, CA 93101
Tel 805.448.1726
info@zworldgis.com

March 24, 2025

Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

Re: GIS SUPPORT SERVICES

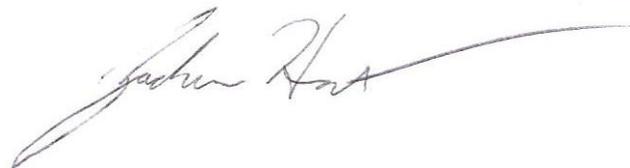
ZWORLD GIS is honored to provide a solution for the District's need for ongoing GIS Support. The attached submittal contains details on the GIS Support Services we provide and the particular approach we have designed for the District's GIS Program. The Camrosa Water District having developed GIS data within its various operations identifies the need for ongoing GIS Support Services for all District Mapping/GIS needs.

The Camrosa Water District has identified the need to continue deploying GIS solutions and maintain GIS data in support of the various operations within the District. These tasks include: GIS data development, GIS data maintenance, GIS application support, Mapping support, and District GIS program support. ZWORLD GIS works with supporting the Esri Products and Applications the District has in place, and can provide a cost effective solution for providing core functions and tasks for ongoing District GIS support.

ZWORLD GIS has proposed staff supplement services that provide a solution that addresses the immediate tasks of the District, while providing a solution for on-going support for maintenance of the GIS data and applications that provide the District with business GIS data that is updated and reliable for operational use. The fixed cost of the proposed contract services and not to exceed is \$54,000 for the annual on-going support of the District GIS.

Thank you for the opportunity to provide you with this proposal. ZWORLD GIS would welcome any opportunity to meet with District officials to discuss any District specific questions related to this proposal. We understand the importance of this project to the District and the local community. We look forward to talking with you at your convenience.

Sincerely,



Zacharias Hunt, MPA
Project Manager
ZWORLD GIS



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About ZWORLD GIS

GEOSPATIAL INFORMATION SYSTEMS



- Mapping**
- Needs Assessment & Strategic Planning**
- GIS Data Development**
- GIS Training**
- GIS Database Design & Development**
- GIS Application Development**
- Systems Integration**
- Project Management**
- Staff Supplement**
- Emergency Preparedness**

"Zacharias is highly expertised in GIS, but never ceases the exploration of new techniques and applications. He's got that rare capability to take control of the details while remaining flexible and creative, and always with the customer foremost in mind." - Lauren Moore, County of Santa Barbara

As a one of the leading service providers of geospatial data products and services in the Santa Barbara/Ventura region, we are cognizant of the crucial role that such information and technology plays in key decisions at all levels of government. ZWORLD GIS is committed to the highest quality and technical standards in this industry, and to supplying decision makers with reliable, accurate information that empowers decision making. This commitment is what sets ZWORLD GIS above others in the industry.

Our goal has been to combine cutting-edge technology with a team of key technical personnel with impressive career achievements and extensive experience in the field of Geospatial Technology and Mapping. ZWORLD GIS will be utilizing the latest approaches and best practices developed in the industry. ZWORLD GIS draws upon the 27 years of experience deploying GIS services, which included developing a GIS Strategic Plan for the County of Santa Barbara as well as the Channel Islands Regional Geographic Information System Collaborative. Being familiar with asset management, mobile field applications, engineering and design processes, legal policies and procedures, and GIS solutions, ZWORLD GIS is uniquely qualified to produce GIS data that is realistic and will assist with achieving business success for the Camrosa Water District.

ZWORLD GIS is a GIS consulting business located in Santa Barbara, California. We provide GIS services and solutions to both private and public organizations. ZWORLD GIS is an Environmental Systems Research Institute, Inc. (ESRI) centered business utilizing the ESRI suite of desktop, database, web, mobile and cloud product solutions and integration strategies related to geospatial data. We support small business needs of basic GIS data development, analyses, and cartographic needs, as well as large scale organizations that require enterprise advanced solutions to capture, store and disseminate information through a variety of application types and portals. With over 25 years of experience in the geospatial technology industry, ZWORLD GIS understands today's business needs within local government and municipalities. Whether the focus is on infrastructure and utility management, planning and land use, law enforcement, environmental and natural resource, emergency preparedness, or public safety, ZWORLD GIS has the experience and resources to meet your challenges with cost effective and scalable GIS solutions.

Background

The Camrosa Water District, organized under the California Water Code, was established on July 24, 1962. Construction of the initial waterworks facilities occurred from 1966 through 1969, and this installation forms the backbone of the potable water system in place today. The District's first customers were ranchers who took delivery of imported water directly from the newly constructed Calleguas pipeline that traversed the area. From these few irrigation customers in the sixties, the potable water distribution system has expanded steadily to serve approximately 35,000 residents, more than 3,000 acres of agriculture, and a host of businesses and light industry.

In 1981, potable water service was extended to the Camarillo State Hospital, and the District assumed the hospital's wastewater treatment plant. When first constructed in 1930, the wastewater plant was the first full-scale bio-filtration plant in the world. In 1997, the plant was rebuilt and expanded to a 1.5 million gallons per day (water reclamation facility). The CWRF, as it is known, produces tertiary-treated recycled water for irrigation use at California State University Channel Islands (CSUCI), the entity that inherited the hospital campus after it was closed in 1997.

In 1991, Camrosa's service area, like all of California, was in the midst of a severe drought. Imported water for agricultural use had diminished and groundwater levels were dropping. Treated wastewater from the City of Thousand Oaks's Wastewater Treatment Plant along Conejo Creek was envisioned to be a long-term solution to local shortages, and in 2002 construction was completed on the Conejo Creek Diversion Project, designed to provide 10,000 acre-feet a year of new non-potable surface water to meet irrigation needs. The area served by non-potable water has gradually increased to include deliveries to agricultural use in the Pleasant Valley County Water District (PVCWD) service area, to agricultural irrigators in the lower elevations of Santa Rosa Valley, and to community landscape areas in Leisure Village.

In 2014, after nearly a decade of planning, Camrosa completed construction on the Round Mountain Water Treatment Plant, a desalination facility that treats brackish (very salty) groundwater to drinking water levels. This desalter produces a million gallons of drinking water a day, offsetting about ten percent of the water Camrosa was importing when the plant came online. Camrosa

received \$2.3 million in state grant funding to help pay for this facility.



