

Board Agenda

Regular Meeting

Thursday, March 27, 2025
Camrosa Board Room
7385 Santa Rosa Rd., Camarillo, CA 93012
5:00 P.M.

Call to Order

Public Comments

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

Consent Agenda

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

1. **Approve Minutes of the Regular Meeting of March 13, 2025**

2. ****Approve Vendor Payments**

Objective: Approve the payments as presented by Staff.

Action Required: Approve accounts payable in the amount of \$1,113,275.63.

3. ****Operating Budget Excellence Award**

Objective: Receive the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

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

4. **Conejo Water Treatment Plant Preliminary Design Report (PDR) Update**

Objective: Provide a project update for the Conejo Water Treatment Plant PDR.

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

Primary Agenda

5. Employee Spotlight

Objective: Spotlight a Camrosa employee.

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

6. **Meter Replacements

Objective: Allocate additional funds to provide for additional meter replacements.

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

- 1) Appropriate additional funding from the Potable Replacement Fund in the amount of \$206,000 to the MTU & Meter Replacement CIP for labor and materials to install an additional 712, ¾" and 1" Badger meters.
- 2) Award a contract to Concord Utility Services in the amount not to exceed \$123,974.80 for the labor to install 712, ¾" and 1" Badger meters to be furnished by the District.

7. **Master Plan Update, March 2025

Objective: Provide the Board with a report/update from the Master Plan Ad hoc Committee on the Master Plan progress.

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

8. **Board Meetings

Objective: To consider revising the day and time of regularly scheduled meetings of the Camrosa Water District Board of Directors.

Action Required: Adopt a Resolution of the Board of Directors to set the day and time of the regular Board Meetings.

Comments by General Manager; Comments by Directors

Closed Session

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

9. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code, §54956.9(d)(1))

NAME OF CASE: OPV Coalition et al v. Camrosa Water District, Santa Barbara County Superior Court Case No. VENCI00555357

10. ANNUAL EVALUATION OF PERFORMANCE OF THE GENERAL MANAGER (Gov. Code §54957(b))

NOTE: Gov. Code §54957(b)(4) "Closed Sessions held pursuant to this subdivision shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline."

Open Session

11. Announcement of Reportable Action Taken During the Closed Session

12. Discussion with Action as Needed Regarding General Manager Compensation and/or Benefits

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 27, 2025

**Board of
Directors
Agenda Packet**

Board Minutes

Regular Meeting

Thursday, March 13, 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
Timothy H. Hoag, Director
Terry L. Foreman, Director

Staff: Norman Huff, General Manager
Tamara Sexton, Deputy General Manager/Finance
Jozi Zabarsky, Customer Service Manager
Kevin Wahl, Director of Operations
Terry Curson, District Engineer
Chris Patacsil, Superintendent
Jude Kiesewetter, Chief Plant Operator
Brad Milner, Business Analyst
Keith Lemieux, Legal Counsel

Guest: None

Public Comments

None

Consent Agenda

1. Approve Minutes of the Regular Meeting of February 27, 2025

2. Approve Vendor Payments

A summary of accounts payable in the amount of \$926,489.03 was provided for Board information and approval.

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

The Board authorized 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.

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

Primary Agenda

4. Employee Spotlight

The Board was introduced to Jude Kiesewetter, Chief Plant Operator.

No action was necessary; for information only.

5. Review of District Investment Policy

The Board adopted Resolution 25-02 Adopting a District Investment Policy.

Motion to approve: Brown **Second:** Foreman

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

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

The Board authorized 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; and
- 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.

Motion to approve: Hoag **Second:** Nelson

Motion carried unanimously.

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

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

No action was required; 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

- University Well/Round Mountain back online.
- Remote participation guidelines were sent to the Board.

Comments by Directors

- Director Nelson reported attending the Calleguas Board meeting. He requested the GM attend Leisure Village's June meeting.
- Director Foreman reported from the Budget Ad hoc Committee. Requested 3-5 target goals. Requested Profit Sharing Plan be brought back to the Board. Requested Master Plan CIP be presented at the next meeting.
- President West requested the Board reconsider the start time of the Board meeting.

Adjournment

There being no further business, the meeting was adjourned at 6:22 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 27, 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 \$1,113,275.63.

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

Payroll PR 3-2, 2025	\$ 61,525.48
Accounts Payable 3/06/2025-03/19/2025	<u>\$ 1,051,750.15</u>
Total Disbursements	<u>\$ 1,113,275.63</u>

DISBURSEMENT APPROVAL	
BOARD MEMBER	DATE
BOARD MEMBER	DATE
BOARD MEMBER	DATE

 Norman Huff, General Manager

Camrosa Water District

Accounts Payable Period:

03/06/2025-03/19/2025

Expense	Account Description	Amount
10302	Escrow Account-Pacific Hydro	
11100	AR Other	
11700	Meter Inventory	
11900	Prepaid Insurance	
11905	Prepaid Maintenance Ag	
15773	UAL Prepayment	
13400	Construction in Progress	144,136.15
20053	Current LTD Bond 2016	
20202	Invoice Cloud Fees Payable	
20400	Contractor's Retention	-2,052.64
20250	Non-Potable Water Purchases	
23001	Refunds Payable	554.93
50110	Payroll FLSA Overtime-Retro	
50010	Water Purchases & SMP	360,867.53
50020	Pumping Power	132,594.84
50100	Federal Tax 941 1 st QTR	
50013	CamSan Reclaimed Water	
50135	PERS Required UAL	
50200	Utilities	3,976.06
50210	Communications	146.88
50220	Outside Contracts	86,285.75
50230	Professional Services	123,031.02
50240	Pipeline Repairs	4,944.45
50250	Small Tool & Equipment	872.54
50260	Materials & Supplies	12,463.01
50270	Repair Parts & Equip Maint	173,262.51
50280	Legal Services	5,299.00
50290	Dues & Subscriptions	
50300	Conference & Travel	
50310	Safety & Training	
50330	Board Expenses	
50340	Bad Debt	
50350	Fees & Charges	5,368.12
50360	Insurance Expense	
50500	Misc Expense	
50600	Fixed Assets	
50700	Interest Expense	
TOTAL		\$1,051,750.15

