

## **Board Agenda**

### **Regular Meeting**

**Tuesday, March 10, 2026**

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 February 24, 2026**

**2. \*\*Approve Vendor Payments**

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

**Action Required:** Approve accounts payable in the amount of \$511,072.34.

**3. \*\*Purchase Order Ratification for VFD at Woodcreek Well**

**Objective:** Ratify a purchase order to replace the 200hp VFD at Woodcreek Well.

**Action Required:** Ratify the purchase order of \$34,741.18 to CED Royal for a new replacement 200hp VFD for Woodcreek Well.

#### **Primary Agenda**

**4. \*\*Ordinance 40-24 Rules and Regulations Governing the Provisions of Water and Wastewater Service Update**

**Objective:** Update Ordinance 40, Rules and Regulations Governing the Provision of Water and Wastewater Service.

**Action Required:** Set a public hearing date for April 14, 2026, to adopt Ordinance 40-26 Rules and Regulations Governing the Provision of Water and Wastewater Service.

5. **\*\*Establish a Banking & Cash Management Policy**

**Objective:** Establish a Banking & Cash Management Policy.

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

6. **\*\*Rescind Ordinance 33**

**Objective:** Rescind Ordinance 33, Establishing and Governing a System of Banking the Funds of the Camrosa Water District (District).

**Action Required:** Set a public hearing date for April 14, 2026, to rescind Ordinance 33, Establishing and Governing a System of Banking the Funds of the Camrosa Water District.

7. **\*\*Review of Camrosa Water District's Investment Policy**

**Objective:** Approve Camrosa Water District's Investment Policy.

**Action Required:** Adopt Resolution 26-03 Adopting a District Investment Policy.

8. **\*\*Fiscal Year 2026-2027 Budget Development**

**Objective:** Receive a report from the Budget Ad hoc Committee and staff regarding current progress on the Fiscal Year (FY) 2026-2027 Budget development.

**Action Required:** No action is required; for information and discussion only.

9. **\*\*Renew a Professional Services Contract for the Cross-Connection Control Program**

**Objective:** Renew a professional service contract for the continued implementation of the District's Cross-Connection Control Program.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to renew the agreement with HydroCorp for an additional one-year term and issue a purchase order to HydroCorp, in the amount not-to-exceed \$163,332.44, to provide Cross-Connection Control Program professional services.

10. **Verizon Wireless Cellular Phone Upgrades**

**Objective:** Authorize, as needed, the upgrade of Camrosa staff cellular phones (and other mobile devices) through Verizon's "Free Upgrade" option.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to enter into a 2-year contract (service agreements) with Verizon Wireless in order to receive free cellular device upgrades.

**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.

11. **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.

## **Open Session**

### **12. Announcement of Reportable Action Taken During the Closed Session**

## **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.

**March 10, 2026**

**Board of  
Directors  
Agenda Packet**

## Board Minutes

### Regular Meeting

**Tuesday, February 24, 2026**  
**Camrosa Board Room**  
**10:00 A.M.**

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

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

**Staff:** Norman Huff, General Manager  
Brad Milner, Assistant General Manager  
Jozi Zabarsky, Customer Service Manager  
Kevin Wahl, Director of Operations  
Chris Patascil, Superintendent  
Joe Willingham, IT and Special Projects Manager  
Kim Nakamura, Finance Manager  
Terry Curson, District Engineer  
Mike Phelps, Water Quality and Environmental Compliance Manager  
Keith Lemieux, Legal Counsel

**Guest:** Fred Clayton, The Grove resident and HOA representative

### **Public Comments**

Fred Clayton requested the Board consider delivering non-potable water to The Grove community.

### **Consent Agenda**

- 1. Approved Minutes of the Regular Meeting of February 10, 2026**
- 2. Approved Vendor Payments**

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

### **Primary Agenda**

- 3. ACWA JPIA's California Water Insurance Fund Board Nomination Resolution**

The Board discussed the adoption of Resolution 26-02 concurring with the nomination of Scott Quady by Calleguas Municipal Water District (Calleguas) of its member of the ACWA JPIA Board of Directors to the California Water Insurance Fund Board and adopted Resolution 26-02.

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

**4. Investment Opportunities**

The Board authorized the General Manager to reinvest up to \$10.0 million in Treasury Notes maturing on March 15, 2026, for an additional 3-year term.

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

**Motion carried unanimously.**

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

The Board set a public hearing date for March 10, 2026, to adopt Ordinance 40-26 Rules and Regulations Governing the Provision of Water and Wastewater Service.

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

**Motion carried unanimously.**

**6. Reservoir 4C Welded Steel Tank**

The Board discussed the recommended actions presented by staff:

- 1) Appropriating additional funding, in the amount of \$60,000.00, for Engineering Services for the Reservoir 4C Project from the Potable Water Capital Replacement Fund; and
- 2) Authorizing the General Manager to award a contract to Cannon Corporation, in the amount of \$285,721.00, to provide professional engineering services for the evaluation and design of a new Reservoir 4C.

**Motion to approve:** Hoag **Second:** West

**Rollcall:** Nelson-No; Brown-No; Hoag-Yes; Foreman-No; West-Yes

**Motion failed.**

The Board requested staff return with a report on project alternatives explored.

**Comments by General Manager**

- Provided an update on the Solar Project and informed the Board that the final contract will be presented to the board at a future meeting for ratification.

**Comments by Directors**

- President West provided information regarding the funeral services for former Board Director, Al Fox.
- Director Brown requested an update on the contract with Thousand Oaks regarding Hill Canyon.

**Closed Session:** The Board cancelled the Closed Session to confidentially discuss a legal matter as authorized by Government Code section 54956.9.

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

**NAME OF CASE:** OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI0055357.

**Open Session**

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

**Adjournment**

There being no further business, the meeting was adjourned at 10:37 A.M.

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

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

# Board Memorandum

March 10, 2026

**To:** General Manager  
**From:** Alejandra Beard, Fiscal Associate I  
**Subject:** Approve Vendor Payments

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

**Action Required:** Approve accounts payable in the amount of \$511,072.34.

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

Payroll PR 2-2 & ME	\$ 142,970.38
Accounts Payable 02/18/2026-03/03/2026	\$ <u>368,101.96</u>
Total Disbursements	\$ <u>511,072.34</u>

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

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

# Camrosa Water District

Accounts Payable Period:

02/18/2026-03/03/26

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	20,486.76
20053	Current LTD Bond 2016	
20202	Invoice Cloud Fees Payable	
20400	Contractor's Retention	
20250	Non-Potable Water Purchases	
23100	Refunds Payable	702.97
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50013	CamSan Reclaimed Water	
50135	PERS Required UAL	
50200	Utilities	146.23
50210	Communications	1,678.44
50220	Outside Contracts	126,531.76
50230	Professional Services	44,892.24
50240	Pipeline Repairs	22,270.87
50250	Small Tool & Equipment	
50260	Materials & Supplies	57,960.94
50270	Repair Parts & Equip Maint	86,532.64
50280	Legal Services	
50290	Dues & Subscriptions	1,356.00
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	5,543.11
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
x50700	Interest Expense	
<b>TOTAL</b>		<b>\$ 368,101.96</b>



# Expense Approval Report

By Vendor Name

Payable Dates 2/18/2026 - 3/3/2026 Post Dates 2/18/2026 - 3/3/2026

158	3/3/2026	INTERA INCORPORATED	01-26-94	ASR GSP Annual Report 2025	Prof services		1,140.00
<b>TOTAL VENDOR PAYMENTS-GSA</b>							<b>\$ 1,140.00</b>
<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3530	02/24/2026	DEPOSIT ONLY-CAMROSA WTR	2-24-26-PR	Transfer to Disbursemetns Account	Transfer to disbursements		177,500.00
3531	02/24/2026	DEPOSIT ONLY-CAMROSA WTR	2-24-26-AP2	Transfer to Disbursements Account	Transfer to disbursements		800,000.00
3532	02/24/2026	DEPOSIT ONLY-CAMROSA WTR	2-24-26-AP	Transfer to Disbursements Account	Transfer to disbursements		368,000.00
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>1,345,500.00</b>
63119	03/02/2026	AG RX INC.	106186	Weed abatement	Outsd contracts	FY26-0264	3,223.87
<b>Vendor: AIRO5 - AIRGAS USA, LLC.</b>							
63120	03/03/2026	AIRGAS USA, LLC.	5523262266	Materials & Supplies - CO2 Rental	Materials & supplies		44.50
63120	03/03/2026	AIRGAS USA, LLC.	5523263093	Materials & Supplies - CO2 Rental-Woodcreek	Mat. & Supplies-Tierra Rej;		147.62
63120	02/25/2026	AIRGAS USA, LLC.	9169456143	CO2 Woodcreek	Mat. & Supplies-Woodcree		79.04
63120	02/25/2026	AIRGAS USA, LLC.	9169495803	Materials & Supplies - CO2 -TR	Mat. & Supplies-Tierra Rej;		79.04
63120	03/02/2026	AIRGAS USA, LLC.	9169739462	CO2 Tank Telemetry Rental-Conejo GAC	Mat. & Supplies-Conejo G/		50.00
<b>Vendor AIRO5 - AIRGAS USA, LLC. Total:</b>							<b>400.20</b>
<b>Vendor: ALL15 - ALL TERMITE AND PEST</b>							
63121	02/24/2026	ALL TERMITE AND PEST	12704	Pest Control-7385 Santa Rosa Rd	Outsd contracts		700.00
63121	02/24/2026	ALL TERMITE AND PEST	12705	Pest Control- 1900 Lewis Rd	Outsd contracts		850.00
<b>Vendor ALL15 - ALL TERMITE AND PEST Total:</b>							<b>1,550.00</b>
63122	02/23/2026	ALLCONNECTED INC	44524	Managed IT Services	Outsd contracts	FY26-0001	4,481.26
63123	03/02/2026	AS&T, Inc.	I260130907	Security System upgrades	Outside Contracts-Headqu	FY26-0260	2,280.00
63124	03/02/2026	AUTOMATION DIRECT.COM	18984981	Materials & Supplies - Wire Harness	Materials & supplies		151.22
63125	03/02/2026	AWA	2026 Membership	2026 AWA/CCWUC Membership Dues	Dues & subscrip		200.00
63126	02/24/2026	BRIAN VILLEGAS	00005297	Deposit Refund Act 5297 - 13045 Ripple Creek Ln	Refunds payable		527.41
<b>Vendor: BSK01 - BSK ASSOCIATES</b>							
63127	03/02/2026	BSK ASSOCIATES	AJ03636	Outside Lab Work for the Conejo GAC Facility	Outside Contracts-Conejo		934.00
63127	02/23/2026	BSK ASSOCIATES	AJ03737	Outside Lab Work for the Conejo GAC Facility	Outside Contracts-Conejo		2,089.00
<b>Vendor BSK01 - BSK ASSOCIATES Total:</b>							<b>3,023.00</b>
<b>Vendor: CAL25 - CALTROL, INC</b>							
63128	02/25/2026	CALTROL, INC	CD99242275	New Actuator - SR10	Construction in progress	FY26-0089	5,795.02
63128	02/25/2026	CALTROL, INC	CD99242478	Replacement Actuator - Conejo Well 3	Rep. Parts & Equip.-Conejc	FY26-0086	5,795.02
63128	02/25/2026	CALTROL, INC	CD99242482	Replacement Actuator - Conejo Well 2	Rep. Parts & Equip.-Conejc	FY26-0085	5,134.32
63128	02/25/2026	CALTROL, INC	CD99242483	Replacement Actuator - Conejo Well 8	Rep. Parts & Equip.-SR We	FY26-0088	5,795.02
63128	02/25/2026	CALTROL, INC	CD99242484	Replacement Actuator - Conejo Well 4	Rep. Parts & Equip.-Conejc	FY26-0087	5,795.02
<b>Vendor CAL25 - CALTROL, INC Total:</b>							<b>28,314.40</b>

**Vendor: CAN03 - Cannon Corporation**

63129	02/26/2026	Cannon Corporation	94816	Annual Contract Inspection Services	Outsd contracts	FY26-0014	13,547.25
63129	02/26/2026	Cannon Corporation	95080	Annual Contract Inspection Services	Outsd contracts	FY26-0014	7,172.00
63129	02/26/2026	Cannon Corporation	95156	Engineering Construction Services	Construction in progress	FY24-0180-R	1,501.75
63129	02/26/2026	Cannon Corporation	95195	Annual Contract Inspection Services	Outsd contracts	FY26-0014	963.13

**Vendor CAN03 - Cannon Corporation Total: 23,184.13**

63130	03/02/2026	COASTAL-PIPCO	S2320917-001	Leak Repair RMWTP Parts	Pipeline Repairs-RMWTP	FY26-0263	1,224.51
63131	02/26/2026	CONSOR NORTH AMERICA, INC.	W232492CA-00-26	Design Services for Iron/MN Removal	Construction in progress	FY24-0084-R	945.00

**Vendor: COR03 - CORELOGIC INFORMATION SOLUTIONS, INC**

63118	02/24/2026	CORELOGIC INFORMATION SOLUTIONS, INC	30822097	Assessors Parcel Info for Properties in Ventura Ct	Outsd contracts		177.58
63118	02/24/2026	CORELOGIC INFORMATION SOLUTIONS, INC	30828706	Assessors Parcel Info for Properties in Ventura Ct	Outsd contracts		177.58

**Vendor COR03 - CORELOGIC INFORMATION SOLUTIONS, INC Total: 355.16**

**Vendor: COU01 - COUNTY OF VENTURA RMA OPERATIONS**

63132	03/02/2026	COUNTY OF VENTURA RMA OPERATIONS	IN0276155	Permit-Environmental Health Inspection-Conejo Well	Fees & charges		2,629.54
63132	03/02/2026	COUNTY OF VENTURA RMA OPERATIONS	IN0276157	Permit-Environmental Health Inspection-Penny Well	Fees & Charges-Penny Well		1,455.29
63132	03/02/2026	COUNTY OF VENTURA RMA OPERATIONS	IN0276159	Permit-Environmental Health Inspection-Read Rd Lif	Fees & charges		729.14
63132	03/02/2026	COUNTY OF VENTURA RMA OPERATIONS	IN0276160	Permit-Environmental Health Inspection-PS1	Fees & Charges-PS 1		729.14

**Vendor COU01 - COUNTY OF VENTURA RMA OPERATIONS Total: 5,543.11**

63133	02/24/2026	DAVID MUÑOZ HERNANDEZ	00006407	Deposit Refund Act 6407 - 6282 Paseo Encantada	Refunds payable		26.92
63134	02/24/2026	E.J. HARRISON & SONS INC	021726	Trash Removal Act#1-0012400-5	Outsd contracts		580.45
63135	02/24/2026	ELLIOT SERMONS	00006727	Deposit Refund Act 6727 - 1329 La Culebra Cir	Refunds payable		43.60

**Vendor: END01 - ENDRESS + HAUSER, INC**

63136	02/26/2026	ENDRESS + HAUSER, INC	6002801949	Production Meters - Woodcreek and Lynwood Well	Repair parts & Equip-Lynw	FY26-0208	6,426.33
63136	02/26/2026	ENDRESS + HAUSER, INC	6002802555	Production Meters - Woodcreek and Lynwood Well	Repair parts & Equip-Lynw	FY26-0208	5,036.87

**Vendor END01 - ENDRESS + HAUSER, INC Total: 11,463.20**

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

63137	02/26/2026	FAMCON PIPE & SUPPLY, INC	S100174160-001	Meter Gaskets	Materials & supplies		885.89
63137	02/26/2026	FAMCON PIPE & SUPPLY, INC	S100174726-001	Repair Parts - RMWTP	Repair Parts & Equipment-		21.45

**Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total: 907.34**

63138	02/24/2026	FERGUSON WATERWORKS #1083	0066932-5	Meter Gaskets	Materials & supplies		622.05
63139	03/02/2026	Frontier Communications	February 2026	VOIP Land Lines	Communications		993.25

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

63140	02/23/2026	FRUIT GROWERS LAB. INC.	520520A	Outside Lab Work for the CWRF Facility	Outside Contracts-CWRF		195.00
63140	02/24/2026	FRUIT GROWERS LAB. INC.	601883A	Outside Lab Work for CWRF Facility	Outside Contracts-CWRF		360.00
63140	02/24/2026	FRUIT GROWERS LAB. INC.	601884A	Outside Lab Work for CWRF Facility	Outside Contracts-CWRF		263.00
63140	03/02/2026	FRUIT GROWERS LAB. INC.	602860A	Outside Lab Work for Conejo GAC Facility	Outside Contracts-Conejo		44.00
63140	03/02/2026	FRUIT GROWERS LAB. INC.	603183A	Outside Lab Work for Conejo GAC Facility	Outside Contracts-Conejo		44.00

**Vendor FRU01 - FRUIT GROWERS LAB. INC. Total: 906.00**

63141	02/24/2026	GEIGER ENTERPRISES, INC.	26-571	Materials & Supplies - 4C Hydro	Materials & supplies		374.07
63142	02/26/2026	GENERAL PUMP COMPANY, INC	33145	Well Liner	Construction in progress	FY25-0328-R	4,320.00
63143	02/24/2026	HANNELORE WOELFL	00001899	Deposit Refund Act 1899 - 5361 Hidalgo St	Refunds payable		79.89
63144	03/02/2026	HDR Engineering, Inc.	1200802434	Communications Plan for Master Plan Outreach	Prof services	FY26-0160	16,238.49
<b>Vendor: HER01 - HERC RENTALS INC.</b>							
63145	03/03/2026	HERC RENTALS INC.	36137249-003	Temporary Truck Rental	Outsd contracts	FY26-0266	3,504.58
63145	03/03/2026	HERC RENTALS INC.	36210991-002	Pump Rental - Pond 1	Outsd contracts	FY26-0267	4,191.51
<b>Vendor HER01 - HERC RENTALS INC. Total:</b>							<b>7,696.09</b>
63146	03/02/2026	HYDROCORP LLC	CI-11404	Cross Connection Program - HydroCorp Solutions	Outsd contracts	FY25-0230-R	13,087.24
63147	03/02/2026	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	58502A	Janitorial Cleaning Service	Outsd contracts		1,963.50
63148	03/03/2026	LASER TONER & COMPUTER SUPPLY, INC	174020	Diagnose, Repair and Toners for Printers	Materials & supplies		553.97
63149	02/26/2026	LIFE TECHNOLOGIES CORPORATION	88478587	Spare Filters for Lab deionized water system	Materials & supplies	FY26-0205	1,008.00
<b>Vendor: LIN01 - LINDE GAS &amp; EQUIPMENT INC</b>							
63150	02/26/2026	LINDE GAS & EQUIPMENT INC	54447759	Oxygen and Acetylene	Materials & supplies		125.70
63150	02/25/2026	LINDE GAS & EQUIPMENT INC	55055471	Oxygen and Acetylene	Materials & supplies		125.70
<b>Vendor LIN01 - LINDE GAS &amp; EQUIPMENT INC Total:</b>							<b>251.40</b>
63151	03/03/2026	Mackay Communications, Inc.	SB-202601-15568:	Mackay Airtime Fees for January 2026	Outsd contracts		146.88
63152	02/25/2026	McMASTER-CARR SUPPLY CO	59752512	Repair Parts - Hardware /Solenoid TR Well	Rep. Parts & Equip,-Tierra		331.33
63153	03/02/2026	NORTHSTAR CHEMICAL	334342	Chemicals (Chlorine) Tierra Rejada	Mat. & Supplies-Tierra Rej;		1,631.46
63154	03/03/2026	OILFIELD ELECTRIC COMPANY	2039738	Electrical - Lighting Main Office	Outsd contracts	FY26-0273	4,417.77
<b>Vendor: OLI01 - OLIN CORP-CHLOR ALKALI</b>							
63155	02/24/2026	OLIN CORP-CHLOR ALKALI	900646395	Materials & Supplies - Chemicals Chlorine	Materials & Supplies-RMW		11,742.31
63155	03/02/2026	OLIN CORP-CHLOR ALKALI	900684315	Chlorine CWRF	Mat. & Supplies-CWRF		11,530.05
<b>Vendor OLI01 - OLIN CORP-CHLOR ALKALI Total:</b>							<b>23,272.36</b>
<b>Vendor: PAP01 - PAPE MATERIAL HANDLING, INC</b>							
63156	02/25/2026	PAPE MATERIAL HANDLING, INC	6468751	Forklift Maintenance	Repair parts & equipment		217.53
63156	02/25/2026	PAPE MATERIAL HANDLING, INC	6468752	Forklift Maintenance	Repair parts & equipment		243.05
<b>Vendor PAP01 - PAPE MATERIAL HANDLING, INC Total:</b>							<b>460.58</b>
63157	02/24/2026	PRIMO BRANDS	06B8710339261	Distilled Bottled Water	Outsd contracts		124.93
<b>Vendor: PUR01 - PURETEC INDUSTRIAL WATER</b>							
63158	03/02/2026	PURETEC INDUSTRIAL WATER	2391437	Deionized Water Service	Materials & supplies		28.93
63158	03/02/2026	PURETEC INDUSTRIAL WATER	2391438	Deionized Water Service	Materials & supplies		30.14
<b>Vendor PUR01 - PURETEC INDUSTRIAL WATER Total:</b>							<b>59.07</b>
63159	03/03/2026	QUALITY AG, INC	123127	Diversion clean up	Outside Contracts-Diversic	FY26-0268	8,986.00

**Vendor: QUI02 - QUINN COMPANY**

63160	02/24/2026	QUINN COMPANY	WO010084954	Front Loader Repair- CWRF	Repair parts & equipment	293.94
63160	02/24/2026	QUINN COMPANY	WON10026425	Generator Maintenance 26	Repair parts & equipment FY26-0218	1,192.08
63160	02/24/2026	QUINN COMPANY	WON10026426	Generator Maintenance 26	Repair parts & equipment FY26-0218	1,130.53
63160	02/24/2026	QUINN COMPANY	WON10026429	Generator Maintenance 26	Repair parts & equipment FY26-0218	1,425.10
63160	02/24/2026	QUINN COMPANY	WON10026440	Generator Maintenance 26	Repair parts & equipment FY26-0218	983.15
63160	02/24/2026	QUINN COMPANY	WON10026441	Generator Maintenance 52-1 RMWTP	Repair Parts & Equipment- FY26-0219	1,345.73
63160	03/02/2026	QUINN COMPANY	WON10026474	Generator Maintenance 57	Repair parts & equipment FY26-0217	1,000.94
63160	03/02/2026	QUINN COMPANY	WON10026475	Generator Maintenance 57	Repair parts & equipment FY26-0217	928.75
63160	03/02/2026	QUINN COMPANY	WON10026477	Generator Maintenance 26	Repair parts & equipment FY26-0218	946.69
63160	03/02/2026	QUINN COMPANY	WON10026489	Generator Maintenance 26	Repair parts & equipment FY26-0218	1,134.16
63160	03/02/2026	QUINN COMPANY	WON10026490	Generator Maintenance 52	Repair parts & equipment FY26-0216	1,847.07
63160	03/02/2026	QUINN COMPANY	WON10026497	Generator Maintenance 26	Repair parts & equipment FY26-0218	1,061.15
63160	03/02/2026	QUINN COMPANY	WON10026498	Generator Maintenance 52	Repair parts & equipment FY26-0216	1,078.39
63160	03/02/2026	QUINN COMPANY	WON10026499	Generator Maintenance 52	Repair parts & equipment FY26-0216	973.66
<b>Vendor QUI02 - QUINN COMPANY Total:</b>						<b>15,341.34</b>

63161	02/24/2026	ROBERT PEPITO	00005449	Deposit Refund Act 5449 - 2790 Vista Arroyo Dr	Refunds payable	25.15
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**Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS**

63162	02/26/2026	ROYAL INDUSTRIAL SOLUTIONS	9009-1065652	Ethernet Controller - Lynwood Well	Materias & Supp-Lynwood FY26-0209	24,330.56
63162	02/25/2026	ROYAL INDUSTRIAL SOLUTIONS	9009-1065885	VFD Repair - SR Well 8	Rep. Parts & Equip.-SR We FY26-0224	12,158.93
63162	02/25/2026	ROYAL INDUSTRIAL SOLUTIONS	9009-1065886	VFD Repair - CWRF Influent Pump 1	Rep. Parts & Equip.-CWRF FY26-0225	6,571.10
<b>Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:</b>						<b>43,060.59</b>

63163	03/03/2026	Sage Communications, Inc	IN69785	Sage VoIP Monthly Bill for March 2026	Communications	685.19
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63164	03/03/2026	SAM HILL & SONS, INC.	5777	Leak Repair - 1 1/2" Service	Pipeline Repairs-DistribSer FY26-0270	12,241.00
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**Vendor: SCF01 - SC Fuels**

63165	02/25/2026	SC Fuels	IN0000299722	Unleaded Fuel for Fleet-Shop	Materials & supplies	1,399.04
63165	02/26/2026	SC Fuels	IN0000303886	Unleaded Fuel for Fleet - Shop	Materials & supplies	1,431.27
<b>Vendor SCF01 - SC Fuels Total:</b>						<b>2,830.31</b>

**Vendor: SCG01 - SOUTHERN CALIFORNIA GAS**

1760	03/03/2026	SOUTHERN CALIFORNIA GAS	March 2026	Usage Charges for Feb2026-Acct-123 787 794 1	Utilities	17.14
1760	03/03/2026	SOUTHERN CALIFORNIA GAS	March 2026-a	Usage Charges for Feb2026-Acct-170 013 9900 9	Utilities	129.09
<b>Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:</b>						<b>146.23</b>

**Vendor: STA05 - STATE WATER RESOURCES CONTROL BOARD**

63166	03/02/2026	STATE WATER RESOURCES CONTROL BOARD	T2 Cert Renewal-Jr WW Grade 3 Certification-Johnny Cobian	Dues & subscrip	60.00	
63167	03/02/2026	STATE WATER RESOURCES CONTROL BOARD	Test-G5 Johnny Co Grade 5 Test - Johnny Cobian	Dues & subscrip	665.00	
63168	02/23/2026	STATE WATER RESOURCES CONTROL BOARD	D2-Cert-MikeSmitl D2-Certification Renewal-Mike Smith	Dues & subscrip	60.00	
63169	03/02/2026	STATE WATER RESOURCES CONTROL BOARD	D2-Renewal-Johny Certification Renewal-D2 Johnny Cobian	Dues & subscrip	60.00	
63170	03/02/2026	STATE WATER RESOURCES CONTROL BOARD	G3 Certification-Jo WW Grade 3 Certification-Johnny Cobian	Dues & subscrip	311.00	
<b>Vendor STA05 - STATE WATER RESOURCES CONTROL BOARD Total:</b>						<b>1,156.00</b>

