# Crestview Mutual Water Company Board of Directors - Board Meeting

### TUESDAY, SEPTEMBER 24, 2024, AT 5:30 P.M.

# **Hampton Inn**

# 50 W. Daily Drive, Camarillo CA 93010

#### **AGENDA**

- 1. CALL TO ORDER: REGULAR MONTHLY BOARD MEETING AT 5:30 P.M.
- 2. SHAREHOLDERS' PUBLIC FORUM
  - Shareholders that wish to address the Board may speak for up to the agreed upon minutes on matters within the jurisdiction of the Board. With limited exceptions for brief responses and emergency matters, please recognize that the Board cannot discuss or act on matters that are not on this Agenda.
  - If you have a question that Staff can answer, please email, or call Crestview at any time.

#### CONSENT AGENDA

- 3. MINUTES
  - ➤ Board Meeting: Open Session and Executive Session Meeting Minutes August 27, 2024

#### INFORMATION ITEMS

- 4. WATER SYSTEM SUPERINTENDENT'S REPORT
- 5. BUSINESS MANAGER'S REPORT
- 6. COMMITTEE UPDATES
- 7. TREASURER'S REPORT
  - ➤ Report on Monthly Draft Financial Statements
  - Budget Review
- 8. PRESIDENT'S REPORT
- 9. ADJOURNMENT OF REGULAR MONTHLY BOARD MEETING

- CALL TO ORDER EXECUTIVE SESSION IMMEDIATELY AFTER CONCLUSION OF OPEN SESSION
- 2. EXECUTIVE SESSION
  - Personnel Issues
  - ➤ Well #7 Site Selection
  - ➤ Third-Party Contracts
- 3. ADJOURNMENT OF EXECUTIVE SESSION

Please contact the Office at least 24 hours ahead of the meeting if you plan to attend.

#### **Minutes of the Meeting**

of the Board of Directors of Crestview Mutual Water Company August 27, 2024

#### 1. Convened Public Meeting

The meeting was called to order by President Dave Stephenson on Tuesday, August 27, 2024, at 5:30 p.m. for an in-person meeting at the Hampton Inn, 50 W. Daily Drive, Camarillo, CA.

#### Attendance and Quorum

Directors Present: Dave Stephenson – President

Alma Quezada - Vice President

Laurie Bennett – Treasurer Steven Muro – Secretary Frank Mezzatesta – Director

Directors Absent: None

Staff/Counsel Present: Durrell McAdoo – Water System Superintendent

Ann DeMartini – Business Consultant

Lauri Marino – Office Manager

#### 2. Shareholders Public Forum

Roger Chittum expressed his appreciation for being included on the tour of United Water Conservation's Freeman Diversion and Fish Ladder on August 13, 2024. He asked if water spread in United's spreading ponds had any effect on water Crestview pumps. Superintendent Durrell McAdoo responded in the affirmative, as water levels in the aquifer have not dropped as they normally do.

#### **CONSENT AGENDA**

#### 3. Minutes

The minutes of the Regular Meeting and Executive Session of the Board of Directors of July 23, 2024, were presented. On a motion made by Director Steven Muro and seconded by Director Laurie Bennett, the Board unanimously approved the following:

**Resolved**, that the minutes of the Regular Meeting and Executive Session of the Board of Directors of July 23, 2024, be accepted as amended.

#### **INFORMATION ONLY**

#### 4. Superintendent's Report

Superintendent Durrell McAdoo reported on a water quality complaint from a shareholder and brought water samples in to show the Board. Brief discussion ensued. To date, Crestview has pumped 595.28 acre-feet of water. Mr. McAdoo noted that water sales have increased, which is on trend for this time of the year. The new chlorine tank for Well #4 is online, and a new cover will be built shortly. A small, contained leak in the chlorine tank at Well #6 has been repaired. A new water treatment operator, Erick Rivas, is onboard and learning Crestview's system.

# 5. Business Consultant's Report

Ann DeMartini, Business Consultant reported that July water sales are 20% above sales as compared to 2023. Ms. DeMartini projects that for the fiscal year, water sales will be 7% above budget. The cybersecurity audit approved at June's Board meeting will begin on September 6, 2024, and continue through that weekend. The Board inquired about the auditor's report; Ms. DeMartini will advise the auditors to expedite its completion.