Expense Approval Report

By Vendor Name

Camrosa Water District, CA

Payable Dates 3/6/2025 - 3/19/2025 Post Dates 3/6/2025 - 3/19/2025

Payment Numb	Post Date	Vendor Name	Payable Number	Description (Item)	Account Name	Purchase O	Amount
148	03/13/2025	CAMROSA WATER DISTRICT	2016	Reimbursement EFT pymt to BON01-102-06	Prof services		662.50
149	03/18/2025	INTERA INCORPORATED	02-25-39 GSA	Update ASR-GSP for Water Year 2024	Prof services	FY25-0085	22,002.50
TOTAL VENDOR PAYMENTS-GSA							\$ 22,665.00
Vendor: *CAM* - DEPOSIT ONLY-CAMROSA WTR							
3477	03/13/2025	DEPOSIT ONLY-CAMROSA WTR	3-13-25-AP	Transfer to disbursements Account	Transfer to disbursements-		1382000
3478	03/13/2025	DEPOSIT ONLY-CAMROSA WTR	3-13-25-PR	Transfer to Disbursements Account	Transfer to disbursements-		122500
Vendor *CAM* - DEPOSIT ONLY-CAMROSA WTR Total:							1504500
61812	03/19/2025	AIRGAS USA, LLC.	9159219700	Materials & Supplies - CO2 Tank Rental	Materials & supplies		139.97
61813	03/13/2025	ALEXIS DOMAN	00006078	Deposit Refund Act 6078 - 2449 Blanchard Pl	Refunds payable		96.63
Vendor: ALL11 - ALL PEST AND REPAIR, INC.							
61814	03/14/2025	ALL PEST AND REPAIR, INC.	0028436	Pest Control-VTA1-1900	Outsd contracts		800.00
61814	03/14/2025	ALL PEST AND REPAIR, INC.	0028459	Pest Control-VTA1-7385	Outsd contracts		650.00
Vendor ALL11 - ALL PEST AND REPAIR, INC. Total:							1,450.00
61815	03/19/2025	ALLCONNECTED INC	44187	Managed IT Services with All Connected Inc.	Outsd contracts	FY25-0014	588.95
61816	03/13/2025	AQUATIC INFORMATICS INC	105338	LIMS System	Construction in progress	FY23-0131-F	10,580.00
61817	03/13/2025	Arroyo Santa Rosa Valley Basin GSA	15	FY24-25 Contribution to Arroyo Santa Rosa GSA	Prof services		80,000.00
61818	03/13/2025	AUTUMN BRIDGMAN	00001455	Deposit Refund Act 1455 - 4791 Colony Dr	Refunds payable		30.81
Vendor: BAD02 - BADGER METER INC							
61819	03/17/2025	BADGER METER INC	1715426	Meter Purchase - 1.5"	Repair Parts & Equipment	FY25-0185	35,824.76
61819	03/17/2025	BADGER METER INC	1717494	Meter Purchase 3/4',1",1.5"	Repair Parts & Equipment	FY25-0184	35,517.98
Vendor BAD02 - BADGER METER INC Total:							71,342.74
61820	03/17/2025	BOUTWELL*FAY LLP	40086	457 Legal Services	Legal services		5,299.00
61821	03/18/2025	BSK ASSOCIATES	AI07492	Outside Labwork for Conejo GAC	Outsd contracts		1,550.00
Vendor: CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT							
1554	03/17/2025	CALLEGUAS MUNICIPAL WATER DISTRICT	022625	Water Purchase Potable	Water purchases Potable		264,138.46
1554	03/17/2025	CALLEGUAS MUNICIPAL WATER DISTRICT	022625	Water Purchase Potable	CMWD Fixed Charges Potal		89,004.94
1554	03/17/2025	CALLEGUAS MUNICIPAL WATER DISTRICT	022625	Water Purchase Non-Pot	Water purchases Non-Pot		4,968.07
1554	03/17/2025	CALLEGUAS MUNICIPAL WATER DISTRICT	022625	Water Purchase Non-Pot	CWD-Fixed Charges Non-Pc		1,674.06
1554	03/17/2025	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP020225	SMP CMWD - SMP Pipeline Fee	SMP CWD-RMWTP		541.00
1554	03/17/2025	CALLEGUAS MUNICIPAL WATER DISTRICT	SMP020225	SMP CMWD - SMP Pipeline Fee	SMP CMWD		541.00
Vendor CAL03 - CALLEGUAS MUNICIPAL WATER DISTRICT Total:							360,867.53

Vendor: CAN03 - Cannon Corporation

61822	03/18/2025	Cannon Corporation	91300	Rehabilitate Power Distribution System at CWR	Construction in progress	FY25-0112	11,310.20
61822	03/18/2025	Cannon Corporation	91455	Annual Contract Construction Inspection Services	Outsd contracts	FY25-0026	3,927.25
61822	03/18/2025	Cannon Corporation	91456	Annual Contract Construction Inspection Services	Outsd contracts	FY25-0026	7,614.00
61822	03/18/2025	Cannon Corporation	91495	4C Hydro pump station refurbishment engineering	Construction in progress	FY25-0107	5,624.98
61822	03/18/2025	Cannon Corporation	91496	Engineering services for University Well 2	Construction in progress	FY25-0108	11,110.52
61822	03/18/2025	Cannon Corporation	91497	AG 3 Engineering during constructin	Construction in progress	FY23-0201-R	2,046.00

Vendor CAN03 - Cannon Corporation Total: 41,632.95

61823	03/13/2025	CAROLINE WICKMAN	00003277	Deposit Refund Act 3277 - 5680 Recodo Wy	Refunds payable		29.29
61824	03/17/2025	CENTRAL COAST TANK TESTING,INC.	1770	Outside Contracts-Fuel Tank Inspection-Feb2025	Outsd contracts		1,161.75
61825	03/13/2025	CHARLES MAKI	00005912	Overpayment Closed Account- 2754 Redondo Cir	Refunds payable		259.49
61826	03/19/2025	CHART INC.	1625119	Chart Sales Tax	Prof services	FY25-0208	30,816.02
61827	03/17/2025	CITY OF THOUSAND OAKS	201/30125	Sewer Services for Read Rd-Tract#5142	Outsd contracts		635.04
61828	03/18/2025	CONSOR NORTH AMERICA, INC.	W232492CA-00-15	Design Services for Iron/MN Removal	Construction in progress	FY24-0084-F	24,260.00
61829	03/17/2025	CORELOGIC INFORMATION SOLUTIONS, INC	30761915	Online Assessors Parcel Info Ventura Cty	Outsd contracts		168.83
61830	03/17/2025	COUNTY OF VENTURA PUBLIC WORKS	388600	Encroachment Permit - PE25-0073	Outsd contracts		885.00

Vendor: COU01 - COUNTY OF VENTURA RMA OPERATIONS

61831	03/17/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261966	Permit-Environmental Health Insp-Pump Station 3	Fees & charges		774.94
61831	03/17/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261967	Permit-Environmental Health Insp-4C Hydro	Fees & charges		774.94
61831	03/17/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261968	Permit-Environmental Health Insp-TR Well Station	Fees & charges		1,193.98
61831	03/17/2025	COUNTY OF VENTURA RMA OPERATIONS	in0261969	Permit-Environmental Health- Highland Pump Station	Fees & charges		774.94
61831	03/17/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261970	Permit-Environmental Health- Sewer Lift 1 Station	Fees & charges		774.94
61831	03/17/2025	COUNTY OF VENTURA RMA OPERATIONS	IN0261971	Permit-Environmental Health- Sewer Lift 2 Station	Fees & charges		774.94

Vendor COU01 - COUNTY OF VENTURA RMA OPERATIONS Total: 5,068.68

61832	03/13/2025	DEANNA DELAY	00001568	Overpayment Closed Account-749 Hunt Cir	Refunds payable		6.27
61833	03/19/2025	DLT SOLUTIONS, LLC	SI687431	Autocad Annual Renewal	Outsd contracts	FY25-0198	707.26

Vendor: EIH01 - E.J. HARRISON & SONS INC

61834	03/17/2025	E.J. HARRISON & SONS INC	030425	Diversions Clean Up	Outsd contracts		509.34
61834	03/17/2025	E.J. HARRISON & SONS INC	31325	Trash Removal - CWRF	Outsd contracts		559.17

Vendor EIH01 - E.J. HARRISON & SONS INC Total: 1,068.51

61835	03/13/2025	EDGAR ABARCA	00010566	Deposit Refund Act 10566-5020 Robles St	Refunds payable		10.58
61836	03/13/2025	ENRIQUE PEREZ	00001606	Deposit Refund Act 1606 - 749 Hacienda Dr	Refunds payable		78.22
1555	03/17/2025	ENTERPRISE FLEET SERV INC	123859-030525	Vehicle Lease -March 2025	Outsd contracts		10,551.61
61837	03/17/2025	FAMCON PIPE & SUPPLY, INC	S100149751-001	Leak Repair - 1 1/2" Parts	Pipeline repairs	FY25-0226	3,335.26

Vendor: FRU01 - FRUIT GROWERS LAB. INC.

61838	03/13/2025	FRUIT GROWERS LAB. INC.	420168A	Outside Lab Work for Lab Microbiology Water	Outsd contracts		63.00
61838	03/13/2025	FRUIT GROWERS LAB. INC.	503172A	Conejo GAC Plant Nitrate	Outsd contracts		39.00
61838	03/13/2025	FRUIT GROWERS LAB. INC.	503173A	Lab Water QC	Outsd contracts		63.00
61838	03/13/2025	FRUIT GROWERS LAB. INC.	503174A	Conejo GAC Outside Lab Work	Outsd contracts		357.00
61838	03/18/2025	FRUIT GROWERS LAB. INC.	503604A	Conejo GAC Outside Lab Work	Outsd contracts		39.00

Vendor FRU01 - FRUIT GROWERS LAB. INC. Total: 561.00

Vendor: GEI01 - GEIGER ENTERPRISES, INC.

