

Board Agenda

Regular Meeting

Thursday, December 12, 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 November 7, 2024

2. **Approve Vendor Payments

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$3,034,421.25.

3. **On-Call Supervisory Control and Data Acquisition (SCADA) Services Contract Extension

Objective: Award contract extensions for on-call SCADA services.

Action Required: It is recommended that the Board of Directors authorize the General Manager to enter into 5-year contract extensions with MSO Technologies Inc. and ROVISYS Corporation to provide professional engineering SCADA services to develop various Capital Improvement Projects, existing system upgrades, and various on-call services, as needed.

4. **Purchase Order Ratifications

Objective: Ratify the actions taken to get our local resources back online.

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

- 1) Ratify the purchase order of \$26,678.21 to Walton Motors for the repair of Pond Pump #2 350hp motor.
- 2) Ratify the purchase order of \$32,190.36 to CED Royal for the purchase of a new replacement 200hp VFD for CSUCI Well.
- 3) Ratify the purchase order of \$31,560.00 to General Pump Co. for pulling and inspecting the pump at CSUCI Well.

Primary Agenda

5. Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

6. Affirmation of Elected Board Members

Objective: Affirm newly elected Board Members.

Action Required: Affirm and receive Directors Hoag and West as members of the Board of Directors.

7. Nomination of Board Officers

Objective: Accept nominations for Board Officers and elect new Officers for 2025.

Action Required: The Board may;

- 1) Accept nominations and elect the Camrosa Board President; and
- 2) Accept nominations and elect the Camrosa Board Vice President.

8. **Amend the Capital Asset Policy

Objective: Update the capitalization thresholds within the Capital Asset Policy.

Action Required: Adopt a Resolution of the Board Amending the District's Capital Asset Policy.

9. Discontinuance of Camrosa Water Reclamation Facility (CWRF) NPDES Permit

Objective: Receive a summary of the District's National Pollutant Discharge Elimination System (NPDES) permit history and provide staff direction regarding permit discontinuance.

Action Required: Discuss and decide whether Camrosa should discontinue the Camrosa Water Reclamation Facility's NPDES permit.

10. Winds, PSPS, and Mountain Fire Discussion

Objective: Receive a briefing on the Camrosa's response to the wind events and the Mountain Fire.

Action Required: No action necessary; for information only.

Comments by General Manager; Comments by Directors

Closed Session Agenda

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

- 11. THREAT TO PUBLIC SERVICES OR FACILITIES (Gov. Code, §54957) Consultation with Joe Willingham, Information Technology Manager.**
- 12. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1)):
NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI00555357.**

Open Session

- 13. Announcement of reportable action taken during Closed Session**

Adjournment

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

December 12, 2024

**Board of
Directors
Agenda Packet**

Board Minutes

Regular Meeting

Thursday, November 7, 2024

Camrosa Board Room

5:00 p.m.

Call to Order The meeting was convened at 5:02 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
Tamara Sexton, Deputy General Manager/Finance (via teleconference)
Jozi Zabarsky, Customer Service Manager
Kevin Wahl, Director of Operations
Terry Curson, District Engineer
Art Aseo, Engineering & Capital Projects Manager
Chris Patacsil, Superintendent of Operations
Natalie Roberts, Water Resources Coordinator
Keith Lemieux, Legal Counsel

Guest: Curtis Hopkins, Hopkins Groundwater Consultants, Inc.

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of October 24, 2024

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$588,542.89 was provided for Board information and approval.

Motion to approve the Consent Agenda: Nelson. **Second:** Brown.

Motion carried unanimously.

Primary Agenda

3. Employee Spotlight

The Board was introduced to Chris Patacsil, Superintendent of Operations.

No action was necessary; for information only.

4. Woodcreek Well – Completion Report

The Board received an update from Curtis Hopkins on the completion and overall findings of the Woodcreek Well rehabilitation project.

No action was necessary; for information 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

The Board adopted a Resolution Authorizing the President of the Board to cast a ballot for Steve Huber in the election for a Special District Regular Member to the Ventura County LAFCo.

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

Motion carried unanimously.

6. Auditing Services

The Board authorized the General Manager to enter into a 3-year agreement with Clifton Larson Allen LLP (CLA) for auditing services.

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

Motion carried unanimously.

7. Local Production Update

The Board received a briefing on local water production through the 1st Qtr. of Fiscal Year 24-25.

No action was necessary; for information only.

8. Water Loss Program Update

The Board received a briefing on the progression of the water loss program.

No action was necessary, for information only.

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

The Board took the following actions regarding the rehabilitation of the power distribution system at CWRF (Design Phase):

- 1) Appropriated additional funding in the amount of \$20,000.00 from the Wastewater Capital Replacement Fund; and
- 2) Authorized 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.

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

Motion carried unanimously.

10. SmartCover Sewer Monitoring System

The Board authorized 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.

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

Motion carried unanimously.

11. SCADA Wonderware AVEVA Flex Subscription

The Board authorized 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.

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

Motion carried unanimously.

12. Distribution Valve Replacement CIP

The Board took the following actions regarding distribution system valve replacement:

- 1) Authorized 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) Authorized 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.

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

Motion carried unanimously.

13. Sewer Lift 1A Bypass Line

The Board authorized the General Manager to:

- 1) Appropriate \$35,000.00 from the Wastewater Capital Replacement Fund and establish a Sewer Lift 1A Bypass CIP, and
- 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 line at Sewer Lift 1A.

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

Motion carried unanimously.

14. CalPERS Unfunded Accrued Liability

The Board authorized 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, not to exceed \$1,630,000.00.

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

Motion carried unanimously.

Comments by General Manager

- None

Comments by Directors

- Director Hoag thanked staff for their work on the audit.
- President West commented that the new payment portal is very easy to use.

Adjournment

There being no further business, the meeting was adjourned at 6:45 p.m.

Norman Huff, Secretary
Board of Directors
Camrosa Water District

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

Board Memorandum

December 12, 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 \$3,034,421.25.

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

Payroll PR ME, 10-3, 11-1 & 11-2	\$ 315,716.43
Accounts Payable 10/31/2024-12/04/2024	<u>\$ 2,718,704.82</u>
Total Disbursements	<u>\$ 3,034,421.25</u>

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

Norman Huff, General Manager

Camrosa Water District

Accounts Payable Period:

10/31/2024-12/04/2024

Expense	Account Description	Amount
10302	Escrow Account-Pacific Hydro	10,170.00
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	104,273.46
11905	Prepaid Maintenance Ag	
13000	Land	
13400	Construction in Progress	897,244.20
20053	Current LTD Bond 2016	
20202	Invoice Cloud Fees Payable	105.00
20400	Contractor's Retention	-10,540.55
20250	Non-Potable Water Purchases	
23001	Refunds Payable	1,673.37
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	735,014.08
50020	Pumping Power	274,447.31
50100	Federal Tax 941 1 st QTR	
50012	CamSan Reclaimed Water	28,396.28
50135	PERS Required UAL	
50200	Utilities	11,668.27
50210	Communications	6,596.47
50220	Outside Contracts	274,376.84
50230	Professional Services	11,544.62
50240	Pipeline Repairs	4,313.58
50250	Small Tool & Equipment	1,848.79
50260	Materials & Supplies	244,379.98
50270	Repair Parts & Equip Maint	91,935.89
50280	Legal Services	21,563.69
50290	Dues & Subscriptions	5,980.00
50300	Conference & Travel	1,854.08
50310	Safety & Training	1,856.51
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	2.95
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$2,718,704.82

Month of : October-24

CAL-Card Monthly Summary

Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
10/18/24	10/22/24	Amazon	\$630.90	Office equipment for new hire	JS
10/18/24	10/22/24	Amazon	\$348.92	Computer Monitors for new hire	JS
10/18/24	10/22/24	Amazon	\$990.96	Office Chairs	JS
10/18/24	10/22/24	Amazon	\$214.48	File Cabinet	JS
10/07/24	10/22/24	Paypal	\$475.00	DHP training (Jude)	JS
10/07/24	10/22/24	Platinum Tow	\$450.00	Tow for stranded truck 6	JS
09/27/24	10/22/24	Home Depot	\$122.25	Bolts and silicone for C12 skid	JS
10/11/24	10/22/24	Home Depot	\$85.05	Squeeze clamps, caulking, adhesive	GM
10/11/24	10/22/24	Vons	\$5.35	Small bag of Ice	GM
10/08/24	10/22/24	Staples	\$24.65	Binder and tab inserts.	GM
10/02/24	10/22/24	Home Depot	\$80.35	Tool bag, Socket set, and key wrench	GM
10/02/24	10/22/24	Harbor Freight	\$47.15	cutters, wrenches, and needle nose pliers	GM
10/01/24	10/22/24	UPS	\$162.95	Shipped Samples to BSK	GM
10/01/24	10/22/24	Vons	\$5.35	Small bag of Ice	GM
10/01/24	10/22/24	Home Depot	\$12.74	PTFE Thread Tape	GM
10/18/24	10/22/24	Valvoline Instant Oil Change	\$158.15	Oil change and tire rotation for work truck unit #43	JK
10/21/24	10/22/24	B&B Do It Center	\$130.26	Tools & Supplies for Fire Extinguisher Installations.	JN
09/30/24	10/22/24	Red Wing	\$9.10	Boot Exchange	JN
09/26/24	10/22/24	AWA	\$950.00	AWA event (19 emp)	JZ
10/02/24	10/22/24	Amazon	\$37.96	Coffee creamer	BB
09/26/24	10/22/24	Valvoline Instant Oil Change	\$158.48	Service on truck #39	BB
09/27/24	10/22/24	GFOA	\$150.00	Membership Renewal	SSL
09/24/24	10/22/24	B&B Do it center	\$33.53	Bar & chain oil, file, inspection mirror	CC
10/01/24	10/22/24	VZW Victra	\$125.47	Desk Charger	CC
10/02/24	10/22/24	The home depot	\$101.32	Air tool oil, trigger clamps, staples	CC
10/08/24	10/22/24	B&R Tools	\$380.40	Grease Gun , Flood light	CC
10/09/24	10/22/24	805 Auto	\$185.00	Throttle body repair	CC
10/09/24	10/22/24	Industrial bolt	\$58.09	Bolts for Vice	CC
10/18/24	10/22/24	The home depot	\$61.52	Paint brushes, for hydrant restore	CC
10/21/24	10/22/24	USPS	\$32.00	Mailed Out Revised WW Grade 2 Cert Renewal Fee	JC
10/18/24	10/22/24	Quinn CAT	\$59.78	Emergency Generator Coolant	JC
10/16/24	10/22/24	Costal Pipco	\$75.33	New Barscreen Compactor hardware	JC
10/16/24	10/22/24	FG Wilcox	\$31.46	New Barscreen Compactor hardware	JC
10/02/24	10/22/24	Smart & Final	\$48.87	Food Plates for CWRFR/MWTP	JC
09/27/24	10/22/24	The Home Depot	\$80.83	Cleaning Materials	JC
09/27/24	10/22/24	The Home Depot	\$138.32	Electric Pressure Washer	JC
09/26/24	10/22/24	USPS	\$30.45	Mailed Out WW Grade 2 Cert Renewal Fee	JC
10/02/24	10/22/24	Airgas	\$248.87	Woodcreek CO2 Tanks	KH
09/30/24	10/22/24	Coastal Pipco	\$306.50	Material Supplies	KH
10/15/24	10/22/24	Las Posas Car Wash	\$36.99	Car Wash	NH
10/07/24	10/22/24	Rolling Pin	\$42.00	Water Professional Appreciation Week - Donuts	NH
10/03/24	10/22/24	Costco	\$479.94	Water Professional Appreciation Week - Gift Cards	NH
09/30/24	10/22/24	Staples	\$94.91	Water Professional Appreciation Week - Cards/Banner	NH
09/23/24	10/22/24	Staples	\$53.61	Label Tape for Lab	CL
10/16/24	10/22/24	J&K Automotive	\$972.04	Brakes for Unit #36	CP
10/02/24	10/22/24	VIVAX_Metrotech	\$712.91	Repair broken pipe locator/maintenance	CP
09/24/24	10/22/24	Office of Water Programs	\$201.25	Training course for certification CEUs	CP
10/07/24	10/22/24	Home Depot	\$33.22	Allen Wrench Set Unit #23	SD
09/23/24	10/22/24	Spectrum Cable News	\$114.99	Cable News Service	JW
09/23/24	10/22/24	Spectrum Internet	\$1,249.00	Spectrum Internet	JW
09/23/24	10/22/24	Network Solutions	\$19.97	ASRGSA.COM monthly forwarding	JW
10/01/24	10/22/24	Thinking2.com	\$80.00	CAMROSA.COM Web Hosting	JW
10/01/24	10/22/24	Thinking2.com	\$80.00	ASRGSA.COM Web Hosting	JW
10/11/24	10/22/24	Callfire.com	\$101.97	online IVR - Delinquent Call Out (Monthly Service Fee)	JW
10/18/24	10/22/24	Newegg	\$1,144.33	Qty 1, New Intel NUC Workstation for ChrisP	JW
10/18/24	10/22/24	Newegg	\$53.62	Qty 1, Dual Monitor Mount for ChrisP	JW
10/18/24	10/22/24	Newegg	\$121.49	Qty 1, SSD Hard Drive for ChrisP new Intel NUC Workstation	JW
10/18/24	10/22/24	Newegg	\$30.58	Qty 1, Workstation Speakers for ChrisP	JW
10/18/24	10/22/24	Newegg	\$286.23	Qty 2, 24" Monitors for ChrisP	JW
10/19/24	10/22/24	Newegg	\$30.08	Qty 1, Wireless Keyboard and Mouse for ChrisP	JW
10/21/24	10/22/24	Newegg	\$26.80	Qty 1, 1080P Webcam	JW
10/21/24	10/22/24	Network Solutions	\$19.97	ASRGSA.COM monthly forwarding	JW
10/22/24	10/22/24	CSMFO	\$150.00	Budget review	TS
10/22/24	10/22/24	Zoom	\$298.90	teleconferencing for Board & staff meetings	TS
10/22/24	10/22/24	Govt Jobs	\$199.00	job advertisement - mgmt analyst	TS
10/22/24	10/22/24	BCWaterJobs	\$99.00	job advertisement - mgmt analyst	TS
10/08/24	10/22/24	Bread Basket	\$99.25	10/2024 Safety Lunch	DA
10/08/24	10/22/24	Smart & Final	\$95.77	Bevs & Ice for Safety Lunch	DA
10/08/24	10/22/24	Jersey Mike's	\$296.84	10/2024 Safety Lunch	DA
10/26/24	10/22/24	VC Recorder's Office	\$45.50	Record Water Rights	DA
10/21/24	10/22/24	AWA	\$731.00	CCWUC Ed Luncheon (17 EEs)	DA
10/21/24	10/22/24	AWA	\$43.00	WaterWise Breakfast	DA
10/21/24	10/22/24	AWA	\$130.08	WaterWise Breakfast	DA
10/18/24	10/22/24	The Home Depot	\$75.04	Digital Multimeter	MP
			\$15,497.07		

