

Jeff Pratt Agency Director

**David Fleisch** Assistant Director

Central Services Joan Araujo, Director Engineering Services Christopher Cooper, Director Roads & Transportation Christopher Kurgan, Director Water & Sanitation Joseph Pope, Director Watershed Protection **Glenn Shephard**, Director

### May 18, 2022

### 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 25, 2022 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** <u>https://us02web.zoom.us/j/4700527072</u>

Sincerely,

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

### AGENDA OF MEETING

- 1. CALL TO ORDER
- 2. REVIEW OF THE MINUTES OF THE MAY 26, 2021 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, INCLUDING STAFF'S PROPOSED INCREASE IN MONTHLY SEWER SERVICE CHARGES AND MONTHLY SEWER FIXED CHARGES
- 5. STREETS, STREET LIGHTING, AND STORM DRAINS
  - I. STAFF REPORT
  - II. REVIEW OF FISCAL YEAR 2022/2023 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: <u>https://us02web.zoom.us/j/4700527072</u>
- 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 <u>WSPC@ventura.org</u>. 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 <u>WSPC@ventura.org</u>. 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 26, 2021, VIRTUAL MEETING

| COMMITTEE MEMBERS  | <u>PRESENT</u> | <u>ABSENT</u> |
|--|----------------|---------------|
| Kip Turner, Director, Dept. of Airports<br>Terry Cobos, Ventura Comm. College District<br>Cruz Morin II, U.S. Immigration                              | x              | x<br>x        |
| Dave Fateh, V.C. Office of Education<br>Joshua Brown, Oxnard Union High School Dist.   |                | X<br>X        |
| Bob Cerasuolo, Pleasant Valley Rec. & Parks District<br>Pastor Justin Prather, Faith Tabernacle Corp.<br>Maria Carrillo, V.C. Fire Protection District | X<br>X<br>X    |               |
|  |                |               |

### <u>GUESTS</u>

None

### <u>STAFF</u>

| Joseph Pope, Director, Water and Sanitation                 | Х |
|---|---|
| David Fleisch, Assistant Director, Public Works Agency      | Χ |
| Joan Araujo, Director, Central Services                     | Χ |
| Scott Meckstroth, Deputy Director, Water and Sanitation     | Χ |
| Jean Fontayne, Staff Services Manager, Water and Sanitation | Χ |
| Vimie Alvarez, Central Services Fiscal                      | Χ |
| Erin Powers, Project Administrator, Dept. of Airports       | Χ |

### 1. CALL TO ORDER

• The meeting was called to order at 1:35 p.m.

### 2. APPROVAL OF THE MINUTES OF THE MAY 27, 2020 MEETING

• Kip Turner moved to approve the minutes as presented by staff. Justin Prather seconded this motion. No member objected. Minutes were approved.

### **3. PUBLIC COMMENTS**

• None.

Meeting of the CUE Advisory Committee Water and Sanitation and the Streets, Street Lighting & Storm Drain Div. Minutes of May 26, 2021 Meeting

### 4. CUE STAFF REPORTS AND PROPOSED BUDGETS

### A. SANITATION

### I. STAFF REPORT

- Mr. Meckstroth indicated that staff fenced in the major lift station compound, over by the racetrack, which provides enhanced security.
- In terms of improvements that will be made to the lift station in the future: Mr. Meckstroth stated that staff will put in new valves and a new pump. Mr. Meckstroth stated that the next couple of months is the target for this work to be completed. Once the work is completed, this will reduce some staff time. There will be some capital expenditures associated with these improvements, but reduced staff time will offset this.
- Mr. Meckstroth explained that a fat, oil, and grease program (FOG) will be implemented. This is mandated by the EPA, as well as by the city of Camarillo's permit. The Waypoint Café is the only restaurant in the area. Industrial dischargers such as automotive shops are also implicated. Some of the hangars could be considered affected by this program. Mr. Meckstroth stated that staff will have to look into this.