CAMROSA
WATER DISTRICT

Incorporation Date: 1962

District Size: .31 sq. miles

DISTRICT PROGRAMS

The five District Departments include:

[Customer Accounts and Billing](#)

[Engineering and Operations](#)

[Finance](#)

[Water Resources and Regulatory Compliance](#)

The District serves more than 30,000 people and delivers more than 14,400 acre-feet of water each year. Camrosa delivers potable water, non-potable surface water and water reclaimed at its Water Reclamation Facility.

Wastewater collection services are provided in the central portion of the District and to CSUCI and County of Ventura.



Significance of Project

A District GIS can provide a framework for organizing data from many sources that relate to the District strategy development. GIS, with its data integration and visualization capabilities that foster collaboration, is the natural vehicle for an intra-organizational and interagency development of strategic plans. GIS improves operational response by centralizing data in many formats and from many sources and integrating it with other technologies such as web map applications. In addition, improved workflows create efficiencies in the decision making capability. A District GIS can strengthen the success of achieving and supporting many of the tasks and goals the District has established. In particular, the following tasks and goals can achieve a positive impact from GIS:

District Goals
To meet the current and future needs for water and sanitary services

District Goals
To deliver high quality products that are reliable, affordable and responsive

District Goals
To prudently manage and maintain the District’s assets, and finally

District Goals
To maintain public awareness and confidence and honor the public’s trust

Scope of Work – Mapping/GIS Services

GIS Data Development

This task will entail generating new GIS data from past databases for past calls and incidents on an internal Web Map. ZWORLD GIS is experienced with the necessary techniques needed to adequately capture the new GIS data and successfully create corresponding attribute (tabular) information. Either importing the scanned document and georeferencing for a digitizing process or projecting the correct vector data, ZWORLD GIS will create the new GIS format data, making it ready for applications and maps.

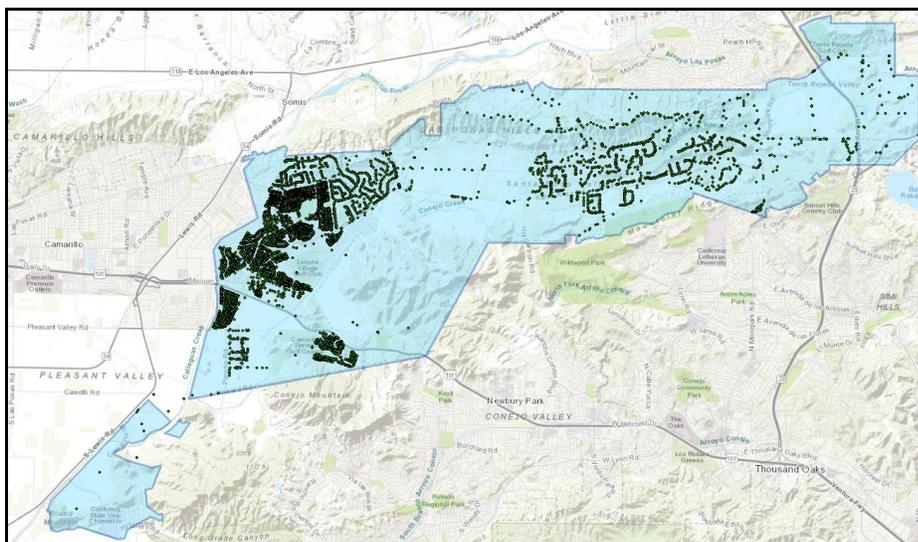
ZWORLD GIS can also generate new GIS data from using other source resources. If aerial imagery meets the agencies positional requirements, then structures that are photo-identifiable can be digitized. Survey documents that contain Coordinate Geometry (COGO) information, such as distance and bearings of pipes, can be used to develop the vector GIS data. Tabular data that contains X,Y values such as northing and eastings, or longitude and latitude can be used to position GIS data. GIS data can also be created using a GPS device, occupying the location of the asset in the field.

GIS Data Maintenance

This task will focus on maintaining the GIS data once it has been created and where GIS data needs to be updated based on operational changes. This task ensures that the data is kept current and provides the most up to date information is available to staff and application users. ZWORLD GIS will become the data steward of the District GIS data maintaining both new assets and modifying existing features. ZWORLD GIS will be working closely with District staff to perform the required edits to features and attributes.

GIS Application Support

This task will provide support for Web Map applications for staff to track and analysis previous site data, system assets and base district data. An additional Web Map for the Public can be developed and, limited data just for public need can be shown.



Mapping Support

ZWORLD GIS can assist with providing custom mapping and cartographic images for:

- Staff Reports
- Publications & Documents
- Project Plans
- Operational meetings
- Public Sessions & Media Presentation

District GIS Program Support

ZWORLD GIS will work closely with staff to make sure that all of the various operations and resources that integrate with GIS are supported and maintained. This includes

ZWORLD GIS can assist with providing custom mapping and cartographic images for:

- Esri ArcGIS Online Organization Account
 - Web Map Applications
 - Users and Roles
 - Field Mobile Applications
 - Data Publishing and Services
 - Dashboard & Story Map Integrations
- Esri ArcGIS Enterprise Server
 - Rest URL Services
 - Geodatabases
- Esri Desktop Licenses
- District Esri User Accounts
- District Mapping Products
 - Atlas Maps
 - Wall Maps
- GPS Field Collection
 - On-Site Field collection of District Assets



Cost and Schedule

It is proposed that the services involved in the scope of work be conducted by ZWORLD GIS staff as shown on the following page. ZWORLD GIS will be the primary contractor for the proposed scope of work. Deliverables from GIS Professional Services is proposed at an annual cost and not to exceed \$54,000, and all work under this proposal would be invoiced monthly. Services could be started immediately.

