

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

April 18, 2024

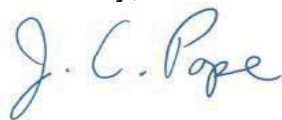
**NOTICE OF A REGULAR MEETING OF THE VENTURA  
COUNTY WATERWORKS DISTRICT NO. 38  
LAKE SHERWOOD CITIZENS' ADVISORY COMMITTEE**

NOTICE IS HEREBY GIVEN that a meeting of the Ventura County Waterworks District No. 38 Citizens' Advisory Committee will be held **Thursday, April 25, 2024**, from 3:30 p.m. to adjournment at the **Sherwood Lake Country Club, 341 Williamsburg, Thousand Oaks, CA 91361**

Committee members must attend in person and members of the public are also invited to attend the meeting in person or via Zoom. To electronically join the meeting please follow the provided steps – At the specific time (3:30 p.m.) dial the number (669) 900-6833, when prompted enter the meeting ID 470 052 7072. You can also join the meeting by visiting this link - **Join Zoom Meeting** <https://us06web.zoom.us/j/4700527072>

Advisory Committee Members: Please contact the District Office by telephone at (805-378-3005), or by email at [wspc@ventura.org](mailto:wspc@ventura.org), no later than April 22, 2024, if you are unable to participate on the call.

Sincerely,



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



## **AGENDA OF THE MEETING**

1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF THE January 25, 2024 MEETING
3. PUBLIC COMMENTS - Members of the public may address the Citizens' Advisory Committee (CAC) on items of interest to the public that are within the subject matter jurisdiction of the Committee but do not appear on the agenda. With respect to agenda items, the public will be given an opportunity to address the Committee when the item is reached in the meeting.
4. DISTRICT STAFF REPORT
  - A. BUDGET AND FINANCIAL REVIEW - An update on the budget and financial status of the District.
  - B. WATER QUALITY REPORT – A report regarding water quality complaints, if any, received by the District since the previous CAC meeting and how these complaints were resolved.
  - C. WATER SUPPLY CONDITIONS – An update on water supply conditions within the District, Southern California, and throughout the State.
  - D. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATE – An update on decisions and rulings by these agencies which may impact the District.
  - E. UPDATE ON AVENUES OF PUBLIC OUTREACH – How the District is reaching out to its customers concerning water conservation.
  - F. BOARD LETTER TRACKER - UPDATE ON VENTURA COUNTY BOARD OF SUPERVISORS AGENDA ITEMS RELATED TO THE DISTRICT – A status report on what items District staff has recently presented, or may be presenting, before the Ventura County Board of Supervisors
  - G. UPDATE ON ADVANCED METERING INFRASTRUCTURE (AMI) IMPLEMENTATION - The AMI project is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers which is being implement within the District.
  - H. CAPITAL PROJECTS REVIEW - The Capital Project Status Report provides regular reporting on the status of active capital projects within the District.
  - I. OPERATIONS AND MAINTENANCE QUARTERLY REPORT

5. DIRECTOR'S INFORMATIONAL ITEMS  
ACH handling to Invoice Cloud

6. ADJOURNMENT

**\* The next Waterworks District 38 Citizens' Advisory Committee meeting is scheduled for July 25, 2024**

**\*\*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.

- **If you wish to make a comment on a specific agenda item, please log on to the meeting by Zoom and you will be given a chance to be heard. If you prefer to submit a written comment, please submit your comment via email by 5:00 p.m. on the day prior to the Committee meeting. Please submit your comment to [WSPC@ventura.org](mailto:WSPC@ventura.org). Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 3A). Your email will be read by the Water and Sanitation Director and placed into the record.**
- **If you are watching the live stream of the Committee meeting and would like to make a general public comment for items not on the day's agenda or to comment on a specific agenda item as it is being heard, please log on to the meeting by Zoom and you will be given a chance to be heard. If you prefer to submit a written comment, 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.

**CITIZENS' ADVISORY COMMITTEE  
VENTURA COUNTY WATERWORKS DISTRICT NO. 38  
MINUTES OF THE JANUARY 25, 2024, MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: Nathan Stockmeir, Dick Hibma,  
Geoffrey Patterson, Kathy Zetterberg

COMMITTEE MEMBERS ABSENT: Thomas Gentile

COMMITTEE MEMBER VACANCY: None.

STAFF: Joseph Pope, Director  
zoom Homer Arredondo, Engineering Manager  
zoom Jean Fontayne, Staff Services Manager  
Sara Negrete, Principal Accountant  
zoom Gilberto Minero, Staff Services Specialist

**GUESTS:**

**1. CALL TO ORDER**

The meeting was called to order at 3:33 p.m.  
We now have a full 5 CAC Members.

**2. APPROVAL OF THE MINUTES OF THE JULY 21, 2022, MEETING**

Mr. Hibma moved to approve the minutes as provided by staff. Mr. Stockmeir seconded this motion.

Vote: Ayes - 4, Nays- 0, Absence- 1, Abstained- 0

**3. PUBLIC COMMENTS**

- Mr. Pope introduced himself to the new CAC Members and gave his background.

**4. DISTRICT STAFF REPORT –**

**A. Budget and Financial Review:**

- Mid-year in the fiscal year report is what is shown. We did take money out of the reserves to cover some expenses.
- The review shows we are doing well financially.
- The 6% rate increase will take effect after Feb 1, 2024. We are keeping up with Calleguas increase to maintain a healthy balance.
- We will show a small increase in revenue next year. Out of drought and people are irrigating more.

B. Water Quality Report

- There were zero water quality complaints in over a year.

