

Board Agenda

Regular Meeting

Thursday, November 7, 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 October 24, 2024

2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$588,542.89.

Primary Agenda

3. Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

4. Woodcreek Well – Completion Report

Objective: Update the Board of Directors on the completion and overall findings of the Woodcreek Well rehabilitation project.

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

5. ****Resolution Authorizing the President of the Board to Cast a Ballot for Election of a Special District Regular Member to the Ventura County LAFCo**

Objective: Cast a ballot to elect a Special District Regular Member to the Ventura County Local Agency Formation Commission (LAFCo).

Action Required: Adopt the attached Resolution Authorizing the President of the Board to Cast a Ballot in the Election for a Special District Regular Member to the Ventura County LAFCo.

6. ****Auditing Services**

Objective: Discuss entering into a new three-year agreement and optional two-years for auditing services with Clifton Larson Allen LLP (CLA) or direct staff to solicit proposals.

Action Required: Authorize the General Manager to enter into an agreement with CLA for three years of auditing services, or direct staff to proceed with solicitation for selection of a new auditing firm.

7. ****Local Production Update**

Objective: Receive a briefing on local water production through the 1st Qtr. of Fiscal Year 2024-25.

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

8. **Water Loss Program Update**

Objective: Brief the board on the progression of the water loss program.

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

9. ****Rehabilitation of the Power Distribution System at CWRF (Design Phase)**

Objective: To improve reliability and overall emergency power flexibility at the CWRF.

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

- 1) Appropriate additional funding in the amount of \$20,000.00 from the Wastewater Capital Replacement Fund; and
- 2) Authorize the General Manager to enter into an agreement and issue a purchase order to Cannon in the amount of \$182,140.00 for engineering services.

10. ****SmartCover Sewer Monitoring System**

Objective: Improve sewer system monitoring with the addition of 10 sewer Smartcovers.

Action Required: Authorize the General Manager to issue a purchase order to SmartCover Systems, in an amount not to exceed \$87,847.90, for the purchase and installation of SmartCover monitoring devices on 10 District manholes.

11. ****SCADA Wonderware AVEVA Flex Subscription**

Objective: Maintain the District's Wonderware AVEVA Flex Subscription.

Action Required: Authorize the General Manager to issue a purchase order in the amount of \$43,835.00 to E&M, Inc. dba AVEVA Select California for 2,458 Flex Credits.

12. **Distribution Valve Replacement CIP

Objective: Replace mainline valves as part of the Distribution Valve Replacement CIP.

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

- 1) Authorize the General Manager to issue a purchase order to Sam Hill & Sons, Inc. in an amount not to exceed \$49,170.00, from the Distribution Valve Replacement CIP, for the replacement of 3, 12" valves on Pancho Rd.; and
- 2) Authorize the General Manager to issue a purchase order to Sam Hill & Sons, Inc. in an amount not to exceed \$28,522.00, from the Distribution Valve Replacement CIP, for the replacement of a 12" valve on Upland Rd.

13. **Sewer Lift 1A Bypass Pipe

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

Action Required: Authorize the General Manager to:

- 1) Appropriate \$35,000.00 from the Wastewater Capital Replacement Fund and establish a Sewer Lift 1A Bypass CIP.
- 2) Issue a purchase order to Sam Hill & Sons, Inc. in an amount not to exceed \$26,170.00, for the installation of new manhole covers and a bypass pipe at Sewer Lift 1A.

14. CalPERS Unfunded Accrued Liability

Objective: To reduce the District's CalPERS Unfunded Accrued Liability (UAL).

Action Required: Authorize the General Manager to make an Additional Discretionary Payment (ADP) to pay off the District's current CalPERS UAL for both the Classic and PEPRA plans (estimated to be around \$1,630,000).

Comments by General Manager; Comments by Directors

Adjournment

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

November 7, 2024

**Board of
Directors
Agenda Packet**

Board Minutes

Regular Meeting

Thursday, October 24, 2024
Camrosa Board Room
5:00 P.M.

Call to Order The meeting was convened at 5:00 p.m.

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

Staff: Norman Huff, General Manager (via teleconference)
Tamara Sexton, Deputy General Manager/Finance (via teleconference)
Art Aseo, Engineering & Capital Projects Manager
Terry Curson, District Engineer
Michael Phelps, Water Quality and Environmental Compliance Manager
Donnie Alexander, Administrative Specialist
Christine Carson, Legal Counsel

Guests: Kassie Radermacher, Clifton, Larsen, and Allen (via teleconference)
Sophia Kuo, The Pun Group (via teleconference)

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of October 10, 2024

2. Approve Vendor Payments

The Board approved accounts payable in the amount of \$1,584,340.66.

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

Primary Agenda

3. Public Hearing to Consider Adoption of Ordinance 44-24

The Board took the following actions:

- 1) Convened a Public Hearing at 5:10 p.m. for the purpose of accepting public testimony regarding the adoption of Ordinance 44-24; no public comments were received.
- 2) Close the Public Hearing at 5:12 p.m.; and

- 3) Adopted Ordinance 44-24, Adopting an Administrative Remedies Procedure for Challenges to Fees, Charges, and Assessments.

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

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

4. Employee Spotlight

The Board was introduced to Donnie Alexander, Administrative Specialist.

No action was necessary; for information only.

5. Fiscal Year 2023-2024 Annual Comprehensive Financial Report

The Board received the Fiscal Year (FY) 2023-2024 Annual Comprehensive Financial Report (ACFR) and accepted the FY 2023-2024 ACFR as presented by staff.

Motion: Foreman. **Second:** Nelson.

Motion carried unanimously.

6. Fiscal Year 2023-24 Investment Policy Agreed-Upon Procedures

The Board received the Investment Policy Agreed-Upon Procedures (AUP) Report for Fiscal Year 2023-24 and accepted the FY 2023-2024 AUP as presented by the Pun Group LLP.

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

Motion carried unanimously.

7. Fiscal Year 2024-2025 1st Quarter Budget Status Report

The Board received a report from staff regarding the Fiscal Year (FY) 2024-2025 1st Quarter budget report and reserves.

No action was necessary; for information only.

8. Update on the Status of the Well Asset Management Program

The Board was given an update by staff on the status of the Well Asset Management Program (Program).

No action was necessary; for information only.

9. Capital Improvement Projects Status Update for 1st Quarter of FY 2024-25

The Board received a quarterly presentation on the District's CIP status.

No action was necessary; for information only.

10. Quarterly Compliance Summary

The Board received a report from staff on the District's regulatory compliance for the 1st Quarter of Fiscal Year (FY) 2024-25.

No action was necessary; for information only.

11. Customer and Administrative Services Quarterly Report

Staff presented a quarterly update to the Board regarding Customer Service and other Administrative Services.

No action was necessary; for information only.

12. Replacement of the Roof of the Operations & Maintenance Building

The Board received a proposal to replace the old and deteriorating roof of the O&M building to eliminate water leaks and improve the overall condition of the building.

The Board took the following actions:

- 1) Appropriated funding, in the amount of \$100,000.00, from the capital replacement funds to establish the O&M Building Roof Replacement capital project; and
- 2) Authorized the General Manager to award a contract to RoofConnect, in the amount of \$81,503.00, and issue a purchase order for construction.

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

Motion carried unanimously.

13. University Well No. 2

Objective: The Board received a presentation from staff on the proposal to award engineering and design services for the University Well No. 2 to Cannon Corporation and MSO Technologies.

The Board took the following actions:

- 1) Appropriated additional funds, in the amount of \$250,000.00, for the University Well No. 2 project from the Potable Water Capital Improvement Fund; and
- 2) Authorized the General Manager to award a contract and issue a purchase order to Cannon Corporation for engineering design services, in the amount of \$206,028.00, for the University Well No. 2 project; and
- 3) Authorized the General Manager to issue a purchase order to MSO Technologies, Inc. for system integration design services, in the amount of \$29,340.00, for the University Well No. 2 project.

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

Motion carried unanimously.

14. 4C Hydro-Pneumatic Pump Station Replacement

The Board received a report from staff describing the need to replace the 4C Hydro-Pneumatic pump station.

The Board took the following actions:

- 1) Appropriated additional funds, in the amount of \$150,000.00, for the 4C Hydro-Pneumatic Pump Station project, from the Potable Capital Replacement Fund; and
- 2) Authorized the General Manager to award a contract and issue a purchase order to Cannon Corporation for engineering design services in the amount of \$208,285.00, for the 4C Hydro-Pneumatic Pump Station project.

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

Motion carried unanimously.

15. Discontinuance of Camrosa Water District (CWRF) NPDES Permit

The Board received a summary of the District's National Pollutant Discharge Elimination System (NPDES) permit history and discussed the proposal to discontinue the permit.

While the other four directors were comfortable with the proposal, Director Nelson expressed some reservations about what the contingency plan would be in the case that all the backup discharge options were unavailable during a severe rain event.

No action was necessary; for discussion only.

16. CalPERS Unfunded Accrued Liability (UAL)

The Board discussed making an Additional Discretionary Payment (ADP) to CalPERS to reduce the District’s unfunded accrued liability (UAL), reduce the interest expense associated with amortization of the UAL, and increase its funded percentage.

No action was necessary; for discussion only.

17. Resolution of Intention to Terminate CalPERS Contract

The Board adopted Resolution 24-21 Rescinding Resolution 24-10 and Adopting a Resolution of Intention to Terminate the Contract Between the Board of Administration California Public Employees’ Retirement System and the Board of Directors of the Camrosa Water District.

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

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

Comments by General Manager

- Informed the Board that with the new CalPERS resolution, the CalPERS buyout amount will not change until a new valuation is performed for the period ending June 30, 2025, and assured the Board that the required notices would be sent out within the 30-day period.

Comments by Directors

- President West noted that the FCGMA had decided not to participate in OPV Adjudication mediation.

Adjournment

There being no further business, the meeting was adjourned at 7:05 p.m.

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

 Norman Huff, Secretary
 Board of Directors
 Camrosa Water District

(ATTEST)

Board Memorandum

November 7, 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 \$588,542.89.

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

Payroll PR 10-2	\$ 62,540.81
Accounts Payable 10/17/2024-10/30/2024	\$ <u>526,002.08</u>
Total Disbursements	\$ <u>588,542.89</u>

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

Norman Huff, General Manager

Camrosa Water District

Accounts Payable Period:

10/17/2024-10/30/2024

Expense	Account Description	Amount
10302	Escrow Account-Cushman	18,537.50
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
13000	Land	
13400	Construction in Progress	239,585.01
20053	Current LTD Bond 2016	
20202	Invoice Cloud Fees Payable	
20400	Contractor's Retention	-18,537.50
20250	Non-Potable Water Purchases	
23001	Refunds Payable	201.85
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50012	CamSan Reclaimed Water	
50135	PERS Required UAL	
50200	Utilities	
50210	Communications	4,053.37
50220	Outside Contracts	177,196.15
50230	Professional Services	31,092.05
50240	Pipeline Repairs	
50250	Small Tool & Equipment	935.47
50260	Materials & Supplies	11,030.82
50270	Repair Parts & Equip Maint	21,058.86
50280	Legal Services	26,635.50
50290	Dues & Subscriptions	200.00
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	14,013.00
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$526,002.08

Expense Approval Report

By Vendor Name

Camrosa Water District, CA

Payable Dates 10/17/2024 - 10/30/2024 Post Dates 10/17/2024 - 10/30/2024

Payment Numl	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order	Amount
141	10/29/2024	ALESHIRE & WYNDER LLP	90589	GSA Legal Services	Legal services		1,785.00

TOTAL VENDOR PAYMENTS-GSA **\$ 1,785.00**

Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR

3460	10/24/2024	DEPOSIT ONLY-CAMROSA WTR	10-24-24-PR	Transfer to Disbursements Account	Transfer to disburse		241000
3461	10/24/2024	DEPOSIT ONLY-CAMROSA WTR	10-24-24-AP	Transfer to Disbursements Account	Transfer to disburse		1290000

Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total: 1531000

61347	10/29/2024	120WATER AUDIT, INC.	6483	120Water 12mo Software Subscription	Outsd contracts	FY25-0099	8,980.00
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Vendor: AGR00 - AG RX INC.

61348	10/29/2024	AG RX INC.	103679	Weed Abatement	Outsd contracts	FY25-0106	2,653.67
61348	10/29/2024	AG RX INC.	103680	Weed Abatement	Outsd contracts	FY25-0106	2,953.59
61348	10/29/2024	AG RX INC.	103718	Weed Abatement	Outsd contracts	FY25-0106	2,177.03
61348	10/29/2024	AG RX INC.	103719	Weed Abatement	Outsd contracts	FY25-0106	2,177.03

Vendor AGR00 - AG RX INC. Total: 9,961.32

61349	10/29/2024	ALERT 360 OPCO, INC.	15296009	Security System Monitoring	Outsd contracts		276.64
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Vendor: ALE03 - ALESHIRE & WYNDER LLP

61350	10/29/2024	ALESHIRE & WYNDER LLP	90428	Legal Services	Legal services		2,434.00
61350	10/30/2024	ALESHIRE & WYNDER LLP	90429	General Legal Svcs & OPV and GMA Legal Svcs	Legal services		13,378.50
61350	10/29/2024	ALESHIRE & WYNDER LLP	90430	Legal Services	Legal services		2,363.00
61350	10/29/2024	ALESHIRE & WYNDER LLP	90590	OPV GMA Legal Services	Legal services		8,460.00

Vendor ALE03 - ALESHIRE & WYNDER LLP Total: 26,635.50

Vendor: ALL14 - ALLCONNECTED INC

61351	10/28/2024	ALLCONNECTED INC	44039	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	96.00
61351	10/28/2024	ALLCONNECTED INC	44040	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	3,978.50

Vendor ALL14 - ALLCONNECTED INC Total: 4,074.50

Vendor: *ABB* - American Business Bank

1479	10/30/2024	American Business Bank	PAC14-RetentionPy	Retention Pac14-Pymt 2 Escrow Account	Escrow Account-Pacifi		3,667.50
1479	10/30/2024	American Business Bank	Pac14-retentPymt1	Payment 1 - Retention	Escrow Account-Pacifi		14,870.00

Vendor *ABB* - American Business Bank Total: 18,537.50

61352	10/28/2024	ANDERSON REGRIGERATION, INC.	4552181	Refrigeration Repair of the Headworks Comp CWRF	Outsd contracts		642.23
61353	10/28/2024	B & R TOOL & SUPPLY CO.	1901006648	Small Tools - Pipe Wrenches	Small tools & equipm		364.37
61354	10/24/2024	BADGER METER INC	1683771	MTU Project Meter Order Badger	Construction in progr	FY24-0158-R1	59,693.21
61355	10/29/2024	BRECKENRIDGE PROPERTY FUND 2016, LLC	00001494	Deposit Refund Act 1494 - 679 Hillcrest Dr	Refunds payable		119.86
61356	10/24/2024	BSK ASSOCIATES	AH25652	GAC Plant Outside Lab Work	Outsd contracts		1,770.00
1480	10/26/2024	CALIFORNIA DEPARTMENT OF TAX ADMINI	3rdQtr2024-UseTax	Use Tax 3rd Qtr 2024	Small tools & equipm		372.00
61357	10/28/2024	CENTRAL COAST TANK TESTING, INC.	1354	Fuel Tank Inspection-October 2024	Outsd contracts		1,161.75
61344	10/22/2024	CLIFTON LARSON ALLEN LLP	L241599642	Audit Services FY2023-24	Prof services	FY25-0068	16,695.00

61358	10/28/2024	COASTAL-PIPCO	S2273584-001	Materials & Supplies - Fittings	Materials & supplies		75.33
Vendor: CON18 - CONCORD UTILITY SERVICES							
61359	10/28/2024	CONCORD UTILITY SERVICES	5081	Labor for Installation of Meters and MTUs	Construction in progr	FY24-0165-R1	34,998.85
61359	10/28/2024	CONCORD UTILITY SERVICES	5086	Labor for Installation of Meters and MTUs	Construction in progr	FY24-0165-R1	40,212.34
Vendor CON18 - CONCORD UTILITY SERVICES Total:							75,211.19
61360	10/29/2024	CONSOR NORTH AMERICA, INC.	W232492CA-00-10	Design Services for Iron/MN Removal	Construction in progr	FY24-0084-R1	11,063.25
61361	10/30/2024	DIENER'S ELECTRIC, INC	36473	CWRF Conduit Installation	Construction in progr	FY25-0103	5,397.36
61362	10/28/2024	E.J. HARRISON & SONS INC	2997	Trash Removal -CWRF	Outsd contracts		559.17
61363	10/29/2024	Frontier Communications	October2024	VOIP - Land Lines	Communications		718.75
Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
61364	10/24/2024	FRUIT GROWERS LAB. INC.	413104A	Outside Lab Work for CWRF Annual Monitoring	Outsd contracts		4,663.00
61364	10/28/2024	FRUIT GROWERS LAB. INC.	413929A	Outside Lab Work	Outsd contracts		12,170.00
61364	10/26/2024	FRUIT GROWERS LAB. INC.	414286A	CWRF Analysis	Outsd contracts		195.00
61364	10/24/2024	FRUIT GROWERS LAB. INC.	414634A	Round Mountain Outside Lab Work	Outside Contracts		41.00
61364	10/24/2024	FRUIT GROWERS LAB. INC.	415568A	Round Mountain Outside Lab Work	Outside Contracts		41.00
61364	10/24/2024	FRUIT GROWERS LAB. INC.	415676A	Ground Water Re-Sample	Outsd contracts		461.00
61364	10/24/2024	FRUIT GROWERS LAB. INC.	415971A	Conejo GAC Plant	Outsd contracts		39.00
61364	10/24/2024	FRUIT GROWERS LAB. INC.	415972A	Round Mountain Outside Lab Work	Outside Contracts		41.00
61364	10/28/2024	FRUIT GROWERS LAB. INC.	416084A	GAC Plant Monitoring	Outsd contracts		357.00
61364	10/24/2024	FRUIT GROWERS LAB. INC.	416182A	CWRF Outside Labwork	Outsd contracts		321.00
61364	10/28/2024	FRUIT GROWERS LAB. INC.	416415A	GAC Plant Outside Lab Work	Outsd contracts		39.00
61364	10/28/2024	FRUIT GROWERS LAB. INC.	416903A	GAC Plant Outside Monitoring	Outsd contracts		39.00
61364	10/30/2024	FRUIT GROWERS LAB. INC.	417434A	Conejo GAC Outside Lab Work	Outsd contracts		39.00
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							18,446.00
61365	10/28/2024	HACH COMPANY	14237669	Annual Hach Analyzer Maintenance	Outsd contracts	FY25-0095	18,890.00
61366	10/29/2024	HADRONEX INC.	2248	SmartCover Service	Outsd contracts	FY25-0100	15,884.00
61367	10/29/2024	INFOSEND, INC.	273361	Printing & Mailing the October 2024 Statements	Outsd contracts		5,487.71
Vendor: INT03 - INTERA INCORPORATED							
61368	10/29/2024	INTERA INCORPORATED	09-24-112	Review moedling PV Basin Oxnard Basin GSP	Prof services	FY25-0076	6,465.00
61368	10/29/2024	INTERA INCORPORATED	09-24-63	Pleasant Valley Basin Modeling	Prof services	FY24-0016-R1	2,932.05
Vendor INT03 - INTERA INCORPORATED Total:							9,397.05
61369	10/29/2024	Janitek Cleaning Solutions-Allstate Cleaning	54520A	Janitorial Cleaning Service-November 2024	Outsd contracts		1,897.10
61370	10/29/2024	LAUREN M SCHMIDT	00004637	Deposit Refund Act 4637- 5540 Butterfield St	Refunds payable		18.37
61371	10/28/2024	LINDE GAS & EQUIPMENT INC	45855017	Acetylene Gas Cylinders	Materials & supplies		90.25
61372	10/28/2024	Mackay Communications, Inc.	SB-202409-103919	Satellite Phones	Communications		3.98
61373	10/28/2024	McMASTER-CARR SUPPLY CO	37038	Field Meter Test	Outsd contracts		490.00
61374	10/28/2024	MICHAEL COOLEY	102424	Bee Removal-Meter Boxes	Outsd contracts		390.00
Vendor: NOR07 - NORTHSTAR CHEMICAL							
61375	10/28/2024	NORTHSTAR CHEMICAL	295654	Chemicals (Chlorine) -RMWTP	Materials & Supplies-I		3,893.46
61375	10/28/2024	NORTHSTAR CHEMICAL	295655	Chemicals (Chlorine) -Tierra Rejada	Materials & supplies		1,724.50
Vendor NOR07 - NORTHSTAR CHEMICAL Total:							5,617.96
61376	10/29/2024	Occupational Health Centers of California, #84649507		DOT Physical (KW)	Outsd contracts		129.00

Vendor: PAC14 - PACIFIC HYDROTECH CORP

61377	10/29/2024	PACIFIC HYDROTECH CORP	Pymt-2 - C2412	Construction - Solids Dewatering Press Facility	Construction in progr	FY24-0279-R1	73,350.00
61377	10/30/2024	PACIFIC HYDROTECH CORP	Retention -Pymt1	Retention from Pymt 1	Contractor's retentior		(14,870.00)
61377	10/30/2024	PACIFIC HYDROTECH CORP	Retention Pymt2	Retention Pymt 2 - Project -C2412	Contractor's retentior		(3,667.50)
61377	10/30/2024	PACIFIC HYDROTECH CORP	Retention-Pymt1	Construction - Solids Dewatering Press Facility	Construction in progr	FY24-0279-R1	14,870.00
Vendor PAC14 - PACIFIC HYDROTECH CORP Total:							69,682.50

Vendor: QUA06 - QUALITY AG, INC

61378	10/29/2024	QUALITY AG, INC	121238	CWRF pond and fence clearing	Outsd contracts	FY25-0105	6,532.00
61378	10/29/2024	QUALITY AG, INC	121250	Pond Clean Out	Outsd contracts	FY25-0104	2,566.00
Vendor QUA06 - QUALITY AG, INC Total:							9,098.00

Vendor: QUI02 - QUINN COMPANY

61379	10/28/2024	QUINN COMPANY	PC010451778	Material & Supplies - CAT Keys	Materials & supplies		84.23
61379	10/29/2024	QUINN COMPANY	WON10023448	Generator Maintenance - XQ230PRTB	Repair parts & equipn		699.58
Vendor QUI02 - QUINN COMPANY Total:							783.81
61343	10/17/2024	RICHARD STONE	00003597	Overpayment Customer Refund	Refunds payable		63.62

Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS

61380	10/30/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1051642	Replacement CWRF Influent VFDs	Repair parts & equipn	FY25-0086	9,738.13
61380	10/30/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1052006	Replacement CWRF Influent VFDs	Repair parts & equipn	FY25-0086	9,738.13
61380	10/28/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1052155	Materials & Supplies - Signal Converter	Materials & supplies		586.68
Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:							20,062.94

Vendor: SCF01 - SC Fuels

61381	10/28/2024	SC Fuels	2747081IN	Material & Supplies - FUEL	Materials & supplies		1,450.69
61381	10/28/2024	SC Fuels	2752365IN	Material & Supplies - FUEL	Materials & supplies		1,641.44
Vendor SCF01 - SC Fuels Total:							3,092.13
61382	10/28/2024	SM TIRE, INC.	257538	Repair Parts -CWRF Kubota Tires	Repair parts & equipn		625.56
61383	10/30/2024	SPARKLETTS	4667386-102724	Distilled Bottled Water	Outsd contracts		77.44

Vendor: STA05 - STATE WATER RESOURCES CONTROL BOARD

61397	10/30/2024	STATE WATER RESOURCES CONTROL BOART4	Exam-JorgeN	.T4 Exam - Jorge Navarro	Dues & subscrip		130.00
61398	10/30/2024	STATE WATER RESOURCES CONTROL BOART3	Exam-KyleH	SWRCB Ttreatment 3 Re-Exam - Kyle Henschel	Dues & subscrip		70.00
Vendor STA05 - STATE WATER RESOURCES CONTROL BOARD Total:							200.00
61385	10/28/2024	SWRCB-Drinking Water Program Fees	RW-1047228	DDW Recycled Water Review	Fees & charges		14,013.00
61386	10/29/2024	THE PUN GROUP, LLP	114955	Agreed Upon Procedures Investment Policy FY23/24	Prof services	FY25-0052	5,000.00

Vendor: THO09 - THOMAS SCIENTIFIC

61387	10/24/2024	THOMAS SCIENTIFIC	3434157	Laboratory Supplies	Materials & supplies		93.69
61387	10/26/2024	THOMAS SCIENTIFIC	3439698	Lab Supplies	Materials & supplies		133.29
Vendor THO09 - THOMAS SCIENTIFIC Total:							226.98
61388	10/24/2024	TRAVIS AGRICULTURAL, INC	24751-F	Leak Repair - Potable Water line CWRF	Outsd contracts	FY25-0092	15,966.31

Vendor: UNI08 - UNIFIRST CORPORATION

61389	10/28/2024	UNIFIRST CORPORATION	2210141050	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
61389	10/28/2024	UNIFIRST CORPORATION	2210141052	Uniform Cleaning Service	Outsd contracts		191.68
61389	10/29/2024	UNIFIRST CORPORATION	2210143289	Office Cleaning Supplies- Towel-Mat Service	Outsd contracts		91.42
61389	10/29/2024	UNIFIRST CORPORATION	2210143292	Uniform Cleaning Service	Outsd contracts		188.68
Vendor UNI08 - UNIFIRST CORPORATION Total:							563.20

61391	10/24/2024	USA BLUE BOOK	INV00520463	Laboratory Supplies	Materials & supplies		360.78
61392	10/28/2024	VENTURA REGIONAL SANITATION DISTRICT	93024	VRSD Sewer Cleaning	Outsd contracts	FY25-0008	58,466.78

61393	10/28/2024	VERIZON WIRELESS	9976920414	Cell Phones-Current Charges	Communications	3,330.64
Vendor: WWG01 - W W GRAINGER, INC.						
61345	10/24/2024	W W GRAINGER, INC.	9008401201-B	Materials & Supplies (Replacing Ck#60442)	Materials & supplies	680.16
61394	10/28/2024	W W GRAINGER, INC.	9185776375	Credit for Return	Materials & supplies	(196.50)
61394	10/28/2024	W W GRAINGER, INC.	9283679075	Cam and Groove Fittings	Materials & supplies	312.70
61394	10/28/2024	W W GRAINGER, INC.	9294529665	Small Tools - Lifting Magnets	Small tools & equipment	556.68
Vendor WWG01 - W W GRAINGER, INC. Total:						1,353.04
61395	10/30/2024	WATER DISTRICT JOBS	1232410	Job Advertisement Eng Assoc	Outsd contracts	145.00
61396	10/24/2024	ZWORLD GIS, LLC	2024-0247	2024 Digital Aerial Map Flyover	Outsd contracts FY25-0093	3,840.00
TOTAL VENDOR PAYMENTS-CAMROSA						\$ 526,002.08

Vendor: PER05 - CAL PERS 457 PLAN

DFT0005587	10/17/2024	CAL PERS 457 PLAN	INV0015373	Deferred Compensation	Deferred comp - ee p	1,130.13
DFT0005588	10/17/2024	CAL PERS 457 PLAN	INV0015374	Deferred Compensation	Deferred comp - ee p	4,625.00
DFT0005590	10/17/2024	CAL PERS 457 PLAN	INV0015377	Deferred Compensation	Deferred comp - ee p	465.12
Vendor PER05 - CAL PERS 457 PLAN Total:						6,220.25
DFT0005584	10/17/2024	COLONIAL SUPPLEMENTAL INS	INV0015370	Colonial Benefits	Colonial benefits	106.70

Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.