63171	02/25/2026	THE CAPRICORN GROUP	20370	Kitchen & Restroom Supplies	Materials & supplies	920.74
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63172	02/23/2026	THOMAS SCIENTIFIC	3820353	Laboratory Supplies	Materials & supplies	18.41
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63173	03/02/2026	TONY'S BODY SHOP	64082	Repairs for Unit#36-Vehicle Collision Fence	Repair parts & equipment	13,775.61
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**Vendor: TRA02 - TRAVIS AGRICULTURAL, INC**

63174	03/02/2026	TRAVIS AGRICULTURAL, INC	26075-F	Trench/Conduit Read Rd SL	Construction in progress	FY26-0261	7924.99
63174	03/02/2026	TRAVIS AGRICULTURAL, INC	26138-P	Leak Repair - RMWTP	Pipeline Repairs-RMWTP	FY26-0262	8805.36
<b>Vendor TRA02 - TRAVIS AGRICULTURAL, INC Total:</b>							<b>16,730.35</b>

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

63175	03/02/2026	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNI	220260234	Dig Alert Tickets -Monthly Charges	Outsd contracts		345.40
63175	03/02/2026	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNI	25-262801	Dig Alert Tickets- Monthly Charges	Outsd contracts		144.60
<b>Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:</b>							<b>490.00</b>

**Vendor: UNI08 - UNIFIRST CORPORATION**

63176	02/24/2026	UNIFIRST CORPORATION	2210275913	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		80.47
63176	02/24/2026	UNIFIRST CORPORATION	2210276356	Uniform Cleaning Service	Outsd contracts		167.77
63176	02/24/2026	UNIFIRST CORPORATION	2210277979	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		86.85
63176	02/24/2026	UNIFIRST CORPORATION	2210278343	Uniform Cleaning Service	Outsd contracts		168.18
63176	03/03/2026	UNIFIRST CORPORATION	2210279988	Office Cleaning Supplies-Towel-Mat Service	Outsd contracts		80.47
63176	03/03/2026	UNIFIRST CORPORATION	2210279996	Uniform Cleaning Service	Outsd contracts		168.59
<b>Vendor UNI08 - UNIFIRST CORPORATION Total:</b>							<b>752.33</b>

**Vendor: USA01 - USA BLUE BOOK**

63178	02/26/2026	USA BLUE BOOK	INV00972727	Laboratory Supplies	Materials & supplies		58.15
63178	03/02/2026	USA BLUE BOOK	INV00975147	Tube Assemblies - Pumps	Rep. Parts & Equip.-CWRF		942.60
63178	03/02/2026	USA BLUE BOOK	INV00975643	Laboratory Supplies	Materials & supplies		71.00
63178	03/02/2026	USA BLUE BOOK	INV00976037	Laboratory Supplies	Materials & supplies		125.77
<b>Vendor USA01 - USA BLUE BOOK Total:</b>							<b>1,197.52</b>

63179	02/24/2026	VENTURA COUNTY OVERHEAD DOOR	4442435	Repair Front Gate Chain Drive-CWRF/RMWTP	Repair parts & equipment		370.00
63180	02/24/2026	VENTURA REGIONAL SANITATION DISTRICT, INC	13126	VRSD Sewer Cleaning	Outsd contracts	FY26-0008	41,025.28

**Vendor: WWG01 - W W GRAINGER, INC.**

63181	02/24/2026	W W GRAINGER, INC.	9806760782	Isolation Valve for Hydroxide Fill Line	Repair Parts & Equipment-		883.74
63181	02/24/2026	W W GRAINGER, INC.	9812270800	Pens, Markers and Ear Plugs	Materials & supplies		396.31
<b>Vendor WWG01 - W W GRAINGER, INC. Total:</b>							<b>1,280.05</b>

**Vendor: WES13 - West Coast Air Conditioning**

63182	02/25/2026	West Coast Air Conditioning	IAC8571	AC Server Room Repair	Repair parts & equipment		443.38
63182	03/03/2026	West Coast Air Conditioning	IAC8670	A/C Repair RMWTP Server Room	Outsd contracts	FY26-0265	1,909.62
63182	02/26/2026	West Coast Air Conditioning	IAC8801	AC Repair - Server Room Main Office	Rep. Parts & Equip.-Headq	FY26-0158	1,250.00
63182	03/03/2026	West Coast Air Conditioning	IAC8899	Install Exhaust Fan - Server Room Main Office	Outsd contracts	FY26-0272	3,350.00
<b>Vendor WES13 - West Coast Air Conditioning Total:</b>							<b>6,953.00</b>

**Vendor: WOO04 - WOODARD & CURRAN, INC.**

63183	03/02/2026	WOODARD & CURRAN, INC.	259779	Develop Integrated Implementation Plan	Prof services	FY25-0295-R	6,267.50
63183	03/02/2026	WOODARD & CURRAN, INC.	259780	Task 2 - Data Collection	Prof services	FY26-0130	22,386.25
<b>Vendor WOO04 - WOODARD &amp; CURRAN, INC. Total:</b>							<b>28,653.75</b>

63184	03/03/2026	ZWORLD GIS, LLC	30000016	Annual Contract GIS Services	Outsd contracts	FY26-0015	4,500.00
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**TOTAL VENDOR PAYMENTS-CAMROSA**

**\$ 368,101.96**

1755	03/02/2026	ACWA/JPIA	INV0017504	Health,Dental & Vission Premium	Medical, Dental & Vision ir	76,800.79
<b>Vendor: PER05 - CAL PERS 457 PLAN</b>						
DFT000640702/19/2026		CAL PERS 457 PLAN	INV0017499	Deferred Compensation	Deferred comp - ee paid	2,525.00
DFT000641002/19/2026		CAL PERS 457 PLAN	INV0017503	Deferred Compensation	Deferred comp - ee paid	498.40
					<b>Vendor PER05 - CAL PERS 457 PLAN Total:</b>	<b>3,023.40</b>
1752	02/19/2026	California State Disbursement Unit	INV0017495	Child Support- Case ID 200000002541469	Child Support Payable	595.96
DFT000640402/19/2026		COLONIAL SUPPLEMENTAL INS	INV0017496	Colonial Benefits	Colonial benefits	201.30
<b>Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.</b>						
DFT000642402/19/2026		EMPLOYMENT DEVELOP. DEPT.	INV0017524	Payroll-SIT	P/R-sit	6,910.11
DFT000642802/19/2026		EMPLOYMENT DEVELOP. DEPT.	INV0017531	Payroll-SIT	P/R-sit	56.59
					<b>Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:</b>	<b>6,966.70</b>
<b>Vendor: GRE01 - Empower Annuity Ins Co of America</b>						
DFT000640802/19/2026		Empower Annuity Ins Co of America	INV0017500	Deferred Comp 457	Deferred comp - ee paid	144.23
DFT000640902/19/2026		Empower Annuity Ins Co of America	INV0017501	Deferred Comp 457	Deferred comp - ee paid	150.00
					<b>Vendor GRE01 - Empower Annuity Ins Co of America Total:</b>	<b>294.23</b>
1754	02/19/2026	LINCOLN FINANCIAL GROUP	INV0017502	Deferred Compensation	Deferred comp - ee paid	3024.07
1753	02/19/2026	LINCOLN FINANCIAL GROUP	INV0017518	Profit Share Contribution	Profit share contributions	3,714.70
DFT000641102/19/2026		PUBLIC EMPLOYEES	INV0017505	PERS-Retirement	P/R-state ret.	25,516.75
DFT000641302/19/2026		SYMETRA LIFE INS CO.	INV0017507	Life Insurance	Life ins.	352.50
<b>Vendor: UNI10 - UNITED STATES TREASURY</b>						
DFT000642102/19/2026		UNITED STATES TREASURY	INV0017521	FIT	P/R-fit	15,286.81
DFT000642202/19/2026		UNITED STATES TREASURY	INV0017522	Payroll-Social Security Tax	P/R - ee social security	706.80
DFT000642302/19/2026		UNITED STATES TREASURY	INV0017523	Payroll- Medicare Tax	P/R - ee medicare	4,707.82
					<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>	<b>20,701.43</b>
63117	02/19/2026	UNITED WAY OF VENTURA CO.	INV0017494	Charity-United Way	P/R-charity	20.00
1756	03/01/2026	UNUM LIFE INSURANCE	INV0017508	Ltd & Std Premium	Long term & Short term di:	1,758.55

**TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA**

**\$ 142,970.38**

## Board Memorandum

March 10, 2026

**To:** Board of Directors

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

**Subject:** Purchase Order Ratification for VFD at Woodcreek Well

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**Objective:** Ratify a purchase order to replace the 200hp VFD at Woodcreek Well.

**Action Required:** Ratify the purchase order of \$34,741.18 to CED Royal for a new replacement 200hp VFD for Woodcreek Well.

**Discussion:** The Danfos VFD for Woodcreek Well failed and needed to be replaced. We received a quote from CED Royal sourcing a new replacement VFD with a two-week lead time. We purchased this VFD to get the well operating again ASAP.

VFD repair is an operations line item in the FY 2025-26 operating budget.

**Attachment:**

- *CED Royal Quote*



## Board Memorandum

March 10, 2026

**To:** Board of Directors

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

**Subject: Ordinance 40-24 Rules and Regulations Governing the Provision of Water and Wastewater Service Update**

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**Objective:** Update Ordinance 40, Rules and Regulations Governing the Provision of Water and Wastewater Service.

**Action Required:** Set a public hearing date for April 14, 2026, to adopt Ordinance 40-26 Rules and Regulations Governing the Provision of Water and Wastewater Service.

**Discussion:** Ordinance 40 is being revised to comply with the requirement imposed by California Assembly Bill 1572 for all public water systems to revise policies and ordinances governing water service so as to prohibit the use of potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, and on properties of homeowners' associations and other similar entities.

Additionally, the California State Water Resources Control Board (SWRCB), Division of Drinking Water, implemented the Cross-Connection Control Policy Handbook (CCCPH), effective July 1, 2024. The policy requires all public water systems to prepare and submit a Cross-Connection Control Plan (CCCP) describing program authority, hazard assessment procedures, backflow prevention requirements, testing, recordkeeping, enforcement, and administration. Camrosa prepared its CCCP and submitted it to the SWRCB on October 9, 2025. It was approved by the SWRCB on October 22, 2025, and subsequently presented to the Board for adoption on February 10, 2026. Elements of the plan also need to be incorporated into Ordinance 40.

The other proposed changes are minor corrections or adjustments to administrative and billing functions.

On February 10, 2026, the Board discussed the proposed amendments to the Ordinance. On February 24, 2026, the Board set the public hearing for March 10, 2026. However, due to statutory notice requirements, the public hearing must be rescheduled to April 14, 2026, to allow sufficient time for the required two publications.

**Attachments:**

- *Proposed Ordinance 40 Draft changes and additions in redline.*



## **Ordinance 40-26**

### **Rules and Regulations**

### **Governing the Provision of**

### **Water and Wastewater Services**

**Adopted:**

**April 14, 2026**

**ORDINANCE 40-26**

**An Ordinance of the Camrosa Water District  
Repealing Ordinance 40-24  
And Establishing Rules and Regulations  
Governing the Provision of  
Water and Wastewater Services**

The Board of Directors of the Camrosa Water District do ordain as follows on pages 3 through 41, attached:

By Motion of Director \_\_\_\_\_, Second by Director \_\_\_\_\_,  
this ordinance is

**ADOPTED, SIGNED, AND APPROVED** this April 14, 2026.

\_\_\_\_\_  
Eugene F. West, President  
Board of Directors  
CAMROSA WATER DISTRICT

ATTEST:

\_\_\_\_\_  
Norman Huff, Secretary  
Board of Directors  
CAMROSA WATER DISTRICT

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# Camrosa Water District Rules and Regulations

## Governing Water and Wastewater Services

### 1. PURPOSE

The purpose of this ordinance is to establish the terms and conditions of Camrosa's Water and Wastewater Services. These terms and conditions are intended to both assure the individual Customer of fair and equitable service and protect the community Camrosa serves from the undue exposure to liability. Water, Wastewater, and Non-Potable Water Services shall be available only in accordance with the Rules and Regulations contained herein, and in conformance with applicable federal, state, and local statutes, ordinances, regulations, and contracts.

### 2. GENERAL

Water and Wastewater Services by Camrosa Water District are subject to the availability of facilities, adequate capacity of facilities, and compliance with the terms and conditions herein set forth, or as may be augmented and set forth in any agreement or permit issued by the District.

### 3. DEFINITIONS

"Accessory Dwelling Unit (ADU)" is defined as a separate, self-contained residential unit located on the same property as a primary residence and has its own kitchen, bathroom, and sleeping area, and it may be attached to or detached from the primary residence.

"Acre Foot" shall mean 43,560 cubic feet, which is equal to 435.6 Units or 325,851 gallons.

"Camrosa" or "District" shall mean Camrosa Water District.

"Customer" shall mean the applicant of record for water services rendered by District.

"Certified Backflow Device" shall mean equipment with proper and current certification, designed to prevent the reverse flow of Customer's system into District system.

"Cross-Connection" shall mean any unprotected connection between any part of a water system used or intended to supply water for drinking purposes and any source or system containing water or substance that is not or cannot be approved as safe, wholesome, and potable for human consumption.

"Functional Turf" shall mean a ground cover surface of turf located in a recreational use area or community space. Turf enclosed by fencing or other barriers to permanently preclude human access for recreation or assembly is not functional turf.

"Guarantor" is the individual or entity that agrees to be responsible for the charges incurred by Customer.

"Nonfunctional turf" shall mean any turf that is not functional turf, and includes turf located within street rights-of-way and parking lots.

"Non-Potable Water" shall encompass Non-Potable Irrigation Water and Recycled Water, and mean groundwater, surface water, or recycled water that is intended for use for irrigation and other accepted uses for which potable water is not required.

"Non-Potable Irrigation Water" shall mean surface water diverted from the Conejo Creek, untreated groundwater pumped for distribution in the Non-Potable Irrigation Water Distribution System, and any other water source that does not meet Potable Water quality requirements, is not certifiable as Recycled Water, and is distributed in the Non-Potable Irrigation Water Distribution System.

"Non-Potable Irrigation Water Distribution System" shall mean the transmission and distribution piping and appurtenances that transport Non-Potable Irrigation Water.

“Potable Water” shall mean water that is intended for all general uses including human consumption, and, therefore, water that meets all primary drinking water standards set forth by the California Department of Drinking Water.

“Potable Water Distribution System” shall mean the transmission and distribution piping and appurtenances that transport Potable Water from the various potable water sources to the Customer.

“Pressure Zone” shall mean a hydraulic pressure subdivision within the Potable Water Distribution System and the Non-Potable Irrigation Water Distribution System that is hydraulically isolated from other pressure zones, demonstrates unique hydraulic pressure characteristics, and has unique energy requirements for delivery.

“Primary Service” refers to the main residential unit on a property currently connected to Camrosa’s water services, which may include a single-family home, the main dwelling of a multi-family property, or other residential structures.

“Property” shall mean a parcel of land assigned a separate Assessor’s Parcel Number by the County of Ventura.

“Recycled Water” shall mean treated Wastewater that meets State of California Title 22 standards at the discharge point of the Camrosa Water Reclamation Plant. Title 22 standards are established by the State of California and are not guaranteed beyond the plant’s point of discharge.

“Recycled Water Distribution System” shall mean the transmission and distribution piping and appurtenances that transport effluent water from the Camrosa Water Reclamation Facility.

“Surplus Water” shall mean for the purposes of this Ordinance, water in excess of the current water demands within the boundaries of the District as determined by Camrosa Water District.

“Unit of Water” shall mean for the purposes of this Ordinance, one hundred cubic feet of water, which is equal to 748 gallons.

“Water theft” shall mean an action to divert, tamper, or reconnect water utility services, as defined in Section 498 of the Penal Code.

## **WATER SERVICE**

### **4. ELIGIBILITY FOR WATER SERVICE**

Camrosa provides Potable and/or Non-Potable Water Service to “Properties” within the District. To be eligible for Water Service the Customer shall satisfy both the General Requirements of Water Service and the requirements of the Type and Classification of Water Service listed below.

The District shall devote its best efforts to plan for and, on a case-by-case basis, if necessary, prioritize the provision of water services to proposed low-income housing developments pursuant to Government Code Section 65589.7.

Development projects that include low-income housing units shall not be denied approval of an application for service, nor shall conditions be imposed thereon, or services reduced that are applied for, unless the District makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one or more of the following:

1. Insufficient water supply or insufficient water treatment, distribution, or storage capacity;
2. A State Department of Public Health order prohibiting new water connections; and/or
3. The proposed development applicant has failed to agree to reasonable terms and conditions.

The District shall not discriminate in any manner when processing and considering requests for services by proposed developments that include low-income housing units.

#### **4.1 General Requirements of Water Service**

Water service is a Property-related service. The Property to be served shall be within the Camrosa Water District boundaries. The Property shall have an established water connection with a Camrosa water meter of adequate size and capacity, as determined by Camrosa, to serve the Property’s water needs without causing undue wear to the Camrosa metering facilities or interfering with Camrosa’s ability to provide reliable service to other Properties. The Customer shall complete and submit an Application for Service and pay any deposit that may be required as defined in this Ordinance and/or the District’s *Schedule of Miscellaneous Fees and Charges* (located on the District’s web site, [www.camrosa.com](http://www.camrosa.com)). The Customer must establish and maintain an active water service account that is current and free of any delinquent fees and charges. All applicable fees and charges must be paid in advance of receiving any of the classifications of water service included in this Ordinance, including classification-specific charges outlined in Section 4.2.

##### **4.1.1 Water Service Requirements for Accessory Dwelling Unit (ADU)**

The Camrosa Water District recognizes the growing demand for ADUs within its service area and is committed to ensuring efficient and equitable water service for all customers, including those with ADUs. Camrosa has established this policy to govern the addition of ADUs and to determine appropriate and equitable charges for water services. Water service for an ADU may be connected to the primary service on the account, or, at the property owner’s request and expense, connected to a new meter and account off of the existing Camrosa primary service line or as a new independent Camrosa service line, meter, and account.

###### **4.1.1.1 Addition of ADUs**

###### **4.1.1.1.1 Permitting**

All property owners within Camrosa’s service area seeking to add an ADU must obtain the necessary permits and approvals from the local building department and comply with all applicable zoning and building codes.

#### **4.1.1.1.2 Application for Service**

All property owners within Camrosa's service area seeking to add an ADU must complete an Application for Service and pay the current ADU application fee as found in the District's *Schedule of Miscellaneous Fees and Charges*. At the time of application for service the property owner will indicate if they desire to connect the ADU to the primary service on the account, or, at the property owner's request and expense, connect to a new meter and account off of the existing Camrosa primary service line or as a new, independent and separate service line, meter, and account as described in Section 4.1.1.2.

#### **4.1.1.1.3 District Evaluation**

Prior to the issuance of an approval of the application for service, Camrosa will evaluate the suitability of the existing primary service's service line and meter size, for the proposed ADU (as allowed for in Section 4.1). If Camrosa finds the current primary service, including its service line and meter unsuitable for the proposed ADU, the property owner must, at their expense, upgrade them to a suitable size using District Standards and a District-approved contractor.

#### **4.1.1.1.4 District Approval**

Prior to the issuance of a certificate of occupancy for the ADU, property owners must provide documentation of the ADU's completion and compliance with local codes. Camrosa may verify the ADU's completion and its proper connection to the water service. Connections will be made in compliance with District Standards and local sanitation and plumbing codes.

### **4.1.1.2 Capital Improvement Fees for Water Service to ADUs**

#### **4.1.1.2.1 Shared Service**

ADUs that share a primary water service meter with the main dwelling will not be subject to Capital Improvement fees.

#### **4.1.1.2.2 Additional Meter Service**

Property owners may, at their request and bearing all costs thereof, connect an ADU that shares the Camrosa primary water service line to the primary service meter, but has a separate water meter with a separate water services account. These new accounts will not be subject to Capital Improvement fees. Meter additions must be done using District Standards and a District-approved contractor.

#### **4.1.1.2.3 New, Independent Service**

Property owners may, at their request and bearing all cost thereof, connect an ADU to a new, independent water service with a separate Camrosa water service line, meter, and account. These new accounts will be subject to applicable Capital Improvement fees, as determined by the District's current fee schedule. New, independent service installations must be done using District Standards and a District-approved contractor.

### **4.1.1.3 Billing and Water Service Charges for ADUs**

#### **4.1.1.3.1 Shared Service**

ADUs that share a primary water service meter with the main dwelling will be billed on one bill. There will be no change to the monthly meter service fees as they are billed as part of the primary service on the account. Water consumption by the ADU will register on the primary service meter along with usage from the primary residence and be billed based on the actual water use. Current monthly meter service fees and usage rates and tiers apply to the primary account.

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#### **4.1.1.3.2 Additional Meter Service**

ADUs that share the Camrosa primary water service line to the primary service meter but have a separate water meter with a separate water services account will be billed separately and may have a separate account holder who meets the applicant requirements in Section 6. The ADU account will pay a separate monthly meter service fee based on the meter size and usage will be billed based on the actual water use as measured by the meter serving the ADU. Current base monthly meter service fees and usage rates and tiers apply to the ADU account.

#### **4.1.1.3.3 New, Independent Service**

ADUs that have an independent Camrosa water service line with a separate water meter and water services account will be billed separately and may have a separate account holder who meets the applicant requirements in Section 6. The ADU account will pay a separate monthly meter service fee and usage will be billed based on the actual water use as measured by the meter serving the ADU. Current base monthly meter service fees and usage rates and tiers apply to the ADU account.

### **4.2 Types and Classifications of Water Service**

Camrosa provides two (2) types of water service: Potable Water Service and Non-Potable Water Service. For each type of water service, Camrosa provides water based upon service classification. Specific terms and requirements for water service are based upon the type and classification of the Customer's intended water use. Failure to continuously comply with any requirement for water service may result in re-classification of the service and/or termination of service.

#### **4.2.1 Potable Water Service**

To be eligible for Potable Water Service, the Customer shall satisfy both the General Requirements of Water Service contained in Section 4.1 and the following requirements of the classification of water use.

##### **4.2.1.1 Municipal Water Service Classifications**

The Municipal Water Service classification is intended to meet long-term potable water needs. It is considered uninterrupted service. To obtain this classification of water, Customers must meet the requirements of Camrosa's Will-Serve Policy.

##### **4.2.1.1.1 Residential Water Service (Class I)**

Residential Water Service (Class I) is intended for all general uses both indoor and outdoor. To be eligible for Residential Water Service, the Property served must include a dwelling or other structure suitable for occupancy and meet all the General Requirements of Water Service. For purposes of the Policy on Discontinuation of Residential Domestic Water Service for Nonpayment (Section 6.10), Class I is considered "residential domestic" service and is subject to that policy.

##### **4.2.1.1.2 Master Metered Residential Service (Class II)**

Master Metered Residential Service (Class II) is intended for all general uses both indoor and outdoor. To be eligible for Master Metered Residential Service, the Property served must include multiple dwelling units, have a common plumbing system, be managed by a formal homeowners' association (HOA), and have water service provided through one or more meters serving the common water system. The Property served must meet all the General Requirements of Water Service. The property must secure the approval of the General Manager in the will-serve process to qualify for Master Metered Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification. For purposes of the Policy on Discontinuation of Residential

Domestic Water Service for Nonpayment (Section 6.10), Class II is considered “residential domestic” service and is subject to that policy.

#### **4.2.1.1.3 Commercial and Industrial Water Service (Class III)**

Commercial and Industrial Water Service (Class III) is intended for all general uses both indoor and outdoor at privately operated services, manufactories, or other businesses. To be eligible for Commercial and Industrial Water Service, the Customer must provide a copy of a current business license and a Guarantor for the account. The primary water use must be a use other than irrigation. The Property must also meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.1.4 Public Water Service (Class IV)**

Public Water Service (Class IV) is intended for all general uses both indoor and outdoor for public services, such as public schools, recreation facilities, hospitals, government services, and public safety services. To be eligible for Public Water Service, the Property served must be publicly operated, and the primary water use must be a use other than landscape irrigation. The Property must also meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.1.5 Municipal/~~Residential~~ Irrigation Service (Class V)**

Municipal/~~Residential~~ Irrigation Service (Class V) is intended for all general landscape irrigation needs where the primary use of water is to maintain large ~~turf~~ landscape areas such as and other landscape for parks, golf courses, common areas, medians, open spaces and similar areas. To be eligible for Municipal/~~Residential~~ Irrigation Service, the Property served must meet all the General Requirements of Water Service and comply with all the water use restrictions contained herein. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.1.6 Fire Service (Class VI)**

Fire Service (Class VI) is intended to provide water for private fire flow needs either within a private complex to which Camrosa does not provide public fire hydrants, or for supplementary indoor fire flows. To be eligible for Fire Service, the Property served must maintain a separate and isolated fire service water system, and rather than a conventional water meter, the service must include a fire flow detector meter that will detect the use of water on the fire flow system. Use of water through the fire flow system for other than fire protection shall disqualify the service from fire service classification and require compliance with a conventionally metered municipal service classification. The Property must also meet the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.1.7 Residential Irrigation Service (Class VII)**

Residential Irrigation Service (Class VII) is intended for all general landscape irrigation needs where the primary use of water is to maintain large landscape areas. To be eligible for Residential Irrigation Service, the Property served must meet all the General Requirements of Water Service, be in the designated area of availability, and comply with all the water use restrictions contained herein. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified

annually, in order to qualify for this classification.

#### **4.2.1.2 Agricultural Water Service Classifications**

Agricultural Water Service is a class of service intended to serve commercial agriculture. This service, unlike Municipal Water Service, is interruptible. Agricultural Water Service may be interrupted for extended periods due to general water shortages, drought, maintenance requirements, and/or operational requirements. Agricultural Water Service may not be promptly restored following emergencies. Therefore, Agricultural Water Service shall not be eligible for conversion to Municipal Service without satisfying all will-serve requirements as set forth in the District's will-serve policy.

