

Board Agenda

Regular Meeting

Thursday, March 13, 2025

Camrosa Board Room

7385 Santa Rosa Rd., Camarillo, CA 93012

5:00 P.M.

Call to Order

NOTE: As authorized by California Government Code section 54953(b), a board member will be participating in this meeting via teleconferencing. The teleconference location is accessible to the public. The address of the teleconference location is: 2452 Elm Place • Northlake, TX 76247

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 February 27, 2025**

2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$926,489.03.

3. ****Award a Professional Services Contract for the Cross-Connection Control Program**

Objective: Award a professional service contract for the development and implementation of the District's Cross-Connection Control Program.

Action Required: It is recommended that the Board of Directors authorize the General Manager to enter into a one-year agreement with and issue a purchase order to HydroCorp in the amount, not-to-exceed, \$157,046.88 to provide Cross-Connection Control Program professional services.

Primary Agenda

4. Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

5. **Review of District Investment Policy

Objective: Approve the District's Investment Policy.

Action Required: Adopt Resolution 25-02 Adopting a District Investment Policy.

6. **Award Professional Hydrogeological Services for the Pleasant Valley Well No. 3

Objective: Award professional hydrogeological consulting services for the design and development of the Pleasant Valley Well No. 3 (Valencia Well) located in Calleguas Creek Park.

Action Required: It is recommended that the Board of Directors authorize the General Manager to:

- 1) Appropriate additional funding from the potable in-lieu fees in the amount of \$50,000 for the PV Well #3 - Valencia Well project for incidental costs and out-of-scope work, that will only be used, if necessary.
- 2) Issue a purchase order for the PV Well #3 - Valencia Well project to Hopkins Groundwater Consulting (Hopkins) in the amount not-to-exceed, \$193,172.

7. **Fiscal Year (FY) 2025-26 Budget Development

Objective: Receive a report from the Budget Ad hoc Committee and staff regarding current progress on the Fiscal Year (FY) 2025-26 Budget development.

Action Required: No action is required; for information and discussion 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.

8. 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. VENC100555357

Open Session

9. Announcement of Reportable Action Take 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.

March 13, 2025

**Board of
Directors
Agenda Packet**

Board Minutes

Regular Meeting

Thursday, February 27, 2025

Camrosa Board Room

5:00 p.m.

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

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

Staff: Norman Huff, General Manager
Tamara Sexton, Deputy General Manager/Finance
Kevin Wahl, Director of Operations
Terry Curson, District Engineer
Joe Willingham, IT and Special Projects Manager (via teleconference)
Keith Lemieux, Legal Counsel

Guest: None

Public Comments

None

Consent Agenda

1. **Approve Minutes of the Regular Meeting of February 13, 2025**
2. **Approve Vendor Payments**

A summary of accounts payable in the amount of \$1,148,929.07 was provided for Board information and approval.

Motion to approve the Consent Agenda: Nelson **Second:** Hoag

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

Primary Agenda

3. **Employee Spotlight**

The Board was introduced to Sorin Dragoi, Control System Supervisor.

No action was necessary; for information only.

4. **JPIA's Executive Committee Nomination Concurring Resolution**

The Board discussed the adoption of Resolution 25-01 concurring with the nomination of Scott Quady to JPIA's Executive Committee and adopted Resolution 25-01.

Motion to approve: Foreman **Second:** Hoag

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

5. PV Well #3

The Board authorized the General Manager to enter into contracts and issue purchase orders for the Valencia Well project to:

- 1) MNS Consulting Engineers in the amount not-to-exceed \$152,857, to provide professional engineering services, upon removing the annual escalation clause.
- 2) Meridian Consulting in the amount not-to-exceed \$70,780, to provide professional environmental services.

Motion to approve: Nelson **Second:** Foreman

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

6. Cross-Connection Control Policy Handbook (CCCPH) Compliance

The Board discussed the District's compliance with the CCCPH requirements.

No action was necessary, for information and discussion only.

7. AI Implementation

The Board discussed the opportunities, benefits, and challenges of AI integration.

No action was necessary, for information and discussion only.

Closed Session Agenda

8. **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 (cancelled)

Open Session

9. **Announcement of Reportable Action Taken During Closed Session (cancelled)**

Comments by General Manager

- Staff reinvested Treasuries into two-year maturities at 4.125%.
- AWA has an alternate position available on the board if staff or directors are interested.

Comments by Directors

- Director Nelson participated in the AWA Waterwise meeting with presentation by the General Manager of United Water Conservation District and Las Virgenes Water District's presentation on AI. Inquired with legal counsel on remote board meeting participation limitations.
- Director Foreman commented that the LVMWD's AI presentation recording is online.
- Director Hoag thanked the General Manager for meeting with a former student about AI.

Adjournment

There being no further business, the meeting was adjourned at 6:11 p.m.

Norman Huff, Secretary
Board of Directors
Camrosa Water District

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

Board Memorandum

March 13, 2025

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 \$926,489.03.

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

Payroll PR ME & 3-1, 2025	\$ 129,929.73
Accounts Payable 2/20/2025-03/05/2025	\$ <u>796,559.30</u>
Total Disbursements	\$ <u>926,489.03</u>

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

 Norman Huff, General Manager

Month of : February-25					
CAL-Card Monthly Summary					
Date Purchased	Statement Date	Vendor Name	Purchase Total	Item Description	Staff
2/21/2025	2/24/2025	Home Depot	\$115.51	Hoses	JS
2/7/2025	2/24/2025	Amazon	\$484.74	Coffee for office	JS
2/3/2025	2/24/2025	Amazon	\$278.82	Replacement Batteries for AED	JS
2/3/2025	2/24/2025	Google	\$59.99	YouTube TV for OPS Emergency Monitoring	JS
1/24/2025	2/24/2025	Vons	\$237.47	Food PSPS Operators (PSPS event)	JS
1/22/2025	2/24/2025	Harbor Freight	\$497.61	Generator	JS
2/21/2025	2/24/2025	Tromner	\$180.50	Calibration services for weights	GM
2/19/2025	2/24/2025	Technical Safety Services	\$452.61	Calibration of ovens and fumehoods	GM
2/18/2025	2/24/2025	Staples	\$45.01	Sheet protectors and portable file folders	GM
2/10/2025	2/24/2025	UPS	\$177.95	Shipped Samples to BSK	GM
2/6/2025	2/24/2025	Thermco	\$129.53	New Reference Thermometer Calibration	GM
2/4/2025	2/24/2025	Harbor freight	\$252.48	battery load tester	GM
2/4/2025	2/24/2025	Harbor freight (Refund)	\$252.48	battery load tester	GM
2/4/2025	2/24/2025	Napa Auto Parts	\$254.40	Battery for Truck 44	GM
1/31/2025	2/24/2025	Eppendorf	\$240.56	Pipette tips	GM
1/30/2025	2/24/2025	UPS	\$54.82	Shipped weights to Tromner	GM
1/23/2025	2/24/2025	Michelli	\$235.87	Thermometer Calibration	GM
1/22/2025	2/24/2025	B and B Hardware	\$9.09	Materials to build the shelf for the autosampler	GM
1/22/2025	2/24/2025	UPS	\$21.16	Shipped thermometer to Thermco	GM
2/14/2025	2/24/2025	Valvoline Instant Oil Change	\$212.84	Oil change and air filter change for work truck number #43	JK
2/3/2025	2/24/2025	Red Wing	\$359.78	Safety Boots	JN
1/31/2025	2/24/2025	Centers For Family Health	\$120.00	DMV Physical	JN
1/31/2025	2/24/2025	Vons	\$6.42	Ice for Special Board Mtg	JZ
2/4/2025	2/24/2025	ACWA Conference	\$949.00	Terry Foreman reg	JZ
2/12/2025	2/24/2025	Toppers	\$526.38	Safety Luncheon	JZ
2/12/2025	2/24/2025	Rolling Pin	\$137.45	District Tour	JZ
2/12/2025	2/24/2025	Jersey Mike's	\$539.70	District Tour	JZ
2/14/2025	2/24/2025	AWA Breakfast	\$43.00	1-NF	JZ
2/14/2025	2/24/2025	AWA Breakfast	\$86.00	2-AN/TF	JZ
2/11/2025	2/24/2025	NAPA Auto Parts	\$71.29	Wiper blades & washing fluid for truck #39	BB
1/29/2025	2/24/2025	Amazon	\$439.64	Extended run caps & hoses for Honda generators	BB
2/3/2025	2/24/2025	Superior Press, Inc	\$432.89	Check Stock 2,000, Deposit Acct.	SLL
1/31/2025	2/24/2025	California Board of Account	\$340.00	CPA License Renewal Fee	SLL
1/24/2025	2/24/2025	The Detail Shop	\$255.50	Car wash supplies	CC
2/4/2025	2/24/2025	Harbor Freight	\$45.03	Tools unit 6	CC
2/4/2025	2/24/2025	Red Wing shoes	\$321.72	Safety Boots	CC
2/3/2025	2/24/2025	Home Depot	\$165.38	Rapid set concrete	CC
2/19/2025	2/24/2025	Eckharts	\$50.40	Trailer lights VAC	CC
1/23/2025	2/24/2025	Office of water programs	\$234.25	Treatment Training	MS
1/23/2025	2/24/2025	SNAPPER JACKS	\$61.25	PSPS Dinner (Crew)	MS
2/20/2025	2/24/2025	AWA/CCWUC	\$43.00	AWA/CCWUC Educational Program	TC
2/14/2025	2/24/2025	AutoZone	\$47.17	Diesel engine oil for pond 1 pump	JC
2/11/2025	2/24/2025	The Home Depot	\$37.48	Drain line water bladders	JC
2/5/2025	2/24/2025	Coastal Pipco	\$151.63	New barscreen compactor drainage plumbing	JC
1/28/2025	2/24/2025	Coastal Pipco	\$25.52	6" PVC CAP for NPDES ponds inspection	JC
1/27/2025	2/24/2025	Dr. Donley DOT Clinic	\$95.00	CDL DOT Physical Renewal	JC
1/21/2025	2/24/2025	AutoZone	\$38.59	Diesel engine oil for pond 1 pump	JC
2/19/2025	2/24/2025	Southwest Airlines	\$228.96	Southwest Airlines flight round trip LAX to SMF 26 Mar 25	NR
2/19/2025	2/24/2025	Southwest Airlines	\$50.00	Automatic Check-in for Southwest Airlines flight (above)	NR
1/22/2025	2/24/2025	The Home Depot	\$264.82	GAC plant maintenance supplies	MAS
1/23/2025	2/24/2025	Sharkys	\$25.68	CWRF PSPS/Firewatch	MAS
2/18/2025	2/24/2025	California Hose	\$45.89	Schrader valves for wells/Airlines	MAS
2/18/2025	2/24/2025	The Home Depot	\$499.84	Salt for Penny Well	KH
2/19/2025	2/24/2025	The UPS Store	\$20.33	Mailing T3 Application	KH
2/14/2025	2/24/2025	Valvoline Instant Oil Change	\$126.59	Oil Change for Truck 36	KH
1/24/2025	2/24/2025	Jack in the Box	\$17.47	Dinner for PSPS	KH
1/27/2025	2/24/2025	Zip Recruiter	\$1,869.00	Recruitment - Engineer	NH
1/27/2025	2/24/2025	Vons/Starbucks	\$200.00	Gift Cards - for employee birthday cards	NH
1/29/2025	2/24/2025	Southwest	\$217.96	ACWA Spring Conference Flight	NH
2/19/2025	2/24/2025	Old NY Deli	\$63.02	Employee Lunch	NH
2/21/2025	2/24/2025	Twenty88	\$67.85	Employee Lunch	NH
1/22/2025	2/24/2025	Labtopia University	\$99.00	Data Integrity and Ethic Training for 2025	CL
1/23/2025	2/24/2025	Staples	\$165.96	Office Supplies for Lab	CL
1/23/2025	2/24/2025	Harbor Freight	\$179.47	Gloves and supplies for Shop	CL
2/6/2025	2/24/2025	The Home Depot	\$10.68	Shelf liners for Lab	CL
2/3/2025	2/24/2025	Smart and Final	\$35.35	Ice and Vinegar for Lab	RV
1/22/2025	2/24/2025	BURGER BARN	\$24.13	PSPS Dinner (Crew)	RV
1/22/2025	2/24/2025	BURGER BARN	\$7.85	PSPS Dinner (Crew)	RV
1/29/2025	2/24/2025	JACK IN THE BOX	\$73.41	After Hours - Dinner Crew	RV
2/6/2025	2/24/2025	Valero Gas Station	\$93.69	propane gas for forklift	RV
2/13/2025	2/24/2025	oil changers	\$167.03	oil change and filters	RV
2/13/2025	2/24/2025	oil changers	\$53.60	wiper blades	RV
2/19/2025	2/24/2025	Valvoline	\$147.55	Oil Change - Unit #34	CP
1/24/2025	2/24/2025	Burger Barn	\$9.59	PSPS event - for Josh	CP
2/18/2025	2/24/2025	Home Depot	\$26.79	Back Belt	SD
2/5/2025	2/24/2025	Big 5 Sporting Store	\$96.51	Rain Canopy	SD
2/4/2025	2/24/2025	The Hose Man	\$79.11	4" Vinylflow for Bar screen	SD
1/24/2025	2/24/2025	Thompson Building Material	\$300.30	Backfill sand for leak at CRWF	BS
1/24/2025	2/24/2025	Thompson Building Material	\$300.30	Backfill sand for leak at CRWF	BS
2/5/2025	2/24/2025	Autozone	\$64.33	Wiper blades for truck 31 (2 were wrong size)	BS
2/5/2025	2/24/2025	Autozone	\$32.16	Wiper blades for truck 31 (Correct size)	BS
2/5/2025	2/24/2025	Autozone	\$32.16	Wiper blades for truck 31 (Correct size)	BS
2/5/2025	2/24/2025	Autozone	\$32.16	Credit for incorrect wiper blades	BS
2/5/2025	2/24/2025	Autozone	\$32.16	Credit for incorrect wiper blades	BS
2/18/2025	2/24/2025	Cedar Valley Plumbing Supp	\$53.45	Brass Fittings for Village 7 leak	BS
2/19/2025	2/24/2025	John M. Elsworth Co Inc.	\$723.38	Brass tees, brass 90s and brass reducers for stock	BS
1/23/2025	2/24/2025	Spectrum Cable News	\$114.99	Cable News Service	JW
1/23/2025	2/24/2025	Spectrum Internet	\$1,249.00	Spectrum Internet	JW
1/26/2025	2/24/2025	Amazon.com	\$53.61	Laptop battery for spare dell laptop	JW
1/28/2025	2/24/2025	TrustedTechTeam	\$649.99	MS Project 2021 - for Brad Milner	JW
2/1/2025	2/24/2025	Thinking2	\$80.00	Web Hosting www.camrosa.com	JW
2/1/2025	2/24/2025	Thinking2	\$80.00	Web Hosting www.asrgsa.com	JW
2/6/2025	2/24/2025	Newegg.com	\$464.38	Replacement PC for TerryC	JW
2/10/2025	2/24/2025	Network Solutions	\$19.97	asrgsa.com monthly forwarding	JW
2/13/2025	2/24/2025	Userway.org	\$490.00	People with Disabilities widget on www.camrosa.com (Annual Renewal)	JW
2/16/2025	2/24/2025	Amazon.com	\$64.32	Cell phone case, charger, protector cover for Jorge's new iphone	JW
2/24/2025	2/24/2025	APWA	\$595.00	job advertisement - assoc eng'sr	TS
2/24/2025	2/24/2025	Jobs Available	\$200.00	job advertisement - assoc eng'sr	TS
2/24/2025	2/24/2025	Zoom	\$298.90	teleconferencing for Board & staff meetings	TS
1/23/2025	2/24/2025	Durham School Services	\$623.50	Bus for Tour	DA
1/24/2025	2/24/2025	Waterless.com	\$82.53	Filters for Waterless Urinal	DA
1/24/2025	2/24/2025	Durham School Services	\$68.81	Update Bus Tour Schedule	DA
1/27/2025	2/24/2025	AWA	\$817.00	CCWUC Ed Luncheon (18 EEs)	DA
1/29/2025	2/24/2025	ACWA	\$949.00	2025 Spring Conf. Registration (GW)	DA
1/29/2025	2/24/2025	ACWA	\$949.00	2025 Spring Conf. Registration (NH)	DA
2/1/2025	2/24/2025	Old NY Bagel	\$104.93	Lunch for Closed Session Meeting	DA
1/31/2025	2/24/2025	Hilton Hotels	\$563.64	Room for CASA Conf. (AN)	DA
2/5/2025	2/24/2025	Durham School Services	\$50.00	Insurance Cert for Bus Tour	DA
2/10/2025	2/24/2025	Smart & Final	\$101.56	Bevs & Snacks for Safety Lunch	DA
2/11/2025	2/24/2025	Bread Basket	\$102.75	2/25 Safety Lunch	DA
2/13/2025	2/24/2025	ACWA	\$385.00	Legislative Symposium Registration (NR)	DA
2/12/2025	2/24/2025	Vons	\$41.31	Bevs & Ice for Bus Tour	DA
2/12/2025	2/24/2025	Starbucks	\$67.00	Coffee for Bus Tour	DA
1/22/2025	2/24/2025	labtopia	\$99.00	Data integrity and Ethics Training	MP
2/20/2025	2/24/2025	Thermoworks	\$93.82	IR Calibration Cup	MP
2/13/2025	2/24/2025	Cole Parmer	\$307.50	New IR Thermometers for the lab.	MP
2/13/2025	2/24/2025	Cole Parmer	\$255.35	Atomic clocks for the labs	MP

\$25,742.70

Camrosa Water District

Accounts Payable Period:

02/20/2025-03/05/2025

Expense	Account Description	Amount
10302	Escrow Account-Pacific Hydro	9,950.00
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
15773	UAL Prepayment	
13400	Construction in Progress	563,934.24
20053	Current LTD Bond 2016	
20202	Invoice Cloud Fees Payable	45.00
20400	Contractor's Retention	-12,233.00
20250	Non-Potable Water Purchases	
23001	Refunds Payable	
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	
50020	Pumping Power	
50100	Federal Tax 941 1 st QTR	
50013	CamSan Reclaimed Water	11,569.21
50135	PERS Required UAL	
50200	Utilities	
50210	Communications	6,006.79
50220	Outside Contracts	41,343.65
50230	Professional Services	12,376.25
50240	Pipeline Repairs	58,264.70
50250	Small Tool & Equipment	1,181.87
50260	Materials & Supplies	18,991.04
50270	Repair Parts & Equip Maint	37,616.25
50280	Legal Services	24,934.70
50290	Dues & Subscriptions	4,996.00
50300	Conference & Travel	5,349.91
50310	Safety & Training	2,480.42
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	9,752.27
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$796,559.30

Expense Approval Report

By Vendor Name

Payable Dates 2/20/2025 - 3/5/2025 Post Dates 2/20/2025 - 3/5/2025

Camrosa Water District, CA

Payment Number	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase Order #	Amount
Vendor: INT03 - INTERA INCORPORATED							
147	03/04/2025	INTERA INCORPORATED	01-25-118	Update ASR-GSP for Water Year 2024	Prof services	FY25-0085	14500
Vendor INT03 - INTERA INCORPORATED Total:							14500
Vendor: BON01 - BONDY GROUNDWATER CONSULTING, INC.							
34	03/04/2025	BONDY GROUNDWATER CONSULTING, INC.	102-06 GSA	GSA Track 2	Prof services	FY25-0002	662.5
Vendor BON01 - BONDY GROUNDWATER CONSULTING, INC. Total:							662.5
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3475	02/27/2025	DEPOSIT ONLY-CAMROSA WTR	2-27-24-PR	Transfer to Disbursements Account	Transfer to disbursements-holding a		375000
3476	02/27/2025	DEPOSIT ONLY-CAMROSA WTR	2-27-25-AP	Transfer to Disbursements Account	Transfer to disbursements-holding a		312000
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							687000
61769	03/04/2025	AIRGAS USA, LLC.	5514954531	Materials & Supplies - CO2 Tank Rental	Materials & supplies		367.14
Vendor: ALE03 - ALESHIRE & WYNDER LLP							
61770	03/04/2025	ALESHIRE & WYNDER LLP	93452	Legal Services	Legal services		864.00
61770	03/04/2025	ALESHIRE & WYNDER LLP	93453	Legal Services	Legal services		2,135.00
61770	03/04/2025	ALESHIRE & WYNDER LLP	93554	OPV Legal Services	Legal services		21,935.70
Vendor ALE03 - ALESHIRE & WYNDER LLP Total:							24,934.70
Vendor: ALL14 - ALLCONNECTED INC							
61762	02/20/2025	ALLCONNECTED INC	44166	Enterprise Printer	Repair parts & equipment	FY25-0160	6,973.25
61771	03/05/2025	ALLCONNECTED INC	109582	CISv5 Monthly hosting	Construction in progress	FY25-0221	2,317.80
61771	03/05/2025	ALLCONNECTED INC	109616	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	14,188.75
Vendor ALL14 - ALLCONNECTED INC Total:							23,479.80
1550	02/27/2025	American Business Bank	RetentionPymt6-Escrov	Retention from Pymt 6-C2412	Escrow Account-Pacific Hydrotech		9,950.00
61772	03/04/2025	AQUA-METRIC SALES CO	INV0106641	Sensus Meter Battery Replacement	Repair Parts & Equipment Maintena	FY25-0141	4,494.14
61773	03/04/2025	BSK ASSOCIATES	AI04852	Outside Lab Work for Conejo GAC	Outsd contracts		2,430.00
61774	03/05/2025	CALIFORNIA MUNICIPAL UTILITIES ASSOCIATION	24-0747	CMUA Membership	Dues & subscrip		4,596.00
61775	03/04/2025	CALIFORNIA SURVEYING & DRAFTING SUPPLY INC	91531254	Material & Supplies - Marking Paint	Materials & supplies		221.10
Vendor: CAN03 - Cannon Corporation							
61763	02/20/2025	Cannon Corporation	91096	Annual Contract Construction Inspection Services	Outsd contracts	FY25-0026	5,386.25
61763	02/20/2025	Cannon Corporation	91097	Annual Contract Construction Inspection Services	Outsd contracts	FY25-0026	168.00
61776	03/04/2025	Cannon Corporation	91177	Engineering services for University Well 2	Construction in progress	FY25-0108	20,615.60
61776	03/04/2025	Cannon Corporation	91178	4C Hydro pump station refurbishment engineering	Construction in progress	FY25-0107	15,085.66
Vendor CAN03 - Cannon Corporation Total:							41,255.51
61777	03/05/2025	CENTRAL COMMUNICATIONS	000035-676-121	After Hours Call Center	Communications		515.20
61778	03/05/2025	Central Courier LLC	57286	Courier Service-Period Svc 3-01-25 th 3-31-25	Outsd contracts		368.08
61779	03/05/2025	CITY OF CAMARILLO	AR030525	Recycled Water from CamSan -Feb2025	CamSan Water		11,569.21
61780	02/27/2025	CONSOR NORTH AMERICA, INC.	W232492CA-00-14	Design Services for Iron/MN Removal	Construction in progress	FY24-0084-R1	7,457.50