### II. REVIEW OF FISCAL YEAR 2021/2022 PROPOSED BUDGET

- Mr. Pope explained that the requested Fiscal Year 2021/2022 \$462.8K budget is a 29.7K, or approximately 7%, increase from the previous year's budget. Labor charges and O&M charges show the largest increase. Mr. Pope stated that however, staff tend to overestimate what these charges will be for the year; the actual charges will likely end up lower. As a percentage of the budget, Sewer Treatment is 13%, Depreciation Expense is 7%, Loan Payment to the State is 19%, Management and Administrative Charges are 7%, O&M labor charges are 25%, and Operations and Maintenance is 29%.
- Mr. Pope showed a chart of Fiscal Year 2017 through Fiscal Year 2021 expenditures, as well as the requested budget for Fiscal Year 2021/2022. This was included in the written materials for the meeting. Mr. Pope stated that total expenditures for Fiscal Year 2020/2021 were projected to be \$316,483, but that he doubts that expenditures will reach that level, which is good because that will affect the end of year cash balance, and will give some stability if there are emergencies, etc. Mr. Pope stated that staff have been trying to rebuild cash reserves, so this is good.
- Mr. Pope showed the Cash Reserve Analysis. It is anticipated that cash reserves will be below the target. Mr. Pope stated that staff will try to make up some of that target with O&M savings. Mr. Pope stated that additionally, this analysis does not consider the proposed rate increase.

Meeting of the CUE Advisory Committee Water and Sanitation and the Streets, Street Lighting & Storm Drain Div. Minutes of May 26, 2021 Meeting

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

- Mr. Turner asked what rate increase is requested. Mr. Pope stated that this year's requested rate increase is 10%. Last year's was 15%. Mr. Pope stated that he hopes that next year the requested rate increase will be approximately 7 to 8%.
- Mr. Pope showed the Proposition 218 notice and the proposed rates.
- Mr. Pope asked for a motion to approve the proposed increase. Mr. Turner moved to approve the increase. Mr. Prather seconded this motion. There were no objections.

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

STAFF REPORT AND REVIEW OF FISCAL YEAR 2021/2022 PROPOSED BUDGET

- Ms. Powers stated that capital improvements are not planned for Fiscal Year 2021/2022. Ms. Powers stated that the budget is comprised 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 interested earned on the Fund's cash balance. Retained earnings are approximately at \$243,199.
- Ms. Powers next showed the sheet included in the written materials showing the various expenses that comprise the standard expenses.
- Ms. Powers stated that in terms of revenue, interest earnings and assessments totaled \$10,881, without depreciation.
- Ms. Powers next showed a chart showing each agency in the CUE, with the total percentage of the total developed property, and the corresponding Fiscal Year 2020/2021 assessment, which Ms. Powers explained is based on the percentage of the total developed property. The chart was in included in the written materials.
- Ms. Powers stated that a new property owner is anticipated at some point soon, for some property owned by Oxnard High School District.
- Ms. Powers showed the balance sheet of the CUE fund, which was included in the written materials. Ms. Powers asked if any members had any questions, and stated that if there were no questions, Ms. Powers asked if any member agencies would move for approval. Ms. Carrillo of Ventura Fire District moved for approval. Mr. Turner seconded this motion. No member objected.

Meeting of the CUE Advisory Committee Water and Sanitation and the Streets, Street Lighting & Storm Drain Div. Minutes of May 26, 2021 Meeting

7. SANITATION DIRECTOR'S ITEM: Airport Master Plan Study -

https://venturacounty.airportstudy.net/

- Mr. Pope invited Mr. Turner to speak on the Airport Master Plan Study. Mr. Turner indicated that in fact, the plan is still being worked on, so he is not ready to speak on it yet.
- 8. COMMITTEE MEMBERS' COMMENTS and FUTURE AGENDA ITEMS
  - Mr. Pope mentioned that he will keep the Airport Master Plan Study on the agenda for next year.

9. ADJOURNMENT

• Meeting adjourned at 1:58.

- 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, INCLUDING STAFF'S PROPOSED INCREASE IN MONTHLY SEWER SERVICE CHARGES AND MONTHLY SEWER FIXED CHARGES

