

Central Services
Joan Araujo, Director

Engineering Services
Anastasia Seims, Director

Roads & Transportation
Anitha Balan, Director

Water & Sanitation
Michael Fritschi, Director

Watershed Protection
Vacant, Director

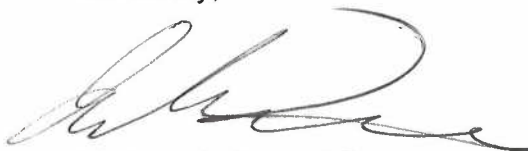
May 14, 2025

**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 21, 2025 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,



Michael Fritschi P.E.
Director, Water and Sanitation



AGENDA OF MEETING

1. CALL TO ORDER
2. REVIEW OF THE MINUTES OF THE MAY 24, 2024 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 2025/2026 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. 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 22, 2024 MEETING

<u>COMMITTEE MEMBERS</u>	<u>PRESENT</u>	<u>ABSENT</u>
Mary Otten, Pleasant Valley Park District		X
Bob Cerasuolo, Pleasant Valley Park District		X
Mr. Bobby Babaeian, Skyway Property Investments LLC	X	
Maria Carrillo, V.C. Fire Protection District		X
Dave Nafie, Dept. of Airports VC	X	X
Joshua Brown, Oxnard Union High School		X
Nuvia Barretto, Harbor Lighthouse Church	X	
Dave Fateh, Ventura County Office of Education		X
Terry Cobos, Ventura County Community College District		X
Tom Kasper, Ventura County Fire Department		X
Mahmood Babaeian, Skyway Investment Group	X	

GUESTS

None

STAFF

Joseph Pope, Director, Water and Sanitation	X
Keith Freitas, Director, VC Dept. of Airports	X
Erin Powers, Projects Administrator, Dept. of Airports VC	X
Homer Arredondo – Engineering Manager II	X-online
Jean Fontayne – Staff Services Manager II	X-online
Gilberto Minero, Staff Services Manager II	X-online
Sara Negrete, Accountant	X-online

1. CALL TO ORDER

- The meeting was called to order at 1:33 p.m.
- Introductions from all attendees were made, including those online.

2. APPROVAL OF THE MINUTES OF THE MAY 25, 2023, MEETING

- Approved meeting minutes, no questions. Recap did not raise sewer rates last year.

3. PUBLIC COMMENTS

- No public presence.

4. SANITATION

I. STAFF REPORT

II. REVIEW OF FISCAL YEAR 2024/2025 PROPOSED BUDGET

- Mr. Pope stated the review of the financial status. The sewer district is referred to as Camarillo Utility Enterprise or CUE. Mr. Pope started with the beginning balances. We are expecting to have a pending balance of \$307,000, we have only expended \$80,000. We will be a little low on labor, so the ending balance

should be a little higher. We are not expecting to raise the sewer rates this year. Combination of a fixed charge. Rates are set once a year.

III. PWA OPERATIONS & MAINTENANCE

- No sewer spills from last year. We are monitoring fats, oil and grease. That is normally for food services operations.
- We had a standby pump set up at the lift station. Will accommodate for any outages from Edison. So far, we haven't had to use that generator.
- We've had our annual calibration of our wastewater meter. It is the flow to Camarillo Sanitation.
- Water tables are coming up and we are getting ground water intrusion from ground water into the system. Possibility from a manhole or storm drain. We will continue to do investigations.
- You can see the spikes in the flow from the rainy season.

IV. STREETS, STREET LIGHTING, AND STORM DRAINS

STAFF REPORT AND REVIEW OF FISCAL YEAR 2024/2025 PROPOSED

BUDGET

- Ms. Powers started with a Staff Report. This upcoming fiscal year, we have not identified any capital improvements.
- We have planned a slurry/seal coat on the streets, and we will be looking into this next summer.
- Proposed Budget for the FY 24-25. Comprises standard expenses, totaling \$5,928. Total assessment is \$10, 532. Each member agency is going to be credited with \$4,604 of interest earned. Leaving the assessment for the property owners to be split among them of \$5,928 for the next fiscal year.
- Retained earnings a little over \$258,247
- We are looking for the CUE Members to support the budget going forward. Proposed budget, street sweeping, traffic safety supplies and other maintenance materials. External service fees, and utility bills.

