

Board Meeting Agenda

Russ Baggerly, Director
Mary Bergen, Director
Bill Hicks, Director

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
February 12, 2014
3:00 P.M. – DISTRICT OFFICE

Right to be heard: Members of the public have a right to address the Board directly on any item of interest to the public which is within the subject matter jurisdiction of the Board. The request to be heard should be made immediately before the Board's consideration of the item. No action shall be taken on any item not appearing on the agenda unless the action is otherwise authorized by subdivision (b) of ¶54954.2 of the Government Code and except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under section 54954.3 of the Government Code.

1. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Consent Agenda
 - a. Minutes of the January 22, 2014 Board Meeting.
 - b. Request of Pedro Martinez for Leak Relief.

RECOMMENDED ACTION: Adopt Consent Agenda

5. Bills
6. Resolution approving a grant from California Department of Boating and Waterways for a new patrol boat.

RECOMMENDED ACTION: Adopt Resolution

7. Recommend approval of Ordinance No. 14-01, Establishing Rules and Regulations for the Public Use of the Lake Casitas Recreation Area.

RECOMMENDED ACTION: Adopt Ordinance

8. Recommend approval and setting of Reserves.

RECOMMENDED ACTION: Motion setting Reserves

9. Recommend acknowledgment and support of the General Manager's recommendation for a salary adjustment and revision to the job description to the Public Affairs/Resource Manager position.

RECOMMENDED ACTION: Motion approving recommendation

Recess Casitas Board Meeting

10. Lake Casitas Improvement Foundation Meeting

- a. Recommend approval of application for recognition of exemption and approval of power of attorney.

RECOMMENDED ACTION: Motion approving recommendation

Reconvene Casitas Board Meeting

11. Information Items:

- a. Recreation Area Report for December, 2013.
- b. CSDA Webinar: Understanding Board Member & District Liability Issues.
- c. Finance Committee Minutes.
- d. Preliminary FY 2014-2015 Budget Schedule.
- e. Water Resources Minutes.
- f. Recreation Committee Minutes.
- g. Executive Committee Minutes.
- h. Water Consumption Report.
- i. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- j. Investment Report.

12. Adjournment

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 649-2251, ext. 113. (Govt. Code Section 54954.1 and 54954.2(a).

Minutes of the Casitas Municipal Water District
Board Meeting Held
January 22, 2014

A meeting of the Board of Directors was held January 22, 2014 at Casitas' Office, Oak View, California. Directors Hicks, Bergen, Kaiser, Baggerly and Word were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were six staff members and eight members of the public in attendance. President Hicks led the group in the flag salute.

1. Public Comments (items not on the agenda – three minute limit).

William Pidduck with Finch Farms expressed concerned and thought it may be time to declare drought measures. Individual operators should be responsible for their own cutbacks and Ag should not be lumped in as a whole.

2. General Manager comments.

Mr. Wickstrum reported we are delivering 70 acre feet per day and are seeing some transition to our system. He then informed the Board that Safety Officer, Mark Passamani has resigned and accepted a position with Castaic. Mr. Wickstrum and the Board thanked Mr. Passamani for his efforts in developing the current safety program. Mr. Passamani also expressed his appreciation for the opportunity he had at Casitas.

3. Board of Director comments.

Director Baggerly asked about the noise issue. Mr. Cole explained that there was an installation but it did not achieve the desired results so there is an additional custom fabrication that is being done which should be more effective.

4. Consent Agenda ADOPTED

- a. Minutes of the January 8, 2014 Board Meeting.
- b. Recommend approval of a purchase order to Consolidated Electrical Distributors in the not to exceed amount of \$205,977.36 for the purchase of electrical motor control centers and associated electrical equipment for the Upper Ojai 3M Pump Plant electrical upgrade project.
- c. Resolution awarding a contract to J & H Engineering General Contractors, Inc. in the amount of \$165,836.00 for Lake Casitas Recreation Area Roads Maintenance, Specification 13-368.

The Consent Agenda was offered by Director Kaiser, seconded by Director Bergen and passed by the following roll call vote:

AYES:	Directors:	Word, Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	None

Resolution is numbered 14-03.

5. Bills

APPROVED

On the motion of Director Word, seconded by Director Kaiser, the bills were approved by the following roll call vote:

AYES:	Directors:	Word, Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	None

6. Recommend authorization of letter to Bureau of Reclamation to proceed with the finalization of the Safety of Dams Contract No. 8-07-20-W1531.

APPROVED

Mr. Wickstrum reported that in a meeting with the Bureau of Reclamation he heard what he has been waiting to hear for 13 years and that is that the concern of superficial movement on rock on the dam is not considered a safety factor and that someone from the Bureau would not come back to Casitas at a later date and require the District to restore it at the District's expense. This occurred during construction and the Bureau recognizes that if it became a safety issue the Bureau would use the Safety of Dams provisions. We have negotiated the SOD Contract for three years and are now ready to send notice to the Bureau of Reclamation to move forward with the contract.

On the motion of Director Word, seconded by Director Bergen and passed, the above recommendation was approved by the following roll call vote:

AYES:	Directors:	Word, Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	None

7. Quagga Mussel Update and Discussion.

Mr. Wickstrum explained that the ad hoc committee had met and the decision was made to change the quarantine period to 35 days which is easier for staff to manage. If someone fails on the first inspection, they are now given a week until they can retest and if they pass they are on the 35 day quarantine.

Director Baggerly asked to set another ad hoc meeting for Thursday, the 30th at 9:00.

Mary Kanatzar representing United Water Conservation District informed the board that their district is taking this very seriously and recognizes it is a concern for our neighbors. Divers were out this weekend and they are compiling their findings for us. We are working as fast as we can and are working with the other agencies including Fish & Wildlife and they are advising us. There is lots of research and lots of reading and contacting specialists in this area and looking at both control measures and to find the most recent reports to inform ourselves

and looking towards consultants as to the picture of what we are dealing with. We appreciate your patience with us.

Director Kaiser asked if there is conflict regarding the releases that FERC and NMFS is requiring. Ms. Kanatzar explained that FERC and NMFS are not inclined to release us from this requirement. Mr. Wickstrum thanked United for communicating with us.

8. Discussion on notifications from the USDA and Governor Brown Declaring Drought.

Mr. Wickstrum reported it has been a very active first month of 2014 with quagga mussels and the drought declaration. It is important that we reflect where we are. We know we are in a dry period. Water supplies are being demanded upon and are not being replenished. The USDA issued a declaration with loan assistance for farmers and the Governor proclaimed the state to be in drought. Mr. Wickstrum provided a memorandum providing information on where we have been, where we are at presently and improvements since 1990. Citizens and ranchers heard the water conservation message and are doing a good job and are better than where we were at in 1988 and 1990. We have discussed increasing our public outreach and we are assuming that if we do not get substantial rain the lake will be at 50% by September or October.

Director Baggerly suggested declaring level 2 alerts and to prioritize a list of things people and resale customers can do. Director Baggerly also asked Counsel to provide a report on the information that was provided in the letter from Jean Getchell.

9. Information Items:

- a. Letter from USDA to Governor Brown regarding counties designated as natural disaster areas due to recent drought.
- b. Letter from Jean Getchell regarding Body Contact at Lake Casitas.
- c. Executive Committee Minutes.
- d. Personnel Committee Minutes.
- e. Investment Report.

President Hicks moved the meeting was moved to closed session at 3:32 p.m.

10. Closed Session

- a. Conference with Legal Counsel -- Existing Litigation (Subdivision (a) of Section 54956.9, Government Code). Name of Case: Golden State Water Company v. Casitas Municipal Water District. Case Number: 56-2013-00433986-CU-WM-VTA.

President Hicks moved the meeting out of closed session at 3:45 p.m. with Mr. Mathews stating the Board consulted with general and special counsel on the status of the case and there was no action taken.

11. Adjournment

President Hicks adjourned the regular meeting at 3:46 p.m.

The Special Meeting was called to order at 3:46 p.m.

1. Public Comment

None

2. Recommend approval of a letter to John Laird, Secretary of Resources, California Natural Resources Agency regarding Quagga Mussels.

Mr. Wickstrum explained a concern on the FERC licensing requirements to release water contaminated with veligers and an attempt to get the agencies to work together to assist United. Director Baggerly added it is designed to protect the lake as the distance between the Santa Clara and Ventura estuary is a blue herons flight away. The board discussed the letter and expressed concerns with asking for a treatment plant and that the letter had not been discussed with United.

Mary Kanatzar, Administrative Services Manager of United Water Conservation District asked that the board delay this action. United did not know about this letter until today. We disagree with everything in this letter. If releases are stopped it would be devastating to United. The river is dry. Our 7 cfs does not make it down past Piru. Water in Santa Clara River is groundwater. No water out of Lake Piru goes beyond Piru. There won't be any in the foreseeable future and there will be no fall release this year. Veligers reproduce in May and June. It is the belief that there are no veligers, they are juveniles and adults. We are asking for time as there are things in here that are not factual. We would like to work with you. We do not believe they will live through the velocity of the release in the dam and the estuary is part salt part fresh. This letter is devastating to United. There are no 100% guarantees.

On the motion of Director Bergen, seconded by Director Baggerly and passed by the following roll call vote, the letter was approved with modifications removing references to water treatment facility and 100% effective and that the letter reference the code. Additionally it was moved that the General Manager speak with Mike Solomon prior to sending the letter.

AYES:	Directors:	Word, Baggerly, Kaiser, Bergen, Hicks
NOES:	Directors:	None
ABSENT:	Directors:	None

President Hicks adjourned the special meeting at 4:21 p.m.

Pete Kaiser, Secretary
Board of Directors

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: January 17, 2014

TO: Steve Wickstrum - General Manager

FROM: Denise Collin - Accounting Manager

Re: Leak Relief Request – Pedro Martinez

RECOMMENDATION:

Approve Leak Relief Request of \$397.20 and \$274.47 totaling: \$671.67

BACKGROUND AND OVERVIEW:

Mr. and Mrs. Martinez were informed of high usage after one full billing cycle and partially into the second cycle. The Martinez's hired two separate leak detection companies to locate the leak(s); one was underground along a driveway, the other in a valve in a pump house. The Leak Relief Request meets all requirements for Leak Relief.

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 1/21/14-2/6/14
Presented to the Board of Directors For Approval February 12, 2014

Check	Payee			Description	Amount
000466	Payables Fund Account	#	9759651478	Accounts Payable Batch 012414	\$97,059.25
000467	Payables Fund Account	#	9759651478	Accounts Payable Batch 013014	\$211,203.87
000468	Payables Fund Account	#	9759651478	Accounts Payable Batch 020614	\$405,396.98
					\$713,660.10
000469	Payroll Fund Account	#	9469730919	Estimated Payroll 02/20/14	\$125,000.00
					\$125,000.00
				Total	\$838,660.10

Publication of check register is in compliance with Section 53065.6 of the Government Code which requires the District to disclose reimbursements to employees and/or directors.

The above numbered checks, 000466-000469 have been duly audited is hereby certified as correct.

 Denise Collin, Accounting Manager

 Signature

 Signature

 Signature

A/P Fund

Publication of check register is in compliance with Section 53065.6 of the Government Code which requires the District to disclose reimbursements to employees and/or directors.

000466 A/P Checks: 017147-017160
A/P Draft to P.E.R.S. 012342, 012443
A/P Draft to State of CA 012342, 012442
A/P Draft to I.R.S. 012341-012441
Voids:

000467 A/P Checks: 017161-017237
A/P Draft to P.E.R.S.
A/P Draft to State of CA
A/P Draft to I.R.S.
Void: 017211

000468 A/P Checks: 017238-017292
A/P Draft to P.E.R.S. 020643
A/P Draft to State of CA 020642
A/P Draft to I.R.S. 020641
Void: 017262

The above numbered checks,
have been duly audited are hereby
certified as correct.