| arillo Utility Enterprise  |   |                        |                          |                                |                               |                               |                                |  |             |
|--|---|------------------------|--------------------------|--------------------------------|-------------------------------|-------------------------------|--------------------------------|--|-------------|
| Balance Analysis   |   |                        | 1                        |                                |                               |                               |                                |  |             |
| Total Beginning Balances   | \$477,400                               | \$494,250              | \$433,543                | \$332,544                      | \$266,494                     | \$225,919                     | \$216,241                      | \$216,241                              | \$216       |
| Total Ending Balances  | \$494,250                               | \$433,543              | \$332,544                | \$266,494                      | \$225,919                     | \$216,241                     | \$48,322                       | \$334,605                              | \$177       |
|  | \$131,230                               | \$ 155,5 15            | \$352,511                | \$200,101                      | \$223,515                     | \$210,211                     | \$10,522                       | \$35 1,005                             | <i>Q</i> 11 |
| Total Proposed Targets   | \$64,284                                | \$69,688               | \$76,421                 | \$86,795                       | \$73,454                      | \$76,292                      | \$115,710                      | \$30,187                               | \$8         |
| Alert  | ok                                      | ok                     |                          | ,,                             | , .                           | , .                           | Alert                          | ok                                     | ok          |
| O&M/ Rate Stab Fund  | FY16 ACT                                | FY17 ACT               | FY18 ACT                 | FY19 ACT                       | FY20 ACT                      | FY21 ACT                      | FY22 ADPT BUD                  | FY22ACT                                | FY22PR      |
| Beginning Balances   | \$0                                     | \$0                    | \$0                      | \$0                            | \$0                           | \$0                           | \$0                            | \$0                                    |             |
| O&M Revenue  |   |                        |                          |                                |                               |                               |                                |  |             |
| Interest Earning   | \$2,904                                 | \$3,858                | 5,469.0                  | 8,172.2                        | 5,587.5                       | 1,390.5                       | 1,222.3                        | \$526                                  | \$          |
| Sanitation Services  | \$235,813                               | \$179,026              | 162,748.0                | 237,183.1                      | 212,701.3                     | 257,475.8                     | 256,971.6                      | \$209,743                              | \$27        |
| Permit Fees  | \$80                                    | \$0                    | -                        | -                              | -                             | 100.0                         | 100.0                          | \$0                                    |             |
| Planning and Eng. Svcs External  | \$0                                     | \$0                    | -                        | -                              | -                             | 2,500.0                       | 500.0                          | \$0                                    |             |
| Miscellaneous Revenue  | \$963                                   | \$936                  | 2,198.1                  | 1,500.2                        | 632.1                         | (200.0)                       | 1,600.0                        | \$297                                  | \$          |
| Total - O&M Revenue  | \$239,760                               | \$183,820              | \$170,415                | \$246,856                      | \$218,921                     | \$261,266                     | \$260,394                      | \$210,566                              | \$28        |
| O&M Expenditure  |   |                        |                          |                                |                               |                               |                                |  |             |
| Indirect Cost Recovery   | \$3,341                                 | \$3,377                | 3,377.0                  | -                              | 1,463.0                       | 1,900.0                       | 690.0                          | \$690                                  |             |
| Loan Repayment - Interest  | \$15,195                                | \$13,449               | 11,662.1                 | 9,832.0                        | 7,957.6                       | 6,038.4                       | 4,073.1                        | \$0                                    | 4           |
| Loan Repayment - Principal   | \$72,729                                | \$74,474               | 76,261.9                 | 78,100.0                       | 79,966.4                      | 81,866.4                      | 83,850.8                       | \$0                                    | \$8         |
| Management & Admin. Services   | \$23,500                                | \$31,400               | 30,000.0                 | 27,800.0                       | 26,200.0                      | 30,500.0                      | 30,600.0                       | \$7,125                                | \$3         |
| Misc. O&M Expenditures   | \$7,358                                 | \$1,709                | 9,189.8                  | 3,297.8                        | 12,843.8                      | 9,271.9                       | 29,599.0                       | \$6,246                                | \$2         |
| O&M Labor  | \$41,949                                | \$39,022               | 40,785.3                 | 54,769.0                       | 51,946.3                      | 55,455.5                      | 116,300.0                      | \$33,223                               | \$5         |
| Other Prof. & Spec. Svcs   | \$0                                     | \$0                    | 14,845.0                 | -                              | -                             | 59.3                          | 5,000.0                        | \$0                                    | 1           |
| Federal State Permits And Fees   | \$2,088                                 | \$2,100                | 2,343.0                  | 2,880.0                        | 2,689.4                       | 2,837.9                       | 3,000.0                        | \$3,326                                | \$          |
| Sewer System Power   | \$1,805                                 | \$1,853                | 2,031.8                  | 2,161.2                        | 1,825.3                       | 1,881.9                       | 3,100.0                        | \$1,383                                | \$          |
| Sewer Treatment Cost   | \$51,673                                | \$59,274               | 54,873.2                 | 58,303.2                       | 41,912.9                      | 35,768.7                      | 58,000.0                       | \$29,237                               | \$5         |
| System Maint. Supplies & Contract  | \$3,271                                 | \$17,867               | 26,044.3                 | 75,438.6                       | 32,200.2                      | 45,363.7                      | 80,600.0                       | \$10,929                               | \$4         |
| Improvement Maintenance  | \$0                                     | \$0                    | -                        | 324.3                          | 491.0                         | -                             | 13,500.0                       | \$44                                   |             |
| Depreciation Expense   | \$34,225                                | \$34,225               | 34,271.9                 | 34,272.0                       | 34,319.1                      | 34,224.7                      | 34,526.3                       | \$28,544<br>\$0                        | \$3         |
| Contingencies  | \$0<br>\$257,136                        | \$0<br>\$278,752       | \$305,685                | \$347,178                      | \$293,815                     | \$305,168                     | \$462,839                      | \$0<br>\$120,747                       | \$35        |
| Total - O&M Expenditure Net of Operation   |   |                        |                          | (\$100,323)                    | (\$74,894)                    | (\$43,902)                    | (\$202,445)                    | \$89,820                               |             |
| Transfer to/fr Capital Reserve   | (\$17,376)<br>\$17,376                  | (\$94,932)<br>\$94,932 | (\$135,270)<br>\$135,270 | \$100,323                      | \$74,894                      | \$43,902                      | \$202,445                      | (\$89,820)                             | (\$7<br>\$7 |
| Ending Balances  | \$0                                     | \$0                    | \$155,210                | \$100,525                      | \$0                           | \$43,502                      | \$0                            | (\$05,020)<br><b>\$0</b>               | ţ           |
|  |   | ţ                      | ţU                       | 20                             | 40                            | <b>40</b>                     | <b>\$</b>                      | 40                                     |             |
| Minimum Balance  |   |                        |                          |                                |                               |                               |                                |  |             |
| 25% of O&M expenses  | \$64,284                                | \$69,688               | \$76,421                 | \$86,795                       | \$73,454                      | \$76,292                      | \$115,710                      | \$30,187                               | \$8         |
| Acquisition&Replacement Fund   | FY16 ACT                                | FY17 ACT               | FY18 ACT                 | FY19 ACT                       | FY20 ACT                      | FY21 ACT                      | FY22 ADPT BUD                  | FY22ACT                                | FY22PF      |
| Beginning Balances   | \$477,400                               | \$494,250              | \$433,543                | \$332,544                      | \$266,494                     | \$225,919                     | \$216,241                      | \$216,241                              | \$21        |
|  |   | +,                     | 4.0070.0                 | +,                             |                               | 1                             | +=,=                           | += + + + + + + + + + + + + + + + + + + |             |
| Capital Sources of Funds   |   |                        |                          |                                |                               |                               | -                              |  |             |
| Interest Earning   | \$0                                     | \$0                    | -                        | -                              | -                             | -                             | -                              | \$0                                    |             |
| Capital Improv. Charges  | \$0                                     | \$0                    | -                        | -                              | -                             | -                             | -                              | \$0                                    |             |
| Longterm Debt Proceeds   | \$0                                     | \$0                    | -                        | -                              | -                             | -                             | 550,000.0                      | \$0                                    |             |
| Depreciation Expense CY Funded   | \$34,225                                | \$34,225               | 34,271.9                 | 34,272.0                       | 34,319.1                      | 34,224.7                      | 34,526.3                       | \$28,544                               | \$3         |
| Total - Capital Sources of Funds   | \$34,225                                | \$34,225               | \$34,272                 | \$34,272                       | \$34,319                      | \$34,225                      | \$584,526                      | \$28,544                               | \$3         |
| Capital Uses of Funds  | +++++++++++++++++++++++++++++++++++++++ | +++++                  | ++++=                    | ++                             | 40.40.0                       | 10 1,                         |                                | +====                                  |             |
| Water System Improv & Construction Proj  |   |                        |                          |                                |                               |                               |                                |  |             |
| System Improvements/replacement  | \$0                                     | \$0                    | -                        | -                              | -                             | -                             | -                              | \$0                                    |             |
| Construction Projects  | \$0                                     | \$0                    | -                        | -                              | -                             | -                             | 550,000.0                      | \$0                                    |             |
| Other Equipment  | \$0                                     | \$0                    | -                        | -                              | -                             | -                             | -                              | \$0                                    |             |
|  | \$0                                     | \$0                    | -                        | -                              | -                             | -                             | -                              | \$0                                    |             |
|  | \$0                                     | \$0                    | -                        | -                              | -                             | -                             |                                | \$0                                    |             |
| Contingencies  |   |                        | \$0                      | \$0                            | \$0                           | \$0                           | \$550,000                      | \$0                                    |             |
| Contingencies Contributions-ISF & Other Funds  | \$0                                     | \$0                    |                          |                                |                               | 30                            | \$330,000                      | 40                                     |             |
| Contingencies Contributions-ISF & Other Funds Total - Capital Uses of Funds                  | \$0                                     | \$0                    |                          |                                |                               |                               |                                |  |             |
| Contingencies Contributions-ISF & Other Funds Total - Capital Uses of Funds Net Cash Balance | \$34,225                                | \$34,225               | \$0<br>\$34,272          | \$34,272                       | \$34,319                      | \$34,225                      | \$34,526                       | \$28,544                               | \$3         |
| Contingencies Contributions-ISF & Other Funds Total - Capital Uses of Funds                  |   | 1.                     |                          | <b>\$34,272</b><br>(\$100,323) | <b>\$34,319</b><br>(\$74,894) | <b>\$34,225</b><br>(\$43,902) | <b>\$34,526</b><br>(\$202,445) | <b>\$28,544</b><br>\$89,820            | \$3<br>(\$7 |



