

Central Services
Joan Araujo, Director

Engineering Services
Christopher Cooper, Director

Roads & Transportation
Chris Hooke, Acting 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 (North Coast), 30 (Nyeland Acres), 34 (El Rio), Camarillo Airport, Todd Road Jail

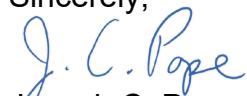
May 20, 2021

**NOTICE OF A MEETING OF THE
CAMARILLO UTILITY ENTERPRISE
ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a meeting of the Camarillo Utility Enterprise Advisory Committee will be held **Wednesday, May 26, 2021 from 1:30 p.m. to adjournment** via Zoom. To electronically join the meeting please follow the provided steps – At the specific time (1:30 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, no later than May 25, if you are unable to participate on the call.

Sincerely,



Joseph C. Pope, Director
Water and Sanitation

AGENDA OF 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 2 AND 3 OF THIS AGENDA.



1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF THE MAY 27, 2020 MEETING
3. PUBLIC COMMENTS - Members of the public may address the Citizens' Advisory Committee 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. CUE STAFF REPORTS AND PROPOSED BUDGETS
 - A. SANITATION
 - I. STAFF REPORT
 - II. REVIEW OF FISCAL YEAR 2021/2022 PROPOSED BUDGET
5. **ACTION ITEM - REVIEW AND SUPPORT STAFF'S PROPOSED INCREASE IN MONTHLY SEWER SERVICE CHARGE AND MONTHLY SEWER FIXED CHARGE**
6. STREETS, STREET LIGHTING, AND STORM DRAINS
 - I. STAFF REPORT
 - II. REVIEW OF FISCAL YEAR 2021/2022 PROPOSED BUDGET
7. SANITATION DIRECTOR'S ITEM: Airport Master Plan Study - <https://venturacounty.airportstudy.net/>
8. COMMITTEE MEMBERS' COMMENTS and FUTURE AGENDA ITEMS
9. 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 Thursday prior to the Committee meeting. Please submit your comment to 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. 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 ACCOMMODATION PRIOR TO THE MEETING (48 HOURS ADVANCE NOTICE IS PREFERABLE) WILL ENABLE US TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.



DRAFT

CAMARILLO UTILITY ENTERPRISE (CUE) ADVISORY COMMITTEE MINUTES OF THE MAY 27, 2020, VIRTUAL MEETING

<u>COMMITTEE MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>
Kip Turner, V. C. Director of Airports	X	
Terry Cobos, Ventura Comm. College District	X	
Cruz Morin II, U.S. Immigration	X	
Dave Fateh, V.C. Office of Education	X	
Joshua Brown, Oxnard Union High School Dist.	X	
Mary Otten, Pleasant Valley Rec. & Parks District	X	
Pastor Justin Prather, Faith Tabernacle Corp		X
Tom Kasper, V.C. Fire Protection District		X
Maria Carillo. V.C. Fire Protection District representing Tom Kasper	X	

GUESTS

None

STAFF

Joseph Pope, Director, Water and Sanitation	X
Jean Fontayne, Staff Services Manager, Water and Sanitation	X
Erin Powers, Project Administrator, Dept. of Airports	X

1. CALL TO ORDER

The meeting began at 1:35p.m.

