

## Board Agenda

### Regular Meeting

Thursday, June 20, 2024

Camrosa Board Room

7385 Santa Rosa Rd. • Camarillo, CA 93012

5:15 P.M.

### Call to Order

NOTE: As authorized by California Government Code section 54953(b), a member of the Board of Directors will be participating in this meeting via Zoom video conferencing. The following video conference location is accessible to the public:

• 5090 Donovan St. • Franklin, TN 37064

### Public Comments

At this time, the public may address the Board on any item not appearing on the agenda which is subject to the jurisdiction of the Board. Persons wishing to address the Board should fill out a white comment card and submit it to the Board President prior to the meeting. All comments are subject to a 5-minute time limit.

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

### Consent Agenda

1. Approve Minutes of the Regular Meeting of June 6, 2024
2. Approve Minutes of the Special Meeting of June 7, 2024
3. \*\*Approve Vendor Payments

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

**Action Required:** Approve accounts payable in the amount of \$2,362,874.60.

## Primary Agenda

### 4. **\*\*Fiscal Year 2024-25 District Operating and Capital Budget**

**Objective:** Adopt the Fiscal Year 2024-2025 Operating and Capital Budget.

**Action Required:** Adopt a Resolution of the Board Adopting the Operating and Capital Budget for Fiscal Year 2024-2025.

### 5. **\*\*2023 Camrosa Consumer Confidence Report**

**Objective:** Receive the 2023 Camrosa Consumer Confidence Report (CCR).

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

### 6. **\*\*Engineering and Materials Testing Services During Construction of Solids Dewatering Press Facility Upgrades and Site Improvements**

**Objective:** Provide engineering support services and materials testing services during construction of Solids Dewatering Press Facility Upgrades and Site Improvements at Camrosa Wastewater Reclamation Facility (CWRP).

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

- 1) Authorize the General Manager to issue an amendment to the existing Agreement with MNS in the amount of \$75,946.00 to provide engineering support services during construction; and
- 2) Authorize the General Manager to issue a Purchase Order to Union Materials Testing in the amount of \$72,177.00 to provide materials testing and inspection services during construction.

### 7. **\*\*Updates to the District's Salary and Classification Schedule for Employees**

**Objective:** Improve the District's ability to retain and attract talent.

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

- 1) Adopt Resolution 24-13 Adjusting the District's Salary and Classification Schedule for Employees to appropriate ranges, and receive any public comments;
- 2) Approve the AdHoc Committee and General Manager's recommended salary adjustments for specified employees, and
- 3) Approve the AdHoc Committee and General Manager's recommended title adjustments for specified employees, and
- 4) Approve the AdHoc Committee and General Manager's recommended promotions for specified employees, and
- 5) Approve the General Manager's recommended new full-time positions (FTEs) to bring the total authorized FTEs to 31 for FY 2024-2025.

### 8. **\*\*Performance Evaluation and Incentive Policy Update**

**Objective:** Discuss updating the Performance Evaluation and Incentive Policy.

**Action Required:** No action is necessary, for discussion only.

Closed Sessions: 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 litigation or personnel matters may require discussion in closed session on the recommendation of the Board's Legal Counsel.

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

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

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

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

**June 20, 2024**

**Board of  
Directors  
Agenda Packet**

## Board Minutes

### Regular Meeting

Thursday, June 6, 2024

Camrosa Board Room

5:00 P.M.

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

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

**Staff:** Norman Huff, General Manager  
Tamara Sexton, Deputy General Manager/Finance (via teleconference)  
Jozi Zabarsky, Customer Service Manager  
Art Aseo, Engineering & Capital Projects Manager  
Kevin Wahl, Superintendent of Operations  
Terry Curson, District Engineer  
Seth Shapiro, Legal Counsel

**Guest:** Mark Afshar, resident  
Caroline Urbas, resident  
Alberto Morales, Black & Veatch (via teleconference)  
Jim Murchie, Leisure Village (via teleconference)  
Carol Dietz, Leisure Village (via teleconference)

### **Public Comments**

None

### **Consent Agenda**

**1. Approve Minutes of the Regular Meeting of May 23, 2024**

The Board approved the Minutes of the Regular Meeting of May 23, 2024.

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

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

**2. Approve Vendor Payments**

A summary of accounts payable in the amount of \$623,906.56 was provided for Board information and approval. The Board approved the payments to vendors as presented by staff in the amount of \$623,906.56.

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

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

## Primary Agenda

### **3. Public Hearing to Consider Changes to Water and Wastewater Rates**

The Board took the following actions:

- 1) Convened a public hearing at 5:12 P.M. to accept public testimony regarding the adoption of proposed changes to existing rates; and

General Manager Huff gave a brief presentation summarizing the rate-setting process. Resident Mark Afshar made a public comment regarding the sewer rate structure.

- 2) Closed the public hearing at 5:15 P.M. to discuss testimony taken.

### **4. Schedule of Rates**

The Board adopted Ordinance No. 42-24 of the Board adopting a "Schedule of Rates for Water and Wastewater Services."

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

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

### **5. Ordinance 43, Miscellaneous Fees and Charges**

The Board took the following actions:

- 1) Opened a public hearing at 5:18 P.M. to receive comments on the draft Ordinance 43-24; No public comments were received.
- 2) Closed the public hearing at 5:18 P.M.; and
- 3) Adopted Ordinance 43-24.

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

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

### **6. Ordinance 40, Rules and Regulations Governing the Provisions of Water and Wastewater Service**

The Board took the following actions:

- 1) Opened a public hearing at 5:21 P.M. to receive comment on the draft Ordinance 40-24; No public comments were received.
- 2) Closed the public hearing at 5:21 P.M.; and
- 3) Adopted Ordinance 40-24.

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

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

### **7. Draft Fiscal Year 2024-25 District Operating Budget**

The Board received a briefing and a copy of the proposed Draft Fiscal Year (FY) 2024-25 Operating Budget.

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

**8. Consolidation of the District’s General Election**

The Board adopted a resolution Requesting Consolidation of the General District Election, Scheduled for November 5, 2024, with Other Elections Called to be Held on the Same Day and in the Same Territory.

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

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

**9. Pleasant Valley County Water District CWRf Recycled Water Agreement**

The Board authorized the General Manager to enter into an agreement with Pleasant Valley County Water District (PVCWD) extending the term to June 6, 2025, and adding one-year automatic renewal terms and 60-day termination clauses for delivery of Camrosa Water Reclamation Facility (CWRf) recycled water that would otherwise be discharged into the creek and/or the Salinity Management Pipeline (SMP).

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

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

**10. Pleasant Valley County Water District CamSan Recycled Water Agreement**

The Board approved and authorized the General Manager to enter into an *Amendment to the Agreement for Recycled Water Service*.

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

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

**Comments by General Manager**

- None

**Comments by Directors**

- Director Nelson discussed the protest letter submitted by Leisure Village and reported from the ad hoc meeting on salaries and promotions.
- Director Brown requested staff provide a list of accomplishments over the past 20 years at the 6/7/24 special meeting.
- Director Hoag updated the Board on the recent Sierra Club – CEQA judicial decision.

**CLOSED SESSION:** The Board entered into closed session at 5:57 P.M. to confidentially discuss legal matters as authorized by Government code 54956.9(d).

**11. Closed Session – Legal Matters**

No reportable action was taken in closed session.

**The Board returned to open session at 6:12 P.M.**

**Adjournment**

There being no further business, the meeting was adjourned at 6:12 P.M.

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Norman Huff, Secretary  
Board of Directors  
Camrosa Water District

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

## Board Minutes

### Special Meeting

**Friday, June 7, 2024**

Sonesta Select Camarillo  
Chumash Conference Room  
4994 Verdugo Way, Camarillo, CA 93012  
9:00 A.M.

**Call to Order** The meeting was convened at 9:00 A.M.

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

Staff: Norman Huff, General Manager

### **Public Comments**

None

### **Primary Agenda**

#### **1. Board Workshop**

The Board discussed strategies, near-term and long-term goals, and objectives for the Camrosa Water District.

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

### **Comments by General Manager**

None

### **Comments by Directors**

None

### **Adjournment**

There being no further business, the meeting was adjourned at 2:35 P.M.

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Norman Huff, Secretary  
Board of Directors  
Camrosa Water District

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



# Board Memorandum

June 20, 2024

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

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

**Action Required:** Approve accounts payable in the amount of \$2,362,874.60.

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

Payroll PR 5-3, ME & 6-1	\$ 165,487.99
Accounts Payable 05/30/2024-06/13/2024	\$ <u>2,197,386.61</u>
Total Disbursements	\$ <u>2,362,874.60</u>

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

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

Month of : May-24

**CAL-Card Monthly Summary**

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
05/17/24	05/22/24	Brown and Caldwell	\$99.00	Job Postings	KW
05/17/24	05/22/24	Brown and Caldwell	\$99.00	Job Postings	KW
05/17/24	05/22/24	Brown and Caldwell	\$99.00	Job Postings	KW
05/17/24	05/22/24	Brown and Caldwell	\$550.00	Job Postings	KW
05/17/24	05/22/24	Transit Talent	\$525.00	Job Postings	KW
04/22/24	05/22/24	David H Paul	\$1,994.70	Reverse Osmosis Specialist 2 Training Kyle	KW
05/21/24	05/22/24	Amazon	\$525.10	Replacement office chairs	JS
05/21/24	05/22/24	Amazon	\$199.95	Coffee for office	JS
05/20/24	05/22/24	Amazon	\$287.52	Coffee for office	JS
05/15/24	05/22/24	Amazon	\$16.08	Amazon Prime	JS
05/02/24	05/22/24	Culligan	\$12.00	Culligan fees	JS
04/27/24	05/22/24	Federal Signal	\$515.54	CWRF Brackets	JS
04/22/24	05/22/24	Coastal Pipco	\$38.46	Pipe fittings	JS
05/21/24	05/22/24	CWEA	\$25.00	MS4 Permit Basic Training	GM
05/15/24	05/22/24	Serve A Pure	\$54.07	Myron L Ph/ORP probe storage solution	GM
05/10/24	05/22/24	Home Depot	\$17.89	Power Cord	GM
05/08/24	05/22/24	Do it Center	\$2.78	Nylon Clamps 1/2	GM
05/08/24	05/22/24	Do it Center	\$5.34	Nylon Clamps 3/8" and 1/4"	GM
05/07/24	05/22/24	Do it Center	\$44.34	Adaptor Cable, bucket, wire brush, spray bottle	GM
04/29/24	05/22/24	Do it Center	\$25.09	Taps, screws, tap wrench	GM
04/29/24	05/22/24	Do it Center	\$12.86	Horseshoe Magnet	GM
04/29/24	05/22/24	Home Depot	\$53.35	Drill bit, wood, sockets	GM
04/24/24	05/22/24	Cole Parmer	\$295.18	IR Thermometers	GM
05/01/24	05/22/24	Amazon Marketplace	\$17.15	Oxalic Acid	MP
04/26/24	05/22/24	Home Depot	\$1,019.18	Laboratory Refrigerator	MP
05/07/24	05/22/24	CWEA	\$108.00	CWEA Collection 3 renewal fee	JK
05/03/24	05/22/24	Staples	\$8.57	Flash drives for software update	JK
05/09/24	05/22/24	Amazon	\$42.89	Wi-Fi extender	JZ
05/21/24	05/22/24	Amazon	\$214.45	Solar charger for Ponds fuel trailer	BB
05/06/24	05/22/24	CWEA	\$221.00	CWEA membership	BB
05/01/24	05/22/24	The UPS Store	\$15.14	Shipping for Puril corrosion / condition monitoring coupons	BB
04/22/24	05/22/24	Amazon	\$96.48	PLC Batteries	BB
05/03/24	05/22/24	The Home Depot	\$308.72	Tools unit 6	CC
05/13/24	05/22/24	Thompson Building	\$159.88	concrete jackpine lane	CC
05/13/24	05/22/24	Cedar Valley	\$494.09	2' copper leisure village	CC
05/20/24	05/22/24	Ace Hardware	\$46.93	Bird nests abatement	JC
05/10/24	05/22/24	Hose Man	\$52.99	Diversion debris screen water hose assembled	JC
05/10/24	05/22/24	Coastal Pipco	\$111.98	Diversion debris screen water hose fittings	JC
05/02/24	05/22/24	The Home Depot	\$38.57	Air compressor inflation tool	JC
05/06/24	05/22/24	Red Wing Shoes	\$348.54	Boots	MS
05/13/24	05/22/24	Donley Chiropractic Clinic	\$90.00	Class A Physical/Renewal	MS
05/16/24	05/22/24	The home depot	\$499.84	Penny Well Salt	MS
05/03/24	05/22/24	Red Wing Shoe Store	\$278.82	Safety work boots	KH
05/09/24	05/22/24	Hyatt	\$822.36	ACWA Conference Hotel	NH
05/09/24	05/22/24	Hyatt	\$16.00	ACWA Conference Hotel	NH
05/09/24	05/22/24	Bob Hope Airport	\$108.00	ACWA Conference Airport Parking	NH
05/09/24	05/22/24	LA Times	\$1.00	Trial Subscription	NH
05/08/24	05/22/24	Selland-Ella	\$290.80	Dinner with Pres. West & Dir. Nelson	NH
05/07/24	05/22/24	Citizen-Grange	\$234.84	Dinner with Pres. West & Dir. Nelson	NH
05/06/24	05/22/24	CMT Taxi	\$75.00	ACWA Conference Taxi (to & from hotel)	NH
04/30/24	05/22/24	Southwest	\$575.96	ACWA Conference Flight	NH
04/23/24	05/22/24	BrandTech	\$61.89	Parts for Titrette	CL
04/29/24	05/22/24	UPS	\$173.33	Shipped Samples to BSK	CL
04/29/24	05/22/24	Vons	\$17.67	Ice and trash bags for shipping samples	CL
04/30/24	05/22/24	CWEA	\$192.00	Lab Analyst Level 1 Application Test Fee	CL
05/01/24	05/22/24	Staples	\$9.43	Sheet protectors for binders	CL
05/02/24	05/22/24	Harbor Freight	\$77.16	Gloves for Lab	CL
05/06/24	05/22/24	UPS	\$176.42	Shipped Samples to BSK	CL
05/08/24	05/22/24	Amazon	\$9.64	Self-Seal Sterilization Pouches for Lab	CL
05/21/24	05/22/24	UPS	\$165.35	Shipped Samples to BSK	CL
05/07/24	05/22/24	Coastal Pipco	\$33.99	Fittings	RV
05/03/24	05/22/24	Home Depot	\$197.00	Tools	RV
04/25/24	05/22/24	Newegg	\$239.54	Qty 2 Monitors for Josh Smith workstation at the main office	JS
04/26/24	05/22/24	Spectrum	\$1,249.00	Spectrum Internet	JS
05/01/24	05/22/24	Thinking2	\$160.00	Monthly Hosting Fee WWW.ASRGSA.COM and WWW.CAMROSA.COM	JS
05/06/24	05/22/24	Network Solutions	\$19.97	ASRGSA.COM monthly forwarding	JS
05/11/24	05/22/24	Callfire	\$99.00	online IVR - Delinquent Call Out (Monthly Service Fee)	JS
05/19/24	05/22/24	Spectrum Cable	\$114.99	Spectrum Cable	JS
05/21/24	05/22/24	Trusted Tech Team	\$664.95	Qty 4 Copies of Microsoft Windows 11 for install on various workstations	JS
05/08/24	05/22/24	valvoline instant oil change	\$144.46	service vehicle 31	KK
05/03/24	05/22/24	technical learning college	\$150.00	contact hours	KK
05/21/24	05/22/24	USPS	\$9.85	Mailed LAIF Document to Tamara	DA
05/20/24	05/22/24	FedEx	\$32.95	Overnight contract to Pacific Hydrotech	DA
05/18/24	05/22/24	Stonefire Grill	\$916.01	Safety Lunch for Staff GAC Tour	DA
05/17/24	05/22/24	Staples	\$450.17	Office supplies	DA
05/14/24	05/22/24	Vons	\$71.48	Bevs & Ices for Safety Lunch	DA
05/15/24	05/22/24	AWA	\$33.00	WaterWise Meeting	DA
05/15/24	05/22/24	AWA	\$66.00	WaterWise Meeting	DA
05/09/24	05/22/24	JW Enterprises	\$331.45	Portable potties for staff GAC Tour	DA
05/10/24	05/22/24	Aswell Trophy	\$32.78	Name bars for GM & Legal Counsel	DA
04/29/24	05/22/24	Jersey Mike's	\$102.32	Lunch for staff software training	DA
04/29/24	05/22/24	Smart & Final	\$21.99	Bevs for staff software training	DA
04/23/24	05/22/24	CASA	\$695.00	Board Member Conference Registration (AN)	DA
04/30/24	05/22/24	Zoom	\$298.90	teleconferencing for Board & staff meetings	TS
05/17/24	05/22/24	Amazon	\$182.31	sit stand desk converter	TS
			\$18,994.43		

# Camrosa Water District

Accounts Payable Period:

05/30/2024-06/13/2024

Expense	Account Description	Amount
10302	Escrow Account-Cushman	
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
13400	Construction in Progress	429,678.37
20053	Current LTD Bond 2016	
21800	Unclaimed Monies	
20400	Contractor's Retention	317,034.67
20250	Non-Potable Water Purchases	
23001	Refunds Payable	3,991.49
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	675,920.34
50020	Pumping Power	149,855.15
50100	Federal Tax 941 1 <sup>st</sup> QTR	
50012	CamSan Reclaimed Water	21,679.37
50135	PERS Retirement	
50200	Utilities	3,944.29
50210	Communications	515.20
50220	Outside Contracts	310,687.11
50230	Professional Services	51,056.90
50240	Pipeline Repairs	
50250	Small Tool & Equipment	1,978.22
50260	Materials & Supplies	51,401.81
50270	Repair Parts & Equip Maint	10,283.27
50280	Legal Services	16,417.60
50290	Dues & Subscriptions	17.08
50300	Conference & Travel	2,916.94
50310	Safety & Training	4,851.31
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	2.95
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	1,019.18
50700	Interest Expense	144,135.36
<b>TOTAL</b>		<b>\$2,197,386.61</b>

# Expense Approval Report

By Vendor Name

Camrosa Water District, CA

Payable Dates 5/30/2024 - 6/13/2024 Post Dates 5/30/2024 - 6/13/2024

Payment Numb	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase O	Amount
27	06/06/2024	BONDY GROUNDWATER CONSULTING, INC.	097-10 GSA	Consulting Services GSA Track 2	Prof services	FY24-0001	1531.25
<b>TOTAL VENDOR PAYMENTS-GSA</b>							<b>\$ 1,531.25</b>
<b>Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR</b>							
3443	06/06/2024	DEPOSIT ONLY-CAMROSA WTR	6-6-24-PR	Transfer to Disbursements Account			120000
3444	06/06/2024	DEPOSIT ONLY-CAMROSA WTR	6-6-24-AP	Transfer to Disbursements Account			750000
<b>Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:</b>							<b>870000</b>
<b>Vendor: AIR05 - AIRGAS USA, LLC.</b>							
60852	06/07/2024	AIRGAS USA, LLC.	5508595290	CO2 Tank Rental	Materials & supplies		34.90
60852	06/07/2024	AIRGAS USA, LLC.	9150435821	CO2 Tank Telemetry	Materials & supplies		50.00
<b>Vendor AIR05 - AIRGAS USA, LLC. Total:</b>							<b>84.90</b>
<b>Vendor: ALL14 - ALLCONNECTED INC</b>							
60853	06/12/2024	ALLCONNECTED INC	108526	Smart Connect and Aux IT Support	Outsd contracts	FY24-0003	13,914.25
60853	06/12/2024	ALLCONNECTED INC	108527	Monthly cloud hosting fee	Construction in progress	FY24-0278	2,317.80
60853	06/06/2024	ALLCONNECTED INC	43872	Labor and Material for NetworkSwitch Installations	Construction in progress	FY24-0189	1,374.37
<b>Vendor ALL14 - ALLCONNECTED INC Total:</b>							<b>17,606.42</b>
60854	06/10/2024	BO XU	00002777-2	Deposit Refund Act 2777 - 6180 Fremont Cir	Refunds payable		14.11
1400	06/06/2024	BONDY GROUNDWATER CONSULTING, INC.	094-12	Project Management for District PV Modeling	Prof services	FY24-0020	367.5
60855	06/10/2024	BSK ASSOCIATES	AH13070	Outside Lab Work for Conejo GAC Plant	Outsd contracts		670
<b>Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT</b>							
1401	06/11/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	053624	Water Purchase	Water purchases Potable		535,105.08
1401	06/11/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	053624	Water Purchase	CMWD Fixed Charges		79,180.00
1401	06/11/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	053624	Water Purchase	Water purchases N-P		47,817.27
1401	06/11/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP052724	SMP CMWD - SMP Pipeline Fee	SMP CWD-RMWTP		13,276.99
1401	06/11/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP052724	SMP CMWD - SMP Pipeline Fee	SMP CMWD		541.00
<b>Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:</b>							<b>675,920.34</b>
60856	06/10/2024	CENTRAL COMMUNICATIONS	000032-937-021	After Hiours Call Ctr	Communications		515.20
60857	06/10/2024	Central Courier LLC	55016	Courier Service	Outsd contracts		372.17
<b>Vendor: CIT01 - CITY OF CAMARILLO</b>							
60858	06/11/2024	CITY OF CAMARILLO	31552	Police Response to Security System (False Alarm)	Outsd contracts		196.00
60858	06/12/2024	CITY OF CAMARILLO	31571	Recycled Water from CamSan-April 2024	CamSan Water		9,212.88
60858	06/12/2024	CITY OF CAMARILLO	31604	Recucled Water from CamSan - May 2024	CamSan Water		12,466.49
<b>Vendor CIT01 - CITY OF CAMARILLO Total:</b>							<b>21,875.37</b>
60859	06/10/2024	CITY OF THOUSAND OAKS	501-60124	Sewer Services for Read Rd Tract 5142	Outsd contracts		629.24
60860	06/12/2024	CONSOR NORTH AMERICA, INC.	W232492CA-00-6	Design Services for Iron/MN Removal	Construction in progress	FY24-0084	11,606.00
60861	06/12/2024	CORELOGIC INFORMATION SOLUTIONS, INC	30721754	Ventura County Assessors Parcel Info	Outsd contracts		163.91
<b>Vendor: CUL02 - CULLIGAN OF VENTURA COUNTY</b>							
60862	06/11/2024	CULLIGAN OF VENTURA COUNTY	1881497	Water Softener Penny Well	Outsd contracts		77.91
60862	06/11/2024	CULLIGAN OF VENTURA COUNTY	1883099	Water Softener Lynwood Well	Outsd contracts		170.00
<b>Vendor CUL02 - CULLIGAN OF VENTURA COUNTY Total:</b>							<b>247.91</b>
60863	06/10/2024	DESIRE M GHIOTTO	00007375	Deposit Refund Act 7375 - 319 Paseo Sabanero	Refunds payable		43.49
<b>Vendor: DIE01 - DIENER'S ELECTRIC, INC</b>							

60864	06/13/2024	DIENER'S ELECTRIC, INC	35744	CWRF Clarifier Motor Emergency Re-wire	Outsd contracts	FY24-0276	2,673.36
60864	06/13/2024	DIENER'S ELECTRIC, INC	35959	CWRF Valve Actuator Wiring	Construction in progress	FY24-0277	7,519.39
<b>Vendor DIE01 - DIENER'S ELECTRIC, INC Total:</b>							<b>10,192.75</b>
60865	06/12/2024	Enhanced Landscape Development, Inc	13721	Landscaping Service-June 2024	Outsd contracts		1,836.19
1402	06/12/2024	ENTERPRISE FLEET SERV INC	123859-060524	Vehicle Lease- June 2024	Outsd contracts		11,147.21
<b>Vendor: ENV01 - ENVIRONMENTAL RESOURCE ASSOCIATES</b>							
60866	06/06/2024	ENVIRONMENTAL RESOURCE ASSOCIATES	074981	PT Sampler for Lab Accreditation 1 of 3	Materials & supplies		2,179.57
60866	06/12/2024	ENVIRONMENTAL RESOURCE ASSOCIATES	080168	Recertification Samples	Materials & supplies		2,386.31
<b>Vendor ENV01 - ENVIRONMENTAL RESOURCE ASSOCIATES Total:</b>							<b>4,565.88</b>
60867	06/10/2024	ESQUIRE PROPERTY MANAGEMENT	00001908-2	Deposit Refund Act 1908- 5307 Hidalgo St	Refunds payable		24.42
60868	06/10/2024	FOREST A BROWN	00005943	Deposit Refund Act 5943-11390 Charisma Ct	Refunds payable		146.17
<b>Vendor: FRU01 - FRUIT GROWERS LAB. INC.</b>							
60869	06/06/2024	FRUIT GROWERS LAB. INC.	405919A	GAC Plant Analysis	Outsd contracts		124.00
60869	06/06/2024	FRUIT GROWERS LAB. INC.	406385A	RMWTP Analysis	Outside Contracts		468.00
60869	06/10/2024	FRUIT GROWERS LAB. INC.	406758A	Outside Lab Work for CWRF Facility	Outsd contracts		205.00
60869	06/10/2024	FRUIT GROWERS LAB. INC.	406761A	Outside Lab Work for CWRF Facility	Outsd contracts		160.00
60869	06/06/2024	FRUIT GROWERS LAB. INC.	406937A	CWRF Analysis	Outsd contracts		68.00
60869	06/06/2024	FRUIT GROWERS LAB. INC.	407011A	GAC Plant Analysis	Outsd contracts		265.00
60869	06/06/2024	FRUIT GROWERS LAB. INC.	407013A	GAC Analysis	Outsd contracts		379.00
60869	06/10/2024	FRUIT GROWERS LAB. INC.	407156A	Outside Lab Work-Drinking Water Disinfection prod	Outsd contracts		946.00
60869	06/12/2024	FRUIT GROWERS LAB. INC.	407353A	RMWTP Analysis	Outside Contracts		41.00
60869	06/06/2024	FRUIT GROWERS LAB. INC.	407521A	RMWTP Analysis	Outside Contracts		41.00
60869	06/06/2024	FRUIT GROWERS LAB. INC.	407522A	GAC Plant Monitoring	Outsd contracts		39.00
60869	06/06/2024	FRUIT GROWERS LAB. INC.	407523A	Lab Water Analysis	Outsd contracts		60.00
60869	06/10/2024	FRUIT GROWERS LAB. INC.	408033A	Outside Lab Work for Round Mntn Desalter	Outside Contracts		41.00
60869	06/10/2024	FRUIT GROWERS LAB. INC.	408034A	Outside Lab Work for the Conejo GAC Plant	Outsd contracts		39.00
<b>Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:</b>							<b>2,876.00</b>
60870	06/12/2024	GANNETT MEDIA CORP	0006471235	Hearing Notices Ad for Ordinances	Outsd contracts		650.40
60871	06/12/2024	GENERAL PUMP COMPANY, INC	31378	Woodcreek Well Rehabilitation	Construction in progress	FY24-0154	319,907.00
<b>Vendor: GOL08 - GOLD COAST ENVIRONMENTAL, INC.</b>							
60872	06/07/2024	GOLD COAST ENVIRONMENTAL, INC.	13766	Gas Meter Replacement Cell	Repair parts & equipment		798.79
60872	06/07/2024	GOLD COAST ENVIRONMENTAL, INC.	13767	Gas Meter Calibration	Outsd contracts		375.00
<b>Vendor GOL08 - GOLD COAST ENVIRONMENTAL, INC. Total:</b>							<b>1,173.79</b>
60873	06/06/2024	Golden State Labor Compliance	05-2023-24	Additional Labor Compliance Services	Construction in progress	FY22-0012-f	1,504.00
60874	06/10/2024	GREGORY TOUGAS	00000574-2	Overpayment Refund Act 574 - 218 Spindlewood Ave	Refunds payable		756.45
1403	06/10/2024	HealthEquity	w4z0xxh	Consumer Drive Health Savings Plan-Admon Fees	Fees & charges		2.95
<b>Vendor: HOP02 - HOPKINS GROUNDWATER CONSULTING</b>							
60875	06/11/2024	HOPKINS GROUNDWATER CONSULTING	12000	Hydrogeolocial Services for Woodcreek Well Rehab	Construction in progress	FY24-0100	16,498.75
60875	06/11/2024	HOPKINS GROUNDWATER CONSULTING	12001	Consulting Services for Monitoring Well PV Basin	Construction in progress	FY23-0266-R	16,898.50
<b>Vendor HOP02 - HOPKINS GROUNDWATER CONSULTING Total:</b>							<b>33,397.25</b>
<b>Vendor: HOS01 - HOSE-MAN, INC.</b>							
60876	06/10/2024	HOSE-MAN, INC.	00066505	Plumbing Parts and Fittings	Materials & supplies		197.35
60876	06/10/2024	HOSE-MAN, INC.	00066654	Refund to	Materials & supplies		(40.29)
60876	06/12/2024	HOSE-MAN, INC.	00067009	Vac-Trailer Replacement Suction Hose	Repair parts & equipment		498.18
<b>Vendor HOS01 - HOSE-MAN, INC. Total:</b>							<b>655.24</b>
<b>Vendor: IDE01 - IDEXX LABORATORIES, INC</b>							
60877	06/06/2024	IDEXX LABORATORIES, INC	3152923649	Enterolert Media for CWRF SMP Discharge Monitoring	Materials & supplies		317.86
60877	06/06/2024	IDEXX LABORATORIES, INC	3152968676	Lab Supplies	Materials & supplies		344.51
<b>Vendor IDE01 - IDEXX LABORATORIES, INC Total:</b>							<b>662.37</b>
60878	06/12/2024	INFOSEND, INC.	264287	Prop 218 Letter	Outsd contracts		5,843.16
60879	06/10/2024	JAMES NEATHERY	00007118	Deposit Refund Act 7118 - 1124 Via Carranza	Refunds payable		76.46

60880	06/07/2024	Janitek Cleaning Solutions-Allstate Cleaning, In53117A		Janitorial - Cleaning Service	Outsd contracts		1,897.10
60881	06/06/2024	M.E. SIMPSON CO., INC.	42467	UDF - Unidirectional Flushing of Water System	Outsd contracts	FY24-0171	199,737.50
60882	06/10/2024	MAX BURKE	00001697	Deposit Refund Act 1697-484 Yorba Linda Pl	Refunds payable		79.21
60883	06/10/2024	McMASTER-CARR SUPPLY CO	28059596	Cooling Components for VFD	Repair parts & equipment		590.04
60884	06/10/2024	MICHAEL TAYLOR	00002351	Deposit Refund Act 2351 - 6150 Calle Bodega	Refunds payable		2.54
<b>Vendor: MNS01 - MNS ENGINEERS, INC.</b>							
60885	06/06/2024	MNS ENGINEERS, INC.	85631	Water Quality Sampling Stations	Construction in progress	FY24-0142	11,281.50
60885	06/06/2024	MNS ENGINEERS, INC.	86319	Engineering Support services during construction	Construction in progress	FY21-0254-R	310.00
<b>Vendor MNS01 - MNS ENGINEERS, INC. Total:</b>							<b>11,591.50</b>
60886	06/10/2024	NASSRIN HAJI	00006926-2	Deposit Refund Act 6926 - 5174 Ladera Vista Dr	Refunds payable		97.63
<b>Vendor: NOR07 - NORTHSTAR CHEMICAL</b>							
60887	06/12/2024	NORTHSTAR CHEMICAL	283042	Chemicals (Ammonia) - Conejo GAC	Materials & supplies		3,415.91
60887	06/10/2024	NORTHSTAR CHEMICAL	283051	CHEMICALS (HYDROXIDE)- RMWTP	Materials & Supplies-RMWTP		9,121.61
60887	06/10/2024	NORTHSTAR CHEMICAL	283056	CHEMICALS (HYDROXIDE) - CONEJO GAC	Materials & supplies		5,153.47
60887	06/10/2024	NORTHSTAR CHEMICAL	283361	CHEMICALS (HYPOCHLORITE) - CONEJO GAC	Materials & supplies		6,302.88
60887	06/10/2024	NORTHSTAR CHEMICAL	283362	CHEMICALS (HYPOCHLORITE) - TIERRA REJADA	Materials & supplies		1,122.61
<b>Vendor NOR07 - NORTHSTAR CHEMICAL Total:</b>							<b>25,116.48</b>
<b>Vendor: OLI01 - OLIN CORP-CHLOR ALKALI</b>							
60888	06/10/2024	OLIN CORP-CHLOR ALKALI	900423844	CHEMICALS - CWRF & RMWTP	Materials & Supplies-RMWTP		3,713.32
60888	06/10/2024	OLIN CORP-CHLOR ALKALI	900423844	CHEMICALS - CWRF & RMWTP	Materials & supplies		8,411.92
<b>Vendor OLI01 - OLIN CORP-CHLOR ALKALI Total:</b>							<b>12,125.24</b>
60889	06/10/2024	OLIVIA BUTTERFIELD	00004511	Deposit Refund Act 4511- 5390 Ashwood Ct	Refunds payable		16.85
60890	06/10/2024	PB BROWN LLC	00000006	Fire Hydrant Deposit Refund -FH#7 - 5300 Adolfo Rd	Refunds payable		1,000.00
60891	06/06/2024	PERLITER & INGALSBE	18869	Engineering Support Services	Construction in progress	REQ00057-F	9,881.06
60892	06/10/2024	PSI Water Technologies	INV0007579	Repair parts for Penny Well CL2 Generator	Repair parts & equipment	FY24-0151	1,948.87
<b>Vendor: QUI02 - QUINN COMPANY</b>							
60893	06/13/2024	QUINN COMPANY	WON10022159	Generator Maintenance 26 Red	Repair parts & equipment	FY24-0164	2,045.40
60893	06/13/2024	QUINN COMPANY	WON10022664	Generator Maintenance - 230KWPORT	Repair parts & equipment	FY24-0280	2,711.43
<b>Vendor QUI02 - QUINN COMPANY Total:</b>							<b>4,756.83</b>
60894	06/10/2024	RT LAWRENCE CORPORATION	49032	Lockbox Services for the Month of May 2024	Outsd contracts		549.36
60895	06/10/2024	SANDRA KLING	00004460	Deposit Refund Act 4460 - 5616Summerfield St	Refunds payable		66.92
<b>Vendor: SCF01 - SC Fuels</b>							
60896	06/07/2024	SC Fuels	2648926IN	Material & Supplies - FUEL	Materials & supplies		1,182.28
60896	06/10/2024	SC Fuels	2655215IN	Materials & Supplies - FUEL	Materials & supplies		1,494.20
<b>Vendor SCF01 - SC Fuels Total:</b>							<b>2,676.48</b>
<b>Vendor: SCE01 - SOUTHERN CALIF. EDISON</b>							
1406	06/10/2024	SOUTHERN CALIF. EDISON	June 2024	Edison Current Charges	Utilities		3,875.67
1406	06/10/2024	SOUTHERN CALIF. EDISON	June 2024	Edison Current Charges	Pumping power Potable		32,578.40
1406	06/10/2024	SOUTHERN CALIF. EDISON	June 2024	Edison Current Charges	Pumping Power-RMWTP		25,001.02
1406	06/10/2024	SOUTHERN CALIF. EDISON	June 2024	Edison Current Charges	Pumping power N-P		92,275.73
<b>Vendor SCE01 - SOUTHERN CALIF. EDISON Total:</b>							<b>153,730.82</b>
<b>Vendor: SCG01 - SOUTHERN CALIFORNIA GAS</b>							
1407	06/13/2024	SOUTHERN CALIFORNIA GAS	June2024	Current Usage Charges May 2024-Act 123-787-1794-1	Utilities		15.81
1407	06/13/2024	SOUTHERN CALIFORNIA GAS	June2024-A	Current Usage Charges May 2024-Act 170-013-9900-9	Utilities		52.81
<b>Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:</b>							<b>68.62</b>
60897	06/12/2024	SPARKLETTS	4667386-060924	Distilled Bottled Water	Outsd contracts		77.44
60898	06/10/2024	SUKUT CONSTRUCTION, INC.	00006340	FH Meter Overpayment Refund - FH#9 - 391 Av Valenc	Refunds payable		1,667.24
1408	06/06/2024	TAMARA SEXTON	60624-Reimburse	Reimbursement for 2 ink Cartridges	Prof services		130.40
60899	06/12/2024	THE CAPRICORN GROUP	19561	Janitorial Supplies -Kithcen & Bathroom	Materials & supplies		644.80

1409	06/06/2024	U.S. BANK CORPORATE	24-May	Credit Cards Payment	Credit Card Purchases		18,994.43
<b>Vendor: UNDO1 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC</b>							
60900	06/07/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN	23-2425763	Dig Alert Tickets-Monthly Charges May 2024	Outsd contracts		123.19
60900	06/07/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN	520240210	Dig Alert Tickets-Monthly Charges May 2024	Outsd contracts		307.50
<b>Vendor UNDO1 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:</b>							<b>430.69</b>
<b>Vendor: UNI12 - UNIFIED FIELD SERVICES CORPORATION</b>							
60901	06/06/2024	UNIFIED FIELD SERVICES CORPORATION	Pymt 25-PW21-01	5" Primary Conduit and Bollards	Construction in progress	FY22-0010-F	30,580.00
60901	06/06/2024	UNIFIED FIELD SERVICES CORPORATION	Pymt26-Retention R	Retention Release -PV Well 2 Project	Contractor's retention		317,034.67
<b>Vendor UNI12 - UNIFIED FIELD SERVICES CORPORATION Total:</b>							<b>347,614.67</b>
<b>Vendor: UNI08 - UNIFIRST CORPORATION</b>							
60902	06/06/2024	UNIFIRST CORPORATION	2210057133	Uniform Cleaning Service	Outsd contracts		293.75
60902	06/06/2024	UNIFIRST CORPORATION	2210063065	Uniform Cleaning Service	Outsd contracts		149.37
60902	06/06/2024	UNIFIRST CORPORATION	2210076440	Uniform Cleaning Service	Outsd contracts		148.69
60902	06/07/2024	UNIFIRST CORPORATION	2210103683	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		93.26
60902	06/07/2024	UNIFIRST CORPORATION	2210103685	Uniform Cleaning Service	Outsd contracts		148.27
60902	06/12/2024	UNIFIRST CORPORATION	2210105736	Office Cleaning Supplies-Towel & Mat Service	Outsd contracts		87.46
60902	06/12/2024	UNIFIRST CORPORATION	2210105740	Uniform Cleaning Service	Outsd contracts		157.15
<b>Vendor UNI08 - UNIFIRST CORPORATION Total:</b>							<b>1,077.95</b>
<b>Vendor: USA01 - USA BLUE BOOK</b>							
60904	06/07/2024	USA BLUE BOOK	INV00381490	CWRF Analyzer Standards	Materials & supplies		273.19
60904	06/10/2024	USA BLUE BOOK	INV00386911	General Laboratory Supplies	Materials & supplies		44.71
60904	06/10/2024	USA BLUE BOOK	INV00387081	General Laboratory Supplies	Materials & supplies		791.80
<b>Vendor USA01 - USA BLUE BOOK Total:</b>							<b>1,109.70</b>
60905	06/12/2024	VENTURA REGIONAL SANITATION DISTRICT, IN	53124	VRSD Sewer Cleaning	Outsd contracts	FY24-0009	55,849.56
<b>Vendor: WWG01 - W W GRAINGER, INC.</b>							
60906	06/07/2024	W W GRAINGER, INC.	9135833383	Diversion Cable Support	Materials & supplies		245.71
60906	06/12/2024	W W GRAINGER, INC.	9143531862	Materials & Supplies - Gloves and Rags	Materials & supplies		951.33
60906	06/12/2024	W W GRAINGER, INC.	9144773752	Small Tools - M18 Tool Batteries	Small tools & equipment		997.29
60906	06/12/2024	W W GRAINGER, INC.	9144786978	Materials & Supplies - Pens	Materials & supplies		37.35
<b>Vendor WWG01 - W W GRAINGER, INC. Total:</b>							<b>2,231.68</b>
60907	06/10/2024	WATER SYSTEMS CONSULTING, INC.	9458	Prop 218 Professional Services	Prof services	FY24-0207	8,076.50
60908	06/07/2024	West Coast Air Conditioning	S140154	A/C Maintenance	Outsd contracts		478.79
60909	06/12/2024	WHITE BRENNER LLP	50171	OPV v FCGMA Legal Services	Legal services		16,417.60
<b>Vendor: WIL05 - Wilmington Trust</b>							
1410	06/06/2024	Wilmington Trust	118372-000	2016 Bonds Interest Installment	Interest Expense Potable		127,963.43
1410	06/06/2024	Wilmington Trust	118372-000	2016 Bonds Interest Installment	Interest Expense Non-Potable		2,142.77
1410	06/06/2024	Wilmington Trust	118372-000	2016 Bonds Interest Installment	Interest Expense Wastewater		14,029.16
<b>Vendor WIL05 - Wilmington Trust Total:</b>							<b>144,135.36</b>
<b>Vendor: WOO04 - WOODARD &amp; CURRAN, INC.</b>							
60910	06/06/2024	WOODARD & CURRAN, INC.	234716	2023 Master Plan	Prof services	FY23-0008-R	26,762.50
60910	06/06/2024	WOODARD & CURRAN, INC.	234718	Water Resource Planning	Prof services	FY23-0150-R	15,720.00
<b>Vendor WOO04 - WOODARD &amp; CURRAN, INC. Total:</b>							<b>42,482.50</b>
60911	06/06/2024	ZWORLD GIS, LLC	2024-0155	GIS Support Services	Outsd contracts	FY24-0042	4,500.00
<b>TOTAL VENDOR PAYMENTS-CAMROSA</b>							<b>\$ 2,197,386.61</b>

1398	06/03/2024	ACWA/JPIA	5-24 PR ME	Director West Health Premium	Medical ins.	56,203.94
<b>Vendor: PER05 - CAL PERS 457 PLAN</b>						
DFT0005310	05/30/2024	CAL PERS 457 PLAN	INV0014811	Deferred Compensation	Deferred comp - ee paid	1,096.15
DFT0005311	05/30/2024	CAL PERS 457 PLAN	INV0014812	Deferred Compensation	Deferred comp - ee paid	2,437.00
DFT0005329	06/13/2024	CAL PERS 457 PLAN	INV0014861	Deferred Compensation	Deferred comp - ee paid	1,096.15
DFT0005330	06/13/2024	CAL PERS 457 PLAN	INV0014862	Deferred Compensation	Deferred comp - ee paid	2,437.00
<b>Vendor PER05 - CAL PERS 457 PLAN Total:</b>						<b>7,066.30</b>
<b>Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.</b>						
DFT0005327	05/30/2024	EMPLOYMENT DEVELOP. DEPT.	INV0014830	Payroll-SIT	P/R-sit	5,699.06
DFT0005346	06/13/2024	EMPLOYMENT DEVELOP. DEPT.	INV0014880	Payroll-SIT	P/R-sit	5,671.55
<b>Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:</b>						<b>11,370.61</b>
<b>Vendor: GRE01 - Empower Annuity Ins Co of America</b>						
DFT0005312	05/30/2024	Empower Annuity Ins Co of America	INV0014813	Deferred Comp 457	Deferred comp - ee paid	150.00
DFT0005331	06/13/2024	Empower Annuity Ins Co of America	INV0014863	Deferred Comp 457	Deferred comp - ee paid	150.00
<b>Vendor GRE01 - Empower Annuity Ins Co of America Total:</b>						<b>300.00</b>
<b>Vendor: HEA02 - HealthEquity</b>						
DFT0005315	05/30/2024	HealthEquity	INV0014817	HSA-Employee Contribution	HSA Contributions Payable	148.08
DFT0005316	05/30/2024	HealthEquity	INV0014818	HSA Contributions	HSA Contributions Payable	50.00
DFT0005334	06/13/2024	HealthEquity	INV0014867	HSA-Employee Contribution	HSA Contributions Payable	148.08
DFT0005335	06/13/2024	HealthEquity	INV0014868	HSA Contributions	HSA Contributions Payable	50.00
<b>Vendor HEA02 - HealthEquity Total:</b>						<b>396.16</b>
<b>Vendor: LNL01 - LINCOLN FINANCIAL GROUP</b>						
1397	05/30/2024	LINCOLN FINANCIAL GROUP	INV0014814	Deferred Compensation	Deferred comp - ee paid	2,849.07
1405	06/13/2024	LINCOLN FINANCIAL GROUP	INV0014864	Deferred Compensation	Deferred comp - ee paid	2,849.07
<b>Vendor LNL01 - LINCOLN FINANCIAL GROUP Total:</b>						<b>5,698.14</b>
<b>Vendor: RFS01 - LINCOLN FINANCIAL GROUP</b>						
1396	05/30/2024	LINCOLN FINANCIAL GROUP	INV0014826	Profit Share Contribution	Profit share contributions	3,019.74
1404	06/13/2024	LINCOLN FINANCIAL GROUP	INV0014876	Profit Share Contribution	Profit share contributions	3,019.74
<b>Vendor RFS01 - LINCOLN FINANCIAL GROUP Total:</b>						<b>6,039.48</b>
<b>Vendor: PER01 - PUBLIC EMPLOYEES</b>						
DFT0005313	05/30/2024	PUBLIC EMPLOYEES	INV0014815	PERS-Classic Employee Portion	P/R-state ret.	20,953.89
DFT0005332	06/13/2024	PUBLIC EMPLOYEES	INV0014865	PERS-Classic Employee Portion	P/R-state ret.	20,953.89
<b>Vendor PER01 - PUBLIC EMPLOYEES Total:</b>						<b>41,907.78</b>
<b>Vendor: UNI10 - UNITED STATES TREASURY</b>						
DFT0005324	05/30/2024	UNITED STATES TREASURY	INV0014827	FIT	P/R-fit	13,658.21
DFT0005325	05/30/2024	UNITED STATES TREASURY	INV0014828	Payroll-Social Security Tax	P/R - ee social security	190.66
DFT0005326	05/30/2024	UNITED STATES TREASURY	INV0014829	Payroll- Medicare Tax	P/R - ee medicare	3,611.12
DFT0005343	06/13/2024	UNITED STATES TREASURY	INV0014877	FIT	P/R-fit	13,602.43
DFT0005344	06/13/2024	UNITED STATES TREASURY	INV0014878	Payroll-Social Security Tax	P/R - ee social security	201.50
DFT0005345	06/13/2024	UNITED STATES TREASURY	INV0014879	Payroll- Medicare Tax	P/R - ee medicare	3,609.68
<b>Vendor UNI10 - UNITED STATES TREASURY Total:</b>						<b>34,873.60</b>
<b>Vendor: UWA01 - UNITED WAY OF VENTURA CO.</b>						
60845	05/30/2024	UNITED WAY OF VENTURA CO.	INV0014810	Charity-United Way	P/R-charity	20.00
60903	06/13/2024	UNITED WAY OF VENTURA CO.	INV0014860	Charity-United Way	P/R-charity	20.00
<b>Vendor UWA01 - UNITED WAY OF VENTURA CO. Total:</b>						<b>40.00</b>
<b>Vendor: UNU01 - UNUM LIFE INSURANCE</b>						
1399	06/01/2024	UNUM LIFE INSURANCE	INV0014762	Lont Term Disability	Ltd ins.	1,291.39
1399	06/01/2024	UNUM LIFE INSURANCE	INV0014774	Short Term Disability	P/R-std ins.	300.59
<b>Vendor UNU01 - UNUM LIFE INSURANCE Total:</b>						<b>1,591.98</b>

**TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA**

**\$ 165,487.99**



## Board Memorandum

June 20, 2024

**To:** General Manager

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

**Subject:** Fiscal Year 2024-25 District Operating and Capital Budget

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**Objective:** Adopt the Fiscal Year 2024-2025 Operating and Capital Budget.

**Action Required:** Adopt a Resolution of the Board Adopting the Operating and Capital Budget for Fiscal Year 2024-2025.

**Discussion:** The District's Fiscal Year (FY) 2024-2025 budget is presented for Board review and adoption. Information related to the draft budget was presented to the Board at the March 7, March 21, April 25, May 23, and June 6, 2024, Board meetings. There have been no material changes in the proposed revenues, expenses, or capital improvement projects since the last Board meeting, with the exceptions of increasing Special Counsel legal fees \$60,000, related to OPV Adjudication, and an additional \$180,000 in operational costs for GAC media replacement.

The budget describes, from a financial perspective, the resources required to fund the District's planned operating and capital programs for the coming fiscal year. The budget identifies all revenue and expenditure categories and their impact on District cash reserves and is used as a tool to monitor and track District activities over the year. A goal in the development of the District's budget is to provide its customers with the highest level of service consistent with the prudent management of public funds.

**Attachment:**

- Camrosa Fiscal Year 2024-2025 Operating and Capital Budget

# CAMROSA WATER DISTRICT

BUILDING WATER SELF-RELIANCE



## Operating & Capital Budget

Fiscal Year  
2024-2025



# CAMROSA WATER DISTRICT



BUILDING WATER  
SELF-RELIANCE

## **MISSION STATEMENT**

*“The Mission of Camrosa Water District is to provide reliable, safe, and cost-effective water and wastewater services.”*

# CAMROSA WATER DISTRICT

## **Board of Directors**

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

## **General Manager**

Norman Huff

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*California Society of Municipal  
Finance Officers*

*Certificate of Award*

***Operating Budget Excellence Award  
Fiscal Year 2023-2024***

*Presented to the*

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For meeting the criteria established to achieve a CSMFO Award in Budgeting.

*January 29, 2024*



*Rich Lee*

**2023 CSMFO President**

*James Russell-Field*

**James Russell-Field, Chair  
Recognition Committee**

***Dedicated to Excellence in Municipal Financial Reporting***



## List of Acronyms and Abbreviations

<b>AF</b>	Acre-Foot/Feet
<b>AFY</b>	Acre-Foot/Feet per Year
<b>ACWA</b>	Association of California Water Agencies
<b>ACWA-JPIA</b>	Association of California Water Agencies-Joint Powers Insurance Agency
<b>AMR</b>	Automated Meter Reader/Reading
<b>ASRB</b>	Arroyo Santa Rosa Basin
<b>ASRGS</b>	Arroyo Santa Rosa Groundwater Sustainability Agency
<b>AWAVC</b>	Association of Water Agencies Ventura County
<b>CIMIS</b>	California Irrigation Management Information System
<b>CIP</b>	Capital Improvement Program
<b>CMWD</b>	Calleguas Municipal Water District
<b>CSUCI</b>	California State University of Channel Islands
<b>CSMFO</b>	California Society of Municipal Finance Officers
<b>CWRF</b>	Camrosa Water Reclamation Facility
<b>DWR</b>	Department of Water Resources
<b>EDU</b>	Equivalent Dwelling Unit
<b>ELAP</b>	Environmental Laboratory Accreditation Program
<b>EWCP</b>	Emergency Water Conservation Program
<b>FCGMA</b>	Fox Canyon Groundwater Management Agency
<b>FTE</b>	Full-time Equivalent
<b>FY</b>	Fiscal Year
<b>GAAP</b>	Generally Accepted Accounting Principles
<b>GASB</b>	Government Account Standards Board
<b>GFOA</b>	Government Finance Officers Association
<b>GSA</b>	Groundwater Sustainability Agency
<b>GSP</b>	Groundwater Sustainability Plan
<b>HCF</b>	Hundred Cubic Foot
<b>LAIF</b>	Local Agency Investment Fund
<b>MG</b>	Million Gallons
<b>MGD</b>	Million Gallons per Day
<b>MOU</b>	Memorandum of Understanding
<b>MS</b>	Meter Station
<b>MSF</b>	Meter Service Fee
<b>MWD</b>	Metropolitan Water District
<b>NLs</b>	Notification Levels
<b>NPDES</b>	National Pollutant Discharge Elimination Systems
<b>PDR</b>	Preliminary Design Report
<b>PERS</b>	Public Employees' Retirement System or CalPERS
<b>PFAS</b>	Per- and Polyfluoroalkyl Substances
<b>PS</b>	Pump Station
<b>PV</b>	Pleasant Valley
<b>PZ</b>	Pressure Zone
<b>RLs</b>	Response Levels
<b>RMWTP</b>	Round Mountain Water Treatment Plant
<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>SGMA</b>	Sustainable Groundwater Management Act
<b>SRGWMP</b>	Santa Rosa Groundwater Management Plan
<b>SWP</b>	State Water Project
<b>SWPDA</b>	State Water Project Dependent Areas
<b>SWRCB</b>	State Water Resources Control Board
<b>TCP</b>	1, 2, 3,-Trichloropropane
<b>THM</b>	Trihalomethanes
<b>UWMP</b>	Urban Water Management Plan

## Glossary

The FY2023-24 budget contains terminology that is unique to public finance and budgeting. The following Budget Glossary provides assistance in understanding these terms.

**Accrual Basis of Accounting:** The basis of accounting under which transactions are recognized when they occur, regardless of the timing of cash receipts and disbursements.

**Acre-Foot:** The volume of water that will cover one acre to a depth of one foot. One acre-foot equals 435.6 units or 325,850 gallons.

**Appropriation:** The annual budget adopted by the District's Board for monitoring and control purposes, serving as a financial plan.

**Balanced Budget:** A balanced financial plan for a specified period of time that matches all planned revenues and expenditures with various services. The District uses a fiscal year beginning July 1 and ending June 30 for budgetary and financial reporting purposes.

**Bond:** A written promise to pay a sum of money on a specific date at a specified interest rate. The interest payments and the repayment of the principal are authorized in a District bond resolution. Bonds are frequently used for construction of large capital projects such as buildings, reservoirs, pipelines and pump stations.

**Capital Budget:** The portion of the annual budget that appropriates funds for the purchase of capital equipment items and capital improvements. These expenditures are separate from regular operating items, such as salaries, utilities and office supplies.

**Calleguas Municipal Water District:** The District has access to Metropolitan Water District (MWD) imported water through Calleguas Municipal Water District's entitlement as a member agency of MWD.

**Capital Improvement Program:** A long-range plan for the construction, rehabilitation and modernization of District owned and operated infrastructure.

**Class of Service:** All customers are classified based on the primary use of water on their parcel; broad classifications include (but are not limited to) residential, industrial, agriculture, etc. The water rate per unit is determined by this classification.

**Debt Service Coverage Ratio:** The ratio of net revenue to annual interest and principal payments on debt.

**Debt Service:** The District's obligation to pay the principal and interest of bonds and other debt instruments according to a predetermined payment schedule.

**Depreciation:** An expense recorded to allocate a tangible asset's cost over its useful life.

**Enterprise Fund:** Fund that provides goods or services to the public for a fee that makes the entity self-supporting.

**Equivalent Dwelling Unit:** A one single-family dwelling unit or its equivalent. An equivalent dwelling unit is assumed to discharge wastewater at a flow and strength equal to that of an average single-family dwelling unit.

**Expenditure:** These terms refer to the outflow of funds paid or to be paid for assets, goods or services obtained regardless of when actually paid. \*Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended in a future period.

**Fiscal Year:** Twelve-month term designating the beginning and ending period for recording financial transactions. The District has specified July 1 to June 30 as its fiscal year.

**Fixed Asset:** Items with an original cost greater than \$1,000, and less than or equal to \$5,000. Typically, a fixed asset has an economic useful life longer than three years; maintains its identity, either as a separate item or as identifiable component; is not a repair part or supply item; and is used to conduct District activities.

**Fund Balances:** The current funds on hand resulting from the historical collection and use of monies. The difference between assets and liabilities reported in the District's Operating Fund plus residual equities or balances and changes therein.

**Interest Income:** Earnings from the investment portfolio.

**Late Charges/Penalties:** Charges and penalties are imposed on customer accounts for late payments, returned payments, and other infringements of the District's Rules and Regulations.

**Meter Service Charge:** Each water service customer pays a monthly meter service charge for water system replacement, maintenance and operation expenses. The charge is based on the size of the meter and class of service.

**Metropolitan Water District:** MWD is one of 30 agencies that have contracted for imported water service from the State Water Project, owned by the State and operated by the California Department of Water Resources.

**Set-up Fees for Accounts:** A charge is added for each new account, and whenever an existing account is transferred to another customer. This fee contributes to the administrative costs associated with establishing new accounts.

**State Water Project:** The State Water Project (SWP) transports water from the Sacramento-San Joaquin Delta via the California Aqueduct to four delivery points near the northern and eastern boundaries of the MWD service area. The SWP is owned by the State and operated by the California Department of Water Resources.

**Unit:** 748 gallons of water equals a single Hundred Cubic Feet (HCF) Unit. The District bills its customers in HCF Units.

**Water Connection Fees:** Charges paid by customers to connect to a District water system for water service. Connection fees are the cost of buying into the existing distribution system, and are determined by the meter size, the District capacity fee, and zone charge.

**Water Rates:** Rates vary among classes of service and are measured in HCF Units. Most rates in the District are based on a two-tier accelerated block structure. Tier 1 is the first 12 HCF Units and Tier 2 is water use above 12 HCF Units.

## Budget Message

Camrosa Water District (District) is pleased to present its Fiscal Year (FY) 2024-25 Operating and Capital Budget. The purpose of this document is to identify and allocate the resources necessary to accomplish the District's mission: to deliver reliable, safe, and cost-effective water and wastewater service to its varied customer base. It is also intended to present the financial health of the District in a clear and concise manner for the Board of Directors, our customers, and other stakeholders, while highlighting opportunities and challenges facing the District. California presents a variety of challenges to water suppliers, from disappointing State water resource management policies to weather whiplash to increasingly complex regulatory requirements and conservation mandates. Through it all, Camrosa takes on these challenges by exploring and implementing a wide range of self-reliance solutions.

### The California Water Crisis

California's water supply crisis is an outcome of decades of substandard State water policy. California prioritized perpetual demand management and stretching depleted supplies with conservation policies instead of seizing opportunities to develop new supplies or maximizing the capture of abundant supply in wet years through the development of additional storage reservoirs and modernized conveyance. The California Department of Water Resources (DWR) stood by while litigants and legislators whittled away its ability to effectively manage resources or maintain and improve the State Water Project infrastructure. Equally culpable is the Metropolitan Water District (MWD) which has failed to invest in reliable supplies and adequate conveyance. MWD has applied a portion of every dollar it ever collected from its ratepayers to build out and maintain its Colorado River Aqueduct system. However, despite this massive investment, MWD's conveyance is still unable to move significant quantities of Colorado River water to certain areas within its service region, including areas served by Camrosa. These areas have been categorized as State Water Project Dependent Areas (SWPDA) because most—or all—of their imported water supplies are from the State Water Project. With or without conveyance, persistent drought and disagreements over Colorado River water rights between the seven states comprising the Upper and Lower Basins make the future availability of that supply uncertain. These failures and deficiencies have resulted in the DWR and MWD being unable to provide sufficient supply to meet normal demands in times of drought. This demonstrates the need to accelerate Camrosa's timeline for self-reliance and its ability to significantly reduce dependence on MWD and the State Water Project. Compounding the problem, MWD's mismanagement and its ever-growing bureaucracy have resulted in recently announced rate increases that will make imported water even more expensive this year and every year for the foreseeable future.

Camrosa's core mission is to provide a reliable, affordable source of water for our customers. With our core mission in mind, we have been focused on building the District's self-reliance to buffer against this cycle of planning failure and reactive edicts by MWD and the State. The Camrosa Board of Directors does not believe that restrictive or mandated conservation should become "a way of life," as it is presented in recent State legislation, or that "brown is the new green." While conservation can be a useful strategy when needed, such as during a drought emergency, it is not a permanent water supply solution. Sustainable water supply solutions should plan for abundance rather than fight over scarcity.