##### **4.2.1.2.1 Agricultural Irrigation Water Service**

Agricultural Irrigation Water Service is intended for commercial agricultural properties that raise food crops, floral crops, nursery crops, and/or commercial livestock. It is not the intent of this ordinance to classify home gardens, home orchards, or pets as agricultural operations. To be eligible for Agricultural Irrigation Water Service, the Property must include a minimum of one (1) full, contiguous, irrigated acre dedicated to commercial agriculture, and the Customer must provide a copy of a current business license and a Guarantor for the account. The Property must meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

##### **4.2.1.2.2 Domestic Agricultural Water Service**

Domestic Agricultural Water Service is intended for commercial agricultural properties which raise food crops, floral crops, nursery crops, and commercial livestock, where the Property includes a dwelling or dwellings in which the residential water requirements are incidental to the agricultural operation. It is not the intent of this ordinance to classify home gardens, home orchards, or pets as agricultural operations. To be eligible for Domestic Agricultural Water Service, the Property must include a minimum of one (1) full, contiguous, irrigated acre dedicated to commercial agriculture, and the Customer must provide a copy of a current business license and a Guarantor for the account. The Property must meet all the General Requirements of Water Service. A certified backflow prevention device must be installed to Camrosa specifications, and be re-certified annually, in order to qualify for this classification.

#### **4.2.1.3 Temporary Service**

Temporary Water Service is service intended for Customers having short-term water use needs.

##### **4.2.1.3.1 Temporary Construction Water**

Temporary Construction Water Service is intended for dust abatement, general construction site use, and other construction related needs. The Property shall meet all the General Requirements of Water Service; a site, approved by Camrosa, shall be specified for installation of a Temporary Meter Service; the temporary meter installed; suitable backflow prevention techniques, approved by Camrosa, must be employed; and the Customer shall have completed and submitted an application for Construction Water Service. Construction Water Service shall be for a term no longer than six (6) consecutive months. On a case-by-case basis, the General Manager may authorize longer terms and determine the requirements of such terms.

##### **4.2.1.3.2 Temporary Municipal Water**

Temporary Municipal Water Service is intended for short-term needs for Potable Water Service, such as special events or community sponsored functions, which may

require water service for a period not to exceed 30 days. On a case-by-case basis, the General Manager may authorize longer terms, and determine the requirements of such terms.

#### **4.2.1.3.3 Temporary Agricultural Water**

Temporary Agricultural Water Service is intended to provide short-term water service to agriculture operations, which do not have service to the Property and require water to supplement the primary water source for a term not to exceed one (1) year. On a case-by-case basis, the General Manager may authorize longer terms and determine the requirements of such terms.

#### **4.2.1.4 Emergency Water Service**

Emergency Water Service is intended to provide water for the protection of the health, safety, and/or property for a Customer unable to satisfy the requirements and conditions of Potable Water Service. Emergency service may be provided only after the General Manager has determined that the situation warrants an Emergency Water Service, and all fees and charges have been paid. Camrosa shall determine any additional terms and conditions as established in the District's *Schedule of Miscellaneous Fees and Charges*.

#### **4.2.1.5 Surplus Water/Out of Bounds Service**

Surplus Water may be served for any useful purpose outside the boundaries of the District by special agreement as authorized by the General Manager, and in accordance with Local Agency Formation Commissions (LAFCO) guidelines.

### **4.2.2 Non-Potable Water Service**

Camrosa provides Non-Potable Water for a variety of irrigation, industrial, and commercial purposes. Non-Potable Water includes both Non-Potable Irrigation Water and Recycled Water. All Non-Potable Water Service is interruptible due to nonavailability of water, system maintenance requirements, or operational requirements.

To be eligible for any of the following classifications of Non-Potable Water Service, the Customer shall satisfy the General Requirements of Water Service contained in Section 4.1, the Property must have access to one of the Non-Potable Water Distribution Systems, and the Property to be served must either have no Potable Water Service, or have a certified backflow prevention device on the Potable Water Service, and a separate non-potable plumbing system with no existing or potential cross-connections. If a backflow prevention device is required, it must be installed per Camrosa specifications and be re-certified annually.

Customers must have a beneficial use for Non-Potable Water approved by Camrosa and meet the requirements of the specific Non-Potable Water classification of water use.

The District has entered into separate agreements for the delivery of Non-Potable Water and may again enter into such agreements.

Qualifications and requirements for use of Non-Potable Water by individual residents may require approval by the Department of Drinking Water (DDW) before Camrosa provides service. In addition, DDW and/or Camrosa may require periodic inspections of privately operated non-potable irrigation water systems to ensure that no cross-connections exist.

#### **4.2.2.1 Non-Potable Irrigation Water Description and Classification**

Non-Potable Irrigation Water is water diverted from the Conejo Creek and/or untreated groundwater introduced into the Non-Potable Irrigation Water Distribution System. The Conejo Creek is composed primarily of wastewater effluent from the Hill Canyon Wastewater Treatment Plant (HCTP), located seven miles upstream of the diversion structure in the City of Thousand Oaks, and supplemented by the North and South Forks of the Conejo Creek, which carry runoff from the city and surrounding watershed. While

HCTP effluent is treated to tertiary levels and is certified as Title-22 recycled water, after entering a naturally occurring waterway it is considered non-potable “surface” water and is not regulated in the same manner as Recycled Water and must be distributed in a separate distribution system. The following outlines the classifications of Non-Potable Water Service available from Camrosa Water District.

#### **4.2.2.1.1 Commercial Agricultural (Class I)**

Commercial Agricultural (Class I) is intended for general irrigation purposes on lands requiring water to irrigate commercial crops. To receive water under this classification, the lands must be primarily used for production of commercial crops, and the Customer must provide a copy of a current business license and a Guarantor for the account.

#### **4.2.2.1.2 Landscape Irrigation (Class II)**

Landscape Irrigation (Class II) is intended for commercial operations, public landscaping such as public parks, medians, playing fields and schools, and common-area landscaping needs of homeowners’ associations where large amounts of irrigation water are needed to maintain ~~turf areas or other~~ landscaping. To qualify for this class, the Property must ~~be have primarily turf or other~~ high-water-demand landscaping, and the Customer must provide a copy of a current business license and a Guarantor for the account.

#### **4.2.2.1.3 Residential Landscaping (Class III)**

Residential Landscaping (Class III) is intended for irrigation of landscape, gardens, orchards, and other appropriate outdoor water uses.

#### **4.2.2.1.4 Temporary Construction Water (Class IV)**

Temporary Construction Water (Class IV) is intended for uses related to general construction such as dust abatement, compaction, and roadway cleaning. To be eligible for Class IV Non-Potable Service: (1) a construction site must have access to a Non-Potable Water supply; (2) the Property must be permitted by Camrosa for use of Non-Potable Water; (3) the Customer shall make deposits and pay any special fees and charges as set forth in the District’s *Schedule of Miscellaneous Fees and Charges*; and (4) the Customer shall agree to comply with all State and County Department of Public Health requirements for uses of Non-Potable Water.

#### **4.2.2.1.5 Blended Ag (Class V)**

Blended Ag water service is a classification of Non-Potable Water blended with potable water to control for chlorides. It is limited by facility constraints to those parcels receiving delivery from Pump Station #4. The District strives to maintain a chloride concentration of approximately 115 mg/L in the Blended Ag system.

#### **4.2.2.1.5 4.2.2.1.6 Commercial Agricultural (Class VI)**

This class is reserved for Customers that have contractual commitments with Camrosa for long-term Non-Potable Irrigation Water Service. Minimum requirements for Class VI service are: (1a) the parcel served is a minimum of 20 acres; or (1b) the parcel is joined with a larger parcel totaling 20 acres and is considered part of the larger parcel’s operation as determined by Camrosa; (2) the lands are primarily used for production of commercial crops; (3) the owner of the land has endorsed, submitted, and secured approval of a Non-Potable Irrigation Service Agreement with Camrosa Water District on or before December 31, 1994; and (4) the Customer must provide a copy of a current business license and a Guarantor for the account.

#### **~~4.2.2.1.6 Blended Ag (Class VII)~~**

~~Blended Ag water service is a classification of Non-Potable Water blended with~~

~~potable water to control for chlorides. It is limited by facility constraints to those parcels receiving delivery from Pump Station #4. The District strives to maintain a chloride concentration of approximately 115 mg/L in the Blended Ag system.~~

#### **4.2.2.2 Recycled Water Description and Classification**

Recycled Water is water produced at the Camrosa Water Reclamation Facility, a Department of Drinking Water (DDW)-certified water reclamation facility and treated to tertiary standards as defined by Title 22 of the California Water Code. Recycled Water is not suitable for human or livestock consumption or recreational impoundment, and may not be suitable for certain crop types, among other limitations. Camrosa is required to meet Title-22 Recycled Water quality standards at the point of discharge from the Camrosa Water Reclamation Facility but cannot guarantee the quality of Recycled Water at the point of delivery. Use of Recycled Water must comply with California Code of Regulations Title 22, which is summarized in Camrosa's Recycled Water Manual, available in English and Spanish upon request.

Camrosa provides Recycled Water for a variety of irrigation, industrial, and commercial purposes. Currently the District does not deliver Recycled Water to residential parcels; should a residential distribution system be developed, it will fall under Class II, Landscape Irrigation Water, until a new classification is developed.

To be eligible for Recycled Water Service Customers must: (1) have a beneficial use for Recycled Water; (2) meet the requirements of the specific classification of Recycled Water; (3) satisfy the General Requirements of Water Service contained in Section 4.1; (4) have available and agree to operate an approved Recycled Water facility in accordance with Camrosa's Recycled Water Manual and Ordinance 41, Standards for Maintenance and Operation of Recycled Water Facilities; (5) execute (or receive an executed copy from the landowner of) an approved Agreement for Recycled Water Service with Camrosa Water District; and (6) have a compliant Recycled Water Inspection on file with Camrosa. The provisions of Ordinance 41 are fully incorporated by reference into these rules and regulations.

Qualifications and requirements for use of Recycled Water by individual residents may require approval by the DDW before Camrosa provides service. All applications of Recycled Water must be visibly and legibly posted in accordance with Department of Drinking Water regulations for use of Recycled Water in areas open to the general public.

The following outlines the classifications of Recycled Water service available from Camrosa Water District.

##### **4.2.2.2.1 Commercial Agricultural (Class I)**

Commercial Agricultural (Class I) is intended for lands requiring large amounts of water for irrigation of commercial crops. To receive water under this classification, the lands must be primarily used for production of commercial crops, and the Customer must provide a copy of a current business license and a Guarantor for the account.

##### **4.2.2.2.2 Landscape Irrigation Water (Class II)**

Landscape Irrigation Water (Class II) is intended for non-agricultural commercial, industrial, and/or public Customers, including parks, golf courses, and other sites with large areas of turf and/or landscaping. The Property to be served must be used primarily for recreational, decorative, or other purposes approved by the District. The Customer must provide a copy of a current business license and a Guarantor for the account.

##### **4.2.2.2.3 Commercial Agriculture (Contractual) (Class IV)**

Commercial Agriculture (Class IV) is intended for lands requiring large amounts of water for commercial crops and contractual commitments with Camrosa for long-term Recycled Water Service. To be eligible for Class IV Service, the Property to be served must be used primarily for the production of commercial crops, the owner of the land must have endorsed, submitted, and secured approval of a Recycled Water Service Agreement with Camrosa Water District on or before December 31, 1994, and the Customer must provide a copy of a current business license and a Guarantor for the account.

#### **4.2.2.2.4 Surplus Recycled Water (Served outside District)**

Surplus Recycled Water may be served for any DDW-approved use outside the boundaries of the District by special agreement, as authorized by the General Manager.

## **5. CONDITIONS OF WATER SERVICE**

In addition to the General Requirements of Water Service contained in this ordinance, the Customer agrees upon receiving service, to the conditions contained in this ordinance. Failure to meet the conditions contained herein may result in termination of service.

### **5.1 Cross-Connection Control (Backflow)**

The Customer shall be responsible for the prevention of cross-connections of the Customer's system with sources of potential contamination.

#### **5.1.1 General Policy**

Mandates and regulations determined by the State Water Resources Control Board (SWRCB) require water suppliers to enact and enforce a cross-connection control policy to protect the public water supply. The regulations of the Department of Public Health of the State, contained in ~~Title 17 of the California Code of Regulations,~~ the California Cross-Connection Control Policy Handbook, as well as current standards contained in the standards of the Uniform Plumbing Code, American Water Works Association Standard M14, ~~and~~ the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research Manual of Cross-Connection Control (10<sup>th</sup> ed. or later) are applicable for cross-connection control and backflow prevention in the District.

#### **5.1.2 District Regulations for Cross-Connection Control and Backflow Prevention**

No water service connection to any premises will be installed or maintained by the District unless the water supply is protected as required by State laws and these Rules and Regulations. Service of water to any premises shall be discontinued by the District if a backflow prevention assembly required by these Rules and Regulations is not installed, tested, and maintained, or if it is found that a backflow prevention assembly has been removed or bypassed, or if an unprotected cross-connection exists on the premises. Service will not be restored until such conditions or defects are corrected.

The customer's system should be readily accessible for inspection at all reasonable times to the District or authorized representatives of the District to determine whether cross-connections or other structural or sanitary hazards, including violations of these Rules and Regulations, exist. When a customer is contacted by the District or District's authorized representative to schedule a site inspection, an appointment must be made within the timeframe provided in the notice, unless good cause is provided. Any corrective action required must be completed within the timeframe provided in the non-compliance notice and at the customer's expense. If a re-inspection is requested, it must be scheduled within the timeframe provided in the notice. When ~~such a~~ potential backflow condition, identified in the inspection, becomes known, the District ~~may~~ deny or immediately discontinue service to the premises by providing for a physical break in the service line until the customer has corrected the condition(s) in conformance with the State laws relating to plumbing and water

supplies and the regulations adopted pursuant thereto and these Rules and Regulations.

All existing backflow prevention assemblies that do not meet the requirements in these Rules and Regulations but were approved devices for the purposes described in these Rules and Regulations this section, shall be excluded from the requirements of these Rules and Regulations so long as the District is assured that they will satisfactorily protect the utility system.

Whenever the existing device is moved from the present location or requires more than minimum maintenance (e.g., no replacement parts required) or when the District finds that the maintenance constitutes a hazard to health, the unit shall be replaced by an approved backflow prevention assembly meeting the requirements of these Rules and Regulations.

### **5.1.3 When Backflow Prevention is Required**

A backflow prevention is required under the following circumstances:

1. In the case of premises having an auxiliary water supply which is not or may not be of safe bacteriological or chemical quality and which is not acceptable as an additional source by the District, the public water system shall be protected against backflow from the premises (e.g., irrigation services).
2. In the case of premises on which any industrial fluid or any other objectionable substance is handled in such a fashion as to create an actual or potential hazard to the public water system, the public system shall be protected against backflow from the premises. This shall include the handling of process waters and waters originating from the utility system which have been subject to deterioration in quality.
3. In the case of premises having (1) a cross-connection that cannot be permanently corrected or controlled or (2) intricate plumbing and piping arrangements or where entry to all portions of the premises is not readily accessible for inspection purposes, making it impracticable or impossible to ascertain whether or not dangerous cross-connections exist, the public water system shall be protected against backflow from the premises.
4. In the case of premises having industrial or commercial facilities, the public water system shall be protected against backflow from the premises.

### **5.1.4 Acceptable Backflow Prevention Assemblies**

The District will not accept any backflow prevention assembly for cross-connection protection other than an approved air gap separation or a reduced pressure principle backflow prevention assembly unless otherwise approved by the District. An exception will be the installation of an approved double detector check valve assembly on fire lines for sprinklered buildings or on private fire hydrant lines.

### **5.1.5 Reduced Pressure Principle Device (RP)**

Commonly referred to as an RP or RPP, this device consists of two independently acting check valves, together with an automatically operating pressure differential relief valve located between the two check valves. The first check valve reduces the supply pressure at a predetermined amount so that during normal flow, and at cessation of normal flow, the pressure between the two check valves shall be lower than the supply pressure. If either check valve leaks, the relief valve will discharge to the atmosphere. This will maintain the pressure in the zone between the two check valves lower than the supply pressure. The unit also has two shut-off valves (one upstream and one downstream of the checks) and properly located test cocks for field testing.

### **5.1.6 Installation**

An approved RP assembly, the same size as the water meter, shall be installed on the

customer water line as close as practical to the meter (not to exceed 10 feet unless otherwise approved by the District). Unprotected outlets shall not be installed between the meter and the RP device. This unit shall be installed a minimum of 18 inches and not more than 36 inches above finish grade with a minimum of 12 inches of side clearance. The unit shall not be installed in an enclosed structure.

#### **5.1.7 Approved RP Devices**

Any backflow prevention assembly required herein shall be a model approved by the District. The term "Approved Backflow Prevention Assembly" shall mean an assembly that has been manufactured in full conformance with the standards established by the American Water Works Association (AWWA) entitled AWWA C506-84 Standards for Reduced Pressure Principle and Double Check Valve Backflow Prevention Devices and has met completely the laboratory and field performance specifications as set forth in Chapter 10, Specifications of Backflow Prevention Assemblies, of the Manual of Cross-Connection Control (10<sup>th</sup> ed. or later) of the University of Southern California Foundation for Cross-Connection Control and Hydraulic Research (FCCCHR). Final approval shall be evidenced by a "Certificate of Approval" issued by an approved testing laboratory certifying full compliance with the said AWWA standards and FCCCHR specifications. ~~The following testing laboratory has been qualified by the District to test and certify backflow preventers: Foundation for Cross-Connection Control and Hydraulic Research University of Southern California University Park Los Angeles, California 90089-0231 1-22 Testing laboratories other than the laboratory listed above will be added to an approved list as they are qualified by the District. The list of approved RP assemblies is issued and maintained by the Ventura County Environmental Health Division. The District should be consulted for the currently approved list.~~

#### **5.1.8 Testing**

It shall be the duty of the customer at any premises where the backflow prevention assemblies are installed to have certified inspections and operational tests made at least once per year and completed test reports must be submitted to the District, or its designee. Where the District deems the potential hazard of backflow to be significant, certified inspections at more frequent intervals may be required. The inspections and tests shall be performed by a certified tester approved by ~~the County of Ventura Resource Management Agency~~ the AWWA. It shall be the duty of the District, or its designee, to see that the tests are performed in a timely manner. The assemblies shall be repaired, overhauled, or replaced at the expense of the customer whenever said assemblies are found to be defective. Records of such tests, repairs and overhaul shall be kept by the customer and made available to the District upon request.

#### **5.1.9 Air Gap**

An air gap is a physical separation between the free-flowing discharge end of a potable pipeline and an open or non-pressure receiving vessel. To have an acceptable air gap, the end of the discharge pipe has to be at least twice the diameter of the pipe above the topmost rim of the receiving vessel, but in no case can this distance be less than one inch.

#### **5.1.10 Prohibitions of Cross-Connections**

No physical connection shall hereafter exist or be installed, located, maintained, or operated between the water supply system of the District (including its appurtenant mains, pipes, fixtures, equipment, or appliances), and any other supply system or any wastewater or grading system, or any steam, gas, or chemical line, pipe, or conduit, or any device, boiler, tank, or container whereby any contamination or pollution or any dangerous, impure, unsanitary, or unpotable substance (solid, liquid, or gaseous, or any combination thereof) may now or hereafter be introduced to any portion of the water supply system of the District by backflow, back siphonage, or any other method, means, or cause whatsoever. Wherever a mechanical or other method or device (approved by the District) may be used for

protecting the District's water supply system from any such source of contamination or pollution, any customer shall at the customer's own expense and subject to the final inspection and approval thereof by a person certified for such inspection and repair by the County of Ventura, install, maintain, and operate the same. Maintenance shall include inspections and operational tests once a year, or more often as required by the Engineer and/or County of Ventura. The District shall promulgate and, upon request, furnish copies to a customer a list of approved mechanical devices and information concerning the installation of said devices.

#### **5.1.11 Disconnection Due to ~~Backflow-Cross-Connection~~ Non-compliance**

The District shall have the right to discontinue the supply of water to the Premises of a customer for a customer's failure to comply with, or the violation of, any of these Rules and Regulations relative to the inspection of a customer's Premises to ensure the protection of the District's water supply from cross-connections, backflow, or back-siphonage. A customer shall be entitled to reasonable (i) notice of the District's intent to discontinue service due to a customer's failure to comply with or violation of any of these Rules and Regulations, and (ii) opportunity to comply with and/or to cease any violation thereof. Such notices are subject to charges as identified in the District's *Schedule of Miscellaneous Fees and Charges*.

No such notice or opportunity to comply with, or cease violating these Rules and Regulations are required where a customer's non-compliance or violation is creating or is likely to create water supply system conditions that are dangerous and detrimental to the public's health, safety, and welfare.

The District will only resume water services during normal business hours. All related charges must be paid prior to resuming water service.

### **5.2 Water Pressure and Surges**

Camrosa is not responsible for damages resulting from pressure variations or surges. It is the responsibility of the Customer to protect the Property from variations in water system pressure and water system surges. The Customer shall not operate the Property's system in a manner that may cause surges to the Camrosa water system.

### **5.3 Water Leaks**

Camrosa's control and responsibility ends at the curb shutoff or meter, and the District will in no case be liable for damage caused by, or in any way arising out of, the running or escape of water from open faucets, burst pipes, or faulty fixtures on the premises. The Customer shall maintain the Property's water system to avoid leaks and shall repair leaks within 48 hours of discovery or notification or as required by the current Water Shortage Contingency Plan stage.

### **5.4 Meters, Metering Facilities and Hydrants**

The meter and the metering facility are the property of the Camrosa Water District. Any piping or equipment on the Customer's side of the meter is the full responsibility of the Customer. All water that passes through the meter is the responsibility of the Customer.

When it becomes necessary to shut off the water supply to the entire premises, the customer may use the customer hand valve within the meter box on the customer side of the meter, if one has been installed. Upon request, for emergency purposes, the District may, without charge, shut off its control valve on the inlet side of the meter with the understanding that the District will turn on the water after being notified that repairs have been made. The customer is prohibited from manipulating the District's control valve. Any damage to District equipment, such as meters and hydrants, caused either purposely or accidentally, will be the financial responsibility of the Customer and/or the party causing such damage, as well as any water loss resulting from such damage.

#### **5.4.1 Meter Testing**

Any Customer may request that their water meter be examined and tested by the District for the purpose of determining its accuracy. Such a request shall be in writing and shall be accompanied by a deposit equal to the charge for testing. Upon receipt of such demand and deposit, the District will have the meter examined. If the meter is found to register one- and one-half percent (1.5%) more water than actually passes through it, the meter will be properly adjusted or another meter substituted therefor, the deposit will be returned, and the water bill for the current month will be adjusted proportionately. If the meter should be found to register no more than one and one-half percent (1.5%) more water than actually passes through it, the deposit will be retained by the District to offset the expense of performing the test.

#### **5.4.2 Obstruction of, or Deposit of Material in, on, or around Meter Boxes or Hydrants**

No person shall place, dispose, or deposit or permit the placement, disposal or deposit of oil, toxic hazardous or contaminated liquid or waste, trash, dirt, building materials or other substances, objects or obstructions in on or around meter boxes or hydrants. It shall be the responsibility of the Customer to prevent meter boxes, District hydrants, or other District facilities, from becoming obstructed or obscured by fencing, trees, shrubs, plants, turf, or in any other manner so as to impede their use or access to them or make their location difficult to determine. If such objects or obstructions are not cleaned or removed, the District may, after providing reasonable notice to the Customer, accomplish the cleaning and removal of any objects, and charge the Customer the cost of doing so.

#### **5.4.3 Change of Meter Location**

Any change to the location of a meter and service must be approved by the District prior to construction. The cost of making such a change, including inspection fees, will be paid for by the Customer.

### **5.5 Resale of Water**

The Customer shall not resell water received through their meter service to a third party except by express written consent of the District. In the case where the Customer has established a Master Metered account for a property, or where a Customer is leasing their property to another and still maintains the water account for the property in the Customer's own name, the Customer shall not resell water to others at a volumetric rate higher than the District charges the Customer. Reports of customers reselling water in violation of this provision shall be investigated. If the District finds the customer to be in violation, charges may be assessed in accordance with the District's *Schedule of Miscellaneous Fees and Charges*, and service may be subject to immediate termination.

### **5.6 Exporting Water**

The Customer shall not export water from the Property assigned service by Camrosa to any other Property without the express written permission of Camrosa. This prohibition includes other Properties under the same ownership.

### **5.7 Water Quality**

#### **5.7.1 Potable Water**

Potable water provided by Camrosa meets or exceeds all primary drinking water requirements set forth by the California Department of Public Health. Camrosa water does contain minerals that contribute to "hardness," which may result in the accumulation of mineral deposits. Camrosa is not liable for discoloration, spotting, or any other damages resulting from the mineral content of the water.

#### **5.7.2 Non-Potable Water**

Non-Potable Water—both Non-Potable Irrigation Water and Recycled Water—is not suitable for human or livestock consumption and may not be suitable for certain crop types. Camrosa is not responsible for any damages to crops or plants, or any other liability, resulting from

the use of Non-Potable Water delivered by Camrosa.

Non-Potable Irrigation Water may contain surface water diverted from Conejo Creek and groundwater, both of which are unfiltered and untreated. Non-Potable Irrigation Water is not suitable for human or livestock consumption and may not be suitable for certain crop types.

Camrosa is required to meet Title-22 Recycled Water quality standards at the point of discharge from the Camrosa Water Reclamation Facility but cannot guarantee the quality of Recycled Water at the point of delivery. Use of Recycled Water must comply with California Code of Regulations Title 22 governing the use of recycled water, which is summarized in Camrosa's Recycled Water Manual, available in English and Spanish upon request.

### **5.8 Interruptions in Service for System Maintenance**

Camrosa may interrupt service from time to time for routine maintenance, repairs, and meter testing. Camrosa is not responsible for any damages to the Customer or Property, or other losses as a result of such interruptions.

### **5.9 Automatic Fire Sprinkler Service Connections**

When an Automatic Fire Sprinkler Service Connection is installed, the control valve for the sprinkler system will be left closed and sealed until a written request to turn on the water is received from the Customer. After the water is turned on, the District shall not be liable for damages of any kind that may occur due to the installation, maintenance, or use of such service connection, or because of fluctuation of pressure or interruption of water supply. Water shall not be used through an Automatic Fire Sprinkler Service Connection for any purpose other than the extinguishing of fires, or a purpose related thereto.

### **5.10 Access to District-Owned Facilities**

Camrosa shall have access to all District-owned meters, pipelines, and appurtenant facilities at all times. No person shall willingly obstruct or prevent access to District-owned facilities.