61839	03/17/2025	GEIGER ENTERPRISES, INC.	25-1066	Materials & Supplies - FUEL DIESEL	Materials & supplies		714.05
61839	03/17/2025	GEIGER ENTERPRISES, INC.	25-1067	Materials & Supplies - FUEL DIESEL	Materials & supplies		555.69

Vendor GEI01 - GEIGER ENTERPRISES, INC. Total: 1,269.74

61840	03/14/2025	HACH COMPANY	14407241	Replacement CL17 Colorimeters	Repair parts & equipment		1,244.91
61841	03/18/2025	HYDROPRO SOLUTIONS	0003531IN	Meter Replacement - 2" Octaves	Repair Parts & Equipment	FY25-0158	78,106.96
61842	03/13/2025	IDEXX LABORATORIES, INC	3171170433	Laboratory Supplies	Materials & supplies		699.19
Vendor: INFO0 - INFOSEND, INC.							
61843	03/17/2025	INFOSEND, INC.	281688	Mailing Services-INFOSEND	Outsd contracts		14.00
61843	03/19/2025	INFOSEND, INC.	283137	Printing & Mailing District Statements-March 2025	Outsd contracts		5,060.65
Vendor INFO0 - INFOSEND, INC. Total:							5,074.65
61844	03/18/2025	INTERA INCORPORATED	02-25-30	AS Needed Services for the OPV Basin	Prof services	FY25-0140	215.00
61845	03/13/2025	LETICIA GALVEZ-VARGAS	00002008	Deposit Refund Act 2008 - 5315 Heather St	Refunds payable		6.08
61846	03/18/2025	LIFE TECHNOLOGIES CORPORATION	86780659	Laboratory Supplies	Materials & supplies		166.95
61847	03/19/2025	Mackay Communications, Inc.	SB-202501-116515	Annual Satellite Phone Support	Communications		146.88
61848	03/18/2025	MICHAEL K. NUNLEY & ASSOCIATES, INC.	001050002373	Consultant Services - Rehab Sewer Lift Sta. No. 4	Construction in progress	FY25-0075	3,209.70
61849	03/18/2025	MNS ENGINEERS, INC.	89101	Out of Scope Svc - Eng Svc During Construction	Construction in progress	FY24-0126-F	13,150.00
61850	03/18/2025	NBS GOVERNMENT FINANCE GROUP	202503-1269	Develop In-Lieu Fees for Mitigation Requirements	Prof services	FY25-0084	12,000.00
Vendor: NOR07 - NORTHSTAR CHEMICAL							
61851	03/14/2025	NORTHSTAR CHEMICAL	305752	Chemicals (Chlorine) Tierra Rejada	Materials & supplies		1,302.17
61851	03/14/2025	NORTHSTAR CHEMICAL	305754	Chemicals (Chlorine) Lynnwood/Woodcreek	Materials & Supp-PV Well		4,582.56
61851	03/14/2025	NORTHSTAR CHEMICAL	305755	Chemicals (Chlorine) Conejo GAC	Materials & supplies		3,489.42
Vendor NOR07 - NORTHSTAR CHEMICAL Total:							9,374.15
61852	03/19/2025	QUADIENT LEASING USA, INC.	Q1770837	Postal Meter Rental- 4-01-25 th 7-09-25	Materials & supplies		551.81
61853	03/19/2025	QUALITY AG, INC	121792	Diversion clean up	Outsd contracts	FY25-0227	4,289.00
Vendor: QUI02 - QUINN COMPANY							
61854	03/18/2025	QUINN COMPANY	WON10023791	Repair Parts & Equipment - Generator Maint-SJSL	Repair parts & equipment		827.00
61854	03/18/2025	QUINN COMPANY	WON10024232	Generator Maintenance 26	Repair parts & equipment	FY25-0162	942.68
61854	03/18/2025	QUINN COMPANY	WON10024233	Generator Maintenance 26	Repair parts & equipment	FY25-0162	968.18
61854	03/18/2025	QUINN COMPANY	WON10024234	Generator Maintenance 26	Repair parts & equipment	FY25-0162	746.50
61854	03/18/2025	QUINN COMPANY	WON10024235	Generator Maintenance 26	Repair parts & equipment	FY25-0162	1,246.35
61854	03/18/2025	QUINN COMPANY	WON10024236	Generator Maintenance 26	Repair parts & equipment	FY25-0162	851.92
61854	03/19/2025	QUINN COMPANY	WON10024237	Generator Maintenance 52	Repair parts & equipment	FY25-0164	1,015.97
61854	03/18/2025	QUINN COMPANY	WON10024238	Generator Maintenance 52-1	Repair Parts & Equipment-I	FY25-0165	1,255.21
61854	03/19/2025	QUINN COMPANY	WON10024239	Generator Maintenance 52	Repair parts & equipment	FY25-0164	919.78
61854	03/19/2025	QUINN COMPANY	WON10024240	Generator Maintenance 52	Repair parts & equipment	FY25-0164	1,047.63
61854	03/18/2025	QUINN COMPANY	WON10024247	Generator Maintenance 52-1	Repair Parts & Equipment-I	FY25-0165	1,454.73
61854	03/19/2025	QUINN COMPANY	WON10024249	Generator Maintenance 52	Repair parts & equipment	FY25-0164	878.57
61854	03/19/2025	QUINN COMPANY	WON10024251	Generator Maintenance 52	Repair parts & equipment	FY25-0164	784.31
61854	03/19/2025	QUINN COMPANY	WON10024270	Generator Maintenance 52	Repair parts & equipment	FY25-0164	782.75
61854	03/19/2025	QUINN COMPANY	WON10024271	Generator Maintenance 52	Repair parts & equipment	FY25-0164	951.02
61854	03/19/2025	QUINN COMPANY	WON10024272	Generator Maintenance 52	Repair parts & equipment	FY25-0164	1,001.95
61854	03/18/2025	QUINN COMPANY	WON10024282	Generator Maintenance 26	Repair parts & equipment	FY25-0162	988.39
61854	03/18/2025	QUINN COMPANY	WON10024283	Generator Maintenance 26	Repair parts & equipment	FY25-0162	927.90
Vendor QUI02 - QUINN COMPANY Total:							17,590.84
61855	03/13/2025	ROY CAREW	00003649	Deposit Refund Act 3649 - 1218 Mission Verde Dr	Refunds payable		26.98
61856	03/19/2025	RT LAWRENCE CORPORATION	49580	Lockbox Services-Processing of Payments Feb2025	Outsd contracts		470.77
1558	03/13/2025	SANDRA LLAMAS	31225	Standing Desk Converter for Office	Fees & charges		299.44
61857	03/17/2025	Santa Paula Materials, Inc.	24141	Leak Repair - Sand and Base	Pipeline repairs	FY25-0228	1,609.19