The District's purpose is to provide the amount of water our customers need. Of course, responsible, sustainable stewardship of our water resources is an important element in accomplishing this purpose. Efficiency and accountability are important when managing water resources as well as other vital resources the District oversees, including energy and public funds. In accordance with our purpose and guided by our core mission, we have significantly reduced our dependence on imported water over the last twenty years, developing local projects like a brackish groundwater desalter, advanced treatment for groundwater, new wells, and non-potable distribution systems. All of these efforts work in concert to secure a more independent water supply portfolio. Doubling down on self-reliance will form the backbone of Camrosa's planning efforts for years to come. We're starting this fiscal year with feasibility studies and design for additional wells, backup wells, and treatment facilities to increase our local water production and reduce our dependence on imported water.

### State Mandates and Regulations

Over the past decade and a half, the state of California has moved towards centralizing management of its water resources by consolidating various functions under and expanding the reach of the State Water Resources Control Board (SWRCB). Shifts towards standardizing water planning while accounting for climate projections

have resulted in landmark water-use legislation and expanded rulemaking. However, many of these state policies fail to realistically account for local conditions and do not leave suppliers with enough autonomy to employ the best course of action for their service areas.

The SWRCB has continued extending administrative control over water suppliers through a variety of policies and regulations. Several recent examples include: the recently updated Individual System Water Loss Standards; upcoming drinking water regulations; conservation legislation; and additional reporting requirements. While each one carries intended benefits, they are also accompanied by costs, and cost-benefit ratios will differ for each supplier based on local variations.

Water loss control is also a key component of the state's approach to demand management. Legislation required that the SWRCB develop water loss performance standards, the finalized Water Loss Performance Standards were adopted in October of 2022, and the rulemaking became effective in 2023. Updated Water Loss Standards for each Urban Retail Water Supplier, including Camrosa Water District, were posted on April 9, 2024. The legislation recognizes that mitigating and preventing water loss should be done on a cost-effective basis, as explained in the Updated Economic Model released on April 15, 2021. However, due to real-world conditions, the true cost-effectiveness may differ from the Updated Economic Model.

Most recently, sweeping regulations were announced titled, Making Conservation a California Way of Life. This regulation was touted as a new way of managing urban water use by establishing unique efficiency goals for each Urban Retail Water Supplier in California. Independent analysis disputed the State's purported savings of \$7 Billion with potential costs exceeding \$13 Billion. On March 15, 2023, the SWRCB released the Draft Staff Framework for the Making Conservation a California Way of Life Regulation (Proposed Regulatory Framework). The Framework is intended to implement both the "California Water Supply Strategy" released by Governor Newsom in August 2022, and SB 606 and AB 1668, collectively known as the Water Conservation and Drought Planning Act, signed by Governor Brown in May 2018. The act built upon Governor Brown's 2016 Executive Order B-37-16, "Making Conservation a Way of Life." The SWRCB's draft framework requires suppliers to comply with individualized urban water use objectives, implement Commercial, Industrial, Institutional (CII) performance measures, and submit annual progress reports. A supplier's water use objective is the sum of standard-based budgets for residential indoor use, residential outdoor use, CII landscapes with dedicated irrigation meters, and real water losses. The second draft of the legislation became available in March 2024, and as written, still requires significant water use reductions from many suppliers and extensive reporting from all urban water suppliers. The cost of complying with the regulation may require revisiting and adjusting financial projections. The rule is expected to become effective Summer 2024. Camrosa is actively monitoring the legislation and its impacts to the District and its customers. The District is factoring the legislation into its long-term forecasting, although as of the second draft of the legislation, Camrosa has a zero percent water use reduction requirement (i.e. no reduction required) over the three benchmark periods called for in the regulation.

## Water Quality Regulations

Drinking water in California is heavily regulated, and many of California's regulations exceed federal regulations set by the U.S. EPA. Primary maximum contaminant levels (MCLs) address health concerns; public health goals (PHGs) are concentrations of drinking water contaminants that do not pose significant health risks if consumed over a lifetime (based on best available knowledge); and secondary MCLs address water taste and odor. California Health & Safety Code §116365(a) requires a contaminant's MCL to be established at a level as close to its PHG as technically and economically feasible, while prioritizing protecting public health. There are also "detection limits for purposes of reporting" (DLRs), which are designated minimum levels of contaminants that require reporting to the State Board when they are met or exceeded.

Technological advancements allow the detection of drinking water contaminants at lower concentrations, which allows maximum contaminant levels (MCLs) to become more stringent. Additionally, as understanding of adverse effects of drinking water contaminants improves over time, more chemicals are added to the list of MCLs. Both increasingly stringent MCLs and the addition of new chemicals to the list of MCLs are intended to address health concerns (primary MCLs) and taste and odor (secondary MCLs); however, they also carry associated costs. Meeting new standards may significantly increase drinking water production costs where contaminants are present.

As both technology and the understanding of the negative effects of drinking water contaminants improve over time, more contaminants become regulated. Each contaminant that becomes regulated, or has a preexisting

regulation that becomes more stringent, adds additional treatment and reporting costs where it is present at levels that exceed allowable limits. Upcoming drinking water regulations present potential additional expenses to the district.

One example of contaminants with upcoming regulations is per- and polyfluoroalkyl substances (known together as PFAS). PFAS are a group of synthetic chemicals that, under typical conditions, do not break down in the environment. On April 10, 2024, the U.S. EPA established federal Maximum Contaminant Levels for six PFAS. Two chemicals, PFOA and PFOS, each have MCLs established at 4 parts per trillion (ppt) (also expressed as ng/L). Three chemicals, HFPO-DA (also known as GenX Chemicals), PFHxS, and PFNA, have MCLs set at 10 ppt. The district currently operates a Granular Activated Carbon filtration plant that treats the source water from four District wells for both 1,2,3 Trichloropropane and PFAS chemicals.

Another contaminant, Manganese is listed on the SWRCB's list of Upcoming Drinking Water Regulations. It can occur naturally in both surface and groundwater and is widespread in California's groundwater basins. It is currently regulated with a secondary MCL, with notification levels (NLs) and response levels (RLs). On February 16, 2023, DDW proposed revised NLs and RLs for manganese. A NL is a nonregulatory, health-based advisory level established for drinking water contaminants for which MCLs have not been established. NLs are established as precautionary measures for contaminants that may have MCLs in the future but have not completed the regulatory process for the development of MCLs. They are issued by the DDW and developed based on recommendations by the Office of Environmental Health Hazard Assessment (OEHHA). RLs are set higher than NLs and represent a recommended chemical concentration level at which water systems consider taking a water source out of service or provide treatment if that option is available to them. Based on DDW proposing revised NLs and RLs for manganese in February 2023, a manganese primary MCL is likely to be established in the future. The establishment of manganese primary MCLs could impact the cost of producing local water. At the current time, Camrosa staff is in the design phase for Iron and Manganese removal technologies for the treatment of water from PV Well #2. PV Well #2 water has Manganese levels that sometimes exceed the Secondary MCL for Manganese, set at 50 µg/L or parts per billion.

Contaminant regulations will continue to become more rigorous, as they have since the passage of the Safe Drinking Water Act in 1974. Camrosa is responsibly planning for additional costs incurred by meeting and exceeding regulatory requirements and will continue to do so in the future. Future regulations may also shift the relationship between local and imported sources, as the costs of producing water and importing water change. Camrosa remains committed to meeting the current and future water needs of the community by prioritizing self-reliance and providing reliable, safe, and cost-effective water and wastewater services.

## Groundwater Management

Another landmark change in water management that will affect the cost of water is the Sustainable Groundwater Management Act (SGMA) of 2014. SGMA requires the formation of local groundwater sustainability agencies (GSAs) for what the state determined were high- or medium-priority basins to assess conditions and develop Groundwater Sustainability Plans (GSPs). These GSPs are intended to define sustainability and chart a path to achieving that over the next twenty years.

The Fox Canyon Groundwater Management Agency (FCGMA) is the Groundwater Sustainability Agency (GSA) for the Pleasant Valley Basin (among other areas), from which the Woodcreek Well and PV Well #2 pump groundwater. A new allocation plan has been established and projects to increase the sustainable yield are being investigated. Adjudication papers were filed by a group of landowners/pumpers in the basin, as was a lawsuit contesting the CEQA process for the GSP. SGMA provides that the GSP proceed as written during the adjudication process, which can take several years. This litigious environment does not provide an environment for the amicable resolution of conflict or for the kind of collaboration that innovation and regional project development require.

The Arroyo Santa Rosa Groundwater Basin, which lies wholly within the Camrosa service area and from which the majority of Camrosa's local groundwater is produced, was originally designated as a medium-priority basin due to high nitrate concentrations. In 2016, the County of Ventura and Camrosa formed a GSA to write the GSP for the whole basin and manage that portion of it east of the Bailey Fault (outside the FCGMA). In April 2018, DWR awarded the Arroyo Santa Rosa GSA a Sustainable Groundwater Planning Grant to support the development of the Santa Rosa GSP, up to \$177,081. Administrative costs to support the operation of the Arroyo Santa Rosa Groundwater Sustainability Agency (ASRGSA), including the writing of the GSP, will be supported by Camrosa. The County of Ventura provided \$127,602 as seed money to the GSA. The GSA held a public

hearing on May 25, 2023, to adopt the GSP, which is currently under review with DWR. The GSA budget for FY2024-25 is included as Appendix 1.

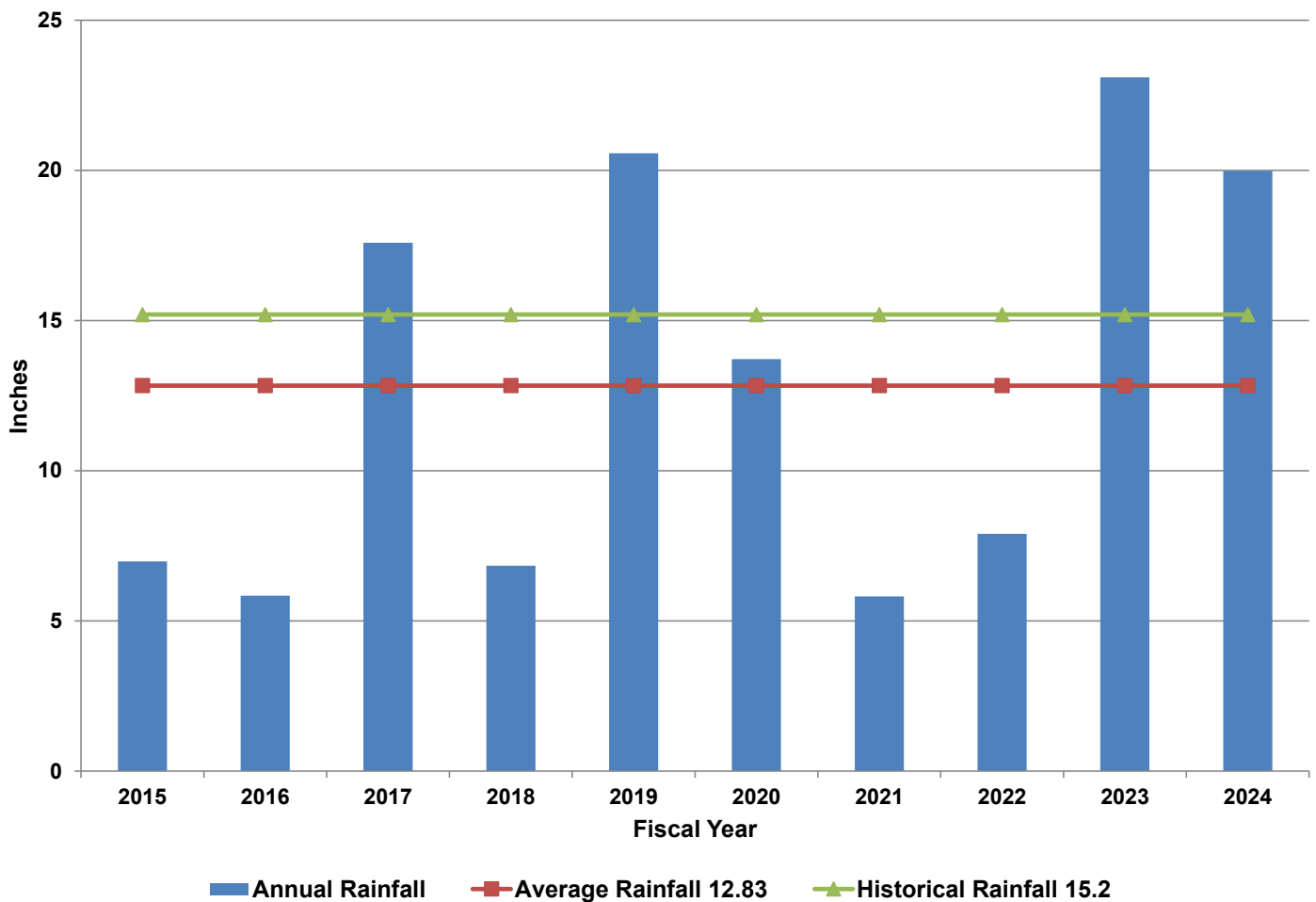
Projects to reach sustainability and/or increase Arroyo Santa Rosa basin yield were explored as part of the GSP process. Because Camrosa is the primary groundwater producer in the Santa Rosa Basin, pumping by initial estimates over 50% of the basin’s annual yield, the District has a vested interest in developing projects that ensure sustainability. Once the projects identified in the GSP have been developed, estimated costs of sustainability projects will be included in the District’s budgeting process.

**The Impact of Weather**

Climate impacts the overall supply of available water resources while also affecting customer demand. In the last ten years, Southern California has seen the wettest and driest months on record. These dramatic weather swings, depicted in the following Figure 1, exemplify the difficulty of forecasting water sales and highlight the necessity of maintaining a conservative financial outlook.

Locally, rainfall was 19.98 inches during FY2023-24 through April 30th, recorded from the Camrosa Water District station, which is significantly more than the ten-year average rainfall for the District of 12.83 inches a year and the historical average of 15.2 inches a year. These wet periods provide an important recharging of the local groundwater basins, from which we produce our local supplies and plan to increasingly rely on in the future. Camrosa has developed plans to adaptively manage its groundwater basins to maximize aquifer storage and recharge water—whether it’s rainwater or other sources.

**Average Rainfall Fiscal Years 2015-2024**



**Figure 1 – Average Rainfall**

Due to the atmospheric rivers in 2023, DWR allocated 100% of State Water Contractors’ Table A water for delivery. A 100% allocation is a rare opportunity as the long-term average delivery capability of the State Water Project is only 56%. Prior to this, the last time the SWP allocated 100 percent was in 2006. On April 20, 2024,

DWR announced a 40 percent allocation as a result of the latest snow survey and Lake Oroville storage. This is up from 30 percent announced in March, 15 percent in February, and the initial 10 percent announced in December.

Local precipitation can and does impact demand, especially among agricultural customers and those with large landscapes. Camrosa has seen significant reductions in the demand for potable and non-potable water over the previous fiscal year and as we enter the next. Whether or not the trend toward lower demand continues and whether it is primarily based on precipitation levels remains to be seen. Camrosa continues to monitor these trends and apply them to budgets and incorporate them in the rate-setting process.

In general terms, the District went from delivering approximately 17,000 AFY before the FY2014-15 drought to slightly less than 10,000 AFY in FY2022-23. Variable weather in the years since makes it difficult to determine the cause for water-use patterns in the District service area, but generally speaking the trend is towards less per capita water use than in previous decades. The FY2024-25 budget was developed using a three-year average of water sales to arrive at a projection of 10,686 AF. This is a decrease from the FY 2023-24 budget of 12,614 AF. The projected end-of-year sales for FY2023-24 is 9,210 AF.

### Potable and Non-Potable Water Sales

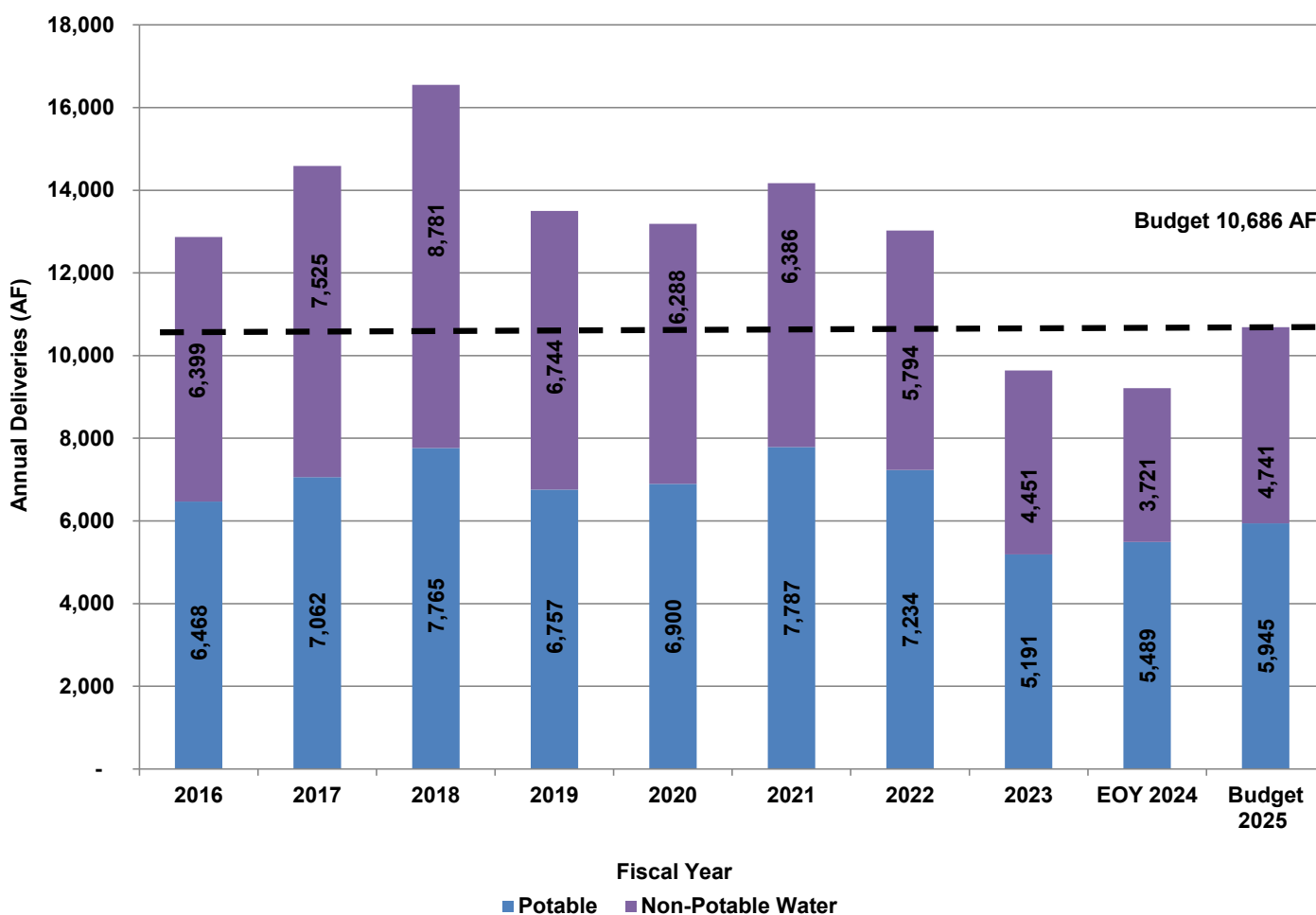


Figure 2 – Potable and Non-Potable Water Sales

### Increases in Imported Water Costs

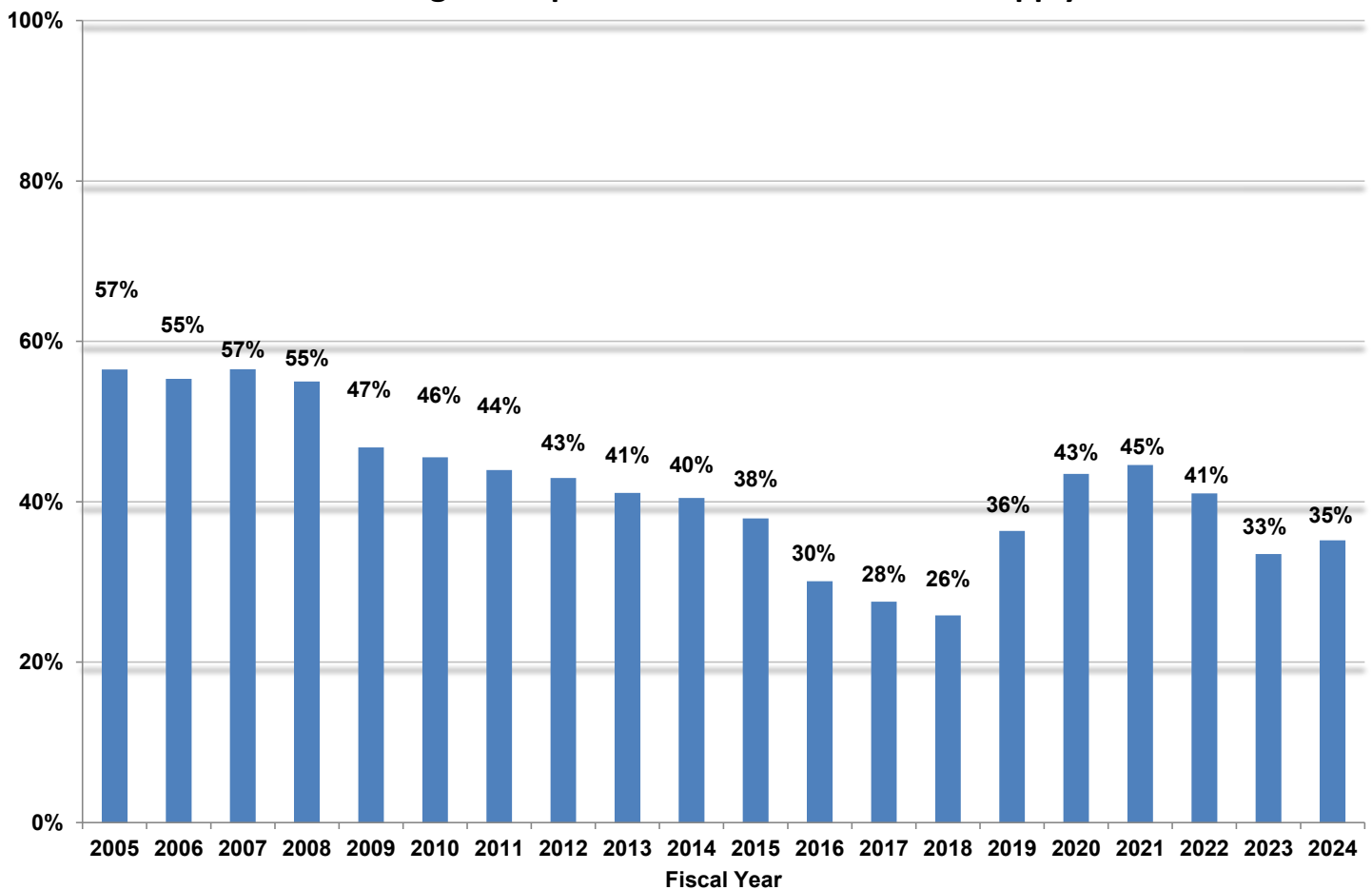
Camrosa lies within the Metropolitan Water District service area and the “imported water” we purchase from them, via Calleguas, is primarily State Water Project (SWP) water from the Sacramento-San Joaquin Delta. It is the most expensive water in Camrosa’s supply portfolio. The District’s primary strategy for decades has been to reduce dependence on imported water by developing local resources. Reducing the proportion of Camrosa’s water supply that we have to import helps mitigate the costs of imported water. Figure 3 reflects the District’s efforts to develop self-reliance over the last 20 years.



The trend was temporarily reversed in 2019, when the District’s largest local resource, the Conejo Wellfield, was taken offline ahead of building a treatment plant to treat for the newly-regulated contaminants, 1,2,3–Trichloropropane (TCP) and Per- and polyfluoroalkyl substances (PFAS). TCP is a synthetic organic compound that was an impurity in certain soil fumigants used in agriculture and PFAS are a group of more than 4,000 synthetic chemicals that have been used in consumer products since the 1950s. PFAS are also known as "forever chemicals" because they don't break down easily in the environment. The Camrosa Board of Directors insisted that Camrosa ratepayers should not bear the costs of treatment for the TCP contamination and successfully persuaded the manufacturers of the offending pesticides to pay for the construction of the treatment plant. Camrosa is part of a settlement agreement with chemical companies DuPont and 3M to receive compensation needed to mitigate the treatment cost for PFAS. The Granular Activated Carbon (GAC) filtration system at the Conejo Wellfield was completed and went online in October 2023.

In the meantime, Camrosa worked very hard to bring another new source online, PV Well #2. The new PV Well #2 came online in September 2020, providing a much-needed boost to local production. Adjustments to the well in the fall of 2021 doubled production. Now that this new source and the GAC Treatment Plant at the Conejo Wellfield are online, we expect to increase local groundwater production and offset imported water purchases, thus reducing the percentage of imported water in the District’s Total Water Supply. In FY2023-24, imported water comprised 35% of the total water supply. The FY2024-25 budget assumes that imported water will constitute 50% of Camrosa’s potable water supply, with 50% coming from local groundwater. The fiscal year will also see investigations into providing redundancy for the University Well and a third Pleasant Valley Basin Well (PV Well #3).

**Percentage of Imported Water in Total Water Supply**



**Figure 3 – Percentage of Imported Water in Total Water Supply**

The expectation that wholesale rates will continue to escalate provides another incentive to increase self-reliance. In 2024, the MWD Tier 1 wholesale rates increased by 3.9%, and in 2025 the Tier 1 wholesale rates will increase by an additional 11 percent. In addition to MWD’s rate increases, Calleguas increased its Capital Construction Surcharge, Readiness-to-Serve Charge, and Capacity Reservation Charge, for a combined wholesale rate increase to the District of approximately 6.0% in 2024 and 9.5% in 2025.

The following graph illustrates the projected cost of imported water.

### Projected Cost of Imported Water

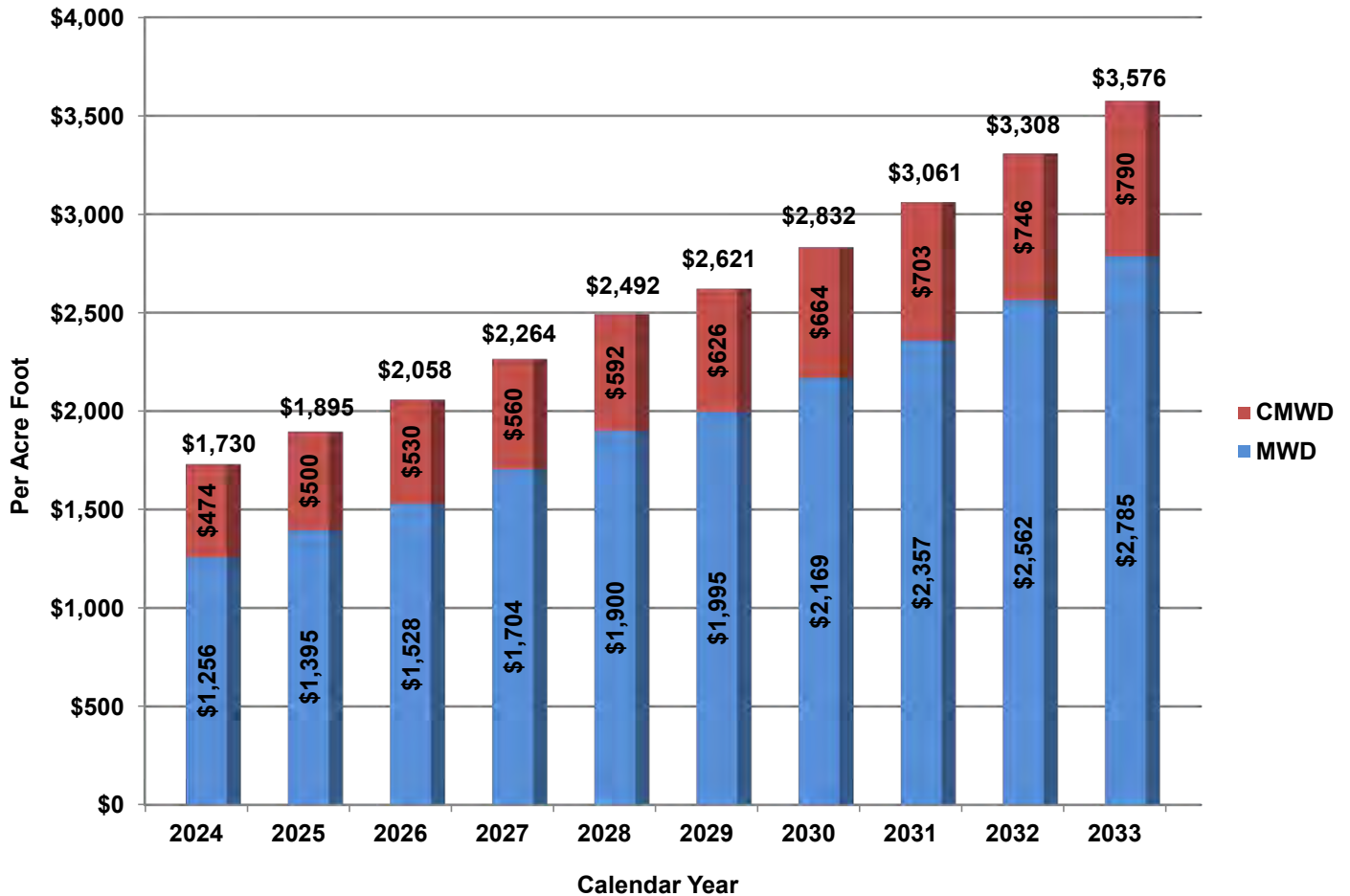


Figure 4 – Projected Cost of Import Water

## Building Self-Reliance

The following graph demonstrates the effects of Camrosa’s commitment to building self-reliance over the last 20 years. As the diversity of supply sources increases, the percentage of the portfolio filled by imported water has decreased. Since the Conejo Creek Project came online in 2003, Camrosa’s demand for imported water has fallen off dramatically. Optimizing operations—filling reservoirs, moving water, blending water—has also allowed us to further reduce imports. Reductions in total water use since 2014 reflect conservation measures that have now become common practice by many of Camrosa’s customers. Along with continued conservation and water use efficiencies, Camrosa will continue to develop local and regional water resource projects to build water self-reliance. Many of these projects will be identified in the ongoing development of its Master Plan and implemented through a phased approach starting in this fiscal year.

### Historical Water Sources

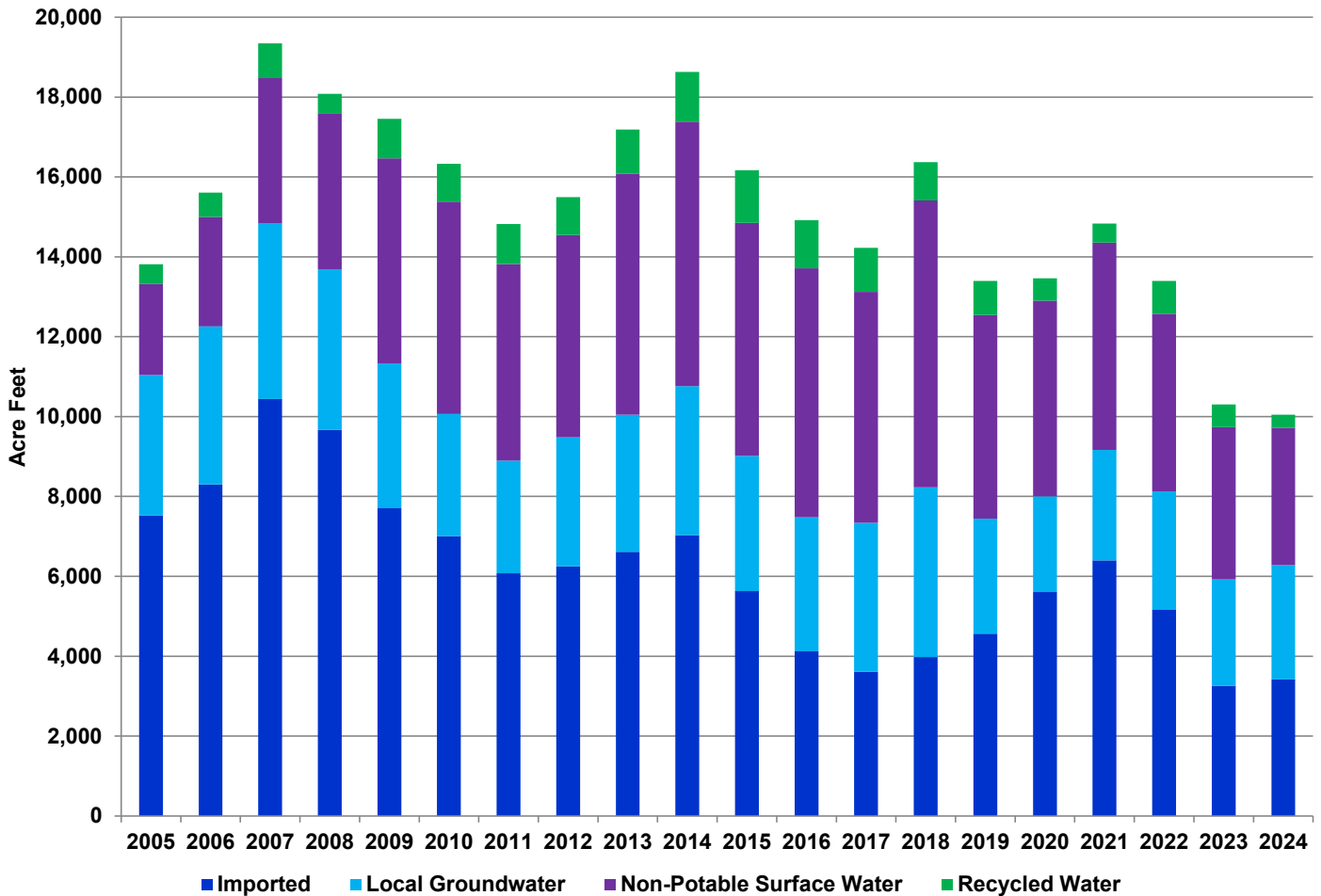


Figure 5 – Historical Water Sources

## Developing Mutually Beneficial Partnerships

Mutually beneficial partnerships build relationships that bring additional water resources under the Camrosa umbrella and enhance our ability to become more self-reliant while helping our neighbors.

Since 2014, Camrosa has sold Conejo Creek water, which originates in The City of Thousand Oaks, to Pleasant Valley County Water District (PVCWD), an agricultural district adjacent to Camrosa on the Oxnard Plain. Under Fox Canyon Groundwater Manager Agency (FCGMA) Resolution 2014-01, PVCWD transfers to Camrosa one pumping credit in the Pleasant Valley Basin for each acre-foot of creek water the District delivers. Camrosa currently pumps these credits from the Woodcreek Well and PV Well #2 in the northeastern Pleasant Valley Basin, where groundwater levels are higher, and the basin is less stressed than in the areas where PVCWD has its wells.

With the completion of the Camarillo Sanitary District (CamSan) Recycled Water Interconnection project in November 2019, Camrosa began receiving recycled water from The City of Camarillo’s CamSan facility. The

City of Camarillo has a limited recycled water distribution system but does not have any storage; selling water to Camrosa helps the City avoid discharging to the creek and violating their NPDES permit and the cost of discharging to the Salinity Management Pipeline (SMP). Camrosa can store CamSan’s water in the District’s Storage Ponds and sell it to PVCWD, a practice codified in Camrosa’s latest Waste Discharge Requirement permit authorized by the Los Angeles Regional Water Quality Control Board on October 10, 2019. Recycled water does not accrue pumping credits as creek water does, however, this interconnection increases Camrosa revenue (see page 32 of the main budget document), improves Camrosa operations, and contributes to regional water supply resilience. It is unknown how long CamSan will continue to have excess recycled water as the City of Camarillo expands its recycled water distribution system, but in the meantime, it is clearly a beneficial project for all three agencies.

### Historical Water Deliveries to Pleasant Valley CWD

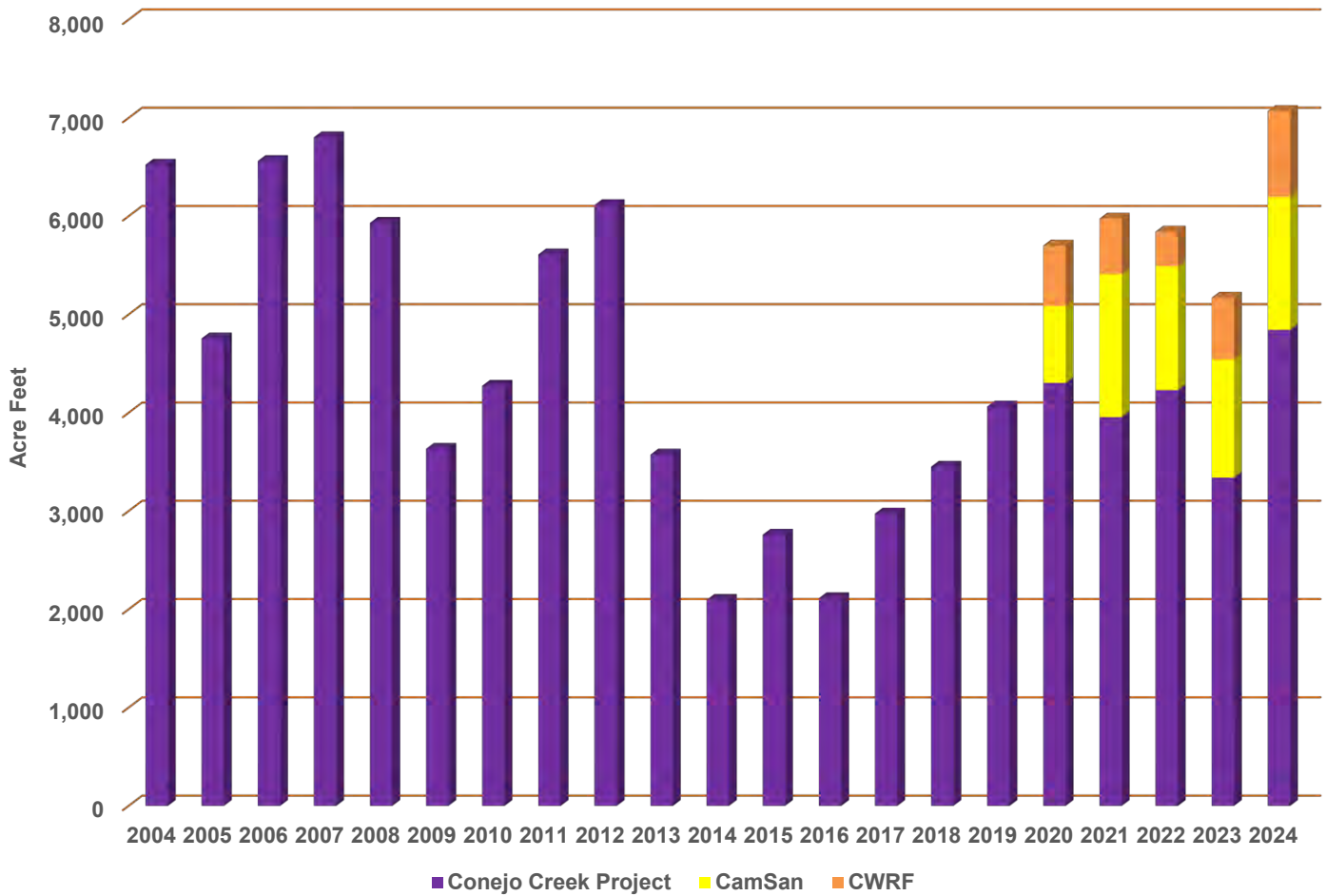


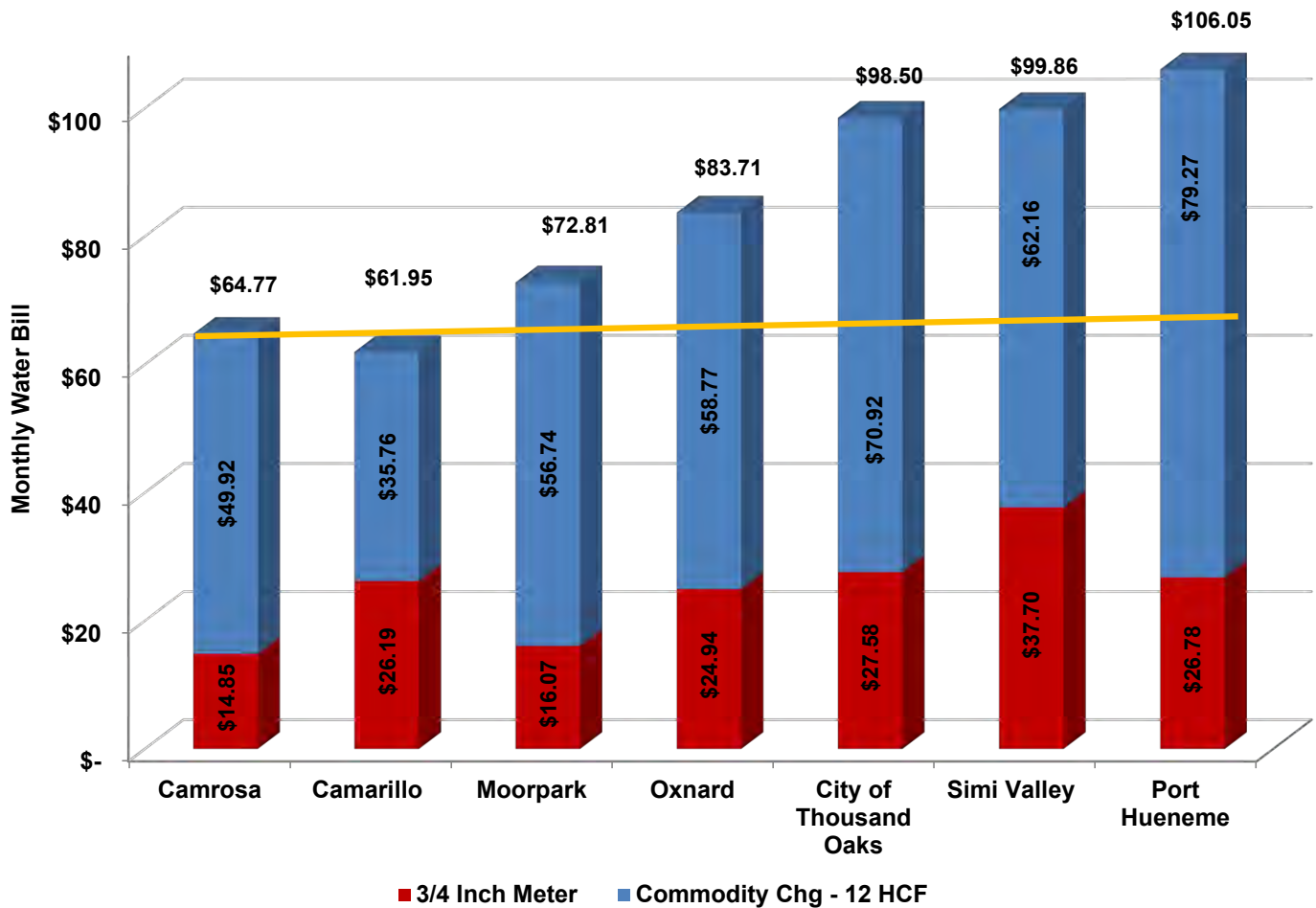
Figure 6 – Historical Water Deliveries to Pleasant Valley CWD

**Appropriate Rate Setting**

In FY2023-24 the District undertook a comprehensive Water and Wastewater Rate Study to evaluate the existing water and wastewater rates to determine the best way to adequately fund water and wastewater utility operations and capital projects while keeping rates as affordable as possible. Included in the rate study was a review of the commodity component of rates, fixed meter service fees, and the District’s aging infrastructure and preventative maintenance requirements. On June 6, 2024, the District adopted a five-year Schedule of Rates for Water and Wastewater Services. Even with the rate increases, the District’s rates continue to be among the lowest in Ventura County as a result of investing in local water supply to build self-reliance. The District also strives to remain cost-effective in its rate setting by controlling operating costs.

The following graph is a comparison of local water utilities’ monthly water bills for a single-family usage of 12 hundred cubic feet (HCF) and a ¾-inch meter service charge.

**Utility Comparison 12 HCF - 3/4 Inch Meter**



**Figure 7 – Water Rate Comparison**

The following graph is a comparison of local wastewater utilities' monthly wastewater bills.

### Sewer Rate Comparison

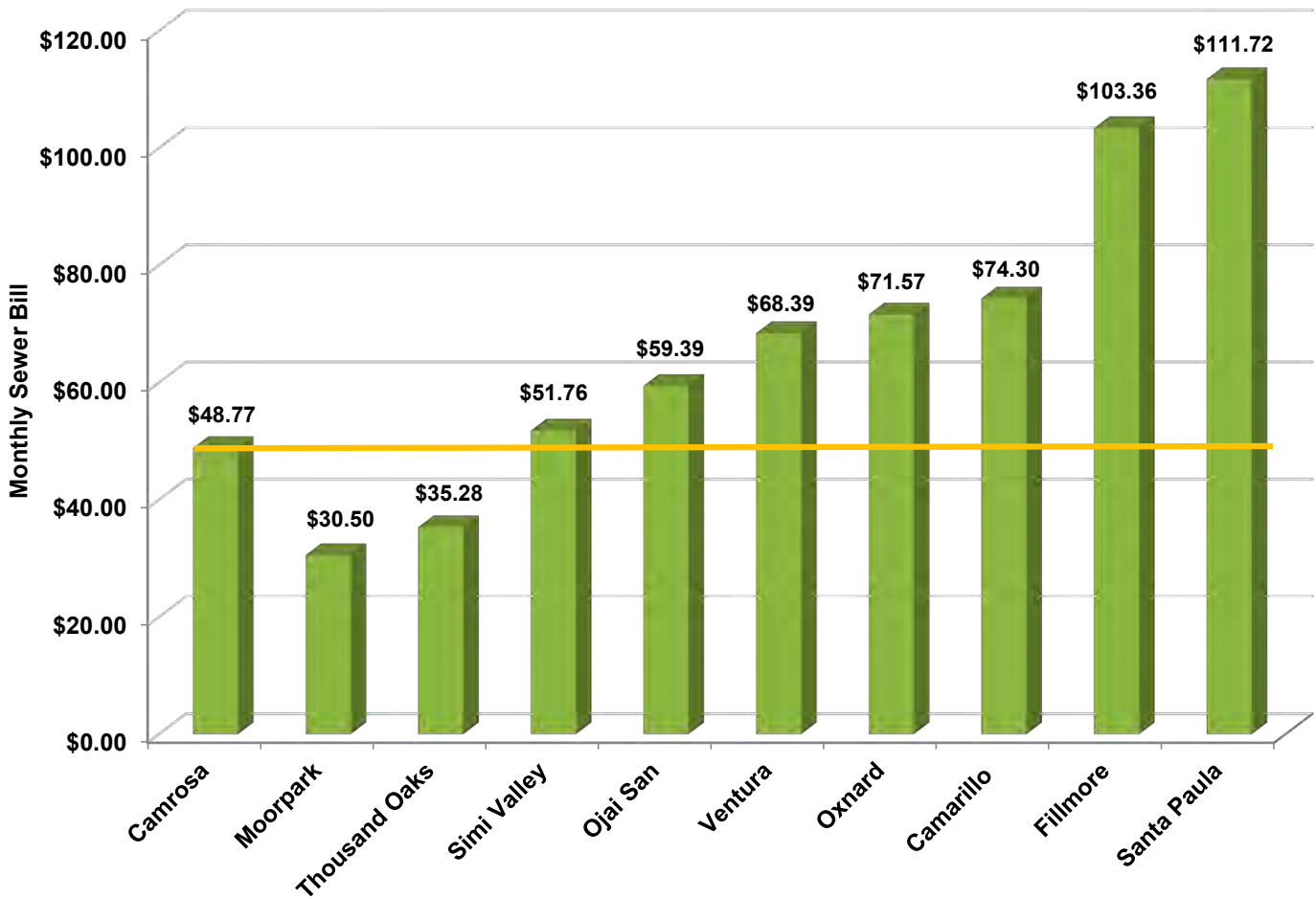


Figure 8 – Sewer Rate Comparison

#### Effective Asset Management

Camrosa Water District was established in 1962; some of what became the District's infrastructure predates even that. As the systems and infrastructure age, the value of the system decreases through depreciation while the costs of keeping the system functioning increase. The District has undertaken a two-part master plan: a near-term plan focused on rehabilitation, replacement, and maintenance to be incorporated into the five-year comprehensive rate study to ensure adequate reserves are set aside to invest in the aging infrastructure; and a long-term water resources plan to envision water supplies to a fifty-year horizon. Such projects include replacing pipeline segments, maintaining and upgrading treatment facilities, and rehabilitating reservoirs, pump stations, and the wastewater collection system. Setting aside reserves today for these repairs will prevent the District from being susceptible to untimely financial burdens and ultimately having to excessively raise rates.

#### Vigilant Cybersecurity

The District continues to focus its efforts to ensure the security of its Information Technology systems. Because new cyber threats, vulnerabilities, and risks are always emerging, Camrosa applies a process of continuous improvement regarding cybersecurity that allows for threat identification, mitigation planning, execution, and assessment with the goals of protecting the District's network assets, and safeguarding customers' personally identifiable information. Also, Camrosa's layered approach to cybersecurity focuses on network resiliency, more stringent access controls, network segmentation, and cloud-based endpoint monitoring. Additionally, Camrosa continues to ensure all staff are properly trained to identify, respond to, and report malware attacks and phishing attempts.

## Externalities

Although supply chain issues have eased, equipment and material delays still occur, especially related to electrical equipment, generators, and complex mechanical machinery, which could translate to longer lead times on orders and longer timelines on projects. In addition, the general construction and materials industries, along with professional and construction labor continue to see rising costs across the country. These increases have greatly impacted overall project budgets. Persistent inflation continues to put pressure on operational costs within the District with energy, chemical, and supply costs often outpacing inflation.

## Excellence in Budget Preparation

As part of the California Society of Municipal Finance Officers (CSMFO) mission to promote excellence in financial management, the CSMFO has established a program that evaluates the budgets of municipal entities from across the state. This program is intended to “encourage and assist local governments to prepare budget documents of the very highest quality that reflect the guidelines established by the National Advisory Council on State and Local Budgeting.” The FY2023-24 budget was submitted to the CSMFO and the District received an Operating Budget Excellence Award for a tenth consecutive year, an upgrade from the District’s first submission of the FY2013-14 budget, Meritorious Award. This award is valid for a period of one year only. The budget document does not include any structural changes from the prior fiscal year; we believe our current budget continues to conform to program requirements and are submitting it to CSMFO for their evaluation.

## Our Commitment to Trust and Transparency

The challenges to water reliability and quality are greater than ever before—as is the District’s resolve and ability to meet them. Our customers give us their trust every day to fulfill their basic needs, for their families, their farms, and their businesses. It is vital that we honor that trust in everything we do, moving towards self-reliance, investing in preventive maintenance and timely infrastructure replacement, and continuing to improve the organization’s capacity and effectiveness. A well-structured budget is critical to this effort, and I am confident that the District’s FY2024-25 budget document provides a detailed and comprehensive overview of our ability to transform the challenges we face into new opportunities.

Respectfully submitted,



Norman Huff  
General Manager

## Mission Statement & Vision Statement

Water and wastewater service providers face an evolving landscape of diverse challenges as they strive to provide clean, safe, reliable, and affordable services to their communities. Navigating this dynamic and complex array of challenges requires a proactive approach; strategic planning, leveraging technological advancements, and substantial investment to ensure the delivery of safe reliable, and affordable services our customers desire well into the future.

Since the last Strategic Plan development in 2008, imported water costs have increased, as expected, but so has its unreliability. Between climatic, legislative, litigatory, and political pressures on the State Water Project, it no longer represents a dependable water supply as it once did. At the same time, the cost to produce local water has also increased, driven by an ever-increasing demand for a limited supply, an ever-expanding regulatory environment, and the high cost of new wells, treatment facilities, and pipelines.

At its core, strategic planning enables Camrosa to anticipate and prepare for future demands, risks, and opportunities, rather than merely reacting to crises as they arise. By identifying short- and long-term goals and mapping out the necessary steps to achieve them, Camrosa can ensure that we are equipped to meet the needs of our community both now and in the future.

In support of a robust planning process, the District held four strategic planning workshops in the Spring of 2022 and adopted the 2022 Strategic Plan in the Summer of 2022.

The 2022 Strategic Plan identified five goals:

- Water Supply Independence
- Infrastructure Integrity
- Prudent Financial Management
- Public Trust
- Service Excellence Through Organizational Development

Revised Mission and Vision Statements were established as part of the 2022 Strategic Plan. The Mission Statement reflects the District's responsibility to provide reliable, safe, and cost-effective water and wastewater services.

### **Our Mission**

*"The mission of Camrosa Water District is to provide reliable, safe, and cost-effective water and wastewater services."*

### **Our Vision**

*"Camrosa Water District preserves and improves the quality of life for our customers through innovative leadership and exceptional customer service."*



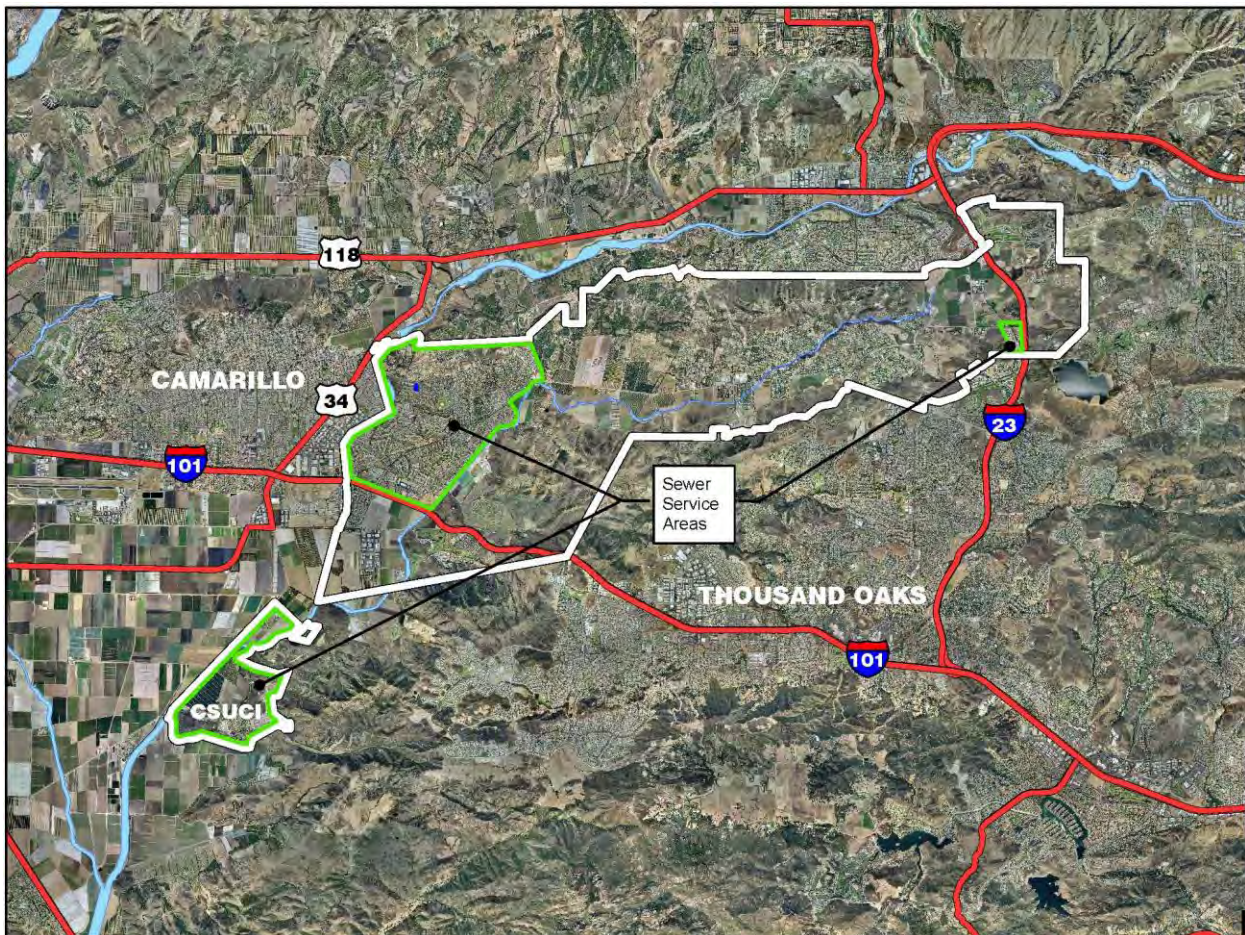
## Profile of the District

### District Services and Management

The Camrosa Water District, located over 31 square miles in the County of Ventura, California, is an independent special district that operates under the authority of Division 12 of the California Water Code. The District was originally formed under the law in 1962 as the Camarillo County Water District for the purpose of supplying potable water. The District has changed its name twice, first to the Camrosa County Water District in 1965, and then to its present name in 1987. Subsequently, the District expanded its operations to include wastewater collection and treatment in a portion of its service area.

Currently, the District provides three classes of water (potable, non-potable, and recycled) to a population of more than 32,700 people through approximately 11,445 service connections, which includes three master-metered communities. The majority of these connections are residential with the remainder serving commercial, industrial, and agricultural.

Potable water is a blend of imported State Water Project (SWP) water from the Sacramento-San Joaquin Delta and local groundwater; non-potable surface water is a combination of diverted surface water and local groundwater; and recycled water is tertiary-treated product from the Camrosa Water Reclamation Facility (CWRF). Wastewater service is limited to 9,229 equivalent dwelling units (EDUs), including California State University of Channel Islands (CSUCI), a portion of the City of Camarillo, and a sliver of the City of Thousand Oaks. The remainder of the District is either served by the Camarillo Sanitary District or on private septic systems.



**Figure 9 – District Map Boundaries**

The following graph sets forth the District’s various water customer classes. Residential and Agricultural customers account for approximately 72% of the District’s projected water service revenue for the fiscal year ending June 30, 2024. The residential customer class includes both indoor and outdoor water usage.

