

## Board Agenda

### Regular Meeting

Thursday, March 11, 2021

Camrosa Board Room

5:00 P.M.

#### TO BE HELD REMOTELY

*In light of public health responses to the threat of COVID-19 and Governor Newsom's Executive Order N-25-20, the Camrosa office is still closed to the public. Board meetings are accessible to the public **only** via web-based teleconference, as described below.*

To participate via the web to see the board meeting presentation, click <https://us02web.zoom.us/j/9235309144> on your computer, tablet, or smartphone. You'll need to download and install the ZOOM app before logging on.

*If you'd like to make a comment, you'll have to log in via the app so we can identify you and invite you to participate.*

To listen in via phone, call **(669) 900-6833**; when prompted, enter the meeting ID: **923 530 9144**.

#### 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. Persons wishing to address the Board should fill out a white comment card and submit it to the Board Chairman prior to the meeting. All comments are subject to a 5-minute time limit.

Matters appearing on the Consent Agenda are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of Board or the Staff requests an opportunity to address any given item. Items removed from the Consent Agenda will be discussed at the beginning of the Administrative Items. Approval by the Board of Consent Items means that the recommendation of the Staff is approved along with the terms and conditions described in the Board Memorandum.

#### Consent Agenda

1. **Approve Minutes of the Regular Meeting of February 25, 2021**
2. **\*\*Approve Vendor Payments**

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

**Action Required:** Approve accounts payable in the amount of \$364,999.29.

## Primary Agenda

### 3. **\*\*Fiscal Year 2020-21 Program Accomplishments & Fiscal Year 2021-22 Goals**

**Objective:** Receive a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2021-22 program goals.

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

### 4. **Nonpotable Water Production**

**Objective:** Receive a briefing on nonpotable water production through the second quarter.

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

### 5. **Distribution Valve Replacement CIP Woodcreek Slurry**

**Objective:** Slurry the valve replacement sites on Woodcreek Road as part of the Distribution Valve Replacement CIP.

**Action Required:** Authorize the General Manager to approve a purchase order, not to exceed \$26,083.00, to Landmark Grading & Paving, Inc., from the Distribution Valve Replacement CIP for the slurry of valve replacement sites on Woodcreek Road.

### 6. **\*\*Lynnwood Well Final Design**

**Objective:** Ratify the action taken to finalize plans and specifications for Lynnwood Well.

**Action Required:** Ratify the action taken to get the Lynnwood well online and expenditures totaling \$12,912 related to engineering design of the removal of filters and reconfiguration of the diesel generator.

## Comments by General Manager; Comments by Directors; Adjournment

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

Note: \*\* indicates agenda items for which a staff report has been prepared or backup information has been provided to the Board. Copies of the full agenda are available for review at the District Office and on our website at [www.camrosa.com](http://www.camrosa.com).

**March 11, 2021**

**Board of  
Directors  
Agenda Packet**

## Board Minutes

### Regular Meeting

Thursday, February 25, 2021

Camrosa Board Room

5:00 P.M.

**Call to Order** The meeting was convened at 5:01 P.M. as a web-based teleconference.

**Present:** Eugene F. West, President (via teleconference)  
Terry L. Foreman, Vice-President (via teleconference)  
Al E. Fox, Director (via teleconference)  
Jeffrey C. Brown, Director (via teleconference)  
Timothy H. Hoag, Director (via teleconference)

**Staff:** Tony Stafford, General Manager  
Ian Prichard, Assistant General Manager (via teleconference)  
Joe Willingham, Manager of Operations (via teleconference)  
Joz Zabarsky, Manager of Customer Accounts/Business (via teleconference)  
Terry Curson, District Engineer (via teleconference)  
Jude Kiesewetter, System Operator (via teleconference)  
Mike Phelps, Water Quality Supervisor (via teleconference)  
Finn Swann, GIS/Engineering Technician (via teleconference)  
Greg Jones, Legal Counsel (via teleconference)

**Guests:** Mike Harary, Koff & Associates (via teleconference)  
Georg Krammer, Koff & Associations (via teleconference)

### **Public Comments**

None

### **Consent Agenda**

**1. Approve Revised Minutes of the Special Meeting of January 21, 2021**

The Board approved the Revised Minutes of the Special Meeting of January 21, 2021.

**Motion:** Foreman **Second:** Fox

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**2. Approve Revised Minutes of the Regular Meeting of January 28, 2021**

The Board approved the Revised Minutes of the Regular Meeting of January 28, 2021.

**Motion:** Foreman **Second:** Fox

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**3. Approve Minutes of the Regular Meeting of February 11, 2021**

The Board approved the Minutes of the Regular Meeting of February 11, 2021.

**Motion:** Foreman **Second:** Fox

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**4. Approve Vendor Payments**

A summary of accounts payable in the amount of \$701,780.40 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$701,780.40.

**Motion:** Foreman **Second:** Fox

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**5. Operating Budget Excellence Award**

The Board received the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

No action necessary; for information only.

**Primary Agenda**

**6. Classification and Compensation Study**

The Board received a briefing from Koff & Associates on the Classification & Compensation Study.

No action necessary; for information only.

**7. Cyber Security Status**

The Board received a briefing from staff on the status of the District's cybersecurity posture.

No action necessary; for information only.

**8. Climate Change Effects Vulnerability Assessment and Management Plan**

The Board authorized the General Manager to enter into the attached agreement with Larry Walker Associates (LWA) in an amount not to exceed \$44,238.00.

**Motion:** Fox **Second:** Brown

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**9. Local Water Production**

The Board received a briefing on local water production through the second quarter.

No action necessary; for information only.

**10. Conejo Wellfield GAC Treatment Plant Design**

The Board authorized the General Manager to issue a change order to Provost & Pritchard, for engineering services related to the GAC treatment plant at Conejo Wellfield, to include the provision of environmental compliance documentation, in an amount not to exceed \$58,200 as per the attached proposal.

**Motion:** Fox **Second:** Hoag

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

**11. Fill Vacant Chief Plant Operator Position**

The Board authorized the General Manager to promote an existing System Operator II employee to fill the vacant Chief Plant Operator position and adjust his salary to the base of the corresponding range, \$38.47 per hour.

**Motion:** Fox **Second:** Hoag

**Roll Call:** Fox-Yes; Brown-Yes; Hoag-Yes; Foreman-Yes; West-Yes

### Comments by General Manager

- The General Manager responded to an earlier inquiry by Director Fox regarding solar energy stating that this option was last evaluated in 2019.
- The General Manager stated that staff is ready to present the cash reserve balance and the Board requested the initial presentation be made to the Ad Hoc Committee.
- The General Manager informed the Board that there was a mainline leak and will provide an update at the next Board meeting.

### Comments by Directors

- President West discussed the One Water approach presented at the FCGMA Executive Committee and suggested the General Manager look into the details of the concept and how it might affect the Conejo Creek deliveries to Pleasant Valley.

**Closed Session:** The Board entered a closed session at 6:56 P.M. to confidentially discuss pending litigation and/or personnel matters as authorized by Government codes 54956.9 and 54957, respectively.

#### **12. Closed Session Conference with Legal Counsel**

The Board conferred with and received advice from counsel regarding pending litigation and personnel matters.

**No action was taken in closed session.**

**The Board returned to open session at 7:10 P.M.**

### Adjournment

There being no further business, the meeting was adjourned at 7:10 P.M.