61858	03/17/2025	SHERWIN WILLIAMS	2387-1	Materials & Supplies - Hydrant Paint	Materials & supplies		212.51
Vendor: SCE01 - SOUTHERN CALIF. EDISON							
1559	03/18/2025	SOUTHERN CALIF. EDISON	March2025	Current Usage Charges - March 2025	Pumping power Potable		58,492.58
1559	03/18/2025	SOUTHERN CALIF. EDISON	March2025	Current Usage Charges - March 2025	Pumping Power-RMWTP		1,337.15
1559	03/18/2025	SOUTHERN CALIF. EDISON	March2025	Current Usage Charges - March 2025	Pumping power Non-Pot		72,765.11
1559	03/18/2025	SOUTHERN CALIF. EDISON	March2025	Current Usage Charges - March 2025	Utilities		3,976.06
Vendor SCE01 - SOUTHERN CALIF. EDISON Total:							136,570.90
61859	03/18/2025	SPARKLETTS	4667386-031625	Distilled Bottled Water	Outsd contracts		77.44
61860	03/19/2025	SUPERIOR TANK COMPANY, INC.	88621C	Relocate level indicator - Conejo GAC	Repair parts & equipment	FY25-0229	2,500.00
61861	03/17/2025	SYNAGRO TECHNOLOGIES, INC.	56121	Sludge Removal	Outsd contracts	FY25-0010	21,281.09
61862	03/18/2025	THE ROVISYS COMPANY	100860	Engineering - Replacement of PLCs at CWRP	Construction in progress	FY25-0077	21,792.00
Vendor: THO09 - THOMAS SCIENTIFIC							
61863	03/18/2025	THOMAS SCIENTIFIC	3555814	Glass Pipettes for tha Laboratory	Small tools & equipment		250.34
61863	03/18/2025	THOMAS SCIENTIFIC	3555816	Parts for TDS Laboratory Setup	Small tools & equipment		260.30
Vendor THO09 - THOMAS SCIENTIFIC Total:							510.64
61864	03/13/2025	TIFFANY R MCKINLEY	00001335	Deposit Refund Act 1335- 134 Camino Ruiz	Refunds payable		10.58
61865	03/18/2025	UGSI Chemical Feed, Inc	INV0037707	Repair Parts Encore 700 Pumps	Repair parts & equipment	FY25-0196	844.32
Vendor: UNI12 - UNIFIED FIELD SERVICES CORPORATION							
61866	03/18/2025	UNIFIED FIELD SERVICES CORPORATION	Pymt5-0225887	AG 3 Tank Replacment	Construction in progress	FY25-0065	41,052.75
61866	03/18/2025	UNIFIED FIELD SERVICES CORPORATION	Retention-from Pymt5	Retention on Payment 50225887	Contractor's retention		(2,052.64)
Vendor UNI12 - UNIFIED FIELD SERVICES CORPORATION Total:							39,000.11
Vendor: UNI08 - UNIFIRST CORPORATION							
61867	03/14/2025	UNIFIRST CORPORATION	2210178673	Office Cleaning Supplies - Towel-Mat Service	Outsd contracts		91.42
61867	03/14/2025	UNIFIRST CORPORATION	2210178681	Uniform Cleaning Service	Outsd contracts		190.38
61867	03/18/2025	UNIFIRST CORPORATION	2210180853	Office Cleaning Supplies - Towel-Mat Services	Outsd contracts		91.42
61867	03/18/2025	UNIFIRST CORPORATION	2210180861	Uniform Cleaning Service	Outsd contracts		190.38
Vendor UNI08 - UNIFIRST CORPORATION Total:							563.60
61869	03/18/2025	USA BLUE BOOK	INV00649494	Laboratory Supplies	Materials & supplies		48.69
Vendor: WWG01 - W W GRAINGER, INC.							
61870	03/17/2025	W W GRAINGER, INC.	9438672660	Repair Parts - CWRP Plant Water	Repair parts & equipment		653.71
61870	03/19/2025	W W GRAINGER, INC.	9443136636	Repair Parts -Ditch Witch	Repair parts & equipment		428.06
61870	03/19/2025	W W GRAINGER, INC.	9443136644	Small Tools - Unit#6	Small tools & equipment		361.90
61870	03/19/2025	W W GRAINGER, INC.	9443774261	Repair Parts - CWRP Bar Screen	Repair parts & equipment		550.97
Vendor WWG01 - W W GRAINGER, INC. Total:							1,994.64
61871	03/18/2025	ZEBRON, INC	53144	Manhole Rehabilitation	Outsd contracts	FY25-0011	14,700.00
61872	03/18/2025	ZWORLD GIS, LLC	2025-0118	2024 Digital Aerial Map Flyover	Outsd contracts	FY25-0093	8,960.00
TOTAL VENDOR PAYMENTS-CAMROSA							1,051,750.15
Vendor: PER05 - CAL PERS 457 PLAN							
DFT0005793	03/06/2025	CAL PERS 457 PLAN	INV0015856	Deferred Compensation	Deferred comp - ee paid		3,125.00
DFT0005795	03/06/2025	CAL PERS 457 PLAN	INV0015859	Deferred Compensation	Deferred comp - ee paid		465.12
Vendor PER05 - CAL PERS 457 PLAN Total:							3,590.12

Vendor: EDD01 - EMPLOYMENT DEVELOP. DEPT.

DFT0005807	03/06/2025	EMPLOYMENT DEVELOP. DEPT.	INV0015872	Payroll-SIT	P/R-sit	6,438.63
DFT0005813	03/14/2025	EMPLOYMENT DEVELOP. DEPT.	INV0015907	Payroll-SIT	P/R-sit	204.79
Vendor EDD01 - EMPLOYMENT DEVELOP. DEPT. Total:						6,643.42
DFT0005794	03/06/2025	Empower Annuity Ins Co of America	INV0015857	Deferred Comp 457	Deferred comp - ee paid	150.00
1552	03/06/2025	LINCOLN FINANCIAL GROUP	INV0015858	Deferred Compensation	Deferred comp - ee paid	2,849.07
1551	03/06/2025	LINCOLN FINANCIAL GROUP	INV0015869	Profit Share Contribution	Profit share contributions	3,102.76
DFT0005796	03/06/2025	PUBLIC EMPLOYEES	INV0015860	PERS-State Retirement	P/R-state ret.	24,947.28

Vendor: UNI10 - UNITED STATES TREASURY

DFT0005805	03/06/2025	UNITED STATES TREASURY	INV0015870	FIT	P/R-fit	15,832.49
DFT0005806	03/06/2025	UNITED STATES TREASURY	INV0015871	Payroll- Medicare Tax	P/R - ee medicare	4,390.34
Vendor UNI10 - UNITED STATES TREASURY Total:						20,222.83
61806	03/06/2025	UNITED WAY OF VENTURA CO.	INV0015855	Charity-United Way	P/R-charity	20.00

TOTAL PAYROLL VENDOR PAYMENTS-CAMROSA

\$ 61,525.48

Board Memorandum

March 27, 2025

To: Board of Directors
From: Tamara Sexton, Deputy General Manager/Finance
Subject: Operating Budget Excellence Award

Objective: Receive the California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award.

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

Discussion: The District has received the Operating Budget Excellence Award from CSMFO for the District's Fiscal Year (FY) 2024-25 Operating Budget.

As part of the District's mission to promote prudent financial management, the District's FY 2024-25 Operating Budget provides the public, regulatory institutions, and rating agencies a comprehensive budget. The budget explains the District's organization, financial structure, and major issues facing the District. It summarizes the Board of Directors' strategies, policies, and recent actions, and explains how those benefit the District as a whole.

The CSMFO promotes excellence in financial management and has established a budget award program that evaluates the budgets of municipal agencies in California. This program is intended to encourage and assist local governments to prepare budget documents of the very highest quality that reflect the guidelines established by the National Advisory Council on State and Local Budgeting.

The District submitted the FY 2024-25 Operating Budget for consideration of a budget award. The budget was reviewed by an independent reviewer and qualified for the Operating Budget Excellence Award. This is the twelfth consecutive year the District has received the highest award.

*California Society of Municipal
Finance Officers*

Certificate of Award

***Operating Budget Excellence Award
Fiscal Year 2024-2025***

Presented to the

Camrosa Water District

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

February 7, 2025



Ernie Reyna

*Ernie Reyna
2024 CSMFO President*

James Russell-Field

*James Russell-Field, Chair
Recognition Committee*

Dedicated to Excellence in Municipal Financial Reporting

Board Memorandum

March 27, 2025

To: General Manager

From: Terry Curson, District Engineer

Subject: Conejo Water Treatment Plant Preliminary Design Report (PDR) Update

Objective: Provide a project update for the Conejo Water Treatment Plant PDR.

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

Discussion: On January 15, 2025, the District released a Request for Proposal (RFP) for the development of a Preliminary Design Report (PDR) for the proposed Conejo Water Treatment Plant. The RFP was placed on the District's website and several consultants were invited to propose. Two proposals were received on February 27, 2025, and reviewed in-house based on their scope of work and several other specific criteria. In addition, staff contracted Woodard & Curran (W&C) to review and provide objective feedback on the proposals. Upon completion of the initial review, staff convened with W&C to discuss the proposals' merits and decided on further action which would include checking specific project references and conducting project team interviews. Staff are in the process of checking these references and are expected to schedule interviews for the week of March 24th or 31st, depending on availability. After the completion of these interviews, staff will return to the Board with a recommended consultant on April 10th or 24th.