2. APPROVAL OF THE MINUTES OF THE MAY 29, 2019, MEETING

A. SANITATION

1. Mary Otten, moved to approve and Joshua Brown seconded
2. No objections or requested revisions

B. STREETS, STREET LIGHTING, AND STORM DRAINS

3. Minutes Approved Unanimously

3. PUBLIC COMMENTS

A. None

4. CUE STAFF REPORTS AND PROPOSED BUDGETS

A. SANITATION STAFF REPORT

- Mr. Pope presented the Fiscal year 2020-2021 Budget Analysis
 - The \$433.1K budget is a \$4.7k (1%) decrease from FY2020 adopted budget
 - Operations and maintenance fund show a consistently negative net result of operation, meaning we are taking in less revenue than what it takes to maintain the system. We will continue to pull cash reserves to fund operations, however a review of the rate structure will need to be made to show the best way to regain the lost revenue.
 - The cash reserve forecast anticipates a negative (\$63,781) at the end of fiscal year 2021
 - FY21 budgeted O&M expenditures vs. revenue analysis
 - Summary:
Total Budgeted O&M Expenditures - \$433,128
Total Estimated O&M Revenue - \$219,735
% of O&M expenditures Financed by Sanitation Sales – 51%
% of O&M Expenditures Funded by Cash Reserves – 49%
- A board letter will be presented at the June 23, 2020 Board of Supervisor's meeting regarding proposed increase to monthly sewer service charges and adopt a resolution increasing monthly sewer use rate and fixed monthly rate by 15% effective July 1, 2020
 - Committee Member asked if Water and Sanitation received any comments or protests regarding the timing of the proposed rate increase during the COVID-19 pandemic, to which Mr. Pope stated that we have not received any comments and have provided Prop. 218 notices alerting the public of the proposed increase.

B. STREETS, STREET LIGHTING, AND STORM DRAINS STAFF REPORT

- Ms. Powers presented the Fiscal Year 2020/2021 Budget Request
 - Capital improvements are not planned for FY 20/21.
 - Anticipated revenue includes proportionate assessment of each member agency totaling \$5,375 and an estimated \$4,045 in interest earned on the Funds cash balance. Retained earnings are approximately \$231, 918.
 - The budget comprises of standard expenses totaling \$99,223 which

includes depreciation

- At the end of the discussion, Committee Member Kip Turner moved to approve with a second from Mary Otten, to recommend the Fiscal Year 2020/2021 Requested Budget as presented. No objections.

5. ACTION ITEM – REVIEW AND SUPPORT STAFF’S PROPOSED INCREASE IN MONTHLY SEWER SERVICE CHARGE AND MONTHLY SEWER FIXED CHARGE

- Committee Member Kip Turner recommended accepting it as proposed, with a second from Terry Cobos

6. COMMITTEE MEMBER'S COMMENTS

- Kip Turner welcomed the attendees to join the upcoming Master Plan Process for the Camarillo Airport properties that will be worked on through the next 12 – 18 months

7. FUTURE AGENDA ITEMS

- None

8. ADJOURNMENT

The meeting was adjourned at 2:05 p.m.

4. CUE STAFF REPORTS AND PROPOSED BUDGETS

A. SANITATION

I. STAFF REPORT

II. REVIEW OF FISCAL YEAR 2021/2022

PROPOSED BUDGET

**5. ACTION ITEM - REVIEW AND SUPPORT STAFF'S
PROPOSED INCREASE IN MONTHLY SEWER SERVICE
CHARGE AND MONTHLY SEWER FIXED CHARGE**