DFT0005605	10/17/2024	EMPLOYMENT DEVELOP. DEPT.	INV0015400	Payroll-SIT	P/R-sit	6,248.55
DFT0005609	10/17/2024	EMPLOYMENT DEVELOP. DEPT.	INV0015407	Payroll-SIT	P/R-sit	20.96
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:						6,269.51
DFT0005589	10/17/2024	Empower Annuity Ins Co of America	INV0015375	Deferred Comp 457	Deferred comp - ee p	150.00

Vendor: HEA02 - HealthEquity

DFT0005593	10/17/2024	HealthEquity	INV0015381	HSA-Employee Contribution	HSA Contributions Pa	148.08
DFT0005594	10/17/2024	HealthEquity	INV0015382	HSA Contributions	HSA Contributions Pa	50.00
Vendor HEA02 - HealthEquity Total:						198.08

1475	10/17/2024	LINCOLN FINANCIAL GROUP	INV0015376	Deferred Compensation	Deferred comp - ee p	2,849.07
1474	10/17/2024	LINCOLN FINANCIAL GROUP	INV0015395	Profit Share Contribution	Profit share contributi	3,479.47
DFT0005591	10/17/2024	PUBLIC EMPLOYEES	INV0015379	PERS Retirement	P/R-state ret.	23,606.20
DFT0005595	10/17/2024	SYMETRA LIFE INS CO.	INV0015383	Life Insurance	Life ins.	317.25

Vendor: UNI10 - UNITED STATES TREASURY

DFT0005603	10/17/2024	UNITED STATES TREASURY	INV0015398	FIT	P/R-fit	14,618.68
DFT0005604	10/17/2024	UNITED STATES TREASURY	INV0015399	Payroll- Medicare Tax	P/R - ee medicare	4,135.20
DFT0005607	10/17/2024	UNITED STATES TREASURY	INV0015405	Payroll-Social Security Tax	P/R - ee social security	570.40
Vendor UNI10 - UNITED STATES TREASURY Total:						19,324.28
61337	10/17/2024	UNITED WAY OF VENTURA CO.	INV0015369	Charity-United Way	P/R-charity	20.00

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA						\$ 62,540.81
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Board Memorandum

November 7, 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

November 7, 2024

To: General Manager

From: Terry Curson, District Engineer

Subject: Woodcreek Well – Completion Report

Objective: Update the Board of Directors on the completion and overall findings of the Woodcreek Well rehabilitation project.

Required: No action is necessary; for information only.

Discussion: In October 2023, Hopkins Groundwater Consultant was retained to develop specifications for the rehabilitation of Woodcreek Well. Specifications were prepared, and the project was awarded to General Pump Company. Cleaning and redevelopment were completed in July 2024. Final testing was completed in October 2024 and Hopkins Groundwater completed a Summary of Operations Memorandum for Woodcreek Well Rehabilitation Project on October 21, 2024, and will provide a summary overview of the project and is available to answer any follow-up questions.

Board Memorandum

November 7, 2024

To: Board of Directors

From: Jozi Zabarsky, Customer Service Manager

Subject: Resolution Authorizing the President of the Board to Cast a Ballot for Election of a Special District Regular Member to the Ventura County LAFCo

Objective: Cast a ballot to elect a Special District Regular Member to the Ventura County Local Agency Formation Commission (LAFCo).

Action Required: Adopt the attached Resolution Authorizing the President of the Board to Cast a Ballot in the Election for a Special District Regular Member to the Ventura County LAFCo.

Discussion: The District received notification from the Executive Officer of LAFCo of the upcoming election for a Special District Regular Member to the Ventura County LAFCo. The letter and ballot are attached. Also enclosed are the statements of the candidates. The Board may vote for one candidate. Ballots are due to LAFCo by close of business Friday, December 6, 2024.

Attachments:

- LAFCo Letter, Candidate Statements, and Ballot
- Resolution No: 24-22



VENTURA LOCAL AGENCY FORMATION COMMISSION

801 S. VICTORIA AVENUE, SUITE 301 • VENTURA, CA 93003

TEL (805) 654-2576 • FAX (805) 477-7101

VENTURA.LAFCO.CA.GOV

October 22, 2024

President/Chair of the Board
c/o General Manager
Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012-9284

RE: Ballot for Election of a Special District Regular Member to the Ventura LAFCo

Dear President/Chair of the Board:

Enclosed please find your Official Ballot for the election of a special district regular member to the Ventura LAFCo for a new, four-year term beginning January 1, 2025, and ending December 31, 2028. This election is being conducted by mail pursuant to California Government Code Section 56332 (or by email, if consent has been provided by your District - see enclosed list of those districts which have consented to email). A total of four candidates have been nominated for the regular member position. The candidates are listed alphabetically on the Official Ballot and a copy of each candidate's statement (if submitted) is enclosed.

INSTRUCTIONS

- **Use the enclosed Official Ballot to vote for only one candidate.**
- **The ballot must be signed and dated by the district president/chair or presiding officer.**
- **All ballots being returned via US Mail must be returned to the Ventura LAFCo at the address listed above. Districts that have previously consented to conduct elections via email can email a copy of the signed ballot to: kai.luoma@ventura.org.**
- **BALLOTS MUST BE RECEIVED BY 5:00 p.m. FRIDAY, DECEMBER 6, 2024. (Ballots received after 5:00 p.m. Friday, December 6, 2024, will not be counted.)**

There are 29 independent special districts eligible to vote in this election. At least 15 districts must return completed/signed ballots to achieve a quorum. If a quorum is achieved, the candidate receiving the most votes will be considered elected. In the event of a tie for the most votes, the outcome will be determined by lot. The election results will be mailed to each district no later than Friday, December 20, 2024. Please let us know if you have questions.

Sincerely,

Kai Luoma
Executive Officer

Enclosures
c: General Manager

CANDIDATE STATEMENT

Ventura LAFCo
Special District Regular Member

Mohammed A. Hasan, P.E.

Thank you for considering me for the Special District Regular Member of Ventura LAFCo. I have served as the Alternate Special District Member on Ventura LAFCo since 2022. As a 50-year resident of Ventura County where my wife and I raised our children, long ago I came to value the role that LAFCo has played in making our county such a beautiful and thriving place. A place where agriculture and open space are highly valued and protected, where urban sprawl is kept at bay, and where our local governments strive to provide quality and efficient services to our residents.

I have served on the board of directors of United Water Conservation District since 2020 and have an extensive background in water, wastewater, and the environment. I am a civil engineer and surveyor, with a couple of graduate degrees from the University of Iowa. I am the owner and principal engineer of Hasan Consultants, which I founded in 1984. Hasan Consultants, located in Ventura, is a civil/environmental engineering and planning firm. Prior to that, I was head of utilities at the City of Oxnard, and a civil engineer with the Ventura Regional Sanitation District. In these roles, I have had the opportunity to work with Ventura LAFCo in different capacities for over 35 years.

I am a co-founder of Ocean Foresters, which assists local coastal communities establish floating reefs for erosion control; vice president of El Concilio Family Services; a Fellow of two national professional societies; a community college instructor and lecturer; and a Paul Harris fellow of Rotary International. In addition, I have been recognized locally and nationally as a leader in water and wastewater, and authored the water book, *Drought is Not a Four-Letter Word*.

I believe my background and expertise in water and wastewater, the environment, and regional planning gives me a good perspective on the mission and role of LAFCo. That perspective is enhanced by my experience working as a private consultant in land use matters, as well as working for cities and special districts. I believe that I can bring a unique perspective to the Ventura LAFCo and would use that perspective to further the mission of Ventura LAFCO to benefit the entire Ventura County.

It would be a tremendous honor to serve on the Ventura LAFCo as a regular member of the commission, and I would greatly appreciate your support.

Stephen H. Huber

1701 N. Lombard Street, Suite 200
Oxnard, CA 93030
(805) 525-4431
SteveH@unitedwater.org

Subj: Ventura LAFCo Special District Regular Member Candidate Statement

Name: **Steve Huber**

Occupation: Director, United Water Conservation District, Division 5

As the United Water Conservation District representative for LAFCo I will be a transparent member, asking questions, and making suggestions to ensure that we best manage our resources for the present and future.

I have strong relationships with local elected officials, Navy leaders, and business leaders in Oxnard and Ventura County, as well as at the state and national level. As past chair of both the City Planning Commission and the Downtown Oxnard Improvement Association, I understand California Code regarding boundaries, spheres of influence, incorporations, annexations, reorganizations, and other changes of organization. I know the importance of running an efficient, productive meeting within the rules of the Brown Act. I understand the role of a Board member in creating policy that best serves our residents. As a former commanding officer of both a Naval Destroyer and the Naval Surface Warfare Center at Port Hueneme, I have experience in dealing with water issues. My successful 30-year Navy career and membership on several community boards have provided me with the experience for this position.

I would be honored to earn your vote.

Steve Huber

Director, Division 5

United Water Conservation District

CHRIS STEPHENS

Nominated by the Ventura Port District Board of Port Commissioners to be a candidate to serve as Special District's regular member on Ventura County LAFCo.

Chris Stephens was appointed to the Ventura Port District Board effective July 1, 2017. He served as Board Chair from 2019 through 2022. Previously, Chris served on the County Planning Commission, the City of Ventura General Plan Visioning Committee and later its Charter Committee

Stephens served 35 years in a number of local government positions. He served as Ventura County's Planning Director and later as the head of its Resource Management Agency. Prior to that he served as the Deputy Executive Director of the Ventura County Transportation Commission. He has been involved with many community organizations and programs and has served as a member of the Hansen Agricultural Trust Advisory Board, the Ag Futures Alliance, Foothill Little League Board, Ventura YMCA Program Committee, and *House Farm Workers!* Board of Directors.





OFFICIAL BALLOT - 2024

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE Regular Special District Member to the Ventura LAFCo

Camrosa Water District

This is the Official Ballot for the Independent Special Districts Selection Committee for the purpose of electing the following position to the Ventura LAFCo:

One special district regular member for a four-year term beginning
January 1, 2025, and ending December 31, 2028.

The election involves four candidates for the special district regular member (listed below in alphabetical order). Please vote for only one candidate. A minimum of 15 qualified ballots must be returned by the deadline to establish a quorum of the independent special districts, pursuant to Government Code Section 56332. The candidate receiving the most votes of the quorum shall be elected. In the event of a tie vote, the outcome will be determined by lot.

PLEASE SIGN AND RETURN THIS BALLOT to the Ventura LAFCo, 801 S. Victoria Avenue, Suite 301, Ventura, CA 93003, or if previous consent has been given to conduct elections via e-mail, send your signed ballot to kai.luoma@ventura.org. All ballots MUST be signed and dated by the district president/chair or presiding officer of the board and received by LAFCo by 5 P.M. Friday, December 6, 2024, to be counted.

As the District President, Chair or Presiding Officer, I duly certify that the Camrosa Water District does hereby cast its ballot as follows:

REGULAR LAFCo SPECIAL DISTRICT MEMBER FOR A FOUR-YEAR TERM BEGINNING JANUARY 1, 2025		
✓ (vote for one)		
	Mohammed Hasan	United Water Conservation District
	Steve Huber	United Water Conservation District
	Chris Stephens	Ventura Port District
	William Ulrich	Ojai Valley Sanitary District

Board President/Chair/Presiding Officer
Printed Name

Board President/Chair/Presiding Officer
Signature

Date: _____



VENTURA LOCAL AGENCY FORMATION COMMISSION

801 S. VICTORIA AVENUE, SUITE 301 • VENTURA, CA 93003

TEL (805) 654-2576 • FAX (805) 477-7101

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INDEPENDENT SPECIAL DISTRICTS IN VENTURA COUNTY

As of October 2024

1. Bardsdale Public Cemetery District
2. Bell Canyon Community Services District
3. Blanchard/Santa Paula Library District*
4. Calleguas Municipal Water District*
5. Camarillo Health Care District*
6. Camrosa Water District*
7. Casitas Municipal Water District*
8. Channel Islands Beach Community Services District*
9. Conejo Recreation & Park District*
10. El Rancho Simi Public Cemetery District*
11. Fillmore-Piru Memorial District
12. Fox Canyon Groundwater Management Agency*
13. Hidden Valley Municipal Water District
14. Meiners Oaks Water District*
15. Ojai Valley Sanitary District*
16. Ojai Water Conservation District
17. Oxnard Drainage District No. 1*
18. Oxnard Drainage District No. 2*
19. Oxnard Harbor District*
20. Piru Public Cemetery District*
21. Pleasant Valley County Water District
22. Pleasant Valley Recreation & Park District*
23. Rancho Simi Recreation & Park District*
24. Saticoy Sanitary District*
25. Triunfo Sanitation District*
26. United Water Conservation District*
27. Ventura County Resource Conservation District*
28. Ventura Port District*
29. Ventura River County Water District*

* Special Districts that have provided written consent to conduct the election via email as of October 22, 2024.



Board of Directors
 Andrew F. Nelson
Division 1
 Jeffrey C. Brown
Division 2
 Timothy H. Hoag
Division 3
 Eugene F. West
Division 4
 Terry L. Foreman
Division 5
General Manager
 Norman Huff

Resolution No: 24-22

A Resolution of the Board of Directors
 of Camrosa Water District

**Authorizing the President of the Board to Cast a Ballot in the Election for
 a Special District Regular Member to the Ventura County LAFCo**

Whereas, the Ventura County Local Agency Formation Commission (LAFCo) has notified the District of the upcoming election for a Special District Regular Member to the Ventura County LAFCo; and

Whereas, the District has been notified of the slate of candidates and official procedure for electing a Special District Regular Member to the Ventura County LAFCo; and

Whereas, the Members of the Board have carefully considered the qualifications of the candidates for the position;

Now, Therefore, Be It Resolved by the Camrosa Water District Board of Directors that the President of the Board is authorized to cast a Ballot in the election for a Special District Regular Member to the Ventura County LAFCo; and

Be It Further Resolved that the Ballot be cast in favor of _____, a nominee from the slate of candidates for the LAFCo Special District Regular Member position.

Adopted, Signed, and Approved this 7th day of November 2024.

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

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

Board Memorandum

November 7, 2024

To: General Manager

From: Tamara Sexton, Deputy General Manager/Finance

Subject: Auditing Services

Objective: Discuss entering into a new three-year agreement and optional two-years for auditing services with Clifton Larson Allen LLP (CLA) or direct staff to solicit proposals.

Action Required: Authorize the General Manager to enter into an agreement with CLA for three years of auditing services, or direct staff to proceed with solicitation for selection of a new auditing firm.

Discussion: CLA has completed the fifth-year engagement for auditing services, originally awarded to White Nelson Diehl Evans (WNDE). CLA assumed the agreement upon the merger of WNDE. Best practice and Camrosa’s practice have been to rotate auditors every five years. Prior auditing firms Camrosa has contracted with only had one partner, therefore were unable to rotate the managing partner for auditing services beyond five years. CLA’s managing partner, Nitin Patel formerly with WNDE, has retired and has been replaced with Tiffany Fung. Accordingly, a new managing partner, would be considered a rotation of the lead audit engagement partner for auditing services and meet best practices.

CLA has provided the following fees for the next five financial audits. The fees appear fair and reasonable.

<u>Fiscal Year</u>	<u>Fee</u>
2023-24	\$32,865 (Current)
2024-25	\$34,180 – Year 1
2025-26	\$35,547 – Year 2
2026-27	\$36,969 – Year 3
2027-28	\$38,448 – Year 4 Optional
2028-29	\$39,985 – Year 5 Optional

Staff is requesting consideration from the board to enter into a new three-year agreement, with an optional two additional years. Justification is that audit firm tenure increases audit quality, a new management partner will provide a “fresh look” to ensure the auditor’s objectivity, institutional knowledge for a seamless transition to create efficiencies during the audit fieldwork, and lack of local auditing firms.

Attachment:

- CLA Proposal



A. Title Page

October 9, 2024

Proposal to provide professional
audit services to:

Camrosa Water District

Prepared by:

Tiffany Fung, CPA, Signing Director (Partner)

Tiffany.Fung@CLAconnect.com

Direct 714-795-5407

CLAconnect.com

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAglobal.com/disclaimer](https://www.claglobal.com/disclaimer).

Investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor.



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C. Transmittal Letter

October 9, 2024

Camrosa Water District
7385 Santa Rosa Rd
Camarillo, CA 93012

Thank you for inviting us to propose. We look forward to the opportunity to provide services to Camrosa Water District (the District).

We are confident that our extensive experience serving similar governmental entities, particularly those in California, bolstered by our client-oriented philosophy and depth of resources, will make CLA a top qualified candidate to fulfill the scope of your engagement. The following differentiators are offered for the District's consideration:

- **Scope of work** – The scope of work includes audit of the District's financial statements for the fiscal years ended June 30, 2025 through 2027 with the option for the 2028 and 2029 under both auditing standards generally accepted in the United States of America and Government Auditing Standards issued by the Comptroller General of the United States.
- **Industry-specialized insight and resources** – As one of the nation's leading professional services firms, and one of the largest firms who specialize in regulated industries, CLA has the experience and resources to assist the District with their audit needs. In addition to your experienced local engagement team, the District will have access to one of the country's largest and most knowledgeable pools of regulated industry resources.
- **Strong methodology** – In forming our overall audit approach, we have carefully reviewed the RFP and other information made available and considered our experience performing similar work for other municipalities, including the District. Our local government clients are included amongst the more than 4,200 governmental organizations we serve nationally. Our staff understands your complexities not just from a compliance standpoint, but also from an operational point of view.
- **Communication and proactive leadership** – The District will benefit from a high level of hands-on service from our team's senior professionals. We can provide this level of service because, unlike other national firms, our principal-to-staff ratio is similar to smaller firms – allowing our senior level professionals to be involved and immediately available throughout the entire engagement process. Our approach helps members of the engagement team stay abreast of key issues at the District and take an active role in addressing them.
- **A focus on providing consistent, dependable service** – We differ from other national firms in that our corporate practice focuses on the needs of non-SEC clients, thus allowing us to avoid the workload compression typically experienced by firms that must meet public companies' SEC filing deadlines. CLA is organized into industry teams, affording our clients with specialized industry-specific knowledge supplemented by valuable local service and insight. Therefore, the District will

enjoy the service of members of our state and local government services team who understand the issues and environment critical to governmental entities.

Verification statements

I, Tiffany Fung, your engagement principal-in-charge, will serve as the District's primary contact person for this engagement. Furthermore, as a principal of CLA, I am authorized to sign, bind, and commit the firm to the obligations contained in this proposal and the District's scope of work for financial auditing services.

- (i) This proposal is valid for a period of 60 days from the due date.
- (ii) The firm's legal name is CliftonLarsonAllen LLP (CLA) - legacy firm White Nelson Diehl Evans LLP
- (iii) CLA is a limited liability partnership.
- (iv) CLA has more than 60 years of experience in the business.

We want to serve you and we have the qualifications to deliver quality, timely work. Throughout this proposal, we take you on a journey outlining how we'll work together and the value you can come to appreciate when we exceed expectations.

Please contact me if I can provide additional information on our firm or our proposal.

Sincerely,

CliftonLarsonAllen LLP



Tiffany Fung, CPA
Signing Director
714-795-5407
tiffany.fung@CLAconnect.com

D. Profile of the CPA Firm

Understanding of the work to be performed

We have read the Scope of Work (SOW) for Finance Auditing Services and understand the scope of the work to be performed. Should CLA be selected to serve this engagement, we will perform these services within the time period specified in the SOW and as finalized in the planning stages of the engagement.

To meet the requirements of the SOW, the audit will be performed in accordance with auditing standards generally accepted in the United States of America, as set forth by the American Institute of Certified Public Accountants; the standards set forth for financial audits in Government Auditing Standards issued by the Comptroller General of the United States; and any other applicable federal, state, and local laws or regulations.

Five copies of the final audited financial statements will be provided at the conclusion of the audits.

License to Practice in California

CLA is a limited liability partnership and is duly licensed to practice public accountancy in the state of California. A copy of our state license is provided below:



Independence

CLA is independent of The District under the American Institute of Certified Public Accountant’s Code of Professional Conduct and its interpretations, the U.S. Government Accountability Office’s Government Auditing Standards, as required. Our firm-wide quality control policies and procedures foster strict compliance with these professional standards. In addition, the individuals assigned to your engagement are independent of the District.

Firm size

CLA is an international firm; however, audit services are provided nationally.

Create opportunities

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, digital, audit, tax, consulting, and outsourcing services. Our broad professional services allow us to serve clients more completely — from startup to succession and beyond.

Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With nearly 9,000 people in more than 130 U.S. locations and a global vision, we promise to know you and help you.

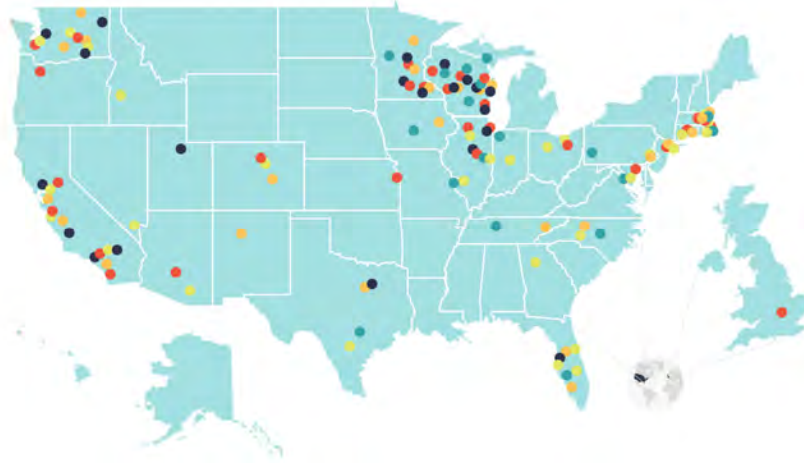


9,000
NEARLY 9,000 PEOPLE

130+
LOCATIONS

AN INDEPENDENT
NETWORK MEMBER OF

CLA Global



Office location assigned to manage the engagement

Our firm matches the necessary skill set to an engagement before considering the geographic location of the staff. Assigning team members who specialize in working with similar clients can provide The City higher-quality services and allows us to complete the engagement in a more efficient and effective manner with little interruption to your staff.



The City will be served by an industry-specialized engagement team located in our Irvine office.

CLA Irvine
2875 Michelle Drive
Suite 300
Irvine, CA 92606

The Irvine office has over 150 employees; however, only the state and local government team services governmental clients. This team consists of five principals and over fifteen staff.

Methodology & Quality Control

(i) Training and oversight provided to personnel

To maintain and expand our assurance knowledge, we consistently provide continuing education for our professionals. Each member of our professional team, including principals, attends at least 40 hours of technical training annually. Individuals are required to familiarize themselves with all current changes in standards and procedures. Updated information on recent changes in technical standards and regulations, as well as the firm's professional policies and procedures, is distributed to our team members on a regular basis.

CLA professionals are specifically trained in the industry at a level beyond our competitors.

 <p>On-the-job training</p> <p>Our professionals focus on serving a specific industry. So, the team chosen to serve you is continuously exposed to and trained on issues impacting entities like yours while performing their day-to-day work.</p>	 <p>Tailored training</p> <p>When providing instruction in our basic CPA, consulting, and advisory classes, we tailor the entire discussion, examples, and exercises to apply to clients in their specific industry focus.</p>	 <p>Specialized recruiting</p> <p>Our on-campus recruiting aggressively seeks individuals with industry focused degrees and/or backgrounds. We focus on identifying top candidates for our clients.</p>	 <p>Effective continuing professional education</p> <p>Our greatest strength is the talent of our staff. Our professionals provide more efficient and effective services due to the new ideas they implement from our in-depth training and continuing professional education.</p>
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CLA's firm-wide training programs include:

- **Learn**—Designed for new CLA associates, this five-day conference is typically attended in the first year of employment. This internally developed and presented training focuses on preparing new hires and interns to understand and perform their role in the audit process. Providing a combination of an introduction to CLA Strategy, business risk and independence with audit theory using hands-on exercises and simulations to introduce our audit methodology, tools, and software. Specific audit areas covered include audit planning, cash, fixed assets, accounts payable, and financial statement preparation.
- **Experience**—Designed for the CLA associate with about one year of experience, this four-day conference is typically attended in the second year of employment. This training is similar to the “Learn” training outlined above but at a deeper level.
- **Achieve**—Designed for the CLA associate with about two years of experience, this four-day conference is typically attended in the third year of employment. This internally developed and presented training focuses on leadership and performance management of audit engagements utilizing CLA audit methodology from the perspective of the experienced in-charge. This is a highly interactive session covering the experienced in-charge's role and challenges in the audit process and prepares participants to manage and perform efficient and effective audits.
- **Propel**—Designed for the CLA associate with about three years of experience, this four-day conference is typically attended in the fourth year of employment. This training focuses on project management of audit engagements from start to finish and includes exercises and case studies on improving the audit, supervision, analytical procedures, and tests of controls, and identifying and responding to fraud risks. This session is taught by an external instructor from 20/20 Services.

With one of the largest regulated industry groups in the nation, CLA is committed to providing regular and robust training to our government practitioners. We hold regular governmental accounting and single audit updates throughout the year. All of our staff assigned to District's audit will have the required Yellow Book (Government Auditing Standards) continuing professional education.



(ii) Quality control procedures

In the most recent peer review report, dated November 2022, we received a rating of pass, which is the most positive report a firm can receive. We are proud of this accomplishment and its strong evidence of our commitment to technical excellence and quality service. The full report is provided in the **Appendix** of this proposal. ***This quality control review included a review of specific government engagements.***

In addition to an external peer review, we have implemented an intensive internal quality control system to provide reasonable assurance that the firm and our personnel comply with professional standards and applicable legal and regulatory requirements. Our quality control system includes the following:

- A quality control document that dictates the quality control policies of our firm. In many cases, these policies exceed the requirements of standard setters and regulatory bodies. Firm leadership promotes and demonstrates a culture of quality that is pervasive throughout the firm's operations. To monitor our adherence to our policies and procedures, and to foster quality and accuracy in our services, internal inspections are performed annually.
- Quality control standards as prescribed by the AICPA. The engagement principal is involved in the planning, fieldwork, and post-fieldwork review. In addition, an appropriately experienced professional performs a risk-based second review of the engagement prior to issuance of the reports.
- Hiring decisions and professional development programs designed so personnel possess the competence, capabilities, and commitment to ethical principles, including independence, integrity, and objectivity, to perform our services with due professional care.
- An annual internal inspection program to monitor compliance with CLA's quality control policies. Workpapers from a representative sample of engagements are reviewed and improvements to our practices and processes are made, if necessary, based on the results of the internal inspection.
- Strict adherence to the AICPA's rules of professional conduct, which specifically require maintaining the confidentiality of client records and information. Privacy and trust are implicit in the accounting profession, and CLA strives to act in a way that will honor the public trust.
- A requirement that all single audit engagements be reviewed by a designated single audit reviewer, thereby confirming we are in compliance with the standards set forth in the *Uniform Guidance*.

(iii) Commitment to communication with management

Effective communication is critical to a successful engagement. This includes regular status meetings where observations, potential exceptions, and leading practices are discussed. To avoid surprises at the end of the engagement, we discuss and document our observations, clarify fact patterns, and confirm management's understanding and agreement with our findings, if any.

CLA adheres to all auditing standards related to reporting observations, recommendations, and findings. All significant deficiencies and material weaknesses will be reported to the governance in writing. Best practices, observations, and other matters will be reported to management in a management letter that can be used as a tool to track the implementation of our recommendations.

