

Central Services  
**Joan Araujo**, Director

Engineering Services  
**Christopher Cooper**, Director

Roads & Transportation  
**David Fleisch**, Director

Water & Sanitation  
**Joseph Pope**, Director

Watershed Protection  
**Glenn Shephard**, Director

Representing: Ventura County Waterworks District Nos. 1, 16, 17, 19, and 38  
County Service Area Nos. 29, 30, and 34

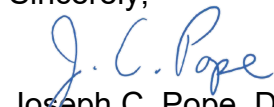
October 30, 2020

**NOTICE OF A SPECIAL MEETING OF THE  
VENTURA COUNTY WATERWORKS DISTRICT NO. 38  
LAKE SHERWOOD CITIZENS' ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a special meeting of the Ventura County Waterworks District No. 38 Lake Sherwood Citizens' Advisory Committee will be held **Thursday, November 5, 2020 from 3:30 p.m. to adjournment** via Zoom. To electronically join the meeting please follow the provided steps – At the specific time (3:30 p.m.) dial the number (669) 900-6833, when prompted enter the meeting ID 470 052 7072. You can also join the meeting by visiting this link - **Join Zoom Meeting**  
<https://us02web.zoom.us/j/4700527072>

Advisory Committee Members: Please contact the District Office by telephone at (805-378-3005), or by email at [wspc@ventura.org](mailto:wspc@ventura.org), no later than November 4, if you are unable to participate on the call.

Sincerely,



Joseph C. Pope, Director  
Water and Sanitation

**AGENDA OF THE MEETING**

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONA VIRUS, THE MOORPARK WATER AND SANITATION BUILDING IS CLOSED TO THE PUBLIC. TO FIND OUT HOW YOU MAY ELECTRONICALLY ATTEND THE CAC MEETING AND PROVIDE PUBLIC COMMENT PLEASE REFER TO "NOTICES" LOCATED ON PAGE 3 OF THIS AGENDA.



1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF THE SEPTEMBER 8, 2020 SPECIAL MEETING
3. PUBLIC COMMENTS

Members of the public may address the Citizens' Advisory Committee (CAC) on items of interest to the public that are within the subject matter jurisdiction of the Committee but do not appear on the agenda. With respect to agenda items, the public will be given an opportunity to address the Committee when the item is reached in the meeting.

4. DISTRICT STAFF REPORT
  - A. BUDGET AND FINANCIAL REVIEW - An update on the budget and financial status
  - B. WATER QUALITY REPORT – A report regarding water quality complaints, if any, received by the District since the previous CAC meeting and how these complaints were resolved.
  - C. WATER SUPPLY CONDITIONS – An update on water supply conditions within the District, Southern California, and throughout the State.
  - D. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE – An update on decisions and rulings by these agencies which may impact the District.
  - E. UPDATE ON AVENUES OF PUBLIC OUTREACH – How the District is reaching out to its customers concerning water conservation.
  - F. BOARD LETTER TRACKER - UPDATE ON VENTURA COUNTY BOARD OF SUPERVISORS AGENDA ITEMS RELATED TO THE DISTRICT – A status report on what items District staff has recently presented, or may be presented, before the Ventura County Board of Supervisors.
    - Nov 17, 2020 – Zone II Booster Pump Station Project
  - G. UPDATE ON ADVANCED METERING INFRASTRUCTURE (AMI) IMPLEMENTATION - The AMI project is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers which is



being implement within the District. The estimated cost to the District is \$53,000.

H. DIRECTOR'S INFORMATIONAL ITEMS – Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report.

1. COVID-19 Fees Waived Report
2. COVID-19 Aged Account Report
3. Quarterly Operations and Maintenance Update
4. Discussion on Reserve Fund

6. COMMITTEE MEMBERS' COMMENTS/FUTURE AGENDA ITEMS

7. ADJOURNMENT

**\*\*NOTICES:** The following information is provided to help you understand, follow, and participate in the Board meeting: Public Comments – Public comment is the opportunity for members of the public to participate in meetings by addressing the Citizens Advisory Committee in connection with one or more agenda or non-agenda items.

- **Observe the Citizens Advisory Committee meeting live at:**  
<https://us02web.zoom.us/j/4700527072>
- **If you wish to make a comment on a specific agenda item, please submit your comment via email by 5:00 p.m. on the day prior to the Committee meeting. Please submit your comment to [WSPC@ventura.org](mailto:WSPC@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Your email will be read by the Water and Sanitation Director and placed into the record.**
- **If you are watching the live stream of the Committee meeting and would like to make a general public comment for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please submit your comment to [WSPC@ventura.org](mailto:WSPC@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Every effort will be made to read your comment into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.**

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT CAYTLYN CAYLOR AT (805) 378-3005. REASONABLE ADVANCE NOTIFICATION OF THE NEED FOR ACCOMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



**DRAFT**

**CITIZENS' ADVISORY COMMITTEE  
VENTURA COUNTY WATERWORKS DISTRICT NO. 38  
MINUTES OF THE SEPTEMBER 8, 2020 SPECIAL MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: Michael Grossman, Dick Hibma, Nathan Stockmeir, Russ Goodman, Kurt Skarin

COMMITTEE MEMBERS ABSENT: None

COMMITTEE MEMBER VACANCY: None

STAFF: Joseph Pope, Director  
Scott Meckstroth, Deputy Director  
June Kim, Engineering Manager III  
Ryan Lippincott, Engineering Manager  
Jean Fontayne, Staff Services Manager II  
Caytlyn Caylor, Management Assistant III

GUESTS: None

1. CALL TO ORDER

The meeting was called to order at 3:30 p.m.