C. Water Supply Conditions

D. Calleguas Municipal Water District / Metropolitan Updates

- Jennifer Lancaster-Manager Water Resources for Calleguas. Calleguas plays a major role in delivering imported water to Ventura County.  
Primary water is from Metropolitan Water District. Lake Bard Reservoir is our storage, as well as Las Posas Well Water storage for further needs. Metropolitan is the largest wholesaler and gets their water from the Northern Sierra and Colorado River.
- The snowpack in April of 2023, we were able to exit emergency water conservation plan that we held for almost a year, due to extreme 3 years of drought.
- We want to work together as a Region to make sure we never have to experience the extreme drought as badly as we did in the past. We put together a Strategic Implementation Plan. To increase presence and advocacy with organizational changes and new hires. Pump stations are in the planning and development stages. To allow us to have access to more water storage.
- WRIST Water Implementation Strategy-build out different strategies to help us in the future water delivery.

E. Update on Avenues of Public Outreach

- The continuous water usage report will produce an alert. We will send a letter to the customer to let them know they could have a leak.

F. Board Letter Tracker

- 2/27/24 Revising Rules and Regulations parts 1,2,3,4,6,9 and 10. Updating to State's changes and compliance.

G. Update on Advanced Metering Infrastructure

- 23% of customers have signed up for the portal. Good percentages of sign-ups. We will still encourage more customers to sign up.

H. Capital Projects Review

- Tract 4409-6 large Rural Estates. Setting up to do a pre-construction review. The contractors are paying for all the infrastructure build-out.

- I. Operations and Maintenance Quarterly Report
  - The quarter ended Dec 31<sup>st</sup>. No main line repairs, hydrant leaks or fire flow tests. Service line repairs was 1, we flushed 40 end-of line locations and replaced Zone 3 Pump Station with 6" meter.
  - Summary of source water. We used 345 AF. Standard.
  - Water Purchases by month/year. Nowhere near the max.
  
5. Committee Members' Comments/Future Agenda Items
  - Next meeting is on April 25, 2024.
  
6. **ADJOURNMENT**  
The meeting was adjourned at 4:24 p.m.

DRAFT

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

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

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



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

CURRENT PERIOD ACTIVITIES TO AP09 FY24 (ENDING 03/31/2024)										
Waterworks District #38 Lake Sherwood										
ADHOC Details Report										
1	Total Beginning Balances			\$7,216,227	\$7,788,307	\$7,930,690	\$7,816,588	\$7,816,588	7,816,587.87	
2	Total Ending Balances			\$7,788,307	\$7,930,690	\$7,816,588	\$7,441,348	\$8,036,922	7,731,007.55	
3										
4	Total Proposed Targets			\$1,470,529	\$1,411,941	\$1,083,706	\$1,378,260	\$807,216	1,329,469.26	
5	Alert			ok	ok	ok	ok	ok	ok	
6	<b>O&amp;M/ Rate Stab Fund</b>			<b>FY21 ACTUAL</b>	<b>FY22 ACTUAL</b>	<b>FY23 ACTUAL</b>	<b>FY24 ADPT BUDGET</b>	<b>FY24 ACTUAL</b>	<b>FY24 Actual/ Budget %</b>	<b>FY24 YR-END PRJ</b>
7	<b>Beginning Balances</b>			<b>\$1,906,545</b>	<b>\$2,297,488</b>	<b>\$2,579,524</b>	<b>\$2,126,318</b>	<b>\$2,126,318</b>		<b>\$2,126,318.37</b>
8	<b>O&amp;M Revenue</b>									
9	Interest Earnings			-	-	-	-	\$0		\$0
10	Planning and Eng. Svcs External			8,071	3,356	16,743	5,000	\$17,065	341%	17,064
11	Permit & Line Ext. Fees			360	1,470	5,042	3,000	\$8,543	285%	\$8,543
12	Meter, Other Sales and Misc Rev.			17,772	53,867	59,507	29,908	\$25,832	86%	\$43,278
13	Water Sales			4,462,041	4,193,647	2,714,518	3,610,894	\$2,244,020	62%	\$3,517,387
14	<b>Total - O&amp;M Revenue</b>			<b>\$4,488,244</b>	<b>\$4,252,340</b>	<b>\$2,795,810</b>	<b>\$3,648,802</b>	<b>\$2,295,459</b>		<b>\$3,586,273</b>
15	<b>O&amp;M Expenditure</b>									
16	System Maint. Supp. & Contract			65,508	159,470	315,192	213,800	\$23,694	11%	\$322,761
17	Indirect Cost Recovery			21,939	16,266	21,129	23,751	\$11,876	50%	\$23,751
18	Misc. Expense			46,903	35,092	38,026	96,501	\$7,945	8%	\$104,801
19	Other Professional Svcs			1,075	481	3,210	10,000	\$1,148	11%	\$10,000
20	Small Tools & Minor Equipment			20,726	1,557	413	5,000	\$0	0%	\$5,000
21	Federal State Permits and Fees			6,300	9,000	10,480	2,000	\$8,586	429%	\$0
22	O&M Labor			389,018	394,432	329,844	541,400	\$193,111	36%	\$350,548
23	Mgmt & Admin Svcs			96,300	109,000	125,600	152,500	\$114,375	75%	\$152,500
24	Eng. & Tech. Surveys			-	-	-	10,000	\$0	0%	\$10,000
25	Water Analysis			566	1,255	4,825	4,300	\$3,527	82%	\$4,350
26	Cross Connection Fees			1,700	2,100	-	5,000	\$4,026	81%	\$0
27	Water Purchase			3,202,405	3,000,872	2,194,758	2,737,090	\$1,789,778	65%	\$2,660,870
28	Water System Power			38,695	73,561	41,400	55,000	\$32,859	60%	\$55,000
29	Depreciation Expense			146,066	146,267	146,267	143,041	\$110,102	77%	\$143,041
30	Contribution to other Funds			-	8,551	7,710	28,300	\$2,430	9%	\$28,300
31	Meter Purchases			60,100	12,400	6,015	40,000	\$27,797	69%	\$40,000
32	Conservation Program			-	-	-	1,000	\$0	0%	\$0
33	Contingencies			-	-	-	-	\$0		\$0
34	CFR Adjustment - Depreciation adj			-	-	4,149	-	\$0		\$0
35	<b>Total - O&amp;M Expenditure</b>			<b>\$4,097,301</b>	<b>\$3,970,304</b>	<b>\$3,249,016</b>	<b>\$4,068,683</b>	<b>\$2,331,255</b>		<b>\$3,910,922</b>
36	Net of Operation			\$390,943	\$282,036	(\$453,206)	(\$419,881)	(\$35,796)		(\$324,649)
37	Transfer to/fr Capital Reserve			\$0	\$0	\$0	\$0	\$0		\$0
38	Reserve for Cap. Deprec			\$0	\$0	\$0	\$0	\$0		\$0
39	<b>Ending Fund Balance</b>			<b>\$2,297,488</b>	<b>\$2,579,524</b>	<b>\$2,126,318</b>	<b>\$1,706,438</b>	<b>\$2,090,523</b>		<b>\$1,801,669</b>
40										
41	<b>Minimum Balance</b>									
42	25%	of O&M expenses		\$1,024,325	\$992,576	\$812,254	\$1,017,171	\$582,814		\$977,731
43	10%	of rate revenue		\$446,204	\$419,365	\$271,452	\$361,089	\$224,402		\$351,739
44										
45	<b>O&amp;M Analysis:</b>									
46	% of Water Cost/Water Sales			72%	72%	81%	76%	80%		76%
47	% of O&M Labor/Water Sales			9%	9%	12%	15%	9%		10%
48	Gross Profit : (Water Sales less Water Cost&Power)			\$1,220,941	\$1,119,215	\$478,361	\$818,804	\$421,383		\$801,517
49	Net Profit ( Net Result of Operation)			\$390,943	\$282,036	(\$453,206)	(\$419,881)	(\$35,796)		(\$324,649)
50	Net Profit Margin ( Net Profit/ Revenue)			9%	7%	-16%	-12%	-2%		-9%
51										
52										

