

Central Services  
**Joan Araujo**, Director

Engineering Services  
**James O'Tousa**, Director

Roads & Transportation  
**Anitha Balan**, Director

Water & Sanitation  
**Joseph Pope**, Director

Watershed Protection  
**Vacant**, Director

May 15, 2024

**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 22, 2024 from 1:30 p.m. to adjournment** – Camarillo Airport, 555 Airport Way, Camarillo, at the specific time (1:30 p.m.) Electronically you can join by dialing 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://us06web.zoom.us/j/4700527072>

Sincerely,



Joseph C. Pope, P.E.  
Director, Water and  
Sanitation



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## AGENDA OF MEETING

1. CALL TO ORDER
2. REVIEW OF THE MINUTES OF THE MAY 24, 2023 MEETING
3. PUBLIC COMMENTS - Members of the public may address items of interest 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. SANITATION
  - I. STAFF REPORT
  - II. REVIEW OF FINANCIAL STATUS
  - III. PWA OPERATIONS & MAINTENANCE
5. STREETS, STREET LIGHTING, AND STORM DRAINS
  - I. STAFF REPORT
  - II. REVIEW OF FISCAL YEAR 2024/2025 PROPOSED BUDGET
6. COMMENTS and 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 meeting live at: <https://us06web.zoom.us/j/4700527072>
- If you wish to make a comment on a specific agenda item, you may attend the meeting by Zoom and will be given an opportunity to speak. If you prefer to submit your comment ahead of time, please submit your comment via email 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 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 sign on to the meeting by Zoom and you will be given a chance to be heard. If you prefer to submit a comment in writing, 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 (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

## CAMARILLO UTILITY ENTERPRISE (CUE) ADVISORY COMMITTEE MINUTES OF THE MAY 24, 2023 MEETING

### COMMITTEE MEMBERS

### PRESENT    ABSENT

Mary Otten, Pleasant Valley Park District	X	
Bob Cerasuolo, Pleasant Valley Park District	X-online	
Colleen Darling-Darling Enterprises	X	
Maria Carrillo, V.C. Fire Protection District	X	
Dave Nafie, Dept. of Airports VC	X	
Keith Freitas, VC Department of Airports		X
Pastor Prather, Faith Tabernacle Corporation		X
Dave Fateh, Ventura County Office of Education		X
Terry Cobos, Ventura County Community College District		X

### GUESTS

None

### STAFF

Joseph Pope, Director, Water and Sanitation	X
Erin Powers, Projects Administrator, Dept. of Airports VC	X
Scott Meckstroth, Deputy Director, Water and Sanitation	X
Ryan Lippincott – Engineering Mgr II	X-online
Jean Fontayne – Staff Services Mgr II	X-online
Gilberto Minero, Staff Services II	X-online
Brandan Gonzalez, Administrative Assistant I	X-online
Maryann Ranallo, Management Assistant III	X-online

### 1. CALL TO ORDER

- The meeting was called to order at 1:30 p.m.

### 2. APPROVAL OF THE MINUTES OF THE MAY 26, 2021, MEETING

- Motioned to approve by Colleen Darling, Dave Nafie Abstained, Second by Mary Otten

### 3. PUBLIC COMMENTS

- None.

### 4. SANITATION

#### I. STAFF REPORT

## II. REVIEW OF FISCAL YEAR 2023/2024 PROPOSED BUDGET

### III.

- Mr. Pope said we are not raising the rates this year, because we were making our final payment on our state funded loan.
- Erin Powers said she remembers the debt was going to be paid and we were going to retire that loan and our next earmarked project is a lift station. Is that something we're going to start saving for? Mr. Pope said yes that is correct.

