

Central Services
Joan Araujo, Director

Engineering Services
Anastasia Seims, Director

Roads & Transportation
Anitha Balan, Director

Water & Sanitation
Vacant, Director

Watershed Protection
Vacant, Director

December 2, 2025

**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 **Tuesday December 9, 2025**, from 2:00 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, no later than December 5, 2025, if you are unable to participate on the call.

Sincerely,



Paul Chan P.E.
Water & Sanitation Director



AGENDA OF THE MEETING

1. CALL TO ORDER
2. APPROVAL OF THE MINUTES OF September 18, 2025 MEETING.
3. PUBLIC COMMENTS - Members of the public may address the Citizens' Advisory Committee (CAC) on items of interest to the public that is within the subject matter jurisdiction of the Committee but does 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. PROJECTS
 - CAPITAL PROJECTS - The Capital Project Status Report provides regular reporting on the status of active capital projects within the District.
 - C. O&M UPDATE
 - WATER SALES TO BUDGET, SYSTEM STATUS, AND AMI
 - COMPLAINTS, OUTAGES, AND WATER QUALITY
5. INFORMATIONAL ITEMS - Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report
 - A. LAS POSAS VALLEY WATERMASTER - An update on decisions and/or rulings by the LPV Watermaster and LPV Policy Advisory and Technical Advisory Committees.
 - B. CALLEGUAS MUNICIPAL WATER DISTRICT/METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA – An update on decisions and rulings by these agencies which may impact the District.

C. BOARD OF SUPERVISORS AGENDA ITEMS – A report on Ventura County Board of Supervisors items the district may be presenting or has recently been presented.

6. PUBLIC OUTREACH – Any specific outreach efforts the District has accomplished concerning water conservation, or other issues.

7. COMMITTEE MEMBERS COMMENTS/FUTURE AGENDA ITEMS ADJOURNMENT

The next regularly scheduled District 38 CAC meeting will be held on March 19, 2026

Meetings

January 23, 2025

March 20, 2025

June 17, 2025

September 18, 2025

December 9, 2025

Topics

Annual overviews or summaries

Projects - O&M Items

Budget and Financial

Rate Reviews

Year end Review

**CITIZENS' ADVISORY COMMITTEE
VENTURA COUNTY WATERWORKS DISTRICT NO. 38
MINUTES OF THE SEPTEMBER 18, 2025, MEETING**

COMMITTEE MEMBERS IN ATTENDANCE: Geoffrey Patterson, Ron Goldman,
Thomas Gentile, Ted Nordblum and
Nathan Stockmeir

COMMITTEE MEMBERS ABSENT: none

COMMITTEE MEMBER VACANCY: none

STAFF: Jeff Palmer, Assistant Agency Director
Paul Chan, W&S Director
Art Aseo, Deputy Director W&S O&M
Jean Fontayne, Staff Services Manager-zoom
Sean Hanley, Water Superintendent-zoom
Sara Negrete, Principal Accountant-zoom

GUESTS:

1. **CALL TO ORDER**
The meeting was called to order at 3:31 p.m.
2. **APPROVAL OF THE MINUTES OF JUNE 17, 2025, MEETING**
Mr. Patterson moved to approve the minutes. All approved.
Vote: Ayes - 5, Nays- 0, Absent -
3. **PUBLIC COMMENT**
None
4. **DIRECTOR'S INFORMATIONAL ITEMS –**
 - A. **WATER RATE PROPOSAL REVIEW**
We are suggesting a 3% rate increase and a ramp down of the reserves funds. Rather than doing to 0% increase. Calleguas will increase water rates to 7.5% this year, next year it will be around 9%. Our other Water Districts are increasing about 10%, to keep up with infrastructure challenges and rising costs in utilities, maintenance and supplies. We will evaluate this on a year-to-year basis.
4% Rate Increase was voted on. All Committee Members (5) approved.
In order to keep reserves from being too impacted.
5. **DIRECTORS INFORMATIONAL ITEMS –** Provides the opportunity for the Director to present items that are not within the subject matter of the District's Staff Report