### **5.11 Right of Inspection of and Access to Customer's Premises**

By accepting service from Camrosa, the Customer agrees that authorized representatives of the District may enter upon the Customer's premises for the purpose of:

1. Facilitating the enforcement of this Ordinance.
2. Performing duties associated with meter reading, repair, or replacement.
3. Determining the existence, operation, maintenance, and/or use in, on, or about buildings, grounds, or premises of:
  - a. Any plumbing or water piping that may cause, create or permit backflow, back-siphonage or any other condition affecting or likely to affect the purity and/or potability of the water supply furnished by the District;
  - b. Any private source of water supply which may be connected to the water supply system of the District; or
  - c. Any source of pressure, vacuum, contamination, or pollution affecting or likely to affect the purity and/or potability of the water supply furnished by the District.

### **5.12 Tampering with Metering Facilities**

Except as provided elsewhere in this rule, no person, other than an authorized District employee, shall at any time or in any manner operate, or cause to be operated, any valve in or connected with a water main, service connection, or fire hydrant, or tamper or otherwise interfere with any water meter, detector check valve, or other part of the water system. No person shall deposit, or cause to be deposited, any substance or liquid in any water main or pipe of the District or do

anything which might cause any water supplied or furnished by, or belonging to, the District to become polluted, or take water from any service without first securing permission from the District. In the event a person for any reason damages an angle meter valve or valve controlling a water supply, or damages a meter cover or its center piece, or causes any such act to be done, such person will be held liable for such damage. The District may notify a customer about tampering with the District property and charge the applicable fee for such notice as specified in the District's *Schedule of Miscellaneous Fees and Charges*. District may impose a fine, plus the cost of labor and materials to repair any damages, against any person found to be tampering with District property or engaged in the unauthorized operation of any part of the water system.

Tampering with any Camrosa facility in any manner that results in damage to the facility, loss of water by leakage, meter malfunction, and/or theft may result in immediate termination of service and both civil and criminal prosecution.

### 5.13 Theft of Water

Water theft is strictly prohibited. If the water theft is committed via meter tampering in violation of this section, it is punishable as follows:

1. **First violation:** One hundred thirty dollars (\$130).
2. **Second violation** within one year: Seven hundred dollars (\$700).
3. **Each additional violation** within one year: One thousand three hundred dollars (\$1,300).

All other forms of water theft in violation of this ordinance are punishable as follows:

1. **First violation:** One thousand dollars (\$1,000).
2. **Second violation** within one year: Two thousand dollars (\$2,000).
3. **Each additional violation** within one year: Three thousand dollars (\$3,000).

If the responsible party demonstrates payment of the full amount of the fine would impose an undue financial burden on the responsible party, a written request must be made to the District to request a hardship waiver to reduce the amount of the fine imposed for water theft. Such requests will be reviewed by the General Manager, or designee, and a response will be issued, in writing, within 30 days of receipt of the request. Any payment as a result of the waiver must be paid within 30 days, unless otherwise agreed upon in writing.

### 5.14 Water-Use Prohibitions

No person shall cause or permit water under his/her control to be used in violation of the District's water-use prohibitions. Violating water-use prohibitions may result in additional fees, charges and/or termination of service as authorized by the General Manager.

The following prohibitions are in effect at all times, regardless of whether any declared Water Supply Shortage or Water Emergency as described in Section 5.16, is in effect:

1. **Runoff/Outdoor Landscapes:** No person shall use or permit the use of any water furnished to any property within the District in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures, from any hose, pipe, valve, faucet, sprinkler or irrigation device into any gutter or to otherwise escape from the property, if such running or escaping can reasonably be prevented.
2. **Leaks:** No person shall permit leaks of water that he/she has the authority to eliminate. Any detected leak, break, or malfunction shall be corrected within 48 hours after a person discovers or receives notice from the District.
3. **Positive Hose-end Shutoff:** All garden and utility hoses shall be equipped with a shutoff nozzle.

4. Vehicle Washdown: Vehicles, including but not limited to any automobile, truck, van, bus, motorcycle, boat, or trailer, shall be cleaned only by use of a hand-held bucket or a hand-held hose with a shutoff nozzle.
5. Restaurant Equipment: Restaurants are required to use water-conserving dish-washing spray valves in all food preparation and utensil cleaning areas.
6. Drinking Water Served Only Upon Request: Drinking water must be served only upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served and/or purchased.
7. Water Fountains and Decorative Water Features: Operating a water fountain or other decorative water feature that does not use re-circulated water is prohibited.
8. Single-Pass Cooling Systems: Installation of single pass cooling systems in buildings requesting new water service is prohibited.
9. Hardscape Washdown: The application of potable water to driveways and sidewalks is prohibited.
10. Rain Events: The application of potable water to outdoor landscapes during or within 48 hours after measurable rainfall is prohibited.
11. Medians: Irrigation with potable water of ornamental turf on public street medians is prohibited.
12. New Construction: Landscapes outside of newly constructed homes and buildings must be consistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development.
13. Hotel Operators: Operators of hotels and motels shall provide guests with the option of choosing not to have towels and linens laundered daily. The hotel or motel shall prominently display notice of this option in each guestroom using clear and easily understood language.

#### **5.14.1 Nonfunctional Turf**

Mandates and regulations determined by the State Water Resources Control Board (SWRCB) require water suppliers to enact and enforce a prohibition of irrigating nonfunctional turf with potable water. The use of potable water for the irrigation of nonfunctional turf located on commercial, industrial, and institutional properties, other than a cemetery, and on properties of homeowners' associations, common interest developments, and community service organizations or similar entities is prohibited as of the following dates:

1. All properties owned by California Department of General Services, local governments, local or regional public agencies, and public water systems, except those specified in section 4 below, beginning January 1, 2027.
2. All other institutional properties and all commercial and industrial properties, beginning January 1, 2028.
3. All common areas of properties of homeowners' associations, common interest developments, and community service organizations or similar entities, beginning January 1, 2029.
4. All properties owned by local governments, local public agencies, and public water systems in a disadvantaged community, beginning January 1, 2031, or the date upon which a state funding source is made available to fund conversion of nonfunctional

turf on these properties to climate-appropriate landscapes, whichever is later.

The use of potable water is not prohibited by this section to the extent necessary to ensure the health of trees and other perennial nonturf plantings, or to the extent necessary to address an immediate health and safety need.

Violation of this section may result in fines. Continued noncompliance may result in water capacity restrictions to the property or termination of service.

1. **First Violation:** The District will issue a written notice to the Customer regarding the violation, the corrective action required, and the time frame provided to make necessary changes.
2. **Second Violation:** If the violation is not corrected within the time frame specified by the District, a second notice of violation will be issued and the time frame provided to make necessary changes, and a fine of one hundred dollars (\$100.00) shall be levied for the second violation.
3. **Third Violation:** If the violation is not corrected within the time frame specified in the second violation, a third notice of violation will be issued and the time frame provided to make necessary changes, and a fine of two hundred fifty dollars (\$250.00) shall be levied for the third violation.
4. **Fourth and Subsequent Violations:** If the violation is not corrected within the time frame specified in the third notice, the fourth notice of violation will result in a fine of five hundred dollars (\$500.00). Each day that a violation occurs beyond the remedy allowance provided for in the fourth notice of violation results in a new violation and a fine of five hundred dollars (\$500.00) per day.

In addition to the fines outlined above, water service may be turned off or installation of a flow restrictor on the service line or lines may be required. Such an order shall be written and subject to appeal pursuant to Section 5.22, Appeals and Exceptions. Any appeal shall be heard as quickly as possible to allow a flow restrictor to be removed promptly should the Board of Directors grant the appeal.

### **5.15 Mandatory use of Non-Potable Water Where Available**

Where Non-Potable Water is available to a property served by Camrosa, the property shall utilize such water in lieu of Potable Water, wherever practicable. Non-Potable Water must be used for construction purposes, when available.

### **5.16 Water Shortage Contingency Plan Stages**

State law requires that urban water suppliers maintain Water Shortage Contingency Plans to prepare for and respond to water shortages. Camrosa's Water Shortage Contingency Plan is described in full in its Urban Water Management Plan; this section describes the stages of action to be undertaken in response to water supply shortages, and the process by which the Board of Directors may implement those stages.

Two (2) contingencies can trigger the Water Shortage Contingency Plan: a "Water Supply Shortage" and a "Water Emergency."

A Water Supply Shortage is a condition in which Camrosa Water District determines that drought, state or regional mandate, or other circumstance compromises, or threatens to compromise, the District's supplies in such a way that a reduction in Customer demand and/or supply production is necessary.

A Water Emergency is a condition resulting from a catastrophic event or events that causes, or threatens to cause, an impairment, reduction, or severance of the District's water supplies or access thereto, in a manner that results in, or may result in, the District's inability to meet ordinary water demands for Potable Water Service.

In the event of either contingency, the General Manager shall report to the Board of Directors on the cause, extent, severity, and estimated duration of the supply shortage or emergency. The Board may activate one (1) of the following stages by declaring, by resolution, a Water Supply Shortage or Water Emergency, modifying it as necessary to accommodate specific requirements or eventualities not anticipated by this policy. The District shall notify its Customers of this declaration via its Web site, newspaper, radio, television, direct mail, or any other means determined by the District to be prudent.

#### **5.17 Stage One Water Supply Shortage or Water Emergency**

The goal of a Stage One Water Supply Shortage or Water Emergency is to reduce potable water production by up to 15 percent to preserve water supplies for the District and/or the region, until the shortage or emergency has ended. In addition to the prohibited uses of water outlined in Section 5.14, the following water conservation requirements apply during a declared Stage One Water Supply Shortage or Water Emergency;

1. Limits on Watering Hours: Watering or irrigating of lawn, landscape or other vegetated area with potable water shall be prohibited between the hours of 9:00 A.M. and 5:00 P.M. on any day.
2. Other Prohibited Uses: The District may implement other water-use requirements as determined appropriate to meet water supply shortages or water emergency conditions.

#### **5.18 Stage Two Water Supply Shortage or Water Emergency**

The goal of a Stage Two Water Supply Shortage or Water Emergency is to reduce potable water demands by 15 to 30 percent, while preventing the loss of property and protecting the health and safety of the community and region. In addition to the prohibitions listed in the Stage One Water Supply Shortage or Water Emergency, the following water conservation requirements to prudently preserve water supplies shall be observed:

1. Leaks: No person may permit leaks of water that he/she has the authority to eliminate. Any detected leak, break, or malfunction shall be corrected within 24 hours after a person discovers or receives notice from the District.
2. Limits on Watering Days: Water or irrigating of landscape or other vegetated area with potable water shall be limited to three (3) days per week on a schedule established and posted by the District.
3. Limits on Filling Residential Swimming Pools & Spas: Use of water to fill or refill swimming pools and spas may be limited to maintain the level of water only when necessary. Draining of pools and spas or refilling shall be done only for health or safety reasons.
4. Other Prohibited Uses: The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.

#### **5.19 Stage Three Water Supply Shortage or Water Emergency**

The goal of a Stage Three Water Supply Shortage or Water Emergency is to reduce potable water demands by 30 percent or more, while protecting the health and safety of the community and the region. In addition to the actions and requirements of a stage two emergency, the following water conservation requirements to prudently preserve water supplies must be observed:

1. Irrigation Restrictions: Watering or irrigation of lawn, landscape or other vegetated area with potable water may be prohibited by the Board of Directors.
2. New Potable Water Service: No new Potable Water Service, new temporary meters, or permanent meters will be provided, and no statements of immediate ability to serve or provide Potable Water Service will be issued without mitigation measures approved by

the General Manager that will offset the new demand.

3. Other Prohibited Uses: The District may implement other water use requirements as determined appropriate to meet water supply shortages or water emergency conditions.

#### **5.20 Declaration of Emergency State**

The Board of Directors may move from stage to stage as necessary to best manage the water supply shortages or water emergencies. Once a water supply shortage or water emergency condition has subsided and water supplies have returned to normal, the Board of Directors shall by resolution declare an end to the emergency and restore service to pre-emergency conditions.

#### **5.21 Violations of Prohibitions**

Violation of any water-use prohibition during a Stage Three emergency may result in fines. Repeated violations may result in water capacity restrictions to the property or termination of service.

1. **First Violation**: The District will issue a written notice to the Customer indicating a violation of one or more of the water-use prohibitions or restrictions.
2. **Second Violation**: If the first violation is not corrected within the time frame specified by the District, or if a second violation occurs within the following twelve (12) months after the first violation notice, a second notice of violation will be issued and a fine of one hundred dollars (\$100.00) shall be levied for the second violation.
3. **Third Violation**: A third violation within the following twelve (12) months after the date of issuance of the second notice of violation will result in a third violation and a fine of two hundred fifty dollars (\$250.00).
4. **Fourth and Subsequent Violations**: A fourth violation within the following twelve (12) months after the date of issuance of the third notice of violation will result in a fourth violation and a fine of five hundred dollars (\$500.00). Each day that a violation occurs beyond the remedy allowance provided for in the fourth notice of violation results in a new violation and a fine of five hundred dollars (\$500.00) per day.

In addition to the fines outlined above, water service may be turned off or installation of a flow restrictor on the service line or lines may be required. Such an order shall be written and subject to appeal pursuant to Section 5.22, Appeals and Exceptions. Any appeal shall be heard as quickly as possible to allow a flow restrictor to be removed promptly should the Board of Directors grant the appeal.

- a. **Cost of Flow Restrictor and Disconnecting Service**: The Customer determined to be in violation of this Ordinance is responsible for payment of the District's costs for installing and/or removing any flow restrictors.

- b. **Payment of Fines:** The Customer determined to be in violation of this Ordinance is responsible for the full payment of any and all fines. Each fine shall be applied to the Customer's monthly water bill. Payment of the fine will be the responsibility of the individual named on the water account. Non-payment of fines will be subject to the same remedies as non-payment of basic water service, in accordance with this Ordinance.

### **5.22 Appeals and Exceptions**

Any Customer may appeal a fine imposed under this Ordinance to the Board of Directors by filing a written appeal with the District within 30 days of the notice of violation.

### **5.23 Reasonable Attorney Fees Paid by Customer**

In the event an action is commenced in a court of law by the District to collect any obligations incurred by the use of Water or Wastewater Services, the Customer shall be required to pay reasonable attorney's fees if said action by the District is successful.

## **FEES AND CHARGES**

### **6. WATER SERVICES RATES, FEES, AND CHARGES**

Camrosa shall establish, after holding a public hearing in accordance with Proposition 218, the District's *Schedule of Rates for Water and Wastewater Services*. The *Schedule of Rates for Water and Wastewater Services* may cover a period not to exceed five (5) years. The *Schedule of Rates for Water and Wastewater Services* may provide for automatic adjustments that pass through to the Customer the adopted increases or decreases in the wholesale charge for water established by another public agency. Notice of any adjustments pursuant to the schedule shall be given not less than 30 days before the effective date of the adjustment.

Camrosa shall also establish, after holding a public hearing in accordance with Government Code 53756, the *Schedule of Miscellaneous Fees and Charges*. The *Schedule of Miscellaneous Fees and Charges* may cover a period not to exceed five (5) years.

The Customer must pay all assigned rates, fees, and charges for the type and class of service provided in the manner and within the times set forth in this Ordinance, the *Schedule of Rates for Water and Wastewater Services*, and the *Schedule of Miscellaneous Fees and Charges*. Failure to make timely payment may result in the installation of a flow restriction device, discontinuation of water service, or termination of service, upon notice, as may be required by law.

Re-establishment of service to the Property may be withheld until the General Requirements of Water Service are met.

#### **6.1 Application for Service**

##### **6.1.1 Residential Service**

An application for residential water service, provided by the District, must be completed and signed by the Property Owner. The applicant must provide the following information:

1. Government-issued photo identification;
2. Date of birth;
3. Social Security Number; and
4. Verification that the applicant is the legal Property Owner.

**Authorized Exception:** With General Manager approval, and as specified in Section 6.10.7, a tenant may apply for water service if the Property Owner is the customer and has been issued a notice of intent to discontinue water service due to nonpayment. In this case, Tenant must comply with all requirements for service with the exception of being the property owner.

### **6.1.2 Commercial, Industrial, or Institutional Service**

An application for Commercial, Industrial, or Institutional water service, provided by the District, must be completed and signed by the authorized company representative. The applicant must provide the following information:

1. Government-issued photo identification;
2. A current business license;
3. Business Tax ID Number; and
4. A Guaranty signed by a Guarantor who is acceptable to the District.

Such application shall contain the following provisions:

1. Applicant shall agree to accept the services applied for subject to the rules and regulations of the District and to pay therefore at regular rates. Should the applicant subsequently cancel one or more items of service, such cancellation shall not change or affect the terms of his application in respect to the remaining item or items of service.
2. Applicant shall also agree to give at least 24 hours' notice to the District before service is to be discontinued. The provisions of the application, obligating the applicant to accept and pay for service shall remain in force until said notice is given, all bills due are paid in full, and a new Property Owner has made an application for service, or the Property Owner provides verification that they are no longer the legal owner of the property. Applicant further agrees that their liability for the service (including monthly meter fees, regardless of usage) shall remain, until they provide verification that they are no longer the legal owner of the property.
3. Applicant shall further agree to assume all liability for any damage occurring on the premises served, by reason of open faucets, faulty fixtures, or broken pipes on such premises at or after the time when service is turned on, whether or not at that time there is any responsible interested person on the premises.

### **6.1.3 Agreement for Non-Potable Water Service**

In addition to completing an Application for Water Service, customers receiving Non-Potable Water Service, as defined in Section 4.2.2, must complete an Agreement for Non-Potable Water Service. It is the Property Owner's responsibility to ensure any persons on their property comply with the terms of the Agreement and to post all required signage on the subject property. Any violations may cause the Non-Potable service to be immediately disconnected.

## **6.2 Use of Water without Regular Application for Service**

Any person, firm, or corporation taking possession of premises where the water supply has been shut off and the curb cock or valve sealed, must make proper application to the District to have the water supply turned on. In the event the Customer turns on the water supply or suffers or causes it to be turned on without first having made such application, the Customer will be held liable for all damages resulting therefrom, including, but not limited to all charges for the water service rendered, the amount thereof to be determined, at the election of the District, either by the meter reading or on the basis of the estimated consumption for the length of time service was received by the Customer without proper application. When the District finds that water is being used without proper application, service will be terminated immediately, and prosecution may occur.

## **6.3 Deposit from Applicant**

A prepaid Deposit shall be required in an amount equal to two (2) times the estimated average monthly bill. After twelve (12) months of maintaining a current account, the customer may request a deposit adjustment reducing the deposit to one (1) time the average bill during the

~~past twelve (12) months the average month averagely bill of the current account will be calculated. Any credit resulting from the adjustment will be credited to the account. One month's average bill will be retained as deposit; the remainder will be applied to the Customer's account.~~ The remaining deposit will be applied to the final bill when service is terminated. Any unused deposit will be returned to the Customer within 30 business days.

Any Customer who has established a pattern of delinquency which results in shutoff may be required to reestablish service by paying a deposit equal to two (2) times the average bill during the past twelve (12) months.

If a ~~consumer customer~~ who has made a deposit fails to pay ~~a his~~ delinquent bill or bills, together with all added penalties, ~~the his~~ deposit shall be applied on ~~the his~~ account and the service may be discontinued until such time as the deposit is restored to the amount provided herein after all delinquencies and charges are paid.

~~Any Customer who, during a twelve-month period, has two (2) or more returned checks shall be required to pay all billings for a period of one (1) year with cash, cashier's check, money order, automatic bank withdrawals (EZ Pay), or credit card. A deposit amount equal to two (2) times the average bill may also be collected, and the cash-only requirement may be continued indefinitely for Customers with an established pattern of multiple returned checks.~~

Any Deposit refunds and/or Credit forward balances for water service normally due to a former Customer shall not be credited to the account of the new Customer at the same service address. Said credit balances shall be refunded to the former Customer when a forwarding address is available. Refund checks will only be mailed for amounts over \$10.00. Any refund less than \$10.00 will be available for the customer to collect in the office. When there is not a forwarding address available, said credit balances shall be deposited in the District's Trust Fund and shall be thereafter refunded to the former Customer upon written request to the District. If no such request is submitted within one (1) year, the Deposit refund/Credit forward balance shall be credited to the District's General Fund.

#### **6.4 Billing and Responsibility for Charges**

Under ordinary conditions, each continuous service meter will be read monthly on approximately 28 to 35 days for one billing cycle to the next and a bill thereupon rendered, showing the period covered by the meter reading, or the amount of water used, and the total charge for the service rendered. Fire service meters may, at the option of the District, be read semi-annually or annually. However, monthly bills shall be rendered for the monthly fire service charge. Notice may be given by the District for large or unusual meter registration. The customer is responsible for paying for all water that passes through the meter.

Where the meter is found to be out of order, or when a meter reading cannot be obtained, the charge for water will be based, at the option of the District, on an estimated meter reading. Such estimates may be based on previous usage for the property or on the consumption as registered by a substituted new meter. Consideration may also be given to the average monthly consumption adjusted to seasonal demand for the current billing period. Consideration may also be given to volume of business, seasonal demand, and other factors that may assist in determining an equitable charge. When the meter is temporarily covered by building or other material, or when a mobile construction meter has been moved to a new location without the District's knowledge, so that it cannot be read, the charge for water will be based on estimated water usage. Such estimates may be based on previous usage for the property, and a bill or series of bills for the billing period will be rendered. Estimated water usage may be adjusted, if necessary, when the meter is first thereafter read.

The District may notify the customer of the inaccessibility of the meter and may charge the applicable fee for the notice as specified in the District's *Schedule of Miscellaneous Fees and Charges*.

When the water meter or water lines within a private easement are not accessible to the District due to locked gates, fences, livestock, dogs, or any other condition for more than 60 days, the District will, at its option:

1. Remove the meter and/or terminate service until the inaccessibility is eliminated. Notice of the District's intent to do so will be given to the customer after the first incident of inaccessibility.
2. If the water meter and/or the water lines within a private easement remain inaccessible or their location inhibits or excludes District access, the water meter and/or water lines may be relocated at the determination of the District, and all relocation costs, including, but not limited to, materials and labor, will be billed to the customer.

All accounts will be designated as electronic delivery (paperless) unless the customer requests paper bills. If the paper bill is returned by the post office, the account will revert to paperless billing. Bill notifications for District services will be sent to the Owner of the Property served at the email address designated on the account. The Property Owner shall be responsible for the payment of all District charges related to the subject property. A Property Owner's responsibility for District charges is not relieved by either the fact that the charges were incurred and paid by a person or entity other than the Property Owner or the fact that the services were instituted in the name of a person or entity other than the Property Owner. The current Property Owner shall be responsible for payment of all unpaid fees and charges not collected, or collectible, from any user or occupant on the parcel. The Property Owner will maintain responsibility of all bills for service until the property is sold or transferred to another Property Owner. All bills for District services shall be sent to the property address in the name of the Property Owner (or other address as may be provided, in writing, by the Property Owner). Property Owners may make arrangements to send ~~the bills~~ notifications or paper bills to a tenant or occupant of the property. No more than one (1) paper bill will be mailed per account.

### **6.5 Time and Manner of Payment**

All bills and charges for Water and Wastewater Services are due and payable upon presentation. Such bills and charges shall be deemed to be presented upon having been deposited in the United States Mail, ~~postage paid~~, and addressed to the Customer reflected in the records of the District or having sent an email notification that the bill is ready to view. Payments may be made in person, by mail, by telephone, online, or by electronic transfer of funds to the District. Payment must be received before close of business of the delinquent specified on the bill. Postmark date will not be considered as receipt date.

Any Customer who, during a twelve-month period, has two (2) or more returned checks shall be required to pay all billings for a period of one (1) year with cash, cashier's check, money order, or credit/debit card. A deposit amount equal to two (2) times the average bill may also be collected, and the No Check restriction may be continued indefinitely for Customers with an established pattern of multiple returned checks.

Any customer who elects for autopay but have had their payment declined more than once within a 12-month period may be removed from autopay.

### **6.6 Delinquent Fees and Charges**

Monthly bills are considered delinquent when payment is not received in full for the billed amount by close of business of the delinquent date specified on the bill. The delinquent balance shall be assessed a ten percent (10%) late charge the next business day. Interest shall accrue on the delinquent balance at the rate of 1.5% per month from the delinquent date until the account is brought current. In addition, charges shall be imposed for noticing the Customer of a pending shutoff due to non-payment, and for disconnection of service as a result of delinquency, as provided in the District's *Schedule of Miscellaneous Fees and Charges*. The Customer will also be liable for any attorney's fees incurred by the District in attempting to collect payment of a delinquent account, whether a lawsuit is filed or not. In the event the District files a lawsuit or

other legal proceeding to collect a delinquent account, the prevailing party in that proceeding shall be entitled to recover its attorney's fees and costs of suit, in addition to any other remedies recovered.

### **6.7 Discontinuation of Non-Residential Service or Installation of Flow Restrictor for Nonpayment**

For all other water services excluding residential domestic water service, including residential irrigation meters, if the delinquent amount and any accrued late charges, interest, or other charges are not paid in full within fifteen (15) days of delinquency, water service may be discontinued upon notification to the Customer. At least 48 hours prior to termination of service, the District shall attempt to notify the Customer by telephone, mail, email, or delivery of a door hanger at the service location stating that water service shall be shut off. If full payment is not received by 9:00 A.M. on the shut off date, water service will be discontinued, and the account will be charged a Disconnection Fee.

The General Manager is authorized to disconnect water service due to non-payment prior to the standard shutoff date if the General Manager concludes, in his sole discretion, that the continued use of water by the delinquent account holder poses a substantial financial risk to the District.

If water service is disconnected due to a delinquency, a deposit equal to two (2) times the average bill during the past twelve-month period will be collected prior to reestablishing service and an application for service may be required if one is not already on file. The District will only resume water services during normal business hours.

The late charges, interest, and other charges herein are based upon a good faith estimate of the operating expenses incurred by the District in administering delinquent accounts, including, but not limited to providing notification of delinquency, in processing and collecting delinquent accounts, and in providing notification and processing the disconnection of water service.

Prior to the disconnection of water service, a Customer may contact the District's billing office and make a written request for an alternate payment plan. If a payment plan is approved by the General Manager or authorized designee, the General Manager may agree to terms to continue water service and avoid a disconnection fee. If the Customer fails to meet the agreed upon terms of the alternate payment plan, water service shall be disconnected immediately. The General Manager or authorized designee may waive delinquent fees, late charges, and other fees and charges, if such waiver is deemed to be in the best interest of the District.