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

						FY24 ADPT		FY24		
<b>Acquisition&amp;Replacement Fund</b>				<b>FY21 ACTUAL</b>	<b>FY22 ACTUAL</b>	<b>FY23 ACTUAL</b>	<b>BUDGET</b>	<b>FY24 ACTUAL</b>	<b>Actual/ Budget %</b>	<b>FY24 YR-END PRJ</b>
53	<b>Beginning Balances</b>			\$5,309,682	\$5,490,819	\$5,351,166	\$5,690,270	\$5,690,270		\$5,690,269.50
55										
56	<b>Capital Sources of Funds</b>									
57	Interest Earning			\$ 42,734	\$ 28,820	\$ 205,739	47,600.0	\$70,833	149%	\$70,833
58	Capital Improv. Charges			\$ -	\$ 6,590	\$ 15,039	4,000.0	\$75,195	1880%	\$75,195
59	Depreciation Expense	CY Funded		\$ 146,066	\$ 146,267	\$ 146,267	143,041.0	\$110,102	77%	\$143,041
60	<b>Total - Capital Sources of Funds</b>			<b>\$ 188,800</b>	<b>\$ 181,678</b>	<b>\$ 367,046</b>	<b>\$194,641</b>	<b>\$256,130</b>		<b>\$289,069</b>
61	<b>Capital Uses of Funds</b>									
62	<b>Water System Improv &amp; Construction Proj</b>									
63	System Improvements/Replacement			\$ 3,274	\$ 556	\$ 27,942	40,000.0	\$0	0%	\$40,000
64	Water System Replacement			\$ 3,311	\$ 266,698	\$ -	100,000.0	\$0	0%	\$0
65	Water Construction Projects			\$ -	\$ -	\$ -	-	\$0		\$0
66	<b>Other Equipment</b>			\$ 1,078	\$ 54,077	\$ -	10,000.0	\$0	0%	\$10,000
67	<b>Contingencies</b>			\$ -	\$ -	\$ -	-	\$0		\$0
68	<b>Contributions-ISF &amp; Other Funds</b>			\$ -	\$ -	\$ -	-	\$0		\$0
69	<b>Total - Capital Uses of Funds</b>			<b>\$ 7,663</b>	<b>\$ 321,331</b>	<b>\$ 27,942</b>	<b>\$150,000</b>	<b>\$0</b>		<b>\$50,000</b>
70	Net Capital Fund Balance			\$ 181,137	\$ (139,653)	\$ 339,104	\$44,641	\$256,130		\$239,069
71	Transfer to/fr O&M / Rate Stabilization Fund			\$ -	\$ -	\$ -	\$0	\$0		\$0
72	<b>Ending Fund Balance</b>			\$5,490,819	\$5,351,166	\$5,690,270	\$5,734,911	\$5,946,399		\$5,929,338