2. APPROVAL OF THE MINUTES OF THE JULY 30, 2020 SPECIAL MEETING

I. The meeting minutes were approved as provided by staff

Vote: Yeas- 3, Nays- 0, Absence- 0, Abstained- 0

3. PUBLIC COMMENTS  
- No Public Comments

4. ACTION ITEM: REVIEW AND APPROVE WATERWORKS DISTRICT 38  
PROPOSED WATER RATE INCREASE FOR 2021

- Approved as proposed 3-0 by the WWD39 Citizens Advisory Committee
- The \$3.7M budget is a \$177.2K (5%) decrease from FY2020 adopted budget
- Reduction in cash reserves mainly due to operating losses
- Recommend 2.5% commodity and fixed-rate increase
- Cash balance is maintained with the proposed pass-through 2.5% rate increases each year

5. DIRECTOR'S INFORMATIONAL ITEMS –
  - Aged Report – Mr. Pope presented a summary of water bills that are overdue by 121+ days, WWD38 currently has \$75.56 in balances due
6. COMMITTEE MEMBER'S COMMENTS/FUTURE AGENDA ITEMS –
  - None
7. **ADJOURNMENT**  
The meeting was adjourned at 3:56 p.m.

#### **4. DISTRICT STAFF REPORT**

A. BUDGET AND FINANCIAL REVIEW - An update on the budget and financial status

Waterworks District #38 Lake Sherwood ADHOC Details Report																						
1	Total Beginning Balances				\$5,022,700	\$5,200,885	\$5,411,117	\$6,102,277	\$6,647,066	\$7,216,227	\$7,216,227	\$7,216,227										
2	Total Ending Balances				\$5,200,885	\$5,411,117	\$6,102,277	\$6,647,066	\$7,216,227	\$6,789,206	\$7,233,400	\$6,935,080										
3																						
4	Total Proposed Targets				\$798,327	\$868,833	\$1,133,178	\$1,204,860	\$1,209,188	\$1,267,833	\$298,898	\$1,284,741										
5	Alert				ok	ok	ok	ok	ok	ok	ok	ok										
6	O&M/ Rate Stab Fund				FY16	ACTUAL	FY17	ACTUAL	FY18	ACTUAL	FY19	ACTUAL	FY20	ACTUAL	FY21 ADPT	BUDGET	FY21	ACTUAL	FY21	ACTUAL	FY21 YR-END	PRJ
7	Beginning Balances					\$1,273,200		\$1,103,685		\$1,096,718		\$1,557,011		\$1,628,788		\$1,906,545		\$1,906,545		\$1,906,545		\$1,906,545
8	O&M Revenue																					
9	Interest Earnings					\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
10	Planning and Eng. Svcs External					\$14,038		\$7,535		\$7,294		\$14,715		2,649		\$5,000		\$13,958		\$14,000		14,000.00
11	Permit & Line Ext. Fees					\$4,230		(\$2,270)		\$2,190		\$445		465		\$700		\$120		\$700		\$700
12	Meter, Other Sales and Misc Rev.					\$103,487		\$36,762		\$40,805		\$34,320		23,074		\$37,342		\$2,222		\$24,600		\$24,600
13	Water Sales					\$2,072,886		\$2,447,385		\$3,530,512		\$3,458,385		3,634,514		\$3,523,930		\$837,774		\$3,669,440		\$3,669,440
14	Total - O&M Revenue					\$2,194,641		\$2,489,412		\$3,580,801		\$3,507,865		\$3,660,702		\$3,566,972		\$854,073		\$3,708,740		\$3,708,740
15	O&M Expenditure																					
16	System Maint. Supp. & Contract					\$13,347		\$84,596		\$64,094		\$146,776		53,714		\$145,800		\$18,565		\$145,800		\$145,800
17	Indirect Cost Recovery					\$6,064		\$28,084		\$18,126		\$12,913		20,055		\$21,939		\$0		\$21,900		\$21,900
18	Misc. Expense					\$83,856		\$1,628		\$42,828		\$42,458		43,028		\$42,216		\$2,382		\$42,400		\$42,400
19	Other Professional Svcs					\$15,565		\$25,907		\$4,363		\$23,225		861		\$29,000		\$788		\$29,000		\$29,000
20	Small Tools & Minor Equipment					\$0		\$3,964		\$25,175		\$9,969		14,112		\$16,000		(\$2,098)		\$16,000		\$16,000
21	State Permit/Fees					\$5,350		\$6,933		\$6,729		\$6,803		5,700		\$6,900		\$82		\$5,900		\$5,900
22	O&M Labor					\$160,029		\$254,369		\$272,006		\$293,826		299,230		\$537,100		\$74,517		\$534,387		\$534,387
23	Mgmt & Admin Svcs					\$79,800		\$103,500		\$87,900		\$105,100		88,900		\$94,300		\$0		\$94,300		\$94,300
24	Eng. & Tech. Surveys					\$0		\$0		\$0		\$0		-		\$60,000		\$0		\$60,000		\$60,000
25	Water Analysis					\$764		\$1,303		\$280		\$814		280		\$5,000		\$0		\$5,000		\$5,000
26	Cross Connection Fees					\$1,700		\$400		\$900		\$1,500		2,657		\$1,000		\$500		\$1,000		\$1,000
27	Water Purchase					\$1,638,862		\$1,761,784		\$2,410,683		\$2,403,194		2,653,734		\$2,501,937		\$722,366		\$2,513,900		\$2,513,900
28	Water System Power					\$26,413		\$24,705		\$28,347		\$28,074		32,917		\$30,000		\$6,614		\$30,000		\$30,000
29	Depreciation Expense					\$317,900		\$137,621		\$136,171		\$327,635		150,467		\$146,569		\$36,767		\$146,600		\$146,600
30	Contribution to other Funds					\$0		\$6,188		\$13,554		\$8,002		792		\$8,000		\$0		\$8,000		\$8,000
31	Meter Purchase					\$14,505		\$14,800		\$9,600		\$25,800		16,500		\$15,000		\$0		\$15,000		\$15,000
32	Conservation Program					\$0		\$600		\$0		\$0		-		\$1,000		\$0		\$2,000		\$2,000
33	Contingencies					\$0		\$0		\$0		\$0		-		\$0		\$0		\$0		\$0
34	CFR Adjustment - Depreciation adj					\$0		\$0		(\$249)		\$0		-		\$0		\$0		\$0		\$0
35	Total - O&M Expenditure					\$2,364,156		\$2,496,380		\$3,120,508		\$3,436,087		\$3,382,946		\$3,661,762		\$860,483		\$3,671,187		\$3,671,187
36	Net of Operation					(\$169,515)		(\$6,968)		\$460,293		\$71,777		\$277,757		(\$94,790)		(\$6,409)		\$37,553		\$37,553
37	Transfer to/fr Capital Reserve					\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
38	Reserve for Cap. Deprec					\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
39	Ending Fund Balance					\$1,103,685		\$1,096,718		\$1,557,011		\$1,628,788		\$1,906,545		\$1,811,755		\$1,900,136		\$1,944,098		\$1,944,098
40																						
41	Minimum Balance																					
42	25%	of O&M expenses				\$591,039		\$624,095		\$780,127		\$859,022		\$845,736		\$915,440		\$215,121		\$917,797		\$917,797
43	10%	of rate revenue				\$207,289		\$244,739		\$353,051		\$345,838		\$363,451		\$352,393		\$83,777		\$366,944		\$366,944
44																						
45	O&M Analysis:													R								
46	% of Water Cost/Water Sales					79%		72%		68%		69%		73%		71%		86%		69%		69%
47	% of O&M Labor/Water Sales					8%		10%		8%		8%		8%		15%		9%		15%		15%
48	Gross Profit : (Water Sales less Water Cost&Power)					\$407,611		\$660,897		\$1,091,481		\$1,027,117		\$947,863		\$991,992		\$108,794		\$1,125,540		\$1,125,540
49	Net Profit ( Net Result of Operation)					(\$169,515)		(\$6,968)		\$460,293		\$71,777		\$277,757		(\$94,790)		(\$6,409)		\$37,553		\$37,553
50	Net Profit Margin ( Net Profit/ Revenue)					-8%		0%		13%		2%		8%		-3%		-1%		1%		1%
51																						
52																						
53	Acquisition&Replacement Fund				FY16	ACTUAL	FY17	ACTUAL	FY18	ACTUAL	FY19	ACTUAL	FY20	ACTUAL	FY21 ADPT	BUDGET	FY21	ACTUAL	FY21	ACTUAL	FY21 YR-END	PRJ
54	Beginning Balances					\$3,749,500		\$4,097,200		\$4,314,400		\$4,545,266		\$5,018,277		\$5,309,682		\$5,309,682		\$5,309,682		\$5,309,682
55																						
56	Capital Sources of Funds																					
57	Interest Earning					\$29,800		\$42,939		\$74,925		\$150,689.7		\$137,878		\$115,000		(\$13,184)		\$115,000		\$115,000
58	Capital Improv. Charges					\$0		\$36,640		\$19,770		\$0		\$3,295		\$36,200		\$0		\$36,200		\$36,200
59	Depreciation Expense			CY Funded		\$317,900		\$137,621		\$136,171		\$327,634.7		\$150,467		\$146,569		\$36,767		\$146,600		\$146,600
60	Total - Capital Sources of Funds					\$347,700		\$217,200		\$230,866		\$478,324		\$291,640		\$297,769		\$23,583		\$297,800		\$297,800
61	Capital Uses of Funds																					
62	Water System Improv & Construction Proj																					
63	System Improvements/Replacement					\$0		\$0		\$0		\$5,312.7		\$235		\$120,000		\$0		\$106,500		\$106,500
64	Water System Replacement					\$0		\$0		\$0		\$0		\$0		\$360,000		\$0		\$360,000		\$360,000
65	Water Construction Projects					\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
66	Other Equipment					\$0		\$0		\$0		\$0		\$0		\$150,000		\$0		\$150,000		\$150,000
67	Contingencies					\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
68	Contributions-ISF & Other Funds					\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
69	Total - Capital Uses of Funds					\$0		\$0		\$0		\$5,313		\$235		\$630,000		\$0		\$616,500		\$616,500
70	Net Capital Fund Balance					\$347,700		\$217,200		\$230,866		\$473,012		\$291,405		(\$332,231)		\$23,583		(\$318,700)		(\$318,700)
71	Transfer to/fr O&M / Rate Stabilization Fund					\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0
72	Ending Fund Balance					\$4,097,200		\$4,314,400		\$4,545,266		\$5,018,277		\$5,309,682		\$4,977,451		\$5,333,265		\$4,990,982		\$4,990,982