# 6. Treasurer's Report

Director Laurie Bennett, Treasurer, presented the financial statements. As mentioned previously, water sales are above budget and Crestview's cash position has increased. It is hoped that water sales will continue to increase. The line of credit with Banc of California is in place. A question arose regarding the increase in accounts receivable. The increase is attributed to both the increase in overall water sales, and the increase in the Tier 1 rate.

# 7. President's Report

President Dave Stephenson reported on feedback he received on the newsletter letter included with July's water billing. For background, a lot of effort went into the language and intent of the communication, which was to encourage higher water use by shareholders so that Crestview could pump more towards its annual allocation. It was determined for this one-time event, the message given was the best course of action. Mr. Stephenson noted that Crestview's large water users stated that they would use more water if the water rates were also reduced for that time period.

#### 8. Adjournment

On a motion made by Director Frank Mezzatesta, seconded by Director Laurie Bennett and approved unanimously, the regular meeting was adjourned at 5:56 p.m.

# Call to Order - Executive Session at 6:09 p.m.

#### 1. Executive Closed Session

The Board in Executive Closed Session discussed the following matters:

- Personnel Matters No decisions were made; nothing to report.
- Well #7 Site Selection No decisions were made; nothing to report.
- Third-Party Contracts No decisions were made; nothing to report.

# 2. Adjournment of Executive Session

On a motion made by Director Frank Mezzatesta, seconded by Director Steven Muro, and approved unanimously, the Executive Session was adjourned at 8:29 p.m.

<b>Shareholders in Attendance:</b>	
Roger Chittum Christine Cohen Michael Derr Christopher Ono Mike Rolls	
Submitted by,	
Lauri Marino – Office Manager	
Approved by,	
Steven Muro – Secretary	Dave Stephenson – President

#### BOARD OF DIRECTORS STAFF REPORT

TO: CRESTVIEW BOARD OF DIRECTORS

FROM: DURRELL P McADOO, SUPERINTENDENT

TOPIC: WATER SYSTEM SUPERINTENDENT'S REPORT

DATE: September 24, 2024

**Recommendation:** To receive and file the monthly Water System Superintendent's report. For informational purposes only.

**Background/Analysis:** Below is a list of activities and conditions that Staff encountered associated with the Crestview water system since the last Board Meeting.

Well 6 and Well 4 are both online and meeting demands across the system. So far water quality complaints have been of a solvable nature, not derived from Well 4.

The 25 end points that were ordered on 8/13/24 have arrived, and failed endpoints have been replaced with the new units. Due to the age of the originally installed endpoints, Staff expects continued failures of the old units and plans to keep replacements ongoing.

The new operator, Erick Rivas, has meshed well with Staff and has taken the reins of learning our operation here at Crestview.

Last month it was requested that I present data that shows Crestview's water levels in our wells. The water level at Well 4 has dropped 21.55" over the course of the year, from 566.12' to 544.57'. The water level at Well 6 has dropped 8.57', from 357.57' to 349' during the same time frame as Well 4. A chart will be presented at the next board meeting to show month-by-month reads.

Crestview Staff has completed the system-wide lead and copper survey to verify what piping materials are coming off the meter and going into the house. Currently staff is populating that data into the official spreadsheet to complete the task. This is a federally directed study; with a mandated completion date of October 16, 2024. Staff conducted a 3-point verification, if possible, to gather the best information.



# Business Manager's Report Ann DeMartini September 24, 2024



Crestview's Financial Position is moving in a positive direction.

Crestview continues having a positive cash flow in August by selling 19% more water than budgeted and having lower costs than budgeted. Further details can be found in the financial statements.

Projections indicate that our sales for the fiscal year will exceed the initial water budget by approximately 10%. For the water year ending soon, on September 30, 2024, we continue to anticipate being comfortably under our allocation for this reporting period.



**Cyber Security Audit Conducted - We are awaiting the results.** 

The on site Cyber Security Audit was conducted on September 6, 2024. The consulting IT personnel and Crestview Staff were in attendance to answer questions and conduct the operational tour. Once the questionnaire is completed after on site portion of the audit, the report turn around would be two weeks.



FCGMA's 5-year GSP study yielded "desirable results", but stakeholders in the West Las Posas Valley Basin criticized the lack of data due to Dudek's claimed denied access to monitoring sites.