## IV. PWA OPERATIONS & MAINTENANCE

- Mr. Meckstroth reviewed the Operations & Maintenance. Weather charts determine when we may have a power/safety shut off and we will prepare with a generator.
- We have had no sewer spills last year.
- Sewer Flow Chart Jan-Dec FY 22-23 with breakdowns by year 17-23

## 5. STREETS, STREET LIGHTING, AND STORM DRAINS

### STAFF REPORT AND REVIEW OF FISCAL YEAR 2022/2023 PROPOSED BUDGET

- Ms. Powers started with a Staff Report. We have a project on the books that is waiting to be completed, Crack fill and Slurry on W. Durley Ave, Willis Avenue and Airport Way. Funds are being held in reserves.
- Proposed Budget for the FY 23-24. We will ask for an action call, recommending that the Board of Supervisors adopt the proposed budget and that each member agency will pay the proposed assessment to fund the expenses. The Cost for the Proposed Budget consists of standard expenses for a total of \$99,899, which includes depreciation which is the bulk of the cost. We are anticipating revenue from each member agency of \$10,096.
- Retained earnings a little over \$246,000
- Maintenance contracts breakdown discussed.
- 23-24 no proposed Capital Projects.
- A vote was taken to approve the proposed expenses. Dave Nafie moves to accept the staff recommendations. Three Ayes, Zero Nays

## 8. COMMITTEE MEMBERS' COMMENTS and FUTURE AGENDA ITEMS

- Future topics for next year e-mail Joe or Erin.

## 9. ADJOURNMENT

- Meeting adjourned at 1:52 p.m.
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3. PUBLIC COMMENTS - Members of the public may address items of interest 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. SANITATION
  - I. STAFF REPORT
  - II. REVIEW OF FINANCIAL STATUS