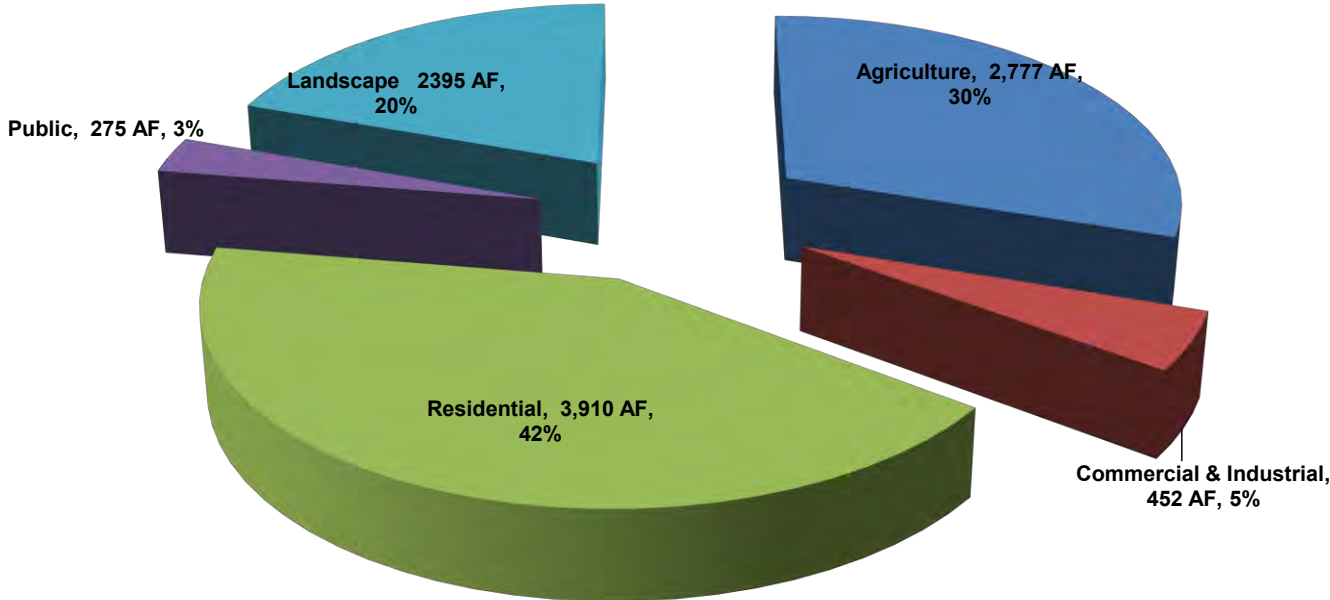


Figure 10 – FY2023-24 Percent of Water Revenues by Customer Class

## Board of Directors

The District is governed by a five-member Board of Directors, elected at large from five geographical “divisions” within the District’s service area. The District’s Board of Directors meets on the second and fourth Thursday of each month. Meetings are publicly noticed, and residents are encouraged to attend.

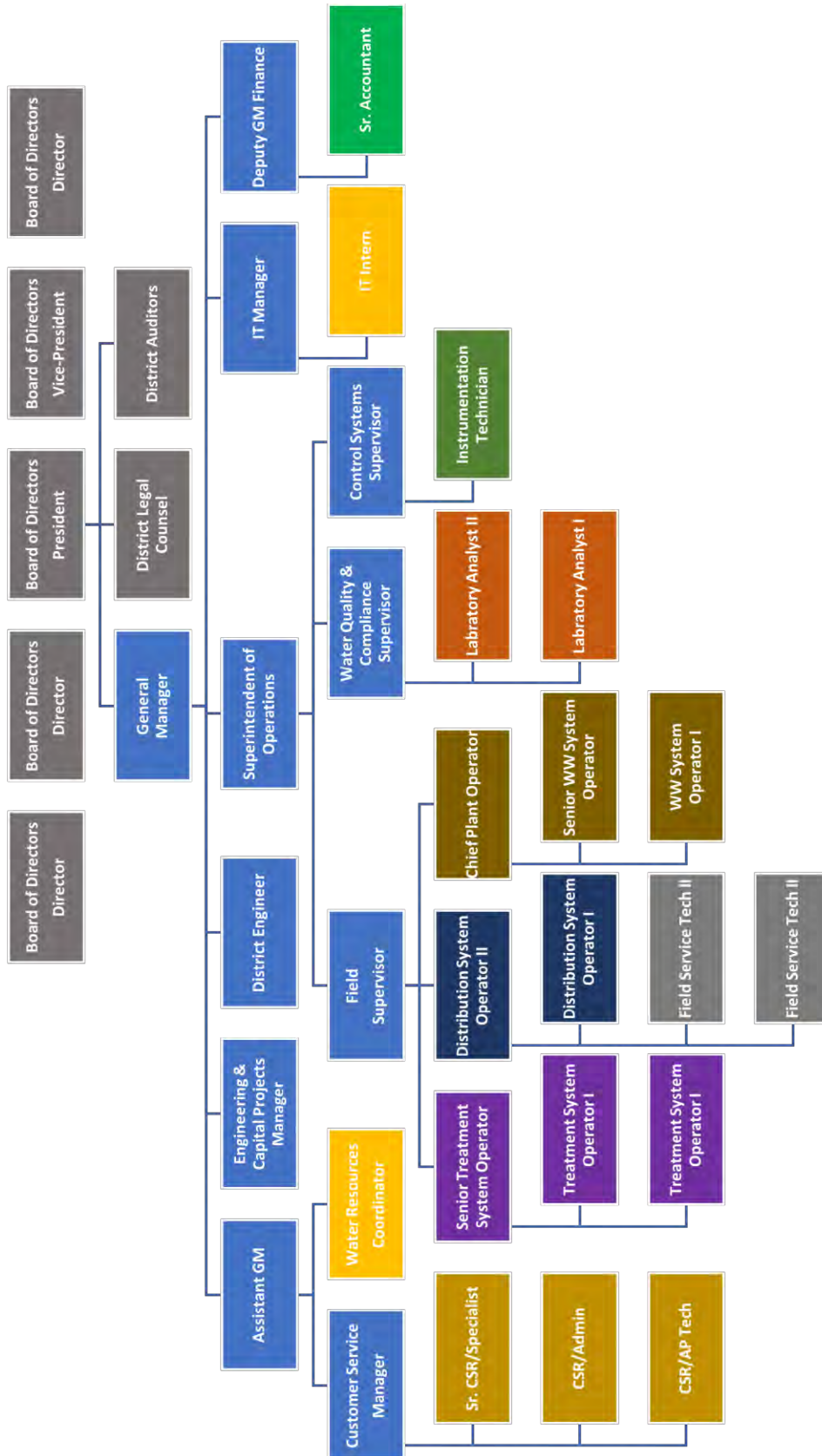
<u>Director</u>	<u>Title</u>	<u>Division</u>	<u>Expiration of Term</u>	<u>Occupation</u>
Eugene F. West	President	Division 4	November 2024	Attorney
Andrew F. Nelson	Vice-President	Division 1	November 2026	Healthcare Research
Jeffrey C. Brown	Director	Division 2	November 2026	Investment Consultant
Terry L. Foreman	Director	Division 5	November 2026	Geologist/Hydrogeologist
Timothy H. Hoag	Director	Division 3	November 2024	Pharmacist/Teacher

## General Manager

Daily operation of the District falls under the responsibility of the General Manager, Norman Huff. The General Manager administers the day-to-day operations of the District in accordance with policies and procedures established by the Board of Directors. As General Manager, Mr. Huff is responsible for the general oversight of the production and distribution of potable and non-potable water, as well as wastewater collection, treatment, and water recycling at the District’s Water Reclamation Facility.

## Organizational Structure

In FY2023-24, the District budgeted for 29 full-time employees and 3.0% salary increases. In FY2024-25 the District budgeted for 31 full-time positions and salary increases of 3.0%.



## Employee Benefits

The District is a member of the California Public Employees' Retirement System (CalPERS). In FY2019-20 the District made an Additional Discretionary Payment (ADP) to pay off the CalPERS Unfunded Accrued Liability (UAL) in the amount of \$4.9 million. The total ADPs made to date amount to \$5,146,019. In FY2024-25, the District will be invoiced \$55,922 for the required UAL payment for classic employees and \$918 for PEPRA employees. The employer contribution rate of 11.88% for classic employees will be collected as a percentage of payroll. In FY2020-21 and prior years, the District was paying 7% of the classic employee's retirement contribution. The Board decided to shift that portion of the retirement cost back to the employee and did so by ramping up the employee's contribution 1% a year until the employee was paying the full 7%. To lessen the impact on the employee, the Board also implemented a discretionary offset. This year the District will pay 3% of the 7% employee contributions for classic employees and provide a discretionary offset of 4%. The District's retirement contribution will be reduced 1% per year with an increase of the discretionary offset at the same percentage provided to classic employees hired before July 1, 2021, until the employees' contribution and the discretionary offset reach the maximum of 7%. Any classic employees hired after July 1, 2021, will pay the full seven percent of the employee contribution and will not be eligible for the discretionary offset. The employer contribution rate for any new employees hired since January 1, 2013, who were not subject to reciprocity as defined in the Public Employee's Pension Reform Act (PEPRA), will be 7.87%. The District does not make the employee contributions of 7.75% on behalf of these employees.

The District provides a range of medical insurance plans and dental and vision insurance through ACWA-JPIA. The FY2024-25 budget assumes an increase of 15% effective January 1, 2024 for medical, which represents an average of the last three years' increases. Dental and Vision will remain flat or increase by 2%. These increases are captured in the FY2024-25 budget.

## Financial Policies

### Reserve Policy

The District's Reserve Policy, (Appendix #5), the most recent version of which was adopted by Resolution of the Board on October 14, 2021, is intended to assure adequate reserves for ongoing needs while minimizing the need for new debt. The reserve levels established in the policy also help provide rate stabilization and ensure adequate fund levels to meet aging infrastructure replacements, unanticipated emergencies, and future enlargement of the District's customer base. The Board receives reports of the reserve levels quarterly and again during the budget preparation process to ensure continued conformance with long-term Board strategy.

### Investment Policy

The District's Investment Policy, the most recent version of which was adopted by Resolution of the Board on April 11, 2024, is intended to provide guidelines and restrictions for prudent investment of the District's cash reserves. The District's portfolio is carefully monitored by a four-member committee that includes the General Manager, the Manager of Finance, and two Board members. The full Board receives quarterly reports on the type of investments, the current yield, maturity dates, and market value, as appropriate. The criteria for selecting investment options are, in order of priority, safety, liquidity, and yield. Generally, maturities are limited to five-year periods, and to the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. Investments are generally limited to government-issued or government-insured securities; the District currently has approximately \$11.0 million (as of April 30) invested in the State's Local Agency Investment Fund (LAIF). (Appendix #6).

### Debt Policy

The District's overriding goal in issuing debt is to respond to and provide for its infrastructure, capital projects, and other financing needs while ensuring that debt is used and managed prudently in order to maintain a sound fiscal position and protect credit quality. The District's Debt Policy (Appendix #7) developed and adopted by Resolution of the Board on August 11, 2016, is intended to provide guidelines for the use of debt for financing District water, sewer and recycled water infrastructure and project needs. The policy provides the following: 1) establishes criteria for the issuance of debt obligations so that acceptable levels of indebtedness are maintained; 2) transmits the message to investors and rating agencies that the District is committed to sound financial management; and 3) provides consistency and continuity to public policy development when the elected Board of Directors work from guidelines that govern the planning and execution of transactions and projects.

### Budget Policy

The District's budget is presented as a policy document, an operational tool, a financial planning tool, and a communication tool to the District's community and stakeholders. The purpose of the Budget Policy is to provide guidelines that will influence and direct the financial management practice of the District. The District's Budget Policy (Appendix #8) developed and adopted by Resolution of the Board on January 26, 2017, is intended to establish procedures to ensure consistent practices for developing the yearly budget.

### Pension Funding Policy

The District's Pension Funding Policy (Appendix #9) was developed and adopted by Resolution of the Board on January 14, 2021, is intended to provide guidance and strategies to current and future Board of Directors for addressing the District's retirement liabilities. This policy includes internal budgeting, policy directives, and financing mechanisms.

## Basis of Budgeting & Accounting

The District maintains its accounts on an accrual basis. Revenues are recognized when earned, and expenses are recognized when incurred.

The District is operated and reported as a single enterprise fund, which is an accounting entity that finances and accounts for the acquisition, operation, and maintenance of governmental facilities and services that are entirely or predominately self-supporting through user charges.

### Budgetary Control

The District views the budget as an essential tool for proper financial management. This budget is developed with input from the various program managers of the organization and is adopted prior to the start of each fiscal year. The Board of Directors must approve all supplemental appropriations to the budget. The level of budgetary control (i.e., the level at which expenditures cannot exceed the appropriated amount) is at the Fund level. The Board monitors the budget through Quarterly Financial Reports, Quarterly Investment Reports, and Year-End Budget Reports.

### Budget Process

The budget planning and preparation process is an important District activity and provides an opportunity for the Board of Directors, Management, and Staff to reassess goals and objectives for the upcoming and future years.

During the budget process, Management and Staff update current objectives and develop new ones for the upcoming fiscal year, all of which is discussed with the Board of Directors. The process is used to develop the draft budget that is presented to the Board of Directors for initial review. The Board reviews the draft budget and makes changes it deems appropriate. The budget is posted on the District's website.

The following is the budget calendar for the development of the FY2024-25 budget.

### Budget Calendar

3/7/2024	Present Program Accomplishments FY23-24 Present Program Goals for FY24-25
3/21/2024	FY24-25 Capital Projects Proposal FY24-25 Fixed Asset Proposal
4/11/2024	Projected End-of-Year Budget FY23-24 FY23-24 Capital Projects Projections
4/25/2024	Draft Expense Budget Draft Revenue Budget
5/13/2024	3rd Quarter Review
5/23/2024	FY24-25 Draft Expense & Revenue Budget Update Appropriation Limit FY24-25
6/6/2024	Draft FY24-25 Operating & Capital Budget
6/20/2024	Adoption of FY24-25 Operating & Capital Budget

## Budget Resolution

A Resolution of the Board of Directors  
of Camrosa Water District

### **Adopting the Operating and Capital Budget for Fiscal Year 2024-2025**

**Whereas**, Staff and Management of the Camrosa Water District have developed a one-year operating and capital budget for Fiscal Year 2024-2025; and

**Whereas**, the budget includes projections of operating and capital revenues and expenditures as well as changes in cash reserves in all District funds for Fiscal Year 2024-2025; and

**Whereas**, on May 25, 2024 and June 6, 2024, the proposed draft budget for Fiscal Year 2024-2025 was presented and reviewed at a regular meeting of the Board of Directors of the District; and

**Whereas**, the final budget for Fiscal Year 2024-2025 was presented and considered by the Board of Directors at a regular meeting of June 20, 2024; and

**Whereas**, the Board of Directors has determined that the proposed budget is consistent with the effective delivery of services by the District; and

**Whereas**, the Board of Directors has determined that the budget shows that with necessary Board action there will be sufficient District revenues and financial reserves to meet the District's financial obligations over the next fiscal year; and

**Whereas**, it is the desire of the Board of Directors to adopt the Operating and Capital Budget for Fiscal Year 2024-2025.

**Now, Therefore, Be It Resolved** by the Camrosa Water District Board of Directors that the Operating and Capital Budget for Fiscal Year 2024-2025, attached hereto, is hereby approved and adopted.

**Adopted, Signed, and Approved** this 20<sup>th</sup> day of June, 2024.

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

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



## Budget Summary

Budget Summary	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY 2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Water Sales:								
Potable	\$ 12,772,834	\$ 12,280,448	\$ 9,209,757	\$ 12,939,700	\$ 10,276,744	\$ 11,871,600	\$ (1,068,100)	-8.25%
Recycle/Non-Potable	4,823,961	4,383,675	3,573,563	5,146,300	3,216,823	4,028,400	(1,117,900)	-21.72%
Water Sales Pleasant Valley	1,669,579	1,677,229	1,608,935	1,833,063	2,133,000	1,566,400	(266,663)	-14.55%
Meter Service Charge	2,346,434	2,515,456	2,608,044	2,792,500	2,711,000	3,291,700	499,200	17.88%
Sewer Service Charge	3,855,258	4,092,891	4,426,781	4,825,300	4,717,000	5,513,600	688,300	14.26%
Special Services	29,923	65,543	65,432	75,000	86,000	88,000	13,000	17.33%
Pump Zone Charges	55,411	47,212	35,239	52,000	32,500	35,000	(17,000)	-32.69%
Miscellaneous	70,149	23,872	51,038	-	7,500	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 25,623,549</b>	<b>\$ 25,086,326</b>	<b>\$ 21,578,789</b>	<b>\$ 27,663,863</b>	<b>\$ 23,180,567</b>	<b>\$ 26,394,700</b>	<b>\$ (1,269,163)</b>	<b>-4.59%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 9,401,950	\$ 7,701,097	\$ 5,070,510	\$ 6,824,973	\$ 5,507,365	\$ 4,401,600	\$ (2,423,373)	-35.51%
Calleguas Fixed Charge	853,914	913,008	906,822	941,928	937,050	980,200	38,272	4.06%
Conejo Creek Project-Thousand Oaks	958,007	702,978	132,123	862,205	1,114,000	938,800	76,595	8.88%
CamSan	-	72,109	816,017	149,787	167,000	58,100	(91,687)	-61.21%
Salinity Management Pipeline-Calleguas	159,937	203,701	75,237	266,896	144,783	254,400	(12,496)	-4.68%
Pumping & Production Power	1,446,955	1,790,639	1,718,085	1,866,178	2,023,301	2,776,800	910,622	48.80%
<b>Total Production</b>	<b>\$ 12,820,763</b>	<b>\$ 11,383,532</b>	<b>\$ 8,718,794</b>	<b>\$ 10,911,967</b>	<b>\$ 9,893,499</b>	<b>\$ 9,409,900</b>	<b>\$ (1,502,067)</b>	<b>-13.77%</b>
Regular Salaries	\$ 2,521,803	\$ 2,607,415	\$ 2,813,711	\$ 3,710,941	\$ 3,258,980	\$ 4,188,104	\$ 477,163	12.86%
Overtime/Standby	69,874	104,133	152,105	144,686	226,289	261,159	116,473	80.50%
Part Time	25,155	16,949	25,197	63,440	41,714	64,782	1,342	2.12%
Benefits	957,075	976,251	958,028	1,227,393	1,068,117	1,475,512	248,119	20.22%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 3,573,907</b>	<b>\$ 3,704,748</b>	<b>\$ 3,949,041</b>	<b>\$ 5,146,460</b>	<b>\$ 4,595,100</b>	<b>\$ 5,989,557</b>	<b>\$ 843,097</b>	<b>16.38%</b>
Outside Contracts	\$ 1,360,145	\$ 1,507,766	\$ 1,974,882	\$ 3,470,690	\$ 2,926,953	\$ 3,854,440	\$ 383,750	11.06%
Professional Services	266,470	1,075,087	703,768	2,202,450	1,113,774	1,218,450	(984,000)	-44.68%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 1,626,615</b>	<b>\$ 2,582,853</b>	<b>\$ 2,678,650</b>	<b>\$ 5,673,140</b>	<b>\$ 4,040,727</b>	<b>\$ 5,072,890</b>	<b>\$ (600,250)</b>	<b>-10.58%</b>
Utilities	\$ 91,251	\$ 105,509	\$ 97,746	\$ 116,500	\$ 119,000	\$ 134,500	\$ 18,000	15.45%
Communications	64,503	75,190	89,688	76,500	76,500	80,350	3,850	5.03%
Pipeline Repairs	304,382	441,364	401,863	490,000	530,916	490,000	-	0.00%
Small Tools & Equipment	14,613	15,025	29,169	35,350	36,500	47,350	12,000	33.95%
Materials & Supplies	504,752	683,329	554,248	1,049,065	939,000	1,513,214	464,149	44.24%
Repair Parts & Equipment Maintenance	644,601	631,705	783,513	1,112,500	1,082,500	1,383,000	270,500	24.31%
Legal Services	25,937	57,714	50,660	105,000	60,000	150,000	45,000	42.86%
Dues & Subscriptions	42,222	48,092	52,945	60,450	53,000	63,051	2,601	4.30%
Conference & Travel	3,494	15,245	24,266	23,400	23,400	24,900	1,500	6.41%
Safety & Training	18,182	24,672	21,888	46,700	25,000	66,200	19,500	41.76%
Board Expense	125,403	126,254	156,485	140,000	146,000	180,000	40,000	28.57%
Bad Debt	41,346	7,826	10,757	10,000	7,500	10,000	-	0.00%
Fees & Charges	196,206	205,883	288,658	322,375	302,300	342,875	20,500	6.36%
Insurance	87,097	93,408	116,009	141,000	130,000	180,000	39,000	27.66%
<b>Total Supplies &amp; Services</b>	<b>\$ 2,163,989</b>	<b>\$ 2,531,216</b>	<b>\$ 2,677,895</b>	<b>\$ 3,728,840</b>	<b>\$ 3,531,616</b>	<b>\$ 4,665,440</b>	<b>\$ 936,600</b>	<b>25.12%</b>
<b>Total Expenses</b>	<b>\$ 20,185,274</b>	<b>\$ 20,202,349</b>	<b>\$ 18,024,380</b>	<b>\$ 25,460,407</b>	<b>\$ 22,060,942</b>	<b>\$ 25,137,787</b>	<b>\$ (322,620)</b>	<b>-1.27%</b>
<b>Net Operating Revenues</b>	<b>\$ 5,438,275</b>	<b>\$ 4,883,977</b>	<b>\$ 3,554,409</b>	<b>\$ 2,203,456</b>	<b>\$ 1,119,625</b>	<b>\$ 1,256,913</b>	<b>\$ (946,543)</b>	<b>-42.96%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 1,034,531	\$ 1,044,631	\$ 1,035,331	\$ 1,039,931	\$ 1,039,931	\$ 1,036,631	\$ (3,300)	-0.32%
Debt Service 2012	-	-	-	-	-	-	-	-
Rate Stabilization Contribution	295,000	150,000	70,000	-	-	70,000	70,000	-
Unfunded Accrued Liability Contribution	-	-	-	-	-	300,000	300,000	-
Capital Replacement Contribution	4,690,000	4,495,500	4,266,300	3,183,627	2,653,000	2,221,500	(962,127)	-30.22%
<b>Total Non-Operating Expenses</b>	<b>\$ 6,019,531</b>	<b>\$ 5,690,131</b>	<b>\$ 5,371,631</b>	<b>\$ 4,223,558</b>	<b>\$ 3,692,931</b>	<b>\$ 3,628,131</b>	<b>\$ (595,427)</b>	<b>-14.10%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 141,595	\$ 129,914	\$ 1,276,286	\$ 1,404,272	\$ 2,042,000	\$ 1,760,000	\$ 355,728	25.33%
Taxes	700,753	721,241	772,770	791,000	812,000	850,000	59,000	9.51%
<b>Total Non-Operating Revenues</b>	<b>\$ 842,348</b>	<b>\$ 851,155</b>	<b>\$ 2,049,056</b>	<b>\$ 2,195,272</b>	<b>\$ 2,854,000</b>	<b>\$ 2,610,000</b>	<b>\$ 414,728</b>	<b>18.89%</b>
<b>Net Operating Results</b>	<b>\$ 261,092</b>	<b>\$ 45,001</b>	<b>\$ 231,834</b>	<b>\$ 175,170</b>	<b>\$ 280,694</b>	<b>\$ 238,782</b>	<b>\$ 63,612</b>	
Capital Fees	\$ 55,825	\$ -	\$ 289,325	\$ -	\$ 1,967,725	\$ -	\$ -	-
Mitigation & In-Lieu Fees	1,324,678	-	298,743	-	4,202,615	-	-	-
GAC Reimbursement	-	16,191,774	-	-	-	-	-	-
Grants	777	187	-	-	-	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 1,381,280</b>	<b>\$ 16,191,961</b>	<b>\$ 588,068</b>	<b>\$ -</b>	<b>\$ 6,170,340</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 1,642,372</b>	<b>\$ 16,236,962</b>	<b>\$ 819,902</b>	<b>\$ 175,170</b>	<b>\$ 6,451,034</b>	<b>\$ 238,782</b>	<b>\$ 63,612</b>	

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget

## Water Program

Water Program	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY 2023-24	Projections FY 2023-24	Budget FY2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Water Sales:								
Potable	\$ 12,772,834	\$ 12,280,448	\$ 9,209,757	\$ 12,939,700	\$ 10,276,744	\$ 11,871,600	\$(1,068,100)	-8.25%
Recycle/Non-Potable	4,823,961	4,383,675	3,573,563	5,146,300	3,216,823	4,028,400	(1,117,900)	-21.72%
Water Sales Pleasant Valley	1,669,579	1,677,229	1,608,935	1,833,063	2,133,000	1,566,400	(266,663)	-14.55%
Meter Service Charge	2,346,434	2,515,456	2,608,044	2,792,500	2,711,000	3,291,700	499,200	17.88%
Special Services	25,378	50,750	48,513	58,000	65,000	67,000	9,000	15.52%
Pump Zone Charges	55,411	47,212	35,239	52,000	32,500	35,000	(17,000)	-32.69%
Miscellaneous	69,331	15,804	47,591	-	7,500	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 21,762,928</b>	<b>\$ 20,970,574</b>	<b>\$ 17,131,642</b>	<b>\$ 22,821,563</b>	<b>\$ 18,442,567</b>	<b>\$ 20,860,100</b>	<b>\$(1,961,463)</b>	<b>-8.59%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 9,401,950	\$ 7,701,097	\$ 5,070,510	\$ 6,824,973	\$ 5,507,365	\$ 4,401,600	\$(2,423,373)	-35.51%
Calleguas Fixed Charge	853,914	913,008	906,822	941,928	937,050	980,200	38,272	4.06%
Conejo Creek Project	958,007	702,978	132,123	862,205	1,114,000	938,800	76,595	8.88%
CamSan	-	72,109	816,017	149,787	167,000	58,100	(91,687)	-61.21%
Salinity Management Pipeline-Calleguas	150,165	192,180	67,384	243,912	136,499	245,400	1,488	0.61%
Pumping & Production Power	1,446,955	1,790,639	1,718,085	1,866,178	2,023,301	2,776,800	910,622	48.80%
<b>Total Production</b>	<b>\$ 12,810,991</b>	<b>\$ 11,372,011</b>	<b>\$ 8,710,941</b>	<b>\$ 10,888,983</b>	<b>\$ 9,885,215</b>	<b>\$ 9,400,900</b>	<b>\$(1,488,083)</b>	<b>-13.67%</b>
Regular Salaries	\$ 1,639,172	\$ 1,694,820	\$ 1,828,912	\$ 2,412,112	\$ 2,118,337	\$ 2,722,267	\$ 310,155	12.86%
Overtime/Standby	45,418	67,686	98,868	94,046	147,088	169,753	75,707	80.50%
Part Time	16,351	11,017	16,378	41,236	27,114	42,108	872	2.11%
Benefits	622,099	634,563	622,718	797,805	694,276	959,083	161,278	20.22%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 2,323,040</b>	<b>\$ 2,408,086</b>	<b>\$ 2,566,876</b>	<b>\$ 3,345,199</b>	<b>\$ 2,986,815</b>	<b>\$ 3,893,211</b>	<b>\$ 548,012</b>	<b>16.38%</b>
Outside Contracts	\$ 662,585	\$ 772,568	\$ 1,002,474	\$ 2,066,848	\$ 1,730,144	\$ 2,342,336	\$ 275,488	13.33%
Professional Services	147,250	953,167	464,348	1,567,042	888,692	911,042	(656,000)	-41.86%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 809,835</b>	<b>\$ 1,725,735</b>	<b>\$ 1,466,822</b>	<b>\$ 3,633,890</b>	<b>\$ 2,618,836</b>	<b>\$ 3,253,378</b>	<b>\$(380,512)</b>	<b>-10.47%</b>
Utilities	\$ 71,569	\$ 82,105	\$ 73,477	\$ 85,925	\$ 88,400	\$ 98,925	\$ 13,000	15.13%
Communications	41,927	48,873	58,297	58,297	49,725	52,227	2,502	5.03%
Pipeline Repairs	299,013	418,343	400,694	480,000	520,916	480,000	-	0.00%
Small Tools & Equipment	12,681	13,128	24,663	30,452	31,050	34,452	4,000	13.14%
Materials & Supplies	377,140	538,205	400,902	866,473	760,900	1,284,869	418,396	48.29%
Repair Parts & Equipment Maintenance	563,015	575,464	696,805	971,325	958,550	1,200,825	229,500	23.63%
Legal Services	16,861	37,514	32,929	85,750	39,000	136,000	50,250	58.60%
Dues & Subscriptions	27,444	31,260	34,346	37,342	32,500	40,983	3,641	9.75%
Conference & Travel	2,271	9,909	15,773	15,210	15,210	16,185	975	6.41%
Safety & Training	11,818	16,037	14,227	30,355	16,250	43,030	12,675	41.76%
Board Expense	81,512	82,065	101,715	91,000	94,900	117,000	26,000	28.57%
Bad Debt	41,292	5,087	6,992	6,500	4,875	6,500	-	0.00%
Fees & Charges	130,157	141,783	214,184	217,495	206,420	225,870	8,375	3.85%
Insurance	56,613	60,715	75,406	91,650	84,500	117,000	25,350	27.66%
<b>Total Supplies &amp; Services</b>	<b>\$ 1,733,313</b>	<b>\$ 2,060,488</b>	<b>\$ 2,150,410</b>	<b>\$ 3,059,202</b>	<b>\$ 2,903,196</b>	<b>\$ 3,853,866</b>	<b>\$ 794,664</b>	<b>25.98%</b>
<b>Total Expenses</b>	<b>\$ 17,677,179</b>	<b>\$ 17,566,320</b>	<b>\$ 14,895,049</b>	<b>\$ 20,927,274</b>	<b>\$ 18,394,062</b>	<b>\$ 20,401,355</b>	<b>\$(525,919)</b>	<b>-2.51%</b>
<b>Net Operating Revenues</b>	<b>\$ 4,085,749</b>	<b>\$ 3,404,254</b>	<b>\$ 2,236,593</b>	<b>\$ 1,894,289</b>	<b>\$ 48,505</b>	<b>\$ 458,745</b>	<b>\$(1,435,544)</b>	<b>-75.78%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 843,081	\$ 853,681	\$ 845,806	\$ 852,031	\$ 852,031	\$ 844,931	\$ (7,100)	-0.83%
Rate Stabilization Contribution	295,000	70,000	70,000	-	-	60,000	60,000	-
Unfunded Accrued Liability Contribution	-	-	-	-	-	195,000	195,000	-
Capital Replacement Contribution	3,540,000	3,265,500	3,020,475	2,919,627	1,446,400	1,408,500	(1,511,127)	-51.76%
<b>Total Non-Operating Expenses</b>	<b>\$ 4,678,081</b>	<b>\$ 4,189,181</b>	<b>\$ 3,936,281</b>	<b>\$ 3,771,658</b>	<b>\$ 2,298,431</b>	<b>\$ 2,508,431</b>	<b>\$(1,263,227)</b>	<b>-33.49%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 108,987	\$ 102,841	\$ 1,074,433	\$ 1,192,562	\$ 1,635,000	\$ 1,410,000	\$ 217,438	18.23%
Taxes	700,753	721,241	772,770	791,000	812,000	850,000	59,000	7.46%
<b>Total Non-Operating Revenues</b>	<b>\$ 809,740</b>	<b>\$ 824,082</b>	<b>\$ 1,847,203</b>	<b>\$ 1,983,562</b>	<b>\$ 2,447,000</b>	<b>\$ 2,260,000</b>	<b>\$ 276,438</b>	<b>13.94%</b>
<b>Net Operating Results</b>	<b>\$ 217,408</b>	<b>\$ 39,155</b>	<b>\$ 147,515</b>	<b>\$ 106,193</b>	<b>\$ 197,074</b>	<b>\$ 210,314</b>	<b>\$ 104,121</b>	
Capital Fees	\$ 55,825	\$ -	\$ 55,575	\$ -	\$ 163,175	\$ -	\$ -	-
Mitigation & In-Lieu Fees	1,324,678	-	298,743	-	4,202,615	-	-	-
Grants	777	187	-	-	-	-	-	-
<b>Total Capital Fees &amp; Grants</b>	<b>\$ 1,381,280</b>	<b>\$ 16,191,961</b>	<b>\$ 354,318</b>	<b>\$ -</b>	<b>\$ 4,365,790</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 1,598,688</b>	<b>\$ 16,231,116</b>	<b>\$ 501,833</b>	<b>\$ 106,193</b>	<b>\$ 4,562,864</b>	<b>\$ 210,314</b>	<b>\$ 104,121</b>	

**Debt Ratio**

7.44      10.71      5.25      4.55      8.05      3.22

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget

# Potable Water Program

Potable Water Program	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY 2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Water Sales:								
Potable	\$ 12,772,834	\$ 12,280,448	\$ 9,209,757	\$ 12,939,700	\$ 10,276,744	\$ 11,871,600	\$ (1,068,100)	-8.25%
Water Sales to Pleasant Valley -CamSan	-	-	-	-	-	385,100	385,100	-
Meter Service Charge	2,218,854	2,387,210	2,465,061	2,635,000	2,559,000	3,096,100	461,100	17.50%
Special Services	20,362	30,107	30,488	33,000	42,000	42,000	9,000	27.27%
Pump Zone Charges	32,650	28,351	20,682	31,000	20,000	20,000	(11,000)	-35.48%
Miscellaneous	68,663	8,612	3,328	-	5,000	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 15,113,363</b>	<b>\$ 14,734,728</b>	<b>\$ 11,729,316</b>	<b>\$ 15,638,700</b>	<b>\$ 12,902,744</b>	<b>\$ 15,414,800</b>	<b>\$ (223,900)</b>	<b>-1.43%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 8,803,462	\$ 7,111,433	\$ 4,746,238	\$ 6,079,149	\$ 5,128,910	\$ 3,902,200	\$ (2,176,949)	-35.81%
Calleguas Fixed Charge	853,914	913,008	906,822	941,928	937,050	870,800	(71,128)	-7.55%
CamSan	-	-	-	-	-	58,100	58,100	-
Salinity Management Pipeline-Calleguas	150,165	192,180	67,384	243,912	136,499	245,400	1,488	0.61%
Pumping & Production Power	553,575	790,387	714,850	910,802	953,000	1,787,300	876,498	96.23%
<b>Total Production</b>	<b>\$ 10,361,116</b>	<b>\$ 9,007,008</b>	<b>\$ 6,435,294</b>	<b>\$ 8,175,791</b>	<b>\$ 7,155,459</b>	<b>\$ 6,863,800</b>	<b>\$ (1,311,991)</b>	<b>-20.39%</b>
Regular Salaries	\$ 1,065,462	\$ 1,101,633	\$ 1,188,793	\$ 1,567,873	\$ 1,376,919	\$ 1,769,474	\$ 201,601	12.86%
Overtime/Standby	29,522	43,996	64,264	61,130	95,607	110,340	49,210	80.50%
Part Time	10,628	7,161	10,646	26,803	17,624	27,370	567	2.12%
Benefits	404,364	412,466	404,767	518,574	451,279	623,404	104,830	20.22%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,509,976</b>	<b>\$ 1,565,256</b>	<b>\$ 1,668,470</b>	<b>\$ 2,174,380</b>	<b>\$ 1,941,429</b>	<b>\$ 2,530,588</b>	<b>\$ 356,208</b>	<b>16.38%</b>
Outside Contracts	\$ 360,672	\$ 470,823	\$ 638,796	\$ 1,214,831	\$ 1,060,875	\$ 1,505,555	\$ 290,724	23.93%
Professional Services	87,610	555,074	265,255	947,122	628,220	596,882	(350,240)	-36.98%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 448,282</b>	<b>\$ 1,025,897</b>	<b>\$ 904,051</b>	<b>\$ 2,161,953</b>	<b>\$ 1,689,095</b>	<b>\$ 2,102,437</b>	<b>\$ (59,516)</b>	<b>-2.75%</b>
Utilities	\$ 63,840	\$ 72,720	\$ 64,305	\$ 72,041	\$ 77,168	\$ 85,041	\$ 13,000	18.05%
Communications	21,802	25,414	30,314	25,857	25,857	27,158	1,301	5.03%
Pipeline Repairs	289,955	397,705	385,542	380,000	380,000	380,000	-	0.00%
Small Tools & Equipment	12,477	11,943	22,736	23,095	23,406	25,175	2,080	9.01%
Materials & Supplies	325,393	483,875	332,173	770,006	672,468	1,187,732	417,726	54.25%
Repair Parts & Equipment Maintenance	366,596	365,973	413,411	585,889	570,446	775,829	189,940	32.42%
Legal Services	8,768	19,507	17,123	43,590	20,280	123,520	79,930	183.37%
Dues & Subscriptions	14,271	16,255	17,860	19,418	16,900	21,311	1,893	9.75%
Conference & Travel	1,181	5,153	8,202	7,909	7,909	8,416	507	6.41%
Safety & Training	6,145	8,339	7,398	15,785	8,450	22,376	6,591	41.75%
Board Expense	42,386	42,674	52,892	47,320	49,348	60,840	13,520	28.57%
Bad Debt	1,857	2,645	3,636	3,380	2,535	3,380	-	0.00%
Fees & Charges	108,505	125,856	193,154	183,953	176,478	193,588	9,635	5.24%
Insurance	29,439	31,572	39,211	47,658	43,940	60,840	13,182	27.66%
<b>Total Supplies &amp; Services</b>	<b>\$ 1,292,615</b>	<b>\$ 1,609,631</b>	<b>\$ 1,587,957</b>	<b>\$ 2,225,901</b>	<b>\$ 2,075,185</b>	<b>\$ 2,975,206</b>	<b>\$ 749,305</b>	<b>421.50%</b>
<b>Total Expenses</b>	<b>\$ 13,611,989</b>	<b>\$ 13,207,792</b>	<b>\$ 10,595,772</b>	<b>\$ 14,738,025</b>	<b>\$ 12,861,168</b>	<b>\$ 14,472,031</b>	<b>\$ (265,994)</b>	<b>-1.80%</b>
<b>Net Operating Revenues</b>	<b>\$ 1,501,374</b>	<b>\$ 1,526,936</b>	<b>1,133,544</b>	<b>900,675</b>	<b>\$ 41,576</b>	<b>\$ 942,769</b>	<b>\$ 42,094</b>	<b>4.67%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 813,066	\$ 823,036	\$ 815,588	\$ 821,677	\$ 821,677	\$ 814,961	\$ (6,716)	-0.82%
Rate Stabilization Contribution	-	-	-	-	-	60,000	60,000	-
Unfunded Accrued Liability Contribution	-	-	-	-	-	126,750	126,750	-
Capital Replacement Contribution	990,000	1,176,500	1,522,475	1,437,227	851,000	1,342,000	(95,227)	-6.63%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,803,066</b>	<b>\$ 1,999,536</b>	<b>\$ 2,338,063</b>	<b>\$ 2,258,904</b>	<b>\$ 1,672,677</b>	<b>\$ 2,343,711</b>	<b>\$ 84,807</b>	<b>3.75%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	82,090	78,726	887,287	959,183	1,275,000	1,100,000	\$ 140,817	14.68%
Taxes	420,452	432,745	463,662	475,000	487,000	510,000	35,000	7.37%
<b>Total Non-Operating Revenues</b>	<b>\$ 502,542</b>	<b>\$ 511,471</b>	<b>\$ 1,350,949</b>	<b>\$ 1,434,183</b>	<b>\$ 1,762,000</b>	<b>\$ 1,610,000</b>	<b>\$ 175,817</b>	<b>22.05%</b>
<b>Net Operating Results</b>	<b>\$ 200,850</b>	<b>\$ 38,871</b>	<b>\$ 146,430</b>	<b>\$ 75,954</b>	<b>\$ 130,899</b>	<b>\$ 209,058</b>	<b>\$ 133,104</b>	<b>175.24%</b>
Capital Fees	\$ 55,825	\$ -	\$ 55,575	\$ -	\$ 163,175	\$ -	\$ -	-
Mitigation & In-Lieu Fees	1,324,678	-	298,743	-	4,202,615	-	-	-
GAC reimbursement	-	16,191,774	-	-	-	-	-	-
Grants	-	-	-	-	-	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 1,380,503</b>	<b>\$ 16,191,774</b>	<b>\$ 354,318</b>	<b>\$ -</b>	<b>\$ 4,365,790</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget

## Non-Potable Water Program

Non-Potable Water Program	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY 2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	% Change over PY
<b>Revenues</b>								
Water Sales:								
Recycle/Non-Potable	\$ 4,823,961	\$ 4,383,675	\$ 3,573,563	\$ 5,146,300	\$ 3,216,823	\$ 4,028,400	\$ (1,117,900)	-21.72%
Water Sales Pleasant Valley - CCP/CWRF	1,669,579	1,677,229	1,608,935	1,833,063	2,133,000	1,181,300	(651,763)	-35.56%
Meter Service Charge	127,580	128,246	142,983	157,500	152,000	195,600	38,100	24.19%
Special Services	5,016	20,643	18,025	25,000	23,000	25,000	-	0.00%
Pump Zone Charges	22,761	18,861	14,557	21,000	12,500	15,000	(6,000)	-28.57%
Miscellaneous	668	7,192	44,263	-	2,500	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 6,649,565</b>	<b>\$ 6,235,846</b>	<b>\$ 5,402,326</b>	<b>\$ 7,182,863</b>	<b>\$ 5,539,823</b>	<b>\$ 5,445,300</b>	<b>\$ (1,737,563)</b>	<b>-24.19%</b>
<b>Operating Expenses</b>								
Import Water Purchases-Calleguas	\$ 598,488	\$ 589,664	\$ 324,272	\$ 745,824	\$ 378,455	\$ 499,400	\$ (246,424)	-33.04%
Calleguas Fixed Charge	-	-	-	-	-	109,400	109,400	-
Conejo Creek Project	958,007	702,978	132,123	862,205	1,114,000	938,800	76,595	8.88%
CamSan	-	72,109	816,017	149,787	167,000	-	(149,787)	-100.00%
Production Power	893,380	1,000,252	1,003,235	955,376	1,070,301	989,500	34,124	3.57%
<b>Total Production</b>	<b>\$ 2,449,875</b>	<b>\$ 2,365,003</b>	<b>\$ 2,275,647</b>	<b>\$ 2,713,192</b>	<b>\$ 2,729,756</b>	<b>\$ 2,537,100</b>	<b>\$ (176,092)</b>	<b>-6.49%</b>
Regular Salaries	\$ 573,710	\$ 593,187	\$ 640,119	\$ 844,239	\$ 741,418	\$ 952,793	\$ 108,554	12.86%
Overtime/Standby	15,896	23,690	34,604	32,916	51,481	59,413	26,497	80.50%
Part Time	5,723	3,856	5,732	14,433	9,490	14,738	305	2.11%
Benefits	217,735	222,097	217,951	279,231	242,997	335,679	56,448	20.22%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 813,064</b>	<b>\$ 842,830</b>	<b>\$ 898,406</b>	<b>\$ 1,170,819</b>	<b>\$ 1,045,386</b>	<b>\$ 1,362,623</b>	<b>\$ 191,804</b>	<b>16.38%</b>
Outside Contracts	\$ 301,913	\$ 301,745	\$ 363,678	\$ 852,017	\$ 669,269	\$ 836,781	\$ (15,236)	-1.79%
Professional Services	59,640	398,093	199,093	619,920	260,472	314,160	(305,760)	-49.32%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 361,553</b>	<b>\$ 699,838</b>	<b>\$ 562,771</b>	<b>\$ 1,471,937</b>	<b>\$ 929,741</b>	<b>\$ 1,150,941</b>	<b>\$ (320,996)</b>	<b>-21.81%</b>
Utilities	\$ 7,729	\$ 9,385	\$ 9,172	\$ 13,884	\$ 11,232	\$ 13,884	\$ -	0.00%
Communications	20,125	23,459	27,983	23,868	23,868	25,069	1,201	5.03%
Pipeline Repairs	9,058	20,638	15,152	100,000	140,916	100,000	-	0.00%
Small Tools & Equipment	204	1,185	1,927	7,357	7,644	9,277	1,920	26.10%
Materials & Supplies	51,747	54,330	68,729	96,467	88,432	97,137	670	0.69%
Repair Parts & Equipment Maintenance	196,419	209,491	283,394	385,436	388,104	424,996	39,560	10.26%
Legal Services	8,093	18,007	15,806	42,160	18,720	12,480	(29,680)	-70.40%
Dues & Subscriptions	13,173	15,005	16,486	17,924	15,600	19,672	1,748	9.75%
Conference & Travel	1,090	4,756	7,571	7,301	7,301	7,769	468	6.41%
Safety & Training	5,673	7,698	6,829	14,570	7,800	20,654	6,084	41.76%
Board Expense	39,126	39,391	48,823	43,680	45,552	56,160	12,480	28.57%
Bad Debt	39,435	2,442	3,356	3,120	2,340	3,120	-	0.00%
Fees & Charges	21,652	15,927	21,030	33,542	29,942	32,282	(1,260)	-3.76%
Insurance	27,174	29,143	36,195	43,992	40,560	56,160	12,168	27.66%
<b>Total Supplies &amp; Services</b>	<b>\$ 440,698</b>	<b>\$ 450,857</b>	<b>\$ 562,453</b>	<b>\$ 833,301</b>	<b>\$ 828,011</b>	<b>\$ 878,660</b>	<b>\$ 45,359</b>	<b>5.44%</b>
<b>Total Expenses</b>	<b>\$ 4,065,190</b>	<b>\$ 4,358,528</b>	<b>\$ 4,299,277</b>	<b>\$ 6,189,249</b>	<b>\$ 5,532,894</b>	<b>\$ 5,929,324</b>	<b>\$ (259,925)</b>	<b>-4.20%</b>
<b>Net Operating Revenues</b>	<b>\$ 2,584,375</b>	<b>\$ 1,877,318</b>	<b>\$ 1,103,049</b>	<b>\$ 993,614</b>	<b>\$ 6,929</b>	<b>\$ (484,024)</b>	<b>\$ (1,477,638)</b>	<b>-148.71%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 30,015	\$ 30,645	\$ 30,218	\$ 30,354	\$ 30,354	\$ 29,970	\$ (384)	-1.27%
Rate Stabilization Contribution	295,000	70,000	70,000	-	-	-	-	-
Unfunded Accrued Liability Contribution	-	-	-	-	-	68,250	68,250	-
Capital Replacement Contribution	2,550,000	2,089,000	1,498,000	1,482,400	595,400	66,500	(1,415,900)	-95.51%
<b>Total Non-Operating Expenses</b>	<b>\$ 2,875,015</b>	<b>\$ 2,189,645</b>	<b>\$ 1,598,218</b>	<b>\$ 1,512,754</b>	<b>\$ 625,754</b>	<b>\$ 164,720</b>	<b>\$ (1,348,034)</b>	<b>-89.11%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 26,897	\$ 24,115	\$ 187,146	\$ 233,379	\$ 360,000	\$ 310,000	\$ 76,621	32.83%
Taxes	280,301	288,496	309,108	316,000	325,000	340,000	24,000	7.59%
<b>Total Non-Operating Revenues</b>	<b>\$ 307,198</b>	<b>\$ 312,611</b>	<b>\$ 496,254</b>	<b>\$ 549,379</b>	<b>\$ 685,000</b>	<b>\$ 650,000</b>	<b>\$ 100,621</b>	<b>18.32%</b>
<b>Net Operating Results</b>	<b>\$ 16,558</b>	<b>\$ 284</b>	<b>\$ 1,085</b>	<b>\$ 30,239</b>	<b>\$ 66,175</b>	<b>\$ 1,256</b>	<b>\$ (28,983)</b>	
Capital Fees	-	-	-	-	-	-	-	-
Mitigation & In-Lieu Fees	-	-	-	-	-	-	-	-
Grants	777	187	-	-	-	-	-	-
<b>\$ 777</b>	<b>\$ 187</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 17,335</b>	<b>\$ 471</b>	<b>\$ 1,085</b>	<b>\$ 30,239</b>	<b>\$ 66,175</b>	<b>\$ 1,256</b>	<b>\$ (28,983)</b>	

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget

## Wastewater Program

Wastewater Program	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY 2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Revenues</b>								
Sewer Service Charge	\$ 3,855,258	\$ 4,092,891	\$ 4,426,781	\$ 4,825,300	\$ 4,717,000	\$ 5,513,600	\$ 688,300	14.26%
Special Services	4,545	14,793	16,919	17,000	21,000	21,000	4,000	23.53%
Miscellaneous	818	8,068	3,447	-	-	-	-	-
<b>Total Operating Revenues</b>	<b>\$ 3,860,621</b>	<b>\$ 4,115,752</b>	<b>\$ 4,447,147</b>	<b>\$ 4,842,300</b>	<b>\$ 4,738,000</b>	<b>\$ 5,534,600</b>	<b>\$ 692,300</b>	<b>14.30%</b>
<b>Operating Expenses</b>								
Salinity Management Pipeline-Colleguas	\$ 9,772	\$ 11,521	\$ 7,853	\$ 22,984	\$ 8,284	\$ 9,000	(13,984)	-60.84%
<b>Total Production</b>	<b>\$ 9,772</b>	<b>\$ 11,521</b>	<b>\$ 7,853</b>	<b>\$ 22,984</b>	<b>\$ 8,284</b>	<b>\$ 9,000</b>	<b>\$ (13,984)</b>	<b>-60.84%</b>
Regular Salaries	\$ 882,631	\$ 912,595	\$ 984,799	\$ 1,298,829	\$ 1,140,643	\$ 1,465,837	\$ 167,008	12.86%
Overtime/Standby	24,456	36,447	53,237	50,640	79,201	91,406	40,766	80.50%
Part Time	8,804	5,932	8,819	22,204	14,600	22,674	470	2.12%
Benefits	334,976	341,688	335,310	429,588	373,841	516,429	86,841	20.21%
<b>Total Salaries &amp; Benefits</b>	<b>\$ 1,250,867</b>	<b>\$ 1,296,662</b>	<b>\$ 1,382,165</b>	<b>\$ 1,801,261</b>	<b>\$ 1,608,285</b>	<b>\$ 2,096,346</b>	<b>\$ 295,085</b>	<b>16.38%</b>
Outside Contracts	\$ 697,560	\$ 735,198	\$ 972,408	\$ 1,403,842	\$ 1,196,809	\$ 1,512,104	\$ 108,262	7.71%
Professional Services	119,220	121,920	239,420	635,408	225,082	307,408	(328,000)	-51.62%
<b>Total Outside Cont/Profess Services</b>	<b>\$ 816,780</b>	<b>\$ 857,118</b>	<b>\$ 1,211,828</b>	<b>\$ 2,039,250</b>	<b>\$ 1,421,891</b>	<b>\$ 1,819,512</b>	<b>\$ (219,738)</b>	<b>-10.78%</b>
Utilities	\$ 19,682	\$ 23,404	\$ 24,269	\$ 30,575	\$ 30,600	\$ 35,575	\$ 5,000	16.35%
Communications	22,576	26,317	31,391	26,775	26,775	28,123	1,348	5.03%
Pipeline Repairs	5,369	23,021	1,169	10,000	10,000	10,000	-	0.00%
Small Tools & Equipment	1,932	1,897	4,506	4,898	5,450	12,898	8,000	163.33%
Materials & Supplies	127,612	145,124	153,346	182,592	178,100	228,345	45,753	25.06%
Repair Parts & Equipment Maintenance	81,586	56,241	86,708	141,175	123,950	182,175	41,000	29.04%
Legal Services	9,076	20,200	17,731	19,250	21,000	14,000	(5,250)	-27.27%
Dues & Subscriptions	14,778	16,832	18,599	23,108	20,500	22,068	(1,040)	-4.50%
Conference & Travel	1,223	5,336	8,493	8,190	8,190	8,715	525	6.41%
Safety & Training	6,364	8,635	7,661	16,345	8,750	23,170	6,825	41.76%
Board Expense	43,891	44,189	54,770	49,000	51,100	63,000	14,000	28.57%
Bad Debt	54	2,739	3,765	3,500	2,625	3,500	-	0.00%
Fees & Charges	66,049	64,100	74,474	104,880	95,880	117,005	12,125	11.56%
Insurance	30,484	32,693	40,603	49,350	45,500	63,000	13,650	27.66%
<b>Total Supplies &amp; Services</b>	<b>\$ 430,676</b>	<b>\$ 470,728</b>	<b>\$ 527,485</b>	<b>\$ 669,638</b>	<b>\$ 628,420</b>	<b>\$ 811,574</b>	<b>\$ 141,936</b>	<b>21.20%</b>
<b>Total Expenses</b>	<b>\$ 2,508,095</b>	<b>\$ 2,636,029</b>	<b>\$ 3,129,331</b>	<b>\$ 4,533,133</b>	<b>\$ 3,666,880</b>	<b>\$ 4,736,432</b>	<b>\$ 203,299</b>	<b>4.48%</b>
<b>Net Operating Revenues</b>	<b>\$ 1,352,526</b>	<b>\$ 1,479,723</b>	<b>\$ 1,317,816</b>	<b>\$ 309,167</b>	<b>\$ 1,071,120</b>	<b>\$ 798,168</b>	<b>\$ 489,001</b>	<b>158.17%</b>
<b>Less: Non-Operating Expenses</b>								
Debt Service 2011A/2016	\$ 191,450	\$ 190,950	\$ 189,525	\$ 187,900	\$ 187,900	\$ 191,700	\$ 3,800	2.02%
Rate Stabilization Contribution	-	80,000	-	-	-	10,000	10,000	-
Unfunded Accrued Liability Contribution	-	-	-	-	-	105,000	105,000	-
Capital Replacement Contribution	1,150,000	1,230,000	1,245,825	264,000	1,206,600	813,000	549,000	207.95%
<b>Total Non-Operating Expenses</b>	<b>\$ 1,341,450</b>	<b>\$ 1,500,950</b>	<b>\$ 1,435,350</b>	<b>\$ 451,900</b>	<b>\$ 1,394,500</b>	<b>\$ 1,119,700</b>	<b>\$ 667,800</b>	<b>147.78%</b>
<b>Add: Non-Operating Revenues</b>								
Interest Revenues	\$ 32,608	\$ 27,073	\$ 201,853	\$ 211,710	\$ 407,000	\$ 350,000	\$ 138,290	65.32%
<b>Total Non-Operating Revenues</b>	<b>\$ 32,608</b>	<b>\$ 27,073</b>	<b>\$ 201,853</b>	<b>\$ 211,710</b>	<b>\$ 407,000</b>	<b>\$ 350,000</b>	<b>\$ 138,290</b>	<b>65.32%</b>
<b>Net Operating Results</b>	<b>\$ 43,684</b>	<b>\$ 5,846</b>	<b>\$ 84,319</b>	<b>\$ 68,977</b>	<b>\$ 83,620</b>	<b>\$ 28,468</b>	<b>\$ (40,509)</b>	
Capital Fees	-	-	233,750.00	-	1,804,550	-	-	-
<b>Net Operating Results After Capital Fees &amp; Grants</b>	<b>\$ 43,684</b>	<b>\$ 5,846</b>	<b>\$ 318,069</b>	<b>\$ 68,977</b>	<b>\$ 1,888,170</b>	<b>\$ 28,468</b>	<b>\$ (40,509)</b>	

**Debt Ratio** 7.23 7.89 9.25 2.77 17.47 5.99

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget

## Revenues

Camrosa's revenues are received from seven major sources. Water Sales represent approximately 60% of the total revenues, Water Meter Service Charges are 11% of revenues, Sewer Service Charges are about 19%, Taxes 3%, interest 6% and a small amount from Special Service fees (new account starts, plan check fees, late penalties, and reconnection fees), and Pump Zone surcharges.

### FY2023-24

Total operating and non-operating revenues for FY2023-24 are projected to be \$32,204,907 or approximately \$2,345,772 above budget. Even though there was a decrease in operating revenue due to a decrease in potable and non-potable water sales within the District below budgeted sales projections, the District received \$6,170,340 in Capital & Mitigation Fees. Total projected water sales served within the District of approximately 9,210 AF is below the budgeted sales of 12,614 AF.

### FY2024-25

Water Sales The District treats water as a commodity, generating revenue by measuring consumption at the customer's meter. Water sales represent 60% of the Total Revenue. Water sales are greatly dependent on weather patterns.

The District uses a conservative three-year average projection for water sales volume. The budgeted sales for FY2024-25 is 10,686 AF, of which 5,945 AF is potable and 4,741 AF is non-potable/recycled water served within the District. Water sales include the adopted potable and non-potable commodity and meter rates effective July 1, 2024. FY2024-25 water sales revenues are projected to be \$15,900,000 within the District's service area. The District's Schedule of Water and Wastewater Rates is located in Appendix #3.

Non-potable water sold to Pleasant Valley County Water District (PVCWD) is captured in separate expense and revenue line items in the District's budget. The FY2024-25 budget projection for PVCWD water sales in the amount of \$1,566,400 of which 4,856 AF of Conejo Creek and 643 AF CWRF recycled water, using a three-year average of deliveries, and 500 AF of CamSan recycled water.

Meter Service Charges are monthly customer fees based on the size of the meter installed. Meter Service Charges account for 11% of Total Revenue for FY2024-25. FY2024-25 meter service charge revenue is expected to be \$3,291,700, based upon the average number of service connections and the meter service fee rates effective July 1, 2024. The District's Schedule of Water and Wastewater Rates is located in Appendix #3.

Sewer Service Charge revenues for the FY2024-25 budget year are expected to be \$5,513,600 or 19% of Total Revenue. Sewer Service Charges are billed to all customers as a flat monthly rate, currently \$48.77 (effective July 1, 2024). The estimated revenue for Sewer Service Charges is based upon the District's number of customers at the current flat monthly rate.

Interest revenue is budgeted at \$1,760,000 or 6% of the Total Revenue. Interest income is earned on the cash balance held in either in Local Agency Investment Fund (LAIF), Treasury Bills or held in reserves with the District's Fiscal Trustee. The budget uses a 4.01% rate of return in projected LAIF balances.

Tax revenue is budgeted at \$850,000 for FY2024-25, or 3% of the Total Revenue. Tax revenue is based upon an average of five years of historical receipts. The District receives property tax revenues collected by the County of Ventura via the Property Tax Roll and are remitted to the District semi-annually.

Spending limits for the District are governed by the 1979 passage of California Proposition 4, Limitations of Government Appropriations (Article XIII B of the California Constitution, commonly known as the GANN limit). Proposition 4 places an appropriations limit on most spending from tax proceeds. The District's FY2024-25 Gann Limit is \$1,032,057.

Capital Connection Fees are not being projected as part of the FY2024-25 budget. The District is near build-out, and while a few small developments may begin construction within the five-year financial forecast, their timing is uncertain and their capital contribution would be negligible.

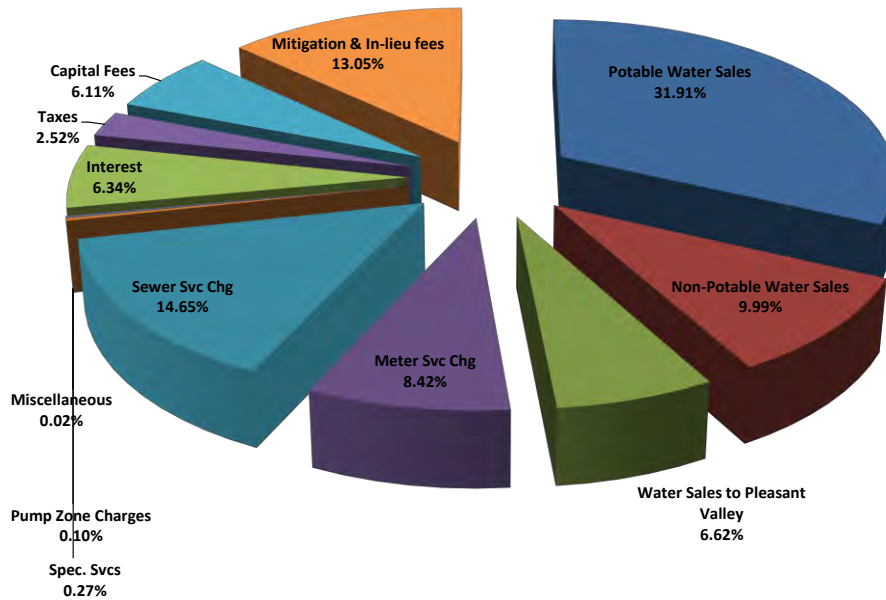
Special Services are various fees for turn-off/turn-on, late fees, and other miscellaneous administrative fees. Special Services revenues are budgeted at \$88,000. Revenue from Special Services is based upon our projected revenues for FY2023-24.