Board Memorandum

March 27, 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 27, 2025

To: Board of Directors

From: Joe Willingham, IT Manager

Subject: Meter Replacements

Objective: Allocate additional funds to provide for additional meter replacements.

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

- 1) Appropriate additional funding from the Potable Replacement Fund in the amount of \$206,000 to the MTU & Meter Replacement CIP for labor and materials to install an additional 712, ¾" and 1" Badger meters.
- 2) Award a contract to Concord Utility Services in the amount not to exceed \$123,974.80 for the labor to install 712, ¾" and 1" Badger meters to be furnished by the District.

Background: Staff has been working diligently on closing the gap between water production and usage discrepancies. A significant part of this work has focused on MTU reliability and meter accuracy. Preliminary analysis identified that many of our aging meters had high failure rates (stuck meters) or were not reading water consumption accurately. While staff developed a plan of action for ongoing meter replacements, a determination was made to move forward to upgrade the District's remaining potable, non-potable, and recycled water system MTUs and begin replacing the oldest meters.

In January 2024, the Board established a new capital improvement project in the amount of \$1,673,615.00 for the installation of the remaining 5,500 MTUs and for the purchase of 680, ¾" through 2" Badger meters and 60, 3" through 6" Badger meters. By the end of 2024, Concord had completed the installation of 5,500 MTUs, with staff installing most of the remaining MTUs. By February 2025 Concord completed the contracted installation of 520 of the project's ¾" and 1" Badger meters. From the inception of the project, staff has worked diligently to replace additional failed and aging meters and to date has replaced over 510 ¾" to 6" meters.

Continuing toward the goal of optimized performance and accuracy in our AMR system, staff has identified 712 additional ¾" and 1" aging meters for replacement. The staff has already purchased these meters through the operating expense budget (Program 52) and Concord has provided a quote for their installation.

Staff has retained a representative sampling of the meters replaced and will be performing meter testing to establish accuracy benchmarks to develop ongoing annual meter replacement strategies. Ongoing meter replacements will be budgeted for in the annual Operations Budget.



PRICE QUOTATION

Date: 3/14/25

To: Joe Willingham, Camrosa Water District

Project: Camrosa Water District Potable Water Meter Project – Phase 4

Description	Quantity	Unit Price	Extended Price
FULL DEPLOYMENT			
Small Meter (3/4"-1") & MTU Replacement	712	\$ 150.00	\$ 106,800.00
Subtotal			\$ 106,800.00

OTHER FEES:			
WOMS - Programming and Setup	N/A		
WOMS - Integration	N/A		
WOMS - Implementation	712	\$ 1.65	\$ 1,174.80
Subtotal			\$ 1,174.80

FACILITIES	
Staging & Warehousing	Provided by Utility
Waste & Spoils	Provided by Utility
Scrap Disposal	Provided by Utility
Pallet Jack & Forklift	Provided by Utility

PROFESSIONAL SERVICES			
Project Management	1	\$ 10,000.00	\$ 10,000.00
Mobilization	1	\$ 6,000.00	\$ 6,000.00
Subtotal			\$ 16,000.00

Total Installation Cost	\$ 123,974.80
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ASSUMPTIONS/EXCLUSIONS:

1. Pricing valid for one year (365 days) from date of price quote. If project kickoff commences at the expiry of year 1, the quote price will increase annually by the standard CPI rate at the commencement of Full Deployment.
2. Terms: Invoice weekly NET30.
3. There will be a mutually agreed upon contract upon award of the project.
4. Installation Services are warrantied against leaks for a period of 1 year from the work order completion date, as recorded through the work order management system and completed work order installation data. The warranty applies only to the area of work performed by the Contractor, as documented by data and photos within the work order management system, and reasonably attributed to the installation process.



5. Project Manager fees are based on the estimated schedule and the monthly fees will be levied over the length of the project. If the project is completed ahead of schedule or extends past the anticipated duration, the fees will be charged accordingly.
6. Excluded: Bonding and Permit fees.
7. Unit pricing include Prevailing Wage Rates.
8. Demobilization/Remobilization/Stand Down Contingency: The project mobilization and demobilization is assumed for a single-phase move on and move off for installation and deployment. If demobilization and remobilization occur during the project due to reasons beyond Concord Utility Services' control (e.g., lack of materials and inventory, lack of data or account information), additional contingency fees will be assessed.
 - a. Demobilization/Remobilization Fees: If CUS is forced to demobilize due to lack of inventory (e.g., meters, registers, endpoint modules, lids, boxes, fittings), CUS will invoice for cost plus 15% to move in and out of the market (i.e., travel fees, cancellation fees, vehicle transportation fees.)
 - b. Stand Down Time: If CUS is unable to perform due to lack of inventory of materials (e.g., meters, registers, endpoint modules, lids, boxes, fittings), and installation resources remain deployed, CUS will invoice at \$95.00 per hour, per technician for time CUS is stood down.
9. CUS will not be responsible for any community outreach programs or program materials other than leaving a Utility-provided door hanger, post installation.
10. A secure staging area, centrally located to the project to be provided by Owner, for materials, waste, and fleet vehicle parking (crane truck and up to four ½ ton pick-up trucks).
11. Legacy equipment requires secure storage provided by Owner and will be responsible for removal, scrapping or disposing of all legacy equipment.
12. CUS will not be responsible for disposal of hazardous materials.
13. All data for the entire project will be provided at one time prior to mobilization.
14. All data sent from the Utility will be accurate and without duplicate data (addresses, meter numbers, radios, accounts, etc.).
15. If information submitted to CUS is later found to be inconsistent with actual information the price may be adjusted accordingly to account for additional set up and programming.
16. Excludes additional visits to meter locations after the initial installation and programming, for network communication issues during Route Certification.
17. MTU installation unit pricing includes all labor, tools, vehicles, & fuel.

18. All other materials to be provided by the Owner including, but not limited to meters, registers, radios, boxes, lids, box extension rings, meter spuds, extensions, adapters, meter couplers, flanges, fittings, in-line connectors, compression fittings, PVC fittings, tamper clips, Nicor connectors, backflow prevention devices, etc.
19. Meter MTU installation unit pricing does not include adjusting, resetting, removing, or replacing meter box. If CUS is required to replace setters, risers, valves or fittings, the meter box resetting will be billed separately.
20. The supplementary charges for rural services would apply to properties exceeding the typical size of a standard tract housing development, including farms, orchards, horse properties, and similar large-scale land holdings.
21. No other direct job costs have been noted (city licenses, permits, etc.). If additional direct job costs arise, they will be added at cost plus 15%.
22. Any badging requirements will be done prior to the start of the project.



23. It is expected that all hard-to-find meters will have location descriptions and assistance (mark service with paint) from the Utility.
24. The Utility will provide CUS safe access, including keys and gate codes (gated communities) to all locations.
25. Work will not be performed at locations where it is reasonable that damage may occur to customer's property.
26. CUS will not be responsible for replacing MTUs on meter that are obstructed by landscape or excessive tree/plant roots in the boxes.
27. Paving or Hard/Solid Surfaces: Excludes removal and replacement of paving or other hard or solid surface locations (concrete, asphalt, pavers etc.).
28. Non-Permit Required Confined Space entry is included with large meter replacements. Permit Required Confined Spaces shall be reviewed independently for safety and strategy, additional pricing or exclusions shall be provided after evaluation.
29. CUS will provide minimal traffic control devices (cones) for meter exchanges. Any additional traffic control requirements will be invoiced at cost plus 15%.
30. It is assumed that small and intermediate sized meters will not be in vaults or other confined spaces.
31. Large meters are considered 3" and above.
32. All large meters are easily accessible, additional labor to remove obstructions to access the meter to be billed separately including dirt, concrete, debris, etc.
33. Excess dewatering will be invoiced on a time & material, and case-by-case basis.
34. Any specific requirements not covered under this quote will be reviewed, any additional costs will be a change order or revision to the proposal.

Board Memorandum

March 27, 2025

To: Board of Directors
From: Norman Huff, General Manager
Subject: Master Plan Update, March 2025

Objective: Provide the Board with a report/update from the Master Plan Ad hoc Committee on the Master Plan progress.