A Question was raised on the assessments; we just pay it when we get it?

Ms. Powers said, what will happen, we will take the proposed estimate to the Board of Supervisors the end of June and our Fiscal division will send out invoices to each Agency.

Question, this is just once a year? Reply yes, once a year.

- A vote was taken to approve the proposed expenses. Dave Nafie moves to accept the staff recommendations. Three Ayes, Zero Nays

V. COMMITTEE MEMBERS' COMMENTS and FUTURE AGENDA ITEMS

- We will continue to build up the reserves for the wastewater side. Our goal is to get sufficient cash in the bank to replace our lift station which is old and eventually we would like to turn it over to Camarillo, but they will not take this

Meeting of the CUE Advisory Committee
Water and Sanitation and the Streets,
Street Lighting & Storm Drain Div.
Minutes of May 22, 2024 Meeting

unless we update the lift station. It is about \$500,000. We have not done any design work yet. We will have to investigate alternative financing, if it gets to be too expensive.

9. ADJOURNMENT

- Meeting adjourned at 1:50 p.m.

DRAFT

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

CURRENT PERIOD ACTIVITIES TO AP09 FY25 (ENDING 03/31/2025)

Camarillo Utility Enterprise

Fund Balance Analysis

1	Total Beginning Balances		\$216,241	\$277,090	\$376,657	\$450,986	\$450,986	\$450,986
2	Total Ending Balances		\$277,090	\$376,657	\$450,986	\$460,928	\$495,299	\$480,333
3								
4	Total Proposed Targets		\$66,118	\$75,144	\$59,941	\$99,952	\$37,371	\$76,856
5	Alert					ok	ok	ok
6	O&M/ Rate Stab Fund		FY22 ACT	FY23 ACT	FY24 ACT	FY25 ADPT BUD	FY25 ACT	FY25 PRJ
7	Beginning Balances		\$0	\$0	\$0	\$0	\$0	\$0
8	O&M Revenue							
9	Interest Earning		997.5	9,588.9	17,182.0	14,175.8	\$5,265	\$22,355
10	Sanitation Services		279,065.1	352,252.5	261,472.0	360,000.0	\$161,479	\$278,469
11	Permit Fees		-	-	-	100.0	\$0	\$100
12	Planning and Eng. Svcs External		10,481.1	2,500.0	-	-	\$0	\$0
13	Miscellaneous Revenue		503.4	1,529.7	1,120.6	1,200.0	\$1,373	\$1,573
14	Total - O&M Revenue		\$291,047	\$365,871	\$279,775	\$375,476	\$168,117	\$302,497
15	O&M Expenditure							
16	Indirect Cost Recovery		690.0	-	-	1,337.0	\$669	\$1,337
17	Loan Repayment - Interest		4,073.2	2,060.7	-	-	\$0	-
18	Loan Repayment - Principal		83,850.8	85,863.2	-	-	\$0	\$0
19	Management & Admin. Services		33,300.0	37,100.0	34,525.0	38,400.0	\$19,200	\$38,400
20	Misc. O&M Expenditures		9,051.1	7,995.5	4,882.7	54,497.0	\$3,027	\$50,168
21	O&M Labor		40,693.7	48,803.1	69,424.4	77,100.0	\$42,466	\$68,288
22	Other Prof. & Spec. Svcs		-	233.8	253.1	2,000.0	\$100	\$2,000