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

CURRENT PERIOD ACTIVITIES TO AP09 FY24 (ENDING 03/31/2024)						
		B	B	D	E	F
		ACTUAL	ADOPTED BUDGET	CURRENT	% of	Year-End Projection
	DESCRIPTION	FY 23	FY 24	ACTUAL	Act/Adpt Bud	06/30/24
EXPENDITURES						
1	System Maint. Supp. & Contract	-	213.8	23.7	11%	322.8
3	<i>General Supplies</i>	132.07	31.0	11.2	36%	34.0
5	<i>Pump Station Replacement</i>	131.95	43.2	7.2	17%	240.2
6	<i>Emergency Repair</i>	21.45	80.0	-	0%	2.0
7	<i>PLC Replacement</i>	-	10.0	-	0%	2.0
8	<i>SCADA Radio Replacement</i>	5.89	15.0	4.7	31%	13.6
10	<i>Utility Billing System Maintenance</i>	-	7.6	-	0%	4.0
11	<i>Pipe Material/fittings, valves, pumps</i>	23.83	15.0	0.6	4%	15.0
12	<i>Radios, Valve replcmnt/adj, ZII Alarm, PRS ZI&amp;II</i>	-	12.0	-	0%	12.0
2	Indirect Cost Recovery	21.1	23.8	11.9	50%	23.8
4	Misc. Expense	38.0	96.5	7.9	8%	104.8
5	Other Professional Svcs	3.2	10.0	1.1	11%	10.0
6	Small Tools & Minor Equipment	0.4	5.0	-	0%	5.0
7	Federal State Permits and Fees	10.5	2.0	8.6	429%	-
8	O&M Labor	329.8	541.4	193.1	36%	350.5
9	Mgmt & Admin Svcs	125.6	152.5	114.4	75%	152.5
10	Eng. & Tech. Surveys	-	10.0	-	0%	10.0
11	Water Analysis	4.8	4.3	3.5	82%	4.4
12	Cross Connection Fees	-	5.0	4.0	81%	-
13	Conservation Program	-	1.0	-	0%	-
3	Water Purchase	2,194.8	2,737.1	1,789.8	65%	2,660.9
5	Water System Power	41.4	55.0	32.9	60%	55.0
6	Depreciation Expense	146.3	143.0	110.1	77%	143.0
7	Contribution to other Funds	7.7	28.3	2.4	9%	28.3
8	Meter PurchaseS	6.0	40.0	27.8	69%	40.0
10	ACFR Adjustments	4.1				
11	<b>TOTAL EXPENDITURES</b>	<b>3,249.0</b>	<b>4,068.7</b>	<b>2,331.3</b>		<b>3,910.9</b>
REVENUES						
13	Interest Earning	-	-	-		-
14	Planning and Eng. Svcs External	16.7	5.0	17.1	341%	17.1
4	Permit & Line Ext. Fees	5.0	3.0	8.5	285%	8.5
6	Meter, Other Sales and Misc Rev.	59.5	29.9	25.8	86%	43.3
7	Water Sales	2,714.5	3,610.9	2,244.0	62%	3,517.4
8	<b>TOTAL REVENUES</b>	<b>2,795.8</b>	<b>3,648.8</b>	<b>2,295.5</b>		<b>3,586.3</b>
9	<b>RESULT OF OPERATION</b>	<b>(453.2)</b>	<b>(419.9)</b>	<b>(35.8)</b>		<b>(324.6)</b>
10	<b>O&amp;M Fund Balance Reserve:</b>					
11	Beginning Fund Balance	\$2,579.5	\$2,126.3	\$2,126.3		\$2,126.3
12	Net of Operation	(\$453.2)	(\$419.9)	(\$35.8)		(\$324.6)
13	<b>O&amp;M Fund Balance Reserve:</b>	<b>\$2,126.3</b>	<b>\$1,706.4</b>	<b>\$2,090.5</b>		<b>\$1,801.7</b>
14	<b>Required O&amp;M Fund Reserve: 25% of Exp.</b>	<b>\$812.3</b>	<b>\$1,017.2</b>	<b>\$582.8</b>		<b>\$977.7</b>
15	<b>O&amp;M FBR vs Required Reserve</b>	ok	ok	ok	ok	ok

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

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

None

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

# Drought Classification

None

D0 (Abnormally Dry)

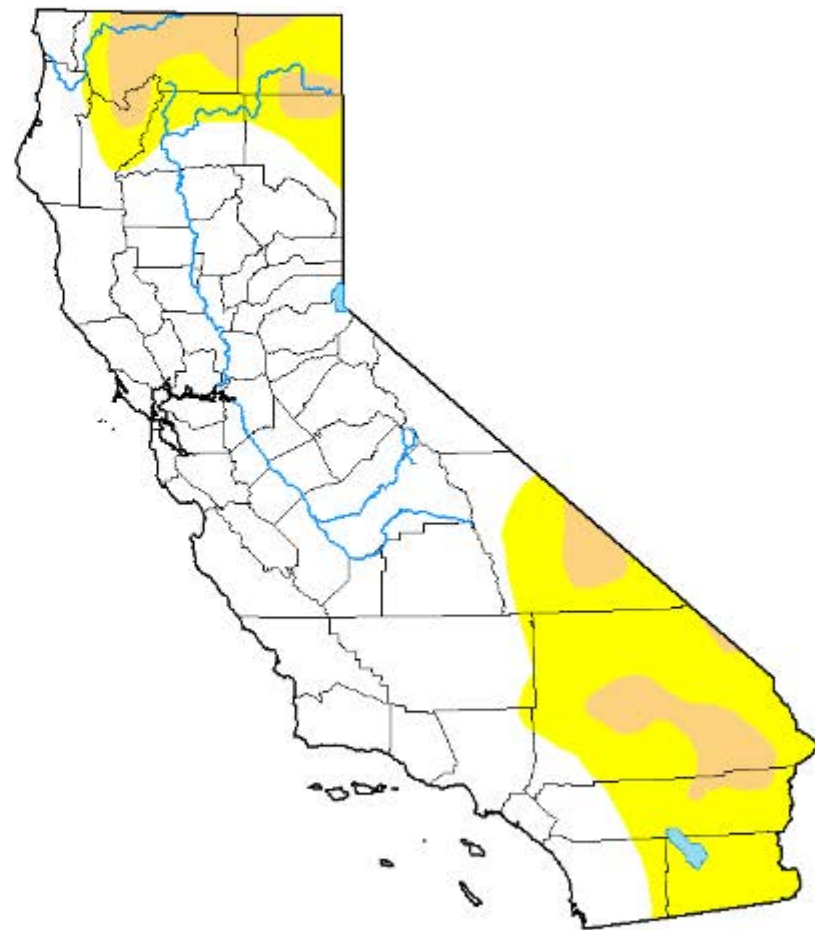
D1 (Moderate Drought)

D2 (Severe Drought)

D3 (Extreme Drought)

D4 (Exceptional Drought)

