

Board Agenda

Regular Meeting

Thursday, September 26, 2024

Camrosa Board Room

7385 Santa Rosa Rd. • Camarillo, CA 93012

5:00 P.M.

Call to Order

Public Comments

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

Consent Agenda

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

1. **Approve Minutes of the Regular Meeting of September 12, 2024**

2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$1,693,165.04

Primary Agenda

3. **Employee Spotlight**

Objective: Spotlight a Camrosa employee.

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

4. ****Public Hearing to Consider Adoption of Proposed Modifications to Ordinance 39, Conflict of Interest Code**

Objective: Conduct a Public Hearing and consider adoption of the proposed modifications to Ordinance 39, Conflict of Interest Code.

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

- 1) Convene a Public Hearing for the purpose of accepting public testimony regarding the adoption of proposed changes to Ordinance 39, Conflict of Interest Code;
- 2) Close the Public Hearing to discuss testimony taken; and
- 3) Adopt Ordinance 39-24, Conflict of Interest Code.

5. ****Design for Replacement of Programmable Logic Controllers (PLCs) at CWRF**

Objective: Replacement of seven (7) PLCs to improve overall system reliability and efficiency at Camrosa Wastewater Reclamation Facility (CWRF).

Action Required: It is recommended that the Board of Directors authorize the General Manager to issue a purchase order to RoviSys, in the amount not-to-exceed \$196,650.00, for design services.

6. ****Water Resource In-Lieu Fee Study**

Objective: Award professional financial services to develop a comprehensive water resource in-lieu fee structure.

Action Required: It is recommended that the Board of Directors authorize the General Manager to award a contract and issue a purchase order to NBS Government Finance Group (NBS), in the amount not-to-exceed \$32,500.00, to provide professional financial services to develop water resource in-lieu fees.

7. ****Board of Directors Meeting Calendar for 2025**

Objective: Receive the Board meeting calendar for 2025.

Action Required: Adopt a calendar of regular Board meetings for calendar year 2025.

8. ****Board Compensation Policy**

Objective: Review the Board Compensation Policy and set a Public Hearing date.

Action Required: Set a Public Hearing date for October 10, 2024.

Comments by General Manager; Comments by Directors

Closed Session Agenda

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

9. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1)):**
NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI00555357

Open Session

10. **Announcement of reportable action taken during Closed Session**

Adjournment

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

September 26, 2024

**Board of
Directors
Agenda Packet**

Board Minutes

Regular Meeting

Thursday, September 12, 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 (via teleconference)
Jeffrey C. Brown, Director
Timothy H. Hoag, Director
Terry L. Foreman, Director (via teleconference)

Staff: Norman Huff, General Manager
Tamara Sexton, Deputy General Manager/Finance (via teleconference)
Jozi Zabarsky, Customer Service Manager
Kevin Wahl, Director of Operations
Art Aseo, Engineering & Capital Projects Manager
Mike Phelps, Water Quality and Environmental Compliance Manager
Graham Moland, Laboratory Analyst II
Keith Lemieux, Legal Counsel

Guest: David Almeida, Lincoln Financial (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of August 8, 2024
2. Approve Minutes of the Special Meeting of August 22, 2024
3. Approve Vendor Payments

A summary of accounts payable in the amount of \$3,589,127.32 was provided for Board information and approval.

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

Primary Agenda

4. Employee Spotlight

The Board was introduced to Graham Moland, Laboratory Analyst II.

No action is necessary; for discussion only.

5. Deferred Compensation Retirement Plans Enhancements

The Board authorized the General Manager to convert the current 457 Deferred Compensation and 401 Profit Share Plans to the Lincoln Alliance Recordkeeping Platform.

Motion: Hoag. **Second:** Brown.

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

6. Stakeholder Outreach

The Board discussed Stakeholder Outreach.

No action is necessary; for discussion only.

7. Transfer of Unclaimed Funds

The Board adopted a resolution of the Board authorizing the transfer of unclaimed funds, in the amount of \$620.70, to the District's General Fund.

Motion: Hoag. **Second:** Brown.

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

8. Design for Rehabilitation of Sewer Lift Station No. 4 at Via Cantilena

The Board authorized the General Manager to award a contract and issue a purchase order to Michael K. Nunley & Associates, Inc. (MKN), in the amount of \$165,910.00, for engineering services for the design of the Rehabilitation of Sewer Lift Station No. 4 at Via Cantilena.

Motion: Brown. **Second:** Nelson.

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

9. Modification to Ordinance 39, Conflict of Interest Code

The Board set a public hearing date of September 26, 2024, to formally accept public input and adopt Ordinance 39-24.

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

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

10. Board Compensation Policy

The Board discussed Board Compensation Policy and proposed an increase from \$200 to \$235 per meeting. This item will be brought back at the next meeting as an action item.

No action required; for discussion only.

Comments by General Manager

- Reported attending the ACWA Leadership Forum was good and hopes to implement some of the principles. Also attended the CalPERS stakeholder meeting and the Metropolitan public forum look at recognizing value of developing local resources as an alternative to developing more expensive water. Participated in a couple of GMA/GSP workshops to represent the District's interests in the basin.

Comments by Directors

- Director Foreman reported that FCGMA released the draft 5-year update of the groundwater sustainability plans for the Pleasant Valley, Oxnard, and Las Posas basins. After review, he recommended hiring a consultant to help provide additional review and comments, particularly in response to the proposed 15% pumping reduction in the PV basin.

- Director Hoag commented on the recent Guardian article regarding Calleguas salary bumps.
- President West shared his concerns about the PV basin GSP update and adjudication that the District may not be able to pull out credits at the current or planned production rate given the condition of the basin.

Closed Session The Board entered into Closed Session at 5:52 p.m. to confidentially discuss legal matters as authorized by Government Code 54956.9.

**11. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1)):
NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI00555357.**

Open Session The Board reconvened Open Session at 6:40 p.m.

12. Announcement of reportable action taken during Closed Session

President West announced that the Board unanimously approved the transfer of representation of the District in the Oxnard/Pleasant Valley Groundwater Adjudication from White Brenner to Aleshire & Wynder.

Adjournment

There being no further business, the meeting was adjourned at 6:41 p.m.

 Norman Huff, Secretary
 Board of Directors
Camrosa Water District

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

Board Memorandum

September 26, 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 \$1,693,165.04.

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

Payroll PR 9-1	\$ 59,903.05
Accounts Payable 09/05/2024-09/18/2024	<u>\$ 1,633,261.99</u>
Total Disbursements	<u>\$ 1,693,165.04</u>

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

 Norman Huff, General Manager

Camrosa Water District

Accounts Payable Period:

09/05/2024-09/18/2024

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	131,442.01
20053	Current LTD Bond 2016	
21800	Unclaimed Monies	
20400	Contractor's Retention	-6,056.74
20250	Non-Potable Water Purchases	
23001	Refunds Payable	444.81
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	1,039,941.13
50020	Pumping Power	249,428.75
50100	Federal Tax 941 1 st QTR	
50012	CamSan Reclaimed Water	20,475.31
50135	PERS Required UAL	
50200	Utilities	2,149.43
50210	Communications	485.25
50220	Outside Contracts	92,169.62
50230	Professional Services	32,598.00
50240	Pipeline Repairs	
50250	Small Tool & Equipment	3,122.01
50260	Materials & Supplies	17,882.59
50270	Repair Parts & Equip Maint	29,151.97
50280	Legal Services	5,339.90
50290	Dues & Subscriptions	2,594.00
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	12,093.95
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$1,633,261.99

Expense Approval Report

By Vendor Name

Payable Dates 9/5/2024 - 9/18/2024 Post Dates 9/5/2024 - 9/18/2024

Camrosa Water District, CA

Payment Number	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order #	Amount
138	09/17/2024	LOWTHORP RICHARDS, LLP	121069	Legal Services GSA	Legal services		210.00
TOTAL VENDOR PAYMENTS-GSA							\$ 210.00
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3454	09/12/2024	DEPOSIT ONLY-CAMROSA WTR	9-12-24-AP	Transfer to Disbursements Account	Transfer to disbursements-f		2,760,000.00
3455	09/12/2024	DEPOSIT ONLY-CAMROSA WTR	9-12-24-PR	Transfer to Disbursements Account	Transfer to disbursements-f		180,000.00
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							2,940,000.00
Vendor: AIR05 - AIRGAS USA, LLC.							
61193	09/13/2024	AIRGAS USA, LLC.	5510723005	Materials & Supplies - CO2 Tank Rental	Materials & supplies		34.90
61193	09/13/2024	AIRGAS USA, LLC.	9153293380	Materials & Supplies - CO2 Conejo GAC	Materials & supplies		50.00
Vendor AIR05 - AIRGAS USA, LLC. Total:							84.90
61194	09/16/2024	ALICE JO	00001636	Deposit Refund Act 1636 - 269 Picado Dr	Refunds payable		48.81
Vendor: ALL14 - ALLCONNECTED INC							
61195	09/12/2024	ALLCONNECTED INC	108866	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	13,897.25
61195	09/17/2024	ALLCONNECTED INC	108869	Monthly CISv5 Hosting	Construction in progress	FY25-0070	2,317.80
61195	09/18/2024	ALLCONNECTED INC	43999	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	5,762.25
Vendor ALL14 - ALLCONNECTED INC Total:							21,977.30
61196	09/18/2024	AWWA	7002231174	Membership	Dues & subscrip		2,594.00
Vendor: BOS02 - BOSCO CONSTRUCTORS, INC.							
61197	09/12/2024	BOSCO CONSTRUCTORS, INC.	Pymt4-RW21-01	Effluent Pond Construction Services	Construction in progress	FY21-0250-R4	96,585.94
61197	09/12/2024	BOSCO CONSTRUCTORS, INC.	Pymt4-RW21-01	Additional out of scope work T&M	Construction in progress	FY21-0250-R4	13,834.61
61197	09/12/2024	BOSCO CONSTRUCTORS, INC.	Pymt4-RW21-01	Additional Curb & Grinding Catchbasin	Construction in progress	FY21-0250-R4	10,714.26
61197	09/12/2024	BOSCO CONSTRUCTORS, INC.	Retention-Payment 4	Retention-Payment 4 - Project#RW21-01	Contractor's retention		(6,056.74)
Vendor BOS02 - BOSCO CONSTRUCTORS, INC. Total:							115,078.07
61198	09/17/2024	BOUTWELL*FAY LLP	39321	Def Comp Legal Services	Legal services		245.00
61199	09/16/2024	BRYCE RICHARDS	00007403	Deposit Refund Act 7403 - 205 Via Cantilena	Refunds payable		47.29
61200	09/12/2024	BSK ASSOCIATES	AH22343	Conejo GAC Plant.	Outsd contracts		450.00
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT							
1457	09/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	083224	Water Purchase Potable	Water purchases		810,319.93
1457	09/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	083224	Water Purchase Potable	CMWD Fixed Charges		67,883.50
1457	09/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	083224	Water Purchase N-P	Water purchases		134,845.47
1457	09/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	083224	Water Purchase N-P	CWD-Fixed Charges		11,296.50
1457	09/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP-085824	SMP CMWD- SMP Pipeline Fee	SMP CWD-RMWTP		14,731.07
1457	09/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP-085824	SMP CMWD- SMP Pipeline Fee	SMP CMWD		864.66
1457	09/18/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	TMDL-24-01	Annual TMDL Participation	Prof services		17,703.00
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:							1,057,644.13
61201	09/18/2024	CENTRAL COMMUNICATIONS	000033-915-001	After Hours Call Center	Communications		485.25
61202	09/16/2024	CITY OF CAMARILLO	31873	Recycled Water from CamSan-May 2024	CamSan Water		20,475.31
61203	09/17/2024	CITY OF THOUSAND OAKS	801-90124	Sewer Charges Provided for the Read Rd Tract	Outsd contracts		635.04
Vendor: CLI01 - CLIFTON LARSON ALLEN LLP							
61192	09/09/2024	CLIFTON LARSON ALLEN LLP	L241461113	Audit Services FY2023-24	Prof services	FY25-0068	5,040.00
61192	09/09/2024	CLIFTON LARSON ALLEN LLP	L241530862	Audit Services FY2023-24	Prof services	FY25-0068	3,675.00
Vendor CLI01 - CLIFTON LARSON ALLEN LLP Total:							8,715.00