23	Federal State Permits And Fees		3,326.0	3,458.2	3,808.9	5,000.0	\$3,945	\$5,000
24	Sewer System Power		2,389.9	2,887.6	3,985.7	3,500.0	\$1,988	\$3,528
25	Sewer Treatment Cost		40,263.0	60,845.4	71,735.5	70,000.0	\$36,171	\$65,314
26	System Maint. Supplies & Contract		12,516.8	13,324.5	17,381.6	83,700.0	\$16,239	\$35,364
27	Improvement Maintenance		43.9	-	-	30,000.0	\$0	\$3,750
28	Depreciation Expense		34,271.9	34,271.9	34,319.1	34,272.0	\$25,680	\$34,272
29	Contingencies			3,732.3	(551.2)	-	\$0	\$0
30	Total - O&M Expenditure		\$264,470	300,576.2	\$239,765	\$399,806	\$149,484	\$307,422
31	Net of Operation		\$26,577	\$65,295	\$40,010	(\$24,330)	\$18,632	(\$4,925)
32	Transfer to/fr Capital Reserve		(\$26,577)	(\$65,295)	(\$40,010)	\$24,330	(\$18,632)	\$4,925
33	Ending Balances		\$0	\$0	\$0	\$0	\$0	\$0
34								
35	Minimum Balance							
36	25% of O&M expenses		\$66,118	\$75,144	\$59,941	\$99,952	\$37,371	\$76,856
37	Acquisition&Replacement Fund		FY22 ACT	FY23 ACT	FY24 ACT	FY25 ADPT BUD	FY25 ACT	FY25 PRJ
38	Beginning Balances		\$216,241	\$277,090	\$376,657	\$450,986	\$450,986	\$450,986
39								
40	Capital Sources of Funds					-		
41	Interest Earning		-	-	-	-	\$0	\$0
42	Capital Improv. Charges		-	-	-	-	\$0	\$0
43	Longterm Debt Proceeds		-	-	-	-	\$0	\$0
44	Depreciation Expense	CY Funded	34,271.9	34,272	34,319.09	34,272.0	\$25,680	\$34,272
45	Total - Capital Sources of Funds		\$34,272	\$34,272	\$34,319	\$34,272	\$25,680	\$34,272
46	Capital Uses of Funds							
47	Water System Improv & Construction Proj							
48	System Improvements/replacement		-	-	-	-	\$0	\$0
49	Construction Projects		-	-	-	-	\$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	\$0	\$0
54	Net Cash Balance		\$34,272	\$34,272	\$34,319	\$34,272	\$25,680	\$34,272
55	Transfer to/fr O&M / Rate Stabilization Fund		\$26,577	\$65,295	\$40,010	(\$24,330)	\$18,632	(\$4,925)
56	Ending Fund Balance		\$277,090	\$376,657	\$450,986	\$460,928	\$495,299	\$480,333

4. SANITATION

III. PWA OPERATIONS & MAINTENANCE



Camarillo Utility Enterprise (CUE) O&M Updates

FY 2024-2025



Operations & Maintenance

- ▶ No sewer spills last year
- ▶ Conducted annual fat, oil and grease (FOG) monitoring per EPA best management practices to reduce blockages.
- ▶ Sewer lift station flow meter repaired for sporadic readings.
- ▶ Performed infrared inspection of electrical equipment at sewer lift station
- ▶ Replaced Edison terminal blocks that were found compromised during infrared inspection.
- ▶ Installed asphalt at sewer lift station to provide better access with equipment.
- ▶ Cleaned gravity sewer pipes per sewer system management plan.