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

Background: Woodard & Curran (W&C) was hired in 2022 to develop a Near Term Capital Improvement Plan related to the District's existing infrastructure, as well as perform Water Resources Planning Analysis to identify potential water supply project options that can reduce the District's reliance on imported water. A Technical Memorandum (TM) for the Near-Term Capital Improvements Plan was submitted on November 17, 2023. A TM for the Water Resources Planning Analysis was submitted on July 26, 2024.

On August 22, 2024, the Board held a Master Plan Workshop to provide a forum for discussion of District priorities and strategies related to the proposed implementation of the recommendations made in the TMs. Staff presented their rationale for prioritization and implementation of CIP projects listed in the Near-Term Capital Improvements Plan and Water Resource Planning Analysis TMs. As the result of discussions involving the Board and Staff, projects recommended in the TMs were characterized into two categories 1) Water Supply, and 2) Existing Infrastructure Improvements. The Board and Staff reached a consensus on the projects that would be immediately pursued and those that would need additional analysis and/or preliminary design. The phased approach developed for the Water Supply projects was key to moving forward with the implementation of Phase I and II elements of the program. Consensus on prioritization of Near-Term Capital Improvements has allowed Staff to move forward with the high-priority Existing Infrastructure Improvement projects. The status of the Water Supply and Existing Infrastructure Improvement projects are summarized below.

Progress on Water Supply Projects

In the last 7 months since the Master Plan Workshop, to move forward with the Water Supply projects, Staff has completed the following:

- **PV Well #3 (Valencia):** Calleguas Creek Park was identified as the site with the highest probability of success. Staff selected and the Board awarded a contract to Meridian for environmental services, Hopkins Groundwater to provide hydrogeologic services, and MNS to prepare the Preliminary Design Report (PDR) to analyze, compare, and provide cost estimates for on-site treatment vs. conveyance of PV Well #3 water. On March 17th a kickoff meeting was held with the consultants and the PV Recs & Park District. The Final PDR is anticipated to be available in July 2025.

- **Conejo Wellfield RO Treatment Facility:** Staff released a Request for Proposals (RFP) for a PDR to provide engineering analysis and cost estimates in January 2025. District staff received 2 proposals and anticipate interviews during the period March 24, 2025, to April 4, 2025, depending on availability. After the completion of the interviews, staff plan to recommend a consultant to the Board on April 10, 2025, or April 24, 2025.
- **PV Well #2 (Lynnwood) Iron and Manganese Treatment:** The engineering phase is completed. Staff released an RFP for construction in March 2025. Staff anticipate the selection of a contractor by the end of April 2025 with construction anticipated to be complete by June 2026.
- **Maximize Use of the District's Non-Potable and Recycled Water Resources:** Staff continue to explore further opportunities.
- **Calleguas MWD Wheeling and Banking Agreement:** Staff initiated discussions with Calleguas.
- **Calleguas MWD Salt Management Pipeline (SMP) Extension:** Calleguas anticipates completion sometime between the end of 2027 and first quarter of 2028.

Progress on Existing Infrastructure Improvements Projects

To move forward with the Existing Infrastructure Improvement projects, Staff has completed the following:

- **University Well #2:** Initiated the engineering phase, final design anticipated August 2025, with construction complete by December 2026;
- **Replacement of the 4C Hydro Tank:** Awarded the engineering contract, design completion anticipated August 2025;
- **SR Non-potable Well #10 Rehab:** Phase I – Evaluation anticipated to be complete by July 2025;
- **AG #3 Tank Replacement:** Construction anticipated to be complete by July 2025;
- **Replacement of Sewer Lift Station #4:** Engineering phase anticipated to be complete by May 2025;
- **CWRF Dewatering Press:** Construction is anticipated to be complete by October 2025;
- **Sewer Collection Hotspots:** Engineering phase is anticipated to be complete by April 2025;
- **Replacement of PLCs at CWRF:** Engineering phase is anticipated to be complete by April 2025;
- **Rehabilitate the Power Distribution System at CWRF:** Engineering phase is anticipated to be complete by September 2025;
- **Operations Building Roof:** Completed replacement project in January 2025.

Preparation of Master Plan Document

As previously reported, District staff prepared a Draft **Integrated Facilities Master Plan** (IFMP) during the period 2006-2011. The draft IFMP document was never completed or adopted. Recent feedback from the Board indicated that an extensive, highly detailed, and traditional Master Plan document would be 'nice to have' but not necessary to implement key elements of the Water Supply and Existing Infrastructure Improvement projects. Staff met with the Board Master Plan Ad hoc Committee on February 4, 2025, and March 4, 2025. These meetings further refined the Board's objectives for a Master Plan document. In addition, the Ad hoc Committee provided a conceptual outline for a Master Plan during the March 2025 Ad hoc meeting. Based on discussions with the Board and members of the Ad hoc Committee, Staff developed an outline for a modified Master Plan document with a focus on the implementation of the Water Supply and Existing Infrastructure Improvement projects. Staff sent an RFP to five consultants on March 18, 2025, for an **Integrated Water Program Master Plan** (IWPMP). Proposals for the IWPMP are due on April 15, 2025, with the goal of producing a draft document in approximately 6 months. The Ad hoc Committee and Staff will provide the Board with additional updates as preparation of the IWPMP proceeds.

Attachment: *Master Plan/CIP Committee – March 27, 2025, Report*

Master Plan/CIP Committee – March 27, 2025 Report

The Master Plan/CIP Committee met twice since its formation: February 4 and March 4, 2025. Following is a list of topics addressed in these meetings and a summary of key discussion points by topic.

A. Topics of discussion:

1. CIP Project Status
2. Master Plan Contents
3. CIP Categorization
4. CIP Expenditure Rate – Cash Flow
5. CIP Rate Impact
6. CIP Delivery Approach
7. Grant opportunities

B. CIP Project Status

- a. Some projects on schedule, others far behind. Reasons are varied.
- b. Need better project tracking system
 - i. Identify key critical milestones to assess schedule status, not relying on expenditures as a proxy for schedule status
 - ii. Identify schedule of values to assess budget status
- c. Staff to provide MP/CIP Committee with monthly status report

C. Master Plan Contents

- a. Shared Master Plans (combinations of Water, Recycled Water and Wastewater) from the City of Oxnard, City of Camarillo, City of Thousand Oaks, Rancho California and Vallecitos Water District. Noted commonality of topics and presentations.
- b. Discussed conceptual outline and topics to be covered, including new work that needs to be completed beyond that completed by Woodard & Curran's from their prior scope of work. Expectation is that W&C would provide complete Master Plan given their previous work covers most of the expected contents of a plan, so staff will solicit a proposal to complete the Master Plan.
- c. Discussed need to have further Board discussion on select key planning considerations and assumptions, e.g., system redundancy, water quality goals, etc. Staff will identify topics for future Board discussions.

D. CIP Categorization

- a. CIP projects will be categorized according to Water, Nonpotable Water and Wastewater consistent with Camrosa program categories.
- b. In addition, Water Supply project elements will be categorized separately for tracking and analysis purposes. The goal of this categorization is to provide a cost comparison to imported water, which the Water Supply category is intended to replace.

E. CIP Expenditure Rate – potential CIP cash flow

- a. Staff presented a preliminary CIP Priorities Timeline at the August 22, 2024 Board Workshop. Attachment 1 shows a plot of projected semi-annual expenditures based on this preliminary timeline. Attachment 2 shows cumulative expenditures over the 10-year timeline period.
- b. The preliminary CIP needs further development to, refine costs, especially of Water Supply elements, refine prioritization of replacement and rehabilitation projects, assess impacts on Camrosa resources, staffing and revenues and assess potential to extend timeline out 5 years.
- c. Discussed need to bring on financial consultant to help with the analysis of cost of water and rate impacts. Clean Energy Capital was identified as a potential consultant. Clean Energy Capital has given a number of presentations at ACWA conferences in the last few years demonstrating experience similar to Camrosa’s current needs. Staff are to reach out to Clean Energy Capital to provide the CIP Committee with an introduction to their services and how they could assist Camrosa. Next steps depend on the outcome of such as meeting.