## Camarillo Utility Enterprise Fund Balance Analysis

1	Total Beginning Balances		\$266,494	\$225,919	\$216,241	\$277,090	\$376,656	\$376,656	\$376,656
2	Total Ending Balances		\$225,919	\$216,241	\$277,090	\$376,656	\$346,029	\$419,858	\$307,495
3									
4	Total Proposed Targets		\$73,454	\$76,292	\$66,118	\$75,144	\$104,744	\$34,902	\$95,771
5	Alert						ok	ok	ok
6	O&M/ Rate Stab Fund		FY20 ACT	FY21 ACT	FY22 ACT	FY23 ACT	FY24 ADPT BUD	FY24ACT	FY24PRJ
7	Beginning Balances		\$0	\$0	\$0	\$0	\$0	\$0	\$0
8	O&M Revenue								
9	Interest Earning		5,587.5	1,390.5	997.5	9,588.9	1,978.5	\$3,418	\$16,103
10	Sanitation Services		212,701.3	257,475.8	279,065.1	352,252.5	348,300.0	\$152,871	\$262,051
11	Permit Fees		-	100.0	-	-	100.0	\$0	\$100
12	Planning and Eng. Svcs External		-	2,500.0	10,481.1	2,500.0	2,500.0	\$0	\$0
13	Miscellaneous Revenue		632.1	(200.0)	503.4	1,529.7	1,200.0	\$722	\$1,200
14	Total - O&M Revenue		\$218,921	\$261,266	\$291,047	\$365,871	\$354,079	\$157,012	\$279,454
15	O&M Expenditure								
16	Indirect Cost Recovery		1,463.0	1,900.0	690.0	-	500.0	\$0	\$500
17	Loan Repayment - Interest		7,957.6	6,038.4	4,073.2	2,060.7	-	\$0	900.0
18	Loan Repayment - Principal		79,966.4	81,866.4	83,850.8	85,863.2	-	\$0	\$0
19	Management & Admin. Services		26,200.0	30,500.0	33,300.0	37,100.0	40,105.0	\$33,000	\$33,937
20	Misc. O&M Expenditures		12,843.8	9,271.9	9,051.1	7,995.5	49,001.0	\$1,558	\$48,899
21	O&M Labor		51,946.3	55,455.5	40,693.7	48,803.1	124,600.0	\$44,620	\$102,625
22	Other Prof. & Spec. Svcs		-	59.3	-	233.8	2,000.0	\$79	\$2,000
23	Federal State Permits And Fees		2,689.4	2,837.9	3,326.0	3,458.2	4,000.0	\$3,746	\$4,000
24	Sewer System Power		1,825.3	1,881.9	2,389.9	2,887.6	3,100.0	\$1,892	\$3,667
25	Sewer Treatment Cost		41,912.9	35,768.7	40,263.0	60,845.4	60,000.0	\$26,338	\$50,687
26	System Maint. Supplies & Contract		32,200.2	45,363.7	12,516.8	13,324.5	81,400.0	\$2,578	\$81,400
27	Improvement Maintenance		491.0	-	43.9	-	20,000.0	\$0	\$20,000
28	Depreciation Expense		34,319.1	34,224.7	34,271.9	34,271.9	34,269.0	\$25,798	\$34,469
29	Contingencies		-	-	-	3,733.3	-	\$0	\$0
30	Total - O&M Expenditure		\$293,815	\$305,168	\$264,470	\$300,577	\$418,975	\$139,608	\$383,083
31	Net of Operation		(\$74,894)	(\$43,902)	\$26,577	\$65,294	(\$64,896)	\$17,404	(\$103,630)
32	Transfer to/fr Capital Reserve		\$74,894	\$43,902	(\$26,577)	(\$65,294)	\$64,896	(\$17,404)	\$103,630
33	Ending Balances		\$0	\$0	\$0	\$0	\$0	\$0	\$0
34									
35	Minimum Balance								
36	25%	of O&M expenses	\$73,454	\$76,292	\$66,118	\$75,144	\$104,744	\$34,902	\$95,771
37	Acquisition&Replacement Fund		FY20 ACT	FY21 ACT	FY22 ACT	FY23 ACT	FY24 ADPT BUD	FY24ACT	FY24PRJ
38	Beginning Balances		\$266,494	\$225,919	\$216,241	\$277,090	\$376,656	\$376,656	\$376,656
39									
40	Capital Sources of Funds								
41	Interest Earning		-	-	-	-	-	\$0	\$0
42	Capital Improv. Charges		-	-	-	-	-	\$0	\$0
43	Longterm Debt Proceeds		-	-	-	-	700,000.0	\$0	\$0
44	Depreciation Expense		34,319.1	34,224.7	34,271.9	34,272	34,269.0	\$25,798	\$34,469
45	Total - Capital Sources of Funds		\$34,319	\$34,225	\$34,272	\$34,272	\$734,269	\$25,798	\$34,469
46	Capital Uses of Funds								
47	Water System Improv & Construction Proj								
48	System Improvements/replacement		-	-	-	-	-	\$0	\$0
49	Construction Projects		-	-	-	-	700,000.0	\$0	\$0
50	Other Equipment		-	-	-	-	-	\$0	\$0
51	Contingencies		-	-	-	-	-	\$0	\$0
52	Contributions-ISF & Other Funds		-	-	-	-	-	\$0	\$0
53	Total - Capital Uses of Funds		\$0	\$0	\$0	\$0	\$700,000	\$0	\$0
54	Net Cash Balance		\$34,319	\$34,225	\$34,272	\$34,272	\$34,269	\$25,798	\$34,469
55	Transfer to/fr O&M / Rate Stabilization Fund		(\$74,894)	(\$43,902)	\$26,577	\$65,294	(\$64,896)	\$17,404	(\$103,630)
56	Ending Fund Balance		\$225,919	\$216,241	\$277,090	\$376,656	\$346,029	\$419,858	\$307,495