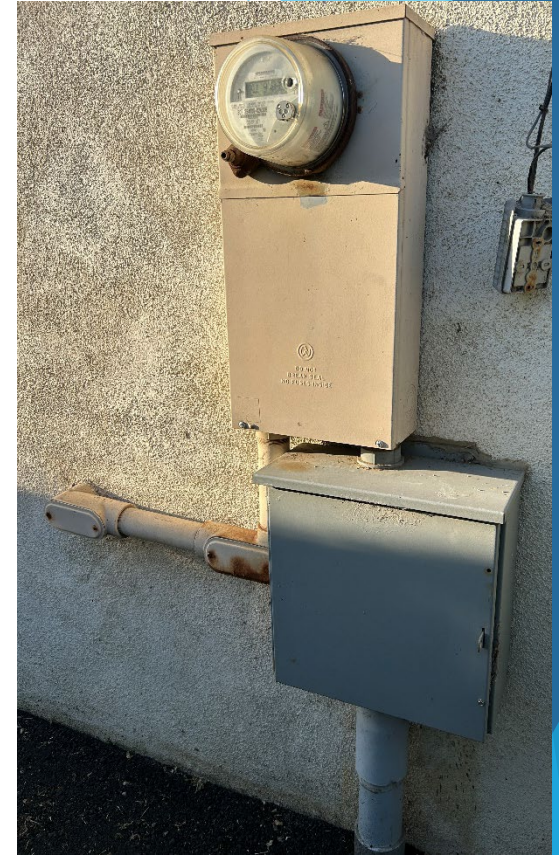
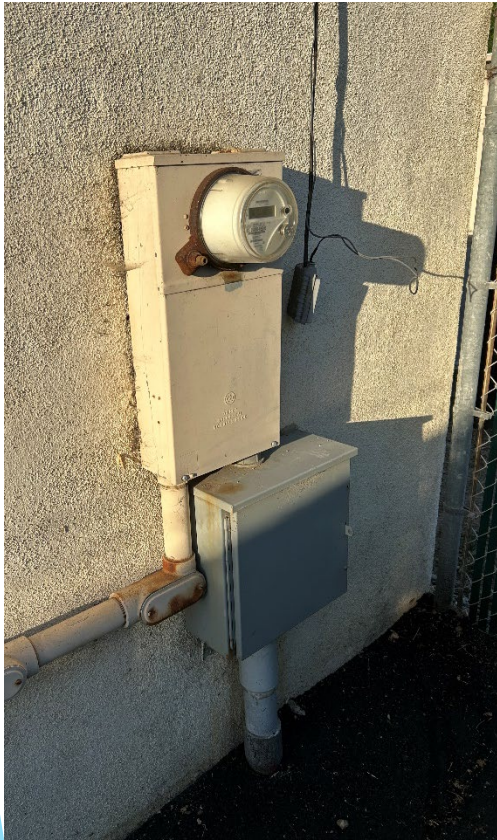