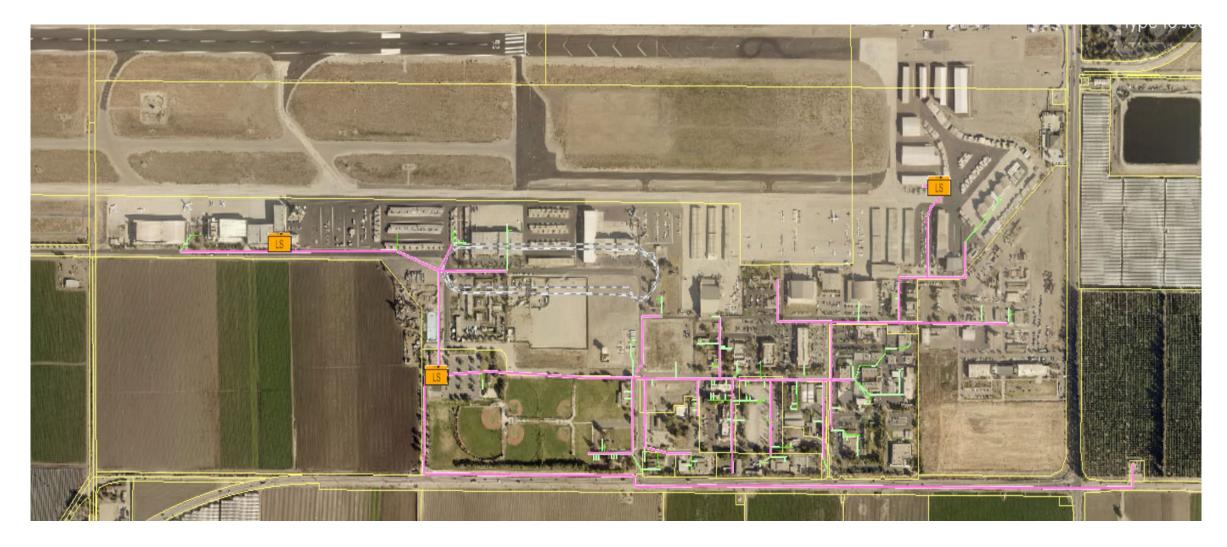
# Proposed Sewer Rate Increases Camarillo Utility Enterprise