County Service Areas

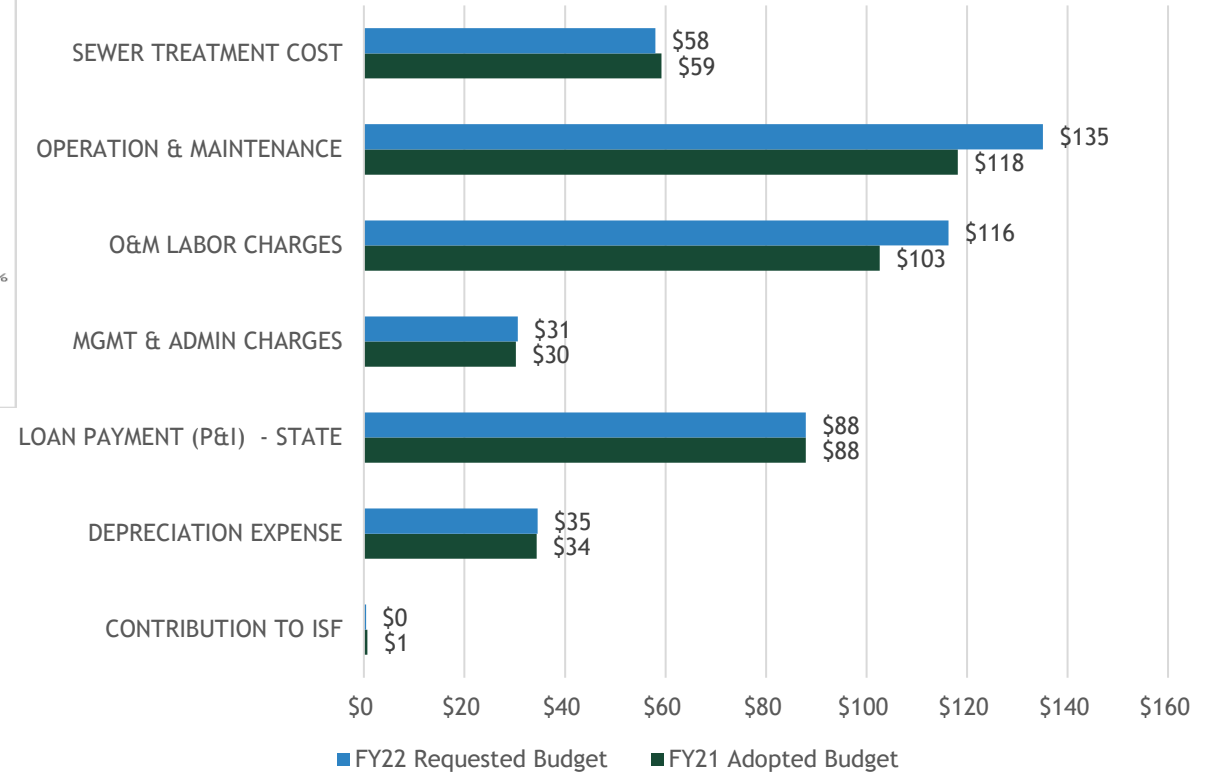
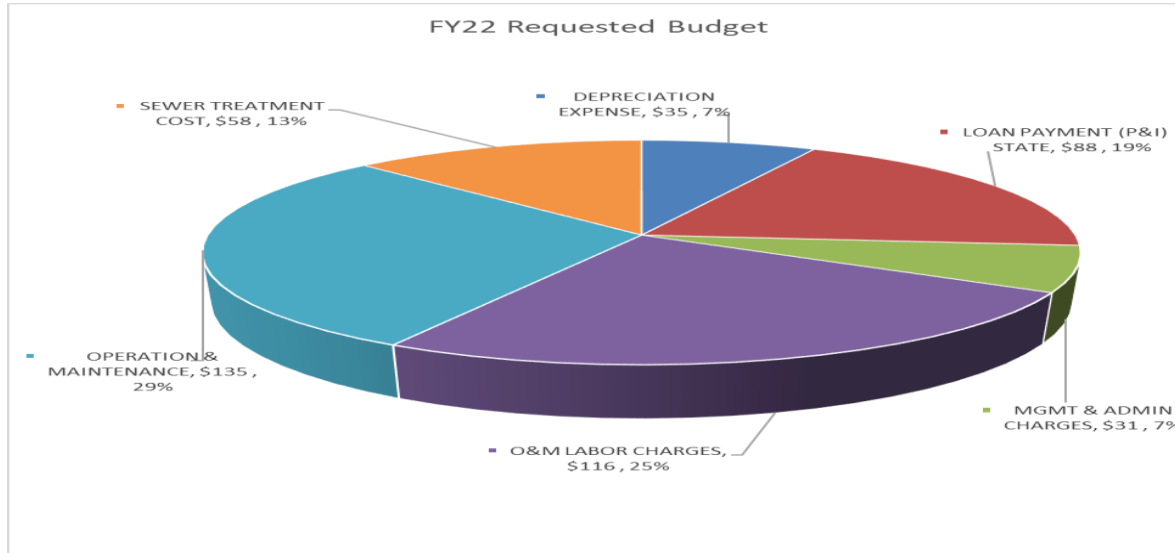
Ventura County

