

May 18, 2023

**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 24, 2023 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://us02web.zoom.us/j/4700527072>

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, 2022 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 2023/2024 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://us02web.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. 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. 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 25, 2022, VIRTUAL MEETING

<u>COMMITTEE MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>
Mary Otten, Pleasant Valley Park District	X	
Bob Cerasuolo, Pleasant Valley Rec. & Parks District	X	
Amanda McFarland-Secretary, Faith Tabernacle for Justin Prather	X	
Maria Carrillo, V.C. Fire Protection District	X	
<u>GUESTS</u>		
Brittney (unable to establish more info.)	X	
805-790-4646 (unable to establish more info.)	X	
<u>STAFF</u>		
Joseph Pope, Director, Water and Sanitation	X	
Erin Powers, Projects Administrator, Dept. of Airports VC	X	
June Kim, Engineering Manager	X	
Scott Meckstroth, Deputy Director, Water and Sanitation	X	
Jean Fontayne, Staff Services Manager, Water and Sanitation	X	
Vimie Alvarez, Central Services Fiscal	X	
Marielou Chua, Finance	X	
Keith Freitas, Director, Dept. of Airports VC	X	

1. CALL TO ORDER

- The meeting was called to order at 1:37 p.m.

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

- No member objected. Minutes were approved.

3. PUBLIC COMMENTS

- None.

4. SANITATION

I. STAFF REPORT

- Mr. Meckstroth stated no sewer spills occurred. We were able to replace two

Meeting of the CUE Advisory Committee
Water and Sanitation and the Streets,
Street Lighting & Storm Drain Div.
Minutes of May 25, 2022 Meeting

check valves in the main lift station. Adjusted bar screens. FOG monitoring.
Incurred costs for standby generator, due to outages.

- Summary of sewer flows is no surprise; you'll see the median flow dropped in 2020 and still has not recovered since.
- One improvement we will be installing is a SCADA System Upgrade, to monitor and control the lift stations. SCADA allows us to monitor and change it remotely vs visiting the site regularly.

II. REVIEW OF FISCAL YEAR 2022/2023 PROPOSED BUDGET

- Mr. Pope reviewed the Fund Balance Analysis. We have been paying off a state funded loan. This will be the final fiscal year paying the remaining loan of 87K. We will have a project to replace and/or upgrade the lift station, which is important to free up funds for this project.
- Expenditures are due to inflationary increases continuing to go up.

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

- Reviewing the presentation that Mr. Pope will be taking to the Board of Supervisors in June for a 5% increase of the sewer rates. Provides service to only the Airport and Tenants of the Airport. Increase beginning July 1, 2022.
- Estimate for project is about 500K, we will be looking for a Grant or financing. Project to start in 3-5 fiscal years.
- Operating Expenditures and Revenues need to match to maintain our Cash Reserve. We are well below the Board Policy.

6. STREETS, STREET LIGHTING, AND STORM DRAINS

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

- Ms. Powers started with Budget 2022/23 Budget Request. Currently no capital improvements. Prior Street resurfacing needs to be complete. Standard Expenses 97K. We have retained earnings \$248K, part will be for resurfacing.
- Ms. Powers showed a Expenditure/Revenue Detail Sheet. The Airport has a combination of fees that the Airport has Painting, sign replacement, traffic safety supplies. Maintenance is special projects (i.e. tree trimming). Utilities is actually billed to the Airport. Depreciation and interest from fees.
- Ms. Powers showed the Participation plan based on the 8 member agencies ownership, broken down to 100%.
- We did have some property interest changes, that are relevant to the upcoming Fiscal Year. We acquired a small parcel from US Immigration. You will see Oxnard High sold a portion of their property to Darling Development a portion of

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Skyway.

- Balance Sheet for the fund, shows that the net and retained earnings are just over \$248K
- A Vote of Member Agencies to move the recommendation for BOS to adopt the proposed budget and for the agencies to pay the assessments.
Maria Carrillo moved to accept, and Mary Otten seconded the motion, Ayes-4, Neys-0.

8. COMMITTEE MEMBERS' COMMENTS and FUTURE AGENDA ITEMS

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

9. ADJOURNMENT

- Meeting adjourned at 2:02 p.m.