Joe Pope Director, Water and Sanitation Department County of Ventura Public Works Agency

May 25, 2022

Board Date June 7, 2022

### Camarillo Utility Enterprise (Camarillo Airport) Sewer Collection System





### Camarillo Utility Enterprise - Camarillo Airport (CUE)

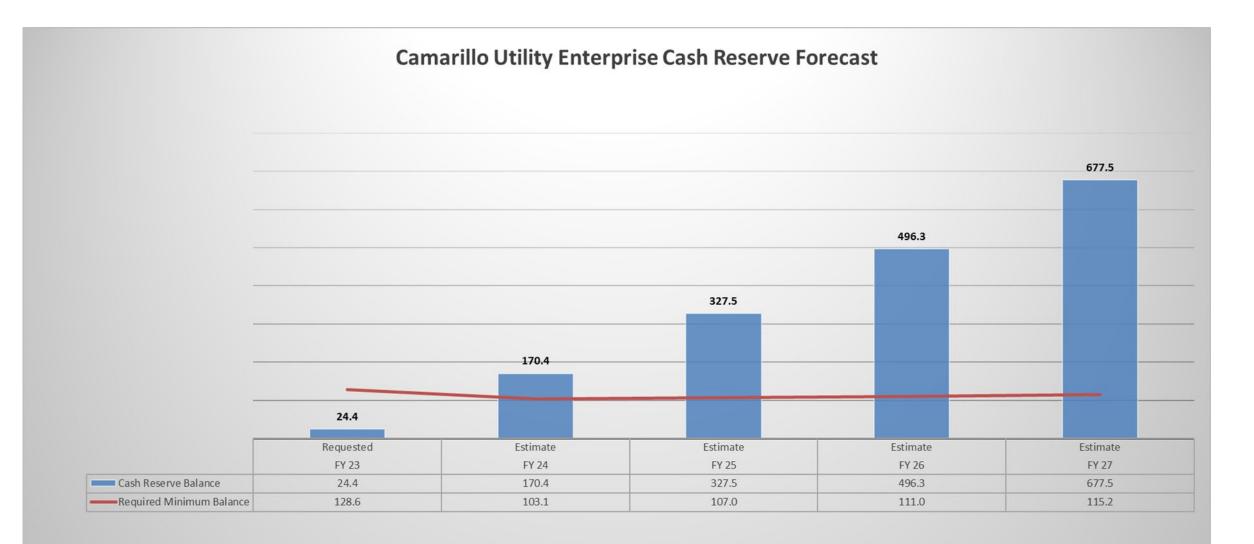
Proposed Sewer Service Charges Fiscal Year 2022-23