Vendor: COU01 - COUNTY OF VENTURA RMA OPERATIONS

61781	03/04/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0263011	Permit-Environmental Health Inspect-Conejo Wells	Fees & charges		2,522.52
61781	03/04/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0263013	Permit-Environmental Health Inspect-Penny Well	Fees & charges		1,405.69
61781	03/04/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0263015	Permit-Environmental Health Inspect-Read Rd-Lift S	Fees & charges		713.03
61781	03/04/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0263016	Permit-Environmental Health Inspect-PS1	Fees & charges		713.03
Vendor COU01 - COUNTY OF VENTURA RMA OPERATIONS Total:							5,354.27

Vendor: CUL02 - CULLIGAN OF VENTURA COUNTY

61782	03/05/2025	CULLIGAN OF VENTURA COUNTY	1899092	Water Softener - Pennywell	Materials & supplies		80.07
61782	03/05/2025	CULLIGAN OF VENTURA COUNTY	1899515	Water Softener-Pennywell	Materials & supplies		6.00
61782	03/05/2025	CULLIGAN OF VENTURA COUNTY	1900608	Water Softener-Pennywell	Materials & supplies		6.00
61782	03/05/2025	CULLIGAN OF VENTURA COUNTY	1902159	Water Softener-Pennywell	Materials & supplies		80.07
61782	03/05/2025	CULLIGAN OF VENTURA COUNTY	1902991	Water Softener-Pennywell	Materials & supplies		6.00
Vendor CUL02 - CULLIGAN OF VENTURA COUNTY Total:							178.14

61783	03/04/2025	E.J. HARRISON & SONS INC	918-2-13-25	Trash Removal	Outsd contracts		559.17
61784	03/04/2025	Enhanced Landscape Development, Inc	31056	Landscaping-March 2025	Outsd contracts		1,928.01

Vendor: FAM01 - FAMCON PIPE & SUPPLY, INC

61785	03/04/2025	FAMCON PIPE & SUPPLY, INC	S100148061-001	1" Repair parts	Pipeline repairs	FY25-0217	3,600.22
61785	03/04/2025	FAMCON PIPE & SUPPLY, INC	S100149041-001	Materials & Supplies - 2"Ball Valves	Materials & supplies		712.14
61785	03/04/2025	FAMCON PIPE & SUPPLY, INC	S100149274-001	Copper Roll	Materials & supplies	FY25-0218	2,847.49
Vendor FAM01 - FAMCON PIPE & SUPPLY, INC Total:							7,159.85
61786	03/04/2025	Frontier Communications	March2025	VOIP- Land Lines	Communications		818.00

Vendor: FRU01 - FRUIT GROWERS LAB. INC.

61787	02/27/2025	FRUIT GROWERS LAB. INC.	501763A	Outside Lab Work for Ground Water Monitoring	Outsd contracts		440.00
61787	02/27/2025	FRUIT GROWERS LAB. INC.	501764A	Outside Lab Work for CWRF	Outsd contracts		260.00
61787	02/27/2025	FRUIT GROWERS LAB. INC.	501766A	Outside Lab Work for CWRF	Outsd contracts		321.00
61787	03/05/2025	FRUIT GROWERS LAB. INC.	502042A	Outside Lab Work THM's and HAA's Drinking Wtr	Outsd contracts		958.00
61787	02/27/2025	FRUIT GROWERS LAB. INC.	502046A	Outside Lab Work for Thermo Lab Water	Outsd contracts		63.00
61787	03/04/2025	FRUIT GROWERS LAB. INC.	502493A	Outside Lab Work for Conejo GAC	Outsd contracts		39.00
61787	03/04/2025	FRUIT GROWERS LAB. INC.	502799A	Outside Lab Work for GAC Plant	Outsd contracts		39.00
Vendor FRU01 - FRUIT GROWERS LAB. INC. Total:							2,120.00

Vendor: GEN06 - GENERAL PUMP COMPANY, INC

61788	03/04/2025	GENERAL PUMP COMPANY, INC	32051	Pond Pump 2 Motor Istallation	Repair parts & equipment	FY25-0215	2,670.00
61788	03/04/2025	GENERAL PUMP COMPANY, INC	32202	University Well - New Pump and Installation	Construction in progress	FY25-0167	109,035.35
Vendor GEN06 - GENERAL PUMP COMPANY, INC Total:							111,705.35

Vendor: GEO06 - GEOSCIENCE SUPPORT SERVICES INC.

61764	02/20/2025	GEOSCIENCE SUPPORT SERVICES INC.	CWD-01-23-12	Well Asset Management Program	Prof services	FY24-0102-R1	1,782.19
61764	02/20/2025	GEOSCIENCE SUPPORT SERVICES INC.	CWD-01-23-12	Well Asset Management Program	Prof services	FY24-0102-R1	594.06
Vendor GEO06 - GEOSCIENCE SUPPORT SERVICES INC. Total:							2,376.25
61789	03/04/2025	HACH COMPANY	14383278	Materials & Supplies - Reagents	Materials & supplies		1,695.36

Vendor: INV01 - INVOICE CLOUD INC.

61790	03/04/2025	INVOICE CLOUD INC.	4235-2025-2	Payment Processing IC	Invoice Cloud Fees Payable		45.00
61790	03/04/2025	INVOICE CLOUD INC.	4235-2025-2	Payment Processing IC	Outsd contracts		928.75
Vendor INV01 - INVOICE CLOUD INC. Total:							973.75
61791	03/04/2025	Janitek Cleaning Solutions-Allstate Cleaning, Inc.	55580A	Janitorial Cleaning Service March 2025	Outsd contracts		1,963.50

Vendor: LIN01 - LINDE GAS & EQUIPMENT INC

61792	03/04/2025	LINDE GAS & EQUIPMENT INC	48153182	Acetylene Gas Cylinders	Materials & supplies		105.03
61792	03/04/2025	LINDE GAS & EQUIPMENT INC	48254949	Small Tools for Unit #6	Small tools & equipment		480.17
Vendor LIN01 - LINDE GAS & EQUIPMENT INC Total:							585.20
61765	02/20/2025	MICHAEL K. NUNLEY & ASSOCIATES, INC.	001050002072	Consultant Services - Rehab Sewer Lift Sta. No. 4	Construction in progress	FY25-0075	16,832.50
61766	02/20/2025	NBS GOVERNMENT FINANCE GROUP	202502-1135	Develop In-Lieu Fees for Mitigation Requirements	Prof services	FY25-0084	10,000.00

Vendor: PAC14 - PACIFIC HYDROTECH CORP

61793	02/27/2025	PACIFIC HYDROTECH CORP	Pymt6-C2412	Construction - Solids Dewatering Press Facility	Construction in progress	FY24-0279-R1	199000
61793	02/27/2025	PACIFIC HYDROTECH CORP	Retention-Pymt6	Retention Pymt 6-C2412	Contractor's retention		(9,950.00)
Vendor PAC14 - PACIFIC HYDROTECH CORP Total:							189,050.00

61794	03/04/2025	PINKYS TIRE SERVICE	201724	New Tires for Ditch Witch	Repair parts & equipment		916.62
61795	03/04/2025	PURETEC INDUSTRIAL WATER	2274847	Tank Rental for RMWTP Cleaning	Outside Contracts-RMWTP		426.14
Vendor: QUI02 - QUINN COMPANY							
61796	03/04/2025	QUINN COMPANY	WON10024172	Generator Maintenance 57	Repair parts & equipment	FY25-0163	785.46
61796	03/04/2025	QUINN COMPANY	WON10024173	Generator Maintenance 57	Repair parts & equipment	FY25-0163	842.68
61796	03/04/2025	QUINN COMPANY	WON10024174	Generator Maintenance 57	Repair parts & equipment	FY25-0163	736.77
61796	03/04/2025	QUINN COMPANY	WON10024175	Generator Maintenance 57	Repair parts & equipment	FY25-0163	1,112.37
61796	03/04/2025	QUINN COMPANY	WON10024176	Generator Maintenance 57	Repair parts & equipment	FY25-0163	968.08
61796	03/04/2025	QUINN COMPANY	WON10024177	Generator Maintenance 57	Repair parts & equipment	FY25-0163	842.68
Vendor QUI02 - QUINN COMPANY Total:							5,288.04
Vendor: ROO01 - ROOFCONNECT LOGISTICS, INC.							
61767	02/20/2025	ROOFCONNECT LOGISTICS, INC.	INV0015841	Add Roof Hatch	Construction in progress	FY25-0102	4,047.00
61767	02/20/2025	ROOFCONNECT LOGISTICS, INC.	INV0015841	Change Order No. 2	Construction in progress	FY25-0102	5,300.00
61767	02/20/2025	ROOFCONNECT LOGISTICS, INC.	INV0015841	Replacement of Roof for O&M Building	Construction in progress	FY25-0102	81,503.00
Vendor ROO01 - ROOFCONNECT LOGISTICS, INC. Total:							90,850.00
Vendor: ROY03 - ROYAL INDUSTRIAL SOLUTIONS							
61797	03/04/2025	ROYAL INDUSTRIAL SOLUTIONS	9009-1050621	Replacement Drive - Pond Pump 2	Repair parts & equipment	FY25-0204	8,272.19
61797	03/04/2025	ROYAL INDUSTRIAL SOLUTIONS	9009-1052928	VFD Repair - University Well	Construction in progress	FY25-0210	15,633.83
Vendor ROY03 - ROYAL INDUSTRIAL SOLUTIONS Total:							23,906.02
Vendor: SAM01 - SAM HILL & SONS, INC.							
61798	03/04/2025	SAM HILL & SONS, INC.	5265	Leak Repair - 12" Non Potable	Pipeline repairs	FY25-0213	9,734.75
61798	03/04/2025	SAM HILL & SONS, INC.	5276	Leak Repair - 6" Valve Hydrant Lateral	Pipeline repairs	FY25-0212	12,051.13
61798	03/04/2025	SAM HILL & SONS, INC.	5280	Leak Repair - 1: Service Line	Pipeline repairs	FY25-0219	19,488.77
Vendor SAM01 - SAM HILL & SONS, INC. Total:							41,274.65
Vendor: SCF01 - SC Fuels							
61799	03/04/2025	SC Fuels	IN0000073463	Material & Supplies - FUEL	Materials & supplies		1,658.12
61799	03/04/2025	SC Fuels	IN0000075543	Material & Supplies - FUEL PONDS	Materials & supplies		2,100.35
61799	03/04/2025	SC Fuels	IN0000077789	Material & Supplies - FUEL	Materials & supplies		1,869.25
Vendor SCF01 - SC Fuels Total:							5,627.72
61800	03/04/2025	THE ROVISYS COMPANY	100169	Engineering - Replacement of PLCs at CWRF	Construction in progress	FY25-0077	32,780.00
61801	03/04/2025	TRAVIS AGRICULTURAL, INC	25060-P2	Leak Repair - 4" Plant Water CWRF	Pipeline repairs	FY25-0211	13,658.33
1553	03/05/2025	U.S. BANK CORPORATE	25-Feb	Credit Card Purchases	Credit Cards Payment		25,742.70
61802	03/04/2025	UGSI Chemical Feed, Inc	INV0037438	Repair Parts Encore 700 Pumps	Repair parts & equipment	FY25-0196	4,370.60
Vendor: UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC							
61803	03/04/2025	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC	220250221	Dig Alert Monthly Tickets Charges	Outsd contracts		237.55
61803	03/04/2025	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC	24-252775	Dig Alert Monthly Tickets Charges	Outsd contracts		127.61
Vendor UND01 - UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA, INC Total:							365.16
Vendor: UNI12 - UNIFIED FIELD SERVICES CORPORATION							
61804	02/27/2025	UNIFIED FIELD SERVICES CORPORATION	Pymt4-01251191	AG 3 Tank Replacment	Construction in progress	FY25-0065	45,660.00
61804	03/05/2025	UNIFIED FIELD SERVICES CORPORATION	Retention-Invoice4	Retention from Invoice Pymt 4	Contractor's retention		(2,283.00)
Vendor UNI12 - UNIFIED FIELD SERVICES CORPORATION Total:							43,377.00
Vendor: UNI08 - UNIFIRST CORPORATION							
61805	03/04/2025	UNIFIRST CORPORATION	2210174855	Office Cleaning Supplies- Towel-Mat Service	Outsd contracts		91.42
61805	03/04/2025	UNIFIRST CORPORATION	2210174867	Uniform Cleaning Service	Outsd contracts		191.05
61805	03/05/2025	UNIFIRST CORPORATION	2210176628	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
61805	03/05/2025	UNIFIRST CORPORATION	2210176637	Uniform Cleaning Service	Outsd contracts		190.38
Vendor UNI08 - UNIFIRST CORPORATION Total:							564.27
Vendor: UNI13 - UNION MATERIALS TESTING, INC							
61768	02/20/2025	UNION MATERIALS TESTING, INC	769	Materials Testing for Solids Dewatering Press	Construction in progress	FY24-0286-R1	7,201.50
61768	02/20/2025	UNION MATERIALS TESTING, INC	770	AG3 Material Testing	Construction in progress	FY25-0066	1,464.50
Vendor UNI13 - UNION MATERIALS TESTING, INC Total:							8,666.00
61807	03/04/2025	USA BLUE BOOK	INV00636244	Laboratory Supplies	Materials & supplies		140.58

Vendor: VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT

61808	03/04/2025	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1052243-PLC9227	Generator Permit - CWRP	Fees & charges	733.00
61808	03/04/2025	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1052244-PLC9227	Generator Permit-Pump Station 3	Fees & charges	733.00
61808	03/04/2025	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1052245-PLC9227	Generator Permit - Sewer Lift 2	Fees & charges	733.00
61808	03/04/2025	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1052246-PLC9227	Generator Permit - Tierra Rejada Well	Fees & charges	733.00
61808	03/04/2025	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1052247-PLC9227	Generator Permit - Highlands Pump Station	Fees & charges	733.00
61808	03/04/2025	VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT	1052248-PLC9227	Generator Permit - Read Rd Sewer Lift	Fees & charges	733.00

Vendor VEN21 - VENTURA COUNTY AIR POLLUTION CONTROL DISTRICT Total: 4,398.00

61809	03/04/2025	VERIZON WIRELESS	6106661805	Cell Phones -Acct #271541305-00001	Communications	3,424.59
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Vendor: WWG01 - W W GRAINGER, INC.

61810	03/04/2025	W W GRAINGER, INC.	9418707221	Hard Hat and Headlamp	Materials & supplies	326.43
61810	03/04/2025	W W GRAINGER, INC.	9424160795	Safety Sweatshirt	Materials & supplies	55.55
61810	03/05/2025	W W GRAINGER, INC.	9425368066	Diversion Screen Motor Replacement	Repair parts & equipment	963.17

Vendor WWG01 - W W GRAINGER, INC. Total: 1,345.15

61811	03/04/2025	ZWORLD GIS, LLC	2025-0113	GIS Support Services	Outsd contracts FY25-0025	4,500.00
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TOTAL VENDOR PAYMENTS- CAMROSA

\$ 796,559.30

1548	03/01/2025	ACWA/JPIA	2-25-PR ME	Health, Dental & Vision Ins.	Medical, Dental, Vision	68,467.03
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Vendor: PER05 - CAL PERS 457 PLAN

DFT0005777	02/20/2025	CAL PERS 457 PLAN	INV0015800	Deferred Compensation	Deferred comp - ee paid	3,125.00
DFT0005779	02/20/2025	CAL PERS 457 PLAN	INV0015803	Deferred Compensation	Deferred comp - ee paid	465.12

Vendor PER05 - CAL PERS 457 PLAN Total: 3,590.12

DFT0005774	02/20/2025	COLONIAL SUPPLEMENTAL INS	INV0015797	Colonial Benefits	Colonial benefits	106.70
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Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.

DFT0005773	02/20/2025	EMPLOYMENT DEVELOP. DEPT.	INV0015795	Payroll-SIT	P/R-sit	79.17
DFT0005792	02/20/2025	EMPLOYMENT DEVELOP. DEPT.	INV0015823	Payroll-SIT	P/R-sit	6,046.62

Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total: 6,125.79

DFT0005778	02/20/2025	Empower Annuity Ins Co of America	INV0015801	Deferred Comp 457	Deferred comp - ee paid	150.00
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1544	02/20/2025	LINCOLN FINANCIAL GROUP	INV0015802	Deferred Compensation	Deferred comp - ee paid	2,849.07
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1545	02/20/2025	LINCOLN FINANCIAL GROUP	INV0015818	Profit Share Contribution	Profit share contributions	3,102.76
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DFT0005780	02/20/2025	PUBLIC EMPLOYEES	INV0015805	PERS-Classic Employee Portion	P/R-state ret.	24,152.85
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DFT0005782	02/20/2025	SYMETRA LIFE INS CO.	INV0015807	Life Insurance	Life ins.	329.00
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Vendor: UNI10 - UNITED STATES TREASURY

DFT0005770	02/20/2025	UNITED STATES TREASURY	INV0015792	FIT	P/R-fit	14,413.47
DFT0005771	02/20/2025	UNITED STATES TREASURY	INV0015793	Payroll-Social Security Tax	P/R - ee social security	641.08
DFT0005772	02/20/2025	UNITED STATES TREASURY	INV0015794	Payroll- Medicare Tax	P/R - ee medicare	4,287.42

Vendor UNI10 - UNITED STATES TREASURY Total: 19,341.97

61757	02/20/2025	UNITED WAY OF VENTURA CO.	INV0015796	Charity-United Way	P/R-charity	20.00
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Vendor: UNU01 - UNUM LIFE INSURANCE

1549	02/20/2025	UNUM LIFE INSURANCE	INV0015808	Lont Term Disability	Ltd ins.	1,372.83
1549	02/20/2025	UNUM LIFE INSURANCE	INV0015819	Short Term Disability	P/R-std ins.	321.61

Vendor UNU01 - UNUM LIFE INSURANCE Total: 1,694.44

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA

\$ 129,929.73

Board Memorandum

March 13, 2025

To: Board of Directors

From: Norman Huff, General Manager

Subject: Award a Professional Services Contract for the Cross-Connection Control Program

Objective: Award a professional service contract for the development and implementation of the District's Cross-Connection Control Program.

Action Required: It is recommended that the Board of Directors authorize the General Manager to enter into a one-year agreement with and issue a purchase order to HydroCorp in the amount, not-to-exceed, \$157,046.88 to provide Cross-Connection Control Program professional services.

Summary: The CCCPH replaces previous cross-connection control regulations under Title 17 of the California Code of Regulations and aims to:

- Protect public health by preventing the backflow of contaminants into water distribution systems.
- Enhance awareness through education on backflow risks and prevention among water system operators and consumers.
- Require Public Water Systems (PWS) to establish, implement, and maintain robust comprehensive Cross-Connection Control Plans that address hazard assessments, testing, record-keeping, and incident response.

The CCCPH was adopted on December 19, 2023, became effective July 1, 2024, and required PWS to submit their Cross-Connection Control Plan by July 1, 2025.

Key Compliance Elements include: Hazard Assessments - ongoing evaluations to identify risks. Backflow Prevention - installation and testing of backflow prevention assemblies at identified hazard points. Testing and Inspection - assemblies must be tested annually by certified testers. Public Outreach - PWS must educate consumers on the importance of backflow prevention. Certified Specialists - larger systems (3,000+ connections) must employ or contract a cross-connection specialist.

Prior to the adoption of the CCCPH, the District partnered with the County of Ventura, which provided backflow-related services for a fee per backflow prevention device. Services provided included testing notification, backflow tester certification, and a test results database. Due to the additional requirements of the new CCCPH, the County felt the staffing requirements to continue to provide this service to water purveyors were not achievable. The County notified the District that these services would be discontinued effective July 1, 2025.

District staff determined that the staffing (including a required certified cross-connection specialist) and other resources needed for full compliance using in-house personnel would be cost-prohibitive.

The District developed a Request for Proposals (RFP) for companies and consultants to provide a turnkey Cross-Connection Control Plan, providing full compliance with the CCCPH. Services desired included: Cross-Connection Control Plan development and approval (one time), plan administration (ongoing), testing portal and database (ongoing), customer notifications (ongoing), tester certification verification (ongoing), required certified specialist (ongoing), and required assessments (one time, then ongoing evaluations to identify if risks change).

The District received proposals from HydroCorp and SoCal Water Pro.

Description	HydroCorp		SoCal Water Pro	
	Rate	Total	Rate	Total
Cross Connection Control Plan Development - Written and Certified by a CCC Specialist	One-time	Included	One-time	\$101,500.00
Program Coordination, Compliance Management, & Administration	Annual	\$157,046.88*	Annual	\$825,200.00
Annual Testing Notifications & Follow-Ups	Annual	3 per customer/yr Included	Annual	\$21,000.00
Backflow Prevention Assembly (BPA) Database & Portal	Annual	Included	Annual	Included
Client and Water Customer Service/Call Center	Annual	Included	Annual	Included
Public Outreach & Education	Annual	Included	Annual	Included
Hazard Assessments – Physical – Residential	\$66.60	1303 per year Included	\$157.00	See Total Below
Hazard Assessments – Physical - Non-Residential	\$174.36	403 per year Included	\$425.00	See Total Below
Hazard Assessments – Physical - Agriculture	N/A	N/A	\$425.00	See Total Below
Hazard Assessments – Physical - Industrial	N/A	N/A	\$1,050	See Total Below
Totals for Assessments		Included	(Over yrs. 1–5)	\$2,703,521.00

Sufficient funds are available in the Fiscal Year 2024-2025 Professional Services Budget.