The decision to install a flow restriction device or to disconnect a water service will be at the General Manager or authorized designee's discretion and dependent upon any relevant local or State mandates concerning such actions, available resources, and other pertinent considerations at the time. In the event a flow restriction device is to be installed, the customer will receive a 48-hour door hanger, subject to the *Schedule of Miscellaneous Fees and Charges*, prior to the installation. The flow restrictor will remain in place until the past-due balance is paid.

The Policy on Discontinuation of Residential Domestic Water Service or Installation of Flow Restrictor for Nonpayment can be found in Section 6.10.

### **6.8 Liens**

The District may, in its sole discretion, continue service on a delinquent account on the condition that the Customer and/or Property Owner sign a lien, to be recorded in the office of the Ventura County Recorder. Such lien shall encumber all real property interests owned by the Customer and/or Property Owner in the County of Ventura and shall secure payment of the delinquent amount and any subsequently accruing charges, including interest, attorney's fees, and any other fees or charges incurred by the District in connection with collecting the amounts owed.

### **6.9 Pressure Zone Surcharges**

Water Services may be subject to surcharges if the areas to be served are above the first hydraulic lift. Zone Surcharges are intended to reflect the actual cost of any additional pumping and shall be reviewed annually to ensure that they reflect current costs.

#### **6.10 Policy on Discontinuation of Residential Domestic Water Service or Installation of Flow Restrictor for Nonpayment**

This Policy on Discontinuation and Flow Restriction of Residential Water Service for Nonpayment ("Policy"), required by state law with the passage of Senate Bill 998 (2018), applies to all District residential domestic water accounts (Classes I and II in Section 4.2.1); it does not apply to accounts for nonresidential water service or for irrigation meters at residential parcels. See Section 6.7 for Discontinuation of Non-Residential Service or Installation of Flow Restrictor for Nonpayment.

##### **6.10.1 Contact**

District Customer Service can be reached at (805) 388-0226. Customers can also visit the District office Monday-Friday 9:00 A.M. to 4:00 P.M., except on District holidays.

##### **6.10.2 Delinquency**

As with bills for all water service, residential domestic water bills are due upon receipt and become delinquent when payment is not received in full for the billed amount by close of business of the delinquent date specified on the bill.

Delinquent balances for residential domestic water service are assessed late fees and accrue interest in accordance with Section 6.6.

Interest charges on delinquent bills will only be waived for customers who demonstrate a household income below 200 percent of the federal poverty level, as defined in Section 6.10.6, and will only be waived once every 12 months.

##### **6.10.3 Discontinuation of Water Service for Nonpayment**

If a bill is delinquent for at least sixty (60) days, the District may discontinue water service to the service address.

###### **6.10.3.1 Written Notice to Customer**

The District will provide a mailed notice, containing the following information, to the customer of record at least seven (7) business days before discontinuation:

- a. The name and address of the customer
- b. The amount of the delinquency
- c. The date by which payment or payment arrangements must be made to avoid discontinuation of service
- d. A description of the procedure to petition for bill review and appeal
- e. A description of the procedure by which the customer may request an alternative payment arrangement as described in Section 6.10.3.6.

###### **6.10.3.2 Written Notice to Occupants or Tenants**

If the District furnishes water through a master meter, provides individually metered service to a single-family dwelling, multi-unit residential structure, mobile home park, or farm labor camp, and the property owner or manager is the customer of record, or if the customer of record's mailing address is not the same as the service address, the District shall send a notice to the occupants living at the service address at least ten (10) ~~business~~ days before discontinuation of water service.

The notice shall be addressed to "Occupant," contain the information in Section 6.10.3.1, and inform the residential occupants that they have the right to become customers of the District without being required to pay the amount due on the delinquent

account. Terms and conditions for occupants to become customers are provided in Section 6.10.7.

#### **6.10.3.3 Notice by Telephone**

The District shall make a reasonable, good faith effort to contact the customer of record or an adult person living at the service address in person or by telephone at least seven (7) business days before discontinuation of service. The District shall offer to provide a copy of this Policy and to discuss options to avert discontinuation of water service for nonpayment, including the possibility of an alternative payment arrangement.

#### **6.10.3.4 Posting of Notice at Service Address (door hanger)**

If the District is unable to contact the customer or an adult person living at the service address by telephone and the mailed notice is returned as undeliverable, the District shall make a good faith effort to leave a notice of imminent discontinuation of residential service and a copy of this Policy or instructions on how to obtain one in a conspicuous place at the service address. The notice and copy of this Policy or instructions on how to obtain one shall be left at the residence at least forty-eight (48) hours before discontinuation of service. The notice shall include the information in Section 6.10.3.1.

#### **6.10.3.5 Circumstances Under Which Service Will Not be Discontinued**

Per state law, exemptions from discontinuation of residential domestic water service due to nonpayment will be granted under the following circumstances:

1. During local, state, or national emergency, as defined and declared by the appropriate level of government, that provides for a moratorium on water shutoffs.
2. During an investigation by the District of a customer dispute or complaint.
3. During an appeal.
4. During the period of time in which a customer's payment is subject to a District-approved alternative payment arrangement and the customer remains in compliance with the approved payment arrangement.
5. Provided a customer meets all of the following special medical and financial conditions:
  - a. The customer, or a tenant of the customer, submits to Camrosa the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the State Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.
  - b. The customer demonstrates that he or she is financially unable to pay for residential service within Camrosa's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within Camrosa's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level.

- c. The customer is willing to enter into an alternative payment arrangement.

If the special medical and financial conditions described above are met, the District shall offer the customer an alternate payment arrangement.

#### **6.10.3.6 Alternative Payment Arrangements**

The General Manager or authorized designee may agree to terms with any customer that is unable to pay to continue water service, restart service, and/or avoid a disconnection fee. If the Customer fails to meet the agreed-upon terms of the alternate payment plan, water service will be disconnected. The General Manager or authorized designee may waive delinquent fees, late charges, and other fees and charges, if such waiver is deemed to be in the best interest of the District. During alternative payment arrangements, water service may be limited, by the installation of a flow restriction device, to supplies adequate for human consumption, cooking, and sanitary purposes.

#### **6.10.3.7 Requests**

If a customer is unable to pay a bill during the normal payment period, the customer may request an alternative payment arrangement. ~~It is the customer's responsibility to demonstrate that special medical and financial conditions, as described 6.10.3.5 (5.a-c), exist.~~ Requests must be submitted at least 48 hours prior to the disconnection date. The District will review requests within seven (7) business days; water service will not be discontinued during this time.

#### **6.10.3.8 Alternative Payment Schedule**

If approved by the District, a customer may pay the unpaid balance pursuant to an alternative payment schedule as determined by the District's General Manager or authorized designee that will not exceed twelve (12) months. During the period of the alternative payment schedule, the customer must remain current on all water service charges accruing during any subsequent billing periods. The alternative payment schedule and amounts due shall be set forth in writing and provided to the customer for their required signature indicating agreement and adherence to the schedule.

#### **6.10.3.9 Failure to Comply**

The customer must comply with the agreed upon payment schedule and remain current as charges accrue in each subsequent billing period. The customer may not request another payment schedule for any subsequent unpaid charges while paying delinquent charges pursuant to a previously agreed upon schedule. If the customer fails to comply with the terms of the agreed upon schedule for sixty (60) days or more or fails to pay their current service charges for sixty (60) days or more, the District may discontinue water service to the customer's property.

#### **6.10.3.10 Final Notice**

The District will post a final notice of intent to disconnect service in a prominent and conspicuous location at the service address at least five (5) business days before discontinuation of service. The final notice will not entitle the customer to any investigation or review by the District.

#### **6.10.3.11 Reductions/Waivers/Deferrals**

~~Reductions, waivers, or deferrals of water service charges are not available.~~ All customers are eligible for one late fee waiver per calendar year.

**6.10.3.12 Limits**

Customers may only enter into one alternative payment arrangement at a time.

**6.10.3.13 State of Emergency Exception**

During a local, state, or national emergency, as defined and declared by the appropriate level of government, that provides for a moratorium on water shutoffs, failure to comply may result in water service being limited, by use of a flow restrictor or other measure, to supplies adequate for human consumption, cooking, and sanitary purposes.

**6.10.3.14 Restoration of Service**

Customers whose water service has been discontinued may contact the District by telephone or in person regarding restoration of service. Restoration shall be subject to ~~payment of:~~

1. ~~payment of~~ any past-due amounts, including applicable interest or penalties;
2. ~~payment of~~ any reconnection fees, subject to the limitations in Section 6.10.6, if applicable;
3. ~~completion of an application for service, if one is not already on file;~~ and
4. and ~~payment of a~~ security deposit, if required by the District. Payment must be made in cash, money order, debit card, or credit card. Check payments will not be accepted.

**6.10.4 Installation of Flow Restrictors**

At the discretion of the General Manager, flow restrictors may be used in circumstances that warrant continuation of water service at a limited flow rate. Flow restrictors limit the flow of water through a meter, maintaining customer access to water sufficient for health and sanitary uses while limiting the nonrevenue water loss due to customers who are not paying their bill. This section applies to all customer types and services.

**6.10.4.1 Notice**

Customers will be noticed by door hanger at the service address 48 hours prior to the installation of the flow restrictor.

**6.10.4.2 Removal**

The flow restrictor will be removed, and full service restored once the account has been brought current, an alternative payment arrangement has been agreed upon, or as determined by the General Manager or authorized designee.

**6.10.5 Procedures to Contest or Appeal a Bill****6.10.5.1 Initiation**

A customer may initiate a complaint or request an investigation regarding the amount of a bill within ten (10) days of receiving a disputed bill. For purposes of this Policy, a bill shall be deemed received by a customer five (5) days after mailing.

**6.10.5.2 Review by District**

A timely complaint or request for investigation shall be reviewed by a District manager, who shall provide a written determination to the customer. The review will include consideration of whether the customer may receive an alternative payment arrangement. The District may at its discretion review untimely complaints or requests for investigation.

**6.10.5.3 Appeal**

Any customer whose timely complaint or request for an investigation resulted in an adverse determination by the District may appeal the determination. A written notice of appeal must be received by the District within ten (10) business days of the District's

mailing of its determination. Following receipt of a request for an appeal or review, a hearing date shall be promptly set before the General Manager or authorized designee. After evaluation of the evidence provided by the customer and the information on file with the District concerning the water charges in question, the General Manager or authorized designee shall render a decision as to the accuracy of the water charges set forth on the bill and shall provide the appealing customer with a brief written summary of the decision.

#### **6.10.6 Reconnection Fee Limits and Waiver of Interest for Low-Income Customers**

The District will deem a residential customer to have a household income below 200 percent of the federal poverty line if: (a) any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or (b) the customer declares under penalty of perjury that the household's annual income is less than 200 percent of the federal poverty level. The District reserves the right to request documentation verifying the member of the household receives benefits at the property.

For residential customers who demonstrate to the District a household income below 200 percent of the federal poverty line, the District shall charge the standard rate for reconnection with the following limits:

1. Limit any reconnection fees during normal operating hours to fifty dollars (\$50)
2. Limit any reconnection fees during non-operational hours to one hundred fifty dollars (\$150).

The limits will only apply if the District's reconnection fees actually exceed these amounts. These limits are subject to an annual adjustment for changes in the Bureau of Labor Statistics' Consumer Price Index for All Urban Consumers (CPI-U) beginning January 1, 2021.

For residential customers who demonstrate to the District a household income below 200 percent of the federal poverty line request an interest waiver, the District shall waive interest charges on delinquent bills once every 12 months.

#### **6.10.7 Procedures for Occupants or Tenants to Become Customers**

##### **6.10.7.1 Applicability**

This section applies only when the property owner, landlord, manager, or operator of a residential service address is listed as the customer of record and has been issued a notice of intent to discontinue water service due to nonpayment.

##### **6.10.7.2 Agreement to District Terms and Conditions of Service**

The District shall make service available to the occupants if each occupant agrees to the terms and conditions of service and meets the requirements of the District's rules and regulations, including completing an application for service and meeting the deposit requirement. However, if at least one of the occupants is willing to assume responsibility for all subsequent charges, or if there is a physical means of discontinuing service to those occupants who do not meet the District's rules and requirements, then the District shall make service available to the occupants who do meet them.

##### **6.10.7.3 Verification of Tenancy**

To be eligible to become a customer without paying the amount due on the delinquent account, the occupant shall verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a government document indicating that the occupant is renting the property, or information disclosed pursuant to Section

1962 of the Civil Code, at the discretion of the District.

#### **6.10.8 Other Remedies**

In addition to discontinuation of water service, the District may pursue any other remedies available in law or equity for nonpayment of water service charges, including, but not limited to: securing delinquent amounts by filing liens on real property, filing a claim or legal action, or referring the unpaid amount to collections. In the event a legal action is decided in favor of the District, the District shall be entitled to the payment of all costs and expenses, including attorneys' fees and accumulated interest.

#### **6.10.9 Discontinuation of Water Service for Other Customer Violations**

The District reserves the right to discontinue water service for any violations per District ordinances, rules, or regulations other than nonpayment.

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## **WASTEWATER SERVICE**

### **7. WASTEWATER SERVICE GENERAL**

The District protects the health, welfare and safety of the local residents by constructing, operating and maintaining a system of local wastewater and laterals, trunk wastewater and interceptors, and liquid waste treatment and disposal facilities to serve the homes, industries and commercial establishments throughout the District and surrounding environs as required by State and Federal law.

The District shall devote its best efforts to plan for and, on a case-by-case basis if necessary, prioritize the provision of Wastewater Service to proposed lower-income housing developments pursuant to Government Code Section 65589.7.

Development projects that include lower-income housing units shall not be denied approval of an application for service, nor shall conditions be imposed thereon, or services reduced which are applied for, unless the District makes specific written findings that the denial, condition or reduction is necessary due to the existence of one or more of the following:

1. Insufficient wastewater treatment or wastewater collection capacity;
2. A Regional Water Quality Control Board order prohibiting new wastewater connections; and/or
3. The proposed development applicant has failed to agree to reasonable terms and conditions.

The District shall not discriminate in any manner when processing and considering requests for services by proposed developments that include lower-income housing units.

#### **7.1 Wastewater Service Area**

Camrosa Water District has facilities capable of providing Wastewater Service to approximately 50 percent of its Customers. The boundaries of the existing Wastewater Service Area are the US- Highway 101 north to Worth Way, between Calleguas Creek on the west and Tuscan Grove on the east. Camrosa also provides Wastewater Service to California State University Channel Islands and other adjacent Properties.

#### **7.2 Demarcation of Wastewater Service Responsibilities**

##### **7.2.1 Demarcation of District Facilities**

For the purpose of defining the location at which District facilities end and private facilities begin, the cleanout on wastewater lateral connections to private property, located behind the curb, gutter, or sidewalk, shall serve as the point of demarcation.

##### **7.2.2 Customer Responsibility**

The point of demarcation of District facilities shall not serve as the point where obstructions causing a backup of wastewater within the lateral cease to be the responsibility of the Customer. It is the responsibility of the Customer to maintain clear and free flow in the lateral from their property all the way to the District wastewater main. This includes clearing obstructions caused by something flushed or dropped into the lateral or caused by root intrusion from nearby landscaping. Simply causing the obstruction to pass the demarcation point does not then place the responsibility for correction of the problem onto the District. Root intrusion caused by City or County placed trees or shrubs is, likewise, the Customer's responsibility to correct and then, if so inclined, to file a claim with the appropriate agency.

##### **7.2.3 Liability for Property Damage**

The District shall not be liable for damage to private property caused by blockage in a wastewater lateral. The District may assume liability only in instances when a backup in the District wastewater main causes damage to private property.

### **7.3 Water Reclamation Policy**

The District is committed to a policy of wastewater reclamation and reuse in order to provide an alternate source of water supply and to reduce overall costs of wastewater treatment and disposal. In order to meet California Water Code Title 22 recycled water standards at the CWRP, commercial and industrial wastewater, Customers are required to meet Camrosa's Ordinance 22 discharge regulations.

### **7.4 Eligibility for Wastewater Service**

Connection to the District's wastewater facilities is authorized once the prospective Customer has completed the application process, all fees have been paid, the connection meets District construction standards, and the type and volume of discharge is not detrimental to either the collection system or the treatment process. The use of the wastewater system is subject to regulation by the District.

#### **7.4.1 Wastewater Service Requirements for Accessory Dwelling Unit (ADU)**

The Camrosa Water District recognizes the growing demand for ADUs within its service area and is committed to ensuring efficient and equitable Wastewater Service for all customers within the Camrosa Wastewater Service Area, including those with ADUs. Camrosa has established this policy to govern the addition of ADUs and to determine appropriate and equitable charges for Wastewater Service. Wastewater Service for an ADU may be connected to the wastewater lateral of the primary service on the account, or, at the property owner's request and expense, connected to a new, independent wastewater lateral connected to Camrosa's wastewater main with a new separate account.

##### **7.4.1.1 Addition of ADUs**

###### **7.4.1.1.1 Permitting**

All property owners within Camrosa's service area seeking to add an ADU must obtain the necessary permits and approvals from the local building department and comply with all applicable zoning and building codes.

###### **7.4.1.1.2 Application for Service**

All property owners within Camrosa's service area seeking to add an ADU must complete an Application for Service and pay the current ADU application fee as found in the *District's Schedule of Miscellaneous Fees and Charges*. At the time of application for service the property owner will indicate if they desire to connect the ADU to the primary Wastewater Service lateral on the account, or, at the property owner's request and expense, connect to a new, independent wastewater lateral connected to Camrosa's wastewater main with a new separate account.

###### **7.4.1.1.3 District Approval**

Prior to the issuance of a certificate of occupancy for the ADU, property owners must provide documentation of the ADU's completion and compliance with local codes. Camrosa will verify the ADU's completion and its proper connection to the primary Wastewater Service's existing lateral. Connections will be made to the primary service's existing wastewater lateral in compliance with District Standards and local sanitation and plumbing codes.

##### **7.4.1.2 Capital Improvement Fees for Wastewater Service to ADUs**

###### **7.4.1.2.1 Shared Service**

ADUs that share a primary Wastewater Service lateral with the main dwelling will not be subject to applicable Capital Improvement fees.

#### **7.4.1.2.2 New, Independent Service**

Property owners may, at their request and bearing all cost thereof, connect an ADU to a new, independent Wastewater Service with a separate Wastewater Service lateral and account. These new accounts will be subject to applicable Capital Improvement fees, as determined by the current District's fee schedule. New, independent Wastewater Service lateral installations must be done using District Standards and a District-approved contractor.

#### **7.4.1.3 Billing and Wastewater Service Charges for ADUs**

##### **7.4.1.3.1 Shared Service**

ADUs that share a primary Wastewater Service lateral with the primary dwelling will be billed on one bill. The base monthly Wastewater Service charge will be increased by one (1) Equivalent Dwelling Unit (EDU) to account for the potential increase in wastewater discharge generated by the ADU. Current base monthly Wastewater Service charges per EDU apply.

##### **7.4.1.3.2 New, Independent Service**

ADUs that have a new, independent Wastewater Service lateral connected to the Camrosa wastewater main line with a separate Wastewater Service account will be billed separately and may have a separate account holder who meets the applicant requirements in Section 6. The ADU account will pay a separate base monthly wastewater charge. Current base monthly Wastewater Service charges per EDU apply.

#### **7.5 Regulation of Wastewater Service**

Camrosa's Ordinance 22, Industrial Waste and Sanitary Service Ordinance Regulating and Controlling Sewage Liquid Waste and Industrial Waste Discharges controls and regulates the discharge of sewage, liquid waste, and industrial waste directly or indirectly into the wastewater system and disposal works of the Camrosa Water District. The provisions of Ordinance 22 are fully incorporated by reference into these rules and regulations, and shall apply to the discharge of all wastes, directly or indirectly, to the District's wastewater system. Ordinance 22 establishes the quality and quantity of discharged wastes; the degree of waste pretreatment required; the issuance of industrial wastewater discharge permits; the establishment of fees and charges; and the establishment of fees, charges, and penalties for violation. Provisions are made within the Ordinance to regulate commercial and industrial waste discharges, comply with State and Federal government requirements and policies, and meet increasingly higher standards of treatment plant effluent quality and environmental consideration. Methods of cost recovery are also established where the industrial waste discharge would impose unreasonable collection, treatment or disposal costs on the District.

### **CONSTRUCTION SPECIFICATIONS**

#### **8. INCLUSION OF SPECIFICATIONS BY REFERENCE**

The design and construction of water and wastewater lines and other appurtenances within the District's service area shall comply with Camrosa's published specifications.

### **IMPLEMENTATION**

#### **9. IMPLEMENTATION AND PRIOR RULES AND REGULATIONS**

This Ordinance supersedes all prior Ordinances and Resolutions relating to rules and regulations for Water and Wastewater Services.

**AUTHORITY FOR IMPLEMENTATION****10. DISCRETIONARY AUTHORITY PROVIDED TO THE GENERAL MANAGER**

The General Manager is herein provided discretionary authority to interpret this ordinance and implement its provisions. This authority includes the determination of eligibility for service, the availability of facilities and capacity, compliance with this ordinance, the application of fees, the resolution of billing disputes, and the negotiation of agreements. The Camrosa Board of Directors may address unresolved disputes. The decision of the Board of Directors regarding such disputes is final.

## Board Memorandum

March 10, 2026

**To:** Board of Directors  
**From:** Kim Nakamura, Finance Manager  
**Subject:** Establish a Banking & Cash Management Policy

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**Objective:** Establish a Banking & Cash Management Policy.

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

**Background:** Ordinance 33 was adopted June 11, 1992, to be effective July 11, 1992, establishing and governing a system of banking the funds of the Camrosa Water District (District). While elements of the ordinance still apply to District's processes and procedures, it is necessary to update language to reflect current day practices. Staff recommendation is to rescind Ordinance 33 (see Agenda Item #6) and replace it with a Banking & Cash Management Policy that will provide internal guidance for efficient management of the District's operating bank accounts.

**Discussion:** In recent months, the District has been exploring Accounts Payable (AP) Automation available with our current ERP system. The implementation of AP Automation requires an update to the Board of Directors (Board) approval process for voucher authorization described in Section 2.1.1 of Ordinance 33. Once AP automation is implemented, the vendor authorization list that will be presented to the Board for approval will not contain check numbers. A payable number and all other information previously presented will still be part of the vendor payments report.

The voucher authorization process has been updated, and currently applicable elements of Ordinance 33 have been incorporated into the new Banking & Cash Management Policy. The new policy incorporates similar language on how the District establishes various bank accounts, but also addresses how transactions are processed, accounted for, and presented to the Board of Directors for approval.

The Banking & Cash Management Policy is being presented for initial review by the Board and it is recommended to replace Ordinance 33, Establishing and Governing a System of Banking the Funds of the Camrosa Water District.

**Attachment:**

- *Banking & Cash Management Policy DRAFT*

**CAMROSA WATER DISTRICT  
BANKING & CASH MANAGEMENT POLICY  
March 2026**

**PURPOSE:**

To establish guidelines to ensure the secure, transparent, and efficient management of the Camrosa Water District's (District) funds and ensure compliance with regulations.

**SCOPE:**

This banking policy applies to all District's operating bank accounts and related deposit of all collected revenues and the disbursement of expenditures.

**POLICY:**

The District's bank accounts shall be established and maintained in the banks designated by the Board of Directors for the deposit of all collected revenues and the disbursement of expenditures.

Deposits Bank Account – All collected revenues shall be deposited to this account. Funds from this account may be transferred to other bank accounts with the authorization of any two (2) members of the Board of Directors. The signed authorization should contain the transferred amount, the destination and the purpose of the transfer. Only the Board of Directors should be listed as authorized signers for this account.

Lockbox Account – Lockbox services are designed to expedite the collection of paper-based payments and provide timely payment information. They are usually provided by a third-party processor improving cash flow by reducing processing time between delivery of mail and depositing payments. If a separate account is maintained for the collection, processing and deposits of payments sent to a designated lockbox, collected payments should be transferred to the District's Deposits Bank account on a weekly basis. The lockbox account balance should not exceed \$5,000 after weekly transfers.

Disbursements Bank Account – All financial obligations shall be disbursed from this account with the approval of two bank authorized signers. The General Manager shall designate which staff members should be listed as authorized signers for this account. Finance staff should ensure that sufficient funds exist in this account prior to the mailing or scheduling electronic vendor payments. The disbursements account shall only be funded by transferring funds from the Deposits Bank Account after authorization of any two (2) members of the Board of Directors.

Disbursements Board Authorization – At each regular board meeting of the Board of Directors, the General Manager shall present to the Board of Directors a list of vendor payments for approval. The list should contain the vendor's name, payable number, description of materials or services purchased and amount. Payroll related payables should also be included in this report. In addition to this, the General Manager shall present to the Board of Directors a request for deposit from the Deposits Account to the Disbursements account for an amount sufficient to cover the vendor payments presented for approval. Two (2) members of the Board of Directors should sign the disbursements approval and the request for transfer to the disbursements account. The disbursements account balance should not exceed \$50,000 of the approved payable obligations.

## **OBJECTIVES:**

The District's overall banking procedures shall be designed and managed with a degree of professionalism worthy of public trust, focusing on safety, liquidity, efficiency, and fraud prevention.

The basic objectives of the District's banking policy are:

- 1) **Safety of funds:** Prioritizing the security of public funds through proper collateralization using qualified public depositories.
- 2) **Liquidity Management:** Ensuring enough cash is available to meet payment obligations by using ongoing cash forecasting to limit idle cash.
- 3) **Efficiency:** Promoting the use of electronic means (ACH, CAL-Card) for payment to reduce paper checks, improve security, and streamline reconciliation.
- 4) **Fraud Prevention:** Implementing strong internal controls to protect against bank account fraud.

## **RESPONSIBILITIES:**

General Manager – The General Manager is charged with responsibility for maintaining custody of all public funds belonging to or under the control of the District, and for the deposit of those funds in accordance with principles of sound fiscal management and in conformance with applicable laws and regulations.

Due Diligence & Evaluation – Finance staff should conduct regular reviews of banks, including evaluating their financial condition and service quality.

Internal Controls & Security – Establish procedures for securing bank accounts, managing electronic approvals, and ensuring proper segregation of duties to prevent fraud.

Operational Management – Maintain timely bank reconciliations, monitor banking fees, and manage banking relationships to ensure they align with the District's operational needs.