Expense Approval Report

By Vendor Name

Payable Dates 10/31/2024 - 12/4/2024 Post Dates 10/31/2024 - 12/4/2024

Camrosa Water District, CA

Payment Num	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Orde	Amount
31	11/13/2024	ACWA JOINT POWERS INS	685-GSA- Liability	GSA Liability Insurance 2024-2025	Insurance		1,125.00
142	11/25/2024	ALESHIRE & WYNDER LLP	91190	GSA Legal Services	Legal services		70.00
143	11/20/2024	CAMROSA WATER DISTRICT	2010	Reimb EFT pymt to ACWA/JPIA Auto & Liability Ins	Insurance		1,125.00

TOTAL VENDOR PAYMENTS-GSA **\$ 2,320.00**

Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR

3462	11/07/2024	DEPOSIT ONLY-CAMROSA WTR	11-7-24-AP2	Transfer to Disbursements Account	Transfer to disbursements-		1550000
3463	11/07/2024	DEPOSIT ONLY-CAMROSA WTR	11-7-24-PR	Transfer to Disbursements Account	Transfer to disbursements-		590000
3464	11/07/2024	DEPOSIT ONLY-CAMROSA WTR	11-7-24-AP	Transfer to Disbursements Account	Transfer to disbursements-		735000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							2875000

Vendor: ACL01 - ACLARA TECHNOLOGIES

61443	12/04/2024	ACLARA TECHNOLOGIES	443968426	MTU RMA	Repair Parts & Equipment # FY25-0131		1,013.51
61443	12/04/2024	ACLARA TECHNOLOGIES	444035303	MTU RMA	Repair Parts & Equipment # FY25-0081		1,718.15
61443	12/04/2024	ACLARA TECHNOLOGIES	444035304	MTU RMA	Repair Parts & Equipment # FY25-0131		115.83
Vendor ACL01 - ACLARA TECHNOLOGIES Total:							2,847.49
1485	11/13/2024	ACWA JOINT POWERS INS	437	Liability Insurance 2024-2025 Policy Year	Prepaid liability insurance		104,273.46

Vendor: ADV01 - ADVANCE UTILITY SYSTEMS

61400	11/08/2024	ADVANCE UTILITY SYSTEMS	ADVXT0000482	CIS upgrade	Construction in progress	FY24-0045-R1	67,200.00
61444	11/25/2024	ADVANCE UTILITY SYSTEMS	ADVMN0000521	CIS Maintenance	Outsd contracts		55,296.48
Vendor ADV01 - ADVANCE UTILITY SYSTEMS Total:							122,496.48

Vendor: AIR05 - AIRGAS USA, LLC.

61401	11/12/2024	AIRGAS USA, LLC.	5512145720	CO2 Tank Rental	Materials & supplies		34.90
61401	11/12/2024	AIRGAS USA, LLC.	5512146336	CO2 Tank Rental	Materials & supplies		136.38
61401	11/12/2024	AIRGAS USA, LLC.	9155295455	CO2 Tank Rental	Materials & supplies		50.00
61445	12/03/2024	AIRGAS USA, LLC.	5512845074	Materials & Supplies - CO2 Tank Rental	Materials & supplies		136.38
61445	12/03/2024	AIRGAS USA, LLC.	5512845502	Materials & Supplies - CO2 Tank Rental	Materials & supplies		34.10
61445	11/26/2024	AIRGAS USA, LLC.	9155686109	Materials & Supplies - CO2 Tank Rental	Materials & supplies		60.96
61445	11/26/2024	AIRGAS USA, LLC.	9155945771	Materials & Supplies - CO2 Tank Rental	Materials & supplies		123.26
61445	12/03/2024	AIRGAS USA, LLC.	9156104265	Materials & Supplies - CO2 Tank Rental	Materials & supplies		50.00
Vendor AIR05 - AIRGAS USA, LLC. Total:							625.98

Vendor: ALE03 - ALESHIRE & WYNDER LLP

61446	11/25/2024	ALESHIRE & WYNDER LLP	91188	Legal Services	Legal services		774.00
61446	11/25/2024	ALESHIRE & WYNDER LLP	91189	Legal Services	Legal services		2,516.50
61446	11/25/2024	ALESHIRE & WYNDER LLP	91191	Legal Services	Legal services		4,734.64
61446	11/25/2024	ALESHIRE & WYNDER LLP	91389	OPV Legal Services	Legal services		13,225.51
Vendor ALE03 - ALESHIRE & WYNDER LLP Total:							21,250.65

Vendor: ALL14 - ALLCONNECTED INC

61402	11/08/2024	ALLCONNECTED INC	109080	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	13,929.25
61402	11/08/2024	ALLCONNECTED INC	109093	CISv5 Hosting - Nov2024	Construction in progress	FY25-0113	2,317.80
61402	11/13/2024	ALLCONNECTED INC	44083	Cable Installation	Construction in progress	FY24-0189-R1	3,228.83
61447	12/04/2024	ALLCONNECTED INC	109189	Monthly CISv5 Hosting	Construction in progress	FY25-0137	2,317.80
61447	11/26/2024	ALLCONNECTED INC	44085	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	209.58
61447	11/26/2024	ALLCONNECTED INC	44097	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	5,666.88

Vendor ALL14 - ALLCONNECTED INC Total: 27,670.14

1487	11/07/2024	American Business Bank	Escrow-Pytm3	Retention--PAC14-Paymt 3	Escrow Account-Pacific Hyc		10,170.00
61448	12/03/2024	ANDREW N FRIESEN	00000595	Deposit Refund Act 595 - 6050 Gitana Ave	Refunds payable		21.21
61449	11/20/2024	AQUATIC INFORMATICS INC	110858	LIMS System	Construction in progress	FY23-0131-R2	3,700.00
61450	11/25/2024	ARBITRAGE COMPL SPEC, INC	1037509	Arbitrage Calculation	Prof services		630.00
61451	11/26/2024	B & R TOOL & SUPPLY CO.	1901007282	Small Tools - Assorted Tools	Small tools & equipment		694.23
61452	11/21/2024	BARRY PETERSEN	00000711	Deposit Refund Act 711 - 6292 Manzanita St	Refunds payable		3.59
1499	11/25/2024	BCDI AV Acquisition, Inc.	R1101043	Replacement GAC for Conejos	Materials & supplies	FY25-0089	191,441.25
1488	11/12/2024	BONDY GROUNDWATER CONSULTING, INC.	103-05	PV Modeling Project Management	Prof services	FY25-0003	1,547.87
61403	11/12/2024	BOUTWELL*FAY LLP	39624	457 Legal Services	Legal services		175.00
61453	11/21/2024	BRANDON JOVE	00001512	Deposit Refund Act 1512 - 549 Hillcrest Dr	Refunds payable		77.13
61454	12/03/2024	BRANDY ENNIS	0002515	Deposit Refund Act 2515 - 6191 Arabian Pl	Refunds payable		108.22
61455	12/04/2024	BRENNTAG PACIFIC, INC.	BPI467148	Chemicals - Lynnwood-RMWTP-CWRF	Materials & supplies		12,280.08

Vendor: BSK01 - BSK ASSOCIATES

61456	11/21/2024	BSK ASSOCIATES	AH29008	Outside Lab Work for Conejo GAC Plant	Outsd contracts		2,650.00
61456	11/22/2024	BSK ASSOCIATES	AH29241	UCMR5 Sampling	Outsd contracts		520.00
61456	11/22/2024	BSK ASSOCIATES	AH29242	UCMR5 Sampling	Outsd contracts		520.00

Vendor BSK01 - BSK ASSOCIATES Total: 3,690.00**Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT**

1489	11/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	106224	Water Purchase-Potable	Water purchases-Potable		531,581.82
1489	11/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	106224	Water Purchase-Potable	CMWD Fixed Charges		65,768.61
1489	11/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	106224	Water Purchase- Non-Pot	Water purchases		108,399.03
1489	11/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	106224	Water Purchase Non-Pot	CWD-Fixed Charges		13,411.39
1489	11/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	2025-00000014	SMP CMWD - SMP Sampling Fee	SMP CWD-RMWTP		79.00
1489	11/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP-105324	SMP CMWD - SMP Pipeline Fee	SMP CWD-RMWTP		14,692.23
1489	11/13/2024	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP-105324	SMP CMWD - SMP Pipeline Fee	SMP CMWD		1,082.00

Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total: 735,014.08

61457	11/20/2024	Cannon Corporation	90262	Repair Sewer Collection Hotspots - Engineering	Construction in progress	FY24-0180-R1	8,397.45
61404	11/12/2024	CASA	8575	CASA Membership	Dues & subscrip		5,575.00
61405	11/13/2024	CENTRAL COAST TANK TESTING,INC.	1426	Fuel Tank Inspection-November 2024	Outsd contracts		1,161.75

Vendor: CEN04 - CENTRAL COMMUNICATIONS

61406	11/08/2024	CENTRAL COMMUNICATIONS	000034-388-591	After Hours Call Center	Communications		485.25
61458	12/04/2024	CENTRAL COMMUNICATIONS	000034-756-251	After Hours Call Center	Communications		515.20

Vendor CEN04 - CENTRAL COMMUNICATIONS Total: 1,000.45**Vendor: CEN03 - Central Courier LLC**

61407	11/08/2024	Central Courier LLC	56362	Courier Service	Outsd contracts		368.08
61459	12/03/2024	Central Courier LLC	56615	Courier Service Period 12/01/24 th 12/31/24	Outsd contracts		368.08

Vendor CEN03 - Central Courier LLC Total: 736.16

61460	12/04/2024	CITY OF CAMARILLO	AR120224	Recycled Water from CamSan-Sep24-Oct24	CamSan Water		28,396.28
61408	11/12/2024	CITY OF THOUSAND OAKS	1001-110124	Sewer Service for Read Rd Tract-5142	Outsd contracts		635.04
61461	11/25/2024	CLIFTON LARSON ALLEN LLP	L241759221	Audit Services FY2023-24	Prof services	FY25-0068	7,455.00
61462	12/04/2024	COASTAL-PIPCO	S2277313-001	Drain Valves - Conejo GAC	Materials & supplies	FY25-0132	1,833.85

Vendor: CON18 - CONCORD UTILITY SERVICES

61409	11/08/2024	CONCORD UTILITY SERVICES	5097	Labor for Installation of Meters and MTUs	Construction in progress	FY24-0165-R1	42,444.64
61463	11/26/2024	CONCORD UTILITY SERVICES	5131	Labor for Installation of Meters and MTUs	Construction in progress	FY24-0165-R1	28,496.37
61463	11/26/2024	CONCORD UTILITY SERVICES	5132	Labor for Installation of Meters and MTUs	Construction in progress	FY24-0165-R1	30,832.18
61463	11/26/2024	CONCORD UTILITY SERVICES	5133	Labor for Installation of Meters and MTUs	Construction in progress	FY24-0165-R1	19,127.81
61463	12/04/2024	CONCORD UTILITY SERVICES	5144	Labor for Installation of Meters and MTUs	Construction in progress	FY24-0165-R1	23,246.36

Vendor CON18 - CONCORD UTILITY SERVICES Total: 144,147.36

61464	11/20/2024	CONSOR NORTH AMERICA, INC.	W232492CA.00-11	Design Services for Iron/MN Removal	Construction in progress	FY24-0084-R1	9,588.50
61410	11/13/2024	CORELOGIC INFORMATION SOLUTIONS, INC	30746053	On Line Service Parcel Info-Ventura County	Outsd contracts		163.91
61465	11/22/2024	COUNTY FIRE PROTECTION	24-31222	Fire Extinguisher Service	Repair parts & equipment		3,264.74
61399	11/04/2024	COUNTY OF VENTURA-CLERK RECORDER	EnvFillingsFees	NOE for University Well No. 21	Construction in progress		50.00

Vendor: CUL02 - CULLIGAN OF VENTURA COUNTY

61411	11/12/2024	CULLIGAN OF VENTURA COUNTY	1888670	Materials & Supplies - Water Softener	Materials & supplies		6.00
61411	11/12/2024	CULLIGAN OF VENTURA COUNTY	1892410	Water Softener-Penny Well	Materials & supplies		77.91
61411	11/12/2024	CULLIGAN OF VENTURA COUNTY	1892424	Water Softener- Lynwood Well	Materials & supplies		176.00
61411	11/12/2024	CULLIGAN OF VENTURA COUNTY	1893064	Materials & Supplies - Water Softener	Materials & supplies		6.00
61411	11/12/2024	CULLIGAN OF VENTURA COUNTY	1893074	Materials & Supplies - Water Softener	Materials & supplies		6.00

Vendor CUL02 - CULLIGAN OF VENTURA COUNTY Total: 271.91

61466	11/27/2024	CUSTOM PRINTING	172075	Business Cards (KW,CP,BS)	Materials & supplies		311.02
61467	12/04/2024	DANIELS TIRE SERVICE, INC	250139797	Tire Repair Unit #42	Repair parts & equipment		913.92
61412	11/13/2024	DAVMAR AIR	12249	Air Compressor Maintenance	Outsd contracts	FY25-0119	2,053.49
61468	12/03/2024	E&M Electric and Machinery, Inc.	451566	Maintenance Support - Wonderware 2,458 Credits	Outsd contracts	FY25-0127	43,835.00

Vendor: EJM01 - E.J. HARRISON & SONS INC

61413	11/12/2024	E.J. HARRISON & SONS INC	697	Trash Removal -Main Office	Outsd contracts		1,377.02
61469	11/27/2024	E.J. HARRISON & SONS INC	1150	Trash Removal - CWRP/RMWTP	Outsd contracts		559.17

Vendor EJM01 - E.J. HARRISON & SONS INC Total: 1,936.19

61470	11/21/2024	EDWARD L SENEAL	0000953	Deposit Refund Act 953 - 858 Paseo Tosamar	Refunds payable		24.46
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Vendor: ENH01 - Enhanced Landscape Development, Inc

61414	11/12/2024	Enhanced Landscape Development, Inc	23466	Irrigation Fittings and Repair	Repair parts & equipment		87.11
61414	11/12/2024	Enhanced Landscape Development, Inc	23871	Landscaping - November 2024	Outsd contracts		1,928.01
61471	12/03/2024	Enhanced Landscape Development, Inc	26088	Landscaping - December 2024	Outsd contracts		1,928.01