F. CIP Rate Impacts

- a. Impacts on rates will depend on the delivery of the CIP projects. The Committee discussed the need to do a long-term look at potential rate impacts, beyond the typical 5-year look. It is desirable to have the flexibility to “easily” examine various delivery schedules, variable financing alternatives, etc. in a short period of time.
- b. Staff has been reviewing a potential software tool for purposes of examining rate impacts associated with wide-ranging changes in assumptions and inputs. Staff will provide more information on this potential tool and a recommendation as to whether to proceed with a license.

G. CIP Delivery Approach

- a. Engineering talent seems to be a rare commodity at present. We lost Art Aseo, who was hired to be Camrosa’s Capital Projects Manager and we are having challenges recruiting a staff engineer.
- b. An alternative approach to Camrosa staffing up to manage multiple CIP projects, is to partner with a Consulting Engineering firm to provide program management services. This firm would effectively be an extension of Camrosa staff, except the level of staffing would scale up and down based on the actual needed resources. In addition, the firm would provide a range of technical experts needed to address specific technical issues as needed, similar to the successful outsourcing experience with AllConnected Inc., IT services, who provide a wide range of IT experts as required, at efficient levels of support. The program manager would assist the District in hiring design, environmental and permitting services as needed to complete specific CIP projects. The program manager would manage these consultants and provide construction management services as needed.

The program manager would be responsible for tracking the overall costs and schedules, to make sure the CIP stays on track and identify potential mitigation measures where and when appropriate. The program manager would also report to the CIP Committee to keep the Board updated. Staff is looking to develop this concept further and discuss with the Committee.

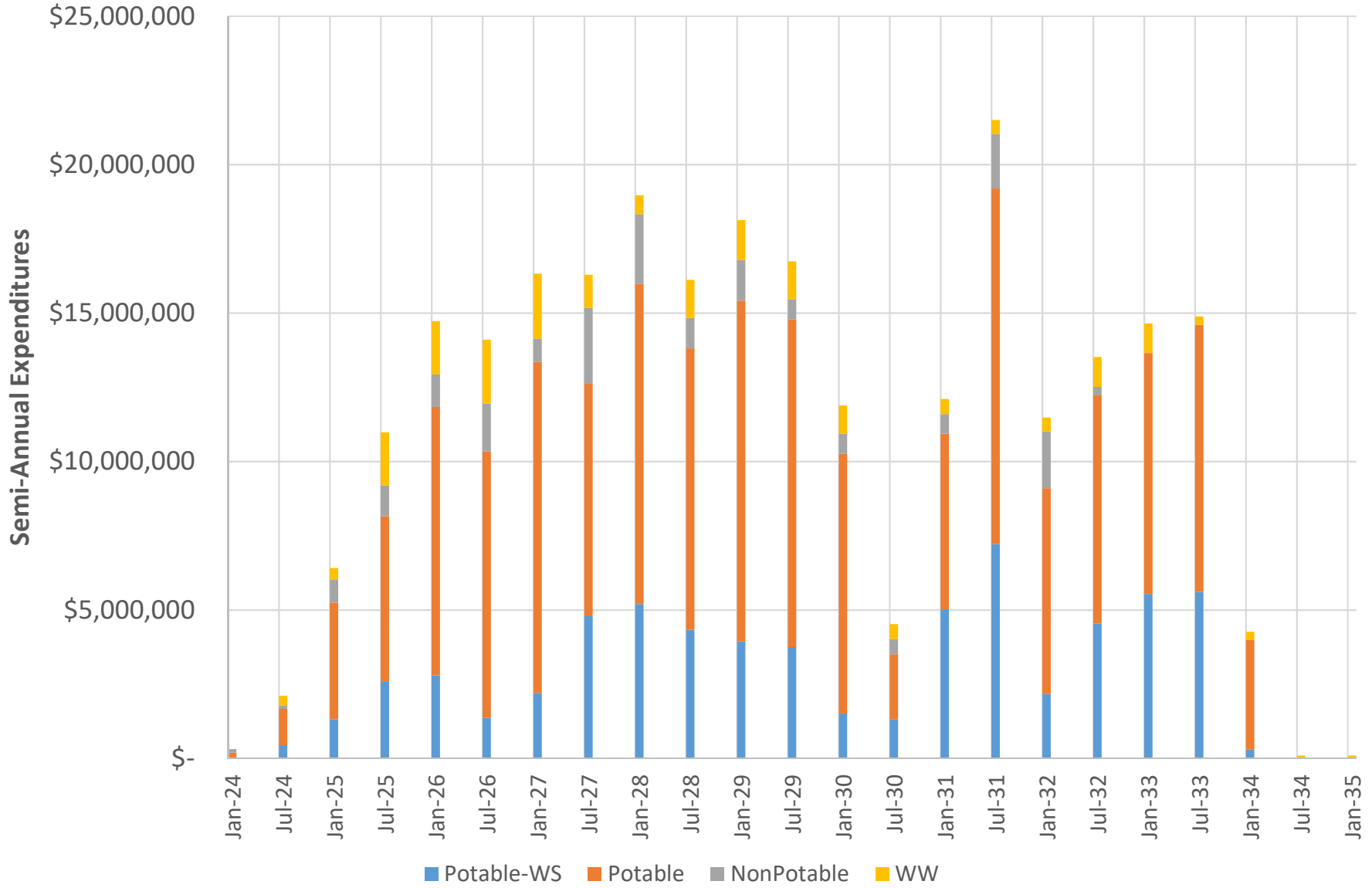
H. Grant Opportunities

- a. Staff shared a Tech Memo with the Committee prepared by Woodard & Curran, dated July 15, 2024. The Committee requested that this Memo be updated to include potential opportunities based on the recent passage of Proposition 4.
- b. Staff and the Committee will review potential grant opportunities for Board consideration.