No Data



< April 9, 2024 >

< April 11, 2023 >

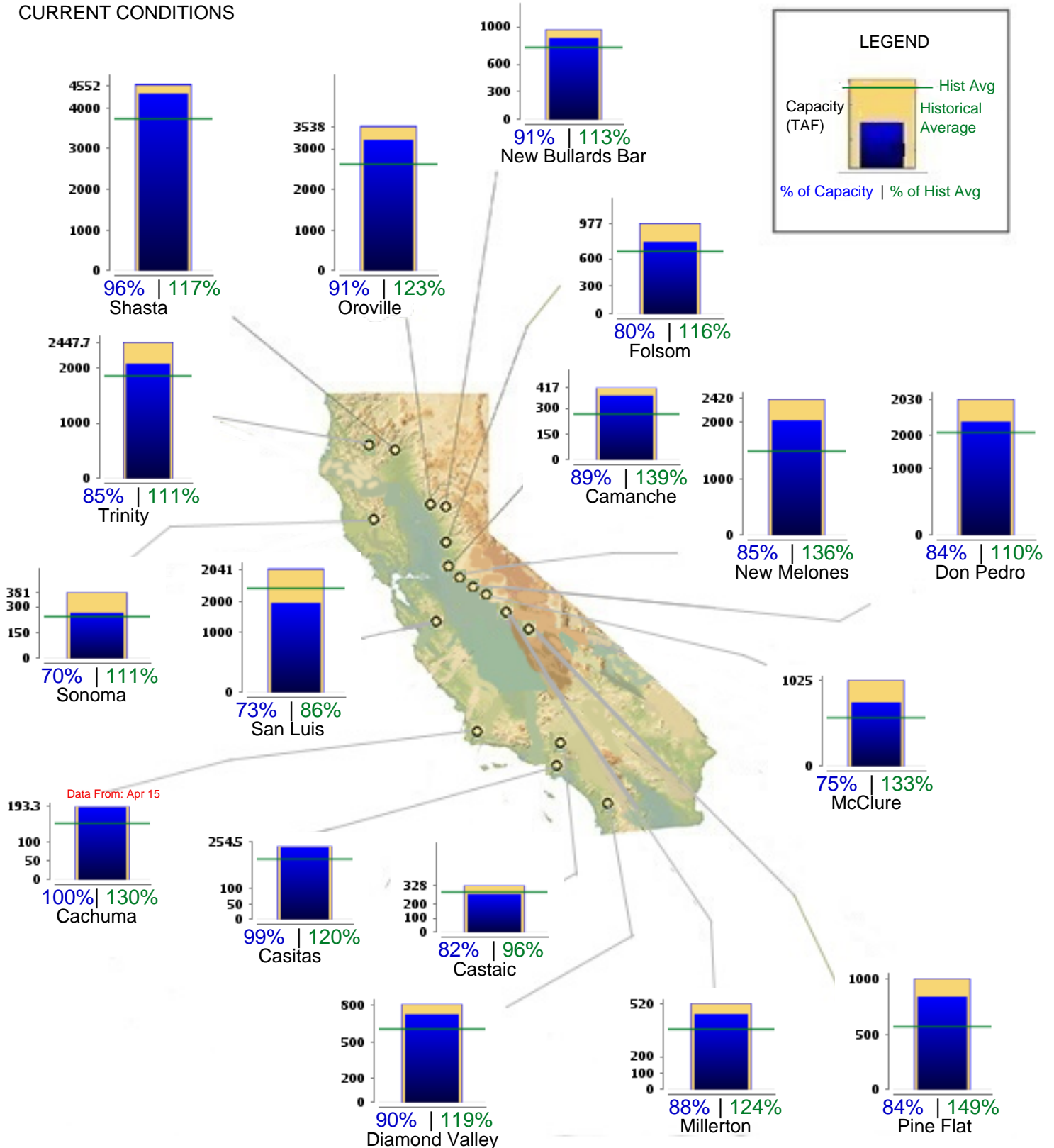


# CURRENT RESERVOIR CONDITIONS

## CALIFORNIA MAJOR WATER SUPPLY RESERVOIRS

Midnight - April 16, 2024

### CURRENT CONDITIONS





# STATEWIDE SNOW WATER CONTENT

## CURRENT REGIONAL SNOWPACK FROM AUTOMATED SNOW SENSORS

% of April 1 Average / % of Normal for This Date



NORTH	
Data as of April 17, 2024	
Number of Stations Reporting	26
Average snow water equivalent (Inches)	32.2
Percent of April 1 Average (%)	113
Percent of normal for this date (%)	123

CENTRAL	
Data as of April 17, 2024	
Number of Stations Reporting	48
Average snow water equivalent (Inches)	26.5
Percent of April 1 Average (%)	99
Percent of normal for this date (%)	106

SOUTH	
Data as of April 17, 2024	
Number of Stations Reporting	27
Average snow water equivalent (Inches)	21.3
Percent of April 1 Average (%)	97
Percent of normal for this date (%)	106

STATE	
Data as of April 17, 2024	
Number of Stations Reporting	101
Average snow water equivalent (Inches)	26.6
Percent of April 1 Average (%)	103
Percent of normal for this date (%)	111

**Statewide Average: 103% / 111%**

Data as of April 17, 2024

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

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



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

E. UPDATE ON AVENUES OF PUBLIC OUTREACH –How the District is reaching out to its customers concerning water conservation.