\_\_\_\_\_  
Tony L. Stafford, Secretary/Manager  
Board of Directors  
**Camrosa Water District**

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

# Board Memorandum

March 11, 2021

**To:** General Manager

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

**Subject:** Approve Vendor Payments

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

**Action Required:** Approve accounts payable in the amount of \$364,999.29.

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

Payroll PR ME & 3-1 2021	\$ 92,280.44
Accounts Payable 2/18/2021-3/03/2021	\$ <u>272,718.85</u>
Total Disbursements	\$ <u>364,999.29</u>

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

\_\_\_\_\_  
 Tony L. Stafford, General Manager

## Camrosa Water District

Accounts Payable Period:

2/18/2021-3/03/2021

Expense	Account Description	Amount
11100	Accounts Rec-Other	
15773	Deferred Outflows-UAL Prep.	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
400	General Capital Projects	
500 & 900	Sewer Capital Projects	45384.71
800 & 600	Water Capital Projects	26374.55
650	Water Capital Rep Projects	2094.90
750	NP Water Capital Rep Projects	
20053	Current LTD Bond 2016	
20052	Current LTD Bond 2012	
20400	Contractor's Retention	-2269.24
20250	Non-Potable Water Purchases	
23001	Refunds Payable	3359.85
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	92075.85
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50140	Unemployment Benefits	
50153	Social Security Tax	
50200	Utilities	3130.41
50210	Communications	3144.92
50220	Outside Contracts	28225.70
50230	Professional Services	8270.00
50240	Pipeline Repairs	4950.62
50250	Small Tool & Equipment	60.70
50260	Materials & Supplies	12800.14
50270	Repair Parts & Equip Maint	45100.99
50280	Legal Services	
50290	Dues & Subscriptions	
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	14.75
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
<b>TOTAL</b>		<b>\$272,718.85</b>





Water District, CA

# Expense Approval Report

By Vendor Name

Payable Dates 2/18/2021 - 3/3/2021 Post Dates 2/18/2021 - 3/3/2021

Payment Num	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order #	Amount
<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3266	02/25/2021	DEPOSIT ONLY-CAMROSA WTR	2-25-21-AP	Transfer to Disbursements Account	Transfer to disbursements-		50000
3267	02/25/2021	DEPOSIT ONLY-CAMROSA WTR	2-25-21-PR	Transfer to Disbursements Account	Transfer to disbursements-		166000
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>216000</b>
<b>Vendor: AGR00 - AG RX INC.</b>							
56430	03/03/2021	AG RX INC.	97349	Weed Abatement	Outsd contracts	FY21-0171	3466.77
56430	03/03/2021	AG RX INC.	97362	Weed Abatement	Outsd contracts	FY21-0171	3568.73
<b>Vendor AGR00 - AG RX INC. Total:</b>							<b>7035.5</b>
56431	03/03/2021	ARBITRAGE COMPL SPEC, INC	G7063	Arbitrage Compliance Rev Bonds 2011A & 2016	Prof services	FY21-0169	1130
56432	02/26/2021	BEATRICE BRAUN	00009656	Deposit Refund Act 9656- 5053 Robles St	Refunds payable		73.99
56433	02/25/2021	CARLOS ALBERTO ANAYA	Overpymt Refund	Refund Overcharged Inspect Fee-5460 Calarosa Rancl	Special services-inspection		5
56434	03/03/2021	Central Courier LLC	47477	Courier Services	Outsd contracts		368.76
56435	03/02/2021	CITY OF CAMARILLO	28266	Distributiom Valve Replacement - Woodcreek Rd	Construction in progress		95
<b>Vendor: COR04 - Core &amp; Main LP</b>							
56436	03/02/2021	Core & Main LP	M663985	Repair Parts RMWTP	Repair Parts & Equipment- FY21-0012		3887.91
56436	03/02/2021	Core & Main LP	N752256	Meter Boxes	Repair Parts & Equipment IFY21-0158		6329.34
<b>Vendor COR04 - Core &amp; Main LP Total:</b>							<b>10217.25</b>
56437	02/26/2021	CORELOGIC INFORMATION SOLUTIONS, INC	30513596	Ventura Cty Assessors Parcel Info	Outsd contracts		150
56438	02/24/2021	CRAIG BARRONTON	00007641	Deposit Refund Act 7641- 331 Via Olivera	Refunds payable		83.95
56439	03/02/2021	D&H WATER SYSTEMS, INC.	I 2021-0231	Repair Parts CWRF - Chemical Pumps	Repair parts & equipment		865.35
56440	03/02/2021	Enhanced Landscape Management, LLC	62300	Landscaping	Construction in progress		1873
56441	02/24/2021	EVELIN MINTON	00000310	Overpayment Closed Account- 4225 Pancho Rd	Refunds payable		58
<b>Vendor: FAM01 - FAMCON PIPE &amp; SUPPLY, INC</b>							
56442	03/02/2021	FAMCON PIPE & SUPPLY, INC	S100048574-001	Materials & Supplies - Guard Post	Materials & supplies		231.66
56442	03/02/2021	FAMCON PIPE & SUPPLY, INC	S100048577-001	Repair Parts - Meter Boxes	Repair Parts & Equipment I		146.93
<b>Vendor FAM01 - FAMCON PIPE &amp; SUPPLY, INC Total:</b>							<b>378.59</b>
56443	03/03/2021	FANNING & KARRH, CPAs	22421	Reconciliation of Reserves to cash balances 19-20	Prof services	FY21-0174	7140
56444	03/02/2021	FENCE FACTORY, INC	647061	PV Well 2 - Fence Rental	Construction in progress		170.7
<b>Vendor: FER03 - FERGUSON WATERWORKS #1083</b>							
56445	03/02/2021	FERGUSON WATERWORKS #1083	0748731	Materials & Supplies - 2" Copper Line	Materials & supplies		573.27
56445	03/03/2021	FERGUSON WATERWORKS #1083	0749284	Leak Repair 2" Blow Off	Pipeline repairs	FY21-0173	3294.57
<b>Vendor FER03 - FERGUSON WATERWORKS #1083 Total:</b>							<b>3867.84</b>
56446	03/01/2021	FRANK J. RICE	00000939	D	Refunds payable		88.93
56447	03/02/2021	Frontier Communications	February 2021	VOIP - Land Lines	Communications		435.6

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

56448	03/02/2021	FRUIT GROWERS LAB. INC.	014650A	Outside Labwork for CWRF	Outsd contracts		265
56448	03/02/2021	FRUIT GROWERS LAB. INC.	100244A	Outside Lab Work Round Mountain	Outside Contracts		137
56448	02/25/2021	FRUIT GROWERS LAB. INC.	100245A	Outside Labwork for CWRF	Outsd contracts		253
56448	02/25/2021	FRUIT GROWERS LAB. INC.	100527A	Outside Lab Work for Conejo Well 2	Outsd contracts		132
56448	03/02/2021	FRUIT GROWERS LAB. INC.	100528A	Outside Lab Work	Outsd contracts		572
56448	02/25/2021	FRUIT GROWERS LAB. INC.	100532A	Outside Lab Work-Round Mountain Lab Work	Outsd contracts		254.5
56448	02/25/2021	FRUIT GROWERS LAB. INC.	100532A	Outside Lab Work-Round Mountain Lab Work	Outsd contracts		200.5
56448	02/25/2021	FRUIT GROWERS LAB. INC.	100879A	Round Mountain Outside Lab Work	Outside Contracts		54
56448	02/25/2021	FRUIT GROWERS LAB. INC.	101173A	Outside Lab Work For Round Mountain	Outside Contracts		108
56448	03/02/2021	FRUIT GROWERS LAB. INC.	101555A	Outside Lab Work CWRF	Outsd contracts		43
56448	03/03/2021	FRUIT GROWERS LAB. INC.	101968A	CWRF Outside Labwork	Outsd contracts		824

**Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:** 2843

56449	03/03/2021	GMS Landscaping Inc	V7188	Tree and Site Maintenance 4C Res	Outsd contracts	FY21-0170	5500
-------	------------	---------------------	-------	----------------------------------	-----------------	-----------	------

**Vendor: HAC01 - HACH COMPANY**

56450	03/02/2021	HACH COMPANY	12332554	Materials & Supplies - Reagents RMWTP	Materials & Supplies-RMW		262.93
56450	03/02/2021	HACH COMPANY	12348226	Laboratory Supply, Replacement Sensor	Materials & supplies		223.03

**Vendor HAC01 - HACH COMPANY Total:** 485.96

56451	03/02/2021	HARRIS WATER COND. INC.	FEB21-643908	Water Softener - Penny Well	Outsd contracts		60.5
56491	03/02/2021	HAMNER, HEWEL & ASSOC	200714	GAC Land Acquisition Support	Construction in progress	FY21-0090	5623.75
56452	02/25/2021	HEADWORKS INC.	wpk5x5o	Consumer Driven Health Savings Plan Adm Fees Feb2	Fees & charges		14.75
56453	02/25/2021	HEIDI MAGEL	MagelClaim	Customer Claim Damaged Planter Refund	Materials & supplies		65
56454	03/02/2021	IDEXX LABORATORIES, INC	3077148102	Current Usage charges April 2016	Materials & supplies		2476.02
56455	03/02/2021	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	40545A	Cleaning Service- Janitorial Services	Outsd contracts		1655.56
56456	02/26/2021	JOE MARSHALL	00003544	Deposit Refund Act 3544- 5194 Prairieview St	Refunds payable		27.23
56457	02/24/2021	KIMBERLY SHARPE	00003657	Overpayment Closed Account- 1203 Calle Lozano	Refunds payable		25.61
56458	02/24/2021	LUCY DODGE	00000750	Deposit Refund Act 750- 6089 San Dimas Ave	Refunds payable		56.94
56459	02/26/2021	MARK ARTNER	0000248-3	Refund Payment On closed Account-313 Bent Twig	Refunds payable		78.1
56460	03/02/2021	McMASTER-CARR SUPPLY CO	53878715	Materials & Supplies - Solar Sites	Materials & supplies		686.37
56461	03/03/2021	MCR TECHNOLOGIES, INC.	39696	Flow Meter at Rosita PS	Repair parts & equipment	FY21-0147	13506.78
56462	02/25/2021	MELISSA MARSOOBIAN GILLO	00003874	Refund Overpayment account 3874-4875 Paseo Mon	Refunds payable		562.68
56463	03/03/2021	MICHAEL K. NUNLEY & ASSOCIATES, INC.	8593	GAC Project Management	Construction in progress	FY21-0120	2035.8
56464	02/26/2021	NE Systems Incorporated	3286	Fortigate Annual Support Renewal	Outsd contracts	FY21-0166	7742

**Vendor: NOR07 - NORTHSTAR CHEMICAL**

56465	03/02/2021	NORTHSTAR CHEMICAL	189255	Materials Chemicals CWRF	Materials & supplies		3465.71
56465	03/02/2021	NORTHSTAR CHEMICAL	189256	Materials Chemicals RMWTP	Materials & Supplies-RMW		674.11

**Vendor NOR07 - NORTHSTAR CHEMICAL Total:** 4139.82

56466	03/02/2021	PRAXAIR DISTRIBUTION INC	60781946	Acetylene Gas Cylinders	Materials & supplies		143.4
56467	03/03/2021	PROVOST & PRITCHARD ENGINEERING GROUP II	83405	GAC Engineering	Construction in progress	FY20-0326-R1	11950
56468	02/24/2021	RINCON PROPERTY MGMT	00000906	Deposit Refund Act 906- 875 Paseo Serenata	Refunds payable		23
56469	03/03/2021	ROCKWELL SOLUTIONS INC.	2582	Pump Repair RMWTP	Repair Parts & Equipment-	FY21-0119	16464.56
56470	02/26/2021	RONALD GUZMAN	00002923-2	Closed Account Overpayment-1877 Old Ranch Rd	Refunds payable		83.03
56471	03/02/2021	ROYAL INDUSTRIAL SOLUTIONS	9009-1001583	Repair Parts - RMWTP Filters DP	Repair Parts & Equipment-		623.43

**Vendor: \S213 - SHEAL HOMES SO CAL INC**

56472	02/24/2021	SHEAL HOMES SO CAL INC	00010871	Ovepayment-Canceled Bill - 2470 Rondell Rd	Refunds payable	26.36
56472	02/24/2021	SHEAL HOMES SO CAL INC	00010906	Ovepayment-Canceled Bill - 5001 Inglenook Dr	Refunds payable	61.05
<b>Vendor \S213 - SHEAL HOMES SO CAL INC Total:</b>						<b>87.41</b>

**Vendor: SCE01 - SOUTHERN CALIF. EDISON**

772	03/03/2021	SOUTHERN CALIF. EDISON	Feb21	February 2021 Usage Charges	Pumping power	92075.85
772	03/03/2021	SOUTHERN CALIF. EDISON	Feb21	February 2021 Usage Charges	Utilities	2876.05
<b>Vendor SCE01 - SOUTHERN CALIF. EDISON Total:</b>						<b>94951.9</b>

**Vendor: SCG01 - SOUTHERN CALIFORNIA GAS**

773	03/03/2021	SOUTHERN CALIFORNIA GAS	Feb 2021	February Usage Charges-Act 12378717941 -Via Cantil	Utilities	14.79
773	03/03/2021	SOUTHERN CALIFORNIA GAS	Feb2021-1	February Usage Charges Act 17001399009-Headquar	Utilities	239.57
<b>Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:</b>						<b>254.36</b>

**Vendor: SCF01 - SOUTHERN COUNTIES OIL**

56473	03/03/2021	SOUTHERN COUNTIES OIL	1810446IN	Material & Supplies - Fuel	Materials & supplies	1046.8
56473	03/03/2021	SOUTHERN COUNTIES OIL	1814718IN	Material & Supplies - Fuel	Materials & supplies	504.3
56473	03/03/2021	SOUTHERN COUNTIES OIL	1816318IN	Material & Supplies - Fuel	Materials & supplies	1059.7
<b>Vendor SCF01 - SOUTHERN COUNTIES OIL Total:</b>						<b>2610.8</b>

56474	03/03/2021	SPARKLETTS	4667386-022121	Distilled Bottled Water	Outsd contracts	45.45
56475	03/03/2021	THERMO FISHER SCIENTIFIC (ASHVILLE) LLC	79017273	Laboratory Supply, Ion Chromatograph	Materials & supplies	129.43
56476	02/26/2021	TIMOTHY KENNALEY	00002862	Deposit Refund Act 2862 - 6025 Palomar Cir	Refunds payable	29.46