Camrosa Water District– GIS Support Services

Annual GIS Support Cost: \$54,000

Total GIS Support	\$54,000
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Support Team

Zacharias Hunt
Project Manager



Overview

Mr. Hunt is the founding principal of ZWORLD GIS. He has been working in the GIS/Mapping and local government industry since 1999 and holds a Master's degree in Public Administration as well as a Bachelor Degree in Geography. Mr. Hunt also has certification in the use of Global Positioning Systems (GPS) from Ventura College, California. Mr. Hunt has been involved in all aspects of deploying GIS for local government special districts. As the Geographic Information Officer (GIO) for Santa Barbara County, Mr. Hunt managed all aspects of a County Enterprise GIS program which included: developed and implemented a County GIS Strategic Plan; managed GIS web based applications for both internal County staff as well as the public; implemented GIS policy and standards; participated in annual budgeting and procurement process for GIS; developed sustainable GIS revenue opportunities; recruited and trained GIS staff; managed the County GIS Internship program; and coordinated GIS based systems for the County Office of Emergency Services (OES). Mr. Hunt also participates with the Channel Island Regional GIS Collaborative, and served as President from 2010-2016.

Education & Qualifications

- Masters of Science Degree – Public Administration, California State University of Northridge, 2011
- Bachelor of Arts Degree – Geography, University of California, Santa Barbara, 1999

Career Experience

Owner, ZWORLD GIS
June 2011 – Present

CIRGIS President, CIRGIS Collaborative
Mar. 2010 – Jan. 2016

Geographic Information Officer (GIO), Santa Barbara County, CA
Feb. 2007 – June 2011

Public Works GIS Supervisor, Santa Barbara County, CA
Aug.2004 – Feb. 2007

Lead GIS Analyst, Nellis Air Force Base (USAFE Geobase)
Feb. 2004 – Aug. 2004

Public Works GIS Analyst, Santa Barbara County, CA
Apr. 2000

QUICK FACTS

Previously Managed Projects:

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

Created & upgraded the GIS data for the District Water system which included:

- * Water Pipe Mains / Laterals
- * Water Meters
- * System Valves
- * Fire Hydrants
- * Pressure Zones

VENTURA RIVER WATER DISTRICT

Created & upgraded the GIS data for the District Water system which included:

- * Water Pipe Mains / Laterals
- * Water Meters
- * System Valves
- * Fire Hydrants
- * Pressure Zones

MONTECITO WATER DISTRICT

Created & upgraded the GIS data for the District Water system which included:

- * Water Pipe Mains / Laterals
- * System Valves
- * Fire Hydrants
- * Pressure Zones

CITY OF SOLVANG

Developed new City Water GIS system which included:

- * Water Pipe Mains / Laterals
- * System Valves
- * Fire Hydrants
- * Pressure Zones

Support Team

Gavin Leavitt
GIS Analyst



Overview

Mr. Leavitt is the lead GIS Analyst of ZWORLD GIS. He has been working in the Geospatial Science Industry and assisting with local government agencies since 2015 and holds a Bachelor of Science degree in Marine Sciences and a Master of Science Degree in Applied Marine Science from California State University, Monterey Bay. Mr. Leavitt also has obtained certifications in the use of Esri GIS Desktop software, and is qualified on mapping grade GPS collection processes in the field. Mr. Leavitt is also a UAV Operator with a Part 107 Certified Remote Commercial Pilot license. Mr. Leavitt has been involved in the many aspects of mapping and data development of GIS for local government and special district agencies. As the Geospatial Information Systems Analyst for ZWORLD GIS, Mr. Leavitt provides core functions of a GIS data development project which can include developing a technical strategy for data creation; development of GIS data with advanced digitization techniques; create accurate and reliable data from field collection using GPS equipment; integrate GIS data into various third party databases systems; and produce final data reports describing technique, statistical analysis, and metadata documentation. Mr. Leavitt also assists in supporting Web Map applications for agencies that need a common tool to use for all staff. Mr. Leavitt enables agencies by preparing custom training guides for on-site training sessions so staff become more aware of the functionality of the GIS Web Map application deployed by their organization, as well as maintaining core base data for each application to ensure that the GIS is kept relevant and reliable.

Education & Qualifications

- Masters of Science Degree – Applied Marine Science, California State University, Monterey Bay, 2017
- Bachelor of Science Degree – Marine Sciences, California State University, Monterey Bay, 2015
- UAV Operator – Part 107 Certified Remote Commercial Pilot License

Career Experience

GIS Analyst, ZWORLD GIS
December 2020 – Present

GIS Technician, City of Salinas
January 2017 – July 2020

Research Assistant, Monterey Bay Aquarium Research
Institute June 2016 – November 2016

QUICK FACTS

Recent Projects:

CITY OF SALINAS

Handled city employee, contractor, and public requests for spatial data, maps, and web applications using a variety of formats. Built out the City Sanitary Sewer and Storm Drain system GIS datasets using historic engineering plans. Built City Sewer Utility Network for ArcMap.

Published ArcGIS for Server:

- * WFS
- * WMS
- * Geoprocessing Services
- * Feature Services

GOLETA STORM DRAIN GIS

Developed advanced GIS data for the City of Goleta Storm Drain system which included creating system GIS layers from field GPS collection and as-built research.

- * Inlets
- * Outlets
- * Maintenance Holes
- * Surface Drainage
- * Underground Drainage

CHANNEL ISLANDS BEACH COMMUNITY SERVICES DISTRICT

Created & upgraded the GIS data for the District Water system which included:

- * Water Pipe Mains / Laterals
- * Water Meters
- * System Valves
- * Fire Hydrants
- * Pressure Zones

Support Team

Caroline Conrad
GIS Technician



Overview

Ms. Conrad is the lead GIS Technician of ZWORLD GIS. She has been working in the Geospatial Science Industry and assisting with local government agencies since 2019 and holds a Bachelor of Arts degree in Geography/GIS from the University of California, Santa Barbara. Ms. Conrad also has obtained certifications in the use of Esri GIS Desktop software, and is qualified on mapping grade GPS collection processes in the field. Ms. Conrad has been involved in the many aspects of mapping and data development of GIS for local government and special district agencies. As the Geospatial Information Systems Technician (GIST) for ZWORLD GIS, Ms. Conrad provides core functions of a GIS data development project which can include developing a technical strategy for data creation; development of GIS data with advanced digitization techniques; create accurate and reliable data from field collection using GPS equipment; integrate GIS data into various third party databases systems; and produce final data reports describing technique, statistical analysis, and metadata documentation. Ms. Conrad also assists in maintaining core base data for each client application to ensure that the GIS is kept relevant and reliable.