- A. BUDGET AND FINANCIAL REVIEW – An update on the budget and financial status of the District.
- B. CALLEGUAS MUNICIPAL WATER DISTRICT / METROPOLITAN WATER DISTRICT OF SOUTHERN CALIFORNIA UPDATES
 - Calleguas is doing a lot of work to avoid outages and high rates, looking at diverse routes to bring in water.
- C. UPDATE ON AVENUES OF PUBLIC OUTREACH – How the District is reaching out to its customers concerning water conservation.
- D. BOARD OF SUPERVISORS AGENDA ITEMS-A report on Ventura County The Board of Supervisors items the district may be presenting or has recently been presented.
- E. UPDATE ON ADVANCED METERING INFRASTRUCTURE (AMI) IMPLEMENTATION – The AMI project is an integrated system that enables two-way communication between utilities and customers which is being implemented within the District.
- F. CAPITAL PROJECTS – The Capital Project Status Report provides regular reporting on the status of active capital projects within the District
 - None
- G. OPERATIONS AND MAINTENANCE QUARTERLY REPORT
 - Graphs show we have had a drier year.
 - 0 water quality complaints
- 5. COMMITTEE MEMBERS' COMMENTS/FUTURE AGENDA ITEMS
 - Next meeting we expect to see an updated chart based on the 4% rate increase.
 - Next meeting is December 18, 2025. This date would not work for us. It is too close to the holidays. Maybe a week earlier. The office will reach out to you to reschedule the next meeting.

ADJOURNMENT

The meeting was adjourned at 4:09 p.m.

The next meeting is scheduled for December 18, 2025, Thursday at 3:30 p.m.
(will be rescheduled)

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

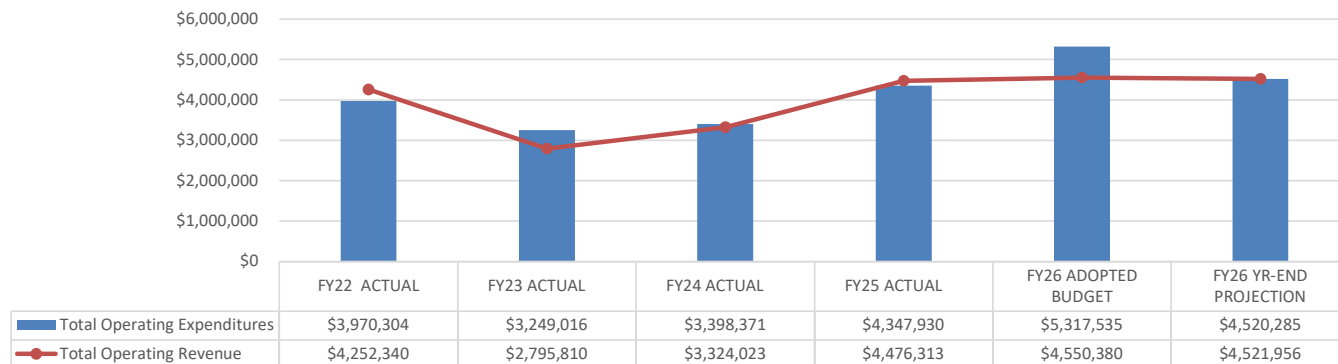
For the Accounting Period ending October 31, 2025