61204	09/13/2024	COASTAL-PIPCO	52268840-001	Repair Parts & Equipment - Repair Clamps	Repair parts & equipment		227.17
61205	09/17/2024	CORELOGIC INFORMATION SOLUTIONS, INC	30735425	Online Service for Ventura County Parcel Info	Outsd contracts		163.91
61206	09/17/2024	CULLIGAN OF VENTURA COUNTY	1883803	Materials & Supplies - Water Softener	Materials & supplies		259.91
61207	09/17/2024	E.J. HARRISON & SONS INC	903	Trash Removal - CWRP	Outsd contracts		559.17
Vendor: DHS03 - ELAP-CDHS							
61208	09/12/2024	ELAP-CDHS	EA-AN-0924-1638	ELAP Fees for Water Lab	Fees & charges	FY25-0072	5,525.00
61209	09/18/2024	ELAP-CDHS	EA-AN-1224-2751	Annual ELAP Accreditation Fee	Fees & charges	FY25-0074	4,615.00
Vendor DHS03 - ELAP-CDHS Total:							10,140.00
61210	09/13/2024	Enhanced Landscape Development, Inc	19753	Landscaping - September 2024	Outsd contracts		1,928.01
1458	09/17/2024	ENTERPRISE FLEET SERV INC	123859-090524	Vehicle Lease - September 2024	Outsd contracts		10,573.54
Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC							
61211	09/13/2024	FAMCON PIPE & SUPPLY, INC	S100136492-001	Materials & Supplies - 2" Corp Stops	Materials & supplies		997.43
61211	09/13/2024	FAMCON PIPE & SUPPLY, INC	S100136644-001	Repair Parts & Equipment - Hydrant Riser	Repair parts & equipment		221.74
61211	09/17/2024	FAMCON PIPE & SUPPLY, INC	S100137333-001	Fire Hydrant Hardware	Materials & supplies		180.18
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							1,399.35
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
61212	09/12/2024	FRUIT GROWERS LAB. INC.	413097A	Round Mountain Outside Lab Work	Outside Contracts		41.00
61212	09/12/2024	FRUIT GROWERS LAB. INC.	413830A	Conejo GAC Plant - Outside Lab Work	Outsd contracts		39.00
61212	09/18/2024	FRUIT GROWERS LAB. INC.	413831A	Analysis for Lab QC	Outsd contracts		60.00
61212	09/18/2024	FRUIT GROWERS LAB. INC.	413832A	RMWTP Analysis	Outside Contracts		59.00
61212	09/18/2024	FRUIT GROWERS LAB. INC.	414395A	TCP Analysis	Outsd contracts		357.00
61212	09/13/2024	FRUIT GROWERS LAB. INC.	414396A	Conejo Gac Plant Outside Lab Work	Outsd contracts		39.00
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							595.00
61213	09/16/2024	GAIL M RAUSCH	00001037	Closed Account Overpmt Refund- 6053 Paseo Encantad	Refunds payable		69.57
61214	09/16/2024	GENERAL PUMP COMPANY, INC	31688	Rosita Booster Station - Motor Installations	Outsd contracts	FY25-0073	1,440.00
61215	09/17/2024	GEOSCIENCE SUPPORT SERVICES INC.	CWD02-22-05	New University Well Geohydrological Services	Construction in progress	FY24-0176-R1	450.00
61216	09/13/2024	GOLD COAST ENVIRONMENTAL, INC.	14237	CWRP MSA room calibration	Construction in progress	FY25-0067	3,183.65
1459	09/17/2024	HealthEquity	c6y3zim	Consumer Driven Health Savings Plan Admin-Sept24	Fees & charges		2.95
61217	09/17/2024	HYDROPRO SOLUTIONS	0003033-IN	Meter Replacement - 2" Octaves	Repair parts & equipment	FY25-0064	29,151.97
61218	09/12/2024	IDEXX LABORATORIES, INC	3159466240	Laboratory Supplies	Materials & supplies		28.78
61219	09/12/2024	INDUSTRIAL BOLT & SUPPLY	256410-1	Materials & Supplies - SS Hardware	Materials & supplies		355.56
61220	09/17/2024	INFOSEND, INC.	271199	Printing & Mailing September 2024 Statements	Outsd contracts		5,447.52
61221	09/17/2024	INTERA INCORPORATED	08-24-41	Pleasant Valley Basin Modeling	Prof services	FY24-0016-R1	6,180.00
Vendor: INV01 - INVOICE CLOUD INC.							
61191	09/06/2024	INVOICE CLOUD INC.	4235-2024_8	Processing Payments IC	Invoice Cloud Fees Payable		30.00
61191	09/06/2024	INVOICE CLOUD INC.	4235-2024_8	Processing Payments IC	Outsd contracts		541.50
Vendor INV01 - INVOICE CLOUD INC. Total:							571.50
61222	09/16/2024	JENNIFER H CRAFT	00001242	Deposit Refund Act 1242 - 6343 Via Cozumel	Refunds payable		76.92
61223	09/16/2024	KELLY WATSON TRUSTEE OF THE CHILDREN TRUST	00003744	Deposit Refund Act 3744 - 1402 Calle Lozano	Refunds payable		39.74
61224	09/17/2024	LOWTHORP RICHARDS, LLP	121075	Legal Services	Legal services		126.00
61225	09/13/2024	METTLER-TOLEDO, INC.	655332746	Service Contract for Lab Scale Maintenance	Repair parts & equipment		935.69
Vendor: NOR07 - NORTHSTAR CHEMICAL							
61226	09/13/2024	NORTHSTAR CHEMICAL	291194	Chemicals (Chlorine) - Conejo GAC	Materials & supplies		4,719.30
61226	09/13/2024	NORTHSTAR CHEMICAL	291195	Chemicals (Chlorine) - Tierra Rejada	Materials & supplies		1,256.06
61226	09/18/2024	NORTHSTAR CHEMICAL	292600	Chemicals (Chlorine) - Woodcreek Well	Materials & supplies		4,163.12
Vendor NOR07 - NORTHSTAR CHEMICAL Total:							10,138.48

61227	09/16/2024	PACIFIC LOW VOLTAGE	4586	Annual Verkada Security Camera Licensing Renewal	Outsd contracts	FY25-0069	7,140.00
Vendor: PAP01 - PAPE MATERIAL HANDLING, INC							
61228	09/13/2024	PAPE MATERIAL HANDLING, INC	6459998	Vehicle Maintenance - Forklift	Repair parts & equipment		130.75
61228	09/13/2024	PAPE MATERIAL HANDLING, INC	6459999	Vehicle Maintenance - Forklift	Repair parts & equipment		217.17
						Vendor PAP01 - PAPE MATERIAL HANDLING, INC Total:	347.92
61229	09/18/2024	QUADIEN T LEASING USA, INC.	Q1496860	Postal Meter Rental 10-10-24 th 01-09-25	Materials & supplies		551.81
61230	09/17/2024	RT LAWRENCE CORPORATION	49219	Lockbox Services-August 2024	Outsd contracts		659.54
Vendor: SCF01 - SC Fuels							
61231	09/13/2024	SC Fuels	2714925IN	Material & Supplies - FUEL	Materials & supplies		1,569.89
61231	09/13/2024	SC Fuels	2720884IN	Material & Supplies - FUEL	Materials & supplies		1,651.76
						Vendor SCF01 - SC Fuels Total:	3,221.65
Vendor: SCE01 - SOUTHERN CALIF. EDISON							
1462	09/16/2024	SOUTHERN CALIF. EDISON	Sept24	Current Usage Charges	Pumping power Potable		73,225.52
1462	09/16/2024	SOUTHERN CALIF. EDISON	Sept24	Current Usage Charges	Pumping Power-RMWTP		34,470.93
1462	09/16/2024	SOUTHERN CALIF. EDISON	Sept24	Current Usage Charges	Pumping power N-P		141,732.30
1462	09/16/2024	SOUTHERN CALIF. EDISON	Sept24	Current Usage Charges	Utilities		2,125.26
						Vendor SCE01 - SOUTHERN CALIF. EDISON Total:	251,554.01
Vendor: SCG01 - SOUTHERN CALIFORNIA GAS							
1463	09/16/2024	SOUTHERN CALIFORNIA GAS	Sept2024	August 2024 Usage -Account 123-787-1794-1	Utilities		16.35
1463	09/16/2024	SOUTHERN CALIFORNIA GAS	Sept2024-A	August 2024 Usage -Account 170-013-9900-9	Utilities		7.82
						Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:	24.17
61232	09/16/2024	SUSAN TICHAUER	00002135	Deposit Refund Act 2135 - 185 Calle Tamega	Refunds payable		61.18
61233	09/13/2024	SWEEPING CORP OF AMERICA	74511VS	Sweeping at CWRF - Grounds Clean Up	Outsd contracts		400.00
61234	09/13/2024	SYNAGRO TECHNOLOGIES, INC.	51276	Sludge Removal	Outsd contracts	FY25-0010	9,774.80
Vendor: THE02 - THE CAPRICORN GROUP							
61235	09/13/2024	THE CAPRICORN GROUP	19669	Kitchen -Bathroom-Janitorial Supplies	Materials & supplies		879.08
61235	09/13/2024	THE CAPRICORN GROUP	19677	Materials & Supplies - Kim Wipes	Materials & supplies		118.92
						Vendor THE02 - THE CAPRICORN GROUP Total:	998
Vendor: THO09 - THOMAS SCIENTIFIC							
61236	09/16/2024	THOMAS SCIENTIFIC	3400409	Laboratory Supplies	Materials & supplies		7.64
61236	09/18/2024	THOMAS SCIENTIFIC	3400883	Lab Reference Material	Materials & supplies		208.89
						Vendor THO09 - THOMAS SCIENTIFIC Total:	216.53
Vendor: UNI08 - UNIFIRST CORPORATION							
61237	09/12/2024	UNIFIRST CORPORATION	2210130168	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
61237	09/12/2024	UNIFIRST CORPORATION	2210130171	Uniform Cleaning Service	Outsd contracts		159.66
61237	09/17/2024	UNIFIRST CORPORATION	2210132153	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
61237	09/17/2024	UNIFIRST CORPORATION	2210132158	Uniform Cleaning Service	Outsd contracts		197.59
						Vendor UNI08 - UNIFIRST CORPORATION Total:	540.09
61239	09/12/2024	USA BLUE BOOK	INV00475608	Laboratory Supplies	Materials & supplies		372.43
61240	09/18/2024	VENCO WESTERN, INC.	0032642-IN	Landscape Repairs at Woodcreek Well Site	Outsd contracts	FY25-0024	2,832.00
Vendor: VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT							
61190	09/05/2024	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	Notice#25253	Lynwood Well Emergency Generator-Non Compliance Fe	Fees & charges		1,218.00
61241	09/17/2024	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1051437	Generator Permit- PS2	Fees & charges		733.00
						Vendor VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT Total:	1,951.00
Vendor: WWG01 - W W GRAINGER, INC.							
61242	09/12/2024	W W GRAINGER, INC.	9242641349	Materials & Supplies - PPE	Materials & supplies		440.59
61242	09/16/2024	W W GRAINGER, INC.	9245256822	Small Tools and Equipment for Unit 6	Small tools & equipment		528.02
61242	09/16/2024	W W GRAINGER, INC.	9245277414	Small Tools and Equipment for Unit 3	Small tools & equipment		861.47
61242	09/16/2024	W W GRAINGER, INC.	9245589529	Materiali & Supplies - Pens	Materials & supplies		36.34
						Vendor WWG01 - W W GRAINGER, INC. Total:	1,866.42
61243	09/18/2024	WATER SYSTEMS CONSULTING, INC.	9852	Hydraulic Modeling for SR Rd Water Line Extension	Construction in progress	FY25-0023	4,355.75

61244	09/17/2024	WHITE BRENNER LLP	50848	OPV FCGMA Legal Services	Legal services	4,968.90
61245	09/16/2024	WILLIAM MONTIJO	00001697	Deposit Refund Act 1697 - 484 Yorba Linda Pl	Refunds payable	35.88
61246	09/16/2024	XIN WANG	00006922	Deposit Refund Act 6922 - 5113 Ladera Vista Dr	Refunds payable	65.42
61247	09/17/2024	ZEBRON, INC	53084	Manhole Rehabilitation	Outsd contracts FY25-0011	28,800.00