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

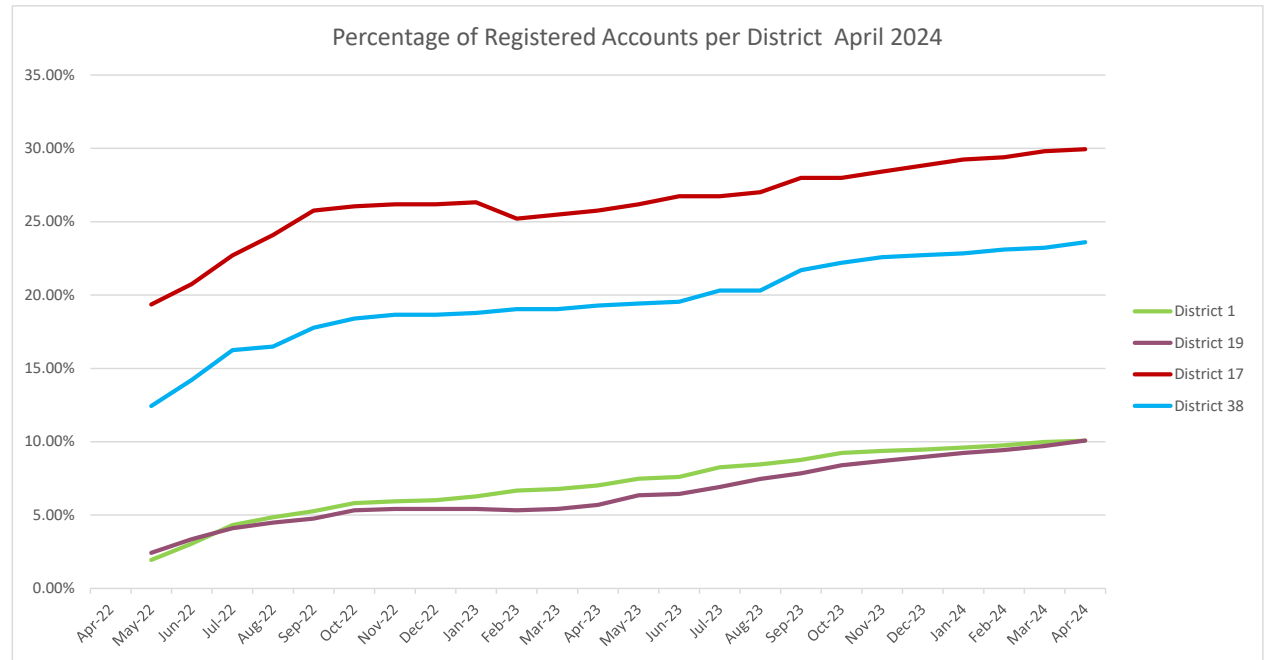
None

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

- G. UPDATE ON ADVANCED METERING INFRASTRUCTURE (AMI) IMPLEMENTATION - The AMI project is an integrated system of smart meters, communications networks, and data management systems that enables two-way communication between utilities and customers which is being implement within the District.

Total Accounts per district			
District 1	District 19	District 17	District 38
11013	1071	718	788

Month	District 1	District 19	District 17	District 38
Jan-24	9.60%	9.24%	29.25%	22.84%
Feb-24	9.76%	9.43%	29.39%	23.10%
Mar-24	9.99%	9.71%	29.81%	23.22%
Apr-24	10.07%	10.08%	29.94%	23.60%
May-22	1.94%	2.43%	19.36%	12.44%
Jun-22	3.06%	3.36%	20.75%	14.21%
Jul-22	4.31%	4.11%	22.70%	16.24%
Aug-22	4.85%	4.48%	24.09%	16.50%
Sep-22	5.27%	4.76%	25.77%	17.77%
Oct-22	5.82%	5.32%	26.04%	18.40%
Nov-22	5.94%	5.42%	26.18%	18.65%
Dec-22	6.01%	5.42%	26.18%	18.65%
Jan-23	6.27%	5.42%	26.32%	18.78%
Feb-23	6.67%	5.32%	25.21%	19.04%
Mar-23	6.78%	5.42%	25.49%	19.04%
Apr-23	7.03%	5.70%	25.77%	19.29%
May-23	7.48%	6.35%	26.18%	19.42%
Jun-23	7.60%	6.44%	26.74%	19.54%
Jul-23	8.26%	6.91%	26.74%	20.30%
Aug-23	8.45%	7.47%	27.02%	20.30%
Sep-23	8.77%	7.84%	27.99%	21.70%
Oct-23	9.24%	8.40%	27.99%	22.21%
Nov-23	9.38%	8.68%	28.41%	22.59%
Dec-23	9.46%	8.96%	28.83%	22.72%



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

H. CAPITAL PROJECTS REVIEW - The Capital Project Status Report provides regular reporting on the status of active capital projects within the District.

None

I. OPERATIONS AND MAINTENANCE QUARTERLY REPORT

- An update on Operations and Maintenance for the 1st quarter of Fiscal Year 2024.



# District 38 O&M Updates

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FY 2024 – Third Quarter (Jan. 1, 2024 to Mar. 31, 2024)