**Vendor: TRA02 - TRAVIS AGRICULTURAL, INC**

56477	03/03/2021	TRAVIS AGRICULTURAL, INC	21052F	Leak Repair Service at Office	Pipeline repairs FY21-0172	1656.05
56477	03/03/2021	TRAVIS AGRICULTURAL, INC	Pymt 4-Retention	Retention Pymt 4-Invoice Ref -1912885	Contractor's retention	-2269.24
56477	03/03/2021	TRAVIS AGRICULTURAL, INC	Pymt-4 (1912885)	Construction Chemical Storage Area	Construction in progress FY20-0129-R1	45384.71
<b>Vendor TRA02 - TRAVIS AGRICULTURAL, INC Total:</b>						<b>44771.52</b>

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

56478	03/03/2021	UNDERGROUND SERVICE ALERT OF SOUTHERN (1220200206		Monthly Dig Alerts	Outsd contracts	128.8
56478	03/03/2021	UNDERGROUND SERVICE ALERT OF SOUTHERN (220210205		Monthly Dig Alerts	Outsd contracts	340
56478	03/03/2021	UNDERGROUND SERVICE ALERT OF SOUTHERN (dsb20197115		Dig Alert Monthly Tickets	Outsd contracts	40.33
56478	03/03/2021	UNDERGROUND SERVICE ALERT OF SOUTHERN (dsb20200170		Monthly Dig Alert Tickets	Outsd contracts	47.44
56478	03/03/2021	UNDERGROUND SERVICE ALERT OF SOUTHERN (dsb20200800		Monthly Dig Alert Tickets	Outsd contracts	47.44
<b>Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:</b>						<b>604.01</b>

**Vendor: UNI08 - UNIFIRST CORPORATION**

56479	03/03/2021	UNIFIRST CORPORATION	328-1252964	Uniform Cleaning Service	Outsd contracts	224.83
56479	03/03/2021	UNIFIRST CORPORATION	328-1252974	Office Cleaning Supplies - Towel Matt Service	Outsd contracts	99.13
56479	03/03/2021	UNIFIRST CORPORATION	328-1254748	Uniform Cleaning Service	Outsd contracts	224.83
56479	03/03/2021	UNIFIRST CORPORATION	328-1254758	Office Cleaning Supplies - Towel and Mat Service	Outsd contracts	99.13
<b>Vendor UNI08 - UNIFIRST CORPORATION Total:</b>						<b>647.92</b>

**Vendor: USA01 - USA BLUE BOOK**

56480	02/25/2021	USA BLUE BOOK	506769	Laboratory Supplies	Materials & supplies	29.82
56480	02/25/2021	USA BLUE BOOK	506807	Laboratory Supplies	Materials & supplies	347.99
56480	02/25/2021	USA BLUE BOOK	510929	Laboratory Supplies	Materials & supplies	151.29
56480	03/03/2021	USA BLUE BOOK	514070	Support Equipment for the Oven	Small tools & equipment	60.7
56480	03/03/2021	USA BLUE BOOK	516936	Laboratory Supplies	Materials & supplies	46.68
<b>Vendor USA01 - USA BLUE BOOK Total:</b>						<b>636.48</b>

56481	03/02/2021	VENTURA COUNTY FIRE PROTECT DIV	PV Well2 Tnk-3-03-21	Operation Permit App. Fee PV Well 2 Fuel Tank	Construction in progress	608
56482	03/03/2021	VENTURA COUNTY OVERHEAD DOOR	428771	Repair Front Gate	Repair parts & equipment	300
56484	03/03/2021	VERIZON BUSINESS, INC	9873909337	VOIP T1 (Verizon)	Communications	2709.32
56485	02/24/2021	VIOLA INC.	0000009	Fire Hydrant # 9 Deposit Refund + Overpayment	Refunds payable	1151.12
<b>Vendor: WWG01 - W W GRAINGER, INC.</b>						
56486	03/03/2021	W W GRAINGER, INC.	9718475479	Temp PV Well	Construction in progress	921.2
56486	03/03/2021	W W GRAINGER, INC.	9811115865	Materials & Supplies - Storage Cabinets	Materials & Supplies-RMW	682.63
<b>Vendor WWG01 - W W GRAINGER, INC. Total:</b>						<b>1603.83</b>
56487	03/03/2021	WALTON MOTORS & CONTROLS, INC	42399	Motor Repair Rosita PS	Repair parts & equipment FY21-0145	2976.69
<b>Vendor: WEC01 - WECK LABORATORIES, INC</b>						
56488	03/03/2021	WECK LABORATORIES, INC	W0I0919	Gac Project Analysis	Construction in progress	2255
56488	03/03/2021	WECK LABORATORIES, INC	W0K0044	GAC Project Analysis	Construction in progress	2255
56488	03/03/2021	WECK LABORATORIES, INC	W0K0660	GAC Project Analysis	Construction in progress	2255
<b>Vendor WEC01 - WECK LABORATORIES, INC Total:</b>						<b>6765</b>
56489	02/25/2021	WILDSCAPE RESTORATION, INC.	00006389	Fire Hydrant #22 - Deposit Refund	Refunds payable	848.88
56490	02/24/2021	YINHONG CHEN	00009103	Deposit Refund Act 9103- 15 Calle Cataluna	Refunds payable	76.52
<b>TOTAL VENDOR PAYMENTS</b>						<b>\$ 272,718.85</b>

770	03/01/2021	ACWA/JPIA	0661912	COBRA Premiums (Jan-March) & Director West HealtMedical ins.		48818.38
<b>Vendor: PER05 - CAL PERS 457 PLAN</b>						
DFT0003220	02/25/2021	CAL PERS 457 PLAN	INV0009769	Deferred Compensation	Deferred comp - ee paid	50
DFT0003221	02/25/2021	CAL PERS 457 PLAN	INV0009770	Deferred Compensation	Deferred comp - ee paid	2728
<b>Vendor PER05 - CAL PERS 457 PLAN Total:</b>						<b>2778</b>
DFT0003216	02/25/2021	COLONIAL SUPPLEMENTAL INS	INV0009765	Colonial Benefits	Colonial benefits	279.22
<b>Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.</b>						
DFT0003235	02/25/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009793	Payroll-SIT	P/R-sit	3713.91
DFT0003240	02/25/2021	EMPLOYMENT DEVELOP. DEPT.	INV0009800	Payroll-SIT	P/R-sit	11.18
<b>Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:</b>						<b>3725.09</b>
<b>Vendor: HEA02 - HealthEquity</b>						
DFT0003224	02/25/2021	HealthEquity	INV0009775	HSA-Employee Contribution	HSA Contributions Payable	480.84
DFT0003225	02/25/2021	HealthEquity	INV0009776	HSA Contributions	HSA Contributions Payable	250
<b>Vendor HEA02 - HealthEquity Total:</b>						<b>730.84</b>
769	02/25/2021	LINCOLN FINANCIAL GROUP	INV0009771	Deferred Compensation	Deferred comp - ee paid	1150
768	02/25/2021	LINCOLN FINANCIAL GROUP	INV0009787	Profit Share Contribution	Profit share contributions	2731.63
DFT0003222	02/25/2021	PUBLIC EMPLOYEES	INV0009773	PERS-Classic Employee Portion	P/R-state ret.	16352.32
DFT0003226	02/25/2021	SYMETRA LIFE INS CO.	INV0009777	Life Insurance	Life ins.	270.25

**Vendor: UNI10 - UNITED STATES TREASURY**

DFT0003232	02/25/2021	UNITED STATES TREASURY	INV0009790	FIT	P/R-fit	10404.66
DFT0003233	02/25/2021	UNITED STATES TREASURY	INV0009791	Payroll-Social Security Tax	P/R - ee social security	825.34
DFT0003234	02/25/2021	UNITED STATES TREASURY	INV0009792	Payroll- Medicare Tax	P/R - ee medicare	2852.96
<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>						<b>14082.96</b>
56429	02/25/2021	UNITED WAY OF VENTURA CO.	INV0009764	Charity-United Way	P/R-charity	20