Education & Qualifications

- Bachelor of Arts Degree – Geography, University of California, Santa Barbara, June 2019

Career Experience

GIS Technician, ZWORLD GIS
January 2022 – Present

GIS Technician, Santa Barbara County Fire
October 2021 – February 2022

Technical Contractor, US Geological Survey
June 2019 – January 2022

Operations Coordinator, University of California, Santa Barbara
September 2018 – June 2019

QUICK FACTS

Recent Projects:

COUNTY OF SANTA BARBARA TRANSPORTATION DIVISION

Assist with the design and development of the major capital assets for the County Transportation Division to include into the GIS system in support of their various operations and staging for an enterprise asset management program. Critical GIS assets included:

- * **Street Signs**
- * **Storm Water Infrastructure**
- * **Maintained Road System**

GOLETA SANITARY DISTRICT

Developed advanced GIS data for the District which included creating a custom indexing layer for the entire Easement library, as well as produce cartographic operational maps for the District field staff.

The GIS support services included:

- * **As-Built / Record Drawing Index**
- * **Integration to Mobile Web Map**
- * **Update District GIS Data**

CITY OF BUELLTON

Created & upgraded the GIS data for the City Water system which included:

- * **Water Pipe Mains / Laterals**
- * **Water Meters**
- * **System Valves**
- * **Fire Hydrants**
- * **Pressure Zones**

References

City of Solvang, California



Company Address: 411 Second Street, Solvang CA 93463
Contact Phone: 805.588.4424
Contact Person: Mike Matthews
Date: 2011-Current

Goleta Sanitary District, California



Company Address: 1 Moffett Place, Goleta, CA 93117
Contact Phone: 805.760.4426
Contact Person: Luis Asorga
Date: 2015-Current

City of Goleta, California



Company Address: 130 Cremona Drive, Goleta, CA 93117
Contact Phone: 805.618.5768
Contact Person: Andrea Dransfield
Date: 2013-Current

Montecito Water District, California



Company Address: 583 San Ysidro Road, Montecito, CA 93108
Contact Phone: 805.969.2271
Contact Person: Adam Kanold
Date: 2013-Current

City of Carpinteria, California



Company Address: 5775 Carpinteria Avenue, Carpinteria, CA 93013
Contact Phone: 805.684.5405
Contact Person: John Ilasin
Date: 2015-Current

Ventura River Water District, California



Company Address: 409 Old Baldwin Rd, Ojai, CA 93023
Contact Phone: 805.646.3403
Contact Person: Bert Rapp
Date: 2019-Current

County of Santa Barbara, Public Works Department – Transportation Division



Company Address: 123 East Anapamu Street, Santa Barbara, CA 93101
Contact Phone: 805.896.6296
Contact Person: Kurt Klucher
Date: 2011-Current

Board Memorandum

July 8, 2025

To: General Manager

From: Kevin Wahl, Director of Operations

Subject: Annual Purchase Orders Associated with Line Items in the Fiscal Year 2025-26 Budget

Objective: Approve annual purchase orders associated with approved line items in the Fiscal Year (FY) 2025-26 Budget.

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

- 1) Authorize the General Manager to issue a purchase order to Ventura Regional Sanitation District (VRSD), in an amount not to exceed \$350,000.00 from the FY 2025-26 operating budget, for sewer maintenance and cleaning services, and
- 2) Authorize the General Manager to enter into an agreement and issue a purchase order to WBI, Inc., in an amount not to exceed \$99,720.00 from the FY 2025-26 operating budget, for dewatering of the biosolids drying beds, and
- 3) Authorize the General Manager to issue a purchase order to Synagro West, LLC, in an amount not to exceed \$125,000.00 from the FY 2025-26 operating budget, for the removal of biosolids from the CWRf, and
- 4) Authorize the General Manager to issue a purchase order to Zebron, Inc., in an amount not to exceed \$200,000.00 from the FY 2025-26 operating budget, for the rehabilitation and coating of District sewer manholes, and
- 5) Authorize the General Manager to spend up to \$500,000.00 from the FY 2025-26 budgeted amount for the purchase of meters and related equipment, and
- 6) Authorize the General Manager to enter into an agreement and issue a purchase order to SmartCover Systems, in an amount not to exceed \$47,560.50 from the FY 2025-26 operating budget, for remote sewer manhole monitoring.

Discussion:

VRSD - Camrosa utilizes VRSD as needed for both routine and emergency wastewater collection services. VRSD has been engaged to clean two-thirds of the District's collection system each year. In addition to this routine cleaning, VRSD provides emergency services related to the Camrosa Water Reclamation Facility (CWRf) and sewer lift stations. The existing multi-year agreement is set to expire June 30, 2027.

WBI - The CWRf produces over 1,600 tons of biosolids as a byproduct of wastewater treatment. The CWRf drying beds often reach their capacity during wet periods of the year and need to be emptied. To accomplish this, WBI, Inc. will bring a belt press to dewater the existing biosolids and stockpile them for off-site hauling. WBI, Inc. has been providing a turnkey solution for the biosolids dewatering operation

for the past 19 years. WBI, Inc. has been a reliable service provider and staff recommends entering into a one-year agreement. Once the dewatering press project has been completed and is online, these services will no longer be required.

Synagro West, LLC. - The dried biosolids that CWRP produces throughout the year need to be hauled off site and properly recycled on a regular basis. Camrosa currently has a five-year contract with Synagro West, LLC that is set to expire December 31, 2028. When the dewatering press project is online, Synagro will continue to provide these services.

Zebron - As part of maintaining our sewer collection system, manholes and wet wells need to be systematically rehabilitated. Manholes can be physically damaged by road traffic and agricultural work, but they also deteriorate over time due to sewer gases and root intrusion. All of this leads to unnecessary water infiltration that puts an undue influent demand on the CWRP. Zebron, Inc. repairs the internal concrete damage with gunite or hand-applied mortar and then applies a proprietary epoxy topcoat of polyurethane. This protects the repaired concrete from damage caused by sewer gases and reduces infiltration. Zebron, Inc., has been the contractor for past rehabilitation work.

Meters & Replacement Related Equipment - There are approximately 9,000 water meters in use throughout the District. It is our goal to reduce lost revenue by routinely replacing aging and damaged meters and related equipment. This budgeted amount allows the District to replace approximately 10% of those meters annually in support of that goal.