#### 4. SANITATION

##### III. PWA OPERATIONS & MAINTENANCE



# Camarillo Utility Enterprise (CUE) O&M Updates

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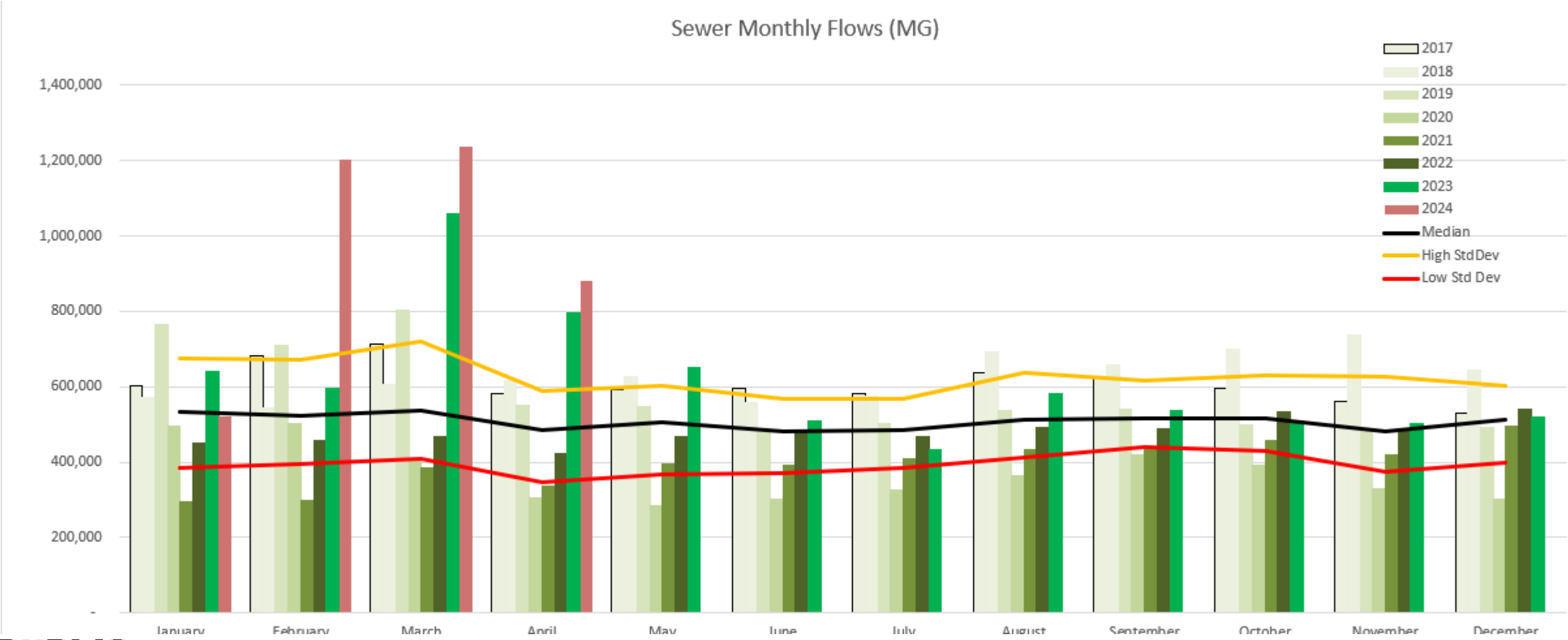
FY 2023-2024