**Vendor: UNU01 - UNUM LIFE INSURANCE**

771	03/01/2021	UNUM LIFE INSURANCE	INV0009778	Lont Term Disability	Ltd ins.	1090.04
771	03/01/2021	UNUM LIFE INSURANCE	INV0009788	Short Term Disability	P/R-std ins.	251.71
<b>Vendor UNU01 - UNUM LIFE INSURANCE Total:</b>						<b>1341.75</b>

**TOTAL PAYROLL VENDOR PAYMENTS**

**\$ 92,280.44**

## Board Memorandum

March 11, 2021

**To:** General Manager

**From:** Tamara Sexton, Manager of Finance

**Subject:** **Fiscal Year 2020-21 Program Accomplishments & Fiscal Year 2021-22 Goals**

---

**Objective:** Receive a presentation from staff regarding current fiscal year program accomplishments and Fiscal Year (FY) 2021-22 program goals.

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

**Discussion:** Staff will provide an overview of the current fiscal year program accomplishments and goals that will become the foundation upon which the FY 2021-22 expense budget will be developed. The current year accomplishments and FY 2021-22 goals are attached.

## Human Resources – Program 05

The objective of Human Resources program is twofold: to capture all human resource costs in a single program in order to compare 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.

### Accomplishments for 2020-21

- Although State Water Board certification testing was postponed due to COVID-19 restrictions on testing center, District employees continued training and certification where they could:
  - Two employees attained Advanced Water Treatment Operator Level 4 certification
  - Four employees completed a “management and supervisory basics” training program through Public Utilities and Waterworks Management Institute
- Recognized nine years of Zero Lost Time Accidents
- Successfully recruited an Instrumentation Technician and a Temporary Customer Service Technician
- Provided Sexual Harassment Prevention, Unconscious Bias, and Emotional Intelligence with Diversity & Inclusion training
- Provided monthly safety training to all staff
- Continued Part-Time Student Employee Program
- Reorganized District staff
- Completed Compensation & Classification Study
- Adopted Pension Funding Policy

### Goals for 2021-22

- Zero Lost Time Accidents
- Enhance staff training and certification
- Continue Succession Planning

## General Administration – Program 10

The General Administration program provides funds for expenses related to the general management of the District, including insurance costs, 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.

### Accomplishments for 2020-2021

- Began preliminary work on the Groundwater Sustainability Plan
- Completed feasibility study of water quality improvements at Conejo Wellfield, a pilot study of granular activated carbons
- Initiated design of the water treatment facility at the Conejo Wellfield
- Adopted Pension Funding Policy
- Received the CSMFO Operational Budgeting Excellence Award for the seventh consecutive year
- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the sixth consecutive year
- Contributed to AWAVC, CCWUC, CSUCI presentations
- Initiated the District's Strategic Plan
- Adopted the 2020 Urban Water Management Plan

### Goals for 2021-2022

- Increase groundwater production to improve our import-to-local blend ratio
- Look for new water opportunities
- Begin a Facilities Master Plan
- Begin construction of the water treatment facility at the Conejo Wellfield
- Support development of Groundwater Sustainability Plan for Arroyo Santa Rosa Basin
- Develop an Emergency Response Plan in accordance with America's Infrastructure Act of 2018
- Pursue grant funding where available and appropriate
- Complete the District's Strategic Plan
- Continue Public Outreach Program



## 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 information necessary 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 of all support subscriptions to hosted and onsite data services, are included in this program. Costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Upgraded from Office2010 to Office365 online subscription
- Migrated email/Exchange to hosted solution
- Migrated DNS to failover hosted provider
- Upgraded on-premise backup storage capacity from 24TBs to 100TBs
- Upgraded FSANDSQL to Windows server 2016 virtual machine
- Implemented Acronis Cloud and Microsoft Azure Cloud for off-sight backups
- Implemented Forti-Analyzer data logger for enhanced security monitoring
- Wireless Access Point Security Upgrade
- Upgraded on-premise file share hosting from MS Server 2008 to MS Server 2016
- Replicated/Synchronized on-premise and cloud based file shares
- Migrated on-premise personal folders to OneDrive cloud solution
- Implemented cloud-based endpoint threat detection and response
- Implemented Microsoft Teams for chat, meetings, calling and collaboration
- Provided network/communications for work-at-home environment during pandemic

### Goals for 2021-2022

- Migrate CIS billing application from on-premise to cloud-based implementation
- Upgrade Office365 G1 Subscription to Enhanced G3 Subscription
- Upgrade CWDVSQL to Windows server 2016 virtual machine
- Migrate Camnet Intranet to Sharepoint architecture
- Client workstation refresh (up to four workstations as needed)
- Install secondary backup server at CWRF
- Begin migration of server platforms from Server 2016 to Server 2019
- Conduct network security audit and implement NIST Cybersecurity standards

## Resource Planning and 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 location for new construction or repairs by other utilities. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Completed construction of Pump Station Zone 2 to Zone 3
- Completed construction of Lynnwood Rd. sewer line replacement
- Completed construction of CWRP's chemical feed system upgrades
- Completed construction of non-potable storage ponds monitoring well
- Brought Pleasant Valley Well No. 2 online
- Completed design of CRWF effluent pond(s) rehabilitation & improvements
- Completed design of CWRP's dewatering press
- Completed design of Reservoir 1B's emergency generator and communication building
- Completed design of Pump Station No. 2's emergency standby generator
- Completed design of CRWF's emergency generator diesel fuel tank replacement
- Completed potable and non-potable water hydraulic models; staff trained on both

### Goals for 2021-2022

- Maximize use of local water resources and look for new water opportunities
- Complete construction of permanent Pleasant Valley Well No. 2 site
- Complete construction of CWRP effluent pond(s) rehabilitation & improvements
- Begin construction of CWRP's dewatering press
- Establish mitigation in-lieu fee
- Complete construction of Reservoir 1B's standby generator and communication building
- Complete construction of Pump Station No. 2's emergency standby generator
- Complete construction of CWRP's emergency generator diesel fuel tank replacement
- Design and construct waterline replacement under the Conejo Creek at CamSprings
- Complete design and begin construction of GAC treatment at Conejo Wellfield
- Complete design for replacement of Reservoir 4C & hydropneumatic pump station

## Water Resource Management – Program 22

The primary function of the Water Resource Management (WRM) program is to protect the District's existing sources of supply and develop new ones. Proliferating State mandates exert pressure on the District's ability to meet customer demand, and much WRM activity is directed at working with state agencies and other water suppliers to implement these regulations in ways that don't compromise our existing sources, stifle innovation, or upset cost/benefit analyses.