**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: Hydrocorp, LLC
5700 Crooks Road, Suite 100,
Troy, MI 48098

DATE: March 13, 2025

Agreement No.: 2025-116

The undersigned Consultant offers provide full turnkey Cross Connection Control Program services for proposal dated February 7, 2025 attached.

Contract price \$: Not to exceed \$157,046.88 per proposal.
Initial term for 12 months with renewal for additional year term with mutual agreement between both parties.

Contract Term: March 13, 2025 – March 12, 2026

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: Hydrocorp, LLC

By: _____
Norman Huff

By: _____
Christopher Spain

Title: General Manager

Title: CEO

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. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

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

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

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations

performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

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

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

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

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

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

Other Requirements:

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

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



THE SAFE WATER AUTHORITY®

CAMROSA WATER DISTRICT
ATTN: Norman Huff
General Manager
7385 Santa Rosa Rd.
Camarillo, CA 93012

PROJECT CONSULTANT(S)

David Taub
DIRECT LINE: 626.773.1673
EMAIL: dtaub@hydrocorpinc.com

Karla Garcia
DIRECT LINE: 909.283.9808
EMAIL: kgarcia@hydrocorpinc.com

Bid Due:
February 7th, 2025
5:00 PM





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COVER LETTER



01/31/2025

Norman Huff
General Manager
Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012

Dear Mr. Huff,

For over 40 years, HydroCorp® has been dedicated to safe drinking water for companies and communities across North America. Fortune 500 firms, metropolitan centers, utilities, small towns and businesses – all rely on HydroCorp to protect their water systems, averting backflow contamination and the acute health risks and financial liabilities it incurs.

HydroCorp is the Safe Water Authority™. It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

The Result

Your water system is compliant. Your risk and exposure are reduced. Your water – and your people – are protected.

We deliver. In big ways.

With integrity: Honesty is our bedrock.

With distinction: The highest quality service anywhere in North America.

With credibility: We earn our customer relationships. And they last.

With expertise: The industry's most knowledgeable and accomplished team.

With scrutiny: We review ourselves ruthlessly. We streamline. We improve.

We are pleased to submit our proposal in response to the Camrosa Water District's Request for Proposals (RFP) for a Turnkey Cross-Connection Control Program. Our team has extensive experience in cross-connection control, compliance management, and public safety initiatives, all of which align with the requirements set forth in your RFP.

We appreciate the opportunity to present our qualifications and look forward to the possibility of working with Camrosa Water District.

Sincerely,

Signed by:

749818FF188F4C8

Christopher Spain
CEO

EXPERIENCES AND QUALIFICATIONS



HydroCorp
5700 Crooks Road, Suite 100,
Troy, MI 48098
P: 248.250.5000
Toll Free: 800.315.4305
Fax: 248.786.1788
Tax ID 38-2810008

HydroCorp™ is a professional service organization that specializes in Cross Connection Control Programs. Cross Connection Control Program Management & Training is the main core and focus of our business. We are committed to providing water utilities and local communities with a cost-effective and professionally managed cross-connection control program in order to assist in protecting the public water supply.

Our highly trained staff works in an efficient manner to achieve maximum productivity and keep program costs affordable. We have a detailed system and process that each of our field inspectors follows in order to meet productivity and quality assurance goals.

Our municipal inspection team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to technical skills since our team members function as representatives of the community that we service.

Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, and USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), American Society for Sanitary Engineering (ASSE). HydroCorp recognizes the importance of Professional Development and Learning. We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.

We have trained administrative staff to manage client needs, water user questions and answer telephone calls in a professional, timely, and courteous manner. Our administrative staff can answer most technical calls related to the cross-connection control program and have attended basic cross-connection control training classes.

HydroCorp currently serves over 550 communities in Wisconsin, Minnesota, Maryland, Delaware, Virginia, California, Idaho, Utah & Florida. We still have our first customer!

HydroCorp and its' staff are active members in many water industry associations including National Rural Water Association, State Rural Water Associations, National AWWA, State AWWA Groups, HydroCorp is committed to assisting these organizations by providing training classes, seminars, and assistance in Cross Connection Control.

Several Fortune 500 companies have relied on HydroCorp to provide Cross Connection Control Surveys, Program Management & Reporting to assist in meeting state/local regulations as well as internal company guidelines.



KEY PERSONNEL



Dave Cardinal, Project Manager- Vice President, Municipal Division. Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. Dave is responsible for establishing business practices, field operation procedures, and administrative functions related to cross connection control program management. He has assisted with developing State certified training programs in Michigan and Wisconsin and has trained members of the Michigan Department of Environment Great Lakes and Energy, Michigan Department of Health, Wisconsin Department of Natural Resources, municipal employees, plumbers, and miscellaneous contractor employees. He has been a guest speaker at many conferences and training seminars.



Paul Patterson, Senior Vice President. Mr. Patterson joined HydroCorp Inc. in 2004 and is responsible for the development and implementation of HydroCorp's growth strategies in the municipal and industrial markets. Before joining HydroCorp, Mr. Patterson was a member of the U.S. Air Force, where he served as a Utility Systems Specialist and was responsible for operating and maintaining potable water systems and wastewater collection systems both at home and abroad. Mr. Patterson is an American Society of Sanitary Engineers certified instructor and regularly presents at national and regional water industry association conferences.



Ryan Hensley, Administrative Account Manager – Municipal Division. As an Administrative Account Manager Ryan Hensley is responsible for providing administrative support to field surveyors, regional managers and division directors with all components associated with managing a comprehensive cross connection control program, in addition to providing highest level of customer service to our municipal clients. Ryan has been a member of the HydroCorp team for over 20 years and is an ASSE 5150 certified Backflow Program Administrator.



Scott Mitchell, Municipal Director of Operations. Scott Mitchell has over 40 years' experience as a water professional serving municipal systems and the cross-connection control industry. Scott started his employment with HydroCorp in 2012 as Field Inspector and was promoted to Midwest Director of Operations in 2018 and promoted to Municipal Director of Operations in 2024. He is experienced in customer relations, program operations, and cross-connection control field training. Responsibilities include administrative functions related to new and existing contracts, overseeing scheduling and quality control. Scott's credentials are Grade 1 DNR Certification for Distribution, Groundwater, and VOC removal. ASSE Surveyors course and ASSE 5000 Series certification.

SCOPE OF WORK



Our step-by-step approach

REVIEW/DEVELOPMENT OF A WRITTEN CROSS-CONNECTION CONTROL PLAN

HydroCorp will work closely with the Camrosa Water District to review and/or develop and implement a program to meet the specific guidelines established by Camrosa Water District and the State of California CCCPH. Further, HydroCorp will assist the City of Rohnert Park with all program updates and provide necessary documents to present to the appropriate State agency representatives. Additionally, we will assist in gaining final approval and providing sample city ordinances to be presented to the City Council for enforcement of the new Cross Connection Control Plan. Sample CCC Program content follows:

Sample Plan Elements

Purpose of the Cross Connection Control Program:

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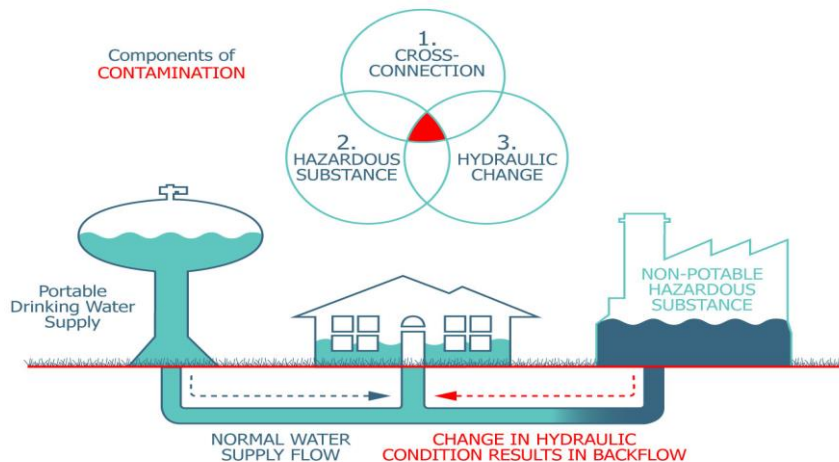
- Protect the water supply/public health and safety from backflow.
- Comply with state and local regulations.
- Minimize risk and liability.
- Eliminate hazardous cross-connections to the drinking water supply.



- A cross-connection is defined as a connection or arrangement of piping or appurtenance through which a backflow could occur. Backflow is defined as the undesirable reversal of flow of water of questionable quality, wastes or other contaminants into a public water supply.

Examples of common Cross-Connection Hazards:

- Garden Hose connections without backflow prevention devices.
- Water Softener discharge lines directly connected to drain piping.
- Boilers with missing or inappropriate backflow preventers
- Backflow Prevention Assemblies improperly installed or missing test documentation
- Toilets with faulty or unapproved anti-siphon valves
- Lawn Irrigation systems with missing or inappropriate backflow preventers
- Restaurant equipment with missing or inappropriate backflow preventers
- Dental office equipment with missing or inappropriate backflow preventers
- Fire Sprinkler systems with missing or inappropriate backflow preventers.
- Chemical mixing systems in janitorial closets with missing or inappropriate backflow preventers
- Unprotected water supply bypasses
- Improper type of backflow prevention assembly for the degree of hazard



Public Outreach Education Plan

- Public Education is a key component of a successful Cross-Connection Control Program. Some of the ways HydroCorp has assisted communities in their public education efforts include, but are not limited to:
- Providing a specific website with basic cross-connection control information and FAQ's, example: <http://www.hydrocorpinc.com/resources/faq/>
- Newspaper/press releases regarding cross-connection control and preparing/developing information that could be dispersed through social media.
- Direct mailing of informational brochures in **English** and **Spanish**
- Speaking at town hall, council meetings, working groups, and at homeowner's association meetings
- Creation of Public Education Video



Examples of Informational Brochures:



Examples of Informational Brochures:

Dublin San Ramon Services District
Water, wastewater, recycled water

CROSS-CONNECTION CONTROL PROGRAM
City Website

Residential Cross-Connection Control Program
Ensuring Clean, Safe Drinking Water and Regulatory Compliance is Grand Ledge's top priority.

For years, Grand Ledge has complied with an important Regulatory Water Safety Compliance Program known as Cross-Connection Control.

Until recently, this State Mandated Program focused on non-residential (commercial) water service connections and onsite visual inspections coordinated and performed by HydroCorp of Troy, MI to identify potentially harmful interconnections to the Grand Ledge Public Water Supply.

[Read More](#)

[Residential FAQs](#) [Commercial FAQs](#)

Customer Care

HydroCorp has an extensive customer service call center to answer incoming telephone calls from water users. The call center is staffed from the hours of 8:00AM – 5:00PM MON-FRI. Most program calls and questions can be answered by one of our ASSE Certified Backflow Prevention Program representatives. Our field staff also carry tablet pc's and smartphones and can respond in a timely manner to any customer-related issues.

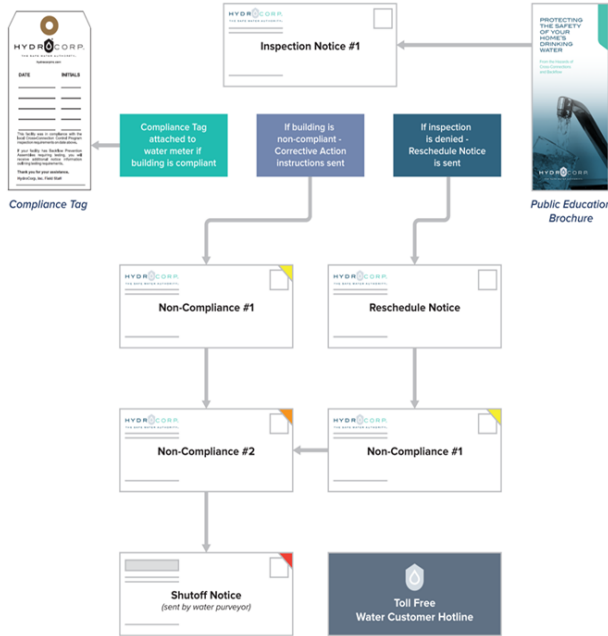
Frequently asked questions, program brochures and other general Cross-Connection Control information can be found on our website. <http://www.hydrocorpinc.com/resources/faq/>



CROSS CONNECTION HAZARD ASSESSMENT APPROACH

Postal Notifications- HydroCorp will send out Postal Notification to make owners aware of upcoming inspections.

POSTAL NOTIFICATION PROCESS - INSPECTIONS



Assessments/Surveys

Assessments shall consist of a mailed survey and/or physical assessment to the facility or homeowner. Facility owners or homeowners shall identify and note the location and nature of any direct and potential cross connections, location and details of backflow prevention devices, methods & assemblies, and other pertinent program information. If the survey is not completed and sent back within the time frame requested, Camrosa Water District will assume a cross-connection is present and take the necessary action to ensure the public water supply is protected.

The highest priority for assessments shall be placed on facilities that pose a high degree of hazard, which have a high probability that backflow will occur or are known/suspected to have cross-connections. Once initial assessments are complete, a re-assessment frequency shall be determined for each account based on the degree of hazard/risk and potential for backflow in accordance with the requirements of Camrosa Water District Cross-Connection Control Program. The program will include detailed assessment frequency information and be submitted to the State of California for final approval.

Definitions:

- *Initial Assessment* – the first time a HydroCorp sends a survey representative to a facility or homeowner to list out for cross- connections. A degree of Hazard is assigned and/or verified during this facility visit. The Degree of Hazard will dictate future re-assessment frequency/schedule of facility, (facility will be



either compliant or non-compliant after this assessment).

- *Compliance Assessment* –subsequent survey sent by a HydroCorp representative to a facility or homeowner that was non-compliant during the *Initial Assessment* to verify that corrective action was completed and meets the program requirements.
- *Re-Assessment* – Visit by a HydroCorp representative to a facility that was previously inspected. The re-assessment frequency/schedule is based on the degree of hazard assigned to the facility during the initial assessment (Re-Assessment cycle/frequency to be determined when Program is developed).
- *Containment* - “Containment” is the installation of a backflow prevention device between the facility and public distribution systems. Containment minimizes the chance for water of questionable quality to leave a facility and to enter the public distribution system.

Containment Policy

Containment at Service Connection: While a facility may be contained, the Authority may still require an inspection downstream of the containment assembly(s). The facility is responsible for providing potable water to its employees and/or the public. Failure on the facility's part to take corrective action would constitute a violation thus exposing the facility to possible legal ramifications.

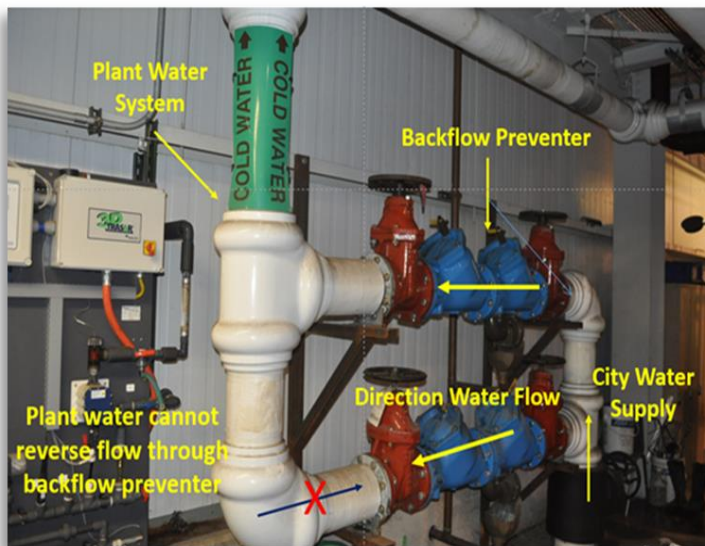
A Containment Notice will be issued for any one of the following:

- Facility is determined to be high hazard.
- Refusal to comply with the normal steps for non-compliance.
- Facility does not allow free and unlimited access to areas requiring assessment/survey.
- Piping is not differentiable or determined to be complex.
- Piping is not readily accessible (i.e., concealed piping)
- Multiple piping systems
- Inadequate piping identification
- Facility changes their plumbing configurations on a regular basis.
- Secondary/auxiliary water sources
- Manufacturing/use of industrial fluids in piping systems or facility operations
- Refusal of entry
- No current as built/engineering drawings of the potable water system.
- All other facilities as required in the Cross Connection Control Program.

*Containment does not negate the facility’s responsibility to ensure the internal water system is protected utilizing appropriate backflow prevention methods.



Containment Example:



ANNUAL BACKFLOW PREVENTION ASSEMBLY TESTING RECORD TRACKING AND NOTIFICATIONS

Record Management

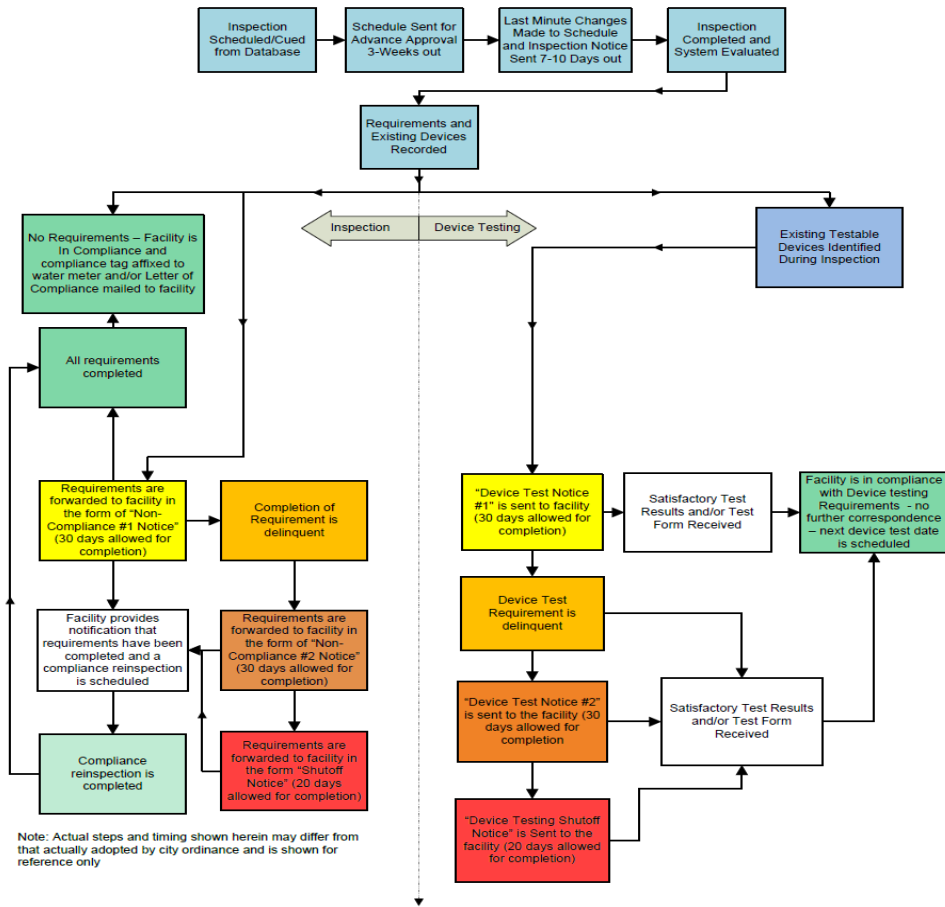
Water Customers who have Backflow Prevention Assemblies are notified via postal notice with instructions to submit annual test record data from a Certified Tester. Certified Testers are required to register (no fee) via a designated secure website provided by HydroCorp during the duration of the contract period. HydroCorp will:

- Monitors' backflow prevention assembly test credentials and qualifications to ensure that only qualified and state certified contractors are conducting the work.
- Monitors backflow prevention assembly test results. Test results that do not contain all required information are marked as "failed" and a phone call is made to the tester seeking the correct information.
- Utilizes a two-step approach/review process when sending out program notices to ensure accuracy and improve compliance results and customer service.
- Continually monitors program database information and reviews this with the Camrosa Water District Contact to improve compliance results and customer service.



Example Screen for Online Backflow Preventer Test Record Portal:

Hazard Assessment and Annual Backflow Test Record Compliance Process:





[Secure Data and Water Customer Care Process](#)

The most critical element of a Cross-Connection Control Program is data integrity. Without accurate data, the Cross-Connection Control program will experience customer service, administrative, and reporting issues and result in field survey inefficiencies. HydroCorp will coordinate with the district to obtain accurate account listing/address information.

[Specialized Software](#)



HydroCorp utilizes HydroSoft® (proprietary software) to manage Cross-Connection Control Program data. All program data captured shall remain the property of the Utility/City. The Utility/Township can access program data, information and reports on-line via a web browser. All of our Client Data is secured on our Application Server, which is behind both Hardware and Software Firewall.

Standard reports include the following:

- Assessments scheduled, completed, overdue and compliance status.
- Custom queries, data exports and reports as needed.
- State Specific Quarterly and Annual Reports

[Information Technology Infrastructure:](#)

HydroCorp has a dedicated department responsible for Information Technology (I/T) infrastructure for internal (staff) needs as well as external (client) communication and reporting needs. We also have a dedicated person responsible for new client start up and database implementation in order to ensure we have the most accurate information possible at any given point in time. We have continually invested in both hardware infrastructure (Network Servers, Client Workstations, Firewalls and Tablet P. Cs for Field Inspectors) and software in order to leverage technology in the workplace and to improve customer service and assist in lowering our costs for our clients. HydroCorp has a contracted service agreement with a local I/T Company that performs monthly routine system maintenance and monitors our infrastructure/servers for optimum performance and reliability.

[Program Data and Backup:](#)

HydroSoft Data is secured on our Application Server, which is behind both Hardware and a Software Firewall. The Application Server is backed up each day to a local Network Attached Storage system. A copy of this data is sent off-site to a secure data center. Additionally, the database is backed up locally on the application server multiple times per day and features extensive logging – allowing for immediate retrieval and restoration of archival data in the event of data loss or corruption.