# Operations & Maintenance – Distribution Repairs

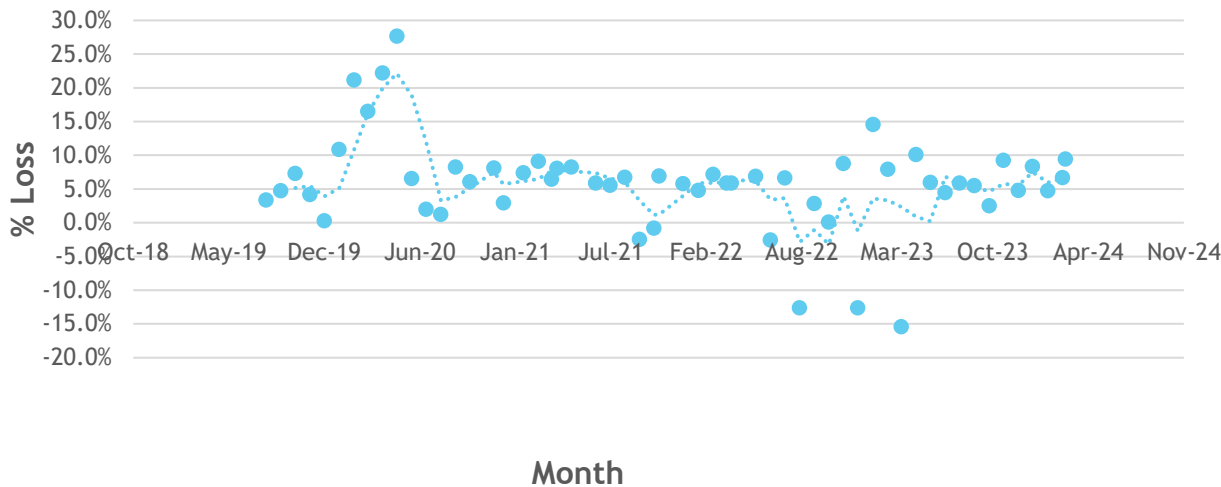
- ▶ Main Line Repairs: 0
- ▶ Service Line Repairs: 1 (2" on Giles)
- ▶ AirVac and Hydrant Leaks: 0
- ▶ Fire Flow Tests: 2 (both on Stafford)
- ▶ Valve Maintenance: 338 Valves
- ▶ Zone 2 PS 50 HP Edison efficiency and infrared testing
- ▶ Quinn conducted scheduled service on emergency generators for Zone 2 and Zone 3 pump stations

# Operations & Maintenance – Source Water

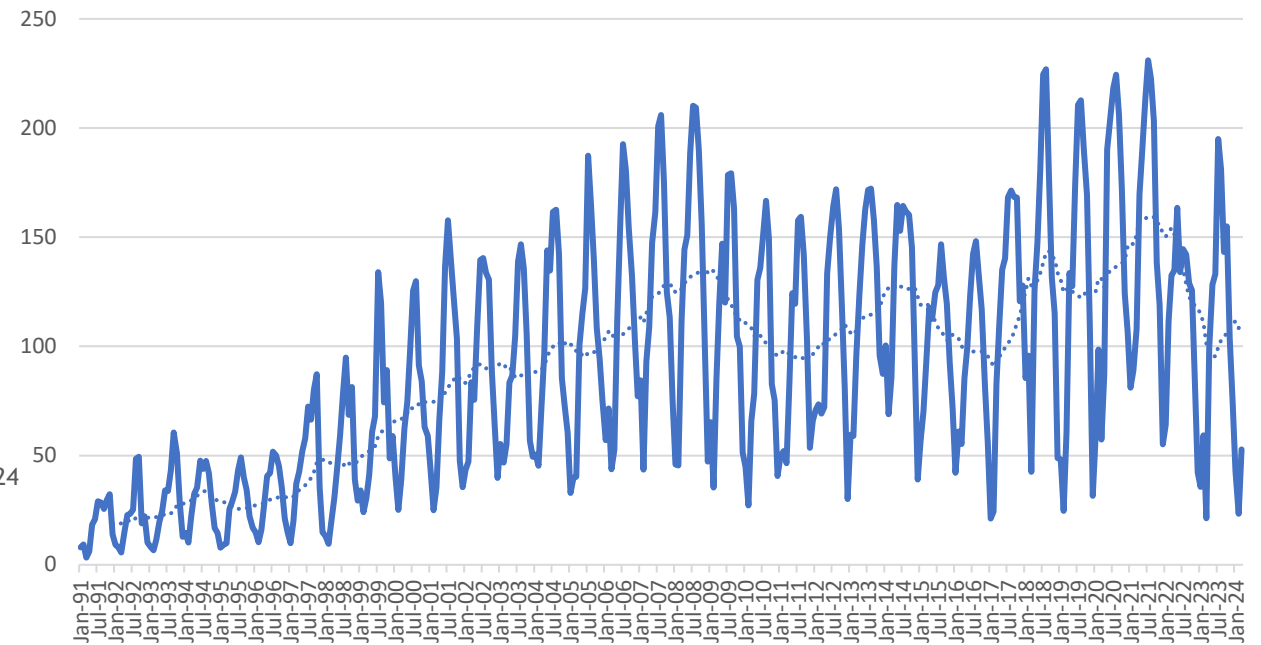
## ▶ CMWD

- ▶ 119.0 AF Delivered
- ▶ 8.59 AF (7.2%) Water Loss in Quarter

% Water Loss (Consumed VS CMWD)