The FCGMA completed their 5-year GSP (Groundwater Sustainability Program) study with Dudek as their consultant. On September 9, 2024, there was a public meeting to go over the results of the water management initiatives. The final comment from Dudek was that the "results were desirable." However, those in attendance, with interests in the West Las Posas Valley Basin, (which is where Crestview's Basin is located), noted the lack of data to analyze the WLPV area. Dudek claimed they were denied access to the monitoring sites. Their reasoning for this deficiency did not seem logical to those in attendance sparking this to hopefully be a future problem to solve.



# Business Manager's Report Ann DeMartini September 24, 2024

FCGMA Reveals the Draft LPV Domestic Allocations Water Year 2024 FCGMA distributed their draft LPV (Las Posas Valley) Domestic Water Allocations. Crestview's initial allocation was set at 717 AF and is to be further reduced to 686.48 AF (a 4.3% reduction). Based on my review of historical use, 717 AF is appears to be average usage. Thus, any water year other than an abnormally low water demand year currently will put Crestview in a position to supplement water with imported water from Calleguas.





Calleguas Hosts a Legislative Briefing with State Assembly Member Steve Bennett
Calleguas MWD hosted an very nice luncheon on Monday, September 16, 2024 for a panel
discussion on current issues facing the State Water Project (SWP) imported water supply, and local
issues. Director Laurie Bennett attended this update as well. Key points were that MWD built their
local storage with the expectation that their SWP water allocation would never fall before 20%.
However, during the drought the SWP allocation went to 0% for MWD's northern purveyors which
are 100% reliant on SWP water spurring draconian water restrictions for Calleguas and Las
Virgenes MWD reliant users.

Also discussed was the directive from the Department of Water Resources for large water agencies to assist the plethora of small water and mutual water systems in becoming up to date with current regulations and mandates.



AWA Meetings - Regenerative Farming and The Reagan Library Event
The Association of Water Agencies of Ventura County held their Water
Issues Committee meeting on September 17th. The focus topic was
regenerative farming and soil enhancement practices. An entire science
exists behind creating a soil that is able to absorb water more efficiently and
in a cleaner manner using natural products such as compost tea.

Water expert Jay Lund will be speaking at the Reagan Library this month. He is an esteemed professor of from UC Davis and an excellent speaker on a wide variety of issues, especially in the realm of ways to collaborate with different organizations having diverse interests.

UnderstandingAG demonstrates ideal soil types versus less ideal soil types and how water affects each