Live Program Data Access

HYDROSOFT Projects Clients Facilities Devices Notices Work Items Testing Reports



Devices

Search... Device Status Current Test Status Project Status Active X X More +



FACILITY ADDRESS	DEVICE TYPE	SERIAL NUMBER	MANUFACTURER	MODEL	PROTECTION TYPE	↑	DEVICE STATUS	LAST TEST DATE
123 Oak Tree, Macon, GA, 31204	Reduced P...	12341234123123123	A.Y.McDonald	711-3	Air Conditioning System		EXISTING	
123 Demo Lane, Tampa, FL, 33592	Double De...	740122	A.Y.McDonald	711X3	Air Conditioning System		EXISTING	09/01/2025
12354 NW 152 CT, Coral Springs, FL, 32154	Double Ch...	2222	A.Y.McDonald	711-3	Air Conditioning System		EXISTING	05/02/2025
915 Happy street, MELBOURNE, FL, 32976	Double Ch...	222	A.Y.McDonald	711-3	Air Conditioning System		EXISTING	
123 Sample Dr., Lansing, MI, 48911	Reduced P...	8881122	Watts	009FP	Beverage Machine		EXISTING	
101 Main, Florida, FL, 48752	Double Ch...	147	A.Y.McDonald	711-3	Beverage Machine		EXISTING	
3000 Palm Trace Landings Drive, Davie, FL, 33314	Double Ch...	x5453	Ademco Inc./Resideo	BP900	Beverage Machine		EXISTING	
122 Test Street, Santa Cruz, CA, 95060	Double Ch...	asdff123	Ademco Inc./Resideo	BP900	Beverage Machine		EXISTING	22/01/2025
Santa Clara Street, Santa, CA, 95050	Double De...	475817241	Alsons	4900	Beverage Machine		EXISTING	
555 Street Name, Tampa, FL, 11111	Pressure V...	123455	Alsons	4900	Bidet		EXISTING	31/01/2025
1 address, Wisconsin, WI, 46958	Double Ch...	147	A.Y.McDonald	711-3	Chemical Dispenser		EXISTING	
122 Test Street, Santa Cruz, CA, 95060	Double Ch...	1234456487	A.Y.McDonald	711-3	Coffee Pot		EXISTING	
466 Felicity Dr, Barton Hills, MI, 48105	Double Ch...	4198461	A.Y.McDonald	711-3	Dishwasher		EXISTING	23/01/2025
466 Felicity Dr, Barton Hills, MI, 48105	Pressure V...	ABB15465	Wilkins	975XL2	Lawn Sprinkler System		EXISTING	23/01/2025
123 Sample Dr., Lansing, MI, 48911	Pressure V...	3434343	Watts	800M	Lawn Sprinkler System		EXISTING	
3000 Palm Trace Landings Drive, Davie, FL, 33314	Reduced P...	KL-458	FEBCO	825Y	Restroom Fixtures		EXISTING	
123 Demo Lane, Tampa, FL, 33592	Pressure V...	18574	Ademco Inc./Resideo	BP900	Well		EXISTING	
Santa Clara Street, Santa, CA, 95050	Double Ch...	123	A.Y.McDonald	712-3	X-ray Developer		EXISTING	14/11/2024

References:

1. City of Folsom, CA: Marcus Yasutake (myasutake@folsom.ca.us | 916-461-6161)
2. City of Watsonville, CA: Max Brandenburg (max.brandenburg@watsonville.gov | 831-768-3155)
3. City of Virginia Beach, VA: Belinda Wilson (bbwilson@Vbgov.com | 757-385-4894)
4. Pheland Pinin Hills Cds, CA: Sean Wright (swright@pphcsd.org | 760-868-1212)
5. St. Mary's County, MD: Dwayne Cantrell (dcantrell@metcom.gov | 301-737-4700)
6. City of Eden Prairie, MN: Rick Wahlen (rwhalen@edenprairie.org | 507-995-3656)
7. Canton Charter Township, MI: John Selmi (john.slemi@canton-mi.org | 734-394-5281)



CAMROSA COST PROPOSAL

Full Turnkey Program:

Description	Rate	Estimated Quantity	Total
Cross Connection Control Plan Development- written and certified by CCC Specialist	Included	1	Included
Backflow Prevention Assembly (BPA) Database	Included	1	Included
Online Portal for Testers and Tester Verification	Included	1	Included
Annual Testing Notifications & Follow-Ups	Included	Up to 3 Notices Per Account	Included
Hazzard Assessments – included re-inspections and compliance inspections	\$174.36 – Physical Non-Residential	403 per year	\$70,267.08
	\$66.60 – Physical Residential	1303 per year	\$86,779.80
Public Outreach & Education	Included	1	Included
Client and Water Customer Service/Call Center	Included	1	Included
Estimated Annual Project Total			\$157,046.88*

NOTES* Pricing subject to an annual 4% increase or US CPI, whichever is greater



As Needed Pricing:

Description	Rate	Estimated Quantity	Total
Cross Connection Control Plan Development- written and certified by CCC Specialist	\$10,000.00	1	\$10,000.00
Backflow Prevention Assembly (BPA) Database	\$13,300	1	\$13,300
Public Outreach & Education	Included	1	Included
Client and Water Customer Service/Call Center	Included	1	Included
Residential Hazard Assessments:	\$100 per survey (minimum 150 surveys)	TBD	TBD
Mail Out Hazard Assessments	\$4 per account + \$1/survey	12,350	\$57,966.00 estimated
Estimated Annual Project Total			\$81,266**

NOTES* based on residential connection counts.

** Pricing is subject to an annual 4% increase or US CPI, whichever is greater.



PROJECT TIMELINE

PROJECT MILESTONE	TARGET COMPLETION DATE
Contract Award & Agreement Finalization	February 27, 2025
Kickoff Meeting with Camrosa Team	TBD (March 2025)
Cross-Connection Control Plan Submission	April 2025
State Water Board Approval Process	TBD
Database Setup & System Configuration	May 2025
Online Portal Activation	June 2025
Training & Public Outreach	June 2025
Full Program Deployment	July 1,2025

Board Memorandum

March 13, 2025

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

March 13, 2025

To: General Manager

From: Tamara Sexton, Deputy General Manager/Finance

Subject: Review of District Investment Policy

Objective: Approve the District's Investment Policy.

Action Required: Adopt Resolution 25-02 Adopting a District Investment Policy.

Discussion: Annually, the Board reviews the District's Investment Policy for adequacy and formally adopts the Policy with revisions as necessary. The District's Investment Policy was last adopted in April 2024 with changes to be aligned with permitted investments and maturities according to state government codes and best management practices. Staff and the Ad-Hoc Committee have reviewed the Policy for compliance with current regulations and have found that no changes were required by law.

The Resolution and Policy are attached for re-adoption by the Board.

Attachments:

- *Resolution 25-02 Adopting a District Investment Policy*
- *Investment Procedures Manual*

Resolution No: 25-02

A Resolution of the Board of Directors
of Camrosa Water District

Adopting a District Investment Policy

Whereas, The Board of Directors has established a District Investment Policy to provide guidelines for the prudent investment of the District's temporarily idle cash; and,

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

Whereas, The Investment Policy was last adopted in April 2024 with changes to be aligned with permitted investments and maturities according to state government codes and best management practices. The Investment Policy has been presented to the full Board for review and comment; and,

Whereas, Staff and the Ad-Hoc Committee have reviewed the Policy for compliance with current regulations and have found that no changes were required by law; and,

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

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

Adopted, Signed, and Approved this 13th day of March 2025.

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

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

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

PURPOSE:

This statement is intended to provide guidelines for prudent investment of the District's temporarily idle cash, and outline policies and procedures for maximizing efficiency of the District's cash management system. The ultimate goal is to enhance the economic status of the District while protecting its cash resources. This policy also serves to organize and formalize the District's investment-related activities, while complying with all applicable statutes governing the investment of public funds. This policy is written to incorporate industry best practices and recommendations from sources such as the Government Finance Officers Association (GFOA), California Municipal Treasurers Association (CMTA), and California Debt and Investment Advisory Commission (CDIAC).

SCOPE:

This investment policy applies to all financial assets under the direct authority of the District, as well as other funds that may be created from time to time which shall also be administered in accordance with the provisions of this policy.

The District's investment policy does not apply to the following:

- Investments of bond proceeds are not subject to the provisions of this policy. Bond proceeds are to be invested pursuant to the permitted investment provisions of their specific bond indentures.
- Cash and investments held in lieu of retention by banks or other financial institutions for construction projects.

THE INVESTMENT PROCESS:

The investment of public funds is a professional discipline. The investment process has the following components:

- A written investment policy explicitly identifies the District's opportunities, constraints, preferences, and capabilities.
- An Investment Strategy identifying Investment opportunities and overall objectives of the District.
- A Market Analysis identifying the District's circumstances and market conditions.
- A Portfolio Analysis identifying adjustments needed in response to changing circumstances, results, and new objectives.

PRUDENCE:

Pursuant to California Government Code, Section 53600.3, all persons authorized to make investment decisions on behalf of the District are trustees and therefore fiduciaries subject to the *Prudent Investor Standard*:

“...all governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds

pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the Agency. Within the limitations of this section and considering individual investments as part of an overall strategy, investments may be acquired as authorized by law.”

The Board of Directors, General Manager, Finance Manager, and other authorized persons responsible for managing District funds acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes provided that the Board of Directors, General Manager, Finance Manager, or other authorized persons acted in good faith. Deviations from expectations of a security's credit or market risk should be reported to the governing body in a timely fashion and appropriate action should be taken to control adverse developments.

POLICY:

The Camrosa Water District shall invest its pooled, temporary idle cash investments in a manner that affords the District a broad spectrum of investment opportunities as long as the investment is deemed prudent and is allowable under current legislation of the State of California (Water Code Section 31303 and 31336 and Government Code Section 53600 et seq.).

The General Manager shall establish a system of internal controls to be reviewed by the Investment Committee and by the independent auditor performing the annual Agreed Upon Procedures on the Investment Policy. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by District staff.

OBJECTIVES:

The District's overall investment program shall be designed and managed with a degree of professionalism worthy of the public trust. The overriding objectives of the program are to preserve principal, provide sufficient liquidity, and manage investment risks, while seeking a market-rate of return.

The basic objectives of the District's investment program are, in order of priority,

- 1) Safety of invested funds; and
- 2) Maintenance of sufficient liquidity to meet cash flow needs; and
- 3) Attainment of the maximum return possible consistent with the first two objectives.

These objectives will be accomplished using the following procedures:

Safety – Safety of principal is the foremost objective of the investment program. Investments will be undertaken in a manner that seeks to ensure the preservation of capital in the overall

portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities with independent returns.

Liquidity – The investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. The District’s financial portfolio must be structured in a manner which will provide that securities mature at approximately the same time as cash is needed to meet anticipated demands. To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The District will not invest in securities maturing more than five (5) years from the date of settlement, unless the Board of Directors has by resolution granted authority to make such an investment.

Return of Investments – The investment portfolio shall be designed with overall objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints for safety, liquidity, and cash flow needs.

AUTHORIZED INVESTMENTS:

The District’s investments are governed by California Government Code, Sections 53600 *et seq.* An appropriate risk level shall be maintained by primarily purchasing securities that are of high quality, liquid, and marketable. The portfolio shall be diversified by security type and institution to avoid incurring unreasonable and avoidable risks regarding specific security types or individual issuers.

The General Manager must take special care to ensure that the list of instruments includes only those allowed by law. The following table contains allowable investment instruments per State Government Code (As of January 1, 2024). This table will be reviewed annually and updated as needed as part of the investment policy annual review.

INVESTMENT TYPE	MAXIMUM MATURITY	MAXIMUM SPECIFIED % OF PORTFOLIO	MINIMUM QUALITY REQUIRMENTS	GOV'T CODE SECTIONS
Local Agency Bonds	5 years	None	None	53601 (a)
U.S. Treasury Obligations	5 years	None	None	53601 (b)
State Obligations CA And Others	5 years	None	None	53601 (c) 53601 (d)
CA Local Agency Obligations	5 years	None	None	53601 (e)
U.S Agency Obligations	5 years	None	None	53601 (f)
Negotiable Certificates of Deposit	5 years	30%	None	53601 (i)
Non-Negotiable Certificates of Deposit	5 years	None	None	53630 et seq.
Placement Service Deposits	5 years	50%	None	53601.8 and 53635.8
Placement Service Certificates of Deposit	5 years	50%	None	53601.8 and 53635.8
Medium Term Notes	5 years or less	30%	“AA” rating category or its equivalent or better	53601 (o)
Mutual Funds And Money Market Mutual Funds	N/A	20%	Multiple (a)(b)	53601 (l) and 53601.6 (b)

Collateralized Bank Deposits	5 years	None	None	53630 et seq. and 53601 (n)
County Pooled Investment Funds	N/A	None	None	27133
Joint Powers Authority Pool	N/A	None	Multiple (c)	53601 (p)
Local Agency Investment Fund	N/A	None	None	16429.1
Voluntary Investment Program Fund	N/A	None	None	16340
Supranational Obligations	5 years or less	30%	“AA” rating category or its equivalent or better	53601 (q)
Public Bank Obligations	5 years	None	None	53601 (r), 53635 (c) and 57603

- (a) A mutual fund must receive the highest ranking by not less than two nationally recognized rating agencies, or the fund must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601 and 53635.
- (b) A money market mutual fund must receive the highest ranking by not less than two nationally recognized statistical rating organizations or retain an investment advisor registered with the SEC or exempt from registration and who has not less than five years' experience investing in money market instruments with assets under management in excess of \$500 million.
- (c) A joint power authority pool must retain an investment advisor who is registered with the SEC (or exempt from registration), has assets under management in excess of \$500 million, and has at least five years' experience investing in instruments authorized by Section 53601, subdivisions (a) to (o).

INVESTMENT CONSTRAINTS:

General Guidelines – Funds held for capital replacement shall be invested in securities that reasonably can be expected to produce enough income to offset inflationary construction cost increases. Such funds shall not be exposed to market price risks or default risks that would jeopardize the assets available to accomplish their stated objective. Such would be the case with obligations of the U.S. Government or its agencies.

Delegation of Authority – Authority to manage the investment program is derived from the California Government Code Section 53600 et seq. and Sections 53635 et seq. The Board of Directors delegates management responsibility for the investment program to the General Manager and Finance Manager who shall establish written procedures for the operation of the investment program, consistent with this policy.

Maximum Maturities – Individual investments within the investment portfolio are limited to a maximum of five years except where further limited by State Law and/or this policy. The District is a “buy and hold” investor whereby securities are purchased with the intent of being held until maturity. Maturities will be matched with the District’s cash flow requirements. After cash flow requirements are met, investment considerations will include seeking additional yield that may be available in the market.

Diversification – It is the District's policy to diversify its investment portfolio to control credit risk. Diversification strategies shall be determined and revised periodically. Maturities shall

be staggered to provide for liquidity and stability of income. The restriction on concentration in a single security type or institution is detailed above under Authorized Investments.

Investment Pools / Mutual Funds – Investment pools include LAIF, county pooled investment funds, and shares of beneficial interest (mutual funds and money market funds), and joint powers authority pools. A thorough investigation of any pool or fund is required prior to the District's investment on a periodic basis while funds are invested. The investigation will include review of the following items: eligible investments; investment policy and/or investment objectives; interest calculation, distribution, and treatment of gains/losses; schedule for receiving statements and portfolio listings; and fees.

Prohibited Investments – Investments by the District in securities permitted by the California Government Code, but not specifically approved by Board Resolution are prohibited without the prior approval of the Board of Directors. The District shall not invest any funds such as inverse floaters, range notes, and other instruments not outlined in California Government Code Section 53601 as allowable investments nor in any security that could result in zero interest if held to maturity. No representative of the District is authorized to engage in margin transactions, derivatives or reverse repurchase agreements on behalf of the District. Finally, while it may occasionally be necessary or strategically prudent of the District to sell a security prior to maturity to either meet unanticipated cash needs or to restructure the portfolio, no investment may be made for the sole purpose of speculating or taking an unhedged position on the future direction of interest rates.

Collateralization – Collateralization will be required on all certificates of deposit that exceed the FDIC/NCUA insurance limits. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for Certificates of Deposits.

Security Dealers and Depositories – Where possible, the District shall seek to conduct its investment transactions with several competing, reputable security dealers and brokers as the need may arise. The selection process shall screen out institutions that lack viability or whose past practices suggest the safety of public capital, directed to or through such firms, would be impaired.

To be eligible, a firm must be licensed by the State of California as a broker/dealer as defined in Section 25004 of the California Corporations Code. Broker/dealers will be selected on the basis of their expertise in public cash management and their ability to provide service to the District's accounts. Broker/dealers shall be selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation).

All financial institutions utilized for investment transactions (and which are not dealing only with the investment adviser) must supply the District with audited financials and a statement certifying that the institution has reviewed the California Government Code, Section 53600 *et seq.* and the District's investment policy and they understand and agree to abide by it. The District will conduct an annual review of the financial condition and registrations of such qualified institutions.

Ethics and Conflict of Interest – All participants in the investment process shall act as custodians of the public trust. Investment officials shall recognize that the investment portfolio is subject to public review and evaluation. Thus, employees and officials involved in the investment process shall refrain from personal business activity that could create a

conflict of interest or the appearance of a conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials shall disclose to any material interests in financial institutions with which they conduct business, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking any personal investment transactions with the same individual with whom business is conducted on behalf of the District.

RESPONSIBILITIES:

General Manager - The General Manager is charged with responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District and for the deposit and investment of those funds in accordance with principles of sound fiscal management and in conformance with applicable laws and ordinances. The General Manager shall develop an investment procedures manual to implement this investment policy for establishing and maintaining an internal control structure designed to ensure that the assets of the District are protected from loss, theft or misuse as approved by the Board of Directors.

Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognized that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls structure shall address the following:

1. Control of collusion
2. Separation of transaction authority from accounting and record keeping
3. Custodial safekeeping
4. Avoidance of physical delivery securities
5. Clear delegation of authority to subordinate staff members
6. Written confirmation of transactions for investments and wire transfers
7. Dual authorizations of wire transfers
8. Development of a wire transfer agreement with the lead bank and third-party custodian

The internal controls are further defined in the Investment Procedures Manual attached.

The General Manager is responsible for keeping the Board of Directors fully advised as to the financial condition of the District.

District's Auditing Firm - The District's auditing firm's responsibilities shall include, but not be limited to, the examination and analyses of fiscal procedures and the examination, checking and verification of accounts and expenditures. An agreed upon procedures on the investment policy of the District is to be performed annually to review investment records and verify the investments have been made in accordance with this policy. This is a separate engagement for services and may be conducted by a different firm than the one conducting the annual audit of the District's financial statements. This review will provide internal control by assuring compliance with established policies and procedures.

Board of Directors - The Board of Directors shall consider and adopt a written Investment Policy. As provided in that policy, the Board shall receive, review, and accept monthly Cash Position Reports and Quarterly Investment Reports.

Investment Committee - An Investment Committee consisting of two (2) members of the Board of Directors appointed by the President, will meet with the General Manager as required to develop the general strategies, allocate reserve assets among various approved investment instruments, and to monitor results. The Committee shall include in its deliberations: potential risks to District funds, authorized depositors, brokers and dealers, the target rate of return on investments, and any other topics as it may determine or as directed by the Board of Directors. The Committee shall report to the full Board of Directors the results of the Investment Committee Meeting including any recommended actions. Investment transactions which require the transfer of funds from one investment to another shall require the signature of at least two board members, with the exception of interest installments and cash balances in the safekeeping account.

REPORTING:

The General Manager will provide the Board of Directors with monthly cash position and quarterly reports of investments. Such reports will provide at least the following: Type of investment, institution, date of maturity, amount of deposit, current market value of all securities maturing beyond one (1) year after reporting date, rate of interest and such other data as from time to time may be required by the Board.

ANNUAL REVIEW:

This investment policy shall be reviewed annually by the Investment Committee to ensure its consistency with respect to the overall objectives of safety, liquidity, and yield. Proposed amendments to the policy shall be reviewed by the Investment Committee and be forwarded to the Board of Directors for consideration.

ADDENDUM

GLOSSARY OF INVESTMENT TERMS:

AGENCIES. Shorthand market terminology for any obligation issued by a *government-sponsored entity (GSE)*, or a *federally related institution*. Most obligations of GSEs are not guaranteed by the full faith and credit of the US government. Examples are:

FFCB. The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB. The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC. Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called “FreddieMac” issues discount notes, bonds, and mortgage pass-through securities.

FNMA. Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as “FannieMae,” issues discount notes, bonds, and mortgage pass-through securities.

GNMA. The Government National Mortgage Association, known as “GinnieMae,” issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

PEFCO. The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

TVA. The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

ASSET BACKED SECURITIES. Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

AVERAGE LIFE. In mortgage-related investments, including CMOs, the average time to expected receipt of principal payments, weighted by the amount of principal expected.

BANKER’S ACCEPTANCE. A money market instrument created to facilitate international trade transactions. It is highly liquid and safe because the risk of the trade transaction is transferred to the bank which “accepts” the obligation to pay the investor.

BENCHMARK. A comparison security or portfolio. A performance benchmark is a partial market index, which reflects the mix of securities allowed under a specific investment policy.

BROKER. A broker brings buyers and sellers together for a transaction for which the broker receives a commission. A broker does not sell securities from their own position.

CALLABLE. A callable security gives the issuer the option to call it from the investor prior to its maturity. The main cause of a call is a decline in interest rates. If interest rates decline, the issuer will likely call its current securities and reissue them at a lower rate of interest.

CERTIFICATE OF DEPOSIT (CD). A time deposit with a specific maturity evidenced by a certificate.

CERTIFICATE OF DEPOSIT ACCOUNT REGISTRY SYSTEM (CDARS). A private placement service that allows local agencies to purchase more than \$250,000 in CDs from a single financial institution (must be a participating institution of CDARS) while still maintaining FDIC insurance coverage. CDARS is currently the only entity providing this service. CDARS facilitates the trading of deposits between the California institution and other participating

institutions in amounts that are less than \$250,000 each, so that FDIC coverage is maintained.

COLLATERAL. Securities or cash pledged by a borrower to secure repayment of a loan or repurchase agreement. Also, securities pledged by a financial institution to secure deposits of public monies.