**WW#38 Lake Sherwood
ADHOC SUMMARY REPORT**

Budget to Actual Analysis

OPERATING FUND	FY22 ACTUAL	FY23 ACTUAL	FY24 ACTUAL	FY25 ACTUAL	FY26 ADOPTED BUDGET	FY26 YR-END PROJECTION	Actual (thru October) (AP4)	% Actual vs Budget
Operating Revenue:					a		a	b/a
Water Sales	\$4,193,647	\$2,714,518	\$3,243,430	\$4,396,997	\$4,477,997	\$4,436,773	\$952,932	21%
Other Revenue	\$58,693	\$81,292	\$80,592	\$79,315	\$72,383	\$85,183	\$27,670	38%
Total Operating Revenue	\$4,252,340	\$2,795,810	\$3,324,023	\$4,476,313	\$4,550,380	\$4,521,956	\$980,603	
Operating Expenditure:								
Direct Cost								
Imported Water (Calleguas)	\$3,074,432	\$2,236,157	\$2,674,208	\$3,516,188	\$3,441,403	\$3,102,986	\$1,254,265	36%
Total Direct Cost	\$3,074,432	\$2,236,157	\$2,674,208	\$3,516,188	\$3,441,403	\$3,102,986	\$1,254,265	36%
Gross Margin (Water Sales - Direct Cost)	\$1,177,908	\$559,653	\$649,815	\$960,125	\$1,108,978	\$1,418,970	(\$273,663)	
Less: Indirect Operating Cost								
System Maint. Repairs & Replac.	\$159,241	\$314,965	\$68,310	\$40,167	\$233,600	\$90,973	\$50,176	21%
O&M Labor	\$394,432	\$329,844	\$297,746	\$398,012	\$625,250	\$387,734	\$124,287	20%
Other O&M Cost	\$342,198	\$368,050	\$358,107	\$393,563	\$1,017,282	\$938,592	\$119,980	12%
Total Indirect Operating Cost	\$895,871	\$1,012,859	\$724,163	\$831,741	\$1,876,132	\$1,417,299	\$294,443	
							\$1,548,709	
TOTAL NET COST	\$282,036.1	(\$453,205.8)	(\$74,348.7)	\$128,383.2	(\$767,154.4)	\$1,670.5	(\$568,106.0)	

OPERATING EXPENDITURES vs OPERATING REVENUE



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

For the Accounting Period ending October 31, 2025									
Waterworks District #38 Lake Sherwood									
ADHOC Details Report									
1	Total Beginning Balances			\$7,816,588	\$8,296,521	\$8,970,210	\$8,970,210		\$8,970,210
2	Total Ending Balances			\$8,296,521	\$8,970,210	\$8,443,237	\$8,411,420		\$9,362,056
3									
4	Total Proposed Targets			\$1,174,265	\$1,526,682	\$1,777,183	\$482,470		1,573,748.54
5	Alert			ok	ok	ok	ok		ok
6	O&M/ Rate Stab Fund							FY26 Actual/ Budget %	FY26 YR-END PRJ
7	Beginning Balances			\$2,126,319	\$2,050,652	\$2,179,035	\$2,179,035		\$2,179,035
8	O&M Revenue								
9	Interest Earnings			-	-	-	\$0		\$0
10	Planning and Eng. Svcs External			37,247	28,255	26,809	\$12,324		26,809
11	Permit & Line Ext. Fees			9,647	8,305	8,130	\$4,853		\$8,130
12	Meter, Other Sales and Misc Rev.			33,698	42,756	37,444	\$10,493		\$50,244
13	Water Sales			3,243,430	4,396,997	4,477,997	\$952,932		\$4,436,773
14	Total - O&M Revenue			\$3,324,023	\$4,476,313	4,550,380	\$980,603		\$4,521,956
15	O&M Expenditure								
16	System Maint. Supp. & Contract			68,310	40,199	249,600	\$50,176	20%	\$100,973
17	Indirect Cost Recovery			23,751	11,059	10,322	\$0	0%	\$10,322
18	Misc. Expense			29,301	24,630	103,001	2,092.3	2%	\$80,001
19	Other Professional Svcs			3,600	9,561	410,000	\$0	0%	\$410,000
20	Small Tools & Minor Equipment			0	-	45,600	\$0	0%	\$23,028
21	Federal State Permits and Fees			8,586	11,201	-	\$0	0%	\$0
22	O&M Labor			297,746	398,012	625,250	\$124,287	20%	\$387,734
23	Mgmt & Admin Svcs			116,900	127,500	161,100	\$40,300	25%	\$161,100
24	Eng. & Tech. Surveys			-	691	62,200	\$0	0%	\$62,200
25	Water Analysis			7,543	6,911	8,500	\$1,325	16%	\$8,500
26	Cross Connection Fees			4,026	4,145	5,000	\$0	0%	\$0
27	Water Purchase			2,622,618	3,453,606	3,376,403	\$1,235,600	37%	\$3,038,477
28	Water System Power			51,590	62,582	65,000	\$18,665	29%	\$64,509
29	Depreciation Expense			146,469	146,066	146,469	\$49,290	34%	\$146,469
30	Contribution to other Funds			5,426	-	20,090	\$0	0%	\$0
31	Meter Purchases			12,505	51,766	25,000	\$26,972	108%	\$26,972
32	Conservation Program			-	-	4,000	\$0	0%	\$0
33	Contingencies			-	-	-	\$0	0%	\$0
34	CFR Adjustment - Depreciation adj			1,317.8		-	\$0	0%	\$0
35	Total - O&M Expenditure			\$3,399,689	\$4,347,930	5,317,535	\$1,548,709		\$4,520,285
36	Net of Operation			(\$75,667)	\$128,383	(\$767,154)	(\$568,106)		\$1,670
37	Transfer to/fr Capital Reserve			\$0	\$0	\$0	\$0		\$0
38	Reserve for Cap. Deprec			\$0	\$0	\$0	\$0		\$0
39	Ending Fund Balance			\$2,050,652	\$2,179,035	\$1,411,881	\$1,610,929		\$2,180,706
40									
41	Minimum Balance								
42	25% of O&M expenses			\$849,922	\$1,086,982	\$1,329,384	\$387,177		\$1,130,071
43	10% of rate revenue			\$324,343	\$439,700	\$447,800	\$95,293		\$443,677
44									
45	O&M Analysis:								
46	% of Water Cost/Water Sales			81%	79%	75%	130%		68%
47	% of O&M Labor/Water Sales			9%	9%	14%	13%		9%
48	Gross Profit : (Water Sales less Water Cost&Power)			\$569,222	\$880,809	\$1,036,595	(\$301,333)		\$1,333,787
49	Net Profit (Net Result of Operation)			(\$75,667)	\$128,383	(\$767,154)	(\$568,106)		\$1,670
50	Net Profit Margin (Net Profit/ Revenue)			-2%	3%	-17%	-58%		0%
51									