Pump Zone/Miscellaneous revenue applies to certain areas in the District that are situated at higher elevations and therefore require additional pumping. Revenues are estimated to be \$35,000 for FY2024-25 based on projected deliveries.

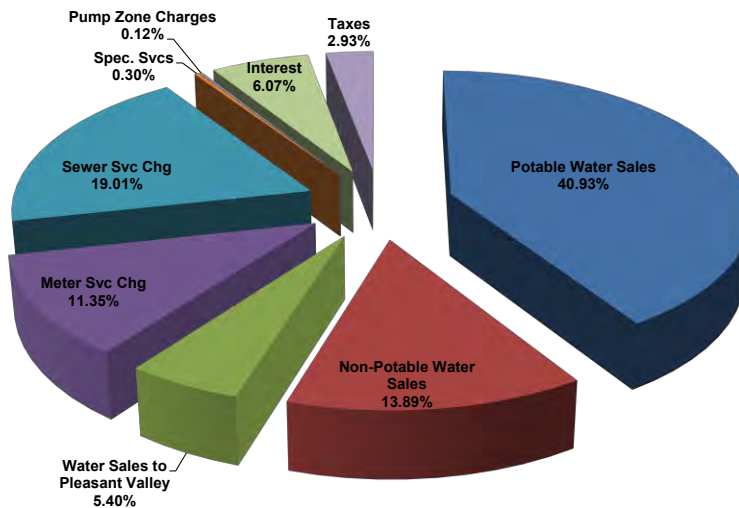
Total Revenues are expected to reach \$29,004,700 in June 30, 2025.

### Comparison of Total Revenues

#### FY2023-24 Projected Operating & Non-Operating Revenues - \$32,204,907



#### FY2024-25 Budgeted Operating & Non-Operating Revenues \$29,004,700



**Figure 11 – Comparison of Total Revenues**

## Expense Centers

The Water Operations is separated between the potable and non-potable water programs, as distinct and self-supporting enterprises.

Salaries & Benefits and indirect support services are allocated to Water Operations (65%) and Wastewater Operations (35%), with the exception of the Water Quality Program, which is distributed 50:50 between the two programs. Non-operating revenues are allocated to the enterprise that generates the revenues with the exception of taxes, which are allocated 100% to Water Operations. Tax revenue distribution follows a cost-of-service methodology; all District customers receive water, and the tax rate is the same across the District, regardless of whether customers receive wastewater service from Camrosa or not.

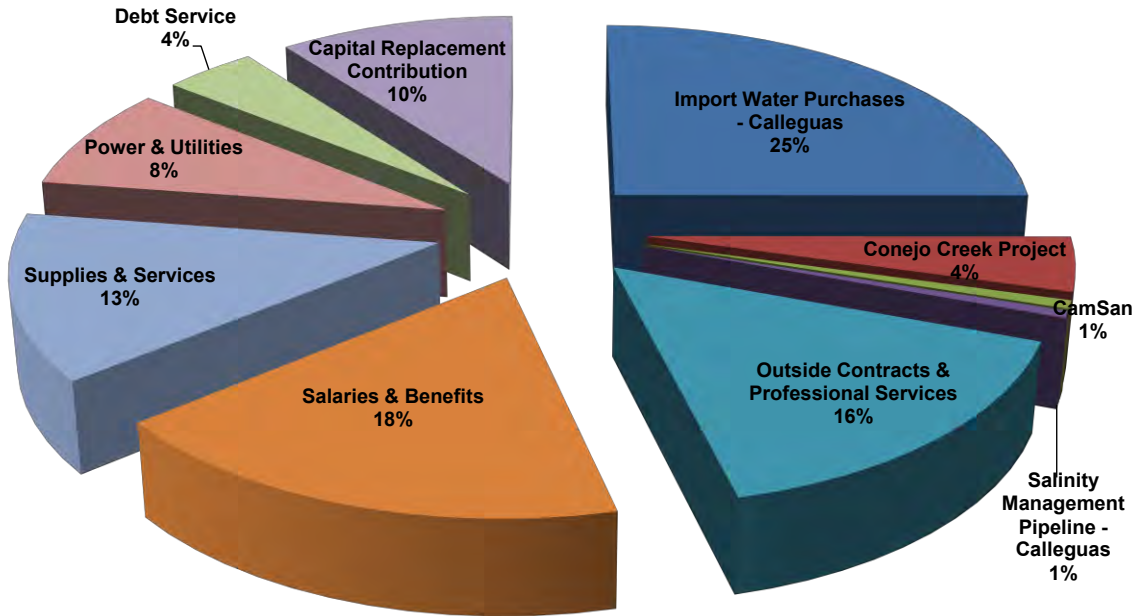
Within the Water Operations, Salaries & Benefits are distributed 65% to the Potable Program and 35% to the Non-Potable Program. This allocation is based on what percentage of time staff spends on either system. An informal survey was conducted to determine the percentage allocation. All other indirect support services are distributed 52% to Potable and 48% to Non-Potable.

Debt Service costs are allocated to Water and Wastewater Operations based on the level of debt originally incurred in each enterprise.

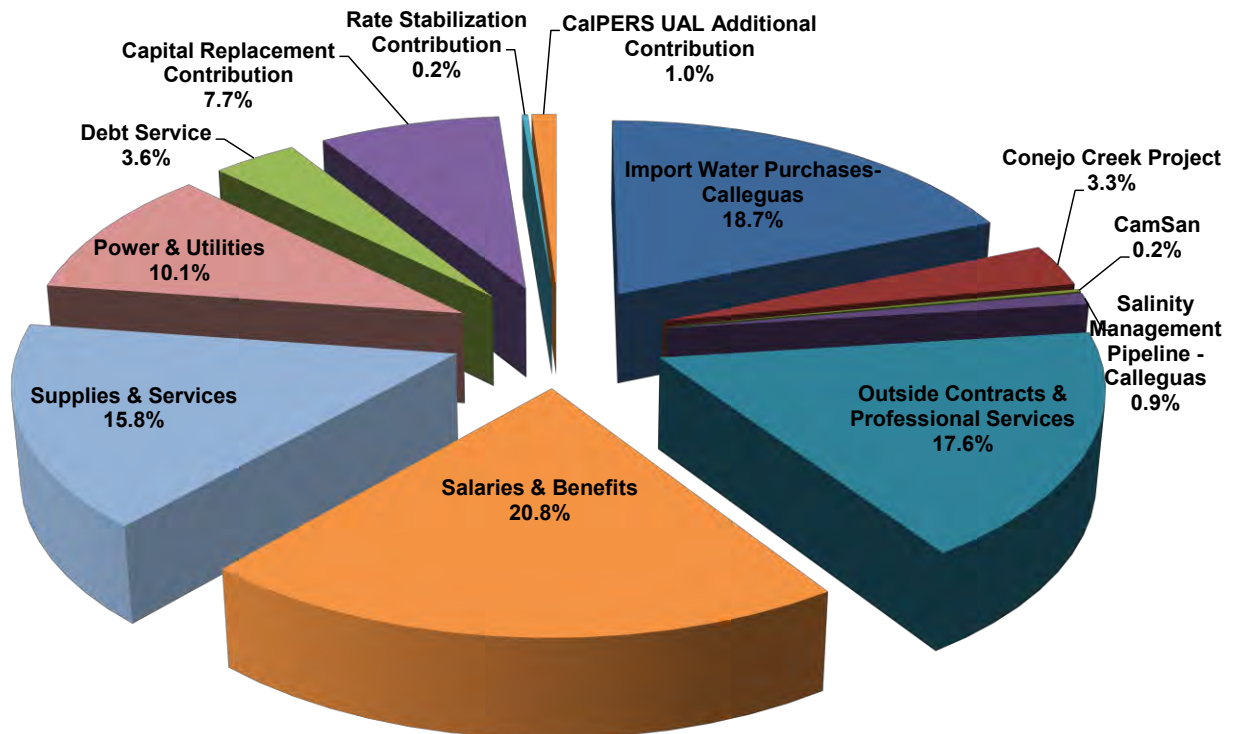


## Comparison of Total Expenses

**FY2023-24 Projected Operating & Non-Operating Expenses - \$25,753,873**



**FY2024-25 Budgeted Operating & Non-Operating Expenses - \$28,765,918**



**Figure 12 – Comparison of Total Expenses**

## Expense Summary By Program

The following pages summarize the District's individual Expense Programs; a detailed accounting is provided in Appendix #2. The Potable (Program 52) and Non-Potable (Program 53) programs both fall under the Water Operations; Wastewater Operations stands alone (Program 57). All other programs indirectly support both the Water and Wastewater Operations. The District's Salaries & Benefits are budgeted in Human Resources (Program 5) and allocated as described in Expense Centers, previously.

## Human Resources – Program 05

The objective of the Human Resources program is twofold: to capture all human resource costs 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.

### Accomplishments for 2023-2024

- Zero lost-time accidents.
- District employees continued advancement in water, wastewater, and laboratory certifications.
- Successfully recruited a Laboratory Analyst I, Field Service Technician II, Engineering and Capital Projects Manager, Assistant General Manager, and General Manager.
- Provided monthly safety training to all staff.
- Continued Part-Time Student Employee Program.
- Transitioned Updated 457 Plan administration from Empower to Lincoln Financial.
- Updated Profit Share Plan reinstatement to incorporate SECURE/CARES Acts.
- Initiated research on alternative retirement systems.

### Goals for 2024-2025

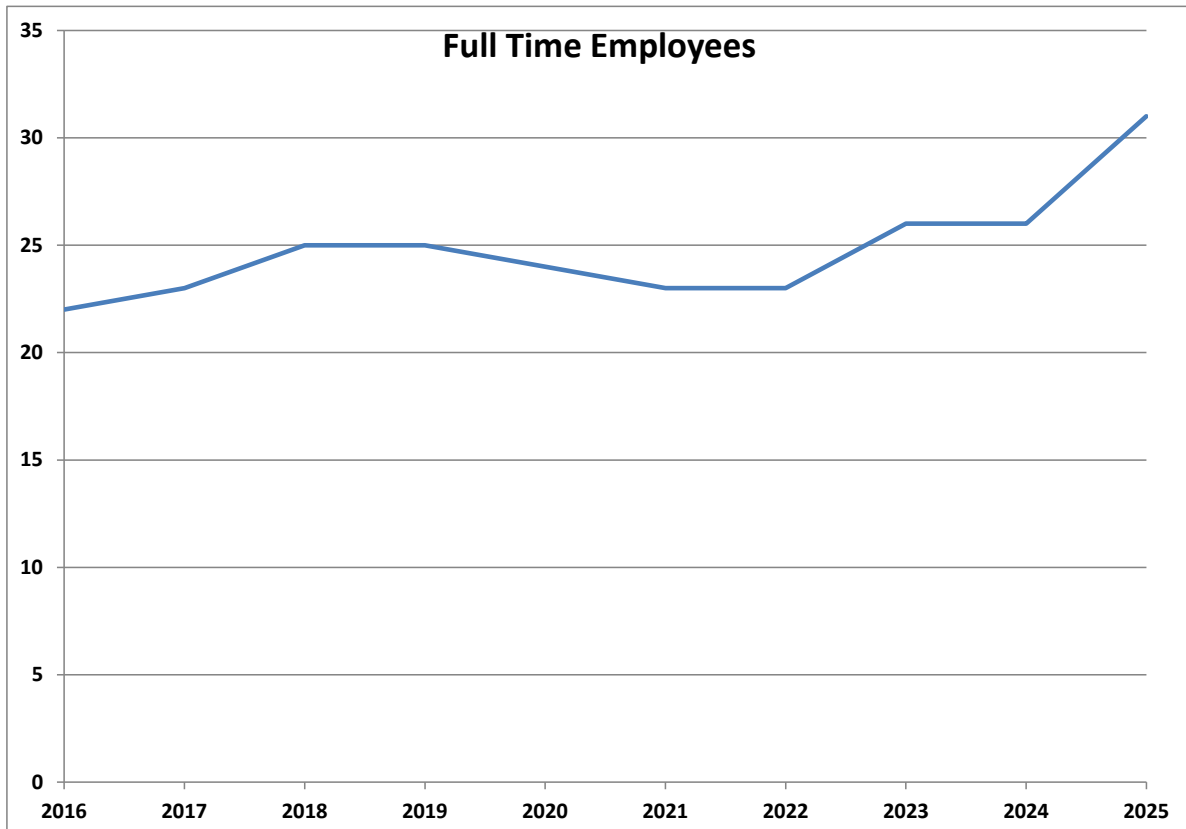
- Zero lost-time accidents.
- Enhance staff training and certification.
- Continue evaluation of alternative retirement plans.
- Continue outreach of the Part-Time Student Employee Program.
- Develop an employee mentoring program.
- Develop an Operator-in-Training (OIT) program to recruit, train, and develop the next generation of water and wastewater operators.
- Increase staffing to meet the needs of the District and support succession planning.
- Develop a strong core organizational structure to support the District Strategic Plan.

## Human Resources – Program 05

Human Resources Program 05	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Salaries &amp; Benefits</b>								
Regular Salaries	50100	\$ 2,521,803	\$ 2,607,416	\$ 2,813,711	\$ 3,710,941	\$ 3,258,981	\$ 4,188,105	\$ 477,164 12.86%
Overtime	50110	44,244	77,086	125,299	116,125	200,165	230,063	113,938 98.12%
Part Time	50120	25,155	16,949	25,197	63,440	41,714	64,782	1,342 2.12%
Standby	50130	25,630	27,047	26,805	28,561	26,123	31,095	2,534 8.87%
Benefits	50140	957,075	976,250	958,027	1,227,393	1,068,117	1,475,512	248,119 20.22%
<b>Total Salaries &amp; Benefits</b>		<b>\$ 3,573,907</b>	<b>\$ 3,704,748</b>	<b>\$ 3,949,039</b>	<b>\$ 5,146,460</b>	<b>\$ 4,595,100</b>	<b>\$ 5,989,557</b>	<b>\$ 843,097 16.38%</b>
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220	13,799	17,729	20,364	23,600	15,000	23,100	\$ (500) -2.12%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 13,799</b>	<b>\$ 17,729</b>	<b>\$ 20,364</b>	<b>\$ 23,600</b>	<b>\$ 15,000</b>	<b>\$ 98,100</b>	<b>\$ 74,500 315.68%</b>
<b>Services &amp; Supplies</b>								
Dues & Subscriptions	50290	6,310	4,488	4,896	7,000	6,000	7,000	\$ - 0.00%
Conference & Travel	50300	2,596	4,474	3,959	6,600	6,600	6,600	- 0.00%
Safety & Training	50310	18,182	24,672	21,888	46,700	25,000	66,200	19,500 41.76%
Fees & Charges	50350	162	157	91	250	250	250	- 0.00%
Insurance	50360	-	-	1,755	-	-	-	- -
<b>Total Services &amp; Supplies</b>		<b>\$ 27,250</b>	<b>\$ 33,791</b>	<b>\$ 32,589</b>	<b>\$ 60,550</b>	<b>\$ 37,850</b>	<b>\$ 80,050</b>	<b>\$ 19,500 32.20%</b>
<b>Total Operating Expenditures</b>		<b>\$ 3,614,956</b>	<b>\$ 3,756,267</b>	<b>\$ 4,001,992</b>	<b>\$ 5,230,610</b>	<b>\$ 4,647,950</b>	<b>\$ 6,167,707</b>	<b>\$ 937,097 17.92%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - -
<b>Total Expenses</b>		<b>\$ 3,614,956</b>	<b>\$ 3,756,267</b>	<b>\$ 4,001,992</b>	<b>\$ 5,230,610</b>	<b>\$ 4,647,950</b>	<b>\$ 6,167,707</b>	<b>\$ 937,097 17.92%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget

The District’s staffing needs have transitioned over time due to the addition of local supply facilities in pursuit of self-reliance, increasing technical sophistication, and ever-expanding regulatory demands. The table below shows the historic numbers of employees at year end through FY2023-24 and the number of employees budgeted for FY2024-25. The District will end the fiscal year with 26 employees, with three vacancies and budgeting for 31 employees for the coming fiscal year. The Board will evaluate the staffing needs to ensure the District goals identified in the Strategic Plan and the Master Plan can be met.



## General Management– 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.

### Accomplishments for 2023-2024

- Supported Board Member participation on regional Boards and with regional organizations.
- Supported Board Member participation in industry and association conferences.
- Updated Investment Policy and diversified investment portfolio by investing in treasury bills.
- Completed a five-year comprehensive rate study.
- Received the CSMFO Operational Budgeting Excellence Award for the tenth consecutive year.
- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the ninth consecutive year.

### Goals for 2024-2025

- Continue to support Board Member participation on regional Boards and with regional organizations.
- Continue to support Board Member participation in industry and association conferences.
- Selection of a new auditor.
- Pursue electronic accounts payable automation within the financial system.
- Pursue grant funding where available and appropriate.
- Update and implement the District's Record Retention Policy.

## General Administration – Program 10

General Administration Program 10	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	**% Change over PY
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 5,566	\$ 4,448	\$ 18,395	\$ 41,500	\$ 29,000	\$ 29,500	\$ (12,000)	-28.92%
Professional Services	50230 129,796	230,338	638,119	1,640,450	576,450	635,450	(1,005,000)	-61.26%
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 135,362</b>	<b>\$ 234,786</b>	<b>\$ 656,514</b>	<b>\$ 1,681,950</b>	<b>\$ 605,450</b>	<b>\$ 664,950</b>	<b>\$ (1,017,000)</b>	<b>1.28%</b>
<b>Services &amp; Supplies</b>								
Small Tools & Equipment	50250 \$ -	\$ 1,049	\$ 264	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	0.00%
Materials & Supplies	50260 15,697	15,669	24,531	26,050	18,000	28,000	1,950	7.49%
Legal Services	50280 25,937	57,714	50,659	55,000	60,000	40,000	(15,000)	-27.27%
Dues & Subscriptions	50290 35,913	43,604	47,945	49,950	44,000	55,550	5,600	11.21%
Conference & Travel	50300 899	10,771	20,307	16,800	16,800	18,300	1,500	8.93%
Board Expense	50330 125,403	126,254	156,485	140,000	146,000	180,000	40,000	28.57%
Bad Debt	50340 41,346	7,826	10,758	10,000	7,500	10,000	-	0.00%
Fees & Charges	50350 49,434	45,553	47,030	62,050	62,050	58,550	(3,500)	-5.64%
Insurance	50360 87,097	93,408	114,254	141,000	130,000	180,000	39,000	27.66%
<b>Total Services &amp; Supplies</b>	<b>\$ 381,726</b>	<b>\$ 401,848</b>	<b>\$ 472,233</b>	<b>\$ 504,850</b>	<b>\$ 488,350</b>	<b>\$ 574,400</b>	<b>\$ 39,000</b>	<b>13.78%</b>
<b>Total Operating Expenses</b>	<b>\$ 517,088</b>	<b>\$ 636,634</b>	<b>\$ 1,128,747</b>	<b>\$ 2,186,800</b>	<b>\$ 1,093,800</b>	<b>\$ 1,239,350</b>	<b>\$ (947,450)</b>	<b>-43.33%</b>
Fixed Assets	50600 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>	<b>\$ 517,088</b>	<b>\$ 636,634</b>	<b>\$ 1,128,747</b>	<b>\$ 2,186,800</b>	<b>\$ 1,093,800</b>	<b>\$ 1,239,350</b>	<b>\$ (947,450)</b>	<b>-43.33%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



**Emergency Fuel Tank**

## 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 to 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 2023-2024

- Completed AMR/AclaraOne project.
- Upgraded network backbone switches.
- Continued migration of virtual servers from MS-Hyper-V to VMWare (Tier 2 Historians and Domain Controller).
- Setup CISv5 Cloud Environment in support of Advanced CIS Billing System V3 to V5 Upgrade.
- Implemented multifactor authentication for email authentication.
- Migrated users from ArcGIS Desktop to GIS Web and Field Map apps.
- Installed security cameras at the Main Office, CWRP, RMWTP, Reservoir-1B, Conejo Creek Diversion, Conejo, and Lynnwood Well sites.
- Completed GPS locating of 100% of the district's water and wastewater distribution system assets and cleanup of GIS geo-databases.
- Implemented AllConnected Disaster Recovery as-a-Service (DRaaS) services to support business continuity in the event of server outages.
- Set up the Laboratory Information System (LIMS) server environment for water quality data management.
- Began migration of existing P: and H: drive file repositories to Microsoft SharePoint cloud hosting.

### Goals for 2024-2025

- Start upgrade of District Workstations from Windows 10 to Windows 11.
- Complete the migration of existing P: and H: drive file repositories to Microsoft SharePoint cloud hosting.
- Investigate cloud-based replacement for on-premise Alchemy Data Repository server.
- Complete Advanced CIS Billing System V3 to V5 Upgrade.
- Investigate migration from Tyler Incode Parallels thin-client to web-based interface.

### Fixed Assets

- Enterprise Office Printer           \$7,000
- Cisco VPN Replacement           \$8,000

## Information Services – Program 11

Information Services Program 11	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 229,579	\$ 313,438	\$ 480,472	\$ 643,090	\$ 600,000	\$ 702,840	\$ 59,750	9.29%
Professional Services	50230 47,000	-	-	-	-	-	-	-
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 276,579</b>	<b>\$ 313,438</b>	<b>\$ 480,472</b>	<b>\$ 643,090</b>	<b>\$ 600,000</b>	<b>\$ 702,840</b>	<b>\$ 59,750</b>	<b>9.29%</b>
<b>Services &amp; Supplies</b>								
Communications	50210 \$ 64,504	\$ 75,191	\$ 89,688	\$ 76,500	\$ 76,500	\$ 80,350	\$ 3,850	5.03%
Materials & Supplies	50260 129	-	-	-	-	-	-	-
Repair Parts & Equipment Maintenance	50270 28,040	8,564	8,216	40,000	12,000	40,000	-	0.00%
Dues & Subscriptions	50290 -	-	-	500	-	500	-	0.00%
<b>Total Services &amp; Supplies</b>	<b>\$ 92,673</b>	<b>\$ 83,755</b>	<b>\$ 97,904</b>	<b>\$ 117,000</b>	<b>\$ 88,500</b>	<b>\$ 120,850</b>	<b>\$ 3,850</b>	<b>3.29%</b>
<b>Total Operating Expenses</b>	<b>\$ 369,252</b>	<b>\$ 397,193</b>	<b>\$ 578,376</b>	<b>\$ 760,090</b>	<b>\$ 688,500</b>	<b>\$ 823,690</b>	<b>\$ 63,600</b>	<b>8.37%</b>
Fixed Assets	50600 \$ 6,354	\$ 42,276	\$ 11,241	\$ 25,000	\$ 17,027	\$ 15,000	\$ (10,000)	-
<b>Total Expenses</b>	<b>\$ 375,606</b>	<b>\$ 439,469</b>	<b>\$ 589,617</b>	<b>\$ 785,090</b>	<b>\$ 705,527</b>	<b>\$ 838,690</b>	<b>\$ 53,600</b>	<b>6.83%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



**Reservoir 1B**



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

### Accomplishments for 2023-2024

- Completed installation of a new waterline under Conejo Creek.
- Completed air entrainment pilot study for Penny Well.
- Completed GAC Treatment Plant and put Conejo Wellfield back in production.
- Completed design for Iron/MN Treatment at PV Well No. 2.
- Completed design of Water Quality Sampling Stations (42 sites).
- Identified PV Well No. 3 location and began design.
- Completed design of new University well for RMWTP.
- Completed design for Ag3 Non-potable Water Tank.
- Completed design and issued contract for Solids Dewatering Press Facility at CWRP.

### Goals for 2024-2025

- Complete construction for Iron/MN Treatment at PV Well No. 2.
- Complete construction of PV Well No. 2 and placed well into service.
- Complete rehabilitation of the University and Woodcreek Wells.
- Complete construction of Heritage Park Monitoring Well.
- Complete CWRP Effluent Pond Improvements.
- Complete construction of Water Quality Sampling Stations (42 sites).
- Complete design and begin construction for PV Well #3.
- Begin drilling/construction for new University well for RMWTP.
- Complete construction of Solids Dewatering Press Facility at CWRP.
- Begin design of new Pump Station for Zone 1 to Zone 2.
- Complete design for the expansion of SR Water Line to 24-Inch (Upland Rd to San Rafael Way).
- Begin design for replacement of PS# 4 and Ag2 Non-potable Water Tank.
- Complete design and begin construction for refurbishment of SR-10 Well.

## Resource Planning & Engineering Services – Program 12

Resource Planning & Engineering Services Program 12	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 3,339	\$ 13,704	\$ 14,702	\$ 256,000	\$ 53,478	\$ 50,000	\$ (206,000)	-80.47%
Professional Services	50230 14,359	3,933	-	75,000	10,000	125,000	50,000	66.67%
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 17,698</b>	<b>\$ 17,636</b>	<b>\$ 14,702</b>	<b>\$ 331,000</b>	<b>\$ 63,478</b>	<b>\$ 175,000</b>	<b>\$ (156,000)</b>	<b>-47.13%</b>
<b>Services &amp; Supplies</b>								
Small Tools & Equipment	50250 \$ -	\$ -	\$ -	\$ 850	\$ 1,000	\$ 850	\$ -	0.00%
Materials & Supplies	50260 191	546	-	4,750	2,000	250	(4,500)	-94.74%
<b>Total Services &amp; Supplies</b>	<b>\$ 191</b>	<b>\$ 546</b>	<b>\$ -</b>	<b>\$ 5,600</b>	<b>\$ 3,000</b>	<b>\$ 1,100</b>	<b>\$ (4,500)</b>	<b>-80.36%</b>
<b>Total Operating Expenses</b>	<b>\$ 17,889</b>	<b>\$ 18,182</b>	<b>\$ 14,702</b>	<b>\$ 336,600</b>	<b>\$ 66,478</b>	<b>\$ 176,100</b>	<b>\$ (160,500)</b>	<b>-47.68%</b>
Fixed Assets	50600 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
<b>Total Expenses</b>	<b>\$ 17,889</b>	<b>\$ 18,182</b>	<b>\$ 14,702</b>	<b>\$ 336,600</b>	<b>\$ 66,478</b>	<b>\$ 176,100</b>	<b>\$ (160,500)</b>	<b>-47.68%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



*Woodcreek Well Rehabilitation*

## 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.

Camrosa's water resources are precious, and the District is committed to ensuring that these resources are not lost to deficiencies in its infrastructure or due to inaccuracies in metering devices or technology. To this end, the WRM program has developed a Comprehensive Water Loss Reduction Strategy and is dedicated to prioritizing these identified best practices to reduce water loss.

Proliferating State mandates exert pressure on the District's ability to meet customer demand and significant 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. 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 costs are allocated as overhead to the three cost centers.

### Accomplishments for 2023-2024

- Developed the Camrosa Comprehensive Water Loss Reduction Strategy.
- Implemented quarterly water loss reporting to the Board.
- Identified water loss anomalies due to MTU and meter inconsistencies, replaced 1,800 MTUs and 391 meters and received Board approval for upgrading an additional 5,500 MTUs and 740 meters.
- Developed reporting strategy for new SWRCB and DWR reporting requirements.
- Made significant progress toward compliance with Federal and State Lead Service Line Inventory (LSLI) requirements.
- Participated in advocacy efforts to influence State policy and regulatory proposals for conservation legislation and water quality issues: including participation in workgroups with the State Water Board, Dept. of Water Resources, Metropolitan Water District, Calleguas Municipal Water District, and ACWA.
- Provided support for Customer Service for public outreach and conservation communication which included presentations to HOAs and updates to the Camrosa website.

### Goals for 2024-2025

- Develop and implement prioritized elements of the Camrosa Comprehensive Water Loss Reduction Strategy that will consistently reduce water loss below 6%.
- Submit completed Lead Service Line Inventory to SWRCB.
- Engage with SWRCB/DWR on implementation of new legislation.
- Maintain and strengthen Camrosa's position as a key collaborator on State water policy development with other water agencies and organizations such as ACWA and CMUA.
- Continue to support Customer Service public outreach and communication programs.

## Water Resource Management – Program 22

Water Resource Management Program 22	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 2,584	\$ 3,319	\$ 5,763	\$ 15,000	\$ 16,500	\$ 3,000	\$ (2,763)	-47.94%
Professional Services	50230 -	-	-	-	-	-	-	-
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 2,584</b>	<b>\$ 3,319</b>	<b>\$ 5,763</b>	<b>\$ 15,000</b>	<b>\$ 16,500</b>	<b>\$ 3,000</b>	<b>\$ (2,763)</b>	<b>-47.94%</b>
<b>Services &amp; Supplies</b>								
Materials & Supplies	50260 \$ 529	\$ 489	\$ 866	\$ 3,000	\$ -	\$ -	\$ (866)	-100.00%
<b>Total Services &amp; Supplies</b>	<b>\$ 529</b>	<b>\$ 489</b>	<b>\$ 866</b>	<b>\$ 3,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (866)</b>	<b>-100.00%</b>
<b>Total Operating Expenses</b>	<b>\$ 3,113</b>	<b>\$ 3,808</b>	<b>\$ 6,629</b>	<b>\$ 18,000</b>	<b>\$ 16,500</b>	<b>\$ 3,000</b>	<b>\$ (3,629)</b>	<b>-54.74%</b>
Fixed Assets	50600 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>	<b>\$ 3,113</b>	<b>\$ 3,808</b>	<b>\$ 6,629</b>	<b>\$ 18,000</b>	<b>\$ 16,500</b>	<b>\$ 3,000</b>	<b>\$ (3,629)</b>	<b>-54.74%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



*Esource Leak Detection Equipment*

## Customer Services – 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.

### Accomplishments for 2023-2024

- Increased customer enrollment in Autopay/Recurring Payment Options from 41% to 43%, increasing convenience for customers and streamlining revenue collection processes for the District.
- Increased the number of customers opting to go paperless from 17% to 20%, resulting in cost-savings related to printing and mailing, and conservation of natural resources.
- Conducted initiatives to educate customers about water conservation practices and leak detection methods, thereby empowering customers to save on water bills.
- Initiated the upgrade of the utility billing system, demonstrating the District's commitment to improving operational efficiency and customer service quality by streamlining processes, enhancing accuracy, and offering new features and services to customers.

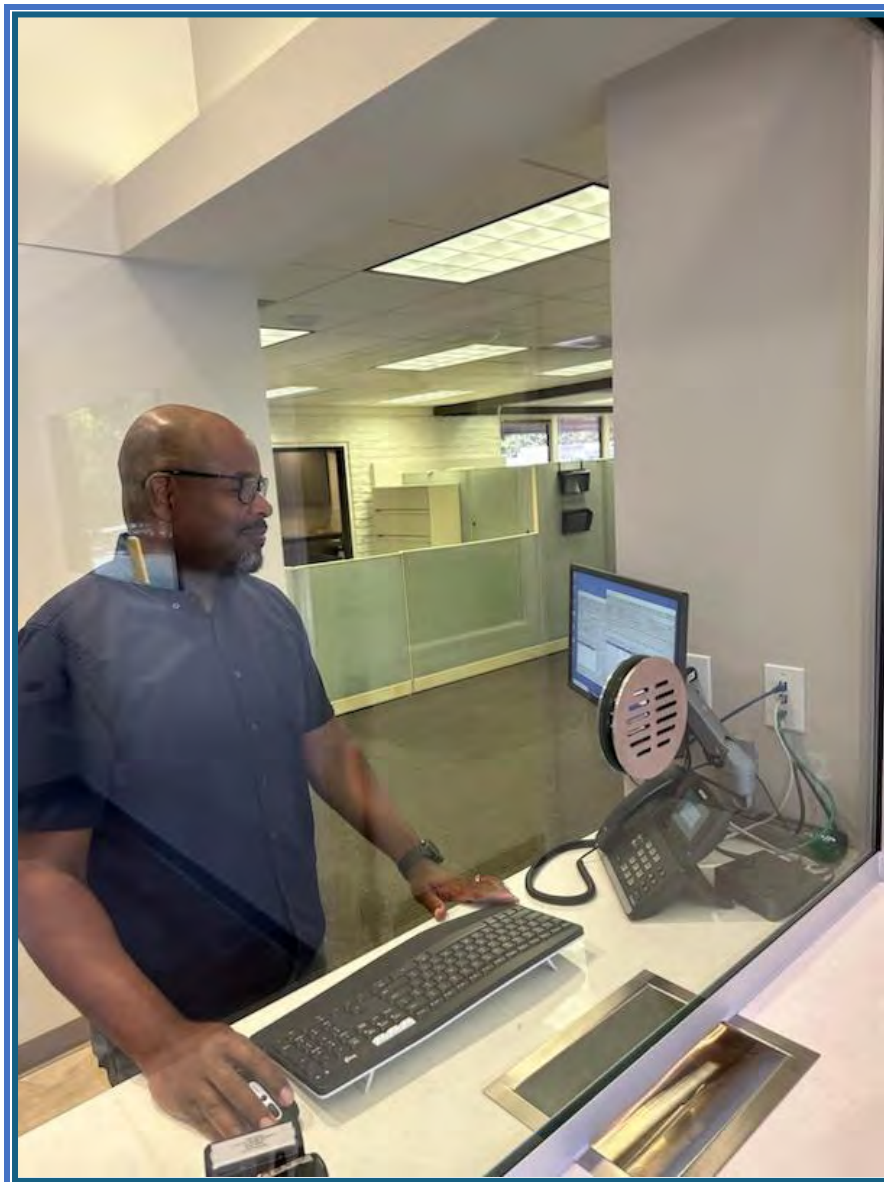
### Goals for 2024-2025

- Enhance the customer experience by updating the payment and customer engagement portal to make it more user-friendly, intuitive, and efficient by implementing new features, improving navigation, and ensuring compatibility across devices.
- Expand efforts to encourage customers to opt for paperless billing and communication by including educational campaigns highlighting the environmental benefits, offering incentives, and simplifying the process for opting to go paperless.
- Increase enrollment in autopay to 50% and paperless e-billing to 25% through customer outreach, streamlined enrollment, targeted marketing, and exploring incentive programs.
- 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.
- Invest in educating both customers and staff to enhance understanding of water conservation, billing processes, and customer service best practices through workshops, online resources, and targeted outreach efforts.
- 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.
- Development and implementation of recently adopted SWRCB cross-connection requirements.

## Customer Services – Program 24

Customer Services Program 24	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*** Change over PY
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 74,028	\$ 74,150	\$ 74,498	\$ 80,000	\$ 70,475	\$ 104,000	\$ 29,502	39.60%
Professional Services	50230 -	-	-	-	-	-	-	-
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 74,028</b>	<b>\$ 74,150</b>	<b>\$ 74,498</b>	<b>\$ 80,000</b>	<b>\$ 70,475</b>	<b>\$ 104,000</b>	<b>\$ 29,502</b>	<b>39.60%</b>
<b>Services &amp; Supplies</b>								
Materials & Supplies	50260 \$ 638	\$ 37	\$ -	\$ 1,000	\$ 1,000	\$ 3,500	\$ 3,500	#DIV/0!
Repair Parts & Equipment Maintenance	50270 -	-	-	-	-	-	-	-
<b>Total Services &amp; Supplies</b>	<b>\$ 638</b>	<b>\$ 37</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>#DIV/0!</b>
<b>Total Operating Expenses</b>	<b>\$ 74,666</b>	<b>\$ 74,187</b>	<b>\$ 74,498</b>	<b>\$ 81,000</b>	<b>\$ 71,475</b>	<b>\$ 107,500</b>	<b>\$ 33,002</b>	<b>44.30%</b>
Fixed Assets	50600 \$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>	<b>\$ 74,666</b>	<b>\$ 74,187</b>	<b>\$ 74,498</b>	<b>\$ 81,000</b>	<b>\$ 71,475</b>	<b>\$ 107,500</b>	<b>\$ 33,002</b>	<b>44.30%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



*Customer Services*

## 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 2023-2024

- Zero violations: 100% compliance with all regulations and permits.
- Completed implementation of the laboratory portion of the Water Information Management System (WIMS).
- Assisted in the startup, testing, and operation of the Conejo Wellfield Granular Activated Carbon (GAC) treatment plant.
- Completed initial Copper and Lead Sampling required by the GAC Plant permit amendment.
- Passed performance testing for ELAP accreditation.
- Completed conversion of the District laboratories from ELAP-compliant to the new TNI compliance system as required by California law.
- Participated in Calleguas Creek Watershed Management group, including the TMDL implementation group and the Salts subcommittee.
- Recruited and trained a full-time laboratory analyst.
- Participated in public outreach by providing tours of the CWRF and RMWTP to college students from CSUCI and other school groups.
- Completed coordination for District-wide reporting and compliance accountability.

### Goals for 2024-2025

- Zero violations: 100% compliance with all regulations and permits.
- Complete the Sequential Chlorination Project at CWRF and receive conditional approval letter from LARWQCB to perform sequential chlorination at the Wastewater Plant.
- Complete another round of Copper and Lead Sampling in July as required in the GAC Plant permit amendment.
- Complete the Sampling Station Project.
- Participate in the Unregulated Contaminant Monitoring Rule 5 (UCMR 5) which is mandated by the federal government to discover more "Constituents of Concern" for regulation.
- Convert disinfection at Penny Well from free chlorine to monochloramines.
- Ensure accurate and timely submission of all internal and external reporting.

### Fixed Assets

- Bacti Incubators                      \$5,000
- Hydraclam Devices (2)      \$16,000

## Water Quality – Program 25

Water Quality Program 25	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	**% Change over PY
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 57,657	\$ 40,223	\$ 40,957	\$ 92,500	\$ 92,500	\$ 92,500	\$ 51,543	125.85%
Professional Services	50230 -	-	-	30,000	-	-	-	-
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 57,657</b>	<b>\$ 40,223</b>	<b>\$ 40,957</b>	<b>\$ 122,500</b>	<b>\$ 92,500</b>	<b>\$ 92,500</b>	<b>\$ 51,543</b>	<b>125.85%</b>
<b>Services &amp; Supplies</b>								
Small Tools & Equipment	50250 \$ 600	\$ 1,435	\$ 7,637	\$ 3,000	\$ 4,000	\$ 11,000	\$ 3,363	44.04%
Materials & Supplies	50260 37,397	29,227	43,871	38,965	38,000	38,965	(4,906)	-11.18%
Repair Parts & Equipment Maintenance	50270 3,830	4,890	5,511	10,500	10,500	10,000	4,489	81.46%
Fees & Charges	50350 14,258	3,500	15,500	30,000	15,000	15,000	(500)	-3.23%
<b>Total Services &amp; Supplies</b>	<b>\$ 56,085</b>	<b>\$ 39,052</b>	<b>\$ 72,519</b>	<b>\$ 82,465</b>	<b>\$ 67,500</b>	<b>\$ 74,965</b>	<b>\$ 2,446</b>	<b>3.37%</b>
<b>Total Operating Expenses</b>	<b>\$ 113,742</b>	<b>\$ 79,275</b>	<b>\$ 113,476</b>	<b>\$ 204,965</b>	<b>\$ 160,000</b>	<b>\$ 167,465</b>	<b>\$ 53,989</b>	<b>47.58%</b>
Fixed Assets	50600 \$ 4,033	\$ 21,745	\$ 12,025	\$ 16,000	\$ 13,800	\$ 21,000	\$ 8,975	-
<b>Total Expenses</b>	<b>\$ 117,775</b>	<b>\$ 101,020</b>	<b>\$ 125,501</b>	<b>\$ 220,965</b>	<b>\$ 173,800</b>	<b>\$ 188,465</b>	<b>\$ 62,964</b>	<b>50.17%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



*Laboratory*



## 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 24 motor vehicles, 4 tractors, 2 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 2023-2024

- Renewed fleet vehicle leases, replaced a 2016 F-250, and added four additional Ford Rangers.
- Completed replacement of atmospheric monitoring system at CWRP headworks.
- Installed security cameras at the Main Office, CWRP, RMWTP, Reservoir-1B, Conejo Creek Diversion, Conejo, and Lynnwood Well sites.
- Completed routine tree trimming and weed control at District sites.
- Explored opportunities for solar power generation at the non-potable storage ponds.
- Procured a forklift for the PV well site.

### Goals for 2024-2025

- Complete routine tree trimming and weed control at District sites.
- Develop a District plan to comply with California Zero Emission Vehicle requirements.
- Continue exploration and possible implementation of solar power generation opportunities at the non-potable storage ponds.
- Procure a new F-550 utility vehicle.
- Replace the roof on the O&M building.
- Perform a complete facility review to ensure efficient use by District personnel of equipment and material storage and operational facilities.

### Fixed Assets

- Ford 550 Utility Vehicle    \$250,000

## Buildings/Grounds & Rolling Stock – Program 26

Buildings/Grounds & Rolling Stock Program 26	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY	
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 240,408	\$ 186,029	\$ 203,952	\$ 362,500	\$ 360,000	\$ 450,000	\$ 87,500	24.14%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 240,408</b>	<b>\$ 186,029</b>	<b>\$ 203,952</b>	<b>\$ 362,500</b>	<b>\$ 360,000</b>	<b>\$ 450,000</b>	<b>\$ 87,500</b>	<b>24.14%</b>
<b>Services &amp; Supplies</b>									
Utilities	50200	\$ 24,772	\$ 30,081	\$ 29,398	\$ 44,500	\$ 36,000	\$ 44,500	\$ -	0.00%
Small Tools & Equipment	50250	193	1,525	38	2,000	2,000	2,000	-	0.00%
Materials & Supplies	50260	65,728	97,865	96,414	109,800	105,000	115,000	5,200	4.74%
Repair Parts & Equipment Maintenance	50270	46,305	40,590	77,980	65,500	70,000	80,500	15,000	22.90%
Fees & Charges	50350	2,311	2,645	3,103	4,500	4,500	15,500	11,000	244.44%
<b>Total Services &amp; Supplies</b>		<b>\$ 139,309</b>	<b>\$ 172,706</b>	<b>\$ 206,933</b>	<b>\$ 226,300</b>	<b>\$ 217,500</b>	<b>\$ 257,500</b>	<b>\$ 31,200</b>	<b>13.79%</b>
<b>Total Operating Expenses</b>		<b>\$ 379,717</b>	<b>\$ 358,735</b>	<b>\$ 410,885</b>	<b>\$ 588,800</b>	<b>\$ 577,500</b>	<b>\$ 707,500</b>	<b>\$ 118,700</b>	<b>20.16%</b>
Fixed Assets	50600	\$ 24,592	\$ 21,923	\$ -	\$ 275,000	\$ -	\$ 250,000	\$ (25,000)	-
<b>Total Expenses</b>		<b>\$ 404,309</b>	<b>\$ 380,658</b>	<b>\$ 410,885</b>	<b>\$ 863,800</b>	<b>\$ 577,500</b>	<b>\$ 957,500</b>	<b>\$ 93,700</b>	<b>10.85%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



*Lynnwood Well Forklift*

## 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.

### Accomplishments for 2023-2024

- Achieved a 50:50 percent local groundwater production to imported water ratio.
- Continued distribution valve replacement program.
- Completed installation of a new waterline under Conejo Creek.
- Completed air entrainment pilot study for Penny Well.
- Completed GAC Treatment Plant and put Conejo Wellfield back in production.
- Completed annual potable production meter calibration.
- Developed a well maintenance and rehabilitation program.
- Completed design of Water Quality Sampling Stations (42 sites).
- Began distribution system flushing.
- Completed AMR/AclaraOne pilot Zone 1 and 2 installation of 1,800 MTUs.

### Goals for 2024-2025

- Achieve a 60:40 percent local groundwater production to imported water ratio.
- Complete construction of PV Well No. 2 and place well into service.
- Complete rehabilitation of the University and Woodcreek Wells.
- Complete construction of Heritage Park Monitoring Well.
- Complete replacement of all meter station control cabinets.
- Complete construction for Iron/MN Treatment at PV Well No. 2.
- Complete construction of Water Quality Sampling Stations (42 sites).
- Implementation of the well maintenance and rehabilitation program.
- Complete distribution system flushing.
- Complete design and begin construction for a new supply well for the RMWTP.
- Complete AMR/AclaraOne MTU installation District-wide including 5,245 MTUs.
- Complete Meter Station #11 and Pressure Relief Stations rehabilitation.

## Potable Water Production & Distribution – Program 52

Potable Water Production & Distribution Program 52	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	** Change over PY	
<b>Production</b>									
Import Water Purchases-Calleguas	50010	\$ 8,803,462	\$ 7,111,433	\$ 4,746,238	\$ 6,079,149	\$ 5,128,910	\$ 3,902,200	\$ (2,176,949)	-35.81%
Calleguas Fixed Charges	50012	853,914	913,008	906,822	941,928	937,050	870,800	(71,128)	-7.55%
CamSan	50013	-	-	-	-	-	58,100	58,100	#DIV/0!
Salinity Management Pipeline-Calleguas	50011	150,165	192,180	67,384	243,912	136,499	245,400	1,488	0.61%
Production Power	50020	553,575	790,387	714,850	910,802	953,000	1,787,300	876,498	96.23%
<b>Total Production</b>		<b>\$ 10,361,116</b>	<b>\$ 9,007,008</b>	<b>\$ 6,435,294</b>	<b>\$ 8,175,791</b>	<b>\$ 7,155,459</b>	<b>\$ 6,863,800</b>	<b>\$ (1,311,991)</b>	<b>-16.05%</b>
<b>Contracts &amp; Professional Services</b>									
Outside Contracts	50220	\$ 153,257	\$ 253,233	\$ 351,614	\$ 710,250	\$ 650,000	\$ 1,021,000	\$ 310,750	43.75%
Professional Services	50230	23,000	475,891	49,571	359,500	430,000	314,500	(45,000)	-12.52%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 176,257</b>	<b>\$ 729,124</b>	<b>\$ 401,185</b>	<b>\$ 1,069,750</b>	<b>\$ 1,080,000</b>	<b>\$ 1,335,500</b>	<b>\$ 265,750</b>	<b>24.84%</b>
<b>Services &amp; Supplies</b>									
Utilities	50200	\$ 55,467	\$ 62,553	\$ 54,368	\$ 57,000	\$ 65,000	\$ 70,000	\$ 13,000	22.81%
Communications	50210	-	-	-	-	-	-	-	-
Pipeline Repairs	50240	289,955	397,705	385,542	380,000	380,000	380,000	-	0.00%
Small Tools & Equipment	50250	12,255	10,700	20,648	20,000	20,000	20,000	-	0.00%
Materials & Supplies	50260	287,646	437,538	279,556	711,000	620,000	1,128,000	417,000	58.65%
Repair Parts & Equipment Maintenance	50270	340,472	348,088	382,845	547,500	540,000	732,500	185,000	33.79%
Legal Services	50280	-	-	-	25,000	-	110,000	85,000	340.00%
Fees & Charges	50350	87,253	108,602	172,148	153,575	150,000	164,575	11,000	7.16%
<b>Total Services &amp; Supplies</b>		<b>\$ 1,073,048</b>	<b>\$ 1,365,186</b>	<b>\$ 1,295,107</b>	<b>\$ 1,894,075</b>	<b>\$ 1,775,000</b>	<b>\$ 2,605,075</b>	<b>\$ 711,000</b>	<b>37.54%</b>
<b>Total Operating Expenditures</b>		<b>\$ 11,610,421</b>	<b>\$ 11,101,318</b>	<b>\$ 8,131,586</b>	<b>\$ 11,139,616</b>	<b>\$ 10,010,459</b>	<b>\$ 10,804,375</b>	<b>\$ (335,241)</b>	<b>-3.01%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>		<b>\$ 11,610,421</b>	<b>\$ 11,101,318</b>	<b>\$ 8,131,586</b>	<b>\$ 11,139,616</b>	<b>\$ 10,010,459</b>	<b>\$ 10,804,375</b>	<b>\$ (335,241)</b>	<b>-3.01%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



*Unidirectional Flushing*

## 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.

### Accomplishments for 2023-2024

- Continued annual overhaul of Diversion debris screens.
- Calibrated all non-potable production meters.
- Completed annual sand removal at the ponds.
- Inspected and cleaned Reservoir 1A.
- Completed design for Ag3 Non-potable Water Tank.
- Developed a well maintenance and rehabilitation program.

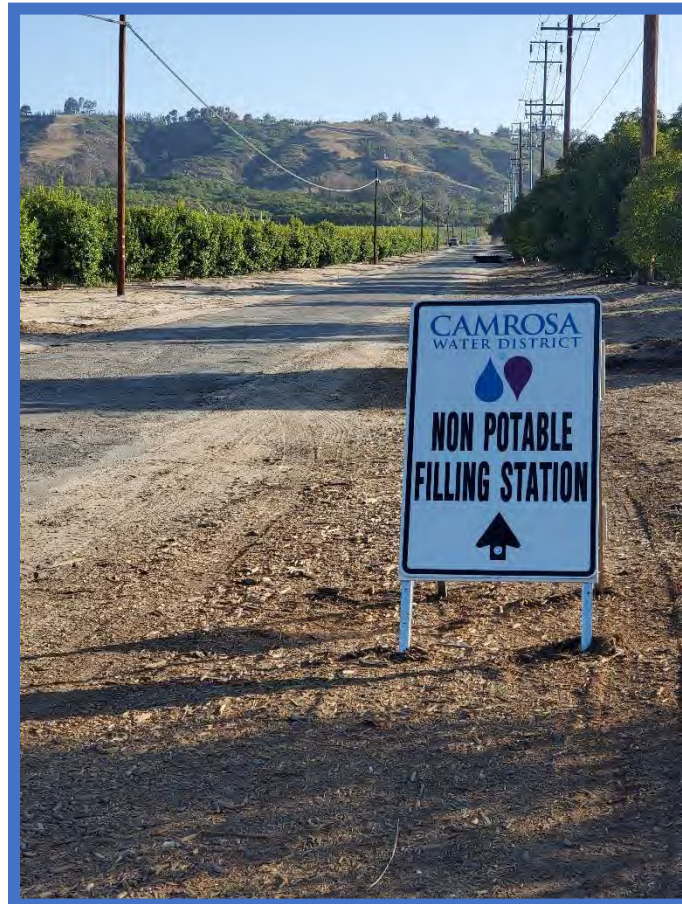
### Goals for 2024-2025

- Continue annual overhaul of Diversion debris screens.
- Calibrate 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.
- Completed CWRP Effluent Pond Improvements.
- Complete design for the refurbishment of Ag2 Non-potable Water Tank and Pump Station #4.
- Complete design and begin construction for refurbishment of SR-10 Well.
- Implementation of the well maintenance and rehabilitation program.
- Complete AMR/AclaraOne MTU installation district-wide including 255 NP MTUs.
- Explore opportunities within the non-potable distribution system.

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

Non-Potable Water Production & Distribution Program 53	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY 2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Production</b>								
Water Purchases-Calleguas	50010	\$ 598,488	\$ 589,664	\$ 324,272	\$ 745,824	\$ 378,455	\$ 499,400	\$ (246,424) -33.04%
Calleguas Fixed Charges	50012	-	-	-	-	-	109,400	109,400 -
Conejo Creek Project	50011	958,007	702,978	816,017	862,205	1,114,000	938,800	76,595 8.88%
CamSan		-	72,109	132,123	149,787	167,000	-	(149,787) -100.00%
Production Power	50020	893,380	1,000,252	1,003,235	955,376	1,070,301	989,500	34,124 3.57%
<b>Total Production</b>		<b>\$2,449,875</b>	<b>\$2,365,004</b>	<b>\$ 2,275,647</b>	<b>\$ 2,713,192</b>	<b>\$ 2,729,756</b>	<b>\$ 2,537,100</b>	<b>\$ (176,092) -6.49%</b>
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220	\$ 110,452	\$ 100,893	\$ 98,587	\$ 386,250	\$ 290,000	\$ 389,500	\$ 3,250 0.84%
Professional Services	50230	-	325,000	0	77,500	77,500	53,500	(24,000) -30.97%
<b>Total Contracts &amp; Professional Services</b>		<b>\$ 110,452</b>	<b>\$ 425,893</b>	<b>\$ 98,587</b>	<b>\$ 463,750</b>	<b>\$ 367,500</b>	<b>\$ 443,000</b>	<b>\$ (20,750) -4.47%</b>
<b>Services &amp; Supplies</b>								
Pipeline Repairs	50240	9,058	20,638	15,152	100,000	140,916	100,000	\$ - 0.00%
Small Tools & Equipment	50250	-	38	0	4,500	4,500	4,500	- 0.00%
Materials & Supplies	50260	16,902	11,558	20,160	42,000	40,000	42,000	- 0.00%
Repair Parts & Equipment Maintenance	50270	172,304	192,981	255,179	350,000	360,000	385,000	35,000 10.00%
Legal Services	50280	-	-	-	25,000	-	-	(25,000) -100.00%
Fees & Charges	50350	2,035	0	1,640	5,500	5,500	5,500	- 0.00%
<b>Total Services &amp; Supplies</b>		<b>\$ 200,299</b>	<b>\$ 225,214</b>	<b>\$ 292,131</b>	<b>\$ 527,000</b>	<b>\$ 550,916</b>	<b>\$ 537,000</b>	<b>\$ 10,000 1.90%</b>
<b>Total Operating Expenses</b>		<b>\$2,760,626</b>	<b>\$3,016,111</b>	<b>\$ 2,666,365</b>	<b>\$ 3,703,942</b>	<b>\$ 3,648,172</b>	<b>\$ 3,517,100</b>	<b>\$ (186,842) -5.04%</b>
Fixed Assets	50600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ - -
<b>Total Expenses</b>		<b>\$ 2,760,626</b>	<b>\$ 3,016,111</b>	<b>\$ 2,666,365</b>	<b>\$ 3,703,942</b>	<b>\$ 3,648,172</b>	<b>\$ 3,517,100</b>	<b>\$ (186,842) -5.04%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



*Non-Potable Water Filling Station*

## 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 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.

### Accomplishments for 2023-2024

- Cleaned two-thirds of the collection system.
- Completed annual calibration of all flow meters at CWRF.
- Continued construction of permanent ammonia injection facility for sequential chlorination.
- Rehabilitated 47 sewer manholes.
- Began design of Sewer Hotspot rehabilitation project.
- Completed design and began installation of Solids Dewatering Press Facility at CWRF.

### Goals for 2024-2025

- Zero wastewater violations and zero sanitary sewer overflows.
- Complete construction of permanent ammonia injection system for sequential chlorination.
- Complete atmospheric monitoring system at CWRF headworks.
- Complete CWRF Effluent Pond improvements.
- Complete replacement of the Motor Control Center (MCC) at Sewer Lift Read Rd.
- Begin construction of the Sewer Hotspot rehabilitation project.
- Complete replacement of the Headworks bar screen at CWRF.
- Complete construction of Solids Dewatering Press Facility at CWRF.
- Complete annual calibration of all flow meters at CWRF.
- Complete replacement of atmospheric monitoring system at CWRF headworks.
- Rehabilitate an additional 40 sewer manholes.
- Complete design and begin construction for rehabilitation of Lift Station #4.
- Begin the design process at the CWRF for upgrading the Programmable Logic Controllers (PLC).
- Begin design to rehabilitate the CWRF power distribution system.

## Wastewater Collection & Treatment – Program 57

Wastewater Collection & Treatment Program 57	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Budget FY2023-24	Projections FY 2023-24	Budget FY 2024-25	*Increase (Decrease) over PY	*% Change over PY
<b>Production</b>								
Salinity Management Pipeline-Calleguas	50011 \$ 9,772	\$ 11,521	\$ 7,853	\$ 22,984	\$ 8,284	\$ 9,000	\$ (13,984)	-60.84%
<b>Total Production</b>	<b>\$ 9,772</b>	<b>\$ 11,521</b>	<b>\$ 7,853</b>	<b>\$ 22,984</b>	<b>\$ 8,284</b>	<b>\$ 9,000</b>	<b>\$ (13,984)</b>	<b>-60.84%</b>
<b>Contracts &amp; Professional Services</b>								
Outside Contracts	50220 \$ 469,475	\$ 500,601	\$ 665,579	\$ 860,000	\$ 750,000	\$ 989,000	\$ 129,000	15.00%
Professional Services	50230 52,316	39,926	16,078	20,000	19,824	15,000	(5,000)	-25.00%
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 521,791</b>	<b>\$ 540,527</b>	<b>\$ 681,657</b>	<b>\$ 880,000</b>	<b>\$ 769,824</b>	<b>\$ 1,004,000</b>	<b>\$ 124,000</b>	<b>14.09%</b>
<b>Services &amp; Supplies</b>								
Utilities	50200 \$ 11,012	\$ 12,876	\$ 13,980	\$ 15,000	\$ 18,000	\$ 20,000	\$ 5,000	33.33%
Pipeline Repairs	50240 5,369	23,021	1,169	10,000	10,000	10,000	-	0.00%
Small Tools & Equipment	50250 1,564	279	582	1,000	1,000	5,000	4,000	400.00%
Materials & Supplies	50260 79,893	90,398	88,738	112,500	115,000	157,500	45,000	40.00%
Repair Parts & Equipment Maintenance	50270 53,650	36,592	53,784	99,000	90,000	135,000	36,000	36.36%
Dues & Subscriptions	50290 -	-	105	3,000	3,000	0	(3,000)	-100.00%
Fees & Charges	50350 40,753	45,426	49,145	66,500	65,000	83,500	17,000	25.56%
<b>Total Contracts &amp; Professional Services</b>	<b>\$ 192,241</b>	<b>\$ 208,592</b>	<b>\$ 207,503</b>	<b>\$ 307,000</b>	<b>\$ 302,000</b>	<b>\$ 411,000</b>	<b>\$ 104,000</b>	<b>33.88%</b>
<b>Total Operating Expense</b>	<b>\$ 723,804</b>	<b>\$ 760,639</b>	<b>\$ 897,013</b>	<b>\$ 1,209,984</b>	<b>\$ 1,080,108</b>	<b>\$ 1,424,000</b>	<b>\$ 214,016</b>	<b>17.69%</b>
Fixed Assets	50600 \$ 3,071	\$ 7,889	\$ -	\$ -	\$ -	\$ -	\$ -	-
<b>Total Expenses</b>	<b>\$ 726,875</b>	<b>\$ 768,528</b>	<b>\$ 897,013</b>	<b>\$ 1,209,984</b>	<b>\$ 1,080,108</b>	<b>\$ 1,424,000</b>	<b>\$ 214,016</b>	<b>17.69%</b>

\*Compares FY 2024-25 Proposed Budget to FY 2023-24 Adopted Budget



**Camrosa Wastewater Reclamation Facility Clarifier**



## Fixed Assets FY 2024-25

Program	Number	Item Description	Cost
25	100-25-01	Bacti Incubators	5,000
25	100-25-02	Hydraclam Devices (2)	16,000
11	100-25-03	Enterprise Office Printer	7,000
11	100-25-04	Cisco VPN Replacement	8,000
26	100-25-05	Ford 550 Utility Vehicle	250,000
<b>Total Fixed Assets</b>			<b>\$ 286,000</b>

<b>Potable</b>	105,570
<b>Non-Potable</b>	82,680
<b>Wastewater</b>	97,750
<b>Total Fixed Assets</b>	<b>\$ 286,000</b>

**100-25-01    \$ 5,000                      Bacti Incubator**

The District purchased an incubator over twenty years ago. The incubator is showing its age and needs replacement. The incubator will reside in the wastewater quality laboratory at the Camrosa Water Reclamation Facility.