Denise Collin, Accounting Manager

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 01/18/14
Pay Date of 01/23/14
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

CERTIFICATION

Payroll disbursements for the pay period ending 02/01/14
Pay Date of 02/06/14
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 2/3/14
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

2/05/2014 2:50 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 1/21/2014 THRU 2/06/2014

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	1/30/2014			017211		
C-CHECK	VOID CHECK	V	2/05/2014			017262		

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2	VOID DEBITS 0.00		
		VOID CREDITS 0.00		
		0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: * TOTALS:	2	0.00	0.00	0.00
BANK: * TOTALS:	2	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 201401210807	Federal Withholding	D	1/23/2014	21,762.33		012341		
I-T1 201401220808	Federal Withholding	D	1/23/2014	7.35		012341		
I-T3 201401210807	FICA Withholding	D	1/23/2014	21,958.74		012341		
I-T3 201401220808	FICA Withholding	D	1/23/2014	19.84		012341		
I-T4 201401210807	Medicare Withholding	D	1/23/2014	5,135.48		012341		
I-T4 201401220808	Medicare Withholding	D	1/23/2014	4.64		012341		48,888.38
00049	STATE OF CALIFORNIA							
I-T2 201401210807	State Withholding	D	1/23/2014	7,535.42		012342		7,535.42
00187	CALPERS							
I-PBB201401210807	PERS BUY BACK	D	1/23/2014	66.87		012343		
I-PEB201401210807	PEBRA EMPLOYEES PORTION	D	1/23/2014	139.20		012343		
I-PER201401210807	PERS EMPLOYEE PORTION	D	1/23/2014	10,045.33		012343		
I-PRB201401210807	PEBRA EMPLOYER PORTION	D	1/23/2014	139.20		012343		
I-PRR201401210807	PERS EMPLOYER PORTION	D	1/23/2014	12,400.44		012343		22,791.04
00128	INTERNAL REVENUE SERVICE							
I-T1 201401240809	Federal Withholding	D	1/24/2014	1,920.02		012441		
I-T3 201401240809	FICA Withholding	D	1/24/2014	984.32		012441		
I-T4 201401240809	Medicare Withholding	D	1/24/2014	230.20		012441		3,134.54
00049	STATE OF CALIFORNIA							
I-T2 201401240809	State Withholding	D	1/24/2014	689.07		012442		689.07
00187	CALPERS							
I-PER201401240809	PERS EMPLOYEE PORTION	D	1/24/2014	108.16		012443		
I-PRR201401240809	PERS EMPLOYER PORTION	D	1/24/2014	136.30		012443		244.46
00021	AWA OF VENTURA COUNTY							
I-012114	Luncheon 1/22/14	R	1/21/2014	300.00		017147		300.00
02489	Kimberly Drury							
I-012214	1/21/14-1/25/14	R	1/22/2014	369.30		017148		369.30
00215	SOUTHERN CALIFORNIA EDISON							
I-012114	Acct#2237011044	R	1/22/2014	34.47		017149		34.47
00276	RON YOST							
I-012114	Safety Boots	R	1/22/2014	170.00		017150		170.00
00018	AT & T MOBILITY							
I-829434088X01142014	Monthly Cell PT Wildlife Biol	R	1/22/2014	12.28		017151		12.28

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00064	CROWDER BACKFLOW SERVICES, INC							
I-20867	Annual Backflow Testing	R	1/22/2014	988.00		017152		
I-20970	Annual Backflow Testing	R	1/22/2014	180.00		017152		1,168.00
02034	D.K. Mechanical							
I-2855	Repair Steering #81, Util Trk	R	1/22/2014	1,020.00		017153		1,020.00
02480	David Taussig & Associates, In							
I-1312168	Project 1200046MAP	R	1/22/2014	66.71		017154		66.71
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-6255	LCRA Fuel Tank Repairs	R	1/22/2014	770.00		017155		
I-6347	Gas Tank Inspections Main Yard	R	1/22/2014	431.08		017155		
I-6348	Gas Tank Inspection, LCRA	R	1/22/2014	453.48		017155		1,654.56
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201401210807	457 CATCH UP	R	1/22/2014	634.61		017156		
I-DCI201401210807	DEFERRED COMP FLAT	R	1/22/2014	2,875.00		017156		
I-DI&201401210807	DEFERRED COMP PERCENT	R	1/22/2014	85.53		017156		3,595.14
01960	Moringa Community							
I-MOR201401210807	PAYROLL CONTRIBUTIONS	R	1/22/2014	16.75		017157		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201401210807	457 CATCH UP	R	1/22/2014	864.53		017158		
I-DCN201401210807	DEFERRED COMP FLAT	R	1/22/2014	3,857.85		017158		4,722.38
00180	S.E.I.U. - LOCAL 721							
I-COP201401210807	SEIU 721 COPE	R	1/22/2014	9.50		017159		
I-UND201401210807	UNION DUES	R	1/22/2014	592.25		017159		601.75
00230	UNITED WAY							
I-UWY201401210807	PAYROLL CONTRIBUTIONS	R	1/22/2014	45.00		017160		45.00
02123	Active Packing & Gaskets, Inc.							
I-30977	Pump Packing for Pump Plants	R	1/30/2014	348.93		017161		348.93
00004	ACWA/JPIA							
I-0259598	Feb 14 Health Insurance	R	1/30/2014	114,626.78		017162		114,626.78
00010	AIRGAS USA LLC							
I-9023119432	Cutting Gases for Pipelines	R	1/30/2014	95.98		017163		
I-9023510419	Dry Ice for Fisheries	R	1/30/2014	45.47		017163		
I-9915194567	Cylinder Rental for Pipelines	R	1/30/2014	30.95		017163		172.40

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00417	APPLIED INDUSTRIAL TECHNOLOGY Coupling Hub for TP	R	1/30/2014	35.82		017164		35.82
00014	AQUA-FLO SUPPLY PVC Parts for Pipelines	R	1/30/2014	154.61		017165		
	I-559286 PVC for Waterpark	R	1/30/2014	2.25		017165		156.86
00840	AQUA-METRIC SALES COMPANY Touch Pods for O&M CS	R	1/30/2014	2,036.59		017166		2,036.59
01703	ARNOLD LAROCHELLE MATTHEWS Matter No: 5088-001 12/13	R	1/30/2014	1,236.00		017167		
	I-40043 Matter No: 5088-012 12/13	R	1/30/2014	2,352.00		017167		
	I-40044 Matter No: 5088-013 12/13	R	1/30/2014	138.00		017167		3,726.00
01666	AT & T Local, Regional, Long Distance	R	1/30/2014	942.85		017168		942.85
	I-000005031678 Acct#C604513638777							
00020	AVENUE HARDWARE, INC Drill Bit for Pump Plants	R	1/30/2014	34.35		017169		
	I-54890 SS Parts, Casitas Dam	R	1/30/2014	2.35		017169		36.70
00021	AWA OF VENTURA COUNTY CCWUC Luncheon 1/22/14	R	1/30/2014	35.00		017170		35.00
00030	B&R TOOL AND SUPPLY CO Dies for LCRA Pipe Threader	R	1/30/2014	164.01		017171		
	I-1273145000101 Pipe Threader for Pipelines	R	1/30/2014	1,074.57		017171		1,238.58
02283	Mary Bergen Reimburse Mileage 12/13	R	1/30/2014	12.54		017172		
	I-Dec 13 Reimburse Mileage 11/13	R	1/30/2014	16.72		017172		
	I-Nov 13 Reimburse Mileage 10/13	R	1/30/2014	12.54		017172		41.80
00032	BIOVIR LABORATORIES, INC Giardia/Crypto Testing 12/12	R	1/30/2014	402.96		017173		402.96
01062	BP Medical Supplies Accrue Use Tax	R	1/30/2014	41.25CR		017174		
	C-E127973a Accrue Use Tax	R	1/30/2014	0.60CR		017174		
	D-E127973a Accrue Use Tax	R	1/30/2014	41.25		017174		
	D-E127976a Accrue Use Tax	R	1/30/2014	0.60		017174		
	I-E127973 CPR Masks for Lifeguards	R	1/30/2014	550.00		017174		
	I-E127976 Soap Towelettes for Waterpark	R	1/30/2014	8.00		017174		558.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01616	FRED BRENEMAN							
I-012814	1/19/14-2/1/14	R	1/30/2014	391.00		017175		391.00
01611	BURLINGTON SAFETY LABORATORY,							
I-35217	Test Rubber Gloves, E&M	R	1/30/2014	169.50		017176		169.50
01068	CAPIO							
I-012814	CAPIO Conference 4/8-4/11	R	1/30/2014	475.00		017177		475.00
01236	CAPPO, CA. ASSOC. OF PUBLIC							
I-2014-2015	Membership 3/14-2/15	R	1/30/2014	130.00		017178		130.00
00475	CASA DE LAGO							
I-728968	OT Meal, Villanova Valve Proj	R	1/30/2014	192.52		017179		
I-730025	OT Meal While Pumping/Freeze	R	1/30/2014	11.77		017179		
I-732593	OT Meal While Pumping/Freeze	R	1/30/2014	33.65		017179		
I-732694	OT Meal While Pumping/Freeze	R	1/30/2014	14.67		017179		
I-965625	OT Meal While Pumping/Freeze	R	1/30/2014	33.65		017179		286.26
01843	COASTAL COPY							
I-517404	Copier Usage, LCRA	R	1/30/2014	48.00		017180		
I-517405	Copier Usage, Dist Ofc	R	1/30/2014	41.74		017180		89.74
00060	COASTLINE EQUIPMENT							
I-164192	Repairs to #114, JD Tractor	R	1/30/2014	144.48		017181		144.48
00061	COMPUWAVE							
I-SB02075851	Printer for TP, Toner for Stock	R	1/30/2014	380.47		017182		380.47
01902	Conaway Ice Inc.							
I-163141	Dry Ice for Fisheries	R	1/30/2014	20.16		017183		20.16
00062	CONSOLIDATED ELECTRICAL							
I-9009689053	Heater Element for PP	R	1/30/2014	72.75		017184		
I-9009689057	Overload Relay for Ave 1 & 2	R	1/30/2014	189.86		017184		
I-9009689509	AB Parts for Pump Plants	R	1/30/2014	2,950.50		017184		
I-9009689509a	Freight on Invoice	R	1/30/2014	145.10		017184		3,358.21
01001	CUSTOM PRINTING							
I-127279	Envelopes for Trailer Storage	R	1/30/2014	266.49		017185		266.49
02034	D.K. Mechanical							
I-2870	BIT Inspection, #81	R	1/30/2014	225.00		017186		
I-2871	BIT Inspection, #69	R	1/30/2014	150.00		017186		
I-2872	BIT Inspection, #282	R	1/30/2014	162.00		017186		
I-2873	BIT Inspection, #87	R	1/30/2014	112.50		017186		
I-2874	BIT Inspection, #88	R	1/30/2014	150.00		017186		
I-2875	BIT Inspection, #86	R	1/30/2014	112.50		017186		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-2876	BIT Inspection, #68	R	1/30/2014	150.00		017186		
I-2877	BIT Inspection, #212	R	1/30/2014	75.00		017186		1,137.00
01856	DATA FLOW							
C-12952a	Accrue Use Tax	R	1/30/2014	8.60CR		017187		
D-12952a	Accrue Use Tax	R	1/30/2014	8.60		017187		
I-12952	Print Trailer Storage Statmnts	R	1/30/2014	130.55		017187		130.55
01764	DataProse, Inc.							
I-749964	Utility Billing 11/27/13	R	1/30/2014	1,199.51		017188		1,199.51
00076	DEKREEK TECHNICAL SERVICES							
I-63127	HMI/Server Programming	R	1/30/2014	960.00		017189		960.00
00182	DEWITT PETROLEUM							
I-038903RDM	Gas for Main Yard	R	1/30/2014	4,406.37		017190		4,406.37
00662	Diamond A Equipment							
I-IX47001	Nuts for Kabota Wheels, LCRA	R	1/30/2014	7.69		017191		7.69
00086	E.J. Harrison & Sons Inc							
I-5573	Acct#1C00053370	R	1/30/2014	114.55		017192		
I-5596	Acct#1C00054230	R	1/30/2014	720.00		017192		
I-970	Acct#500546088	R	1/30/2014	396.59		017192		1,231.14
00488	ELECTRONIC SYSTEMS TECHNOLOGY							
I-7372	Modem Test and Repair E&M	R	1/30/2014	165.15		017193		165.15
00095	FAMCON PIPE & SUPPLY							
I-155413	Cla-Val Valve for Pump Plant	R	1/30/2014	473.00		017194		
I-155579	Romac Parts for Inventory	R	1/30/2014	441.83		017194		
I-155580	Gaskets for Warehouse	R	1/30/2014	25.80		017194		940.63
00013	FERGUSON ENTERPRISES INC #1083							
I-01589331	Locking Rings for LCRA Maint	R	1/30/2014	3.53		017195		
I-01589332	Connecting Tubes for Maint	R	1/30/2014	7.44		017195		
I-0234735	Bubbler for Coyote Restroom	R	1/30/2014	170.58		017195		181.55
00099	FGL ENVIRONMENTAL							
I-312312A	Wet Chemistry-Total P Diss	R	1/30/2014	1,494.00		017196		
I-313443A	Metals, Total-Mn	R	1/30/2014	160.00		017196		1,654.00
00103	FRANK'S ROOTER & PUMPING							
I-88543	Septic Tank Pump 12/27/13	R	1/30/2014	285.00		017197		
I-88544	Septic Tank Pump 12/30/13	R	1/30/2014	427.50		017197		
I-88545	Septic Tank Pump 1/2/14	R	1/30/2014	427.50		017197		
I-88547	Septic Tank Pump 1/6/14	R	1/30/2014	475.00		017197		
I-88550	Septic Tank Pump 1/10/14	R	1/30/2014	475.00		017197		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-88655	Septic Tank Pump	R	1/30/2014	427.50		017197		2,517.50
00104	FRED'S TIRE MAN							
I-71768	Oil Change #24 TP	R	1/30/2014	39.67		017198		
I-71893	Tires for Chipper, #234	R	1/30/2014	242.39		017198		282.06
00106	FRONTIER PAINT							
I-F188061	Paint for Robles	R	1/30/2014	38.42		017199		38.42
01280	FRY'S ELECTRONICS, INC.							
I-5347423	Portable Hard Drive for Admin	R	1/30/2014	75.59		017200		75.59
00115	GRAINGER, INC							
I-9339429756	Reflective Tape for #88	R	1/30/2014	44.60		017201		
I-9339470750	Grease for Garage,Masks-Maint	R	1/30/2014	170.66		017201		
I-9344838959	Scanner for #41, LCRA Truck	R	1/30/2014	198.88		017201		414.14
00746	GREEN THUMB INTERNATIONAL							
I-461278	Topsoil for Camps A & F	R	1/30/2014	82.12		017202		82.12
00121	HACH COMPANY							
I-8644815	Reagents for Lab	R	1/30/2014	99.92		017203		
I-8660136	Reagent for Treatment Plant	R	1/30/2014	39.06		017203		138.98
00126	CAROLE ILES							
I-Jan 14	Reimburse Mileage 1/14	R	1/30/2014	21.56		017204		21.56
02623	Industrial Parts & Electric Mo							
C-0153650INa	Accrue Use Tax	R	1/30/2014	38.27CR		017205		
D-0153650INa	Accrue Use Tax	R	1/30/2014	38.27		017205		
I-0153650IN	Motor Cool Fans, UOPP & OVPP	R	1/30/2014	528.85		017205		528.85
00131	JCI JONES CHEMICALS, INC							
I-606872	Chlorine for TP, CM#606892	R	1/30/2014	1,770.00		017206		
I-607554	Chlorine for TP, CM#607582	R	1/30/2014	1,770.00		017206		3,540.00
01022	KELLY CLEANING & SUPPLIES, INC							
I-101065604	LCRA Janitorial Service	R	1/30/2014	300.00		017207		300.00
00539	LOS ANGELES TIMES							
I-011914	2/3/14-7/20/14	R	1/30/2014	216.00		017208		216.00
	Acct#010011174755							