SmartCover - SmartCover provides Camrosa with remote sewer manhole monitoring with data analysis and real-time early warnings of potential overflow events through advisories, alerts, and alarms to web-enabled devices. SmartCover monitors 43 devices at District manholes near potential hotspots and along the main trunkline. The SmartCover Monitoring System is an integrated, real-time remote wastewater level monitoring system.

Each of the aforementioned expenditures is an approved operations line item in the FY 2025-26 operating budget.

Attachments:

- *WBI, Inc. Agreement*
- *SmartCover Agreement*

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

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

TO:	DATE:	July 8, 2025
W.B.I. Inc. 526 Kingwood Dr. #279 Kingwood, TX 77339	Agreement No.	2026-39

The undersigned Contractor offers to furnish the following:

Provide dewatering pressing services for Camrosa at the Camrosa Water Reclamation Facility, per proposal dated 06/30/2025.

Contract price \$: Per Attached Proposal, not to exceed \$99,720.00.

Contract Term: July 11, 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.

Accepted: Camrosa Water District

Contractor: W.B.I. Inc.

By: _____
Norman Huff

By: _____
Thomas R. Whitener

Title: General Manager

Title: President

Other authorized representative(s):

Other authorized representative(s):

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

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

- a. Any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind or nature whatsoever for, but not limited to, injury to or death of any person including, but not limited to, Camrosa Water District and/or Contractor, or any directors, officers, employees, or authorized volunteers of Camrosa Water District or Contractor, and damages to or destruction of property of any person, including but not limited to, Camrosa Water District and/or Contractor or their directors, officers, employees, or authorized volunteers, arising out of or in any manner directly or indirectly connected with the work to be performed under this agreement, however caused, regardless of any negligence of Camrosa Water District or its directors, officers, employees, or authorized volunteers, except the sole negligence or willful misconduct of Camrosa Water District or its directors, officers, employees, or authorized volunteers; and
- b. Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from, or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Contractor; and
- c. Any and all losses, expenses, damages (including damages to the work itself), attorneys' fees, and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Contractor to faithfully perform the work and all of the Contractor's obligations under the agreement. Such costs, expenses, and damages shall include all costs, including attorneys' fees, incurred by the indemnified parties in any lawsuit to which they are a party; and
- d. Contractor shall immediately defend, at Contractor's own cost, expense and risk, any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against Camrosa Water District or its directors, officers, employees, or authorized volunteers, notwithstanding whether Contractor's liability is or can be established Contractor's obligation to indemnify shall not be restricted to insurance proceeds, if any received by Camrosa Water District, or its directors, officers, employees, or authorized volunteers.

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

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

GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

W.B.I. Inc.

526 Kingwood Dr. #279, Kingwood, TX. 77339
Ofc. 713-907-7200 Fax

To: Camrosa Water
1900 Lewis St.
Camarillo, Cal. 93012
Fax: 805-987-4797
Ofc: 805-469-6401

Attn: Mr. Kevin Wahl

Date: 6/30/2025

Gentlemen,

Thank you for your inquiry. The following is an agreement for dewatering four (4) drying beds @ 2% sludge for the years 2025 - 2026. The net cost for processing will be \$99,720.00 (Ninety-nine thousand seven hundred twenty). This proposal is good for forty-five (45) days.

WBI Inc. will supply:

1-Polymer pump for polymer solution.
1-Sludge pump
1 Water booster pump.
1-60 ft.-2" Water hose for booster pump
1-60 ft.-4" Suction hose for the sludge pump
1-60 ft.-4" Drain line for the filtrate
1-60-ft. #8 Electrical cable for 480 volts hook up.
1- Belt press
Polymer
Operator for front end loader
WBI Inc. will furnish copies of insurance by fax or E-mail.

Insurance: Camrosa will furnish all liability insurance required and Workmen's compensation for their employees.

Terms for lease

Terms for lease:

Camrosa Water will supply:

Clean water source [min. 80 gpm @70 psi.

Stable and level site for trailer.

Front- end Loader, Fuel

Camrosa to pay if any taxes, permits, lab work, penalties.

To accept these agreements please issue a purchase order number or name.

If you have any questions, please call me at office 713-907-7200.

Sincerely,

Thomas R. Whitener



Budget Quote

Hadronex, Inc. DBA SmartCover Systems 2110 Enterprise Street Escondido, CA 92029 USA P: 760-291-1980 F: 760-291-1982	Due Date	Period Covered	Quote Number
	08/31/2025	09/01/2025-08/31/2026	00002702
	Remit PO to orders@smartcoversystems.com or return this quote signed with PO number. Scan of PO is preferred.		

Bill To:	Ship To:	Date	01/07/2025
Camrosa Water District 7385 Santa Rosa Rd Camarillo, CA 93012, USA	Camrosa Water District 7385 Santa Rosa Rd Camarillo, CA 93012, USA		

#	Product	Description	Qty	Mo	Rate	Total
1	ASM-SC1R	Renewal: SmartLevel – REQUIRED for system to function. 1 Year rate. Date: 9/1/2025-8/31/2026 SIN Site 7791 AA1 CWRF CWD Trunk 7792 P0 Sewer Lift 2 7793 C4 Village 18 Main to SL1A 7794 L1 Sewer Lift 4 7795 B3 Camino Carrillo 7796 F19 Lynnwood Dr 7797 A25 Village 20 Main East 7798 E4 Village 29 from Oak Cyn 7799 CWRF CSUCI Trunk 7800 AA18 Trunk at Camarillo St. 7968 C26 2 Hickory View 7969 Shea Homes - Rondell West 7970 Shea Homes - Arbalita 7971 E24 1 El Lazo Ct. 7972 Shea Homes - Presley 7973 Shea Homes - Rondell East 7974 St. Johns Sewer Lift 1 7975 Shea Homes - Bonfield 8904 Adolfo K8/1 8905 Reed Road R1 8906 San Onofre J1 8907 E33 8908 Via Pacheco B-33-2 8909 Saddleback Circle E12 8910 A21-3 8911 Calleguas Creek B38 8912 Saffron Ct 8913 Santa Rosa C2 11875 KI 101 Freeway 11876 M8 Adhore 11877 C23-2 Santa Rosa Rd 11878 B6 Camino-Carillo 11879 AA-43 East Howard 11880 AA-35 West Howard 11881 E 30 Old Ranch Rd 11882 AA31 Calleguas Tank 11883 S8 Butterfield 11884 E10-3	38	12	\$430.00	\$16,340.00