Sanitation Services

Fiscal Year 2021-2022 Budget Analysis

Camarillo Utility Enterprise

Fiscal Year 2021-2022 Budget Analysis by Category



	FY21 Adopted Budget	FY22 Requested Budget	Var(\$)	Var(%)
O&M Expenditures				
CONTRIBUTION TO ISF	\$0.7	\$0.4	(\$0.3)	-43%
DEPRECIATION EXPENSE	\$34.3	\$34.5	\$0.2	1%
LOAN PAYMENT (P&I) - STATE	\$87.9	\$87.9	\$0.0	0%
MGMT & ADMIN CHARGES	\$30.2	\$30.6	\$0.4	1%
O&M LABOR CHARGES	\$102.6	\$116.3	\$13.7	13%
OPERATION & MAINTENANCE	\$118.2	\$135.1	\$16.9	14%
SEWER TREATMENT COST	\$59.2	\$58.0	(\$1.2)	-2%
Grand Total	\$433.1	\$462.8	\$29.7	7%

The \$462.8K Budget is a \$29.7K (7%) increase from FY2022 Adopted budget

Camarillo Utility Enterprise

FY22 Budget Compared to Current Year Projection and Prior Years - Operations and Maintenance

OPERATION FUND			FY17 ACT	FY18 ACT	FY19 ACT	FY20 ACT	FY21 ADPT	FY21ACT	FY21PRJ	FY22 REQ BUD
Operating Revenue										
Sewer Charges			\$179,026	\$162,748	\$237,183	\$212,701	\$212,701	\$171,314	\$258,772	\$256,972
Other O&M Revenues			\$4,794	\$7,667	\$9,672	\$6,220	\$7,034	\$3,282	\$9,000	\$3,422
Total - Revenue			\$183,820	\$170,415	\$246,856	\$218,921	\$219,735	\$174,597	\$267,772	\$260,394
Operating Expenditure										
Sewer Treatment Cost			\$59,274	\$54,873	\$58,303	\$41,913	\$59,200	\$20,464	\$35,664	\$58,000
System Maintenance Supp. & Contract			\$17,867	\$26,044	\$75,439	\$32,200	\$64,200	\$35,446	\$44,946	\$80,600
O&M Labor			\$39,022	\$40,785	\$54,769	\$51,946	\$102,600	\$43,866	\$57,766	\$116,300
Misc O&M Cost			\$127,811	\$150,606	\$130,867	\$140,093	\$175,077	\$30,624	\$146,008	\$176,649
County and Agency Services			\$34,777	\$33,377	\$27,800	\$27,663	\$32,051	\$23,201	\$32,100	\$31,290
Total - Expenditure			\$278,752	\$305,685	\$347,178	\$293,815	\$433,128	\$153,600	\$316,483	\$462,839
Net Result of Operation			(\$94,932)	(\$135,270)	(\$100,323)	(\$74,894)	(\$213,393)	\$20,997	(\$48,711)	(\$202,445)

Camarillo Utility Enterprise
FY22 Budgeted O&M Expenditures vs. Revenue Analysis

SUMMARY:

Total Budgeted O&M Expenditures

\$462,839

Total Estimated O&M Revenue

\$260,394

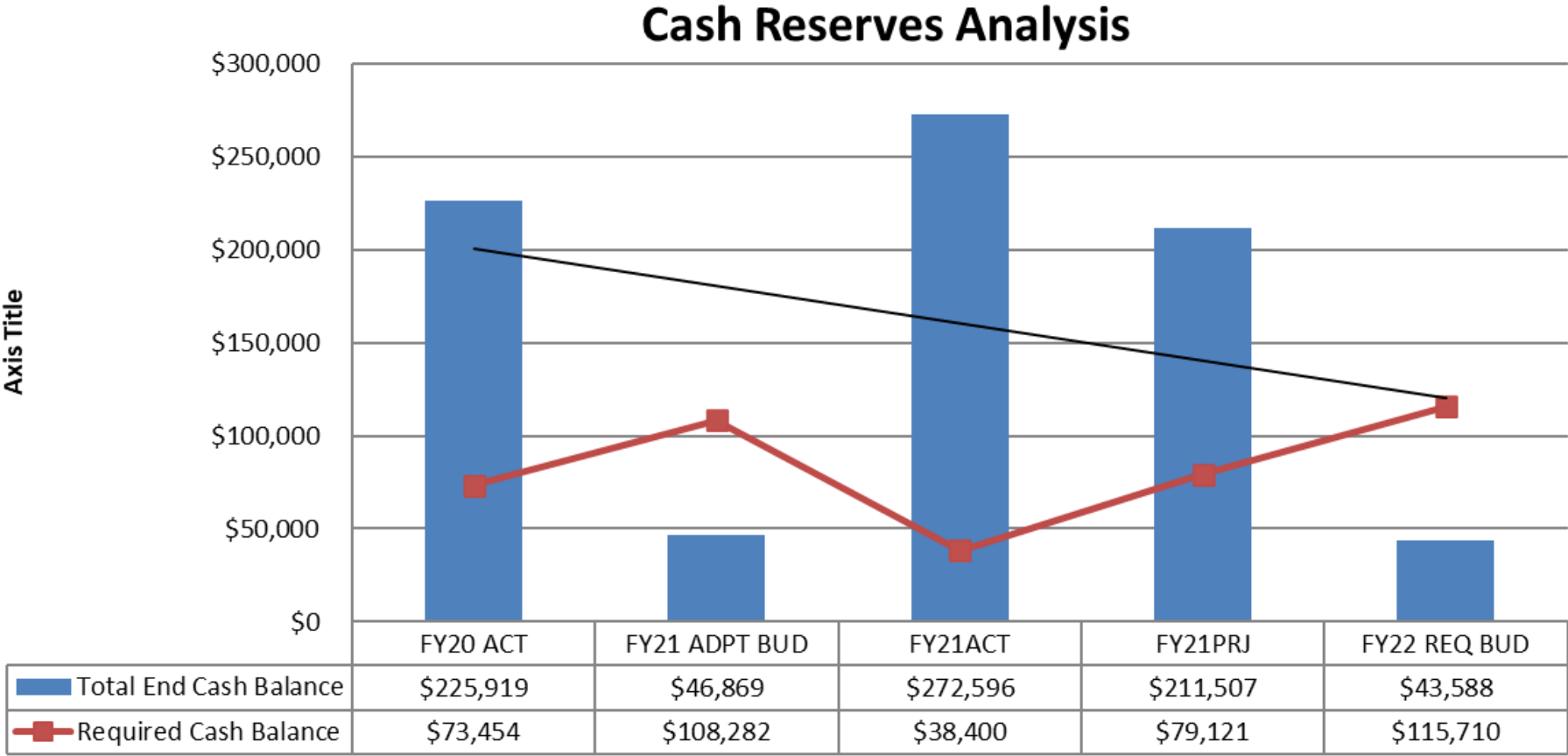
% of O&M Expenditures Financed by Sanitation Sales

56%

% of O&M Expenditures Funded by Cash Reserves

44%

Camarillo Utility Enterprise
Fiscal Year 2021-2022 Cash Reserves Analysis





Questions?