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

Fund Balance Analysis

and Balance Analysis								
1	Total Beginning Balances			\$266,494	\$225,919	\$216,241	\$277,090	\$277,090
2	Total Ending Balances			\$225,919	\$216,241	\$277,090	\$134,720	\$375,312
3								
4	Total Proposed Targets			\$73,454	\$76,292	\$66,118	\$115,387	\$34,001
5	Alert						ok	ok
6	O&M/ Rate Stab Fund			FY20 ACT	FY21 ACT	FY22 ACT	FY23 ADPT BUD	FY23ACT
7	Beginning Balances			\$0	\$0	\$0	\$0	\$0
8	O&M Revenue							
9	Interest Earning			5,587.5	1,390.5	997.5	1,507.4	\$2,045
10	Sanitation Services			212,701.3	257,475.8	279,065.1	281,264.4	\$203,220
11	Permit Fees			-	100.0	-	100.0	\$0
12	Planning and Eng. Svcs External			-	2,500.0	10,481.1	500.0	\$2,500
13	Miscellaneous Revenue			632.1	(200.0)	503.4	1,200.0	\$735
14	Total - O&M Revenue			\$218,921	\$261,266	\$291,047	\$284,572	\$208,500
15	O&M Expenditure							
16	Indirect Cost Recovery			1,463.0	1,900.0	690.0	500.0	\$0
17	Loan Repayment - Interest			7,957.6	6,038.4	4,073.2	2,919.4	\$0
18	Loan Repayment - Principal			79,966.4	81,866.4	83,850.8	85,863.2	\$0
19	Management & Admin. Services			26,200.0	30,500.0	33,300.0	34,000.0	\$23,925
20	Misc. O&M Expenditures			12,843.8	9,271.9	9,051.1	35,259.0	\$5,657
21	O&M Labor			51,946.3	55,455.5	40,693.7	107,800.0	\$35,855
22	Other Prof. & Spec. Svcs			-	59.3	-	2,000.0	\$0
23	Federal State Permits And Fees			2,689.4	2,837.9	3,326.0	4,000.0	\$3,453
24	Sewer System Power			1,825.3	1,881.9	2,389.9	3,100.0	\$1,691
25	Sewer Treatment Cost			41,912.9	35,768.7	40,263.0	60,000.0	\$30,524
26	System Maint. Supplies & Contract			32,200.2	45,363.7	12,516.8	81,500.0	\$9,173
27	Improvement Maintenance			491.0	-	43.9	10,000.0	\$0
28	Depreciation Expense			34,319.1	34,224.7	34,271.9	34,607.2	\$25,727
29	Contingencies			-	-	-	-	\$0
30	Total - O&M Expenditure			\$293,815	\$305,168	\$264,470	\$461,549	\$136,006
31	Net of Operation			(\$74,894)	(\$43,902)	\$26,577	(\$176,977)	\$72,494
32	Transfer to/fr Capital Reserve			\$74,894	\$43,902	(\$26,577)	\$176,977	(\$72,494)
33	Ending Balances			\$0	\$0	\$0	\$0	\$0
34								
35	Minimum Balance							
36	25% of O&M expenses			\$73,454	\$76,292	\$66,118	\$115,387	\$34,001
37	Acquisition&Replacement Fund			FY20 ACT	FY21 ACT	FY22 ACT	FY23 ADPT BUD	FY23ACT
38	Beginning Balances			\$266,494	\$225,919	\$216,241	\$277,090	\$277,090
39								
40	Capital Sources of Funds						-	
41	Interest Earning			-	-	-	-	\$0
42	Capital Improv. Charges			-	-	-	-	\$0
43	Longterm Debt Proceeds			-	-	-	550,000.0	\$0
44	Depreciation Expense		CY Funded	34,319.1	34,224.7	34,271.9	34,607.2	\$25,727
45	Total - Capital Sources of Funds			\$34,319	\$34,225	\$34,272	\$584,607	\$25,727
46	Capital Uses of Funds							
47	Water System Improv & Construction Proj							
48	System Improvements/replacement			-	-	-	-	\$0
49	Construction Projects			-	-	-	550,000.0	\$0
50	Other Equipment			-	-	-	-	\$0
51	Contingencies			-	-	-	-	\$0
52	Contributions-ISF & Other Funds			-	-	-	-	\$0
53	Total - Capital Uses of Funds			\$0	\$0	\$0	\$550,000	\$0
54	Net Cash Balance			\$34,319	\$34,225	\$34,272	\$34,607	\$25,727
55	Transfer to/fr O&M / Rate Stabilization Fund			(\$74,894)	(\$43,902)	\$26,577	(\$176,977)	\$72,494
56	Ending Fund Balance			\$225,919	\$216,241	\$277,090	\$134,720	\$375,312