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00329	MCMASTER-CARR SUPPLY CO.							
I-71799048	Wire Rope, Cutter, Fisheries	R	1/30/2014	154.52		017209		154.52
00151	MEINERS OAKS ACE HARDWARE							
I-16456	Electrical Parts for Waterpark	R	1/30/2014	83.27		017210		
I-589822	Sand for Piping at Robles	R	1/30/2014	115.97		017210		
I-589858	Hardware for Camp B RR	R	1/30/2014	456.86		017210		
I-590623	Paint Brushes and Brooms, PL	R	1/30/2014	31.12		017210		
I-591093	Gloves, Paint for Waterpark	R	1/30/2014	20.90		017210		
I-591179	Gloves, Paint for Waterpark	R	1/30/2014	44.25		017210		
I-591230	Parts for Install Sink, LCRA	R	1/30/2014	36.51		017210		
I-591796	Brushes for Treatment Plant	R	1/30/2014	4.88		017210		
I-591900	Paint Supplies for LCRA Maint	R	1/30/2014	45.40		017210		
I-591933	Rope Wire, Ferrule for Dst Mn	R	1/30/2014	3.89		017210		
I-591937	Plumbing Parts for Camp B RR	R	1/30/2014	68.83		017210		
I-591938	ABS Pipe for Camp B RR	R	1/30/2014	16.45		017210		
I-592045	Wire, PVC for Dist Maint	R	1/30/2014	15.59		017210		
I-592149	Saw Blade, Drill for Waterpark	R	1/30/2014	12.99		017210		
I-592172	Tiedowns for Pump Plants	R	1/30/2014	34.71		017210		
I-592173	Gloves, Windshield Wash O&M CS	R	1/30/2014	11.05		017210		
I-592684	PVC Cement, PVC, Dist Maint	R	1/30/2014	7.48		017210		
I-592779	PVC, Straps for Dist Maint	R	1/30/2014	5.96		017210		
I-592796	Cord, Cable, Channel for TP	R	1/30/2014	25.40		017210		
I-K89134	Hardware for Camp B RR	R	1/30/2014	93.91		017210		1,135.42
00986	MIRACLE RECREATION EQUIP CO							
I-745236	Warning Labels for Playgrounds	R	1/30/2014	38.83		017212		38.83
02618	New Vision Construction							
I-1013	Replace Playground Surface	R	1/30/2014	8,729.00		017213		8,729.00
00163	OFFICE DEPOT							
C-691682219001	Credit Inv#691180215001	R	1/30/2014	17.14CR		017214		
I-691180215001	Office Supplies	R	1/30/2014	196.61		017214		
I-691682220001	Office Supplies	R	1/30/2014	17.14		017214		196.61
01570	Ojai Auto Supply LLC							
I-297583	Lamp for #42, Pipeline Truck	R	1/30/2014	8.03		017215		8.03
00607	OJAI ELECTRIC							
I-071937	New Circuits for DO Lunchroom	R	1/30/2014	492.00		017216		492.00
00165	OJAI LUMBER CO, INC							
I-1312649933	Lumber for B Restroom Remodel	R	1/30/2014	586.08		017217		586.08

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00734	ONESOURCE DISTRIBUTORS							
I-S4160195001	ArcFlash Helmet Flashlights	R	1/30/2014	104.16		017218		104.16
01627	OSCAR'S TREE SERVICE							
I-10843	Tree Removal at Waterpark	R	1/30/2014	1,000.00		017219		1,000.00
00184	POWERSTRIDE BATTERY CO, INC							
I-V584497	Battery for Gate on Canal Road	R	1/30/2014	95.59		017220		95.59
00313	ROCK LONG'S AUTOMOTIVE							
I-10660	Idle Air Control Valve #30,E&M	R	1/30/2014	329.56		017221		
I-10709	Drive Line Support, #46, TP	R	1/30/2014	340.00		017221		
I-10762	Install Emergency Lights #42	R	1/30/2014	330.00		017221		999.56
00314	ROLLS SCAFFOLD & HIGH REACH							
I-6052008S1C	Scaffolding Rental for TP	R	1/30/2014	208.86		017222		208.86
01109	SALVADOR LOERA TRANSPORTATION							
I-15971	Robles Canal Road Base	R	1/30/2014	516.00		017223		516.00
01107	SAWYER PETROLEUM							
I-S92632	Oil for PP, Lazy River	R	1/30/2014	1,683.69		017224		1,683.69
00215	SOUTHERN CALIFORNIA EDISON							
I-012314	Acct#2157697889	R	1/30/2014	601.10		017225		
I-012314a	Acct#2266156405	R	1/30/2014	133.68		017225		
I-012314b	Acct#2312811532	R	1/30/2014	68.18		017225		
I-012914	Acct#2210507034	R	1/30/2014	11,135.06		017225		11,938.02
02202	Stanley Pest Control							
I-571469	Pest Control at Waterpark	R	1/30/2014	170.00		017226		170.00
01987	StayWell Company							
I-6946762	ARC Lifeguard Training Manuals	R	1/30/2014	3,209.38		017227		3,209.38
01954	Talley, Inc.							
I-10158004	Solar Controller, Fisheries	R	1/30/2014	58.00		017228		58.00
00266	THOMSON REUTERS - WEST							
I-828807113	Government Code Updates	R	1/30/2014	2,699.48		017229		2,699.48
02163	Toro Enterprises, Inc.							
I-8305	Adjust Valve Cans, Manholes	R	1/30/2014	23,730.00		017230		23,730.00

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00247	County of Ventura I-011314 Encroachment Permit	R	1/30/2014	230.00		017231		230.00
00246	VENTURA COUNTY AIR POLLUTION I-1031230 Permit, TP Standby Generator	R	1/30/2014	551.00		017232		551.00
09955	VENTURA WHOLESALE ELECTRIC I-183594 Electrical Parts for Grand Ave I-186672 Bushings for Grand Ave PP	R R	1/30/2014 1/30/2014	608.13 31.44		017233 017233		639.57
02583	WageWorks I-125AI0292514 FSA Monthly Fee	R	1/30/2014	86.40		017234		86.40
00469	MIKE WERBER I-012314 Grade 4 Water Dist Cert	R	1/30/2014	105.00		017235		105.00
00630	WESCO I-913511 Keys for Camp B Electric Panel	R	1/30/2014	99.28		017236		99.28
02585	West Coast Switchgear Inc I-9705 Inspect, Clean, Test Breaker	R	1/30/2014	1,500.00		017237		1,500.00
00011	ALERT COMMUNICATIONS I-140100847101 Call Center 2/14	R	2/05/2014	231.65		017238		231.65
00784	AM Conservation Group, Inc. I-T00001545 Shower Heads for Water Cons	R	2/05/2014	116.25		017239		116.25
00014	AQUA-FLO SUPPLY I-561311 Plumbing Parts for Waterpark I-562284 PVC for Camp B Irrigation	R R	2/05/2014 2/05/2014	58.67 61.45		017240 017240		120.12
00840	AQUA-METRIC SALES COMPANY I-00505131N Meter Parts for O&M CS	R	2/05/2014	59.82		017241		59.82
01666	AT & T I-000005060151 T-1 Lines, C602222128777	R	2/05/2014	899.62		017242		899.62
00021	AWA OF VENTURA COUNTY I-057433 2014 Annual Water Symposium	R	2/05/2014	1,000.00		017243		1,000.00
00030	B&R TOOL AND SUPPLY CO I-1271589000201 Jackhammer Bit for Pipelines	R	2/05/2014	88.00		017244		88.00

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02045 I-7260	BC Rincon Construction, Inc. Pave Ashphalt Patches	R	2/05/2014	11,601.25		017245		11,601.25
00053 I-012914	CA DEPARTMENT OF PUBLIC HEALTH Water Treatment Cert Renewal	R	2/05/2014	60.00		017246		60.00
00475 I-668218 I-729750	CASA DE LAGO Meals for OT Work, Ave#2 PP Meals for OT Work, Rincon PP	R R	2/05/2014 2/05/2014	11.82 24.72		017247 017247		36.54
02564 I-011614	CD Photography Service, Inc. DOS 1/10,1/16 Claim #13-11419	R	2/05/2014	201.45		017248		201.45
00057 I-280700500	CLEAN SOURCE Janitorial Supplies for DO	R	2/05/2014	427.51		017249		427.51
00061 I-SB02075898	COMPUWAVE USB Drives, E & M	R	2/05/2014	55.99		017250		55.99
01764 I-DP1400048	DataProse, Inc. Utility Billing 12/27/13	R	2/05/2014	940.15		017251		940.15
00093 I-254517629	FEDERAL EXPRESS Shipping for Management	R	2/05/2014	108.56		017252		108.56
00099 I-400146A I-400443A I-400444A	FGL ENVIRONMENTAL Metals, Total-Mn Metals, Total-Mn Metals, Total-Mn	R R R	2/05/2014 2/05/2014 2/05/2014	70.00 70.00 45.00		017253 017253 017253		185.00
00101 I-4772833	FISHER SCIENTIFIC Lab Supplies	R	2/05/2014	431.41		017254		431.41
02589 I-121913	Floyd, Skeren & Kelly, LLP DOS 12/6-12/19 Claim#13-11419	R	2/05/2014	1,138.50		017255		1,138.50
01280 I-5337761	FRY'S ELECTRONICS, INC. Mouse for LCRA	R	2/05/2014	32.39		017256		32.39
00216 I-012914 I-012914A	THE GAS COMPANY Acct#00801443003 ACct#18231433006	R R	2/05/2014 2/05/2014	1,423.09 146.54		017257 017257		1,569.63