WATERWORKS DISTRICT #38  
LAKE SHERWOOD  
OPERATIONS AND MAINTENANCE  
FINANCIAL STATUS REPORT

CURRENT PERIOD ACTIVITIES TO AP3 ENDING 9/31/20 @ 25% OF THE YEAR						
		B	B	D	E	F
		ACTUAL	ADOPTED BUDGET	CURRENT	% of	Year-End Projection
	DESCRIPTION	FY 20	FY 21	ACTUAL	Act/Adpt Bud	06/30/21
	EXPENDITURES					
1	System Maint. Supp. & Contract	53.7	145.8	18.6	13%	145.8
3	General Supplies	32.17	15.5	0.7	5%	18.2
5	Pump Station Replacement	0.68	20.0	13.9	69%	20.0
6	Emergency Repair	-	45.0	-	0%	45.0
7	PLC Replacement	-	5.0	-	0%	5.0
8	SCADA Radio Replacement	13.24	22.0	4.0	18%	21.3
10	Utility Billing System Maintenance	-	9.3	-	0%	9.3
11	Pipe Material/fittings, valves, pumps	7.62	15.0	-	0%	15.0
12	Radios, Valve replcmnt/adj, ZII Alarm, PRS ZI&II	-	12.0	-	0%	12.0
2	Indirect Cost Recovery	20.1	21.9	-	0%	21.9
4	Misc. Expense	43.0	42.2	2.4	6%	42.4
5	Other Professional Svcs	0.9	29.0	0.8	3%	29.0
6	Small Tools & Minor Equipment	14.1	16.0	(2.1)	-13%	16.0
7	State Permit/Fees	5.7	6.9	0.1	1%	5.9
8	O&M Labor	299.2	537.1	74.5	14%	534.4
9	Mgmt & Admin Svcs	88.9	94.3	-	0%	94.3
10	Eng. & Tech. Surveys	-	60.0	-	0%	60.0
11	Water Analysis	0.3	5.0	-	0%	5.0
12	Cross Connection Fees	2.7	1.0	0.5	50%	1.0
13	Conservation Program	-	1.0	-	0%	2.0
3	Water Purchase	2,653.7	2,501.9	722.4	29%	2,513.9
5	Water System Power	32.9	30.0	6.6	22%	30.0
6	Depreciation Expense	150.5	146.6	36.8	25%	146.6
7	Contribution to other Funds	0.8	8.0	-	0%	8.0
8	Meter Purchase	16.5	15.0	-	0%	15.0
11	<b>TOTAL EXPENDITURES</b>	<b>3,382.9</b>	<b>3,661.8</b>	<b>860.5</b>		<b>3,671.2</b>
12	REVENUES					
13	Interest Earning	-	-	-		-
14	Planning and Eng. Svcs External	2.6	5.0	14.0	279%	14.0
4	Permit & Line Ext. Fees	0.5	0.7	0.1	17%	0.7
6	Meter, Other Sales and Misc Rev.	23.1	37.3	2.2	6%	24.6
7	Water Sales	3,634.5	3,523.9	837.8	24%	3,669.4
8	<b>TOTAL REVENUES</b>	<b>3,660.7</b>	<b>3,567.0</b>	<b>854.1</b>		<b>3,708.7</b>
9	<b>RESULT OF OPERATION</b>	<b>277.8</b>	<b>(94.8)</b>	<b>(6.4)</b>		<b>37.6</b>
11	<b>O&amp;M Fund Balance Reserve:</b>					
11	Beginning Fund Balance	\$1,628.8	\$1,906.5	\$1,906.5		\$1,906.5
12	Net of Operation	\$277.8	(\$94.8)	(\$6.4)		\$37.6
13	<b>O&amp;M Fund Balance Reserve:</b>	<b>\$1,906.5</b>	<b>\$1,811.8</b>	<b>\$1,900.1</b>		<b>\$1,944.1</b>
14	<b>Required O&amp;M Fund Reserve: 25% of Exp.</b>	<b>\$845.7</b>	<b>\$915.4</b>	<b>\$215.1</b>		<b>\$917.8</b>