4. SANITATION

III. PWA OPERATIONS & MAINTENANCE



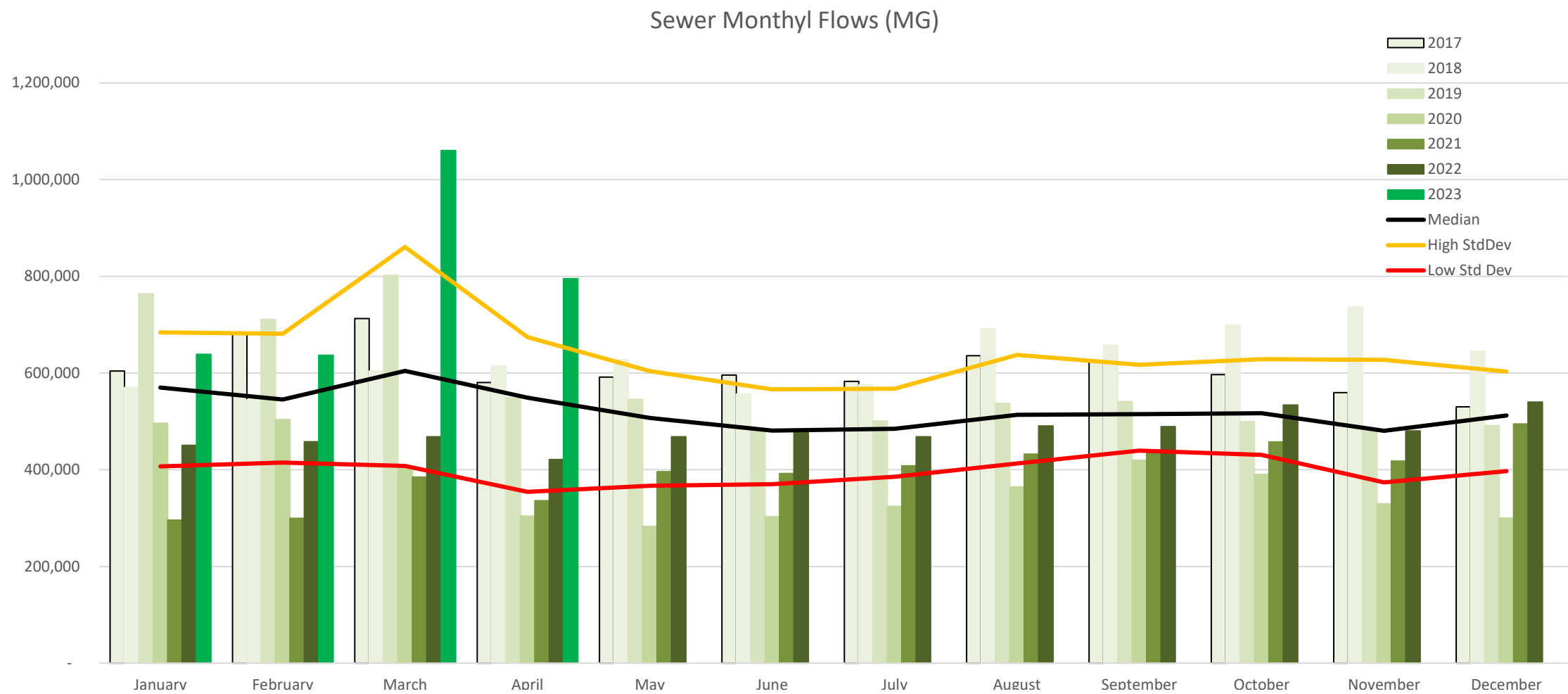
Camarillo Utility Enterprise (CUE) O&M Updates