Report to those charged with governance — In addition to observations and recommendations, we will inform the audit committee of:

- Significant accounting policies
- Management judgments and accounting estimates
- Significant audit adjustments and passed adjustments, if any
- Disagreements with management, if any



- Management consultation with other accountants, if any
- Major issues discussed with management prior to retention
- Difficulties encountered in performing the audit, if any

We are sensitive and understanding of the fact that we report to those charged with governance, and our audit professionals maintain objectivity and independence in issuing audit opinions. If we identify significant fraud, illegal acts, or significant delays during the audit process, we will alert the Finance Director, General Manager, and Finance Committee immediately.

Information related to overall fiscal health or other concerns of your organization observed during audit testing will be presented in the exit presentation and as part of the management letter. We will also help you create opportunities for improvement through recommendations and suggestions for strengthening your policies, accounting procedures, and processes.

Services approach

Easing the transition

We recognize that a move to a new firm presents an opportunity as well as a challenge. Over our 60-year history, we have transitioned many clients and have a collegial and professional relationship with many firms. Our seamless transition helps reduce your team's time, and we don't charge for it. We consider it an investment in our relationship.



The CLA Seamless Assurance Advantage (SAA)

The CLA Seamless Assurance Advantage (SAA) is an innovative approach to auditing that utilizes leading technologies, analytics, and audit methods to help solve client problems and create a seamless experience.



A different approach

SAA is unlike any conventional audit process. SAA does not depend on physical location. It reduces the time our professionals spend on site, creates fewer disruptions, enables more efficient use of resources (yours and ours), and allows for more impactful interactions with your people.



Insights through analytics

CLA uses strategic data analysis to examine whole data sets to gain a deeper understanding of your organization. Insights that were once impossible can now come into focus to help you measure performance, enhance strategic decision making, and understand your competitive opportunities.

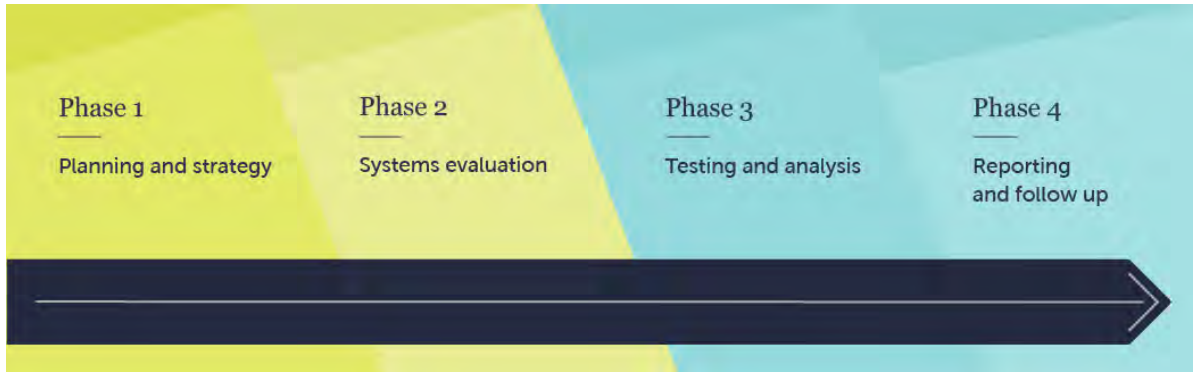


Effective technology

CLA embraces technologies that help solve client problems and create a seamless experience. Assurance Information Exchange (AIE) is a web-based application developed by CLA to digitally request and obtain audit documents through a secure and efficient online portal.



Financial statement audit approach



Phase 1: Planning and strategy

The main objective of the planning phase is to identify significant areas and design efficient audit procedures.

- Conduct an entrance meeting. Tiffany Fung and staff will meet with District personnel remotely to agree on an outline of responsibilities and time frames
 - Establish audit approach and timing schedule
 - Determine assistance to be provided by District personnel
 - Discuss application of generally accepted accounting principles
 - Address initial audit concerns
 - Establish report parameters and timetables
 - Progress reporting process
 - Establish principal contacts
- Gain an understanding of your operations, including any changes in organization, management style, and internal and external factors influencing the operating environment
- Identify significant accounts and accounting applications, critical audit areas, significant provisions of laws and regulations, and relevant controls over operations
- Determine the likelihood of effective Information Systems (IS) - related controls
- Perform a preliminary overall risk assessment
- Confirm protocol for meeting with and requesting information from relevant staff
- Establish a timetable for the fieldwork phase of the audit
- Determine a protocol for using TeamMate Analytics and Expert Analyzer (TeamMate), our data extraction and analysis software, to facilitate timely receipt and analysis of reports from management
- Compile an initial comprehensive list of items to be prepared by the District, and establish deadlines

We will document our planning through:

- **Entity profile** — This profile will help us understand the District's activities, organizational structure, services, management, key employees, and regulatory requirements.
- **Preliminary analytical procedures** — These procedures will assist in planning the nature, timing, and extent of auditing procedures that will be used to obtain evidential matter. They will focus on enhancing our understanding of the financial results and will be used to identify any significant transactions and events that have occurred since the last audit date, as well as to identify any areas that may represent specific risks relevant to the audit.
- **General risk analysis** — This will contain our overall audit plan, including materiality calculations, fraud risk assessments, overall audit risk assessments, effects of our IS assessment, timing, staffing, client assistance, a listing of significant provisions of laws and regulations, and other key planning considerations.



- **Account risk analysis** — This document will contain the audit plan for the financial statements, including risk assessment and the extent and nature of testing by assertion.
- **Prepared by client listing** — This document will contain a listing of schedules and reports to be prepared by District personnel with due dates for each item.
- **Assurance Information Exchange (AIE)** — CLA uses a secure web-based application to request and obtain documents. This application allows clients to view detailed information, including due dates for all items CLA is requesting. Clients can attach electronic files and add commentary directly on the application.

A key element in planning this audit engagement will be the heavy involvement of principals and managers. We will clearly communicate any issues in a timely manner and will be in constant contact as to what we are finding and where we expect it will lead.

Using the information we have gathered and the risks identified, we will produce an audit program specifically tailored to the District that will detail the nature and types of tests to be performed. We view our programs as living documents, subject to change as conditions warrant.

Phase 2: Systems evaluation

We will gain an understanding of the internal control structure of the District for financial accounting and relevant operations. Next, we will identify control objectives for each type of control material to the financial statements, and then identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. Finally, we will determine the nature, timing, and extent of our control testing and perform tests of controls. This phase of the audit will include testing of certain key internal controls:

- Electronic data, including general and application controls reviews and various user controls
- Financial reporting and compliance with laws and regulations

We will test controls over certain key cycles, not only to gather evidence about the existence and effectiveness of internal control for purposes of assessing control risk, but also to gather evidence about the reasonableness of an account balance. Our use of multi-purpose tests allows us to provide a more efficient audit without sacrificing quality.

Our assessment of internal controls will determine whether the District has established and maintained internal controls to provide reasonable assurance that the following objectives are met:

- Transactions are properly recorded, processed, and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
- Assets are safeguarded against loss from unauthorized acquisition, use, or disposition
- Transactions are executed in accordance with laws and regulations that could have a direct and material effect on the financial statements

We will finalize our audit programs during this phase. We will also provide an updated prepared by client listing based on our test results and anticipated substantive testing.

During the internal control phase, we will also perform a review of general and application information services/information technology (IS/IT) controls for applications significant to financial statements to conclude whether IS general controls are properly designed and operating effectively.



Based on our preliminary review, we will perform an initial risk assessment of each critical element in each general control category, as well as an overall assessment of each control category. We will then assess the significant computer-related controls.

For IS/IT-related controls we deem to be ineffectively designed or not operating as intended, we will gather sufficient evidence to support findings and will provide recommendations for improvement. For IS controls we deem to be effectively designed, we will perform testing to determine if they are operating as intended through a combination of procedures, including observation, inquiry, inspection, and re-performance.

Phase 3: Testing and analysis

The extent of our substantive testing will be based on results of our internal control tests. Audit sampling will be used only in those situations where it is the most effective method of testing.

After identifying individually significant or unusual items, we will decide the audit approach for the remaining balance of items by considering tolerable error and audit risk. This may include (1) testing a sample of the remaining balance; (2) lowering the previously determined threshold for individually significant items to increase the percent of coverage of the account balance; or (3) applying analytical procedures to the remaining balance. When we elect to sample balances, we will use TeamMate to efficiently control and select our samples.

Our workpapers during this phase will clearly document our work as outlined in our audit programs. We will provide the District with status reports and be in constant communication with the District to determine that all identified issues are resolved in a timely manner. We will hold a final exit conference with the District to summarize the results of our fieldwork and review significant findings.

Phase 4: Reporting and follow up

Reports to management will include oral and/or written reports regarding:

- Independent Auditors' Report
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards
- Independent Auditors' Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the *Uniform Guidance*
- Management Letter
- Written Communication to Those Charged with Governance, which includes the following areas:
 - Our responsibility under auditing standards generally accepted in the United States of America
 - Changes in significant accounting policies or their application
 - Unusual transactions
 - Management judgments and accounting estimates
 - Significant audit adjustments
 - Other information in documents containing the audited financial statements
 - Disagreements with the District
 - The District's consultations with other accountants
 - Major issues discussed with management prior to retention
 - Difficulties encountered in performing the audit
 - Fraud or illegal acts



Once the final reviews of working papers and financial statements are completed, our opinion, the financial statements, and management letter will be issued.

The District will be given a draft of any comments we propose to include in the management letter. Items not considered major may be discussed verbally with management instead of in the management letter. Our management letter will include items noted during our analysis of your operations.

We will make a formal presentation of the audit results to those charged with governance, if requested.

Use of technology in the audit

We're reimagining the audit process through technology to elevate your experience!



Assurance Information Exchange (AIE) — CLA offers a secure web-based application to request and obtain documents necessary to complete client engagements. This application allows clients to view detailed information, including due dates for items that CLA requests. Additionally, the application allows clients to attach electronic files and add commentary related to the document requests directly on the application. AIE is provided at no additional cost, subject to the terms of the Assurance Information Exchange Portal Agreement.

TeamMate Analytics and Expert Analyzer (TeamMate) — To analyze and understand large data sets, we use TeamMate Analytics and Expert Analyzer. We customize the application by industry in order to perform the most applicable procedures. This allows us to go beyond sampling and instead analyze the entire general ledger for targeted anomalies. Far beyond the audit application, our six-phase process of Risk Assessment, Data Analytics and Review (RADAR) can also provide actionable insights to help you understand your entity better.

Microsoft® Teams — Our services approach focuses on impactful interactions. We've said goodbye to the days of setting up camp in our clients' conference rooms for weeks on end. We know our clients have organizations to run, so our interactions have purpose. To assist with communications when we are not onsite, we utilize tools such as Microsoft Teams, which allow for two-way screen sharing and video. We've found this helps minimize disruptions in our clients' environments while continuing to effectively communicate with each other.

Data analytics

In addition to standard auditing methodology, a distinguishing aspect of CLA’s audit services incorporates the power of data analytics to multiply the value of the analyses and the results we produce for clients. CLA’s data methodology is a six-phase, systematic approach to examining an organization’s known risks and identifying unknown risks. Successful data analysis is a dynamic process that continuously evolves throughout the duration of an engagement and requires collaboration of the engagement team.

Data analytics are utilized throughout our audit process, our **Risk Assessment, Data Analytics and Review (“RADAR”)** is a specific application of general ledger data analytics that has been implemented on all audit engagements. RADAR is an innovative approach created and used only by CLA that aims to improve and replace traditional preliminary analytics that were being performed.

The phases in our data analytics process are as follows:

1. Planning

In the planning stage of the engagement, the use of data analysis is considered and discussed to determine that analytics are directed and focused on accomplishing objectives within the risk assessment. Areas of focus, such as journal entries, cash disbursements, inventory, and accounts receivable are common.

2. Expectations

We consider the risks facing our client and design analytics to address these risks. Through preliminary discussions with management and governance, we develop and document expectations of financial transactions and results for the year. These expectations will assist in identifying anomalies and significant audit areas in order to assess risk.

3. Data acquisition

Sufficient planning, a strong initial risk assessment, and an adequate understanding of your systems will serve as the foundation necessary to prepare our draft data request list. We will initially request information in written format and conduct follow-up conversations helping CLA practitioners share a mutual understanding of the type of data requested and the format required. If there are going to be any challenges/obstacles related to obtaining data, or obtaining data in the preferred format, they will generally be discovered at this point.



4. Technical data analysis

Technical analysis of the data requires the skillful blend of knowledge and technical capability. Meaningful technical analysis provides the engagement team with a better understanding of the organization. The additional clarity assists the engagement team to better assess what is “normal” and, in turn, be better suited to spot anomalies, red flags, and other indications of risk. Analytics generally fall into five categories, each looking into the data set in a different way and deployed with a different purpose.



5. Interpret results and subsequent risk assessment

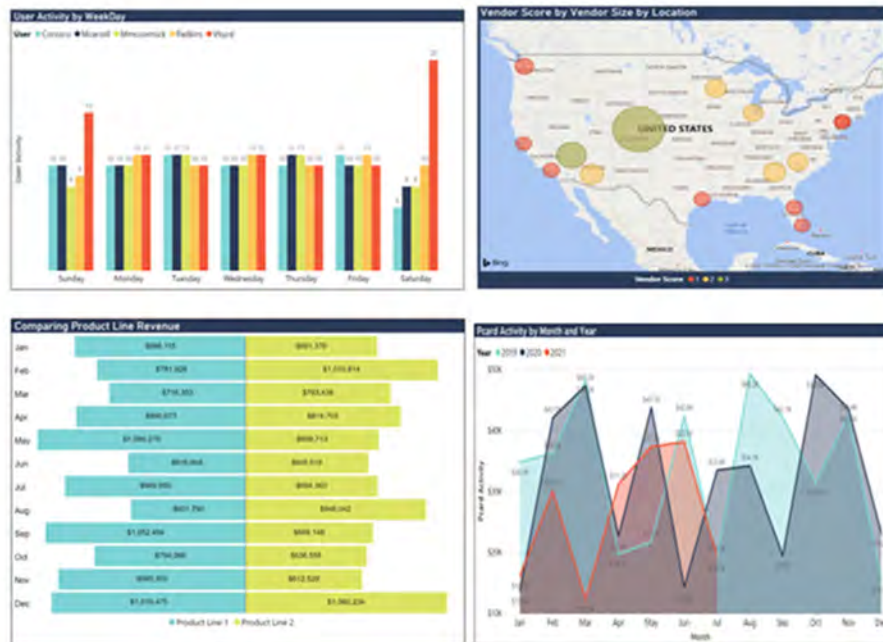
Trends and anomalies will be identified through the performance of the above referenced analytics. Comments regarding the interpretation of those trends and anomalies will be captured. When trends are identified, they are reconciled against expectations. For anomalies identified, the approach to further audit procedures will be considered.

6. Response and document

The last process is to capture responses and determine that our procedures are properly documented. Abstracts, charts, or summaries of both trends and anomalies are retained in audit documentation to support our identification of risks. Our analysis can be tailored and customized to help analyze an array of information, including client-specific and proprietary data. Key benefits of data analytics include:

- Built-in audit functionality including powerful, audit specific commands and a self-documenting audit trail
- 100% data coverage, which means that certain audit procedures can be performed on entire populations, and not just samples
- Unlimited data access allows us to access and analyze data from virtually any computing environment
- Eliminates the need to extrapolate information from errors (a common effort when manually auditing data) and allows for more precise conclusions

The below figure illustrates typical data analytics scenarios.



E. Summary of the Firm’s Qualifications

Qualifications of your service team

The true value in working with our team is developing a personal and professional relationship with leaders who understand your industry, challenges, and opportunities — with the full support of an entire CLA family behind them.

Meet your service team below. Detailed biographies of each team member may be found in the *Appendix* of this proposal.

Engagement Team Member	Role	Years’ Experience
<p>Tiffany Fung, CPA <i>Principal</i></p>	<p>Engagement Partner – Tiffany will have overall engagement responsibility including planning the engagement, developing the audit approach, supervising staff, and maintaining client contact throughout the engagement and throughout the year. Tiffany is responsible for total client satisfaction through the deployment of all required resources and continuous communication with management and the engagement team.</p>	<p>13+</p>
<p>Additional staff – We will assign senior and staff auditors to your engagement based on your needs and their experience providing services to similar clients.</p>		

Collaborative: *Support from a responsive local team complemented by national resources. We consider the whole of your organization, bringing innovative teams to the table.*



(i) CLA's demonstrated competence

It takes balance. With CLA by your side, you can find everything you need in one firm. Professionally or personally, big or small, we can help you discover opportunities and bring balance to get you where you want to go.



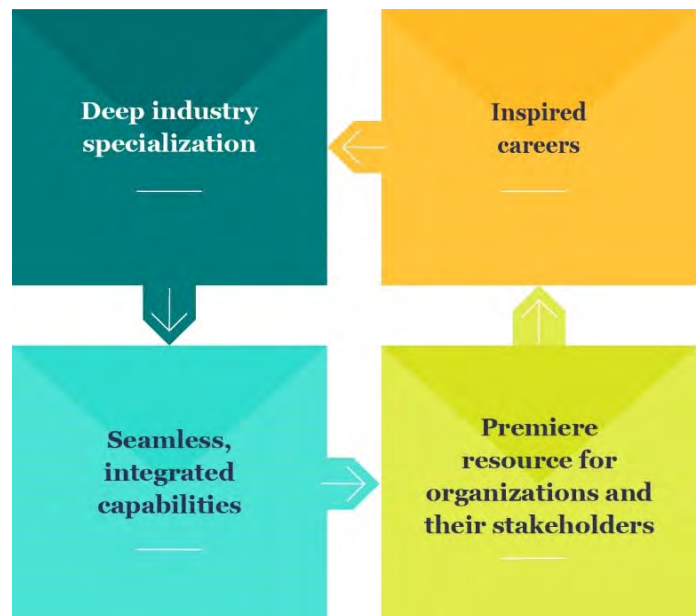
CLA has been providing the services requested in this RFP for more than 60 years. As a professional services firm with more than 8,500 professionals in 130 office locations, we exist to create opportunities ... for you, our people, and our communities through industry-focused wealth advisory, digital, audit, tax, consulting, and outsourcing services. We do this when we live the CLA Promise — a promise to know you and help you.

Opportunities for you

You'll find resources you would expect in the largest firms, with the personal touch of people who live and work in your community.

You'll access leaders and professionals in communities across the country, rather than from one central headquarters. We work together to look at your organization holistically, and then help you address challenges by offering support where you need it, from traditional audit and tax to outsourcing and wealth advisory.

As you navigate opportunities and challenges in a competitive and constantly changing environment, we'll embrace change, learn from it, and design processes to make interactions easier, more transparent, and seamless.



Opportunities for our people

At CLA, people find meaningful work in a fun, compelling, and energizing culture. Our people design their own customized careers through our inspired careers strategic advantage. In 2022 our total headcount was up a record-breaking 11% and we saw an incredible retention rate of 83%. Inspired by their careers, our family members develop client relationships that bring deeper knowledge and help you shine. We're one family, working together to create opportunities.

What's more, CLA is building a [diverse, inclusive, and equitable culture](#) that welcomes different beliefs and perspectives. We want to be representative of the communities we serve and foster an environment of inclusion and belonging, resulting in enhanced value for our clients, our communities, and each other.

Inclusive: We embrace all voices and create opportunities by removing barriers and helping our people build inspired careers.

Opportunities for our community

CLA's community impact team unifies the work and missions of our diversity, equity, and inclusion council and the CLA Foundation with a laser focus on advancing education, employment, and entrepreneurship within CLA and throughout our society.

Since 2015, our [CLA Foundation](#) has granted more than \$8 million from nominations made by and funds raised from CLA family members. Each grant recipient's work aligns with the foundation's mission to create career opportunities through education, employment, and entrepreneurship by connecting diverse networks inclusive of all genders and races, veterans, and the disability community.

Read more in CLA's annual [Promise Report](#).

(ii) Related experience and references

State and local government experience

You can benefit from a close personal connection with a team of professionals devoted to governments. Our goal is to become familiar with all aspects of your operations — not just the information needed for the year-end audit so that we can offer proactive approaches in the areas that matter most to you:

- Finding new ways to operate more effectively and efficiently
- Responding to regulatory pressures and complexities
- Maintaining quality services in the face of revenue reductions
- Providing transparent, accurate, and meaningful financial information to stakeholders, decision-makers, and your constituents

CLA understands California governments like no other firm. CLA has a team of professionals in our Irvine office who focus their efforts in the government industry. Our government services team specifically chose to work in this industry. As such, our people are passionate about what they do and eager to exceed your expectations both now and in the future. We understand the legislative changes, funding challenges, compliance responsibilities, and risk management duties that impact you. Our experienced government services team can help you navigate the challenges of today, all while seamlessly strategizing for the future.



Deep industry connections

CLA actively supports industry education as a thought leader and industry speaker. We focus on supporting the educational needs of the industry through nationally sponsored trade events. Our team of professionals is sought after, both as educators and as experienced speakers who are invited to speak and teach at major professional events by leading trade associations, including those shown here.



We are also actively involved in and/or are members of the following professional organizations:

- American Institute of Certified Public Accountants (AICPA)
- AICPA’s State and Local Government Expert Panel
- AICPA’s Government Audit Quality Center (GAQC)
- Government Finance Officers Association (GFOA)
- Special Review Committee for the GFOA’s Certificate of Achievement for Excellence in Financial Reporting (Certificate) Program
- AICPA Single Audit Quality Task Force
- Association of Government Accountants

Our involvement in these professional organizations, combined with various technical services we subscribe to, allows use to be at the forefront of change in the constantly changing government environment. We take our responsibility for staying current with new accounting pronouncements, auditing standards, other professional standards and laws and regulations seriously.



Insight to strengthen your organization

When you're ready to go beyond the numbers to find value-added strategies, we offer resources to help you respond to challenges and opportunities including:

- [National webinars](#) — Access complimentary professional development opportunities for your team.
- [Articles and white papers](#) — Stay current on industry information as issues arise.

Curious: We care, we listen, we get to know you.

Support at every turn

With [dedicated services specific to state and local governments](#), you have access to guidance on all aspects of your operations.

- [Affordable Care Act \(ACA\) reporting and compliance](#)
- [Audit](#), review, and compilation of financial statements
- Compliance audits (HUD, OMB Single Audits)
- [COVID-19 funding support](#)
- [Cybersecurity](#)
- [Enterprise risk management](#)
- [Forensic accounting, auditing, and fraud investigation](#)
- Fraud risk management
- [Grant compliance](#)
- Implementation assistance for complex Governmental Accounting Standards Board (GASB) statements
- [Internal audit](#)
- [Outsourced business operations](#)
- [Performance auditing](#)
- [Purchase card \(p-card\) monitoring and analytics](#)
- [Risk assessments](#)
- Strategic, financial, and operational consulting
- [Telecom management services](#)



Independence can easily become impaired when providing consulting services; therefore, we do not provide any services to our audit clients beyond those allowed. If additional work is requested by the District outside of the scope of the audit, we will discuss with you our proposed fee for additional services prior to beginning the new services.



References

Our clients say it best. And their independent, authentic perspective is invaluable in learning about the experience you'll have when working with us. We encourage you to connect with our clients to hear it firsthand.

Inland Empire Utilities Agency	
Client Contact	Kristine Day, Assistant General Manager
Phone Email	909-993-1638 kday@ieua.org
Scope of Work	Agency audit, Chino Basin Regional Financing Authority audit, Inland Empire Regional Composting Authority audit, single audit
Dates of Service	2021 to 2023
Engagement Manager	Tiffany Fung

South Coast Water District	
Client Contact	Jenny Leisz, Finance Director
Phone Email	949-342-1141 jleisz@scwd.org
Scope of Work	District audit, Joint Regional Water Supply System audit, single audit
Dates of Service	2018 to Present
Engagement Principal	Tiffany Fung

Western Municipal Water District	
Client Contact	Veronica Zheng, Director of Finance
Phone Email	951-571-7107 vzheng@wmwd.com
Scope of Work	District audit, CFDs audit, employee benefit plan audit, Western Riverside County Regional Wastewater Authority audit, single audit
Dates of Service	2016 to Present
Engagement Manager	Tiffany Fung

Transparent: We place honesty and integrity at the center of all communication. We welcome you to start an open and candid conversation with those who know us best.



List of Municipal Clients Served

Please see below for a listing of California local government clients we have served from our Irvine office.

- City of Alhambra
- City of Burbank
- City of Camarillo
- City of Cerritos
- City of Chino
- City of Colton
- City of Covina
- City of Del Mar
- City of El Monte
- City of El Segundo
- City of Escondido
- City of Fillmore
- City of Glendale
- City of Hesperia
- City of Irvine
- City of La Canada Flintridge
- City of La Habra
- City of Lake Forest
- City of Lancaster
- City of Norco
- City of Palos Verdes Estates
- City of Pico Rivera
- City of Placentia
- City of Rancho Palos Verdes
- City of San Buenaventura
- City of Santa Ana
- City of Santa Barbara
- City of Santa Fe Springs
- City of Temple City
- City of Victorville
- City of Westminster
- Camrosa Water District
- Casitas Municipal Water District
- Coachella Valley Water District
- El Toro Water District
- Encina Wastewater Authority
- Fallbrook Public Utility District
- Granada Community Services District
- Inland Empire Utilities Agency
- La Habra Heights County Water District
- Metro Wastewater JPA
- Midway City Sanitary District
- Monterey Peninsula Regional Park District
- Moulton Niguel Water District
- Orange County Mosquito and Vector Control District
- Orange County Superintendent of Schools
- Placentia Library District
- Public Agency Retirement Services
- South Coast Water District
- Surfside Colony Community Services District
- Valley-Wide Recreation & Park District
- Ventura Port District
- Western Municipal Water District
- Western Riverside County Regional Wastewater Authority
- Western Riverside County Regional Wastewater Authority



The table below identifies the professionals who are currently members of the GFOA Special Review Committee together with their length of service with the Committee.

Name	Title	Location	Years Served
Robert J. Callanan, CPA	Principal	Irvine, CA	10+
Julie S. Fowler, CPA	Signing Director	Sebring, FL	10+
Richard Gonzalez, CPA	Principal	Roseville, CA	10+
Michelle Hoffman, CPA	Principal	Minneapolis, MN	6+
Christopher Kessler, CPA	Principal	Fort Myers, FL	4+
Christopher G. Knopik, CPA, CFE	Principal	Minneapolis, MN	7+
Jacob S. Lenell, CPA	Principal	Milwaukee, WI	12+
Daphnie Munoz, CPA	Principal	Irvine, CA	10+
Remi Omisore, CPA	Principal	Baltimore, MD	11+
Jeffrey Peek, CPA	Principal	Roseville, CA	4+
Sue Pessano, CPA	Director	Tampa, FL	1+
Shannon D. Small, CPA, MPA	Signing Director	Wauwatosa, WI	3+
Miranda Wendlandt, CPA, CFE	Principal	Alexandria, MN	5+



F. Compensation

Our fees are based on the timely delivery of services provided, the experience of personnel assigned to the engagement.

CLA understands the importance of providing our clients with value-added strategies. As part of our fee, we propose to hold routine, proactive meetings to review and discuss the impact of new accounting issues and other business issues you are facing. We'll help you decide how to handle challenges as they come up — and take advantage of every potential opportunity.