# **DRAFT**

Crestview Mutual Water Company	Augus	st 2024	%	FY 2024	Budget	Reason for Variance	August 20	23 FYTD
August 2024 YTD Profit and Loss	FYTD Actual	FYTD Budget	Variance	Budget	Remaining		Actual	Variance
Water Sales in Acre Feet	451.239	396.258	14%	August 24 wa	ter sales were	18.7% above budgeted sales	372.959	21%
Water Production in Acre Feet	475.660	409.484	16%				390.273	22%
Percent Non-Revenue Water	5.41%	3%				Industry standard water loss 7.12%	5%	
Water Sales (Note 1) and Service Fees	1,168,511	876,808	33%	1,517,522	349,011	Price increase and higher expected sales	804,316	45%
Interest and Other Income	42,766	30,600	40%	40,800	(1,966)	Interest earned higher than expected	27,076	58%
Total Revenue	1,211,277	907,408	33%	1,558,322	347,045		831,392	46%
Power	110,313	114,808	-4%	174,346	64,033	Current invoices may not be fully represented	143,296	-23%
Other Operating Costs	89,879	105,894	-15%	141,199	51,320	Less Repairs than budgeted	119,993	-25%
Employee Related Costs	443,998	440,478	1%	565,750	121,752		268,739	65%
General Insurance	26,546	24,849	7%	35,100	8,554	New policy expected to higher	23,942	11%
Taxes, Permits and Licenses	76,268	54,234	41%	72,260	(4,008)	Fox Canyon GMA billed 1/2 Watermaster fee	46,054	66%
General and Adminstrative Costs	137,185	144,414	-5%	192,210	55,025		264,224	-48%
Legal and Accounting Services	60,377	104,133	-42%	111,900	51,523	Less expense than budgeted	190,973	-68%
Total Costs	944,566	988,810	-4%	1,292,765	348,199		1,057,221	-11%
Depreciation	144,635	138,332	5%	184,443	39,808		138,332	5%
Loss on Sale of Asset	0	0		0	0		(3,732)	-100%
Capital Improvement Projects	0	0	0%	265,557	265,557	No outlays to report	0	0%
Total Costs	1,089,201	1,127,142	-3%	1,742,765	653,564	, ,	1,199,285	-9%
Excess(Loss) Revenues over Expenses	122,076		-156%	(184,443)			(367,893)	-133%
Excluding Deprection	266,711	(81,402)	-428%				(229,561)	-216%
Note 1 - Budgeted Water sales are based on a	mount needed	to zero budge	t.					
FYTD = Fiscal Year to Date								
August 2024 Balance Sheet	The cash bala	ance increased	bv \$121.3	64 from the p	rior month's	s balance of \$1,311,825	FCGMA Allo	ocation:
Assets	8/31/24			Change	% Change	Reason for Variance	Carry Over	
Cash and Cash Equivalents - Note 2	1,433,189			210,353	17%	Balance sheet continues to improve	Allocation I	
Accounts Receivable	250,680			85,807	52%	More water sales than last year	Well 4	82.212
Other Current Assets	39,850			(47,106)	-54%	Decrease in "Due from CMWD"	Well 6	82.213
Restricted Cash	200,000			0	0%		Total AF	164.425
Net Fixed Assets	4,052,740			(175,915)	-4%	Effect of depreciation	Expires this	vear
Total Assets	5,976,459			73,139	1%	·	Hist. Alloc	717.42
							Total AF	881.845
Liabilities and Equity							Pumped	232.013
Accounts Payable	26,329	109,993		(83,664)	-76%	Less operating expenses from PY	to date for	
Other Current Liabilities	130,348			95,074	270%	More payroll accruals	Water Yr	607.434
Long Term Liabilities (Loans)	0			6,911	-100%		Remaining	
Total Liabilities	156,677			18,321	13%		Note 3 - Ca	
							allocation h	•
Equity	5,819,782	5,764,964		54,818	1%		divided eve	
							among rep	orting
	5,976,459	5,903,320		73,139	1%	1	wells.	

Description	Budget FY2023		udget Y2024	F	YTD Aug- 24	Remaining Budget		24-Sep	2	24-Oct	2	4-Nov	PROJECTED
AF Sold (Average 95% of AF Pumped)			600.000		451.239	148.761		69.415		74.459		59.868	655
AF Pump			628.642		475.660	152.982		72.809		76.474		65.395	690
Water Revenue					FYTD		Р	rojected	Pı	rojected	Pr	ojected	AF
Water Sales	\$2,022,506	\$ 1	,247,521	\$	906,424	\$341,097	\$	126,405	\$	135,590	\$	116,084	1,284,503
Service Availability (tied to shares)	\$269,867	\$	270,000	\$	262,087	\$7,913	\$	32,299	\$	32,299	\$	32,299	358,984
	\$2,292,373	\$ 1	,517,521	\$	1,168,511	\$349,010	\$	158,704	\$	167,889	\$	148,383	1,643,487
Other Income				AC	CTUAL								
Field Services	\$3,600	\$	3,600	\$	210	\$3,390	\$	300	\$	300	\$	300	1,110
Transfer Fees	\$1,200	\$	1,200	\$	800	\$400	\$	100	\$	100	\$	100	1,100
Interest Income	\$25,314	\$	36,000	\$	41,756	-\$5,756	\$	3,000	\$	3,000	\$	3,000	50,756
Sub-Total	\$30,114	\$	40,800	\$	42,766	-\$1,966	\$	3,400	\$	3,400	\$	3,400	52,966
Total Revenue	\$2,322,487	\$ 1	,558,321	\$	1,211,277	\$347,044	\$	162,104	\$	171,289	\$	151,783	1,696,453
Power Costs tied to water use													
Power	\$164,290	\$	174,346	\$	110,313	\$64,032	\$	18,388	\$	19,314	\$	16,516	164,530
Other Operational Related Costs													
Repairs - Unanticipated	\$24,000	\$	36,000	\$	23,293	\$12,707	\$	3,000	\$	3,000	\$	3,000	32,293
Repairs - Scheduled	\$37,845	\$	24,000	\$	-	\$24,000	\$	2,000	\$	2,000	\$	2,000	6,000
Supplies	\$6,600	\$	10,000	\$	7,060	\$2,940	\$	833	\$	833	\$	833	9,560
Auto Expenses	\$11,352	\$	11,500	\$	6,929	\$4,571	\$	958	\$	958	\$	958	9,804
Water Purification	\$54,989	\$	38,179	\$	36,789	\$1,390	\$	3,500	\$	3,500	\$	3,500	47,288
Water Purchased	\$27,079	\$	21,520	\$	15,809	\$5,711	\$	1,793	\$	1,793	\$	1,793	21,189
Sub-Total	\$161,865	\$	141,199	\$	89,879	\$51,320	\$	12,085	\$	12,085	\$	12,085	126,133
Employee Related Costs													
Workers Comp Insurance	\$9,178	\$	16,500	\$	16,929	-\$429	\$	1,375	\$	1,375	\$	1,375	21,054
Salary	\$256,848	\$	415,550	\$	327,241	\$88,309	\$	34,629	\$	34,629	\$	34,629	431,128
Payroll Taxes	\$23,074	\$	33,250	\$	26,523	\$6,727	\$	2,771	\$	2,771	\$	2,771	34,835
Group Medical Insurance	\$49,536	\$	63,050	\$	45,293	\$17,757	\$	5,254	\$	5,254	\$	5,254	61,055
Pension Expense	\$27,079	\$	37,400	\$	28,013	\$9,388	\$	3,117	\$	3,117	\$	3,117	37,363