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

52									
53	Acquisition&Replacement Fund			FY24 ACTUAL	FY25 ACTUAL	FY26 ADPT BUDGET	FY26 ACTUAL	FY26 Actual/ Budget %	FY26 YR-END PRJ
54	Beginning Balances			\$5,690,270	\$6,245,869	\$6,791,175	\$6,791,175		\$6,791,175
55									
56	Capital Sources of Funds								
57	Interest Earning			\$ 334,336	\$ 377,739	283,712.0	(\$46,724)		\$237,687
58	Capital Improv. Charges			\$ 75,195	\$ 22,455	-	\$7,520		\$7,520
59	Depreciation Expense		CY Funded	\$ 146,469	\$ 146,066	146,469.0	\$49,290		\$146,469
60	Total - Capital Sources of Funds			\$556,000	\$546,260	\$430,181	\$10,086		\$391,676
61	Capital Uses of Funds								
62	Water System Improv & Construction Proj								
63	System Improvements/Replacement			\$ 401	\$ 954	40,000.0	\$770	2%	\$1,500
64	Water System Replacement			\$ -	\$ -	50,000.0	\$0	0%	\$0
65	Water Construction Project			\$ -	\$ -	100,000.0	\$0		\$0
66	Other Equipment			\$ -	\$ -	-	\$0	#DIV/0!	\$0
67	Contingencies			\$ -	\$ -	-	\$0		\$0
68	Contributions-ISF & Other Funds			\$ -	\$ -	-	\$0		\$0
69	Total - Capital Uses of Funds			\$401	\$954	190,000.0	\$770		\$1,500
70	Net Capital Fund Balance			\$ 555,599	\$ 545,306	\$240,181	\$9,316		\$390,176
71	Transfer to/fr O&M / Rate Stabilization Fund			\$0	\$0	\$0	\$0		\$0
72	Ending Fund Balance			\$6,245,869	\$6,791,175	\$7,031,356	\$6,800,491		\$7,181,351