- Sewer service charges are paid by the property owners of properties receiving sewer service
- This year a 5% effective July 1, 2022, increase is necessary due to the following:
  - Increases in maintenance and labor costs of 3%
  - Maintain appropriate financial reserves of 25% of operating expenses
  - Maintain appropriate operating expenses of 10% of operating revenue

| CURRENT MONTHLY RATES FY 2021-22     | PROPOSED MONTHLY RATES FY 2022-23 |
|--------------------------------------|-----------------------------------|
| \$20.55 per hundred cubic feet (HCF) | \$21.58 per HCF                   |
| \$39.80 fixed                        | \$41.79 fixed                     |

- Increases in sewer service charges are subject to the majority protest provisions of Proposition 218 set forth in California Constitution Article XIII D, Section 6
  - Prop 218 were mailed on or before April 20, 2022







### **Camarillo Utility Enterprise (Camarillo Airport)**

Wastewater Planned Operations and Maintenance

### FY22-23 Planned Operations and Maintenance Improvement Projects Include:

- Pursue agreement with City of Camarillo to assume responsibility for CUE Sewer system
- Upgrade lift station control system
- FOG (Fats, Oil, Grease) Monitoring Program

### FY22-23 Planned Capital Construction Projects Include:

• None

### **FY21-22 Accomplishments:**

• Implemented Sedaru GIS / CMMS system



# Recommendation

### 1. Approve 5% Sewer Rate Increase effective July 1, 2022





Questions?

Customer Service Team



Slide 7



# Camarillo Utility Enterprise (CUE) O&M Updates

FY 2022-2023

CUE - FY2022-2023 Update

May 25, 2022

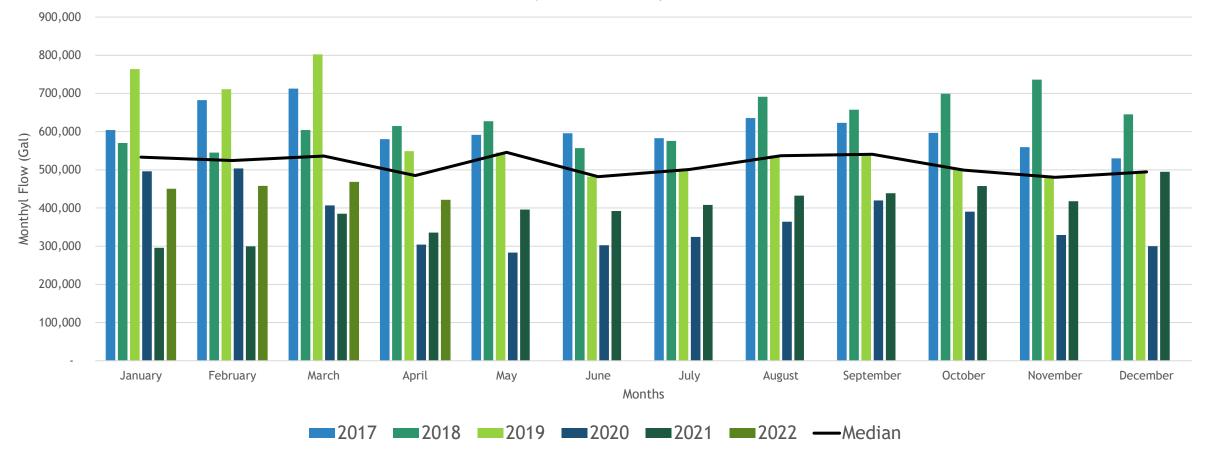
# **Operations & Maintenance**

- No sewer spills last year
- Replaced the two check valves in main lift station
- Adjusted bar screen for debris removal to reduce periodic site visits to once weekly
- Initiating fat, oil and grease (FOG) monitoring per EPA best management practices to reduce blockages
- Incurred cost for rental standby generator, due to SCE PSPS outages