Budget Quote

2	PW-5C1R	Renewal: Power Warranty: PARTS ONLY. 1 year rate. Date: 9/1/2025-8/31/2026 SIN Site 7791 AA1 CWRP CWD Trunk 7792 P0 Sewer Lift 2 7793 C4 Village 18 Main to SL1A 7794 L1 Sewer Lift 4 7795 B3 Camino Carrillo 7796 F19 Lynnwood Dr 7797 A25 Village 20 Main East 7798 E4 Village 29 from Oak Cyn 7799 CWRP CSUCI Trunk 7800 AA18 Trunk at Camarillo St. 7968 C26 2 Hickory View 7969 Shea Homes - Rondell West 7970 Shea Homes - Arbalita 7971 E24 1 El Lazo Ct. 7972 Shea Homes - Presley 7973 Shea Homes - Rondell East 7974 St. Johns Sewer Lift 1 7975 Shea Homes - Bonfield 8904 Adolfo K8/1 8905 Reed Road R1 8906 San Onofre J1 8907 E33 8908 Via Pacheco B-33-2 8909 Saddleback Circle E12 8910 A21-3 8911 Calleguas Creek B38 8912 Saffron Ct 8913 Santa Rosa C2 11875 KI 101 Freeway 11876 M8 Adhore 11877 C23-2 Santa Rosa Rd 11878 B6 Camino-Carillo 11879 AA-43 East Howard 11880 AA-35 West Howard 11881 E 30 Old Ranch Rd 11882 AA31 Calleguas Tank 11883 S8 Butterfield 11884 E10-3	38	12	\$243.00	\$9,234.00
3	EW-SC1R	Renewal: System Warranty- Covers all systems parts except PowerPack- PARTS ONLY. 1 year rate. Date: 9/1/2025-8/31/2026 SIN Site 7791 AA1 CWRP CWD Trunk 7792 P0 Sewer Lift 2 7793 C4 Village 18 Main to SL1A 7794 L1 Sewer Lift 4 7795 B3 Camino Carrillo 7796 F19 Lynnwood Dr 7797 A25 Village 20 Main East 7798 E4 Village 29 from Oak Cyn 7799 CWRP CSUCI Trunk 7800 AA18 Trunk at Camarillo St. 7968 C26 2 Hickory View 7969 Shea Homes - Rondell West 7970 Shea Homes - Arbalita	38	12	\$488.00	\$18,544.00



Budget Quote

		7971 E24 1 El Lazo Ct. 7972 Shea Homes - Presley 7973 Shea Homes - Rondell East 7974 St. Johns Sewer Lift 1 7975 Shea Homes - Bonfield 8904 Adolfo K8/1 8905 Reed Road R1 8906 San Onofre J1 8907 E33 8908 Via Pacheco B-33-2 8909 Saddleback Circle E12 8910 A21-3 8911 Calleguas Creek B38 8912 Saffron Ct 8913 Santa Rosa C2 11875 KI 101 Freeway 11876 M8 Adhore 11877 C23-2 Santa Rosa Rd 11878 B6 Camino-Carillo 11879 AA-43 East Howard 11880 AA-35 West Howard 11881 E 30 Old Ranch Rd 11882 AA31 Calleguas Tank 11883 S8 Butterfield 11884 E10-3				
4	ASM-SC1R	Renewal: SmartLevel – REQUIRED for system to function. 1 Year rate. Date 12/11/2025-8/31/2026 15237 HDXE SatAuto 1246110 15238 HDXE SatAuto 1245480 15239 HDXE SatAuto 1142170 15240 HDXE SatAuto 1343510 15241 HDXE SatAuto 1241530	5	9	\$322.50	\$1,612.50
5	EW-SC1R	Renewal: System Warranty- Covers all systems parts except PowerPack- PARTS ONLY. 1 year rate. Date 12/11/2025-8/31/2026 15237 HDXE SatAuto 1246110 15238 HDXE SatAuto 1245480 15239 HDXE SatAuto 1142170 15240 HDXE SatAuto 1343510 15241 HDXE SatAuto 1241530	5	9	\$366.00	\$1,830.00
6	Notes	Details regarding order. Power Warranty on the below is covered till Dec 12 2026. 15237 HDXE SatAuto 1246110 15238 HDXE SatAuto 1245480 15239 HDXE SatAuto 1142170 15240 HDXE SatAuto 1343510 15241 HDXE SatAuto 1241530	1		\$0.00	\$0.00



Budget Quote

Terms and Conditions for this transaction:

1. Payment: Net 30 days
2. All pricing subject to change.
3. All hardware, rentals, software subscriptions and renewals may be subject to tax.
4. Taxes were calculated at the time of quote creation and may change at the time of invoice.
5. Customer is responsible for paying the appropriate taxes due at time of invoice.
6. SmartCover is not responsible for the loss of wireless communication or internet communications or any communications used in the operation of this system.

SmartCover is an advisory service only. As such, SmartCover is not responsible for any damage of any kind or from any cause whatsoever that may result from, in relation to, in connection with, due to, or as a result of the installation or operation of the system, including without limitation, equipment failure, or any consequential damages caused by, or resulting from, the use or installation of the SmartCover system.

Signature for Approval _____

P.O. No.

We appreciate your business!

Subtotal	\$47,560.50
Tax	\$0.00
Total	\$47,560.50

Board Memorandum

July 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

July 8, 2025

To: Board of Directors

From: Norman Huff, General Manager

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 and how capital costs would be recovered.

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 have 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 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.

Preliminary Project Cost Estimate Summary

• Engineering and design	\$	80,000
• Construction	\$	450,000
• Contingency (25%)	\$	<u>132,500</u>
TOTAL	\$	662,500

When divided by 16 potential connections (15 Homes + 1 Undeveloped Lot), then the cost per connection for the capital costs would be \$41,406, plus the District's sewer connection fee of \$4,675.