COLLATERALIZED BANK DEPOSIT. A bank deposit that is collateralized at least 100% (principal plus interest to maturity). The deposit is collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

COLLATERALIZED MORTGAGE OBLIGATIONS (CMO). Classes of bonds that redistribute the cash flows of mortgage securities (and whole loans) to create securities that have different levels of prepayment risk, as compared to the underlying mortgage securities.

COLLATERALIZED TIME DEPOSIT. Time deposits that are collateralized at least 100% (principal plus interest to maturity). These instruments are collateralized using assets set aside by the issuer such as Treasury securities or other qualified collateral to secure the deposit in excess of the limit covered by the Federal Deposit Insurance Corporation.

COMMERCIAL PAPER. The short-term unsecured debt of corporations.

COUPON. The rate of return at which interest is paid on a bond.

CREDIT RISK. The risk that principal and/or interest on an investment will not be paid in a timely manner due to changes in the condition of the issuer.

DEALER. A dealer acts as a principal in security transactions, selling securities from and buying securities for their own position.

DEBENTURE. A bond secured only by the general credit of the issuer.

DELIVERY VS. PAYMENT (DVP). A securities industry procedure whereby payment for a security must be made at the time the security is delivered to the purchaser's agent.

DERIVATIVE. Any security that has principal and/or interest payments which are subject to uncertainty (but not for reasons of default or credit risk) as to timing and/or amount, or any security which represents a component of another security which has been separated from other components ("Stripped" coupons and principal). A derivative is also defined as a financial instrument the value of which is totally or partially derived from the value of another instrument, interest rate, or index.

DISCOUNT. The difference between the par value of a bond and the cost of the bond, when the cost is below par. Some short-term securities, such as T-bills and banker's acceptances, are known as discount securities. They sell at a discount from par and return the par value to the investor at maturity without additional interest. Other securities, which have fixed coupons, trade at a discount when the coupon rate is lower than the current market rate for securities of that maturity and/or quality.

DIVERSIFICATION. Dividing investment funds among a variety of investments to avoid excessive exposure to any one source of risk.

DURATION. The weighted average time to maturity of a bond where the weights are the present values of the future cash flows. Duration measures the price sensitivity of a security to changes interest rates.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC). The Federal Deposit Insurance Corporation (FDIC) is an independent federal agency insuring deposits in U.S. banks and thrifts in the event of bank failures. The FDIC was created in 1933 to maintain public confidence and encourage stability in the financial system through the promotion of sound banking practices.

FEDERALLY INSURED TIME DEPOSIT. A time deposit is an interest-bearing bank deposit account that has a specified date of maturity, such as a certificate of deposit (CD). These deposits are limited to funds insured in accordance with FDIC insurance deposit limits.

LEVERAGE. Borrowing funds in order to invest in securities that have the potential to pay earnings at a rate higher than the cost of borrowing.

LIQUIDITY. The speed and ease with which an asset can be converted to cash.

LOCAL AGENCY INVESTMENT FUND (LAIF). A voluntary investment fund open to government entities and certain non-profit organizations in California that is managed by the State Treasurer's Office.

LOCAL GOVERNMENT INVESTMENT POOL. Investment pools that range from the State Treasurer's Office Local Agency Investment Fund (LAIF) to county pools, to Joint Powers Authorities (JPAs). These funds are not subject to the same SEC rules applicable to money market mutual funds.

MAKE WHOLE CALL. A type of call provision on a bond that allows the issuer to pay off the remaining debt early. Unlike a call option, with a make whole call provision, the issuer makes a lump sum payment that equals the net present value (NPV) of future coupon payments that will not be paid because of the call. With this type of call, an investor is compensated, or "made whole."

MARGIN. The difference between the market value of a security and the loan a broker makes using that security as collateral.

MARKET RISK. The risk that the value of securities will fluctuate with changes in overall market conditions or interest rates.

MARKET VALUE. The price at which a security can be traded.

MATURITY. The final date upon which the principal of a security becomes due and payable. The investment's term or remaining maturity is measured from the settlement date to final maturity.

MEDIUM TERM NOTES. Unsecured, investment-grade senior debt securities of major corporations which are sold in relatively small amounts on either a continuous or an intermittent basis. MTNs are highly flexible debt instruments that can be structured to respond to market opportunities or to investor preferences.

MODIFIED DURATION. The percent change in price for a 100-basis point change in yields. Modified duration is the best single measure of a portfolio's or security's exposure to market risk.

MONEY MARKET. The market in which short-term debt instruments (T-bills, discount notes, commercial paper, and banker's acceptances) are issued and traded.

MONEY MARKET MUTUAL FUND. A mutual fund that invests exclusively in short-term securities. Examples of investments in money market funds are certificates of deposit and U.S. Treasury securities. Money market funds attempt to keep their net asset values at \$1 per share.

MORTGAGE PASS-THROUGH SECURITIES. A securitized participation in the interest and principal cash flows from a specified pool of mortgages. Principal and interest payments made on the mortgages are passed through to the holder of the security.

MUNICIPAL SECURITIES. Securities issued by state and local agencies to finance capital and operating expenses.

MUTUAL FUND. An entity which pools the funds of investors and invests those funds in a set of securities which is specifically defined in the fund's prospectus. Mutual funds can be invested in various types of domestic and/or international stocks, bonds, and money market

instruments, as set forth in the individual fund's prospectus. For most large, institutional investors, the costs associated with investing in mutual funds are higher than the investor can obtain through an individually managed portfolio.

NATIONALLY RECOGNIZED STATISTICAL RATING ORGANIZATION (NRSRO).

A credit rating agency that the Securities and Exchange Commission in the United States uses for regulatory purposes. Credit rating agencies provide assessments of an investment's risk. The issuers of investments, especially debt securities, pay credit rating agencies to provide them with ratings. The three most prominent NRSROs are Fitch, S&P, and Moody's.

NEGOTIABLE CERTIFICATE OF DEPOSIT (CD). A short-term debt instrument that pays interest and is issued by a bank, savings or federal association, state or federal credit union, or state-licensed branch of a foreign bank. Negotiable CDs are traded in a secondary market.

PRIMARY DEALER. A financial institution (1) that is a trading counterparty with the Federal Reserve in its execution of market operations to carry out U.S. monetary policy, and (2) that participates for statistical reporting purposes in compiling data on activity in the U.S. Government securities market.

PRUDENT PERSON (PRUDENT INVESTOR) RULE. A standard of responsibility which applies to fiduciaries. In California, the rule is stated as "Investments shall be managed with the care, skill, prudence and diligence, under the circumstances then prevailing, that a prudent person, acting in a like capacity and familiar with such matters, would use in the conduct of an enterprise of like character and with like aims to accomplish similar purposes."

REPURCHASE AGREEMENT. Short-term purchases of securities with a simultaneous agreement to sell the securities back at a higher price. From the seller's point of view, the same transaction is a reverse repurchase agreement.

SAFEKEEPING. A service to bank customers whereby securities are held by the bank in the customer's name.

SECURITIES AND EXCHANGE COMMISSION (SEC). The U.S. Securities and Exchange Commission (SEC) is an independent federal government agency responsible for protecting investors, maintaining fair and orderly functioning of securities markets, and facilitating capital formation. It was created by Congress in 1934 as the first federal regulator of securities markets. The SEC promotes full public disclosure, protects investors against fraudulent and manipulative practices in the market, and monitors corporate takeover actions in the United States.

SECURITIES AND EXCHANGE COMMISSION SEC) RULE 15c3-1. An SEC rule setting capital requirements for brokers and dealers. Under Rule 15c3-1, a broker or dealer must have sufficient liquidity in order to cover the most pressing obligations. This is defined as having a certain amount of liquidity as a percentage of the broker/dealer's total obligations. If the percentage falls below a certain point, the broker or dealer may not be allowed to take on new clients and may have restrictions placed on dealings with current client.

STRUCTURED NOTE. A complex, fixed income instrument, which pays interest, based on a formula tied to other interest rates, commodities, or indices. Examples include inverse floating rate notes which have coupons that increase when other interest rates are falling, and which fall when other interest rates are rising, and "dual index floaters," which pay interest based on the relationship between two other interest rates - for example, the yield on the ten-year Treasury note minus the Libor rate. Issuers of such notes lock in a reduced cost of borrowing by purchasing interest rate swap agreements.

SUPRANATIONAL. A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

TOTAL RATE OF RETURN. A measure of a portfolio's performance over time. It is the internal rate of return, which equates the beginning value of the portfolio with the ending value; it includes interest earnings, realized and unrealized gains, and losses in the portfolio.

U.S. TREASURY OBLIGATIONS. Securities issued by the U.S. Treasury and backed by the full faith and credit of the United States. Treasuries are considered to have no credit risk and are the benchmark for interest rates on all other securities in the US and overseas. The Treasury issues both discounted securities and fixed coupon notes and bonds.

TREASURY BILLS. All securities issued with initial maturities of one year or less are issued as discounted instruments and are called Treasury bills. The Treasury currently issues three- and six-month T-bills at regular weekly auctions. It also issues "cash management" bills as needed to smooth out cash flows.

TREASURY NOTES. All securities issued with initial maturities of two to ten years are called Treasury notes and pay interest semi-annually.

TREASURY BONDS. All securities issued with initial maturities greater than ten years are called Treasury bonds. Like Treasury notes, they pay interest semi-annually.

YIELD TO MATURITY. The annualized internal rate of return on an investment which equates the expected cash flows from the investment to its cost.

CAMROSA WATER DISTRICT

INVESTMENT PROCEDURES MANUAL

March 2024

I. Purpose

The purpose of the Investment Procedures Manual is to assist the General Manager and Finance staff with investment operations and ensure an internal control structure to provide reasonable assurance controls are in place.

The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The internal controls' structure shall address the following:

1. Control of collusion - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. Separation of transaction authority from accounting and record keeping - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. Custodial safekeeping - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. Avoidance of physical delivery securities - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. Clear delegation of authority to subordinate staff members - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. Written confirmation of transactions for investments and wire transfers - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. Dual authorizations of wire transfers - This control will be implemented in instruction memos for wire transfers and documented.
8. Development of a wire transfer agreement with the lead bank and third-party custodian - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

The Investment Procedures Manual establishes an internal control system to provide checks and balances necessary to ensure compliance with the District's Investment Policy. Internal controls are managed by the General Manager, or authorized representative, as prescribed in the Investment Policy, however this procedure is not part of the policy and rather a management tool to be amended as the District's investment of surplus funds evolves.

References at the beginning of each section refer to elements in the District's Investment Policy, as revised and adopted by the Board of Directors on April 11, 2024.

II. Cash Review

Investment policy elements: Investment Strategy, Investment Objectives – Safety, Liquidity, Return, Responsibilities, and Reporting.

Finance staff will review the cash balances, investment portfolio and anticipated cash flows at least monthly. Finance will share its conclusions with the General Manager. Items to be reviewed include:

- Balances in the District's checking accounts,
- Balance in the District's LAIF account,
- Balance in the District's Bond accounts with the Trustee,
- Maturing investments,
- Investments that may be called by their issuer prior to scheduled maturity
- Large outgoing wire transfers such as debt service payments and water purchases,
- Accounts payable and payroll-related disbursements, and
- Large capital improvement program (CIP) project payments.

III. Investment Transactions – LAIF

Investment Policy Elements: Eligible Investment Instruments, Responsibilities, and Reporting.

A wire transfer out of LAIF is only utilized when money in the District's deposit account is not sufficient to meet the District's immediate cash needs. To complete a withdrawal transfer, two Members of the Board will authorize the withdrawal transfer in advance by signing a Request for Deposit and Transfer Form.

Upon approval, Finance staff will complete a wire transfer request form to initiate the wire. The General Manager, or staff authorized by General Manager, will sign the request authorizing the wire transfer request. Requests received by 10:00 a.m. will generally be accepted for same day transfers. Original wire instructions must accompany the fund transfer request. Once the request form is completed, Finance staff will schedule the transfer with LAIF. Once the transfer is scheduled, a confirmation number is provided, which staff documents on the wire transfer form.

A wire transfer from the District's Deposit account into LAIF is initiated whenever excess cash is available. The same procedure described above for wires transfers out of the

Deposit account is followed, with the exception that this transfer does not require two Members of the Board's authorization.

All documentation is filed in an electronic filing system and becomes part of the bank reconciliation process.

IV. Purchasing an Investment

Investment Policy elements: Investment Strategy, Eligible Investment Instruments, Investment Constraints Responsibilities, and Reporting.

To establish with whom the District is going to transact business, such as a broker/dealer or investment advisor the General Manager, Finance staff, or staff authorized by General Manager will contact an appropriate number of institutions to provide the District with a pool of qualified broker/dealers.

When requesting offers from broker/dealers for specific investment securities, the General Manager and Finance staff shall be as specific as possible. That person should state in the request if a particular type or issuer of an investment security is to be excluded due to limitations in the Investment Policy.

All financial institutions which desire to become qualified by the District for investment transactions must supply the District with the following:

1. Audited Financial Statements
2. Proof of NASD certification
3. Proof of State of California Registration
4. Certification of having read the District's investment policy.
5. Certification of having reviewed the California Government Code Section 53600 *et seq.*
6. A description of their experience in public cash management and their ability to provide service to the District's accounts.

The following must be communicated to the broker/dealers:

1. Dollar amount – either par value or total dollars to be invested
2. Type of security to be purchased or, if applicable, excluded
3. Targeted maturity date, or range of dates

Prior to the selection of the broker/dealer or investment advisor, the General Manager is to report to the Investment Committee a summary of the responses received from institutions and recommendation for selection. Prior to proceeding with investment transaction, the General Manager is to receive approval from the Board of Directors.

Prior to concluding the transaction, the General Manager or authorized representative, in conjunction with Finance staff, should reconfirm the following:

- The security purchased meets all Investment Policy criteria, including portfolio diversification, and maturity. If the security has any imbedded options such as call provisions or coupon adjustments, these should also be reviewed.

- Amount of investment (total cost including principal and accrued interest, if any)
- Settlement date
- CUSIP number
- Copy of the trade ticket from broker/dealer

V. Settlement and Follow-Up

Investment Policy element: Delegation of Authority.

Following receipt of the trade information listed immediately above, Finance staff should send to the safekeeping agent the details of:

- Type of security
- Par amount, government equivalent yield, and maturity date
- Name of broker/dealer for the transaction
- Copy of the trade ticket from broker/dealer

When applicable, Finance staff should also verify:

- Provision of receipt (or disbursement) of funds
- Internal transfer or wiring of funds
- Notification of discrepancy prior to acceptance or rejection of the transaction
- Immediate notification if a failure has occurred; by provider if they are responsible, by safekeeping agent if they are responsible

Upon completion and confirmation of the investment transaction, the General Manager is to report to the Board of Directors the information at the next regularly scheduled Board meeting.

VI. Safekeeping and Custody

The General Manager shall select one or more financial institutions to provide safekeeping and custodial services for the District in accordance with the provisions of Section 53608 of the California Code.

VII. Segregation of Duties

Only the General Manager, or authorized representative, is authorized to make trades as in Section IV above. Therefore, they are prohibited from performing the settlement and follow-up tasks outlined in Section V above.

Similarly, Finance staff will perform settlement and follow-up tasks.

VIII. Accounting, Reporting & Auditing

The General Manager, or authorized representative, in conjunction with appropriate Finance Staff, should establish the following:

1. Formats for monthly and quarterly reports, which will be provided to the General Manager and to the Board of Directors.

2. Benchmark(s) to measure the performance of the investment program. Such benchmarks should be representative of the makeup of the investment portfolio, and as such should be subject to change as the structure of the portfolio changes.
3. Ensure the following:
 - a. Compliance with generally accepted accounting principles of the Government Accounting Standards Board
 - b. Compliance with Gov't. Codes
 - c. Compliance with the Investment Policy
 - d. Documented (initialed) review of investment activities by the General Manager, or authorized representative
 - e. Review of investment operations by the District auditor
 - f. Monthly reconciliation of all bank statements and initial reviewed by General Manager, or authorized representative

Board Memorandum

March 13, 2025

To: General Manager

From: Terry Curson, District Engineer

Subject: Award Professional Hydrogeological Services for the Pleasant Valley Well No. 3

Objective: Award professional hydrogeological consulting services for the design and development of the Pleasant Valley Well No. 3 (Valencia Well) located in Calleguas Creek Park.

Action Required: It is recommended that the Board of Directors authorize the General Manager to:

- 1) Appropriate additional funding from the potable in-lieu fees in the amount of \$50,000 for the PV Well #3 - Valencia Well project for incidental costs and out-of-scope work, that will only be used, if necessary.
- 2) Issue a purchase order for the PV Well #3 - Valencia Well project to Hopkins Groundwater Consulting (Hopkins) in the amount not-to-exceed, \$193,172.

Discussion: Agreements between the Pleasant Valley County Water District and the Fox Canyon Groundwater Management Agency (FCGMA) have resulted in the exchange of non-potable surface water for potable groundwater within the Pleasant Valley Basin. The existing Woodcreek and Lynnwood Wells, which are the District's only two wells located within the basin, lack the capacity to take advantage of the agreement terms. In addition, the recently completed 2024 Master Plan identifies the need for a third well to take advantage of accumulated groundwater extraction credits from the FCGMA. A well siting study along with groundwater modeling and a pumping assessment report was completed and a new well location has been identified at the Calleguas Creek Park.

In May 2014, the District entered into an agreement with Hopkins to develop a well(s) siting study that included the Lynnwood Well site and the Calleguas Creek Park site as favorable candidates, which was updated in October 2022. Upon completion of the study, Hopkins provided drilling and development specifications for the Lynnwood Well, along with necessary inspection services for the completion of a successful well project. Because of Hopkins' expertise and familiarity with the hydrogeology of the Pleasant Valley Basin, a proposal was solicited for the drilling, development, and inspection of the proposed Valencia Well.

On February 27, 2025, the Board of Directors awarded contracts for engineering and environmental services for the proposed Valencia Well Project. As part of the engineering preliminary design report, a general well layout and location are necessary, along with needed hydrogeological services for the design and development of well drilling specifications and inspection.

The proposal includes a full suite of services, along with details related to zone testing after the drilling of the pilot hole and assisting the engineering design team in identifying a location to construct the well.

The scope also includes more detailed coordination with the Pleasant Valley Recreation and Park District and involvement in the pre-design of the well site and facilities. Hopkins' scope includes, but is not limited to:

- Well Site Layout & Location
- Complete Drilling and Inspection Services
- Permit Assistance (County of Ventura, FCGMA)
- Geophysical Logging
- Aquifer Isolation Zone Testing
- Casing and Gravel Pack Design
- Well Development
- Production Testing
- Final Reports

Hopkins' proposal appears to be complete in scope and the amount of \$193,172 is considered reasonable for the work proposed.

In addition, funding in the amount of \$50,000 from the potable in-lieu fees is requested to cover any out-of-scope work and well-drilling permit fees, and will only be used, if necessary.

Hydrogeological Services breakdown is as follows:

- | | |
|-----------------------------|--------------------|
| • Existing Budget Available | \$ 179,610.00 |
| • Requested Appropriation | \$ 50,000.00 |
| • Hydrogeological Services | (\$193,172.00) |
| • Estimated Permit Fees | (\$ 2,500.00) |
| • Remaining Budget | \$33,938.00 |

March 4, 2025

Project No. 14-005-07A

Camrosa Water District
7385 Santa Rosa Road
Camarillo, California 93012

Attention: Mr. Terry Curson
District Engineer

Subject: Proposal for Valencia Well No. 1 Construction Project.

Dear Mr. Curson:

Hopkins Groundwater Consultants, Inc. (Hopkins) is pleased to provide this proposal for professional consulting services to assist the Camrosa Water District (District) with location, design, specification, and construction monitoring and reporting for the proposed Valencia Well No. 1 Construction Project. It is our understanding that the preferred location that was previously identified is adjacent to the Calleguas Creek along the western boundary of the District service area. This proposal assumes the District desires to mobilize and drill a production well at the identified location. For this project, Hopkins will prepare a preliminary well design and project technical specifications to facilitate the project bid process. Upon selection of a responsive bidder, Hopkins would assist the District with submittal review, preconstruction meeting, and onsite observation and documentation of contractor activities throughout the construction process. Upon completion of well construction, Hopkins would assemble a summary of operations report that contains construction activities, as-built well details, and well production testing results.

TASK NO. 1 – PRELIMINARY WELL DESIGN STUDY

The proposed preliminary well design study will include review of available hydrogeological information and development of a well design to accomplish the District's desired well yield. The study will review potentially suitable well materials and provide the District with potential costs for proposed alternatives for its consideration. Upon completion of the well design study, Hopkins will prepare a letter-report summarizing the findings of the evaluation and discuss issues for the District to consider as it moves forward with the project.

The preliminary design study will provide the basis for the District to select its preferred design alternative that will become the foundation for the development of the project plans and

specifications for well construction. The Task No. 1 component of the project is estimated to require approximately 36 man-hours to complete and a budget of \$8,520.

TASK NO. 2 – PROJECT PERMITTING, WELL SITE LAYOUT, AND LAND ACQUISITION

As requested, Hopkins will assist District staff with their preparation of applications for project permits that may be associated with municipal well drilling and construction, and NPDES discharge permit requirements. While the permitting process has undergone changes in recent years, the level of effort for the project permitting is estimated to require up to approximately 30 man-hours to assist District staff.

Hopkins anticipates meeting with District personnel and MNS Engineering (its consulting design engineer) to discuss well site access and layout issues and assist in developing a site plan that can be presented to the Park District Board of Directors and the Department of Drinking Water for their consideration. Subsequently, Hopkins will support District efforts by meeting with Park District staff onsite and discuss the well construction process and the subsequent well maintenance activities. Hopkins will also support District staff as it prepares a proposal and presentation to take to the Park District Board of Directors for its approval. While the level of effort for this component of the project is unknown, it is anticipated to require up to approximately 40 man-hours to assist District staff with these issues.

Task No. 2 is anticipated to require a total of 70 man-hours to complete and require a project budget of \$20,440.