Engaging in the policymaking process is essential to maintaining this balance, to which end WRM cultivates relationships with state and federal legislators and state agency leadership and staff; participates in statewide working groups; and engages in legislative analysis and advocacy. WRM also spearheads Camrosa's public outreach—facility tours, the Web site, social media, public meetings, educational materials—to educate and engage Camrosa customers. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Coordinated execution of recycled water sales, billing, reporting to PVCWD
- Coordinated Calleguas Creek Watershed TMDL Salts Subcommittee to implement a “regulatory multibenefit” approach to compliance
- Completed a Water Loss Gap Assessment to inform developing water loss program
- Participated in Fox Canyon Groundwater Management Agency Oxnard/Pleasant Valley Basin GSP Stakeholder Group and subgroups
- Led/participated in advocacy efforts to influence State policy and regulatory proposals for conservation legislation, Human Right to Water programs, and water quality issues
- Participated in working group interfacing with SWRCB staff and directors regarding economic benefits of maximum contaminant levels, in particular for chromium six
- Continued participation in three DWR workgroups on conservation legislation; led/participated in discussions with SWRCB, DWR, OEHHA staff and leadership; led/contributed to ACWA workgroups regarding data reporting and water loss
- Adopted the 2020 Urban Water Management Plan
- Began Arroyo Santa Rosa Groundwater Sustainability Plan (GSP)
- Managed the granular activated carbon (GAC) treatment plant project
- Public outreach included (virtual) presentations to AWA, CCWUC, and CSUCI

### Goals for 2021-2022

- Manage the progress of the Arroyo Santa Rosa GSP and the GAC project
- Integrate leak management with State water loss control requirements
- Engage with SWRCB/DWR on implementation of conservation legislation and Human Right to Water policies
- Maintain and strengthen Camrosa's position as key collaborator on State water policy development with other water agencies and organizations such as ACWA and CMUA
- Continue public outreach program

## Customer Services – Program 24

The Customer Services program is responsible for timely and effective response to customer requests for service. This program provides frontline interface in the field and all direct office services to Camrosa customers. This includes producing monthly water and sewer bills, collecting revenues from monthly billings and water and sewer capital improvement fees, land development processes, and dispatching technicians to satisfy customer requests for service and resolve customer service concerns. Included in this program is data collection, responsibility for new meter sets, meter change-outs, and oversight of the outside contractor responsible for timely and accurate reading of all meters. These costs are allocated as overhead to the three cost centers.

### Accomplishments for 2020-2021

- Replaced aging meters and optimized automated meter reading technology
- Continued to increase customer enrollment in autopay/reoccurring payment options by 12 percent in an effort to reduce payment processing expenses
- Developed cash handling procedures
- Began lobby redesign/security enhancements

### Goals for 2021-2022

- Complete lobby redesign/security enhancements
- Implement remote deposits for daily cash collection to reduce courier costs & improve cashflow
- Complete the expansion of the AMR (automated meter reading) system
- Continue upgrading single-input MTUs (meter transmission units) to dual-frequency MTUs for more frequent readings and to improve performance with real-time consumption software
- Update the utility billing system to include mobile field accessibility, meter inventory, and customer-facing web access.
- Continue replacing aged meters possibly contributing to water loss
- Continuous improvement of customer service and best business practices

## 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.

### Accomplishments for 2020-2021

- Zero violations: 100% compliance with all regulations and permits
- Completed GAC pilot to evaluate carbon for Conejo wellhead treatment project
- Participated in construction of and permitted Pleasant Valley No. 2 Well
- Began PFAS study at CWRP to satisfy new regulatory requirements
- Began incorporating TNI data-quality system as required by 2020 ELAP regulations by updating Laboratory Quality Manual and creating new SOPs to TNI standards
- Completed temporary chloramination disinfection at Woodcreek Well and Lynwood Well
- Developed sampling plan for Groundwater Monitoring Plan at the Ponds required by the Regional Water Quality Control Board as part of the WDR
- Participated in virtual outreach tours for CSUCI classes
- Participated in the laboratory analysis RFQ for the Calleguas Creek Watershed TMDL monitoring program
- Completed Dentist Amalgam waste questionnaire required by Regional Board

### Goals for 2021-2022

- Zero violations: 100% compliance with all regulations and permits
- Complete sequential chlorination study at CWRP and construct ammonia injection system
- Contribute to advocacy on behalf of Camrosa and mid-sized water agencies in areas related to MCL development and other water quality regulations.
- Implement a laboratory information management system (LIMS)
- Continue preparing labs for new TNI regulations (multi-year project)
- Train operations staff in techniques for evaluating microscopic organisms at the CWRP
- Continue project support: wellhead treatment at Conejo Wellfield; Penny Well air entrapment; Lynwood Well, Tierra Rejada Well, Arroyo Santa Rosa Groundwater Sustainability Plan
- Complete "Initial Demonstration of Proficiency" protocol for metals analysis
- Continue participating in Calleguas Creek Watershed TMDL activities, including Salts subcommittee and the laboratory analysis RFQ

## Buildings/Grounds & Rolling Stock – Program 26

The Buildings/Grounds & Rolling Stock program accounts for maintenance of all District buildings, 65 acres of District property, approximately two miles of District roads, and 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 18 motor vehicles, four tractors, two forklifts, a trailer-mounted non-potable water pump, and multiple trailers in its fleet. These costs are allocated to the three cost centers.

### Accomplishments for 2020-2021

- Replaced fleet lease vehicles
- Completed design of new emergency generator fuel tank at CWRP
- Completed design for Pump Station No. 2's emergency standby generator
- Completed design for Reservoir 1B's standby generator and communication building
- Painted CWRP office
- Completed annual generator maintenance
- Installed storage containers at office

### Goals for 2021-2022

- Complete construction of Pump Station No. 2's emergency standby generator
- Complete construction of CWRP's emergency generator diesel fuel tank replacement
- Complete construction of Reservoir 1B's standby generator and communication building

## 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, ten reservoirs, eight active wells, 11 Calleguas turnouts, seven booster stations, ten pressure-reducing stations, 1,300 valves, and 1,100 fire hydrants. These costs are allocated 100 percent to the potable water cost center. These costs are allocated 100 percent to the potable water cost center.

### Accomplishments for 2020-2021

- Completed temporary construction and began operation of PV Well No. 2
- Rehabilitated Meter Station 5 and 7
- Completed annual distribution system leak detection survey
- Performed focused maintenance and raising of mainline distribution valves
- Completed annual calibration of all potable production meters
- Initiated replacement of 11 meter station control cabinets
- Completed potable water hydraulic model and trained staff on its use
- Completed installation of VFDs at CSUCI pump station
- Replaced four main line distribution valves
- Completed construction of Pump Station Zone 2 to Zone 3
- Completed design for Pump Station No. 2's emergency standby generator
- Completed design for GAC treatment at Conejo Wellfield

### Goals for 2021-2022

- Maximize use of existing local water supplies
- Complete annual distribution system leak detection survey
- Complete distribution system flushing
- Complete replacement of meter station control cabinets
- Continue annual raising of valves to grade
- Complete construction of Pleasant Valley Well No. 2
- Rehabilitate Meter Station 11 and 3 Pressure Relief Stations
- Complete annual potable production meter calibration
- Complete construction of Pump Station No. 2's emergency standby generator
- Begin construction of GAC treatment at Conejo Wellfield
- Complete construction of waterline replacement under the Conejo Creek at CamSprings Golf Course

## 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, three wells, four pumping stations, four reservoirs, and 23 miles of distribution pipelines. These costs are allocated 100 percent to the non-potable water cost center.