FY 2022-2023

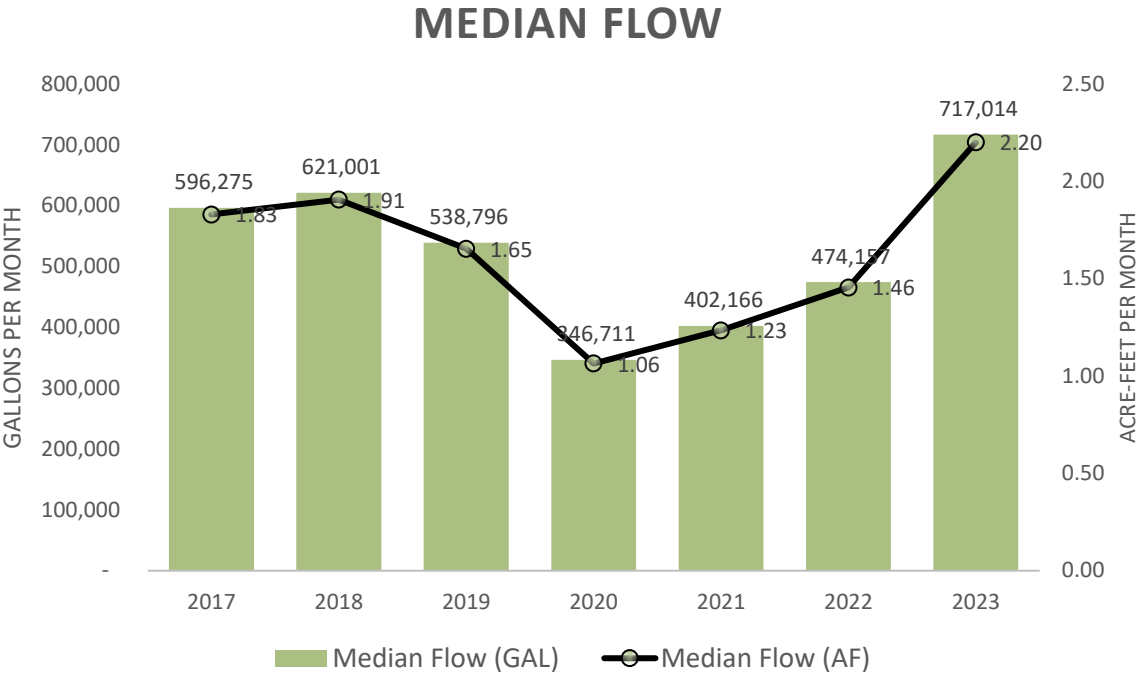
Operations & Maintenance

- ▶ 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
- ▶ Incurred cost for rental standby generator, due to SCE PSPS outages in July and August 2022; same expected this summer
- ▶ Observed high flows in March and April 2023, likely due to intrusion and infiltration from high water table as a result of recent rain

Operations & Maintenance – Sewer Flow



Operations & Maintenance – Sewer Flow



Year	Median Flow (GAL)	Median Flow (AF)
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	474,157	1.46
2023	717,014	2.20



Questions?

5. STREETS, STREET LIGHTING, AND STORM DRAINS
 - I. STAFF REPORT
 - II. REVIEW OF FISCAL YEAR 2023/2024 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 24, 2023

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

FISCAL YEAR 2023/2024 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) 2023/2024.
2. Consider and recommend to the Board of Supervisors the adoption of the requested Budget, effective July 1, 2023.
3. Agree that each member agency will pay the proposed assessment to fund the anticipated expenses.

DISCUSSION:

Capital improvements are not planned for FY 2023/2024. Therefore, the attached budget comprises of standard expenses totaling \$99,899, including depreciation.

Anticipated revenue includes a proportionate assessment of each member agency totaling \$8,079 and an estimated \$2,017 in interest earned on the Fund's cash balance. Retained earnings are approximately at \$246,554.

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

CAMARILLO UTILITY ENTERPRISE – STREETS & STREET LIGHTING
PROPOSED BUDGET – FY 2023/2024
EXPENDITURE/REVENUE DETAIL

EXPENSES

ACCOUNT DESCRIPTION	ACC CODE	2022-23 ADOPTED	2022-23 PROJECTED	2023-24 PROPOSED
Maintenance Contracts	2102	\$ 3,458	\$ 3,458	\$ 3,562
Traffic Safety Supplies	2105	\$ 391	\$ 391	\$ 403
Maintenance	2112	\$ 0	\$ 0	\$ 0
Indirect Cost Recovery	2158	\$ 383	\$ 383	\$ 464
Special Dept. EXP. - 04* (Administrative Services)	2991	\$ 0	\$ 0	\$ 0
Utilities – Other	2311	\$ 3,963	\$ 3,963	\$ 5,667
Depreciation	3611	\$ 89,803	\$ 89,803	\$ 89,803
Capital Improvements	4111	\$ 0	\$ 0	\$ 0
TOTAL EXPENSES		\$ 97,998	\$ 97,998	\$ 99,899