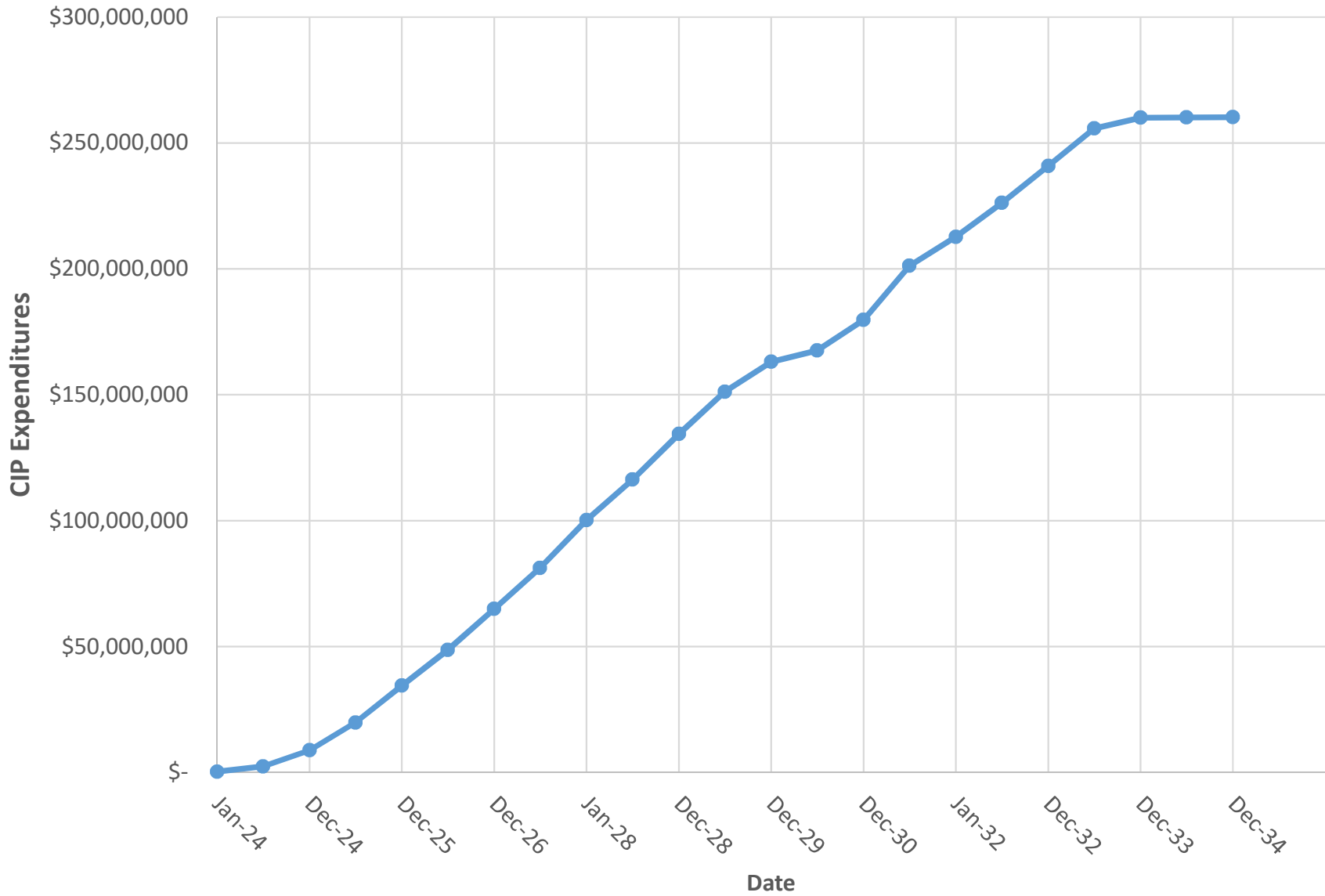
I. Follow-up Items

- a. Development of CIP Tracking plan
- b. Develop Master Plan – need scope of work, budget and schedule
- c. Staff/Committee to identify key planning considerations/criteria for Board input
- d. Further work on CIP plan, including potential retention of Financial Consultant and acquisition of software for rate analysis
- e. Staff to flesh out Program Manager concept for review by CIP Committee
- f. Grant Opportunities Tech Memo to be updated and opportunities to be identified

Attachment 1 Draft Preliminary CIP



Attachment 2
Draft Preliminary Cumulative CIP Expenditures



Board Memorandum

March 27, 2025

To: Board of Directors

From: Norman Huff, General Manager

Subject: Board Meetings

Objective: To consider revising the day and time of regularly scheduled meetings of the Camrosa Water District Board of Directors.

Action Required: Adopt a Resolution of the Board of Directors to set the day and time of the regular Board Meetings.

Discussion: Camrosa Water District currently holds two regularly scheduled board meetings each month, generally held on the second and fourth Thursday of each month at 5 p.m. All meetings are open to the public.

In the past, the time of the board meetings was set for a day and time to accommodate the elected Board of Directors and staff schedules. The Board of Directors desires to change the day and time of the regularly scheduled meetings of the District to conduct District business.

The Board of Directors proposes changing the regular board meetings to be held on **(Day)** and to start at **(XX:XX a.m./p.m.)** and to be held at the District's Headquarters at 7385 Santa Rosa Road, Camarillo, CA 93012 in the District's boardroom during the second and fourth **(Day)** of each month, with only one meeting to be scheduled in the months of November and December.

Resolution No: 25-03

A Resolution of the Board of Directors
of Camrosa Water District

Setting the Day and Time of the Regular Board Meetings

Whereas, Camrosa Water District currently holds two regularly scheduled Board Meetings each month, generally held on the second and fourth Thursday of each month at 5 p.m. All meetings are open to the public; and,

Whereas, the time of the Board Meetings was set at a time to accommodate the elected Board of Directors and staff schedules; and,

Whereas, the Board of Directors desires to change the day and time of the regularly scheduled Board Meetings of the District to conduct District business; and,

Whereas, the Board of Directors proposes changing the Regular Board Meetings to be held on **(Day)** and to start at **(XX:XX a.m./p.m.)** and to be held at the District's Headquarters at 7385 Santa Rosa Road, Camarillo, CA 93012 in the District's boardroom during the second and fourth **(Day)** of each month, with one meeting to be scheduled in the months of November and December; and,

Whereas, the Board of Directors adopts a revised calendar of regular Board meetings for the remainder of calendar year 2025;

Now, Therefore, Be It Resolved by the Camrosa Water District Board of Directors that the regular board meetings are to be held on **(Day)** and to start at **(XX:XX a.m./p.m.)** and be generally held on the second and fourth **(Day)** of each month; and,

Adopted, Signed, and Approved this 27th day of March 2025.

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

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

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

- A. Change Order Listing
- B. 2025 Board Calendar

CURRENT PROJECT CHANGE ORDERS

Project #	PW/Agreement#	PO#	Project	Total Budget	Available Budget	Contractor	Award Date	Brd/Gmgr	Change Order	Original Bid	Negotiated Value	Scope of Services/Change Order Description
900-18-02			CWRF Dewatering Press	\$ 4,164,100.00	\$ 348,481.89							
	2017-33	FY18-0055				MNS Engineers, Inc.	8/31/2017	BD		\$ 97,932.00	\$ 97,932.00	Award and up to \$10,000 contingency
							12/8/2017	GM	CO #1	\$ 5,370.00	\$ 5,370.00	Surveying services
							5/28/2020	BD	CO #2	\$ (44,900.00)	\$ (44,900.00)	Credit
							5/28/2020	BD	CO #3	\$ 87,911.00	\$ 87,911.00	professional engineering services to amend and update existing plans and specifications
							9/24/2020	BD	CO #4	\$ 24,670.00	\$ 24,670.00	Modify plans to rotate solids handling building 90 degrees
											\$ 170,983.00	
	2024-84	FY24-0126				MNS Engineers, Inc	11/15/2023	GM			\$ 24,977.00	Engineering support during bidding
							6/20/2024	BD	CO #1		\$ 75,946.00	Project Management/Construction Services
											\$ 100,923.00	
600-24-02			Water Quality Sampling Stations	40,000.00	317.00							
	2024-85	FY24-0142				MNS Engineers, Inc.	12/14/2023	BD			\$ 30,200.00	water quality sampling stations
							4/14/2024	GM	CO#1		\$ 3,000.00	Utility research and field survey
							6/12/2024	GM	CO#2		\$ 6,483.00	project mgmt, contract development, bid phase services
											\$ 39,683.00	
650-24-03			MTU and Meter Replacements	1,680,000.00	67,085.61							
		FY24-0156				Badger	1/25/2024	BD			\$ 64,350.00	twist-tight cables/connectors
							4/17/2024	GM	CO#1		\$ 4,665.38	tax
											\$ 69,015.38	
	2024-87	FY24-0165-R1				Concord	12/25/2024	BD			\$ 446,497.42	meter installation
							2/10/2025	GM	CO#1		\$ 276.70	
											\$ 446,774.12	
750-23-01			Ag3 Tank Replacement	1,325,000.00	161,258.36							
	2023-99	FY23-0201				Cannon	2/23/2023	BD			\$ 148,886.00	engineering design services
							7/25/2024	BD	CO#1		\$ 29,973.00	construction phase support services
											\$ 178,859.00	
550-25-03			Sewer Lift Station No. 4	175,000.00	1,030.00							
	2025-94	FY25-0075				MKN	9/12/2024	BD			\$ 165,910.00	engineering services
							3/14/2025	GM	CO#1		\$ 8,060.00	surveying
											\$ 173,970.00	

2025 Camrosa Board Calendar

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

FEBRUARY						
S	M	T	W	T	F	S
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MARCH						
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16	17	18	19	20	21	22
23	24	25	26	27	28	

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

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

MAY						
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25	26	27	28	29	30	31

JUNE						
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22	23	24	25	26	27	28
29	30					

2025 Conferences	
CASA Winter Conf. (Palm Springs) Jan. 29 th - 31 st	
ACWA Spring Conf. (Monterey) May 13 th - 15 th	
CASA 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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27	28	29	30	31		

AUGUST						
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24	25	26	27	28	29	30
31						

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

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

OCTOBER						
S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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NOVEMBER						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER						
S	M	T	W	T	F	S
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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

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