**100-25-02    \$16,000                      Hydraclam Devices**

Water Quality in the district's potable water distribution system is based on two major variables: The source water quality, and the blend ratios between sources. At any point in time, the blend ratios between the district's water sources can change. Real time monitoring of water quality parameters will provide the ability to view changes in water quality over time. This information will be valuable as the district can determine how the use of various water sources changes the water quality during differing demand scenarios. This device, known as the Hydraclam, measures chlorine residual, conductivity to determine total dissolved solids, system pressure, and chlorine residual. The device is battery powered and communicates its data via the 4G, 3G, or 2G cellular network. On the internet, in the cloud, a portal exists where personnel may retrieve results and trend data over time. Data may also be downloaded directly from the device.

**100-25-03    \$ 7,000                      Enterprise Office Printer**

The District maintains primary and secondary enterprise printing capabilities for backup and redundancy purposes. The District's existing secondary enterprise printer, the HP CP5525 (procured in 2013) failed in late 2023. The District's primary enterprise printer is fairly new, procured in 2019. However, in the event the primary printer fails, business workflow would suffer since a secondary asset is currently unavailable.

**100-25-04    \$ 8,000                      Cisco VPN Replacement**

Staff's remote access to the District's internal informational and operational networks is provided through a secure Virtual Private Network (VPN) connection which encrypts and decrypts data as it flows between the client workstations and host networks. The current VPN application has been in place since 2014 and lacks some of the newer features and technology such as Security Assertion Markup Language (SAML) and Single Sign ON (SSO) technology that streamline authentication while maintaining a high level of security.

**100-25-05    \$200,000                      Ford 550 Utility Truck**

Camrosa operates two Ford F-550 service trucks. This new truck will replace an existing 2012 Ford F-550 service truck and crane. The District has standardized the IMT Dominator utility body with a crane reach of 30 feet. This configuration allows greater flexibility and reduces downtime caused by contractor or crane availability.

## Capital Projects Summary

During FY2024-25, the District completed a number of capital projects that improved potable water, non-potable water, and wastewater operations.

Potable water improvements included the completion of the Conejo Wellfield Treatment facility, CamSprings Waterline and distribution valve replacement projects. Non-potable included the Diversion Traveling Screen project. General improvement projects included completion of the Tier 2 Historian.

## Carryovers and Closeouts

The following table summarizes the existing capital projects that were appropriated in prior fiscal years. Several of the capital projects are projected to be completed by June 30, 2024 and will be capitalized. Any unspent funds will be returned to the appropriate reserve fund. Ongoing capital projects will carryover into the FY2024-25 budget to be complete by June 30, 2025.

Project #	Prior FY Budget	FY 2023-24 Budget	Mid-Year Budget	Total Budget	Total Actual / Projected	Carryover	Closeouts De-Obligate	Description	Status
<b>Completed Projects</b>									
400-22-04	65,000	-	-	65,000	65,000	-	-	Tier 2 Historian	Completed
600-20-02	11,275,000	-	450,000	11,725,000	11,676,138	-	48,862	Conejo Wellfield Treatment	Completed
650-22-04	610,000	-	-	610,000	575,620	-	34,380	CamSprings Waterline	Completed
650-24-01	-	100,000	-	100,000	40,000	-	60,000	Distribution Valve Replacement	Completed
750-24-01	-	-	180,000	180,000	180,000	-	-	Diversion Traveling Screen	Completed
<b>Total Completed</b>	<b>\$ 11,950,000</b>	<b>\$ 100,000</b>	<b>\$ 630,000</b>	<b>\$ 12,680,000</b>	<b>\$ 12,536,758</b>	<b>\$ -</b>	<b>\$ 143,242</b>		
<b>Carryovers</b>									
400-22-02	504,000	-	-	504,000	320,000	184,000	-	Utility Billing System	Carryover
400-22-03	90,000	-	-	90,000	55,000	35,000	-	LIMS	Carryover
400-24-02	-	110,000	-	110,000	81,837	28,163	-	Network Backbone Switches	Carryover
500-22-01	400,000	-	-	400,000	185,000	215,000	-	Ammonia Injection (Sequential Chloramination)	Carryover
550-21-01	360,000	-	-	360,000	275,000	85,000	-	Sewer Lift Read Road MCC	Carryover
550-23-01	330,000	-	-	330,000	60,000	270,000	-	Collection System Hot Spots - Engineering Phase	Carryover
550-23-02	500,000	-	-	500,000	91,360	408,640	-	CWRF Headworks Bar Screen Replacement	Carryover
550-24-01	-	-	80,000	80,000	55,000	25,000	-	Confined Space Gas Monitoring	Carryover
550-24-02	-	-	350,000	350,000	-	350,000	-	CWRF Influent Pump	Carryover
600-23-01	180,000	-	-	180,000	100,000	80,000	-	PV Well #3 - Engineering Phase	Carryover
600-23-02	90,000	-	585,000	675,000	570,000	105,000	-	Pleasant Valley Monitoring Wells	Carryover
600-24-01	-	-	325,000	325,000	300,000	25,000	-	PV Well Iron/Manganese Removal	Carryover
600-24-02	-	-	40,000	40,000	32,000	8,000	-	Water Quality Sampling Stations - Engineering	Carryover
600-24-03	-	-	100,000	100,000	80,000	20,000	-	New University Well Engineering	Carryover
650-15-01	5,967,000	-	85,580	6,052,580	6,000,000	52,580	-	PV Well #2	Carryover
650-20-03	280,000	-	-	280,000	170,000	110,000	-	Meter Station Control Cabinets	Carryover
650-21-01	290,000	-	-	290,000	220,000	70,000	-	Meter Station 5 and 7 Rehabilitation	Carryover
650-24-02	-	-	910,000	910,000	866,000	44,000	-	Woodcreek Well Rehabilitation	Carryover
650-24-03	-	-	1,680,000	1,680,000	1,182,468	497,532	-	MTU and Meter Replacements	Carryover
750-23-01	150,000	-	-	150,000	148,886	1,114	-	AG3 Tank Replacement-Engineering	Carryover
900-18-02	2,158,000	-	2,006,100	4,164,100	188,914	3,975,186	-	De-watering Press	Carryover
900-18-03	1,501,500	-	-	1,501,500	1,350,000	151,500	-	Effluent Pond Relining	Carryover
<b>Total Carryovers</b>	<b>\$ 12,800,500</b>	<b>\$ 110,000</b>	<b>\$ 6,161,680</b>	<b>\$ 19,072,180</b>	<b>\$ 12,331,465</b>	<b>\$ 6,740,715</b>	<b>\$ -</b>		
<b>Total CIPs</b>	<b>\$ 24,750,500</b>	<b>\$ 210,000</b>	<b>\$ 6,791,680</b>	<b>\$ 31,752,180</b>	<b>\$ 24,868,223</b>	<b>\$ 6,740,715</b>	<b>\$ 143,242</b>		
<b>Fixed Assets</b>									
100-24-01	-	25,000	-	25,000	17,027	-	7,973	Fault Tolerant VMWare Host Environment	
100-24-02	-	3,500	-	3,500	2,768	-	732	Large Sample Refrigerator Laboratory	
100-24-03	-	2,500	-	2,500	2,000	-	500	Small Sample Refrigerators Laboratory	
100-24-04	-	10,000	-	10,000	8,561	-	1,439	Analytical Balance Laboratory-CWRF	
100-24-05	-	75,000	-	75,000	-	-	75,000	Ford 150 Truck	
100-24-06	-	200,000	-	200,000	-	-	200,000	Ford 550 Utility Vehicle	
100-24-07	-	45,000	-	45,000	45,000	-	-	Forklift for Lynnwood Well Site	
100-24-08	-	8,000	-	8,000	8,000	-	-	Hydroclam Device	
<b>Total Fixed Assets</b>	<b>\$ -</b>	<b>\$ 369,000</b>	<b>\$ -</b>	<b>\$ 369,000</b>	<b>\$ 83,356</b>	<b>\$ -</b>	<b>\$ 285,644</b>		
<b>Total CIPs &amp; Fixed Assets</b>	<b>\$ 24,750,500</b>	<b>\$ 579,000</b>	<b>\$ 6,791,680</b>	<b>\$ 32,121,180</b>	<b>\$ 24,951,579</b>	<b>\$ 6,740,715</b>	<b>\$ 428,886</b>		

## Capital Projects Carryover Details

The following capital projects were appropriated in prior fiscal years and to be completed in FY2024-25.

### General Projects

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**400-22-02     \$ 504,000                    Utility Billing System**

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The current billing system, Advanced CIS version 3, is antiquated and was placed online in 2007. Many routine processes are currently performed manually (e.g., late fees and deposits), which is not efficient. Migration to CIS version 5 will also include additional functionality such as mobile access for field technicians and web-based account and usage access for customers. This upgrade benefits all three cost centers. This project is expected to be completed by the end of calendar year 2024. This is a new project that was not included in the 2019 Rate Study.

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**400-22-03     \$ 90,000                            Laboratory Information Management System (LIMS)**

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The labs currently use a combination of Excel, PDFs, and three-ring binders to manage information. A "laboratory information management system," or LIMS, would digitize this process, from field collection via a mobile app to an instrument interface to a fully integrated database. It would increase organization, improve accuracy, save time, streamline permit-related reporting, and maximize data shareability across users in the organization. This project is to be completed by the end of Fall of 2024. This is a new project that was not included in the 2019 Rate Study.

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**400-24-02     \$ 110,000                            Network Backbone Switches**

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Network switches are an integral part of any modern communication system. Maintaining the supportability of individual components which comprise the network is an important factor since manufacturers will typically release security updates, bug-fix patches, and firmware revisions that may provide product enhancements over the life of the component. Funding this project will help ensure robust, supportable communications for administrative and SCADA networks are maintained. This project will be complete by July 31, 2024.

### Potable Projects

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**600-23-01     \$180,000                            PV Well #3 - Engineering**

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Agreements between the Pleasant Valley County Water District (PVCWD) and the Fox Canyon Groundwater Management Agency (FCGMA) have resulted in the exchange of non-potable surface water for potable groundwater within the Pleasant Valley Basin. This project provides a third well, in addition to the existing Woodcreek and Lynnwood Wells, within the Pleasant Valley Groundwater Basin to produce the District's increased pumping allocations. Both well and facility design is expected to begin in the Summer of 2024 and to be completed in the Summer of 2025. Upon completion of design, additional funding will be appropriated for the drilling and development of the well. This project was included in the 2024 Rate Study.

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**600-23-02     \$675,000                            Pleasant Valley Monitoring Well**

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As part of Pleasant Valley Basin Management, the development of monitoring well in Heritage Park within the basin are necessary to collect groundwater data that will allow the District to better regulate and make decisions regarding, water quality, water levels, and other geophysical properties. The project involves the drilling of a 600' deep x 12" diameter well with 3 -3" stainless steel nested well casings. Provisions are included for future solar and communication by others. This project will be complete by the Summer of 2024. This project was included in the 2024 Rate Study.

## Capital Projects Carryover Details (Continued)

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**600-24-01     \$ 325,000                    PV Well Iron/Manganese Removal - Engineering**

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Groundwater quality within the Pleasant Valley Basin is generally of poor to moderate quality. Based on Hopkins 2022 report, water quality within this basin typically will continue to degrade over time. Providing the installation of Iron/Mn filtration equipment will improve water quality, increased reliability, and the ability for the District to eliminate the need to blend with costly imported water. Water quality from the PV Well No. 2 and Woodcreek Well are approaching the MCLs for certain constituents. Design and procurement specifications are underway, and it is expected that once the project is designed and placed out to bid, staff will return to the Board with a request for additional construction funding. Design is expected to be completed by July 2024. This project was included in the 2024 Rate Study.

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**600-24-02     \$ 40,000                    Water Quality Sampling Stations - Engineering**

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Design and construction for the installation of new 42 water quality sampling stations strategically located in various pressure zones throughout the potable water system. Project consists of two phases: engineering and construction. Engineering is expected to be completed around mid-April 2024, after which the project will be advertised for public bidding for construction. Construction is projected to be completed by the end of June 2025. Additional funding for the construction phase will be requested upon awarding the construction contract. This project was included in the 2024 Rate Study.

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**600-24-03     \$ 100,000                    New University Well - Engineering**

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The existing University Well (CSUCI #4) was constructed in 1987 and screened between 280 feet and 900 feet, its bottom depth. As a result of efficiency loss, in 2021 the well was taken offline, evaluated, and rehabilitated. Subsequent pumping data shows that the 2021 cleaning was not effective. In August 2022, Camrosa staff completed well profiling to establish both static and dynamic water quality information within the well. The results showed highly mineralized water, which is consistent with brackish water quality. In addition to other constituents, high levels of silica along with crystalline debris in the casing suggest a strong potential for formation influence and mechanical fouling. Once the design specifications for a new well are complete and construction costs known, staff will return to the Board to request additional funds for the well's construction. Design of the well is expected to be completed in July 2024.

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**650-15-01     \$6,052,580                    PV Well #2**

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Agreements between the Pleasant Valley County Water District (PVCWD) and the Fox Canyon Groundwater Management Agency (FCGMA) have resulted in the exchange of non-potable surface water for potable groundwater within the Pleasant Valley Basin. This project provides a secondary well, in addition to the existing Woodcreek Well, within the Pleasant Valley Groundwater Basin to produce the District's increased pumping allocations. The new well was drilled in 2016 at the opposite end of Woodcreek Park from the Woodcreek Well. The original design included iron and manganese filtration; water quality analysis since the completion of the well led to removal of the iron and manganese filters from design. The well was brought online in 2020 with temporary piping and well housing while design was finalized and construction of the permanent site orchestrated. Construction of the well is anticipated to be complete by the end of Summer of 2024. This project was included in the 2019 Rate Study.

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**650-20-03     \$ 280,000                    Meter Station Control Cabinets**

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Camrosa's meter stations control cabinets are aging and have limited functionality. The upgrade will include batteries for an estimated two-plus days of backup with full operational control of the station and interface with Calleguas. The current control cabinets have no backup provisions for power loss. Control cabinets at 11 meter stations will be replaced. This project is expected to be complete by the end of calendar year 2024. This project was included in the 2019 Rate Study.

## Capital Projects Carryover Details (Continued)

### **650-21-01     \$ 290,000                    Meter Station 5 and 7 Rehabilitation**

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Meter Station #5 and #7 are in need of rehabilitation. This rehabilitation effort would include replacing all the Cla-Val valves, replacing associated piping, vault maintenance and painting. This project is expected to be complete by the end of calendar year 2024.

### **650-24-02     \$ 910,000                    Woodcreek Well Rehabilitation**

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The Woodcreek well was last rehabilitated approximately 10 years ago. At that time, the well was operating at 700 GPM. Today, well production has diminished to approximately 200 GPM. During an investigation and video of the well, it was determined that the well screen is in extremely poor condition, heavily plugged and contains several holes. Rehabilitation of the well will involve insertion of a new 8" stainless steel screen inserts, acid injection, swabbing, airlifting, and disinfection. In addition, a new freshwater lubrication pump will replace the existing oil lube system and will be installed at an increase depth. Work is expected to be complete by the middle of July 2024.

### **650-24-03     \$ 1,680,000                    MTU and Meter Replacements**

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This project will address the aging components of the Automatic Meter Reading (AMR) system and also provide enhanced capabilities District wide for the potable, non-potable and recycled water distribution systems. The project is estimated to be completed by calendar year end 2024. This project was included in the 2024 Rate Study.

## Non-Potable Water Projects

### **750-23-01     \$ 150,000                    Ag 3 Tank Replacement – Engineering**

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The existing Ag3 tank was built in 1991. The tank is partially damaged, and its 50,000 gallons capacity is inadequate and needs to be upsized; during peak demands, it drains completely, limiting the availability of supply. In lieu of repairing, recoating, and providing necessary drainage and road improvements, the Ag system would benefit from constructing a larger, 100,000-gallon bolted and precoated tank. Site, drainage, roadway, and security improvements would be included in this project. This phase of the project design would include surveying, geotechnical study, evaluation of existing right-of-way, necessary grading/retaining walls, and various other site improvements, along with a preliminary budget estimate. Design is estimated to be complete by Summer 2024. Staff will return to request additional funding for construction. This project was included in the 2024 Rate Study.

## Wastewater Projects

### **500-22-01     \$400,000                    Ammonia Injection (Sequential Chlorination)**

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Camrosa's Waste Discharge Requirements (WDR) Order No. R4-2019-0118, the operating permit for the Camrosa Water Reclamation Facility (CWRF), approved the substitution of sequential chlorination for the extended chlorine contact times that would have been required by rerating the CWRF from its original 1.5 million gallons a day to 2.25 MGD. This project will require the installation of additional process control sensors, ammonia storage/containment, redundant peristaltic pumps, and associated piping, electrical, automation, and SCADA integration. Preliminary results of the sequential chlorination study, described in a report authored by Camrosa staff and submitted to the Los Angeles Regional Water Quality Control Board, proved that disinfection byproduct concentrations within the effluent NPDES and WDR permit limits can be realized while ensuring complete disinfection. This project is anticipated to be completed by the end of calendar year 2024.

## Capital Projects Carryover Details (Continued)

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**550-21-01     \$360,000                     Sewer Lift Read Road MCC**

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Read Road Sewer Lift is located on Read Road and lifts the sewer 220 feet into the City of Thousand Oaks' collection system. The Motor Control Center (MCC) and related instrumentation is outdated and needs to be replaced to ensure operational reliability. This project is anticipated to be completed by the end of the calendar year 2024.

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**550-23-01     \$330,000                     Collection System Hot Spots - Engineering Phase**

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This project would engineer solutions to the District's sewer collection system hotspots. These "hotspots" are sections of sewer pipeline that have settled/sagged or encountered significant root infiltration, both of which conditions cause debris to accumulate and impede flow, which in turn can result in a sewer blockage and/or backup. Hotspots require constant attention and monitoring, including monthly cleaning by Ventura Regional Sanitation District. Staff has identified 15 hotspots that need to be investigated, realigned, and/or repaired or replaced. This project would identify limits of damaged sewer sections, conduct potholing (if needed), map slope alignment points, develop feasible alternatives, and prepare engineering drawings and specifications. Construction would proceed on a prioritized basis over several subsequent years. Sewer collection improvements were included in the 2019 rate study but the list of hotspots has been updated since. Design is estimated to be complete by the end of FY2024-25. This project was included in the 2024 Rate Study.

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**550-23-02     \$500,000                     CWRP Headworks Bar Screen Replacement**

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Replace Headworks bar screen at CWRP. Project includes screen removal, installation, startup and testing. The project is anticipated to be complete by the end of calendar year 2024. This project was included in the 2019 Rate Study.

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**550-24-01     \$ 80,000                             Confined Space Gas Monitoring**

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The CWRP Headworks structure is a two-story underground building that houses the main wastewater influent pumps. Because it is located underground, this building qualifies as a confined space that could become subject to hazardous atmospheric buildup. For safety reasons, air inside the structure is continuously monitored to ensure that it is safe to enter. This is done via a system of atmospheric sensors on each floor, warning lights and alarms, and a control panel that displays the current levels of oxygen, hydrogen sulfide, and methane gases. The equipment currently in place has failed, requiring operators to treat the entire facility as an unmonitored confined space. This project will replace the confined space gas monitoring system at the CWRP Headworks building with a new MSA system. This will be consistent with the previous system, which lasted over 20 years, and with our portable monitoring units that are all manufactured by MSA. The project is anticipated to be complete by the Summer of 2024.

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**550-24-02     \$350,000                     CWRP Influent Pump**

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Wastewater arrives at CWRP via the collection system. The three influent pumps lift the wastewater from the lowest level of the Headworks building up to the splitter box on the aeration ditches. During normal flow rates the plant uses two out of the three pumps, leaving the third for redundancy. One pump failed and was removed, torn down, inspected, and deemed rebuildable. During this timeframe a second pump failed and are currently down to only one operational pump. This project includes rebuilding our three existing pumps and purchasing a new spare pump. The project is anticipated to be completed by the end of calendar year 2024. This project was included as part of the Headworks Improvement project in the 2024 Rate Study.

## Capital Projects Carryover Details (Continued)

### **900-18-02      \$4,164,100      De-watering Press**

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The District spends approximately \$140,000 in outside contracts and 800 Camrosa labor hours a year to press, till, and dry sludge at the CWRF. A dewatering press facility would save these resources for other functions. The press facility would be located adjacent to the biosolids drying beds. Staff has identified a rotary fan press as the preferred machinery. The budget includes the costs of the fan press equipment and construction. The construction contract has been awarded with an estimated mobilization to start construction August 2024. The estimated performance period is 16 months (480 calendar days). This project was included in the 2024 Rate Study.

### **900-18-03      \$1,501,500      Effluent Pond Relining**

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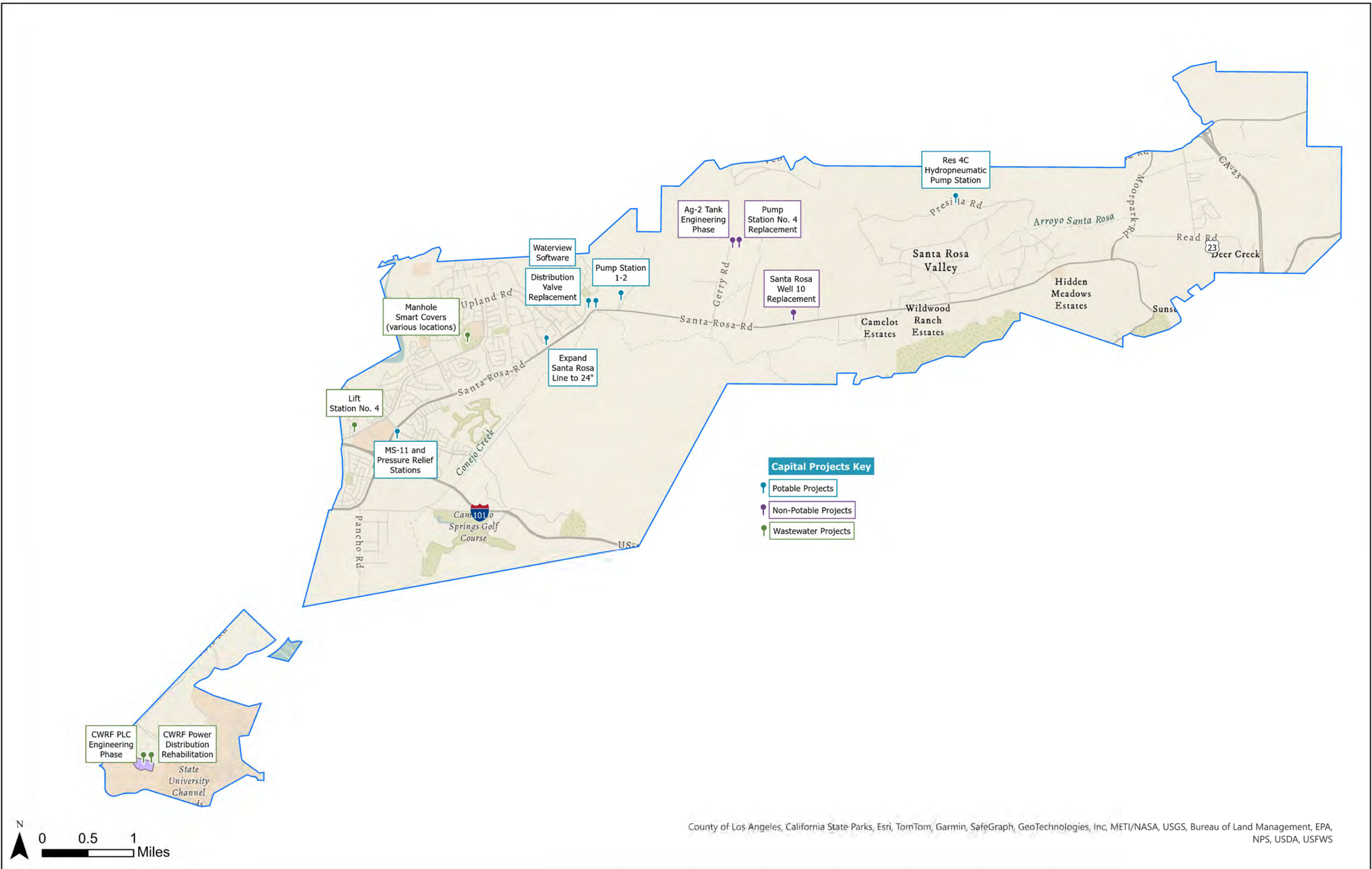
The existing effluent ponds at the CRWF were originally lined with a “hydraulic” lining, which can result in leakage. In addition, the ponds accumulate sediment, which promotes plant growth that in turn results in water loss and accelerated chlorine residual loss. Relining the ponds with soil cement creates a less permeable surface to reduce water loss through leakage and a more robust surface for easier cleaning with heavier equipment to reduce water loss through plant evapotranspiration. Costs include engineering, soil cement liner, waterstop, slide gate replacement, and bypass pipeline replacement. No outside maintenance labor or equipment is expected. Demolition of the existing liner, earthwork, pipeline construction, and soil cement installation were completed in FY2021-22. Longer-than anticipated lead times on specific items pushed this project into FY2023-24. The project is anticipated to be completed by Fall 2024. This project was included in the 2019 Rate Study.



## Capital Projects FY 2024-25

The following table is a listing of the capital projects appropriated as part of the FY2024-25 budget and to be completed by the end of the fiscal year.

Capital Projects	Prior Year Appropriations	Budget FY 2024-25	Projected Mid-Year FY 2024-25	Total	Description
<b>General Projects</b>					
xxx-xx-xx	-	-	50,000	50,000	O&M Building Roofing
<b>Total General Projects</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	
<b>Potable Water Projects</b>					
650-25-01	\$ -	150,000	940,000	1,090,000	4C Hydropneumatic Pump Station
600-25-01	-	120,000	675,000	795,000	Expand Santa Rosa Line to 24"
600-25-02	-	175,000	900,000	1,075,000	Pump Station 1-2
650-25-02	-	330,000	-	330,000	MS#11 & Pressure Relief Stations
650-25-03	-	100,000	-	100,000	Distribution Valve Replacement
650-25-04	-	70,000	-	70,000	WaterView Software
600-23-01	180,000	-	7,673,000	7,853,000	PV Well #3 - Engineering Phase
600-24-01	325,000	-	1,300,000	1,625,000	PV Well Iron/Mangenesese Removal
600-24-02	40,000	-	1,060,000	1,100,000	Water Quality Sampling Stations
600-24-03	100,000	-	4,085,000	4,185,000	New University Well
<b>Total Potable Projects</b>	<b>\$ 645,000</b>	<b>\$ 945,000</b>	<b>\$ 16,633,000</b>	<b>\$ 18,223,000</b>	
<b>Non-Potable Water Projects</b>					
750-25-01	-	215,000	760,000	975,000	Santa Rosa Well No. 10 - Refurbishment
750-25-02	-	325,000	1,310,000	1,635,000	Pump Station No. 4 Replacement
750-25-03	-	105,000	300,000	405,000	Ag 2 Tank- Engineering Phase
750-23-01	150,000	-	805,000	955,000	Ag 3 Tank Replacement
<b>Total Non-Potable Projects</b>	<b>\$ 150,000</b>	<b>\$ 645,000</b>	<b>\$ 3,175,000</b>	<b>\$ 3,970,000</b>	
<b>Wastewater Projects</b>					
500-25-01	-	90,000	-	90,000	Smart Covers
550-25-01	-	300,000	710,000	1,010,000	CWRF PLC - Engineering Phase
550-25-02	-	180,000	860,000	1,040,000	CWRF Power Distribution Rehabilitation
550-25-03	-	175,000	635,000	810,000	Lift Station No. 4
550-23-01	330,000	-	545,000	875,000	Collection System Hot Spots
<b>Total Wastewater Projects</b>	<b>\$ 330,000</b>	<b>\$ 745,000</b>	<b>\$ 2,750,000</b>	<b>\$ 3,825,000</b>	
<b>Total CIPs</b>	<b>\$ 1,125,000</b>	<b>\$ 2,335,000</b>	<b>\$ 22,608,000</b>	<b>\$ 26,068,000</b>	



## Capital Projects FY 2024-25

### Potable

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**650-25-01      \$150,000                      4C Hydropneumatic Pump Station – Engineering**

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The existing hydro station was built in 1975 and it is in poor condition. This station provides domestic, irrigation and fire services to the 4C hydro zone. The station has reached its lifespan and needs to be replaced/repared. The project was partially designed but was postponed until tank sizing analysis could be completed. The engineering phase will be completed by January 31, 2025. This project was included in the 2024 rate study.

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**600-25-01      \$120,000                      Expand Santa Rosa Line to 24’ – Engineering**

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There is a minor flow restriction in the potable distribution system where the 24” potable water main from the Conejo Wellfield is reduced to 12” near the intersection of Upland and Santa Rosa Roads. While the existing flow restriction does not result in velocities that are greater than recommended, it does cause some minor pressure problems in the existing distribution system. Higher pressures experienced at the Conejo Wellfield cause increased maintenance and operational concerns. This project would extend the 24” pipeline 1,700 feet along Santa Rosa Road from the reduction point to where the 12” pipeline splits near San Rafael Way into two 12” pipelines, one that continues west along Santa Rosa Road and one that enters Leisure Village. The larger diameter pipe would reduce the head loss experienced in this section, improving flow and allowing for reliable, uniform pressures across the area. The engineering phase will be completed by the end of Fiscal Year 2024-2025. This project was included in the 2024 rate study.

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**600-25-02      \$175,000                      Pump Station 1 to 2 – Engineering**

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Construction of an additional pump station that can move water from Pressure Zone 1 to Pressure Zone 2 will hydraulically benefit the District. The construction of Lynnwood Well and the proposed construction of PV Well No. 3, excess locally produced water will need to be boosted into higher zones that are mostly served from imported water. A new pump station will assist in moving water to the District's higher zones. The engineering phase will be completed by the end of Fiscal Year 2024-2025. This project was included in the 2024 rate study.

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**650-25-02      \$330,000                      Meter Station 11 & Pressure Relief Stations**

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Rehabilitation of Meter Station #11 & three pressure relief stations. The rehabilitation effort includes replacing isolation valves, Cla-Val control valves, and associated piping, as well as performing vault maintenance. Electrical, instrumentation, lights, and exhaust fans will be updated. Air release valves will be relocated to outside of vault. Piping and corrosion control will be reconfigured and the facilities will be repainted. This is the total project cost, and it is to be completed by the end of Fiscal Year 2024-2025. This project was included in the 2024 rate study.

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**650-25-03      \$100,000                      Distribution Valve Replacement**

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The potable distribution system includes more than 200 miles of transmission and distribution pipelines, 1,300 mainline valves, and 1,100 fire hydrant valves. Most of these valves were installed in the late '60s and '70s. The Operations & Maintenance department replaces them as stuck or damaged valves are encountered and as part of both routine and emergency pipeline repairs. This project will be complete by the end of Fiscal Year 2024-2025. This project was included in the 2024 rate study.

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**650-25-04      \$ 70,000                      Waterview Software**

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This project is intended to bring the District into compliance with the reporting requirements of the Making Conservation a California Way of Life legislation, specifically with regards to Residential water use reporting, CII water use reporting, and reporting usage of Commercial, Industrial, and Institutional (CII) Dedicated Irrigation Meters (DIM) and Mixed Use Meters (MUM). It is expected to provide additional benefits, such as identifying and tracking excessive water use, so that the District may determine whether to reach out to said users regarding the possibility of a leak or employing more efficient technologies. The platform's i.d. capabilities would allow for a targeted response that saves outreach and intervention resources. This project will be complete by July 2027. This project was not part of the 2024 rate study.

## Capital Projects FY 2024-25 (Continued)

### Non-Potable

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**750-25-01     \$215,000                      Santa Rosa Well No. 10 Refurbishment – Engineering**

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This project involves an evaluation of the existing well pump and motor. It is expected that the well will be redeveloped, and installation of a new pump assembly will be required along with a freshwater lube system. In addition, the existing building will be evaluated and modified/improved as necessary. This project involves two phases, pulling the well and evaluation, followed by cleaning, design, and equipment purchases. The engineering phase will be completed by the Fall of 2025. Additional funding will be requested for the construction phase and estimate the project will be completed by Spring 2026. This project was included in the 2024 rate study.

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**750-25-02     \$325,000                      Pump Station No. 4 Replacement – Engineering**

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Pump Station 4 is located at the end of Gerry Road. The facilities are old and in need of replacement/refurbishment. This project involves complete equipment and site refurbishment, including replacement of the existing electrical switchgear and six motor control centers, new pumps, and motors, new valving and controls and various other site improvements. The engineering phase will be completed by June 30, 2025. Additional funding will be requested for the construction phase and estimate the project will be completed by June 30, 2026. This project was included in the 2024 rate study.

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**750-25-03     \$105,000                      Ag 2 Tank – Engineering**

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The existing 50,000 gallon tank is in poor condition. The existing foundation is cracked and the bottom chime plate and areas of the tank are corroded. The existing coating is in poor condition. A new tank will meet current seismic standards and will reduce overall maintenance and liability for the District. This project includes the demolitions and reconstruction of a new 50,000 gallon bolted water tank. The new tank will be seismically secured and meet all new AWWA design standards. Various new controls and monitoring equipment will be included along with providing better access and maintenance. Additional funding will be requested for the construction phase and estimate the project will be completed by June 30, 2026. This project was included in the 2024 rate study.

### Wastewater

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**500-25-01     \$90,000                      Smart Covers**

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The SmartCover Monitoring devices will be installed on ten District manholes near potential hotspots and along the main trunkline. The SmartCover Monitoring System is an integrated, real-time remote wastewater level monitoring system. The system consists of an ultrasonic sensor level transducer combined with an integrated pressure sensor, system controller, and powerpack, all mounted under the manhole cover. The SmartCover System integrates with the Iridium satellite network for communication. SmartCover provides Camrosa with data analysis and real-time early warnings of potential overflow events through advisories, alerts, and alarms to web-enabled devices. This is the final phase of installation of Smart Covers and will be completed by the end of Fiscal Year 2024-2025. This project was included in the 2024 rate study.

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**550-25-01     \$300,000                      CWRP PLC – Engineering**

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Upgrade and replace the aging PLCs and communication network at CWRP. This equipment has lasted well beyond its life expectancy and has become obsolete. Finding replacement components is very difficult and time-consuming, requiring staff to search the secondhand market. An upgrade of the PLC system and the communication network would improve reliability, network speed, and access to critical repair parts. This project was included in the 2024 rate study.

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**550-25-02     \$180,000                      CWRP Power Distribution System Rehab – Engineering**

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The existing CWRP generator and various electrical equipment are old and need of replacement to ensure overall reliability of the generator facility during a power outage. In addition, some building and site improvements will be included in the design of this project. This project is expected to be designed in phase 1 and constructed the following year in phase 2 with an overall completion date of June 2026. This project was included in the 2024 rate study.

## Capital Projects FY 2024-25 (Continued)

### **550-25-03      \$175,000                      Lift Station No. 4 – Engineering**

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The lift station was originally constructed in 1977 and consists of two 10 HP Pumps. The site is enclosed within a masonry wall, and it is raised about 12-inches above surrounding grades. The site is covered with gravel within the walled area. The lift station generally consists of a wet well and a partially buried vault containing suction lift pumps, and valves. The lift station also includes a control panel and permanent standby generator. This project would include relining the wet well, replacing the packaged pump unit, and replace the existing switchgear, MCC and PLC. The engineering phase will be completed by Spring of 2025. Additional funding will be requested for the construction phase and estimate the project will be completed by Fall of 2026. This project was included in the 2024 rate study.

## Reserves

Although Camrosa operates through a single-fund expense budget, the District's reserves are managed through several types of accounts and account categories. In general, reserves are established to accumulate funds to increase system capacity and accommodate growth, replace assets as they reach the end of their useful life, meet unanticipated emergencies, stabilize rates, and meet the covenants of debt issuance instruments and other agreements.

### Restricted Reserves

The Capital Improvement Project (CIP) amount for FY2024-25 has been established at \$2,335,000. Unrestricted reserves have been appropriated and transferred into the restricted accounts. Reserves in the amount of \$879,529 are held with the District's Trustee in accordance with the bond covenants of the 2016 Revenue Bonds.

### Unrestricted Reserves

Unrestricted reserves are accumulated, managed, and earmarked for use by policies developed and implemented by the Camrosa Board of Directors. The Board may amend, discontinue, or supersede these policies at its discretion to serve the best interests of the District. The policy was last updated October 2021.

There are five categories of Unrestricted General Fund Reserves. The Capital Improvement Funds are incremented by the amount of capital fees received from developers each year. The funds are reserved for future expansion of system capacity to meet demand generated as a result of new development and are decremented by the value of the capital projects approved each year for system expansion.

The Capital Replacement Funds are incremented at the end of the fiscal year with contributions from net operating results. The net operating results for each enterprise are distributed directly to the corresponding Capital Replacement Fund. The funds are for both short-term and long-term purposes. The objective is to provide funds for the current and future replacement of existing capital assets as they reach their useful lives. The reserve target level is a minimum of 5% of the replacement value of capital assets.

The Operating and Emergency Funds are incremented from net operating results after all other contributions to reserves have been made. The funds are to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the District's ability to sustain safe or reliable service. The reserve target level is 45 days of O&M expenses.

The Rate Stabilization Fund segregates funds for use in dampening revenue fluctuations or unexpected operational expenses. This fund is used to stabilize rates in the event of short to mid-term rate revenue loss, and/or higher than anticipated operating expenses that cannot be supported by normal revenues. The reserve target level is 10% of the prior year's rate revenue generated from commodity charges only.

Finally, the Pension Liability Reserve Fund segregates funds to manage the ongoing CalPERS Unfunded Accrued Liability. The fund is used for both short-term and long-term purposes. The objective is to provide funds needed to fully fund accrued liabilities. The target is to be 100% funded with a zero UAL balance. To attain 100% funding level the use of reserves may be set aside in the UAL fund to apply additional discretionary payments towards the liability as approved by the Board of Directors.

The FY2024-25 budget is projected to begin with \$35.4 million unrestricted reserves balance, of which \$286,000 is committed to fixed assets and \$2,335,000 is to new capital projects.

## Reserves (Continued)

	Projected FY2023-24	CIP FY 2024-25	Fixed Assets FY2024-25	Projected Rate Stabilization Contribution	Projected UAL Contribution	Projected Capital Contributions	Projected Net Operating Results	Projected FY 2024-25
<b>Unrestricted Reserves</b>								
Potable Water Rate Stabilization Fund	\$ 270,625	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 330,625
Non-Potable Water Rate Stabilization Fund	605,625	-	-	-	-	-	-	\$ 605,625
Wastewater Rate Stabilization Fund	263,750	-	-	10,000	-	-	-	\$ 273,750
<b>Total Rate Stabilization Fund</b>	<b>\$ 1,140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,210,000</b>
Potable Water Capital Replacement Fund (PWCRF)	\$ 16,308,732	\$ (650,000)	\$ (105,570)	\$ -	\$ -	\$ 1,342,000	\$ -	\$ 16,895,162
Potable Water Operating and Emergency Reserves (OER)	952,052	-	-	-	-	-	209,058	\$ 1,161,110
Potable Water Unfunded Accrued Liability Reserve (UAL)	-	-	-	-	126,750	-	-	\$ 126,750
Potable Water Capital Improvement Fund (PWCIF)	549,454	(295,000)	-	-	-	-	-	\$ 254,454
Potable Water In-Lieu Fees (Shea Homes)	1,194,653	-	-	-	-	-	-	\$ 1,194,653
Potable Water Mitigation Fees (Day Ranch)	130,025	-	-	-	-	-	-	\$ 130,025
Potable Water Mitigation Fees (Rancho Sierra Apartments)	-	-	-	-	-	-	-	\$ -
Potable Water in-Lieu Fees (Rancho Sierra Apartments)	128,334	-	-	-	-	-	-	\$ 128,334
Potable Water Mitigation Fees (Fairfield Residential Apartments)	2,999,284	-	-	-	-	-	-	\$ 2,999,284
Potable Water in-Lieu Fees (Fairfield Residential Apartments)	956,671	-	-	-	-	-	-	\$ 956,671
Potable Water Mitigation Fees (LaPeyre Residential Home ADU)	6,489	-	-	-	-	-	-	\$ 6,489
<b>Total Potable Funds</b>	<b>\$ 23,225,694</b>	<b>\$ (945,000)</b>	<b>\$ (105,570)</b>	<b>\$ -</b>	<b>\$ 126,750</b>	<b>\$ 1,342,000</b>	<b>\$ 209,058</b>	<b>\$ 23,852,932</b>
Non-Potable Water Capital Replacement Fund (NPWCRF)	\$ 5,835,695	\$ (645,000)	\$ (82,680)	\$ -	\$ -	\$ 66,500	\$ -	\$ 5,174,515
Non-Potable Water Operating and Emergency Reserves (OER)	546,514	-	-	-	-	-	1,256	\$ 547,770
Non-Potable Water Unfunded Accrued Liability Reserve (UAL)	-	-	-	-	68,250	-	-	\$ 68,250
Non-Potable Water Capital Improvement Fund (NPWCIF)	-	-	-	-	-	-	-	\$ -
Non-Potable Water In-lieu Fees (Wildwood Preserve)	318,538	-	-	-	-	-	-	\$ 318,538
<b>Total Non-Potable Funds</b>	<b>\$ 6,700,747</b>	<b>\$ (645,000)</b>	<b>\$ (82,680)</b>	<b>\$ -</b>	<b>\$ 68,250</b>	<b>\$ 66,500</b>	<b>\$ 1,256</b>	<b>\$ 6,109,073</b>
Wastewater Capital Replacement Fund (WWCRF)	\$ 3,648,198	\$ (655,000)	\$ (97,750)	\$ -	\$ -	\$ 813,000	\$ -	\$ 3,708,448
Wastewater Operating and Emergency Reserves (OER)	558,905	-	-	-	-	-	28,468	\$ 587,373
Wastewater Unfunded Accrued Liability Reserve (UAL)	-	-	-	-	105,000	-	-	\$ 105,000
Wastewater Capital Improvement Fund (WWCIF)	167,978	(90,000)	-	-	-	-	-	\$ 77,978
<b>Total Wastewater Funds</b>	<b>\$ 4,375,081</b>	<b>\$ (745,000)</b>	<b>\$ (97,750)</b>	<b>\$ -</b>	<b>\$ 105,000</b>	<b>\$ 813,000</b>	<b>\$ 28,468</b>	<b>\$ 4,478,799</b>
<b>Total Unrestricted Reserves</b>	<b>\$ 35,441,522</b>	<b>\$ (2,335,000)</b>	<b>\$ (286,000)</b>	<b>\$ 70,000</b>	<b>\$ 300,000</b>	<b>\$ 2,221,500</b>	<b>\$ 238,782</b>	<b>\$ 35,650,804</b>
<b>Restricted Assets</b>								
Grant Receivable PV Well	83,822	-	-	-	-	-	-	\$ 83,822
<b>Total Receivables</b>	<b>\$ 83,822</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,822</b>
Debt Reserves 2012	-	-	-	-	-	-	-	\$ -
Debt Reserves 2016	879,529	-	-	-	-	-	-	\$ 879,529
<b>Total Restricted Assets</b>	<b>\$ 879,529</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 879,529</b>
<b>CIP</b>								
Potable Water Capital Replacements	\$ 525,072	\$ 650,000	\$ 105,570	\$ -	\$ -	\$ -	\$ -	\$ 1,280,642
Non-Potable Water Capital Replacements	358,229	645,000	82,680	-	-	-	-	\$ 1,085,909
Wastewater Capital Replacements	2,895,170	655,000	97,750	-	-	-	-	\$ 3,647,920
Potable Water Capital Improvements	265,580	295,000	-	-	-	-	-	\$ 560,580
Potable Water Mitigation Fees	25,000	-	-	-	-	-	-	\$ 25,000
Wastewater Capital Improvements	2,671,664	90,000	-	-	-	-	-	\$ 2,761,664
<b>Total CIP</b>	<b>\$ 6,740,715</b>	<b>\$ 2,335,000</b>	<b>\$ 286,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,361,715</b>
<b>Total Restricted Assets</b>	<b>\$ 7,704,066</b>	<b>\$ 2,335,000</b>	<b>\$ 286,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 10,325,066</b>
<b>Total Reserves minus Receivables</b>	<b>\$ 43,061,766</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 300,000</b>	<b>\$ 2,221,500</b>	<b>\$ 238,782</b>	<b>\$ 45,892,048</b>

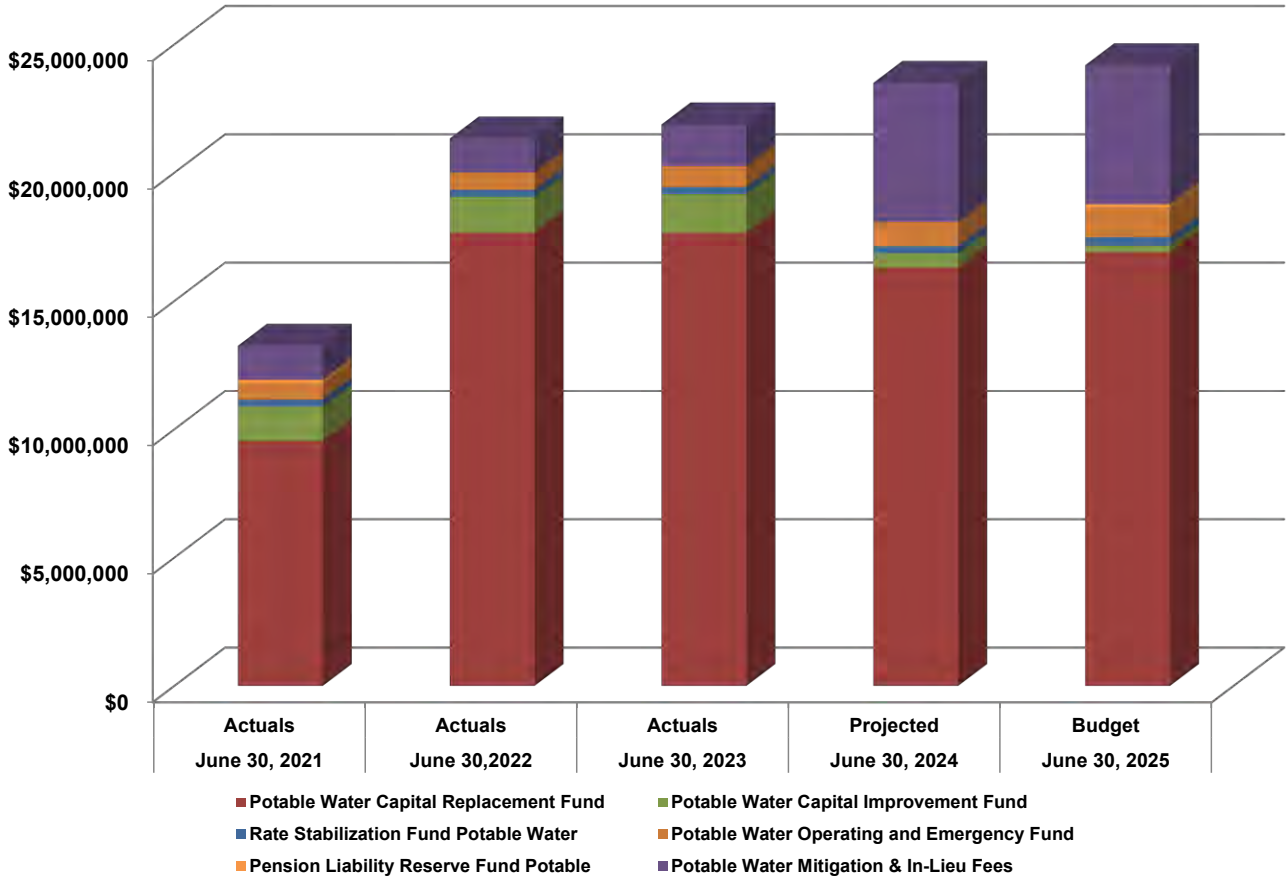
## Reserves (Continued)

	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Projected FY2023-24	Projected FY 2024-25
<b>Unrestricted Reserves</b>					
Potable Water Rate Stabilization Fund	\$ 270,625	\$ 270,625	\$ 270,625	\$ 270,625	\$ 330,625
Non-Potable Water Rate Stabilization Fund	465,625	535,625	605,625	605,625	\$ 605,625
Wastewater Rate Stabilization Fund	183,750	263,750	263,750	263,750	\$ 273,750
<b>Total Rate Stabilization Fund</b>	<b>\$ 920,000</b>	<b>\$ 1,070,000</b>	<b>\$ 1,140,000</b>	<b>\$ 1,140,000</b>	<b>\$ 1,210,000</b>
Potable Water Capital Replacement Fund (PWCRF)	\$ 9,548,413	\$ 17,661,916	\$ 17,650,435	\$ 16,308,732	\$ 16,895,162
Potable Water Operating and Emergency Reserves (OER)	635,852	674,723	821,153	952,052	\$ 1,161,110
Potable Water Unfunded Accrued Liability Reserve (UAL)	-	-	-	-	\$ 126,750
Potable Water Capital Improvement Fund (PWCIF)	1,331,889	1,397,209	1,512,418	549,454	\$ 254,454
Potable Water In-Lieu Fees (Shea Homes)	1,194,653	1,194,653	1,194,653	1,194,653	\$ 1,194,653
Potable Water Mitigation Fees (Day Ranch)	130,025	130,025	130,025	130,025	\$ 130,025
Potable Water Mitigation Fees (Rancho Sierra Apartments)	-	-	170,409	-	\$ -
Potable Water in-Lieu Fees (Rancho Sierra Apartments)	-	-	128,334	128,334	\$ 128,334
Potable Water Mitigation Fees (Fairfield Residential Apartments)	-	-	-	2,999,284	\$ 2,999,284
Potable Water in-Lieu Fees (Fairfield Residential Apartments)	-	-	-	956,671	\$ 956,671
Potable Water Mitigation Fees (LaPeyre Residential Home ADU)	-	-	-	6,489	\$ 6,489
<b>Total Potable Funds</b>	<b>\$ 12,840,832</b>	<b>\$ 21,058,526</b>	<b>\$ 21,607,427</b>	<b>\$ 23,225,694</b>	<b>\$ 23,852,932</b>
Non-Potable Water Capital Replacement Fund (NPWCRF)	\$ 3,588,158	\$ 4,503,872	\$ 5,788,036	\$ 5,835,695	\$ 5,174,515
Non-Potable Water Operating and Emergency Reserves (OER)	478,970	479,254	480,339	546,514	\$ 547,770
Non-Potable Water Unfunded Accrued Liability Reserve (UAL)	-	-	-	-	\$ 68,250
Non-Potable Water Capital Improvement Fund (NPWCIF)	-	-	-	-	\$ -
Non-Potable Water In-lieu Fees (Wildwood Preserve)	318,538	318,538	318,538	318,538	\$ 318,538
<b>Total Non-Potable Funds</b>	<b>\$ 4,385,666</b>	<b>\$ 5,301,664</b>	<b>\$ 6,586,913</b>	<b>\$ 6,700,747</b>	<b>\$ 6,109,073</b>
Wastewater Capital Replacement Fund (WWCRF)	\$ 1,234,409	\$ 2,633,053	\$ 2,973,101	\$ 3,648,198	\$ 3,708,448
Wastewater Operating and Emergency Reserves (OER)	385,120	390,966	475,285	558,905	\$ 587,373
Wastewater Unfunded Accrued Liability Reserve (UAL)	-	-	-	-	\$ 105,000
Wastewater Capital Improvement Fund (WWCIF)	702,316	84,456	369,528	167,978	\$ 77,978
<b>Total Wastewater Funds</b>	<b>\$ 2,321,845</b>	<b>\$ 3,108,475</b>	<b>\$ 3,817,914</b>	<b>\$ 4,375,081</b>	<b>\$ 4,478,799</b>
<b>Total Unrestricted Reserves</b>	<b>\$ 20,610,452</b>	<b>\$ 30,858,665</b>	<b>\$ 33,152,254</b>	<b>\$ 35,441,522</b>	<b>\$ 35,650,804</b>
<b>Restricted Assets</b>					
Grant Receivable PV Well	83,822	83,822	83,822	83,822	\$ 83,822
<b>Total Receivables</b>	<b>\$ 83,822</b>	<b>\$ 83,822</b>	<b>\$ 83,822</b>	<b>\$ 83,822</b>	<b>\$ 83,822</b>
Debt Reserves 2012	-	-	-	-	\$ -
Debt Reserves 2016	879,529	879,529	879,529	879,529	\$ 879,529
<b>Total Restricted Assets</b>	<b>\$ 879,529</b>	<b>\$ 879,529</b>	<b>\$ 879,529</b>	<b>\$ 879,529</b>	<b>\$ 879,529</b>
<b>CIP</b>					
Potable Water Capital Replacements	\$ 1,427,328	\$ 9,168,861	\$ 2,506,359	\$ 525,072	\$ 1,280,642
Non-Potable Water Capital Replacements	144,332	221,603	307,368	358,229	\$ 1,085,909
Wastewater Capital Replacements	2,768,781	2,079,957	2,818,572	2,895,170	\$ 3,647,920
Potable Water Capital Improvements	2,262,238	2,171,805	1,007,451	265,580	\$ 560,580
Potable Water Mitigation Fees	-	-	-	25,000	\$ 25,000
Wastewater Capital Improvements	1,197,859	1,223,165	823,304	2,671,664	\$ 2,761,664
<b>Total CIP</b>	<b>\$ 9,159,469</b>	<b>\$ 14,865,391</b>	<b>\$ 7,463,054</b>	<b>\$ 6,740,715</b>	<b>\$ 9,361,715</b>
<b>Total Restricted Assets</b>	<b>\$ 13,475,762</b>	<b>\$ 15,828,742</b>	<b>\$ 8,426,405</b>	<b>\$ 7,704,066</b>	<b>\$ 10,325,066</b>
<b>Total Reserves minus Receivables</b>	<b>\$ 34,002,392</b>	<b>\$ 46,603,585</b>	<b>\$ 41,494,837</b>	<b>\$ 43,061,766</b>	<b>\$ 45,892,048</b>



## Reserve Accounts (Continued)

### Potable Water - Unrestricted Reserves



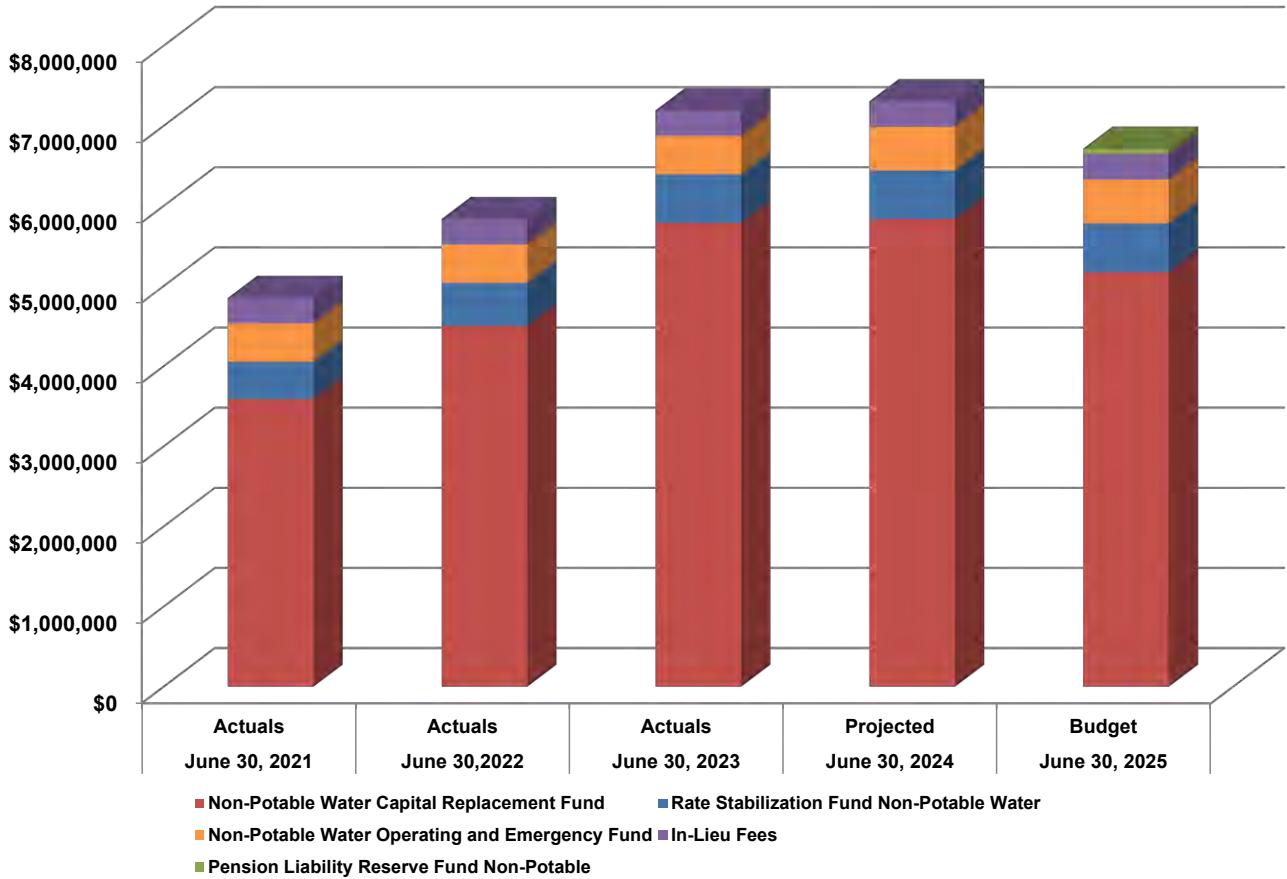
**Figure 13 – Unrestricted Potable Water Reserves**

The graph above reflects the various unrestricted reserve funds of the Potable Water Operations.

In FY2023-24, Potable Water Funds appropriated approximately \$4,091,070 towards Capital Projects, \$152,640 towards Fixed Assets. The FY2024-25 budget will appropriate \$945,000 from Potable water funds towards Capital Projects and \$105,570 towards Fixed Assets. The Potable Water Capital Replacement Fund receives funding from capital replacement contributions. The projected Capital Replacement Contributions amount for FY2023-24 is \$851,000. The Capital Improvement Fund receives funding from connection fees, in FY2023-24 the District received \$163,175 connection fees and \$4,202,615 mitigation and in-lieu fees. The Rate Stabilization Fund is used to dampen revenue fluctuations or unexpected operational expenses and receives funding from the operating budget. The District does not anticipate a contribution in FY2023-24. For FY2024-25, the District anticipates a contribution of \$60,000. The Operating and Emergency Fund is to provide financial flexibility in the day-to-day conduct of District business and to respond quickly to emergency situations that may pose threats to public health and the ability to sustain safe and reliable services and receives funding from the operating budget. In FY2023-24, the District projects a contribution of \$130,899 and anticipates a contribution of \$209,058 in FY2024-25. In FY2024-25, the District will start contribution to the Pension Unfunded Accrued Liability Reserve Fund, the anticipated contribution for the fiscal year is \$126,750.