Vendor ENH01 - Enhanced Landscape Development, Inc Total: 3,943.13

1490	11/13/2024	ENTERPRISE FLEET SERV INC	123859-110624	Vehicles Lease-November 2024	Outsd contracts		10,551.60
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Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC

61415	11/12/2024	FAMCON PIPE & SUPPLY, INC	S100140913-001	Valve Wrenches and Meter Tools	Small tools & equipment		362.51
61472	11/26/2024	FAMCON PIPE & SUPPLY, INC	S100142829-001	Materials & Supplies - Meter Fittings	Materials & supplies		957.53
61472	12/04/2024	FAMCON PIPE & SUPPLY, INC	S100142946-001	Leak Repair - Hydrant	Pipeline repairs	FY25-0134	3,197.12

Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total: 4,517.16

61473	12/03/2024	Frontier Communications	Nov24	VOIP - Land Lines	Communications		814.60
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Vendor: FRU01 - FRUIT GROWERS LAB. INC.							
61416	11/07/2024	FRUIT GROWERS LAB. INC.	416413A	RMWTP Analysis	Outside Contracts		41.00
61416	11/07/2024	FRUIT GROWERS LAB. INC.	416414A	Analysis for Lab	Outsd contracts		63.00
61416	11/08/2024	FRUIT GROWERS LAB. INC.	416901A	Outside lab work for Round Mountain	Outside Contracts		41.00
61416	11/08/2024	FRUIT GROWERS LAB. INC.	416902A	Outside lab work for Round Mountain	Outside Contracts		41.00
61416	11/12/2024	FRUIT GROWERS LAB. INC.	417435A	Chromium 6 Monitoring Outside Lab Work	Outsd contracts		200.00
61416	11/12/2024	FRUIT GROWERS LAB. INC.	417436A	Outside Lab Work	Outsd contracts		220.00
61416	11/07/2024	FRUIT GROWERS LAB. INC.	417732A	Outside Lab Work.	Outside Contracts		77.00
61416	11/12/2024	FRUIT GROWERS LAB. INC.	417733A	Outside Lab Work Conejo GAC	Outsd contracts		73.00
61474	11/20/2024	FRUIT GROWERS LAB. INC.	417320A	Outside Lab Work	Outside Contracts		41.00
61474	11/20/2024	FRUIT GROWERS LAB. INC.	417815A	Outside Lab Work	Outsd contracts		265.00
61474	11/20/2024	FRUIT GROWERS LAB. INC.	418106A	Conejo Gac Outside Lab Work	Outsd contracts		533.00
61474	11/25/2024	FRUIT GROWERS LAB. INC.	418108A	Outside Lab Analysis	Outsd contracts		63.00
61474	11/20/2024	FRUIT GROWERS LAB. INC.	418109A	Outside Lab Work	Outsd contracts		39.00
61474	12/04/2024	FRUIT GROWERS LAB. INC.	418679A	Outside Lab Work	Outsd contracts		958.00
61474	11/21/2024	FRUIT GROWERS LAB. INC.	418681A	Outside Lab Work for Conejo GAC Plant	Outsd contracts		39.00
61474	12/03/2024	FRUIT GROWERS LAB. INC.	418964A	Outside Lab Work for the GAC Plant	Outsd contracts		39.00
61474	11/25/2024	FRUIT GROWERS LAB. INC.	419171A	Metal Analysis for GAC Plant	Outsd contracts		950.00
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							3,683.00
61475	11/27/2024	GANNETT MEDIA CORP	0006751766	44-24 PH Notice in VC Star	Outsd contracts		370.06
61476	12/03/2024	GEIGER ENTERPRISES, INC.	24-1732R	Materials & Supplies - Generator Fuel	Materials & supplies		1,910.57
Vendor: GEN06 - GENERAL PUMP COMPANY, INC							
61477	12/04/2024	GENERAL PUMP COMPANY, INC	31938	Motor Removal - Pond Pump 2	Repair parts & equipment	FY25-0136	2,670.00
61477	12/04/2024	GENERAL PUMP COMPANY, INC	31965	CSUCI 4 Removal and Inspection	Repair parts & equipment	FY25-0126	31,560.00
Vendor GEN06 - GENERAL PUMP COMPANY, INC Total:							34,230.00
61417	11/12/2024	GEOSCIENCE SUPPORT SERVICES INC.	CWD-01-23-09	Well Asset Management Program	Prof services	FY24-0102-R1	1,761.75
61478	12/04/2024	GIERLICH-MITCHELL INC	16728	CWRF Headworks Bar Screen Replacement	Construction in progress	FY24-0088-R1	365,440.00
Vendor: HAC01 - HACH COMPANY							
61479	11/26/2024	HACH COMPANY	14256445	Repair Parts & Equipment - CL17sc=Colorimeter	Repair parts & equipment		650.14
61479	12/04/2024	HACH COMPANY	14273479	Annual Hach Analyzer Maintenance	Outside Contracts-RMWTP	FY25-0096	14,094.00
61479	12/03/2024	HACH COMPANY	14275730	Repair Parts and Equipment-Analyzer Cleaning Kits	Repair parts & equipment		502.89
Vendor HAC01 - HACH COMPANY Total:							15,247.03
Vendor: SMA05 - HADRONEX INC.							
61418	11/13/2024	HADRONEX INC.	35477	SmartCover Repairs	Repair parts & equipment	FY25-0116	2,000.00
61480	11/26/2024	HADRONEX INC.	34358	Repair Parts & Equip Maint-Smart Cover Repair	Repair parts & equipment		224.00
61480	12/04/2024	HADRONEX INC.	35868	SmartCover Sewer Monitoring	Construction in progress	FY25-0122	25,406.70
Vendor SMA05 - HADRONEX INC. Total:							27,630.70
1491	11/12/2024	HealthEquity	sym4sxt	Consumer Driven Health Savings Plan fees Nov-2024	Fees & charges		2.95
61481	11/26/2024	HENKELS & MCCOY WEST	00006360	Fire Hydrant #19 Deposit Refund	Refunds payable		452.95
61482	11/27/2024	HOPKINS GROUNDWATER CONSULTING	12028	Hydrogeological Services for Woodcreek Well Rehab	Construction in progress	FY24-0100-R1	8,312.50
61483	12/04/2024	HOSE-MAN, INC.	00083286	Replacement Pump Hoses - CWRF	Repair parts & equipment	FY25-0135	1,177.00
Vendor: IDE01 - IDEXX LABORATORIES, INC							
61484	12/03/2024	IDEXX LABORATORIES, INC	3160759040	Laboratory Supplies	Materials & supplies		522.94
61484	11/22/2024	IDEXX LABORATORIES, INC	3164414147	Idexx Bacteriological Media	Materials & supplies	FY25-0125	1,349.34
Vendor IDE01 - IDEXX LABORATORIES, INC Total:							1,872.28
Vendor: INFO00 - INFOSEND, INC.							
61485	11/26/2024	INFOSEND, INC.	275483	Printing & Mailing of CWD Statements Nov24	Outsd contracts		5,159.35

Vendor: INV01 - INVOICE CLOUD INC.

61419	11/08/2024	INVOICE CLOUD INC.	4235-2024-10	Payment Processing IC	Invoice Cloud Fees Payable	860.00
61486	12/03/2024	INVOICE CLOUD INC.	4235-2024-11	Payment Processing IC	Invoice Cloud Fees Payable	908.25
Vendor INV01 - INVOICE CLOUD INC. Total:						1,768.25
61487	12/03/2024	Janitek Cleaning Solutions-Allstate Cleaning, Inc 54779A		Janitorial Cleaning Service-December 2024	Outsd contracts	1,897.10
61488	11/21/2024	JOSHUA MOORE	00006784	Deposit Refund Act 6784 - 5288 San Francesca Dr	Refunds payable	61.15
61489	11/27/2024	LINDE GAS & EQUIPMENT INC	46483685	Acetylene Gas Cylinders	Materials & supplies	93.26
61490	11/20/2024	MCCALL'S METER SALES & SERVICE	37038	Field Meter Test	Outsd contracts	490.00
61491	11/21/2024	MICHAEL GREER	00001515	Overpayment Refund Act 1515 - 596 Hillcrest Dr	Refunds payable	7.00
61420	11/12/2024	MICHAEL K. NUNLEY & ASSOCIATES, INC.	001050000908	Consultant Services - Rehab Sewer Lift Sta. No. 4	Construction in progress FY25-0075	6,970.15

Vendor: MNS01 - MNS ENGINEERS, INC.

61421	11/12/2024	MNS ENGINEERS, INC.	87859	Out of Scope Svc - Eng Svc During Construction	Construction in progress FY24-0126-R1	5,061.25
61492	11/27/2024	MNS ENGINEERS, INC.	88141	Out of Scope Svc - Eng Svc During Construction	Construction in progress FY24-0126-R1	9,714.94
Vendor MNS01 - MNS ENGINEERS, INC. Total:						14,776.19
61493	11/21/2024	NORMAN PHELPS	00001796	Overpayment Refund Act 1796 - 311 Manzanita St	Refunds payable	142.74
61422	11/12/2024	NORTHSTAR CHEMICAL	297370	Chemicals (Bleach) - Woodcreek Well	Materials & supplies	4,669.66
61423	11/13/2024	OCCU-MED, LTD.	11247110a	New Hire Physical (BS)	Outsd contracts	504.20

Vendor: OLI01 - OLIN CORP-CHLOR ALKALI

61494	11/27/2024	OLIN CORP-CHLOR ALKALI	900490752	Chemicals Hypochlorite-CWRF & RMWTP	Materials & Supplies-RMW	2,406.67
61494	11/27/2024	OLIN CORP-CHLOR ALKALI	900490752	Chemicals Hypochlorite-CWRF & RMWTP	Materials & supplies	8,923.93
Vendor OLI01 - OLIN CORP-CHLOR ALKALI Total:						11,330.60

Vendor: PAC14 - PACIFIC HYDROTECH CORP

61424	11/07/2024	PACIFIC HYDROTECH CORP		Pymt 3 -Poject C2412-Sr Construction - Solids Dewatering Press Facility	Construction in progress FY24-0279-R1	203,400.00
61424	11/07/2024	PACIFIC HYDROTECH CORP		Retention-Pymt3 Retention on Pymt 3 (Project C2412-sOLIDS Dwtrng)	Contractor's retention	(10,170.00)
Vendor PAC14 - PACIFIC HYDROTECH CORP Total:						193,230.00
61425	11/12/2024	POLLARDWATER	0274607	Repair Parts and Equipment-Manhole Pullers	Repair parts & equipment	807.16
61426	11/12/2024	PURETEC INDUSTRIAL WATER	2222906	Deionized Water Service	Materials & supplies	90.42
61495	12/04/2024	QUINN COMPANY	WON10023592	Generator Repair Hydro 4C	Repair parts & equipment FY25-0098	3,762.04
61496	12/03/2024	RAYCO SECURITY LOSS PREVENTION	38971	Alarm Service	Outsd contracts	276.00
61497	11/26/2024	ROBER NOELL	00001209	Act 1209-804 Vista Arriago-Overpayment Refund	Refunds payable	27.77

Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS

61427	11/13/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1052550	Repair Parts Fuses (CSUCI 4)	Repair parts & equipment FY25-0111	1315.06
61427	11/12/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1052616	Replacement HIM Mount for CSUCI 4	Repair Parts & Equipment-f	942.92
61498	12/04/2024	ROYAL INDUSTRIAL SOLUTIONS	9009-1052549	CSUCI 4 Replacement VFD	Repair Parts & Equipment-f FY25-0110	32,190.36
Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:						34,448.34
61428	11/13/2024	RP Barricade, Inc	65391	Traffic Control - Manhole Rehab	Outsd contracts FY25-0120	1,027.50
61429	11/13/2024	RT LAWRENCE CORPORATION	49340	Lockbox Services for the month of October 2024	Outsd contracts	621.67
61430	11/13/2024	Santa Paula Materials, Inc.	24010	Rock and Sand	Pipeline repairs FY25-0121	1,116.46
61499	12/03/2024	SANTINA N BELVEDERE	00001878	Deposit Refund Act 1878 - 5336 Hidalgo St	Refunds payable	61.69

Vendor: SCF01 - SC Fuels

61431	11/12/2024	SC Fuels	2757527IN	Material & Supplies - FUEL	Materials & supplies	1,588.58
61500	11/26/2024	SC Fuels	IN0000011199	Materials & Supplies - FUEL	Materials & supplies	1,141.53
61500	11/26/2024	SC Fuels	IN0000015490	Materials & Supplies - FUEL	Materials & supplies	1,357.23
61500	11/26/2024	SC Fuels	IN0000017623	Materials & Supplies - FUEL	Materials & supplies	2,260.84
61500	12/03/2024	SC Fuels	IN0000022870	Material & Supplies -FUEL	Materials & supplies	1,961.69
61500	11/26/2024	SC Fuels	IN000008051	Materials & Supplies - FUEL	Materials & supplies	2,069.93
Vendor SCF01 - SC Fuels Total:						10,379.80