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00432	Government Finance Officers As							
I-012814	Membership Dues 4/14-3/15	R	2/05/2014	160.00		017258		160.00
00131	JCI JONES CHEMICALS, INC							
I-608188	Chlorine for TP, CM#608207	R	2/05/2014	1,770.00		017259		1,770.00
00145	MAGNUM FENCE & SECURITY, INC.							
I-4206	Gate Hinges Upper DO Gate	R	2/05/2014	114.47		017260		114.47
00151	MEINERS OAKS ACE HARDWARE							
I-592662	Concrete for Pipelines	R	2/05/2014	59.79		017261		
I-593250	Screwdrivers for Pipelines	R	2/05/2014	10.75		017261		
I-593341	Cloth, PVC Parts, Dist Maint	R	2/05/2014	41.93		017261		
I-593700	Clamps for Hydrant Leak, PL	R	2/05/2014	14.09		017261		
I-593727	Angle, Bolts for Dist Maint	R	2/05/2014	19.21		017261		
I-593793	Batteries for Pipelines	R	2/05/2014	27.92		017261		
I-593842	Supplies for LCRA Maint	R	2/05/2014	71.39		017261		
I-593847	Screw Box for Grand Ave PP	R	2/05/2014	24.16		017261		
I-593908	Pipe for Camp B RR	R	2/05/2014	7.50		017261		
I-593980	Tissue Holder for Dist Maint	R	2/05/2014	9.64		017261		
I-593988	Concrete, Batteries, Pipelines	R	2/05/2014	34.85		017261		
I-594095	Paint Supplies for LCRA Maint	R	2/05/2014	35.85		017261		
I-594209	Supplies for Camp B RR	R	2/05/2014	39.38		017261		
I-594290	Parts to Install Toilets, Maint	R	2/05/2014	55.90		017261		
I-594298	Hardboard for Grand Ave PP	R	2/05/2014	23.86		017261		
I-594364	Cleaning Supplies for Garage	R	2/05/2014	30.70		017261		
I-594428	Duster for Pump Plant Building	R	2/05/2014	6.84		017261		
I-594440	Cleaners, Supplies, O&M CS	R	2/05/2014	31.01		017261		544.77
00163	OFFICE DEPOT							
I-691972929001	Office Supplies	R	2/05/2014	166.95		017263		
I-691973124001	Office Supplies	R	2/05/2014	65.02		017263		
I-692370012001	Office Supplies	R	2/05/2014	68.54		017263		
I-692370082001	Office Supplies	R	2/05/2014	121.83		017263		422.34
01464	OJAI PRINT WORKS							
I-2221	Shirts for Pipeline Crew	R	2/05/2014	485.90		017264		485.90
00602	OJAI TRUE VALUE							
I-42786	Gloves, Hose Clamp for WQ	R	2/05/2014	6.64		017265		6.64
00686	POLLARD CO., INC.							
C-I372094INA	Accrue Use Tax	R	2/05/2014	8.47CR		017266		
D-I372094INA	Accrue Use Tax	R	2/05/2014	8.47		017266		
I-I372094IN	Fire Hose for Flushing WQ	R	2/05/2014	137.90		017266		137.90

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00823	POLYDYNE, INC.							
I-856930	Cationic Polymer for TP	R	2/05/2014	14,102.00		017267		14,102.00
01439	PRECISION POWER EQUIPMENT							
I-2982	Service Generator for Pipeline	R	2/05/2014	75.00		017268		75.00
02475	Rutan & Tucker, LLP							
I-682084	Acct#0295180001, 12/13	R	2/05/2014	1,279.31		017269		1,279.31
02344	ServiceMaster Building Mainten							
I-15573A	Janitorial Services, 2/14	R	2/05/2014	1,063.00		017270		1,063.00
01345	MIKE SHIELDS							
I-013114	Safety Boots	R	2/05/2014	149.43		017271		149.43
00725	SMART & FINAL							
I-170031	Vinegar, Kitchen Supplies Maint	R	2/05/2014	62.45		017272		62.45
00215	SOUTHERN CALIFORNIA EDISON							
I-013014	Acct#2210503702	R	2/05/2014	6,596.51		017273		
I-020114	Acct#2210505426	R	2/05/2014	1,655.64		017273		
I-020114A	Acct#2210502480	R	2/05/2014	130,153.85		017273		
I-020414	Acct#2269631768	R	2/05/2014	23.40		017273		138,429.40
00048	STATE OF CALIFORNIA							
I-020314	State Water Plan Payment	R	2/05/2014	134,258.00		017274		134,258.00
01662	TYLER TECHNOLOGIES, INC.							
I-02587129	UB Online Billing Monthly Fees	R	2/05/2014	153.00		017275		153.00
02626	Unified Communications Integra							
I-15735	Convert LCRA Phones to Analog	R	2/05/2014	210.00		017276		210.00
00257	VENTURA RIVER COUNTY WATER							
I-013114	Acct#0350100A	R	2/05/2014	14.70		017277		
I-013114A	Acct#0537500A	R	2/05/2014	50.19		017277		64.89
00403	WESTERN WATER WORKS SUPPLY CO.							
I-33580800	Ball Valves Warehouse Stock	R	2/05/2014	729.28		017278		729.28
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201402030818	457 CATCH UP	R	2/05/2014	634.61		017279		
I-DCI201402030818	DEFERRED COMP FLAT	R	2/05/2014	2,894.24		017279		
I-DI%201402030818	DEFERRED COMP PERCENT	R	2/05/2014	128.30		017279		3,657.15

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01960	Moringa Community							
I-MOR201402030818	PAYROLL CONTRIBUTIONS	R	2/05/2014	16.75		017280		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201402030818	457 CATCH UP	R	2/05/2014	864.53		017281		
I-DCN201402030818	DEFERRED COMP FLAT	R	2/05/2014	3,857.85		017281		4,722.38
00180	S.E.I.U. - LOCAL 721							
I-COP201402030818	SEIU 721 COPE	R	2/05/2014	9.50		017282		
I-UND201402030818	UNION DUES	R	2/05/2014	592.25		017282		601.75
00230	UNITED WAY							
I-UWY201402030818	PAYROLL CONTRIBUTIONS	R	2/05/2014	45.00		017283		45.00
1	Richard M Pizzorno							
I-000201401300811	UB Refund	R	2/05/2014	60.00		017284		60.00
1	American Asphalt							
I-000201401300812	UB Refund	R	2/05/2014	7.48		017285		7.48
1	Andy Jen							
I-000201401300813	UB Refund	R	2/05/2014	80.00		017286		80.00
1	Isabel & F Da Silva							
I-000201401300815	UB Refund	R	2/05/2014	0.28		017287		0.28
1	Cinnamon Mc Intosh							
I-000201401300814	UB Refund	R	2/05/2014	0.49		017288		0.49
1	Douglas J Frost Jr							
I-000201402030816	UB Refund	R	2/05/2014	42.50		017289		42.50
1	Kerry K Kammer							
I-000201402030817	TS Refund	R	2/05/2014	175.00		017290		175.00
1	Scott Teter							
I-000201402040819	UB Refund	R	2/05/2014	26.50		017291		26.50
00489	STEVE WICKSTRUM							
I-Jan 14	Reimburse Expenses 1/14	R	2/05/2014	77.84		017292		77.84
00128	INTERNAL REVENUE SERVICE							
I-T1 201402030818	Federal Withholding	D	2/06/2014	23,295.75		020641		
I-T3 201402030818	FICA Withholding	D	2/06/2014	22,523.96		020641		
I-T4 201402030818	Medicare Withholding	D	2/06/2014	5,267.70		020641		51,087.41

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	STATE OF CALIFORNIA							
I-T2 201402030818	State Withholding	D	2/06/2014	8,047.86		020642		8,047.86
00187	CALPERS							
I-PBB201402030818	PERS BUY BACK	D	2/06/2014	66.87		020643		
I-PEB201402030818	PEBRA EMPLOYEES PORTION	D	2/06/2014	259.57		020643		
I-PER201402030818	PERS EMPLOYEE PORTION	D	2/06/2014	10,135.91		020643		
I-PRB201402030818	PEBRA EMPLOYER PORTION	D	2/06/2014	259.57		020643		
I-PRR201402030818	PERS EMPLOYER PORTION	D	2/06/2014	12,505.05		020643		23,226.97

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	144	548,014.95	0.00	548,014.95
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	9	165,645.15	0.00	165,645.15
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
	VOID DEBITS	0.00		
	VOID CREDITS	0.00		

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			153	713,660.10	0.00	713,660.10
BANK: AP	TOTALS:		153	713,660.10	0.00	713,660.10
REPORT TOTALS:			155	713,660.10	0.00	713,660.10

Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2013/14
July 1, 2013-January 31, 2014

<u>Date paid</u>	<u>Board of Director/ Employee</u>	<u>Description</u>	<u>Amount Paid</u>
07/02/2013	Carol Belser	Emergency Response Courses	\$ 190.00
07/02/2013	Lisa Kolar	DMV Physical	\$ 140.00
07/17/2013	Cinnamon McIntosh	Advance for Travel	\$ 1,602.00
07/17/2013	Kevin Nguyen	Network Switches, Canned Air for IT Dept	\$ 149.00
08/01/2013	Michael Gibson	Waders for Fisheries Department	\$ 201.41
08/01/2013	Larry Harris	Refreshments for Graywater Workshop	\$ 187.34
08/08/2013	RJ Faddis	Fuel for Rogue, Patrol Boat at LCRA	\$ 536.76
08/08/2013	Steve Wickstrum	Photo Canvas	\$ 103.14
08/15/2013	Scott Lewis	Airfare to CMWD 7/20/13-7/26/13	\$ 311.60
08/15/2013	Scott Lewis	Lodging CMWD 7/20/12-7/26/13	\$ 454.25
08/15/2013	Scott Lewis	Car Rental 7/20/13-7/26/13	\$ 263.05
08/22/2013	Joel Cox	D3 Certification Renewal	\$ 190.00
08/22/2013	John Parlee	Safety Boots	\$ 170.00
08/22/2013	Ron Yost	Property Tax Bill for Damtender Residence	\$ 547.17
08/26/2013	Troy Garst	Safety Boots	\$ 138.68
08/26/2013	Gerardo Herrera	Safety Boots	\$ 113.55
08/28/2013	Robert Vasquez	Safety Boots	\$ 161.20
09/03/2013	Susan McMahon	Lodging at Aquatic Weed Permit Workshop	\$ 141.25
09/03/2013	Susan McMahon	Round Trip Mileage to Workshop	\$ 258.77
09/03/2013	Mark Passamani	Flat Repair & Tow, #32, Admin Van	\$ 120.00
09/11/2013	Troy Garst	T4 Certificate Renewal	\$ 140.00
09/11/2013	Scott Lewis	Lodging CMWD 8/21/13-8/28/13	\$ 501.78
09/11/2013	Scott Lewis	Car Rental 8/21/13-8/28/13	\$ 421.64
09/11/2013	Luke Soholt	Safety Boots	\$ 138.68
10/03/2013	Lisa Barbee	Advance for Calpers Forum	\$ 1,107.74
10/03/2013	Eric Grabowski	Safety Boots	\$ 170.00
10/10/2013	Scott Lewis	Airfare to CMWD 8/21/13-8/28/13	\$ 281.60
10/10/2013	Scott Lewis	Airfare to CMWD 9/23/13-9/28/13	\$ 277.21
10/10/2013	Scott Lewis	Lodging CMWD 9/23/13-9/28/13	\$ 337.40
10/10/2013	Scott Lewis	Car Rental CMWD 9/23/13-9/28/13	\$ 342.94
10/16/2013	Brian Taylor	Water Treatment Techniques Course	\$ 114.95
10/22/2013	Suzi Taylor	Lip Balm for Ojai Day	\$ 110.00
10/22/2013	Suzi Taylor	Chip Clips for Ojai Day	\$ 201.50
10/22/2013	Suzi Taylor	Glow Sticks & Noise Makers for Ojai Day	\$ 146.99
10/30/2013	RJ Faddis	Fuel for Rogue, Patrol Boat at LCRA	\$ 444.43
11/06/2013	Scott Lewis	Airfare to CMWD 10/21/13-10/25/13	\$ 311.60
11/06/2013	Scott Lewis	Lodging CMWD 10/21/13-10/25/13	\$ 337.40
11/06/2013	Scott Lewis	Car Rental 10/21/13-10/25/13	\$ 413.39
11/08/2013	Joel Cox	Safety Boots	\$ 107.50
11/08/2013	Todd Evans	Target Solutions Online Training	\$ 229.00
11/13/2013	Tracy Medeiros	Safety Boots	\$ 142.96
11/21/2013	Susan McMahon	Registration NALMS Conference 11/1/13	\$ 145.00
11/21/2013	Susan McMahon	Lodging NALMS Conference	\$ 149.75
11/21/2013	Susan McMahon	Private Vehicle Mileage NALMS Conference	\$ 222.61
12/05/2013	Susan McMahon	AWWA Course	\$ 310.00
12/05/2013	Rebekah Vieira	Private Vehicle Mileage Calpelra Conference	\$ 332.22
12/05/2013	Eric Grabowski	Pesticide Applicator License	\$ 340.00
12/11/2013	Scott Lewis	Airfare to CMWD 12/4/13-12/14/13	\$ 261.60
12/13/2013	Brian Taylor	Concrete Kicker for Rincon Del Mar Main Break	\$ 135.88
12/13/2013	Bill Hicks	Lodging ACWA Conference 12/3/13-12/6/13	\$ 690.30
12/13/2013	Bill Hicks	Airport Parking 12/3/13-12/6/13	\$ 100.00

Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2013/14
July 1, 2013-January 31, 2014

01/09/2014	RJ Faddis	Fuel for Rogue, Patrol Boat at LCRA	\$	429.76
01/09/2014	Steve Wickstrum	CDPH Certificate Renewal	\$	105.00
01/16/2014	Scott Lewis	Tuition-Fall Term 2013	\$	1,790.76
01/16/2014	Scott Lewis	Equipment Security Fence	\$	192.43
01/16/2014	Scott Lewis	Lodging CMWD 12/4/13-12/14/13	\$	852.98
01/16/2014	Scott Lewis	Car Rental CMWD 12/4/13-12/14/13	\$	372.42
01/16/2014	Scott Lewis	Airport Parking 12/4/13-12/14/13	\$	100.00
01/16/2014	Scott Lewis	Airfare CMWD 1/13/14-1/17/14	\$	281.60
01/16/2014	Brian Taylor	Safety Boots	\$	170.00
01/22/2014	Ron Yost	Safety Boots	\$	170.00
01/30/2014	Mike Werber	Grade 4 Water Distribution Certificate Renewal	\$	105.00


Note:


1) Reimbursement Disclosure Report prepared pursuant to California Government Code 53065.5

CASITAS MUNICIPAL WATER DISTRICT
Interdepartmental Memo

DATE: February 3, 2014

TO: Steve Wickstrum, General Manager

COPY: Carol Belser, Park Services Manager 

FROM: Suzi Taylor, Park Services Officer 

SUBJECT: **Grant from California Department of Boating & Waterways for a New Patrol Boat for Lake Casitas Recreation Area**

RECOMMENDATION

It is recommended that the Board of Directors authorize the execution of the Standard Agreement from the California Department of Boating & Waterways with respect to a grant in the amount of \$80,000.00 to purchase a new heavy aluminum patrol boat. It is further recommended staff be directed to surplus the 2008 Cortez upon completion of the above mentioned grant.

BACKGROUND AND OVERVIEW

The California Department of Boating and Waterways has awarded Casitas Municipal Water District a grant in the amount of \$80,000.00 to purchase a 20'– 22' heavy aluminum boat, similar to the Rogue Jet Boat. The new boat will be used in addition to the Rogue to patrol the lake to maintain the level of service currently afforded to the public, educate and assist boaters in safe boating practices, ordinance enforcement and help maintain the water quality of the lake.

If approved, the grant will allow the Recreation Area to purchase the new boat with minimal financial impact.

On Monday, February 3, 2014 the Recreation Committee reviewed and supported the grant acceptance to forward to the Board.

CASITAS MUNICIPAL WATER DISTRICT

**RESOLUTION APPROVING A GRANT FROM THE
CALIFORNIA DEPARTMENT OF BOATING AND WATERWAYS
FOR A NEW PATROL BOAT
AT LAKE CASITAS RECREATION AREA**

WHEREAS, the California Department of Boating and Waterways has agreed to provide a grant in the amount of eighty thousand dollars (\$80,000) to the Casitas Municipal Water District for the purchase of a new patrol boat; and

WHEREAS, the Board of Directors of the Casitas Municipal Water District desires to accept the grant funds for the purpose of purchasing a new patrol boat for the Lake Casitas Recreation Area.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Casitas Municipal Water District authorize and direct the General Manager, Steven E. Wickstrum, to execute, in the name of Casitas Municipal Water District, an agreement with the Department of Boating and Waterways for a grant in the amount of \$80,000 to purchase a new patrol boat for the Lake Casitas Recreation Area. Further, that the General Manager be empowered to execute contracts, agreements, amendments and requests for payment for the purpose of securing grant funds and to implement and carry out the purposes specified in the grant application and agreement.

ADOPTED this _____ day of _____, 2014.

President,
Casitas Municipal Water District

ATTEST:

Secretary,
Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT
Interdepartmental Memo

DATE: February 4, 2014

TO: Steve Wickstrum, General Manager

FROM: Carol Belser, Park Services Manager

SUBJECT: Consideration to Amend the Rules and Regulations Ordinance 10-01 for the Lake Casitas Recreation Area

Recommendation:

It is recommended that the Board adopt amending Ordinance 10-01 5.2 Boating Regulation 5.2.2.1 to update and clarify Lake Casitas Recreation Area's boating regulations and procedures that are taken to protect Lake Casitas from invasive species.

Background:

On April 8, 2008 Casitas Board of Directors of adopted a resolution that created the Vessel Restriction Program and the Vessel Quarantine, Re-Entry, Temporary Storage and Tamper-Proof Tag Programs to protect Lake Casitas from Quagga and Zebra mussel infections. In response to the news of December 20, 2013 that Ventura County's Lake Piru testing positive for Quagga mussels, the Board of Directors appointed a Quagga Mussel Ad Hoc committee to review Casitas' policies, procedures and protocol regarding protecting Lake Casitas from invasive species at their January 8, 2014 meeting.

Analysis:

At the January 30, 2014 meeting of the Quagga Mussel Ad Hoc Committee, the Committee recommended the Board update the 10-01 Ordinance of the Casitas Municipal Water District Establishing Rules and Regulations for the Public Use of the Lake Casitas Recreation Area to clarify Casitas' boating restrictions and inspection process. Attached is a draft of a 14-01 Ordinance amending the 5.2 Boating Restrictions, 5.2.2.1.

The Ad Hoc committee also reviewed and recommended updates to the policies and procedures. The revised policy for boat inspections to prevent invasive species contamination draft is attached.

CASITAS MUNICIPAL WATER DISTRICT

DRAFT

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ORDINANCE NO. 14-01

**AN ORDINANCE OF THE CASITAS MUNICIPAL WATER DISTRICT
ESTABLISHING RULES AND REGULATIONS FOR
THE PUBLIC USE OF THE LAKE CASITAS RECREATION AREA**

BE IT ORDAINED by the Board of Directors of the Casitas Municipal Water District as follows:

1. DEFINITIONS. As used in this Ordinance, unless the context clearly requires a different meaning, the following words have the following meanings:

- 1.1 "Casitas" (also herein referred to as "District") means the Casitas Municipal Water District.
- 1.2 "Board" means the Board of Directors of Casitas.
- 1.3 "Park" means Lake Casitas Recreation Area.
- 1.4 "Lake Casitas" means the lake created by Casitas Dam.
- 1.5 "Lake Casitas Recreation Area" (also herein referred to as "Recreation Area") means the portion of Casitas Reservoir right-of-way used or planned for use for recreational purposes.
- 1.6 "General Manager" means the General Manager of Casitas.
- 1.7 "Park Services Manager" means the Park Services Manager or the person acting in that capacity of the Lake Casitas Recreation Area.
- 1.8 Park Services Officer means a specific employee of Casitas at the Lake Casitas Recreation Area as designated by the General Manager.
- 1.9 "Casitas Personnel" means any full, part time or volunteer staff of the Lake Casitas Recreation Area.
- 1.10 "Department" means the Lake Casitas Recreation Area.
- 1.11 "Lake" means the Lake Casitas and other lakes or ponds in the Lake Casitas Recreation Area.
- 1.12 "Stream" means any watercourse within the Lake Casitas watershed whose waters eventually

flow into Lake Casitas.

1.13 "Aquaplane" means any plank, surfboard, water ski, or other device used for transporting, conveying, or carrying a person who is towed or pulled by any vessel by means of a rope, chain, cable, wire, or other connection.

1.14 "Horse" means any member of the equine family.

1.15 "Animal" means any one of the lower animals as distinguished from man except fish bait or birds other than poultry.

1.16 "Trail" means any roadway or footpath capable of being used by a vehicle or pedestrian.

1.17 "Vehicle" includes any mechanically propelled device including, but not limited to, cycles and motor driven scooters, and/or as defined in the applicable section(s) of the California Motor Vehicle Code.

2. GENERAL

2.1 Powers granted to the Department or its personnel under this Ordinance shall be construed to be powers delegated by the Board to the General Manager and redelegated by him to the Park Services Manager for the purpose of management control, and redelegated by the Park Services Manager to Casitas Personnel, as deemed appropriate.

2.1.1 Park Services Officers are empowered to enforce within the Park all of the provisions of this Ordinance and any amendment or amendments thereto, and the California Administrative Code Title 14, relating to Fish and Game regulations, and the California State Boating Law. Such Park Services Officers are normally not authorized to enforce such laws, Ordinances or regulations outside the Park.

2.2 The provisions of Section 71660 of the California Water Code make it a misdemeanor to violate any of the regulations adopted by this Ordinance relating to vehicle or vessel speed limits, defacement of Casitas' property, the use, possession or discharge of firearms, weapons or fireworks, the creation of fire hazards, being under the influence of intoxicating beverages or dangerous drugs, or remaining on, or reentering Casitas' premises after authorized Casitas Personnel have specifically withdrawn consent for a person to utilize Casitas' facilities. It is an infraction to violate any other regulations of Casitas adopted pursuant to this section. The following procedures shall be subject to citation issuance within the Park, by Casitas Personnel as authorized by the General Manager, of persons suspected of the violation of regulations adopted by this Ordinance.

2.2.1 When any person is issued a citation, the person issuing the citation shall prepare, in triplicate, a written Notice of Violation, containing the name and address of the person violating the Ordinance, the offense charged, and the fine as approved by the Board of Directors for such offence.

2.2.2 The fine specified in the Notice of Violation must be paid to the District within thirty (30) days of issuance.

2.3 The Department is authorized to revoke any Park permit and to expel any person from the Park for violation of any applicable law, rule, or regulation.

2.3.1 The Department shall have the authority to cause to be towed, removed or disposed of any property in the Park at the owner's expense when it has been left without written authorization of the Department, becomes a navigational or safety hazard on a trail or waterway, has or may potentially introduce pollution into the Lake or when the permit of the person(s) leaving the property has expired or has been revoked for violation of any applicable law.

2.3.2 To refuse to present upon request a valid identification document with proof of age.

2.4 The General Manager is authorized to direct the visiting public in its use of the Park, according to statutes, Ordinances, rules, and regulations applicable to the Park. In the event of fire or other emergency or to expedite vehicle or boating traffic, to expedite the launching or removal of vessels, to insure the safety of persons in the Park, to insure against pollution of the Lake or to protect property and facilities in the Park, the General Manager may direct the public as conditions may require notwithstanding other provisions of this Ordinance.

2.4.1 The General Manager may make variances to this Ordinance as approved by the Board of Directors. The variances will apply only for the time specified. The variances will be on file in the Recreation Area while they are in effect

2.5 It is unlawful to willfully fail or refuse to comply with any lawful order, signal, or direction of any Park Services Officer or to refuse to submit to any lawful inspection under this Ordinance.

3. PUBLIC USE FEES

3.1 Public use fees shall be established by Ordinance of the Board and may be revised from time to time by Ordinance of the Board, provided that nothing contained herein shall be construed to permit the collection of a fee from any pedestrian for entering the Park for day use. Public access to the Recreation Area is through the main gate only unless a special use permit is granted by the General Manager and is on file at the Recreation Area.

3.2 Public use fees shall be due and payable upon entering the park. They shall be considered earned upon receipt and shall not be subject to refund by Casitas. Receipts and fees are not transferable. It shall be unlawful to be in or to enter the Park without paying all fees that may be applicable under the public fee schedule in effect at the time of entry.

3.3 Annual vehicle permit shall be affixed to the vehicle windshield or displayed to Casitas Personnel, whichever is applicable.

3.4 The annual boat permit shall be affixed by Casitas Personnel to the side of the vessel immediately behind the break of the bow at least 12 inches from the CF number and state registration sticker.

3.5 An annual vehicle permit or Frequent Visitor Card shall be valid for only one vehicle in the Park at a time.

3.6 Annual boat permits are issued to specific vessels and are transferable in the event of transfer or sale of the vessel or vehicle to a new owner upon application to the Department and the payment of a transfer fee. Annual boat permits are not transferable between vessels in the event owner has more than one.

3.7 Annual permits shall be valid for the period ending on the month and year indicated on the permits unless revoked for cause.