WATERWORKS DISTRICT #38  
LAKE SHERWOOD  
CAPITAL PROJECTS  
FINANCIAL STATUS REPORT

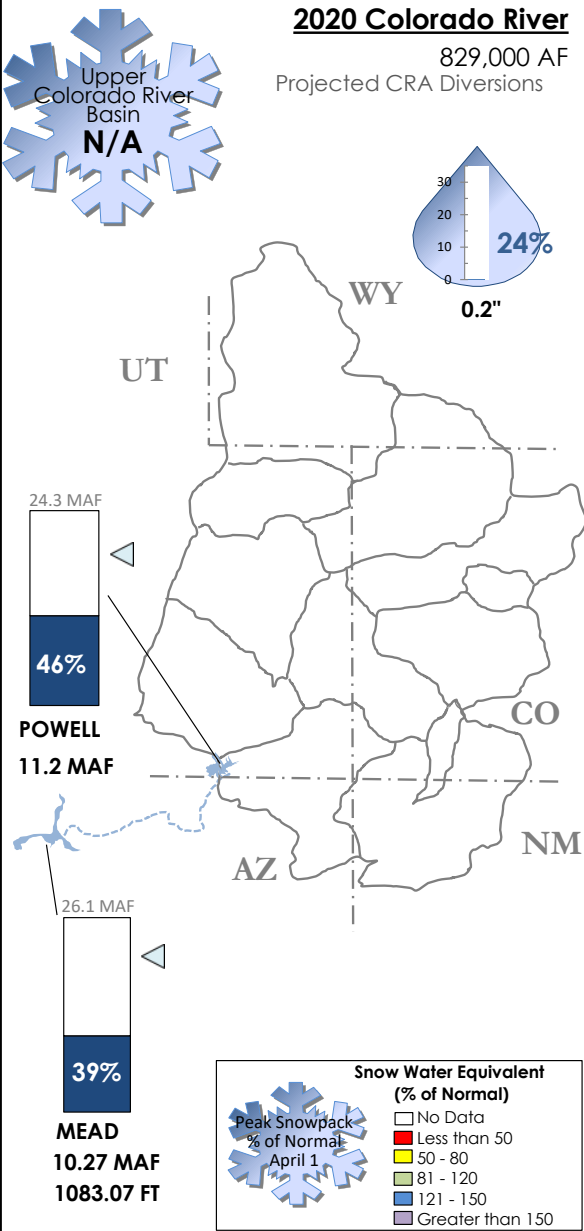
		A	B	C	D	E	F	H
		ACTUAL	ADOPTED BUDGET	CURRENT PERIOD FY 20			% of	Year-End Projection
	DESCRIPTION	FY 20	FY 21	EXP/REV	ENC	TOTAL	Act/Bud	06/30/21
	<b>EXPENDITURES</b>							
1	<b><u>NON CAPITALIZED EXPENDITURES:</u></b>							
2	System Improvements/Replacement	0.2	120.0	0.0	0.4	0.4	0.0%	106.5
5	Sub-Total Non Capitalized Expenditures	0.2	120.0	0.0	0.4	0.4	0.0%	106.5
6	<b><u>WATER SYSTEM IMPROVEMENT/REPLACEMENT:</u></b>							
7	Water System Replacement	0.0	360.0	0.0	0.0	0.0	0.0%	360.0
10	Sub-Total Water System Improvement	0.0	360.0	0.0	0.0	0.0	0.0%	360.0
11	<b><u>WATER CONSTRUCTION PROJECT</u></b>	0.0	0.0	0.0	0.0	0.0		0.0
12	Water Construction Project	0.0	0.0	0.0	0.0	0.0	0.0%	0.0
13	Other Equipment	0.0	150.0	0.0	0.0	0.0		150.0
15	Sub-Total Water Water Construcrtion Project	0.0	150.0	0.0	0.0	0.0	0.0%	150.0
16	<b>Total Expenditures</b>	<b>0.2</b>	<b>630.0</b>	<b>0.0</b>	<b>0.4</b>	<b>0.4</b>	<b>0.0%</b>	<b>616.5</b>
17	<b>REVENUES</b>						0.0%	
18	Interest Earning	137.9	115.0	(13.2)	0.0	(13.2)	-11.5%	115.0
19	Capital Improv. Charges	3.3	36.2	0.0	0.0	0.0	0.0%	36.2
22	<b>Total Revenues</b>	<b>141.2</b>	<b>151.2</b>	<b>(13.2)</b>	<b>0.0</b>	<b>(13.2)</b>	<b>-8.7%</b>	<b>151.2</b>
23	<b>Net of Operation</b>	<b>140.9</b>	<b>(478.8)</b>	<b>(13.2)</b>	<b>(0.4)</b>	<b>(13.6)</b>		<b>(465.3)</b>
24	Beginning Capital Fund Balance	5,018.3	5,309.7	5,309.7		5,309.7		5,309.7
25	Depreciation Expense	150.5	146.6	0.0		0.0		146.6
26	<b>Ending Capital Fund Balance Reserve</b>	<b>5,309.7</b>	<b>4,977.5</b>	<b>5,296.5</b>		<b>5,296.1</b>		<b>4,991.0</b>
27								
28								
29		<b>SUMMARY OF CAPITAL FUND BALANCE</b>			Capital	Funded	Total	
30					Acq Fund	Depr Fund	Cap Fund	
31			Beginning Fund Balance		1,762.2	3,547.6	5,309.8	
32			Revenue & Depreciation		151.2	146.6	297.8	
33			Expenditure & Encumbrances		150.0	466.5	616.5	
34			Ending Fund Balance		1,763.4	3,227.7	4,991.1	