4. **DISTRICT STAFF REPORT**

B. PROJECTS

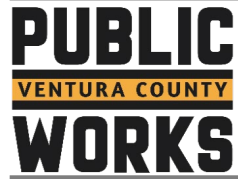
CAPITAL PROJECTS - The Capital Project Status Report provides regular reporting on the status of active capital projects within the District

None

4. DISTRICT STAFF REPORT

C. O&M UPDATE

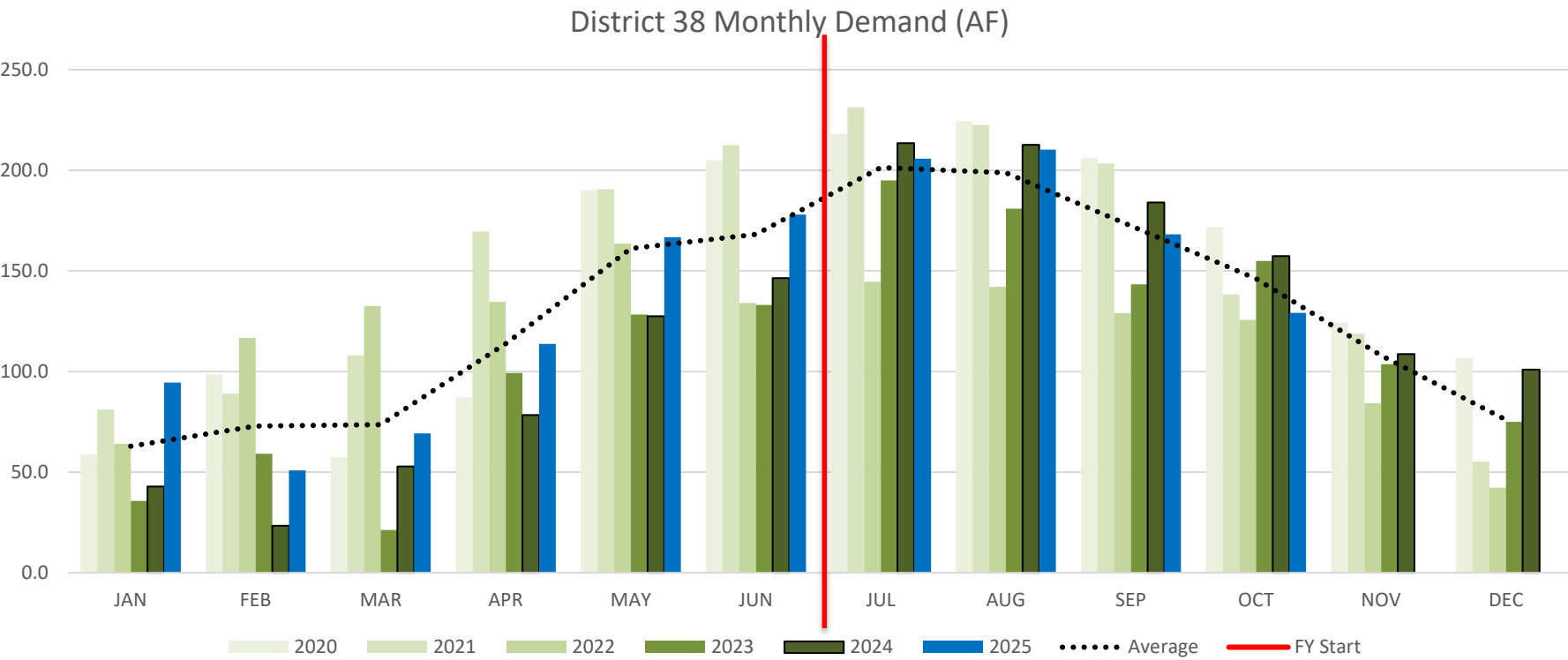
- WATER SALES TO BUDGET, SYSTEMS STATUS, AMI
- COMPLAINTS, OUTAGES, AND WATER QUALITY