New Asphalt at CUE Lift Station





SCE Terminal Block Replacement





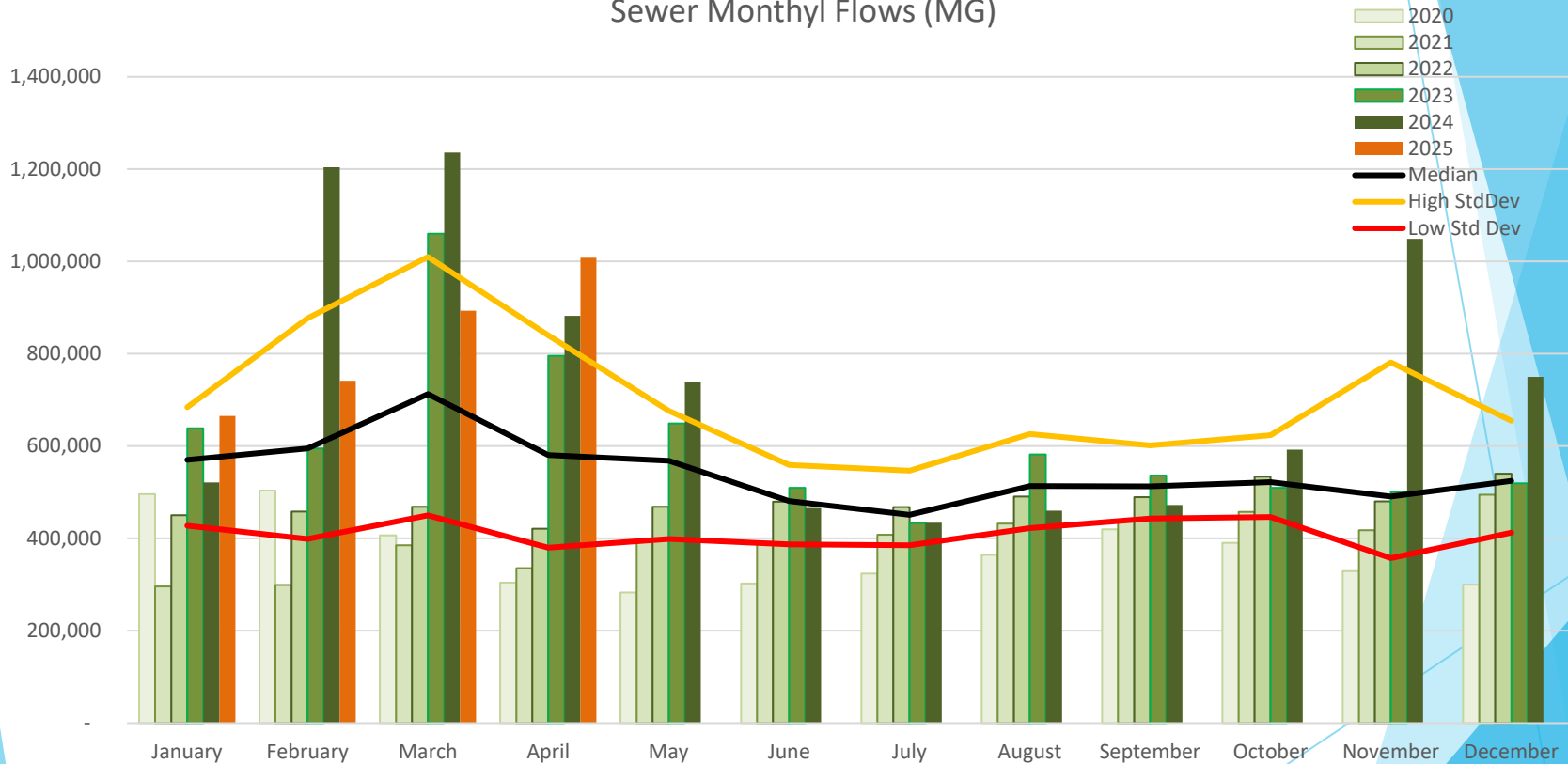
CUE Flowmeter Components





Operations & Maintenance - Sewer Flow

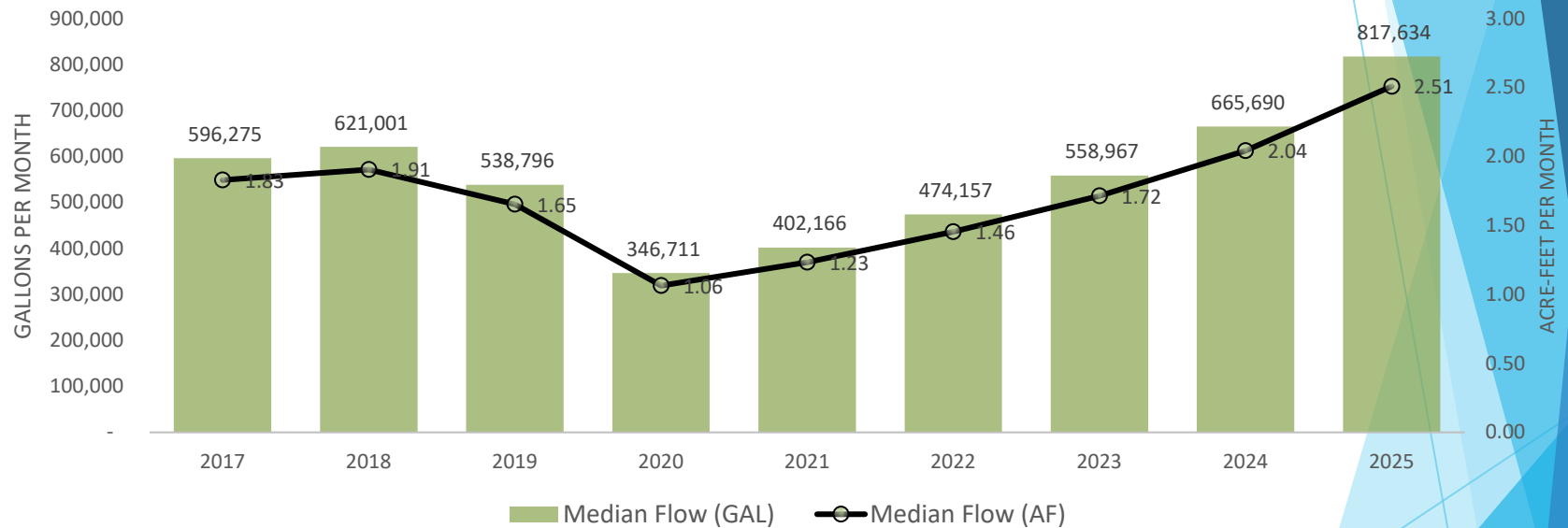
Sewer Monthly Flows (MG)





Operations & Maintenance - Sewer Flow

MEDIAN FLOW





Questions?

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

5. STREETS, STREET LIGHTING, AND STORM DRAINS
 - II. REVIEW OF FISCAL YEAR 2025/2026 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 21, 2025

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

FISCAL YEAR 2025/2026 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) 2025/2026.
2. Consider and recommend to the Board of Supervisors the adoption of the requested Budget, effective July 1, 2025.
3. Agree that each member agency will pay the proposed assessment to fund the anticipated expenses.

DISCUSSION:

The attached budget includes a recommendation for capital improvements in the amount of \$52,000, for the restriping of CUE streets. The remaining items are standard expenses in the amount of \$104,577, including depreciation. The total FY 2025/2026 budget is \$156,577.