Policy Documentation – Formally adopt, review, and communicate written banking policies that define the scope of authorized banking services and security protocols.

Compliance – Adhere to federal, state, and local regulations concerning the handling of public funds.

## **ANNUAL REVIEW:**

The Banking & Cash Management Policy shall be reviewed annually by the Board of Directors, or a Board designated committee, to ensure compliance with regulations. Proposed amendments to the policy shall be reviewed by the Board, or its designated committee, to be considered by the Board of Directors for adoption.

## Board Memorandum

March 10, 2026

**To:** Board of Directors  
**From:** Kim Nakamura, Finance Manager  
**Subject:** Rescind Ordinance 33

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**Objective:** Rescind Ordinance 33, Establishing and Governing a System of Banking the Funds of the Camrosa Water District (District).

**Action Required:** Set a public hearing date for April 14, 2026, to rescind Ordinance 33, Establishing and Governing a System of Banking the Funds of the Camrosa Water District.

**Discussion:** Ordinance 33 was adopted June 11, 1992, to be effective July 11, 1992. While elements of the ordinance still apply to District's processes and procedures, it is necessary to modernize to reflect current day practices. Staff recommends rescinding Ordinance 33 and replacing it with a Banking & Cash Management Policy that will provide the policy and guidance for efficient management of the District's operating bank accounts (see Agenda Item #5).

**Attachment:**

- *Ordinance 33, Establishing and Governing a System of Banking the Funds of the Camrosa Water District*

ORDINANCE No. 33

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE CAMROSA WATER DISTRICT ESTABLISHING AND GOVERNING A SYSTEM OF BANKING THE FUNDS OF THE CAMROSA WATER DISTRICT**

**WHEREAS**, the Board of Directors deems essential that Camrosa adhere to sound business practices, and;

**WHEREAS**, it is the desire of the Board of Directors that Camrosa conduct business in a manner which ensures the security of Camrosa's funds through proper banking procedures, and;

**WHEREAS**, it is the desire of the Board of Directors that these banking procedures include routine review by the Board of Directors in full view of the customers of Camrosa.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Directors of the Camrosa Water District as follows:

Bank accounts shall be established and maintained by Camrosa in the bank(s) designated by the Board of Directors for the deposit of all collected revenues and the disbursement of expenditures.

1. General Fund Bank Account -- A "General Fund" bank account shall be established and maintained for the deposit of all collected revenues. All collections shall be accounted by source, nature, date received and amount, and shall be promptly deposited in tact, in the "General Fund" bank account. Board of Directors may from time to time, direct the General Manager to establish a special account designated for the deposit of special revenue collections.
  - 1.1 Withdrawals and Transfer of General Funds -- Funds may be transferred to other bank accounts with the authorizing signatures of any two (2) Board of Directors. Transfer of such funds shall be reported to the entire Board prior to transfer or at the next regular board meeting. Reports shall contain the transferred amount, the destination and the purpose of the transfer.
2. Payable Fund Account -- A "Payable Fund" bank account shall be established and maintained by Camrosa for the disbursement of funds to meet Camrosa's routine

financial obligations. The "Payable Fund" account balance shall not exceed \$1,000 of the bi-monthly payable obligations or \$500,000, whichever is less.

2.1 Disbursements -- The routine financial obligations shall be disbursed from the accounts payable fund account with the authorizing signature of the General Manager or his delegate, and signature of either the Director of Budget and Finance, Director of Operations and Engineering, or the Director of Administrative Services; or the signature of any member of the Board of Directors. In the event a member of the Board of Directors is requested to authorize such disbursements, the request shall be accompanied by verification of the request stating the nature and purpose of the disbursement by the accounting supervisor.

2.1.1. Voucher Authorization -- At each regular meeting of the Board of Directors the General Manager shall present to the Board a voucher authorization list containing the check number, payee, descriptions of materials or services purchased and amount. Each voucher list shall be certified correct by the General Manager and submitted to the Board of Directors for ratification. Signatures of a majority of the Board members on the voucher list shall constitute board approval.

2.2 Deposits -- At each regular meeting of the Board of Directors the General Manager shall present to the Board of Directors a request for deposit from the "General Fund" account to the payables fund in an amount not to exceed the total payables authorized on the voucher list. The transfer of funds from the general fund to the payables shall require the authorizing signatures of two (2) members of the Board of Directors.

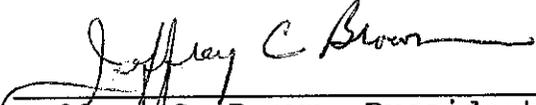
3. Payroll Fund Account -- A "Payroll Fund" bank account shall be established and maintained by Camrosa for the disbursement of obligations related to regular payroll. Payroll obligations shall be limited to salaries, benefit payments, and withholding. The account balance shall not exceed \$2,500 of the bi-monthly payroll obligations.

3.1 Disbursements -- Routine payroll obligations shall be distributed from the "Payroll Fund" account with the authorizing signature of the General Manager or his delegate and

signatures of either the Director of Budget and Finance, the Director of Operations and Engineering, or the Director of Administrative Services.

- 3.2 Deposits -- At each regular meeting of the Board of Directors, the General Manager shall present to the Board of Directors a request for deposit from the general fund to the payroll fund account in an amount not to exceed the total obligations for bi-monthly payroll. Authorization of the transfer shall require the signatures of two (2) members of the Board of Directors.
4. Disbursements and Transfers -- Under no circumstances shall any officer authorized under this ordinance to sign checks of Camrosa, sign a blank or incomplete check. Any voided check shall appear on the voucher authorization list as "voided." The signature block shall be removed from the check and the check kept on file at Camrosa.
5. Implementation -- This Ordinance shall become effective thirty (30) days after adoption by the Board of Directors to allow adequate time for staff to establish the various bank accounts required herein.
6. Conflicting Policies -- This Ordinance shall prevail over any policies and procedures found in conflict.

**ADOPTED, SIGNED AND APPROVED** this 11th day of June, 1992, to be effective July 11, 1992.

  
\_\_\_\_\_  
Jeffrey C. Brown, President  
Board of Directors  
CAMROSA WATER DISTRICT

ATTEST:

  
\_\_\_\_\_  
Richard H. Hajas, Secretary  
Board of Directors  
CAMROSA WATER DISTRICT

## Board Memorandum

March 10, 2026

**To:** Board of Directors

**From:** Kim Nakamura, Finance Manager

**Subject:** Review of Camrosa Water District's Investment Policy

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**Objective:** Approve Camrosa Water District's Investment Policy.

**Action Required:** Adopt Resolution 26-03 Adopting a District Investment Policy.

**Discussion:** The Board reviews the District Investment Policy annually for adequacy and formally adopts the Policy with revisions as necessary. The District Investment Policy was last adopted in March 2025 and was aligned with permitted investments and maturities according to the state government codes and best management practices. The policy has been reviewed for compliance with current regulations and the District's investment goals and objectives. Staff have found that only minor changes to the policy are needed to update the table of investment vehicles permitted by law.

The Resolution and Policy are attached for adoption by the Board. The investment Procedures Manual is also attached for reference.

**Attachments:**

- *Resolution 26-03 Adopting a District Investment Policy*
- *Investment Policy*
- *Investment Procedures Manual*

**Resolution No: 26-03**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting a District Investment Policy**

**Whereas,** The Board of Directors has established a District Investment Policy to provide guidelines for the prudent investment of the District's temporarily idle cash; and,

**Whereas,** It is in the best interest of the District to review the District Investment Policy annually to ensure maximum yield while maintaining criteria to ensure safety and liquidity; and,

**Whereas,** The District Investment Policy was last adopted in March 2025 and was aligned with permitted investments and maturities according to state government codes and best management practices; and,

**Whereas,** The District Investment Policy has been reviewed for compliance with current regulations and it has been determined that only minor changes were required; and,

**Whereas,** The District Investment Policy has been presented to the full Board for review and comment;

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the attached District Investment Policy is hereby adopted and made effective this date.

**Adopted, Signed, and Approved** this 10<sup>th</sup> day of March, 2026.

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

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

**CAMROSA WATER DISTRICT  
STATEMENT OF INVESTMENT POLICY  
March 2026**

**PURPOSE:**

This statement is intended to provide guidelines for prudent investment of **Camrosa Water District's** (District/District's) temporarily idle cash, and outline policies and procedures for maximizing efficiency of the District's cash management system. The ultimate goal is to enhance the economic status of the District while protecting its cash resources. This policy also serves to organize and formalize the District's investment-related activities, while complying with all applicable statutes governing the investment of public funds. This policy is written to incorporate industry best practices and recommendations from sources such as the Government Finance Officers Association (GFOA), California Municipal Treasurers Association (CMTA), and California Debt and Investment Advisory Commission (CDIAC).

**SCOPE:**

This investment policy applies to all financial assets under the direct authority of the District, as well as other funds that may be created from time to time which shall also be administered in accordance with the provisions of this policy.

The District's investment policy does not apply to the following:

- Investments of bond proceeds are not subject to the provisions of this policy. Bond proceeds are to be invested pursuant to the permitted investment provisions of their specific bond indentures.
- Cash and investments held in lieu of retention by banks or other financial institutions for construction projects.

**THE INVESTMENT PROCESS:**

The investment of public funds is a professional discipline. The investment process has the following components:

- A written investment policy explicitly identifies the District's opportunities, constraints, preferences, and capabilities.
- An Investment Strategy identifying Investment opportunities and overall objectives of the District.
- A Market Analysis identifying the District's circumstances and market conditions.
- A Portfolio Analysis identifying adjustments needed in response to changing circumstances, results, and new objectives.

**PRUDENCE:**

Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to the *Prudent Investor Standard*:

"...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds

pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

The Board of Directors, General Manager, Finance Manager, and other authorized persons responsible for managing District funds acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes provided that the Board of Directors, General Manager, Finance Manager, or other authorized persons acted in good faith. Deviations from expectations of a security’s credit or market risk should be reported to the governing body in a timely fashion and appropriate action should be taken to control adverse developments.

#### **POLICY:**

The Camrosa Water District shall invest its pooled, temporary idle cash investments in a manner that affords the District a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California (Water Code Section 31303 and 31336 and Government Code Section 53600 et seq.).

The General Manager shall establish a system of internal controls to be reviewed by the Investment Committee and by the independent auditor performing the annual Agreed Upon Procedures on the Investment Policy. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by District staff.

#### **OBJECTIVES:**

The District’s overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

The basic objectives of the District’s investment program are, in order of priority,

- 1) Safety of invested funds; and
- 2) Maintenance of sufficient liquidity to meet cash flow needs; and
- 3) Attainment of the maximum return possible consistent with the first two objectives.

These objectives will be accomplished using the following procedures:

Safety – Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall

portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities with independent returns.

Liquidity – The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The District’s financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The District will not invest in securities maturing more than five (5) years from the date of settlement, unless the Board of Directors has by resolution granted authority to make such an investment.

Return of Investments – The investment portfolio shall be designed with overall objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints for safety, liquidity, and cash flow needs.

**AUTHORIZED INVESTMENTS:**

The District’s investments are governed by California Government Code, Sections 53600 *et seq.* An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

The General Manager must take special care to ensure that the list of instruments includes only those allowed by law. The following table contains allowable investment instruments per State Government Code (As of January 1, 2026). This table will be reviewed annually and updated as needed as part of the investment policy annual review. See “Table of Notes for Figure 1” on the last page for footnotes related to this figure.

Figure 1:

INVESTMENT TYPE	MAXIMUM MATURITY <sup>C</sup>	MAXIMUM SPECIFIED % OF PORTFOLIO <sup>D</sup>	MINIMUM QUALITY REQUIREMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601(a)
U.S. Treasury Obligations	5 years	None	None	53601(b)
State Obligations— CA And Others	5 years	None	None	53601(c) 53601(d)
CA Local Agency Obligations	5 years	None	None	53601(e)
U.S Agency Obligations	5 years	None	None	53601(f)
Bankers' Acceptances	180 days	40% <sup>E</sup>	None	53601(g)
Commercial Paper—Non-Pooled Funds <sup>F</sup> (under \$100,000,000 of investments)	397 days or less	25% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(c)
Commercial Paper—Non-Pooled Funds <sup>I</sup> (min. \$100,000,000 of investments)	397 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53601(h)(2)(c)
Commercial Paper— Pooled Funds <sup>J</sup>	397 days or less	40% of the agency's money <sup>G</sup>	Highest letter and number rating by an NRSRO <sup>H</sup>	53635(a)(1)
Negotiable Certificates of Deposit	5 years	30% <sup>K</sup>	None	53601(i)

Non-negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50% <sup>L</sup>	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50% <sup>L</sup>	None	53601.8 and 53635.8
Repurchase Agreements	1 year	None	None	53601(j)
Reverse Repurchase Agreements and Securities Lending Agreements	92 days <sup>M</sup>	20% of the base value of the portfolio	None <sup>N</sup>	53601(j)
Medium-Term Notes <sup>O</sup>	5 years or less	30%	“A” rating category or its equivalent or better	53601(k)
Mutual Funds And Money Market Mutual Funds	N/A	20% <sup>P</sup>	Multiple <sup>Q, R</sup>	53601(l) and 53601.6(b)
Collateralized Bank Deposits <sup>S</sup>	5 years	None	None	53630 et seq. and 53601(n)
Mortgage Pass-Through and Asset-Backed Securities <sup>T</sup>	5 years or less <sup>T</sup>	20%	“AA” rating category or its equivalent or better <sup>T</sup>	53601(o)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple <sup>U</sup>	53601(p)
Local Agency Investment Fund (LAIF)	N/A	None	None	16429.1
Voluntary Investment Program Fund <sup>V</sup>	N/A	None	None	16340
Supranational Obligations <sup>W</sup>	5 years or less	30%	“AA” rating category or its equivalent or better	53601(q)
Public Bank Obligations	5 years	None	None	53601(r), 53635(c) and 57603

## **INVESTMENT CONSTRAINTS:**

**General Guidelines** – Funds held for capital replacement shall be invested in securities that reasonably can be expected to produce enough income to offset inflationary construction cost increases. Such funds shall not be exposed to market price risks or default risks that would jeopardize the assets available to accomplish their stated objective. Such would be the case with obligations of the U.S. Government or its agencies.

**Delegation of Authority** – Authority to manage the investment program is derived from the California Government Code Section 53600 et seq. and Sections 53635 et seq. The Board of Directors delegates management responsibility for the investment program to the General Manager and Finance Manager who shall establish written procedures for the operation of the investment program, consistent with this policy.

**Maximum Maturities** – Individual investments within the investment portfolio are limited to a maximum of five years except where further limited by State Law and/or this policy. The District is a “buy and hold” investor whereby securities are purchased with the intent of being held until maturity. Maturities will be matched with the District’s cash flow requirements. After cash flow requirements are met, investment considerations will include seeking additional yield that may be available in the market.

**Diversification** – It is the District’s policy to diversify its investment portfolio to control credit risk. Diversification strategies shall be determined and revised periodically. Maturities shall

be staggered to provide for liquidity and stability of income. The restriction on concentration in a single security type or institution is detailed above under Authorized Investments.

Investment Pools / Mutual Funds – Investment pools include LAIF, county pooled investment funds, and shares of beneficial interest (mutual funds and money market funds), and joint powers authority pools. A thorough investigation of any pool or fund is required prior to the District's investment on a periodic basis while funds are invested. The investigation will include review of the following items: eligible investments; investment policy and/or investment objectives; interest calculation, distribution, and treatment of gains/losses; schedule for receiving statements and portfolio listings; and fees.

Prohibited Investments – Investments by the District in securities permitted by the California Government Code, but not specifically approved by Board Resolution are prohibited without the prior approval of the Board of Directors. The District shall not invest any funds such as inverse floaters, range notes, and other instruments not outlined in California Government Code Section 53601 as allowable investments nor in any security that could result in zero interest if held to maturity. No representative of the District is authorized to engage in margin transactions, derivatives or reverse repurchase agreements on behalf of the District. Finally, while it may occasionally be necessary or strategically prudent of the District to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, no investment may be made for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates.

Collateralization – Collateralization will be required on all certificates of deposit that exceed the FDIC/NCUA insurance limits. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for Certificates of Deposits.

Security Dealers and Depositories – Where possible, the District shall seek to conduct its investment transactions with several competing, reputable security dealers and brokers as the need may arise. The selection process shall screen out institutions that lack viability or whose past practices suggest the safety of public capital, directed to or through such firms, would be impaired.

To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code. Broker/dealers will be selected on the basis of their expertise in public cash management and their ability to provide service to the District's accounts. Broker/dealers shall be selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation).

All financial institutions utilized for investment transactions (and which are not dealing only with the investment adviser) must supply the District with audited financials and a statement certifying that the institution has reviewed the California Government Code, Section 53600 *et seq.* and the District's investment policy and they understand and agree to abide by it. The District will conduct an annual review of the financial condition and registrations of such qualified institutions.

Ethics and Conflict of Interest – All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus, employees and officials involved in the investment process shall refrain from personal business activity that could create a

conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District.

### **RESPONSIBILITIES:**

General Manager - The General Manager is charged with responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District and for the deposit and investment of those funds in accordance with principles of sound fiscal management and in conformance with applicable laws and ordinances. The General Manager shall develop an investment procedures manual to implement this investment policy for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse as approved by the Board of Directors.

Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognized that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following:

1. Control of collusion
2. Separation of transaction authority from accounting and record keeping
3. Custodial safekeeping
4. Avoidance of physical delivery securities
5. Clear delegation of authority to subordinate staff members
6. Written confirmation of transactions for investments and wire transfers
7. Dual authorizations of wire transfers
8. Development of a wire transfer agreement with the lead bank and third-party custodian

The internal controls are further defined in the Investment Procedures Manual attached.

The General Manager is responsible for keeping the Board of Directors fully advised as to the financial condition of the District.

District's Auditing Firm - The District's auditing firm's responsibilities shall include, but not be limited to, the examination and analyses of fiscal procedures and the examination, checking and verification of accounts and expenditures. An agreed upon procedures on the investment policy of the District is to be performed annually to review investment records and verify the investments have been made in accordance with this policy. This is a separate engagement for services and may be conducted by a different firm than the one conducting the annual audit of the District's financial statements. This review will provide internal control by assuring compliance with established policies and procedures.

Board of Directors - The Board of Directors shall consider and adopt a written Investment Policy. As provided in that policy, the Board shall receive, review, and accept monthly Cash Position Reports and Quarterly Investment Reports.

The Board of Directors, or a Board designated committee, may meet with the General Manager as required to develop the general strategies, allocate reserve assets among various approved investment instruments, and to monitor results. The Board, or its designated committee, shall include in its deliberations: potential risks to District funds, authorized depositors, brokers and dealers, the target rate of return on investments, and any other topics as it may determine or as directed by the Board, including any recommended actions.

Investment transactions which require the transfer of funds from one investment to another shall require the signature of at least two board members, with the exception of interest installments and cash balances in the safekeeping account.

### **REPORTING:**

The General Manager will provide the Board of Directors with monthly cash position and quarterly reports of investments. Such reports will provide at least the following: Type of investment, institution, date of maturity, amount of deposit, current market value of all securities maturing beyond one (1) year after reporting date, rate of interest and such other data as from time to time may be required by the Board.

### **ANNUAL REVIEW:**

This District Investment Policy shall be reviewed annually by the Board of Directors, or a Board designated committee, to ensure its consistency with respect to the overall objectives of safety, liquidity, and yield. Proposed amendments to the policy shall be reviewed by the Board, or its designated committee, to be considered by the Board of Directors for adoption.

## ADDENDUM

### GLOSSARY OF INVESTMENT TERMS:

**AGENCIES.** Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

**FFCB.** The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

**FHLB.** The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

**FHLMC.** Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds, and mortgage pass-through securities.

**FNMA.** Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds, and mortgage pass-through securities.

**GNMA.** The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

**PEFCO.** The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

**TVA.** The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

**ASSET BACKED SECURITIES.** Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

**AVERAGE LIFE.** In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

**BANKER’S ACCEPTANCE.** A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

**BENCHMARK.** A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

**BROKER.** A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from their own position.

**CALLABLE.** A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline, the issuer will likely call its current securities and reissue them at a lower rate of interest.

**CERTIFICATE OF DEPOSIT (CD).** A time deposit with a specific maturity evidenced by a certificate.

**CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS).** A private placement service that allows local agencies to purchase more than \$250,000 in CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.

**COLLATERAL.** Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

**COLLATERALIZED BANK DEPOSIT.** A bank deposit that is collateralized at least 100% (principal plus interest to maturity). The deposit is collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

**COLLATERALIZED MORTGAGE OBLIGATIONS (CMO).** Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

**COLLATERALIZED TIME DEPOSIT.** Time deposits that are collateralized at least 100% (principal plus interest to maturity). These instruments are collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

**COMMERCIAL PAPER.** The short-term unsecured debt of corporations.

**COUPON.** The rate of return at which interest is paid on a bond.

**CREDIT RISK.** The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

**DEALER.** A dealer acts as a principal in security transactions, selling securities from and buying securities for their own position.

**DEBENTURE.** A bond secured only by the general credit of the issuer.

**DELIVERY VS. PAYMENT (DVP).** A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

**DERIVATIVE.** Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

**DISCOUNT.** The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

**DIVERSIFICATION.** Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

**DURATION.** The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a security to changes interest rates.

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC).** The Federal Deposit Insurance Corporation (FDIC) is an independent federal agency insuring deposits in U.S. banks and thrifts in the event of bank failures. The FDIC was created in 1933 to maintain public confidence and encourage stability in the financial system through the promotion of sound banking practices.

**FEDERALLY INSURED TIME DEPOSIT.** A time deposit is an interest-bearing bank deposit account that has a specified date of maturity, such as a certificate of deposit (CD). These deposits are limited to funds insured in accordance with FDIC insurance deposit limits.

**LEVERAGE.** Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

**LIQUIDITY.** The speed and ease with which an asset can be converted to cash.

**LOCAL AGENCY INVESTMENT FUND (LAIF).** A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

**LOCAL GOVERNMENT INVESTMENT POOL.** Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

**MAKE WHOLE CALL.** A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

**MARGIN.** The difference between the market value of a security and the loan a broker makes using that security as collateral.

**MARKET RISK.** The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

**MARKET VALUE.** The price at which a security can be traded.

**MATURITY.** The final date upon which the principal of a security becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.

**MEDIUM TERM NOTES.** Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

**MODIFIED DURATION.** The percent change in price for a 100-basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

**MONEY MARKET.** The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

**MONEY MARKET MUTUAL FUND.** A mutual fund that invests exclusively in short-term securities. Examples of investments in money market funds are certificates of deposit and U.S. Treasury securities. Money market funds attempt to keep their net asset values at \$1 per share.

**MORTGAGE PASS-THROUGH SECURITIES.** A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

**MUNICIPAL SECURITIES.** Securities issued by state and local agencies to finance capital and operating expenses.

**MUTUAL FUND.** An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market

instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

**NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).**

A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

**NEGOTIABLE CERTIFICATE OF DEPOSIT (CD).** A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

**PRIMARY DEALER.** A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

**PRUDENT PERSON (PRUDENT INVESTOR) RULE.** A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

**REPURCHASE AGREEMENT.** Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

**SAFEKEEPING.** A service to bank customers whereby securities are held by the bank in the customer's name.

**SECURITIES AND EXCHANGE COMMISSION (SEC).** The U.S. Securities and Exchange Commission (SEC) is an independent federal government agency responsible for protecting investors, maintaining fair and orderly functioning of securities markets, and facilitating capital formation. It was created by Congress in 1934 as the first federal regulator of securities markets. The SEC promotes full public disclosure, protects investors against fraudulent and manipulative practices in the market, and monitors corporate takeover actions in the United States.

**SECURITIES AND EXCHANGE COMMISSION SEC) RULE 15c3-1.** An SEC rule setting capital requirements for brokers and dealers. Under Rule 15c3-1, a broker or dealer must have sufficient liquidity in order to cover the most pressing obligations. This is defined as having a certain amount of liquidity as a percentage of the broker/dealer's total obligations. If the percentage falls below a certain point, the broker or dealer may not be allowed to take on new clients and may have restrictions placed on dealings with current client.