District 38 O&M Updates

December 9, 2025 CAC Meeting

Operations & Maintenance – Water Efficiency

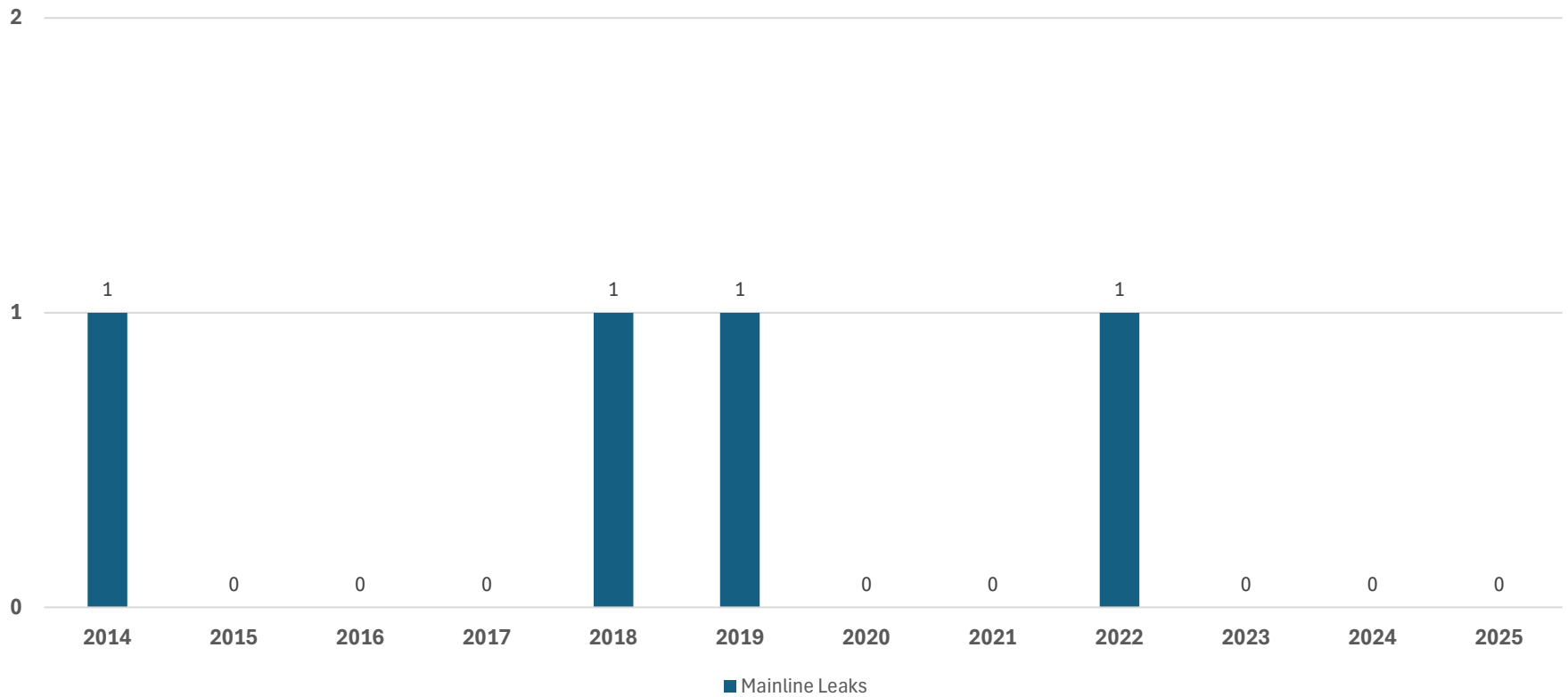


Ventura County Waterworks – December 9, 2025 CAC Meeting

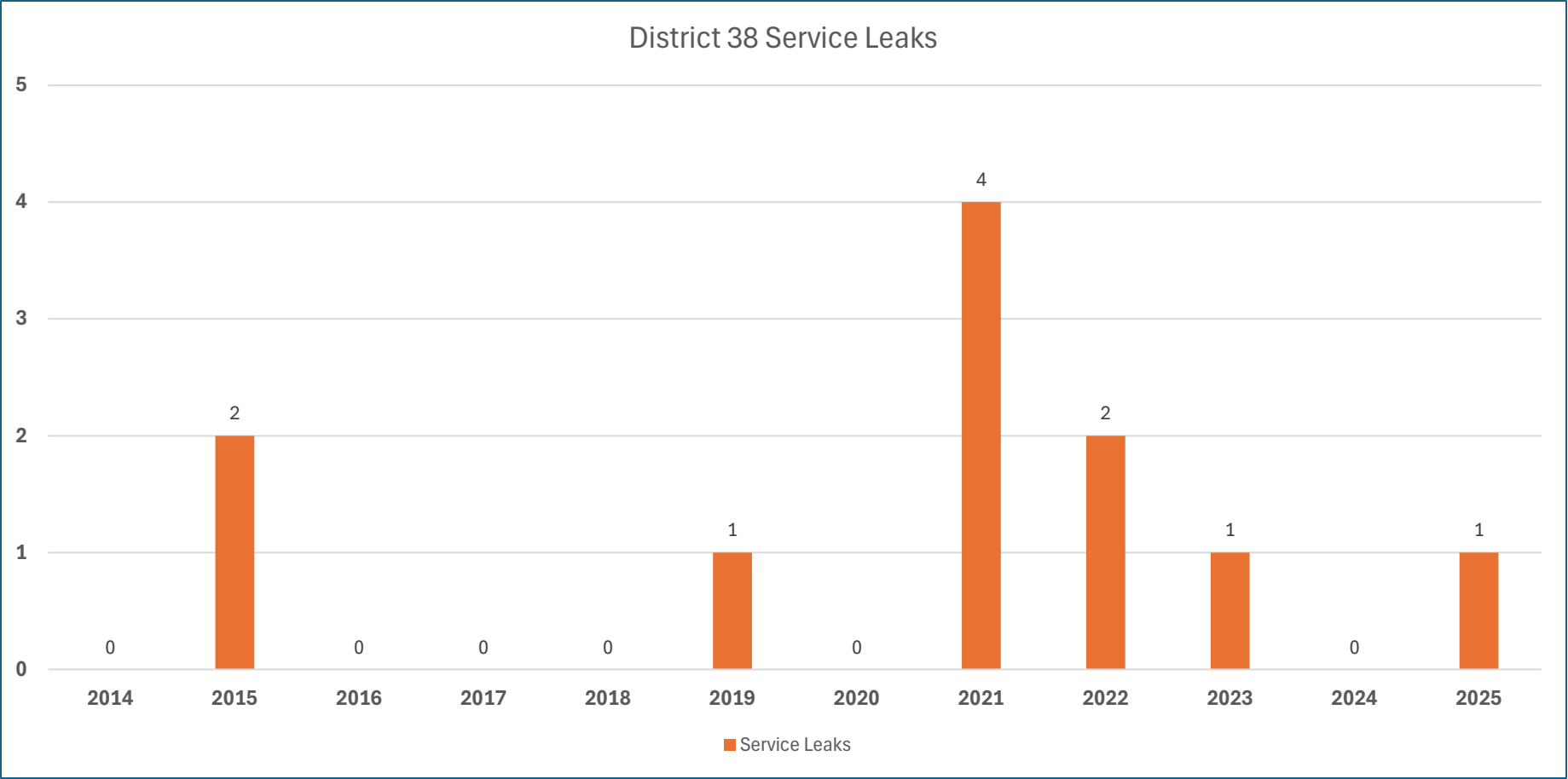
Water Quality Complaints

- 1 Water Pressure Complaint reported on 11/21/2025
- ✓ System was operating at normal pressure and the construction above at the Morvale reservoir site is not affecting the water pressure. Staff notified customer that his pressure gauge may be faulty and to have his system inspected.