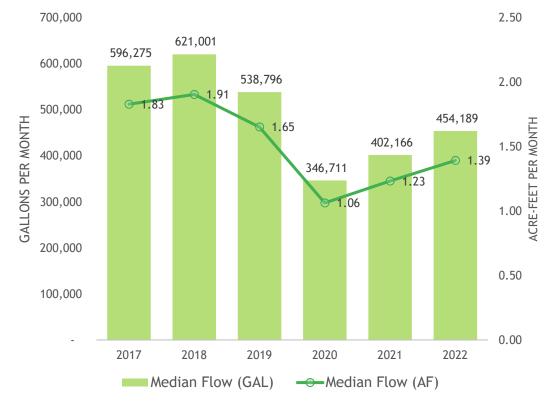
# **Operations & Maintenance – Sewer Flow**

Monthly Sewer Flows per Year





# **Operations & Maintenance – Sewer Flow**



MEDIAN FLOW

| Voor | Median Flow<br>(GAL) | Median Flow<br>(AF) |
|------|----------------------|---------------------|
| Year | 500.075              | 4.00                |
| 2017 | 596,275              | 1.83                |
| 2018 | 621,001              | 1.91                |
| 2019 | 538,796              | 1.65                |
| 2020 | 346,711              | 1.06                |
| 2021 | 402,166              | 1.23                |
| 2022 | 454,189              | 1.39                |





# Questions?



- 5. STREETS, STREET LIGHTING, AND STORM DRAINS
  - I. STAFF REPORT
  - II. REVIEW OF FISCAL YEAR 2022/2023 PROPOSED BUDGET



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

May 25, 2022

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

#### FISCAL YEAR 2022/2023 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) 2022/2023.
- 2. Consider and recommend to the Board of Supervisors the adoption of the requested Budget, effective July 1, 2022.
- 3. Agree that each member agency will pay the proposed assessment to fund the anticipated expenses.

#### **DISCUSSION:**

Capital improvements are not planned for FY 2022/2023. Therefore, the attached budget comprises of standard expenses totaling \$97,998, including depreciation.

Anticipated revenue includes a proportionate assessment of each member agency totaling \$7,496 and an estimated \$699 in interest earned on the Fund's cash balance. Retained earnings are approximately at \$248,093.

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 Administrative Officer

ATTACHMENTS

### CAMARILLO UTILITY ENTERPRISE – STREETS & STREET LIGHTING PROPOSED BUDGET – FY 2022/2023 EXPENDITURE/REVENUE DETAIL

### **EXPENSES**

| ACCOUNT<br>DESCRIPTION                             | ACC<br>CODE | 2021-22<br>ADOPTED | 2021-22<br>PROJECTED | 2022-23<br>PROPOSED |
|--|-------------|--------------------|----------------------|---------------------|
| Maintenance Contracts                              | 2102        | \$ 3,357           | \$ 3,357             | \$ 3,458            |
| Traffic Safety Supplies                            | 2105        | \$ 380             | \$ 380               | \$ 391              |
| Maintenance  | 2112        | \$ 0               | \$ 0                 | \$0                 |
| Indirect Cost Recovery                             | 2158        | \$ 448             | \$ 448               | \$ 383              |
| Special Dept. EXP 04*<br>(Administrative Services) | 2991        | \$ 0               | \$ 0                 | \$ 0                |
| Utilities – Other                                  | 2311        | \$ 6,696           | \$ 6,696             | \$ 3,963            |
| Depreciation                                       | 3611        | \$ 90,801          | \$ 90,801            | \$ 89,803           |
| Capital Improvements                               | 4111        | \$ 0               | \$ 0                 | \$ 0                |
| TOTAL EXPENSES                                     |             | \$ 101,682         | \$ 101,682           | \$ 97,998           |

### <u>REVENUE</u>

| ACCOUNT<br>DESCRIPTION          | ACC<br>CODE |      | )21-22<br>OPTED |         | 021-22<br>DJECTED | 022-23<br>DPOSED |
|---------------------------------|-------------|------|-----------------|---------|-------------------|------------------|
| Interest Earnings               | 8911        | \$   | 1,193           | \$      | 1,193             | \$<br>699        |
| Assessments                     | 9421        | \$   | 9,688           | \$      | 9,688             | \$<br>7,496      |
| Retained Earnings<br>(drawdown) | 5045        | \$   | 0               | \$      | 0                 | \$<br>0          |
| TOTAL REVENUE                   |             | \$   | 10,881          | \$      | 10,881            | \$<br>8,195      |
| Net Savings (Cost)              |             | \$ ( | (90,801)*       | * \$ (9 | 90,801)**         | \$<br>(89,803)** |