**STRUCTURED NOTE.** A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities, or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

**SUPRANATIONAL.** A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

**TOTAL RATE OF RETURN.** A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

**U.S. TREASURY OBLIGATIONS.** Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

**TREASURY BILLS.** All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

**TREASURY NOTES.** All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.

**TREASURY BONDS.** All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

**YIELD TO MATURITY.** The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

TABLE OF NOTES FOR FIGURE 1

- <sup>A</sup> Sources: Sections 16340, 16429.1, 27133, 53601, 53601.6, 53601.8, 53630 et seq., 53635, 53635.8, and 57603.
- <sup>B</sup> Municipal Utilities Districts have the authority under the Public Utilities Code Section 12871 to invest in certain securities not addressed here.
- <sup>C</sup> Section 53601 provides that the maximum term of any investment authorized under this section, unless otherwise stated, is five years from the settlement date. However, the legislative body may grant express authority to make investments either specifically or as a part of an investment program approved by the legislative body that exceeds this five year remaining maturity limit. Such approval must be issued no less than three months prior to the purchase of any security exceeding the five-year maturity limit.
- <sup>D</sup> Percentages apply to all portfolio investments regardless of source of funds. For instance, cash from a reverse repurchase agreement would be subject to the restrictions.
- <sup>E</sup> No more than 30% of the agency's money may be in bankers' acceptances of any one commercial bank.
- <sup>F</sup> Applies to local agencies, other than counties or a city and county, with less than \$100 million of investment assets under management. Includes agencies defined as a city, a district, or other local agency that do not pool money in deposits or investment with other local agencies, other than local agencies that have the same governing body.
- <sup>G</sup> Local agencies, other than counties or a city and county, may purchase no more than 10% of the outstanding commercial paper and medium-term notes of any single issuer.
- <sup>H</sup> Issuing corporation must be organized and operating within the U.S., have assets in excess of \$500 million, and debt other than commercial paper must be in a rating category of "A" or its equivalent or higher by a nationally recognized statistical rating organization, or the issuing corporation must be organized within the U.S. as a special purpose corporation, trust, or LLC, have program wide credit enhancements, and have commercial paper that is rated "A-1" or higher, or the equivalent, by a nationally recognized statistical rating organization.
- <sup>I</sup> Applies to counties or a city and county, and the City of Los Angeles that have \$100 million or more of investment assets under management.
- <sup>J</sup> Includes agencies defined as a county, a city and county, or other local agency that pools money in deposits or investments with other local agencies, including local agencies that have the same governing body. Local agencies that pool exclusively with other local agencies that have the same governing body must adhere to the limits set forth in Section 53601(h)(2)(C).
- <sup>K</sup> No more than 30% of the agency's money may be in negotiable certificates of deposit that are authorized under Section 53601(i).
- <sup>L</sup> Effective January 1, 2020, no more than 50% of the agency's money may be invested in deposits, including certificates of deposit, through a placement service as authorized under 53601.8 (excludes negotiable certificates of deposit authorized under Section 53601(i)). On January 1, 2031, the maximum percentage of the portfolio reverts back to 30%. Investments made pursuant to 53635.8 remain subject to a maximum of 30% of the portfolio.
- <sup>M</sup> Reverse repurchase agreements or securities lending agreements may exceed the 92-day term if the agreement includes a written codicil guaranteeing a minimum earning or spread for the entire period between the sale of a security using a reverse repurchase agreement or securities lending agreement and the final maturity dates of the same security.
- <sup>N</sup> Reverse repurchase agreements must be made with primary dealers of the Federal Reserve Bank of New York or with a nationally or state-chartered bank that has a significant relationship with the local agency. The local agency must have held the securities used for the agreements for at least 30 days.
- <sup>O</sup> "Medium-term notes" are defined in Section 53601 as "all corporate and depository institution debt securities with a maximum remaining maturity of five years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States."
- <sup>P</sup> No more than 10% invested in any one mutual fund. This limitation does not apply to money market mutual funds.
- <sup>Q</sup> A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Sections 53601 and 53635.
- <sup>R</sup> A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- <sup>S</sup> Investments in notes, bonds, or other obligations under Section 53601(n) require that collateral be placed into the custody of a trust company or the trust department of a bank that is not affiliated with the issuer of the secured obligation, among other specific collateral requirements.
- <sup>T</sup> Security types authorized under Section 53601(o) that are issued or guaranteed by an issuer identified in subdivisions (b) or (f), are not subject to the limitations placed on privately issued securities authorized in Section 53601(o)(2)(A)(B).
- <sup>U</sup> A joint powers authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).
- <sup>V</sup> Local entities can deposit between \$200 million and \$10 billion into the Voluntary Investment Program Fund, upon approval by their governing bodies. Deposits in the fund will be invested in the Pooled Money Investment Account.
- <sup>W</sup> Only those obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), and Inter-American Development Bank (IADB), with a maximum remaining maturity of five years or less.

CAMROSA WATER  
DISTRICT

INVESTMENT PROCEDURES  
MANUAL

March 2026

## I. Purpose

The purpose of the Investment Procedures Manual is to assist Camrosa Water District's (District) General Manager and Finance staff with investment operations and ensure an internal control structure to provide reasonable assurance controls are in place.

The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls' structure shall address the following:

1. Control of collusion - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of transaction authority from accounting and record keeping - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial safekeeping - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. Dual authorizations of wire transfers - This control will be implemented in instruction memos for wire transfers and documented.
8. Development of a wire transfer agreement with the lead bank and third-party custodian - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

The Investment Procedures Manual establishes an internal control system to provide checks and balances necessary to ensure compliance with the District's Investment Policy. Internal controls are managed by the General Manager, or authorized representative, as prescribed in the Investment Policy, however this procedure is not part of the policy and rather a management tool to be amended as the District's investment of surplus funds evolves.

*References at the beginning of each section refer to elements in the District's Investment Policy, as revised and adopted by the Board of Directors on March 10, 2026.*

## **II. Cash Review**

*Investment policy elements: Investment Strategy, Investment Objectives – Safety, Liquidity, Return, Responsibilities, and Reporting.*

Finance staff will review the cash balances, investment portfolio and anticipated cash flows at least monthly. Finance will share its conclusions with the General Manager. Items to be reviewed include:

- Balances in the District's checking accounts,
- Balance in the District's LAIF account,
- Balance in the District's Bond accounts with the Trustee,
- Maturing investments,
- Investments that may be called by their issuer prior to scheduled maturity
- Large outgoing wire transfers such as debt service payments and water purchases,
- Accounts payable and payroll-related disbursements, and
- Large capital improvement program (CIP) project payments.

## **III. Investment Transactions – LAIF**

*Investment Policy Elements: Eligible Investment Instruments, Responsibilities, and Reporting.*

A wire transfer out of LAIF is only utilized when money in the District's deposit account is not sufficient to meet the District's immediate cash needs. To complete a withdrawal transfer, two Members of the Board will authorize the withdrawal transfer in advance by signing a Request for Deposit and Transfer Form.

Upon approval, Finance staff will complete a wire transfer request form to initiate the wire. The General Manager, or staff authorized by General Manager, will sign the request authorizing the wire transfer request. Requests received by 10:00 a.m. will generally be accepted for same day transfers. Original wire instructions must accompany the fund transfer request. Once the request form is completed, Finance staff will schedule the transfer with LAIF. Once the transfer is scheduled, a confirmation number is provided, which staff documents on the wire transfer form.

A wire transfer from the District's Deposit account into LAIF is initiated whenever excess cash is available. The same procedure described above for wires transfers out of the

Deposit account is followed, with the exception that this transfer does not require two Members of the Board's authorization.

All documentation is filed in an electronic filing system and becomes part of the bank reconciliation process.

#### **IV. Purchasing an Investment**

*Investment Policy elements: Investment Strategy, Eligible Investment Instruments, Investment Constraints Responsibilities, and Reporting.*

To establish with whom the District is going to transact business, such as a broker/dealer or investment advisor, the General Manager, Finance staff, or staff authorized by General Manager will contact an appropriate number of institutions to provide the District with a pool of qualified broker/dealers.

When requesting offers from broker/dealers for specific investment securities, the General Manager and Finance staff shall be as specific as possible. That person should state in the request if a particular type or issuer of an investment security is to be excluded due to limitations in the Investment Policy.

All financial institutions which desire to become qualified by the District for investment transactions must supply the District with the following:

1. Audited Financial Statements
2. Proof of NASD certification
3. Proof of State of California Registration
4. Certification of having read the District's investment policy.
5. Certification of having reviewed the California Government Code Section 53600 *et seq.*
6. A description of their experience in public cash management and their ability to provide service to the District's accounts
7. **The above information should be updated annually.**

The following must be communicated to the broker/dealers:

1. Dollar amount – either par value or total dollars to be invested
2. Type of security to be purchased or, if applicable, excluded
3. Targeted maturity date, or range of dates

Prior to the selection of the broker/dealer or investment advisor, the General Manager is to report to the Investment Committee a summary of the responses received from institutions and recommendation for selection. Prior to proceeding with investment transaction, the General Manager is to receive approval from the Board of Directors.

Prior to concluding the transaction, the General Manager or authorized representative, in conjunction with Finance staff, should reconfirm the following:

- The security purchased meets all Investment Policy criteria, including portfolio diversification, and maturity. If the security has any imbedded options such as call provisions or coupon adjustments, these should also be reviewed.
- Amount of investment (total cost including principal and accrued interest, if any)
- Settlement date
- CUSIP number
- Copy of the trade ticket from broker/dealer

## **V. Settlement and Follow-Up**

*Investment Policy element:* Delegation of Authority.

Following receipt of the trade information listed immediately above, Finance staff should send to the safekeeping agent the details of:

- Type of security
- Par amount, government equivalent yield, and maturity date
- Name of broker/dealer for the transaction
- Copy of the trade ticket from broker/dealer. When applicable, Finance staff should also verify:
  - Provision of receipt (or disbursement) of funds
  - Internal transfer or wiring of funds
  - Notification of discrepancy prior to acceptance or rejection of the transaction
  - Immediate notification if a failure has occurred; by provider if they are responsible, by safekeeping agent if they are responsible

Upon completion and confirmation of the investment transaction, the General Manager is to report to the Board of Directors the information at the next regularly scheduled Board meeting.

## **VI. Safekeeping and Custody**

The General Manager shall select one or more financial institutions to provide safekeeping and custodial services for the District in accordance with the provisions of Section 53608 of the California Code.

## **VII. Reinvestment Process**

Prior to an investment maturity date, Finance staff will inform the board of the coming maturity and may recommend reinvestment. The recommendation should include information on yields for investment terms ranging from three months to five years. If reinvestment is approved, the board will provide directions as to the term of the reinvestment. The broker/dealer selection procedures described above do not apply for reinvestments if the same broker/dealer or financial institution is maintained. Once the board approves the reinvestment and provides directions, Finance staff will communicate

instructions for reinvestment to broker/dealer and request confirmation once the investments are deposited in the safekeeping account.

### **VIII. Segregation of Duties**

Only the General Manager, or authorized representative, is authorized to make trades as in Section IV above. Therefore, they are prohibited from performing the settlement and follow-up tasks outlined in Section V above.

Similarly, Finance staff will perform settlement and follow-up tasks.

### **IX. Accounting, Reporting, and Auditing**

The General Manager, or authorized representative, in conjunction with appropriate Finance Staff, should establish the following:

1. Formats for monthly and quarterly reports, which will be provided to the General Manager and to the Board of Directors.
2. Benchmark(s) to measure the performance of the investment program. Such benchmarks should be representative of the makeup of the investment portfolio, and as such should be subject to change as the structure of the portfolio changes.
3. Ensure the following:
  - a. Compliance with generally accepted accounting principles of the Government Accounting Standards Board
  - b. Compliance with Gov't. Codes
  - c. Compliance with the Investment Policy
  - d. Documented (initialed) review of investment activities by the General Manager, or authorized representative
  - e. Review of investment operations by the District auditor
  - f. Monthly reconciliation of all bank statements and initial reviewed by General Manager, or authorized representative

## Board Memorandum

March 10, 2026

**To:** Board of Directors  
**From:** Kim Nakamura, Finance Manager  
**Subject:** Fiscal Year 2026-2027 Budget Development

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**Objective:** Receive a report from the Budget Ad hoc Committee and staff regarding current progress on the Fiscal Year (FY) 2026-2027 Budget development.

**Action Required:** No action is required; for information and discussion only.

**Discussion:** The Budget Ad hoc Committee met on February 23<sup>rd</sup> to discuss the following:

Program Accomplishments and Goals: Staff will provide an overview of the current fiscal year program accomplishments and goals for the next fiscal year that will become the foundation upon which the FY 2026-2027 Operating and Capital Improvement Project (CIP) budget will be developed.

Carryovers and Closeouts: Staff will provide an overview of the current fiscal year capital projects that will either carryover into FY 2026-2027 or be closed out by the end of FY 2025-2026.

CIP and Fixed Assets: Staff will provide an overview of the requests received for new FY 2026-2027 capital projects and fixed assets.

The Budget Ad hoc Committee is scheduled to meet on March 25<sup>th</sup> to review end-of-year (EOY) revenue, expenses, CIP, and reserve projections for FY 2025-2026.

**Attachments:**

- *FY 2026-2027 Budget Development Schedule*
- *Program Accomplishments and Goals*
- *FY 2025-2026 Carryovers and Closeouts*
- *FY 2026-2027 CIP and Fixed Asset Requests*

FY 2026-2027 Budget Development Schedule

Staff Action	Date	Finance Committee Action	Board Action
Requesting Action			
Receiving Action			
	12/9		Receive FY2026-27 Budget Schedule
	1/6		
Request FY25-26 Program Accomplishments	1/12		
Request FY26-27 Program Goals			
Request FY26-27 Capital Projects & Fixed Assets			
	2/10		2nd QTR Review
Receive Program Accomplishments FY25-26 from Mgrs.	2/13		
Receive FY26-27 Program Goals from Mgrs.			
Receive FY26-27 Capital Projects & Fixed Assets from Mgrs.			
Request End of Year Projections FY25-26	2/13		
Request FY25-26 Capital Projects & Fixed Assets Projections			
Request Draft of FY26-27 Expenses			
	2/23/26	Review Program Accomplishments FY25-26 Discuss Program Goals & CIPs for FY26-27	
	3/10		Report on Program Accomplishments FY25-26 Recommendations for Program Goals & CIP for FY26-27
Receive FY26-27 Expenses from Mgrs.	3/6		
Receive FY25-26 End of Year Projections from Mgrs.			
Receive FY25-26 Capital Projects & Fixed Assets Projections			
FY26-27 Water Sales Projections			
FY26-27 Wastewater Sales Projections			
FY26-27 Tax Revenue Projections			
FY26-27 Interest/Misc. Revenue Projections			
FY26-27 Debt Service Expense			
Complete Draft Revenue/Expense Budget			
Projected FY25-26 Reserve Balances	3/20		
	3/25	Review End of Yer (EOY) Revenue, Expenses, CIP, and Reserve Projections for FY25-26	
Prepare Draft Policy-related Budget Recommendations	4/1		
	4/14		Receive EOY FY25-26 Budget Projections Receive EOY FY25-26 Capital Projects Projections Receive EOY FY25-26 Reserve Balance Projections
	TBD 4/2025	Discuss Draft Revenue, Expenses, & CIP Budgets for FY26-27 Discuss Policy-related Budget Items for FY26-27 (Inflation Adj., Performance Incentive, Promotion & Adj., Salary Range Adj., Authorized FTEs, etc.)	
	4/28		Report on Draft Budget for FY26-27 Recommendations for Policy-related Budget Items for FY26-27 Receive Draft Revenue, Expense, & CIP Budgets for FY26-27 Receive Draft Projected FY26-27 Reserve Balances Amend/Adopt Budget Related Policies as Recommended/Needed
Prepare Draft Budget Narrative	5/11		
	5/12		3rd Qtr. Review
	TBD 5/2025	As Needed Discuss any Revisions to the Draft FY25-26 Operating & Capital Budget	
	5/26		Adopt Appropriation Limit for FY2026-27
	6/9		Receive Revised Draft FY26-27 Operating & Capital Budget
	6/23		Adoption of FY26-27 Operating & Capital Budget

## Human Resources – Program 05

The objective of the Human Resources program is twofold: to capture all human resource costs for Camrosa Water District (District) in a single program in order to compare the total costs of this resource by fiscal year, and to capture all costs for later allocation to the three cost centers to simplify the accounting necessary to track labor costs. Included in this program are all Salaries and Benefits for both full-time and part-time personnel, temporary contract labor, and miscellaneous personnel support costs such as uniforms, certification fees, training, and travel. These costs are allocated as overhead to the three cost centers.

### Prior Year Goals

### Achieved

Zero lost-time accidents.	<input checked="" type="checkbox"/>
Enhance staff training and certification.	<input checked="" type="checkbox"/>
<b>Complete evaluation of alternative retirement plans.</b>	<input checked="" type="checkbox"/>
Continue outreach of the Part-Time Student Employee Program and actively engage with regional workforce development programs and groups.	<input checked="" type="checkbox"/>
Continue an Operator-in-Training (OIT) program to recruit, train, and develop the next generation of water and wastewater operators.	<input checked="" type="checkbox"/>
Increase staffing to meet the needs of the District and support succession planning.	<input checked="" type="checkbox"/>
Continue to refine a strong core organizational structure to support the District's Strategic Plan.	<input checked="" type="checkbox"/>

### Prior Year Additional Achievements

Filled all allocated Full-time Employee positions.

### Goals for 2026-2027

Zero lost-time accidents.

Enhance staff training and certification.

**Complete evaluation of alternative retirement plans.**

Continue outreach of the Part-Time Student Employee Program and actively engage with regional workforce development programs and groups.

Continue an Operator-in-Training (OIT) program to recruit, train, and develop the next generation of water and wastewater operators.

Fill all allocated Full-time Employee positions.

Increase staffing to meet the needs of the District and support succession planning.

Continue to refine a strong core organizational structure to support the District's Strategic Plan and Master Plan.

## General Services – Program 10

The General Management program provides funds for expenses related to the general management of the District, including administrative, accounting, insurance, annual fees and charges, and other general expenses of the District. The program also contains funds for all Director-related expenses, including meeting fees, membership dues, conference and travel, and legal services. These costs are allocated as overhead to the three cost centers.

### Prior Year Goals

### Achieved

Continue to support Board Member participation on regional Boards and organizations.	<input checked="" type="checkbox"/>
Continue to support Board Member participation in industry and association conferences.	<input checked="" type="checkbox"/>
Continue evaluation of electronic accounts payable automation within the financial system. Implemented AP Automation.	<input checked="" type="checkbox"/>
Continue updating and consolidating District Policies along with the development of an Administrative Code. This will include updating the Record Retention Policy and evaluating a new Electronic Document Management System. Administrative Code development placed on hold by Board.	<input checked="" type="checkbox"/>
Support and manage Integrated Master Plan internal and external personnel and consultants.	<input checked="" type="checkbox"/>
Pursue grant funding where available and appropriate. Engaged consulting firm to pursue Federal and State grant opportunities for Master Plan projects.	<input checked="" type="checkbox"/>

### Prior Year Additional Achievements

Began updates and consolidation of District Policies and the development of an Administrative Code.  
Updated the Procurement Policy to ensure efficient means to procure goods and services.  
Created the Banking & Cash Management Policy to address the new AP automation process.  
Updated the Investment Procedures Manual to formalize the reinvestment process.  
Received the CSMFO Operational Budgeting Excellence Award for the thirteenth consecutive year.  
Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the eleventh consecutive year.

### Goals for 2026-2027

Continue to support Board Member participation on regional Boards and with regional organizations.  
Continue to support Board Member participation in industry and association conferences.  
**Modernize Board agenda management by migrating documents to an electronic format and automating Board meeting procedures to improve efficiency, consistency, and transparency.**  
Discovery phase for budget development software to enhance productivity, centralize platforms, and streamline processes.  
Discovery phase to automate the production of the budget document and Annual Comprehensive Financial Report (ACFR) to maximize efficiency and provide dynamic interaction.  
**Continue updating and consolidating District Policies as needed – or – develop an Administrative Code.**  
Develop a new Electronic and Physical Document Management System coordinated with updating the Record Retention Policy.  
Complete Integrated Master Plan while supporting and managing internal and external personnel and consultants.  
Begin implementation of the Integrated Master Plan.  
Explore Ad Valorem Tax for pipeline replacement.  
Pursue grant funding where available and appropriate.

## Information Services – Program 11

The purpose of the Information Services program is to manage and improve communication. This involves communication with our customers, other agencies, and internally among Staff. The program tracks the cost of developing, maintaining, and delivering the necessary information to manage the District effectively. The program includes costs for developing and maintaining the computer network and its accessibility. This includes secure access to information databases such as web, email, billing, financial, AMR, GIS, SCADA, and Intranet and Internet Services across the local and wide area networks of the District. The costs for all voice and satellite communications, as well as secure access to all support subscriptions to hosted and onsite data services, are included in this program. Provides integral support for administrative and operational activities. Costs are allocated as overhead to the three cost centers.

### Prior Year Goals

### Achieved

- |  |                                     |
|--|-------------------------------------|
| Complete migration of District Workstations from Windows 10 to Windows 11.   | <input checked="" type="checkbox"/> |
| Migrate Alchemy to Microsoft SharePoint and train users on the new interface.<br>SharePoint evaluation determined that a more robust digital document repository is needed.  | <input type="checkbox"/>            |
| Upgrade server farm (approximately 20 servers) from MS Windows 2019 to MS Windows 2025.<br>Will first need to complete migration from vmware to proxmox virtual environment. | <input type="checkbox"/>            |
| Transition from CAMROSA.COM to CAMROSA.CA.GOV internet domain.<br>Board consensus was to <b>not</b> transition.  | <input type="checkbox"/>            |
| Investigate automation of state/local reporting and AI data-mining/data-analytic capabilities.<br>Vendor (CLA) provided implementation plan and cost estimate.               | <input checked="" type="checkbox"/> |
| Recreate CISv5 backend queries used in CISv3.  | <input checked="" type="checkbox"/> |
| Provide succession training for IT Manager position.   | <input checked="" type="checkbox"/> |

### Prior Year Additional Achievements

- Moved VoIP phone system to new carrier.
- Migrated P and H drive to SharePoint file system.
- Migrated Camnet Intranet to SharePoint.
- Migrated organization to improved Spam Filtering Application.
- Migrated in-house data macros and queries from CISv3 to v5.
- Cutover from VMWare to Proxmox for Virtual Server Environment.
- Training up new IT Intern.
- Implemented AP automation on Tyler Incode.
- Completed External PEN Test.

### Goals for 2026-2027

- Provide Project Management and IT support for the development of a new Electronic and Physical Document Management System coordinated with updating the Record Retention Policy.
- Implement the automation of state/local reporting.
- Implement management dashboards to support data presentation and data-analytic capabilities.

## Resource Planning & Engineering Services – Program 12

The Resource Planning program plans and develops water resources and wastewater treatment capacity to serve Camrosa’s current and future customers. This involves researching and analyzing alternatives, developing and implementing programs, planning and managing capital projects, and facilitating institutional relations to increase and manage available water. The program also manages Camrosa’s environmental review process and related permitting.

Engineering Services manages capital projects and assists in the evaluation, planning, and execution of projects to improve the efficiency of the water and wastewater systems. The program provides development oversight by calculating fees and charges, checking plans for compliance with District standards, inspecting developments and District projects, managing maps and records of completed projects, and providing underground facilities locations for new construction or repairs by other utilities. These costs are allocated as overhead to the three cost centers.

### Prior Year Goals

### Achieved

Complete construction for Iron/MN Treatment at PV Well No. 2 (Lynnwood Well).	<input checked="" type="checkbox"/>
Complete drilling, development & design of PV Well No. 3 Well (Valencia Well). Drilling of monitoring well complete, facility design and construction are in progress.	<input type="checkbox"/>
Complete Phase 2 of SR-10 Well refurbishment.	<input checked="" type="checkbox"/>
Complete construction of Sewer Collections Hotspots.	<input checked="" type="checkbox"/>
Complete construction of Solids Dewatering Press Facility at CWRP.	<input checked="" type="checkbox"/>
Complete installation of water quality sampling equipment at Heritage Park Monitoring Well.	<input checked="" type="checkbox"/>
Complete Conejo Water Treatment Plant PDR.	<input checked="" type="checkbox"/>
Complete drilling, development & design for new University Well for RMWTP.	<input checked="" type="checkbox"/>
Complete construction for the replacement of 7 PLCs at CWRP. Construction is in progress.	<input type="checkbox"/>
Complete construction for rehabilitation of power distribution at CWRP. Construction is in progress.	<input type="checkbox"/>
Begin construction for the refurbishment of Sewer Lift Station No. 4.	<input checked="" type="checkbox"/>
Begin design for new booster Pump Station from Zone 1 to Zone 2 @ MS8. Preliminary Design (PDR) is in progress for all five Phase I Water Supply pump stations.	<input type="checkbox"/>
Complete design for the replacement of Reservoir 4C. Design is in progress.	<input type="checkbox"/>
Begin design for the refurbishment of Sewer Lift Station No. 2.	<input checked="" type="checkbox"/>

### Prior Year Additional Achievements

Completed various agreements for the build-out of the County of Ventura Lewis Road Project.  
Completed WY2025 Arroyo Santa Rosa Valley Basin GSP Report.  
Completed University Well No. 2 facility design and began construction project management.  
Completed design for 4C Hydropneumatic Pump Station.

### Goals for 2026-2027

Complete construction project management of University Well No. 2 facility.  
Complete Valencia Well facility and conveyance design and begin construction project management.  
Complete construction project management of PLCs replacement at CWRP.  
Complete construction project management of power distribution replacement at CWRP.  
Complete construction project management of sewer Lift Station No. 4.  
Complete construction project management of Sewer Lift Station No. 2.  
Complete design and begin construction project management of Pump Station No.4/Ag 2 Tank.  
Complete design and construction project management of four (4) sampling stations.

## **Resource Planning & Engineering Services – Program 12 (Cont'd.)**

Begin final design for Conejo Water Treatment Plant.

Begin design for rehabilitation and recoating of Reservoir's 3A, 3B, and 3C.

Begin design for rehabilitation of Sewer Lift Station No. 1.

Begin design for rehabilitation of Pump Station No. 1.

Begin design for replacement of Yucca Pump Station.

## Customer Service – Program 24

The Customer Service program plays a crucial role in ensuring the efficient and effective delivery of water and sewer services to Camrosa customers. Customer Service representatives answer customer questions and handle requests for service in a courteous and friendly manner and then, as needed, dispatch technicians to address issues promptly. This program is responsible for generating and issuing bills for water and sewer services to customers, managing the collection of revenues from billings and capital improvement fees, and ensuring timely payments and proper accounting for the funds collected. Other responsibilities include addressing regulatory compliance and promoting conservation efforts by engaging in outreach efforts to promote water conservation among customers while ensuring customers' compliance with regulations regarding water use efficiency and cross-connection control. Costs are allocated as overhead to the three cost centers.

### Prior Year Goals

### Achieved

- |   |                                     |
|---|-------------------------------------|
| Complete the CIS upgrade from V3 to V5.   | <input checked="" type="checkbox"/> |
| Promote the use of the customer engagement portal to check usage and manage billing.  | <input checked="" type="checkbox"/> |
| Transition the 2,600 EZPay customers to the InvoiceCloud platform and increase enrollment in autopay to 50% through customer outreach, streamlined enrollment, and targeted marketing.  | <input checked="" type="checkbox"/> |
| Expand efforts to encourage customers to opt for paperless billing and communication through educational campaigns to reach a paperless billing goal of <b>30%. TBD</b>   | <input type="checkbox"/>            |
| Strive for ongoing enhancement of customer service standards and operational efficiency by regularly evaluating and refining processes, implementing feedback mechanisms for customers, and staying updated on industry best practices. | <input checked="" type="checkbox"/> |
| Invest in educating both customers and staff to enhance understanding of water resources and conservation through facility tours, workshops, online resources, and targeted outreach efforts.   | <input checked="" type="checkbox"/> |
| Collaborate with other teams to develop and implement strategies aimed at reducing water loss with initiatives such as leak detection programs, meter replacement/infrastructure upgrades, and public awareness campaigns.              | <input checked="" type="checkbox"/> |
| Implement processes in compliance with the SWRCB cross-connection requirements.   | <input checked="" type="checkbox"/> |

### Prior Year Additional Achievements

Implemented Field Workforce Management platform to automate the process of dispatching work orders and allowing field staff to access account information and complete work order electronically.

Hired two new Customer Service staff to allocate additional resources to customer outreach, cross-connection compliance administration, succession planning, and cross-training of critical duties such as billing and Board support.