TOTAL VENDOR PAYMENTS-CAMROSA

\$ 1,633,261.99

Vendor: PER05 - CAL PERS 457 PLAN

DFT0005515	09/05/2024	CAL PERS 457 PLAN	INV0015216	Deferred Compensation	Deferred comp - ee paid	1,130.13
DFT0005516	09/05/2024	CAL PERS 457 PLAN	INV0015217	Deferred Compensation	Deferred comp - ee paid	3,525.00
DFT0005518	09/05/2024	CAL PERS 457 PLAN	INV0015220	Deferred Compensation	Deferred comp - ee paid	457.28
Vendor PER05 - CAL PERS 457 PLAN Total:						5,112.41

DFT0005532	09/05/2024	EMPLOYMENT DEVELOP. DEPT.	INV0015235	Payroll-SIT	P/R-sit	6,390.22
DFT0005517	09/05/2024	Empower Annuity Ins Co of America	INV0015218	Deferred Comp 457	Deferred comp - ee paid	150.00

Vendor: HEA02 - HealthEquity

DFT0005521	09/05/2024	HealthEquity	INV0015223	HSA-Employee Contribution	HSA Contributions Payable	148.08
DFT0005522	09/05/2024	HealthEquity	INV0015224	HSA Contributions	HSA Contributions Payable	50.00
Vendor HEA02 - HealthEquity Total:						198.08

1452	09/05/2024	LINCOLN FINANCIAL GROUP	INV0015219	Deferred Compensation	Deferred comp - ee paid	2,849.07
1453	09/05/2024	LINCOLN FINANCIAL GROUP	INV0015232	Profit Share Contribution	Profit share contributions	3,479.47
DFT0005519	09/05/2024	PUBLIC EMPLOYEES	INV0015221	PERS-Retirement	P/R-state ret.	22,736.99

Vendor: UNI10 - UNITED STATES TREASURY

DFT0005530	09/05/2024	UNITED STATES TREASURY	INV0015233	FIT	P/R-fit	15,039.95
DFT0005531	09/05/2024	UNITED STATES TREASURY	INV0015234	Payroll- Medicare Tax	P/R - ee medicare	3,926.86
Vendor UNI10 - UNITED STATES TREASURY Total:						18,966.81
61179	09/05/2024	UNITED WAY OF VENTURA CO.	INV0015215	Charity-United Way	P/R-charity	20.00

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA

\$ 59,903.05

Board Memorandum

September 26, 2024

To: Board of Directors

From: Jozi Zabarsky, Customer Service Manager

Subject: Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

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

Board Memorandum

September 26, 2024

To: Board of Directors

From: Jozi Zabarsky, Customer Service Manager

Subject: **Public Hearing to Consider Adoption of Proposed Modifications to Ordinance 39, Conflict of Interest Code**

Objective: Conduct a Public Hearing and consider adoption of the proposed modifications to Ordinance 39, Conflict of Interest Code.

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

- 1) Convene a Public Hearing for the purpose of accepting public testimony regarding the adoption of proposed changes to Ordinance 39, Conflict of Interest Code;
- 2) Close the Public Hearing to discuss testimony taken; and
- 3) Adopt Ordinance 39-24, Conflict of Interest Code.

Discussion: The existing Ordinance 39 was last adopted on September 22, 2022, as required by Government Code. The Political Reform Act requires every government agency to review its Conflict of Interest Code biennially to determine if it is accurate or, alternatively, if the code must be amended.

The proposed changes reflect the change in titles approved by the Board on June 29, 2024. The proposal reflects the District's existing organizational structure and those employees whose responsibilities would require reporting conflicts of interest. Each position included in the ordinance is required to file the statement of economic interests with the Fair Political Practices Commission. The Ordinance follows the guidelines provided by the Clerk of the Board of Ventura County.

The proposed changes were presented to the Board on September 12, 2024. The Board set the public hearing date for September 26, 2024, to accept public input related to the modifications to this Ordinance. No changes have been made to the proposed Ordinance since the last Board meeting.

A notice of public hearing was posted beginning September 17, 2024, and was published in the Ventura County Star on September 17, 2024 and September 24, 2024.

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing with the Camrosa Water District Board of Directors will be held:


--Thursday, September 26, 2024 at 5:00pm--

CAMROSA WATER DISTRICT

7385 Santa Rosa Road - Camarillo, CA 93012

The purpose of this public hearing is to give the public an opportunity to comment on the following ordinance prior to adoption:

- Ordinance 39 – Conflict of Interest Code



Norman Huff, General Manager

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing with the Camrosa Water District Board of Directors will be held:

--Thursday, September 26, 2024 at 5:00pm--

CAMROSA WATER DISTRICT

7385 Santa Rosa Road - Camarillo, CA 93012

The purpose of this public hearing is to give the public an opportunity to comment on the following ordinance prior to adoption:

- **Ordinance 39 – Conflict of Interest Code**

Norman Huff, General Manager

Publish: September 17, 24, 2024; Ad#10575541

ORDINANCE NO. 39-22

**AN ORDINANCE OF THE BOARD OF DIRECTORS
OF THE CAMROSA WATER DISTRICT
AMENDING THE CONFLICT OF INTEREST CODE**

Whereas, the Political Reform Act, Government Code, Section 81000, et seq. requires local government agencies to adopt and promulgate Conflict of Interest Codes; and

Whereas, the Fair Political Practices Commission has adopted a regulation (2 Cal. Code Regs., Section 18730) which contains the terms of a standard Conflict of Interest Code, which may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act after public notice and hearing; and

Whereas, the terms of California Code of Regulations, Title 2, Section 18730, and any amendment to it duly adopted by the Fair Political Practices Commission, are hereby incorporated by reference as the Conflict of Interest Code for the Camrosa Water District, and along with the attached Exhibit A, which designates positions requiring disclosure and Exhibit B, which sets forth disclosure categories for each designated position, constitute the Conflict of Interest Code of the Camrosa Water District; and

Whereas, persons holding positions designated in Exhibit A shall file Form 700 Statements of Economic Interests with the Filing Officer specified for the position in Exhibit A; and

Whereas, in preparing the form 700, designated filers need only disclose those financial interests falling within the disclosure categories designated for that filer's position as stated in Exhibits A and B; and

Whereas, Camrosa Water District has previously adopted as Ordinance No. 39, and Amendments thereto, a Conflict of Interest Code as required by the Government Code; and

Whereas, Camrosa Water District wishes to amend its Conflict of Interest Code concerning the employees designated in disclosure categories set forth to file Statements of Economic Interests with the Ventura County Clerk of the Board.

NOW, Therefore, Be It Ordained by the Camrosa Water District Board of Directors that District Ordinance No. 39, along with its Amendments, as previously adopted and amended, is hereby revoked and hereafter superseded by Ordinance 39-24.

Adopted, Signed, and Approved this 26th day of September 2024.

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

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

2024 Exhibit A – Designated Positions and Filing Officers

Camrosa Water District

# OF POSITIONS	POSITION TITLE	DISCLOSURE CATEGORIES (From Exhibit B)	FILING OFFICER¹
5	Board of Directors	1	COB
1	General Manager/Secretary	1	COB
1	Engineering & Capital Projects Manager	1	COB
1	Deputy General Manager/Finance Manager	1	COB
1	Customer Service Manager	1	COB
1	I.T. & Special Projects Manager	1	COB
1	District Engineer	1	COB
1	Superintendent of Operations	1	COB
1	Assistant General Manager/Water Resource & Regulatory Compliance	1	COB
<u>1</u>	<u>Director of Operations</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Director of Administration</u>	<u>1</u>	<u>COB</u>
1	Water Quality & Environmental Compliance Supervisor <u>Manager</u>	1	COB
<u>1</u>	<u>Chief Plant Operator</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>Control Systems Supervisor</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>System Field Supervisor - Distribution</u>	<u>1</u>	<u>COB</u>
<u>1</u>	<u>System Field Supervisor - Treatment</u>	<u>1</u>	<u>COB</u>
1	Senior Accountant	1	COB
1	Legal Counsel	1	COB
1	Financial Consultant	1	COB
	Consultants ²	**	

¹ Filing Officer, Designated County Clerk of Board (COB).

² The disclosure, if any, required of a consultant will be determined on a case-by-case basis by the head of the agency or designee. The determination of whether a consultant has disclosure requirements should be made in writing on a Fair Political Practices Commission Form 805. The determination should include a description of the consultant’s duties and based upon that description, a statement of the extent, if any, of the disclosure requirements. Each Form 805 is a public record and should be retained for public inspection either in the same manner and location as the Conflict of Interest Code, or with appropriate documentation at the location where the Conflict of Interest Code is maintained, cross-referencing to the Form 805.

2024 EXHIBIT B – DISCLOSURE CATEGORIES

The terms *italicized* below have specific meaning under the Political Reform Act. In addition, the financial interests of a spouse, domestic partner and dependent children of the public official holding the designated position may require reporting. Consult the instructions and reference pamphlet of the Form 700 for explanation.

Category 1 – BROADEST DISCLOSURE

[SEE FORM 700 SCHEDULES A-1, A-2, B, C, D and E]

- (1) All sources of *income, gifts, loans and travel payments*;
- (2) All *interests in real property*; and
- (3) All *investments and business positions in business entities*.

Category 2 – REAL PROPERTY

[SEE FORM 700 SCHEDULE B]

All *interests in real property*, including *interests in real property* held by *business entities* and trust in which the public official holds a business position or has an *investment* or other financial interest.

Category 3 – LAND DEVELOPMENT, construction AND TRANSACTION

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which engage in land development, construction, or real property acquisition or sale.

Category 4 – PROCUREMENT

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which provide services, supplies, materials, machinery or equipment which the designated position procures or assists in procuring on behalf of their agency.

Category 5 – REGULATION AND PERMITTING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which are subject to the regulatory, permitting or licensing authority of, or have an application or license pending before the designated position's agency.

Category 6 – FUNDING

[SEE FORM 700 SCHEDULES A-1, A-2, C, D and E]

All *investments, business positions* and sources of *income, gifts, loans and travel payments*, from sources which receive grants or other funding from or through the designated position's agency.

**APPENDIX – DESIGNATING OFFICIALS WHO
MANAGE PUBLIC INVESTMENTS**

Pursuant to Government Code section 87200 et seq., certain city and county officials, as well as all “other officials who manage public investments,” are required to disclose their economic interests in accordance with the Political Reform Act. This Appendix provides the relevant definitions for determining which public officials qualify as “other officials who manage public investments,” designates the agency’s positions which qualify as such, and states the Filing Officer for each designated position.

APPLICABLE DEFINITIONS

As set forth in 2 California Code of Regulations section 18701, the following definitions apply for the purposes of Government Code section 87200:

- (1) “Other public officials who manage public investments” means:
 - (A) Members of boards and commissions, including pension and retirement boards or commissions, or of committees thereof, who exercise responsibility for the management of public investments;
 - (B) High-level officers and employees of public agencies who exercise primary responsibility for the management of public investments, such as chief or principal investment officers or chief financial managers. This category shall not include officers and employees who work under the supervision of the chief or principal investment officers or the chief financial managers; and
 - (C) Individuals who, pursuant to a contract with a state or local government agency, perform the same or substantially all the same functions that would otherwise be performed by the public officials described in subdivision (1)(B) above.
- (2) “Public investments” means the investment of public moneys in real estate, securities, or other economic interests for the production of revenue or other financial return.
- (3) “Public moneys” means all moneys belonging to, received by, or held by, the state, or any city, county, town, district, or public agency therein, or by an officer thereof acting in his or her official capacity, and includes the proceeds of all bonds and other evidences of indebtedness, trust funds held by public pension and retirement systems, deferred compensation funds held for investment by public agencies, and public moneys held by a financial institution under a trust indenture to which a public agency is a party.
- (4) “Management of public investments” means the following non-ministerial functions: directing the investment of public moneys; formulating or approving investment policies; approving or establishing guidelines for asset allocations; or approving investment transactions.