Anticipated revenue includes a proportionate assessment of each member agency totaling \$59,796 and an estimated \$5,542 in interest earned on the Fund's cash balance. Retained earnings are approximately at \$197,298.22.

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
Projects and Programs Administrator

ATTACHMENTS

CAMARILLO UTILITY ENTERPRISE – STREETS & STREET LIGHTING
 PROPOSED BUDGET – FY 2025/2026
 EXPENDITURE/REVENUE DETAIL

EXPENSES

ACCOUNT DESCRIPTION	ACC CODE	2024-25 ADOPTED	2024-25 PROJECTED	2025-26 PROPOSED
Maintenance Contracts	2102	\$ 3,669	\$ 3,669	\$ 3,779
Traffic Safety Supplies	2105	\$ 415	\$ 415	\$ 427
Maintenance	2112	\$ 0	\$ 0	\$ 0
Indirect Cost Recovery	2158	\$ 498	\$ 498	\$ 396
Special Dept. EXP. - 04* (Administrative Services)	2991	\$ 0	\$ 0	\$ 2,600
Utilities – Other	2311	\$ 5,950	\$ 5,950	\$ 6,136
Depreciation	3611	\$ 85,313	\$ 85,313	\$ 91,239
Capital Improvements	4111	\$ 0	\$ 0	\$ 52,000
TOTAL EXPENSES		\$ 95,845	\$ 95,845	\$ 156,577