6. STREETS, STREET LIGHTING, AND STORM DRAINS

I. STAFF REPORT

II. REVIEW OF FISCAL YEAR 2021/2022 PROPOSED BUDGET



COUNTY of VENTURA

Department of Airports

555 Airport Way, Suite B
Camarillo, CA 93010
Phone: (805) 388-4372
Fax: (805) 388-4366
www.ventura.org/airports

May 26, 2021

Camarillo Utility Enterprise Advisory Committee
555 Airport Way
Camarillo, CA 93010

FISCAL YEAR 2021/2022 BUDGET REQUEST CAMARILLO UTILITY ENTERPRISE STREETS, STREET LIGHTING & STORM DRAINS

RECOMMENDATION:

1. Conduct a meeting of the CUE membership to review the CUE's Streets, Street Lighting and Storm Drain Division's requested Fiscal Year (FY) 2021/2022.
2. Consider and recommend to the Board of Supervisors the adoption of the requested Budget, effective July 1, 2021.
3. Agree that each member agency will pay the proposed assessment to fund the anticipated expenses.

DISCUSSION:

Capital improvements are not planned for FY 2021/2022. Therefore, the attached budget comprises of standard expenses totaling \$101,682, including depreciation.

Anticipated revenue includes a proportionate assessment of each member agency totaling \$9,688 and an estimated \$1,193 in interest earned on the Fund's cash balance. Retained earnings are approximately at \$243,199.

If approved, each member agency will be assessed their share of the expenses based on the percentages established by the committee.

If you have any questions, please don't hesitate to contact me at 388-4205.

Erin Powers

Erin Powers
Administrative Officer

ATTACHMENTS

EXPENSES

REVENUE

Net Savings (Cost)	\$ (91,114)**	\$ (91,114)**	\$ (90,801)**
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*****This amount represents depreciation which is not being assessed.***

**CUE MEMBER FINANCIAL PARTICIPATION PLAN
CAMARILLO UTILITY ENTERPRISE
FY 2021/2022**

AGENCY	% OF TOTAL DEVELOPED PROPERTY	FY20/21 ASSESSMENT BASED ON %'s
Department of Airports	65.6%	\$ 6,355
Faith Tabernacle Corp.	0.47%	\$ 45
Ventura Community College District	3.01%	\$ 292
Pleasant Valley Rec. & Parks District	15.66%	\$ 1,517
Oxnard High School District	2.82%	\$ 273
Ventura County Fire Department	4.40%	\$ 427
Ventura Superintendent of Schools	7.49%	\$ 726
U.S. Immigration	0.54%	\$ 52

Totals	100%	\$ 9,688
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REPORT ID : RPT-GL004
RUN DATE : 5/11/21
RUN TIME : 11:43:58 AM

COUNTY OF VENTURA - FY2020-21 - AP10
BALANCE SHEET
THROUGH DATE 04/30/2021

Page 1 of 1

FUND: E310 - CAMARILLO AIRPORT ROAD AND LIGHTING

ASSETS	CURRENT PERIOD	INCEPTION TO-DATE
3010 - CASH	(426.48)	270,250.99
3120 - ACCOUNTS RECEIVABLE CLEARING	0.00	46,942.00
3160 - BILLED RECEIVABLE	0.00	0.00
3162 - BILLED EARNED RECEIVABLE	0.00	1,767.00
3180 - INTEREST RECEIVABLE	0.00	0.00
3257 - DUE FROM OTHER FUNDS	0.00	0.00
3510 - LAND IMPROVEMENTS	0.00	2,244,069.66
3560 - ACCUMULATED DEPRECIATION LAND IMPROVEMENTS	(7,488.78)	(1,399,088.93)
TOTAL ASSETS	(7,915.26)	1,163,940.72

LIABILITIES AND EQUITY	CURRENT PERIOD	INCEPTION TO-DATE
4001 - VOUCHERS PAYABLE	0.00	0.00
4010 - ACCOUNTS PAYABLE NON ROLL YE	0.00	0.00
4200 - DUE TO OTHER FUNDS	0.00	0.00
5450 - NET INVESTMENT IN CAPITAL ASSETS	0.00	920,741.64
5470 - UNRESTRICTED NET POSITION	0.00	320,427.64
UNRESTRICTED NET POSITION	(7,915.26)	(77,228.56)
TOTAL LIABILITIES AND EQUITY	(7,915.26)	1,163,940.72

7. SANITATION DIRECTOR'S ITEM: Airport Master Plan Study -
<https://venturacounty.airportstudy.net/>

VENTURA

COUNTY



AIRPORT MASTER PLAN



Airports Overview

Ventura County owns and operates two public-use airports: Camarillo Airport (CMA) and Oxnard Airport (OXR). The Ventura County Airports are a vital infrastructure component that supports economic development and quality of life for Ventura County residents.