3.8 Vessels owned by the Bait & Tackle Concessionaire for rental purposes shall not be required to obtain boat permits but shall be subject to all other rules and regulations of this Ordinance.

3.9 The Department may take possession of any certificate, card, permit or decal issued hereunder upon revocation, cancellation or suspension thereof or which is fictitious or which has been unlawfully or erroneously issued or altered.

3.10 Camping or day use permits shall be affixed by the customer to the inside windshield of the vehicle viewable from the front side of the campsite.

3.11 The storage facility is for storage of recreational items such as travel trailers, 5th wheel trailers, vessel trailers, vessels, campers, motor homes, etc., as determined by the General Manager.

3.12 All customers who store a recreation vehicle, vessel or other vehicle approved by the General Manager shall sign and comply with all terms and conditions as set forth in the "Self-Service Storage Facility Rental Agreement" including, but not limited to California Business and Professional Code, Chapter 10, Sections 21700 - 21716 and the most current Public Use Fees for the Park as established by the Board. Storage fees are due monthly in advance of the first day of each month following entry into the storage area. Fees shall be considered unpaid if not paid in accordance with the terms of the Lake Casitas Recreation Area Self-Service Storage Facility Rental Agreement, as amended from time-to-time. Casitas may terminate the Self-Service Storage Facility Rental Agreement when said fees are unpaid for fourteen (14) days. Casitas may then take all actions required by law to remove the items.

3.13 At the discretion of the General Manager, in lieu of the remedies provided for in 3.12 above, Casitas may proceed to sue the owner or the person contracting for said storage in any court of competent jurisdiction or take any other proper steps to effect collection.

3.14 Should a check be returned by a bank for any reason, the customer shall be charged a returned check charge for each such check returned as determined by the Board by Ordinance. In the event Casitas is unable to collect the amount due, the returned check(s) will be forwarded to the Ventura County District Attorney's office, or other jurisdiction as applicable, for processing.

4. SCHEDULE OF OPERATIONS

4.1 The schedule of operations for the Park shall be set by resolution of the Board and may be revised from time to time by resolution of the Board.

4.2 The Department is authorized to restrict the public use of the Park by closing the Park or any

Park area or any of its facilities, or restricting the hours of operation for good and sufficient reasons including, but not limited to, the following:

- 4.2.1 Sanitary protection of the watershed.
- 4.2.2 Fire prevention and/or fire suppression.
- 4.2.3 Construction or maintenance.
- 4.2.4 Dangerous or unsafe conditions.
- 4.2.5 To prevent damage to the Park or its facilities.
- 4.2.6 Conservation of fish and game.
- 4.2.7 Special activities or events and off-season restrictions.

5. RULES AND REGULATIONS

5.1 **Sanitary Regulations.** It shall be unlawful for any person within the Park:

- 5.1.1 To have, or to permit any child or animal under that person’s supervision to have body contact with the waters of the Lake or streams.
- 5.1.2 To throw or discharge into the waters of the Lake or any stream, or place upon the shore area thereof, or place in the Park unless in approved containers, any litter, waste products, trash, motor oil, or other debris, or to discharge into the Lake or any stream along the shore area thereof, any contaminating or polluting substance of any kind whatsoever, or to use any motor or container which leaks oil or gas into the waters of the Lake. Household or industrial waste, including water softener brine, may not be brought into or disposed of in the Park.
- 5.1.3 To enter or reach into trash cans, recycle containers or dumpsters for the purpose of retrieving discarded materials.
- 5.1.4 To clean fish in the Park except at fish cleaning facilities provided by Casitas.
- 5.1.5 To operate a bilge pump on the Lake, except in an emergency, or at a place or places designated by the General Manager.
- 5.1.6 To allow waste from vessel washing to discharge into the Lake or along the shore except into a waste disposal system that has been approved by the General Manager.
- 5.1.7 To wade or swim in, or have body contact with the waters of the Lake or streams or to engage in any aquaplane, parasail, or windsail activities in, on, or over the Lake.
- 5.1.8 To operate, or permit to be operated, any vessel under that person’s supervision to tow

or pull an aquaplane or similar device.

5.1.9 To permit any animal to enter into or remain within the Park unless the animal is on a leash of no more than six feet in length and under the immediate control of a person or confined in a vehicle.

5.1.9.1 To permit an animal under the person's control to remain outside a tent, camper or enclosed vehicle during the quiet hours.

5.1.9.2 To keep any noisy, vicious or dangerous animal, or one that is disturbing to other persons, as determined by Casitas Personnel.

5.1.9.3 To allow any animal to be within 50 feet laterally of the shores of the Lake or streams of the Park or on a vessel on the lake with the exception of dogs, which are allowed on vessels.

5.1.9.4 To have more than two such animals per campsite.

5.1.9.5 To abandon any animal in the Park.

5.2 Boating Regulations.

5.2.1 It shall be unlawful for any person to have, use, or operate a vessel in the Park that does not meet the minimum requirements for, or that does not have a Park boat permit.

5.2.2 All vessel owners and/or operators intending to launch take any type of vessel into the Park waters shall be required to complete a written survey provided by the Department, and declare under penalty of perjury that all of the information provided is true and correct.

5.2.2.1 The Board may establish and have the Department enforce policies and/or Rules and Regulations, that will cause the Department to inspect vessels, trailers and tow vehicles to the degree necessary to determine if the vessel, trailer or tow vehicle is a threat to Lake Casitas due to contamination from Quagga or Zebra mussels in any of their life stages or other invasive species such as, but not limited to, hydrilla. Contamination may take the form of dreissenid mussels in any of their life stages (Quagga or Zebra), mud, biological debris, moisture, water, fish scales, weeds, sand/pebbles, and trash. The Department reserves the right to deny public access to the Park based on any potential for lake contamination.

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~~5.2.2.1 The Board may establish and have the Department enforce criteria, and/or rules and regulations, that will cause the Department to exclude and/or deny access to the Park by vessels boats and watercraft that have been launched into waters known to be contaminated with invasive aquatic species (including but not limited to quagga and zebra mussels, hydrilla) or if the Department determines by its inspection that an invasive aquatic species is present or may be present on and/or in the vessel and/or the vessel's trailer. The Department reserves the right to deny public access to the Park based on~~

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~~any potential of Lake contamination by the vessel.~~

5.2.3 Each vessel, prior to being issued a boat permit, may be inspected by Casitas Personnel to determine that it meets the following standards:

5.2.3.1 It shall possess sufficient buoyancy to keep the vessel afloat if overturned or swamped when loaded to capacity.

5.2.3.2 It shall be not less than 11 feet in length or narrower in width than 4 feet nor over 35 feet in length, centerline measurement. It shall have a minimum of 1 foot of freeboard and, if fitted with a motor, shall have a capacity of not more than 400 horsepower. Non standard vessels may be issued with a special boat permit.

5.2.3.3 It shall be in a seaworthy, clean, dry and sanitary condition.

5.2.3.4 It shall be a vessel of standard design as determined by the General Manager.

5.2.3.5 It shall be a vessel not possessing a holding tank or toilet unless such is sealed or otherwise rendered inoperable or designed so that no wastes can be discharged into the Lake.

5.2.3.6 It shall not be equipped with any motor or other means of propulsion machinery beyond its safe power capacity, taking into consideration the type and construction of such watercraft and other existing operating conditions.

5.2.4 Each vessel issued a permit hereunder or in the Park without a valid permit shall be subject to re-inspection and re-evaluation at any time the vessel is in or enters the Park to ascertain whether such vessel is properly rated and complies with the regulations for granting a boat permit. If any vessel, upon such inspection and re-evaluation, is found not to meet the requirements of this Ordinance, then the permit for such vessel shall be revoked and the vessel shall be removed from the Park or impounded in the Park or impounded on the Lake at the owner's expense until the deficiency is corrected.

5.2.4.1 No person shall move, use or tamper with any impounded vessel, vehicle or equipment.

5.2.4.2 No person shall move, use or tamper with any device used to impound a vessel, vehicle or equipment.

5.2.5 It shall be unlawful for any person within the Park:

5.2.5.1 To allow a minor under twelve (12) years of age to occupy a vessel upon the Lake unless such minor is wearing a Coast Guard approved child's vest type life preserver.

5.2.5.2 To operate a vessel within a prohibited area designated by markers on the

- Lake or posted on the bulletin board at the ramp.
- 5.2.5.3 To tie a vessel to, or mutilate, damage, or move from position, any buoy or connecting line, chain, or cable placed or installed on the Lake.
 - 5.2.5.4 To operate any vessel without allowing at least 250 feet clearance behind trolling fishing vessels so as to avoid fouling the trolling lines. Trolling fishing vessels shall display a white flag not less than two feet square, to give adequate warning of such vessel's trolling activities.
 - 5.2.5.5 To operate or navigate any commercial vessel while carrying passengers for hire without a Casitas special use permit or Casitas concession contract.
 - 5.2.5.6 To take, use or operate any vessel without the specific consent of the owner or person in charge thereof, or to be an accessory to the taking, or use or operation of any vessel without such consent of the owner or person in charge thereof.
 - 5.2.5.7 To operate a siren on any vessel used, operated or driven or propelled on the Lake except a vessel used by authorized Casitas Personnel in the performance of their duties.
 - 5.2.5.8 To launch, retrieve or land any vessel except at an approved dock, ramp or such beaching areas as may be specifically designated by the General Manager.
 - 5.2.5.9 To keep any vessel on shore overnight except in the designated area.
 - 5.2.5.10 To operate or occupy any vessel between the time of sunset and sunrise unless a special use permit is issued by the General Manager.
 - 5.2.5.11 To allow any person to ride or sit on either the gunwales or on the decking over the bow of the vessel while underway, unless such vessel is provided with adequate guards or railing to prevent passengers from being lost overboard. Nothing in this section shall be construed to mean that passengers or other persons aboard a vessel cannot occupy the decking or the bow of the vessel to moor or cast off from a landing, or for any other necessary purpose.
 - 5.2.5.12 It shall be unlawful for the owner of any vessel or any person having such in his charge or control to authorize or knowingly permit the same to be operated by any person who is incapable of operating such watercraft under the prevailing circumstances for any reason, including, but not limited to inexperience or physical or mental disability.
 - 5.2.5.13 To operate, occupy or load any boat beyond the safe carrying capacity of

such boat.

5.2.6 Speed Limits.

5.2.6.1 It shall be unlawful for any person to operate a vessel on the Lake at speeds in excess of those posted.

5.2.6.2 No person shall operate a vessel at a speed greater than is reasonable or prudent having due regard for weather, visibility and the number of other vessels on the Lake, and in no event at a speed which endangers the safety of persons or property.

5.2.6.3 The following specific speed restrictions shall apply:

5.2.6.3.1 Maximum of forty (40) miles per hour sunrise to sunset, except as qualified below.

5.2.6.3.2 Five (5) miles per hour within 200 feet of any vessel landing, dock, ramp, or beaching area.

5.2.6.3.3 Five (5) miles per hour within 100 feet of any vessel not underway.

5.2.7 The General Manager is authorized to designate restricted speed zones for the Lake as deemed desirable for the safety of persons or property.

5.2.8 It shall be unlawful for any person to engage in a boat regatta, race, tournament or exhibition on the Lake without approval of the General Manager.

5.2.9 The General Manager is authorized to close the Lake or portions thereof to boating for good and sufficient reasons including but not limited to the following:

5.2.9.1 Dangerous water or weather conditions.

5.2.9.2 Unsatisfactory ramp, parking or roadway conditions.

5.2.9.3 Construction or movement of ramp facilities.

5.2.9.4 Special activities or events.

5.2.10 Any person having, using or operating a vessel in the Lake Casitas Recreation Area shall abide by the applicable sections of the California Administrative Code Title 14, California State Boating Law and the provisions of this Ordinance.

5.2.11 It shall be unlawful to land or operate any amphibious seaplane on the lake unless authorized by the General Manager.

5.3 **Vehicle Regulations.**

5.3.1 It shall be unlawful for any person within the Park:

- 5.3.1.1 To operate a motor vehicle at a speed in excess of 15 miles per hour or to exceed 5 miles per hour in a picnic area, campground or parking lot, or to exceed the speed limit posted by the Department in any area.
- 5.3.1.2 To drive a vehicle at a speed greater than is reasonable or prudent having due regard for weather, visibility, traffic, the surface and width of the roadway, and in no event at a speed, which endangers the safety of persons or property.
- 5.3.1.3 To operate a motor vehicle except on designated roadways and parking areas, unless otherwise directed by the General Manager.
- 5.3.1.4 To throw or otherwise dispose of any burning material, trash, waste or other debris from a vehicle.
- 5.3.1.5 To park a vehicle in other than a designated parking area, or to park or leave parked a vehicle in a parking lot between the hours of sunset and sunrise, unless otherwise permitted by the General Manager. Vehicles parked in unauthorized areas will be towed away at the owner's expense.
- 5.3.1.6 To drive a vehicle in a careless or reckless fashion so as to endanger the said vehicle, it's occupants, or any person, equipment, facilities, or property.
- 5.3.1.7 To park more than two (2) vehicles per campsite without specific authority from the General Manager.