REVENUE

ACCOUNT DESCRIPTION	ACC CODE	2022-23 ADOPTED	2022-23 PROJECTED	2023-24 PROPOSED
Interest Earnings	8911	\$ 699	\$ 699	\$ 2,017
Assessments	9421	\$ 7,496	\$ 7,496	\$ 8,079
<u>Retained Earnings (drawdown)</u>	5045	\$ 0	\$ 0	\$ 0
TOTAL REVENUE		\$ 8,195	\$ 8,195	\$ 10,096
Net Savings (Cost)		\$ (89,803)**	\$ (89,803)**	\$ (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 2023/2024**

AGENCY	% OF TOTAL DEVELOPED PROPERTY	FY23/24 ASSESSMENT BASED ON %'s
Department of Airports	66.14%	\$ 5,344
Faith Tabernacle Corp.	0.47%	\$ 38
Ventura Community College District	3.01%	\$ 243
Pleasant Valley Rec. & Parks District	15.66%	\$ 1,265
Oxnard High School District	1.30%	\$ 105
Ventura County Fire Department	4.40%	\$ 356
Ventura Superintendent of Schools	7.49%	\$ 605
Darling Development	1.52%	\$ 123

Totals	100%	\$ 8,079
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FISCAL YEAR 2023
ACCOUNTING PERIOD 10
FUND E310
DEPARTMENT
REPORT RPT-GL004

REPORT DESCRIPTION

Listing of account balances partitioned by fund for current time period and year to date.

FUN E310 - CAMARILLO AIRPORT ROAD AND LIGHTING

ASSETS	CURRENT PERIOD	INCEPTION TO-DATE
3010 - CASH	(225.13)	270,826.56
3120 - ACCOUNTS RECEIVABLE CLEARING	0.00	50,198.00
3160 - BILLED RECEIVABLE	0.00	0.00
3162 - BILLED EARNED RECEIVABLE	0.00	1,416.00
3180 - INTEREST RECEIVABLE	0.00	0.00
3255 - ACCOUNTS RECEIVABLE YEAR END	0.00	0.00
3257 - DUE FROM OTHER FUNDS	0.00	0.00
3260 - SHORT TERM INTER FUND RECEIVABLE	0.00	0.00
3265 - DUE FROM OTHER GOVERNMENTS	0.00	0.00
3510 - LAND IMPROVEMENTS	0.00	2,244,069.66
3560 - ACCUMULATED DEPRECIATION LAND IMPROVEMENTS	(7,488.79)	(1,581,316.07)
TOTAL ASSETS	(7,713.92)	985,194.15
LIABILITIES AND EQUITY	CURRENT PERIOD	INCEPTION TO-DATE
4001 - VOUCHERS PAYABLE	0.00	0.00
4002 - CANCELLED DISBURSEMENTS PAYABLE	0.00	0.00
4010 - ACCOUNTS PAYABLE NON ROLL YE	0.00	0.00
4200 - DUE TO OTHER FUNDS	0.00	0.00
4320 - BILLED UNEARNED REVENUE	0.00	0.00
5400 - CONVERSION EQUITY ACCT	0.00	0.00
5410 - RESERVE FOR ENCUMBRANCES	0.00	(0.00)
5450 - NET INVESTMENT IN CAPITAL ASSETS	0.00	738,639.98
5470 - UNRESTRICTED NET POSITION	0.00	323,328.48
5481 - FIXED ASSET ADJUSTMENTS	0.00	0.00
OFFSET TO RESERVE FOR ENCUMBRANCES	0.00	613,143.52
UNRESTRICTED NET POSITION	(7,713.92)	(689,917.83)
TOTAL LIABILITIES AND EQUITY	(7,713.92)	985,194.15

NET \$ 246,554.17

6. COMMENTS and FUTURE AGENDA ITEMS

7. ADJOURNMENT