Service	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29
District Audit (includes reports on compliance covenants of the installment purchase agreement)	\$ 31,720	\$ 32,989	\$ 34,309	\$ 35,681	\$ 37,108
Management Letter	520	541	563	586	609
Audit Committee Letter	312	324	337	350	364
Tech Fee (5%)	1,628	1,693	1,760	1,831	1,904
Total	\$ 34,180	\$ 35,547	\$ 36,969	\$ 38,448	\$ 39,985

The fees above include a 5% Technology and Client Support Fee. Like most firms, we are investing heavily in technology to enhance the client experience, protect our data environment, and deliver quality services. We believe our clients deserve clarity around our technology and client support fee, and we will continue to be transparent with our fee structure.

Invoices

Invoices are sent monthly based upon the work performed during that time. We do not offer a retention to be withheld until the final financial statements are received as this could be interpreted as purchasing a required audit result that would impair our independence. Bills must be paid when provided to avoid financing charges or holds on work due to nonpayment in excess of 60 days.

Out-of-pocket expenses

We do not expect out-of-pocket expenses as all work and all meetings are to be performed remotely.

Our fixed-fee quote is designed with an understanding that:

- District personnel will provide documents and information requested in a timely fashion.
- The operations of your organization do not change significantly.
- There are not significant changes to the scope, including no significant changes in auditing, accounting, or reporting requirements.

The above occurrences are rare, but should any of the above occur, out of scope invoices could be rendered over and above the agreed fee.



No surprises

Our clients don't like fee surprises. Neither do we. If changes occur, we will discuss a revised fee proposal with you before beginning any work. For any "out-of-scope" work, we will provide an estimate for your approval.

We're invested in our relationships and strongly encourage intentional and frequent communication. Contact us year-round as changes or questions arise — we do not bill for routine inquiries or advice.

We are committed to creating a long-standing relationship. If you have concerns about the fee structure, give us a call and let's discuss.

Transparent: Clear, authentic communication and market-based fees.



Appendix

A. Your service team biographies





Tiffany Fung, CPA

CLA (CliftonLarsonAllen LLP)

Signing Director (Partner)
Irvine, California

714-795-5407
tiffany.fung@CLAconnect.com



Profile

Tiffany is a signing director at CLA’s Irvine office, formerly White Nelson Diehl Evans (WNDE). She has more than 13 years of experience and focuses on overseeing all phases of local governmental audits including cities, successor agencies/redevelopment agencies, single audit of federal grants, special districts, and agreed-upon procedures engagements. As a signing director, Tiffany is responsible for planning and executing audits, ensuring compliance with regulatory requirements, preparation of financial statements, and supervision and training of staff accountants.

Technical experience

- Local government audits, including cities and special districts

Education and professional involvement

- Bachelor of art in economics with a minor in accounting from University of California Irvine, California
- Certified Public Accountant for the state of California
- American Institute of Certified Public Accountants (AICPA)
- California Society of Municipal Finance Officers (CSMFO)

Local government experience

Cities

- | | | |
|--------------------|------------------|---------------|
| • El Segundo | • Norwalk | • Tustin |
| • Santa Fe Springs | • La Habra | • Glendale |
| • Westminster | • Santa Ana | • Vernon |
| • Lake Forest | • West Hollywood | • San Gabriel |

Special Districts

- | | |
|--------------------------------------|--|
| • Coachella Valley Water District | • South Coast Water District |
| • Inland Empire Utilities Agency | • Moulton Niguel Water District |
| • Laguna Beach County Water District | • Western Municipal Water District |
| • Orange County Water District | • Western Riverside County Regional Wastewater Authority |

Continuing professional education

Total hours were 146 in the last three years, of which 75 hours were for meeting the requirements of the *Government Auditing Standards*.



B. Peer review report



Report on the Firm's System of Quality Control

To the Principals of CliftonLarsonAllen LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the "Firm") applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards, may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1[®] and SOC 2[®] engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. CliftonLarsonAllen LLP has received a peer review rating of *pass*.

Cherry Bekaert LLP

Cherry Bekaert LLP
Charlotte, North Carolina
November 18, 2022

Board Memorandum

November 7, 2024

To: Board of Directors

From: Kevin Wahl, Director of Operations

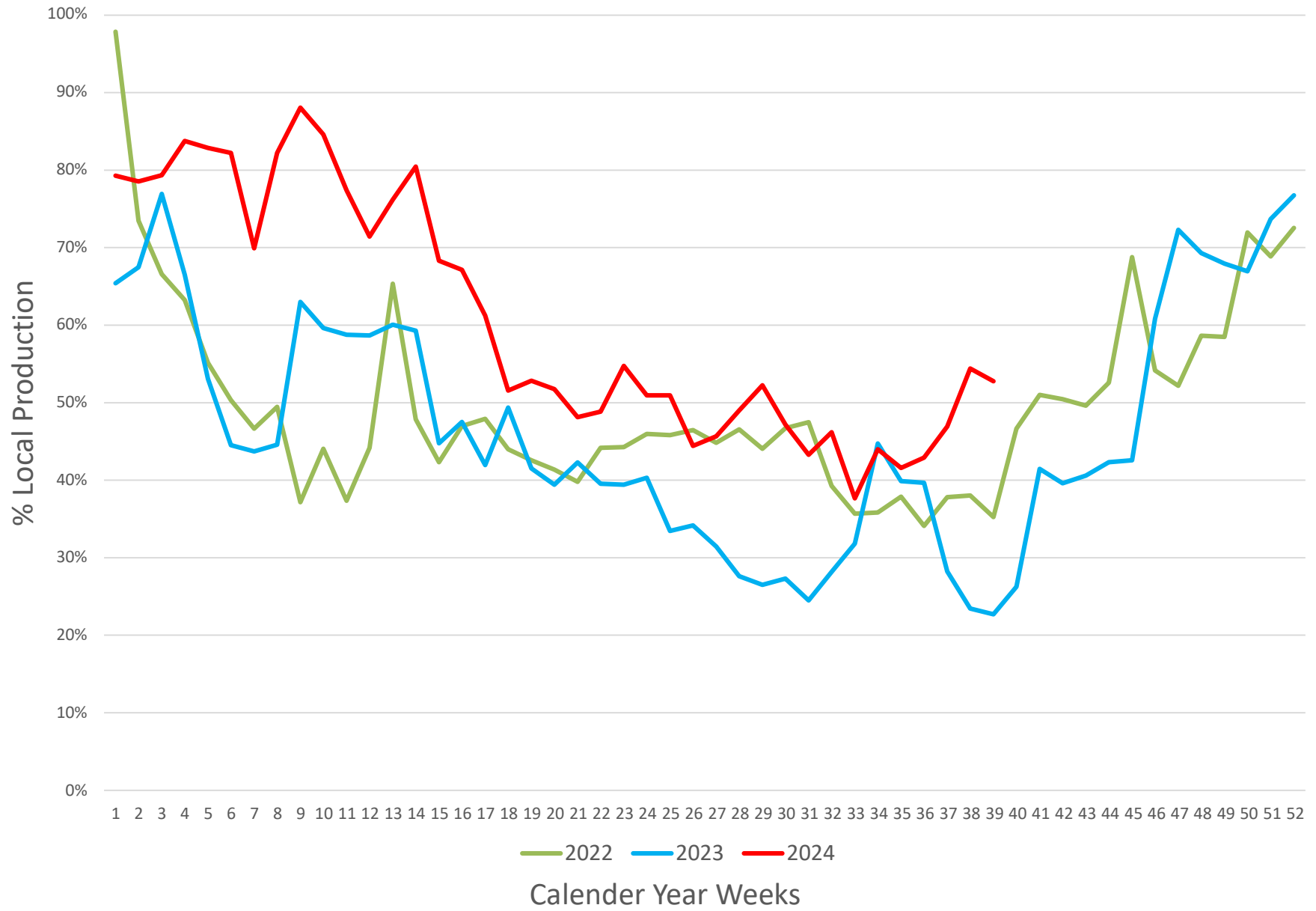
Subject: Local Production Update

Objective: Receive a briefing on local water production through the 1st Qtr. of Fiscal Year 2024-25.

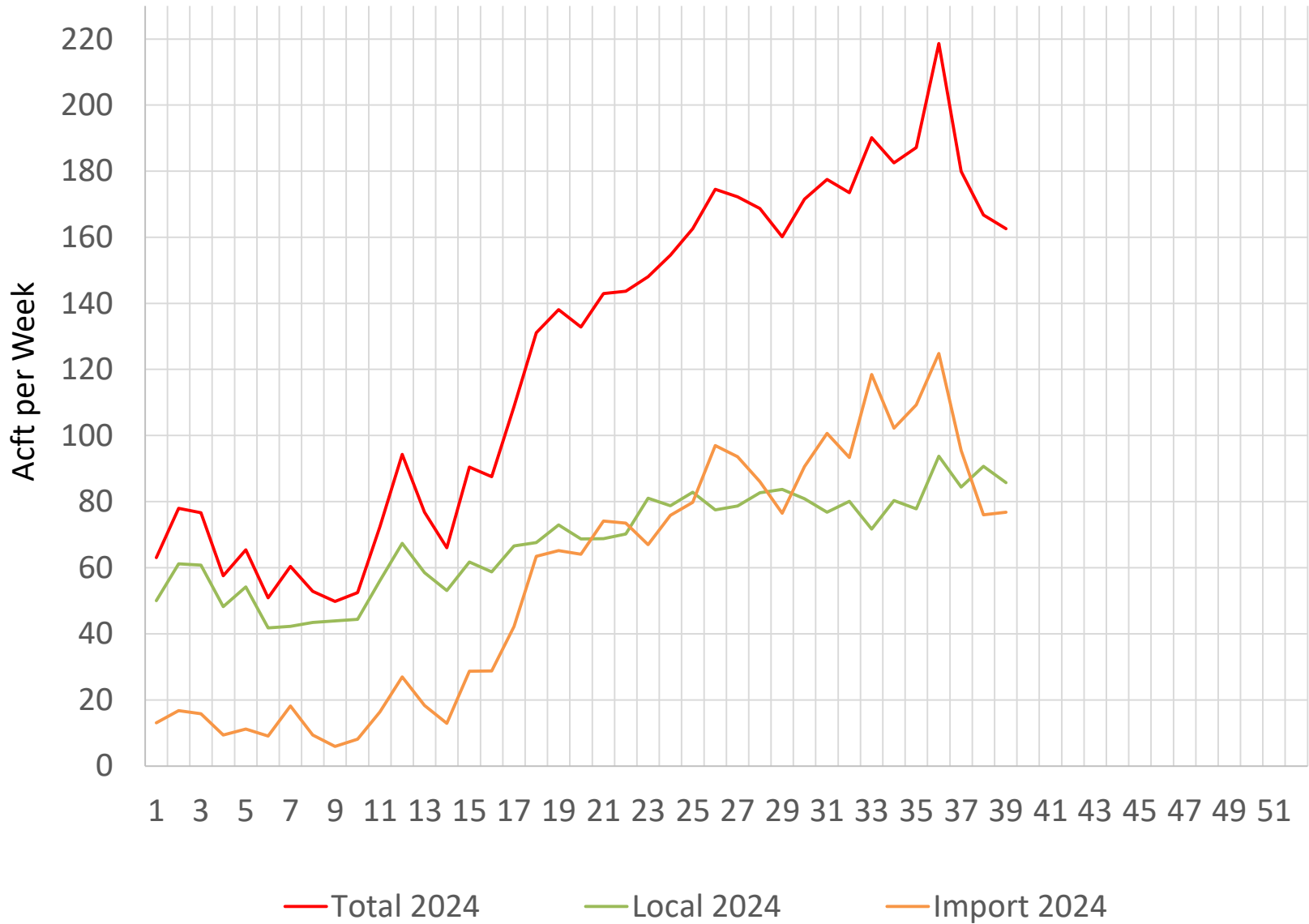
Action Required: No action is necessary; for information only.

Discussion: The District tracks production of its various water sources electronically via the Supervisory Control and Data Acquisition (SCADA) system. Kevin Wahl, Director of Operations, will present a report on local water production through the 1st Qtr. of Fiscal Year 2024-25.

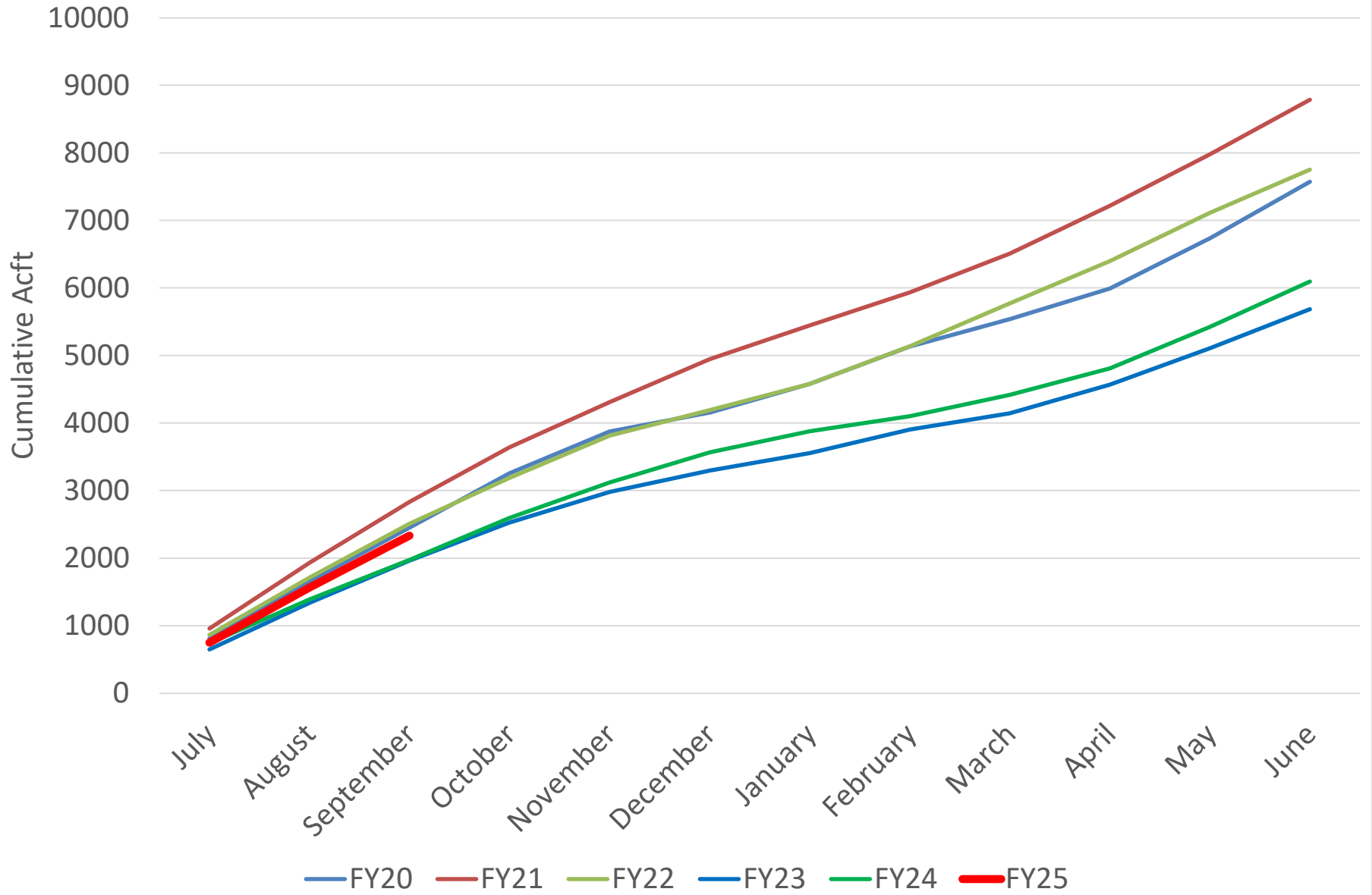
Local Potable Production Ratio



Potable vs Import 2024



FY Cumulative Potable Water Production



Board Memorandum

November 7, 2024

To: Board of Directors

From: Natalie Roberts, Water Resources Coordinator

Subject: **Water Loss Program Update**

Objective: Brief the board on the progression of the water loss program.

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

Discussion: Steps taken and planned to reduce water loss, both actual and apparent, includes: the previous quarter's accomplishments, program goals, and relevant data visualizations.

Board Memorandum

November 7, 2024

To: General Manager

From: Art Aseo, Engineering & Capital Projects Manager

Subject: Rehabilitation of the Power Distribution System at CWRP (Design Phase)

Objective: To improve reliability and overall emergency power flexibility at the CWRP.

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

- 1) Appropriate additional funding in the amount of \$20,000.00 from the Wastewater Capital Replacement Fund; and
- 2) Authorize the General Manager to enter into an agreement and issue a purchase order to Cannon in the amount of \$182,140.00 for engineering services.

Discussion: The existing power distribution system at the CWRP is very old, outdated and in need of replacement or major rehabilitation to ensure overall reliability and efficiency. This includes the existing switchgear, automatic transfer switch, control panels, and building that houses the generator. Also, the existing 12 electrical manholes around the CWRP are susceptible to flooding during heavy rain events and due to groundwater infiltration. Additionally, there is a need to create redundancy in emergency power sources between the old CWRP generator and the RMWTP generator to improve reliability.

This will be a two-phase project, design and construction. The design/engineering scope of work consists of evaluating protection and power conditioning for the service; evaluating and assessing connecting the two emergency generators (CWRP and RMWTP) for redundancy; replacing the existing control panel for the CWRP generator; evaluating the generator building; evaluating and testing the existing distribution wiring from the existing switchboard to the MCCs; designing sump pumps to be installed in each of 12 manholes; evaluating pre-purchasing long lead items; and evaluating the potential of connecting the university MCC to the emergency power system. Engineering also includes preparing the construction plans and specifications, construction cost estimates, and construction bidding assistance. The construction phase will be performed separately after the construction project is advertised for bidding, funding is approved, and the contract is awarded.

RFP for design services was issued to four consultants on September 16, 2024, with proposals due October 21, 2024. A pre-proposal meeting and site visit was held on October 2, 2024. Addendum #1 was issued on October 3, 2024. The District received three proposals.

Analysis of Proposals: The three consultants who submitted proposals were: JMPE Electrical Engineering, KSG Consulting Engineers, and Cannon. The following is an analysis of the proposals:

JMPE's Proposal: Proposal covers the scope of work but is very sparse, lacks substance, and did not provide adequate information on how the design can be accomplished for \$28,200 in 11 weeks. The cost proposal is way too low, and it is doubtful the design could be done with this amount. Design for the new MCC building alone by another consultant (KSG) costs \$48,500. The proposal is not acceptable.

KSG's Proposal: The proposal is comprehensive and covers most of the scope. They demonstrated a solid understanding of the scope of work. However, it failed to provide the period of performance. Also, it did not provide any similar projects completed in the past for reference. Total cost is \$216,640. The proposal is acceptable.

Cannon's Proposal: The proposal is very comprehensive, complete, and realistic. They demonstrated a solid understanding of the scope of work. The 28-week performance period (Dec 24 – Aug 25) was realistic. It provided a list of similar projects completed in the past, a list of personnel qualifications and resumes to support the project, and a detailed breakdown of cost and schedule. Total cost: \$182,140. The proposal is acceptable.

Recommendation: Based on the foregoing, Staff recommends awarding the contract to Cannon for \$182,140.00. The Rehabilitation of the Power Distribution System at CWRP is an approved capital improvement project in FY 2024-25 operating and capital budget with a current appropriated amount of \$180,000.00. Increasing this amount by \$20,000.00 is necessary to cover the difference in cost of \$2,140.00 and to provide for any contingencies and unforeseen costs during the design and bidding. Additionally, this project is 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 (a 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, inspection services, and materials testing services.

Attachments:

- Project Site Map
- Photos – Existing Site Conditions
- District's Wastewater Capital Improvement Projects Priorities List
- Cannon's Proposal

SITE MAP



PHOTOS OF EXISTING SITE CONDITION



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						



Art Aseo, PE
Engineering and Capital Projects Manager
7385 Santa Rosa Road
Camarillo, CA 93012

**Subject: Design Services for Rehabilitate Power Distribution System at
Camrosa Wastewater Reclamation Facility**

Dear Mr. Aseo:

The Camrosa Wastewater Reclamation Facility (CWRF) is a critical facility that must remain consistently operational. Some electrical equipment and the existing generator control panel are old, outdated, and in need of replacement or major overhaul for improved reliability.

Design considerations that would improve reliability include the following:

- Designing a new main switchboard and automatic transfer switch (ATS) to protect the electrical system against potential power surges and brown outs.
- Investigating the feasibility of using two existing emergency backup generators for redundancy.
- Evaluating the potential of supplying backup power to the California State University Channel Islands motor control center (MCC).
- Coordinating the design of an upgraded generator control panel.
- Testing and evaluating the existing distribution wire between the existing switchboard and the existing MCCs.
- Evaluating the structural integrity of the existing generator building, regarding its ability to remain functional after a seismic event.
- Designing sump pumps to prevent the flooding of electrical manholes.
- Specifying District preferred electrical equipment manufacturers and evaluating the pre-purchasing long lead items to help facilitate the construction schedule.
- Identifying possible construction issues/challenges to minimize service disruptions to operations and reduce costs

The selected engineering firm must be able to provide the following:

- Quality design for a reliable and highly available electrical system, including backup power sources that remain functional during power outages and seismic events.
- Early coordination with vendors regarding long lead items to promote expedited procurement.
- Assessment and navigation of the complexities of creating a redundant backup power system with multiple power sources.



Cannon has worked on more than 16 projects for Camrosa Water District (District). This experience helps us understand the District’s goals and allows us to prepare the designs and provide services with less oversight, thereby allowing the District to focus on other tasks.

The proposed Cannon team has a long history of working together on projects, including similar facilities for clients in Ventura County and Orange County. Cannon will provide seamless coordination with our in-house electrical, civil, structural, and survey teams, as well as our subconsultants, with whom we have long-standing relationships.

We also have close and long relationships with the potential vendors, Royal Industrial Solutions of Ventura and Quinn/Caterpillar, for the new equipment. Additionally, we collaborate with electrical contractors during design to get input on considerations to make construction a smoother process.

This proposal presents Cannon’s experience, project team, scope of work, and fee estimate to provide the power rehabilitation for the subject project. This proposal is valid for ninety days after the submittal date, and we acknowledge receipt of Addendum No. 1, dated October 3, 2024. We look forward to working with the District and team on this critical project.

Sincerely,

Derek E. Romer, PE
Senior Principal Engineer
E 16396

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PROJECT UNDERSTANDING

Camrosa Water District (District) is seeking professional design services for the evaluation and design of a new switchboard. The switchboard will be housed in a new, enclosed building.

The project involves identifying a suitable location for the new switchboard, automatic transfer switch (ATS), and building. The scope of work will include the following:

- Evaluating protection and power conditioning for the service.
- Evaluating and assessing tying the two generators together for redundancy.
- Replacing the existing control panel for the 536 BHP generator.
- Evaluating the generator building.
- Evaluating and testing the existing distribution wiring from the existing switchboard to the MCCs.
- Designing sump pumps to be installed in each electrical manhole.
- Evaluating pre-purchasing long lead items.
- Identifying possible construction issues/challenges.
- Evaluating the potential of tying the university MCC to the site's backup power system.

PROJECT APPROACH

Cannon's approach is based on the Camrosa Water District's (District) RFP and Addendum No. 1, our understanding of the project, years of experience on similar successful projects, and our team's in-depth familiarity with the District's standard plans and preferences.

We will begin with a kickoff meeting and site visit, followed by a site survey, and an electrical investigation. We will then use the survey, metering and testing results, and detailed site investigation to design a new main switchboard and ATS in a conditioned building to distribute power to the existing motor control centers (MCCs). We will evaluate and analyze other aspects of the existing power system and site to determine a design for a more reliable electrical and backup power system that will last for several years.

Approach to Key Design Features

The Cannon Team's approach to key design features is as follows.

Switchboard and Building: We will design a new distribution switchboard to provide power to the existing MCCs at the site. The switchboard will be housed in an enclosed conditioned building, protecting it from the elements and bird population at the site. The switchboard will have a surge protective device (SPD), and we will investigate designing power conditioning equipment into it, as we understand the facility experiences brown outs. We will include an ATS.



We are proposing to design a concrete masonry unit (CMU) block building with a roof; however, during the design phase of the project, we will discuss with the District the option of preparing a design package using a prefabricated building.

Our in-house survey team will prepare a topographic survey of the area where the proposed building will be located. Our team will also survey the locations of the electric manholes to accurately locate them on a drawing. We have added a trusted subconsultant to our team support with additional services. Ravatt Albrecht (RA) will design the HVAC for the conditioning of the building.

Backup Power Redundancy: We will examine the potential for tying the two existing generators together to provide a redundant backup power system. First, we will evaluate each generator to determine if each can power the entire site on its own. We will need the demand power information from Southern California Edison (SCE) to determine this. Next, we will determine the feasibility of tying the power from the generators together to create a redundant backup system. If so, we will design an interlock system such as a kirk-key system so that power does not feed back onto the other system, and the generator that is in operation can power the entire facility.

Generator Control Panel: We understand the existing older 400kW generator will remain; however, the existing control panel is old and beyond its useful life. We will consult Caterpillar to specify a new, reliable control panel that will operate with the existing generator.

Cable Testing and Evaluation: The distribution cables feeding the MCCs are old and must be evaluated to determine if they are feasible for use for several more years or must be replaced. We will observe the cables at the electrical manholes and have them tested for the cable insulation. We will have Taft Electric perform the testing of the cables; Cannon and Taft have worked together in the past on design/build projects and have a good working relationship.

Generator Building Evaluation: Our in-house structural team will evaluate the existing 400kW generator building for structural integrity and whether it could maintain function after a seismic event. The assessment and recommendations will be included in the technical memorandum.

Electrical Manholes Sump Pumps: Our in-house civil engineers will provide calculations to size permanent sump pumps for each of the electrical manholes. We will specify the sump pumps to be installed and design electrical to power them. Our civil engineers will also design piping to discharge the water from the manholes to the nearest pond.



Equipment Specification: We will work with the District's local supplier, Royal Ventura, to specify the major equipment including the switchboard, ATS, distribution board, and other equipment as necessary. We have a long and outstanding relationship with Royal and will work closely with the District and Royal to specify the equipment the District desires, no equal. This equipment may be a long lead item, so if the District wishes to, we can assist with pre-purchasing the equipment through Royal to reduce the construction schedule. We have done this with several clients by working with vendors to accurately specify the equipment and then reviewing the purchase orders to make sure the correct equipment is purchased.

Construction Issues/Challenges: We understand that the power to the MCCs can only be shut off for a short period of time. We will design construction phasing and temporary power plans for the contractor to follow, where and when power needs to be shut off to certain MCCs or equipment. Based on our relationship with Taft Electric and other electrical contractors, we will get their input on these plans and any other issues we may foresee to design plans that will allow for a smoother construction sequence.

University MCC Backup Power: We will evaluate the possibility of tying the California State University Channel Islands MCC into the site's backup power system. To do this, we will need to verify the demand power of the MCC and determine if it can be added to the backup power system. Our subconsultant, Taft Electric, will meter the MCC for 30 days and provide a report detailing the maximum power demand. If we determine it is feasible, then our design will include backup power for the MCC.

DETAILED WORK PLAN

The following scope is based on our understanding of the project, as outlined in our approach; our experience with similar successful projects; information provided in the RFP, Addendum No. 1; pre-proposal meeting and site visit; and discussions with District staff.

These detailed tasks and sub-tasks are carefully sequenced to provide an efficient schedule while remaining realistic and achievable.