5.3.2 The Board may establish special speed zones and they may be revised from time to time by resolution of the Board.

5.3.3 The General Manager is authorized to close any Park roadways or reduce the speed limit on any such roadways for good and sufficient reasons including but not limited to the following:

- 5.3.3.1 Construction or maintenance of facilities.
- 5.3.3.2 Dangerous roadway conditions.
- 5.3.3.3 Special activities or events.

5.3.4 Any person having, using or operating a motor vehicle, vehicle, or trailer in the Park shall abide by all applicable sections of the California Vehicle Code.

5.4 **General and Conservation.** It shall be unlawful for any person within the Park:

- 5.4.1 To receive, bring, or cause to be brought into the Recreation Area any fish, crustacean, amphibian or aquatic plant from any place for the purposes of propagation or use as fish bait,.
- 5.4.2 To cut, pick, mutilate or destroy any vegetation, except when authorized by the General Manager.
- 5.4.3 To remove soil or rock except when authorized by the General Manager.
- 5.4.4 To mutilate, vandalize, or destroy any equipment or facility of others.
- 5.4.5 To receive, bring, or cause to be brought into the Recreation Area, or use, possess, or discharge, fireworks, firearms, or other explosives other than fuels except when authorized by the General Manager.
- 5.4.6 To possess or discharge a firearm, bow and arrow, projectile launching device, air or gas weapon or any device capable of injuring or killing any animal or damaging or destroying any property except when authorized by the General Manager.
- 5.4.7 To build, ignite, or utilize fires except in fire pits, stoves, incinerators, or other facilities provided by Casitas for the use of the public, except in portable barbecue pits or portable stoves of a type approved by the General Manager in camping or picnicking areas.
- 5.4.8 To leave any fire unattended or to fail to put out a fire prior to departure, or to leave a fire burning unattended while a person sleeps.
- 5.4.9 To molest, injure, or kill any animal or bird, or to allow any child or animal under that person's supervision to molest, injure or kill any animal or bird, except that controlled hunting may be authorized by resolution of the Board.
- 5.4.10 To bring into, possess, or use any firearm or other weapon except for peace officers when in a duty status, except as may be authorized by resolution of the Board.
- 5.4.11 To possess fish in number or size, including but not limited to, trout, catfish, pan fish or bass, other than as specified in the Lake Casitas Recreation Area Fisheries Management Plan, as periodically amended.
- 5.4.12 No person who has not attained the age of twenty-one years shall use or possess any alcoholic beverage within the park.
- 5.5 **Closed Areas.** It shall be unlawful for any person:
 - 5.5.1 To take fish or attempt to fish except during the posted daylight hours when the Lake is open unless otherwise posted for special events.

- 5.5.2 To fish in an area or on a structure posted by Casitas, "Closed to Fishing".
- 5.5.3 To enter any area of the Park which is posted by Casitas against entry or is designated as a closed area.
- 5.5.4 To remain on or re-enter Casitas' premises or facilities after Casitas Personnel have specifically withdrawn consent and given notice thereof for a person to utilize said Casitas' premises or facilities.
- 5.5.5 To operate any aircraft of any nature or parachute on Casitas' premises without prior written permission from the General Manager.
- 5.5.6 To fail to obey signs posted by Casitas.
- 5.5.7 To use a loudspeaker, public address system, or amplifier without a valid special event permit or written permission from the General Manager.

5.6 **Horses.** It shall be unlawful for any person to bring a horse into the Recreation Area without a valid special event permit or written permission of the General Manager.

5.7 **Camping.**

- 5.7.1 It shall be unlawful for any person to occupy a campground without first obtaining a camping permit or possessing a valid camping permit. Camping permits shall be issued on the basis of per camping day, per campsite and per vehicle.
- 5.7.2 Campsites will be assigned at the entrance gate. Camping units and camp gear left on campground without first obtaining a camping permit will be removed at the owner's expense.
- 5.7.3 Camping is limited to fourteen (14) days per party, during any calendar month period except that the General Manager is authorized to extend the limit up to twenty-eight (28) days on a case-by-case basis. Campers and their equipment must leave the Recreation Area for a minimum of seventy-two hours (72) in order to be issued a permit for an additional fourteen (14) day camping period. Special permits may be issued by the General Manager for extended stays beyond the above-described limits.
- 5.7.4 If, in the discretion of Casitas Personnel assigning campsites, a particular campsite is of sufficient size, a maximum of two vehicles and eight (8) persons may be permitted to camp within the same campsite.
- 5.7.5 Campers may use plumbing hook-ups, TV and electrical hookups by permit only.
- 5.7.6 It shall be unlawful for any person to disturb the peace and quiet of other Park visitors in any manner.
- 5.7.7 It shall be unlawful for any person under the age of eighteen (18) years to occupy a

campsite between the hours of 10:00 pm and 8:00 am unless accompanied by a responsible adult.

5.7.8 It shall be unlawful for any person to construct or hang a clothesline inside the Park.

5.8 **Commercial Activity.** It shall be unlawful for any person or persons to engage in any commercial activity within the Park, except by permit or as authorized by the General Manager.

5.9 **Water Park.**

5.9.1 It shall be unlawful for any person to fail to obey the directions of any Casitas Personnel with regard to the rules and regulations of the operation of the Water Park.

5.9.2 It shall be unlawful for any persons to remain in the Water Park facility after their respective permits have been revoked by Casitas Personnel for failure to follow any rules or regulations.

5.9.3 It shall be unlawful for any person to bring the following into the Water Park: glass containers, alcoholic beverages or controlled substances.

5.9.4 It shall be unlawful for any person to enter into the waters of the Water Park wearing bathing apparel that is not approved by Casitas Personnel.

5.9.5 It shall be unlawful for any person to distract or otherwise interfere with the duties of any Casitas Personnel.

5.9.6 It shall be unlawful for any person to enter into the Water Park without paying all applicable fees and charges.

6. **CONSTITUTIONALITY.** If any competent court shall find any portion of this Ordinance unconstitutional, such decision shall not affect the validity of any other portion thereof.

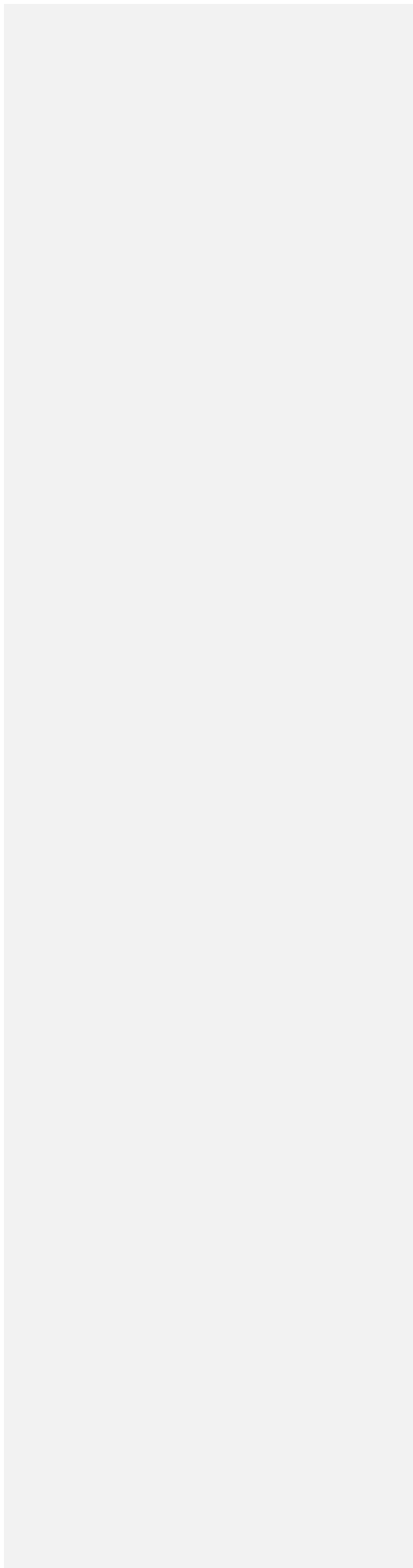
7. REPEAL OF ORDINANCE NO. 10-01. This Ordinance supersedes and repeals the provisions of Casitas Municipal Water District Ordinance No. 10-01.

8. EFFECTIVE DATE. This Ordinance becomes effective this 12th day of February, 2014.

President
Casitas Municipal Water District

ATTEST:

Secretary
Casitas Municipal Water District



Boat Access Restrictions at Lake Casitas To Prevent Invasive Species Contamination

Pursuant to Ordinance 14-01, restrictions have been imposed on vessels entering the Lake Casitas Recreation Area, including canoes and kayaks. **FLOAT TUBES ARE NOT ALLOWED.**

Customers may participate in a Tamper Proof Tag Program. Vessels that pass inspection must complete a 35-Day Quarantine period either inside or outside the Recreation Area. Please read our Policies & Procedures for Vessel Inspections and the Tamper Proof Tag Program below.

For questions, information **and to make an inspection appointment**, please call (805)-649-2233.

CASITAS MUNICIPAL WATER DISTRICT POLICIES & PROCEDURES FOR VESSEL INSPECTION FOR QUAGGA MUSSELS LAKE CASITAS RECREATION AREA

1. Policies & Procedures

The policies and procedures in this document are for inspection criteria for vessels entering the Lake Casitas Recreation Area. These policies and procedures are to ensure that invasive species do not enter Lake Casitas and impact treatment infrastructure and threaten the lake's ecosystem.

In order to be consistent with policies, procedures and training, the Lake Casitas Recreation Area Vessel Inspection Checklist will be used on all vessel inspections. This document outlines the process that staff must complete before a vessel of any kind is authorized to enter the Lake Casitas Recreation Area. The Vessel Inspection Checklist is a check off sheet outlining aspects of this policies and procedures document. Each step in the Vessel Inspection Checklist has specific expectations associated with it and will only be conducted by fully trained staff.

Lake Casitas Recreation Area staff will follow a zero tolerance policy for inspection criteria. If at anytime during an inspection a vessel fails a step on the Vessel Inspection Checklist, the vessel will fail the inspection process and a re-inspection will need to be scheduled. The re-inspection will be scheduled no sooner than seven (7) days, meaning the same weekday of the following calendar week. Upon passing a re-inspection, the vessel will be quarantined for thirty-five (35) days.

Vessel Inspection Checklist

- (a) The owner/operator is to be informed that an inspection will be performed and that Casitas has a zero tolerance policy for any water, including condensation, debris, or growth found on any vessel, trailer or towing vehicle due to possible transportation of invasive species by vessels and trailers.
- (b) Staff will write the state boating identification number and owner/operator's name and date on the Vessel Inspection Checklist.
- (c) Staff will check the Casitas generated database of vessels that have previously been denied access due to inspection issues. A re-inspection cannot be performed until the due date.

(d) Customer will fill out and sign the “Vessel Survey Form” in staff’s presence. Customer is voluntarily signing the Vessel Survey under penalty of perjury. After the customer signs the survey, he/she will be given the bottom yellow carbon copy of the Vessel Survey form.

(e) Staff has been directed to provide educational materials to the boating community and general public. Two handouts are given to each vessel operator/owner upon first entry to the park and in general as new information becomes available as follows:

- (1) Casitas flyer entitled “Take Action to Save Our Lakes from Quagga Mussels”.
- (2) Department of Fish & Wildlife flyer entitled “Don’t Move A Mussel”.

(f) Staff will request the owner/operator of the vessel to open all compartments.

(g) The vessel, trailer and vehicle inspection will include looking for moisture, water, debris including but not limited to: mud, weeds, sand/pebbles or growth on or in any inspected area. Surfaces will also be touched to see if growth or mussels may be attached. The inspection will be completed the same way each time starting at one side of the vehicle, vessel and trailer and ending at the other side. Checking the “Yes” box indicates that the inspected material is dry and clear of debris. If the “No” box is checked the vessel has failed, will be placed on the Casitas 7-day wait list and will not be eligible for re-inspection for seven (7) days.

2. Areas of Inspection

The following areas will be inspected by Staff:

(a) **Vehicle Rear:** The vehicle bumper, tailgate or spare tire may have mud, grass, weeds or other debris on it. If there are positive signs of mud, etc., the inspection cannot continue. The vessel may return at a later date for re-inspection, towed by a different vehicle.