The availability of air transport at Ventura County Airports:

- attracts businesses and economic development
- contributes to public safety by supporting police operations, firefighting teams and supports emergency medical transport
- connects businesses with their customers and supports the transport of goods more quickly and efficiently
- supports local tourism and hospitality industries

Camarillo Airport



Oxnard Airport



What is an Airport Master Plan?

An Airport Master Plan evaluates an airport's aviation demand and provides an overview of the systematic airport development that will best meet those demands. The Master Plan will establish a clear vision for airport development over the course of a 20-year planning period. Development objectives are arranged in order of priority based upon airport demand milestones. The Master Plan also details rationale for each of the various study elements, including airfield configuration, facility development, airport access, on-airport land use recommendations, and support facilities. The goal of the Master Plan is to accommodate an airport's needs in an environmentally and fiscally responsible manner while adhering to appropriate safety design standards. Alternative development scenarios will be devised, with each satisfying projected needs in a unique way. Through coordinated review by airport tenants and users and the residents of Ventura County, a recommended development concept will be presented. The plan then acts as a guide to aid local, state, and federal decision-makers when considering airport improvements.

Key Questions to be Addressed in the Master Plan

1. Should the Ventura County Airports continue to support new economic development growth for our communities?
2. Should the Ventura County Airports be prepared for the next generation of light General Aviation aircraft (electric aircraft; unmanned aircraft systems [UAS]; personal aircraft)?
3. Should Ventura County Airports continue to meet business aircraft needs to help support our local businesses and economy?
4. Should Ventura County Airports consider attracting air cargo-related businesses?
5. Should Ventura County Airports seek specialized aviation service providers (aircraft maintenance, repair, overhaul operators) that would support business aviation needs and generate new high-paying jobs?
6. Should scheduled airline service be pursued at a Ventura County Airport to serve residents and businesses?

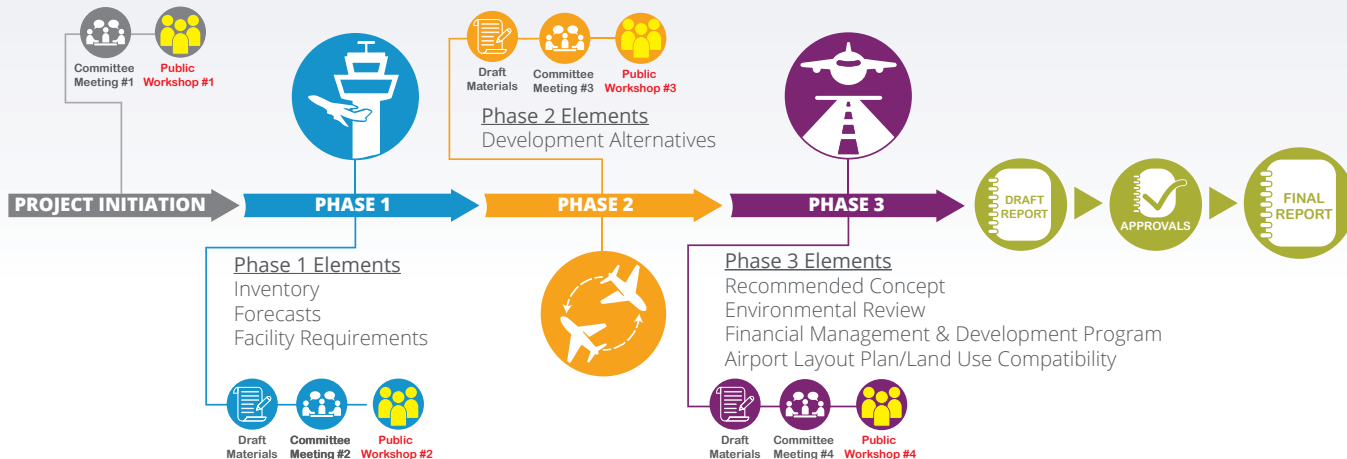
What an Airport Master Plan is:

- ✈ A comprehensive, long-range study of the airport and all air and landside components that describes plans to meet FAA safety standards and future aviation demand.
- ✈ Required by the FAA to be conducted every 7-10 years to ensure plans are up-to-date and reflect current conditions and FAA regulations. The last Master Plan for the Camarillo Airport was completed in 2011.
- ✈ Funded by the FAA through the Airport Improvement Program (AIP), which has provided 100% of the total project costs.
- ✈ A Ventura County document that will ultimately be presented for approval by the Ventura County Board of Supervisors. The FAA approves only two elements of the Master Plan, the Aviation Demand Forecasts and the Airport Layout Plan (ALP) drawing set.
- ✈ An opportunity for airport stakeholders and the public to provide feedback to the County on issues related to the airports and their current and future operations, as well as environmental and socioeconomic impacts. Four (4) public information workshops will be conducted throughout the Master Plan process to facilitate this public outreach effort.

What an Airport Master Plan is not:

- ✈ A guarantee that the airport will proceed with any planned projects. Master Plans are guides that help airport staff plan for future airport development; however, the need/demand for certain projects may not ever materialize.
- ✈ A guarantee that Ventura County, Caltrans, or the FAA will fund any planned projects. Project funding is considered on a project-by-project basis and requires appropriate need and demand and certain projects may require the completion of a benefit cost analysis.
- ✈ Environmental clearance for specific projects. The Master Plan includes an environmental overview that identifies potential environmental sensitivities per the National Environmental Policy Act of 1969 (NEPA) and the preparation of an Initial Study per California Environmental Quality Act (CEQA) guidelines. Most planned projects will require a separate NEPA study (environmental impact statement/environmental assessment/categorical exclusion) prior to construction.

Project Work Flow



How will future airport projects be funded?

The FAA coordinates the Airport Improvement Program (AIP) established by Congress to provide funding to airports on a priority basis. Revenues for this program are generated by fees on aviation activity exclusively, such as the sale of aviation fuel and oil, aircraft, aircraft parts, and airline tickets. Many airport improvement projects are eligible for funding through the AIP. The remaining costs are generally funded through local resources generated from airport activities. The Airport Master Plan and its associated Airport Layout Plan (ALP) are utilized by the FAA in support of grant funding decisions. Any airport project intended to utilize grant funding must be depicted on the approved ALP.

Who is conducting the study?

The Ventura County Airport Master Plan is being funded 100 percent by the FAA and will be prepared in accordance with FAA requirements. Coffman Associates, Inc., a national airport consulting firm that specializes in planning and

environmental studies, will lead the study. Additional support to the study process will include:

- Engineering support
- Conducting field surveys in support of the environmental elements of the plan
- Aerial photography, ground survey, and GIS products

How can I participate?

The Master Plan process will be driven by public participation. Four (4) workshops are planned to take place at key milestones during the study process, which is estimated to take between 12 and 18 months. At these workshops, anyone interested can ask questions, respond to poll questions, provide comments, and learn about the master plan's progress. Workshops will be advertised through local media outlets and online. Draft master plan working papers, comment forms, and meeting notices will be available online at venturacounty.airportstudy.net.

If you have additional questions about the Ventura County Airport Master Plan, please contact:
Coffman Associates, Matt Quick – 800-574-6334; mquick@coffmanassociates.com

To learn more about the master plan and to provide input, please visit:
venturacounty.airportstudy.net

8. COMMITTEE MEMBERS' COMMENTS and FUTURE AGENDA ITEMS

9. ADJOURNMENT