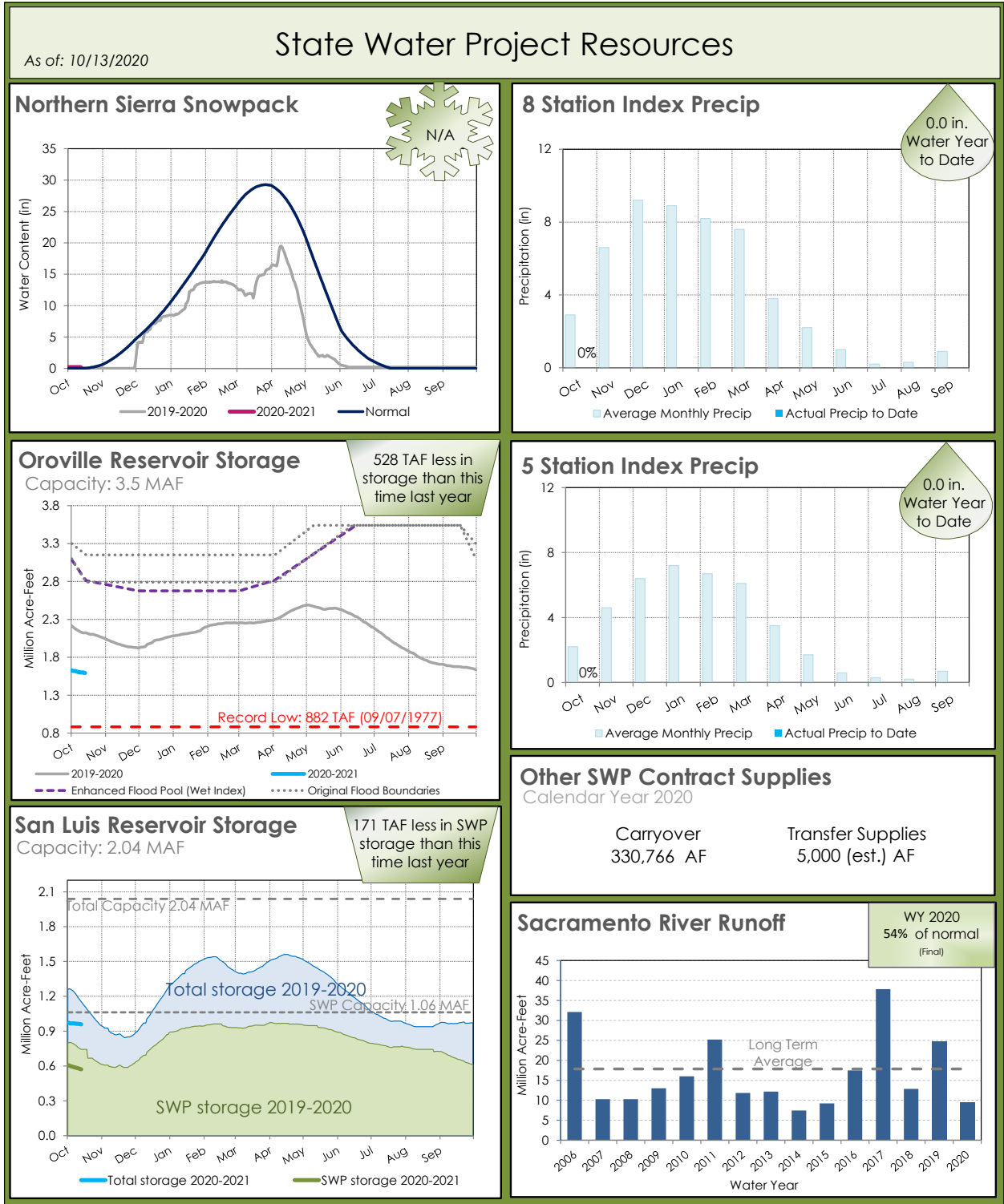
#### **4. DISTRICT STAFF REPORT**

B. WATER QUALITY REPORT – A report regarding water quality complaints, if any, received by the District since the previous CAC meeting and how these complaints were resolved.

#### **4. DISTRICT STAFF REPORT**

C. WATER SUPPLY CONDITIONS – An update on water supply conditions within the District, Southern California, and throughout the State.