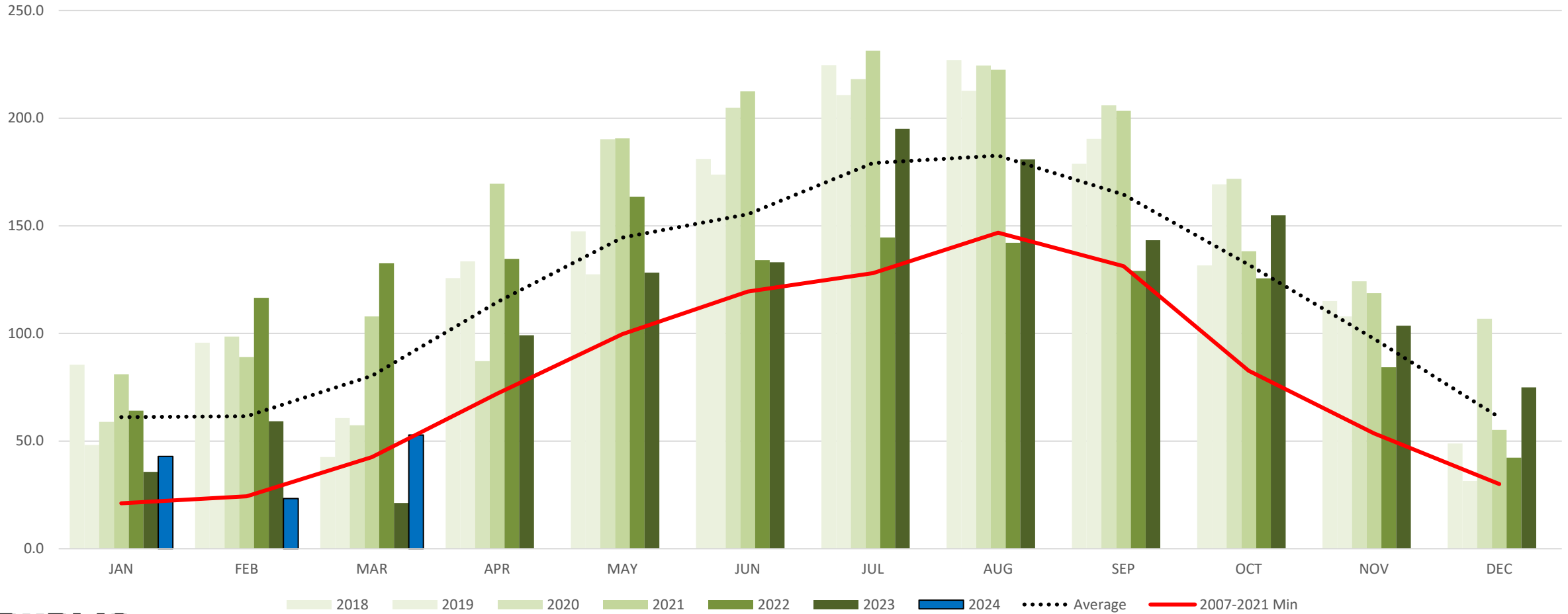


CMWD Purchase (AF)



# Operations & Maintenance – Purchases (AF)

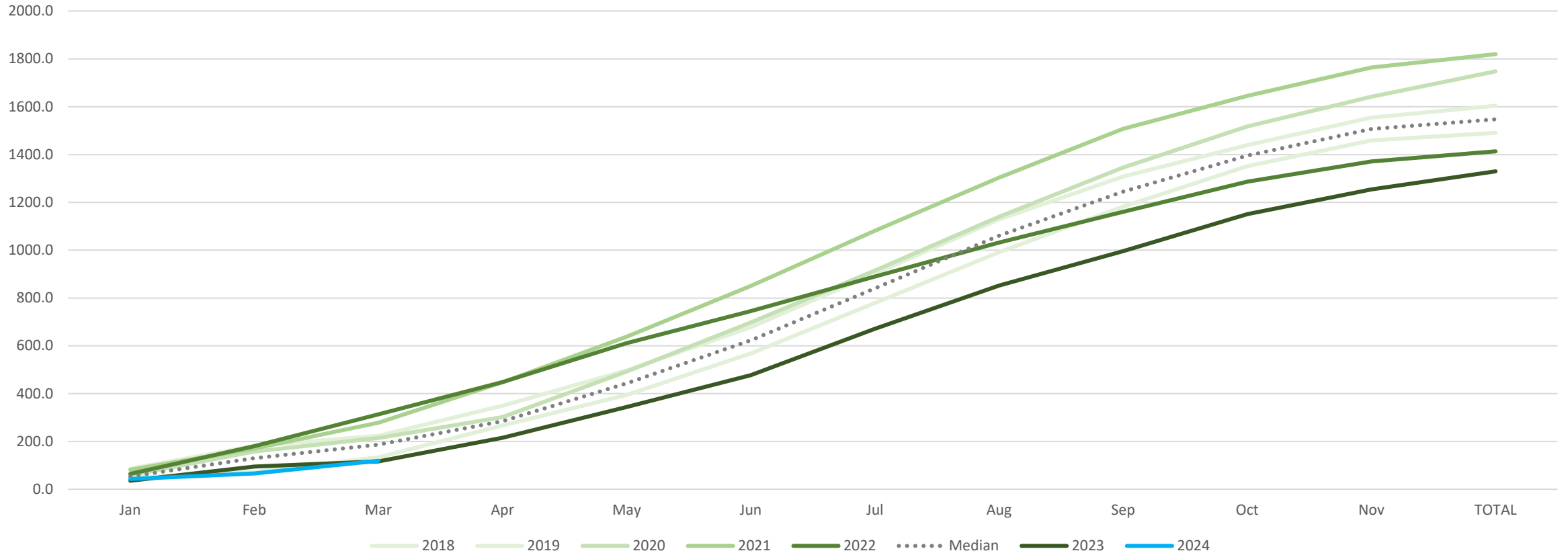
District 38 Monthly Demand (AF)





# Cumulative Periodic and Annual Demands

District 38 Cumulative Annual Demand (AF)



# Customer Service and Meter Reading

- ▶ Customer Account Activity (turn on/off)
  - ▶ \$929 labor
- ▶ Customer Service Orders (check for leaks, verify reads, pressure, etc.)
  - ▶ \$690 labor
- ▶ Line Locations
  - ▶ \$840 labor
- ▶ Meter Replacements
  - ▶ \$0 labor for 0 meters
- ▶ New webpage to promote Customer Portal:
  - ▶ <https://www.vcpublishworks.org/wsd/customerportal/>

# Operations & Maintenance – Looking Forward

- ▶ Lift Station Design



# Questions?

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5. DIRECTOR'S INFORMATIONAL ITEMS -

Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report.

- In 2019 we moved in-house ACH handling to Invoice Cloud. Currently, the District pays the ACH AutoPay cost of 40 cents per payment, with an annual cost of \$18,194. To be fair and equitable, on 7/1/2024 Staff proposed to pass an ACH fee to customers at 75 cents a payment. As we all know the cost of a stamp is now 66 cents when a check is mailed, so the cost of online payment at 75 cents is fair and equitable. The District will realize cost savings and stay true to our goal of fair and equitable service.

5. COMMITTEE MEMBERS' COMMENTS/ FUTURE AGENDA  
ITEMS

6. ADJOURNMENT

**\*The next District 38 Citizens' Advisory Committee meeting is  
scheduled for July 25, 2024.**