DESIGNATED POSITIONS AND FILING OFFICERS

Based on the foregoing, the following agency positions and/or consultants qualify as “other officials who manage public investments” and shall file Statements of Economic Interests (Form 700) pursuant to Government Code section 87200 et seq. with the below-designated Filing Officers:

# of POSITIONS	POSITION TITLE/CONSULTANT	FILING OFFICER
5	Board of Directors	COB
1	General Manager/Secretary	COB
1	Deputy General Manager/ of Finance	COB
1	Financial Consultant	COB

Board Memorandum

September 26, 2024

To: General Manager

From: Art Aseo, Engineering & Capital Projects Manager

Subject: Design for Replacement of Programmable Logic Controllers (PLCs) at CWRF

Objective: Replacement of seven (7) PLCs to improve overall system reliability and efficiency at Camrosa Wastewater Reclamation Facility (CWRF).

Action Required: It is recommended that the Board of Directors authorize the General Manager to issue a purchase order to RoviSys, in the amount not-to-exceed \$196,650.00, for design services.

Discussion: The existing PLCs at CWRF are very old, obsolete and need immediate replacement with new. The PLCs were part of the construction of the CWRF in 1996. The existing platform is no longer supported by Rockwell which makes it very difficult and expensive to find replacement parts for maintenance and repairs. Staff has been purchasing used parts via eBay and it will be just a matter of time when this source of scarce supply is depleted which could result in potential major degradation of sewer operations and service to the public. The seven PLCs control the following key facilities at the CWRF:

- PLC A: Emergency Generator
- PLC B: Influent Pumping Station
- PLC C: Aeration Ditches, RAS/WAS Pumping Station
- PLC D: Aeration Ditches, RAS/WAS Pumping Station
- PLC E: Chlorine System, Contact Chamber
- PLC F: Effluent Pumping Station
- PLC G: CSUCI Booster Station

Staff's intent for the scope of work consists of replacing obsolete SLC-504 PLCs in MMC A, B, C, D, E, F and G with Control Logix PLCs; upgrading DH+ network to a Fiber ethernet network; verifying field wires and drawing; integrating services; installing Control Logix PLC and I/O cards and drives; and programming and SCADA migration to RS5000 by Rockwell / RoviSys, which would include Wonderware and HMIs. The work will be completed and tested while not interrupting normal plant operations.

The District decided to seek the services of RoviSys for this size and complexity of project due to their expertise and capabilities. RoviSys is a large world-wide company and is one of the two system integrators the District has a current agreement to provide professional engineering SCADA services to develop various Capital Improvement Projects, existing system upgrades, and various on-call services. The other company is MSO, a small family-owned local company. MSO was not considered as they are not suited for this large size of project. District staff and RoviSys personnel conducted a job walk on July 10, 2024 which became the basis for developing the design proposal. As-built drawings were also provided to RoviSys.

Proposal Summary and Analysis: RoviSys provided their initial proposal on July 26, 2024. They submitted a revised proposal on September 5, 2024 to address District’s review comments.

RoviSys demonstrated a good understanding of the goal of the project, which is to provide engineering services to identify the system requirements for migrating 7 SLC 5/04 PLCs to modern Allen-Bradley CompactLogix PLCs. RoviSys will lead the investigation efforts to gather and document all necessary information for designing this migration. One of the PLCs shall be split and moved to an 8th PLC. The Scope of Work for the design phase includes defining a clear migration path from the legacy SLC 5/04 to the ControlLogix platform, an Allen-Bradley application supported within the Camrosa Water District OT Infrastructure.

RoviSys will provide the following scope items:

- Site Assessment
- Design Documentation
 - Functional design specification
 - I/O list
 - Hardware specification
 - Installation and commissioning plan
 - Statement of work for District to put out for public bid
 - Bidding assistance
- Electrical Design
 - System architecture drawing
 - Panel assembly drawings
 - Power distribution drawings
 - External connection drawings

RoviSys proposed to finish the design work in 16 weeks, roughly 4 months, from notice to proceed date.

Pricing Summary of the proposal:

• Engineering Services (design, meetings, site assessment, etc.) – Fixed	\$175,760
• Engineering Services (bidding assistance) – Time & Material	\$ 10,740
• Travel and Living Expenses - Estimated	\$ 150
• Civil Design - Optional	<u>\$ 10,000</u>
	\$196,650

Analysis of Rates:

RoviSys’ hourly rates for various disciplines are acceptable as they about the same as those of local consultants commonly used by the District (e.g., MKN, MNS).

Recommendation: Based on the foregoing, Staff recommends awarding the contract to RoviSys. The Replacement of PLCs at CWRF is an approved capital improvement project in the Fiscal Year 2024-25 operating and capital budget. It is also included in the capital project priorities list which the Board approved during the Board workshop on August 22, 2024.

Next Steps: Upon completion of the plans and specifications for construction, staff will advertise the project for public bidding (roughly 60-day process), after which the project will be presented again to the Board to request funding approval for construction, including related engineering services during construction by RoviSys, construction inspection services by Cannon, and materials testing services (provider is to be determined).

Attachments:

1. Project Site Map
2. Photos of Existing Conditions of PLCs at CWRP
3. District's Wastewater Capital Improvement Projects Priorities List
4. RoviSys' Proposal

SITE MAP
REPLACEMENT OF PLCs AT CWRWF



PHOTOS OF EXISTING PLCs AT CWRP



WASTEWATER CI PROJECTS PRIORITIES

Description	W&C TM Priority	Staff Ranking	Cost Basis	Project Cost	FY24	FY24 MID	FY25	FY25 MID	FY26	FY26 MID
					Jul-23	Jan-24	Jul-24	Jan-25	Jul-25	Jan-26
WASTEWATER					Jul-23	Jan-24	Jul-24	Jan-25	Jul-25	Jan-26
Repair Sewer Collection Hotspots 2025-2026	Varied	C01	Rate Study 2024	\$850,000			\$ 85,000	\$ 85,000	\$ 340,000	\$ 340,000
Replacement of PLCs at CWRP	N/A	C02	Rate Study 2024	\$875,000			\$ 87,500	\$ 87,500	\$ 233,333	\$ 233,333
Rehabilitate Power Distribution System at CWRP	N/A	C03	Rate Study 2024	\$500,000			\$ 50,000	\$ 50,000	\$ 200,000	\$ 200,000
Rehabilitation of Sewer Lift Station No. 4	Medium	C04	Rate Study 2024	\$840,000			\$ 84,000	\$ 84,000	\$ 336,000	\$ 336,000
Smart Covers Sewer Manholes	N/A	C05	Rate Study 2024	\$90,000			\$ 18,000	\$ 72,000		
Replacement of Lift Station 2	Medium	C06	Rate Study 2024	\$3,100,000					\$ 310,000	\$ 310,000
Replacement of Lift Station 1	Critical	C07	Rate Study 2024	\$244,000						
Replacement of Read Road Lift Station	Medium	C08	Rate Study 2024	\$268,000						
Replacement of Lift Station 3	Low	C09	Rate Study 2024	\$822,000						
Headworks Improvements	Critical	C10	Rate Study 2024	\$1,354,000						
Influent Lift Station Improvements	Critical	C11	Rate Study 2024	\$1,424,000						
Effluent Pump Station Improvements	Critical	C12	Rate Study 2024	\$1,513,000						
RAS/WAS Pump Station Improvements	Critical	C13	Rate Study 2024	\$555,000						
Hotspots Repair Program 2027+	Varied	C14	Rate Study 2024	\$1,980,000						
Replacement of Effluent Line	N/A	C16	Rate Study 2024	\$1,795,000						
Pavement Rehabilitation	Low	C17	Rate Study 2024	\$3,713,000					\$ 371,300	\$ 371,300
Sewer Collection System Replacement Program	N/A	C18		\$0						
TOTAL				\$19,923,000						



Camrosa Water District

SLC 5/04 Upgrade CWRD – Design Phase

For

Kevin Wahl
Superintendent of Operations
Camrosa Water District
(805) 469-6401
kwhal@camrosa.com

Prepared by

Adam Kelly
West Coast Manager
330.842.7732
Adam.kelly@rovisys.com

Proposal Number

P24CAMR01RevB

July 26, 2024



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Proposal Revision History

Rev	Date	Description
A	7/26/2024	Initial Revision
B	9/5/2024	Updated scope per Camarillo request

NOTICE

This document contains RoviSys proprietary information and has been provided for the sole purpose of evaluation. Acceptance of the document constitutes agreement that the recipient shall not disclose RoviSys proprietary information to any third party in whole or in part or transmit any documents or copies thereof in whole or in part to any third party without the expressed written consent of The RoviSys Company.

All copyrights and trademarks remain the property of their respective owners.

1 RoviSys Background

1.1 Our Mission

The RoviSys mission is: **Provide our clients with automation and information integration solutions using the best technologies and platforms, regardless of who makes them, giving our clients choices.** We provide uncompromising focus on customer satisfaction providing the best engineered process control solutions to meet your needs.

1.2 Background

RoviSys was formed in April 1989 to provide timely, cost effective, reliable, and modern solutions to a wide range of systems applications using the best technology. This primary philosophy and our focus on customer satisfaction enables and drives our continuous growth to over 1,200 engineers at multiple locations in North America, Asia, and Europe.

RoviSys is an independent integrator offering broad range expertise in current and legacy technologies applied across a wide variety of markets. We are focused on providing solutions that are a best fit for our customers giving them the freedom to choose solutions with flexibility to integrate the best in class technologies for each of their system applications.

The most valuable asset at RoviSys is our staff. One of our greatest strengths is a diverse employee knowledge base that spans technologies and industries. Each of our employees has developed application experience in many industries we serve. Considerable effort is committed to hiring, developing, and retaining personnel. Our personnel retention is among the best in the industry benefiting our customers by maintaining project team continuity.

RoviSys draws across all functions and employee skill sets to properly execute complex projects. In addition to our diverse technical skill sets, we employ Registered Professional Engineers (PE) as well as Project Management Professionals (PMP).

1.3 Summary

As an independent automation organization and an approved system integrator for a wide range of control systems and MES platforms, RoviSys is well suited to meet the diverse needs of Camrosa Water District. Our independence combined with our experience on multi-faceted projects results in efficiency and quality in execution.

When clients are asked why they return to RoviSys project after project, they indicate that it is RoviSys' ability to manage, deliver, and complete projects. Additionally, the integrity with which we execute their projects and the ongoing focus on customer satisfaction convinces them to look no further for their system integration and support needs whatever the industry.

2 Services

2.1 Project Overview

Camrosa Water District has requested that RoviSys provide a proposal design the upgrade plan for 8 PLCs at Client Site. This proposal is based on the job walk held 07-10-2024 sent by Camrosa Water District, and subsequent communications.

RoviSys' extensive process control and automation knowledge and integration experience provide control system integration enhancements and improved manufacturing execution when applied to your process. These services help you realize greater value from your investment by detecting process problems and issues and identifying and implementing performance improvements.

2.2 Project Management and Communication Strategy

The delivery of a successful project requires a foundation of strong organization and effective communication. The sections below outline our approach to staffing and managing this project.

2.2.1 Project Team

The staffing of this project will be finalized after the project is awarded. A Project Manager will be assigned with experience in managing projects of similar scope and technology. The Project Manager will review and determine the staffing level needed for the project. Resources will be assigned to the project based on skills. These resources may include Lead Engineers, System Engineers, Software Engineers, and Technicians.

2.2.1.1 Project Manager

The Project Manager will have overall responsibility for the project. The Project Manager is the primary RoviSys commercial point of contact. Specific responsibilities include, but are not limited to, the following:

- Developing and managing the project and the associated schedule
- Meeting documentation and minutes
- Technical guidance for the system design and implementation
- Managing customer interfaces, correspondence, and billings

2.2.1.2 Lead Engineer

The Lead Engineer will be the main technical contact for the project. For multi-technology projects, multiple Lead Engineers could be assigned for the different areas such as controls system, electrical, and software. The specific responsibilities include, but are not limited to, the following:

- Technical project responsibility
- Functional specification development
- System design

2.2.2 Project and Quality Plan

The Project and Quality Plan will be developed by the Project Manager. This document provides direction and focus on the execution of the project. This document defines how RoviSys will meet the user's quality requirements and it specifically defines the project activities to be performed combined with their timing, project control mechanisms (schedule, budget, etc.) to be used, and the deliverable items.