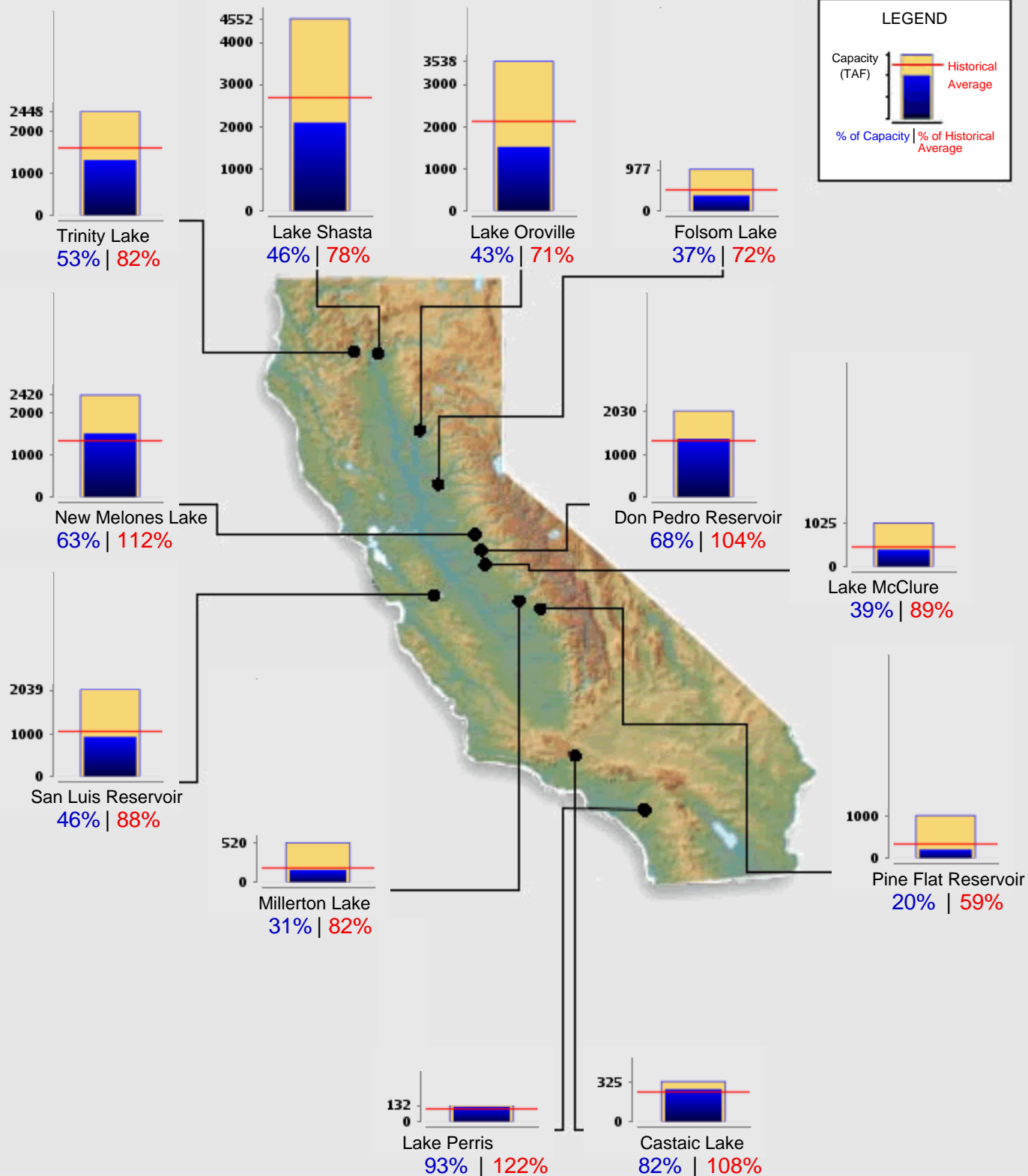




# Reservoir Conditions

Ending At Midnight - October 26, 2020

## CURRENT RESERVOIR CONDITIONS



#### **4. DISTRICT STAFF REPORT**

D. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE – An update on decisions and rulings by these agencies which may impact the District.

#### **4. DISTRICT STAFF REPORT**

##### **E. UPDATE ON AVENUES OF PUBLIC OUTREACH**

– How the District is reaching out to its customers concerning water conservation.



## **4. DISTRICT STAFF REPORT**

F. BOARD LETTER TRACKER - UPDATE ON VENTURA COUNTY BOARD OF SUPERVISORS AGENDA ITEMS RELATED TO THE DISTRICT – A status report on what items District staff has recently presented, or may be presented, before the Ventura County Board of Supervisors.

- 11/17/2020 Zone II Booster Pump Station Project

**PROJECT:** Lake Sherwood Zone II Booster Pump Station Project

**Description:** Work shall include but not limited to installation of motor control center, panel board, panel board transformer, power monitoring equipment, lighting and plc control center. Furnish and install all conduits, conduit fittings, pull boxes, junction boxes, wires, and cables as shown on the drawings and conduit schedule. All conduits below grade shall be PVC conduits and conduits above grade shall be Rigid Galvanized Steel or Aluminum conduits with appropriate conduit fittings. Furnish and install new supply and exhaust fans. Furnish and install new astronomical timer lighting control panel with photo electric sensor wired to existing lighting.