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Sub-Tota	\$365,715	\$ 565,750	\$ 443,998	\$121,752	\$	47,146	\$ 47,146	\$ 47,146	585,436
Insurance									
General Insurance	\$30,000	\$ 35,100	\$ 26,546	\$8,554	\$	2,925	\$ 2,925	\$ 2,925	35,321
Taxes, Permits and Licenses									
Taxes & Permits, Licenses	\$27,875	\$ 27,875	\$ 18,552	\$9,323	\$	2,323	\$ 2,323	\$ 2,323	25,521
Sewer Discharge Fees	\$216	\$ 240	\$ 190	\$50	\$	20	\$ 20	\$ 20	250
Regulatory Compliance *	\$44,875	\$ 44,145	\$ 57,526	-\$13,381	\$	3,679	\$ 3,679	\$ 3,679	68,562
Sub-Tota	\$72,966	\$ 72,260	\$ 76,268	-\$4,008	\$	6,022	\$ 6,022	\$ 6,022	94,333
General and Administrative									
Outside Services	\$253,683	\$ 127,200	\$ 68,497	\$58,703	\$	10,600	\$ 10,600	\$ 10,600	100,297
Computer Expense - Operations	\$5,025	\$ 5,025	\$ 22,666	-\$17,641	\$	419	\$ 419	\$ 419	23,922
Telephone & Telemetry	\$10,200	\$ 10,500	\$ 9,420	\$1,080	\$	875	\$ 875	\$ 875	12,045
Unanticipated Contingencies	\$0	\$ 3,000	\$ _	\$3,000	\$	250	\$ 250	\$ 250	750
Office Utilities	\$3,180	\$ 4,140	\$ 3,025	\$1,115	\$	345	\$ 345	\$ 345	4,060
Fiber Optic Internet	\$1,680	\$ 2,040	\$ 1,815	\$225	\$	170	\$ 170	\$ 170	2,325
Computer Expense	\$6,690	\$ 5,150	\$ 4,532	\$618	\$	429	\$ 429	\$ 429	5,819
Office Expense	\$3,800	\$ 6,600	\$ 5,300	\$1,300	\$	550	\$ 550	\$ 550	6,950
Dues and Subscriptions	\$2,360	\$ 3,995	\$ 5,075	-\$1,080	\$	333	\$ 333	\$ 333	6,074
Seminars & Training	\$1,185	\$ 5,000	\$ 3,951	\$1,049	\$	417	\$ 417	\$ 417	5,201
Telephone	\$2,340	\$ 2,340	\$ 2,087	\$253	\$	195	\$ 195	\$ 195	2,672
Meeting Costs	\$12,000	\$ 11,000	\$ 4,457	\$6,543	\$	917	\$ 917	\$ 917	7,207
Bank Fees	\$2,500	\$ 2,500	\$ 4,322	-\$1,822	\$	208	\$ 208	\$ 208	4,947
Postage	\$3,720	\$ 3,720	\$ 3,539	\$181	\$	310	\$ 310	\$ 310	4,469
Sub-Tota	\$308,363	\$ 192,210	\$ 138,686	\$53,524	\$	16,018	\$ 16,018	\$ 16,018	186,738
Legal and CPA Fees									
Professional Fees	\$90,000	\$ 111,900	\$ 68,523	\$43,377	\$	9,325	\$ 9,325	\$ 9,325	96,498
Accounting	1	\$ 7,400	\$ 10,000	-\$2,600	\$	617	\$ 617	\$ 617	11,850
Adjudication	1	\$ 18,000	\$ 8,354	\$9,646	\$	1,500	\$ 1,500	\$ 1,500	12,854
Employee Handbool		\$ 2,500	\$ 5,671	-\$3,171	∭ \$	208	\$ 208	\$ 208	6,296