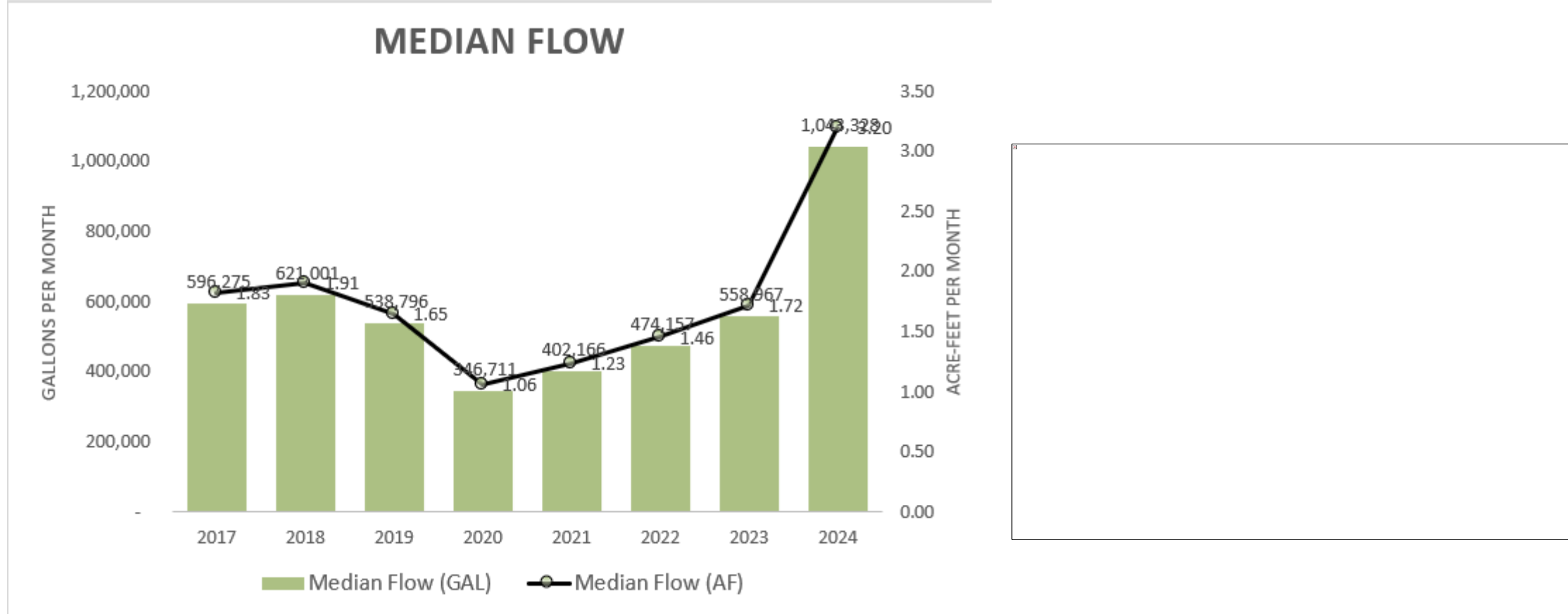
# Operations & Maintenance

- ▶ No sewer spills last year
- ▶ Conducting fat, oil and grease (FOG) monitoring per EPA best management practices to reduce blockages biannually in May and November
- ▶ District standby pump set up at Lift Station, due to SCE PSPS outages in 2023; same expected this summer 2024 , no generator costs incurred to date
- ▶ Wastewater meter annual calibration completed
- ▶ Observed high flows again in February and March 2024, likely due to intrusion and infiltration from high water table as a result of recent rains , conducting manhole and sewer line inspections due water intrusion to isolate source
- ▶ Repair made early 2024 on Eubanks and Skyway due to collapsed sewer line

# Operations & Maintenance – Sewer Flow



# Operations & Maintenance – Sewer Flow





# Questions?

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5. STREETS, STREET LIGHTING, AND STORM DRAINS
  - I. STAFF REPORT



# 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](http://www.ventura.org/airports)

May 22, 2024

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

### FISCAL YEAR 2024/2025 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) 2024/2025.
2. Consider and recommend to the Board of Supervisors the adoption of the requested Budget, effective July 1, 2024.
3. Agree that each member agency will pay the proposed assessment to fund the anticipated expenses.

#### **DISCUSSION:**

Capital improvements are not planned for FY 2024/2025. Therefore, the attached budget comprises of standard expenses totaling \$95,845, including depreciation.

Anticipated revenue includes a proportionate assessment of each member agency totaling \$5,928 and an estimated \$4,604 in interest earned on the Fund's cash balance. Retained earnings are approximately \$258,247.