REVENUE

ACCOUNT DESCRIPTION	ACC CODE	2024-25 ADOPTED	2024-25 PROJECTED	2025-26 PROPOSED
Interest Earnings	8911	\$ 4,604	\$ 4,604	\$ 5,542
Assessments	9421	\$ 5,928	\$ 5,928	\$ 59,796
<u>Retained Earnings (drawdown)</u>	5045	\$ 0	\$ 0	\$ 0
TOTAL REVENUE		\$ 8,195	\$ 10,532	\$ 65,338
Net Savings (Cost)		\$ (85,313)**	\$ (85,313)**	\$ (91,239)**

**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 2025/2026**

AGENCY	% OF TOTAL DEVELOPED PROPERTY	FY25/26 ASSESSMENT BASED ON %'s
Department of Airports	67.00%	\$40,063
Horizon Baptist Church	0.46%	\$275
Ventura Community College District	2.93%	\$1,752
Pleasant Valley Rec. & Parks District	15.27%	\$9,131
Oxnard High School District	1.27%	\$759
Ventura County Fire Department	4.29%	\$2,565
Ventura Superintendent of Schools	7.30%	\$4,365
Ventura Transit System, Inc.	1.48%	\$885

TOTALS: 100% \$59,796

OWNER	GROSS ACRES	DEVELOPED/ DEVELOPALBE ACRES (FY 24-25)	DEVELOPED/ DEVELOPALBE ACRES (Proposed FY 25-26)	PERCENTAGE (FY 24-25)	PERCENTAGE (Proposed FY 25-26)
DEPT. OF AIRPORTS*	664.11	142.98	148.61	66.14%	67.00%
HORIZON BAPTIST CHURCH**	1.01	1.01	1.01	0.47%	0.46%
VC COMMUNITY COLLEGE DIST.	21.123	6.51	6.51	3.01%	2.93%
PLEASANT VALLEY PARKS & REC.	33.86	33.86	33.86	15.66%	15.27%
OXNARD HIGH SCHOOL DISTRICT	2.81	2.81	2.81	1.30%	1.27%
VENTURA COUNTY FIRE DEPARTMENT	22.147	9.52	9.52	4.40%	4.29%
SUPT. OF SCHOOLS	16.2	16.2	16.2	7.49%	7.30%
VENTURA TRANSIT SYSTEM, INC.. ***	3.29	3.29	3.29	1.52%	1.48%
TOTALS	764.55	216.18	221.81	100.00%	100.00%

ATTACHMENT 1

5/12/2025

* County of Ventura Department of Airports, 6.8 acre development project (CloudNine) completed. The table has been updated to include the new developed area information which effects CUE member participation and assessments.

**Faith Tabernacle Corp. sold the property to Horizon Baptist Church, who is a now a new CUE member..

***Skyway Property Investments, LLC sold the property to Ventura Transit System, Inc., who is a now a new CUE member.

REPORT ID: RPT-GL004

RUN DATE: 04/09/2025

RUN TIME: 10:41 AM

COUNTY OF VENTURA FY2024-25 - AP9

BALANCE SHEET

THROUGH DATE: 03/31/2025

PAGE 4 of 4

FUND E310 - CAMARILLO AIRPORT ROAD AND LIGHTING

ASSETS	CURRENT PERIOD	INCEPTION TO-DATE
3010 - CASH	3,389.67	299,104.46
3120 - ACCOUNTS RECEIVABLE CLEARING	0.00	54,284.00
3160 - BILLED RECEIVABLE	0.00	0.00
3162 - BILLED EARNED RECEIVABLE	1,656.00	3,421.00
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	(7,738.41)	(1,756,054.52)
Report Total ASSETS:	(\$2,692.74)	\$844,824.60

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	260,046.00
UNRESTRICTED NET POSITION	(2,692.74)	(62,747.78)
Report Total LIABILITIES AND EQUITY:	(\$2,692.74)	\$844,824.60

Retained Earnings: \$197,298.22 (\$260,046-\$62,747.78)

6. COMMENTS and FUTURE AGENDA ITEMS

7. ADJOURNMENT