Phase 1. Preliminary Design and Technical Memorandum

Task 1.1 Project Management

The project will require set-up, scheduling, controlling, and correspondence between the District, other stakeholders, and contractors. Correspondence includes telephone conversations, emails, project bi-weekly status reports, meeting minutes, and project memorandums. Project management will include monthly meetings and detailed invoices.



Task 1.2 Project Kick-off Meeting

We will coordinate the project kick-off meeting with District Staff. The kick-off meeting will also include a project introduction, review of background information and project scope, and an overview of the project schedule. It represents a key opportunity for representatives from the District to steer the project team and further clarify critical elements of the project scope.

Task 1.3 Site Visits and Investigations

This task will include the following:

- Collect relevant information with the project team and District Staff.
- Provide the comprehensive structural evaluation of the generator building.
- Complete a site visit and field reconnaissance.

Task 1.4 Topographic Survey

A topographic survey is needed to provide the existing conditions and constraints for the area where the building is to be located and to locate the existing electrical manholes. The survey will be based on existing plant grid coordinates and a tie to State Plane Coordinates NAD83 and NAVD88. It will consist of the following:

- Minimum of four control points set on-site.
- Survey pertinent above ground features in the project area.
- Spot elevation at each intersection of a 25-foot square grid in the project area.
- Survey MCC locations in the plant area.
- Survey the 12 electrical manholes in the plant area.
- Survey the corners of concrete structures and buildings around the plant for aid in adjusting existing site plan drawings.

Task 1.5 Testing and Metering

We have added Taft Electric to our team for testing the existing power distribution cables and for metering the University MCC. Taft will test the insulation of the power distribution cables between the main switchboard and the six MCCs. Taft will also provide and install a meter on the University MCC to record the maximum demand load for 30 days. The results of these tests and meter readings will be presented in the technical memorandum.

Task 1.6 Technical Design Memorandum

We will prepare a technical memorandum that identifies each relevant design item and outlines the preferred design, results of the testing and metering, and provides a constructability analysis and opinion of probable construction costs (OPCC). The following will be gathered and/or prepared throughout the preliminary design and summarized in the technical memorandum:

- 1. Site Assessment**
 - Site layout and topography



2. Comprehensive Evaluations

- Evaluation of the existing generator building for structural integrity
- Testing of the distribution cables from the switchboard to the six MCCs
- Metering of the University MCC for 30 days
- Assessing and analyzing the tying of the generators together

3. Proposed Improvements

- Preliminary selections of the switchboard, ATS, and distribution panel
- Proposed type of building to house the new electrical equipment
- Preliminary sizing of the sump pumps

4. Construction Phasing and Schedule

- Preliminary plan for minimizing disruptions of service to operations
- Possible construction issues/challenges

5. Cost Estimates

- Preliminary budget for the entire project
- Breakdown of costs for major components

6. References and Attachments

- Relevant codes and standards

7. Appendices

- Supporting calculations and detailed technical data

This comprehensive technical memorandum will serve as a foundational document to guide the successful design and implementation of the rehabilitation of the power distribution system at the Camrosa Wastewater Treatment Facility.

Task 1.7 Technical Design Memorandum Meeting

We will meet with District Staff to review the comments and revisions for the preliminary design memorandum.

Task 1.8 Final Technical Design Memorandum

We will incorporate District staff comments and submit a final technical design memorandum.

Phase 2. Preparation of Plans, Specifications and Opinion of Probable Construction Costs

Task 2.1 Prepare and Submit 50% Plans

Based on the findings and results of the previous tasks, we will prepare and submit design plan packages at the 50% approximate completion level for the rehabilitation of the power distribution system. The design plan packages will include the title sheet notes, plans, and detail sheets. Design plans will be prepared in accordance with project required standards.

The items included in the design plans will be as follows:



- **Electrical**
 - Calculations.
 - Analysis and design of the power distribution system and backup power system, including analysis of adding the University MCC to the backup power system.
 - SCE coordination.
 - Vendor coordination for the new electrical equipment including the generator controller.
 - Investigating power conditioning and surge protection for the new switchboard.
 - Designing power to the electrical manhole sump pumps.
 - Creation of a temporary power plan for construction to limit outages during cutovers.
 - Creation of plans, including the following:
 - Electrical notes
 - Single line diagram
 - Electrical and grounding plans
 - Conduit routing plans
 - Power plans for the building
 - Electrical Elevations
 - Electrical Details
 - Specifications for new equipment and components.
 - Opinion of Probable Construction Costs.

- **Structural/Architectural**
 - Calculations.
 - Comprehensive review of the existing generator building.
 - Design of a new building including foundation for the new electrical equipment.
 - Creation of plans, including the following:
 - General notes
 - Structural plans and elevations
 - Structural details
 - Architectural plans, elevations and sections
 - Architectural roof notes and door schedules
 - Specifications (included on plans).
 - Opinion of Probable Construction Costs.

- **Mechanical**
 - Heating and cooling analysis.



- Envelope calculations.
 - Design of a climate control system consisting of HVAC equipment and controls.
 - Mechanical plans including details for mounting, supporting and anchoring equipment.
 - Specifications.
 - Opinion of Probable Construction Costs.
- **Civil**
 - Calculations for sump pump and pipe sizing.
 - Piping plans.
 - Specifications.
 - Opinion of Probable Construction Costs.
 - Grading plan. Cannon's civil engineers will prepare a grading plan for the area around the new electrical building. We will use the topographic survey to identify existing drainage patterns, and access to the adjacent paved driveways. Based on this we will develop a grading plan that outlines proposed contours and slopes to ensure effective drainage away from the building and adjacent structures. Additionally, we will recommend erosion control measures to be implemented during and after construction for unpaved areas, including temporary and permanent solutions. The final deliverables will include grading plan drawings, and an erosion control plan.

Per the Addendum, we have included two alternatives in our fee schedule:

- Add Alt-1: Creation of background layout drawings and single lines.
- Add Alt-2: Design of replacing cables to the MCCs.

Task 2.2 Attend 50% Review Meeting with District Staff

We will attend a virtual Teams or Zoom meeting with the District to review and discuss the 50% design submittal. We will incorporate District comments and design preferences into the next submittal package.

Task 2.3 Prepare and Submit 90% Plans and Specifications

Based on the findings and results of the previous tasks, we will prepare and submit design plan packages at the 90% approximate completion level. The design plan package will include the title sheet notes, plan sheets, detail sheets, and technical specifications. We will prepare design plans in accordance with project required standards. We will start technical specifications and special conditions using and referencing the District's standard boilerplate specifications.



Task 2.4 Prepare and Submit 90% Opinion of Probable Construction Costs (OPCC)

During the preparation of the 90% submittal package, we will prepare an OPCC for the project. The OPCC will be tabularized in the same format as the construction document bid sheet and will be based on competitive contractor pricing for similar projects in size and location.

Task 2.5 Attend 90% Review Meeting with District Staff

We will attend a virtual Teams or Zoom meeting with the District to review and discuss the 90% design submittal. District comments and design preferences will be incorporated into the following submittal package.

Task 2.6 Prepare and Submit 100% Plans and Specifications

Based on the findings and results of the previous tasks, we will prepare and submit design plan packages at the 100% approximate completion. The design plan package will include the title sheet notes, plan sheets, detail sheets, and technical specifications. Design plans will be prepared in accordance with project required standards.

Task 2.7 Prepare and Submit 100% Opinion of Probable Construction Costs

During the preparation of the 90% submittal package, we will prepare an OPCC for the project. The OPCC will be tabularized in the same format as the construction document bid sheet and will be based on competitive contractor pricing for similar projects in size and location.

Task 2.8 Prepare and Submit Final Bid Package

Based on the final comments from the District, we will prepare and submit the Final Bid Package. The bid package will include final stamped and signed drawings, stamped and signed specifications and a final OPCC. We will also provide an estimate of the construction performance period.

Phase 3. Bid Assistance

Task 3.1 Participate in Pre-Bid Meeting at the Site with Construction Team(s)

Cannon will attend a pre-bid meeting at the site with bidding contractors, District Staff, and other appropriate District representatives. This meeting will allow an opportunity for thorough review of the project plans, compliance requirements, and bidding questions prior to receiving project bids.



Task 3.2 Preparing Addenda and Plan Revisions

Our team will prepare three comprehensive bidding addenda and execute precise plan revisions to support the bidding phase of the project. This includes addressing contractor inquiries, clarifying project details, and making necessary adjustments to the plans to confirm clarity and accuracy. Our meticulous approach will confirm that each of the prospective bidders have a thorough understanding of the project requirements, fostering a competitive and fair bidding environment.

Task 3.3 Process RFIs and RFCs

The processing of five total requests for information (RFI) and requests for clarification (RFC) are vital for keeping the project on schedule and to limit claims from the contractor for additional monies based upon project delays.

DELIVERABLES

- Technical Memorandum
- Construction Plans – 50%, 90%, 100% and Final
- Technical specifications – 90%, 100% and Final
- Opinion of Probable Construction Costs – 90%, 100% and Final
- One Full Set of Stamped and Signed Final Drawings in PDF Format
- Submittals Provided as Digital Files – AutoCAD, MS Word, MS Excel, PDF, etc.



ASSUMPTIONS AND EXCLUSIONS

Certain services, as described below, that may accompany a project of this type, are excluded from the scope of work at this time. They may be added to our scope of work on a time-and-materials basis, as deemed necessary by the District. Cannon's assumptions and exclusions include the following:

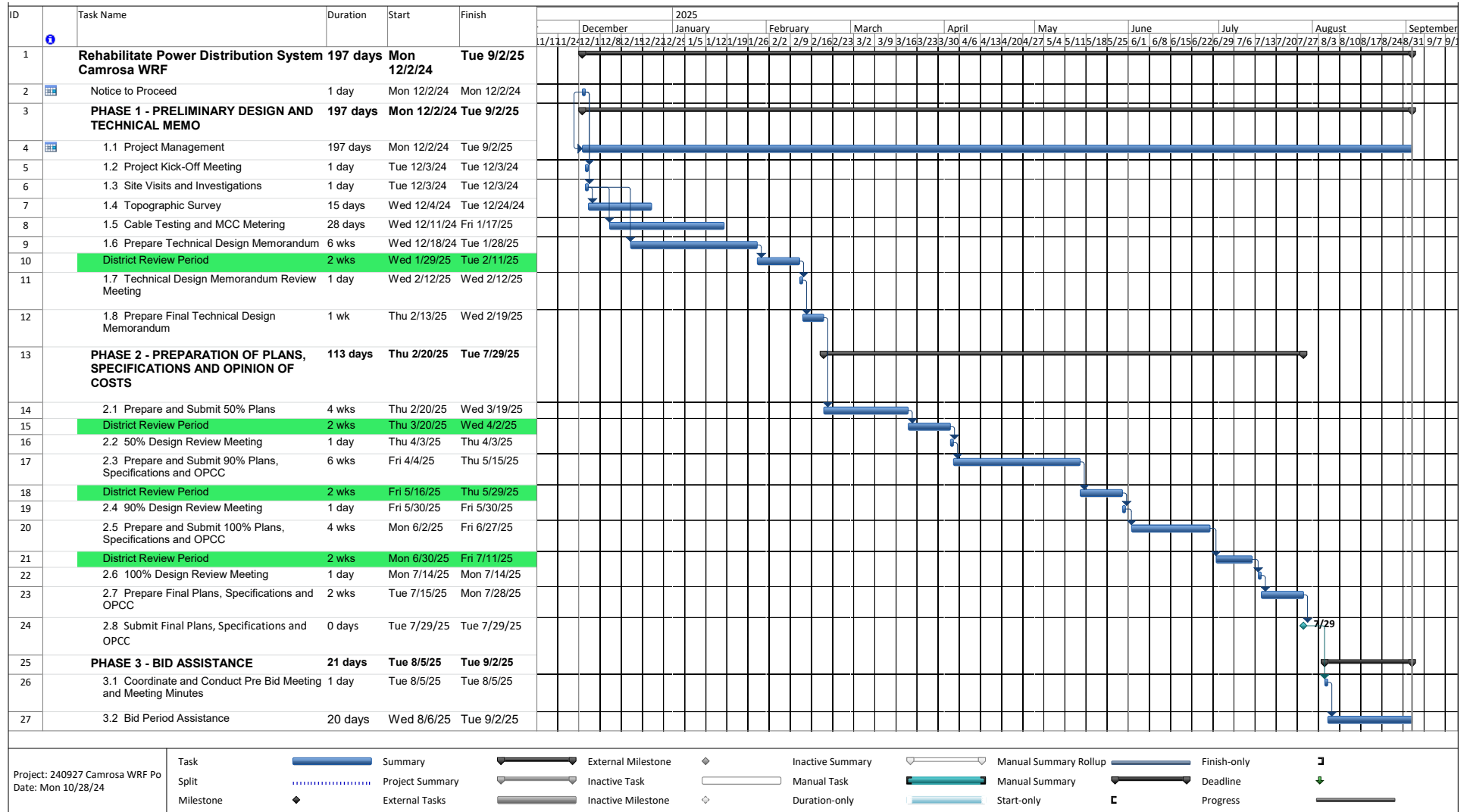
- The District will provide timely delivery of all pertinent record information relative to the project.
- Cannon is not responsible and cannot be held accountable for the accuracy of as-builts or record drawings provided by the District.
- Hazardous materials investigation and remediation is excluded.
- Public outreach is excluded.
- All meetings, except the kickoff meeting and the pre-bid meeting, are assumed to be virtual via MS Teams or Zoom.
- Any required potholing will be performed by the contractor.
- The District will directly pay all necessary permitting and plan check fees with all permitting and plan approval agencies.
- Items not specifically identified in the scope of service sections of this proposal are to be excluded and will be considered additional services. Additional work will be billed on a time and materials basis or as an addendum with prior written authorization from District.
- The District will pay all necessary Southern California Edison service upgrade fees.
- Arc flash and coordination studies are not included in the project scope. Cannon can provide this service for additional fees. However, if Camrosa prefers the Contractor to provide these services, our specifications will include sections for the Contractor to provide the arc flash and coordination studies.
- The District's SCADA system and/or on-site PLC panels will not be upgraded nor replaced as part of the scope of this project.
- A geotechnical soils report is not included. We will use reports that Camrosa already has for areas near the location of the new building.
- CEQA will be provided by others or is exempt.
- The electrical engineer will provide equipment cut sheets to be used by the structural engineer to design the equipment pads.
- The cable testing includes testing of the distribution cables for six MCCs. If additional cables are required to be tested, then a change in the contract will be necessary.
- Energy code compliance documentation for the building envelope or lighting is not included.
- Title 24 calculations for the building are not included.

Cost Breakdown

			Cannon																Sub Consultants				Totals											
			Project Manager		Sr Principal QA/QC Engineer		Sr Principal Elec Engineer		Associate Elec Engineer		Electrical Designer		Principal Civil Engineer		Civil Design Engineer		Sr Principal Struct Engineer		Associate Struct Engineer		Engineering Assistant II		Survey		Taft Electric		RA		Reimbursables					
			\$260		\$260		\$260		\$190		\$169		\$272		\$160		\$240		\$175		\$125				Elec Testing		HVAC							
Phase	Task	Subtask	Description	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Lump Sum	Lump Sum	Lump Sum	Lump Sum	Lump Sum	Hrs	Cost						
Phase 1 – Preliminary Design and Technical Memo																																		
1	1.1		Project Management	16	\$4,160			4	\$1,040																							24	\$5,700	
	1.2		Kick-off Meeting	2	\$520					2	380									2	\$350	4	\$500									10	\$1,750	
	1.3		Site Visit and Reconnaissance	6	\$1,560					6	\$1,140									6	\$1,050	1	\$125				\$250				19	\$4,125		
	1.4		Topographic Survey	1	\$260																	1	\$125	\$15,050							2	\$15,435		
	1.5		Cable Testing and MCC Metering	1	\$260			2	\$520	16	\$3,040											1	\$125								20	\$12,745		
	1.6		Technical Design Memorandum			4	\$1,040	8	\$2,080	40	\$7,600	4	\$676					1	\$240	12	\$2,100	6	\$750								75	\$14,486		
	1.7		Technical Design Memorandum Review Meeting	1	\$260					1	\$190											1	\$125								3	\$575		
	1.8		Final Technical Design Memorandum					1	\$260	4	\$760							1	\$240	2	\$350	1	\$125								9	\$1,735		
Total Phase 1				27	\$7,020	4	\$1,040	15	\$3,900	69	\$13,110	4	\$676				2	\$480	22	\$3,850	19	\$2,375	\$15,050	\$8,800		\$250	162	\$56,551						
Phase 2 - Plans, Specifications and OPCC																																		
2	2.1		Prepare 50% Plans			4	\$1,040	8	\$2,080	24	\$4,560	24	\$4,056	10	\$2,720	30	\$4,800	9	\$2,160	26	\$4,550	2	\$250									137	\$28,216	
	2.2		50% Design Review Meeting							2	\$380									2	\$350										4	\$730		
	2.3		Prepare 90% Plans, Specifications and Cost Estimate					8	\$2,080	32	\$6,080	40	\$6,760	6	\$1,632	30	\$4,800	19	\$4,560	56	\$9,800	2	\$250									193	\$38,962	
	2.4		90% Design Review Meeting			4	\$1,040			2	\$380									2	\$350										8	\$1,770		
	2.5		Prepare 100% Plans, Specifications and Cost Estimate					4	\$1,040	24	\$4,560	20	\$3,380	4	\$1,088	20	\$3,200	10	\$2,400	20	\$3,500	2	\$250									104	\$19,418	
	2.6		100% Design Review Meeting			2	\$520			2	\$380									2	\$350										6	\$2,750		
	2.7		Prepare Final Plans, Specifications and Cost Estimate			1	\$260	2	\$520	8	\$1,520	4	\$676	2	\$544	6	\$960	1	\$240	2	\$350	1	\$125									27	\$5,695	
	2.8		Project Management	24	\$6,240			4	\$1,040													8	\$1,000								36	\$8,280		
Total Phase 2				24	\$6,240	11	\$2,860	26	\$6,760	94	\$17,860	88	\$14,872	22	\$5,984	86	\$13,760	39	\$9,360	110	\$19,250	15	\$1,875				\$7,000	515	\$105,821					
Total of Phases 1 and 2				51	\$13,260	15	\$3,900	41	\$10,660	163	\$30,970	92	\$15,548	22	\$5,984	86	\$13,760	41	\$9,840	132	\$23,100	34	\$4,250	\$15,050	\$8,800		\$7,000	677	\$162,372					
Phase 3 – Bid Assistance																																		
3	3.1		Pre-Bid Meeting	8	\$2,080					8	\$1,520																						16	\$3,850
	3.2		Prepare Conformed Plans and Specifications					1	\$260	2	\$380	8	\$1,352			2	\$320				2	\$250											15	\$2,562
	3.3		Process Bid RFIs					1	\$260	4	\$760	4	\$676					4	\$700	2	\$250												15	\$2,906
	3.4		Create Bid Addenda					1	\$260	4	\$760	4	\$676			2	\$320					1	\$125										12	\$2,141
	3.5		Bid Evaluation	2	\$520			1	\$260	2	\$380											1	\$125									6	\$1,285	
Total Phase 3				10	\$2,600			4	\$1,040	20	\$3,800	16	\$2,704			4	\$640			4	\$700	6	\$750				\$260	\$250	64	\$12,744				
Alternate Proposed Items																																		
4	4.1		Add Alt-1: Create Drawings from Scratch							4	\$760	16	\$2,704																			20	\$3,464	
	4.2		Add Alt-2: Design Replacement of Cables					2	\$520	16	\$3,040																					18	\$3,560	
Total Alternates								2	\$520	20	\$3,800	16	\$2,704																	38	\$7,024			
Project Total				61	\$15,860	15	\$3,900	47	\$12,220	203	\$38,570	124	\$20,956	22	\$5,984	90	\$14,400	41	\$9,840	136	\$23,800	40	\$5,000	\$15,050	\$8,800		\$7,260	\$500	779	\$182,140				

Schedule

Design Services for Rehabilitate Power Distribution System at Camrosa Wastewater Treatment Facility Camrosa Water District



General and Specific Experience

Cannon Corporation- Providing Reliable Responsive Solutions since 1976

Firm Profile

As a full-service engineering design, construction management and inspection, and surveying firm, Cannon takes pride in our ability to offer clients a complete range of services. Our commitment to providing clients *Reliable Responsive Solutions*, whether the project scope is expansive or more specialized, spans 48 years.

During that time, we have worked with many cities, counties, and agencies to maintain secure and dependable water systems; make streets safer and more pedestrian and bicycle-friendly; and construct buildings and facilities that are structurally sound. These characteristics have been an integral part of the infrastructure improvement projects we have completed throughout California.

Our multidisciplinary team of 154 professionals includes the following:

- Registered Civil, Structural, Mechanical, and Electrical Engineers
- Licensed Land Surveyors and Survey Technicians
- Caltrans Certified Construction Managers and Inspectors
- Instrumentation and Controls (SCADA) Specialists
- County-, State-, and Federal-Level Funding Administration Managers

Office Locations

Services for the Camrosa Water District will be provided primarily from our Ventura office with support from our other offices, if needed. Cannon office locations include the following:

Ventura

305 S Kalorama St.
Suite A
Ventura, CA 93001
☎ 805.503.4590

Los Angeles

11900 W Olympic Blvd.
Suite 530
Los Angeles, CA 90064
☎ 310.664.1166

San Luis Obispo

1050 Southwood Dr.
San Luis Obispo, CA 93401
☎ 805.544.7407

Irvine

16842 Von Karman Ave.
Suite 150
Irvine, CA 92606
☎ 949.753.8111

Team Statistics

40+

Automation, Electrical, Civil, and Structural Engineers, including the following:
5 Electrical Engineers
1 Control Systems Engineer
5 Integrators

117+

combined years of team experience in the instrumentation and electrical (I&E) engineering industry

220+

I&E projects for water and wastewater resources

Experience with Camrosa Water District

Cannon has been providing services to Camrosa Water District for six years. We have provided engineering services on the following projects:

- Repair Sewer Hotspots
- AG 3 Non-Potable Tank Improvements
- Camarillo Springs Golf Course Waterline Replacement
- Santa Rosa Area Utility Covers
- Verdugo and Camino Ruiz Water/Sewer Pipeline
- TCP 1,2,3 Removal at Conejo Wells
- Trojan Storage Facilities
- Reservoir 1B Rain Gutters
- Reservoir 1B Communications Facility
- PV Well No. 2
- Shea Homes Construction Inspection
- Water Reclamation Facility Chemical Feed System
- Generator Fuel Tank
- Effluent Pond Rehabilitation
- 4C Tank and Pump Station
- Reservoir 1B Communication Control Facility
- Generator and Fuel Tanks
- Chemical Storage and Feed System

Specific Experience

Suburban Water Systems Pump Station Upgrade Projects

Whittier, California



Cannon has prepared electrical and controls design plans and specifications for numerous pump stations and wells for Suburban Water Systems (SWS). The electrical design included calculations, layout of electrical gear, coordination studies, and the preparation of technical specifications. Due to specific pumping requirements, Cannon designed a number of these pump stations and wells using variable frequency drives (VFDs). These designs included the specifications of the VFDs, design for the controlled operation of the pumps, and design for interfacing with the existing SCADA system.

Projects included the following:

Plant 238 Electrical Upgrades: SWS wanted to install an emergency backup diesel generator in the event of a power outage and fire flow event. Cannon provided electrical, structural and HVAC engineering services for three new pumps (two 15 hp and one 75 hp). We specified new electrical equipment, including VFDs, to control the motors and an automatic emergency backup diesel power system, electrical calculations, and electrical plans. Structural engineering services included foundation plans for the new equipment, and a structural calculation package. The final bid documents included plans, specifications and an opinion of probable construction costs. Cannon also provided engineering support services during the bidding and construction phases of the project.

Plant 236 Electrical Upgrades: The electrical equipment at Plant 236 had reached the end of its useful life. SWS selected Cannon to provide electrical and structural engineering services for the upgrades. Cannon's services included specifying new electrical equipment (including VFDs), electrical calculations, and electrical and programmable logic controller (PLC) panel plans. Our structural engineering team provided foundation plans and a shade structure for the new equipment, as well as a structural calculation package. The final bid documents included plans, specifications, and an opinion of probable construction costs.

Key Project Team Members

- Derek Romer, EE Project Manager
- Jeff Spannbauer, PE Principal-in-Charge
- Alex Maestre, EE Electrical Engineer
- Brandon Apfel Electrical Design Engineer
- Vicente Acuña, SE Structural Engineer

Reference: Jorge Lopez Vice President of Engineering
Suburban Water Systems

1325 N. Grand Avenue, Suite 100, Covina, CA 91724

☎ 626.543.2518 ✉ jlopez@swwc.com

Building 18031 SatCOM Switchgear Project

Monterey, California



Key Project Team Members

- Derek Romer, EE Project Manager
- Jeff Spannauer, PE Principal-in-Charge
- Alex Maestre, EE Electrical Engineer
- Taylor Groos, EE Electrical Engineer
- Brandon Apfel Electrical Design Engineer
- Marshall Pihl, SE Structural Engineer

The power system at Building 18031 is part of the critical infrastructure at Camp Roberts. The switchgear, generators, and control panels required significant electrical upgrades. Troubleshooting the 15kV PG&E switchgear had been especially difficult. The Army identified the need for as-builts and generated factory drawings of the existing 15kV utility switchgear as well as replacement of the existing relays with new ones.

The City of Monterey selected Cannon to provide electrical engineering services. Our scope included providing as-builts and generating the factory drawings; developing a bid package to replace the existing relays; providing a detailed three-year testing and maintenance plan for the 15kV PG&E switchgear; producing drawings and specifications for the bid documents; preparing an opinion of probable construction costs; and supporting during construction.

Reference: Richard Llantero PE Associate Civil Engineer

City of Monterey

580 Pacific Street, Monterey, CA 93940

☎ 831.646.3446 ✉ llantero@monterey.org

Phase I Wastewater Treatment Plant Upgrade

Santa Maria, California



Key Project Team Members

- Derek Romer, EE Electrical Engineer
- Jeff Spannauer, PE Instrumentation, Process Controls
- Brandon Apfel Electrical Design Engineer

Laguna County Sanitation District (LCSD) embarked on a two-phase program to upgrade and expand their wastewater reclamation plant. Cannon teamed with another firm to complete the first phase, which involved designing a 3.7 MGD conventional activated sludge plant with new headworks/influent pump station, grit removal, aeration basin splitter box, aeration basins, secondary clarifiers, and a return/waste activated sludge pump station. We provided electrical/instrumentation, structural, and mechanical designs for the headworks/influent pump station, vortex grit chamber, aeration basin splitter box, and several new pump stations and pump station upgrades.

Cannon completed the hydraulic profile calculations for the entire upgrade; site civil work, including paving, grading, and yard piping; and investigated and pursued a Notice of Non-Applicability for the new Industrial General Permit.

Reference: Martin Wilder, PE Utilities Manager

County of Santa Barbara

620 West Foster Road, Santa Maria, CA 93455

☎ 805.739.8755 ✉ mwilder@cosbpw.net

Saxon Plant Upgrades

San Gabriel, California



Key Project Team Members

- Derek Romer, EE Electrical Engineer
- Alex Maestre, EE Electrical Project Engineer
- Brandon Apfel Electrical Design Engineer
- Mike Kielborn, PE, LEED AP Civil Engineer

Golden State Water Company was redeveloping the Saxon Plant site to increase usability and enhance water supply. Cannon was selected to provide civil, electrical, controls, structural, and mechanical engineering design services, as well as survey, for the new facilities.