The content of this document defines the specifics of how all the documentation requirements for the project will be created and leveraged from one engineering task to the next. This document also defines the change management protocols and procedures that will be utilized throughout the project.

2.2.3 Project Meetings

The following table is a summary of the quantity of meetings proposed for this project. Below the table describes the purpose of each meeting type.

Meeting Description	Qty	Duration (Hrs)
Kickoff Meeting	1	1.5
Client Status Meetings	5	1
Design Review Meetings	8	4

2.2.3.1 Kickoff Meeting

RoviSys believes that the most important meeting in a project is the Kickoff Meeting. The goal of the Kickoff Meeting is to bring all parties together, establish project communication channels, review project scope, review project schedule, and discuss commercial issues. RoviSys documents all the critical issues and action items discussed in these meetings and authors meeting minutes. With the RoviSys PM leading this meeting, Camrosa Water District and RoviSys project leaders will gain a thorough understanding of project expectations.

The Kickoff Meeting will occur at Camrosa Water District's facility. A detailed agenda will be created and distributed to the attendees prior to the meeting.

A sample Kickoff Meeting Agenda can include:

- Team Introductions (roles and responsibilities)
- Review scope of work (RFP and proposal)
- Review proposal assumptions
- Schedule review (key milestones)
- Discuss project execution plans (prototype, implement, FAT, SAT, validation)
- Discuss control philosophies
- Discuss risk areas of project

2.2.3.2 Project Status Meetings

RoviSys will conduct regularly scheduled project status review meetings with Camrosa Water District project personnel to review progress and address issues.

Items that will be reviewed during these meetings include:

- Review of previous meeting minutes and project action item log

- Review of project schedule and/or planning documents
- Review & status of scheduled deliverables
- Review of technical and design topics

The agenda of these meetings will be flexible throughout the course of project to address current and upcoming tasks. For example, when the project is close to the on-site phase, the project status meeting will focus on planning and coordination of the on-site activities.

2.2.3.3 Design Review Meetings

Design Reviews are performed by the project teams to ensure that project implementation is meeting project objectives and user requirements. The RoviSys lead engineer will conduct these meetings either on-site at Camrosa Water District site or via web conference. RoviSys shall conduct eight design review meeting per functional specification.

2.2.4 Schedule

The RoviSys project manager will develop and maintain a detailed project schedule. The schedule will be reviewed and agreed to with Customer. The project schedule will be developed based on the following milestone dates that have been provided by Camrosa Water District. Below is the proposed project schedule.

Date	Milestone
Day 0	RFP Received
Week 2	Project Kickoff
Week 3	Site Assessment
Week 5	Functional Spec 1 Review
Week 6	Functional Spec 2 Review & Network Architecture Submittal
Week 7	Functional Spec 3 Review
Week 8	Functional Spec 4 Review & I/O, BOM, Hardware Spec Submittal
Week 9	Functional Spec 5 Review
Week 10	Functional Spec 6 Review & Panel/Power/IO Drawing Submittal
Week 11	Functional Spec 7 Review
Week 12	Functional Spec 8 Review & Commissioning Plan Submittal
Week 14	SOW Submittal
Week 16	Finalized handover packet and project close

3 Project Proposal

3.1 Project Overview

The goal of this project is to provide engineering services to identify the system requirements for migrating 7 SLC 5/04 PLCs to modern Allen-Bradley CompactLogix PLCs. RoviSys will lead the investigation efforts to gather and document all necessary information for designing this migration. One of the PLCs shall be split and moved to an 8th PLC. The Scope of Work for the design phase includes defining a clear migration path from the legacy SLC 5/04 to the ControlLogix platform, an Allen-Bradley application supported within the Camrosa Water District OT Infrastructure.

Please note a separate scope of work shall be provided for PLC H, the analyzer PLC. So this project can be executed before bidding the remainder of the other project.

3.2 System Architecture

The system, as supplied by RoviSys, will be designed to provide for the monitoring and control of the Camrosa Water District's control system. The proposed system architecture includes the following:

- Allen-Bradely CompactLogix 1769-L33ERM (8)
 - RoviSys shall verify lifecycle, cost, and make a recommendation if Camrosa should consider 5069 series CompactLogix.
- HMI's
- Existing Servers

A system architecture drawing will be produced to show process communication distribution and the network connections of the servers and clients.

3.3 Basis of Quote

The following design documents, [provided to RoviSys by Camrosa](#), were used to estimate the scope of services:

Date	Document Title/Description
7/12/24	PLC Backups
7/12/24	Site Drawings

3.4 Services Scope

RoviSys will provide the following scope items to meet the project requirements.

3.4.1 Site Assessment

RoviSys shall assess the current system. Checking panels, determining conduit paths, pulling PLC backups, taking measurements, and gathering enough information for design. This assessment will be a 3 day effort for 2 engineers.

3.4.2 Design Documentation

3.4.2.1 Functional Design Specification

RoviSys will develop (8) Functional Design Specifications to define the overall requirements for the system, one for each process area. The Functional Design Specifications will be developed in collaboration with Camrosa Water District. It will be the basis of design for project implementation.

The following is a breakdown of the tasks that will be performed in developing the Functional Specification:

- Detailed review of the existing system drawings and documentation
- Definition of system component interfaces and communication
- Design of architecture including servers, networks, and clients
- Definition of data collection requirements
- Definition of operator interface displays
- Definition of control, interlocking, and shutdown requirements

3.4.2.2 I/O List

A detailed I/O List will be created for the project. The I/O List is the foundation for the system design and hardware selection. It will include tag names, descriptions, signal ranges, engineering units, and I/O card assignments.

3.4.2.3 Hardware Specification

RoviSys will develop a detailed hardware specification based on the Functional Specification and network architecture. RoviSys will facilitate meetings as required to perform the following activities:

- Confirm the I/O list for type & quantity required to support procurement activities.
- Confirm Architecture Design and Equipment Selections (Servers, Clients, Controllers, I/O Cards, Communications, Redundancy Aspects etc.).
- Confirm Control Panel Sizes and Internal Components (major layout features) to support procurement and assembly activities at the panel shop.

Once the hardware design details have been determined, RoviSys will prepare the OPE Equipment BOM and Hardware Design Specification detailing the required control hardware elements (Servers, Clients, Controllers, Communications, Network Switches, I/O Cards, I/O Marshalling, Control Enclosures, Power Supplies, etc.).

3.4.2.4 Installation and Commissioning Plan

RoviSys will develop an Installation and Commissioning Plan that defines the approach electrical and I&C contractor will take during the installation and commissioning of the system. The test documents guide and document onsite testing. Engineering, operations, and maintenance staff from Customer will be consulted during development of the plan.

The test document set will include multiple documents to best serve the format of the tests to be performed. The following installation and commissioning test documents will include:

- Hardware Inspection Checklist
- Interfaces Checklist
- Loop Checks Form
- HMI Display Checklist
- SAT (Control Strategies and System Functionality) Test Plan
- Safety procedures, on-boarding, and training requirements
- Downtime planning

The installation and commissioning test documents will be submitted for approval by Camrosa Water District.

3.4.2.5 Statement of Work

RoviSys shall provide an Electrical Contractor and Integrator statement of work for Camrosa Water District to put out to public bid. This scope of work shall detail the project step by step and refer to documentation provided in this proposal for further description and explanation of the project. [The statement of work shall include an engineer's estimate for cost to complete.](#)

3.4.2.6 Bidding Assistance

[RoviSys shall provide RFI, RFC, bid evaluation, job walk, and owners advisor services during the bidding of this project. RoviSys has included this scope at T&M not to exceed.](#)

3.4.3 Electrical Design

RoviSys will provide a set of standard electrical drawings as part of the project. These electrical drawings will be used for panel fabrication, installation, and commissioning of the system.

RoviSys will review and follow existing Camrosa Water District drawing and electrical standards, if they are included in scope. When Camrosa Water District does not have drawing standards, RoviSys standards will be utilized.

- System Architecture Drawings - Provide an overall layout of the HMI, controller, network, and I/O bus communication.
- Panel Assembly Drawings - Provide the panel layout and bill of materials to be used for assembly of a control panel.
- Power Distribution Drawings - Provide details for power distribution for a control panel. Power distribution drawings will be provided for each panel that show UPS 120VAC, 120VAC, and DC power distribution.
- External Connection Drawings - Provide details of hard wired I/O connections to the system I/O modules within the panel.

Below are the quantities of expected drawings:

Electrical Design Docs	Qty
Network Architecture Drawings	1
Panels	8
Power Distribution	8
External Connection Drawings	35

3.4.4 Project Closeout

RoviSys will assemble a turn-over package for Camrosa Water District once the project has been successfully delivered. The project turnover package will include electronic copies of the last transmitted version of every document supplied by RoviSys. The project turnover package will also include the as-installed software configuration files.

The Project Closeout Activities will include a lessons-learned meeting attended by the appropriate RoviSys and Camrosa Water District project and management personnel.

4 OPTION: Civil Design

RoviSys can subcontract a civil engineering firm to produce drawings and a detailed scope of work for cement pan pours, lamp relocation, and drain relocation. The rough estimate for this scope is \$10,000.

4.1 RoviSys Assumptions

This proposal is based upon the following assumptions:

1. This proposal is based on quantities detailed in the Basis for Proposal section. Quantities in that section are derived from the RFP package and other information provided by Customer.
2. RoviSys has assumed that information and questions shall be answered in a reasonable timeframe. Delays of correspondence may impact project schedules or resource availability, as well as price.
3. Field devices including instrumentation, transmitters, sensors, switches or other networking interfaces, network cables, all field wiring, VFDs, motor starters and drives will be procured and installed by others.
4. Physical installation of control system hardware, wiring, instrumentation, field panels, and HMIs will be performed in the implementation/build phase of the project.
5. It is assumed that Customer developed control modules will be used in development.
6. Pertinent existing code and drawings will be provided by Customer.
7. This scope only pertains to design. All code development, installation, hardware procurement, and commissioning is not included in this proposal.
8. Customer will be reviewing all documentation/drawings and providing approval.
9. RoviSys shall provide CAD and editable copies of all design documentation and drawings. As-Built files shall be provided by the build firm.

5 Pricing

RoviSys has estimated, in good faith, the effort and cost of this project. The cost estimate is based on the information provided by Camrosa Water District and on our experience in defining and implementing projects of similar scope and complexity. This project will be invoiced in a fixed price and T&M Not to Exceed fashion. Travel and Living (T&L) expenses are billed at actual cost and include mileage, meals and lodging, when required.

5.1 Pricing Summary

Scope Item	Price	Hours
Engineering Services - Fixed	\$175,760	1,124
Engineering Services - T&M	\$10,740	60
Outside Purchased Equipment, Software & Services	\$0	-
Travel and Living Expenses (estimated)	\$150	-
Proposal Total	\$186,650	1,184

5.2 Fixed Price Breakout

Services Scope - Fixed Price	Price	Hours
Project Management	\$19,332	108
Meetings	\$16,171	103
Design Documents	\$77,872	496
Electrical Design	\$53,073	369
Site Support - Site Assessment	\$9,312	48
Fixed Price Services Subtotal	\$175,760	1,124

5.3 T&M Pricing Breakout

Services Scope - Time & Material	Price	Hours	\$/Hour
Bidding Assist	\$10,740	60	\$179
T&M Services Subtotal	\$10,740	60	\$179

5.4 Rates Table – CA Preferred

2024 Rate Table	\$/Hr
Project Manager	\$214
Lead (Engineer/Developer)	\$179
Engineer/Developer/Analyst	\$157
Technician/Designer	\$139
CAD Technician	\$121

6 Terms and Conditions

This proposal is valid for 90 days.

RoviSys and Camrosa shall agree and adhere to terms based off the District's Standard Consultant Agreement and Insurance Requirements.

If RoviSys is selected for this work please send the purchase order to orders@rovisys.com

These Standard Terms and Conditions (“Terms”) apply to the foregoing RoviSys Proposal (“Proposal”) (the Terms and Proposal together referred to as the “Agreement”). The Agreement is made between The RoviSys Company (“RoviSys”) and the purchaser named in the Proposal (“Purchaser”).