**Bid opening:**10/8/2020

**Board Date:**11/17/20

**First day of Contract:** 12/15/20

#### **4. DISTRICT STAFF REPORT**

##### **G. UPDATE ON ADVANCED METERING INFRASTRUCTURE (AMI) IMPLEMENTATION**

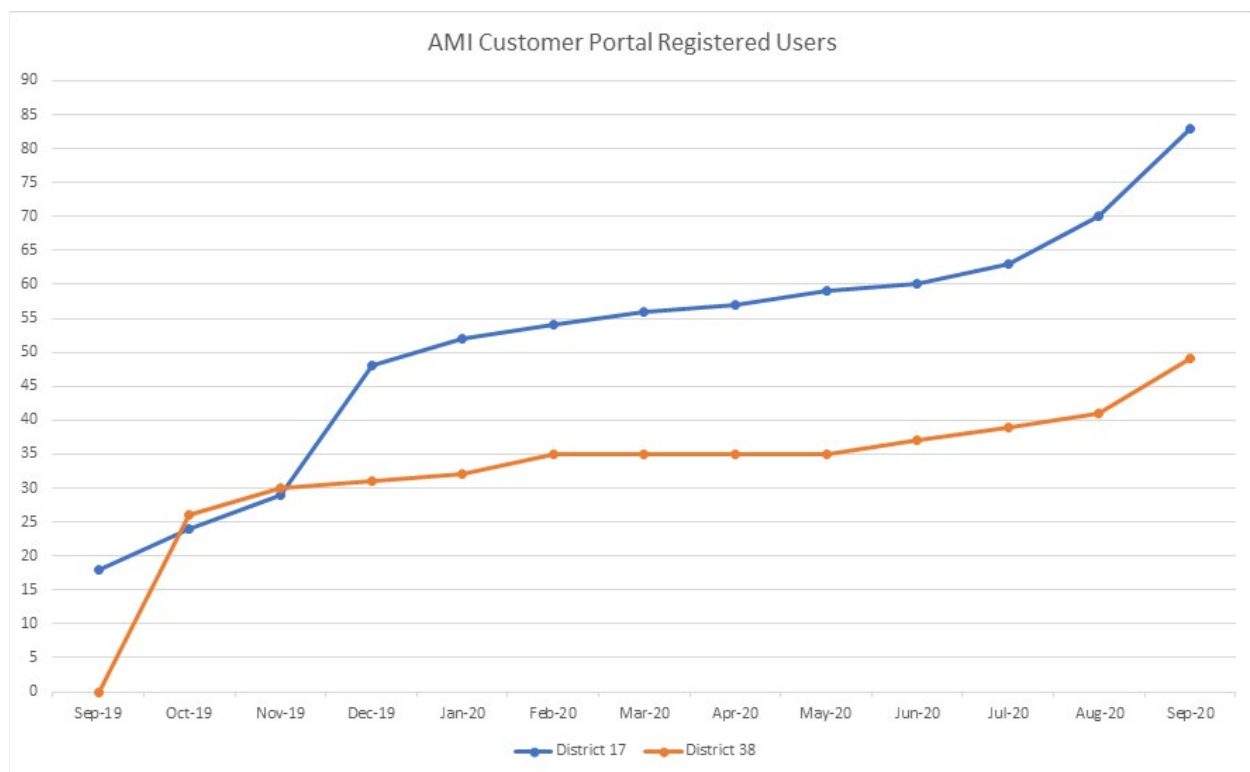
- The AMI project is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers which is being implement within the District. The estimated cost to the District is \$53,000.

## AMI Customer Portal Registered Users

Waterworks District 17 – 83 enrolled

Waterworks District 38 – 49 enrolled

Total = 132 as of 10/1/2020



## **4. DISTRICT STAFF REPORT**

H. DIRECTOR'S INFORMATIONAL ITEMS – Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report.

- COVID-19 Fees Waived Report
- COVID-19 Aged Account Report
- Quarterly Operations and Maintenance Update (PowerPoint Presentation provided on next page)
- Discussion on Reserve Fund

Sum of AMOUNT	Column Labels							
	Mar	Apr	May	Jun	Jul	Aug	Sep	Grand Total
Row Labels								
01	(\$18,565)	(\$50,998)	(\$33,864)	(\$55,694)	(\$45,904)	(\$54,866)	(\$100,101)	(\$359,993)
16	(\$30)	(\$50)	(\$40)	(\$40)	(\$10)	(\$20)	(\$10)	(\$200)
17	(\$2,606)	(\$3,684)	(\$6,178)	(\$5,535)	(\$6,930)	(\$5,545)	(\$7,579)	(\$38,058)
19	(\$2,467)	(\$6,051)	(\$5,358)	(\$4,722)	(\$8,165)	(\$6,160)	(\$5,284)	(\$38,206)
38	(\$1,464)	(\$2,741)	(\$1,277)	(\$3,519)	(\$3,836)	(\$3,827)	(\$7,451)	(\$24,115)
<b>Grand Total</b>	<b>(\$25,133)</b>	<b>(\$63,524)</b>	<b>(\$46,717)</b>	<b>(\$69,509)</b>	<b>(\$64,845)</b>	<b>(\$70,418)</b>	<b>(\$120,425)</b>	<b>(\$460,572)</b>

Row Labels	Sum of 0-30 Days	Sum of 31-60 Days	Sum of 61-90 Days	Sum of 91-120 Days	Sum of 121+ Days	61>DAYS
<b>CUE</b>	<b>\$271.88</b>	<b>\$14.87</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	\$0.00
Commercial	\$104.87	\$14.87	\$0.00	\$0.00	\$0.00	
Institutional	\$167.01	\$0.00	\$0.00	\$0.00	\$0.00	
<b>VCWWD No. 1</b>	<b>\$1,551,128.88</b>	<b>\$126,422.86</b>	<b>\$42,455.51</b>	<b>\$25,876.16</b>	<b>\$13,840.62</b>	\$82,172.29
Agricultural	\$279,080.56	\$17,927.50	\$10,468.06	\$8,159.11	\$1,157.51	
Commercial	\$181,660.66	\$5,471.52	\$427.79	\$294.54	\$998.39	
Industrial	\$13,633.26	\$5,081.59	\$3,118.83	\$1,496.08	\$0.00	
Institutional	\$84,608.90	\$1,303.79	\$0.00	\$0.00	\$0.00	
Residential	\$962,361.24	\$96,638.46	\$28,440.83	\$15,926.43	\$11,684.72	
Residential Multi Family	\$29,784.26	\$0.00	\$0.00	\$0.00	\$0.00	
<b>VCWWD No. 17</b>	<b>\$294,398.77</b>	<b>\$27,579.03</b>	<b>\$5,533.01</b>	<b>\$1,687.72</b>	<b>\$2,948.22</b>	\$10,168.95
Commercial	\$2,781.82	\$0.00	\$0.00	\$0.00	\$0.00	
Industrial	\$22,883.69	\$0.00	\$0.00	\$0.00	\$0.00	
Institutional	\$296.45	\$419.15	\$0.00	\$0.00	\$0.00	
Residential	\$268,436.81	\$27,159.88	\$5,533.01	\$1,687.72	\$2,948.22	
<b>VCWWD No. 19</b>	<b>\$215,507.82</b>	<b>\$13,327.72</b>	<b>\$2,741.03</b>	<b>\$456.25</b>	<b>\$693.41</b>	\$3,890.69
Agricultural	\$114,820.59	\$5,884.34	\$652.21	\$112.40	\$640.00	
Commercial	\$4,103.97	\$40.27	\$0.00	\$22.00	\$0.00	
Industrial	\$4,614.76	\$0.00	\$0.00	\$0.00	\$0.00	
Institutional	\$873.66	\$51.59	\$0.00	\$0.00	\$0.00	
Residential	\$90,063.08	\$7,341.34	\$2,088.82	\$321.85	\$53.41	
Residential Multi Family	\$1,031.76	\$10.18	\$0.00	\$0.00	\$0.00	
<b>VCWWD No. 38</b>	<b>\$446,027.61</b>	<b>\$19,483.21</b>	<b>\$2,739.80</b>	<b>\$1,114.03</b>	<b>\$10.00</b>	\$3,863.83
Commercial	\$141,482.89	\$0.00	\$0.00	\$0.00	\$0.00	
Institutional	\$372.38	\$173.58	\$0.00	\$0.00	\$0.00	
Residential	\$304,172.34	\$19,309.63	\$2,739.80	\$1,114.03	\$10.00	
<b>Grand Total</b>	<b>\$2,507,334.96</b>	<b>\$186,827.69</b>	<b>\$53,469.35</b>	<b>\$29,134.16</b>	<b>\$17,492.25</b>	\$100,095.76 4%