District 38 Mainline Leaks



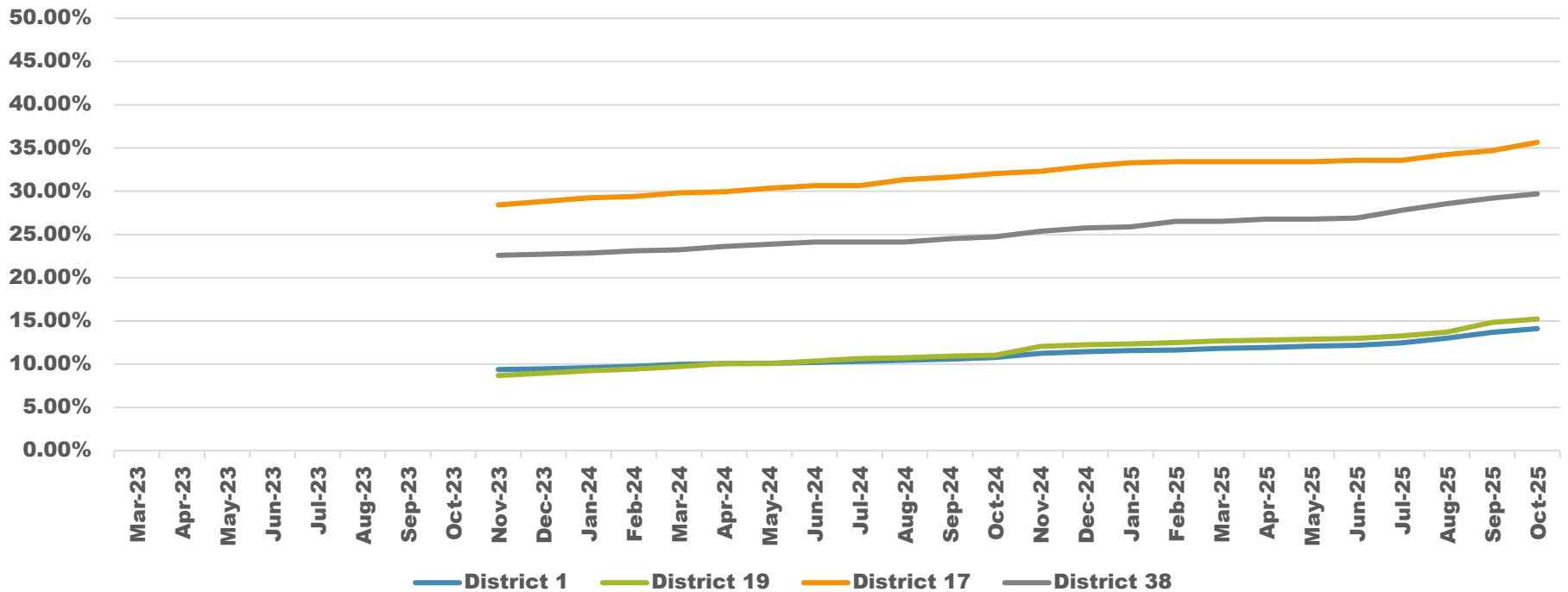
Ventura County Waterworks – December 9, 2025 CAC Meeting



Ventura County Waterworks – December 9, 2025 CAC Meeting

AMI Report

Percentage of Registered Accounts per District as of October 2025



Ventura County Waterworks – December 9, 2025 CAC Meeting

PUBLIC
VENTURA COUNTY
WORKS



Questions?

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
- A. LAS POSAS VALLEY WATERMASTER – An update on decisions and/or rulings by the LPV Watermaster and LPV Policy Advisory and Technical Advisory Committees
 - B. CALLEGUAS MUNICIPAL WATER DISTRICT/
METROPOLITAN WATER DISTRICT OF
SOUTHERN CALIFORNIA - An update on decisions and rulings by these agencies which may impact the District.

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C. BOARD OF SUPERVISORS AGENDA ITEMS - A report on Ventura County Board of Supervisors items the district may be presenting or has recently been presented.

12/16/2025 Water Rates WWD38

- .
6. **PUBLIC OUTREACH** - Any specific outreach efforts the District has accomplished concerning water conservation, or other issues

7. **COMMITTEE MEMBERS COMMENTS/FUTURE AGENDA ITEMS**

ADJOURNMENT

The next regularly scheduled District 38 CAC meeting will be held on March 19, 2026