## Reserve Accounts (Continued)

### Non-Potable Water - Unrestricted Reserves



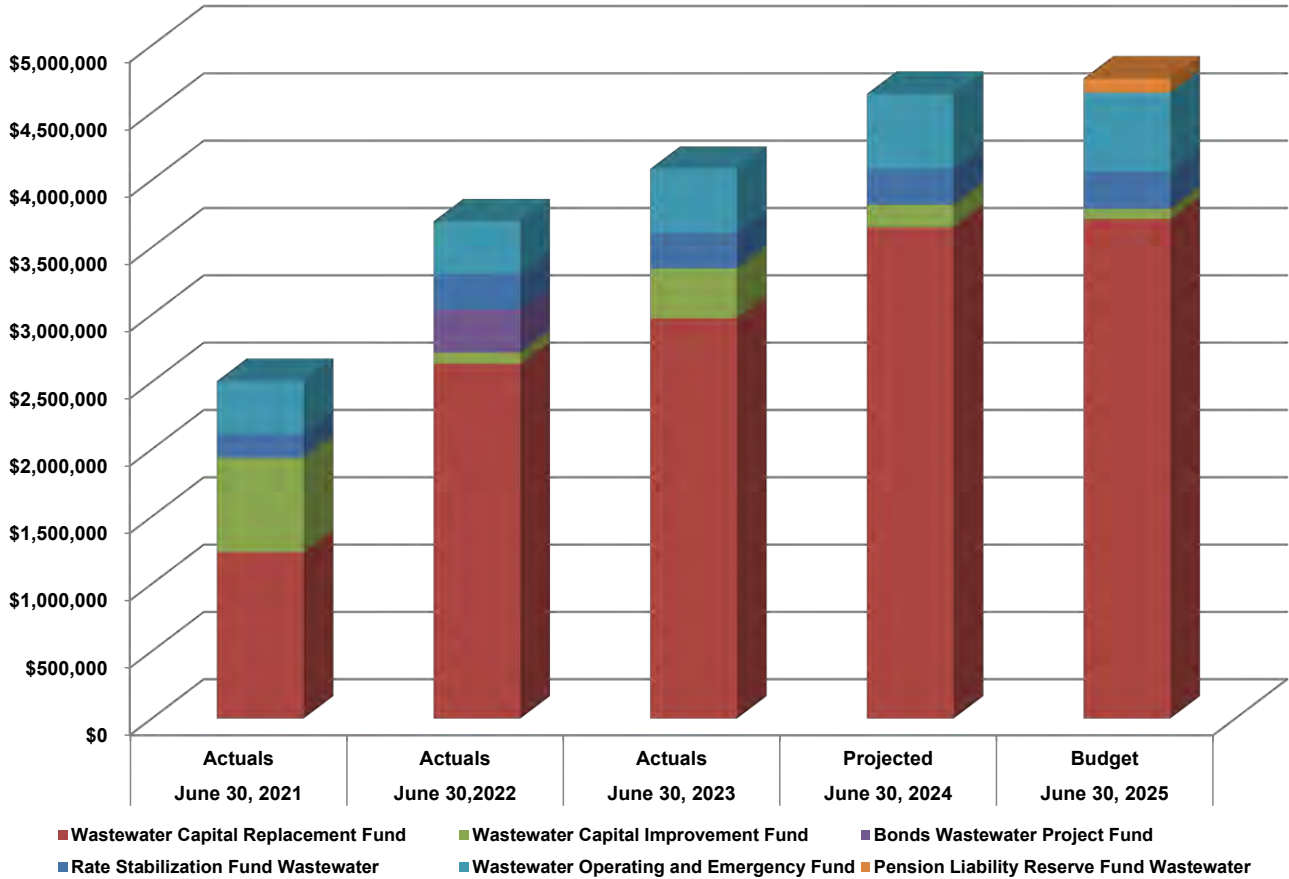
**Figure 14 – Unrestricted Non-Potable Water Reserves**

The graph above reflects the various unrestricted reserve funds of the Non-Potable Water Operations.

In FY2023-24, Non-Potable Water Funds appropriated approximately \$540,760 towards Capital Projects and \$99,360 towards Fixed Assets. The FY2024-25 budget will appropriate \$645,000 from Non-Potable Water Funds towards Capital Projects and \$82,680 towards Fixed Assets. The Non-Potable Water Capital Replacement Fund receives funding from capital replacement contributions. The Capital Replacement Contributions for FY2023-24 are projected to be approximately \$595,400. This contribution will improve the District's ability to pay for future capital projects. The Rate Stabilization Fund is used to dampen revenue fluctuations or unexpected operational expenses and receives funding from the operating budget. The District does not project a contribution to the fund for FY2023-24 nor FY2024-25. The Operating and Emergency Fund is to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the ability to sustain safe or reliable services and receives funding from the operating budget. In FY2023-24, the District projects a contribution of \$66,175 and anticipates contributing \$1,256 in FY2024-25. In FY2024-25, the District will start contribution to the Pension Unfunded Accrued Liability Reserve Fund, the anticipated contribution for the fiscal year is \$68,250.

## Reserve Accounts (Continued)

### Wastewater - Unrestricted Reserves



**Figure 15 – Unrestricted Wastewater Reserves**

The graph above reflects the various unrestricted reserve funds of the Wastewater Operations.

In FY2023-24 Wastewater funds appropriated approximately \$2,524,850 towards Capital Projects and \$117,000 towards Fixed Assets. The FY2024-25 budget will appropriate \$745,000 from Wastewater funds towards Capital Projects and \$97,750 towards Fixed Assets. The Wastewater Capital Replacement Fund receives funding from capital replacement contributions. The Capital Replacement Contributions for FY2023-24 are projected to be \$1,206,600. The Capital Improvement Fund receives funding from connection fees, in FY2023-24 the District received connection fees in the amount of \$1,804,550. The Rate Stabilization Fund is used to dampen revenue fluctuations or unexpected operational expenses and receives funding from the operating budget. The District does not project a contribution to the fund for FY2023-24. For FY2024-25, the District projects a contribution to the Rate Stabilization Fund in the amount of \$10,000. The Operating and Emergency Fund is to provide financial flexibility in the day-to-day conduct of District business and to respond quickly to emergency situations that may pose threats to public health and the ability to sustain safe or reliable services and receives funding from the operating budget. In FY2023-24, the District projects a contribution of \$83,620 and anticipates contributing \$28,468 in FY2024-25. In FY2024-25, the District will start contribution to the Pension Unfunded Accrued Liability Reserve Fund, the anticipated contribution for the fiscal year is \$105,000.

## Debt Service

The District's debt rating is "AA" from Standard & Poor's. The debt rating was upgraded on October 12, 2016 from "AA-" to "AA".

The District's outstanding debt consists of the Series 2011A/2016A Water and Wastewater Revenue Bonds.

The District issued \$9,630,000 in 2011A Project bonds in September 2011. Proceeds of the bonds funded \$6,508,000 of water capital projects and \$2,447,000 of wastewater capital projects. Subsequently in September 2016, the District advance refunded the 2011A bonds and obtained additional funding in the amount of \$6,000,000, with the issuance of the Water and Wastewater Refunding Revenue Bonds Series 2016A, for water projects. Refunding resulted in more than \$663,000 in net present value savings, lowering the District's annual debt service payment.

The annual debt service payments for FY2024-25 on the Series 2011A/2016 will be approximately \$1,036,631. Approximately \$191,700 is paid with sewer service revenues. The remaining \$844,931 is paid with water revenue. A complete debt service schedule is located in Appendix #4.

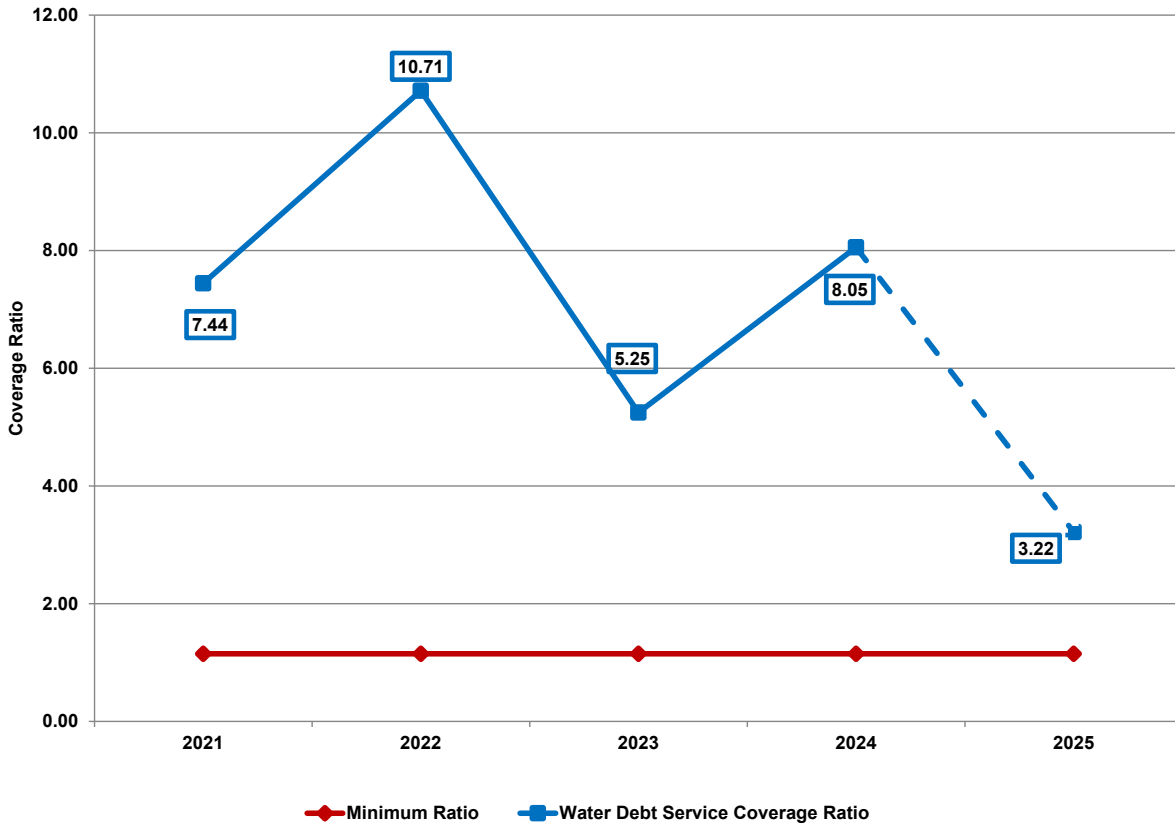
A condition of the 2011A/2016 Refunding Revenue Project Bonds issuance is the maintenance of a minimum debt service coverage ratio of 1.15%. The District has adopted a formal debt policy and no legal debt limit; however, the District's future borrowing capacity is limited by the debt coverage ratio required by existing bond covenants. The District's debt service coverage ratio for FY2024-25 is budgeted to 3.50 for Water and 5.99 for Wastewater.

The following pages illustrate the District's actual debt service coverage. Over the past several years, a concerted effort has been made to improve debt service ratios to stay well above the 1.15% debt service ratio required by bond covenants.

## Water Debt Service Ratio

	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Projections FY 2023-24	Budget FY 2024-25
<b>Revenues</b>					
Water Sales:					
Potable	\$ 12,772,834	\$ 12,280,448	\$ 9,209,757	\$ 10,276,744	\$ 11,871,600
Recycle/Non-Potable	4,823,961	4,383,675	3,573,563	3,216,823	4,028,400
Water Sales to Pleasant Valley	1,669,579	1,677,229	1,608,935	2,133,000	1,566,400
Meter Service Charge	2,346,434	2,515,456	2,608,044	2,711,000	3,291,700
Special Services	25,378	50,750	48,513	65,000	67,000
Pump Zone Charges	55,411	47,212	35,239	32,500	35,000
Miscellaneous	69,331	15,804	47,591	7,500	-
Interest Revenues	108,987	102,841	1,074,433	1,635,000	1,410,000
Taxes	700,753	721,241	772,770	812,000	850,000
Mitigation & In-Lieu Fees	1,324,678	-	298,743	4,202,615	-
GAC Reimbursement		16,191,774	-	-	-
Capital Fees	55,825	-	55,575	163,175	-
<b>Total Revenues</b>	<b>\$ 23,953,171</b>	<b>\$ 37,986,430</b>	<b>\$ 19,333,163</b>	<b>\$ 25,255,357</b>	<b>\$ 23,120,100</b>
<b>Expenses</b>					
Production	\$ 12,810,991	\$ 11,372,011	\$ 8,710,941	\$ 9,885,215	\$ 9,400,900
Salaries & Benefits	2,323,040	2,408,086	2,566,876	2,986,815	3,893,211
Outside Contracts & Professional Services	809,835	1,725,735	1,466,822	2,618,836	3,253,378
Supplies & Services	1,733,313	2,060,488	2,150,410	2,903,196	3,853,866
<b>Total Expenses</b>	<b>\$ 17,677,179</b>	<b>\$ 17,566,320</b>	<b>\$ 14,895,049</b>	<b>\$ 18,394,062</b>	<b>\$ 20,401,355</b>
<b>Net Operating Revenues</b>	<b>\$ 6,275,992</b>	<b>\$ 20,420,110</b>	<b>\$ 4,438,114</b>	<b>\$ 6,861,295</b>	<b>\$ 2,718,745</b>
Debt Service	843,081	853,681	845,806	852,031	844,931
<b>Debt Service Coverage Ratio</b>	<b>7.44</b>	<b>10.71</b>	<b>5.25</b>	<b>8.05</b>	<b>3.22</b>

### Water Debt Coverage Ratio

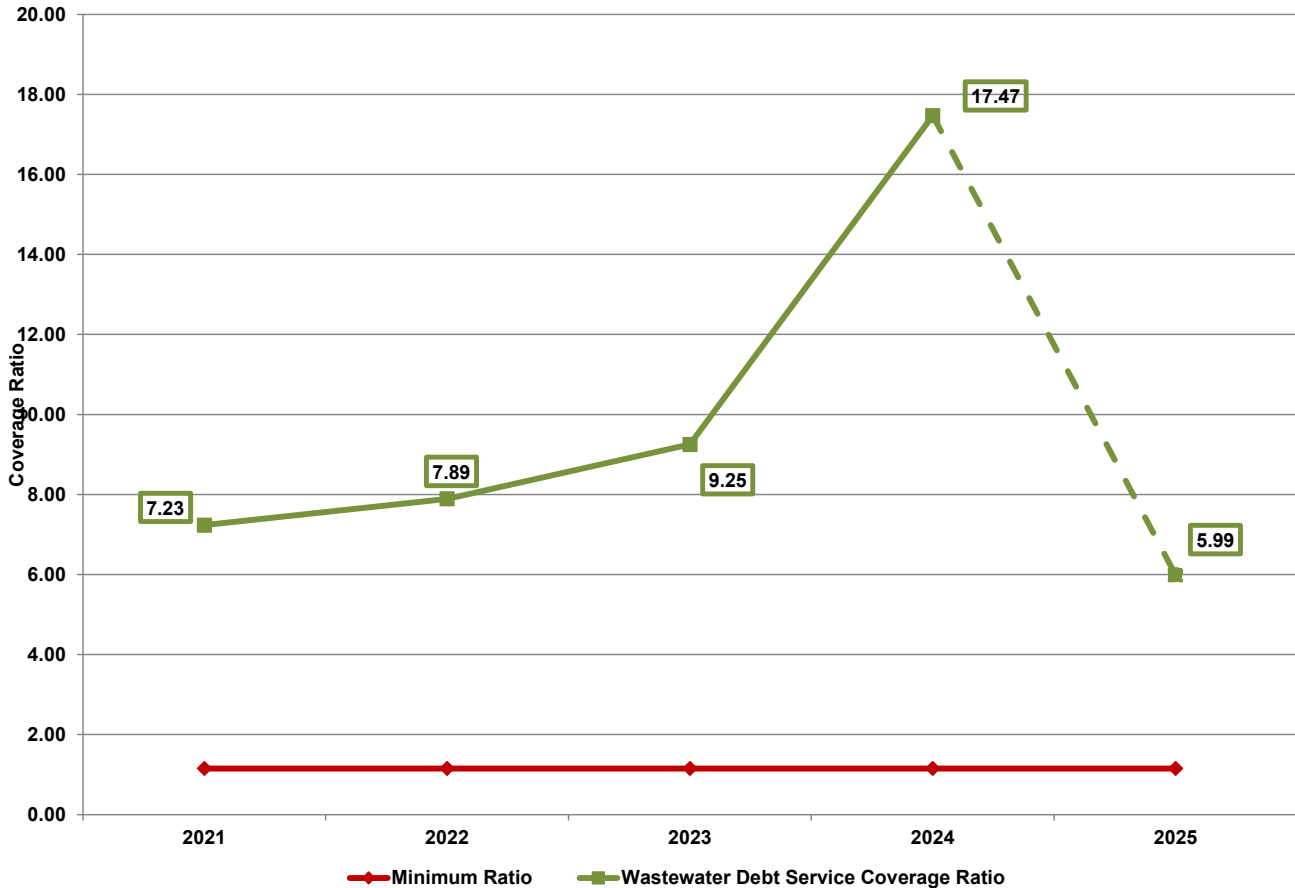


**Figure 16 – Historical Debt Service Coverage Ratios – Water**

## Wastewater Debt Service Ratio

	Actuals FY 2020-21	Actuals FY 2021-22	Actuals FY 2022-23	Projections FY 2022-23	Budget FY 2023-24
<b>Revenues</b>					
Sewer Service Charge	\$ 3,855,258	\$ 4,092,891	\$ 4,426,781	\$ 4,717,000	\$ 5,513,600
Special Services	4,545	14,793	16,919	21,000	21,000
Miscellaneous	818	8,068	3,447	-	-
Interest Revenues	32,608	27,073	201,853	407,000	350,000
Capital Fees	-	-	233,750	1,804,550	-
<b>Total Revenues</b>	<b>\$ 3,893,229</b>	<b>\$ 4,142,825</b>	<b>\$ 4,882,750</b>	<b>\$ 6,949,550</b>	<b>\$ 5,884,600</b>
<b>Expenses</b>					
Production	\$ 9,772	\$ 11,521	\$ 7,853	\$ 8,284	\$ 9,000
Salaries & Benefits	1,250,867	1,296,662	1,382,165	1,608,285	2,096,346
Outside Contracts & Professional Services	816,780	857,118	1,211,828	1,421,891	1,819,512
Supplies & Services	430,676	470,728	527,485	628,420	811,574
<b>Total Expenses</b>	<b>\$ 2,508,095</b>	<b>\$ 2,636,029</b>	<b>\$ 3,129,331</b>	<b>\$ 3,666,880</b>	<b>\$ 4,736,432</b>
<b>Net Operating Revenues</b>	<b>\$ 1,385,134</b>	<b>\$ 1,506,796</b>	<b>\$ 1,753,419</b>	<b>\$ 3,282,670</b>	<b>\$ 1,148,168</b>
Debt Service	191,450	190,950	189,525	187,900	191,700
<b>Debt Service Coverage Ratio</b>	<b>7.23</b>	<b>7.89</b>	<b>9.25</b>	<b>17.47</b>	<b>5.99</b>

### Wastewater Debt Coverage Ratio



**Figure 17 – Historical Debt Service Coverage Ratios – Wastewater**

## Five-Year Capital Outlay

The District has incorporated a five-year capital outlay forecast into the FY2024-25 Operating and Capital Budget. The forecast expands the operating budget by projecting capital and equipment expenditures. Included in the capital outlay forecast are potential projects which will be refined and prioritized from the outcome of the master plan to be completed in the Summer of 2024 and approved by the Board. Projects to be considered are expansion projects as well as improvement and replacement projects over the next five years.

### Potable Water Capital Outlay

No.	Project Description	FY 2025 Budget	FY 2026 Projection	FY 2027 Projection	FY 2028 Projection	FY 2029 Projection	FY 2030 Projection	Total
<b>Potable Water Facilities/General</b>								
1	Sampling Stations		1,060,000					\$ 1,060,000
2	Waterview	70,000						\$ 70,000
3	<b>Reservoir Rehabilitation Program</b>							
4	New 3 MG Tank in Zone 1			2,140,000	8,560,000			\$ 10,700,000
5	Tank 3A				1,550,000	6,200,000		\$ 7,750,000
6	Tank 3B					620,000	2,480,000	\$ 3,100,000
7	Tank 3C					620,000	2,480,000	\$ 3,100,000
8	Tank 4C			620,000	2,480,000			\$ 3,100,000
9	Tank 1B					340,000	1,360,000	\$ 1,700,000
10	Tank 2A						465,000	\$ 465,000
11	<b>New Pump Station Program</b>							
12	Pump Station 1 to 2 @ MS#8	175,000	900,000					\$ 1,075,000
13	Pump Station 2 to 3D at MS#6							\$ -
14	Pump Station 3 to 4A			97,200	900,000			\$ 997,200
15	<b>Pump Station Replacement Program</b>							
16	Hydropneumatic Pump Station @ Tank 4C	150,000	940,000					\$ 1,090,000
17	Pump Station 1			272,000				\$ 272,000
18	Pump Station 2			214,000				\$ 214,000
19	Pump Station 3						191,000	\$ 191,000
20	<b>Potable Pipeline Replacement Program</b>							
21	Distribution Valve Replacement	100,000	100,000	100,000	100,000	100,000	100,000	\$ 600,000
22	Expand Santa Rosa Line to 24' (Upland Rd to San Rafael Way)	120,000	675,000					\$ 795,000
23	<b>New Well Design Program</b>							
24	PV Well # 3		7,673,000					\$ 7,673,000
25	pv Iron/Mag		1,300,000					\$ 1,300,000
26	PV Well #4						8,000,000	\$ 8,000,000
27	Conejo Wellfield RO Treatment			10,000,000	10,000,000			\$ 20,000,000
28	New CSUCI Well		4,085,000					\$ 4,085,000
29	<b>Well Rehabilitation Program</b>							
30	Penny Well						79,000	\$ 79,000
31	Tierra Rejada						946,000	\$ 946,000
32	<b>Meter Station Replacement Program</b>							
33	Meter Station 11 & Pressure Relief Station Rehabilitation	330,000						\$ 330,000
34	Meter Station Replacement Program			200,000		150,000		\$ 350,000
35	<b>VFD Replacement Program</b>							
36	VFD Replacement Program			30,000	30,000	30,000		\$ 90,000
37	<b>Total Potable Water Facilities/General</b>	<b>\$ 945,000</b>	<b>\$ 16,733,000</b>	<b>\$ 13,673,200</b>	<b>\$ 23,620,000</b>	<b>\$ 8,060,000</b>	<b>\$ 16,101,000</b>	<b>\$ 79,132,200</b>

## Five-Year Capital Outlay (Continued)

### Non-Potable Water Capital Outlay

No.	Project Description	FY 2025 Budget	FY 2026 Projection	FY 2027 Projection	FY 2028 Projection	FY 2029 Projection	FY 2030 Projection	Total
<b>Non-Potable Water Facilities</b>								
1	Pond Improvements						110,000	\$ 110,000
2	<b>Reservoir Rehabilitation Program</b>							
3	Yucca Tank			44,200	176,800			\$ 221,000
4	Tank AG2	105,000	300,000					\$ 405,000
5	Tank AG3 in progress		805,000					\$ 805,000
6	Wildwood Tank			500,000				\$ 500,000
7	<b>Pump Station Replacement Program</b>							
8	Pump Station #4	325,000	1,310,000					\$ 1,635,000
9	Rosita Pump Station					286,000		\$ 286,000
10	Ponds Pump Station			293,600	1,174,400			\$ 1,468,000
11	<b>Well Rehabilitation Program</b>							
12	SR-9				180,200	720,800		\$ 901,000
13	SR-10	215,000	760,000					\$ 975,000
14	SR-3					121,200	484,800	\$ 606,000
15	VFD Replacement Program			50,000	50,000	50,000		\$ 150,000
16	MCC Replacement Program			300,000	520,000	240,000		\$ 1,060,000
17	<b>Total Non-Potable Water Facilities</b>	\$ 645,000	\$ 3,175,000	\$ 1,187,800	\$ 2,101,400	\$ 1,418,000	\$ 594,800	\$ 9,122,000

### Wastewater Capital Outlay

No.	Project Description	FY 2025 Budget	FY 2026 Projection	FY 2027 Projection	FY 2028 Projection	FY 2029 Projection	FY 2030 Projection	Total
<b>Wastewater Facilities</b>								
1	CWRF PLC Replacement	300,000	710,000					\$ 1,010,000
2	Smart Covers Sewer Manholes	90,000						\$ 90,000
3	New CWRF Generator	180,000	860,000					\$ 1,040,000
4	Headworks Improvements			270,800	1,083,200			\$ 1,354,000
5	Influent Lift Station Improvements				354,800	1,419,200		\$ 1,774,000
6	Effluent Pump Station Improvements				302,600	1,210,400		\$ 1,513,000
7	RAS/WAS Pump Station Improvements					555,000		\$ 555,000
8	<b>Sewer Lift MCC &amp; Rehabilitation</b>							
9	Lift Station #1			244,000				\$ 244,000
10	Lift Station #2					620,000	2,480,000	\$ 3,100,000
11	Lift Station #4	175,000	635,000					\$ 810,000
12	Read Road Lift Station						268,000	\$ 268,000
13	Lift Station #3					822,000		\$ 822,000
14	<b>Collection System Replacement</b>							
15	Hotspots Repair Program		545,000				330,000	\$ 875,000
16	<b>Total Wastewater Facilities</b>	\$ 745,000	\$ 2,750,000	\$ 514,800	\$ 1,740,600	\$ 4,626,600	\$ 3,078,000	\$ 13,455,000
<b>Grand Total Projects</b>		<b>2,335,000</b>	<b>22,658,000</b>	<b>15,375,800</b>	<b>27,462,000</b>	<b>14,104,600</b>	<b>19,773,800</b>	<b>101,709,200</b>



## Appendices

**Arroyo Santa Rosa GSA  
Annual Budget  
FY2024-25**

<b>Transfer In</b>	<b>Object Code</b>	<b>FY23-24 Budget</b>	<b>FY24-25 Budget</b>
Camrosa Water District		\$ 185,600	\$ 80,000
Contribution Budgeted		-	195,375
Transfer from Reserves		-	
<b>TOTAL TRANSFERS IN</b>		<b>\$ 185,600</b>	<b>\$ 275,375</b>
<b>Administrative Fees</b>			
<b>Communications</b>	<b>50210</b>	\$ -	
<b>Outside Contracts</b>	<b>50220</b>	\$ -	\$ -
Audio/Visual (meetings)		\$ -	\$ -
Billing (process TBD)		\$ -	\$ -
Contract Services		\$ -	\$ -
Meter Calibration Program		\$ -	\$ -
Meter Installation		\$ -	\$ -
Room Rental (meetings)		\$ -	\$ -
<b>Professional Services</b>	<b>50230</b>	<b>\$ 164,500</b>	<b>\$ 251,775</b>
Annual Reporting		\$ 55,000	\$ 42,500
Auditing Services		\$ 1,500	\$ -
Engineering Services (Track 2 Intera)		\$ 85,000	\$ 85,000
Grant Reporting		\$ 5,000	\$ -
GSA Administration		\$ -	\$ 50,000
Monitoring Program		\$ 5,000	\$ 5,150
Project Management (Track 2 Bondy)		\$ 13,000	\$ 19,125
Rate Pumping Fee Study		\$ -	\$ 50,000
<b>Materials &amp; Supplies</b>	<b>50260</b>	<b>\$ 7,100</b>	<b>\$ 5,600</b>
Check stock		\$ 500	\$ 500
General postage		\$ 100	\$ 100
Stakeholder meeting supplies		\$ 1,000	\$ -
Printing & mailing		\$ 2,500	\$ 2,500
Public Hearing notification		\$ 2,500	\$ 2,500
Office supplies		\$ 500	\$ -
<b>Legal Services</b>	<b>50280</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Dues &amp; Subscriptions</b>	<b>50290</b>	<b>\$ 1,500</b>	<b>\$ 5,000</b>
ACWA		\$ 1,500	\$ 5,000
<b>Conference &amp; Travel</b>	<b>50300</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Safety &amp; Training</b>	<b>50310</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Board Expenses</b>	<b>50330</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fees &amp; Charges</b>	<b>50350</b>	<b>\$ 500</b>	<b>\$ 1,000</b>
Banking fees		\$ 500	\$ 1,000
<b>Insurance</b>	<b>50360</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>
JPIA premiums		\$ 2,000	\$ 2,000
<b>TOTAL ADMINISTRATIVE FEES</b>		<b>\$ 185,600</b>	<b>\$ 275,375</b>

**2024-25 Budget**

Production:

Activity Code	FY 2023-24		FY 2024-25		Human Resources	General Administration	Info Systems	Resce Ping & Enjin Ser.	Water Resource Management	Customer Services	Water Quality	Build/Grnds & Rolling Slk	Potable Water	Non-Potable Water	Waste/Water Services	Program Totals	
	District Budget	Combined	District Budget	Combined													
50010	\$ 6,824,973	\$ 4,401,600	\$ 4,401,600	\$ 4,401,600								26	52	53	57	\$ 4,401,600	
50012	\$ 941,928	\$ 980,200	\$ 980,200	\$ 980,200									3,902,200	\$ 499,400	\$	\$ 980,200	
50011	\$ 862,205	\$ 938,800	\$ 938,800	\$ 938,800	\$4,188,105								870,800	\$ 109,400	\$	\$ 980,200	
50011	\$ 266,896	\$ 254,400	\$ 254,400	\$ 254,400	\$230,063								245,400	\$	\$	\$ 938,800	
50020	\$ 1,866,178	\$ 2,776,800	\$ 2,776,800	\$ 2,776,800	\$64,782								58,100	\$	\$ 9,000	\$ 254,400	
	\$ 10,911,967	\$ 9,409,900	\$ 9,409,900	\$ 9,409,900	\$31,095								1,787,300	\$ 989,500	\$	\$ 58,100	
	\$ 5,146,460	\$ 5,989,557	\$ 5,989,557	\$ 5,989,557	\$1,475,512								\$6,863,800	\$ 2,537,100	\$	\$ 9,409,900	
50100	\$ 3,710,941	\$ 4,188,105	\$ 4,188,105	\$ 4,188,105	\$5,989,557								\$3,000	\$104,000	\$	\$ 4,188,105	
50110	\$ 116,125	\$ 230,063	\$ 230,063	\$ 230,063	\$23,100		\$702,840	\$50,000	\$3,000	\$104,000	\$92,500	\$450,000	\$1,021,000	\$389,500	\$989,000	\$ 3,854,440	
50120	\$ 63,440	\$ 64,782	\$ 64,782	\$ 64,782	\$75,000		\$0	\$125,000	\$0	\$0	\$0	\$0	\$314,500	\$53,500	\$15,000	\$ 1,218,450	
50130	\$ 28,561	\$ 31,095	\$ 31,095	\$ 31,095	\$98,100		\$702,840	\$175,000	\$3,000	\$104,000	\$92,500	\$450,000	\$1,335,500	\$443,000	\$1,004,000	\$ 5,072,890	
50140	\$ 1,227,393	\$ 1,475,512	\$ 1,475,512	\$ 1,475,512	\$0		\$0	\$0	\$0	\$0	\$0	\$44,500	\$70,000	\$0	\$20,000	\$ 134,500	
50220	\$ 3,470,690	\$ 3,854,440	\$ 3,854,440	\$ 3,854,440	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 3,854,440
50230	\$ 2,202,450	\$ 1,218,450	\$ 1,218,450	\$ 1,218,450	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 1,218,450
50200	\$ 116,500	\$ 134,500	\$ 134,500	\$ 134,500	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 134,500
50240	\$ 76,500	\$ 80,350	\$ 80,350	\$ 80,350	\$0		\$80,350	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 80,350
50250	\$ 35,350	\$ 47,350	\$ 47,350	\$ 47,350	\$0		\$0	\$850	\$0	\$0	\$11,000	\$2,000	\$20,000	\$4,500	\$5,000	\$ 47,350	
50260	\$ 1,049,065	\$ 1,513,215	\$ 1,513,215	\$ 1,513,215	\$0		\$0	\$250	\$0	\$3,500	\$38,965	\$115,000	\$1,128,000	\$42,000	\$157,500	\$ 1,513,215	
50270	\$ 1,112,500	\$ 1,383,000	\$ 1,383,000	\$ 1,383,000	\$0		\$40,000	\$0	\$0	\$0	\$10,000	\$80,500	\$732,500	\$385,000	\$135,000	\$ 1,383,000	
50280	\$ 105,000	\$ 150,000	\$ 150,000	\$ 150,000	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$110,000	\$0	\$0	\$ 150,000	
50290	\$ 60,450	\$ 63,050	\$ 63,050	\$ 63,050	\$7,000		\$500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 63,050	
50300	\$ 23,400	\$ 24,900	\$ 24,900	\$ 24,900	\$6,600		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 24,900	
50310	\$ 46,700	\$ 66,200	\$ 66,200	\$ 66,200	\$66,200		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 66,200	
50330	\$ 140,000	\$ 180,000	\$ 180,000	\$ 180,000	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 180,000	
50340	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 10,000	
50350	\$ 322,375	\$ 342,875	\$ 342,875	\$ 342,875	\$250		\$58,550	\$0	\$0	\$0	\$15,000	\$15,500	\$164,575	\$5,500	\$83,500	\$ 342,875	
50360	\$ 141,000	\$ 180,000	\$ 180,000	\$ 180,000	\$0		\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$ 180,000	
	\$ 3,728,840	\$ 4,665,440	\$ 4,665,440	\$ 4,665,440	\$80,050		\$120,850	\$1,100	\$0	\$3,500	\$74,965	\$257,500	\$2,605,075	\$537,000	\$411,000	\$ 4,665,440	
	\$ 25,460,407	\$ 25,137,787	\$ 25,137,787	\$ 25,137,787	\$6,167,707		\$823,690	\$176,100	\$3,000	\$107,500	\$167,465	\$707,500	\$10,804,375	\$3,517,100	\$1,424,000	\$ 25,137,787	
	\$ 316,000	\$ 286,000	\$ 286,000	\$ 286,000	\$		\$ 15,000	\$	\$	\$	\$ 21,000	\$ 250,000	\$	\$	\$	\$ 286,000	
	\$ 25,776,407	\$ 25,423,787	\$ 25,423,787	\$ 25,423,787	\$ 6,167,707		\$ 838,690	\$ 176,100	\$ 3,000	\$ 107,500	\$ 188,465	\$ 957,500	\$ 10,804,375	\$ 3,517,100	\$ 1,424,000	\$ 25,423,787	

Fixed Assets:

















## Schedule of Water and Wastewater Rates

The following table shows the customer class details of the District's water and wastewater rates:

### Meter Service Charge

Potable Water						
Description	Existing Rate	Proposed Rate				
		July 2024	July 2025	July 2026	July 2027	July 2028
	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)
Master Metered	\$6.57	\$6.90	\$7.92	\$8.47	\$9.24	\$10.29
3/4"	\$14.08	\$14.85	\$17.08	\$19.19	\$21.92	\$24.94
1"	\$24.06	\$26.61	\$30.64	\$35.06	\$40.69	\$46.63
1.5"	\$48.96	\$55.97	\$64.48	\$74.66	\$87.54	\$100.76
2"	\$78.99	\$91.37	\$105.29	\$122.40	\$144.02	\$166.03
3"	\$174.10	\$203.50	\$234.54	\$273.64	\$322.95	\$372.77
4"	\$298.98	\$350.72	\$404.23	\$472.19	\$557.86	\$644.20
6"	\$449.02	\$527.61	\$608.13	\$710.76	\$840.12	\$970.34
8"	\$748.93	\$881.19	\$1,015.68	\$1,187.62	\$1,404.30	\$1,622.23

Fire Service						
Description	Existing Rate	Proposed Rate				
		July 2024	July 2025	July 2026	July 2027	July 2028
	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)
1"	\$67.46	\$80.92	\$90.30	\$91.46	\$91.74	\$93.97
1.5"	\$67.46	\$80.92	\$90.30	\$91.46	\$91.74	\$93.97
2"	\$67.46	\$80.92	\$90.30	\$91.46	\$91.74	\$93.97
3"	\$67.46	\$80.92	\$90.30	\$91.46	\$91.74	\$93.97
4"	\$67.46	\$80.92	\$90.30	\$91.46	\$91.74	\$93.97
6"	\$101.90	\$122.23	\$136.41	\$138.16	\$138.58	\$141.95
8"	\$170.74	\$204.81	\$228.56	\$231.50	\$232.20	\$237.85
10"	\$453.98	\$544.57	\$607.72	\$615.54	\$617.41	\$632.42

Non-Potable Water						
Description	Existing Rate	No Rate Adjustment				
		July 2024	July 2025	July 2026	July 2027	July 2028
	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)	(\$/Month)
Master Metered	\$5.02	\$5.02	\$5.02	\$5.02	\$5.02	\$5.02
3/4"	\$8.28	\$8.28	\$8.28	\$8.28	\$8.28	\$8.28
1"	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00	\$12.00
1.5"	\$21.29	\$21.29	\$21.29	\$21.29	\$21.29	\$21.29
2"	\$32.48	\$32.48	\$32.48	\$32.48	\$32.48	\$32.48
3"	\$67.95	\$67.95	\$67.95	\$67.95	\$67.95	\$67.95
4"	\$114.51	\$114.51	\$114.51	\$114.51	\$114.51	\$114.51
6"	\$170.47	\$170.47	\$170.47	\$170.47	\$170.47	\$170.47
8"	\$282.30	\$282.30	\$282.30	\$282.30	\$282.30	\$282.30

## Schedule of Water and Wastewater Rates (Continued)

### Commodity Charge

Description	Existing Rate (\$/HCF)	Proposed Rate				
		July 2024 (\$/HCF)	July 2025 (\$/HCF)	July 2026 (\$/HCF)	July 2027 (\$/HCF)	July 2028 (\$/HCF)
<b>Potable Water</b>						
Residential, Master Meter, Domestic Agricultural						
Tier 1 - First 12 Units	\$4.01	\$4.16	\$4.40	\$4.70	\$4.99	\$5.26
Tier 2 - 13 Units and Higher	\$4.45	\$4.80	\$5.09	\$5.39	\$5.67	\$6.01
Commercial, Industrial, Public	\$4.45	\$4.80	\$5.09	\$5.39	\$5.67	\$6.01
Dedicated Irrigation	\$4.45	\$4.80	\$5.09	\$5.39	\$5.67	\$6.01
Fire Service	\$4.45	\$4.80	\$5.09	\$5.39	\$5.67	\$6.01
Temporary/Out of Bounds/Emergency Service	\$6.17	\$6.94	\$7.51	\$8.10	\$8.66	\$9.21

Description	Existing Rate (\$/HCF)	Proposed Rate				
		July 2024 (\$/HCF)	July 2025 (\$/HCF)	July 2026 (\$/HCF)	July 2027 (\$/HCF)	July 2028 (\$/HCF)
<b>Non-Potable Water</b>						
No Rate Adjustment						
Non-Potable Irrigation Water	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40
Blended Non-Potable Agricultural	\$3.36	\$3.36	\$3.36	\$3.36	\$3.36	\$3.36
Non-Potable Commercial Agricultural - Contractual (1)	\$0.74	TBD	TBD	\$2.40	\$2.40	\$2.40
Non-Potable Residential Landscape (SRM)	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40
Recycled Commercial Ag - Contractual (1)	\$0.47	TBD	TBD	\$2.40	\$2.40	\$2.40
Recycled Landscape Irrigation	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40
Recycled Surplus Water (Served Outside District)	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40	\$2.40

Description	Existing Rate (\$/EDU)	Proposed Rate				
		July 2024 (\$/EDU)	July 2025 (\$/EDU)	July 2026 (\$/EDU)	July 2027 (\$/EDU)	July 2028 (\$/EDU)
<b>Wastewater</b>						
All Customers	\$43.05	\$48.77	\$54.14	\$60.11	\$66.73	\$74.08
Customers through City of Thousand Oaks	\$48.61	\$55.56	\$56.94	\$58.33	\$59.72	\$61.57

**Notes:**

Billing units in hundred cubic feet (HCF). One HCF equals 748 gallons. One acre-foot=435.6 HCF.

(1) Contractual customer agreements increase January based on index of prior fiscal year.

(2) Pump Zone Surcharge: Applies to certain areas in the District that are situated at higher elevations; therefore require additional pumping for water delivery.

(3) Wildwood Estates Facilities Construction Fee is \$0.152 per HCF.

## Outstanding Debt

Camrosa Water District			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2025	316,631	720,000	1,036,631
2026	288,932	760,000	1,048,932
2027	261,981	780,000	1,041,981
2028	238,144	815,000	1,053,144
2029	219,656	830,000	1,049,656
2030	201,850	845,000	1,046,850
2031	182,072	865,000	1,047,072
2032	168,300	175,000	343,300
2033	161,200	180,000	341,200
2034	153,800	190,000	343,800
2035	146,100	195,000	341,100
2036	138,100	205,000	343,100
2037	128,625	215,000	343,625
2038	117,625	225,000	342,625
2039	106,125	235,000	341,125
2040	94,125	245,000	339,125
2041	81,500	260,000	341,500
2042	68,250	270,000	338,250
2043	54,375	285,000	339,375
2044	39,750	300,000	339,750
2045	24,375	315,000	339,375
2046	8,250	330,000	338,250
<b>TOTAL</b>	<b>\$3,199,767</b>	<b>\$ 9,240,000</b>	<b>\$ 12,439,767</b>

## Outstanding Debt (Continued)

Water Program			
Debt Service			
FY	Interest	Principal	Total
2025	284,931	560,000	844,931
2026	263,319	595,000	858,319
2027	242,231	610,000	852,231
2028	223,619	635,000	858,619
2029	209,181	650,000	859,181
2030	195,257	660,000	855,257
2031	179,816	675,000	854,816
2032	168,300	175,000	343,300
2033	161,200	180,000	341,200
2034	153,800	190,000	343,800
2035	146,100	195,000	341,100
2036	138,100	205,000	343,100
2037	128,625	215,000	343,625
2038	117,625	225,000	342,625
2039	106,125	235,000	341,125
2040	94,125	245,000	339,125
2041	81,500	260,000	341,500
2042	68,250	270,000	338,250
2043	54,375	285,000	339,375
2044	39,750	300,000	339,750
2045	24,375	315,000	339,375
2046	8,250	330,000	338,250
<b>TOTAL</b>	<b>\$ 3,088,854</b>	<b>\$ 8,010,000</b>	<b>\$ 11,098,854</b>

## Outstanding Debt (Continued)

Potable Water Program			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2025	279,861	535,100	814,961
2026	259,214	568,300	827,514
2027	239,071	582,700	821,771
2028	221,293	606,500	827,793
2029	207,502	620,900	828,402
2030	194,203	630,300	824,503
2031	179,456	644,700	824,156
2032	168,300	175,000	343,300
2033	161,200	180,000	341,200
2034	153,800	190,000	343,800
2035	146,100	195,000	341,100
2036	138,100	205,000	343,100
2037	128,625	215,000	343,625
2038	117,625	225,000	342,625
2039	106,125	235,000	341,125
2040	94,125	245,000	339,125
2041	81,500	260,000	341,500
2042	68,250	270,000	338,250
2043	54,375	285,000	339,375
2044	39,750	300,000	339,750
2045	24,375	315,000	339,375
2046	8,250	330,000	338,250
<b>TOTAL</b>	<b>\$3,071,100</b>	<b>\$ 7,813,500</b>	<b>\$ 10,884,600</b>

Non-Potable Water Program			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2025	5,070	24,900	29,970
2026	4,105	26,700	30,805
2027	3,160	27,300	30,460
2028	2,326	28,500	30,826
2029	1,679	29,100	30,779
2030	1,054	29,700	30,754
2031	360	30,300	30,660
<b>TOTAL</b>	<b>\$ 17,754</b>	<b>\$ 196,500</b>	<b>\$ 214,254</b>

## Outstanding Debt (Continued)

Wastewater Program			
2011A/2016 Project Bonds			
FY	Interest	Principal	Total
2025	31,700	160,000	191,700
2026	25,613	165,000	190,613
2027	19,750	170,000	189,750
2028	14,525	180,000	194,525
2029	10,475	180,000	190,475
2030	6,594	185,000	191,594
2031	2,256	190,000	192,256
<b>TOTAL</b>	<b>\$ 110,913</b>	<b>\$ 1,230,000</b>	<b>\$ 1,340,913</b>



**Resolution No: 21-18**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adopting a Statement of Reserve Policy**

**Whereas**, the District collects capital fees from new developments for both water and wastewater service and deposits said fees into a reserve account for future expansion of the respective systems; and

**Whereas**, large capital outlays will be necessary in the future for replacement of portions of the water and wastewater infrastructure as they come to the end of their useful life; and

**Whereas**, it is in the best interests of the customers of Camrosa to fund future expansion and capital replacement while minimizing additional debt; and

**Whereas**, it is in the best interests of the customers of Camrosa to fund emergency repairs while maintaining a stable rate structure; and

**Whereas**, it is the intent of the Board of Directors to maintain adequate reserves for ongoing needs, to minimize the need for new debt financing for future capital projects, and to maintain an affordable and stable rate structure; and

**Whereas**, the policy is being amended to incorporate an Unfunded Accrued Liability fund (UAL) to set aside monies for future prepayments to CalPERS;


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

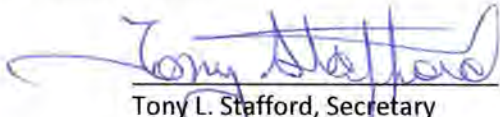
**Be It Further Resolved** that contributions to reserves shall be established at levels that will accumulate necessary funds to:

- Increase system capacity and accommodate growth
- Replace assets of the District as required
- Meet unanticipated emergencies
- Stabilize rates and dampen the effects of one-time expenditures that may otherwise require an adjustment in the District rate structure
- Meet the covenants of outstanding debt issues and other agreements; and

**Be It Further Resolved** that this reserve fund policy supersedes any and all reserve fund policies and reserve levels specified previously in District policies.

**Adopted, Signed, and Approved** this 14<sup>th</sup> day of October 2021.

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

  
Tony L. Stafford, Secretary  
Board of Directors  
Camrosa Water District (ATTEST)

## **Camrosa Water District Statement of Reserve Fund Policy**

### **Purpose:**

It is the intent of the Board to maintain adequate reserves for ongoing needs, to minimize the need for new debt financing for future capital projects and to maintain an affordable and stable rate structure. This statement is intended to provide guidelines for the maintenance of the financial reserves of the District. The ultimate goal of this statement is to identify the categories of reserves to be maintained, to establish the method for identifying the need for each category of reserves, to identify the sources of contribution to reserves, and to provide for periodic review of both reserve levels and this reserve policy.

### **Scope:**

This reserve fund policy applies to all financial reserves 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. It includes reserves in the form of investments monitored and controlled by the Board as well as reserves held in trust in accordance with the covenants of specific debt issuance instruments.

### **Policy:**

The budget for the District shall be prepared in a manner that assures adequate reserves for ongoing needs while minimizing the need for new debt. In particular, contributions to reserves shall be established at levels that will accumulate necessary funds to:

- establish sound formal fiscal reserve policies to ensure strong fiscal management to guide future District decisions;
- increase system capacity and accommodate growth;
- provide funding for current and future replacement of existing assets as they reach the end of their useful lives;
- meet unanticipated emergencies;
- help smooth rates from year-to-year, and to promote equity over the years to ratepayers; and
- meet the covenants of outstanding debt issues and other agreements.

All reserves must be identifiable to one of these purposes; reserves shall not be accumulated in excess of levels needed to satisfy these purposes. Reserves may, as deemed prudent by the Board, be used to satisfy more than one purpose.

## Classification of Reserves:

Two primary classifications of reserves are established, each with several categories to earmark reserves for specific purposes identified in the policy above.

**Restricted Assets** There are three primary categories of restricted assets as follows:

- a. *Debt Covenant Reserves* are established in accordance with covenants of specific debt issuance instruments.
- b. *Specific Agreement Reserves* are established in accordance with agreements between the District and other agencies.
- c. *CIP Reserves* are funds earmarked for near-term expenditure under the approved Capital Improvement Plan (CIP) for the current fiscal year.

These reserves may only be used for the specific purposes outlined in the debt issuance instrument, the agreement with another agency or the annual CIP and may not be used to meet reserve levels required for other purposes.

**Designated Reserves** are established by the Board to meet purposes other than those identified to restricted assets. The categories of reserves that fall under this classification are:

- a. ***Capital Improvement Fund (CIF)*** – Capital cost recovery fees collected from developers to obtain entitlement to existing water and wastewater capacity and to fund construction of capacity expansion are segregated in the CIF.  
Applicable Funds: Potable, Non-Potable and Wastewater Capital Improvement Funds.
- b. ***Capital Replacement Fund (CRF)*** – Funds are for both short-term and long-term purposes. The objective is to provide funds for the current and future replacement of existing capital assets as they reach their useful lives.  
Applicable Funds: Potable, Non-Potable and Wastewater Capital Replacement Funds.
- c. ***Rate Stabilization Fund (RSF)*** – Funds operate as a buffer to water and wastewater rates during any period where there is an unexpected increase in operating costs or decrease in revenues. For example, in the event of an unexpected rate increase from Calleguas/MWD and the District chooses not to pass the increase on to its customers immediately, this fund could cover the shortfall in revenue. In addition, in a severe drought or extremely wet conditions, it is reasonable to expect that water sales could fluctuate significantly. The Rate Stabilization Fund will absorb these types of fluctuations in operations and help stabilize rates. A secondary purpose is to assure minimum debt service coverage of the District's bond covenants. In calculating debt service coverage, contributions from the RSF will be treated as revenue.  
Applicable Funds: Potable, Non-Potable and Wastewater Rate Stabilization Fund.

- d. **Operating and Emergency Reserves (OER)** – Funds designated to provide financial flexibility in the day-to-day conduct of district business and to respond quickly to emergency situations that may pose threats to public health and the District’s ability to sustain safe or reliable service.

Applicable Funds: Potable, Non-Potable and Wastewater Operating and Emergency Reserve Fund.

- e. **Unfunded Accrued Liability (UAL)** – Funds are for both short-term and long-term purposes. The objective is to provide funds needed to fully fund accrued liabilities. UAL payments are a dollar amount adjusted annually by CalPERS.

Applicable Funds: Potable, Non-Potable and Wastewater Operating Unfunded Accrued Liability Fund.

The Board of Directors may review fund designations from time-to-time and establish new or eliminate established designated reserve funds as operational needs may dictate.

**Sources of Funds:**

The source of funds for each category of reserves varies. For Restricted Assets, the source of funds to meet bond covenants or terms of individual agreements is specified in the debt issuance instrument or agreement that mandated the establishment of a reserve. Use of the funds is limited as specified in the covenants of the agreement. Reserves earmarked for near-term expenditure under the approved Capital Improvement Plan (CIP) for the current fiscal year will be deducted from the appropriate Designated Reserve and established as a Restricted Asset.

In the case of Designated Reserves, contributions may come from several sources as follows:

- a. **Capital Improvement Fund (CIF)** - Accumulated capital fees collected during property development to ensure adequate water and wastewater system capacity.
- b. **Capital Replacement Fund (CRF)** - Contribution from net operating results.
- c. **Rate Stabilization Fund (RSF)** - Contribution from net operating results from operations at the discretion of the Board to maintain the fund balance and to stabilize rates and meet the District's bond covenants.
- d. **Operating and Emergency Reserves (OER)** - Contribution from net operating results after all other contributions to reserves have been made.
- e. **Unfunded Accrued Liability (UAL)** – Contribution from net operating results or Capital Replacement Fund.

The contribution of revenues of the District to meet replacement needs is based upon expected replacement costs and expected remaining life of the various assets.

### **Expenditure of Reserves:**

Expenditure of reserves is authorized as part of the annual budget process. Capital Replacement projects are individually authorized and may be designated either as Capital Improvement, Capital Replacement, Fixed Asset or a combination of, and funded from the appropriate reserve funds.

Prior to the expenditure of funds from any capital replacement fund, an analysis shall be conducted to determine if the asset has truly come to the end of its expected life and the asset is still required to meet the needs of District customers for the foreseeable future. In all cases, application of new technology should be considered to improve efficiency and economy of District operations.

Designated Reserves may also be used at the discretion of the Board to meet unanticipated financial needs such equipment failures, damage caused by natural disaster or other emergencies requiring funds beyond annual revenues. Funds contained in the Rate Stabilization Funds may be used to manage rates and rate increases and to offset sudden and unanticipated losses in revenue, such as reduced water and wastewater sales. These funds may be used to compensate for losses resulting from sudden increases in wholesale water rates and increases in water and wastewater operating costs and may be used to meet the minimum debt service coverage required in accordance with specific debt covenants. The contribution to and utilization of the Water and Wastewater Rate Stabilization Fund may be budgeted in the District's Annual Budget or utilized in an unanticipated financial need.

### **Levels of Reserve Funds:**

Adequate levels of reserves are critical to the successful and stable short- and long-term operation of the District. Sufficient reserve fund balances will ensure that customers experience both stable rates for service and the security that the District can respond to short-term emergencies. Sufficient reserves will provide the overall financial strength to the District to protect its bonding capacity and to finance and construct the infrastructure necessary to renew existing systems and expand service levels to meet future needs. Rates and fees should be maintained at a level to ensure the balance within the various reserve funds are sufficient to meet the specified needs for the reserve funds without generating funds surplus to the District's needs.

- a. **Restricted Assets** – Reserves required by debt agreements and funds designated to fund the current year CIP will be maintained at 100% of level required by each reserve category. Funds in these reserve accounts will not be used to meet the required reserve fund balance for any other category of reserves.
- b. **Capital Replacement (CRF)** – At the beginning of each budget year, each reserve fund balance should be a minimum of 5% of the projected capital asset replacement value to determine the target level for the Capital Replacement Reserves.

- c. **Capital Improvement (CIF)** – The CIF is used for new development and is development driven as are the costs incurred; therefore, no minimum or maximum.
- d. **Rate Stabilization Fund (RSF)** – This fund is used to stabilize rates in the event of short to mid-term rate revenue loss, and/or higher than anticipated operating expenses that cannot be supported by normal revenues. Rate Stabilization funds can be used to balance the budget. The scheduled target will be 10% of the prior year's rate revenue. Rate revenue is defined as revenue generated from the commodity charges only.
- e. **Operating and Emergency Reserves (OER)** – The minimum target OER balance shall be the 45-Day average of operating expense budget (excluding wholesale water costs).
- f. **Unfunded Accrued Liability (UAL)** – The target is to be 100% percent funded with a zero UAL balance. To attain 100% funding level the use of reserves may be set aside in the UAL fund to apply additional discretionary payments towards the liability.

**Review:**

An annual review of reserve levels is necessary during the budget preparation process to ensure proper levels of reserves are maintained. In addition, this reserve policy shall be reviewed by the Board on a biennial basis to ensure continued conformance with long-term Board strategy.

**Resolution No: 24-05**

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,

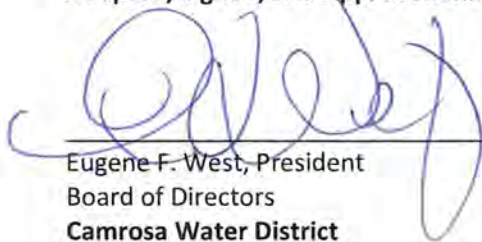
**Whereas,** It is in the best interests of the District to review that investment policy from time to time to ensure maximum yield while maintaining criteria to ensure safety and liquidity; and,

**Whereas,** The Investment Policy has been updated in conformance with permitted investments and maturities in accordance with state government codes; and,

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

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

**Adopted, Signed, and Approved** this 11<sup>th</sup> day of April 2024.

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

  
Norman Huff, Secretary  
Board of Directors  
Camrosa Water District

(ATTEST)

**CAMROSA WATER DISTRICT  
STATEMENT OF INVESTMENT POLICY  
March 2024**

**PURPOSE:**

This statement is intended to provide guidelines for prudent investment of the 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



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, 2024). This table will be reviewed annually and updated as needed as part of the investment policy annual review.

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIRMENTS	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)
Negotiable Certificates of Deposit	5 years	30%	None	53601 (i)
Non-Negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50%	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50%	None	53601.8 and 53635.8
Medium Term Notes	5 years or less	30%	"AA" rating category or its equivalent or better	53601 (o)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple (a)(b)	53601 (l) and 53601.6 (b)

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

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.

Investment Committee - An Investment Committee consisting of two (2) members of the Board of Directors appointed by the President, will 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 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 of Directors. The Committee shall report to the full Board of Directors the results of the Investment Committee Meeting 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 investment policy shall be reviewed annually by the Investment 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 Investment Committee and be forwarded to the Board of Directors for consideration.

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.

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.

*Resolution No: 16-18*

*A Resolution of the Board of Directors  
of Camrosa Water District*

***Establishing a Debt Management Policy***

*Whereas*, the Camrosa Water District has a long history of issuing debt instruments to provide financing for various capital improvement projects; and

*Whereas*, the Camrosa Water District also has a long history of conservative, prudent financial practices relating to debt issuance; and

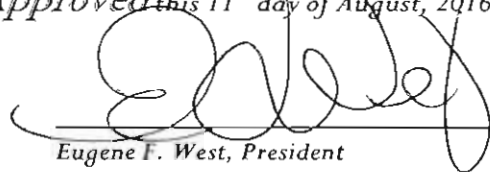
*Whereas*, the purpose of the debt management policy is to assist the District in pursuit of the following equally important objectives:

- *Achieve the lowest cost of capital*
- *Ensure ratepayer equity*
- *Maintain a credit rating strategy and access to credit enhancement*
- *Preserve financial flexibility; and*

*Whereas*, the Camrosa Water District established a debt management policy, memorializing these past and current practices as formal policy and establishing best practices of debt management for the District.

*Now, Therefore, Be It Resolved* by the Camrosa Water District Board of Directors that the proposed Debt Management Policy is hereby approved and adopted, and the General Manager is authorized to implement the policy.

*Adopted, Signed, and Approved* this 11<sup>th</sup> day of August, 2016.



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

ATTEST:



Tony L. Stafford, Secretary  
Board of Directors  
Camrosa Water District

# **Debt Management Policy**

**Adopted August 11, 2016**

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# Debt Management Policy

## Policy Statement

This policy documents the goals of the Camrosa Water District (District) for the use of debt instruments and provides guidelines for the use of debt for financing District water, sewer, and recycled water infrastructure and project needs. The District's overriding goal in issuing debt is to respond to and provide for its infrastructure, capital project, and other financing needs while ensuring that debt is issued and managed prudently in order to maintain a sound fiscal position and protect credit quality. The District issues debt instruments, administers District-held debt proceeds, and makes debt-service payments, acting with prudence, diligence, and attention to prevailing economic conditions.

The District will pay for all infrastructure, projects, and other financing needs from a combination of current revenues, available reserves, and prudently issued debt. The District believes that debt can provide an equitable means of financing projects for its customers and provide access to new capital. Debt will be used to meet financing needs (i) if it meets the goals of equitable treatment of all customers, both current and future; (ii) if it is the most cost-effective means available; (iii) if it is fiscally prudent, responsible, and diligent under the prevailing economic conditions; and (iv) if there are other important policy reasons therefor. The District will not issue debt without the approval of the Board of Directors (Board).