### Goals for 2026-2027

Increase paperless bill adoption to **40%**. Paperless adoption is currently at 28%. Transitioning from opt out of paper bills to opt in of paper bills will help drive an increase aimed at saving money, natural resources, and expedite delivery of monthly bills.

Strive for ongoing enhancement of customer service standards and operational efficiency by regularly evaluating and refining processes, implementing feedback mechanisms for customers, and staying updated on industry best practices.

Implement an in-house, ongoing, interactive customer outreach program to educate and inform customers to increase transparency and enhance their understanding of water resources and conservation, District services provided, and ongoing strategic planning. Program elements will include newsletters, facility tours, workshops, social media, and targeted outreach efforts.

Continue to collaborate with other teams to develop and implement strategies aimed at reducing water loss with initiatives such as leak detection programs, meter replacement/infrastructure upgrades, and public awareness campaigns.

## Water Quality – Program 25

The Water Quality program ensures Camrosa meets and exceeds all state and federal water quality standards. We do this by operating two State-accredited environmental laboratories that monitor the District's drinking water wells, distribution system, sewer collection system, and treatment plant so the District can maintain optimal operation and quickly respond to water quality issues. The lab maintains the District's industrial waste program and applies for, negotiates, and manages primary operational permits. In an ever-expanding regulatory environment, Water Quality supports regulatory compliance with TMDLs, participates in legislative/regulatory advocacy, and contributes to internal and interagency studies in pursuit of new supplies and improved operations. Water Quality staff consult internally on project research, planning, and implementation. The costs for this program are allocated as overhead to the three cost centers.

### Prior Year Goals

### Achieved

- |  |                                     |
|--|-------------------------------------|
| Assess the effect of sludge dewatering on the effluent quality of the wastewater plant.<br>Effluent quality was high before dewatering and remains high.       | <input checked="" type="checkbox"/> |
| Implementation of the Sequential Chlorination Project following SWRCB approval.<br>Approval received. Implementation on hold pending PLC project completion.   | <input type="checkbox"/>            |
| Value engineer sampling station project and implement at problematic sampling sites.<br>Engineering Complete. Four sites chosen for initial construction.      | <input checked="" type="checkbox"/> |
| Convert disinfection at Penny Well from free chlorine to monochloramines.<br>Conversion to chloramines at Penny well not started. Will need another Hach 5500. | <input type="checkbox"/>            |
| Perform another round of Copper and Lead accelerated sampling required by DDW.   | <input checked="" type="checkbox"/> |

### Prior Year Additional Accomplishments

- Zero violations: 100% compliance with all regulations and permits. Operational permits in good standing (TDS and Chloride still exceed permit limits at CWRF on occasion).
- Laboratories re-accredited with the state and Wastewater lab converted to a satellite lab.
- All laboratory performance evaluation samples passed.
- Trained operators and certified them to perform laboratory testing.
- Lead 2 tours of the RMWTP and CWRF labs.
- Assisted operations with Fe/Mn filter startup at the Lynnwood Well site.

### Goals for 2026-2027

- Zero violations: 100% compliance with all regulations and permits. Operational permits in good standing (TDS and Chloride may exceed permit limits at CWRF on occasion).
- Development of analytical procedures to test water for metals such as Iron, Manganese, and Arsenic for internal monitoring and process control for Fe/Mn filters.
- Complete implementation of Sequential Chlorination Project automation and demonstration of operation.
- Continue automation of State reporting.

## Buildings/Grounds & Rolling Stock – Program 26

The Buildings/Grounds & Rolling Stock program accounts for the maintenance of all District buildings, 65 acres of District property, approximately two miles of District roads, and the maintenance of the District's fleet and specialized facilities service equipment. This includes janitorial service, grounds maintenance, landscaping, fencing, weed control, and vehicle leasing and maintenance. These services reflect the District's objective of keeping all grounds secured for public safety, appealing to the eye, and optimally maintained. In addition, this program provides resources for a range of reliable vehicles and equipment, minimizing our reliance on outside contractors. Camrosa has 23 motor vehicles, 4 tractors, 3 forklifts, a trailer-mounted non-potable water pump, and multiple trailers in its fleet. These costs are allocated to the three cost centers.

### Prior Year Goals

### Achieved

Complete renewal of fleet vehicle leases.



Board decided to purchase instead of lease. Purchases completed.

Complete routine tree trimming and weed control at District sites.



Further develop the District's plan to comply with California Zero Emission Vehicle requirements to use when exemptions are not applicable and as appropriate vehicles become available.



Continue joint exploration with County Fire for dip-tank locations for wildfire fighting.



County Fire had aerial entry/exit concerns with the proposed sites (trees and powerlines).

### Prior Year Additional Achievements

Purchased Truck for Dewatering facility at CWRF.

### Goals for 2026-2027

Replace 2016 Ford F-150 with like vehicle.

Complete routine tree trimming and weed control at District sites.

Complete re-roofing of CWRF Office building/lab.

Explore the process of engaging in a facilities condition assessment.

## Potable Water Production & Distribution – Program 52

The Potable Water Production & Distribution program produces and delivers clean, reliable potable water to the District's 8,200 service connections in a safe and cost-effective manner. The system includes more than 100 miles of transmission and distribution pipelines, a 1-MGD desalter facility, 10 reservoirs, 8 active wells, 11 Calleguas turnouts, 7 booster stations, 10 pressure-reducing stations, 1,300 valves, and 1,214 fire hydrants. These costs are allocated 100% to the potable water cost center.

### Prior Year Goals

### Achieved

Achieve a 60:40 local groundwater production to imported water ratio.	<input type="checkbox"/>
Achieved a <b>55:45</b> local groundwater production to imported water ratio. <b>TBD</b>	
Complete construction for Iron/MN Treatment at PV Well No. 2 (Lynnwood Well).	<input checked="" type="checkbox"/>
Complete drilling, development & design of PV Well No. 3 (Valencia Well)	<input type="checkbox"/>
Drilling of monitoring well complete, facility design and construction are in progress.	
Implementation of the well maintenance and rehabilitation program.	<input checked="" type="checkbox"/>
Identify and replace 1000 aging water meters.	<input checked="" type="checkbox"/>
Replaced over 2500 aging water meters.	
Complete design, drilling, and development for the new University Well for RMWTP.	<input checked="" type="checkbox"/>
Complete replacement of all meter station control cabinets.	<input type="checkbox"/>
Construction is in progress.	
Complete Meter Station #11 and Pressure Relief Stations rehabilitation.	<input type="checkbox"/>
On hold - due to limited staff resources.	

### Goals for 2026-2027

- Achieve a 60:40 local groundwater production to imported water ratio.
- Identify and replace 500 1-1/2 inch and larger aging water meters.
- Complete annual calibration of all potable production meters.
- Complete construction of University Well No. 2 facility.
- Complete construction of four (4) sampling stations.
- Begin construction on Valencia Well facility.

## Non-Potable Water Production & Distribution – Program 53

The Non-Potable Water Production & Distribution program delivers non-potable water to the District's customers in a safe and cost-effective manner. The non-potable system includes the Conejo Creek Diversion structure, 49 million gallons of surface storage area, 3 wells, 4 pumping stations, 4 reservoirs, 34 fire hydrants, and 23 miles of distribution pipelines. These costs are allocated 100% to the non-potable water cost center.

### Prior Year Goals

### Achieved

Continue the annual overhaul of Diversion debris screens.	<input checked="" type="checkbox"/>
Calibrate all non-potable production meters.	<input checked="" type="checkbox"/>
Complete annual sand removal at the ponds. Insufficient buildup of sand.	<input type="checkbox"/>
Continue annual sandbar removal at the Conejo Creek Diversion. Insufficient buildup of sand.	<input type="checkbox"/>
Inspect and clean Reservoir 1A.	<input checked="" type="checkbox"/>
Complete design for replacement of PS #4 and Ag2 non-potable water tank.	<input type="checkbox"/>
Complete Phase 2 of SR-10 Well refurbishment.	<input checked="" type="checkbox"/>
Implementation of the well maintenance and rehabilitation program.	<input checked="" type="checkbox"/>
Develop a comprehensive integrated water resources allocation policy and explore water allocation strategies within the non-potable distribution system.	<input type="checkbox"/>

### Goals for 2026-2027

- Continue the annual overhaul of Diversion debris screens.
- Complete annual calibration of all non-potable production meters.
- Complete annual sand removal at the ponds.
- Continue annual sandbar removal at the Conejo Creek Diversion.
- Inspect and clean Reservoir 1A.
- Begin construction of Pump Station No.4/Ag 2 Tank.

## Wastewater Collection & Treatment – Program 57

The Wastewater Collection & Treatment program provides for the operation, maintenance, and repair of the Camrosa Water Reclamation Facility (CWRF) and the sewer collection system, including 40 miles of collection lines, 6 lift stations, 4 siphon structures, and 1,350 manholes. Each year, two-thirds of this system receives hydro-cleaning, and suspected trouble spots are identified and videoed. The source control program ensures that industrial customers do not discharge materials hazardous to the treatment process and that restaurants do not discharge grease into the collection system. The CWRF has helped increase the water resources available to the District. These costs are allocated 100% to the wastewater cost center.

### Prior Year Goals

### Achieved

Zero wastewater violations. TBD



Operational Permits are in good standing. (TDS and Chloride still exceed permit limits at CWRF on occasion).

Zero sanitary sewer overflows. TBD



Complete construction of permanent ammonia injection system for sequential chlorination.  
Implementation on hold pending CWRF PLC project completion



Complete replacement of the Motor Control Center (MCC) at Sewer Lift Read Rd.



Complete construction of the Sewer Hotspot rehabilitation project.



Complete construction of Solids Dewatering Press Facility at CWRF.



Complete annual calibration of all flow meters at CWRF.



Rehabilitate an additional 40 sewer manholes.



Begin construction for the refurbishment of Sewer Lift Station No. 4.



Complete construction for the replacement of 7 PLCs at CWRF.



Construction is in progress.

Complete construction for rehabilitation of power distribution at CWRF.



Construction is in progress.

### Prior Year Additional Achievements

Cleaned two-thirds of the collection system.

### Goals for 2026-2027

Zero wastewater violations.

Zero sanitary sewer overflows.

Complete annual calibration of all flow meters at CWRF.

Complete replacement of Headwork Influent pumps.

Rehabilitate an additional 40 sewer manholes.

Clean two-thirds of the collection system.

Complete construction of permanent ammonia injection system for sequential chlorination.

Complete construction of PLCs replacement at CWRF.

Complete construction of power distribution replacement at CWRF.

Complete construction for the refurbishment of Sewer Lift Station No. 4.

Complete construction of Sewer Lift Station No. 2.

## FY 2025-2026 Carryovers and Closeouts

### Capital Projects Listing as of 2/19/2026

**CIP No. Description**

#### Completed Projects

<b>General Replacements</b>	
400-26-02	Fleet Vehicle Replacement
<b>Potable Water Projects</b>	
600-24-01	PV Well Iron/Manganese Removal
<b>Non-Potable Water Projects</b>	
750-23-01	AG3 Tank Replacement-Engineering
750-25-01	Santa Rosa Well No. 10 Refurbishment
<b>Wastewater Projects</b>	
900-18-02	De-Watering Press
550-21-01	Sewer Lift Read Road MCC
550-23-01	Collection System Hotspots-Engineering
550-26-02	Effluent Booster Pump #2
550-26-03	Sewer Lift 1A Pump Replacement
<b>Fixed Assets</b>	
100-26-01	Truck for Solids Dewatering Press Facility

#### Carryovers

<b>General Replacements</b>	
400-22-02	Utility Billing System
<b>Potable Water Projects</b>	
600-23-01	PV Well #3-Engineering Phase
600-24-02	Water Quality Sampling Stations
600-24-03	New University Well
600-25-02	Pump Station 1 to 2
600-25-03	Conejo Water Treatment Plant
650-20-03	Meter Station Control Cabinets
650-21-01	Meter Station 5 and 7 Rehabilitation
650-25-01	4C Hydropneumatic Pump Station
650-25-02	MS#11 & Pressure Relief Stations
650-25-04	WaterView Software
650-26-01	4C Tank Replacement
650-26-02	Distribution Valve Replacement
<b>Non-Potable Water Projects</b>	
750-25-02	Pump Station No. 4 Replacement
750-25-03	Ag2 Tank-Engineering Phase
<b>Wastewater Projects</b>	
500-22-01	Sequential Chlorination
550-24-02	CWRF Influent Pump
550-25-01	CWRF PLC-Engineering Phase
550-25-02	CWRF Power Distribution Rehabilitation
550-25-03	Lift Station No. 4
550-26-01	Sewer Lift Station No. 2 Refurbishment

**FY 2026-2027 CIP and Fixed Asset Requests**

**CIP and Fixed Assets**

**Description**

**General Replacements**

- Alchemy Data Repository Upgrade
- Presilla Ridgeline Data Relay
- Centralized Data & Reporting Project

**Potable Water Projects**

- Tank 3A Rehabilitation (Engineering 26-27, Construction 27-28)
- Tank 3B Rehabilitation (Engineering 26-27, Construction 28-29)
- Tank 3C Rehabilitation (Engineering 26-27, Construction 29-30)
- Pump Station 1 Rehabilitation (Engineering/Construction 26-27)
- Distribution Valve Replacement

**Non-Potable Water Projects**

- Yucca Pump Station Replacement (Engineering/Construction 26-27, Construction 27-28)

**Wastewater Projects**

- CWRF Office Roof Replacement
- Lift Station No. 1 Replacement (Engineering/Construction 26-27, Construction 27-28)

**Fixed Assets**

- 2026 Ford F-150
- Firewall and Wi-Fi Router Upgrades

## Board Memorandum

March 10, 2026

**To:** Board of Directors

**From:** Norman Huff, General Manager

**Subject:** **Renew a Professional Services Contract for the Cross-Connection Control Program**

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**Objective:** Renew a professional service contract for the continued implementation of the District's Cross-Connection Control Program.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to renew the agreement with HydroCorp for an additional one-year term and issue a purchase order to HydroCorp, in the amount not-to-exceed \$163,332.44, to provide Cross-Connection Control Program professional services.

**Discussion:** On March 13, 2025 the Board awarded HydroCorp a professional services agreement with an initial one-year term. Staff recommends continuing to use HydroCorp to provide for the ongoing implementation of the District's Cross Connection Control Plan.

Sufficient funds are available in the Fiscal Year(FY) 2025-2026 Professional Services Budget and funds for FY 2026-2027 will be allocated as part of the budget development process.

**Attachment:**

- *HydroCorp Agreement 26-101*

**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: HydroCorp, LLC  
5700 Crooks Road, Suite 100,  
Troy, MI 48098

DATE: March 13, 2026

Agreement No.: 2026-101\_

The undersigned Consultant offers to provide full turnkey Cross Connection Control Program services as described in the Statement of Work dated March 3, 2026 attached.

Contract price \$: Not to exceed \$163,332.44 per proposal.  
Initial term for 12 months with renewal for additional year term with mutual agreement between both parties.

Contract Term: March 13, 2026 – March 12, 2027

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: HydroCorp, LLC

By: \_\_\_\_\_  
Norman Huff

By:   
\_\_\_\_\_

Title: General Manager

Title: CEO

Date: \_\_\_\_\_

Date: 03/04/26  
\_\_\_\_\_

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.

# RENEWAL SERVICE AGREEMENT

## DEVELOPED FOR

Norman Huff  
Camrosa Water District

7385 Santa Rosa Road  
Camarillo, CA, 93012

3/3/2026

## PROTECTING PEOPLE, WATER, & CRITICAL PIPING INFRASTRUCTURE

For more than four decades, HydroCorp has been dedicated to advancing drinking water safety, compliance, and sustainability nationwide. Specializing in cross-connection control, backflow prevention, and detailed piping system schematics, HydroCorp integrates technology with deep industry expertise to streamline on-site activities, customer service, and data management.

## OUR SERVICES



Cross-Connection  
Control Programs



Backflow Preventer  
Test Tracking



Water Meter  
Replacement & Testing



Piping Schematics



Water Quality  
Management & Sampling



### Corporate Office

5700 Crooks Road, Suite 100  
Troy, MI 48098

844-493-7646

☎ [info@hydrocorpinc.com](mailto:info@hydrocorpinc.com)

✉ [hydrocorpinc.com](http://hydrocorpinc.com)



## Statement of Work

HydroCorp™ (“Company”) will provide the following services to the Camrosa Water District (“Client”). This project is a continued effort for an ongoing Cross-Connection Control Program and will provide the Camrosa Water District with the necessary data and information to maintain compliance with the California State Water Resources Control Board, Division of Drinking Water Cross Connection Control Regulations. Once this project has been approved and accepted by the Camrosa Water District and HydroCorp, you may expect completion of the following elements within a 12 month period. The continued components of the project include:

1.1. Program Review and Program Start-up Meeting. Company will conduct a Program Startup Meeting, if requested, for the Cross-Connection Control/Backflow Prevention Program. Items for discussion/review will include the following:

- Review state & local regulations
- Review and/or provide assistance in establishing local Cross-Connection Control Ordinance
- Review/establish wording and timeliness for program notifications including:
  - Inspection Notice, Compliance Notice, Non-Compliance Notices 1-2, and Penalty Notices
  - Testing Notices 1,2, and 3, if applicable
- Special Program Notices and Electronic use of notices/program information
- Obtain updated facility listing, address information and existing program data from Utility.
- Prioritize Inspections (Utility owned buildings, schools, high hazard facilities, special circumstances.)
- Review/establish procedure for vacant facilities.
- Establish facility inspection schedule.
- Review/establish procedures and protocols for addressing specific hazards.
- Review/establish high-hazard, complex facilities and large industrial facility inspection/containment procedures including supplemental information/notification that may be requested from these types of facilities in order to achieve program compliance.
- Review/establish program reporting procedures including electronic reporting tools, educational and public awareness brochures

1.2. Inspections. Company will perform Non-Residential & Residential Exterior initial inspections, compliance inspections, and re-inspections at individual residential, industrial, commercial, institutional facilities and miscellaneous water users within the utility served by the public water supply for cross-connections. Inspections will be conducted in accordance with the California State Water Resources Control Board, Division of Drinking Water Cross Connection Control Rules.

1.3. Inspection Schedule. Company shall determine and coordinate the inspection schedule. Inspection personnel will check in/out on a daily basis with the Client Contract Manager. The initial check-in will include a list of inspections scheduled. An exit interview will include a list of completed inspections.

1.4. Program Data. Company will generate and document the required program data for the Facility Types listed in the Services using the Company’s Software Data Management Program. Program Data shall remain property of Client; however, Company’s Software Data Management program shall remain the property of Company. View only and report capabilities are granted to Client. Additional Services include:

- (a) Prioritize and schedule inspections
- (b) Notify users of inspections and backflow device installation/testing requirements, if applicable
  - i. If applicable, Qualified California Backflow Preventer Testers will register via HydroCorp Managed Software and be verified for current credentials prior to online test forms being accepted. Credential shall be maintained in HydroCorp Software and updated by HydroCorp staff.
  - ii. All testers are required to register & process results online
  - iii. Company does not accept test forms via fax, mail, or email from testers, water customers, or client
- (c) Monitor inspection compliance using Company’s online software management program
- (d) Maintain the program to comply with all California State Water Resources Control Board, Division of Drinking Water regulations
- (e) Provide data management and program notices for all inspection and testing (if applicable) services throughout the term

1.5. Account Listing Information. Client shall provide the following information to Company during initial onboarding. Company will accept updates via standard account template no more often than once per month. **Any development work to enter facility listing in Company database will be charged at the rate of \$80.00 per hour. Incorrect facility addresses will be returned to the Utility contact and corrected address will be requested.** Information to include:

- (a) Account Listing: Camrosa Water District to provide accurate account listing of active non-residential water customers with and without known backflow preventer assemblies.
- (b) Account Listing Format: Account listing to be provided in Excel format only; Required Account Information: Service Name, Service Street Address, Service City, Service State, Service Zip, Mailing Name, Mailing Street Address, Mailing City, Mailing State, Mailing Zip.
- (c) Required Device Information: Last Test Date, size, make, model, and serial number (if applicable)
  - i. All previous test data must be provided in excel format. Company will not accept paper tests for upload.

1.6. Cross Connection Control Plan and Review of Cross-Connection Control Ordinance. Company will review and/or develop a comprehensive cross-connection control policy manual/plan and submit to the appropriate regulatory agency for approval on behalf of Client. Company will review or assist in the development of a cross-connection control ordinance.

1.7. Public Relations Program. Company will assist Client with a community-wide public relations program, including general awareness brochures and website cross-connection control program content. The utility/city will provide HydroCorp with an electronic copy of the utility logo or utility letterhead and all envelopes for the mailing of all official program correspondence only (300 dpi in either .eps, or other high-quality image format).

1.8. Support. Company will provide ongoing support via phone, website, or email for the Term.

1.9. Facility Types. The facility types included in the program are as follows: residential, industrial; institutional; commercial; miscellaneous water users; and multifamily. Large industrial and high-hazard complexes or facilities may require inspection/survey services outside the scope of this Agreement. Company allows a maximum of up to three (3) hours of inspection time per facility. An independent cross-connection control survey (at the business owner’s expense) may be required at these larger/complex facilities, and the results submitted to Client to help verify program compliance.

1.10. Inspection Terms. Company will perform a maximum of 403 non-residential inspections and 1,303 residential inspections over the Renewal Term. The total inspections include all initial inspections, compliance, and re-inspections. Additional Inspections above the contract terms will be billed separately at a rate of \$181.33 for non-residential inspections and \$69.26 for residential inspections. Company Personnel will not enter confined spaces. *Vacant facilities that have been provided to Company, scheduled no show, or refusal of inspection will count as an inspection/site visit for purposes of the contract.*

1.11. Compliance with California State Water Resources Control Board, Division of Drinking Water . Company will assist in compliance with California State Water Resources Control Board, Division of Drinking Water cross-connection control program requirements for all commercial, industrial, institutional, residential, multifamily, and public authority facilities.

1.12. Inventory. Company shall inventory all accessible (ground level) backflow prevention assemblies and devices. Documentation will include: location, size, make, model, and serial number (if applicable).

1.13. Annual Year-End Review. Company will conduct an annual or year-end review meeting to discuss the overall program status and specific program recommendations.

1.14.

The above services will be provided for:

Year	Monthly Amount	Annual Amount
Year 1	\$13,611.03	\$163,332.44
<b>Contract Total</b>		<b>\$163,332.44</b>

Contract Amount is based upon a 12 Months term and shall renew in 12-month increments after term unless written cancellation by either party received at least 60 days prior to renewal. HydroCorp will invoice in Monthly Amounts. Pricing is valid for 90 days from the date of the proposal.

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# Appendix

## Specific Qualifications & Experience

**HydroCorp™** is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

- HydroCorp conducts over 110,000 Cross Connection Control Inspections **annually**.
- HydroCorp tracks and manages over 135,000+ backflow prevention assemblies for our Municipal client base.
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- We have a trained administrative staff to handle client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.
- HydroCorp currently serves over 550 communities in Michigan, Wisconsin, Minnesota, Maryland, Delaware, Virginia, California, Idaho, Utah & Florida. We still have our first customer!
- HydroCorp and its' staff are active members in many water industry associations including: National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in the area of Cross Connection Control.
- Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.

## Board Memorandum

March 10, 2026

**To:** Board of Directors

**From:** Norman Huff, General Manager

**Subject:** Verizon Wireless Cellular Phone Upgrades

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**Objective:** Authorize, as needed, the upgrade of Camrosa staff cellular phones (and other mobile devices) through Verizon's "Free Upgrade" option.

**Action Required:** It is recommended that the Board of Directors authorize the General Manager to enter into a 2-year contract (service agreements) with Verizon Wireless in order to receive free cellular device upgrades.

**Discussion:** Camrosa provides cellular devices through Verizon Wireless to Camrosa staff to perform vital job functions. Some cellular devices currently in use by Camrosa staff are outdated and need upgrading. Under the current offerings provided by Verizon Wireless, some cellular devices can be upgraded for free with the condition that Camrosa enter into a 2-year service contract. During the life of the 2-year service contract Camrosa can terminate the contract provided it pays off any remaining balance Verizon assess on the cellular device(s). It is recommended that the General Manager be authorized to enter into a 2-year service contract for each device needing to be upgraded in order to take advantage of the cost savings of free cellular devices.

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

A. 2026 Board Calendar

# 2026 Camrosa Board Calendar

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

FEBRUARY						
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MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2026 Holidays	
January 1 <sup>st</sup>	New Year's Day
February 16 <sup>th</sup>	President's Day
May 25 <sup>th</sup>	Memorial Day
July 3 <sup>rd</sup>	Independence Day (Observed)
September 7 <sup>th</sup>	Labor Day
November 11 <sup>th</sup>	Veteran's Day
November 26 <sup>th</sup> & 27 <sup>th</sup>	Thanksgiving
December 24 <sup>th</sup> & 25 <sup>th</sup>	Christmas
December 31 <sup>st</sup>	New Year's Eve

APRIL						
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MAY						
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31						

JUNE						
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28	29	30				

2026 Conferences	
CASA Winter Conf. (Indian Wells)	Jan. 13 <sup>th</sup> - 16 <sup>th</sup>
ACWA Spring Conf. (Sacramento)	May 5 <sup>th</sup> - 7 <sup>th</sup>
CASA Annual Conf. (Napa)	Aug 4 <sup>th</sup> - Aug 7 <sup>th</sup>
ACWA Fall Conf. (Anaheim)	Dec 1 <sup>st</sup> - 3 <sup>rd</sup>

JULY						
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AUGUST						
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30	31					

SEPTEMBER						
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27	28	29	30			

2026 AWA Meetings	
AWA Board Meetings (Highlighted in Orange)	
WaterWise Breakfast (Highlighted in Yellow)	
April 16 <sup>th</sup>	Annual Symposium
August	<b>DARK (No events or meetings)</b>
September 17 <sup>th</sup>	Reagan Library Reception
December 10 <sup>th</sup>	Holiday Mixer

OCTOBER						
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NOVEMBER						
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29	30					

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

2026 VCSDA Meetings	
February 3 <sup>rd</sup>	Annual Dinner
April 7 <sup>th</sup>	
June 2 <sup>nd</sup>	
August 4 <sup>th</sup>	
October 6 <sup>th</sup>	
December 2 <sup>nd</sup>	

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012

Camrosa Board Meetings are highlighted in **RED**. Board Meetings are usually held on the **2nd & 4th Tuesday of each month at 10am** unless indicated.

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