We provided design services for equipping the new Well 5, the new 0.75 mg welded steel storage reservoir, and booster pump station (three 800 gpm pumps and building), so that Well 5 could pump into the distribution system.

We also evaluated the existing Southern California Edison transformer and provided design for the disinfection building, Motor Control Center, PLC, main switchboard, emergency backup generator, drainage system (for well pump to waste and tank overflow), and the demolition of old facilities (office/warehouse building, Well 3 and disinfection shed, bulk storage area).

Reference: Roman Silvestre Capital Program Engineer
Golden State Water Company

3005 Gold Canal Drive, Rancho Cordova, CA 95670

☎ 626.485.9613 ✉ Roman.Silvestre@gswater.com

Wastewater Treatment Plant Upgrade Projects

McFarland, California



Key Project Team Members

- Jeff Spannauer, PE Instrumentation, Process Controls
- Derek Romer, EE Electrical Engineer
- Brandon Apfel Electrical Design Engineer

Cannon was selected to be an on-call municipal wastewater engineer for the City of McFarland for a three-year period, now extended indefinitely. As the City's wastewater engineer, Cannon completed several projects for the wastewater treatment plant, including irrigation pump station and pipe design, a wastewater facilities master plan, an aeration basin, blower and MCC building, and a headworks upgrade design.

Cannon provided electrical, instrumentation, process, civil, and structural engineering services. As part of the phased approach for re-vamping the existing plant, our proposed project team completed planning, design and construction management for the new headworks facility. As a result, the headworks includes a new plant SCADA system complete with three lift station integrations. The initial design included considerations for the master planned wastewater plant.

Reference: Yerlys Hernandez Public Works Director
City of McFarland

401 West Kern Avenue, McFarland, CA 93250

☎ 661.792.3091 ✉ yhernandez@mcfarlandcity.org

Ventura Emergency Generators

Ventura, California



Key Project Team Members

- Derek Romer, EE Project Manager
- Alex Maestre, EE Electrical Project Engineer
- Brandon Apfel Electrical Design Engineer
- Marshall Pihl, SE Structural Engineer
- Viceñte Acuna, SE Structural Project Engineer

Ventura Water owns several stationary and portable generators that support the operation of critical pump station locations. Southern California Edison had proposed to shut-off power in hazardous fire areas under certain circumstances, impacting the power supply at several water production facilities. The City needed additional generators to supply power at critical facilities during future power outages.

Cannon designed the new stationary generators at seven sites and for connections to portable generators at five sites. We provided civil, electrical, and structural engineering services. We worked with the City selected generator vendor, Quinn, in the sizing of the generators and fuel tanks. We analyzed the generator sizing reports from the supplier; designed manual and automatic transfer systems; and provided siting of the new electrical equipment, conduit and wire and grounding plans.

Reference: Ron Herbst, PE Civil Engineer Sr. Civil Engineer
City of Ventura

501 Poli Street, Room 120, Ventura, CA 93001

☎ 805.677.3942 ✉ rherbst@cityofventura.net

Sewage Lift Station Generator Removal and Roof Construction

Burlingame, California



Key Project Team Members

- Derek Romer, EE Project Manager
- Jeffrey Spannbauer, PE Instrumentation and SCADA
- Alex Maestre, EE Electrical Engineer
- Brandon Apfel Electrical Design Engineer
- Marshall Pihl, SE Structural Engineer

The City of Burlingame required upgrades to two stormwater and sewage pump stations. Cannon provided structural, electrical, controls, instrumentation, and SCADA engineering services. The scope included removal and replacement of standby generator through the gable end of existing control building and replacement of pumping equipment. Services also included developing pump station upgrade concepts, standby power systems, pump station generator building evaluation, concrete lid analysis for pump opening, and station pump support framing evaluation.

We improved the stormwater pump stations capacity by adding a fourth pump and replacing an unused diesel pump. We replaced the standby generator and transfer switch, eliminated the need for confined space entry maintenance at the sewage pump station, and rehabilitated the stormwater discharge pipes.

Reference: Thomas Grau Principal Project Manager
Mott MacDonald

1300-B First St., Gilroy, CA 95020

☎ 408.848.3122 ✉ Thomas.Grau@mottmac.com

Team Qualifications

Derek Romer, EE Electrical Engineer

☎ 310.664.1166 📠 310.633.4651 ✉ DerekR@CannonCorp.us

Mr. Romer has more than 29 years of experience, including electrical and controls system design; secondary power distribution; instrumentation; and SCADA for water and wastewater treatment plant, wells, pump stations, reservoirs, and sewage lift stations. Mr. Romer is especially recognized for his ability to coordinate with clients and contractors and deliver turnkey, cost-effective projects.



Jeff Spannbauer, PE Principal-in-Charge

Since 1995, Mr. Spannbauer has developed expertise in preparing plans and specifications for water systems for municipal, agricultural, and subdivision projects. He has solid field experience and practical knowledge of operations and testing of water systems, along with technical capabilities in current water modeling technologies. As Director of the Automation and Electrical Engineering Division, Mr. Spannbauer leads a team of expert professionals who can facilitate project needs from conception through completion.

Alex Maestre, EE Electrical Engineer

Mr. Maestre has seven years of experience providing electrical engineering services on projects, including water resources, facility equipment and emergency generators, lighting plans, and street improvement design. He is skilled in electrical distribution design. Mr. Maestre worked on the Building 18031 SatCOM Switchgear Project, Saxon Plant Upgrades, and Ventura Emergency Generators projects. He is familiar with Camrosa Water District from working on the AG 3 Non-Potable Tank Improvements Project.

Taylor Groos, EE Electrical Engineer

Mr. Groos brings nine years of experience in the industry and has provided instrument and controls engineering services on various teams to support the on-going improvements and development of water resource, wastewater, energy, manufacturing, and industrial facilities. He is adept at building client relations and manages oversight of contractors. Mr. Groos is experienced in designing, developing, installing, and managing equipment which is used to monitor and control engineering systems, machinery, and processes. He specializes in programming line controls, process controls, and HMI.

Brandon Apfel Electrical Design Engineer

Mr. Apfel brings 20 years of experience in drafting and electrical design. As an Electrical Designer, he is responsible for overseeing drafting work, drafting electrical drawings, and creating receptacle plans and lighting layouts. He has worked on a variety of projects including mixed-use energy and military projects, facilities, and custom fabrication projects. Mr. Apfel is also especially skilled in AutoCAD drawings, adhering to specific CAD standards, including layers, Xrefs, background, updates, isometrics, scale, and viewports.



Michelle Kawakami Abad Electrical Design Engineer

Ms. Abad has over 22 years of electrical design experience, having worked at two major international engineering firms prior to joining Cannon in 2022. She is familiar with industry standards, such as NEC, ISA, NEMA, and her experience includes projects for Aera Energy, California Resources Corporation, Plains All American Pipeline, Holmes Western Oil Corporation, Macpherson Oil Co., Kern Oil, and Chevron.



Marshall Pihl, SE Structural Engineer

Mr. Pihl has provided structural engineering services since 1984. He is knowledgeable in design and analysis for all types of new construction, renovations, and repair of structural damage due to water, rot, fire, and natural disaster. His experience includes design and analysis of wood, concrete, masonry, and steel structures. Mr. Pihl has provided structural services for multiple wastewater facilities, including the Solvang Wastewater Treatment Plant and San Luis Obispo Water Resources Recovery Facility .



Vicente Acuña, SE Structural Engineer

Mr. Acuña has been providing structural engineering services for nine years. He is knowledgeable in design and analysis for new construction. His experience includes design and analysis of aluminum, timber, concrete, masonry, and steel structures as well as architectural components and mechanical equipment. He specializes in concrete and steel design.



Ned Reynolds, PLS Surveyor

Mr. Reynolds brings 36 years of experience in the surveying field working with a variety of survey equipment such as manual and robotic total stations, static, RTK, and network GPS. As a land surveyor, he has served in the field and office on numerous public infrastructure, land development, industrial, residential, and commercial construction projects. He is experienced in water resource, transportation, and development projects.

“The projects that Cannon worked on for CVWD were on time and within budget... I've found their personal to be extremely thorough, diligent and knowledgeable.”

David Gould, Former District Engineer,
Crescenta Valley Water District

“I have been pleased with the services provided by Cannon and trust their knowledge and expertise in supporting Ventura with the City's capital improvements.”

Chris Dejarne, PE, Senior Civil Engineer
City of Ventura

Appendix / Additional Items

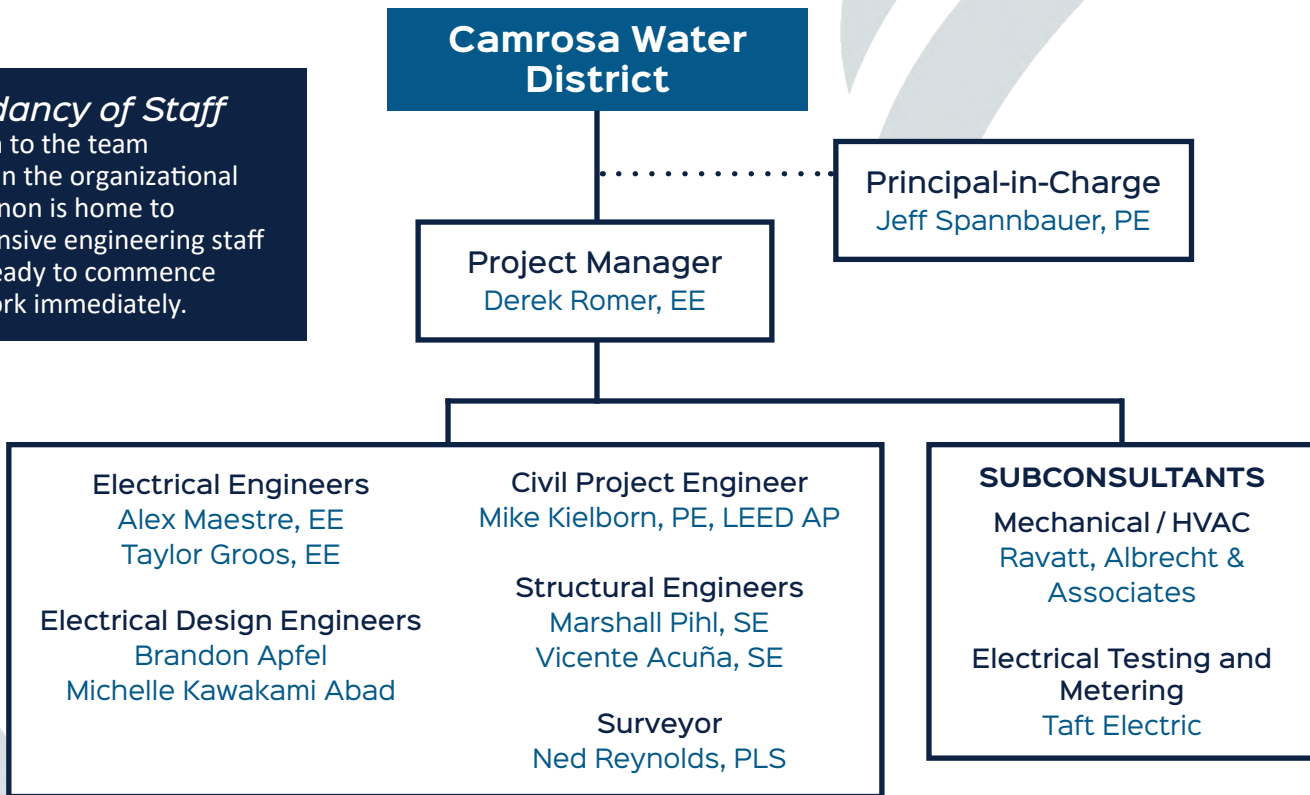
For our additional items, we are providing resumes to show Camrosa Water District information on our project team who they will be working with.

Organizational Chart

The following staff are experts in the design of water and wastewater resource projects, including treatment plants. We have provided resumes for team members on the following pages.

Redundancy of Staff

In addition to the team members in the organizational chart, Cannon is home to comprehensive engineering staff who are ready to commence project work immediately.



“The projects that Cannon worked on for CVWD were on time and within budget... I've found their personal to be extremely thorough, diligent and knowledgeable.”

David Gould, Former District Engineer,
Crescenta Valley Water District

“I have been pleased with the services provided by Cannon and trust their knowledge and expertise in supporting Ventura with the City's capital improvements.”

Chris Dejarne, PE, Senior Civil Engineer
City of Ventura

Derek Romer, EE Electrical Engineer



Mr. Romer has 29 years of experience, including electrical and controls system design; secondary power distribution; instrumentation; and SCADA for wastewater treatment plants, water treatment plants, pump stations, reservoirs, and sewage lift stations. His expertise includes project management, field investigations, calculations, preparation of drawings and specifications for bid packages, review of bid packages and construction shop drawings, and construction management, including troubleshooting during project startup and inspection. Mr. Romer is especially recognized for his ability to coordinate with clients and contractors and deliver turnkey, cost-effective projects. His pump station and SCADA designs feature energy-efficient systems and promote off-peak power use.

Professional Registration

- Registered Electrical Engineer, California, No. 16396

Education

- Bachelor of Science, Electrical Engineering, California Polytechnic State University, San Luis Obispo, California

Professional Affiliations

- Institute of Electrical and Electronics Engineers
- Southern California Water Utilities Association
- National Fire Protection Association
- National Council of Examiners for Engineers and Surveyors

Presentations

- “The PSPS Program, Backup Generator Power, and You,” Partnered with Travis Neely (Cummins), CRWA Annual Expo, April 2022

Electrical Design and Upgrades for Numerous Pump Stations and Well Replacement Projects, Suburban Water Systems, Covina, California:

Mr. Romer served as Project Manager and prepared electrical and controls design plans and specifications for five pump stations and four wells throughout the agency’s water system. The electrical design included calculations, layout of electrical gear, coordination studies, and the preparation of technical specifications. Because of specific pumping requirements, Mr. Romer designed a number of these pump stations and wells using variable frequency drives (VFDs). The designs included specifications of the VFDs, controlled operation of the pumps, and interfacing with the existing SCADA system.

Building 18031 SatCOM Switchgear Project, Monterey, California: The power system at Building 18031 is part of the critical infrastructure at Camp Roberts. The switchgear, generators, and control panels required significant electrical upgrades. The Army identified the need for as-built and generated factory drawings of the existing 15kV utility switchgear as well as replacement of the existing relays with new ones. The City of Monterey selected Cannon to provide electrical engineering services for the project. We also developed a bid package to replace the existing relays and provided a detailed three-year testing and maintenance plan for the 15kV PG&E switchgear. Mr. Romer served as Project Manager.

Phase I Wastewater Treatment Plant Upgrade, Santa Maria, California: Laguna County Sanitation District (LCSD) embarked on a two-phase program to upgrade and expand their wastewater reclamation plant. Cannon helped complete the first phase, which involved designing a 3.7 MGD conventional activated sludge plant with new headworks/influent pump station, grit removal, aeration basin splitter box, secondary clarifiers, and a return/waste activated sludge pump station. We provided electrical/instrumentation, structural, and mechanical designs for the headworks/influent pump station, vortex grit chamber, aeration basin splitter box, and several new pump stations and pump station upgrades. Mr. Romer served as Electrical Engineer.

Select Relevant Experience

Mr. Romer served as Project Manager or Electrical Engineer on the following projects:

- Saxon Plant Upgrades and Well Design, San Gabriel, California
- Wastewater Treatment Plant Upgrade Projects, McFarland, California
- Ventura Emergency Generators, Ventura, California
- Sewage Lift Station Generator Removal, Burlingame, California

Jeff Spannbauer, PE Principal-in-Charge



Professional Registration

- Registered Civil Engineer, California, No. 66131

Education

- Bachelor of Science, Agricultural Engineering, California Polytechnic State University, San Luis Obispo, California

Training and Development

- PMSJ Project Management Bootcamp
- Certified Master Modeling in WaterCAD and WaterGEMS Hydraulic Analysis Software by Bentley

Professional Affiliations

- International Society of Automation
- American Society of Civil Engineers
- Control System Integrators Association

As Principal-in-Charge Mr. Spannbauer makes decisions and recommendations recognized as authoritative that have a far-reaching impact on Cannon's engineering design, construction, administrative, and related activities. He negotiates critical and controversial issues along with other Senior Principal engineers and officers of other companies or organizations. In addition, Mr. Spannbauer exhibits a superior level of creativity, foresight, and judgement in planning, organizing, and guiding project teams and engineering programs. Recognized as an expert in one or more specialties, he applies his extensive knowledge to complex projects and assumes responsibility for the department of automation and electrical engineering.

Electrical Design and Upgrades for Numerous Pump Stations and Well

Replacement Projects, Suburban Water Systems, Covina, California: Cannon prepared electrical and controls design plans and specifications for five pump stations and four wells (well nos. 2, 3, 8, and 9) throughout the agency's water system. The electrical design included calculations, layout of electrical gear, coordination studies, and the preparation of technical specifications. Because of specific pumping requirements, we designed a number of these pump stations and wells using variable frequency drives (VFDs). The designs included specifications of the VFDs, controlled operation of the pumps, and interfacing with the existing SCADA system. Mr. Spannbauer served as Principal-in-Charge.

Building 18031 SatCOM Switchgear Project, Monterey, California: The power system at Building 18031 is part of the critical infrastructure at Camp Roberts. The switchgear, generators, and control panels required significant electrical upgrades. The Army identified the need for as-built and generated factory drawings of the existing 15kV utility switchgear as well as replacement of the existing relays with new ones. The City of Monterey selected Cannon to provide electrical engineering services for the project. We also developed a bid package to replace the existing relays and provided a detailed three-year testing and maintenance plan for the 15kV PG&E switchgear. Mr. Spannbauer served as Principal-in-Charge.

Wastewater Facilities, Collection System Integration, and SCADA Programming,

McFarland, California: Cannon has been tasked with the development of the wastewater facilities integration and SCADA programming of both the wastewater plant and three collection system lift stations. Beginning with the headworks construction, Cannon will develop the backbone system for the ultimate wastewater facility's phased expansion. Mr. Spannbauer served as Principal-in-Charge.

Select Relevant Experience

Mr. Spannbauer served as Principal-in-Charge on the following projects:

- Saxon Plant Upgrades, San Gabriel, California
- Wastewater Treatment Plant Upgrade Projects, McFarland, California
- Sewage Lift Station Generator Removal and Roof Construction, Burlingame, California
- As-Needed Electrical Engineering Services, Goleta, California

Alex Maestre, EE Electrical Engineer



Professional Registration

- Registered Electrical Engineer, California No. 24323

Education

- Bachelor of Science, Electrical Engineering, California State Polytechnic University, San Luis Obispo, California

Specialized Software Skills

- AutoCAD,
- Revit
- Navisworks
- EnergyPro
- SKM Power Tools
- Bluebeam Revu
- ETAP

Awards

- Cal Poly SLO President's List Awards (3x winner, 2014-2017)

Mr. Maestre brings nine years of experience and is responsible for working as part of the design team to create drawing packages, including electrical distribution design, ground design, solar design, and arc flash hazard analysis. He assists Senior Engineers with creating specification packages, selects system equipment optimally suited for client projects and designs, creates equipment and instrumentation data sheets, and obtains quotes from vendors for material cost estimates. Mr. Maestre coordinates system design and instrumentation selection with the Lead Electrical Engineer, attends design review meetings with clients, and assists with construction administration services.

Saxon Plant Upgrades and Well Design, San Gabriel, California: Golden State Water Company redeveloped the Saxon Plant site to enhance the water supply. Cannon was selected to provide civil, electrical, controls, structural, and mechanical engineering design services, as well as survey for the new facilities. Design services include equipping of new Well 5, new disinfection building, new booster pump station (three 800 gpm pumps and building), new Motor Control Center, new PLC, emergency backup generator, evaluation of existing SCE transformer, 0.75 MG welded steel reservoir, drainage system, and demolition of old facilities. Mr. Maestre served as Electrical Engineer.

Electrical Design and Upgrades for Numerous Pump Stations and Well Replacement Projects, Suburban Water Systems, Covina, California: Cannon prepared electrical and controls design plans and specifications for five pump stations and four wells (well nos. 2, 3, 8, and 9) throughout the agency's water system. The electrical design included calculations, layout of electrical gear, coordination studies, and the preparation of technical specifications. Because of specific pumping requirements, we designed a number of these pump stations and wells using variable frequency drives (VFDs). The designs included specifications of the VFDs, controlled operation of the pumps, and interfacing with the existing SCADA system. Mr. Maestre served as Electrical Engineer.

Building 18031 SatCOM Switchgear Project, Monterey, California: The power system at Building 18031 is part of the critical infrastructure at Camp Roberts. The switchgear, generators, and control panels required significant electrical upgrades. The Army identified the need for as-built and generated factory drawings of the existing 15kV utility switchgear as well as replacement of the existing relays with new ones. The City of Monterey selected Cannon to provide electrical engineering services for the project. We also developed a bid package to replace the existing relays and provided a detailed three-year testing and maintenance plan for the 15kV PG&E switchgear. Mr. Maestre served as Electrical Engineer.

Select Relevant Experience

Mr. Maestre served as Electrical Engineer on the following projects:

- Ventura Emergency Generators, Ventura, California
- Sewage Lift Station Generator Removal and Roof Construction, Burlingame, California
- Barstow Wells Design, Bidding, and Construction, Barstow, California

Taylor Groos, PE Electrical Engineer



Mr. Groos brings nine years' experience in the industry and has provided instrument and controls engineering services on various teams to support the ongoing improvements and development of water resource, wastewater, energy, manufacturing, and industrial facilities. He is adept at building client relations and manages oversight of contractors. Mr. Groos is experienced in designing, developing, installing, and managing equipment which is used to monitor and control engineering systems, machinery and processes. He specializes in programming line controls, process controls, and HMI.

Professional Registration

- Registered Electrical Engineer, California, No. 24757

Education

- Bachelor of Science, Electrical Engineering, California State University Chico, Chico, California

Specialized Software Skills

- PLC Programming
- HMI Programming
- AutoCAD
- Ladder Logic
- Rockwell
- RSLogix/Studio

Building 18031 SatCOM Switchgear Project, Monterey, California: The power system at Building 18031 is part of the critical infrastructure at Camp Roberts. The switchgear, generators, and control panels required significant electrical upgrades. The Army identified the need for as-built and generated factory drawings of the existing 15kV utility switchgear as well as replacement of the existing relays with new ones. The City of Monterey selected Cannon to provide electrical engineering services for the project. We also developed a bid package to replace the existing relays and provided a detailed three-year testing and maintenance plan for the 15kV PG&E switchgear. Mr. Groos served as Electrical Engineer.

Orange County SCADA Design-Build, Orange County, California: Cannon was selected by GSWC for a Design-Build project to establish an upgraded SCADA system for the Orange County District. The existing control system was providing monitoring and control for seven out of 37 remote sites, across four different water systems. Cannon was tasked to create standardized SCADA designs, for both hardware and software implementation, from the SCADA Master Plan to integrate all four water systems. Cannon conducted Radio Path Surveys, including evaluating alternatives for communication to the GSWC Anaheim office. Cannon developed alternative telemetry design solutions, using cellular routers at each of the Access Points for the water systems. Mr. Groos served as Electrical Senior Project Engineer.

American Water On-Call SCADA Upgrades, Vandenberg Air Force Base, Lompoc, California: In 2016, American Water Operations & Maintenance, Inc. assumed responsibility for Vandenberg AFB's water system. Cannon was selected to upgrade the existing SCADA system and install control systems at new sites to allow operations staff to monitor/operate the system in real-time from remote workstations. The scope of work included 14 water sites, 2 treatment facilities, and 4 lift stations. Cannon created and implemented standardized PLC and HMI functionality common across the water and wastewater facilities. Mr. Groos provided controls engineering services.

Select Relevant Experience

Mr. Groos served as Electrical Engineer on the following projects:

- Corona Del Mar Water Treatment Plant, Design Update, Goleta California
- Camp Roberts Wastewater Treatment Plant Pumps PLC Troubleshooting, Monterey, California
- Avila Ranch Wastewater Lift Station, San Luis Obispo, California
- Buckley Wastewater Lift Station, San Luis Obispo, California

Brandon Apfel Electrical Design Engineer



Education

- Associate of Arts, Liberal Studies, Allan Hancock College, Santa Maria, California

Specialized Software Skills

- AutoCAD: Release 13
- Softdesk
- Civil/Survey Packages

Mr. Apfel brings 20 years of experience in drafting and electrical design. He is responsible for overseeing drafting work; drafting electrical drawings in preparation of plans, specifications, and estimates for a variety of engineering projects; and creating receptacle plans and lighting layouts. He is actively involved in the review and transfer of the latest technologies to others in the company, taking initiative to consult with outside providers or agencies on technical knowledge. Although Mr. Apfel works under the supervision of a Project Manager, he produces the majority of his work independently.

Electrical Design and Upgrades for Numerous Pump Stations and Well Replacement Projects, Suburban Water Systems, Covina, California:

Cannon prepared electrical and controls design plans and specifications for five pump stations and four wells (well nos. 2, 3, 8, and 9) throughout the agency's water system. The electrical design included calculations, layout of electrical gear, coordination studies, and the preparation of technical specifications. Because of specific pumping requirements, we designed a number of these pump stations and wells using variable frequency drives (VFDs). The designs included specifications of the VFDs, controlled operation of the pumps, and interfacing with the existing SCADA system. Mr. Apfel served as Electrical Design Engineer.

Building 18031 SatCOM Switchgear Project, Monterey, California: The power system at Building 18031 is part of the critical infrastructure at Camp Roberts. The switchgear, generators, and control panels required significant electrical upgrades. The Army identified the need for as-built and generated factory drawings of the existing 15kV utility switchgear as well as replacement of the existing relays with new ones. The City of Monterey selected Cannon to provide electrical engineering services for the project. We also developed a bid package to replace the existing relays and provided a detailed three-year testing and maintenance plan for the 15kV PG&E switchgear. Mr. Apfel served as Electrical Design Engineer.

Phase I Wastewater Treatment Plant Upgrade, Santa Maria, California: Laguna County Sanitation District (LCSD) embarked on a two-phase program to upgrade and expand their wastewater reclamation plant. Cannon helped complete the first phase, which involved designing a 3.7 MGD conventional activated sludge plant with new headworks/influent pump station, grit removal, aeration basin splitter box, secondary clarifiers, and a return/waste activated sludge pump station. We provided electrical/instrumentation, structural, and mechanical designs for the headworks/influent pump station, vortex grit chamber, aeration basin splitter box, and several new pump stations and upgrades. Mr. Apfel served as Electrical Design Engineer.

Select Relevant Experience

Mr. Apfel served as Electrical Design Engineer on the following projects:

- Saxon Plant Upgrades and Well Design, San Gabriel, California
- Wastewater Treatment Plant Upgrade Projects, McFarland, California
- Ventura Emergency Generators, Ventura, California
- Sewage Lift Station Generator Removal, Burlingame, California

Michelle Ann Kawakami Abad Electrical Design Engineer



Ms. Abad has over 22 years of electrical design experience, having worked at two major international engineering firms prior to joining Cannon in 2022. She is familiar with industry standards, such as NEC, ISA, NEMA, and her experience includes projects for Aera Energy, California Resources Corporation, Plains All American Pipeline, Holmes Western Oil Corporation, Macpherson Oil Co., Kern Oil, and Chevron.