## Purpose and Use of Debt

The District will utilize reasonable debt financing as an acceptable and appropriate approach to fund long-term improvements and thus ensure that existing and future users contribute equitably. Long-term improvements include the acquisition of land, facilities, infrastructure, and supplies of water; and enhancements or enlargements to existing capacity and facilities for obtaining, importing, transporting, and delivering additional quantities of water. These improvements are typically included in the District's Operating and Capital Budget and capital plans as adopted by the Board of Directors. Bond proceeds can be issued to fund the planning, design, land acquisition, construction, equipment, attached fixtures and moveable pieces of equipment, or other costs as permitted by law.

## Purpose of Policy

The purpose of this debt management policy is to:

- Establish parameters for issuing debt
- Provide guidance to decision makers:

- With respect to all options available to finance infrastructure, capital projects, and other financing needs
- So that the most prudent, equitable and cost-effective method of financing can be chosen
- Document the objectives to be achieved both prior to issuance and subsequent to issuance
- Promote objectivity in the decision-making process
- Facilitate the financing process by establishing important policy decisions in advance

The District will adhere to the following legal requirements for the issuance of public debt:

- The state law which authorizes the issuance of the debt
- The federal and state laws which govern eligibility of the debt for tax-exempt status
- The federal and state laws which govern the issuance of taxable debt
- The federal and state laws which govern disclosure, sale, and trading of the debt both before and subsequent to issuance

## **Types of Debt**

Revenues Bonds, Notes, Certificates of Participation, special tax or special assessment bonds, capital leases, commercial paper, bank loans, direct placements, and lease-purchase financings will be treated as debt and subject to these same policies.

## **General Provisions**

The District will provide for a periodic review of its financial performance and review its performance relative to the financial policies outlined herein. These financial policies will be taken into account during the capital planning, budgeting, and rate setting processes. Necessary appropriations for annual debt service requirements will be routinely included in the District's annual budget. The District will maintain proactive communication with the investment community, including rating agencies, credit enhancers, and investors, to ensure future capital market access at the lowest possible interest rates.

The District's Debt Management Policy, the Reserve Policy, and the Investment Policy are integrated into the decision-making framework utilized in the budgeting and capital improvement planning process. As such, the following principles outline the District's approach to debt management:

- The District will issue debt only in the case where there is an identified source of repayment. Debt will be issued to the extent that (i) projected existing revenues

are sufficient to pay for the proposed debt service together with all existing debt service covered by such existing revenues, or (ii) additional projected revenues have been identified as a source of repayment in an amount sufficient to pay for the proposed debt.

- The District will not issue debt to cover operating needs, unless specifically approved by the Board.
- Debt issuance for a capital project will not be considered unless such project has been incorporated into the District's adopted Operating and Capital Budget or as otherwise approved by the Board.
- Each proposal to issue debt will be presented to the Finance Ad-Hoc Committee prior to presenting to the Board for approval. At that time, an analysis will be provided demonstrating conformity to this Policy. This analysis will address the purpose for which the debt is issued and the proposed debt structure.

## **Conditions for Debt Issuance**

The following guidelines formally establish parameters for evaluating, issuing, and managing the District's debt. The guidelines outlined below are not intended to serve as a list of rules to be applied to the District's debt issuance process, but rather to serve as a set of practices to promote prudent financial management.

In issuing debt, the District's objectives will be to:

- Achieve the lowest cost of capital
- Ensure ratepayer equity
- Maintain a credit rating strategy, and access to credit enhancement
- Preserve financial flexibility

## **Standards for Use of Debt Financing**

When appropriate, the District will use long-term debt financing to achieve an equitable allocation of capital costs/charges between current and future system users, to provide more manageable rates in the near and medium term, and to minimize rate volatility. The District shall not construct or acquire a facility if it is unable to adequately provide for the subsequent annual operation and maintenance costs of the facility throughout its expected life. Capital projects financed through debt issuance will not be financed for longer than the expected useful life of the project.

## **Debt Capacity**

There is no specific provision within the California Government Code that limits the amount of debt that may be issued by the District. The District's future borrowing capability is limited by the debt coverage ratio and additional debt limitations required by the existing bond covenants.

## **Financing Criteria**

Each debt issuance should be evaluated on an individual basis within the context of the District's overall financing objectives and current market conditions. The District will evaluate alternative debt structures (and timing considerations) to ensure the most cost-efficient financing under prevailing market conditions.

*Credit Enhancement* – The District will consider the use of credit enhancement on a case-by-case basis. Only when a clearly apparent savings can be realized shall credit enhancement be utilized.

*Cash-Funded Reserve vs. Surety* – If the issuance of debt requires a cash-funded debt service reserve fund, the District may purchase a surety policy or replace an existing cash-funded debt service reserve fund when deemed prudent and advantageous. The District may permit the use of guaranteed investment agreements for the investment of reserve funds pledged to the repayment of any of its debt when it is approved by the Board.

*Call Provisions* – In general, the District's securities should include optional call provisions. The District will avoid the sale of non-callable, long-term fixed rate bonds, absent careful evaluation of the value of the call option.

*Additional Bonds Test/Rate Covenants* – The amount and timing of debt will be planned to comply with the additional bonds tests and rate covenants outlined in the appropriate legal and financing documents, and this policy.

*Short-Term Debt* – The District may utilize short-term borrowing to serve as a bridge for anticipated revenues, construction financing, or future bonding capacity.

*Variable-Rate Debt* – Variable-rate debt products are rolling series of short-term investments that are resold periodically and are therefore priced at the short end of the yield curve at low interest rates. If an issuer accepts the risks inherent in variable interest rates, the issuer can take advantage of some of the lowest rates available on the market. Variable-rate debt may be appropriate for the District's portfolio, especially in the environment where increased interest earnings on invested funds offset the increased cost of variable-rate debt. Variable-rate debt products include variable-rate demand obligations, commercial paper, and auction rate securities. The District may consider the use of variable-rate debt products to achieve a lower cost of borrowing or for short-term borrowing. In determining whether or not to use variable-rate debt, the District will analyze the risks associated with the variable-rate debt products, including derivative products.

*Use of Variable-Rate Debt* – The District may consider the use of variable-rate debt products to achieve a lower cost of borrowing or for short-term borrowing. In

determining whether or not to use variable-rate debt, the District will analyze, among other things, the risk associated with the variable-rate debt and the impact on the District's overall portfolio. Before issuing variable-rate debt, the District will analyze its cash position; the District will not issue variable-rate debt in an amount that exceeds 115 percent of its unrestricted cash position at the time of issuance.

*Investment of Bonds Proceeds* – Bond proceeds will be invested in accordance with the permitted investment language outlined in the bond documents for each transaction. The District will seek to maximize investment earnings within the investment parameters set forth in the respective debt financing documentation. The reinvestment of bond proceeds will be incorporated into the evaluation of each financing decision, specifically addressing the arbitrage/rebate position and evaluating alternative debt structures and refunding savings on a “net” debt service basis, where appropriate.

### **Refinancing Outstanding Debt**

The Manager of Finance shall have the responsibility to evaluate potential refunding opportunities. The District will consider the following issues when analyzing potential refinancing opportunities:

*Debt Service Savings* – The District shall establish a target savings level equal to three percent or higher of the par refunded on a net present value (NPV) basis (after payment of all costs associated with the issuance). This figure will serve only as a guideline and the District may determine that a different savings target is appropriate; the District shall evaluate each refunding opportunity on a case-by-case basis. In addition to the savings guideline, the following shall be taken into consideration:

- Remaining time to maturity
- Size of the issue
- Current interest rate environment
- Annual cash flow savings
- The value of the call option
- Revision of restrictive or onerous covenants
- Other factors approved by the District

*Restructuring* – The District may seek to restructure a bond issue on a non-economic basis, in order to restructure debt, mitigate irregular debt service payments, accommodate revenue shortfalls, achieve a proper matching of debt service with revenues, release reserve funds, or comply with and/or eliminate rate/bond covenants.

*Term/Final Maturity* – The District may consider the extension of the final maturity of the refunding bonds in order to achieve a necessary outcome, provided that such extension is legal. The term of the debt should not extend beyond the reasonably expected useful

life of the asset being financed. The District may also consider shortening the final maturity of the bonds. The remaining useful life of the assets and the concept of intergenerational equity will guide these decisions.

## **Outstanding Debt Limitations**

Prior to issuance of new debt, the District shall consider and review the latest credit-rating reports and guidelines to ensure the District's credit ratings and financial flexibility remain at levels consistent with the most highly rated comparable public agencies.

## **Selection of Financing Team Members**

The District shall procure professional services as required to execute financing transactions and provide advice on non-transaction-related work. Professional services include Consultants (Financial Advisor, Legal Counsel – Bond, Disclosure and Tax); Service Providers (Trustee, Paying Agent, Printer, Letter of Credit, Verification Agent); and an Underwriting Team (Senior Manager, Co-Manager).

The District shall select its primary financing team members/consultant(s) by competitive process through a Request for Proposals (RF/P) or a Request for Qualifications (RFQ).

The District shall establish selection criteria for selecting its financing team members. The criteria may include, but are not limited to:

- Professional excellence
- Demonstrated competence
- Specialized experience performing similar services for California agencies
- Education and experience of key personnel to be assigned
- Geographic proximity
- Staff capability
- Ability to meet schedules
- Nature and quality of similar completed work
- Reliability and continuity of the firm or individual
- Other considerations deemed by the District to be relevant and necessary to the performance of advisory services

## **Market Communication, Debt Administration and Reporting Requirements**

*Responsibilities* – For purposes of this policy, the General Manager delegates responsibility of market communication, debt administration, and reporting requirements to the Manager of Finance, or appropriate position determined by the General Manager.

*Rating Agencies* – The Manager of Finance shall be responsible for maintaining the District's relationships with Standard & Poor's Ratings Services, Fitch Ratings, and Moody's Investors Service, as appropriate. The District shall, from time to time, deal with one, two, or all of these agencies as circumstances dictate. In addition to general communication, the Manager of Finance shall (1) meet, at least biennially, either in person or via phone, with credit analysts, and (2) offer, prior to each competitive or negotiated sale, conference calls or meeting(s) with rating analysts in connection with the planned sale.

*Observance of Debt Covenants* – The Manager of Finance will periodically ensure that the District is in compliance with all legal covenants for each debt issue.

*Continuing Disclosure* – The Manager of Finance will, for all debt issued, comply with Rule 15c-3-12(b)(5) by required filing as covenanted in each debt issue's Continuing Disclosure Agreement. The Manager of Finance will maintain a calendar with the reporting deadlines and procedures for dissemination of annual reports and notices.

*Record Keeping* – A copy of all debt-related records shall be retained at the District's offices. At minimum these records shall include all official statements, bid documents, bond documents/transcripts, resolutions, trustee statements, leases, and title reports for each financing (to the extent available). To the extent possible, the District shall retain an electronic copy of each document, preferably in PDF or CD-ROM format.

*Arbitrage Rebate* – The District will comply with the administratively adopted policies and procedures regarding tax-exempt financings and tax-exempt finance property, as well as the tax and arbitrage certifications associated with each issue.

*Policy Review* – This policy should be reviewed on a biennial basis and adopted by the Board.

## GLOSSARY OF TERMS

**Advance Refunding** A procedure where outstanding bonds are refinanced by the proceeds of a new bond issue prior to the date on which the outstanding bonds become due or are callable. Generally, either the entire outstanding issue is refunded (full refunding) or only the callable bonds are refunded (partial refunding).

**Amortization** The planned reduction of a debt obligation according to a stated maturity or redemption schedule.

**Arbitrage** The difference between the interest paid on the tax-exempt securities and the interest earned by investing the security proceeds in higher-yielding taxable securities. IRS regulations govern arbitrage on the proceeds from issuance of municipal securities.

**Balloon Maturity** A later maturity within an issue of bonds which contains a disproportionately large percentage of the principal amount of the original issue.

**Basis Points** The measure of the yield to maturity of an investment calculated to four decimal places. A basis point is one one-hundredth of one percent (.01 percent).

**Bond Anticipation Notes (BANS)** Notes issued by the government unit, usually for capital projects, which are paid from the proceeds of the issuance of long term bonds.

**Bullet Maturity** A maturity for which there are no sinking-funds payments prior to the stated maturity date.

**Call Provisions** The terms of the bond contract giving the issuer the right to redeem all or a portion of an outstanding issue of bonds prior to their stated dates of maturity at a specific price, usually at or above par.

**Capitalized Interest** A portion of the proceeds of an issue set aside to pay interest on the securities for a specific period of time. Interest is commonly capitalized for the construction period of the project.

**Certificates of Participation (COP)** A bond from an issue, which is secured by lease payments made by the party leasing the facilities, financed by the issuer. Typically COPs are used to finance the construction of facilities (e.g., infrastructure or buildings) used by a municipal agency, which leases the facilities from a financing authority. Often the agency is legally obligated to appropriate moneys from its general tax revenues to make lease payments.

**Competitive Sale** A sale of securities by an issuer in which underwriters or syndicates of underwriters submit sealed bids to purchase the securities in contrast to a negotiated sale.



**Continuing Disclosure** The principle that accurate and complete information material to the transaction, which potential investors would be likely to consider material in making investment decisions with respect to the securities, be made available on an ongoing basis.

**Credit Enhancement** Credit support purchased by the issuer to raise the credit rating of the issued. The most common credit enhancements consist of bond insurance, direct or standby letters of credit, and lines of credit.

**Debt Service Reserve Fund** The fund in which moneys are placed, which may be used to pay debt service if pledged revenues are insufficient to satisfy the debt service requirements.

**Discount Bonds** Bonds which are priced for sale at a discount from their face or par value.

**Derivative** A financial product whose value is derived from some underlying asset value.

**Escrow** A fund established to hold moneys pledged and to be used to pay debt service on an outstanding issue.

**Gross Spread** The fees that underwriters receive for selling a public debt offering. The gross spread is equal to the difference between the price of a security paid by the underwriter and the offering price charged to the public.

The gross spread comprises three components:

*Takedown:* Normally the largest component of the spread, similar to a commission, which represents the income derived from the sale of securities. If bonds are sold by a member of the syndicate, the seller is entitled to the full takedown (also called the “total takedown”).

*Management Fee:* The amount paid to the senior manager and/or co-managers for handling the affairs of the syndicate.

*Expenses:* The costs of operating the syndicate for which the senior manager may be reimbursed.

**Lease-Purchase** A financing lease which may be sold publicly to finance capital equipment, real property acquisition or construction. The lease may be resold as certificates of participation or lease revenue bonds.

**Letters of Credit** A bank credit facility wherein the bank agrees to lend a specified amount of funds for a limited term.

**Management Fee** The fixed percentage of the gross spread which is paid to the managing underwriter for the structuring phase of a transaction.

**Negotiated Sale** A method of sale in which the issuer chooses one underwriter to negotiate terms pursuant to which such underwriter will purchase and market the bonds.

**Original Issue Discount** The amount by which the original par amount of an issue exceeds its public offering price at the time it is originally offered to an investor.

**Overlapping Debt** That portion of the debt of other governmental units for which residents of a particular municipality are responsible.

**Pay-As-You-Go** An issuer elects to finance a project with existing cash flow as opposed to issuing debt obligations.

**Present Value** The current value of a future cash flow.

**Private Placement** The original placement of an issue with one or more investors, as opposed to being publicly offered or sold.

**Rebate** A requirement imposed by the Tax Reform Act of 1986 whereby the issuer of the bonds must pay the IRS an amount equal to its profit earned from the investment of bond proceeds at a yield above the bond yield calculated pursuant to the IRS code, together with all income earned on the accumulated profit pending payment.

**Special Assessments** Fees imposed against properties that have received a special benefit by the construction of public improvements, such as water, sewer, and irrigation.

**Underwriter** A dealer that purchases new issues of municipal securities from the issuer and resells them to investors.

**Underwriter's Discount** The difference between the price at which bonds are bought by the underwriter from the issuer and the price at which they are reoffered to investors.

**Variable-Rate Debt** An interest rate on a security that changes at intervals according to an index, formula or other standard of measurement, as stated in the bond contract.

*Resolution No: 17-02*

*A Resolution of the Board of Directors  
of Camrosa Water District*

***Establishing a Budget Policy***

*Whereas, the budget is presented as a policy document, an operational tool, a financial planning tool and a link to the Strategic Plan and considered a communication tool to the District's community and stakeholders; and,*

*Whereas, the purpose of the budget policy is to provide guidelines that will influence and direct the financial management practice of the District; and,*

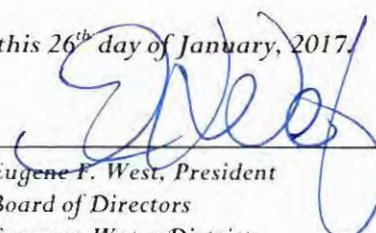
*Whereas, the main reasons for establishing a budget policy is to:*

- *Ensure quality of existing core services;*
- *Establish organizational goals to guide decision making;*
- *Develop a budget to achieve goals;*
- *Incorporate a long-term perspective;*
- *Evaluate performance and make adjustments;*
- *Strengthen the financial position;*
- *Focus budget decisions on results and outcomes; and*
- *Involve and promote effective communication with stakeholders.*


*Whereas, the Camrosa Water District established a budget policy, memorializing as a formal policy and establishing best practices of financial management for the District;*

*Now, Therefore, Be It Resolved* by the Camrosa Water District Board of Directors that the proposed Budget Policy is hereby approved and adopted, and the General Manager is authorized to implement the policy.

*Adopted, Signed, and Approved* this 26<sup>th</sup> day of January, 2017.

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

ATTEST:

  
Tony L. Stafford, Secretary  
Board of Directors  
Camrosa Water District

## **Budget Policy**

The budget is presented as a policy document, an operational tool, a financial planning tool, and a link to the Strategic Plan. In addition, it is also considered a communication tool to the District's community and stakeholders.

The main reasons for establishing a budget policy is to:

- Ensure quality of existing core services;
- Establish organizational goals to guide decision making;
- Develop a budget to achieve goals;
- Incorporate a long-term perspective;
- Evaluate performance and make adjustments;
- Strengthen the financial position;
- Focus budget decisions on results and outcomes; and
- Involve and promote effective communication with stakeholders

### **1.1 Purpose**

The purpose of the Camrosa Water District's Budget Policy is to provide guidelines that will influence and direct the financial management practice of the District. A financial policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. An effective financial policy: Provides principles and guidelines that minimize costs and reduce risk, maintains appropriate financial capacity for present and future needs, ensures legal compliance and maintains appropriate internal controls.

### **2.1 Budget Submittal and Adoption**

- In order to facilitate and implement the budget process, the General Manager will propose an annual budget calendar at the first regular Board meeting in January in every year.
- No later than two months before the end of each fiscal year, the General Manager shall prepare and submit to the Board of Directors a draft annual budget for the ensuing fiscal year.
- The Board of Directors will adopt by formal resolution an operating and capital budget every year by June 30.
- The fiscal period for the District is July 1 to June 30.

### **3.1 Balanced Budget**

- Adopted annual budgets shall ensure that operating revenues fully cover operating expenditures, including debt service within the Water and Wastewater enterprise.
- In the event of a shortfall, use of the rate stabilization fund or an inter-fund loan is allowable.

- One-time revenues shall only be used to cover one-time costs and ongoing revenues shall only be used to cover ongoing costs.
- Debt service funds shall not be utilized for operating expenses.

#### **4.1 Amendments to Adopted Budget**

- Initial appropriations (excluding carryovers and encumbrances for multi-year capital projects) will be made during the annual budget process when all District needs can be reviewed and prioritized in a comprehensive manner.
- The annual budget process will include multiple year projections.
- The General Manager has the authority to adjust the budget at the operational level within an enterprise and shall report budget performance to the Board of Directors on a quarterly basis.
- Additional appropriations from reserves must go to the Board of Directors for approval.

#### **5.1 Budget Process**

- The budget preparation process is developed by the General Manager with input from the Board of Directors.
- The District will develop its annual budget in such a manner to incorporate historical trend analysis for revenues and expenditures with an adjustment for increasing import water costs, current water demand trends, and other considerations as appropriate.
- The budget process will include a review of the current and future utility rates to determine the necessity to set a public hearing to increase rates to offset operational costs.

#### **6.1 Form of Budget**

- The budget shall present an itemized statement of the appropriations recommended by the General Manager to include estimated expenses and permanent improvements for each enterprise and program.
- Comparative data of the appropriations and expenditures for the current and previous fiscal year, as well as the increases or decreases in the recommended budget, shall be provided.

#### **7.1 Capital Budget**

- The Capital Improvement Program and the Operating Budget will be reviewed at the same time to ensure that the District's capital and operating needs are balanced and that the Capital Improvement Program is aligned with the District's long-range plans.
- Capital expenditures shall meet the requirements of generally accepted accounting principles (GAAP).

- The District will identify the estimated costs and potential funding sources for each capital project proposal.
- The District will develop a five-year plan for capital improvements including operations and maintenance costs to be updated each year.
- The District will utilize grant funding and other outside resources whenever possible.
- The District will utilize the least costly financing method for all new projects.

### **8.1 Long Term Financial Forecast**

- The District will develop a five-year financial forecast for operating and capital improvement projects; including operations and maintenance costs, and update it every year as part of the annual budget process.
- The financial forecast will identify the District's source of funds for which future capital improvement projects will necessitate.
- The financial forecast will include escalating operational cost index factor for ongoing routine operation expenditures.
- The financial forecast will identify the necessity of potential utility rate increases based upon imported water rates and operational costs.

### **9.1 Debt Service Ratios/Reserve Financial Position**

- The District will meet or exceed minimum debt service coverage ratios required by governing bond indentures.
- The District will ensure minimum reserve levels are met after appropriation of one-time capital appropriations.

### **10.1 Budgetary Control**

- The District shall prepare monthly reports on revenues and expenditures that compare budget-to-actual financial performance for Staff and reviewed quarterly by the Board of Directors.
- The District will monitor revenues and expenditures on an ongoing basis and ensure that expenditures do not exceed appropriations within an enterprise fund and program for the annual fiscal period.
- Each Program Manager is responsible for ensuring expenditures remain within budget.
- Any deviation from the Budget Policy will be brought to the Board of Directors for approval.

**Resolution No: 21-17**

A Resolution of the Board of Directors  
of Camrosa Water District

**Updating the Pension Funding Policy**

**Whereas**, the Board of Directors deems it essential that Camrosa Water District establish fiscally responsible management practices; and

**Whereas**, the Board of Directors recognizes the CalPERS accrued unfunded liability could potentially cause financial stress and impact the District's operations and rates; and

**Whereas**, the Board of Directors seeks to address its unfunded CalPERS liability in the most cost-efficient manner possible; and

**Whereas**, it is the desire of the Board of Directors to establish a Pension Funding Policy to provide guidance and strategies for addressing the District's retirement liabilities; and

**Whereas**, the policy includes internal budgeting, policy directives and financing mechanisms for the Board of Directors and Staff to address the District's retirement liabilities; and

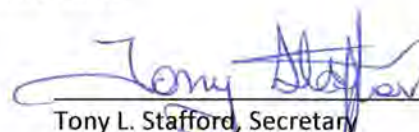
**Whereas**, it is in the best interests of the District to establish a written pension funding policy to serve as a living document, which will require periodic review and updates to take into account changes in the District's unfunded accrued liability and financial position; and

**Whereas**, the policy has been updated to implement internal controls for staff regarding procedures for additional discretionary payments;

**Now, Therefore, Be It Resolved**, by the Camrosa Water District Board of Directors, that the attached Pension Funding Policy is hereby incorporated into this resolution and adopted by the Board of Directors.

**Adopted, Signed, and Approved** this 14<sup>th</sup> day of October 2021.

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

  
\_\_\_\_\_  
Tony L. Stafford, Secretary  
Board of Directors  
Camrosa Water District (ATTEST)

# **CAMROSA WATER DISTRICT**

## **Pension Funding Policy**

This policy is intended to provide guidance and strategies to current and future Board of Directors for addressing the District's retirement liabilities. The policy includes internal budgeting, policy directives, and financing mechanisms.

### **Background**

The District has a history of being fiscally conservative and maintaining fiscally responsible management practices. The District recognizes the unfunded CalPERS liability could potentially cause financial stress and impact the District's operations and rates. As such, the District seeks to address its unfunded CalPERS liability in the most cost-efficient manner possible.

CalPERS Normal Costs represent the cost of pension benefits earned by current employees in the current fiscal year. Normal Costs are paid as a percentage of the District's payroll. Unfunded Accrued Liability ("UAL") represents the shortfall in assets needed to fully fund prior benefits earned by employees and retirees, which occurs for a variety of reasons. UAL payments are a dollar amount adjusted annually by CalPERS.

### **Annual Review**

Addressing retirement costs is a dynamic process. CalPERS makes regular adjustments to the District's Normal Costs and UAL due to changes in investment performance, employee/retiree events, benefit levels, and actuarial assumptions. These changes will require multi-year financial planning and for the District to make corresponding budgetary adjustments. The District will therefore evaluate its pension liabilities each year.

After the release of the most current CalPERS actuarial report, staff will present a summary of the plan's funding status. This information will be presented during a public Board meeting, which will include a summary of funding status, funding progress compared to prior years, as well as any recommended actions and/or budget adjustments.

### **Target Funding Level**

The District paid off its entire UAL from available reserves in the amount of \$4,996,392 in March 2020. The District will seek to maintain a fully funded pension fund.

### **Allocation of Additional Resources / ADPs**

The District seeks to maintain adequate levels of reserves in accordance with its stated reserve goals and adopted reserve policies. The District will implement a Pension Liability Reserve Fund to manage the ongoing CalPERS UAL. The District will budget for the anticipated UAL as a specific line item in the annual budget and reserve worksheet.



# CAMROSA WATER DISTRICT

## Pension Funding Policy

### Targeting Strategies

At the discretion of the Board, the District may apply Additional Discretionary Payments (ADPs) toward the Amortization Bases with the longest remaining term (maturity) to maximize interest costs savings. Should the District seek to optimize budgetary (cash flow) impact, it may seek to apply these monies toward the Amortization Bases with the shortest term.

*All pre-funding decisions will require detailed financial analysis to be performed; and will include proper documentation of the analysis, methodology, and decision-making process.*

### STRATEGIES

The District has several different financing strategies available to address its pension liabilities. In addition to establishing a specific Pension Liability Reserve Fund, it could utilize one or more of the following strategies:

- 1. 115 Trust –** The District may seek to invest monies in a 115 Trust, to allow the District to match the investment options more closely to the pension liabilities.
- 2. Use of Reserves and One-Time Monies –** The District maintains reserves comprised of unrestricted and restricted reserves. The District's Reserve Policy is to maintain target levels in unrestricted reserves towards the potable, non-potable, and wastewater operation and emergency reserves, rate stabilization fund, and capital replacement funds. The District may apply monies from its reserves to prepay and/or payoff its UAL with CalPERS. Repayment to the respective reserve funds from where monies for prepayment were taken will come from net operating results.
- 3. Salary/Benefit Cost Containment –** During consideration of employee raises, District staff will take into consideration the impact of any raises on employee contribution levels to the Normal CalPERS costs and the UAL. During each budget cycle, District staff will perform a financial analysis of the proposed salary /benefit increases on the District's Pension Costs. This information will be presented to the Board of Directors for their consideration. Additionally, consideration may be given to requiring employees to pay a portion or all the Required Employee Contribution Rate that Camrosa currently pays on behalf of employees.

CalPERS assumes that wages will increase by 2.75%, on average, over time. This measure should serve as a benchmark for analysis. Any analysis should not measure salary/wage growth on an individual year, but rather over a long-term basis.

- 4. Tax-Exempt Exchange –** The District has a history of funding capital projects through a pay-as-you-go method. To the extent the District has pay-as-you-go capital projects and where it is financially feasible to finance, the District may seek to finance such projects with tax-exempt bonds or other financing methods and use the capital project's budgeted amounts for Additional Discretionary Payments. If monies are taken from reserves, then the pension Liability Fund contributions may be increased through amortizing the removed funds and repayment to the respective reserve fund.

# **CAMROSA WATER DISTRICT**

## **Pension Funding Policy**

### **Internal Controls**

District staff shall establish internal controls documenting the procedures for any additional discretionary payments towards the UAL as follows:

1. Staff will present the yearly actuarial report to the Board.
2. Board must approve all ADPs.
3. Upon Board approval, staff will initiate the ADP.
4. The Finance Manager and General Manager must review and approve the payment before submittal to CalPERS.

If approved, the District's Pension Funding Policy will be adopted by Resolution. The Policy is intended to serve as a living document, which will require periodic review and updates to consider changes in the District's UAL and financial position. Any amendments to this Policy will be made by Resolution.

## Community Profile

This section contains demographic and economic statistics of the District's community profile. It also includes service area assessed valuations, and largest customers data.

The following are key demographics. The District has chosen to use the City of Camarillo's data as representative of the District. The region also has a very large military population at the nearby Point Mugu Naval Air Station and Port Hueneme, which adds stability. The District participates in the broad and diverse Oxnard-Thousand Oaks-Ventura metropolitan statistical area (MSA) economy. Camarillo's household income levels are strong with median household effective buying income.

### Demographic and Economic Statistics Last Ten Calendar Years City of Camarillo

Year	Unemployment Rate	Population	Personal Income (in thousands)	Per Capital Personal Income
2014	4.4%	66,752	2,572,222	38,534
2015	4.4%	67,154	2,586,638	38,518
2016	5.8%	69,924	2,963,380	42,380
2017	4.5%	69,623	2,933,008	42,127
2018	3.6%	68,741	3,271,440	47,591
2019	4.3%	69,880	3,231,171	46,625
2020	4.1%	70,261	3,461,602	50,186
2021	5.8%	71,898	3,407,642	49,833
2022	2.6%	71,849	3,612,257	52,439
2023	2.3%	70,905	3,754,073	52,945

Source: City of Camarillo CAFR and UCSB Economic Forecast Project

Note (1) The District has chosen to use the City of Camarillo's data as a representative of the District.

The District's service area encompasses property with over \$7.1 billion of assessed valuation. District residents have easy access to jobs countywide and in Los Angeles.

### Service Area Assessed Valuations

Fiscal Year	Secured Assessed Valuation	Unsecured Assessed Valuation	Total	% Change
2014	4,678,271,589	139,077,637	4,817,349,226	0.84%
2015	4,907,112,472	128,877,820	5,035,990,292	4.54%
2016	5,145,103,092	115,142,342	5,260,245,434	4.45%
2017	5,330,477,983	121,837,738	5,452,315,721	3.65%
2018	5,583,931,181	165,603,337	5,749,534,518	5.45%
2019	5,821,051,039	168,334,118	5,989,385,157	4.17%
2020	6,061,204,136	190,366,546	6,251,570,682	4.38%
2021	6,322,329,671	195,452,356	6,517,782,027	4.26%
2022	6,525,470,690	192,048,584	6,717,519,274	3.06%
2023	6,978,681,814	193,733,530	7,172,415,344	6.77%

**Ten Largest Water Customers**  
**Fiscal Year 2023**

<u>Customer</u>	<u>Customer Type</u>	<u>Acre-Feet</u>	<u>Annual Revenues</u>	<u>% of Water Sales</u>
1 Leisure Village	Residential	801	\$ 1,086,199	6.38%
2 Reiter Brother Inc	Agricultural	928	979,982	5.75%
3 Calif. State University CI	Public	322	450,947	2.65%
4 Mahan Ranch Golf Club LLC	Commercial	228	426,116	2.50%
5 Duda Farm Fresh Foods, Inc	Agricultural	394	301,145	1.77%
6 A Hartman Ranch, Inc.	Agricultural	275	264,169	1.55%
7 Camlam Farms Inc.	Agricultural	526	176,433	1.04%
8 Pleasant Valley Park & Rec	Irrigation	72	141,598	0.83%
9 Hagleroad	Agricultural	92	135,569	0.80%
10 A.B.P.	Agricultural	88	124,927	0.73%
<b>Total Ten Largest Customers</b>		<b>3,726</b>	<b>\$ 4,087,085</b>	<b>23.99%</b>
All Other Customers		5,914	12,948,453	76.01%
<b>Total Water Revenue for District</b>		<b>9,640</b>	<b>\$ 17,035,538</b>	<b>100.00%</b>

**Ten Largest Wastewater Customers**  
**Fiscal Year 2023**

<u>Customer</u>	<u>EDUs</u>	<u>Annual Revenue</u>	<u>Wastewater</u>
1 Leisure Village	2,162	\$ 1,053,602	23.80%
2 CSUCI	642	312,936	7.07%
3 Rancho Adolfo Mobile Home Estates	255	124,297	2.81%
4 Corte Madera/Avalonbay Comm. Inc	161	97,001	2.19%
5 Essex Camino Inc.	161	97,001	2.19%
6 Adolfo Camarillo High School	59	27,166	0.61%
7 Emeritus at Camarillo	56	27,297	0.62%
8 Camino Ruiz LLC	47	22,910	0.52%
9 Marriott Brighton Gardens	42	20,472	0.46%
10 Pleasant Valley School	38	18,523	0.42%
<b>Total Ten Largest Wastewater Customers</b>		<b>\$ 1,801,204</b>	<b>40.69%</b>
All Other Customers		2,625,577	59.31%
<b>Total Wastewater Revenue for District</b>		<b>\$ 4,426,781</b>	<b>100.00%</b>

## Board Memorandum

June 20, 2024

**To:** Board of Directors

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

**Subject:** 2023 Camrosa Consumer Confidence Report

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**Objective:** Receive the 2023 Camrosa Consumer Confidence Report (CCR).

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

**Discussion:** Every July 1<sup>st</sup>, the State Water Resources Control Board (SWRCB) requires that all water suppliers publish a CCR. This report includes information on source water, levels of any primary or secondary-level contaminants detected in the previous calendar year, compliance with drinking water regulations (including monitoring requirements), along with some educational information.

**Attachment:**

- 2023 CCR in condensed format for the Board Packet. Full-size, printed trifold versions are available upon request for customers.

Este informe contiene información importante sobre su agua potable. Tradúzcalo o hable con alguien que lo entienda bien.

## 2023 Consumer Confidence Report

Dear Customer,

In compliance with the California Department of Public Health and the U.S. Environmental Protection Agency (EPA), this Consumer Confidence Report provides you with information about the sources and quality of your tap water in 2023. **The Camrosa Water District continues to meet or exceed all federal and state drinking water standards.** We test your water for over 150 chemical constituents; the data tables appearing in this report contain only **detected** contaminants. This testing is in addition to **weekly and monthly testing**, to ensure the safety and integrity of our distribution system.

Camrosa's continuing work towards building self-reliance will develop and diversify our local sources of supply. To this end, Camrosa operates 9 local drinking water wells. In addition, we operate a Reverse Osmosis filtration plant that produces 1 million gallons a day of drinking water from a basin that is too salty even for agricultural irrigation.

Since October 2023, Camrosa has been operating our latest plant; a Granular Activated Carbon Plant to filter out organic contaminants. This plant will assure quality drinking water for decades to come.

If you have any questions or concerns about your water quality or anything appearing in this report, please contact me at (805) 482-8563. You may also view updated water quality information on our web site at [www.camrosa.com](http://www.camrosa.com).

Sincerely,

Michael J. Phelps



Michael J. Phelps  
Water Quality Supervisor

Camrosa Water District is governed by a five-member Board of Directors elected by you, the customers. The Board meets on the 2nd and 4th Thursdays of the month at 7385 Santa Rosa Road in Camarillo at 5:00 p.m. The Board agenda is posted at the front door of the office three days prior to the meeting. You can also access the agenda from our website at [www.camrosa.com](http://www.camrosa.com).



[www.camrosa.com](http://www.camrosa.com)  
7385 Santa Rosa Rd  
Camarillo, Ca 93012

Office Hours: Monday - Friday 9:00 - 4:30  
Customer Service/Emergencies (805) 388-0226

### Where does my water come from?

Camrosa uses a combination of imported and local water to provide its customers quality drinking water at a reasonable cost. Camrosa Water District operates nine wells in addition to importing water from Calleguas Municipal Water District (a distributor for the Metropolitan Water District of Southern California). In 2023, approximately 43% of your water came from these local wells and the rest was imported. Four of our wells are directly blended with imported water before being released into the distribution system, four wells are disinfected and pump water directly into the system, and the last well feeds our Reverse Osmosis Filtration Plant, which produces high quality drinking water equivalent to imported water. Generally, imported water is of higher quality than that found locally, but is more expensive as its source lies so far away.



Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

### What contaminants can be found in drinking water?

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, and wells. As water travels over the surface of the land, or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- Microbial contaminants, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- Inorganic contaminants, such as salts and metals, that can be naturally-occurring or a result from urban storm water runoff, industrial or domestic wastewater discharges, oil and gas production, mining or farming.
- Pesticides and herbicides, that may come from a variety of sources such as agriculture, urban storm water runoff, and residential uses.
- Organic chemical contaminants, including synthetic and volatile organic chemicals, that are byproducts of industrial process and petroleum production, and can also come from gas stations, urban storm water runoff, and septic systems.
- Radioactive contaminants, that can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the USEPA and the State Water Resources Control Board Department of Drinking Water (Department) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. Department regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Camrosa is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/lead>.

### Who might be more susceptible to contaminants in drinking water?

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Nitrate in drinking water at levels above 10 mg/L is a health risk for infants of less than six months of age. High nitrate levels in drinking water can interfere with the capacity of the infant's blood to carry oxygen, resulting in a serious illness; symptoms include shortness of breath and blueness of the skin. Nitrate Levels above 10 mg/L may also affect the ability of the blood to carry oxygen in other individuals, such as pregnant women and those with certain specific enzyme deficiencies. If you are caring for an infant, or you are pregnant, you should ask advice from your health care provider. Nitrate levels may rise quickly for short periods of time because of rainfall or agricultural activity.

While your drinking water meets the federal and state standard for arsenic, it does contain low levels of arsenic. The standard balances the current understanding of arsenic's possible health effects against the costs of removing arsenic from drinking water. The U.S. Environmental Protection Agency continues to research the health effects of low levels of arsenic, which is a mineral known to cause cancer in humans at high concentrations and is linked to other health effects such as skin damage and circulatory problems.

An assessment of the drinking water sources for Camrosa Water District was completed in May, 2002. The sources are considered most vulnerable to these activities: agricultural drainage, fertilization, sewer collection, dry cleaning services, pesticides, petroleum storage and septic systems.

A copy of the complete assessment is available at the Camrosa Water District Office, 7385 Santa Rosa Rd. Camarillo, CA 93012. You may request a summary of the assessment be sent to you by contacting Michael Phelps at (805) 482-8563.

# Water Quality Data

The data below lists all the drinking water contaminants that were detected during the 2023 calendar year. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. Unless otherwise noted, the data presented in this table are from testing done January 1 through December 31, 2023. The State requires that we monitor for certain contaminants less frequently than once per year because the concentrations of these contaminants are not expected to vary significantly from year to year. In this report, all the constituents were analyzed during the 2023 calendar year. Camrosa Water District monitors its water supplies for over 150 contaminants annually.

Primary Drinking Water Standards - Mandatory Health Related Standards																		
Parameter	Units	State MCL (MRDL)	PHG (MCLG) (MRDLG)	Camrosa Distribution System												Major Sources in Drinking Water		
<b>Clarity (A)</b>																		
Turbidity	(TT)= 1 NTU	NTU	Highest Single Value 95% of samples ≤0.3 NTU	0.33												Soil Runoff		
				97.8%														
<b>Disinfection By-Products and Disinfectant Residuals (B)</b>																		
				Average				Range										
Total Chlorine Residual	ppm	[4]	[4]	Highest running annual average = 1.7				ND-2.4										Drinking water disinfectant added for treatment
Haloacetic Acids	ppb	60	n/a	Local running annual average = 10.7				ND—14										By-product of drinking water disinfection
Total Trihalomethanes	ppb	80	n/a	Local running annual average = 20.3				6—27										By-product of drinking water chlorination
<b>Inorganic Chemicals</b>																		
				Imported Surface Water Calleguas MWD	P.V Well #2		Woodcreek Well		RMWTP		Tierra Rejada Well		Penny Well		GAC Plant		Major Sources in Drinking Water	
Percent of supply				57.16%		19.15%		3.32%		3.48%		3.36%		7.46%		6.07%		
Parameter	Units	State MCL (MRDL)	PHG (MCLG) (MRDLG)	Average	Range	Average	Range	Average	Range	Average	Range	Average	Range	Average	Range	Average	Range	Major Sources in Drinking Water
Aluminum	ppb	1000	600	ND	ND-83	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	Erosion of natural deposits, residue from water treatment process
Arsenic	ppb	10	0.004	2.4	2.4	3.0	3.0	4	4	ND	ND	5	5	2	2	3	3	Erosion of natural deposits; Runoff from orchards;
Nickel	ppb	100	12	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	14	14	Erosion of natural deposits
Fluoride	ppm	2.0	1	0.7	0.6 - 1.0	0.4	0.4	0.10	ND-0.39	ND	ND	0.2	0.2	0.3	0.3	0.3	0.3	Erosion of natural deposits; water additive that promotes strong teeth; discharge from fertilizer and aluminum factories
Nitrate as N	ppm	10	10	1.0	1.0	ND	ND	2.7	2.7	0.44	0.13-0.80	ND	ND	6.1	6.1	4.3	4.3	Runoff and leaching from fertilizer use; leaching from septic tanks, sewage
Selenium	ppb	50	30	ND	ND	ND	ND	6	6	ND	ND	ND	ND	5	5	ND	ND	Discharge from refineries; erosion of natural deposits
<b>Radionuclide</b>																		
Gross Alpha Activity	pCi/L	15	(0)	ND	ND	0.583 ±1.050	0.583 ±1.050	3.58 ±0.879	3.58 ±0.879	ND	ND	ND	ND	1.69 ±0.634	1.69 ±0.634	n/a	n/a	Erosion of natural deposits
Radium	pCi/L	2	(0)	ND	ND	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Erosion of natural deposits
Uranium	pCi/L	20	0.43	2.0	2.0-3.0	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Erosion of natural deposits
<b>Organic Chemicals</b>																		
<b>Secondary Drinking Water Standards - Aesthetic Standards</b>																		
Parameter	Units	Secondary MCL	Notification Level	Average	Range	Average	Range	Average	Range	Average	Range	Average	Range	Average	Range	Average	Range	Major Sources in Drinking Water
Turbidity (Monthly)	NTU	5.0	NS	ND	ND	0.09	0.05-0.12	ND	ND	NA	NA	1.1	1.1	ND	ND	ND	ND	Soil Runoff
Chloride	ppm	500	NS	53	48-58	132	123-144	149	149	52	49-61	82	82	146	146	105	105	Runoff / leaching from natural deposits
Odor Threshold	Units	3	NS	2	2	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	Naturally-occurring organic materials
Color	Units	15	NS	1	1	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	ND	Naturally-occurring organic materials
Iron	ppb	300	NS	ND	ND	20	ND-40	ND	ND	ND	ND	265	250-280	ND	ND	86	86	Leaching from natural deposits; industrial wastes
Manganese	ppb	50	500	ND	ND	1.0	ND-1.9	ND	ND	ND	ND	20	20	ND	ND	66	66	Leaching from natural deposits
Sulfate	ppm	500	NS	104	95-112	257	233-286	173	173	101	92-115	168	165-170	136	136	112	112	Runoff / leaching from natural deposits
Total Dissolved Solids	ppm	1000	NS	362	357-367	875	730-922	840	840	291	273-312	680	630-730	890	890	620	620	Runoff / leaching from Natural deposits
<b>Additional Parameters (Unregulated)</b>																		
Total Hardness	ppm	NS	NS	145	138-153	444	437-454	430	430	135	132-142	375	375	510	455-540	438	438	
Sodium	ppm	NS	NS	64	60-68	84	84	56	56	22	22	43	43	72	72	88	88	
pH	pH units	NS	NS	8.4	8.2-8.6	7.5	7.5-7.6	7.4	7.4	7.5	7.4-7.7	7.5	7.5	7.6	7.3-7.8	7.2	7.2	
<b>Household Lead and Copper Survey</b>																		
	Action Level	PHG (MCLG)	No. of Samples Collected	90th percentile level detected	No. Sites exceeding A.L.	Schools Requesting Lead sampling											Major Sources in Drinking Water	
Lead	ppb	15	(2)	32	0	0	Household Copper/Lead Survey conducted in 2022										Internal corrosion of household water plumbing	
Copper	ppm	1.3	0.17	32	0.33	0	School Lead Survey conducted in 2018										Internal corrosion of household water plumbing	
<b>Abbreviations, Definitions, and Notes</b>																		
n/a = Not Applicable      ND = None Detected      NS = No Standard      NTU = Nephelometric Turbidity Unit																		
ppm = parts per million, or milligrams per liter      ppb = parts per billion, or micrograms per liter      pCi/L = PicoCuries per Liter      NA = Not Analyzed																		
<b>Primary Drinking Water Standard (PDWS) = MCLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.</b>																		
<b>Maximum Contaminant Level (MCL) = The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste</b>																		
<b>Maximum Contaminant Level Goal (MCLG) = The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency.</b>																		
<b>Maximum Residual Disinfectant Level (MRDL) = The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.</b>																		
<b>Maximum Residual Disinfectant Level Goal (MRDLG) = The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.</b>																		
<b>Public Health Goal (PHG) = The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.</b>																		
<b>Primary Drinking Water Standard (PDWS): MCLs, MRDLs and treatment techniques (TTs) for contaminants that affect health, along with their monitoring and reporting requirements.</b>																		
<b>Treatment Technique (TT) = A required process intended to reduce the level of a contaminant in drinking water.</b>																		
<b>Action Level (A.L.) = The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.</b>																		
(A) The turbidity level of the finished water shall be less than or equal to 0.3 NTU in 95% of the measurements taken each month and shall not exceed 1.0 NTU at any time in the distribution system																		
(B) Compliance is based on a running annual average for each of 4 sample sites taken quarterly in the distribution system. Values reported reflect the highest and lowest single value in the distribution system (range) and the highest running annual average for all 4 sites.																		

## Board Memorandum

June 20, 2024

**To:** General Manager

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

**Subject:** **Engineering and Materials Testing Services During Construction of Solids Dewatering Press Facility Upgrades and Site Improvements**

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**Objective:** Provide engineering support services and materials testing services during construction of Solids Dewatering Press Facility Upgrades and Site Improvements at Camrosa Wastewater Reclamation Facility (CWRP).

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

- 1) Authorize the General Manager to issue an amendment to the existing Agreement with MNS in the amount of \$75,946.00 to provide engineering support services during construction; and
- 2) Authorize the General Manager to issue a Purchase Order to Union Materials Testing in the amount of \$72,177.00 to provide materials testing and inspection services during construction.

**Discussion:** The District awarded the construction contract to Pacific Hydrotech Corporation for the Solids Dewatering Press Facility Upgrades and Site Improvements on May 16, 2024 in the amount of \$3,477,890.00. A kickoff meeting was held on June 4, 2024. Construction start date is yet to be determined.

Successful execution and management of the project requires implementation of the post-award construction services which the Board, on May 13, 2024, approved a budget of \$150,000.00 for engineering services by MNS Engineers (consultant), construction inspection by Cannon, and materials testing by Union Materials Testing (see Attachment 1). However, per recent guidance from the District's Deputy GM - Finance, a new Blanket Agreement for construction inspection will be issued to Cannon in the beginning of FY24-25 for operations projects, development projects, and capital improvement projects. Funding approval for this Blanket Agreement will be presented to the Board by the end of FY23-24. As such, the approved budget of \$150,000.00 will be used for engineering services and materials testing only.

The District intends to retain the engineering services of MNS for continuity purposes during construction. The existing Agreement (No. 2024-84) between the District and MNS will be amended to provide for the additional services. MNS submitted a proposal for \$75,946.00 (see Attachment 2). The scope of work includes Task 1 – Project Management and Coordination; and Task 2 – Construction Phase Services (meetings, submittal reviews, respond to RFIs, RFCs, site visits, and record drawing preparation). These are typical tasks commonly encountered in construction projects; however, they will only be used if needed. Staff has determined the MNS proposal is reasonable and acceptable.

The District intends to use the services of Union Materials Testing (UMT) for materials testing and inspection during construction. Staff had contacted other two local materials testing companies (Pacific Materials Laboratory and Advanced Geotechnical), but both were non-responsive or not interested.



The District had used UMT's services for the recently completed GAC Treatment Facility at Conejo Wells with commendable results. UMT provided a proposal for \$72,177.00 (see Attachment 3). Scope of work includes cement-treated stabilized subgrade, geogrid placement observation and testing, over-excavation structured fill observation and testing, various soil density testing, concrete testing and inspection, asphaltic concrete paving inspection, and project management. These items are consistent with the work expected in support of the project; however, they will only be used if needed. Staff has determined UMT's proposal is reasonable and acceptable.

**Budget and Expense Summary:**

Budget Available for Post-Award Construction Services:	\$150,000.00
Engineering Services by MNS (minus):	\$ 75,946.00
Materials Testing & Inspection by UMT (minus):	<u>\$ 72,177.00</u>
Budget Remaining	\$ 1,877.00

**Attachments:**

- Initial Award
- MNS Agreement
- UMT Agreement

## Board Memorandum

May 13, 2024

**To:** General Manager

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Following is the calculation of the required additional funding:

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

**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: MNS Engineers, Inc.  
4580 E. Thousand Oaks Blvd., Ste. 101  
Westlake Village, CA 91362

DATE: 06/20/2024  
Agreement No.: 2024-84 Amend #1

The undersigned Consultant offers to furnish the following: provided professional services, engineering support during bidding related to the Dewatering System Upgrades Project for Camrosa Water district, per proposal dated November 14,2023

Contract price \$: Not to exceed \$24,977.00  
\$75,946 Project Management/Construction Services Amend #1  
Not to exceed \$100,923.00


Contract Term: 11/15/2023 – 11/14/2024  
11/15/2024 – 06/30/2025

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: MNS Engineers, Inc.

By: \_\_\_\_\_  
Norman Huff

By:   
\_\_\_\_\_  
Nick Panofsky, PE

Title: General Manager

Title: Vice-President

Date: \_\_\_\_\_

Date: 6/11/2024  
\_\_\_\_\_

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.

**May 1, 2024**

Camrosa Water District  
**Attention: Mr. Art Aseo, PE**  
**Engineering and Capital Projects Manager**  
7385 Santa Rosa Road  
Camarillo, CA 93012

**SUBJECT: Proposal for Professional Services, Engineering Support During Construction – Dewatering System Upgrades Project**

Dear Mr. Aseo,

MNS Engineers, Inc. (MNS) appreciates the opportunity to submit this proposal to provide professional services, Engineering Support During Construction – Dewatering System Upgrades Project (Project) for the Camrosa Water District (District). We offer our highly qualified team to provide services for this Project.

### Project Understanding

The District authorized design services for the Dewatering System Upgrades and Site Improvements Project (Project) on September 22, 2017. The Project consisted of conceptual and final design for construction of a solids handling facility at the Camrosa Water Reclamation Facility (CWRF). Upon submittal of the final design deliverable in October of 2021, the bidding and construction phases were put on hold. Recently, the District completed bidding of the Project. It is our understanding the District would like MNS to provide engineering support services during the construction phase of the Project. This amendment request describes the work and fees proposed by MNS for these services.

MNS assumes the District will provide contract administration during construction, including the construction contract, Contractor coordination, inspection, progress payments, developing punch lists, filing notice of completion, and other related matters. We also understand the District will contract directly with a third party to provide special inspection and materials testing during construction.

The MNS team includes the geotechnical engineer, Yeh and Associates (Yeh), structural designer, SSG Structural Engineers, LLP (SSG) and the electrical designer, JMPE Electrical Engineering (JMPE) for additional support.

### MNS DETAILS

**LEGAL NAME**

MNS Engineers, Inc.

**FIRM OWNERSHIP TYPE**

C-Corporation

**YEAR FIRM ESTABLISHED**

1962

**CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS**

DIR No. 1000003564

**CORPORATE OFFICE**201 N. Calle Cesar Chavez,  
Suite 300

Santa Barbara, CA 93103

805.692.6921 Office/Fax

[mnsengineers.com](http://mnsengineers.com)**LOCAL OFFICE**100 E Thousand Oaks Blvd.  
Suite 105

Thousand Oaks, CA 91360

(805) 648-4840

**PROJECT CONTACT**

Tyler Hunt, PE

Principal Engineer

(805) 788-8013

[thunt@mnsengineers.com](mailto:thunt@mnsengineers.com)**AUTHORIZED SIGNATURE**

Nick Panofsky, PE

Vice-President

(805) 722-2734

[npanofsky@mnsengineers.com](mailto:npanofsky@mnsengineers.com)

## Scope of Work

MNS proposes to perform the following scope of work during construction of the Project.

### **Task 1 – Project Management and Coordination**

The Project Manager, Tyler Hunt, will provide ongoing coordination of the Project team including the District, subconsultant, and the internal Project team. Tyler will monitor the budget and serve as the main point of contact with the District. Regular phone calls and e-mail updates will be sent from the MNS Project Manager to the District's Project Manager to keep coordination open and up-to-date. The MNS Project Manager will submit monthly invoices with supporting documentation in a format acceptable to the District.

The MNS Project Manager is responsible for ensuring deadlines are met, reviews are completed, and the final products meet the expectations of the District.

### **Task 2 – Construction Phase Services**

This task provides support for bid and construction phase services. MNS will attend select construction meetings, review Requests for Information (RFI), review contractor shop drawing submittals, perform construction site visits, and prepare record drawings.

#### **Subtask 2.1: Construction Meetings**

MNS' Project Manager and one staff member will attend the pre-construction meeting in-person. We have also budgeted for MNS Staff to attend up to six conference calls during construction.

#### **Subtask 2.2: Submittal Review**

MNS will review the Contractor's shop drawings and submittals for conformance with the project drawings and specifications. For budgeting, we have assumed 60 submittals with 20 requiring re-submittal. We will prepare a Shop Drawing Review Letter (SDRL) for each submittal and maintain a Submittal Log. We have assumed all submittals and SDRLs will be transmitted electronically.

#### **Subtask 2.3: Responses to Contractor RFIs**

MNS will prepare responses to requests for information/clarification (RFI/RFCs) forwarded by the District from the Contractor, or develop recommendations based on changed field conditions. We have assumed responses will be prepared for a total of 25 RFIs/RFCs.

#### **Subtask 2.4: Construction Site Visits**

MNS staff will perform up to three site visits, Yeh will perform four site visits, SSG staff will perform up to two site visits, and JMPE staff will perform up to one site visit to review the general progress of construction. MNS will coordinate appropriate meeting dates with the District.

#### **Subtask 2.5: Record Drawing Preparation**

MNS will prepare record drawings based on a single consolidated set of District and Contractor red-line drawings provided by the District. We will provide electronic versions of the record drawings in both AutoCAD and Adobe PDF format.



## Project Team

Our highly qualified project team is available to provide the District with bidding and construction support services. Tyler Hunt, PE, will serve as Project Manager and Ashleigh Keelean as Associate Engineer. The team will be assisted by Loree Berry, PE from Yeh and Associates for geotechnical support, Cheyne Kight, PE, SE, from SSG for structural support and John Maloney, PE, from JMPE for electrical support. Team resumes are available upon request.

## Schedule

This proposal assumes the the construction period will require approximately 16 months to complete.

## Compensation

MNS proposes to perform the services described herein on a time and materials basis up to a not to exceed budget of **\$75,946** as summarized in the following table. A detailed Fee Estimate Spreadsheet is included as an attachment. It is assumed that most of the work will take place in 2024. Therefore, all fees are in accordance with the 2024 MNS Standard Fee Schedule, also included as an attachment.

Task	Fee
Task 1 – Project Management	\$8,230
Task 2 – Construction Phase Services	\$67,716
<b>Total</b>	<b>\$75,946</b>

## Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to continuing work with the District. Please feel free to contact me with any questions you may have at 805.788.8013 or thunt@mnsengineers.com. Thank you for your consideration.

Sincerely,  
**MNS Engineers, Inc.**



Tyler Hunt, PE  
Principal Engineer

Attachments: MNS Standard Fee Schedule  
Fee Estimate Spreadsheet



## 2024 STANDARD SCHEDULE OF FEES

### PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$340
Senior Project/Program Manager.....	325
Project/Program Manager.....	275
Assistant Project/Program Manager.....	255
Senior Project Coordinator.....	195
Project Coordinator.....	165

### ENGINEERING

Principal Engineer.....	\$305
Lead Engineer.....	270
Supervising Engineer.....	255
Senior Project Engineer.....	235
Project Engineer.....	210
Associate Engineer.....	190
Assistant Engineer.....	175

### SURVEYING

Principal Surveyor.....	\$280
Lead Surveyor.....	270
Supervising Surveyor.....	230
Senior Project Surveyor.....	210
Project Surveyor.....	185
Associate Project Surveyor.....	175
Assistant Project Surveyor.....	160
Party Chief (PW).....	190
Chainperson (PW).....	160
One-Person Survey Crew (PW).....	225

### TECHNICAL SUPPORT

CADD Manager.....	\$210
Supervising Technician.....	180
Senior Technician.....	170
Engineering Technician.....	130

### DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

### PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

### ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

### OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classifications will be charged at 1 x hourly rate.

### CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$330
Senior Construction Manager.....	290
Senior Resident Engineer.....	265
Resident Engineer.....	250
Structure Representative.....	245
Construction Manager.....	230
Assistant Resident Engineer.....	210
Sr. Construction Inspector (PW).....	185
Construction Inspector (PW).....	177
Office Administrator.....	135

### PLANNING

Planning Director.....	\$235
City Planner/Planning Manager.....	220
Principal Planner.....	205
Senior Planner.....	190
Associate Planner.....	160
Assistant Planner.....	135
Planning Technician.....	115

### ADMINISTRATIVE SUPPORT

Senior Management Analyst.....	\$195
Management Analyst.....	165
IT Technician.....	150
Graphics/Visualization Specialist.....	160
Administrative Assistant.....	105

### GOVERNMENT SERVICES

City Engineer.....	\$265
Deputy City Engineer.....	235
Assistant City Engineer.....	225
Plan Check Engineer.....	185
Permit Engineer.....	175
City Inspector.....	168
Senior City Inspector (PW).....	185
City Inspector (PW).....	177
Principal Stormwater Specialist.....	190
Senior Stormwater Specialist.....	180
Stormwater Specialist.....	170
Stormwater Technician.....	150
Building Official.....	250
Senior Building Inspector.....	200
Building Inspector.....	175
Senior Grant Writer.....	190
Grant Writer.....	180
Associate Grant Writer.....	160
Assistant Grant Writer.....	145

# Camrosa Water District Dewatering System Upgrades - Construction Phase Services



		ENGINEERING			DESIGN SUPPORT	Total Resource Hours	Total Hours* Rates
		Principal Engineer	Associate Engineer	CADD Technician	T		
	2024 Rate	\$305	\$190	\$130			
<b>1 – Project Management and Coordination</b>	<b>Task 1</b>						
1.1 Project Management	Task 1.1	22	8		30	\$8,230	
	<b>Task 1 Subtotal</b>	<b>22</b>	<b>8</b>	<b>0</b>	<b>30</b>	<b>\$8,230</b>	
<b>2 – Construction Phase Services</b>	<b>Task 2</b>						
2.1 Construction Meetings (6+1)	Task 2.1	8	6		14	\$3,580	
2.2 Submittal Reviews (80)	Task 2.2	10	120		130	\$25,850	
2.3 Respond to RFIs/RFCs (15)	Task 2.3	8	32	4	44	\$9,040	
2.4 Site Visits	Task 2.4	6	10		16	\$3,730	
2.5 Record Drawings	Task 2.5	2	4	12	18	\$2,930	
	<b>Task 2 Subtotal</b>	<b>34</b>	<b>172</b>	<b>16</b>	<b>222</b>	<b>45,130</b>	
Sub-Total	Hours	56	180	16	<b>252</b>	<b>\$53,360</b>	
	Cost	\$17,080	\$34,200	\$2,080			

Subconsultant Participation	SUBCONSULTANTS				Total Subconsultant Costs
	JMPE	SSG	Yeh and Associates		
<b>Task 1</b>					
Task 1.1	\$0	\$0	\$0	\$0	\$0
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Task 2</b>					
Task 2.1	\$0	\$840	\$800	\$1,640	
Task 2.2	\$500	\$4,460	\$0	\$4,960	
Task 2.3	\$500	\$1,200	\$2,870	\$4,570	
Task 2.4	\$1,600	\$2,400	\$3,870	\$7,870	
Task 2.5	\$200	\$400	\$0	\$600	
	<b>\$2,800</b>	<b>\$9,300</b>	<b>\$7,540</b>	<b>\$19,640</b>	
<b>Sub-Total</b>	<b>\$2,800</b>	<b>\$9,300</b>	<b>\$7,540</b>	<b>\$19,640</b>	

Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
<b>Task 1</b>			
Task 1.1	\$8,230	\$0	\$8,230
		<b>Task 1 Subtotal</b>	<b>\$8,230</b>
<b>Task 2</b>			
Task 2.1	\$3,580	\$1,886	\$5,466
Task 2.2	\$25,850	\$5,704	\$31,554
Task 2.3	\$9,040	\$5,256	\$14,296
Task 2.4	\$3,730	\$9,051	\$12,781
Task 2.5	\$2,930	\$690	\$3,620
		<b>Task 2 Subtotal</b>	<b>\$67,716</b>
<b>Grand Total</b>	<b>\$53,360</b>	<b>\$22,586</b>	<b>\$75,946</b>



6/14/2024

Camrosa Municipal Water District  
7385 Santa Rosa Rd.  
Camarillo CA 93012  
PH: 805-482-6562

Art A. Aseo  
Engineering & Capital Projects Manager

**Project:** Camrosa - Solids Dewatering Press Facility  
**Project Location:** 1950 South Lewis Rd (Vicinity), Camarillo, CA 93012

Dear Art A. Aseo

Union Materials Testing, Inc. (UMT) appreciates the opportunity to provide you with testing and inspections services on the above project.