TASK NO. 3 – PROJECT PLANS AND SPECIFICATIONS

Preliminary Well Design. During this phase of work Hopkins will work with the District Engineer and review the well site layout which will consider permitting requirements, well construction constraints, future operations and maintenance work, and setback from a future replacement well. It is our understanding that the District will hire an engineering consultant to design all wellhead conveyance facilities and treatment facilities to make the well fully operational.

Specifications. Upon acceptance of the preliminary well design, Hopkins will identify logistical constraints that will be considered when compiling the project plans and specifications. Hopkins will work directly with District staff to determine if certain accommodations could be provided by the District for the contractor, which would result in lower project costs (i.e., construction water, an area for cuttings storage and/or disposal, etc.). Based on the findings of this effort, Hopkins will prepare the special provisions section of the project bid document package that will be required to solicit bids from qualified well construction contractors. The special provisions section will include thorough specifications and requirements for the: a) drilling process to be used, b) drilling fluids properties to be maintained, c) the borehole

geophysical logs required, d) the type of materials and installation methods to be used, e) the well development procedures to clean the well and gain well production, and f) the final testing of the well that will provide information necessary for design of the permanent pump capacity and setting.

Well construction specifications will consider the need to provide a detailed description of the specific materials, methods, and procedures required to accomplish the following project components:

1. Mobilization/Demobilization
2. Sound Control and Public Safety
3. Conductor Casing Installation
4. Pilot Borehole Drilling
5. Geophysical Logging
6. Aquifer Isolation Zone Testing
7. Pilot Bore Reaming
8. Caliper Survey
9. Well Casing, Screen, Gravel Tube, and Sounding Tube Assemblages
10. Gravel Pack Envelope
11. Cement Sanitary Seal
12. Well Alignment Test
13. Mechanical and Chemical Development
14. Test Pump Installation and Removal
15. Hydraulic Well Development
16. Production Testing
17. Well Disinfection
18. Concrete Pad or Pedestal (if required)
19. Downhole Video Survey Documentation
20. Site Clean-up

A unit of payment for each construction project component will be identified and will be based on either an hourly rate, linear footage, lump sum, or other appropriate quantity cost. All well construction conditions will be in accordance with the requirements of the State of California and the County of Ventura.

A 90 percent draft of the technical specifications document will be provided to the District for its review and comment. The draft will include a well location map and a preliminary well design drawing to supplement the written text. Upon receipt of District review comments, Hopkins will finalize the project plans and specifications and deliver one (1) bound copy and an electronic copy (pdf file) to the District for incorporation into the final specifications document. It is our understanding that the District will combine these technical specifications sections with the District's standard construction project requirements to produce a final and complete project specifications document.

Bid Process Support. During the bidding period it is anticipated that Hopkins will attend a pre-bid meeting with the contractors and District personnel to review the critical aspects of the technical specifications for well construction and answer questions about site conditions or specified materials, methods and procedures. It is anticipated that Hopkins will assist the District with responding to requests for additional information and preparation of any technical addendum that may be required during the bidding period to provide clarification of the work specified. Subsequently, Hopkins will assist the District by reviewing the formal bids and determining the lowest responsive bidder's drilling qualifications.

The Task No. 3 component of the project is estimated to require approximately 96 man-hours to complete and an estimated budget of \$20,640.

TASK NO. 4 - WELL CONSTRUCTION OBSERVATION AND DOCUMENTATION

Well Construction Inspection

Preconstruction Meeting. Upon receipt of all required Contractor submittals, Hopkins will participate with District staff in a preconstruction meeting where construction related details will be discussed specifically for identification and clarification of project-critical issues prior to commencement of work. Specific contacts will be identified for all the parties actively involved to facilitate communication that must be executed in a timely and succinct manner in order to avoid change order claims or project delays.

Construction Inspection and Documentation. During well drilling and construction, Hopkins will monitor contractor activities and document compliance with the construction specifications. Hopkins will provide around-the-clock (24-hour) inspection services during the drilling and well construction aspects of the project where this work schedule is required of the contractor and of the work that is critical to the ultimate performance of the well. Hopkins will coordinate with District staff and the anticipated Contractor schedule to minimize unnecessary inspection time during mobilization and demobilization, pump installation and removal, site cleanup, etc. as a measure to control contract costs. Hopkins will document its observations and conversations with Contractor personnel on daily field reports, which will provide a legal basis to protect the District and minimize its liability and risks. Hopkins will review and approve technical submittals required from the Contractor for well construction.

Lithological and Geophysical Logging. During the well drilling process Hopkins' services will include lithological logging of the pilot borehole cuttings, inspection and interpretation of the geophysical electric log, collection of formation samples for conducting laboratory sieve analyses (as necessary), and monitoring (and if necessary, verification testing) of drilling fluid parameters.

Aquifer Isolation Zone Testing. Upon completion of geophysical logging and consultation with the District, Hopkins will provide the Contractor with a depth schedule of the intervals to perform aquifer isolation zone testing. The aquifer zone isolation design will include the depths to be developed for testing and the bentonite seal intervals to achieve isolation. The purpose of this effort is to collect zone-specific water quality samples from individual aquifer zones in the pilot hole and potentially determine connectivity of the aquifer zones to the main portion of the Pleasant Valley Groundwater Basin.

Final Well Design. After completion of the pilot borehole, the lithological log and geophysical surveys, and the results of the aquifer zone testing will be correlated to provide a basis for final well design recommendations. The final well design will take into consideration both the fluid quality and quantity of groundwater production that can be inferred from geophysical log interpretation and zone testing procedures. The final design will consider material types versus project costs, provide sufficient materials strengths, result in prudent screen entrance velocities and up hole velocities, and provide casing diameter/depth considerations.

Drilling Fluid Monitoring and Materials Inspection. During pilot borehole reaming activities, the drilling fluid parameters will be monitored more closely to prevent excessive formation damage that can be caused by drilling fluid invasion. Drilling fluid parameters are important to develop a stable borehole and minimize risk of collapse during the well construction process. After completion of the drilling process, Hopkins will monitor well construction to verify that the materials and construction methods used during well installation are in accordance with those specified. Representative well screen slot openings will be callipered and wall thicknesses measured to verify quality assurance and control is provided on the more critical aspects of well design. Representative samples of the well's select gravel pack materials may be submitted to a laboratory for a grain-size analysis to assure conformance with the specified gradation that will promote low sand production and high well efficiency.

Well Development and Testing Observations. Upon completion of well construction activities, Hopkins will observe active well development procedures to document development progress and effectiveness. Well development is anticipated to incorporate chemical, mechanical and hydraulic methods in combination to provide quick and reliable development of well screen intervals. During well development pumping and subsequent production testing, Hopkins will instrument the pumping well with a pressure transducer and data logger (HERMIT) to obtain accurate water level readings. Water level data will be collected during the variable rate discharge (step) test, constant rate discharge test, and well recovery test periods.

Final Inspections. Upon removal of the test pumping equipment and after bailing fill from the bottom of the well, Hopkins will inspect the post completion well video, the plumbness and alignment survey, and well chlorination procedures.

Construction Change Order Processing. Hopkins will assist the District with the review of drilling Contractor change orders that may be submitted over the course of the project. All change order requests will be reviewed and analyzed with regard to the provisions detailed in the technical plans and specifications. Review findings will be submitted to the District in the form of a recommendation for final approval or rejection.

Contractor Invoice Review and Approval. Hopkins will review progress payment invoices from the drilling Contractor as they are received to ensure that they are accurate and that the amounts being invoiced are consistent with observations documented in Hopkins' daily field reports. Upon completion of our review, the Contractor requests for payment will be forwarded to the District. If there are invoice discrepancies, the items will be identified for District review to facilitate subsequent correction of the invoice amounts.

Based on our experience with comparable sized well construction projects the Task No. 4 component of the project is estimated to require approximately 520 man-hours to complete and a budget of \$112,400. This proposal assumes the District will conduct water quality sampling and laboratory testing of the samples collected during aquifer isolation zone testing and subsequent well production testing events. The cost of water quality sampling and testing are not included in this proposal.

TASK NO. 5 – FINAL REPORTING

Summary of Operations Report

Upon the completion of well construction and testing activities, Hopkins will assemble a summary of operations report that will be complete with documentation of construction procedures, copies of well logs, and “As-Built” well details. The well production testing data will be processed to estimate aquifer parameters and determine well performance characteristics for use in refining well interference analyses and to provide recommendations for consideration of a permanent pump design and depth setting. Three (3) bound copies and an electronic copy (pdf file) of the final report will be provided to the District for its use and future reference.

The Task No. 5 component of the project is estimated to require approximately 84 man-hours to complete and require an estimated budget of \$18,932.

TASK NO. 6 – PROJECT MANAGEMENT

Monthly Progress Reports and Meetings

On a routine basis Hopkins will provide the District with progress reports of the project work status that will accompany the project invoices. The reports will summarize the project components that were completed over the previous billing period. The status report will be accompanied by a billings progress summary sheet that identifies Hopkins project work tasks, the established budget, and the amount and percentage of budget used to date. It is anticipated that throughout the project meetings may be required to update the District on project progress, facilitate project management, coordinate project activities, and prepare for and provide presentations to the District Board of Directors as requested. We have assumed that over the course of the project, the time required for project management related issues will require approximately 36-man hours of time to perform and require an estimated budget of \$12,240.

PROJECT BUDGET AND SCHEDULE

Fee. The estimated costs for this project include the required labor, equipment, and travel, etc., for the successful completion of each task. Work for this project will be performed on a time and materials basis and billed in accordance with our current Project Fee Schedule (attached). The estimated cost of services to be provided for this project is summarized in Table 1 – Project Cost Estimate. We recommend that the District establish a project budget of \$193,172 for hydrogeological consultation, construction management and inspection, and project permitting and reporting services. In addition, we recommend that the District establish a 10 percent contingency budget of \$19,300 to be authorized for use by the District’s project manager in the event additional services are required. Additional services are only anticipated if the low bid contractor encounters construction, related difficulties and additional inspection services are required for the District’s protection. The total cost of construction inspection will largely be determined by the contractor’s ability to perform the work and the amount of effort that is required of Hopkins for inspection at the time of work performance.

Table 1 - Project Cost Estimate

Description	Estimated Hopkins Staff Hours	Estimated Fee
TASK 1 – PRELIMINARY WELL DESIGN STUDY	2 hrs Word Processing 4 hrs Drafting 18 hrs Staff Hydrogeologist 12 hrs Principal Professional	\$ 8,520
TASK 2 – PROJECT PERMITTING, WELL SITE LAYOUT, AND LAND ACQUISITION	24 hrs Staff Hydrogeologist 46 hrs Principal Professional	\$ 20,440

TASK 3 – PREPARATION OF PROJECT PLANS AND SPECIFICATIONS AND BID PROCESS SUPPORT SERVICES	6 hrs Word Processing 12 hrs Drafting 60 hrs Staff Hydrogeologist 18 hrs Principal Professional	\$ 20,640
TASK 4 – WELL CONSTRUCTION INSPECTION	460 hrs Staff Hydrogeologist 60 hrs Principal Professional	\$ 112,400
TASK 5 – SUMMARY OF OPERATIONS REPORT	8 hrs Word Processing 12 hrs Drafting 40 hrs Staff Hydrogeologist 24 hrs Principal Professional	\$ 18,932
TASK 6 – PROJECT MANAGEMENT AND MEETINGS	36 hrs Principal Professional	\$ 12,240
Total Project Costs		\$ 193,172

Schedule. It is anticipated that the total well drilling and construction project will be completed over an approximate 9-month-period. The duration of fieldwork for the drilling and zone testing portion of the project is anticipated to be conducted over a 3-week-period, and the well construction, development, and testing portion of the project is anticipated to be conducted over an approximate 6-week-period each beginning at the time the contractor mobilizes. The project fieldwork schedule has been estimated based on our recent experiences with similar municipal well projects that provided facilities constructed to depths that are comparable to that which is anticipated for this project. The schedule assumes the contractor will have the equipment and crews required to conduct continuous operations and will directly proceed from construction into well development and well testing without delay. Time for property acquisition is not included in the well drilling and construction time period.

We trust this proposal is responsive to the needs of the District and as always, Hopkins is pleased to have this opportunity to be of service. If you have questions or need any additional information, please give us a call.

Sincerely,

HOPKINS GROUNDWATER CONSULTANTS, INC.

Curtis J. Hopkins
 Principal Hydrogeologist

Attachments: Project Fee Schedule

Project Fee Schedule

Labor Category

Expert Witness	\$ 680
Principal Professional	\$ 340
Associate Professional	\$ 285
Senior Professional	\$ 265
Project Professional	\$ 245
Staff Professional	\$ 200
Technician	\$ 195
Draftsman/Illustrator	\$ 147
Word Processor	\$ 126

Other Expenses

Travel Expenses	Cost plus 15 percent
Reproduction Expenses	Cost plus 15 percent
Outside services and materials	Cost plus 15 percent
Vehicle Mileage	IRS Rate

Equipment Rental

	<u>Daily Rate</u>	<u>Weekly Rate</u>	<u>Monthly Rate</u>
LevelTROLL (data logger < 100 FT)	\$135	\$440	\$1,650
HERMIT 3000 (data logger)	\$175	\$575	\$2,000
Pressure Transducer (< 400 FT)	\$100	\$390	\$1,450
Pressure Transducer (< 1,000 FT)	\$140	\$440	\$1,675
Water Level Sounder or nitrogen tank	\$ 60	\$200	\$ 640
Stream Flow Meter	\$ 70	\$240	\$ 720
Grundfos RediFLo 2 Sample Pump	\$385	\$1,600	
Trash Pump (3-inch dia. discharge)	\$ 85	\$420	\$1,100
HyDAC/Hanna (Ec, pH, temp. meter)	\$ 85	\$320	\$1,100
Horiba U-10 Water Quality Probe	\$205	\$460	\$1,650
YSI 556MPS Water Quality Probe	\$155	\$420	\$1,300
Rossum Sand Tester	\$ 50	\$175	\$ 450
Mud Parameter Test Kit	\$ 75	\$265	\$ 660
Drilling Fluid/Mud Press	\$ 95	\$295	\$ 850
MFI/SDI Test Kit	\$ 65	\$165	\$ 555
Truck Rental (3/4 ton)	\$300	\$1,200	
Field Computer	\$ 80	-----	-----
Digital Camera	\$ 20	-----	-----
GA-52Cx Magnetometer	\$ 85	\$280	-----
Field Handheld GPS Unit	\$ 75	-----	-----
Water Quality Bailer (2")	\$ 75	-----	-----
Tedlar Gas Sample Bags	\$ 65	-----	-----
Nitrate or Chloride Field Test Kits	\$ 45	-----	-----
Electric Generator (220/110 W) (8 hr/day)	\$145	\$500	
Electric Power Inverter (8 hr/day)	\$ 55	\$200	\$ 425
Metal Sample Sleeves (6-inch) per Sleeve	\$ 20	-----	-----

Board Memorandum

March 13, 2025

To: Board of Directors

From: Norman Huff, General Manager

Subject: Fiscal Year (FY) 2025-26 Budget Development

Objective: Receive a report from the Budget Ad hoc Committee and staff regarding current progress on the Fiscal Year (FY) 2025-26 Budget development.

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

Report & Discussion Items:

Budget-related Policies: Budget-related Policies are to be reviewed annually by the Board of Directors during the budget development and approval process, and as part of this process, the General Manager will provide the Board with a report on the success of these policies and any recommended modifications.

- **Inflation-Based Annual Salary Adjustment Policy:** Since implementation, this policy has been key to ensuring the competitive nature of the District's overall compensation plan. The Ad hoc Committee recommends discussing potential amendments to the policy to exclude the GM and have a one-time "pause" of the inflation-based inflation adjustment to the FY 25-26 Salary Ranges. The CPI-U for FY 25-26 is expected to be between 3.0-3.2%.
- **Promotion and Salary Adjustments Policy:** Providing the GM with the ability to provide employees with salary adjustments and promotions (within the parameters of the policy) has also been key to ensuring the competitive nature of the District's overall compensation plan and achieving the District's retention goals. An improvement to the policy would be to amend the policy to add a performance-based incentive. The Ad hoc Committee recommends discussing potential amendments to the policy to exclude the GM and clarify the basis of a board-approved percentage of payroll. A discussion of the GM's requested amount to allocate towards this policy is appropriate.
- **Employer-Paid CalPERS Member Contribution and Providing a Discretionary Offset:** Continuing to reduce the employer-paid portion by 1% each year and providing the Classic CalPERS employees with the discretionary offset has been an effective way to pay and report this benefit. No policy amendments are recommended.
- **Allocated Full-time Employees (FTEs):** The Ad hoc Committee recommends discussing the allocation of 31 FTEs for FY 25-26.

Program Accomplishments and Goals: Staff will provide an overview of the current fiscal year program accomplishments and goals for the next year that will become the foundation upon which the FY 25-26 expense and CIP budgets will be developed. The current year's accomplishments and FY 2025-26 goals are attached.

Attachments:

- *Inflation-Based Annual Salary Adjustment Policy*
- *FY Year-to-date (Jan.) CPI-U data*
- *Promotion, Salary Adjustment, and Performance-Based Bonus Policy (Redlined version)*
- *Employer-Paid CalPERS Member Contribution and Providing a Discretionary Offset*
- *Proposed Org Chart (31 FTEs)*
- *Program Accomplishments and Goals*

Resolution No: 24-16

A Resolution of the Board of Directors
of Camrosa Water District
Establishing an Inflation-Based Annual Salary Adjustment Policy

Whereas, the Board of Directors desires to establish by resolution an Inflation-Based Annual Salary Adjustment Policy; and

Whereas, the purpose of the Inflation-Based Annual Salary Adjustment Policy is to state the District's policy on an inflation-based adjustment of District salaries for all personnel in order to achieve the District's goal to attract and retain a highly skilled and productive workforce to carry out the services provided by Camrosa; and

Whereas, the policy is being established for all employees and provides for an Inflation-Based Annual Salary Adjustment based on the Consumer Price Index to ensure that income levels adjust with the inflation rate, thereby preserving the purchasing power and providing for the financial stability of each employee.

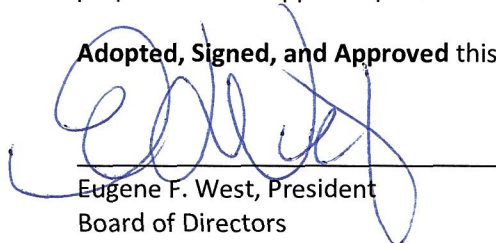
Now, Therefore, Be It Resolved that the Camrosa Water District Board of Directors hereby adopts the Inflation-Based Annual Salary Adjustment Policy, effective July 1, 2024. Inflation-Based Annual Salary Adjustments will be effective the first pay period of the fiscal year, with the District's Salary Ranges being adjusted accordingly; and


Now, Therefore, Be It Further Resolved that the Camrosa Water District Board of Directors does hereby allocate a 3.1% Inflation-Based Annual Salary Adjustment for the FY2024-25; and

Now, Therefore, Be It Further Resolved that the Inflation-Based Annual Salary Adjustment Policy shall be incorporated into the District's Employee Handbook; and

Now, Therefore, Be It Further Resolved that the Camrosa Water District Board of Directors reserves the discretion to review, adjust, and then allocate an appropriate amount each fiscal year as part of the budget preparation and approval process for Inflation-Based Annual Salary Adjustments.

Adopted, Signed, and Approved this 25th day of July 2024.


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

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

Inflation-Based Annual Salary Adjustment Policy

A. Purpose

The purpose of the Inflation-Based Annual Salary Adjustment Policy is to communicate the District's policy on an inflation-based adjustment of District salaries for all personnel in order to achieve the District's goal to attract and retain a highly skilled and productive workforce to carry out the services provided by Camrosa. This policy has been established for all employees to ensure that income levels adjust with the inflation rate, preserving the purchasing power of their income which then provides financial stability and ensures the continued quality of life of each employee.

B. Basis for Adjustment

As part of the annual budget development and approval process, it is the Board's intention to authorize an Inflation-Based Annual Salary Adjustment based on the Consumer Price Index (CPI-U) for the Los Angeles-Long Beach-Anaheim, CA, CPI-U, using an average percentage of the prior 12-months through April. This adjustment will be effective the first pay period of the fiscal year. The District's Salary Ranges will also be adjusted accordingly, effective July 1st.

C. Funding

Total funds available for the Inflation-Based Annual Salary Adjustment Policy will be determined each year by the Board of Directors as part of the budget development and approval process. The Board of Directors will have the sole discretion to approve or disapprove funds for the Inflation-Based Annual Salary Adjustment Policy, based on the economic conditions of the District.

D. Policy Review

This policy shall be reviewed annually by the Board of Directors during the budget development and approval process. As part of this process, the General Manager will provide the Board with a report on the success of this policy and any recommended modifications.