Vendor: SCE01 - SOUTHERN CALIF. EDISON							
1494	11/13/2024	SOUTHERN CALIF. EDISON	November2024	November 2024 Current Usage	Pumping power-Potable		102,008.84
1494	11/13/2024	SOUTHERN CALIF. EDISON	November2024	November 2024 Current Usage	Pumping power Non-Pot		141,102.07
1494	11/13/2024	SOUTHERN CALIF. EDISON	November2024	November 2024 Current Usage	Pumping Power-RMWTP		31,336.40
1494	11/13/2024	SOUTHERN CALIF. EDISON	November2024	November 2024 Current Usage	Utilities		11,643.74
Vendor SCE01 - SOUTHERN CALIF. EDISON Total:							286,091.05
Vendor: SCG01 - SOUTHERN CALIFORNIA GAS							
1495	11/13/2024	SOUTHERN CALIFORNIA GAS	Nov2024	Usage Oct2024-Acct 123-787-1794-1	Utilities		16.41
1495	11/13/2024	SOUTHERN CALIFORNIA GAS	Nov2024-A	Usage Oct2024-Acct 170-013-9900-9	Utilities		8.12
Vendor SCG01 - SOUTHERN CALIFORNIA GAS Total:							24.53
61501	11/27/2024	SPARKLETTTS	4667386-112424	Distilled Bottled Water	Outsd contracts		77.44
61502	11/27/2024	SWEEPING CORP OF AMERICA	74910VS	Sweeping at CWRF - Grounds Clean Up	Outsd contracts		440.00
61503	11/26/2024	SYNAGRO TECHNOLOGIES, INC.	52924	Sludge Removal	Outsd contracts	FY25-0010	6,811.29
61432	11/12/2024	THE ROVISYS COMPANY	97927	Engineering - Replacement of PLCs at CWRF	Construction in progress	FY25-0077	24,480.00
Vendor: THO09 - THOMAS SCIENTIFIC							
61433	11/12/2024	THOMAS SCIENTIFIC	3452002	Laboratory Supplies	Materials & supplies		83.86
61433	11/12/2024	THOMAS SCIENTIFIC	3455185	Laboratory Supplies	Materials & supplies		67.53
Vendor THO09 - THOMAS SCIENTIFIC Total:							151.39
61504	12/03/2024	TORO ENTERPRISES	00000002	Fire Hydrant #2 Deposit Reund	Refunds payable		685.46
61434	11/12/2024	TRAFFIC TECHNOLOGIES LLC	48965	Materials & Supplies - Safety Gear	Materials & supplies		225.55
61505	12/04/2024	TRAVIS AGRICULTURAL, INC	24998-F	Remove and Replace CLA-VAL - Conejo Boosters	Outsd contracts	FY25-0133	7,512.48
1496	11/01/2024	U.S. BANK CORPORATE	24-Oct	Credit Cards Payment	Credit Cards		15,497.07
Vendor: UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC							
61435	11/12/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN	1020240220	Monthly Dig Alert Tickets	Outsd contracts		307.85
61435	11/12/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN	24-251300	Monthly Dig Alert Tickets	Outsd contracts		127.61
61506	12/03/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN	1120240222	Dig Alert Monthly Tickets	Outsd contracts		226.45
61506	12/03/2024	UNDERGROUND SERVICE ALERT OF SOUTHERN	24-251670	Dig Alert Monthly Tickets	Outsd contracts		127.61
Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:							789.52
Vendor: UNI12 - UNIFIED FIELD SERVICES CORPORATION							
61507	11/20/2024	UNIFIED FIELD SERVICES CORPORATION	Pymt1-NP24-01	AG 3 Tank Replacment	Construction in progress	FY25-0065	7,411.00
61507	11/20/2024	UNIFIED FIELD SERVICES CORPORATION	Retention-Pymt1-NP24-	Retention from Pymt1-NP24-01	Contractor's retention		(370.55)
Vendor UNI12 - UNIFIED FIELD SERVICES CORPORATION Total:							7,040.45
Vendor: UNI08 - UNIFIRST CORPORATION							
61436	11/12/2024	UNIFIRST CORPORATION	2210144921	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
61436	11/12/2024	UNIFIRST CORPORATION	2210144922	Uniform Cleaning Service	Outsd contracts		200.41
61436	11/12/2024	UNIFIRST CORPORATION	2210147147	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
61436	11/12/2024	UNIFIRST CORPORATION	221014719	Uniform Cleaning Service	Outsd contracts		188.68
61508	12/03/2024	UNIFIRST CORPORATION	2210126460	Uniform Cleaning Service	Outsd contracts		782.29
61508	11/26/2024	UNIFIRST CORPORATION	2210148809	Office Cleaning Supplies - Towe-Mat Service	Outsd contracts		91.42
61508	11/26/2024	UNIFIRST CORPORATION	2210148810	Office Cleaning Supplies - Towe-Mat Service	Outsd contracts		188.68
61508	11/26/2024	UNIFIRST CORPORATION	2210150560	Office Cleaning Supplies - Towe-Mat Service	Outsd contracts		91.42
61508	11/26/2024	UNIFIRST CORPORATION	2210150561	Office Cleaning Supplies - Towe-Mat Service	Outsd contracts		188.68
61508	12/03/2024	UNIFIRST CORPORATION	2210152688	Office Cleaning Supplies - Mat-Towel Service	Outsd contracts		91.42
61508	12/03/2024	UNIFIRST CORPORATION	2210152689	Uniform Cleaning Service	Outsd contracts		191.13
Vendor UNI08 - UNIFIRST CORPORATION Total:							2,196.97

Vendor: USA01 - USA BLUE BOOK

61438	11/12/2024	USA BLUE BOOK	INV00530423	Repair Parts & Equipment - Metal Detector	Repair parts & equipment		885.64	
61438	11/12/2024	USA BLUE BOOK	INV00530909	Hydrant Diffuser-Dechlorinator	Repair parts & equipment		999.61	
61438	11/08/2024	USA BLUE BOOK	INV00534288	Laboratory Supplies	Materials & supplies		672.81	
61510	11/20/2024	USA BLUE BOOK	INV00540207	Laboratory Supplies	Materials & supplies		141.52	
61510	11/26/2024	USA BLUE BOOK	INV00543551	Materials & Supplies - Dtying Tubes for Cable Tran	Materials & supplies		382.07	
61510	11/20/2024	USA BLUE BOOK	INV00545670	Laboratory Supplies	Materials & supplies		213.47	
61510	11/22/2024	USA BLUE BOOK	INV00545823	Lab Supplies	Materials & supplies		68.22	
61510	11/22/2024	USA BLUE BOOK	INV00545991	Lab Supplies	Materials & supplies		107.41	
							Vendor USA01 - USA BLUE BOOK Total:	3,470.75
61439	11/12/2024	VENTURA COUNTY OVERHEAD DOOR	4434744	Gate Repair - CWRP Gate	Repair parts & equipment		260.00	

Vendor: VEN02 - VENTURA REGIONAL SANITATION DISTRICT, INC

61511	11/26/2024	VENTURA REGIONAL SANITATION DISTRICT, INC	103124	VRSD Sewer Cleaning	Outsd contracts	FY25-0008	27,780.12	
61511	11/26/2024	VENTURA REGIONAL SANITATION DISTRICT, INC	83124	VRSD Sewer Cleaning	Outsd contracts	FY25-0008	23,630.54	
							Vendor VEN02 - VENTURA REGIONAL SANITATION DISTRICT, INC Total:	51,410.66
61512	12/03/2024	VERIZON WIRELESS	9979352208	Cell Phones	Communications		3,532.42	

Vendor: WWG01 - W W GRAINGER, INC.

61440	11/13/2024	W W GRAINGER, INC.	9299098161	Repair Parts and Equipment- Cablle Supports	Repair parts & equipment		793.16	
61513	11/26/2024	W W GRAINGER, INC.	9314895229	Small Tools - Recipricating Saws	Small tools & equipment		175.89	
61513	11/26/2024	W W GRAINGER, INC.	9315354317	Materials & Supplies - Ytuck Bin Totes	Materials & supplies		195.45	
61513	12/03/2024	W W GRAINGER, INC.	9328375010	Material & Supplies - No Trespassing Signs	Materials & supplies		278.92	
							Vendor WWG01 - W W GRAINGER, INC. Total:	1,443.42
61514	12/03/2024	West Coast Air Conditioning	S144324	Outside Contracts- A/C Maintenance	Outsd contracts		1,117.21	

Vendor: WHI03 - WHITE BRENNER LLP

61515	11/25/2024	WHITE BRENNER LLP	51119	Legal Services Audit Letter	Legal services		79.04	
61515	11/25/2024	WHITE BRENNER LLP	51120	OPV GMA Legal Services	Legal services		59.00	
							Vendor WHI03 - WHITE BRENNER LLP Total:	138.04
61516	11/27/2024	WIENHOFF DRUG TESTING	125470	Annual Consortium Membership	Dues & subscrip		255.00	
61441	11/13/2024	ZEBRON, INC	53102	Manhole Rehabilitation	Outsd contracts	FY25-0011	24,450.00	
61442	11/13/2024	ZWORLD GIS, LLC	2024-0258	GIS Support Services	Outsd contracts	FY25-0025	4,500.00	

TOTAL VENDOR PAYMENTS-CAMROSA

\$ 2,718,704.82

Vendor: ASC01 - ACWA/JPIA

1483	11/01/2024	ACWA/JPIA	10-24 PR ME	Health, Dental & Vison Premiums	Medical ins.		62,894.64	
1497	12/02/2024	ACWA/JPIA	11-24PR ME	Health, Dental & Vison Premiums	Medical ins.		59,607.58	
							Vendor ASC01 - ACWA/JPIA Total:	122,502.22

Vendor: PER05 - CAL PERS 457 PLAN

DFT0005610	10/31/2024	CAL PERS 457 PLAN	INV0015427	Deferred Compensation	Deferred comp - ee paid		4,720.25	
DFT0005628	11/08/2024	CAL PERS 457 PLAN	INV0015463	Deferred Compensation	Deferred comp - ee paid		3,267.21	
DFT0005635	11/14/2024	CAL PERS 457 PLAN	INV0015477	Deferred Compensation	Deferred comp - ee paid		5,090.12	
DFT0005655	11/28/2024	CAL PERS 457 PLAN	INV0015522	Deferred Compensation	Deferred comp - ee paid		3,590.12	
							Vendor PER05 - CAL PERS 457 PLAN Total:	16,667.70
DFT0005652	11/28/2024	COLONIAL SUPPLEMENTAL INS	INV0015519	Colonial Benefits	Colonial benefits		106.7	

Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.

DFT0005627	10/31/2024	EMPLOYMENT DEVELOP. DEPT.	INV0015446	Payroll-SIT	P/R-sit		6,616.54	
DFT0005634	11/08/2024	EMPLOYMENT DEVELOP. DEPT.	INV0015470	Payroll-SIT	P/R-sit		2,189.73	
DFT0005651	11/14/2024	EMPLOYMENT DEVELOP. DEPT.	INV0015496	Payroll-SIT	P/R-sit		6,528.69	
DFT0005672	11/28/2024	EMPLOYMENT DEVELOP. DEPT.	INV0015548	Payroll-SIT	P/R-sit		6,521.48	
							Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:	21,856.44

Vendor: GRE01 - Empower Annuity Ins Co of America

DFT0005612	10/31/2024	Empower Annuity Ins Co of America	INV0015429	Deferred Comp 457	Deferred comp - ee paid	150.00
DFT0005636	11/14/2024	Empower Annuity Ins Co of America	INV0015478	Deferred Comp 457	Deferred comp - ee paid	150.00
DFT0005656	11/28/2024	Empower Annuity Ins Co of America	INV0015523	Deferred Comp 457	Deferred comp - ee paid	150.00
Vendor GRE01 - Empower Annuity Ins Co of America Total:						450.00

Vendor: HEA02 - HealthEquity

DFT0005616	10/31/2024	HealthEquity	INV0015434	HSA-Employee Contribution	HSA Contributions Payable	148.08
DFT0005617	10/31/2024	HealthEquity	INV0015435	HSA Contributions	HSA Contributions Payable	50.00
DFT0005640	11/14/2024	HealthEquity	INV0015483	HSA-Employee Contribution	HSA Contributions Payable	148.08
DFT0005641	11/14/2024	HealthEquity	INV0015484	HSA Contributions	HSA Contributions Payable	50.00
DFT0005660	11/28/2024	HealthEquity	INV0015529	HSA-Employee Contribution	HSA Contributions Payable	148.08
DFT0005661	11/28/2024	HealthEquity	INV0015530	HSA Contributions	HSA Contributions Payable	50.00
Vendor HEA02 - HealthEquity Total:						594.24

Vendor: LNL01 - LINCOLN FINANCIAL GROUP

1482	10/31/2024	LINCOLN FINANCIAL GROUP	INV0015430	Deferred Compensation	Deferred comp - ee paid	2,849.07
1493	11/14/2024	LINCOLN FINANCIAL GROUP	INV0015479	Deferred Compensation	Deferred comp - ee paid	2,849.07
1500	11/28/2024	LINCOLN FINANCIAL GROUP	INV0015524	Deferred Compensation	Deferred comp - ee paid	2,849.07
Vendor LNL01 - LINCOLN FINANCIAL GROUP Total:						8,547.21

Vendor: RFS01 - LINCOLN FINANCIAL GROUP

1481	10/31/2024	LINCOLN FINANCIAL GROUP	INV0015443	Profit Share Contribution	Profit share contributions	3,479.47
1492	11/08/2024	LINCOLN FINANCIAL GROUP	INV0015467	Profit Share Contribution	Profit share contributions	376.71
1492	11/14/2024	LINCOLN FINANCIAL GROUP	INV0015493	Profit Share Contribution	Profit share contributions	3,102.76
1501	11/28/2024	LINCOLN FINANCIAL GROUP	INV0015543	Profit Share Contribution	Profit share contributions	3,102.76
Vendor RFS01 - LINCOLN FINANCIAL GROUP Total:						10,061.70

Vendor: PER01 - PUBLIC EMPLOYEES

DFT0005614	10/31/2024	PUBLIC EMPLOYEES	INV0015432	PERS-Classic Employee Portion	P/R-state ret.	22,259.36
DFT0005629	11/08/2024	PUBLIC EMPLOYEES	INV0015464	PERS Survivors	P/R-state ret.	1,177.77
DFT0005638	11/14/2024	PUBLIC EMPLOYEES	INV0015481	PERS-Classic Employee Portion	P/R-state ret.	21,904.21
DFT0005658	11/28/2024	PUBLIC EMPLOYEES	INV0015527	PERS-Classic Employee Portion	P/R-state ret.	21,882.07
Vendor PER01 - PUBLIC EMPLOYEES Total:						67,223.41

DFT0005662	11/28/2024	SYMETRA LIFE INS CO.	INV0015531	Life Insurance	Life ins.	317.25
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Vendor: UNI10 - UNITED STATES TREASURY

DFT0005625	10/31/2024	UNITED STATES TREASURY	INV0015444	FIT	P/R-fit	15,488.52
DFT0005626	10/31/2024	UNITED STATES TREASURY	INV0015445	Payroll- Medicare Tax	P/R - ee medicare	4,018.70
DFT0005632	11/08/2024	UNITED STATES TREASURY	INV0015468	FIT	P/R-fit	6,197.38
DFT0005633	11/08/2024	UNITED STATES TREASURY	INV0015469	Payroll- Medicare Tax	P/R - ee medicare	631.66
DFT0005649	11/14/2024	UNITED STATES TREASURY	INV0015494	FIT	P/R-fit	15,256.46
DFT0005650	11/14/2024	UNITED STATES TREASURY	INV0015495	Payroll- Medicare Tax	P/R - ee medicare	4,107.12
DFT0005671	11/28/2024	UNITED STATES TREASURY	INV0015547	Payroll- Medicare Tax	P/R - ee medicare	4,271.10
DFT0005673	11/28/2024	UNITED STATES TREASURY	INV0015552	FIT	P/R-fit	15,156.92
DFT0005674	11/28/2024	UNITED STATES TREASURY	INV0015553	Payroll-Social Security Tax	P/R - ee social security	595.20
Vendor UNI10 - UNITED STATES TREASURY Total:						65,723.06

Vendor: UWA01 - UNITED WAY OF VENTURA CO.