### Accomplishments for 2020-2021

- Inspected and cleaned Reservoir 1A
- Completed DeviceNet to EtherNet/IP conversion at Ponds and Diversion
- Completed annual repair of Diversion debris screens
- Completed the non-potable water hydraulic model
- Replaced valving and production meters at Santa Rosa Pump House
- Replaced production meters at Rosita and Pump Station 4
- Completed installation of rip-rap at the storage ponds
- Completed annual sandbar removal at the Conejo Creek Diversion to improve functionality
- Completed annual calibration of all non-potable production meters
- Completed non-potable water hydraulic model and trained staff on its use
- Completed construction for non-potable storage ponds monitoring well

### Goals for 2021-2022

- Continue annual overhaul of Diversion debris screens
- Continue annual calibration of all non-potable production meters
- Continue annual sandbar removal at the Conejo Creek Diversion
- Begin Santa Rosa Well 10 rehabilitation



## 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, five lift stations, four siphon structures, and 1,350 manholes. Each year, two thirds of this system receives hydro-cleaning, and suspected trouble spots are identified and videotaped. The source control program ensures that industrial customers do not discharge materials hazardous to the treatment process and 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 percent to the wastewater cost center.

### Accomplishments for 2020-2021

- No wastewater violations
- No sanitary sewer overflows
- Cleaned two thirds of the collection system
- Completed annual calibration of all flow meters at CWRF
- Began replacement of the motor control center at Sewer Lift 1
- Painted CWRF office
- Rehabilitated 25 manholes
- Completed construction of Lynwood St. sewer line replacement
- Installed sewer manhole level monitoring
- Completed design for CRWF's emergency generator diesel fuel tank replacement
- Completed construction for CWRF's Chemical Feed System upgrades

### Goals for 2021-2022

- Zero wastewater violations and zero sanitary sewer overflows
- Complete replacement of the motor control center at Sewer Lift 1
- Complete replacement of the motor control center at Sewer Lift Read Rd
- Clean two thirds of the collection system
- Install additional sewer manhole level monitoring
- Complete construction of CWRF effluent pond(s) rehabilitation & improvements
- Rehabilitate 25 manholes and the sewer diversion at CamSan
- Continue annual calibration of all flow meters at CWRF
- Continue construction of CWRF's Dewatering Press
- Complete construction of CWRF's emergency generator diesel fuel tank replacement

## Board Memorandum

March 11, 2021

**To:** Board of Directors

**From:** General Manager

**Subject:** **Nonpotable Water Production**

---

**Objective:** Receive a briefing on nonpotable water production through the second quarter.

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

**Discussion:** The District tracks production of its various water sources electronically via the Supervisory Control and Data Acquisition (SCADA) system. Staff will provide a briefing on nonpotable water production for the first six months of Fiscal Year 2020-21.

## Board Memorandum

March 11, 2021

**To:** General Manager  
**From:** Kevin Wahl, Superintendent of Operations  
**Subject:** Distribution Valve Replacement CIP Woodcreek Slurry

---

**Objective:** Slurry the valve replacement sites on Woodcreek Road as part of the Distribution Valve Replacement CIP.

**Action Required:** Authorize the General Manager to approve a purchase order, not to exceed \$26,083.00, to Landmark Grading & Paving, Inc., from the Distribution Valve Replacement CIP for the slurry of valve replacement sites on Woodcreek Road.

**Discussion:** The potable distribution system includes more than 100 miles of transmission and distribution pipelines, 1,300 mainline valves, and 1,100 fire hydrant valves. A majority of these valves were installed in the late 1960s and '70s. On June 13, 2019, the Board approved a Distribution Valve Replacement CIP in the amount of \$200,000.00. To date, 15 valves have been replaced as part of the project. Not all valve replacements need to be slurried; only those within the City of Camarillo's three-year moratorium do.

J & H Engineering replaced two broken distribution valves on Woodcreek Road as part of the Distribution Valve Replacement CIP. This required cutting the asphalt and digging up the roadbed. Because this road had been recently slurried by the City of Camarillo, the City requires that the road be restored to their specifications.

Staff solicited four quotes to slurry the valve replacement sites per the City of Camarillo's requirements:

- Turf Construction                      No Bid
- Sam Hill & Sons                        No Bid
- J & H Engineering                    \$29,770.00
- Landmark Grading & Paving        \$26,083.00

There are sufficient funds available in the existing CIP.

## Board Memorandum

March 11, 2021

**To:** General Manager  
**From:** Terry Curson, District Engineer  
**Subject:** Lynnwood Well Final Design

---

**Objective:** Ratify the action taken to finalize plans and specifications for Lynnwood Well.

**Action Required:** Ratify the action taken to get the Lynnwood well online and expenditures totaling \$12,912 related to engineering design of the removal of filters and reconfiguration of the diesel generator.

**Discussion:** At the July 9, 2020 Board meeting Staff proposed to install a temporary 10-inch pipeline and electrical power from the Woodcreek Well site to the Lynnwood Well as well as move forward in an expeditious manner in completing the final plans and specifications. This project produces local groundwater and reduces the use of more expensive import water. Lynnwood Well started producing water on September 24, 2020, and an update on the well status and production was presented at the February 25, 2021 Board meeting.

Recently, just prior to design completion, Quinn Company, the District's standby generator supplier, discovered an emission and sound attenuation flaw in their original generator design layout. The previously approved generator could not meet the strict sound requirements without significant modifications. With these modifications, the generator would not fit within the specified site footprint. This required a redesign of the generator and sound attenuation enclosure. District staff is currently working with Quinn, P&I, Ventura County Air Pollution Control District, and the third-party enclosure manufacturer in resolving this issue.

Additional time and material scope of work performed by P&I for both filter and generator redesign has now exceeded the General Manager's authority. Upon ratification, total change orders amount to \$81,477.

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

**The terms incorporated in this document constitute an amendment to the original agreement between the parties when signed. All terms and conditions previously agreed upon remain in effect, unless otherwise stated in this amendment.**

TO: Perliter & Ingalsbe  
430 West Colorado St.  
Glendale, CA 91204

DATE: March 11, 2021  
Agreement No. 2014-56 Amendment #4

The undersigned Consultant offers to furnish the following:

Provide services as agreed upon in Agreement No. 2014-56, approved by the Camrosa Board of Directors on October 22, 2014, and work specified in Change Orders attached.

Contract price \$:	Original Contract Price:	\$156,600.00
	Change Order No. 1:	\$2,950.00
	Change Order No. 2:	\$14,922.00
	Change Order No. 3:	\$3,821.00
	Change Order No. 4:	\$8,826.00
	Change Order No. 5:	\$34,956.00
	Change Order No. 6:	\$3,090.00
	Change Order No. 7:	\$4,935.00
	Change Order No. 8:	\$795.00
	Change Order No. 9:	\$7,182.00
	Amended Contract Price:	\$238,077.00

Contract Term: Original Term: October 23, 2014 – July 31, 2015

**Amended Term: Expires June 30, 2022**

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

Accepted: Camrosa Water District

Consultant: Perliter & Ingalsbe

By: \_\_\_\_\_  
Tony L. Stafford

By: \_\_\_\_\_  
Amar Shah, P.E.

Title: General Manager

Title: Project Manager



**PERLITER & INGALSBE**  
**CONSULTING ENGINEERS**

- Investigations
- Designs
- Construction Services

**October 4, 2020**

**Invoice No. 18551**

**Camrosa Water District**  
**7385 Santa Rosa Road**  
**Camarillo, California 93012-9225**

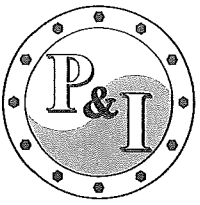
**Job No. 20-5**

Engineering Services in Connection with Lynnwood Well, Phase 3 - Future Fe & Mn System  
Revisions through September 2020.