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Election/Annual Meeting		\$	19,000	\$ 11,534	\$7,466	∭ \$	-	\$ -	\$ -	11,534
General Counsel		\$	65,000	\$ 24,365	\$40,636	∭ \$	5,417	\$ 5,417	\$ 5,417	40,615
Professional Fees-Other/Unallocated		\$	-	\$ 8,600	-\$8,600	∭ \$	-	\$ -	\$ -	8,600
Non-Cash Expenses										
Administrative Depreciation	\$10,704	\$	10,704	\$ 8,030	\$2,674	∭ \$	892	\$ 892	\$ 892	10,706
Operational Depreciation	\$173,739	\$	173,739	\$ 136,604	\$37,135	∭ \$	14,478	\$ 14,478	\$ 14,478	180,039
Sub-Total	\$184,443	\$	184,443	\$ 144,635	\$39,809	∭ \$	15,370	\$ 15,370	\$ 15,370	190,745
Total Costs	\$1,377,642	\$ ^	1,477,207	\$ 1,098,848	\$378,360	∭ \$	127,278	\$ 128,204	\$ 125,406	1,479,735
Deduct Depreciation	\$184,443	\$	184,443	\$ 144,635	\$39,809	∭ \$	16,071	\$ 16,071	\$ 16,071	192,846
Total Cost Cash Basis	\$1,193,199	\$ ^	1,292,764	\$ 954,213	\$338,551	\$	111,207	\$ 112,133	\$ 109,335	1,286,889
Capital Improvement Projects										
General Capex (Full budget Projected)	\$0	\$	265,557	\$ -	\$265,557	\$	88,519	\$ 88,519	\$ 88,519	265,557
Grand Total Costs	\$1,193,199	\$ ^	1,558,321	\$ 954,213	\$604,108	\$	199,726	\$ 200,652	\$ 197,854	1,552,446
Cash Basis:										
Excess (Loss) Revenues over Expenses	\$1,129,288	\$	(0)	\$ 257,064	\$ 257,064	\$	(37,623)	\$ (29,363)	\$ (46,071)	\$ 144,007
* Second Water Master Fee may be billed later this year.										

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	Water	Water	Budgeted	% of Water	% of
Date	Production	Sales	Sales	Sold	Budgeted Sales
	MG	MG	MG		
Dec	14.987	14.135	10.329	94.3%	37%
Jan	9.152	8.634	6.501	94.3%	33%
Feb	5.836	5.264	10.561	90.2%	-50%
Mar	9.597	8.709	5.505	90.7%	58%
Apr	12.313	11.447	16.269	93.0%	-30%
May	20.900	20.021	18.755	95.8%	7%
Jun	24.073	22.743	20.152	94.5%	13%
Jul	28.870	27.640	28.127	95.7%	-2%
Aug	28.595	27.115	22.407	94.8%	21%
Sept	10.000	10.000	26.026	100.0%	-62%
Oct	10.000	10.000	23.750	100.0%	-58%
Nov	10.000	10.000	17.379	100.0%	-42%
Totals	184.323	175.708	205.761	95.3%	-14.61%