1. Acceptance of Terms. Purchaser may accept this Proposal by signing the Proposal signature page or by issuing a purchase order. Acceptance of the Proposal is expressly limited to and conditioned upon exclusive acceptance of these Terms. RoviSys objects to any modification or alteration of these Terms in any subsequent document, including provisions included on Purchaser’s purchase order, and no such addition or modification will be binding upon RoviSys unless agreed in a writing signed by a duly authorized RoviSys representative.
2. The Work. The Proposal may include delivery of goods, including hardware, software, and equipment (“Products”) and the provision of services performed by RoviSys (“Services”) (Products and Services together are referred to as the “Work”).
3. Payment Terms. All payments are due in U.S. Dollars. Terms are thirty (30) days net from date of invoice unless otherwise indicated in the Proposal. Overdue amounts will be assessed a late charge of 1.5% per month on the unpaid balance (18% per annum). Accounts more than sixty (60) days overdue may be assigned to outside collection agencies, and Purchaser agrees to be responsible for all charges associated with such collection procedures.
4. Delivery of Goods. Delivery of goods are quoted FCA RoviSys. Delivery dates set forth in the Proposal are estimated as accurately as conditions will permit based on RoviSys’ current knowledge. RoviSys shall not be responsible for damages associated with delivery delays.
5. Taxes. RoviSys prices do not include sales, use, VAT, or similar taxes. All applicable taxes must be paid by Purchaser, unless Purchaser has provided RoviSys with a tax-exempt certificate acceptable to the appropriate taxing authorities.
6. Termination. Purchaser may cancel this Agreement by 15 days’ written notice to RoviSys. As a condition of cancellation, if RoviSys has not breached this Agreement, RoviSys will be entitled to payment for all Work performed through the effective date of cancellation and all reasonable costs and expenses incurred by RoviSys in performing or cancelling the Work, based on the price set forth in the Proposal.
7. Acceptance of the Work. Purchaser’s acceptance of the Work will be in accordance with the acceptance procedures set forth in the Proposal. If the Proposal does not contain express acceptance procedures, Purchaser will be deemed to have inspected and accepted the Work thirty (30) days after delivery of the Work, unless RoviSys receives earlier written notice that the Work fails to conform to the specification set forth in this Agreement. If Purchaser discovers or is given notice of Work that fails to materially conform with the specifications for the same, then RoviSys shall, at RoviSys’ sole expense and liability, within a reasonable period of time correct, repair, or replace such defects.

8. Force Majeure. Neither RoviSys or Purchaser shall be liable to the other for any loss or damage arising out of a delay, or non-performance of any contractual obligation set forth in this Agreement cause by, but is not limited to, acts of God, actions by any government authority (whether valid or invalid), fires, floods, windstorms, pandemic, epidemic, explosions, riots, natural disasters, wars, sabotage, acts of terrorism, or court injunction or other events beyond the reasonable control of either party which prevents performance of such party's obligations under this Agreement. Both parties shall be prompt in restoring normal conditions, re-establishing schedules and resuming operations as soon as the interruptions have ceased. In the case of an event of force majeure, the party claiming the benefit of the event of force majeure shall, within seventy-two (72) hours of the occurrence of such event, give the other party written notice thereof, and a description of the full particulars of the event and the cause or causes of the event. The notice shall describe with particularity the actions that the party giving the notice intends to take to resolve the event of force majeure as soon as reasonably possible. In no event shall Purchaser be entitled to any increase in the price as a result of any event of force majeure. During the duration of force majeure, each party shall bear its own costs resulting from the delay. Force majeure shall not include financial distress, insolvency, bankruptcy, or other similar conditions affecting one of the parties, its affiliates or sub-contractors. Should the affected party be unable to resume performance within 30 days, the non-affected party shall be entitled to terminate this Agreement by giving a written notice to the other party confirming its election to terminate this Agreement, which termination shall take effect on the date of the delivery of such notice or later on as specified in such notice.
9. Limited Warranty. RoviSys warrants that the Services will materially comply with the final specifications established under the Agreement for a period of one year after acceptance by the Purchaser. Modifications, repairs, or misuse of the Work by the Purchaser cancel all of RoviSys' warranty obligations. NOTWITHSTANDING ANY OTHER PROVISION IN THIS AGREEMENT, THE WARRANTIES SET FORTH IN THIS AGREEMENT ARE THE SOLE WARRANTIES PROVIDED FOR THE WORK. CONTRACTOR DISCLAIMS ANY OTHER IMPLIED OR STATUTORY WARRANTY, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. ROVISYS' WARRANTY OBLIGATIONS SHALL NOT EXTEND TO ANY EQUIPMENT OR SOFTWARE MANUFACTURED OR DEVELOPED BY THIRD PARTIES ("THIRD PARTY MATERIAL") THAT ROVISYS DELIVERS WITH THE WORK. ROVISYS IS PURCHASING AND DELIVERING THE THIRD PARTY MATERIAL (INCLUDING SOFTWARE DEVELOPED BY THIRD PARTIES) ON BEHALF OF PURCHASER AND FOR THE CONVENIENCE OF PURCHASER, AND ROVISYS DOES NOT PROVIDE ANY INDEPENDENT WARRANTY WITH REGARD TO THE THIRD PARTY MATERIAL. ROVISYS HEREBY DISCLAIMS ANY OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE THIRD PARTY MATERIAL, INCLUDING THE IMPLIED WARRANTIES OF TITLE, NONINFRINGEMENT, MERCHANTABILITY, AND FITNESS FOR A PARTICULAR PURPOSE. If RoviSys receives a warranty from a third party manufacturer, distributor, or developer covering any Third Party Material, RoviSys shall assign or pass through such warranty to Purchaser, and shall cooperate with Purchaser in securing and enforcing Purchaser's rights under any such warranty.
10. Limitation of Liability. In no event shall any party to this Agreement be liable to any other party for incidental, consequential, or punitive damages, including loss of use, lost profits or business interruption damages, even if the parties may be aware of the

possibilities of such damages. In no event shall any party's total liability arising from or connected with this Agreement, exceed the lesser of (i) the price of this Agreement or (ii) One Million Dollars (\$1,000,000). The limitations set forth in this paragraph shall apply regardless of the cause of action, whether in contract, tort, warranty, indemnity, or otherwise.

11. Indemnification. The parties intend to indemnify each other against liability for losses associated with third party claims on a comparative negligence basis. Each party to this Agreement agrees to defend and indemnify the other parties named in this Agreement from losses and liabilities resulting from third-party claims, to the extent such losses and liabilities are caused by the negligence or willful misconduct of the indemnifying party.

The indemnifying party's obligation to indemnify an indemnified party hereunder is specifically conditioned upon a) the indemnified party providing the indemnifying party prompt written notice of any such claim and reasonable cooperation in defending such claim and b) and the indemnifying party's right to select counsel to defend such claim and to control the defense and settlement of such claim.

12. RoviSys Tools and Templates. RoviSys has developed, improved, or licensed various proprietary materials, including (1) software development tools, know-how, methodologies, processes, technologies, and algorithms, which RoviSys uses in performing RoviSys' obligations pursuant to this Agreement, but which are not delivered with the deliverables ("RoviSys Tools"); and (2) generic products or formats which constitute the basis of the templates, modules, forms, and graphics, which are delivered with the Work ("RoviSys Templates"). Notwithstanding any other provision in any other agreement between the parties, RoviSys retains its ownership and rights in the RoviSys Tools, RoviSys Templates, and all improvements thereto, including any improvements that may be developed in the course of performing RoviSys' obligations under this Agreement. In no case shall the RoviSys Tools, RoviSys Templates, or any improvements thereto contain or be construed to contain any information specific to the Purchaser, including the Purchaser's marks, specifications, or confidential or proprietary information. RoviSys grants the Purchaser a nonexclusive, perpetual, worldwide, royalty-free license to reproduce, modify, and use the RoviSys Templates, as delivered with the Work, and for the purposes set forth in this Agreement.

13. Data Exclusion.

Purchaser agrees to provide information reasonably required for RoviSys' provision of Work pursuant to this Agreement provided that in no event shall Purchaser disclose or otherwise make available Sensitive Personal Information (defined below) to RoviSys. Further, and except as strictly necessary for RoviSys' provision of Work pursuant to this Agreement, Purchaser agrees not to disclose or otherwise make available to RoviSys any Personally Identifiable Information (defined below). "Personally Identifiable Information" means information that identifies, describes or is capable of association with an individual or household and includes information protected by applicable federal, state and local laws including the California Privacy Rights Act and the General Data Protection Regulation. "Sensitive Personal Information" means Personally Identifiable Information that is subject to increased protection under applicable law and includes health information, credit or debit card information and social security numbers or similar identifiers.

14. No Solicitation of Employees. During the term of this Agreement and a period of 12 months thereafter, Purchaser shall not hire, contract for, or otherwise engage the services of any person who provided any services in connection with this Agreement as an employee of RoviSys. If Purchaser violates this paragraph, in addition to all other rights and remedies RoviSys may have under this Agreement, at law or in equity, RoviSys shall be entitled to (i) immediate and permanent injunctive relief (with no requirement to post bond), and (ii) as part of its damages, RoviSys' reasonable legal costs and expenses for bringing and maintaining any such action.
15. Arbitration. Except for disputes seeking injunctive relief or involving claims exceeding one million dollars (\$1,000,000), any claim arising out of or related to this Agreement, or the breach thereof, shall be settled by binding arbitration, administered by the American Arbitration Association using its Commercial Arbitration Rules, by a single arbitrator, and any decision rendered by the arbitrators shall be binding upon the parties and may be filed in any court of competent jurisdiction. Purchaser and RoviSys agree to each pay half of the arbitration fees, including the arbitrator fees. The seat, or legal place, of arbitration shall be Cleveland, Ohio.
16. Choice of Law; Venue. This transaction shall be deemed to have been made and entered into in the State of California, and shall be construed and enforced in accordance with Ohio law, without regard to its conflict of laws rules. Subject to the arbitration provision set forth in these Terms, any disputes or claims related to this Agreement shall be heard in state court or federal court in Thousand Oaks, California.
17. Acceptance of Terms. Issuance of a PO, pursuant to this Agreement, is expressly limited to and conditioned upon exclusive acceptance of this Agreement. RoviSys objects to any modification or alteration of this Agreement in any subsequent document, and no such addition or modification will be binding upon RoviSys unless agreed in writing by RoviSys.
18. Entire Agreement. These Terms together with the Data Security Addendum, which is attached hereto and incorporated by reference as though set forth fully in these Terms, expresses the entire and final agreement between RoviSys and Purchaser regarding the subject matter addressed herein, and supersede any prior written or verbal agreement. These Terms are binding upon RoviSys and Purchaser and their respective successors and assigns.