District Staff performed funding research to determine if grant funds would be available for this type of project. The State Water Resources Control Board (SWRCB) clarifies that, "Funding is available for septic-to-sewer planning and construction projects. Grant/principal forgiveness (PF) may be available for septic-to-sewer projects that serve small, disadvantaged communities." This area would not qualify for this type of grant funding. Additional research has determined that there is currently no immediately available grant funding specifically for septic-to-sewer conversion. State or Federal funding may be available through general water project funding sources (EPA, USDA, State Revolving Fund, or Prop. 4). Accessing these funds would require specific grant applications, and there is significant demand for a limited amount of funding. The District has explored engaging funding consultants to assist with this type of effort to secure funding for its Master Plan and CIP Infrastructure Projects.

If Camrosa were to finance the capital costs and then residents desiring to connect to the sewer were provided monthly financing, in addition to the one-time connection fee of \$4,675 and the monthly service charge of \$54.14 per EDU, the monthly capital cost to the customer would be:

<u>Amount Financed</u>	<u>Term (Yrs.)</u>	<u>APR</u>	<u>Monthly Pymt.</u>
\$ 41,406	10	0.0%	\$ 345.05
\$ 41,406	10	4.0%	\$ 419.22
\$ 41,406	10	5.0%	\$ 439.17
\$ 41,406	10	6.0%	\$ 459.69
\$ 41,406	20	0.0%	\$ 172.53
\$ 41,406	20	4.0%	\$ 250.91
\$ 41,406	20	5.0%	\$ 273.26
\$ 41,406	20	6.0%	\$ 296.65
\$ 41,406	30	0.0%	\$ 115.17
\$ 41,406	30	4.0%	\$ 197.68
\$ 41,406	30	5.0%	\$ 222.28
\$ 41,406	30	6.0%	\$ 248.25

The risk to the District of committing to this type of capital investment project would primarily be the uncertainty of the number of customers opting to connect and committing to a capital cost payment agreement (now or in the future). To determine the level of risk, the District could send a letter of interest to potential customers and determine the number of commitments received. An alternative capital cost recovery would be to divide the cost between those customers willing to commit to connection. If a small number of potential connections made this commitment, the costs would probably be prohibitively high for those few customers.

An alternative way to fund the conversion would be through a Special Assessment District created by a vote of 51% (weighted ballots based on the assessed property value) of the property owners affected. Additional legal and administrative costs would also be incurred. If passed, all property owners would be required to connect, and each would be assessed a proportional amount on their property tax bill.

Board Memorandum

July 8, 2025

To: Board of Directors

From: Terry Curson, District Engineer

Subject: District Headquarters Fueling Station Replacement

Objective: Replace the District headquarters' fleet vehicles' fueling station.

Action Required: It is recommended that the Board of Directors appropriate funding in the amount of \$25,000 and establish a capital project for a new 500-gallon fuel tank, appurtenances, and installation at the District's headquarters.

Discussion: The existing 500-gallon fuel tank that is utilized to fuel the District's fleet vehicles has developed leaks in the primary and secondary shells and is unrepairable. Staff solicited replacement costs for the tank from three vendors and received two cost proposals as follows:

500 Gallon Double Wall Fuel Tank		
Company	Description	Total Cost
ATS	Cylindrical 500 gallons double wall	\$14,950.00
Memco	Cube 500 gallons double wall	\$21,516.95
Tiger Tank	Cylindrical 500 gallons double wall	Non-Responsive

The ATS-sourced replacement tank has a fuel capacity of 500 gallons, is UL2085 Fireguard certified, and includes a 30-year warranty. Price includes shipping and taxes. In addition, installation costs are estimated at \$5,100 and will be handled under the General Manager's authority. Funding is available from the District's reserves.

Board Memorandum

July 8, 2025

To: General Manager
From: Kevin Wahl, Director of Operations
Subject: Sewer Lift 1A Bypass Pipe Manhole Rehab

Objective: Complete Sewer Lift 1A Bypass Capital Improvement Project (CIP).

Action Required: Authorize the General Manager to:

- 1) Appropriate an additional \$12,000.00 from the Wastewater Capital Replacement Fund and,
- 2) Issue a purchase order to Zebron, Inc., in an amount not to exceed \$18,944.00, for the rehabilitation and coating of two sewer manholes at Sewer Lift 1A.

Discussion: SL1A pumps the Mission Oaks sewer trunk line into Camrosa's main sewer line that runs to the treatment plant. SL1A serves the southwest end of Mission Oaks, including some of Leisure Village. The station is located behind the Fairfield Neighborhood HOA's RV parking, just south of Village 20, next to Conejo Creek.

Staff recommended installing a bypass pipe and replacing the manhole covers before the HOA started their RV parking lot repavement project. This emergency bypass pipe would allow a backup in the upstream manhole to drain into the downstream manhole at a higher elevation, but still within the manholes. This would avoid a sewer overflow until the pumping could be restored.

The bypass pipe at SL1A has been installed and is in operation. Installation of the bypass pipe provided for a full inspection of the manholes. The detailed inspection revealed that the manholes need to be rehabbed rather than just patched around the pipe as planned. Our preferred vendor for manhole rehab, Zebron Inc., will repair the internal concrete damage with gunite or hand-applied mortar and then apply a proprietary epoxy topcoat of polyurethane. This protects the repaired concrete from damage caused by sewer gases and reduces infiltration. Zebron, Inc. has been our contractor for past and current rehabilitation work. Their workmanship and proprietary epoxy topcoat provide excellent protection, protecting concrete manholes from sewer gases and the test of time.

We anticipate this rehabilitation work and the project to be completed by the end of August 2025.