61390	10/31/2024	UNITED WAY OF VENTURA CO.	INV0015426	Charity-United Way	P/R-charity	20.00
61437	11/14/2024	UNITED WAY OF VENTURA CO.	INV0015476	Charity-United Way	P/R-charity	20.00
61509	11/28/2024	UNITED WAY OF VENTURA CO.	INV0015518	Charity-United Way	P/R-charity	20.00
Vendor UWA01 - UNITED WAY OF VENTURA CO. Total:						60.00

Vendor: UNU01 - UNUM LIFE INSURANCE

1498	11/28/2024	UNUM LIFE INSURANCE	INV0015532	Long Term Disability	Ltd ins.	1,300.44
1498	11/28/2024	UNUM LIFE INSURANCE	INV0015544	Short Term Disability	P/R-std ins.	306.06
Vendor UNU01 - UNUM LIFE INSURANCE Total:						1,606.50

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA

\$ 315,716.43

Board Memorandum

December 12, 2024

To: General Manager

From: Terry Curson, District Engineer

Subject: **On-Call Supervisory Control and Data Acquisition (SCADA) Services Contract Extension**

Objective: Award contract extensions for on-call SCADA services.

Action Required: It is recommended that the Board of Directors authorize the General Manager to enter into 5-year contract extensions with MSO Technologies Inc. and ROVISYS Corporation to provide professional engineering SCADA services to develop various Capital Improvement Projects, existing system upgrades, and various on-call services, as needed.

Discussion: Nearly two decades ago, Camrosa began transitioning from its cumbersome Human-Machine Interface (HMI) telemetry system to a more modern and robust Supervisory Control and Data Acquisition (SCADA) network utilizing high-speed wireless Ethernet, Programmable Logic Controllers (PLCs), and high-speed radio networks. These PLCs, located at various field sites, including all the District's reservoir tanks, pump stations, meter stations, and well sites act as both controllers and data collectors that are relayed and monitored at the District's office.

Although these systems are reliable, they require frequent upgrades, monitoring, and modifications to programming. As new facilities are constructed and brought online, system integration and upgrades are often required which require considerable effort and staff time. Because of the complexity and various degrees of programming and equipment alternatives, District staff has incorporated long-term contracts with SCADA system integrators to develop long-term relationships and continuity with the existing systems as well as offer new, reliable, and innovative solutions in upgrading future network projects. In addition, it is expected that these system integrators would be listed in Capital Improvement project specifications as preferred system integrator vendors.

In May 2019, Camrosa staff released a Request for Proposal for "On-Call Professional Services for SCADA Systems." Four proposals were received and District staff selected two of the proposers. On December 12, 2019, the Board authorized the General Manager to enter into a 5-year contract with the two system integrators with the option to renew. Both Consultants have performed well, and the District staff is satisfied with their responsiveness and overall quality of work.

Based on 2020 versus 2025 Fee Schedules, MSO has increased their rates across the board by approximately 14-16% (annualized increases of around 2.8-3.2%), while Rovisys' rates for Senior Engineers and Project Managers have increased 16% and 32% (annualized increases of around 3.2% and 6.4%), respectively. Therefore, staff is recommending a contract extension with MSO Technologies, Inc. and ROVISYS Corporation through December 2029.

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

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: MSO Technologies
2985 E. Hillcrest Dr. Suite 101
Thousand Oaks, CA 91362

DATE: December 12, 2024
Agreement No.: 2025-108

The undersigned Consultant offers to furnish the following:

Provide professional engineering SCADA services to develop various Capital Improvement Projects (CIP), existing system upgrades, and various on-call services, as needed.

Contract price \$: Per negotiated scope of services as requested at current hourly rates. Included are the 2025 hourly rates. Rates will be adjusted and submitted annually.

Contract Term: December 12, 2024– December 11, 2029

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: MSO Technologies

By: _____
Norman Huff

By: _____
David Patrick

Title: General Manager

Title: Vice President

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. **Additional Insured Status:** The District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

17526 VON KARMAN, SUITE B
 IRVINE, CA 92614
 VOICE: (949) 250-8668
 FAX: (949) 250-7299

2985 EAST HILLCREST DRIVE, SUITE 101
 THOUSAND OAKS, CA 91362
 VOICE: (805) 379-8668
 FAX: (805) 379-8677

Classification	Hourly Rate	Employee	
Project Manager	\$187.00	{ Korinetz, John Kumar, Gaurav Nease, Mike Park, Chong Patrick, David Trick, Lloyd	
Engineer IV (rate dependent on services performed)	\$177.00		
Engineer III	\$167.00		Badonsky, Tim Kath, John von Pohle, Austin
Engineer II	\$157.00		Cortez, Joseph Herft, Seth
Engineer I	\$147.00		

Office administration, accounting, and supplies are included in the rates.
 Also included are telephone expenses, general computer equipment and software.
 Travel, lodging and project-specific expenses (reprographics, binders, etc.) are billed at cost.
 Mileage is charged at the federal mileage rate.
 Sales tax, if any, will be added to the stated rates.

Rates are valid until 12/31/2025

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

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO: The RoviSys Company
1455 Danner Dr.
Aurora, Ohio 44202

DATE: December 12, 2024
Agreement No.: 2025-107

The undersigned Consultant offers to furnish the following:

Provide professional engineering SCADA services to develop various Capital Improvement Projects (CIP), existing system upgrades, and various on-call services, as needed.

Contract price \$: Per negotiated scope of services as requested at current hourly rates. Included are the 2025 hourly rates. Rates will be adjusted and submitted annually.

Contract Term: December 12, 2024 – December 11, 2029

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant: The RoviSys Company

By: _____
Norman Huff

By: _____
Sean Galligan

Title: General Manager

Title: West Coast Director

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. **Additional Insured Status:** The District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.
- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to the District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

2025 Rate Table	\$/Hr
Project Manager	\$218
Lead (Engineer/Developer)	\$182
Engineer/Developer/Analyst	\$160
CAD Technician	\$123
Support - After Hours	1.5x
Travel	\$125

Board Memorandum

December 12, 2024

To: Board of Directors

From: Kevin Wahl, Director of Operations

Subject: Purchase Order Ratifications

Objective: Ratify the actions taken to get our local resources back online.

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

- 1) Ratify the purchase order of \$26,678.21 to Walton Motors for the repair of Pond Pump #2 350hp motor.
- 2) Ratify the purchase order of \$32,190.36 to CED Royal for the purchase of a new replacement 200hp VFD for CSUCI Well.
- 3) Ratify the purchase order of \$31,560.00 to General Pump Co. for pulling and inspecting the pump at CSUCI Well.

Discussion:

Pond Pump #2 Motor: \$26,678.21 (Walton Motors)

Pond Pump #2 Motor failed. It was pulled and sent out for teardown and repair. Walton Motors is our preferred vendor for motor repair. They perform quality work, and the motors we've had them rebuild tend to last longer.

CSUCI Well VFD: \$32,190.36 (CED Royal)

The 200hp VFD at CSUCI Well failed and needed to be replaced. We received a quote from CED Royal sourcing a replacement and had it shipped next day in an attempt to get the well and RMWTP producing again.

CSUCI Well Pump: \$31,560.00 (General Pump)

With the installation of the CSUCI Well VFD complete, attempts were made to restart the well. We were unable to maintain freshwater lube line flow and pressure, shutting down the well. Staff worked with General Pump and came up with several ideas of what the issue with the freshwater lube line could be. However, the pump needed to be pulled to investigate this issue further. Upon pump teardown and inspection, the lube line weep holes were found to be plugged with what appears to be iron-reducing bacteria. Staff will return to the board with a CSUCI Well Pump Repair CIP once quotes are received and evaluated.

ATTACHMENTS:

- Walton Motors Quote
- CED Royal Quote
- General Pump Quote

•
•
•
•
•
•

Walton Motors & Controls Inc.
1843 Floradale Avenue.
South El Monte, CA 91733
626.442.4610
Hector.garcia@waltonmotors.com
www.waltonmotors.com

WaltonQuote

To: Chris Patacsil
Camrosa Water District

From: Hector Garcia **Date:** January 2, 2024

Re: 350 HP USEM AC Pump Motor **Pages:** 1
Pond Station Booster 2
#81727

Mr. Patacsil,

Please accept this quotation to make the following repairs to (1) USEM 350 Hp VHS AC pump motor, 1185 RPM, 5008P Frame, ID: E0300002216-001R-03NRR

Walton Job 55259

Scope of Work

- Test, dismantle and inspect
- Steam clean all parts, dry and reinspect
- Strip AC stator, core test and prepare for rewind
- Rewind AC Stator using UltraShield Plus inverter duty magnet wire
- Double dip and bake stator using epoxy coating
- Add two-part epoxy for additional moisture protection
- Inspect and measure all bearing journals and housings for proper fits
- Bore, sleeve and machine "P" bearing housing
- Remove standpipe, reinstall and seal
- Furnish and install (2) new internal strip heaters 120V x 200 Watts Each
- Furnish and install (1) thermal overload
- Furnish and install (3) 7226 thrust bearings
- Furnish and install (1) 6219 guide bearing
- Furnish and install new bearing locknut with washer
- Furnish and install new oil fill plug
- Furnish and install new oil level sight glass
- Dynamic balance rotor
- Oil for test
- Assemble, full voltage test and paint

Labor: \$13,605.00, Material: \$12,189.48, Sales Tax: \$883.73, Total: \$26,678.21

Delivery: 10 Business Days ARO

All items quoted are subject to any tax or freight charges that may apply.

We hope this information is helpful, however if additional information is required please feel free to contact us at any time.



1807 PALMA DRIVE
VENTURA, CA 93003

T: 8056420361 F: 8056540569

Invoice

INVOICE NO.	INVOICE DATE
9009-1052549	11/14/2024
PLEASE SHOW INVOICE NO. AND REMIT TO:	
P.O. Box 847124 Los Angeles, CA 90084-7124	

SOLD TO:

CAMROSA WATER DISTRICT
7385 SANTA ROSA RD
CAMARILLO, CA 93012

SHIP TO:

CAMROSA WATER DISTRICT
7385 SANTA ROSA RD
CAMARILLO, CA 93012

ACCOUNT #/NAME		JOB NAME		CUSTOMER ORDER NO.					
18-14060 CAMROSA WATER DISTRICT		CSUCI WELL		FY25-0110					
SALESPERSON		SHIPPING INFORMATION		SHIP VIA		SHIP DATE			
9002 HENRY		PREPAY & CHARGE		OUR TRUCK		11/05/2024			
QTY ORDERED	PRODUCT CODE	DESCRIPTION	C O D E	QTY SHIPPED	PRICE	P E R	DISC.	EXTENSION	C / D
T 1	AB 20G1AND248JN0NNNNN	200HP DRV		1	29154.32	E		29154.32	0.0
T 1	ABW EW-2YR-20G1AND248JN0NNNNN SERIAL # 320750245	2 YR WARRANTY FOR 20G1AND248JN0NN		1	0.00	E		0.00	0.0
T 1	MISC SHIP & HANDLING FEE	NEXT DAY AIR SERVICES		1	860.00	E		860.00	0.0

APPROVED
By Joshua Smith at 2:40 pm, Dec 02, 2024

<small>TITLE TO MERCHANDISE AND RISK OF LOSS OR DAMAGE PASSES AT POINT OF SHIPMENT. CLAIMS FOR SHORT OR DAMAGED MERCHANDISE SHOULD BE MADE TO CARRIER. MERCHANDISE RETURNED WITHOUT OUR CONSENT WILL NOT BE ACCEPTED. A RESTOCKING CHARGE WILL BE MADE ON RETURNED GOODS UNLESS DEFECTIVE OR THROUGH ERROR ON OUR PART. A SERVICE CHARGE OF 1 1/2% PER MONTH, BUT NOT TO EXCEED THE HIGHEST AMOUNT LAWFULLY ALLOWED BY APPLICABLE STATE LAW, WILL BE MADE ON ALL PAST DUE ACCOUNTS. THIS SALE IS SUBJECT TO OUR TERMS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE.</small>	<small>CODE: TO ADVISE YOU PROMPTLY CONCERNING YOUR ORDER, THIS CODE IS USED ON OUR INVOICES.</small>	MERCHANDISE	30014.32
	<small>B - BACK ORDERED. WILL SHIP AS SOON AS RECEIVED UNLESS INSTRUCTED TO CANCEL.</small>	SALES TAX 7.25000	2176.04
	<small>C - CANCELLED. NOT IN STOCK. UNABLE TO PURCHASE LOCALLY.</small>	SHIPPING CHARGE	0.00
NET PAYMENT IS DUE BY THE 15TH OF THE MONTH FOLLOWING PURCHASE		TOTAL DUE	32,190.36



934 W. VERDULERA STREET - CAMARILLO, CA 93010
PHONE: (805) 482-1215 - FAX: (805) 484-2135

WELL & PUMP SERVICE SINCE 1952

Lic. #496765

"Serving All Southern California and Central Coast!"

November 12, 2024

Camrosa Water District
7385 Santa Rosa Road
Camarillo, California 93012

Attn: Joshua Smith

Subject: CSUCI Well Pump Pull, Inspect and Down-Hole Video Survey

General Pump Company, Inc. (GPC) is pleased to provide this estimate to provide labor and equipment to pull and inspect pumping equipment and perform a down-hole video survey of the well casing and screen. The reason for the proposed pump pull is to determine why the water flush lubrication system is not functioning properly.

The estimate cost is as follows:

Shop Time:

- | | | |
|---|----------|----------|
| • Load-Unload materials and equipment as needed. | | 6 Hours |
| • Pressure wash and disassemble water flush column and bowl assembly. | | 26 Hours |
| • Engineering support | 10 Hours | Included |

32 Hours Total Estimated Shop Labor @ \$125.00/Hour **\$4,000.00**

Field Labor:

- Mobilize crane and crew to disassemble well house.
- Mobilize rig and crew to pull pumping equipment.
- Overtime/man hour >8 weekdays and Saturdays up to 8 hours

5 Hours Crane Package and 3 Man Crew @ \$775.00/Hour	\$3,875.00
25 Hours Rig Package and 3 Man Crew @ \$805.00/Hour	\$20,125.00
27 Hours Overtime at \$80.00 per man Hour	\$2,160.00

Total Field Labor **\$26,160.00**



"Serving All Southern California and Central Coast!"

Camrosa Water District

November 12, 2024

Page 2

Outside Services:

- Perform Video Survey \$1,400.00

Total Estimated Project cost **\$31,560.00**

GPC's Standard Terms and Conditions apply, and all invoices are due 30 days after submitted.