Education

- Completed Advanced AutoCAD Training Course, Lancaster, California

Baseline Turbine Generator Upgrade, Goleta, California: The electrical power system at the Southern California Gas Co. Goleta Station was subject to a major evaluation. The station required improvements to modernization of power distribution, environmentally driven processes to reduce gas emissions, increased on-site power generation for commercial economics, and insulating the station from grid power outages. Cannon was selected to provide project engineering, mechanical engineering design, piping design and 3D modeling, environmental and coastal permitting engineering support, foundation/ancillary structural engineering design, electrical engineering support, and topographic surveying services through Stage 2 and 3 engineering design and permitting. Ms. Abad served as Electrical Design Engineer.

Southern California Gas, Compressor Station Electrical and Controls Migration, Blythe, California: As part of a major expansion and upgrade, Southern California Gas sought to construct new infrastructure at their compressor station facility. To migrate the station's existing electrical loads to the new generators and electrical equipment, Cannon provided the following preliminary and detailed design services: electrical design, instrumentation and controls design, structural design for foundations, AVEVA 3D modeling, and construction documentation. We also performed project engineering, prepared specifications and quotes for long-lead equipment, and compiled material take-offs to support the project's front-end engineering and design (FEED). Ms. Abad is currently serving as Electrical Designer.

Select Relevant Experience

Ms. Abad served as Electrical Design Engineer on the following projects:

- Berry Petroleum Evaporative Cooler for Cogen Unit, Bakersfield, California
- Southern California Gas Blythe Plant 2 Unit 15 Modernization, Blythe, California
- Southern California Gas Blythe Plant 2 Backpressure Valves Installation, Blythe, California
- Southern California Gas Blythe Air System Upgrade, Blythe, California
- Southern California Gas Power Distribution Upgrade, Goleta, California
- Southern California Gas Todd 2 Well Site Electrical Design, Ventura, California
- Southern California Gas PDR Well 3, Playa Del Rey, California
- Chevron Pipeline Back Pressure Control Valves at 25D, Coalinga, California
- SpaceX VSFB SLC-4 LOX Pump Site Upgrades, Vandenberg AFB, California
- Aera Casing Vapor Recovery Project, Lost Hills, California

Mike Kielborn, PE, LEED AP Civil Engineer



Professional Registration

- Registered Civil Engineer, California, No. 70112
- LEED Accredited Professional

Education

- Bachelor of Science, Civil Engineering, Loyola Marymount University, Los Angeles, California

Certifications

- Horizontal Directional Drilling (HDD) Inspector

Professional Affiliations

- Association of Water Agencies of Ventura County
- American Public Works Association
- American Water Works Association
- California Water Environment Association
- North American Society for Trenchless Technology
- National Association of Sewer Service Companies

Mr. Kielborn has specialized in management and design for water and wastewater planning; water supply, storage, and distribution; and sewer system engineering since 2001 primarily working in underground utility construction and municipal infrastructure improvements. He provides assistance with project/field inspection, cost estimation, coordination, and scheduling. Mr. Kielborn has developed excellent project management, cost estimation, in-field engineering management, inspection, coordination, and scheduling abilities for multi-million-dollar projects.

Saxon Plant Upgrades and Well Design, San Gabriel, California: Golden State Water Company redeveloped the Saxon Plant site to enhance the water supply. Cannon was selected to provide civil, electrical, controls, structural, and mechanical engineering design services, as well as survey for the new facilities. Design services include equipping of new Well 5, new disinfection building, new booster pump station (three 800 gpm pumps and building), new Motor Control Center, new PLC, emergency backup generator, evaluation of existing SCE transformer, 0.75 MG welded steel reservoir, drainage system, and demolition of old facilities. Mr. Kielborn served as Project Manager.

Lenain Water Treatment Plant, Anaheim, California: The City of Anaheim's (City) chemical storage system at the Lenain Treatment Plant plays a critical role in supplying safe and clean potable water for distribution to the community. Preliminary research showed that two of the City's 3,000-gallon chemical storage tanks, which aided in disinfecting the City's drinking water supply, were experiencing coating failures. The City selected Cannon to provide engineering and design services for the tank's rehabilitation plan that would prolong the life of the facility and protect the water supply overall. Cannon's scope included evaluating the coating systems; recommending corrective action; assisting with chemical selection and procurement; preparing construction plans, details, and documents; and assisting during bidding and construction. Mr. Kielborn served as Project Manager.

Blacklake Sewer System Consolidation, Nipomo Community Services District, Nipomo, California: The Blacklake Sewer System Consolidation Project consists of the design of a new 160 gpm sewer lift station, 22,000 LF of new 6-inch sewer force main, and the decommission, demolition, and site restoration of the existing Blacklake water reclamation facility. Design also included: SCADA, pavement surfacing and access road, odor control, electrical design, and survey. The schedule allotted 1.5 years for design and 1.5-years for construction support and the permitting schedule. Mr. Kielborn served as Project Engineer/Lift Station.

Malibu Canyon Sewage Lift Station, Vintage Communities, Malibu, California: Built by Vintage Communities, this project consisted of 46 luxury Tuscan- and Spanish-style homes located about 1 mile north of Pacific Coast Highway, overlooking the Malibu Coastline. Cannon was selected to design and process the plans for this lift station with the Los Angeles County Public Works Department. As Project Manager, Mr. Kielborn oversaw the preparation of design plans and specifications for the sewage lift station, including wetwell, on-site inlet and outlet piping, pumps, motors, masonry block wall enclosure with gate, on-site AC paving, electrical power, controls, and SCADA systems.

Marshall Pihl, SE Structural Engineer



As Structural Engineer, Mr. Pihl brings over 39 years of experience in design and analysis for each type of new construction, renovations, and repair of structural damage due to water, rot, fire, and natural disaster. His expertise includes design and analysis of wood, concrete, masonry, and steel structures. In addition to structural design and analysis, he has been involved in a number of projects as a structural engineering expert witness and consultant concerning various insurance claims and repairs.

Professional Registration

- Structural Engineer: California, No. 5101, Colorado, No. 42873, Oregon, No. 60887PE, Washington, No. 25440
- Civil Engineer: California, No. C61406, Washington, No. 625440, Texas, No. 121184

Education

- Master of Science Civil Engineering (Structural), Columbia University, New York
- Bachelor of Science, Civil Engineering, Columbia University, New York
- Bachelor of Engineering Science, Pacific Lutheran University, Tacoma, Washington

Professional Affiliations

- American Society of Civil Engineers
- National Council of Examiners for Engineers and Surveyors
- International Code Council
- American Concrete Institute
- American Public Works Association

Ventura Emergency Generators Engineering Services, Ventura, California: The City of Ventura has several stationary and portable generators at some critical pump station locations. The City had determined that additional generators were required at critical facilities to improve water system reliability during future power outages. The City contracted with Quinn to supply the generators. Cannon was hired to prepare the design for new stationary generators at seven identified sites, and for connections to portable generators at five identified sites. Cannon worked with Quinn in the sizing of the generators and fuel tanks. Cannon's design included civil, electrical, and structural engineering services for these sites. Cannon's survey team provided topographic surveys for the sites with stationary generators. Mr. Pihl provided structural engineering services.

Wastewater Treatment Plant Capital Improvement Program, Solids Handling Structure and Garage Project, Solvang, California: The City selected Cannon to provide engineering design and survey services for improvements to the wastewater treatment plant, including 20-ft tall garage to house the Vac-Con truck. The garage plans involved two 14-ft tall roll up doors, two pedestrian access doors, continuous ridge roof vents, skylights, lighting, 125 volt 20- and 50- amp receptacles, and a fire sprinkler system. Cannon prepared a site, grading, electrical and equipment elevation plans, contract drawings, specifications, and engineer's cost estimate for the new structure. The specifications included building performance specifications defining features and construction requirements, bid schedule, measurement and payment for each bid item, electrical specifications, and fire sprinkler requirements. Mr. Pihl provided structural engineering services.

SLO Water Resources Recovery Facility (WRRF), San Luis Obispo, California: To meet recently revised Municipal and Domestic Water Supply (MUN) effluent criteria, the City of San Luis Obispo upgraded its Water Resource Recovery Facility (WRRF). The project included a Water Resource Center consisting of four buildings to provide spaces for Administration, a Learning Center, Maintenance, and Laboratories. Cannon provided structural designs for the buildings appropriate to their use. The Administration building is a two-story steel structure with concentric braced frames. The Learning Center and Laboratory buildings are single-story buildings with concentric braced frames. The Maintenance building is a single story of concrete masonry construction. Mr. Pihl served as Structural Engineer.

Summary of Select Project Experience

Mr. Pihl served as Structural Engineer on the following projects:

- Sewage Lift Station Generator Removal and Roof Construction, Burlingame, California

Vicente Acuña, SE Structural Engineer



Mr. Acuña has been providing structural engineering services for nine years. He is knowledgeable in design and analysis for new construction. His experience includes design and analysis of aluminum, timber, concrete, masonry, and steel structures as well as architectural components and mechanical equipment. He specializes in concrete and steel design. In addition to structural design and analysis, he has been involved in a number of projects as a support designer, some of which are highlighted below.

Professional Registration

- Civil Engineer: California, No. 91522

Education

- Bachelor of Science, Architectural Engineering, California Polytechnic State University, San Luis Obispo, California

Professional Affiliations

- American Institute of Steel Construction (AISC)

Suburban Water Systems (SWS) Plant On Call Electrical Engineering Services, Plant 236 and 238 Electrical Upgrades, Whittier, California: Cannon has prepared electrical and controls design plans and specifications for numerous pump stations and wells throughout the SWS's water system. The electrical design included calculations, layout of electrical gear, coordination studies, and the preparation of technical specifications. Our structural engineering team provided foundation plans and a shade structure for the new equipment, and a structural calculation package. The final bid documents included plans, specifications, and an opinion of probable construction costs. Mr. Acuña served as Structural Project Engineer.

Ventura Emergency Generators Engineering Services, Ventura, California: The City of Ventura has several stationary and portable generators at some critical pump station locations. The City had determined that additional generators were required at critical facilities to improve water system reliability during future power outages. The City contracted with Quinn to supply the generators. Cannon was hired to prepare the design for new stationary generators at seven identified sites, and for connections to portable generators at five identified sites. Cannon worked with Quinn in the sizing of the generators and fuel tanks. Cannon's design included civil, electrical, and structural engineering services for these sites. Cannon's survey team provided topographic surveys for the sites with stationary generators. Mr. Acuña served as Structural Project Engineer.

Standby Generators Design, California American (Cal Am) Water, Various Locations, California: Cal Am Water wanted to install standby backup emergency generators at four existing water resource facility sites. Cannon provided electrical and structural engineering as well as permitting assistance with the local air pollution control district for each site. Structural engineering design involved calculating the generator and ATS foundations as well as providing drawings and specifications for concrete foundation designs related to the stationary generators and automatic transfer switches. Mr. Acuña served as Structural Project Engineer.

Ventura Pierpont Neighborhood Stormwater Lift Stations, Ventura, California: The City of Ventura's Dover and Weymouth stormwater pipelines and pump stations had reached the end of their service life. Cannon was selected to provide design services for the pump station upgrades. Cannon analyzed the pumping requirements and designed two identical stormwater pump stations that included structural upgrades; new electrical Southern California Edison service; and Americans with Disabilities Act access to the beach. The design includes survey, civil, electrical, mechanical, structural, and SCADA. Mr. Acuña served as Structural Project Engineer.

Ned Reynolds, PLS Surveyor



Mr. Reynolds brings 36 years of experience in the surveying field working with a variety of survey equipment such as manual and robotic total stations, static, RTK, and network GPS. As a land surveyor, he has served in the field and office on numerous public infrastructures, land development, industrial, residential, and commercial construction projects.

As a mapping specialist his responsibilities include directing field crews, establishing boundaries and annotations using AutoCAD Civil 3d for Subdivision, Record of Survey and ALTA Survey. He prepares Tract Maps, Lot Line Adjustments, Legal Descriptions for Easement Deeds, and Certificates of Correction and Condominium Plans.

Professional Registration

- Professional Land Surveyor, California, No. 7725

Professional Affiliations

- California Land Surveyors Association – State Chapter

Software Skills

- AutoCAD (Civil 3D, Map)
- Trimble Business Center
- Trimble Access
- Legal-Aid

Backcountry Pump Station Project, California: The goal of this project was to bolster the water storage supply in Santa Clarita Valley Water Agency’s west-side zone that serviced a development. The Backcountry Pump Station needed to integrate flawlessly with the reservoir, pipeline, pressure regulating, and turn-out. Cannon provided civil, survey, mechanical, structural, electrical, and instrumentation and controls engineering and design services. The on-site pump station features included cathodic protection pipelines, site pavement, HVAC and ventilation, plumbing, piping and instrumentation diagram, utility service coordination, SCADA control system, and surge analysis. Mr. Reynolds served as Project Surveyor.

Potrero Canyon Domestic Water Reservoir No. 3, Morongo Reservation, California: The Morongo Band of Mission Indians (MBMI) sought to construct the Potrero Canyon Domestic Water Reservoir No. 3 to supplement the reservation’s existing storage capacity, enhance water system reliability, and accommodate future demands. Cannon provided engineering and design services project, which involved construction of a one-million-gallon reservoir and connections to the existing water system. Cannon’s services included structural design, electrical power distribution design, and survey services. The project required a topographic survey that complied with requirements. Ned Reynolds served as Project Surveyor.

El Toro Zone 4 Tanks Rehabilitation Project, Irvine, California: The Irvine Ranch Water District initiated a project to rehabilitate the El Toro Zone 4 tanks. These tanks are critical for balancing water demands and fire protection storage. Inspections revealed failing interior coatings and corrosion in both tanks, with a need to improve water circulation and address operational issues. Cannon reviewed inspection reports, as-builts, and site conditions, then developed a rehabilitation plan to replace interior coatings, repair corroded components, and overcoat the exterior of the tanks. Cannon also evaluated water circulation, designed valve replacements, and proposed enclosing the isolation valve pit. The plan aimed to extend the tanks' service life and reduce maintenance needs. Ned Reynolds served as Project Surveyor.

Board Memorandum

November 7, 2024

To: General Manager

From: Kevin Wahl, Director of Operations

Subject: SmartCover Sewer Monitoring System

Objective: Improve sewer system monitoring with the addition of 10 sewer Smartcovers.

Action Required: Authorize the General Manager to issue a purchase order to SmartCover Systems, in an amount not to exceed \$87,847.90, for the purchase and installation of SmartCover monitoring devices on 10 District manholes.

Discussion: The SmartCover monitoring devices will be installed on 10 District manholes near potential hotspots and along the main trunkline. The SmartCover Monitoring System is an integrated, real-time remote wastewater level monitoring system. The system consists of an ultrasonic sensor level transducer combined with an integrated pressure sensor, system controller, and power pack, all mounted under the manhole cover. The SmartCover system integrates with the Iridium satellite network for communication. SmartCover provides Camrosa with data analysis and real-time early warnings of potential overflow events through advisories, alerts, and alarms to web-enabled devices.

This is the final phase of the installation of Smart Covers. Work will be completed by the end of Fiscal Year 2024-2025 and is a budgeted capital project.



Budget Quote

Hadronex, Inc. DBA SmartCover Systems 2110 Enterprise Street Escondido, CA 92029 USA P: 760-291-1980 F: 760-291-1982	Due Date	Period Covered	Quote Number
	08/31/2024	09/01/2024-08/31/2025	00002247
	Remit PO to orders@smartcoversystems.com or return this quote signed with PO number. Scan of PO is preferred.		

Bill To:	Ship To:	Date	10/15/2024
Camrosa Water District 7385 Santa Rosa Rd Camarillo, CA 93012, USA	Camrosa Water District 7385 Santa Rosa Rd Camarillo, CA 93012, USA		

#	Product	Description	Qty	Mo	Rate	Total
1	PW-5C1R	Renewal: Power Warranty: PARTS ONLY. One year rate per site. Period Covered: 9/1/2024-8/31/2025 SIN Site 7791 AA1 CWRP CWD Trunk 7792 P0 Sewer Lift 2 7793 C4 Village 18 Main to SL1A 7794 L1 Sewer Lift 4 7795 B3 Camino Carrillo 7796 F19 Lynnwood Dr 7797 A25 Village 20 Main East 7798 E4 Village 29 from Oak Cyn 7799 CWRP CSUCI Trunk 7800 AA18 Trunk at Camarillo St. 7968 C26 2 Hickory View 7969 Shea Homes - Rondell West 7970 Shea Homes - Arbalita 7971 E24 1 El Lazo Ct. 7972 Shea Homes - Presley 7973 Shea Homes - Rondell East 7974 St. Johns Sewer Lift 1 7975 Shea Homes - Bonfield 8904 Adolfo K8/1 8905 Reed Road R1 8906 San Onofre J1 8907 E33 8908 Via Pacheco B-33-2 8909 Saddleback Circle E12 8910 A21-3 8911 Calleguas Creek B38 8912 Saffron Ct 8913 Santa Rosa C2	28	12	\$236.00	\$6,608.00
2	EW-SC1R	Renewal: System Warranty- Covers all systems parts except PowerPack- PARTS ONLY. Per site one year rate. Period Covered: 9/1/2024-8/31/2025 SIN Site 7791 AA1 CWRP CWD Trunk 7792 P0 Sewer Lift 2 7793 C4 Village 18 Main to SL1A 7794 L1 Sewer Lift 4	38	12	\$474.00	\$18,012.00



Budget Quote

		7795 B3 Camino Carrillo 7796 F19 Lynnwood Dr 7797 A25 Village 20 Main East 7798 E4 Village 29 from Oak Cyn 7799 CWRP CSUCI Trunk 7800 AA18 Trunk at Camarillo St. 7968 C26 2 Hickory View 7969 Shea Homes - Rondell West 7970 Shea Homes - Arbalita 7971 E24 1 El Lazo Ct. 7972 Shea Homes - Presley 7973 Shea Homes - Rondell East 7974 St. Johns Sewer Lift 1 7975 Shea Homes - Bonfield 8904 Adolfo K8/1 8905 Reed Road R1 8906 San Onofre J1 8907 E33 8908 Via Pacheco B-33-2 8909 Saddleback Circle E12 8910 A21-3 8911 Calleguas Creek B38 8912 Saffron Ct 8913 Santa Rosa C2				
3	PW-5C1R	Renewal: Power Warranty: PARTS ONLY. One year rate per site. Period Covered: 4/29/2025-8/31/2025 -4 months 11875 KI 101 Freeway 11876 M8 Adhore 11877 C23-2 Santa Rosa Rd 11878 B6 Camino-Carillo 11879 AA-43 East Howard 11880 AA-35 West Howard 11881 E 30 Old Ranch Rd 11882 AA31 Calleguas Tank 11883 S8 Butterfield 11884 E10-3	10	4	\$78.67	\$786.70
4	SC-Q-SB-15	Complete System - Dual Sensor (Ultra-Sonic & Pressure) Standard Range 15' DSM. Includes E-Box, PowerPack, Bracket, E-Square Antenna, & Installation Kit.	10		\$4,744.00	\$47,440.00
5	ASM-SC1	SmartLevel - REQUIRED with system. ONE Year rate for systems.	5		\$418.00	\$2,090.00
6	Install Labor	Labor for proper installation of hardware.	5		\$525.00	\$2,625.00
7	Freight out	Shipping for hardware	1		\$326.00	\$326.00



Budget Quote

8	Notes	Details regarding order. For the additional 5 units (without ASM) contact SmartCover prior to install and we will quote.	1		\$0.00	\$0.00
9	SMB-KIT	Side Mount Bracket kit for mounting the system on the chimney. A 2-piece kit that allows installation on the side wall of the manhole. Requires custom antenna.	10		\$252.00	\$2,520.00
10	ANT-EQ-CUST	Antenna- E-Square. Custom length cable - Traffic rated, green reflector. Dimensions: 4" x 3.5" x 5/8" (W x L x H). Up to 25 feet. 6ft cable length for side mounting.	10		\$356.00	\$3,560.00
11	Notes	Details regarding order. Renewal ASM paid separately.	1		\$0.00	\$0.00



Budget Quote

Terms and Conditions for this transaction:

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

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

Signature for Approval _____

P.O. No.

We appreciate your business!

Subtotal	\$83,967.70
Tax	\$3,880.20
Total	\$87,847.90

Board Memorandum

November 7, 2024

To: General Manager

From: Kevin Wahl, Director of Operations

Subject: SCADA Wonderware AVEVA Flex Subscription

Objective: Maintain the District's Wonderware AVEVA Flex Subscription.

Action Required: Authorize the General Manager to issue a purchase order in the amount of \$43,835.00 to E&M, Inc. dba AVEVA Select California for 2,458 Flex Credits.

Discussion: The Supervisory Control and Data Acquisition (SCADA) system is required for all automation functions throughout the District. We long ago standardized on Wonderware AVEVA for SCADA-related technology. This software collects and controls data directly from the District's many and various controllers, on wells, reservoirs, pump stations, throughout our treatment plants, etc. This information is relayed to and supports the operator stations and other human-machine interfaces, including office workstations, where it is used to control the system and generate reports for staff. This system gathers information and then integrates this information onto a central platform, providing operators with a complete system control interface. As such, it is composed of multiple software packages that work in tandem with one another.

To ensure SCADA system functionality in the ever-evolving cybertechnology landscape, it is increasingly important to provide critical infrastructure with updated software revisions as they are released and the maintenance support that comes with the Wonderware AVEVA Flex Subscription. Flex Credits are consumed on a monthly basis depending on the software currently licensed. Camrosa currently consumes 2,458 Flex Credits annually.

This is an approved operations line item in the Fiscal Year 2024-25 budget.



126 Mill Street
Healdsburg, CA 95448

(866) 966-3376

QUOTE

328829.1

CAMROS

AVEVA Flex Subscription CFA# 51262 , Exp 12/20/24

10/09/2024

Direct
Revision Delivered

Ship To: CAMROSA WATER DISTRICT
7385 SANTA ROSA RD
CAMARILLO, CA 93012

Attn: Kevin Wahl
CAMROSA WATER DISTRICT
direct (805) 482-2867 3

fax

Bill To: CAMROSA WATER DISTRICT
7385 SANTA ROSA RD
CAMARILLO, CA 93012

From: Ty Brown

ty.brown@california.avevaselect.com

direct (707) 473-3176

main (866) 966-3376

fax (707) 473-3190

According to our records, your AVEVA Flex Subscription Agreement # 51262 will expire on 12/20/2024.

Customer Site ID: 112274, Camrosa Water, 7385 Santa Rosa Rd., Camrosa CA 93012

Included with AVEVA Premium Customer First Program are the following services:

- **Security fixes, patches, updates and Hotfixes** (*Only available while the CF contract is valid)
- Software version upgrades (*Only available while the CF contract is valid)
- Emergency 24/7/365 Technical Telephone Support
- AVEVA Direct Technical Support: Access to technical resources at both the local distributor and directly from AVEVA.
 - Access to the AVEVA Knowledge and Support Center website: Knowledge base, case management, software downloads and more.
- Access to the Customer FIRST Mobile Support App
- E-Learning: Get on-demand access to AVEVA's rich library of modules

Please send your renewal order as soon as possible to avoid a lapse in service and late renewal fees.

Wonderware solutions are now AVEVA solutions: Learn more about this exciting change here: <https://sw.aveva.com/wonderware>

Interested in additional training? Please visit our website and view our events schedule at <https://california.avevaselect.com>

Access the status of your order on our Online Order Status system!! Just click on the link contained in your order confirmation to begin the login process. Once signed up you can access via <https://california.avevaselect.com>

Access our Return, Shipping, and other company policies at our website via <https://california.avevaselect.com/aboutus/policies.aspx>

PO Number:

Duration: This quote is valid for 30 days. **FOB:** Healdsburg, CA

Freight: Prepaid and Add

Terms: Net 30 Days

Pages: 1 of 2

Remit to: 126 Mill Street, Healdsburg, CA 95448

california.avevaselect.com



126 Mill Street
Healdsburg, CA 95448

(866) 966-3376

QUOTE

328829.1

CAMROS

AVEVA Flex Subscription CFA# 51262 , Exp 12/20/24

10/09/2024

Direct
Revision Delivered

Ship To: CAMROSA WATER DISTRICT
7385 SANTA ROSA RD
CAMARILLO, CA 93012

Attn: Kevin Wahl
CAMROSA WATER DISTRICT
direct (805) 482-2867 3

fax

Bill To: CAMROSA WATER DISTRICT
7385 SANTA ROSA RD
CAMARILLO, CA 93012

From: Ty Brown

ty.brown@california.avevaselect.com

direct (707) 473-3176

main (866) 966-3376

fax (707) 473-3190

AVEVA FLEX 1 YEAR RENEWAL

Please note:

* Any order resulting from this quote automatically incorporates the below special terms and conditions, listed here, for Flex Subscription purchases:

- Flex credits are an annual allotment of credits, built on a monthly credit consumption model, that can be redeemed for a variety of interchangeable subscription tiers.
- The quoted number of credits is expected to cover the following selections, but if different or additional subscription selections are made, the purchase of additional credits may be necessary:
- Credit: The virtual Credits purchased by Customer which may be redeemed to create a license file allowing access and use of a variety of interchangeable Products. Credits will be allotted to respective twelve calendar month periods (each a "Year"). Once activated, licenses begin consuming Credits on a monthly basis as prorated against the annual credit consumption schedule listed for that product.
- Support: "Right-to-use" and "right-to-access" licenses under the AVEVA Flex Credit program include Support (provided by the parties as described in the Agreement) without an additional fee. End Users will not have an option to obtain licenses without also obtaining support. In the event that the End User wants higher levels of support, then they may select either the Premium or the Elite support, for a corresponding upcharge in their subscription over their chosen tiered price, as provided in the Online Config

Quantity	Part Number/Description	Availability*	Tax	Price	Extension
1	FLEXCR-01-P1	1 Estimated 1-2 Weeks	N	\$43,835.00	\$43,835.00
Line:1	Aveva Flex Subscription ID F22343-6L77C-OM RENEWAL - 2458 Credits; Premium Support -CFA# 51262 , Exp 12/20/25				

Base Quotation Pricing Summary

Availability:

- Part availability is subject to change and is based on the availability at the time this quote was created.
- Time in transit is subject to change depending on the "Ship To" address that is provided by the customer at the time the order is placed and the method in which customer requests that the part(s) ship.
- For "In Stock" parts, orders must be received by 3:00PM PST to ship same day.
- For Factory Stock parts, please allow approximately one week for delivery via our standard shipping methods.

Taxable:	\$0.00
Non-Taxable:	\$43,835.00
Subtotal:	\$43,835.00
Tax (7.25%):	\$0.00
Freight:	TBD
TOTAL:	\$43,835.00

Freight is NOT included in this total. Your final invoice may include freight charges.

PO Number:

Duration: This quote is valid for 30 days. **FOB:** Healdsburg, CA

Freight: Prepaid and Add

Terms: Net 30 Days

Pages: 2 of 2

Remit to: 126 Mill Street, Healdsburg, CA 95448

california.avevaselect.com

Board Memorandum

November 7, 2024

To: General Manager
From: Kevin Wahl, Director of Operations
Subject: Distribution Valve Replacement CIP

Objective: Replace mainline valves as part of the Distribution Valve Replacement CIP.

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

- 1) Authorize the General Manager to issue a purchase order to Sam Hill & Sons, Inc. in an amount not to exceed \$49,170.00, from the Distribution Valve Replacement CIP, for the replacement of 3, 12" valves on Pancho Rd., and
- 2) Authorize the General Manager to issue a purchase order to Sam Hill & Sons, Inc. in an amount not to exceed \$28,522.00, from the Distribution Valve Replacement CIP, for the replacement of a 12" valve on Upland Rd.