# District 38 O&M Updates

FY 2021 – First Quarter (July 1, 2020 to Sept. 30, 2020)

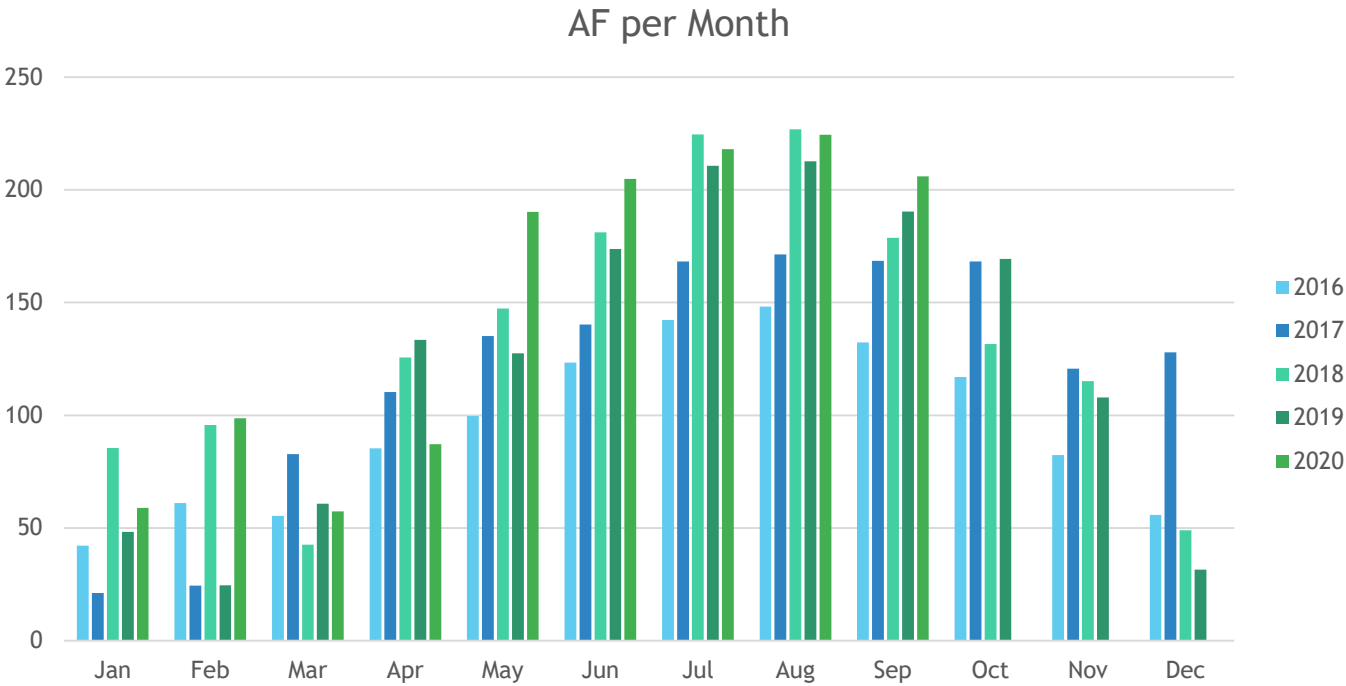


# Operations & Maintenance – Distribution Repairs

- ▶ Number of Main Line Repairs: 0
- ▶ Meter Upsizing: 0
- ▶ Hydrant Leaks: 0
- ▶ Fire Flow Tests: 0
- ▶ Valve Maintenance: 0
- ▶ Line Flushing: Nothing scheduled this quarter; none conducted.

# Operations & Maintenance – Source Water

- ▶ CMWD
  - ▶ 648.5 AF Delivered in FY21 Q1
  - ▶ Quality: 250 mg/L TDS, 52 mg/L Chloride



# Customer Service and Meter Reading

- ▶ Replaced 46 meters
  - ▶ \$6,172 labor
- ▶ Customer Account Activity (turn on/off)
- ▶ Customer Service Orders (check for leaks, verify reads, pressure, etc.)
  - ▶ \$890.25 labor
- ▶ Customer Service Orders (check for leaks, verify reads, pressure, etc.)
  - ▶ \$702.90 labor
- ▶ Line Locations
  - ▶ \$959.62 labor
- ▶ Key Issues (None)

# Operations & Maintenance – Looking Forward

- ▶ Zone II Booster Station Electrical Upgrade
  - ▶ Panel relocation to grade and upgrade is scheduled for late November and December 2020
- ▶ Line Leak test using Correlator
  - ▶ 18 miles scheduled in December 2020
- ▶ CMWD Booster Repair
  - ▶ 24 Hr scheduled CMWD shut-down in late November to early December 2020. System will float off of local District 38 storage
  - ▶ Possible curtailment of irrigation
- ▶ Coordination with District 38, CMWD and Country Club on time of use/time of pumping



# Questions?

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**5. COMMITTEE MEMBER'S COMMENTS/FUTURE  
AGENDA ITEMS**

**6. ADJOURNMENT**

**\*Next regular scheduled WWD38 CAC meeting:  
January, 2021**