If you should have any questions or comments, please feel free to call.

Sincerely,

GENERAL PUMP COMPANY, INC.

Jim Bruneio

General Manager

Board Memorandum

December 12, 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

December 12, 2024

To: Board of Directors
From: Jozi Zabarsky, Customer Service Manager
Subject: **Affirmation of Elected Board Members**

Objective: Affirm newly elected Board Members.

Action Required: Affirm and receive Directors Hoag and West as members of the Board of Directors.

Discussion: Camrosa Water District consolidated the District's General Election with the County General Election held November 5, 2024. At the close of the filing of the elections, the County Clerk and Recorder only received the incumbents' Declaration of Candidacy. No other petitions were filed. Therefore, Directors Hoag and West are directly appointed to office for Division 3 and 4, respectively.

The Directors are to take office on the first regular meeting in December following the election. The General Manager will administer the Oath of Office to Directors Hoag and West as they assume their seats for a four-year term as Directors of Camrosa Water District.

Board Memorandum

December 12, 2024

To: Board of Directors

From: Jozi Zabarsky, Customer Service Manager

Subject: **Nomination of Board Officers**

Objective: Accept nominations for Board Officers and elect new Officers for 2025.

Action Required: The Board may;

- 1) Accept nominations and elect the Camrosa Board President; and
- 2) Accept nominations and elect the Camrosa Board Vice President.

Discussion: The Board may choose to discuss and nominate Camrosa Board officers. In the event that there is only one nomination for each position, the Board generally proceeds to the appointment at the same meeting. In the event of multiple nominations for a single position, the Board may choose to allow time between the nominating meeting and the meeting of the appointment for candidates to present their positions to other members of the Board.

Board Memorandum

December 12, 2024

To: General Manager

From: Tamara Sexton, Deputy General Manager/Finance

Subject: Amend the Capital Asset Policy

Objective: Update the capitalization thresholds within the Capital Asset Policy.

Action Required: Adopt a Resolution of the Board Amending the District's Capital Asset Policy.

Discussion: The primary objectives of the policy are to ensure consistent capital asset accounting, management, control, and accountability. In addition, the policy includes asset capitalization threshold, guidelines on depreciation, and frequency of physical periodic inventory of assets. The policy was last updated and adopted by the Board on September 24, 2015.

The policy has been amended to increase the capital assets threshold to \$10,000. Also, language has been added to incorporate recently implemented Generally Accepted Accounting Standards on Leases and Subscription Base Information Technology Agreements (SBITAs). This language outlines the criteria for when a lease or SBITA should be considered a capital asset and recorded on the balance sheet. The new policy will also include guidelines for asset impairments. The amendments have been included in the attached document for the Board's review.

Staff recommends adoption.

ATTACHMENTS:

- Resolution 24-23: Amending the District's Capital Asset Policy
- Capital Asset Policy (with strikethroughs)
- Capital Asset Policy (no strikethroughs)

Resolution No: 24-23

A Resolution of the Board of Directors
of Camrosa Water District

**Amending the District's
Capital Asset Policy**

Whereas, the Board of Directors approves, from time to time from the reserve funds of the District, the acquisition or construction of certain capital assets, as part of the District's Capital Improvement Program; and,

Whereas, it is incumbent upon the District to establish financial accounting, custody, and disposition procedures to ensure proper accounting for capital assets; and,

Whereas, the "Capital Asset Policy" provides guidelines to ensure consistent procedures are used for capital asset accounting, management, control, and accountability; and,

Whereas, the "Capital Asset Policy" establishes capitalization thresholds, and the methodology used for calculating depreciation and estimated useful life of assets; and,

Whereas, the "Capital Asset Policy" is being amended to update the capitalization threshold for capital assets; and,

Whereas, the "Capital Asset Policy" has been presented to the full Board for review and consideration for adoption; and,

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

Adopted, Signed, and Approved this 12th day of December 2024.

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

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

CAMROSA WATER DISTRICT

~~Fixed Asset and~~ Capital Asset Policy

Adopted ~~09/24/2015~~ December 12, 2024

Fixed Asset and Capital Asset Policy

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~~Fixed Asset and~~

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Capital Asset Policy

1 Purpose

The purpose of this policy is to establish control and accountability measures to ensure careful and responsible management of District capital assets, define the various categories/classes of fixed and capital assets, provide guidelines regarding purchases made to acquire capital or fixed assets, provide for proper recording, depreciation, control, and removal of various assets from the District's general ledger in accordance with regulations, audit requirements and Generally Accepted Accounting Principles (GAAP), and outline a process for periodic review or inventory of all District assets. The policy also ensures the proper accountability of controllable assets that do not meet the test for acquisition as fixed or capital assets.

2 Definitions

A. Capital Assets. Capital assets are defined by GASB as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, furniture, fixtures, and all other tangible or intangible assets used in operations and having initial useful lives greater than one year. Capital assets with an original cost equal to or greater than \$10,000 will be capitalized. Inventory will be performed every five years. Items for which tagging is not feasible or that are stationary in nature will not be inventoried.

B. Infrastructure. Infrastructure is defined as long-lived capital assets associated with governmental activities that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include water and wastewater systems. Although these assets are long-lived, useful lives are assigned to these assets, and they are depreciated.

C. Construction in Progress. Construction in progress includes new construction, improvements or replacements to land, or buildings or infrastructure that have not been physically completed or have not had all project costs processed by fiscal year-end.

D. Controllable Assets. Individual items with a replacement dollar value of at least \$1,000 and less than \$10,000. Controllable assets require special attention to compensate for a heightened risk of theft ("walkaway" items). These types of assets are easily transportable and easily diverted for personal use. Inventory will be performed every year. Controllable Assets are not capitalized.

E. Capital Asset Capitalization. Capital asset capitalization refers to the process of recording the value of an asset and reducing the value of the item over time through depreciation.

23 Objectives

The objectives of this policy are:

- To ensure consistent District procedures for fixed capital asset accounting, management, control, and accountability
- To ensure that management has adequately minimized risks to assets through internal controls
- To establish capitalization threshold(s)
- To establish methodologies for calculating depreciation or amortization expenses
- To establish estimated useful lives used for depreciating or amortizing capital assets
- To ensure proper financial accounting and reporting in accordance with Generally Accepted Accounting Principals Principles (GAAP), the Governmental Accounting Standards Board (GASB), and other applicable government accounting standards

3 Acquisitions

~~Asset purchases with a dollar value greater than \$1,000 or more and with a life expectancy of three years or more will be included as part of the capital and fixed assets inventory. These assets will normally be acquired by allocation of reserve funds during the budget process. Fixed and capital assets that fall into this category will be depreciated over the expected life of the asset.~~

~~Items under this dollar value will be acquired from funds allocated in the annual expense budget. These items will not be depreciated and will not be presented in the financial statements. However, items designated "controllable assets" with a value greater than \$500 and less than \$1,000 will be tracked in the inventory records for accountability purposes.~~

~~The District will identify and record all controlled, fixed, and capital assets in the fixed asset management system. The recording of assets will occur during the budget execution process as the assets are acquired. Cost by funding source will be recorded with each asset record.~~

4 Capitalization Threshold

Purchased, donated, or internally developed assets meeting the District's capitalization definition and thresholds of \$10,000 and above will be classified and recorded in the District's financial records. Assets with a cost below the threshold are expensed in the period acquired.

5 Valuation

In accordance with generally accepted accounting principles, the District will value its capital assets at historical cost. Historical cost includes the costs of acquisition, freight charges, installation, and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs. If a capital asset is donated to the District, the asset will be valued based on its fair market value at the time the asset is donated. A cost should be capitalized only if incurred after the acquisition of the related asset has come to be considered probable ("likely to occur"). Thus, the cost of a feasibility study should not be capitalized.

6 Specific Capitalization Requirements

A group purchase of items that are individually below the capitalization thresholds may still qualify for capitalization if the items are similar in nature.

7 Capital Project Capitalization

Capital projects under construction are capitalized once construction has been substantially completed and the project is operational and placed in service.

8 Identification and Tagging of Assets

Identification and tagging of assets will take place in accordance with the following guidelines:

- 8.1** It is the responsibility of the ~~Business Services~~ Deputy General Manager/Finance to ensure assets are identified and recorded as acquired. Assets will be depreciated and eventually retired in accordance with this policy. ~~A decision tree has been prepared to aid in identifying and controlling fixed and capital assets (Appendix A).~~
- 8.2** The ~~Deputy General Manager~~ Director of Operations will assign District vehicle numbers to all vehicles, and will report vehicle identification to the ~~Business Services~~ Deputy General Manager/Finance or designee for proper recording of the vehicles into the ~~fixed~~-asset management system.
- 8.3** All ~~fixed~~ capital assets and controlled items will be assigned an asset number ~~upon receipt and before the items~~ once they are placed into service. Asset identification numbers (tags) will be affixed to all controlled items, ~~and fixed~~ and capital assets, except for vehicles and infrastructure.
- 8.4** Tags will remain on the asset throughout the life of the asset to aid in periodic inventory. Damaged tags will be replaced as needed.
- 8.5** When tagging ~~of~~ capital ~~asset~~ assets, such as infrastructure, is considered infeasible, identification tags will not be affixed to the asset. Instead, detailed information will be recorded to assist in identifying the asset and assist with future periodic review ~~or inventory of the asset(s).~~

When a capital ~~or fixed~~ asset is purchased other than through an approved purchase order (~~i.e.~~ credit card), the purchaser shall identify the item as a fixed ~~an~~ asset account on the credit card detail to facilitate asset tagging and accounting.

3.19 Improvements

From time to time, improvements are made to the District's infrastructure that provide additional value by expanding the system or by improving effectiveness or efficiency. The cost of such improvements will be capitalized and depreciated over the expected life of the improvement.

10 Policy for Leases and Subscription-Based Arrangements

This policy will increase the usefulness of the District's financial statements by requiring reporting of certain lease assets, lease liabilities, and subscription-based information technology (IT) arrangements over a certain threshold. A lease or subscription-based IT arrangement that meets the criteria below will have a \$10,000 capitalization threshold.

10.1 Leases (GASB 87)

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 87, a lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment.

A lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. Any contract that meets this definition should be accounted for under lease guidance as identified in GASB Statement No. 87.

10.2 Subscription-Based Information Technology Arrangements (GASB 96)

A subscription-based Information Technology Agreement (SBITA) is defined as a contract that conveys control of the right to use another party's (an SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The subscription term includes the period during which a government has a noncancellable right-to-use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the government, or SBITA vendor, will exercise that option) or to terminate (if it is reasonably certain that the government, or SBITA vendor, will not exercise that option).

Short-term SBITAs are excluded from this new reporting requirement. An SBITA is considered short-term if, at the commencement of the subscription term, it has a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised.

10.3 Amortization

Amortization is recorded on a straight-line basis, over the estimated

useful life of the assets. Amortization will begin once the Lease or SBITA is capitalized and will be posted annually. Amortization of useful lives will vary based on the asset.

3.211 Replacements

From time to time, maintenance of the existing system requires replacement of existing assets to preserve the functionality of a system or to improve the long-term reliability of the service. Capital replacement is an ongoing program funded through capital replacement reserves and is budgeted during the annual budgeting process. A capital replacement, which provides additional value by either lengthening a capital asset's estimated life or increasing an asset's ability to provide service, is to be capitalized and depreciated over the estimated useful life of the installed equipment or system.

4 — Capital Asset Threshold

12 An important consideration for financial reporting is the capitalization threshold established for Useful Life

The following table lists the various classes of capital assets. The following table establishes asset classification guidelines, examples of each and their typical life expectancy for various asset classifications.

<u>Asset Classification</u>	<u>Examples</u>	<u>Life Years</u>
<u>Fixed General Capital Assets</u>		<u>(Years)</u>
Furniture and Fixtures	Desks, Tables, Chairs	5-10
Computer Hardware	Monitors, CPU, Printer	3-5
Computer Software & Systems	Billing Software, District-wide Upgrades	5-10
Lab Equipment	Ovens, Incubators, Microscopic Optics & Camera	5-10
Radio, Communications Equipment	Mobiles, Portable Radios	5
Instrumentation		5
<u>Capital Assets</u>		
Light Trucks		5
Water Systems <u>Equipment/Components</u>	Pumps, VFDs, MCC	5-10

Wastewater <u>Systems/Equipment/Components</u>	Pumps, VFDs	5-10
Heavy Construction Equipment	Backhoes, Trucks, Dozers, Tractors	5-10
Roads & Parking Areas	Rehabilitation	10
<u>Buildings and Improvements</u>	<u>Wastewater Treatment Plant, Office/O&M</u>	<u>40-50</u>
Infrastructure <u>Capital Assets</u>		
Land		n/a
Easements		n/a
<u>Buildings/Water Systems</u>	<u>Meters/Wastewater Treatment Plant, Office/O&M</u>	<u>15-40-50</u>
Water Systems	<u>Meters</u> , Service Laterals, Pipelines, Backflows	40
<u>Water Systems</u>	<u>Reservoirs-storage, Wells</u>	<u>50</u>
Water Systems	Pump/Metering Stations, <u>Wells</u>	20-25
Wastewater Systems	Ponds & Metering Stations	40-50
Wastewater Systems	Sewer Improvements (New Tract Lines), Sewer	50

513 Depreciation

Depreciation allocates the cost of an asset across the life of the asset to the proportion of the benefit received over time. The depreciation methodology used by the District to allocate depreciation is the straight-line method. The straight-line method allocates an equal amount of depreciation expense to each annual period based upon the asset's useful life. The process requires a reasonably accurate estimate of the expected life of an asset to ensure the asset is fully depreciated by the end of its useful life. While the table above provides guidelines for typical useful lives for the various asset classifications, each asset should be considered individually, and if needed, an estimate should be made in consultation with the asset custodian to ensure the asset is depreciated appropriately.

614 Records Maintenance

Fixed Capital asset records will provide a complete and accurate accounting

for ~~fixed~~ assets of significant value and are fundamental to sound financial management. The responsibilities of stewardship involved in safeguarding such large public investments are of the utmost importance. This responsibility can only be discharged effectively through adequate ~~fixed assets~~ ~~asset~~ accounting and control. ~~Fixed~~ ~~Capital~~ asset records will be maintained for the life of each asset and retained in accordance with the requirements of the District for the retention of accounting records.

15 Asset Impairment

Program managers are responsible for evaluating the condition and functionality of their respective capital assets to determine if the assets still provide the most appropriate method of delivering services, including assessing impairment resulting from changes in circumstances that indicate the possibility of a downward revaluation. If it is determined that an asset needs to be revalued, the program manager will send a memo to the finance department describing the asset, the reason for revaluation, and the new valuation. The finance department will then adjust the carrying amount of the impaired asset accordingly.