\*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 2022/2023

| AGENCY                                | % OF TOTAL<br>DEVELOPED<br>PROPERTY | FY20/21<br>ASSESSMENT<br>BASED ON %'s |
|---------------------------------------|-------------------------------------|---------------------------------------|
| Department of Airports                | 66.14%                              | \$ 4,958                              |
| Faith Tabernacle Corp.                | 0.47%                               | \$ 35                                 |
| Ventura Community College District    | 3.01%                               | \$ 226                                |
| Pleasant Valley Rec. & Parks District | 15.66%                              | \$ 1,174                              |
| Oxnard High School District           | 1.30%                               | \$ 97                                 |
| Ventura County Fire Department        | 4.40%                               | \$ 330                                |
| Ventura Superintendent of Schools     | 7.49%                               | \$ 562                                |
| Darling Development                   | 1.52%                               | \$ 114                                |

Totals

100%

\$ 7,496

| OWNER                             | GROSS<br>ACRES | DEVELOPED/<br>DEVELOPALBE<br>ACRES<br>(FY 21-22) | DEVELOPED/<br>DEVELOPALBE<br>ACRES<br>(Proposed FY 22-23) | PRECENTAGE<br>(FY 21-22) | PERCENTAGE<br>(Proposed FY 22-23) |
|-----------------------------------|----------------|--|---|--------------------------|-----------------------------------|
| DEPT. OF AIRPORTS*                | 664.11         | 141.81   | 142.98  | 65.60%                   | 66.14%                            |
| FAITH TABERNACLE<br>CORP.         | 1.01           | 1.01   | 1.01  | 0.47%                    | 0.47%                             |
| VC COMMUNITY<br>COLLEGE DIST.     | 21.123         | 6.51   | 6.51  | 3.01%                    | 3.01%                             |
| PLEASANT VALLEY<br>PARKS & REC.   | 33.86          | 33.86  | 33.86   | 15.66%                   | 15.66%                            |
| OXNARD HIGH<br>SCHOOL DISTRICT**  | 2.81           | 6.1  | 2.81  | 2.82%                    | 1.30%                             |
| VENTURA COUNTY<br>FIRE DEPARTMENT | 22.147         | 9.52   | 9.52  | 4.40%                    | 4.40%                             |
| SUPT. OF SCHOOLS                  | 16.2           | 16.2   | 16.2  | 7.49%                    | 7.49%                             |
| U.S. IMMIGRATION*                 | 0              | 1.17   | 0   | 0.54%                    | 0.00%                             |
| DARLING<br>DEVELOPMENT**          | 3.29           | 0  | 3.29  | 0.00%                    | 1.52%                             |
| TOTALS                            | 764.55         | 216.18   | 216.18  | 1.00                     | 1.00                              |

ATTACHMENT 1

3/16/2022

\*United States Immigration transferred the property to the County of Ventura Department of Airports in 2021. The data has been updated to reflect the transfer and area developed.

\*\* Oxnard Union School District sold approximately 3.29 acres of its property to Darling Developmenet, who is a now a new CUE member. The table has been updated to include VCFD information which effects CUE member participation and assessments.

RUN DATE 5/18/22

RUN TIME 10:26:36 AM

### COUNTY OF VENTURA - FY2021-22 - AP10 BALANCE SHEET THROUGH DATE 04/30/2022

Page 3 of 3

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

| ASSETS  | CURRENT PERIOD | INCEPTION TO-DATE          |
|---|----------------|----------------------------|
| 3010 - CASH                                       | (470.06)       | 272,366.18                 |
| 3120 - ACCOUNTS RECEIVABLE CLEARING               | 0.00           | 47,345.00                  |
| 3160 - BILLED RECEIVABLE                          | 0.00           | 0.00                       |
| 3162 - BILLED EARNED RECEIVABLE                   | 2,905.00       | 4,269.00                   |
| 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 | (7,488.79)     | (1,490,202.47)             |
| TOTAL ASSETS                                      | (5,053.85)     | 1,077,847.37               |
| 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           | 829,753.53                 |
| 5470 - UNRESTRICTED NET POSITION                  | 0.00           | Net: 248,093.84 319,265.25 |
| UNRESTRICTED NET POSITION                         | (5,053.85)     | (71,171.41)                |
| TOTAL LIABILITIES AND EQUITY                      | (5,053.85)     | 1,077,847.37               |

- 6. COMMENTS and FUTURE AGENDA ITEMS
- 7. ADJOURNMENT