CAMROSA WATER DISTRICT SALARY SCHEDULE
SALARY AND CLASSIFICATION SCHEDULE

Effective: July 1, 2024*

Position	Minimum	Max	FLSA	Time Base
Assistant General Manager	\$ 154,650	\$ 190,735	N	Annually
Business Analyst	\$ 77,325	\$ 118,565	Y	Annually
Chief Plant Operator	\$ 92,790	\$ 134,030	Y	Annually
Control Systems Supervisor	\$ 103,100	\$ 144,340	Y	Annually
Customer Service Manager	\$ 113,410	\$ 159,805	N	Annually
Customer Service Representative I	\$ 56,705	\$ 77,325	Y	Annually
Customer Service Representative II	\$ 67,015	\$ 87,635	Y	Annually
Customer Service Supervisor	\$ 87,635	\$ 128,875	Y	Annually
Deputy General Manager - Finance	\$ 164,960	\$ 211,355	N	Annually
Director of Administration	\$ 144,340	\$ 195,890	N	Annually
Director of Operations	\$ 144,340	\$ 195,890	N	Annually
District Engineer	\$ 134,030	\$ 201,045	N	Annually
Engineering & Capital Projects Manager	\$ 134,030	\$ 201,045	N	Annually
General Manager	\$ 201,045	\$ 268,060	N	Annually
GIS Specialist	\$ 72,170	\$ 103,100	Y	Annually
I.T. and Special Projects Manager	\$ 134,030	\$ 206,200	N	Annually
Instrumentation Technician	\$ 72,170	\$ 118,565	Y	Annually
IT Coordinator	\$ 87,635	\$ 149,495	Y	Annually
Laboratory Analyst I	\$ 61,860	\$ 82,480	Y	Annually
Laboratory Analyst II	\$ 77,325	\$ 97,945	Y	Annually
Laboratory Supervisor	\$ 103,100	\$ 139,185	Y	Annually
Senior Accountant	\$ 97,945	\$ 134,030	N	Annually
Senior Customer Service Representative	\$ 82,480	\$ 118,565	Y	Annually
Superintendent of Operations	\$ 123,720	\$ 170,115	N	Annually
System Field Supervisor - Distribution	\$ 97,945	\$ 139,185	Y	Annually
System Field Supervisor - Treatment	\$ 97,945	\$ 139,185	Y	Annually
System Operator I	\$ 67,015	\$ 87,635	Y	Annually
System Operator II	\$ 77,325	\$ 97,945	Y	Annually
System Operator III	\$ 82,480	\$ 103,100	Y	Annually
System Operator IV	\$ 87,635	\$ 108,255	Y	Annually
System Operator V - Lead	\$ 92,790	\$ 118,565	Y	Annually
Water Quality & Environmental Compliance Manager	\$ 103,100	\$ 170,115	N	Annually
Water Resources Coordinator	\$ 92,790	\$ 118,565	Y	Annually
Board Member (per Meeting)	\$ 200.00	\$ 200.00	N	Per Meeting
Part-Time Student/Paid Internship	\$ 16.00	\$ 35.00	Y	Hourly
Part-Time/Temporary Employee	\$ 16.00	\$ 35.00	Y	Hourly

Authorized Full-Time Employees: **29**

Authorized Part-Time Employees: **3**

*Adjusted for Board Authorized Inflation-based 3.1% Adjustment per Resolution No.: 24-16 adopted July 25, 2024.

Month	2020		2021		2022		2023		2024		2025	
	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month	1-month	12-month
January	0.8	3.1	0.2	0.9	1.1	7.5	1.9	5.8	1	2.5	0.9	3.3
February	0.3	3.4	0.4	1	0.3	7.4	-0.3	5.1	0.5	3.4		
March	-0.7	1.9	0.5	2.2	1.5	8.5	0.1	3.7	0.7	4		
April	-0.3	0.7	1.1	3.6	0.5	7.9	0.7	3.8	0.6	3.9		
May	0.4	0.9	0.6	3.9	0.8	8	0.1	3.2	0.1	3.9		
June	0.5	1.4	0.6	4	1.1	8.6	0.5	2.5	-0.2	3.2		
July	0.6	1.9	0.6	3.9	-0.2	7.7	0	2.7	0.2	3.4		
August	0.1	2	0.2	4	0.1	7.6	0.7	3.3	0.1	2.9		
September	-0.3	1.2	0.3	4.6	0.5	7.8	0.3	3.2	0.2	2.8		
October	0.2	0.7	0.9	5.4	0.6	7.5	-0.1	2.4	0	3		
November	0.1	1	0.6	6	-0.8	6	-0.4	2.8	-0.2	3.2		
December	-0.2	1.5	0.4	6.6	-0.6	4.9	0	3.5	0.2	3.4		

Fiscal Year-to-Date Average ending in Jan 2025
3.23

https://www.bls.gov/regions/west/news-release/consumerpriceindex_losanjeles.htm

Promotion ~~and~~ Salary Adjustments~~s~~ and Performance-Based Bonus Policy

A. Purpose

The purpose of the Promotion ~~and~~ Salary Adjustments~~s~~ and Performance-Based Bonus Policy is to state the District's intention to provide appropriate classification and compensation for all employees. The goal is for Camrosa to develop and maintain a highly skilled and productive workforce to carry out the services provided by Camrosa while offering Camrosa's staff an opportunity to advance their skills and demonstrate their abilities.

B. Promotion and Salary Adjustments

The annual Performance Review will be used, in conjunction with additional evaluation criteria, to determine if a performance-based promotion and/or salary adjustment is appropriate.

Except for the General Manager, the Performance Review will be conducted for each employee by the supervisor(s) or manager and the General Manager, no less than every year beginning with the first month of each fiscal year. More frequent reviews may be necessary on a case-by-case basis. An employee may request a salary review at any time. Granting a requested review is at the discretion of the General Manager.

Consideration for a performance-based promotion or salary adjustment will be based on demonstrated trends over a series of evaluation criteria. The level of compensation for the salary adjustment or promotion will be based upon the employee's job performance, roles, responsibilities, certification and education levels, job market conditions, and the determination of the General Manager in consultation with the employee's supervisor and/or manager. Individual promotion and/or salary adjustments shall not exceed five percent (5%) in any fiscal year for any employee, without prior approval of the Board of Directors.

C. Performance-Based Bonus

The Performance-Based Bonus provides Camrosa's staff an opportunity to demonstrate and be rewarded for exceptional job performance. The annual Performance Review will be used to determine if a Performance-Based Bonus is merited for each employee.

CD. Funding

The amount available to the General Manager for performance-based promotion and/or salary adjustments and/or performance-based bonuses will be determined annually by the Board and approved as part of the annual budget development and approval process. If the amount allocated for the elements of this policy is specified as a percentage of the budgeted salaries, the basis for that amount will be a percentage of the total annual salaries of the active employees as of June 30th, prior to the beginning of the new fiscal year. The Board of Directors will have the sole discretion to approve or disapprove funds for promotions~~s~~, ~~and~~ salary adjustments, and Performance-Based Bonuses, based on the economic conditions of the District.

DE. Policy Review

This policy shall be reviewed annually by the Board of Directors during the budget development and approval process~~s~~, and as part of this process, the General Manager will provide the Board with a report on the success of this policy and any recommended modifications.

Resolution No: 24-07

A Resolution of the Board of Directors
of Camrosa Water District

**Paying and Reporting the Value of Employer Paid Member
Contribution and Providing a Discretionary Offset**

Whereas, the Board of Directors on June 24, 2021, adopted a Resolution of the Board paying and reporting the value of employer paid contribution beginning July 1, 2021, to reflect existing Classic employees hired before July 1, 2021 to begin contributing 1 percent per year of their share of CalPERS contribution and provide a discretionary offset of one percent; and,

Whereas, the governing body of the Camrosa Water District has identified the following conditions for the purpose of its election to pay Employer Paid member Contribution (EPMC):

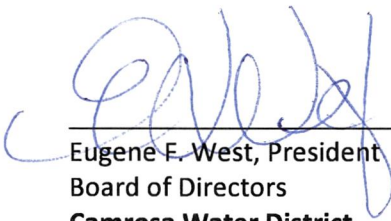
- This benefit shall apply to all employees of Classic Miscellaneous membership hired prior to July 1, 2021.
- This benefit shall be reduced from 4% to 3% of the normal contributions paid as EPMC beginning June 22, 2024, and the same percent (value) of compensation earnable shall be reported** {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be June 22, 2024; and,

Whereas, the discretionary offset provided to existing Classic employees hired before July 1, 2021 shall be 4% beginning June 22, 2024; and,

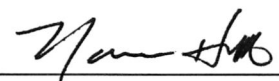
Whereas, this policy shall be renewed annually by the Board of Directors.

Now, Therefore, Be It Resolved that the Camrosa Water District Board of Directors elects to pay and report the value of EPMC, as set forth above, and provide the qualifying employees a 4% discretionary offset.

Adopted, Signed, and Approved this 13th day of May 2024.



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



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

Resolution No: 24-08

A Resolution of the Board of Directors
of Camrosa Water District

**Paying and Reporting the Value of Employer Paid Member
Contribution (CalPERS ID: 7880235845)**

Whereas, the governing body of the Camrosa Water District has the authority to implement Government Code Section 20636(c) (4) pursuant to Section 20691; and,

Whereas, the governing body of the Camrosa Water District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer, and reported as additional compensation; and,

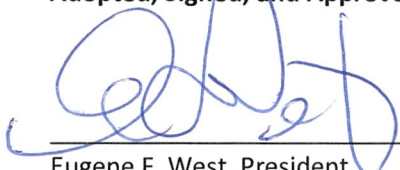
Whereas, one of the steps in the procedures to implement Section 20691 is the adoption by the governing body of the Camrosa Water District of a Resolution to pay and report the value of said Employer Paid Member Contribution (EPMC); and,

Whereas, the governing body of the Camrosa Water District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees of Classic Miscellaneous membership hired prior to July 1, 2021.
- This benefit shall consist of paying 3% of the normal contributions as EPMC beginning June 22, 2024, and reporting the same percent (value) of compensation earnable** {excluding Government Code Section 20636(c)(4)} as additional compensation.
- The effective date of this Resolution shall be June 22, 2024.

Now, Therefore, Be It Resolved that the governing body of the Camrosa Water District elects to pay and report the value of EPMC, as set forth above.

Adopted, Signed, and Approved this 13th day of May 2024.

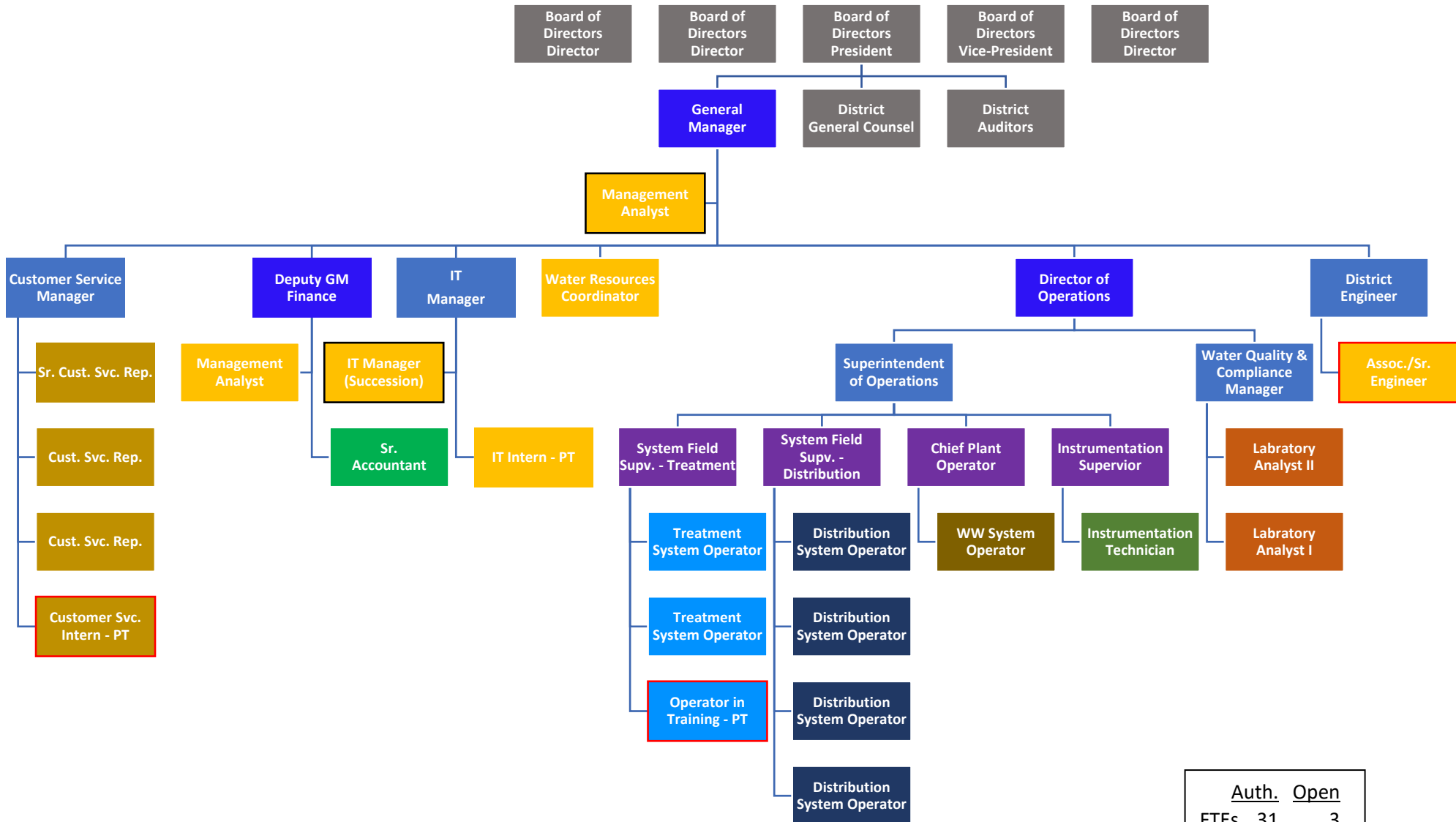


Eugene F. West, President
Board of Directors
Camrosa Water District



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

FY 25-26 Proposed Camrosa Organization Chart



	<u>Auth.</u>	<u>Open</u>
FTEs	31	3
PTEs	3	2

Human Resources – Program 05

The objective of the Human Resources program is twofold: to capture all human resource costs in a single program in order to compare the total costs of this resource by fiscal year, and to capture all costs for later allocation to the three cost centers to simplify the accounting necessary to track labor costs. Included in this program are all Salaries and Benefits for both full-time and part-time personnel, temporary contract labor, and miscellaneous personnel support costs such as uniforms, certification fees, training, and travel. These costs are allocated as overhead to the three cost centers.

Prior Year Goals

Achieved

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

Prior Year Additional Achievements

- Enhanced the 457 Deferred Compensation and 401 Profit Share Plans platforms.
- Additional Discretionary Payment applied to CalPERS Unfunded Accrued Liability.

Goals for 2025-2026

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

General Management– Program 10

The General Management program provides funds for expenses related to the general management of the District, including administrative, accounting, insurance, annual fees and charges, and other general expenses of the District. The program also contains funds for all Director-related expenses, including meeting fees, membership dues, conference and travel, and legal services. These costs are allocated as overhead to the three cost centers.

Prior Year Goals

Achieved

Continue to support Board Member participation on regional Boards and with regional organizations.



Continue to support Board Member participation in industry and association conferences.



Selection of a new auditor.



Evaluated auditor options and pursued future audit services from our current auditor.

Pursue electronic accounts payable automation within the financial system.



Pursue grant funding where available and appropriate.

Developed a Technical Memorandum (TM) of potential grant opportunities for Master Plan projects.

Update and implement the District's Record Retention Policy.



Developed a Request for Proposals (RFP) to update and implement the District's Record Retention Policy. This project will continue and be included in the updating and consolidating of District Policies along with the development of an Administrative Code.

Prior Year Additional Achievements

Began updates and consolidation of District Policies and the development of an Administrative Code.

Selected General Counsel Legal Services.

Updated the Capital Asset Policy.

Received the CSMFO Operational Budgeting Excellence Award for the twelfth consecutive year.

Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the tenth consecutive year.

Goals for 2025-2026

Continue to support Board Member participation on regional Boards and with regional organizations.

Continue to support Board Member participation in industry and association conferences.

Continue evaluation of electronic accounts payable automation within the financial system.

Continue updating and consolidating District Policies along with the development of an Administrative Code. This will include updating the Record Retention Policy and evaluating a new Electronic Document Management System.

Pursue grant funding where available and appropriate.

Information Services – Program 11

The purpose of the Information Services program is to manage and improve communication. This involves communication with our customers, other agencies, and internally among Staff. The program tracks the cost of developing, maintaining, and delivering the information necessary to manage the District effectively. The program includes costs for developing and maintaining the computer network and its accessibility. This includes secure access to information databases such as web, email, billing, financial, AMR, GIS, SCADA, and Intranet and Internet Services across the local and wide area networks of the District. The costs for all voice and satellite communications, as well as secure access to all support subscriptions to hosted and onsite data services, are included in this program. Costs are allocated as overhead to the three cost centers.

Prior Year Goals

Achieved

- | | |
|--|-------------------------------------|
| Start the upgrade of the District's Workstations from Windows 10 to Windows 11.
Upgraded 39 of 73 District Workstations from Windows 10 to Windows 11. | <input checked="" type="checkbox"/> |
| Complete the migration of existing P: and H: drive file repositories to Microsoft SharePoint cloud hosting. | <input checked="" type="checkbox"/> |
| Complete evaluation of pilot migration of existing on-premise Alchemy databases to Microsoft SharePoint. | <input checked="" type="checkbox"/> |
| Complete Advanced CIS Billing System V3 to V5 Upgrade. | <input checked="" type="checkbox"/> |
| Investigate migration from Tyler Incode Parallels thin-client to web-based interface.
Staff determined after evaluation that Tyler's web-based interface is in early development. | <input checked="" type="checkbox"/> |

Prior Year Additional Achievements

- Stood up fixed asset replacements for Offsite VPN access and Front Office Enterprise printer.
- Implemented Internet VPN connection to Lynnwood Wellsite for SCADA Communications.
- Increased internet bandwidth from 200 Mbps to 2.0 Gbps.

Goals for 2025-2026

- Complete migration of District Workstations from Windows 10 to Windows 11.
- Migrate Alchemy to Microsoft SharePoint and train users on the new interface.
- Upgrade server farm (approximately 20 servers) from MS Windows 2019 to MS Windows 2025.
- Transition from CAMROSA.COM to CAMROSA.CA.GOV internet domain.
- Investigate automation of state/local reporting and AI data-mining/data-analytic capabilities.
- Recreate CISv5 backend queries used in CISv3.

Resource Planning and Engineering Services – Program 12

The Resource Planning program plans and develops water resources and wastewater treatment capacity to serve Camrosa’s current and future customers. This involves researching and analyzing alternatives, developing and implementing programs, planning and managing capital projects, and facilitating institutional relations to increase and manage available water. The program also manages Camrosa’s environmental review process and related permitting.

Engineering Services manages capital projects and assists in the evaluation, planning, and execution of projects to improve the efficiency of the water and wastewater systems. The program provides development oversight by calculating fees and charges, checking plans for compliance with District standards, inspecting developments and District projects, managing maps and records of completed projects, and providing underground facilities locations for new construction or repairs by other utilities. These costs are allocated as overhead to the three cost centers.

Prior Year Goals

Achieved

Complete construction for Iron/MN Treatment at PV Well No. 2. Completed design and began construction.	<input type="checkbox"/>
Complete construction of PV Well No. 2 and place well into service.	<input checked="" type="checkbox"/>
Complete Woodcreek Well rehabilitation and return to service.	<input checked="" type="checkbox"/>
Completed construction of Heritage Park Monitoring Well.	<input checked="" type="checkbox"/>
Completed CWRP Effluent Pond Improvements.	<input checked="" type="checkbox"/>
Complete construction of Water Quality Sampling Stations (42 sites). Project deferred by the Board.	<input type="checkbox"/>
Complete design and begin construction for PV Well #3. Began design, estimated to be completed early 2026.	<input type="checkbox"/>
Begin drilling/construction for the new University well for RMWTP. Completed the design and began construction of new University well for RMWTP.	<input type="checkbox"/>
Complete construction of Solids Dewatering Press Facility at CWRP. Began the construction of the Solids Dewatering Press Facility at CWRP, estimated to be completed late summer of 2025.	<input type="checkbox"/>
Begin design of new Pump Station for Zone 1 to Zone 2.	<input checked="" type="checkbox"/>
Complete design for the expansion of SR Water Line to 24-Inch. Evaluating the hydraulic model to confirm necessity.	<input type="checkbox"/>
Begin design for replacement of PS# 4 and Ag2 Non-potable Water Tank.	<input checked="" type="checkbox"/>
Complete design and begin construction for refurbishment of SR-10 Well. Began Phase 1 refurbishment of SR-10 Well.	<input type="checkbox"/>
Complete design and begin construction for refurbishment of Lift Station #4. Completed design for the refurbishment of Sewer Lift Station #4.	<input type="checkbox"/>

Prior Year Additional Achievements

- Completed design for 4C Hydro-pneumatic pump station.
- Completed construction of Ag3 Non-potable Water Tank.
- Completed design of Sewer Collection Hotspots and began Construction.
- Completed design for the replacement of 7 PLCs at CWRP.
- Completed design for rehabilitation of power distribution at CWRP.

Finalized acceptance of Tract 5976 (Shea Homes, The Grove).

Completed design for water quality sampling equipment at Heritage Park Monitoring Well.

Began the development of the PDR for Conejo Water Treatment RO Plant.

Goals for 2025-2026

Complete construction for Iron/MN Treatment at PV Well No. 2.

Complete drilling, development & design of PV Well No. 3 Well (Valencia Well).

Complete Phase 1 and begin Phase 2 of SR-10 Well refurbishment.

Complete construction of Sewer Collections Hotspots.

Complete construction of Solids Dewatering Press Facility at CWRF.

Complete installation of water quality sampling equipment at Heritage Park Monitoring Well.

Complete Conejo Water Treatment Plant PDR.

Complete drilling, development & design for new University Well for RMWTP.

Complete construction for the replacement of 7 PLCs at CWRF.

Complete construction for rehabilitation of power distribution at CWRF.

Begin construction for the refurbishment of Sewer Lift Station No. 4.

Begin design for new booster Pump Station from Zone 1 to Zone 2 @ MS8.

Complete design for the replacement of Reservoir 4C.

Begin design for refurbishment of Sewer Lift Station No. 2.

Water Resource Management – Program 22

The primary function of the Water Resource Management (WRM) program is to protect the District's existing sources of supply and develop new ones.

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

Proliferating State mandates exert pressure on the District's ability to meet customer demand and significant WRM activity is directed at working with state agencies and other water suppliers to implement these regulations in ways that don't compromise our existing sources, stifle innovation, or upset cost/benefit analyses. WRM cultivates relationships with state and federal legislators and state agency leadership and staff; participates in statewide working groups; and engages in legislative analysis and advocacy. WRM costs are allocated as overhead to the three cost centers.

Prior Year Goals

Achieved

Develop and implement prioritized elements of the Camrosa Comprehensive Water Loss Reduction Strategy that will consistently reduce water loss below 6%.



Used analysis of the District's ¾ and 1-inch meter populations to identify meters for replacement based on batch performance and reliability, shifting the District's meter management from a reactive stance to being more proactive.

Submit the completed Lead Service Line Inventory to SWRCB.



Engage with SWRCB/DWR on the implementation of new legislation.



Maintain and strengthen Camrosa's position as a key collaborator on State water policy development with other water agencies and organizations such as ACWA and CMUA.



Continue to support Customer Service public outreach and communication programs.