716 Retirements and Disposals

The District will identify and record all ~~fixed~~ ~~capital~~ assets and controlled items that are removed from service, disposed of, and/or retired. All assets that are sold, exchanged, traded, stolen, damaged beyond repair, worn beyond utilization, or in any other way removed from service will be reported as retirements in the current fiscal reporting period. Any undepreciated value remaining will be accounted for according to generally accepted accounting standards.

It is the District's policy to dispose of surplus property in a manner that returns the value of that property to the associated ratepayers in a way that is simple to administer. This policy does not apply to real property. Real property is defined as real estate, buildings, or other property. Accordingly, all real property purchases and disposals are to be approved by the Board of Directors regardless of value.

State law prohibits public employees from purchasing surplus District property from their employer (Government Code Section 1090), so this is not an allowed method of disposition. The disposal of surplus District property shall be handled accordingly:

7.116.1 Determination of Surplus District Property

The term “Surplus District Property” shall mean any District property that no longer has a business purpose but is still usable. The General Manager has the authority to deem property surplus. Any disposal of surplus property with an anticipated value of \$25,000 or more must be approved by the Board of Directors

7.216.2 Methods of Disposition

The General Manager is responsible for the disposition of surplus District property. The General Manager shall determine which of the following methods of disposition to use:

1. **Trade-In:** Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property.
2. **Return to Manufacturer:** Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
3. **Donation:** The District may donate usable items with a minimal fair market value (such as outdated computer equipment and furniture) to a charitable organization.
4. **Sale:** The District may offer surplus property for sale. All surplus property offered for sale shall be “as is” and “where is” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale.

Appropriate methods of sale are as follows:

- a) **1. Public Auction:** Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
- b) **2. Sealed Bids:** Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
- e) **3. Selling of Scrap:** Surplus property may be sold as scrap if it is deemed that the value of the raw material exceeds the value of the property as a

whole.

d) **4. Negotiated Sale:** Surplus property may be sold outright if it is determined that only one known buyer is available or interested in acquiring the property.

16.3 Disposal:

e) When the cost of following the above methods exceeds the estimated sale price of surplus property, the property may be recycled, destroyed, or disposed of as junk.

16.4 Proceeds:

f) Revenue from the sale or trade-in of surplus property shall be returned to the appropriate fund. All sales shall be paid to the District by certified check, ~~money order~~, or in a manner agreeable to the General Manager. The General Manager is authorized to sign bills of sale and any other documents evidencing the transfer of title to such District property by and on behalf of the District.

817 Capital Asset Inventory

It is the District's responsibility to protect and control the use of all capital assets, including those below the required threshold for financial reporting purposes.

The District will conduct a full periodic review or inventory of all capital assets at least every five years. In addition, the District will conduct an annual inventory of ~~controlled~~ controllable assets ~~and fixed assets every year. Items for which tagging is not feasible or that are stationary in nature will not be inventoried.~~ Should the reconciliation of the asset counts ~~and the fixed asset system~~ reveal discrepancies, it will be the responsibility of the program manager to locate assets and reconcile all discrepancies.

8.1 Controllable Assets

~~Individual items with a replacement dollar value of at least \$500 and less than \$1,000. The Finance Department will provide each department with a list of its assets. The list should be reviewed, signed, and returned to the Finance Department listing the location of inventoried assets and noting any disposals that occurred during the year as well as the method of disposal. Controllable assets require special attention to compensate for a heightened risk of theft ("walkaway" items). These types of assets are easily transportable and easily diverted for personal use. Inventory will be performed every year.~~

8.2 Fixed Assets

~~Items with an original cost greater than \$1,000 or equal to or less than \$5,000. Typically a fixed asset has an economic useful life longer than 3 years; maintains its identity, either as separate item or as identifiable component; is not a repair part~~

or supply item; and is used in the conduct of District activities. Inventory will be performed every year.

8.3 Capital Assets

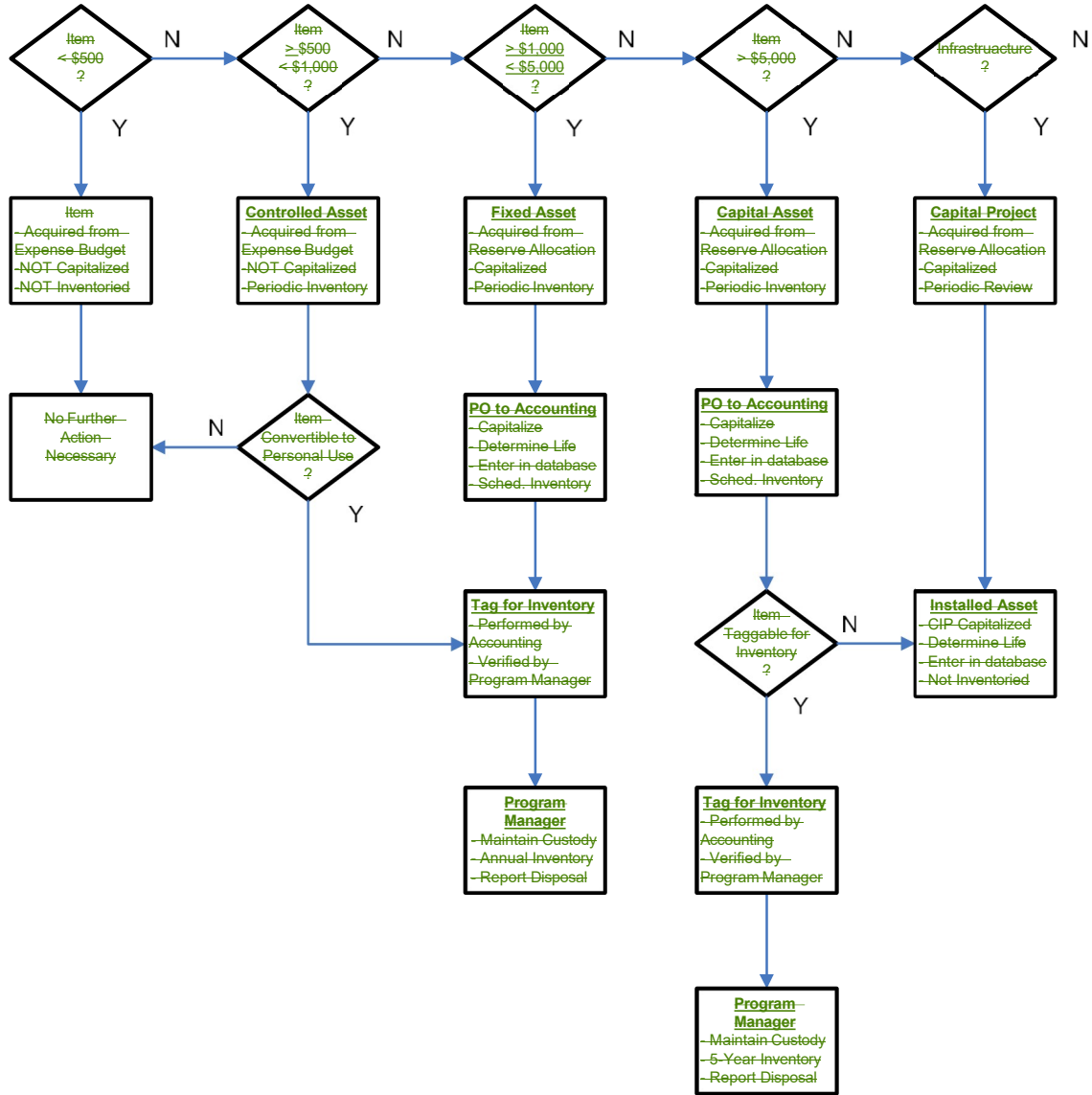
Any asset with an original cost equal to or greater than \$5,000. These items have significant value and will be capitalized. Inventory will be performed no less often than once every five years.

8.4 Infrastructure

Long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. Examples include, but are not limited to, water and wastewater systems.

Appendix A

Fixed Asset/Capital Asset Decision Tree



CAMROSA WATER DISTRICT

Capital Asset Policy

Adopted December 12, 2024

Capital Asset Policy

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Capital Asset Policy

1 Purpose

The purpose of this policy is to establish control and accountability measures to ensure careful and responsible management of District capital assets, define the various classes of capital assets, provide guidelines for recording, depreciation, control, and removal of assets from the District's general ledger in accordance with regulations, audit requirements and Generally Accepted Accounting Principles (GAAP), and outline a process for periodic review or inventory of all District assets. The policy also ensures the proper accountability of controllable assets that do not meet the test for acquisition as capital assets.

2 Definitions

- A. Capital Assets.** Capital assets are defined by GASB as land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, furniture, fixtures, and all other tangible or intangible assets used in operations and having initial useful lives greater than one year. Capital assets with an original cost equal to or greater than \$10,000 will be capitalized. Inventory will be performed every five years. Items for which tagging is not feasible or that are stationary in nature will not be inventoried.
- B. Infrastructure.** Infrastructure is defined as long-lived capital assets associated with governmental activities that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples include water and wastewater systems. Although these assets are long-lived, useful lives are assigned to these assets, and they are depreciated.
- C. Construction in Progress.** Construction in progress includes new construction, improvements or replacements to land, or buildings or infrastructure that have not been physically completed or have not had all project costs processed by fiscal year-end.
- D. Controllable Assets.** Individual items with a replacement dollar value of at least \$1,000 and less than \$10,000. Controllable assets require special attention to compensate for a heightened risk of theft ("walkaway" items). These types of assets are easily transportable and easily diverted for personal use. Inventory will be performed every year. Controllable Assets are not capitalized.
- E. Capital Asset Capitalization.** Capital asset capitalization refers to the process of recording the value of an asset and reducing the value of the item over time through depreciation.

3 Objectives

The objectives of this policy are:

- To ensure consistent District procedures for capital asset accounting, management, control, and accountability
- To ensure that management has adequately minimized risks to assets through internal controls
- To establish capitalization threshold(s)
- To establish methodologies for calculating depreciation or amortization expenses
- To establish estimated useful lives used for depreciating or amortizing capital assets
- To ensure proper financial accounting and reporting in accordance with Generally Accepted Accounting Principles (GAAP), the Governmental Accounting Standards Board (GASB), and other applicable government accounting standards

4 Capitalization Threshold

Purchased, donated, or internally developed assets meeting the District's capitalization definition and thresholds of \$10,000 and above will be classified and recorded in the District's financial records. Assets with a cost below the threshold are expensed in the period acquired.

5 Valuation

In accordance with generally accepted accounting principles, the District will value its capital assets at historical cost. Historical cost includes the costs of acquisition, freight charges, installation, and site preparation charges, and the cost of any subsequent additions or improvements, excluding repairs. If a capital asset is donated to the District, the asset will be valued based on its fair market value at the time the asset is donated. A cost should be capitalized only if incurred after the acquisition of the related asset has come to be considered probable ("likely to occur"). Thus, the cost of a feasibility study should not be capitalized.

6 Specific Capitalization Requirements

A group purchase of items that are individually below the capitalization thresholds may still qualify for capitalization if the items are similar in nature.

7 Capital Project Capitalization

Capital projects under construction are capitalized once construction has been substantially completed and the project is operational and placed in service.

8 Identification and Tagging of Assets

Identification and tagging of assets will take place in accordance with the following guidelines:

- 8.1** It is the responsibility of the Deputy General Manager/Finance to ensure assets are identified and recorded as acquired. Assets will be depreciated and eventually retired in accordance with this policy.
- 8.2** The Director of Operations will assign District vehicle numbers to all vehicles and will report vehicle identification to the Deputy General Manager/Finance or designee for proper recording of the vehicles into the asset management system.
- 8.3** All capital assets and controlled items will be assigned an asset number once they are placed into service. Asset identification numbers (tags) will be affixed to all controlled items and capital assets, except for vehicles and infrastructure.
- 8.4** Tags will remain on the asset throughout the life of the asset to aid in periodic inventory. Damaged tags will be replaced as needed.
- 8.5** When tagging capital assets, such as infrastructure, is considered infeasible, identification tags will not be affixed to the asset. Instead, detailed information will be recorded to assist in identifying the asset and assist with future periodic review.

When a capital asset is purchased other than through an approved purchase order (i.e. credit card), the purchaser shall identify the item as an asset account on the credit card detail to facilitate asset tagging and accounting.

9 Improvements

From time to time, improvements are made to the District's infrastructure that provide additional value by expanding the system or by improving effectiveness or efficiency. The cost of such improvements will be capitalized and depreciated over the expected life of the improvement.

10 Policy for Leases and Subscription-Based Arrangements

This policy will increase the usefulness of the District's financial statements by requiring reporting of certain lease assets, lease liabilities, and subscription-based information technology (IT) arrangements over a certain threshold. A lease or subscription-based IT arrangement that meets the criteria below will have a \$10,000 capitalization threshold.

10.1 Leases (GASB 87)

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 87, a lease is defined as a contract that conveys control of the right to use another entity's nonfinancial asset (the underlying asset) as specified in the contract for a period

of time in an exchange or exchange-like transaction. Examples of nonfinancial assets include buildings, land, vehicles, and equipment.

A lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources. Any contract that meets this definition should be accounted for under lease guidance as identified in GASB Statement No. 87.

10.2 Subscription-Based Information Technology Arrangements (GASB 96)

A subscription-based Information Technology Agreement (SBITA) is defined as a contract that conveys control of the right to use another party's (an SBITA vendor's) information technology (IT) software, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for a period of time in an exchange or exchange-like transaction.

The subscription term includes the period during which a government has a noncancellable right-to-use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the government, or SBITA vendor, will exercise that option) or to terminate (if it is reasonably certain that the government, or SBITA vendor, will not exercise that option).

Short-term SBITAs are excluded from this new reporting requirement. An SBITA is considered short-term if, at the commencement of the subscription term, it has a maximum possible term under the SBITA contract of 12 months (or less), including any options to extend, regardless of their probability of being exercised.

10.3 Amortization

Amortization is recorded on a straight-line basis, over the estimated useful life of the assets. Amortization will begin once the Lease or SBITA is capitalized and will be posted annually. Amortization of useful lives will vary based on the asset.

11 Replacements

From time to time, maintenance of the existing system requires replacement of existing assets to preserve the functionality of a system or to improve the long-term reliability of the service. Capital replacement is an ongoing program funded through capital replacement reserves and is budgeted during the annual budgeting process. A capital replacement, which provides additional value by either lengthening a capital asset's estimated life or increasing an asset's ability to provide service, is to be capitalized and depreciated over the estimated useful life of the installed equipment or

system.