Principal	11.75 Hours	@	\$204.00	\$2,397.00
Senior Engineer I	1.00 Hours	@	\$144.00	\$144.00
Senior CADD	28.50 Hours	@	\$84.00	\$2,394.00
				<u>\$4,935.00</u>

**This Month's Invoice**

\$4,935.00



**PERLITER & INGALSBE**  
**CONSULTING ENGINEERS**

- Investigations
- Designs
- Construction Services

**February 5, 2021**

**Invoice No. 18570**

**Camrosa Water District**  
**7385 Santa Rosa Road**  
**Camarillo, California 93012-9225**

**Job No. 20-5**

---

Engineering Services in Connection with Lynnwood Well, Phase 3 - Future Fe & Mn System  
Revisions through January 2021.

Principal	2.25 Hours	@	\$204.00	\$459.00
Senior CADD	4.00 Hours	@	\$84.00	\$336.00
				<hr/>
				<b>\$795.00</b>

**This Month's Invoice** **\$795.00**

---

---

February 24, 2021

**FINAL DRAFT PROPOSAL**

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

Subject: Proposal for Revising Drawings for Revised Generator at Lynnwood Well – Ph 3

Dear Terry:

As requested, we kindly submit this proposal for revising design drawings for the revised configuration of the diesel generator at Lynnwood Well. The following provides descriptions of scope of work and estimated fees.

**1. Location Study for the Revised Generator and Components in Vicinity:**

- a. Based on the revised generator physical features as supplied by the manufacturer, determine alternate locations of the generator and other components in the vicinity, including fuel tank, drain box, surge relief piping, pump startup discharge piping, and well building components.
- b. Develop exhibits showing alternate locations of the generator and other components in the vicinity. Submit exhibits to the District and generator supplier for review.
- c. Discuss with the District and generator supplier via zoom meeting(s) and determine the preferred locations of the generator and other affected components.

**2. Revise Design Drawings:**

- a. Based on the final accepted locations of the generator and other affected vicinity components, revise design drawings. Revision and additions to drawings will include the following.



- 1) Generator and fuel tank plan with required dimensions and clearances.
- 2) Generator longitudinal elevation/section.
- 3) Fuel tank longitudinal elevation/section
- 4) Add new lateral section for the generator.
- 5) Location plan for vicinity components, including drain box, surge relief piping, pump startup discharge piping, and well building components.
- 6) Pressure relief valve (surge anticipation valve) piping section.
- 7) Pump control valve startup discharge piping.
- 8) 16-inch storm drain piping plan and profile.
- 9) Electrical conduit locations for generator and fuel tank.
- 10) Revise additional nine plans to show the revised generator, fuel tank, and vicinity components.

b. Submit revised drawings to the District for review. Revise drawings per District's comments (one revision is considered).

### **3. Coordination with the District:**

a. Provide coordination with the District staff as required.

The estimated engineering fee to perform the above described work is \$7,182.0. These fees are based on our current fee schedule, copy of which is filed with the District. We request the District to consider and approve the proposed scope of work and related fees.

If you have any questions, please do not hesitate to call me.

Sincerely,  
PERLITER & INGALSBE

---

Amar Shah

CWD - Lynnwood Well Phase 3							
Breakdown of Fees for Revisions to Generator, Fuel Tank, Drain Box, Pressure Relief, Pump Startup Discharge Pipe, Storm Drain and Associated Components 2/24/2021							
		Amar	Vahagn	Niketa	Office Mgr	Estimated Fees	Task Total
	Charge Out Rate	\$207	\$84	\$128	\$73		
		Hours					
<b>1. Location Study for the Revised Generator and Components in Vicinity:</b>							
	a. Determine alternate locations of the generator and other components in the vicinity, including fuel tank, drain box, surge relief piping, pump startup discharge piping, and well building components.	4				\$828	
	b. Develop exhibits showing alternate locations of the generator and other components in the vicinity. Submit exhibits for review.	3	3	3		\$1,257	
	determine the preferred locations of the generator and other affected components.	1				\$207	
							\$2,292
<b>2. Revise Design Drawings:</b>							
	<b>a. Revise Dwgs.</b>						
	1) Generator and fuel tank plan with required dimensions and clearances.	0.25	2			\$220	
	2) Generator longitudinal elevation/section.	0.25	2			\$220	
	3) Fuel tank longitudinal elevation/section	0.5	2			\$272	
	4) Add new lateral section for the generator.	0.5	3			\$356	
	5) Location plan for vicinity components, including drain box, surge relief piping, pump startup discharge piping, and well building components.	0.25	2			\$220	
	6) Pressure relief valve (surge anticipation valve) piping section.	0.25		3		\$436	
	7) Pump control valve startup discharge piping.	0.5		3		\$488	
	8) 16-inch storm drain piping plan and profile.	0.25		3		\$436	
	9) Electrical conduit locations for generator and fuel tank.	0.5		2		\$360	
	10) Revise additional nine plans to show the revised components	0.75	5.5			\$617	
	b. Submit revised drawings to the District for review and revise (one time)	1.5	4			\$647	
							\$4,269
<b>3. Coordination with the District and P&amp;I Staff:</b>							
	Coordination with District and P&I Staff	3				\$621	
							\$621
<b>Total</b>						\$7,182	\$7,182

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.

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

**A. 2021 Board Calendar**

# 2021 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2021 Observed Holidays	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2		1	2	3	4	5	6		1	2	3	4	5	6	January 1 <sup>st</sup> - New Year's Day	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13	February 15 <sup>th</sup> - President's Day	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20	May 31 <sup>st</sup> - Memorial Day	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27	July 5 <sup>th</sup> - Independence Day (Observed)	
24	25	26	27	28	29	30	28							28	29	30	31				September 6 <sup>th</sup> - Labor Day	
31																					November 11 <sup>th</sup> - Veteran's Day	
																					November 25 <sup>th</sup> & 26 <sup>th</sup> - Thanksgiving	
																					December 23 <sup>rd</sup> & 24 <sup>th</sup> - Christmas	
																					December 31 <sup>st</sup> - New Year's Eve	
APRIL							MAY							JUNE							2021 Conferences	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	3						1			1	2	3	4	5		
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	CASA Winter Conf. (**Virtual Event**) - Jan. 27 <sup>th</sup> - 28 <sup>th</sup>	
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	ACWA Spring Conf. (Monterey) - May 4 <sup>th</sup> - 7 <sup>th</sup>	
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	CASA 66th Annual Conf. (San Diego) - Aug. 11 <sup>th</sup> - 13 <sup>th</sup>	
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30				ACWA Fall Conf. (Pasadena) - Nov. 30 <sup>th</sup> - Dec. 3 <sup>rd</sup>	
							30	31														
JULY							AUGUST							SEPTEMBER							2021 AWA Meetings	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2	3	1	2	3	4	5	6	7				1	2	3	4	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	Waterwise Breakfast (See yellow on calendar)	
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	AWA Board Meetings (See orange on calendar)	
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	<b>August - DARK (No Meetings or Events)</b>	
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30			September 30 <sup>th</sup> - Reagan Library Reception	
																					October 21 <sup>st</sup> - Annual Symposium	
																					December 9 <sup>th</sup> - Holiday Mixer	
OCTOBER							NOVEMBER							DECEMBER							2021 VCSDA Meetings	
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
					1	2		1	2	3	4	5	6					1	2	3	4	February 2 <sup>nd</sup> - Annual Dinner
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	April 6 <sup>th</sup>	
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	June 1 <sup>st</sup>	
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	August 3 <sup>rd</sup>	
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31		October 5 <sup>th</sup>	
31																					December 7 <sup>th</sup>	

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012

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

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