DATA SECURITY ADDENDUM

Notwithstanding anything to the contrary in the Agreement or any Work Order, Purchase Order, Statement of Work, or similar document (collectively, the “Agreement”):

1. RoviSys retains, archives, and stores certain data, including but not limited to names, email addresses, and similar identifying (but not sensitive) contact information for companies or individuals (“Personal Data”) and certain data and information specific to the Work (“Project Data”), which cannot reasonably be deleted from RoviSys’ archives and backups (collectively, the “Archived Data”). RoviSys retains, and must be able to retain, the Archived Data for the purpose of performing its obligations under the Agreement. Further, RoviSys has a legitimate business need to back up and archive the Archived Data. Therefore, RoviSys may delete Project Data from active systems if required by the Agreement or compelled by law, but RoviSys cannot delete Personal Data from its active systems nor can RoviSys completely delete the Archived Data from its archives and backups.
 2. Customer agrees and acknowledges that RoviSys uses, and must be able to use, cloud computing services provided by third party cloud providers and other services provided by sub-processors for the purposes of performing its obligations under the Agreement. Customer consents to RoviSys’ use of third party cloud providers and sub-processors including the third party cloud providers and sub-processors identified on RoviSys’ list of Sub-Processors available at <https://trust.rovisys.com>. The list may be modified by RoviSys from time to time.
 3. Any reference to a “security breach”, “data breach” or similar terms in the Agreement shall mean the unauthorized access and acquisition of Customer’s data by a third party. RoviSys shall notify Customer within 72 hours of any confirmed or reasonably suspected data breach involving Customer’s data.
 4. Any reference to “reasonable” and/or “appropriate” measures, protections, policies, methods, or systems required of RoviSys shall mean “reasonable and/or appropriate for RoviSys’ industry.”
 5. If the Agreement permits an audit of the systems and/or facilities of RoviSys, such audit shall comply with the following requirements:
 - a. Except in the case of a confirmed breach involving Customer’s data (in which case RoviSys shall receive no less than 24 hours’ advance notice), RoviSys must receive no less than 72 hours’ advance written notice prior to the commencement of any audit;
 - b. Except in the case of a confirmed breach involving Customer’s data, there shall be only one audit conducted in any 365-day period;
 - c. The audit shall not last longer than one (1) day;
 - d. The audit shall be conducted during normal business hours;
 - e. The audit shall not unreasonably interrupt or interfere with the business operations of RoviSys; and
 - f. The audit shall be conducted at the sole cost and expense of the auditing party.
- Prior to any such audit, the auditing party and/or third-party auditor shall execute and deliver to RoviSys an NDA to protect and limit the use of any information discovered during any such audit.
6. If the Agreement requires RoviSys to correct or remediate any data security or data privacy deficiencies or other failures to comply with security measures imposed by the Agreement (collectively, “Deficiencies”), RoviSys shall only correct or remediate those mutually agreed Deficiencies.
 7. The limitation(s) on liability and the limitations on RoviSys’ indemnification obligations set forth in the Agreement shall apply to any data security, data privacy, or similar obligations referenced in or contemplated by this Addendum.

Board Memorandum

September 26, 2024

To: General Manager

From: Terry Curson, District Engineer

Subject: Water Resource In-Lieu Fee Study

Objective: Award professional financial services to develop a comprehensive water resource in-lieu fee structure.

Action Required: It is recommended that the Board of Directors authorize the General Manager to award a contract and issue a purchase order to NBS Government Finance Group (NBS), in the amount not-to-exceed \$32,500.00, to provide professional financial services to develop water resource in-lieu fees.

Discussion: In August of 2014, the Camrosa Board of Directors adopted Resolution 14-08, which established a permanent moratorium on the issuance of Water Availability and Water Will Serve Letters for new development that will result in unmitigated new demand upon all water; potable, non-potable, and recycled. The purpose of the mitigation fee is to ensure that new developments do not adversely affect the water supply or water supply reliability for the District's existing customers.

For new developments, the District requires developers to identify and bring-in their own new source of waters or participate in a District planned water resource project. Because developers lack the expertise related to developing water resource projects and the uncertainty of costs, they have been hesitant to develop their own water resource projects and have relied upon the District to provide water resource project alternatives. The suite of projects the District has identified can vary considerably in production and cost and depending on when a developer requests to participate, projects can vary significantly in cost. District staff desires to create a blended project in-lieu fee structure based on a suite of eligible projects that can be published and adjusted annually. Staff believes this is a more objective and equitable approach to the payment of mitigation fees.

It is worth noting that back in June 2021, the Board awarded a contract to NBS for an In-Lieu Fee Study. NBS prepared a draft report, but at that time, staff was directed to not finalize the report and place it on hold. This revised proposal will update and finalize the existing report based on the current draft Master Plan, incorporate previous incomplete scope, and bring the report up to current Proposition 218 and the Mitigation Fee Act requirements.

The Proposal includes, but is not limited to, several of the following components:

- Evaluate all pertinent documents including the Draft Facilities Master Plan, Urban Water Management Plan, and Operating and Capital Budget.
- Work with staff in developing water resource projects
- Prepare Water Resource In-Lieu Fee Structure Report
- Public Workshop (if needed)

- Public Presentation (if needed)
- Board Presentation

NBS submitted an initial proposal with a fee schedule in the amount of \$38,650.00. District staff was able to adjust the scope and negotiate the cost to \$32,500, a savings of \$6,150.

Funds are available from the District's Fiscal Year 2024-25 operation's budget. This project is expected to take approximately 12 weeks to complete.

EXHIBIT A

CONSULTANT SCOPE OF SERVICES

In-Lieu Fee Study

Since August 2014 when the Board adopted the moratorium on the issuance of Water Availability and Water Will Serve Letters, new development has been required to either bring in their own new source of water or participate in a District water resource project. That most likely would have been purchasing a portion of a new groundwater well. But as Camrosa moves to being more self-reliant, the future water portfolio for the District is shifting. A more equitable and long-range approach for the District would be to establish an in-lieu fee that reflects the future water resource supplies for the District. This workplan shows the tasks to update the prior study and draft report originally prepared by NBS with revised documents from the District, as well as to implement the revised in-lieu fee.

TASK 1. ASSEMBLE REVISED FINANCIAL/PLANNING DOCUMENTS AND KICKOFF MEETING

Prior to the kickoff meeting, NBS will review Camrosa financial, water delivery, and planning documents. These will include the revised Facilities Master Plan, the Amended Urban Water Management Plan, and the FY 2024-2025 Operating and Capital Budget. The District will also provide related documents that describe future water supply availability and their costs.

After reviewing those documents, NBS will meet with District staff for a kickoff meeting to better understand the revised documents and confirm the District goals of the project. Any additional information that is needed will be identified. The District will provide NBS with any updated Master Planning or CIP documents to be included in the revised model and report.

TASK 2. IDENTIFY EXISTING AND POTENTIAL WATER RESOURCE SUPPLIES

The Amended Urban Water Management Plan describes current water supplies as well as future projects that could be implemented to meet future demands. For these available water sources, the expected water quality, amount of water available, and the respective costs will be estimated. Since some groundwater wells in the District now require wellhead treatment, the need for future wellhead treatment should also be evaluated. Since cost information is coming from sources prepared over the last few years, all costs will be put on an equivalent basis, escalated to 2024 costs for the revised model and report.

TASK 3. IDENTIFY THE MOST LIKELY FUTURE WATER SUPPLIES

The District's goal is to develop a low-cost combination of future water supplies and also move the District towards greater self-reliance. This involves matching the water supplies to the demands based on location, water quality, and what water source is available to each demand. The Amended Urban Water Management Plan document shows that the District anticipates moving to more groundwater in the future. Working with the District, NBS will identify the most likely blend of future water supplies. This blend will be the basis of the water resource in-lieu fee. NBS will confirm any revisions or anticipated changes to the blend of future water supplies based on the best available information from the District at this current time.

TASK 4. PREPARE THE REVISED WATER RESOURCE IN-LIEU FEE

The water resource in-lieu fee is estimated by dividing the infrastructure costs (and/or any upfront costs of an agreement) by the amount of water that will be provided by the projects. The fee will be based on the cost of developing the new water supplies to meet planned demand through 2035. The fee will comply with the Mitigation Fee Act.

TASK 5. IMPLEMENTATION

NBS will prepare draft and final in-lieu fee study reports that include proposed fees for the next five years, although the planning period will be through 2035. An executive summary will present the purpose and results of the report in no more than three pages. Tables, graphs, and charts will be used as appropriate, but the emphasis will be on providing a clear, concise, and understandable report that will provide the District with a thorough administrative record that addresses:

- Findings and recommendations.
- Overall study methodology, with reference to the Mitigation Fee Act.
- Supporting justification in the form of calculation tables that general public can easily follow.
- Appropriate figures and tables summarizing key aspects and results of the study.

We propose public meetings consisting of: one (1) meeting to present the final study and recommendations, and a presentation at one (1) public hearing.

In addition to the on-site meetings listed below, we expect to have regular phone conversations with District staff to discuss how the study is proceeding and to get input from Staff, and prior to the public meetings to review and discuss the study's initial results and work products. Additional meetings/presentations can be provided as needed. For budgeting purposes, we have assumed:

- Four (4) meetings with District staff, including the kick-off meeting. Meetings will be held virtually to mitigate project costs.
- Two (2) in-person public meetings with the Board of Directors, including the public hearing.
- Preparation of all presentation material to present an overview and results of the studies and recommendations, answer questions, and ensure staff-prepared Mitigation Fee Act materials are adequately clear and acceptable in terms of their representation of the results of the studies.

NBS can also support the District during the implementation process, helping answer questions, preparing Frequently Asked Questions (FAQs), or helping develop the board resolutions.

District's Responsibilities

The District shall furnish NBS with any pertinent information that is available to District and applicable to the Services. The District shall designate a person to act with authority on its behalf in respect to the Services. The District shall promptly respond to NBS' requests for reviews and approvals of its work, and to its requests for decisions related to the Services. District understands and agrees that NBS is entitled to rely on all information, data and documents (collectively, "Information") supplied to NBS by District or any of its agents, contractors or proxies or obtained by NBS from other usual and customary sources including other government sources or proxies as being accurate and correct and NBS will have no obligation to confirm that such Information is correct and that NBS will have no liability to District or any third party if such Information is not correct.

EXHIBIT B

COMPENSATION FOR SERVICES

Water In-Lieu Fee Study

Consulting Fee.....	\$30,500
Estimated Expenses ⁽¹⁾	\$2,000
Total Not to Exceed.....	\$32,500

⁽¹⁾ See description of expenses below

EXPENSES

Customary out-of-pocket expenses will be billed to the District at actual cost to NBS. These expenses may include, but not be limited to, mailing fulfillment, postage, reproduction, telephone, travel, meals and various third-party charges for data, maps, and recording fees.

ADDITIONAL SERVICES

The following table shows our current hourly rates. Additional services authorized by the District but not included in the scope of services will be billed at this rate or the then applicable hourly rate.

Title	Hourly Rate
Director / Senior Review	\$250
Associate Director / Engineer	\$225
Senior Consultant	\$200
Consultant	\$175
Senior Project Analyst	\$165
Project Analyst	\$150
Project Resource Analyst	\$130
Clerical / Support	\$110

TERMS

Consulting services will be invoiced on a monthly basis. Expenses will be itemized and included in the next regular invoice. Fees for all other services will be invoiced upon completion of the task. If the project is prematurely terminated by either party, NBS shall receive payment for work completed. Payment shall be made within 30 days of submittal of an invoice. If payment is not received within 90 days simple interest will begin to accrue at the rate of 1.5% per month. Either party may cancel this contract with 30 days' written notice.

Board Memorandum

September 26, 2024

To: General Manager

From: Donnie Alexander, Customer Service Rep. II

Subject: Board of Directors Meeting Calendar for 2025

Objective: Receive the Board meeting calendar for 2025.

Action Required: Adopt a calendar of regular Board meetings for calendar year 2025.

Discussion: Prior to the beginning of each calendar year, the Board adopts its official calendar for Board meetings. The attached Board meeting calendar has been prepared to provide meetings that generally coincide with the second and fourth Thursday of each month. Where holidays or conferences interfere with that schedule, the meetings have been adjusted to maintain regular opportunities for the Board to conduct the District's business. Upon adoption, this will become the regular 2025 Board Meeting schedule and made available to the public.

2025 Board Meeting Calendar

JANUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

2025 Holidays
January 1 st - New Year's Holiday (Observed)
February 17 th - President's Day
May 26 th - Memorial Day
July 4 th - Independence Day
September 1 st - Labor Day
November 11 th - Veteran's Day
November 27 th & 28 th - Thanksgiving
December 24 th & 25 th - Christmas
December 31 st - New Year's Eve

APRIL						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY						
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2025 Conferences
CASA Winter Conf. (Palm Springs) Jan. 29 th - 31 st
ACWA Spring Conf. (Monterey) May 13 th - 15 th
CASA 69 th Annual Conf. (San Diego) Aug 13 th - 15 th
ACWA Fall Conf. (Palm Desert) Dec 2 nd - 4 th

JULY						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
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27	28	29	30	31		

AUGUST						
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24	25	26	27	28	29	30
31						

SEPTEMBER						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2025 AWA Meetings
AWA Board Meetings (Highlighted in Orange)
WaterWise Breakfast (Highlighted in Yellow)
April 17 th - Annual Symposium
August - DARK (No events or meetings)
September 18 th - Reagan Library Reception
December 11 th - Holiday Mixer

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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19	20	21	22	23	24	25
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NOVEMBER						
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30						

DECEMBER						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2025 VCSDA Meetings
February 4 th - Annual Dinner
April 1 st
June 3 rd
August 4 th
October 7 th
December 2 nd

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

Board Memorandum

September 26, 2024

To: Board of Directors
From: Norman Huff, General Manager
Subject: **Board Compensation Policy**

Objective: Review the Board Compensation Policy and set a Public Hearing date.