The requested services will be performed by UMT in accordance with Terms and Conditions attached and the list of services and fees provided on Exhibit A attached. We reserve the right to modify this contract if our understanding of the project changes or if your needs change.

Respectfully submitted,

**Budget Summary for - Camrosa - Solids Dewatering Press Facility**

<b>Task Name</b>	<b>Cost</b>
Cement Treated Stabilized Subgrade	\$8,920.00
Geogrid Placement Observation & Testing	\$6,228.00
Overexcavation Structured Fill Observation & Testing	\$7,585.00
Various Soil Density Testing	\$8,530.00
Concrete Testing & Inspection	\$26,720.00
AC Paving	\$5,190.00
Project Management	\$9,004.00
<b>Project total:</b>	<b>\$72,177.00</b>

**\*\* All field inspections are per the International Union of Operating Engineers, Local Union 12; Inspection Master Agreement. All field technicians have a 4-hour minimum charge on a portal-to-portal basis. Time over the 4-hour minimum will be rounded up to the nearest whole 8-hour shift on a portal-to-portal basis. Overtime billed at the standard rate shown on the cost breakdown per the testing and inspection labor agreement with will be charged after 8-hours, any shift starting before 5:00 a.m. and after 5:00 p.m., any shift starting after 9:00am, and on Saturdays. Double time is billed after 12 hours worked on any shift, on Sundays or Holidays. If an inspector is dispatched on two or more jobsites in one shift a minimum of 8 Hours will be billed. Show up cancelations are billed at a rate of 2 hours or regular time.**

Spencer Damon  
Project Manager

Union Materials Testing, Inc.  
CC  
Exhibit A - Scope of Services



## EXHIBIT A Scope of Services

### Cement Treated Stabilized Subgrade

Union Materials Testing, Inc. (UMT) will provide one field technician to verify cement spread rate verification with calibrated tray, documentation of the number of cement treated soil mixing passes, moisture content verification, documentation of the compaction of the cement treated soil, sampling of cement treated soil materials, max density optimum moisture determination, and fabrication and testing of the UCS samples. UMT will utilize our onsite mobile laboratory to test moisture contents, max density-optimum moisture, and fabrication of UCS samples. UMT will have one field inspector for sampling and density testing, and UCS lab technician to perform lab testing at the UMT's main lab located in Oxnard.

### **Cost Estimate for - Cement Treated Stabilized Subgrade**

Description	Qty	Rate	Units	Total
Soils Field Technician	32.00	\$129.00	RtHr	\$4,128.00
Moisture Content	16.00	\$44.00	EA	\$704.00
Proctor - Max Density Optimum Moisture Determination	4.00	\$275.00	EA	\$1,100.00
Unconfined Compressive Strength (UCS) - capping not included	16.00	\$68.00	EA	\$1,088.00
Mobile Lab	4.00	\$100.00	Day	\$400.00
Pick-up Truck	32.00	\$37.00	HR	\$1,184.00
Thin Lift Nuclear Density Gauge	4.00	\$79.00	Day	\$316.00
Total for Cement Treated Stabilized Subgrade				\$8,920.00

**Assumptions:** UMT is assuming 4 cement treatment soil shifts. Typical shift durations for field technicians are 8 hours (billed portal-to-portal). UMT is assuming one sets of 4 UCS samples per shift, 4 moisture content tests, and one max density-optimum determination for each shift.

### Geogrid Placement Observation & Testing

UMT will provide a soil technician to verify that the geogrid is placed across the base of the excavation overlapping a minimum of 2 feet, pulled taught and secured in place using stakes or other means prior to backfill being placed. Technician will verify the geogrid consists of a minimum 12 to 24 inches of ¾-inch crushed rock and is compacted with a vibratory compactor. Technician will sample ¾-inch crushed rock for sieve analysis, confirming the material used meets specifications and approved submittals.

### **Cost Estimate for - Geogrid Placement Observation & Testing**

Description	Qty	Rate	Units	Total
Soils Field Technician	32.00	\$129.00	RtHr	\$4,128.00
Sieve Analysis	4.00	\$150.00	EA	\$600.00
Pick-up Truck	32.00	\$37.00	HR	\$1,184.00
Thin Lift Nuclear Density Gauge	4.00	\$79.00	Day	\$316.00
Total for Geogrid Placement Observation & Testing				\$6,228.00

**Assumptions:** UMT is assuming 4 shifts for geogrid observation & testing. Typical shift durations for field technicians are 8 hours (billed portal-to-portal).

### Overexcavation Structured Fill Observation & Testing

UMT will supply a soils technician to sample and test the in-place density of the overexcavation structured fill process. Testing will be conducted with a calibrated nuclear soil density gauge. Daily field reports will have observations, in-place density tests, construction pictures, and a pass/fail designation for each report.

Observation and testing will consist of visual observation of earthwork activities and taking field density and moisture tests for the purpose of ascertaining that the work is in substantial conformance with the contract documents.



**Cost Estimate for - Overexcavation Structured Fill Observation & Testing**

Description	Qty	Rate	Units	Total
Soils Field Technician	40.00	\$129.00	RtHr	\$5,160.00
Proctor - Max Density Optimum Moisture Determination	2.00	\$275.00	EA	\$550.00
Pick-up Truck	40.00	\$37.00	HR	\$1,480.00
Thin Lift Nuclear Density Gauge	5.00	\$79.00	Day	\$395.00
Total for Overexcavation Structured Fill Observation & Testing				\$7,585.00

**Assumptions:** UMT is assuming 5 shifts for overexcavation observation & testing. Typical shift durations for field technicians are 8 hours (billed portal-to-portal).

**Various Soil Density Testing**

UMT will supply a soils technician to sample and test the in-place density of the installation process. Testing will be conducted with a calibrated nuclear soil density gauge. The UMT representative will also sample soil/rock materials for future testing, verifying conformance to the specifications and approved submittals. Daily field reports will have observations, in-place density tests, construction pictures, and a pass/fail designation for each report.

Observation and testing will consist of visual observation of earthwork activities and taking field density and moisture tests for the purpose of ascertaining that the work is in substantial conformance with the contract documents. Such observation and testing shall not be relied upon by others as acceptance of the work nor shall it be construed to relieve the contractor in any way from his obligation and responsibilities under the construction contract. Specifically, but without limitations, observation and testing shall not require the technician and engineer to assume responsibilities for the means and methods of construction nor for safety on the job site.

**Cost Estimate for - Various Soil Density Testing**

Description	Qty	Rate	Units	Total
Soils Field Technician	40.00	\$129.00	RtHr	\$5,160.00
Proctor - Max Density Optimum Moisture Determination	4.00	\$275.00	EA	\$1,100.00
Pick-up Truck	40.00	\$37.00	Day	\$1,480.00
Thin Lift Nuclear Density Gauge	10.00	\$79.00	HR	\$790.00
Total for Various Soil Density Testing				\$8,530.00

**Assumptions:** Various Soil Testing shifts will be part-time (4-hour shifts). UMT estimates 10 shifts for the Class-II Base, Utility Backfill, and Retaining Wall Backfill installations.

**Concrete Testing & Inspection**

Union Materials Testing, inc. (UMT) will provide an ACI concrete field technician for sampling and testing. Testing will include sampling concrete, measuring slump and temperature, and fabricating concrete cylinder compressive strength specimens. UMT will cure all compressive strength specimens in a field cure box and pick up samples within 24-48 hours for stripping and curing in the laboratory. UMT will also provide an ICC inspector for reinforced rebar sections. ICC inspection is excluding structural steel, metal framing, and welding inspection. UMT is accredited by Caltrans for concrete compressive strength testing in Caltrans test methods.



**Cost Estimate for - Concrete Testing & Inspection**

Description	Qty	Rate	Units	Total
ACI Field Technician	64.00	\$129.00	RtHr	\$8,256.00
ICC Inspector	64.00	\$134.00	RtHr	\$8,576.00
Concrete Compressive Strength	96.00	\$37.00	EA	\$3,552.00
Concrete field Cure Box	16.00	\$21.00	DAY	\$336.00
Sample Pick-Up	16.00	\$79.00	EA	\$1,264.00
Pick-up Truck	128.00	\$37.00	HR	\$4,736.00
Total for Concrete Testing & Inspection				\$26,720.00

**Assumptions:** UMT is assuming 16 ACI & 16 ICC shifts (32 total shifts) for concrete Testing & inspection with shift duration being 4 hours per shift. 8 shifts for slab pour, 8 shifts for foundation Pour, 8 shifts for retaining Wall, 4 shifts for trench drain and 4 shifts for concrete pedestals. UMT will be casting six 4x8 concrete compressive strength specimens per shift; 96 total.

**AC Paving**

Union Materials Testing, Inc. (UMT) will provide a field technician for in-place density testing and asphalt paving laydown inspection. UMT will utilize a calibrated thin lift nuclear gauge to determine that the 92-98% relative compaction is met for the compacted asphalt pavement. In addition to density testing the UMT field technician will pull one sample per shift for asphalt content, lab test max density, theoretical maximum density, and stability testing. The field technician will document the paving operation including pre/post placement inspection, documentation of paving temperatures, general observations, and construction photos in a detailed and accurate daily field report.

**Cost Estimate for - AC Paving**

Description	Qty	Rate	Units	Total
Asphalt Field Technician	16.00	\$129.00	RtHr	\$2,064.00
Hveem Max Density (LTMD)	2.00	\$275.00	EA	\$550.00
Hveem Stability Value	2.00	\$262.00	EA	\$524.00
Ignition Binder Content	2.00	\$252.00	EA	\$504.00
Ignition Binder Correction Factor	1.00	\$420.00	EA	\$420.00
Theoretical Maximum Specific Gravity	2.00	\$189.00	EA	\$378.00
Pick-up Truck	16.00	\$37.00	HR	\$592.00
Thin Lift Nuclear Gauge	2.00	\$79.00	Day	\$158.00
Total for AC Paving				\$5,190.00

**Assumptions:** UMT is assuming 2 AC Paving Shifts; estimating 30 tons placed per shift. Typical shift durations for field technicians are 8 hours (billed portal-to-portal).

UMT excluding any traffic control needed for testing or inspection, core correlation, batch plant inspection and asphalt coring.

**Project Management**

A project manager will develop protocols to assist clients in completing their work while minimizing risk. Review of all field and laboratory testing data from the assigned projects. Monitor the performance and technical skills of our field and laboratory technicians. Project Management is billed at 15% of billed field staff hours.

Certified payroll (CPR) will be billed weekly with a \$53 flat rate fee. If additional work is required to submit CPR in addition to DIR website input, submission and distribution; office staff will bill time hourly in 10-minute increments to supply additional CPR documentation.



### Cost Estimate for - Project Management

**Description**

Project Manager

Certified Payroll Reporting Fee (Weekly)

<b>Qty</b>	<b>Rate</b>	<b>Units</b>	<b>Total</b>
45.00	\$173.00	RtHr	\$7,785.00
23.00	\$53.00	EA	<u>\$1,219.00</u>
Total for Project Management			\$9,004.00





## Terms and Conditions

1. **Prosecution of Work.** It is contemplated by the parties that the Work specified in this Contract shall start on approximately (TBD) and be completed by (TBD). UMT shall not be responsible for any delays in performing the Work due to labor disputes, weather, shortages in material, equipment or labor, acts of God or any other cause beyond its control. In the event of a delay beyond UMT's control, and to the extent reasonably possible, UMT shall complete the work at the next available opportunity. At its option, UMT may decline to perform any part of the Work which, through no fault of UMT, is to be completed beyond the estimated completion date. In the event UMT elects not to perform any further Work beyond the above specified date pursuant to the terms provided herein. UMT shall be paid for all Work performed and materials provided prior to the said date and shall otherwise be fully relieved of all its duties and responsibilities under the terms of this Contract.
2. **Dispatch Hours.** UMT agrees to provide the Work identified herein. Dispatch hours are 8:00 a.m. to 5:00 p.m. Although UMT will try to accommodate all dispatch requests, we cannot guarantee that calls before 7:00 a.m. and after 5:00 p.m. will be received. If a day's Work is canceled for any reason, please notify the dispatch office by 5:00 p.m. on the day prior to the scheduled Work. Cancellations received on the day of the Work, is subject to a 2-hour show-up fee.
3. **Agreed Pricing for Services/Work Hours.** Pricing for Work done under the attached Contract is agreed to be under UMT's Fee Schedule (attached and incorporated herein as Exhibit A) for the year the Contract was effective, which is incorporated herein by reference, unless otherwise specifically shown in the Contract. All minimums, over-time, double-time, and portal to portal billing is in accordance with the current Local 12 – Operating Engineers – Inspection Master Labor Agreement. Over-time at 1.5 times on the labor portion only will be charged before 5:00 a.m. or after 9:00 a.m., starting after 5:00 p.m., and on Saturdays. Double-time at 2 times the labor portion will be charged after 12 hours, on Union Holidays, and on Sundays. Client further acknowledges that billing minimums of 4 hours for field testing and 4 hours for special inspections may apply in actual billing. Time worked over the 4-hour minimum will be rounded to 8 hours. If the inspector has to travel to the UMT Office to pick-up/drop-off equipment before and/or after a shift the inspectors hourly rate will be billed portal-to-portal from the UMT Office. If an inspector works on two or more jobsites in one shift a minimum of 8 hours will be billed. Client agrees that it shall be Client's and' or Contractor's responsibility to provide UMT with a 24-hour notice to perform the Work hereunder.
4. **Standard of Work.** Further, UMT agrees to perform the Work in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the locality of the Project. No other warranty, expressed or implied is otherwise made with respect to the Work.
5. **Payment.** Client agrees to pay all invoices within 30 days, or incur interest charges of 10% per month, Intended Use. Work provided pursuant to this Contract is intended solely for the use and benefit of Client. No other person or entity shall be entitled to rely on the services, opinions, recommendations, plans, or specifications provided without the express written consent of UMT. Client agrees that UMT has been engaged to provide technical professional services only, and that UMT does not owe a fiduciary responsibility to Client.
6. **Limitation of Liability.** Per Client Agreement
7. **Indemnity.** Per Client Agreement
8. **Insurance.** UMT will maintain and provide proof of insurance coverage for operations under this agreement when requested by the client. UMT will name client as additionally insured and provide proof of coverage when requested. Typical insurance coverages are as follows: (1) property and public liability insurance at a minimum level of \$1,000,000.00 property damage coverage with thirty-day cancellation notice and \$1,000,00.00 liability coverage, or the amount specified in the prime agreement, whichever is greater, (2) worker's compensation insurance with a minimum level of \$1,000,000.00 of coverage, (2) automobile insurance at a minimum level of \$1,000,000.00 for each occurrence and \$1,000,000.00 aggregate coverage, and (4) professional liability insurance at a minimum level of \$1,000,000.00 of coverage.
9. **Samples.** Unless otherwise agreed by the parties in writing, the test specimens or samples will be disposed of immediately upon completion of testing. If the client requests samples to be held, has the right to request fee's per an agreed upon amount after the request of samples to be held is received.
10. **OSHA.** Client agrees to require Contractor to provide on-site First Aide services as required by OSHA.
11. **Final Inspection.** As a condition precedent to UMT issuing the Project final inspection report, all fees incurred by Client must be paid in full.
12. **Termination.** UMT may terminate the Contract if the Work is stopped for a period of 30 consecutive days



through no act or fault of UMT or their agents or employees or any other persons or entities performing portions of the Work under direct or indirect contract with UMT, for any of the following reasons:

- Issuance of an order of a court or other public authority having jurisdiction that requires all Work to be stopped.
- An act of government, such as a declaration of national emergency that requires all Work to be stopped; or
- Because the Client has not issued a payment or certificate for payment and has not notified UMT of the reason for withholding payment or certification, or because the Client has not made payment within the time stated in the Contract Documents.

### 13. Miscellaneous Provisions.

- **Duplicate Originals.** This Contract may be executed in duplicate originals, and facsimile signatures will be treated as originals.
- **Complete Agreement.** With respect to the subject matter of this Contract, including the terms and conditions hereof, this Contract constitutes the entire understanding between the parties and may not be altered, modified or amended except by the mutual written agreement of the parties. Except as expressly provided in this Contract, all prior and contemporaneous agreements and understandings between the parties are superseded and rescinded.
- **Severability.** The Contract provisions are severable, and should any provision be determined by a court of competent jurisdiction void, voidable, or unenforceable, such provision shall be eliminated or limited to the minimum extent necessary so that this Contract shall otherwise remain in full force and effect.
- **Attorneys' Fees.** In the event that any party shall breach its obligations under this Contract, the prevailing party shall be entitled to recover all enforcement-related costs, expenses and reasonable attorney fees from the breaching party, whether such sums be expended with or without suit and regardless of the forum (including but not limited to recourse in connection with any bankruptcy case, adversary proceeding, insolvency proceeding, or arbitration proceeding).
- **Assignment.** This Contract is not assignable, and any such assignment shall be deemed void, without the written consent of all parties hereto.
- **Binding Effect.** This Contract shall be binding upon and shall inure to the benefit of the successors, and assigns of the respective parties hereto.
- **Jurisdiction/Venue.** The parties hereto agree that this Contract shall be construed in accordance with the laws of the State of CA, and that exclusive jurisdiction and venue shall be found in the Ventura Superior Court, State of CA.

Thank you for the opportunity to submit a proposal for this project, we appreciate your consideration. We will be awaiting your response to proceed and look forward to working with you. We believe we have covered all required items. Please give us a call if you have any questions.

## Board Memorandum

June 20, 2024

**To:** Board of Directors

**From:** General Manager

**Subject:** Updates to the District's Salary and Classification Schedule for Employees

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**Objective:** Improve the District's ability to retain and attract talent.

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

- 1) Adopt Resolution 24-13 Adjusting the District's Salary and Classification Schedule for Employees to appropriate ranges, and
- 2) Approve the AdHoc Committee and General Manager's recommended salary adjustments for specified employees, and
- 3) Approve the AdHoc Committee and General Manager's recommended title adjustments for specified employees, and
- 4) Approve the AdHoc Committee and General Manager's recommended promotions for specified employees, and
- 5) Approve the General Manager's recommended new full-time positions (FTEs) to bring the total authorized FTEs to 31 for FY 2024-2025.

**Discussion:** At the May 23<sup>rd</sup> Board Meeting, the General Manager brought forward the preceding proposed action items for consideration by the Board. The Board requested the formation of an AdHoc Committee to consider the proposals and come back to the Board with their recommendations. After consideration by the AdHoc Committee (oral report to be provided), a consensus was reached on Action Items 1 – 4. The AdHoc Committee recommends that the full Board consider item 5.

**Background:** In 2022, the Board adopted a Strategic Plan that emphasized the District's strategic process of building self-reliance with one of the five goals being *Service Excellence Through Organizational Development*:

*Service Excellence Through Organizational Development: The Camrosa Water District is committed to service excellence through organizational development by hiring, training, and retaining the highest quality employees and providing them with the tools to grow in their professional and personal development.*

Camrosa has a talented, hardworking, and dedicated staff. The goal is to retain and encourage our existing talent while being able to attract new personnel as openings become available. To achieve this goal it is essential the District recognizes the wide range of responsibilities that individual employees take on; provides for appropriate, sustainable staffing levels; and plans for prudent succession planning. It is the General Manager's opinion that the recommended actions will help achieve these goals.

**Recommendations:** The proposed Salary and Classification Schedule does not specify the allocated number of full-time positions (FTEs) within each position. Rather, the Board will authorize a total number of FTEs for the District and allow the General Manager the discretion to meet the staffing needs of the District within those parameters (total FTEs and salary ranges).

The recommended adjustments and/or promotions will be in-lieu of adjustments and/or promotions in the current fiscal year as well as potential adjustments for FY2024-25. Employees receiving adjustments and/or promotions will not receive additional adjustments in FY2024-25. Making the recommended adjustments, filling new positions at the median of the proposed compensation ranges, and authorizing 31 FTEs, can be accomplished with the remaining budgeted amounts in the FY2023-24 budget and without any additional amounts added to the currently-proposed FY2024-25 budget.

**Proposed Salary Adjustments:**

<u>Current Title</u>	<u>Current</u>	<u>Proposed</u>
Chief Plant Operator	\$ 46.72	\$ 54.50
Compensation is commensurate with supervisor-level responsibilities. The Chief Plant Operator is effectively the Supervisor for the wastewater treatment and collection systems of the District.		
Senior Accountant	\$ 52.10	\$ 59.75
Compensation commensurate with multiple high-level management responsibilities including accounting, budgeting, accounts payable, accounts receivable, human resources, payroll, onboarding, and benefits administration.		
System Operator II	\$ 39.15	\$ 44.29
Compensation commensurate with certification levels, extensive knowledge of the District, and demonstrated work ethic. Note: Based on Board approval of revisions to the Salary and Classification Schedule, the GM will need to reclassify the operators within the 5 levels based on current salaries, experience, and certification levels.		
Field Service Technician II	\$ 32.00	\$ 38.00
Compensation commensurate with certification levels, peer compensation, and demonstrated work ethic. Note: Based on Board approval of revisions to the Salary and Classification Schedule, the GM will need to reclassify the operators within the 5 levels based on current salaries, experience, and certification levels.		

**Title Adjustments:**

<u>Current Title</u>	<u>Proposed Title</u>
Water Quality & Environmental Compliance Supervisor	Manager
The proposed title reflects the performance of manager-level responsibilities. Current compensation is commensurate with manager-level responsibilities.	
Water Loss Coordinator	Water Resources Coordinator
The proposed title reflects the performance of multiple water resources functions including water loss mitigation, legislative affairs, regulatory compliance, and communications.	

**Promotion:**

<u>Current Position</u>	<u>Proposed Promotion</u>
Superintendent of Operations	Director of Operations
\$ 75.34	\$ 86.52
Promotion and Compensation commensurate with director-level responsibilities and compensation of peer position, Director of Administration. Recognizes vast and complex institutional knowledge of, and experience with, the District's systems and operations.	

**New FTE Positions added to the Salary and Classification Schedule:** Adding a position to the Salary and Classification Schedule does not necessarily mean it will be filled within the requested allocation of FTEs.

<u>Title</u>	<u>FLSA</u>	<u>Compensation Range</u>
Director of Administration Reports to the General Manager. Responsibilities include Administration, Finance, Human Resources, Customer Service, Information Technology (IT), and Communications. The position would be in lieu of an Assistant General Manager in a future optimal organizational structure. Could provide succession planning for Deputy General Manager – Finance as well as IT and Special Projects Manager. When included in FTE authorization, the position could be filled through promotion or a recruitment process.	N	\$140,000 - \$190,000
Director of Operations Reports to the General Manager. Responsibilities include Operations (water/wastewater systems and infrastructure, facilities, and vehicles), Water Quality, and Regulatory Compliance. The position would be filled through the promotion of the current Superintendent of Operations.	N	\$140,000 - \$190,000
System Field Supervisor - Treatment Reports to the Superintendent of Operations. Responsibilities include the Supervision of the District's Water Treatment Operators and the workflow of daily operations. Position in lieu of System Field Supervisor in current organizational structure. The position would be filled by the current System Field Supervisor.	Y	\$95,000 - \$135,000
System Field Supervisor - Distribution Reports to the Superintendent of Operations. Responsibilities include the Supervision of the District's Water Distribution Operators and the workflow of daily operations. When included in FTE authorization, the position could be filled through promotion or a recruitment process.	Y	\$95,000 - \$135,000
Business Analyst Responsibilities include analytical and administrative support to District Management. The position(s) would be filled through a recruitment process.	Y	\$75,000 - \$115,000

**FTE Positions modified on the Salary and Classification Schedule:**

<u>Title</u>	<u>FLSA</u>	<u>Compensation Range</u>
System Operator I	Y	\$65,000 - \$85,000
System Operator II	Y	\$75,000 - \$95,000
System Operator III	Y	\$80,000 - \$100,000
System Operator IV	Y	\$85,000 - \$105,000
System Operator V - Lead	Y	\$90,000 - \$115,000
System Operators at Camrosa are frequently cross-trained, cross-utilized, and hold certifications for multiple system types. While operators will have an area of primary responsibility (water distribution, water treatment, or wastewater), a uniform designation and consistent salary structure will provide for salary parity and consistency across all disciplines, while providing opportunities for promotion as operators gain additional experience, certification levels, and take on additional roles and responsibilities.		
Customer Service Representative I	Y	\$55,000 - \$75,000
Customer Service Representative II	Y	\$65,000 - \$85,000
Senior Customer Service Representative	Y	\$80,000 - \$115,000
Customer Service Representatives at Camrosa are frequently cross-trained and cross-utilized within customer service, as well as in additional administrative functions and roles. A uniform designation will provide for salary parity and consistency while providing opportunities for promotion as representatives gain additional experience, education, and training; and take on additional roles and responsibilities.		

**FTE Positions to be filled within the proposed authorized 31 FTE allocation:**

<u>Title</u>	<u>FLSA</u>	<u>Compensation Range</u>
Superintendent of Operations (1)	N	\$120,000 - \$165,000
Control Systems Supervisor (1)	Y	\$100,000 - \$140,000
System Field Supervisor – Distribution (1)	Y	\$95,000 - \$135,000
Business Analyst (2)	Y	\$75,000 - \$115,000
System Operator I (1)	Y	\$65,000 - \$85,000

**Attachments:**

- Salary and Classification Schedule Resolution 24-13
- Proposed Salary Schedule
- Proposed Organizational Chart

**Resolution No: 24-13**

A Resolution of the Board of Directors  
of Camrosa Water District

**Adjusting the District's Salary and  
Classification Schedule for Employees**

**Whereas**, the Board of Directors shall establish by resolution a Salary and Classification Schedule consisting of appropriate salary ranges; and

**Whereas**, except as otherwise provided herein, employees shall receive compensation provided in the Salary and Classification Schedule for the classification of the position in which they are employed; and

**Whereas**, the Salary and Classification Schedule shall include a descriptive title, salary ranges, and the total number of allocated full-time positions; and

**Whereas**, the District's Salary and Classification Schedule attached hereto reflects a descriptive title, appropriate salary range, and the total number of allocated full-time positions;

**Now, Therefore, Be It Resolved** that the Camrosa Water District Board of Directors hereby adopts the Salary and Classification Schedule effective for the payroll period beginning June 29, 2024.

**Adopted, Signed, and Approved** this 20<sup>th</sup> day of June 2024.

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

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

**CAMROSA WATER DISTRICT SALARY SCHEDULE**  
**SALARY AND CLASSIFICATION SCHEDULE**  
**Effective: June 29, 2024**

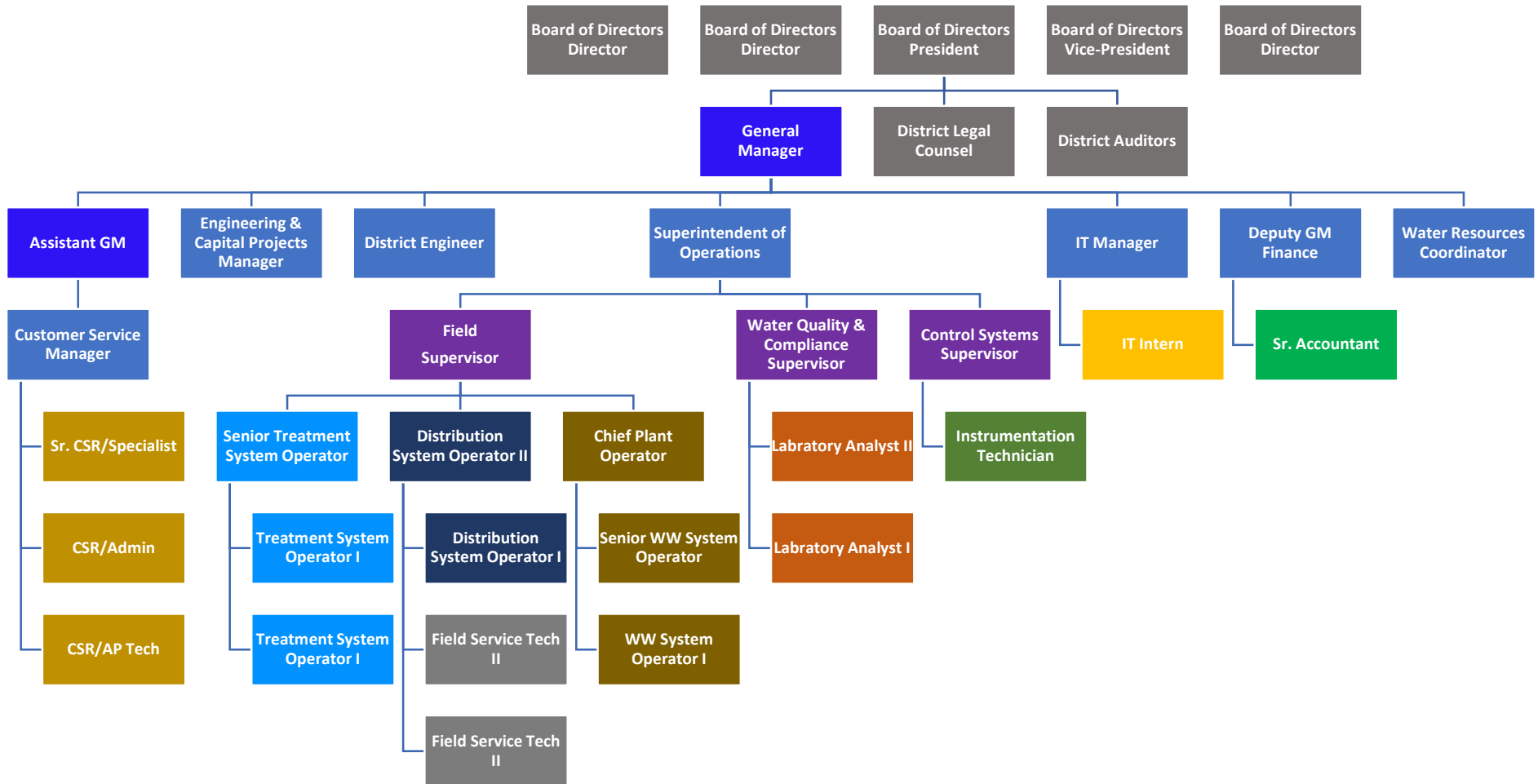
Position	Minimum	Max	FLSA	Time Base
Assistant General Manager	\$ 150,000	\$ 185,000	N	Annually
Business Analyst	\$ 75,000	\$ 115,000	Y	Annually
Chief Plant Operator	\$ 90,000	\$ 130,000	Y	Annually
Control Systems Supervisor	\$ 100,000	\$ 140,000	Y	Annually
Customer Service Manager	\$ 110,000	\$ 155,000	N	Annually
Customer Service Representative I	\$ 55,000	\$ 75,000	Y	Annually
Customer Service Representative II	\$ 65,000	\$ 85,000	Y	Annually
Customer Service Supervisor	\$ 85,000	\$ 125,000	Y	Annually
Deputy General Manager - Finance	\$ 160,000	\$ 205,000	N	Annually
Director of Administration	\$ 140,000	\$ 190,000	N	Annually
Director of Operations	\$ 140,000	\$ 190,000	N	Annually
District Engineer	\$ 130,000	\$ 195,000	N	Annually
Engineering & Capital Projects Manager	\$ 130,000	\$ 195,000	N	Annually
General Manager	\$ 195,000	\$ 260,000	N	Annually
GIS Specialist	\$ 70,000	\$ 100,000	Y	Annually
I.T. and Special Projects Manager	\$ 130,000	\$ 200,000	N	Annually
Instrumentation Technician	\$ 70,000	\$ 115,000	Y	Annually
IT Coordinator	\$ 85,000	\$ 145,000	Y	Annually
Laboratory Analyst I	\$ 60,000	\$ 80,000	Y	Annually
Laboratory Analyst II	\$ 75,000	\$ 95,000	Y	Annually
Laboratory Supervisor	\$ 100,000	\$ 135,000	Y	Annually
Senior Accountant	\$ 95,000	\$ 130,000	N	Annually
Senior Customer Service Representative	\$ 80,000	\$ 115,000	Y	Annually
Superintendent of Operations	\$ 120,000	\$ 165,000	N	Annually
System Field Supervisor - Distribution	\$ 95,000	\$ 135,000	Y	Annually
System Field Supervisor - Treatment	\$ 95,000	\$ 135,000	Y	Annually
System Operator I	\$ 65,000	\$ 85,000	Y	Annually
System Operator II	\$ 75,000	\$ 95,000	Y	Annually
System Operator III	\$ 80,000	\$ 100,000	Y	Annually
System Operator IV	\$ 85,000	\$ 105,000	Y	Annually
System Operator V - Lead	\$ 90,000	\$ 115,000	Y	Annually
Water Quality & Environmental Compliance Manager	\$ 100,000	\$ 165,000	N	Annually
Water Resources Coordinator	\$ 90,000	\$ 115,000	Y	Annually
Board Member (per Meeting)	\$ 200.00	\$ 200.00	N	Per Meeting
Part-Time Student/Paid Internship	\$ 16.00	\$ 35.00	Y	Hourly
Part-Time/Temporary Employee	\$ 16.00	\$ 35.00	Y	Hourly

Authorized Full-Time Employees: **31**

Authorized Part-Time Employees: **3**

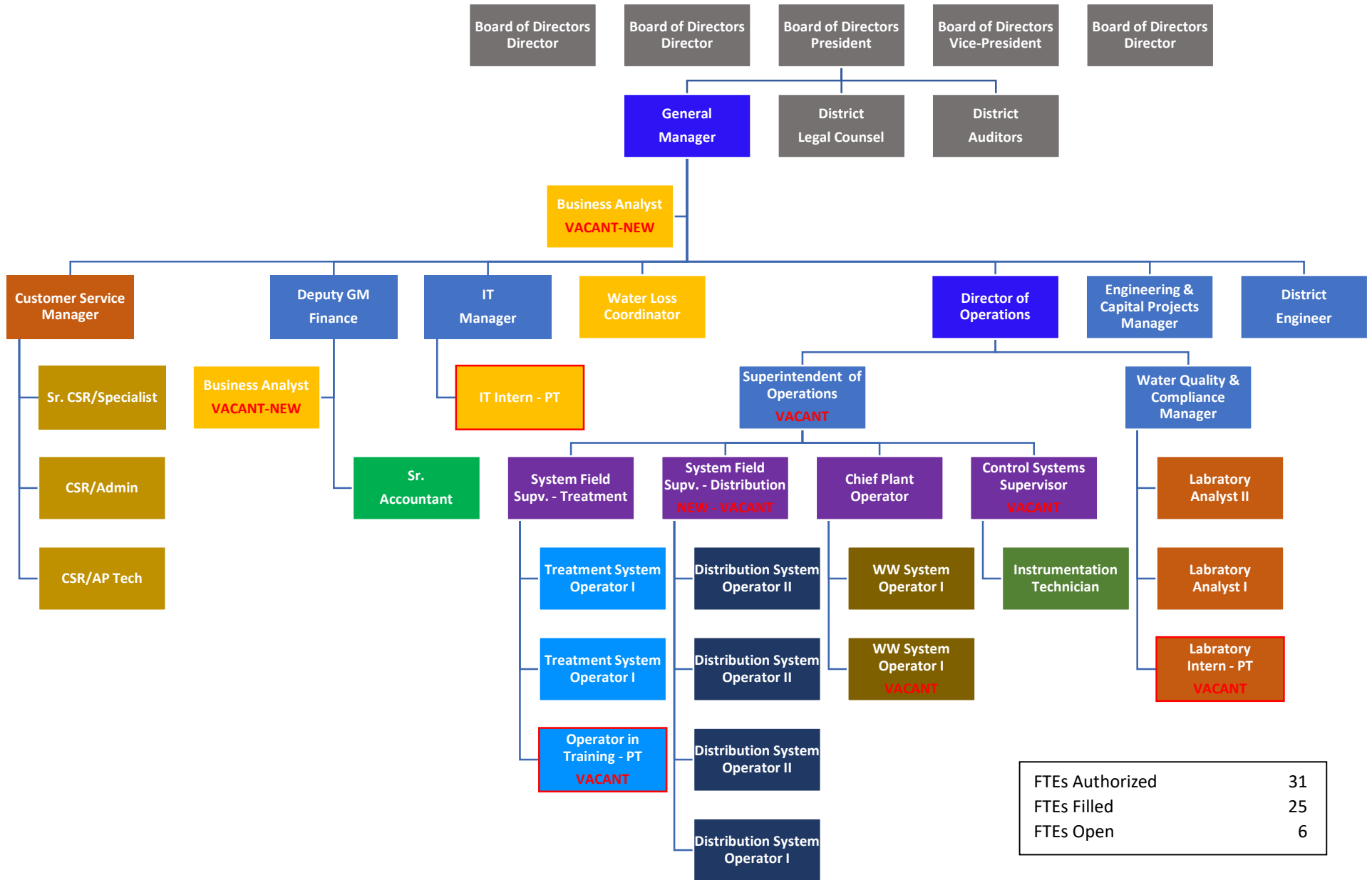


# Camrosa Current Organization Chart (6/20/24)



FTEs Authorized	29
FTEs Filled	25
FTEs Open	4

# Camrosa Organization Chart (Proposed 6/20/24 – Transitional, 31 FTEs )



FTEs Authorized	31
FTEs Filled	25
FTEs Open	6

## Board Memorandum

June 20, 2024

**To:** Board of Directors

**From:** General Manager

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

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**Objective:** Discuss updating the Performance Evaluation and Incentive Policy.

**Action Required:** No action is necessary, for discussion only.

**Discussion:** The Policy was last adopted on June 8, 2023, and expires June 30, 2024. At the May 13, 2024, Board Meeting a Compensation AdHoc Committee was created to evaluate the District's Policy. The AdHoc Committee and staff recommend that the Board discuss the Performance Evaluation and Incentive Policy, including the following elements:

- Merit Promotions and Salary Adjustments based upon the employee's job performance, roles, responsibilities, certification and education levels, job market conditions, and the determination of the General Manager in consultation with the employee's supervisor and/or manager. Salary adjustments or promotions would not exceed ten percent (10%) in any fiscal year for any individual employee, without prior approval of the Board of Directors. The Board would determine the amount available for Promotions and Salary Adjustments as part of the budget development process each year. (All Employees)
- A Merit Bonus based on the employee's annual Performance Review. Performance-based Merit Bonuses would be PERSable only in the year paid and would not increase the employee's base salary. The Board would determine the amount available for Merit Bonuses as part of the budget development process each year. (All Employees)
- Inflation-Based Salary Adjustments determined by the Consumer Price Index. Inflation-Based Salary Adjustments would ensure that salaries adjust with the rate of inflation, preserving purchasing power and financial stability for Camrosa employees. Would be effective July 1<sup>st</sup> of each year and the District's Salary Ranges would be adjusted accordingly. (All Employees)
- Deferred Compensation Matching Contribution. Provide for a District Matching Contribution of up to \$2,500 per fiscal year. (Non-Exempt (Hourly) Employees.)

The discussion could also look at recommended amounts for each of the elements for FY2024-25.

**Attachment:**

- Current Policy with potential changes as discussed by the AdHoc Committee and staff in red.

## Performance Evaluation and Incentive Policy

### A. Purpose

The purpose of the Performance Evaluation and Incentive Policy is to state the District's philosophy on the classification and compensation of all staff members and establish a sound system of performance evaluation and incentive salary policy; to develop and maintain a highly skilled and productive work force to carry out the services provided by Camrosa; and to offer Camrosa's staff an opportunity to advance their skills and demonstrate their abilities.

### B. Performance Reviews

Camrosa maintains a policy of evaluating your job performance as a means of measuring to measure the efficiency and effectiveness of operations and providing provide you with meaningful information feedback about your work and assist you in your career development. Effective performance reviews also aid in making personnel decisions related to such areas as training, merit pay increases, promotion, job assignments, retention, and long-range planning. The process is intended to be participatory in nature, involving you and your manager.

The process is designed to be as objective as possible, focusing on overall performance in relation to job duties and responsibilities, and also take into account core expectations of the District. In addition, special written performance reviews may be conducted by your manager at any time to advise you of the existence of performance or disciplinary problems. The use of such a system does not waive either Camrosa's or your right to terminate employment at any time with or without cause.

Performance Reviews will be conducted for each employee by the employee's supervisor and/or manager at the end of each fiscal year. In addition, special written performance reviews may be conducted by your manager at any time to advise you of the existence of performance or disciplinary problems. The General Manager will review all Performance Reviews. The employee may request a meeting with the General Manager regarding the review and to discuss further action.

The use of such a system does not waive either Camrosa's or your right to terminate employment at any time with or without cause.

### C. Merit Promotions and Salary Adjustments (All Employees)

The annual Performance Review will be used, in conjunction with additional evaluation criteria, to determine if a merit or performance-based promotion and/or salary adjustment is appropriate.

The Performance Review will be conducted for each employee by the supervisor(s) or manager and the General Manager, no less than every year beginning with the first month of each fiscal year. More frequent reviews may be necessary on a case-by-case basis. An employee may request a salary review at any time. Granting a requested review is at the discretion of the General Manager.

Consideration for a merit or performance-based promotion or salary adjustment will be based upon demonstrated trends over a series of evaluation criteria. The level of compensation for the salary adjustment or promotion will be based upon the employee's job performance, roles, responsibilities, certification and education levels, job market conditions, and the determination of the General Manager in consultation with the employee's supervisor and/or manager. The amount available to the General

Manager for merit or performance-based promotions and/or salary adjustments will be determined annually by the Board and approved as part of the annual budget process. Individual s-Salary adjustments or promotions shall not exceed ten percent in any fiscal year for any employee, without prior approval of the Board of Directors.

An employee may request a salary review at any time. Granting a requested review is at the discretion of the General Manager.

#### **D. ~~Discretionary~~ Merit Bonus (All Employees)**

At its discretion, the Board of Directors may approve an annual merit bonus. This ~~discretionary merit~~ bonus is reportable to CalPERS for the year in which it is paid and will not increase the employee's base salary~~non-reportable to CalPERS~~. The maximum percentage amount available will be determined yearly by the Board and approved as part of the yearly budget. The annual Performance Review will be used to determine if a merit bonus is appropriate for each employee. Consideration for a merit bonus will be based upon demonstrated performance over a series of evaluation criteria established by the General Manager. The bonus amount will be based on employees' annual base pay prior to their last pay increase.

#### **E. Inflation-Based Salary Adjustments (All Employees)**

Inflation-Based Salary Adjustments ensure that income levels adjust with the inflation rate, preserving the purchasing power, financial stability, and quality of life for each employee. As part of the annual budget development process, it is the Board's intention to authorize an annual Inflation-Based Salary Adjustment based on the Consumer Price Index (CPI-U) for the Los Angeles-Long Beach-Anaheim, CA, CPI-U, using an average percentage of the last 12-months through April. This adjustment will be effective July 1<sup>st</sup>. The District's Salary Ranges will also be adjusted accordingly, effective July 1<sup>st</sup>.

#### **~~EF~~. Non-Exempt (Hourly) Employees Matching Contributions**

Effective July 1, ~~2022~~2024, ~~when a non-exempt employee has been awarded a Discretionary Bonus,~~ the District will match, on a dollar-for-dollar basis, the employee's contributions to the 457 Plan, up to \$2,500 ~~or the amount of the Discretionary Bonus, whichever is less~~ per fiscal year. The amount matched will be contributed to the employee's 457 Plan.

#### **~~FG~~. Funding**

Total funds available for the ~~discretionary merit~~ bonus, promotions, and salary adjustments shall be determined each year by the Board of Directors as part of the budget development process. The Board of Directors will have the sole discretion to approve or disapprove funds for the ~~discretionary merit~~ bonus, promotion, or salary adjustments if the economic conditions of the District dictate.

#### **~~GH~~. Policy Review**

This policy shall be renewed annually by the Board of Directors. The General Manager will provide the Board with a report on the success of this policy and any recommended modifications.

The policy will lapse unless the above is satisfied and the Board of Directors adopts a resolution reinstating the policy by July 1st of each year.

## Read File

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

- A. Change Order Listing
- B. 2024 Board Calendar

**CURRENT PROJECT CHANGE ORDERS**

Project #	PW/Agreement#	PO#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Scope of Services/Change Order Description
<b>900-18-03</b>			<b>Effluent Pond Relining</b>	<b>\$ 1,501,500.00</b>	<b>\$ 163,285.87</b>							
	2017-30	FY18-0034-R2				MNS Engineers, Inc	7/27/2017	BD		\$ 71,988.00	\$ 69,208.00	Award and up to \$14,000 out-of-scope
							7/27/2017	GM	CO #1	\$ 7,165.00	\$ 7,165.00	Geotechnical Investigations (Included in 7/27/20 BM)
							7/27/2017	GM	CO #2	\$ 1,380.00	\$ 1,380.00	Groundwater management alternatives (Included in 7/27/20 BM)
							2/28/2019	BD	CO #3	\$ 19,795.00	\$ 19,795.00	Additional project elements, slope stabilization and surface water management
		FY20-0317-R1					5/28/2020	BD	CO #4	\$ 11,330.00	\$ 11,330.00	Services to amend and update plans and specs
		FY21-0254-R1					5/13/2021	BD	CO#5	\$ 15,355.00	\$ 15,355.00	Engineering support services during construction
											<b>\$ 124,233.00</b>	
		FY21-0255-R1				Oakridge Geoscience, Inc.	5/13/2021	BD			\$ 22,200.00	compaction and material testing services
		FY22-0181					10/11/2021	GM	CO#1	\$ 3,360.00	\$ 3,360.00	supplemental materials testing services
											<b>\$ 25,560.00</b>	
	RW21-01	FY21-0250-R3				BOSCO Constructors, Inc.	5/13/2021	BD		\$ 1,055,401.00	\$ 1,055,401.00	Construction of CWRP Effluent Storage Basin Improvements
							1/6/2022	GM	CO #1		\$ 2,746.03	Grinding and patching existing catch basin
							1/6/2022	GM	CO #2		\$ 7,968.23	Install Concrete Curb in lieu of Berm
											<b>\$ 1,066,115.26</b>	
<b>900-18-02</b>			<b>CWRP Dewatering Press</b>	<b>\$ 4,164,100.00</b>	<b>\$ 497,230.37</b>							
	2017-33	FY18-0055				MNS Engineers, Inc.	8/31/2017	BD		\$ 97,932.00	\$ 97,932.00	Award and up to \$10,000 contingency
							12/8/2017	GM	CO #1	\$ 5,370.00	\$ 5,370.00	Surveying services
							5/28/2020	BD	CO #2	\$ (44,900.00)	\$ (44,900.00)	Credit
							5/28/2020	BD	CO #3	\$ 87,911.00	\$ 87,911.00	professional engineering services to amend and update existing plans and specifications
							9/24/2020	BD	CO #4	\$ 24,670.00	\$ 24,670.00	Modify plans to rotate solids handling building 90 degrees
											<b>\$ 170,983.00</b>	
	2024-84	FY24-				MNS Engineers, Inc	11/15/2023	GM			\$ 24,977.00	Engineering support during bidding
							6/20/2024	BD	CO #1		\$ 75,946.00	Project Management/Construction Services
											<b>\$ 100,923.00</b>	
<b>650-15-01</b>			<b>PV Well (Lynwood Well)</b>	<b>\$ 6,052,580.00</b>	<b>\$ 22,427.52</b>							
	2014-56	REQ00057				Perliter & Ingalsbe	10/22/2014	BD		\$ 156,600.00	\$ 156,600.00	Award and to amend up to \$15,000 for out-of-scope
							5/26/2015	GM	CO #1	\$ 2,950.00	\$ 2,950.00	Additional work field locating
							11/15/2016	GM	CO #2	\$ 3,821.00	\$ 3,821.00	PV well rendering
							11/7/2017	GM	CO #3	\$ 14,922.00	\$ 14,922.00	Prepare Pre-bid documents for pump and motor
							7/26/2018	BD	CO #4	\$ 8,826.00	\$ 8,826.00	Construction services to pump only installation
							12/12/2019	BD	CO #5	\$ 34,956.00	\$ 34,956.00	Review iron and manganese filter & finalize contract plans & specs
							9/2/2020	GM	CO #6	\$ 3,090.00	\$ 3,090.00	T&M Future FE/MN revisions
							3/11/2021	BD	CO #7	\$ 4,935.00	\$ 4,935.00	Finalize plans and specifications
							3/11/2021	BD	CO #8	\$ 795.00	\$ 795.00	engineering design of the removal of filters and reconfiguration of the diesel generator
							3/11/2021	BD	CO #9	\$ 7,182.00	\$ 7,182.00	engineering design of the removal of filters and reconfiguration of the diesel generator
							6/24/2021	BD	CO #10	\$ 76,062.00	\$ 76,062.00	engineering & construction support services
							1/13/2022	BD	CO #11	\$ 55,803.00	\$ 55,803.00	construction support services- additional work
							2/23/2023	BD	CO #12	\$ 14,962.00	\$ 14,962.00	construction support services- additional work
											<b>\$ 384,904.00</b>	
		FY22-0010				Unified Field Services	6/24/2021	BD		\$ 2,965,198.00	\$ 2,965,198.00	PV Well construction services
							2/15/2022	GM	CO #1	\$ -	\$ -	Add 23 working days no cost
							5/31/2022	GM	CO#2	\$ 18,515.19	\$ 18,515.19	PLC cost sharing
							12/12/2022	GM	CO# 3	\$ 17,023.00	\$ 16,338.00	Custom Tee/Raise foundation for chlorine tank
							3/9/2023	GM	CO#4	\$ 49,565.00	\$ 46,203.08	trenching
							5/25/2023	BD	CO#5	\$ 22,865.45	\$ 22,865.45	thermostat,addtl conduits & conductors
							7/11/2023	GM	CO#6	\$ 20,227.35	\$ 20,227.35	addtl work generator, relays, wiring motor vibration sensor
							10/4/2023	GM	CO#7		\$ 81,000.60	T&M paving, added conduits, wire & breaker
							5/23/2024	BD	CO#8	\$ 63,941.15	\$ 30,580.00	Taft Primary Conduit
											<b>\$ 3,200,927.67</b>	
		FY22-0011				American Public Works Consulting Engineers	6/24/2021	BD			\$ 68,200.00	construction management services
							5/3/2022	GM	CO #1		\$ 15,500.00	construction management services @ 100 hours
							2/23/2023	BD	CO#2		\$ 4,000.00	construction management services @ 100 hours
											<b>\$ 87,700.00</b>	
		REQ00036				Golden State Labor Compliance	7/16/2015	GM			\$ 3,900.00	labor compliance support
		FY19-0254					7/26/2018	BD	CO #1		\$ 4,700.00	labor compliance support
		FY22-0012					6/24/2021	BD	CO#2		\$ 24,500.00	labor compliance support
							5/3/2022	GM	CO# 3		\$ 9,024.00	labor compliance support
							2/23/2023	BD	CO#4		\$ 15,040.00	labor compliance support
											<b>\$ 57,164.00</b>	
		FY22-0306				Union Materials Testing	4/18/2022	GM			\$ 4,480.00	testing and inspection services
							9/14/2022	GM	CO#1		\$ 4,500.00	testing and inspection services
							2/10/2023	GM	CO#2		\$ 1,500.00	testing and inspection services
											<b>\$ 10,480.00</b>	
	2023-91	POFY23-0163-R1				Jordan, Gilbert & Bain Landscape Architects, Inc.	9/21/2023	GM	CO#1		\$ 6,590.00	Landscape Architectural Services
											\$ 1,600.00	Site visits/inspection during landcapte installation
											<b>\$ 8,190.00</b>	
			<b>PVB Modeling</b>									
	2023-102	FY24-0016				Intera	5/25/2023	BD			\$ 167,490.00	PVB groundwater development plan
							9/21/2023	BD	CO#1		\$ 60,000.00	evaluate data how different areas respond to stresses
							2/7/2024	GM	CO#2		\$ 16,100.00	addtl support services

												\$	243,590.00	
<b>GSP numerical model update</b>														
2023-101	FY23-0322							5/25/2023	BD			\$	96,240.00	GSP numerical model update
								10/18/2023	GM	CO#1		\$	6,400.00	update model with pre-2011 delivery data
								12/6/2023	GM	CO#2		\$	4,840.00	prepare/process delivery data
												\$	107,480.00	
<b>650-24-02 Wood Creek Well Rehabilitation 910,000.00 47,445.78</b>														
	FY24-0154					General Pump		1/25/2024	BD			\$	541,352.22	
								3/21/2024	BD	CO#1		\$	59,599.00	installation of two Swage Patches
								4/25/2024	BD	CO#2		\$	167,614.00	additional stainless steel screen
												\$	768,565.22	
	FY24-100					Hopkins Groundwater Consultants		3/12/2023	BD			\$	57,020.00	hydrogeological services
								5/10/2024	GM	CO#1		\$	10,000.00	additional work tasks
												\$	67,020.00	
<b>600-24-02 Water Quality Sampling Stations 40,000.00 317.00</b>														
	FY24-0142					MNS Engineers, Inc.		12/14/2023	BD			\$	30,200.00	water quality sampling stations
								4/14/2024	GM	CO#1		\$	3,000.00	Utility research and field survey
								6/12/2024	GM	CO#2		\$	6,483.00	project mgmt, contract development, bid phase services
												\$	39,683.00	
<b>400-24-02 Network Backbone Switches 110,000.00 28,162.53</b>														
	FY24-0189					All Connected		2/22/2024	BD			\$	81,837.47	network backbond switches
								4/17/2024	GM	CO#1		\$	6,431.65	addtl switches
												\$	88,269.12	
<b>650-24-03 MTU and Meter Replacements 1,680,000.00 81,189.60</b>														
	FY24-0156					Badger		1/25/2024	BD			\$	64,350.00	twist-tight cables/connectors
								4/17/2024	GM	CO#1		\$	4,665.38	tax
												\$	69,015.38	
<b>Master Plan</b>														
	FY23-150					Woodard and Curran		12/15/2022	BD			\$	299,712.00	Near Term Water Resource Planning Analysis
								4/6/2024	GM	CO#1		\$	23,950.00	phased implementation for the preferred water scenario
												\$	323,662.00	
<b>600-23-02 Heritage Park Monitoring Well 675,000.00 104,257.76</b>														
	FY24-0195					South Valley Companies, Inc		2/22/2024	BD			\$	463,026.00	
								5/7/2024	GM	CO# 1		\$	24,200.00	remobilization, increased pilot hole depth, addl E-log
								4/25/2024	BD	CO#2		\$	85,000.00	increased depth drilling and development of a new monitoring well
												\$	572,226.00	



# 2024 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2024 Holidays
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	January 1 <sup>st</sup> & 2 <sup>nd</sup> - New Year's Holiday (Observed)
	1	2	3	4	5	6					1	2	3					7	8	9	February 19 <sup>th</sup> - President's Day
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	May 27 <sup>th</sup> - Memorial Day
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	July 4 <sup>th</sup> - Independence Day
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	September 2 <sup>nd</sup> - Labor Day
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	November 11 <sup>th</sup> - Veteran's Day
													31							November 28 <sup>th</sup> & 29 <sup>th</sup> - Thanksgiving	
																				December 24 <sup>th</sup> & 25 <sup>th</sup> - Christmas	
																				December 31 <sup>st</sup> - New Year's Eve	
APRIL							MAY							JUNE							2024 Conferences
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	CASA Winter Conf. (Palm Springs) Jan. 24 <sup>th</sup> - 26 <sup>th</sup>
	1	2	3	4	5	6				1	2	3	4							1	ACWA Spring Conf. (Sacramento) May 7 <sup>th</sup> - 9 <sup>th</sup>
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	CASA 69 <sup>th</sup> Annual Conf. (Monterey) July 31 <sup>st</sup> - Aug. 2 <sup>nd</sup>
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	ACWA Fall Conf. (Palm Desert) Dec 3 <sup>rd</sup> - 5 <sup>th</sup>
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29		
													30								
JULY							AUGUST							SEPTEMBER							2024 AWA Meetings
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	AWA Board Meetings (See orange on calendar)
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	Waterwise Breakfast (See yellow on calendar)
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	April 18 <sup>th</sup> - Annual Symposium
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	<b>August - DARK (No Meetings or Events)</b>
28	29	30	31				24	25	26	27	28	29	31	29	30						September 19 <sup>th</sup> - Reagan Library Reception
																				December 12 <sup>th</sup> - Holiday Mixer	
OCTOBER							NOVEMBER							DECEMBER							2024 VCSA Meetings
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	February 6 <sup>th</sup> - Annual Dinner
		1	2	3	4	5						1	2	1	2	3	4	5	6	7	April 2 <sup>nd</sup>
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	June 4 <sup>th</sup>
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	August 6 <sup>th</sup>
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	October 1 <sup>st</sup>
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					December 3 <sup>rd</sup>

Camrosa Water District  
7385 Santa Rosa Road  
Camarillo, CA 93012

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

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