Attachments:

- *Zebron Inc. quote*



PO Box 2874
 Newport Beach, California, 92659
 Tel 714-632-6690 Fax 714-632-6647
 Lic. # 855170
 www.zebron.com

To: Camrosa Water District From: Nathan Salazar
 Phone: 805-469-6402 Date: June 19, 2025
 Email: chrisp@camrosa.com Pages: 1
 Re: Camrosa W.D Manhole Rehab CC: ZC2623

The following is a firm quotation to rehabilitate and Zebron line the interior surfaces of 2 **existing** sewer manholes for Camrosa W.D

Assumptions:

- Drive up access to structure is available
- Manholes are raised to final grade
- This is a Prevailing wage job

Exclusions:

- Dewatering and Desludging
- Bypassing of any kind
- Encroachment permits
- Pollution liability coverage
- Rebar repair and replacement
- Removal and installation of any hardware
- Stopping water infiltration will be billed as T&M if required
- Traffic Control Permits, plans, and set up

Scope of work:

- Remove failing liner
- Abrasive blast and Hydro blast the interior surfaces of the manholes to be Zebron lined
- Rehabilitate interior concrete surfaces to be Zebron lined
- Apply a 1 - 3 mil thickness **Zebron Low Temperature Epoxy Primer** to all concrete surfaces to be Zebron lined
- Topcoat with 125 mils **Zebron #386** polyurethane; (Manhole: the liner will extend from directly below the manhole frame to the spring line in the channel.
- Spark test at 15,000 volts and make repairs if necessary

Quotation: Includes all workmanship, labor, equipment, and materials to perform the described Scope of Work:

Description		Unit	Est Qty	Unit Price in Figures	Total Price in Figures
U.S MH	Strip, Rehabilitate and Apply Zebron lining to Existing MH (21' Depth)	EA	1	\$ 9,879.00	\$ 9,879.00
D.S MH	Strip, Rehabilitate and Apply Zebron lining to Existing MH (18.5' Depth)	EA	1	\$ 9,065.00	\$ 9,065.00
Total			2		\$ 18,944.00

Zebron Contracting, Inc. is a non-union contractor and will not be signatory to a PLA. Quotation is valid for 6 months and includes one mobilization; each additional mobilization will prompt a \$ 2,750.00 charge. **Stand-by time will be billed at \$596.00 per hour.** If field observations prove the assumptions or dimensions incorrect, a Change Order may be required to continue the work. Night or weekend work will prompt a 25% increase in the unit price. All invoices are due and payable in full the 10th of the month immediately following the date of furnishing our services. We appreciate this opportunity to quote our services. If you should have any question, please contact us at 1-714-632-6690.

Respectfully submitted,

Nathan Salazar, Zebron Contracting, Inc.

Accepted By _____ Date _____

Read File

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

- A. Cash Balances (May 2025)
- B. 2025 Board Calendar

FUNDS FY 24-25

UNRESTRICTED FUNDS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	% Invested	Notes
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	7,536,188.89	7,271,188.89	17%	1,2,6
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	34,530,651.09	34,530,651.09	83%	
	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	42,066,839.98	41,801,839.98	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	998,606.57	378,638.61		
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	814,944.01	783,253.62		
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	269,217.50	497,635.04		
	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	2,082,768.08	1,659,527.27		
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	\$ 44,149,608.06	\$ 43,461,367.25		
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	10,447.64	13,462.95		3,4
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	879,528.69	879,528.69		4
SURPLUS FUND 2016	-	-	-	-	-	-	4,421.06	4,421.06	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	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	\$ 900,448.26	\$ 903,463.57		
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	\$ 45,050,056.32	\$ 44,364,830.82		

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 May 31, 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%	14,456,293.53	99,763.13	
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%	10,034,917.34	96,831.16	
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%	10,312,123.50	123,117.58	
Pershing, LLC-Cash										11.97	-	
Total				\$ 34,807,000.00		\$ 34,227,949.28	\$ 302,701.81	\$ 34,530,651.09		\$ 34,803,346.34	\$ 319,711.87	5

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	4.10%	N/A	879,528.69	3,064.39

ANTICIPATED OUTFLOWS

Water Purchases May 2025	714,760.29
Payroll PR 6-1, 6-2 & ME	400,000.00
AP Check Run 6/03 & 6/17	1,200,000.00
Large CIP Project Payments	-
	2,314,760.29

FINANCE MEETING

DATE	6/18/2025
Norman Huff-General Manager	Brad Milner-Management Analyst
Tamara Sexton-Deputy General Manager/Finance	Sandra Llamas-Senior Accountant

MEETING NOTES:

1. There was a transfer from LAIF to operations in the amount of \$100,000 on May 9th.
2. There was a transfer from LAIF to operations in the amount of \$165,000 on May 19th.
3. The payment fund received \$35.07 interest earnings in the month of May.
4. The reserve fund received interest earnings in the amount of \$2,980.24 in the month of May. The full amount was transferred to the payment fund.
5. Treasury notes pay interest semi-annually. Accrued interest as of May 31st is \$319,711.87.
6. LAIF's average monthly rate of return for the period was 4.272

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		
			1	2	3	4							1							1	January 1 st - New Year's Holiday (Observed)	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8	February 17 th - President's Day	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15	May 26 th - Memorial Day	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22	July 4 th - Independence Day	
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29	September 1 st - Labor Day	
														30	31						November 11 th - Veteran's Day	
																					November 27 th & 28 th - Thanksgiving	
																					December 24 th & 25 th - Christmas	
																					December 31 st - New Year's Eve	
APRIL							MAY							JUNE							2025 Conferences	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7	CASA Winter Conf. (Palm Springs) Jan. 29 th - 31 st	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	ACWA Spring Conf. (Monterey) May 13 th - 15 th	
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	CASA 70 th Annual Conf. (San Diego) July 30 th - Aug 1 st	
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	ACWA Fall Conf. (San Diego) Dec 2 nd - 4 th	
27	28	29	30				25	26	27	28	29	30	31	29	30							
JULY							AUGUST							SEPTEMBER							2025 AWA Meetings	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
		1	2	3	4	5						1	2		1	2	3	4	5	6	AWA Board Meetings (Highlighted in Orange)	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	WaterWise Breakfast (Highlighted in Yellow)	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	April 17 th - Annual Symposium	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	August - DARK (No events or meetings)	
27	28	29	30	31			24	25	26	27	28	29	30	28	29	30					September 18 th - Reagan Library Reception	
																						December 11 th - Holiday Mixer
OCTOBER							NOVEMBER							DECEMBER							2025 VCSDA Meetings	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4							1			1	2	3	4	5	6	February 4 th - Annual Dinner
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	April 1 st	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	June 3 rd	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	August 5 th	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31					October 7 th
																						December 2 nd

Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

REVISED (Reso 25-04): Camrosa Board Meetings are highlighted in **RED**.
Effective 5/27/25, Board Meetings are now held on the **2nd & 4th Tuesday of each month at 10am** unless indicated.

Calleguas Board Meetings are held 1st & 3rd Wednesday - 4:00 PM