12 Useful Life

The following table lists the various classes of capital assets and their typical life expectancy.

<u>Asset Classification</u>	<u>Examples</u>	<u>Life</u>
General Capital Assets		(Years)
Furniture and Fixtures	Desks, Tables, Chairs	5-10
Computer Hardware	Monitors, CPU, Printer	3-5
Computer Software & Systems	Billing Software, District-wide Upgrades	5-10
Lab Equipment	Ovens, Incubators, Microscopic Optics & Camera	5-10
Radio, Communications Equipment	Mobiles, Portable Radios	5
Instrumentation		5
Light Trucks		5
Water Equipment/Components	Pumps, VFDs, MCC	5-10
Wastewater Equipment/Components	Pumps, VFDs	5-10
Heavy Construction Equipment	Backhoes, Trucks, Dozers, Tractors	5-10
Roads & Parking Areas	Rehabilitation	10
Buildings and Improvements	Wastewater Treatment Plant, Office/O&M	40-50
Infrastructure Capital Assets		
Land		n/a
Easements		n/a
Water Systems	Meters	15
Water Systems	Service Laterals, Pipelines, Backflows	40

Water Systems	Reservoirs-storage, Wells	50
Water Systems	Pump/Metering Stations,	20-25
Wastewater Systems	Ponds & Metering Stations	40-50
Wastewater Systems	Sewer Improvements (New Tract Lines), Sewer Pipelines	50

13 Depreciation

Depreciation allocates the cost of an asset across the life of the asset to the proportion of the benefit received over time. The depreciation methodology used by the District to allocate depreciation is the straight-line method. The straight-line method allocates an equal amount of depreciation expense to each annual period based upon the asset's useful life. The process requires a reasonably accurate estimate of the expected life of an asset to ensure the asset is fully depreciated by the end of its useful life. While the table above provides guidelines for typical useful lives for the various asset classifications, each asset should be considered individually, and if needed, an estimate should be made in consultation with the asset custodian to ensure the asset is depreciated appropriately.

14 Records Maintenance

Capital asset records will provide a complete and accurate accounting for assets of significant value and are fundamental to sound financial management. The responsibilities of stewardship involved in safeguarding such large public investments are of the utmost importance. This responsibility can only be discharged effectively through adequate asset accounting and control. Capital asset records will be maintained for the life of each asset and retained in accordance with the requirements of the District for the retention of accounting records.

15 Asset Impairment

Program managers are responsible for evaluating the condition and functionality of their respective capital assets to determine if the assets still provide the most appropriate method of delivering services, including assessing impairment resulting from changes in circumstances that indicate the possibility of a downward revaluation. If it is determined that an asset needs to be revalued, the program manager will send a memo to the finance department describing the asset, the reason for revaluation, and the new valuation. The finance department will then adjust the carrying amount of the impaired asset accordingly.

16 Retirements and Disposals

The District will identify and record all capital assets and controlled items that are removed from service, disposed of, and/or retired. All assets that are sold, exchanged, traded, stolen, damaged beyond repair, worn beyond utilization, or in any other way removed from service will be reported as retirements in the current fiscal reporting period. Any undepreciated value remaining will be accounted for according to generally accepted accounting standards.

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The term "Surplus District Property" shall mean any District property that no longer has a business purpose but is still usable. The General Manager has the authority to deem property surplus. Any disposal of surplus property with an anticipated value of \$25,000 or more must be approved by the Board of Directors

16.2 Methods of Disposition

The General Manager is responsible for the disposition of surplus District property. The General Manager shall determine which of the following methods of disposition to use:

1. **Trade-In:** Property declared as surplus may be offered as a trade-in for credit toward the acquisition of new property.
2. **Return to Manufacturer:** Surplus property may, when possible, be returned to the manufacturer for buy-back or credit toward the purchase of new property.
3. **Donation:** The District may donate usable items with a minimal fair market value (such as outdated computer equipment and furniture) to a charitable organization.
4. **Sale:** The District may offer surplus property for sale. All surplus property offered for sale shall be "as is" and "where-is" with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility, or usability of the property offered for sale.

Appropriate methods of sale are as follows:

1. **Public Auction:** Surplus property may be sold at public auction. The District may contract with a professional auctioneer.
2. **Sealed Bids:** Sealed bids may be solicited for the sale of surplus property. Surplus property disposed of in this manner shall be sold to the highest responsible bidder.
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16.3 Disposal

When the cost of following the above methods exceeds the estimated sale price of surplus property, the property may be recycled, destroyed, or disposed of as junk.

16.4 Proceeds

Revenue from the sale or trade-in of surplus property shall be returned to the appropriate fund. All sales shall be paid to the District by certified check or in a manner agreeable to the General Manager. The General Manager is authorized to sign bills of sale and any other documents evidencing the transfer of title to such District property by and on behalf of the District.

17 Capital Asset Inventory

It is the District's responsibility to protect and control the use of all capital assets, including those below the required threshold for financial reporting purposes.

The District will conduct a full periodic review or inventory of all capital assets at least every five years. In addition, the District will conduct an annual inventory of controllable assets every year. Items for which tagging is not feasible or that are stationary in nature will not be inventoried. Should the reconciliation of the asset counts reveal discrepancies, it will be the responsibility of the program manager to locate assets and reconcile all discrepancies. The Finance Department will provide each department with a list of its assets. The list should be reviewed, signed, and returned to the Finance Department listing the location of inventoried assets and noting any disposals that occurred during the year as well as the method of disposal.

Board Memorandum

December 12, 2024

To: Board of Directors

From: Michael Phelps, Water Quality and Environmental Compliance Manager

Subject: **Discontinuance of Camrosa Water Reclamation Facility (CWRF) NPDES Permit**

Objective: Receive a summary of the District's National Pollutant Discharge Elimination System (NPDES) permit history and provide staff direction regarding permit discontinuance.

Action Required: Discuss and decide whether Camrosa should discontinue the Camrosa Water Reclamation Facility's NPDES permit.

Discussion: The Camrosa Water Reclamation Facility (CWRF) operates under two operational permits. For tertiary treated effluent (recycled water) discharges to the creek, a Federal NPDES Permit is required. To discharge tertiary treated effluent (recycled water) for beneficial reuse for agriculture and landscape irrigation, the District holds a State Waste Discharge Requirements (WDR) permit.

The WDR permit allows us to reclaim water for beneficial use for our direct recycled water customers, including California State University, Channel Islands (CSUCI), as well as customers of the Pleasant Valley County Water District (PVCWD). This permit also allows the District to receive tertiary treated effluent (recycled water) from the Camarillo Sanitary District (CamSan) and deliver it to our customers and PVCWD.

As we reclaim 100% of our effluent for beneficial reuse, we have not needed to discharge CWRF effluent to the creek since the rains of 2005, during which we did for a period of 3 weeks. Since that time, we have not discharged and have operated solely under our WDR reclamation permit.

Table #1 lists the severe rain events centered around the sole creek discharge that occurred from January 14 – February 3, 2005. There were rain events leading up to but not during discharge. The ponds were emptied into the creek following a period of severe rain in early January to prepare for any upcoming severe rain event that may occur. At the time, the only options for wastewater discharge were to reclaim the effluent or discharge it to the creek.

Table #2 lists rain events that measured an inch or more in the last 10 years. During all these rain events, the CWRF did not discharge to the creek and no sewer spills occurred, even during rain events similar to 2005 (see January 2017 event). At no time did the plant exceed its capacity limitation of 2.25 MGD or influent peak flow limit of 2250 gpm.

Today, in addition to providing effluent to Camrosa and PVCWD customers, we have many different options besides the creek to discharge excess effluent. This multi-level contingency plan provides for effluent use without the need to discharge to the creek. We can impound the water for up to 20 days in our holding ponds. Weather forecasts are reviewed weekly to plan for any inclement weather and prepare the holding ponds accordingly. During significant rain events creek diversions are curtailed due to increased sediment, providing additional pond capacity. Should ponds reach capacity, we may discharge plant effluent to the Calleguas Salinity Management Pipeline (SMP) as needed.

Each year, the NPDES permit fee has been increasing. For the year, 2022, the fees were \$16,304.00, and in 2023, were \$17,803.00.

Finally, having an NPDES permit requires the District to participate in several mandatory programs. One of these programs is the Unregulated Contaminant Monitoring Rule (UCMR). The District has participated in the UCMR since its inception. The District is currently participating in the 5th UCMR which occurs every 5 years. By discontinuing the NPDES, the District would realize additional cost savings for the analysis required by the UCMR. UCMR5 will cost the District approximately \$12,000.00 this year.

As the District has not discharged under the NPDES permit since 2005 and now has more disposal options, other than the creek, it is staff's recommendation to discontinue the CWRP's NPDES permit.

Rain Events Surrounding 2005 Creek Discharge			
Date	Rain (in)	Total Influent Flow (MGD)	Influent Peak Flow Rate (gpm)
1/7/05	1.33	1.104	1388
1/8/05	0.58	1.985	1527
1/9/05	1.59	1.906	1736
1/10/05	1.37	3.977	1736
1/11/05	0.22	2.24	1736
1/14/05 – 2/3/05 Creek Discharge	0	1.09 – 1.76	1180 - 1527
2/11/05	1.97	1.48	1319
2/19/05	1.36	2.08	1250

Table #1 Rain Events surrounding 2005 Creek Discharge

Severe Rain Events in the Last 10 Years			
Date	Rain (in)	Total Influent Flow (MGD)	Influent Peak Flow Rate (gpm)
1/10/2015	1.17	1.424	1450
1/6/2016	1.32	1.393	1417
3/6/2016	0.96	1.364	1458
12/23/2016	1.38	1.367	1396
1/22/2017	2.23	1.624	1875
2/17/2017	2.4	2.328	1500
3/21/2018	1.44	1.407	1583
3/22/2018	1.24	1.261	1597
12/6/2018	1.04	1.39	1354
2/2/2019	4	1.579	1306
2/14/2019	1.5	1.438	1424
11/28/2019	1.29	1.395	1508
12/4/2019	1.3	1.403	1401
12/22/2019	1.33	1.37	1417
12/25/2019	2	1.352	1488
12/14/2021	1.5	1.353	1335
12/23/2021	1.98	1.551	1256
12/30/2021	1.85	1.9	1298
1/9/2023	1.63	1.443	1297
1/14/2023	1.06	1.431	1162
2/24/2023	1.91	1.579	1285
3/10/2023	1.47	1.417	1284
3/14/2023	1.73	1.59	1315
3/21/2023	1.23	1.387	1594
8/20/2023	2.35	1.689	1258
2/1/2024	1.7	1.384	1381
2/4/2024	1.21	1.645	1932
2/19/2024	1.69	1.496	1521
3/6/2024	1.06	1.369	1380

Table #2: Severe Rain Events in the last 10 years

Board Memorandum

December 12, 2024

To: Board of Directors

From: Kevin Wahl, Director of Operations

Subject: Winds, PSPS, and Mountain Fire Discussion

Objective: Receive a briefing on the Camrosa's response to the wind events and the Mountain Fire.

Action Required: No action necessary; for information only.

Discussion: Kevin Wahl, Director of Operations, will present on Camrosa's operations during high wind events, power outages, and PSPS events.

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. 2025 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												
	2017-30	FY18-0034-R2	Effluent Pond Relining	\$ 1,501,500.00	\$ 131,401.49	MNS Engineers, Inc	7/27/2017	BD		\$ 71,988.00	\$ 69,208.00	Award and up to \$14,000 out-of-scope
							7/27/2017	GM	CO #1	\$ 7,165.00	\$ 7,165.00	Geotechnical Investigations (Included in 7/27/20 BM)
							7/27/2017	GM	CO #2	\$ 1,380.00	\$ 1,380.00	Groundwater management alternatives (Included in 7/27/20 BM)
							2/28/2019	BD	CO #3	\$ 19,795.00	\$ 19,795.00	Additional project elements, slope stabilization and surface water management
		FY20-0317-R1					5/28/2020	BD	CO #4	\$ 11,330.00	\$ 11,330.00	Services to amend and update plans and specs
		FY21-0254-R1					5/13/2021	BD	CO#5	\$ 15,355.00	\$ 15,355.00	Engineering support services during construction
											\$ 124,233.00	
		FY21-0255-R1				Oakridge Geoscience, Inc.	5/13/2021	BD			\$ 22,200.00	compaction and material testing services
		FY22-0181					10/11/2021	GM	CO#1	\$ 3,360.00	\$ 3,360.00	supplemental materials testing services
											\$ 25,560.00	
	RW21-01	FY21-0250-R3				BOSCO Constructors, Inc.	5/13/2021	BD		\$ 1,055,401.00	\$ 1,055,401.00	Construction of 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												
	2017-33	FY18-0055	CWRP Dewatering Press	\$ 4,164,100.00	\$ 348,481.89	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	FY24-0126				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	
		FY24-0279				Pacific Hydrotech	5/13/2024	BD			\$ 3,477,890.00	construction dewater press
								GM	CO #1		\$ -	pending
											\$ 3,477,890.00	
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												
		FY24-0154	Wood Creek Well Rehabilitation	910,000.00	37,160.78	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												
		FY24-0142	Water Quality Sampling Stations	40,000.00	317.00	MNS Engineers, Inc.	12/14/2023	BD			\$ 30,200.00	water quality sumping 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												
		FY24-0189	Network Backbone Switches	110,000.00	18,209.51	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												
		FY24-0156	MTU and Meter Replacements	1,680,000.00	67,085.61	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		\$ -	Remaining 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												
	2023-99	FY23-0201	Ag3 Tank Replacement	1,325,000.00	163,746.56	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	

2025 Camrosa Board Calendar

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

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

APRIL						
S	M	T	W	T	F	S
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MAY						
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JUNE						
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29	30					

2025 Conferences	
CASA Winter Conf. (Palm Springs) Jan. 29 th - 31 st	
ACWA Spring Conf. (Monterey) May 13 th - 15 th	
CASA 70 th Annual Conf. (San Diego) July 30 th - Aug 1 st	
ACWA Fall Conf. (San Diego) Dec 2 nd - 4 th	

JULY						
S	M	T	W	T	F	S
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AUGUST						
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SEPTEMBER						
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21	22	23	24	25	26	27
28	29	30				

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

OCTOBER						
S	M	T	W	T	F	S
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NOVEMBER						
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DECEMBER						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2025 VCSDA Meetings	
February 4 th - Annual Dinner	
April 1 st	
June 3 rd	
August 5 th	
October 7 th	
December 2 nd	

Camrosa Water District
7385 Santa Rosa Road
Camarillo, CA 93012

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

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

Read File