Discussion: The potable distribution system includes more than 100 miles of transmission and distribution pipelines, 1,300 mainline valves, and 1,214 fire hydrant valves. A majority of these valves were installed in the late 1960s and '70s. On June 20, 2024, the Board approved a Distribution Valve Replacement CIP in the amount of \$100,000.00. Valves are replaced as they leak or fail to operate. Staff solicited three quotes for each valve project:

	<u>Pancho Rd.</u>	<u>Upland Rd.</u>
• Sam Hill & Sons	\$49,170.00	\$28,522.00
• J & H Engineering	\$49,180.00	\$32,020.00
• Turf Construction	\$59,425.00	\$33,680.00

This project will be completed by the end of Fiscal Year 2024-2025 and is a budgeted capital project.

SAM HILL & SONS, INC.

Lic. # 648594

P.O. Box 5670
 Ventura, CA 93005
 Phone: (805) 644-6278
 Fax: (805) 644-2813

To: Camrosa Water District	Contact: Jorge Navarro
Address: 7385 Santa Rosa Road Camarillo, CA 93012	Phone: (805) 482-8063
Project Name: Pancho Rd. & Calle Quetzal - R&R Tee & Valves-REV1	Bid Number:
Project Location: Pancho Rd. & Calle Quetzal, Camarillo, CA	Bid Date: 9/9/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Remove Existing Tee & 2 Valves, Install New 12" Tee W/3-12" Gate Valves	1.00	LS	\$44,630.00	\$44,630.00
2	AC Pavement Repair - Per City Of Camarillo Standards	1.00	LS	\$4,540.00	\$4,540.00

Total Bid Price: \$49,170.00

Notes:

- **Included:** Excavation, slurry backfill in street, haul off spoils, haul off & dispose of removed Asbestos Cement Pipe, fillsand bedding & shade, one move-in, shoring as needed, set valve boxes to finish grade one time, schedule inspections for our work, traffic control.
- **Excluded:** Permits, fees, bonds, engineering, staking, compaction tests, grading, dewatering, rock for trench stabilization, construction water meter/source, striping, grinding, AC overlay, SWPPP, slurry seal, video inspection, handling or disposal of hazardous materials, conflicts with existing utilities, cylinder testing of concrete, landscaping, irrigation, engineered shoring plans.
- Rock or hard material that cannot be trenched in a productive manner, will be removed & disposed of on a T & M Basis.
- This proposal is based on cutting in and installing the new tee/valve cluster on a Saturday. All other work to be done on weekdays.
- This proposal is based on the District being able to acheive an adequate shutdown in a timely manner on the day of the cut-in. If a failed shutdown results in additional work, it will be billed out on a Time & Material basis.
- Proposal is Non-Divisible; All Items are to be accepted in order to effect line item pricing.
- **DIR #1000008073**
- Price is good for 30 days from date of quote.

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Sam Hill & Sons, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Scott Anderson (805) 644-6278 scott@samhillandsons.com</p>
--	--



Lic. # 648594

P.O. Box 5670
 Ventura, CA 93005
 Phone: (805) 644-6278
 Fax: (805) 644-2813

To: Camrosa Water District Address: 7385 Santa Rosa Road Camarillo, CA 93012	Contact: Jorge Navarro Phone: (805) 482-8063 Fax:
Project Name: Camrosa Water District - Santa Rosa & Upland - Valve Replacement Project Location: Santa Rosa & Upland, Camarillo, CA	Bid Number: Bid Date:

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
Water Valves					
1	12" Gate Valve	1.00	EACH	\$18,608.00	\$18,608.00
2	Traffic Control	1.00	LS	\$8,927.00	\$8,927.00
3	Trench Safety	1.00	LS	\$987.00	\$987.00
Total Price for above Water Valves Items:					\$28,522.00

Total Bid Price: \$28,522.00

Notes:

- Included: Excavation, slurry backfill, haul off, fillsand bedding & shade, one move-in, shoring as required, paving of trench area, set all valve boxes to finish grade one time, schedule inspections for our work, Traffic Control Plan, Flaggers as required.
- Excluded: Permits, fees, bonds, engineering, staking, compaction tests, grading, dewatering, rock for trench stabilization, construction water meter/source, striping, grinding, AC overlay, SWPPP, slurry seal, handling or disposal of hazardous materials, conflicts with existing utilities, Engineered Shoring Plans, countersinking of plates, Chlorination & Testing (parts will be swabbed for disinfection).
- City to Supply Material for Valve Replacement (i.e.- Valves, couplings, pipe, valve stacks, valve boxes, bolt/nut/gasket kits), Excluding Sand, Slurry, and Asphalt.
- Paving Estimated at 6" of Depth and 18" wider than trench, per STD E-10.1. If additional paving is required, additional cost will be incurred on a T&M Basis.
- Rock or hard material that cannot be trenched in a productive manner, will be removed & disposed of on a T & M Basis.
- Trench plates, barricades & caution tape for work on-site will be provided as requested, on a T & M Basis.
- Proposal is Non-Divisible; All Items are to be accepted in order to effect line item pricing.
- Price is good for 30 days from date of quote.
- DIR #1000008073

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Sam Hill & Sons, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Caleb Litten 805-432-5739 caleb@samhillandsons.com</p>
--	--

Camrosa Water District
 Attention: Jorge Navarro
 7385 Santa Rosa Rd
 Camarillo, CA 93012

Oct 10th, 2024

Subject: **12" Gate Valve R&R** on Pancho Road Proposal

QUOTE #2951.2

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Mobilization	1	EA	\$ 1,000.00	\$ 1,000.00
Traffic Control	1	LS	\$ 1,500.00	\$ 1,500.00
Install 12" Tee with (3) 12" Gate Valve with Valve Box. Dig out and Prep on Friday, Valvew Swap and Shutdown to be weeknight work.	1	EA	\$ 27,000.00	\$ 27,000.00
Slurry Backfill	10	CY	\$ 260.00	\$ 2,600.00
Join Existin 12" AC & Steel Pipe with Coupling	3	EA	\$ 2,500.00	\$ 7,500.00
R&R Asphalt	3	TONS	\$ 1,300.00	\$ 3,900.00
R&R 6" Conc A-Curb	20	LF	\$ 100.00	\$ 2,000.00
R&R Concrete Driveway Approach	115	SF	\$ 32.00	\$ 3,680.00
Total Proposal				<u>\$ 49,180.00</u>

Exclusions: Permits, bonds, engineering, inspection fees, application fees, soils and/or compaction tests, survey and/or staking, striping and/or street markings, de-watering, construction water and/or meter, haul off of excess and/or hazardous materials unless directly listed in the work description above.

All work described herein this proposal to be completed in a substantial and workmanlike manner according to standard practices for the sum of unit prices shown. The entire amount due to be paid at time of completion of work by J & H Engineering, Inc.

Prices are firm for acceptance 30 days from the date of quotation and start of work within 60 days from quotation date after which time quotation is subject to review and/or revision.

ACCEPTANCE

J & H ENGINEERING is hereby authorized to furnish all labor, equipment and materials required to complete the work as described herein and by signing this document we agree to pay the amount stated in said proposal according to the terms & conditions indicated within. Furthermore, it is hereby agreed that the above stipulated payment terms are acceptable. Acceptance of this proposal constitutes agreement to include this proposal in any and all subcontract agreements.

Name: _____ Date: _____

Accepted By: _____ Print name: _____



ENGINEERING

GENERAL CONTRACTORS, INC.

Camrosa Water District
Attention: Jorge Navarro
7385 Santa Rosa Rd
Camarillo, CA 93012

Sept 19th, 2024

Subject: **12" Gate Valve R&R** on Upland Road Proposal

QUOTE #2950.1

DESCRIPTION	QTY	UNIT	PRICE	TOTAL
Mobilization	1	EA	\$ 1,000.00	\$ 1,000.00
Traffic Control with 1 Flagger.	1	LS	\$ 4,000.00	\$ 4,000.00
R&R 12" Gate Valve with Valve Box	1	EA	\$ 16,200.00	\$ 16,200.00
Slurry Backfill	7	CY	\$ 260.00	\$ 1,820.00
Join Existin 12" AC Pipe with Coupling	2	EA	\$ 2,500.00	\$ 5,000.00
R&R Asphalt	2	TONS	\$ 2,000.00	\$ 4,000.00
Total Proposal				<u>\$ 32,020.00</u>

Exclusions: Permits, bonds, engineering, inspection fees, application fees, soils and/or compaction tests, survey and/or staking, striping and/or street markings, de-watering, construction water and/or meter, haul off of excess and/or hazardous materials unless directly listed in the work description above.

All work described herein this proposal to be completed in a substantial and workmanlike manner according to standard practices for the sum of unit prices shown. The entire amount due to be paid at time of completion of work by J & H Engineering, Inc.

Prices are firm for acceptance 30 days from the date of quotation and start of work within 60 days from quotation date after which time quotation is subject to review and/or revision.

ACCEPTANCE

J & H ENGINEERING is hereby authorized to furnish all labor, equipment and materials required to complete the work as described herein and by signing this document we agree to pay the amount stated in said proposal according to the terms & conditions indicated within. Furthermore, it is hereby agreed that the above stipulated payment terms are acceptable. Acceptance of this proposal constitutes agreement to include this proposal in any and all subcontract agreements.

Name: _____ Date: _____

Accepted By: _____ Print name: _____

Turf Construction Company Inc.
4098 Calle Tesoro
Camarillo, CA 93012
Lic. No. 983028 A



turfconstruction.com
Tel: (805) 484-7766
Fax: (805) 383-7733
DIR No. 1000012608

April 18, 2024

Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012

Attention: Jorge Navarro

We are submitting, for your approval, our proposal for the following in Camarillo, CA.

Water - Pancho Road

1 ea	12" Tee w/ (3) 12" Gate Valves	
1 ea	Remove Existing 12" Gate Valve	
1 ls	R & R Concrete Drive & Curb (trench section only)	
1 ls	R & R Asphalt Paving (trench section only)	
1 ls	Slurry Backfill	
1 ls	Traffic Control	
1 ls	Trench Plates & Shoring	
1 ls	Mobilization (includes prevailing wages)	
		<hr/> 59,425.00
	Total	\$ 59,425.00

If this proposal is accepted, all terms and conditions of this proposal will become an integral part of the contract.

This is an all or none proposal. Separate pricing is for reference only.

Excluded from this proposal are the following: bonds, prevailing wages, engineering fees, permit fees, inspection fees, survey staking, soil testing, CAD drawings, construction water, fencing, hazardous waste removal, groundwater removal, filtration of groundwater or surface water, material importing, material exporting, stockpiling of spoils, rock excavation, removal of existing utilities, sewer backwater valves, local depressions, down drain replacement, water meters, tamper switches, backflow preventer testing, fire hydrant flow testing, bollards, striping, traffic loops, changeable message signs, bypass pumping, irrigation, landscaping, grading, slope restoration, GPS as-builts, and any work not shown on the sheets listed above.

Wall drains, french drains, and slot drains are excluded, unless specifically stated above.

Slurry backfill is excluded, unless specifically stated above.

Asphalt removal and replacement is excluded, unless specifically stated above.

Concrete removal and replacement is excluded, unless specifically stated above.

Sewer, storm drain, and water laterals are to be capped and left below ground where shown on civil drawings, unless otherwise indicated above.

Dry utility house/building services and connections are excluded, unless specifically stated above.

This proposal is based on Monday through Friday 7:00 am to 3:30 pm working hours. Overtime premium, if requested, will be an additional charge.

Installation, removal, or replacement of any erosion control devices, or B.M.P.'s, is not a part of this proposal and shall be performed by

others.

If the completion of the project is delayed by cause beyond the reasonable control of contractor, then the contract price shall be increased by an amount equal to any increases resulting from the delay in the cost to contractor of labor, services, equipment, and materials furnished to the project.

If during the boring/jacking operations, obstructions, rock, or non-borable ground are encountered, delays will be charged on a stand-by, time and material basis.

Contractor will not be responsible for any erosion control, or removal of any foreign debris, that enters storm drain system or sewer system after installation.

Our sewer proposal includes air testing and balling/cleaning of any line, one time only.

This proposal includes raising manholes, cleanouts, and valve boxes to grade, one time only.

Contractor will not be responsible for damage to underground utilities not shown, or indicated, on civil drawings.

If rock is encountered that cannot be excavated by a 320 CAT or equivalent, or production is limited to less than 1,000 cubic yards per day, or blasting or pneumatic tools are required to excavate the trench, then pneumatic tools, slower production, and stand by time shall be charged at our standard rental rates, plus 15%.

Excavating, processing, and transporting rock which is not suitable for backfill shall be performed on a time and material basis, or by others.

This proposal is valid for thirty (30) days only.

Sincerely,

Kyle Christensen
President
Turf Construction Company Inc.

Turf Construction Company Inc.
4098 Calle Tesoro
Camarillo, CA 93012
Lic. No. 983028 A



turfconstruction.com
Tel: (805) 484-7766
Fax: (805) 383-7733
DIR No. 1000012608

April 18, 2024

Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012

Attention: Jorge Navarro

We are submitting, for your approval, our proposal for the following in Camarillo, CA.

Water - Upland Road

1 ea	12" Gate Valve		
1 ea	Remove Existing 12" Gate Valve		
1 ls	R & R Asphalt Paving (trench section only)		
1 ls	Slurry Backfill		
1 ls	Traffic Control		
1 ls	Trench Plates & Shoring		
1 ls	Mobilization (includes prevailing wages)		
			33,680.00
	Total	\$	33,680.00

If this proposal is accepted, all terms and conditions of this proposal will become an integral part of the contract.

This is an all or none proposal. Separate pricing is for reference only.

Excluded from this proposal are the following: bonds, prevailing wages, engineering fees, permit fees, inspection fees, survey staking, soil testing, CAD drawings, construction water, fencing, hazardous waste removal, groundwater removal, filtration of groundwater or surface water, material importing, material exporting, stockpiling of spoils, rock excavation, removal of existing utilities, sewer backwater valves, local depressions, down drain replacement, water meters, tamper switches, backflow preventer testing, fire hydrant flow testing, bollards, striping, traffic loops, changeable message signs, bypass pumping, irrigation, landscaping, grading, slope restoration, GPS as-builts, and any work not shown on the sheets listed above.

Wall drains, french drains, and slot drains are excluded, unless specifically stated above.

Slurry backfill is excluded, unless specifically stated above.

Asphalt removal and replacement is excluded, unless specifically stated above.

Concrete removal and replacement is excluded, unless specifically stated above.

Sewer, storm drain, and water laterals are to be capped and left below ground where shown on civil drawings, unless otherwise indicated above.

Dry utility house/building services and connections are excluded, unless specifically stated above.

This proposal is based on Monday through Friday 7:00 am to 3:30 pm working hours. Overtime premium, if requested, will be an additional charge.

Installation, removal, or replacement of any erosion control devices, or B.M.P.'s, is not a part of this proposal and shall be performed by others.

If the completion of the project is delayed by cause beyond the reasonable control of contractor, then the contract price shall be increased by an amount equal to any increases resulting from the delay in the cost to contractor of labor, services, equipment, and materials furnished to the project.

If during the boring/jacking operations, obstructions, rock, or non-borable ground are encountered, delays will be charged on a stand-by, time and material basis.

Contractor will not be responsible for any erosion control, or removal of any foreign debris, that enters storm drain system or sewer system after installation.

Our sewer proposal includes air testing and balling/cleaning of any line, one time only.

This proposal includes raising manholes, cleanouts, and valve boxes to grade, one time only.

Contractor will not be responsible for damage to underground utilities not shown, or indicated, on civil drawings.

If rock is encountered that cannot be excavated by a 320 CAT or equivalent, or production is limited to less than 1,000 cubic yards per day, or blasting or pneumatic tools are required to excavate the trench, then pneumatic tools, slower production, and stand by time shall be charged at our standard rental rates, plus 15%.

Excavating, processing, and transporting rock which is not suitable for backfill shall be performed on a time and material basis, or by others.

This proposal is valid for thirty (30) days only.

Sincerely,

Kyle Christensen
President
Turf Construction Company Inc.

Board Memorandum

November 7, 2024

To: General Manager

From: Kevin Wahl, Director of Operations

Subject: Sewer Lift 1A Bypass Pipe

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

Action Required: Authorize the General Manager to:

- 1) Appropriate \$35,000.00 from the Wastewater Capital Replacement Fund and establish a Sewer Lift 1A Bypass CIP.
- 2) Issue a purchase order to Sam Hill & Sons, Inc. in an amount not to exceed \$26,170.00, for the installation of new manhole covers and a bypass pipe at Sewer Lift 1A.

Discussion: SL1A pumps the Mission Oaks sewer trunk line into Camrosa's main sewer line that runs to the treatment plant. SL1A serves the southwest end of Mission Oaks, including some of Leisure Village. The station is located behind the Fairfield Neighborhood HOA's RV parking, just south of Village 20 next to Conejo Creek. The HOA intends to repave their RV parking area and has reached out, asking that we repair our manhole covers before their paving project. Staff has inspected the site and confirmed that the manhole covers need to be replaced.

SL1A is on the CIP project list and needs a wet well and piping rehab. This future rehab project requires a temporary bypass pump, as the sewer flow never stops. Temporary bypass pumps are problematic, and a failure can quickly lead to a sewer overflow. The manholes behind the lift station in the HOA's parking lot are in a convenient location to install a permanent emergency bypass pipe. This emergency bypass pipe would allow a backup in the upstream manhole to drain into the downstream manhole at a higher elevation, but still within the manholes. This would avoid a sewer overflow until the pumping could be restored. Staff recommends installing this bypass pipe and replacing the manhole covers before the HOA repaves their RV parking lot. This would save the cost of paving and provide us with the functionality of the emergency bypass at SL1A now.

Staff solicited three quotes:

- Sam Hill & Sons \$26,170.00
- Travis Ag \$82,150.00
- Turf Construction No Bid

SAM HILL & SONS, INC.

Lic. # 648594

P.O. Box 5670
 Ventura, CA 93005
 Phone: (805) 644-6278
 Fax: (805) 644-2813

To: Camrosa Water District	Contact: Jude Kiesewetter
Address: 7385 Santa Rosa Road Camarillo, CA 93012	Phone: (805) 482-8063 Fax:
Project Name: Raise Manholes And Manhole Tie-In	Bid Number:
Project Location: 5787 Calle Pamaro, Camarillo, CA	Bid Date: 8/27/2024

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Replace Ring And Covers With Pamrex	4.00	EACH	\$2,175.00	\$8,700.00
2	Install Sewer 12" Bypass To Tie-In (2) Manholes, W/ C900 DR-18 PVC	1.00	LS	\$17,470.00	\$17,470.00

Total Bid Price: \$26,170.00

Notes:

- Included: Excavation, native backfill, compaction, haul-off, fill-sand bedding & shade as required by Utility Companies, one move-in, shoring as required, set all manholes to finish grade one time, schedule inspections for our work.
- Excluded: Permits, fees, bonds, engineering, staking, slurry backfill, concrete encasement, compaction tests, import backfill, grading, dewatering, rock for trench stabilization, construction water meter/source, traffic control, striping, grinding, AC overlay, SWPPP, slurry seal, video inspection, handling or disposal of hazardous materials, conflicts with existing utilities, cylinder testing of concrete, landscaping, irrigation, electrical, wiring, work on/around live electrical, Engineered Shoring Plans, Night Work, Restricted Working Hours, Bypass
- This proposal is based on the ability to core into existing manholes, if existing shafting is not suitable to be cored into, additional costs to be incurred on a T&M Basis.
- Jobsite Area to be cleared of Vehicles Prior to Sam Hill & Sons Mobilizing, if site is not clear additional mobilization costs may be incurred on a T&M Basis.
- This proposal is based on depth not to exceed 20', if required additional trenching and shoring costs to be incurred, on a T&M Basis.
- Rock, slurry, or any other hard material that cannot be trenched in a productive manner, will be removed & disposed of on a T & M Basis.
- Proposal is Non-Divisible; All Items are to be accepted in order to effect line item pricing.
- Working Hours: Mon-Fri 7:00am to 4:30pm
- Price is good for 30 days from date of quote.
- DIR #1000008073

<p>ACCEPTED:</p> <p>The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED:</p> <p>Sam Hill & Sons, Inc.</p> <p>Authorized Signature: _____</p> <p>Estimator: Caleb Litten 805-432-5739 caleb@samhillandsons.com</p>
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August 26, 2024

E-24-607

Camrosa Water District

C/O: Jude Kiesewetter

PH: 805-469-6402

judek@camrosa.com

Re: 5787 Calle Pamaro; Sewer Bypass and Frame and Cover Replacement

Jude,

The following budget estimate includes prevailing wage labor and equipment to remove and replace existing four (4) sewer manhole frame and covers and install 20LF of Bypass per onsite visit and emailed sketch and scope of work dated August 8, 2024 **Note:** currently there are no approved plans or permits and Travis Ag reserves the right to revise this estimate if required once the permit conditions are available for review. This estimate is based on 7:00AM to 5:00 PM work hour schedule in street and onsite. This estimate includes one mobilization. **ADD \$2,500.00** if additional move in is required. Please refer to the following scope of work and list of exclusions when reviewing this estimate.

Scope of Work

- 1) Mobilize equipment and crew and furnish materials.
- 2) Provide trench protection onsite. **Note:** Travis Ag will require ample space onsite to stage equipment and materials during construction. It is assumed the RV will be stored away from the construction area.
- 3) Sawcut, remove and replace with temporary asphalt approx. 80SF of existing asphalt. **Note:** Temporary asphalt repair is limited to area of excavation.
- 4) Expose the side of each existing manhole where the pipe bypass will be installed.

- 5) Core for 12-inch hole on each manhole where the pipe will be penetrating.
- 6) Install approx. 20LF of 12-inch C900 DR18 PVC for bypass above the bench line of the manhole approx. 15-17 feet down from finish grade.
- 7) Demo and remove existing four (4) sewer manhole's concrete collars and frame and covers.
- 8) Install four (4) new frame and pamrex lids. Includes installation of concrete collars and patch asphalt around manhole. **Note:** epoxy line and coat repairs are not included if required.
- 9) 3/4" crushed rock bedding, slurry backfill. Coordinate applicable inspections. **Note:** Sewer line video or mandrel are not included if required.

Budget Estimate: \$82,150.00

Exclusions

- 1) Special conditions, bonds, permits or fees if required.
- 2) Overtime, holiday pay or night work.
- 3) Survey or engineering.
- 4) Construction water to be provided at no costs to Travis Ag.
- 5) Additional costs due to unforeseen obstructions or changes in the scope of work.
- 6) Removal and replacement of supports or other components.
- 7) Painting or coating.

All workmanship is guaranteed for one (1) year from completion. Our workers are covered by general liability and workers compensation insurance. Please do not hesitate to contact me if you have any questions or if I can be of further assistance.

Respectfully,



Earwin Bihis

Board Memorandum

November 7, 2024

To: General Manager
From: Tamara Sexton, Deputy General Manager/Finance
Subject: CalPERS Unfunded Accrued Liability

Objective: To reduce the District's CalPERS Unfunded Accrued Liability (UAL).

Action Required: Authorize the General Manager to make an Additional Discretionary Payment (ADP) to pay off the District's current CalPERS UAL for both the Classic and PEPRAs plans (estimated to be around \$1,630,000).

Discussion: Camrosa provides a defined pension benefit to its employees through participation in the California Public Employees' Retirement System (CalPERS). Employees are vested in the program after five years of service. Camrosa offers two different pension formulas to its employees, 2% at 55 for "Classic" members and 2% at 62 for all new CalPERS members hired on or after January 1, 2013.

On October 24, 2024, staff presented an overview of the District's UAL and opportunities for addressing the liability and reducing the interest expense related to paying the liability through an amortized payment plan. According to the most recent CalPERS actuarial report, June 30, 2023, the District has a UAL of \$1,955,744. This liability is at an interest rate of 6.8%. The projected UAL for June 30, 2024, is approximately \$1.63 million based on a CalPERS announced preliminary rate of return of 9.3%, for the fiscal year ending June 30, 2024. Staff recommends paying off the District's UAL as part of the District's strategy to manage the ongoing CalPERS expenses. Paying off the unfunded liability now would result in approximately \$1.78 million in interest cost savings over the next 20 years. Staff has requested the payoff amount for both plans from CalPERS.

The UAL prepayment will be reflected in the actuarial report dated June 30, 2024, to be issued in the Fall of 2025. It is important to note that the District's UAL is not a static number. Each year CalPERS adjusts the UAL to account for investment performance, changes in assumptions and methodology, life expectancy, benefits, and investment gains/losses. The District is aware that the UAL is dynamic and will continually monitor its pension funding levels.

Read File

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

- A. Change Order Listing
- B. 2024 Board Calendar

CURRENT PROJECT CHANGE ORDERS												
Project #	PW/Agreement#	PO#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Scope of Services/Change Order Description
900-18-03 Effluent Pond Relining				\$ 1,501,500.00	\$ 131,401.49							
	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	
						Oakridge Geoscience, Inc.	5/13/2021	BD			\$ 22,200.00	compaction and material testing services
		FY21-0255-R1					10/11/2021	GM	CO#1	\$ 3,360.00	\$ 3,360.00	supplemental materials testing services
		FY22-0181									\$ 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 CWRP Effluent Storage Basin Improvements
							1/6/2022	GM	CO #1		\$ 2,746.03	Grinding and patching existing catch basin
							1/6/2022	GM	CO #2		\$ 7,968.23	Install Concrete Curb in lieu of Berm
							9/10/2024	GM	CO#3		\$ 13,834.61	Addtl work actuators, welding to adjust & align 24" effluent line
											\$ 1,079,949.87	
900-18-02 CWRP Dewatering Press				\$ 4,164,100.00	\$ 348,481.89							
	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	37,160.78							
		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	18,209.51							
		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
							10/7/2024	GM	CO#2		\$ 3,228.83	addtl cabling
											\$ 88,269.12	
650-24-03 MTU and Meter Replacements				1,680,000.00	67,085.61							
		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	
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	
750-23-01 Ag3 Tank Replacement				1,325,000.00	163,746.56							
	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	

2024 Camrosa Board Calendar

JANUARY							FEBRUARY							MARCH							2024 Holidays
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3						1	2	January 1 st & 2 nd - New Year's Holiday (Observed)
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	February 19 th - President's Day
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	May 27 th - Memorial Day
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	July 4 th - Independence Day
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	September 2 nd - Labor Day
													31							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							MAY							JUNE							2024 Conferences
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	3	4							1	CASA Winter Conf. (Palm Springs) Jan. 24 th - 26 th
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	ACWA Spring Conf. (Sacramento) May 7 th - 9 th
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	CASA 69 th Annual Conf. (Monterey) July 31 st - Aug. 2 nd
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	ACWA Fall Conf. (Palm Desert) Dec 3 rd - 5 th
28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29		
													30								
JULY							AUGUST							SEPTEMBER							2024 AWA Meetings
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7	"Water Issues" Third Tuesday (except Apr., Aug., Dec.)
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	AWA Board Meetings (See orange on calendar)
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	Waterwise Breakfast (See yellow on calendar)
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	April 18 th - Annual Symposium
28	29	30	31				24	25	26	27	28	29	31	29	30						August - DARK (No Meetings or Events)
																				September 19 th - Reagan Library Reception	
																				December 12 th - Holiday Mixer	
OCTOBER							NOVEMBER							DECEMBER							2024 VCSA Meetings
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7	February 6 th - Annual Dinner
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	April 2 nd
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	June 4 th
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	August 6 th
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					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