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

5. STREETS, STREET LIGHTING, AND STORM DRAINS
  - II. REVIEW OF FISCAL YEAR 2023/2024 PROPOSED BUDGET

CAMARILLO UTILITY ENTERPRISE – STREETS & STREET LIGHTING  
 PROPOSED BUDGET – FY 2024/2025  
 EXPENDITURE/REVENUE DETAIL

**EXPENSES**

ACCOUNT DESCRIPTION	ACC CODE	2023-24 ADOPTED	2023-24 PROJECTED	2024-25 PROPOSED
Maintenance Contracts	2102	\$ 3,562	\$ 3,562	\$ 3,669
Traffic Safety Supplies	2105	\$ 403	\$ 403	\$ 415
Maintenance	2112	\$ 0	\$ 0	\$ 0
Indirect Cost Recovery	2158	\$ 464	\$ 464	\$ 498
Special Dept. EXP. - 04* (Administrative Services)	2991	\$ 0	\$ 0	\$ 0
Utilities – Other	2311	\$ 5,667	\$ 5,667	\$ 5,950
Depreciation	3611	\$ 89,803	\$ 89,803	\$ 85,313
Capital Improvements	4111	\$ 0	\$ 0	\$ 0
TOTAL EXPENSES		\$ 97,998	\$ 97,998	\$ 95,845

**REVENUE**

ACCOUNT DESCRIPTION	ACC CODE	2023-24 ADOPTED	2023-24 PROJECTED	2024-25 PROPOSED
Interest Earnings	8911	\$ 2,017	\$ 2,017	\$ 4,604
Assessments	9421	\$ 8,079	\$ 8,079	\$ 5,928
<b><u>Retained Earnings (drawdown)</u></b>	5045	\$ 0	\$ 0	\$ 0
TOTAL REVENUE		\$ 10,096	\$ 10,096	\$ 10,532
Net Savings (Cost)		\$ (89,803)**	\$ (89,803)**	\$ (85,313)**

*\*Administrative Services for design and construction management calculated at 5% of Capital Improvements.*

*\*\*This amount represents depreciation which is not being assessed.*



**CUE MEMBER FINANCIAL PARTICIPATION PLAN  
CAMARILLO UTILITY ENTERPRISE  
FY 2024/2025**

AGENCY	% OF TOTAL DEVELOPED PROPERTY	<b>FY24/25 ASSESSMENT BASED ON %'s</b>
Department of Airports	66.14%	\$ 3,921
Faith Tabernacle Corp.	0.47%	\$ 28
Ventura Community College District	3.01%	\$ 179
Pleasant Valley Rec. & Parks District	15.66%	\$ 928
Oxnard High School District	1.30%	\$ 77
Ventura County Fire Department	4.40%	\$ 261
Ventura Superintendent of Schools	7.49%	\$ 444
Skyway Property Investments, LLC	1.52%	\$ 90

Totals	100%	\$ 5,928
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REPORT ID : RPT-GL004  
RUN DATE : 5/9/24  
RUN TIME : 11:40:09 AM

**COUNTY OF VENTURA - FY2023-24 - AP10**  
**BALANCE SHEET**  
**THROUGH DATE 04/30/2024**

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**FUND: E310 - CAMARILLO AIRPORT ROAD AND LIGHTING**

ASSETS	CURRENT PERIOD	INCEPTION TO-DATE
3010 - CASH	754.04	278,251.67
3120 - ACCOUNTS RECEIVABLE CLEARING	243.00	54,284.00
3160 - BILLED RECEIVABLE	0.00	0.00
3162 - BILLED EARNED RECEIVABLE	(243.00)	1,765.00
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	(7,468.34)	(1,672,596.78)
<b>TOTAL ASSETS</b>	<b>(6,714.30)</b>	<b>905,773.55</b>
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	647,526.38
5470 - UNRESTRICTED NET POSITION	0.00	331,965.78
<b>UNRESTRICTED NET POSITION</b>	<b>(6,714.30)</b>	<b>(73,718.61)</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>(6,714.30)</b>	<b>905,773.55</b>

**NET: \$258,247**

6. COMMENTS and FUTURE AGENDA ITEMS

7. ADJOURNMENT