Prior Year Additional Achievements

Took the initiative to develop a multivariate comparison between rainfall, water use, and legislation over time as an early-stage tool for resources management and water demand analysis to better inform future decision making; presented findings at the Calleguas Regional Water Use Efficiency meeting.

Goals for 2025-2026

Implement strategic, prioritized elements of the Camrosa Comprehensive Water Loss Reduction Strategy to work towards consistently reducing water loss to below 6%.

Successfully prepare and submit the District's 2025 Urban Water Management Plan.

Engage with SWRCB, DWR, and elected officials on key water policy issues and proposed legislation.

Maintain and strengthen Camrosa's position as a key collaborator on State water policy development with other water agencies and organizations such as ACWA and CMUA.

Customer Service – Program 24

The Customer Service program plays a crucial role in ensuring the efficient and effective delivery of water and sewer services to Camrosa customers. Customer Service representatives answer customer questions and handle requests for service in a courteous and friendly manner and then, as needed, dispatch technicians to address issues promptly. This program is responsible for generating and issuing bills for water and sewer services to customers, managing the collection of revenues from billings and capital improvement fees, and ensuring timely payments and proper accounting for the funds collected. Other responsibilities include addressing regulatory compliance and promoting conservation efforts by engaging in outreach efforts to promote water conservation among customers while ensuring customers' compliance with regulations regarding water use efficiency and cross-connection control. Costs are allocated as overhead to the three cost centers.

Prior Year Goals

Achieved

Enhance the customer experience by updating the payment and customer engagement portal To make it more user-friendly, intuitive, and efficient by implementing new features, improving navigation, and ensuring compatibility across devices.



Successfully transitioned the District's online payment portal from Paymentus to InvoiceCloud.

Expand efforts to encourage customers to opt for paperless billing and communication by including educational campaigns highlighting the environmental benefits, offering incentives, and simplifying the process for opting to go paperless.



Increase enrollment in autopay to 50% and paperless e-billing to 25% through customer outreach, streamlined enrollment, targeted marketing, and exploring incentive programs.



Increased customer enrollment in Autopay/Recurring Payment Options from 43% to 47%.

Increased the number of customers opting for paperless billing from 20% to 24%, resulting in cost savings related to printing and mailing, and the conservation of natural resources.

Strive for ongoing enhancement of customer service standards and operational efficiency by regularly evaluating and refining processes, implementing feedback mechanisms for customers, and staying updated on industry best practices.



Invest in educating both customers and staff to enhance understanding of water conservation, billing processes, and customer service best practices through workshops, online resources, and targeted outreach efforts.



Collaborate with other teams to develop and implement strategies aimed at reducing water loss with initiatives such as leak-detection programs, meter replacement/infrastructure upgrades, and public awareness campaigns.



Development and implementation of recently adopted SWRCB cross-connection requirements.



Began development of a new SWRCB-compliant Cross-Connection Control Plan (CCCP).

Prior Year Additional Achievements

Conducted rigorous testing of the upgraded utility billing system, customer engagement portal, and field workforce management system, demonstrating the District's commitment to improving operational efficiency and customer service quality by streamlining processes, enhancing accuracy, and offering new features and services to customers.

Maintained a 99% Cross-Connection control device annual inspection compliance rate.

Goals for 2025-2026

Promote the use of the customer engagement portal to check usage and manage billing.

Transition the 2,600 EZPay customers to the InvoiceCloud platform and increase enrollment in autopay to 50% through customer outreach, streamlined enrollment, and targeted marketing.

Expand efforts to encourage customers to opt for paperless billing and communication through educational campaigns to reach a paperless billing goal of 30%.

Strive for ongoing enhancement of customer service standards and operational efficiency by regularly evaluating and refining processes, implementing feedback mechanisms for customers, and staying updated on industry best practices.

Invest in educating both customers and staff to enhance understanding of water resources and conservation through facility tours, workshops, online resources, and targeted outreach efforts.

Collaborate with other teams to develop and implement strategies aimed at reducing water loss with initiatives such as leak detection programs, meter replacement/infrastructure upgrades, and public awareness campaigns.

Implement processes in compliance with the SWRCB cross-connection requirements.

Water Quality – Program 25

The Water Quality program ensures Camrosa meets and exceeds all state and federal water quality standards. We do this by operating two State-accredited environmental laboratories that monitor the District's drinking water wells, distribution system, sewer collection system, and treatment plant so the District can maintain optimal operation and quickly respond to water quality issues. The lab maintains the District's industrial waste program and applies for, negotiates, and manages primary operational permits. In an ever-expanding regulatory environment, Water Quality supports regulatory compliance with TMDLs, participates in legislative/regulatory advocacy, and contributes to internal and interagency studies in pursuit of new supplies and improved operations. Water Quality staff consult internally on project research, planning, and implementation. The costs for this program are allocated as overhead to the three cost centers.

Prior Year Goals

Achieved

- | | |
|--|-------------------------------------|
| Zero violations: 100% compliance with all regulations and permits.
Operational Permits are in good standing (TDS and Chloride still exceed permit limits at CWRP on occasion). | <input checked="" type="checkbox"/> |
| Complete the Sequential Chlorination Project at CWRP and receive a conditional approval letter from LARWQCB to perform sequential chlorination at the Wastewater Plant.
Sequential Chlorination Study Submitted (awaiting Regional Board approval). | <input checked="" type="checkbox"/> |
| Complete another round of Copper and Lead Sampling in July as required in the GAC Plant Permit amendment. | <input checked="" type="checkbox"/> |
| Complete the Sampling Station Project.
Project was deferred by the Board. | <input type="checkbox"/> |
| Participate in the Unregulated Contaminant Monitoring Rule 5 (UCMR 5), which is mandated by the Federal Government to discover more "Constituents of Concern" for regulation. | <input checked="" type="checkbox"/> |
| Convert disinfection at Penny Well from free chlorine to monochloramines.
O&M project requiring operator time not available this year. | <input type="checkbox"/> |
| Ensure accurate and timely submission of all internal and external reporting. | <input checked="" type="checkbox"/> |

Prior Year Additional Accomplishments

- Discontinued unused discharge permit for Camrosa Water Reclamation Facility.
- Completed a Bacteriological Level 1 assessment of Drinking Water System.
- Obtained a letter from Ventura County Planning Department verifying the District's exemption from County Conditional Use Permits at District facilities.

Goals for 2025-2026

- Assess the effect of sludge dewatering on the effluent quality of the wastewater plant.
- Assist with the implementation of the Sequential Chlorination Project following Regional Board approval.
- Value engineer sampling station project and implement at problematic sampling sites.
- Convert disinfection at Penny Well from free chlorine to monochloramines.
- Perform another round of Copper and Lead accelerated sampling required by DDW.

Buildings/Grounds & Rolling Stock – Program 26

The Buildings/Grounds & Rolling Stock program accounts for the maintenance of all District buildings, 65 acres of District property, approximately two miles of District roads, and the maintenance of the District's fleet and specialized facilities service equipment. This includes janitorial service, grounds maintenance, landscaping, fencing, weed control, and vehicle leasing and maintenance. These services reflect the District's objective of keeping all grounds secured for public safety, appealing to the eye, and optimally maintained. In addition, this program provides resources for a range of reliable vehicles and equipment, minimizing our reliance on outside contractors. Camrosa has 23 motor vehicles, 4 tractors, 3 forklifts, a trailer-mounted non-potable water pump, and multiple trailers in its fleet. These costs are allocated to the three cost centers.

Prior Year Goals

Achieved

- | | |
|--|-------------------------------------|
| Complete routine tree trimming and weed control at District sites. | <input checked="" type="checkbox"/> |
| Develop a District plan to comply with California Zero Emission Vehicle requirements. | <input checked="" type="checkbox"/> |
| Continue exploration and possible implementation of solar power generation opportunities at the non-potable storage ponds. | <input checked="" type="checkbox"/> |
| Procure a new F-550 utility vehicle.
Procurement deferred. | <input type="checkbox"/> |
| Procure a forklift for the PV well site. | <input checked="" type="checkbox"/> |
| Replace the roof on the O&M building. | <input checked="" type="checkbox"/> |
| Perform a complete facility review to ensure efficient use by District personnel of equipment and material storage and operational facilities. | <input checked="" type="checkbox"/> |

Prior Year Additional Achievements

- Began the fleet lease renewal process.
- Completed replacement of the atmospheric monitoring system at CWRF headworks.

Goals for 2025-2026

- Complete renewal of fleet vehicle leases.
- Complete routine tree trimming and weed control at District sites.
- Further develop the District's plan to comply with California Zero Emission Vehicle requirements to use when exemptions are not applicable and as appropriate vehicles become available.
- Continue joint exploration with County Fire for dip-tank locations for wildfire fighting.

Potable Water Production & Distribution – Program 52

The Potable Water Production & Distribution program produces and delivers clean, reliable potable water to the District's 8,200 service connections in a safe and cost-effective manner. The system includes more than 100 miles of transmission and distribution pipelines, a 1-MGD desalter facility, 10 reservoirs, 8 active wells, 11 Calleguas turnouts, 7 booster stations, 10 pressure-reducing stations, 1,300 valves, and 1,214 fire hydrants. These costs are allocated 100% to the potable water cost center.

Prior Year Goals

Achieved

- | | |
|--|-------------------------------------|
| Achieve a 60:40 local groundwater production to imported water ratio.
Achieved a 50:50 ratio. | <input type="checkbox"/> |
| Complete construction of PV Well No. 2 and place well into service. | <input checked="" type="checkbox"/> |
| Complete rehabilitation of the Woodcreek Well. | <input checked="" type="checkbox"/> |
| Complete construction of Heritage Park Monitoring Well. | <input checked="" type="checkbox"/> |
| Complete replacement of all meter station control cabinets.
O&M project requiring operator time not available this year. | <input type="checkbox"/> |
| Complete construction for Iron/MN Treatment at PV Well No. 2.
Completed design for Iron/MN Treatment and began construction. | <input type="checkbox"/> |
| Complete construction of Water Quality Sampling Stations (42 sites).
Project was deferred by the Board. | <input type="checkbox"/> |
| Implementation of the well maintenance and rehabilitation program. | <input checked="" type="checkbox"/> |
| Complete distribution system flushing. | <input checked="" type="checkbox"/> |
| Complete design and begin construction for a new supply well for the RMWTP.
Completed the design and began construction of a new University well for RMWTP. | <input checked="" type="checkbox"/> |
| Complete AMR/AclaraOne MTU installation District-wide, including 5,245 MTUs. | <input checked="" type="checkbox"/> |
| Complete Meter Station #11 and Pressure Relief Stations rehabilitation.
O&M project requiring operator time not available this year. | <input type="checkbox"/> |

Prior Year Additional Achievements

- Identified and replaced 1500 aging water meters.
- Completed annual potable production meter calibration.

Goals for 2025-2026

- Achieve a 60:40 local groundwater production to imported water ratio.
- Complete construction for Iron/MN Treatment at PV Well No. 2.
- Complete drilling, development & design of PV Well No. 3 Well (Valencia Well)
- Complete Phase 1 and begin Phase 2 of SR-10 Well refurbishment
- Implementation of the well maintenance and rehabilitation program.
- Identify and replace 1000 aging water meters.
- Complete drilling, development & design for the new University Well for RMWTP.
- Complete replacement of all meter station control cabinets.
- Complete Meter Station #11 and Pressure Relief Stations rehabilitation.

Non-Potable Water Production & Distribution – Program 53

The Non-Potable Water Production & Distribution program delivers non-potable water to the District's customers in a safe and cost-effective manner. The non-potable system includes the Conejo Creek Diversion structure, 49 million gallons of surface storage area, 3 wells, 4 pumping stations, 4 reservoirs, 34 fire hydrants, and 23 miles of distribution pipelines. These costs are allocated 100% to the non-potable water cost center.

Prior Year Goals

Achieved

Continue the annual overhaul of Diversion debris screens.	<input checked="" type="checkbox"/>
Calibrate all non-potable production meters.	<input checked="" type="checkbox"/>
Complete annual sand removal at the ponds.	<input checked="" type="checkbox"/>
Continue annual sandbar removal at the Conejo Creek Diversion.	<input checked="" type="checkbox"/>
Inspect and clean Reservoir 1A.	<input checked="" type="checkbox"/>
Completed CWRP Effluent Pond Improvements.	<input checked="" type="checkbox"/>
Complete design for the refurbishment of Ag2 Non-potable Water Tank and Pump Station #4. Began design for replacement of PS# 4 and Ag2 Non-potable Water Tank.	<input type="checkbox"/>
Complete design and begin construction for refurbishment of SR-10 Well. Began Phase 1 refurbishment of SR-10 Well.	<input type="checkbox"/>
Implementation of the well maintenance and rehabilitation program.	<input checked="" type="checkbox"/>
Complete AMR/AclaraOne MTU installation District-wide including 255 NP MTUs.	<input checked="" type="checkbox"/>
Explore opportunities within the non-potable distribution system. Explored Non-potable water allocation strategies.	<input checked="" type="checkbox"/>

Prior Year Additional Achievements

Completed construction of Ag3 Non-potable Water Tank.

Goals for 2025-2026

Continue the annual overhaul of Diversion debris screens.
Calibrate all non-potable production meters.
Complete annual sand removal at the ponds.
Continue annual sandbar removal at the Conejo Creek Diversion.
Inspect and clean Reservoir 1A.
Complete design for replacement of PS# 4 and Ag2 Non-potable Water Tank.
Complete Phase 1 and begin Phase 2 of SR-10 Well refurbishment.
Implementation of the well maintenance and rehabilitation program.
Develop a comprehensive integrated water resources allocation policy and explore water allocation strategies within the non-potable distribution system.

Wastewater Collection & Treatment – Program 57

The Wastewater Collection & Treatment program provides for the operation, maintenance, and repair of the Camrosa Water Reclamation Facility (CWRF) and the sewer collection system, including 40 miles of collection lines, 6 lift stations, 4 siphon structures, and 1,350 manholes. Each year, two-thirds of this system receives hydro-cleaning, and suspected trouble spots are identified and videoed. The source control program ensures that industrial customers do not discharge materials hazardous to the treatment process and that restaurants do not discharge grease into the collection system. The CWRF has helped increase the water resources available to the District. These costs are allocated 100% to the wastewater cost center.

Prior Year Goals

Achieved

- | | |
|--|-------------------------------------|
| Zero wastewater violations and zero sanitary sewer overflows.
Operational Permits are in good standing. (TDS and Chloride still exceed permit limits at CWRF on occasion). | <input type="checkbox"/> |
| Complete construction of permanent ammonia injection system for sequential chlorination.
Sequential Chlorination Study Submitted (awaiting Regional Board approval). | <input type="checkbox"/> |
| Complete atmospheric monitoring system at CWRF headworks. | <input checked="" type="checkbox"/> |
| Complete CWRF Effluent Pond improvements. | <input checked="" type="checkbox"/> |
| Complete replacement of the Motor Control Center (MCC) at Sewer Lift Read Rd. | <input type="checkbox"/> |
| Begin construction of the Sewer Hotspot rehabilitation project. | <input checked="" type="checkbox"/> |
| Complete replacement of the Headworks bar screen at CWRF. | <input checked="" type="checkbox"/> |
| Complete construction of Solids Dewatering Press Facility at CWRF.
Began the construction of the Solids Dewatering Press Facility at CWRF, estimated to be completed in October 2025. | <input type="checkbox"/> |
| Complete annual calibration of all flow meters at CWRF. | <input checked="" type="checkbox"/> |
| Rehabilitate an additional 40 sewer manholes. | <input checked="" type="checkbox"/> |
| Complete design and begin construction for rehabilitation of Lift Station #4.
Completed design for the rehabilitation of Lift Station #4. | <input type="checkbox"/> |
| Begin the design process at the CWRF for upgrading the Programmable Logic Controllers (PLC). | <input checked="" type="checkbox"/> |
| Begin design to rehabilitate the CWRF power distribution system. | <input checked="" type="checkbox"/> |

Goals for 2025-2026

- Zero wastewater violations.
- Zero sanitary sewer overflows.
- Complete construction of permanent ammonia injection system for sequential chlorination.
- Complete replacement of the Motor Control Center (MCC) at Sewer Lift Read Rd.
- Complete construction of the Sewer Hotspot rehabilitation project.
- Complete construction of Solids Dewatering Press Facility at CWRF.
- Complete annual calibration of all flow meters at CWRF.
- Rehabilitate an additional 40 sewer manholes.
- Begin construction for refurbishment of Sewer Lift Station No.4
- Complete construction for the replacement of 7 PLCs at CWRF.
- Complete construction for rehabilitation of power distribution at CWRF.

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. Cash Balances (Jan. 2025)
- B. 2025 Board Calendar

FUNDS FY 24-25

	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	% Invested	JANUARY	FEBRUARY
UNRESTRICTED FUNDS											
Investments											
LAIF	9,361,508.72	10,386,124.29	8,836,124.29	10,536,124.29	10,646,642.45	9,926,642.45	6,481,642.45	7,952,424.18	19%	1,2,10	
PERSHING, LLC (T- Bills, Notes)	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	34,258,123.90	81%		
	43,619,632.62	44,644,248.19	43,094,248.19	44,794,248.19	44,904,766.35	44,184,766.35	40,739,766.35	42,210,548.08	100%	-	-
Operating Accounts											
U.S BANK DEPOSIT ACCOUNT	1,220,134.76	263,710.21	2,098,345.16	130,290.11	902,305.80	696,650.32	1,264,016.51	149,152.38			
U.S BANK DISBURSEMENTS ACCOUNT	789,549.22	843,960.55	758,341.59	640,548.17	490,341.08	851,550.79	1,635,425.70	887,377.00			
BANK OF AMERICA-RTL ACCOUNT	350,167.36	467,709.35	383,992.42	431,363.17	209,795.10	478,525.40	643,400.63	708,359.22			
	2,359,851.34	1,575,380.11	3,240,679.17	1,202,201.45	1,602,441.98	2,026,726.51	3,542,842.84	1,744,888.60		-	-
TOTAL	\$ 45,979,483.96	\$ 46,219,628.30	\$ 46,334,927.36	\$ 45,996,449.64	\$ 46,507,208.33	\$ 46,211,492.86	\$ 44,282,609.19	\$ 43,956,436.68		\$ -	\$ -
RESTRICTED FUNDS											
PAYMENT FUND 2016	169,409.07	7,762.21	11,928.63	15,783.94	19,409.00	22,983.67	885,515.63	-	3,4,5,7,8,9		
RESERVES 2016	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	879,528.69	4		
SURPLUS FUND 2016	-	-	-	-	-	-	-	4,421.06	9		
WATER ACQUISITION FUND 2016	183.14	183.14	183.14	183.14	183.14	183.14	183.14	-	5,6		
WASTEWATER ACQUISITION FUND 2016	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87	6,050.87			
TOTAL	\$ 1,055,171.77	\$ 893,524.91	\$ 897,691.33	\$ 901,546.64	\$ 905,171.70	\$ 908,746.37	\$ 1,771,278.33	\$ 890,000.62		\$ -	\$ -
GRAND TOTAL	\$ 47,034,655.73	\$ 47,113,153.21	\$ 47,232,618.69	\$ 46,897,996.28	\$ 47,412,380.03	\$ 47,120,239.23	\$ 46,053,887.52	\$ 44,845,437.30		\$ -	\$ -

U.S. Treasury Bills & Notes

Financial Institution	Cusip Number	Settlement Date	Maturity Date	Par Value	Market Price at Purchase	Amount	Accrued Int. at Purchase	Net Amount	Yield to Maturity	Market Value Current	Accrued Int. as of Jan. 2025
Pershing, LLC-Treasury Notes	912828JZ7	2/22/2024	2/15/2025	10,274,000.00	97.29	9,995,574.60	3,951.54	9,999,526.14	4.863%	10,272,150.68	94,364.46
Pershing, LLC-Treasury Notes	9128284Z0	11/2/2023	8/31/2025	14,511,000.00	96.00234	13,930,900.10	69,066.78	13,999,966.88	5.07%	14,380,981.44	168,660.31
Pershing, LLC-Treasury Notes	912797GX9	3/14/2024	3/15/2026	10,006,000.00	100.225	10,028,513.50	230,117.38	10,258,630.88	4.625%	10,044,723.22	176,417.94
Total				\$ 34,791,000.00		\$ 33,954,988.20	\$ 303,135.70	\$ 34,258,123.90		\$ 34,697,855.34	439,442.71

Series 2016-Reserve Fund

Cusip Number	Financial Institution	Settlement Date	Yield to Worst	Maturity	Amount	Accrued Income
09248u445	Blackrock Liquidity Funds	10/19/2016	4.26%	N/A	879,528.69	3,108.47

ANTICIPATED OUTFLOWS

Water Purchases Jan. 2025	630,275.46
Payroll PR 2-1, 2-2 & ME	400,000.00
AP Check Run 2/5 & 2/19	1,300,000.00
Large CIP Project Payments	-
	2,330,275.46

FINANCE MEETING

DATE 2/26/2025

Norman Huff-General Manager

Brad Milner-Management Analyst

Tamara Sexton-Deputy General Manager/Finance

Sandra Llamas-Senior Accountant

MEETING NOTES:

- Interest earnings for quarter ended December 31st in the amount of \$110,781.73 were deposited to LAIF account on January 15th.
- There was a transfer to LAIF from operations in the amount of \$1,360,000.00.
- The payment fund received \$998.01 interest earnings in the month of January.
- The reserve fund received interest earnings in the amount of \$3,239.67 in the month of January. The full amount was transferred to the payment fund.
- The water acquisition fund received interest earnings in the amount of \$0.24 in the month of January. The full amount was transferred to the payment fund.
- The water acquisition fund was closed. The \$183.14 remaining balance was transferred to the principal fund and used to pay principal due on January 15th.
- \$719,816.86 were transferred to the principal fund for payment due on January 15th.
- \$165,515.63 were transferred to the Interest fund for payment due to bondholders on January 15th.
- The remaining payment fund balance after principal and interest payment in the amount of \$4,421.06 was transferred to the surplus fund.
- LAIF's average monthly rate of return for the period was 4.366.
- Treasury notes pay interest semi-annually. Accrued interest as of Dec. 31st. is \$439,442.71.

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

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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31						

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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30						

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