Action Required: Set a Public Hearing date for October 10, 2024.

Discussion: The Board's Compensation was last increased in 2015 to \$200 per day for a maximum of 10 days per month. At the September 12, 2024, Board Meeting, the Board discussed the District's Board Compensation Policy and reviewed the parameters for amending the policy. Staff was directed to prepare an ordinance to amend the current policy to \$235 per day for a maximum of 10 days per month.

The District's governing statutes and policies (the County Water District Act and the District's Board Policies) determine the extent to which the Board can increase compensation, and how to increase compensation.

Water districts can increase board member compensation pursuant to California Water Code section 20201, which both sets the maximum amount of compensation per day at \$100 but also authorizes board members to increase compensation above \$100 through the process described below. (Water Code § 20201; see also Water Code Section 30507.)

There are four notable restrictions on a district's ability to increase compensation above \$100 per day. Under Water Code Section 20201, first, the board must ensure any increase to compensation is done via an ordinance. Second, under Section 20202, the increase may not exceed 5% for each calendar year following the operative date of the last adjustment. Third, no ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month. Fourth, as part of the procedure for approval of the ordinance, county water district boards must hold a public hearing for a discussion of the compensation increase and publish advance notice of the hearing at least twice for two successive weeks. Such notice must include a summary of the proposed ordinance at least five days in advance in a newspaper of general circulation. (Water Code § 20203; Govt Code § 6066.)

Additionally, the voters may petition for a referendum on the ordinance that increased the compensation. (Water Code § 20204.) For this reason, if approved, a summary of it is published, and the ordinance is not effective for 60 days to allow the public 60 days to petition for a referendum. If voters put a referendum on the ballot to strike the ordinance, and if the ordinance is struck down by voters, the board will be prohibited from adopting a new compensation increase ordinance for at least one year. (Water Code § 20206.)

Attachment: Ordinance No: 29-24

Ordinance No: 29-24

**Repealing Ordinance 29-15
Amending the Compensation Authorized
to be Paid to Directors Pursuant to
Water Code Section 20200, Et. Seq.**

Whereas, pursuant to Division 10, Chapter 2 commencing with Section 20200 of the Water Code, the Directors of the Camrosa Water District are currently authorized to receive Two Hundred Dollars (\$200) per day for each day's attendance at meetings of the Board or for each day's service rendered as a Director by request of the Board, not exceeding a total of ten (10) days in any calendar month; and,

Whereas, the Directors of the Camrosa Water District come within the provisions of Section 20201, Et. Seq., of the Water Code authorizing compensation in excess of One Hundred Dollars (\$100) per day; and,

Whereas, the fees authorized to be paid to Directors of Camrosa Water District have not been adjusted for over nine (9) years;

Now, Therefore, Be It Further Resolved by the Camrosa Water District Board of Directors as follows:

1. On or after the effective date of the Ordinance, the compensation of the Directors of Camrosa Water District shall be increased to Two Hundred Thirty-Five Dollars (\$235) per meeting day, pursuant to the provisions of Section 20202 of the Water Code, provided that the compensation shall not be paid for more than a total of ten (10) days in any calendar month; and
2. This Ordinance shall become effective sixty (60) days from the date of its passage.

Adopted, Signed, and Approved this 10th day of October, 2024.

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

_____ (ATTEST)
Norman Huff, Secretary
Board of Directors
Camrosa Water District

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. Cash Balances (August 2024)
- C. 2024 Board Calendar

CURRENT PROJECT CHANGE ORDERS												
Project #	PW/Agreement#	PO#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmtr	Change Order	Original Bid	Negotiated Value	Scope of Services/Change Order Description
900-18-03			Effluent Pond Relining	\$ 1,501,500.00	\$ 151,542.89							
	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
											\$ 124,233.00	
		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
											\$ 25,560.00	
	RW21-01	FY21-0250-R3				BOSCO Constructors, Inc.	5/13/2021	BD		\$ 1,055,401.00	\$ 1,055,401.00	Construction of CWRFF 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
							9/10/2024	GM	CO#3		\$ 13,834.61	Adttl work actuators, welding to adjust & align 24" effluent line
											\$ 1,079,949.87	
900-18-02			CWRFF Dewatering Press	\$ 4,164,100.00	\$ 349,107.37							
	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
											\$ 170,983.00	
	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
											\$ 100,923.00	
			PVB Modeling									
	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	
			GSP numerical model update									
	2023-101	FY23-0322				Intera	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	
650-24-02			Wood Creek Well Rehabilitation	910,000.00	47,445.78							
		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
											\$ (4,866.00)	
							8/26/2024	GM	CO#3		\$ 5,330.00	remove & reinstall damaged motor
											\$ 769,029.22	
		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
							7/25/2024	GM	CO#2		\$ 4,955.00	additional work tasks
											\$ 67,020.00	
600-24-02			Water Quality Sampling Stations	40,000.00	317.00							
		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	
400-24-02			Network Backbone Switches	110,000.00	28,162.53							
		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	
650-24-03			MTU and Meter Replacements	1,680,000.00	81,189.60							
		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	
			Master Plan									
	2023-97	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	
600-23-02			Pleasant Valley Monitoring Well (Heritage Park)	675,000.00	22,208.29							
		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	\$ 77,800.00	increased depth drilling and development of a new monitoring well
							7/17/2024	GM	CO#3		\$ 7,500.00	addtl time for air jetting
											\$ 572,526.00	
		FY23-0266				Hopkins Groundwater Consulting	4/20/2023	BD			\$ 82,810.00	Professional Services Monitor Well Installation
							7/25/2024	GM	CO# 1		\$ 8,860.00	additional professional services
											\$ 91,670.00	

Near term CIP for repair, rehabilitation and replacement										
2023-77					Woodard and Curran	7/14/2022	BD		\$ 557,046.00	Near-term CIP for repair, rehabilitation and replacement
						4/22/2024	GM	CO#1	\$ -	Remaing Task 10 moved to Task 7 potable water system storage analysis
						7/1/2024	GM	CO#2	\$ 8,560.00	grant research opportunities
									\$ 565,606.00	
Ag3 Tank Replacement										
2023-99	FY23-0201				Cannon	2/23/2023	BD		\$ 148,886.00	engineering design services
						7/25/2024	BD	CO#1	\$ 29,973.00	construction phase support services
									\$ 178,859.00	

FUNDS FY 24-25

	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
UNRESTRICTED FUNDS												
Investments												
LAI	9,361,508.72	10,386,124.29	8,836,124.29	1,8								
PERSHING, LLC (T- Bills, Notes)	34,258,123.90	34,258,123.90	34,258,123.90									
	43,619,632.62	44,644,248.19	43,094,248.19	-	-	-	-	-	-	-	-	-
Operating Accounts												
U.S BANK DEPOSIT ACCOUNT	1,220,134.76	263,710.21	2,098,345.16	2								
U.S BANK DISBURSEMENTS ACCOUNT	789,549.22	843,960.55	758,341.59									
BANK OF AMERICA-RTL ACCOUNT	350,167.36	467,709.35	383,992.42									
	2,359,851.34	1,575,380.11	3,240,679.17	-	-	-	-	-	-	-	-	-
TOTAL	\$ 45,979,483.96	\$ 46,219,628.30	\$ 46,334,927.36	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RESTRICTED FUNDS												
PAYMENT FUND 2016	169,409.07	7,762.21	11,928.63	5,6,7								
RESERVES 2016	879,528.69	879,528.69	879,528.69	6								
WATER ACQUISITION FUND 2016	183.14	183.14	183.14	7								
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87	6,050.87									
TOTAL	\$ 1,055,171.77	\$ 893,524.91	\$ 897,691.33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GRAND TOTAL	\$ 47,034,655.73	\$ 47,113,153.21	\$ 47,232,618.69	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

U.S. Treasury Bills & Notes

Financial Institution	Cusip Number	Settlement Date	Maturity Date	Par Value	Market Price at Purchase	Amount	Accrued Int. at Purchase	Net Amount	Yield to Maturity	Market Value Current	Accrued Int. as of August 2024
Pershing, LLC-Treasury Notes	912828J27	2/22/2024	2/15/2025	10,274,000.00	97.29	9,995,574.60	3,951.54	9,999,526.14	4.863%	10,144,136.64	8,933.91
Pershing, LLC-Treasury Notes	9128284Z0	11/2/2023	8/31/2025	14,511,000.00	96.00234	13,930,900.10	69,066.78	13,999,966.88	5.07%	14,279,694.66	-
Pershing, LLC-Treasury Notes	912797GX9	3/14/2024	3/15/2026	10,006,000.00	100.225	10,028,513.50	230,117.38	10,258,630.88	4.625%	10,083,746.62	212,525.54
Pershing, LLC- Cash										2.81	
Total				\$ 34,791,000.00		\$ 33,954,988.20	\$ 303,135.70	\$ 34,258,123.90		\$ 34,507,580.73	221,459.45

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	5.09%	N/A	879,528.69	3,803.42

Series 2016-Water Acquisition Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	5.09%	N/A	183.14	0.93

ANTICIPATED OUTFLOWS

Water Purchases August 2024	1,024,345.40	DATE	FINANCE MEETING
Payroll PR 9-1, 9-2 & ME	380,000.00		9/17/2024
AP Check Run 9/4 & 9/18	2,700,000.00		
Large CIP Project Payments	-		
Bond Payments	-		
	\$ 4,104,345.40		

Norman Huff-General Manager

Tamara Sexton-Deputy General Manager/Finance

Sandra Llamas-Senior Accountant

MEETING NOTES:

- There was a transfer from LAIF to operations in the amount of \$1,550,000.00.
- Treasuries maturing on 2/15/25 paid interest in the amount of \$102,740.00. The full amount was transferred to Camrosa's Deposit Account.
- The interest payment above generated additional interest in the amount of \$2.81. This amount remained in the account as of the end of the month and was transferred to Camrosa's Deposit account at the beginning of September.
- Treasuries maturing on 8/31/25 paid \$199,526.25 interest through August 31st on September 3rd.
- The payment fund received \$356.32 interest earnings in the month of August.
- The reserve fund received interest earnings in the amount of \$3,809.17 in the month of August. The full amount was transferred to the payment fund.
- The water acquisition fund received interest earnings in the amount of \$0.93 in the month of August. The full amount was transferred to the payment fund.
- LAIF's average monthly rate of return for the period was 4.579
- Treasury notes pay interest semi-annually. Accrued interest as of August 31st is \$221,459.45.

2024 Camrosa Board Calendar

JANUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
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MARCH						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2024 Holidays	
January 1 st & 2 nd	New Year's Holiday (Observed)
February 19 th	President's Day
May 27 th	Memorial Day
July 4 th	Independence Day
September 2 nd	Labor Day
November 11 th	Veteran's Day
November 28 th & 29 th	Thanksgiving
December 24 th & 25 th	Christmas
December 31 st	New Year's Eve

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JUNE						
S	M	T	W	T	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2024 Conferences	
CASA Winter Conf. (Palm Springs)	Jan. 24 th - 26 th
ACWA Spring Conf. (Sacramento)	May 7 th - 9 th
CASA 69 th Annual Conf. (Monterey)	July 31 st - Aug. 2 nd
ACWA Fall Conf. (Palm Desert)	Dec 3 rd - 5 th

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
24	25	26	27	28	29	31

SEPTEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2024 AWA Meetings	
<i>"Water Issues" Third Tuesday (except Apr., Aug., Dec.)</i>	
AWA Board Meetings (See orange on calendar)	
Waterwise Breakfast (See yellow on calendar)	
April 18 th - Annual Symposium	
August - DARK (No Meetings or Events)	
September 19 th - Reagan Library Reception	
December 12 th - Holiday Mixer	

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2024 VCSDA Meetings	
February 6 th	Annual Dinner
April 2 nd	
June 4 th	
August 6 th	
October 1 st	
December 3 rd	

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