(b) **Trailer Structure, Railings and Spare Tire:** The trailer, railings and spare tire may have mud, grass, weeds, debris or standing water. If there are positive signs of mud, etc., the inspection cannot continue. The vessel may return at a later date for re-inspection or on a different trailer that is clean and dry.

(c) **Vessel Hull:** The vessel hull will be inspected for growth and debris. Growth may be visible if the vessel has been in the water for an extended period of time. Small mussels attached to a vessel can feel like sandpaper or sesame seeds. If a vessel’s hull has any type of growth or debris, the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(d) **Transom:** The transom is at the back of the vessel where the engine is attached. The transom may have several items of importance for inspection that mussels can attach to including the out drive, trim tabs, transducers, bilge plug area and through hull fittings. The transom must be checked to make sure the surface is smooth and visibly clear of all debris and growth. If there are positive signs of growth, etc. the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(e) **Outdrive:** The outdrive is attached to the transom on stern drive vessels and the lower unit on outboard vessels. It has intricate parts that make it easy for mussels to attach, hide and grow. Staff will feel and look for any signs of growth, debris or texture of sandpaper. If there are positive signs of growth, debris or texture of sandpaper, etc. the vessel will not be eligible for re-inspection for a minimum of seven

(7) days and will be placed on the Casitas 7-day wait list.

(f) **Propeller/Shafts:** Mussels can attach and live on or around where the propeller attaches to the lower unit of the drive shaft. Mussels can also attach to the shaft or connecting points of the vessel. These can be hard to see and must be inspected with a flashlight to verify if any mussels, debris or water is present. If there are positive signs of mussels, etc. the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(g) **Trim Tabs:** Trim tabs are located on the lower portion of the transom and are usually metal plates that help stabilize the vessel while underway. Staff will feel the corners, edges and look on the underside of the trim tabs for debris and growth. If there are positive signs of growth, etc. the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(h) **Transducers:** These are located on the transom or bottom of the hull near the stern of the vessel. They are used in conjunction with a computer to determine depth, speed and water temperature. Growth or debris can appear on them. If there are positive signs of growth, etc. the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(i) **Bilge Plug:** If the bilge plug is pulled when the vessel arrives at the lake, there should be no fluid or debris coming from it. Staff will carefully insert fingers in the plug hole to determine if debris is blocking water from exiting. If the bilge plug is not pulled, the owner/operator will be requested to pull the plug. If water exits, the plug will be reinstalled to prevent additional water from being released. If there are positive signs of growth, etc. the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(j) **Through Hull Fittings:** Through hull fitting in all boats have the potential to store mussels in the right conditions. To check these fittings, Staff will use a flashlight to look inside and feel for irregularities. If water or debris is observed or felt, the vessel will be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(k) **Bait Tank/Live Well/Compartments:** Bait tanks, live wells and compartments should be dry and clear of all water and debris. Some compartments do not drain completely due to the way they are manufactured. Any debris in compartments is not acceptable. Common debris often found includes; fish scales, weeds, small pebbles and trash. If it does have positive signs of fish, etc., the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(l) **Bilge:** The bilge is at the bottom of the inside stern of the vessel. It may not be visible in all boats due to various boat designs. The bilge should be clean from all water and debris. If there are positive signs of water, etc. the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day quarantine list.

(m) **Anchor/Fenders and Line:** Anchors can have mud or debris on them. If an anchor, fender and lines attached have been in infested water for an extended period of time then mussels and debris can attach. Staff must check these items for mud, growth and debris. If there are positive signs of mud, etc. the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

(n) **Trolling Motor:** Trolling motors can pick up plants and debris while being used and must be inspected. These items must be checked for mud, growth and debris. If there are positive signs of mud, etc.,

the vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

The Vessel Inspection Procedures, Vessel Inspection Checklist, Vessel Survey Forms and Casitas handouts have been developed to ensure proper inspections of vessels, trailers and vehicles to prevent Lake Casitas from becoming infested with invasive species. All documents pertaining to the Vessel Inspection Procedures are subject to change due to updated policies at the full and sole discretion of the District.

**Scroll down to see Checklist &
Quarantine & Tamper Proof Tag Program**

DRAFT - 1/31/14

DATE _____

LAKE CASITAS RECREATION AREA - VESSEL INSPECTION CHECKLIST

CF #: _____ Owner/Operator (Print Name) _____

- Computer check to see if vessel has been previously denied entry
- Completed Vessel Survey Form. Have owner/operator complete and sign form. If owner/operator has checked any lakes on the form, deny entry to the vessel.
- Informational handouts "Take Action to Save Our Lakes" and "Don't Move a Mussel" flyers given.
- Request vessel owner to open all compartments and have the bilge plug pulled.
- Inform owner/operator that Casitas has a no tolerance policy for any water, debris or growth found on any vessel due to possible transportation of invasive species by vessels and trailers.

Vessel Inspection: Check for **WATER, DEBRIS** or **GROWTH** and check all smooth surfaces for "SANDPAPER" feel.

Clear of Water, Debris and/or Growth: Check appropriate box below.

Yes No

- Vehicle rear
- Trailer structure, railings, spare tire
- Vessel hull
- Transom
- Outdrive
- Prop/shafts (propeller on the engine)
- Trim tabs (located on back of hull near engine. Not all vessels have them)
- Transducers
- Bilge plug pulled – no fluid or debris
- Through hull fittings
- Bait tank/live wells/compartments
- Bilge (may not be visible)
- Anchor/fenders and line
- Trolling Motor
- Your vessel has not cleared the inspection due to water and or debris in one or more areas. A re-inspection will need to be scheduled with staff. The re-inspection will be scheduled no sooner than seven (7) days, meaning the same weekday of today's date next calendar week. This zero tolerance has been established to ensure the safety of Lake Casitas water quality and its ecosystem. Thank you for understanding in this matter.
- OK to enter Lake Casitas Recreation Area, thank you for your cooperation.

Date

Staff (PRINT NAME)

**CASITAS MUNICIPAL WATER DISTRICT
LAKE CASITAS RECREATION AREA
VESSEL QUARANTINE, RE-ENTRY, TEMPORARY STORAGE AND
TAMPER-PROOF TAG PROGRAMS**

**THESE PROGRAMS ARE NOT AVAILABLE FOR
SKI BOATS WITH INTERNAL BLADDERS OR FLOAT TUBES.**

Programs have been developed for quarantine procedures, tamper-proof cables and tags and provision for limited temporary storage.

A. INSPECTION

1. Boat inspections are available by appointment only.
2. An inspection will be conducted by authorized staff only in accordance with the attached policy entitled "Policies & Procedures for Vessel Inspection for Quagga Mussels". If the vessel passes inspection the vessel will continue with the thirty-five (35) day Quarantine process described in B below. If the vessel does not pass, the customer's name and vessel state issued identification numbers will be placed on the 7-day wait list. The vessel will not be eligible for re-inspection for a minimum of seven (7) days.

B. 35-DAY QUARANTINE PROCESS

1. If the customer has been assigned a dry storage space (Trailer Storage Area):
 - (a) Verify that the vessel has a current annual boat permit.
 - (b) Place a customer or Casitas owned cable on the vessel with a Casitas tag.
 - (c) Enter release date in log book.
 - (d) Escort the customer to his/her assigned space.
 - (e) Place tongue lock or cuff over the tongue of the trailer.
 - (d) Advise customer to retain a copy of the Checklist and Vessel Survey containing the quarantine expiration date.
2. If the customer has an assigned Boat Rental slip:
 - (a) Verify that the vessel has a current annual boat permit.
 - (b) Place a customer or Casitas owned cable on the vessel with a Casitas tag.
 - (c) Enter release date in log book.
 - (d) Escort the customer to his/her assigned space.
 - (e) Place tongue lock or cuff over the tongue of the trailer.
 - (d) Advise customer to retain a copy of the Checklist and Vessel Survey containing the quarantine expiration date.
3. If the customer is participating in the Tamper-Proof Tag Program and is completing the thirty-five (35) day Quarantine period inside the park:
 - (a) Direct the customer's attention to the disclaimer for temporary quarantine parking on the signed Vessel Survey.
 - (b) Place a customer or Casitas owned cable on the vessel with a Casitas tag.

- (c) Enter release date in log book.
- (d) Escort the customer to the designated space.
- (e) Place tongue lock or cuff over the tongue of the trailer.
- (f) Advise customer to retain a copy of the Checklist and Vessel Survey containing the quarantine expiration date.

4. If the customer **declines** to participate in the Tamper-Proof Tag Program and is completing the thirty-five (35) day Quarantine period inside the park:

- (a) Direct the customer's attention to the disclaimer for temporary quarantine parking on the signed Vessel Survey.
- (b) Place a Casitas owned cable on the vessel with a Casitas tag.
- (c) Enter release date in log book.
- (d) Escort the customer to the designated space.
- (e) Place tongue lock or cuff over the tongue of the trailer.
- (f) Advise customer to retain a copy of the Checklist and Vessel Survey containing the quarantine expiration date.
- (g) Upon completion of the thirty-five (35) day quarantine collect applicable fees (e.g. day use or overnight boat, etc.).

5. The customer may complete the thirty-five (35) day Quarantine Process outside the park by participating in the applicable sections of the Tamper-Proof Tag Program described in B below.

6. At the end of the quarantine period, staff will remove the lock or cuff. It is the responsibility of customers to immediately remove their vessels from the quarantine area. Any vessel left in the quarantine area longer than fifteen (15) days after release of the tongue lock or cuff will be removed by Casitas and stored at the owner's sole cost and expense.

B. TAMPER-PROOF TAG PROGRAM

The purpose of this policy and procedure is to guarantee that vessels entering and leaving periodically have not been in any infected waters. This will be accomplished by installing a tamper-proof cable, padlock, and a tamper-proof security tag. The tamper-proof cable must be attached to both the vessel and the trailer. The connection points must be in a location that prevents a part of the vessel or trailer from being removed without damaging the cable or tamper-proof security tag.

1. All vessels are subject to a thirty-five (35) day Quarantine period which may be completed inside or outside the park.
2. Customers must schedule appointments with authorized staff.
3. Inspections will be conducted by authorized staff only in accordance with the inspection policy.
 - (a) If the vessel passes inspection it will continue with the Tamper-Proof Tag Program process. The customer will be advised to retain a copy of the Checklist and Vessel Survey containing the quarantine expiration date.
 - (b) If the vessel does not pass, the customer's name and vessel identification number will be placed on the 7-day quarantine list. The vessel will not be eligible for re-inspection for a minimum of seven (7) days and will be placed on the Casitas 7-day wait list.

4. For Vessels Completing the Thirty-Five (35) day Quarantine Period Outside the Park

(a) The vessel owner/operator will be informed that a security kit must be purchased consisting of a weatherproof tamper-proof steel cable, weather resistant padlock and a tamper-proof tag. The connection point areas must be reviewed with the vessel owner/operator with an explanation as to why these locations have been chosen.

(b) The vessel owner/operator shall install the equipment as needed. The connection points must be verified and relocated by the owner/operator if necessary.

(c) The tamper-proof security seal must be installed as required and the Tamper Proof Tag Program Log updated. The vessel owner/operator must verify the tamper-proof security number and cable number and signs the Tamper Proof Tag Program Log. The vessel owner/operator must be informed that if the weatherproof tamper-proof steel cable and tamper-proof security tag are not in place or damaged in any way upon his/her return, a new inspection and thirty-five (35) day Quarantine period will be required.

(d) The vessel owner/operator must be informed that the vessel has been placed on a thirty-five (35) day Quarantine list and that they may leave the park and return after the thirty-five (35) day Quarantine period has been completed.

(e) Vessels returning to the park after completing the Tamper-Proof Tag Program will have the weatherproof tamper-proof steel cable and tamper-proof security tag inspected by Staff and the cable and tag numbers verified with the entries in the Log. As long as the tamper-proof security cable and tag are not missing or damaged, the tamper-proof security tag will be removed by Staff and the vessel will be allowed to enter the park and launch. **Special Note:** A “Clean & Dry Inspection”, will not be required because the vessel and trailer will not have been in any other body of water.

(f) The vessel may be subject to random bilge water test that will examine water microscopically at the discretion of Casitas Municipal Water District.

(g) If there is **any** evidence that the weatherproof tamper-proof steel cable and/or tamper-proof security tag have been compromised, damaged or removed, staff must obtain a second opinion before the vessel is rejected.

5. For Vessels Completing the Thirty-Five (35) Day Quarantine Period Inside the Park Without Participating in the Tamper-Proof Tag Program

Any vessel returning to the park without participating in the Tamper-Proof Tag Program must complete the inspection and thirty-five (35) day Quarantine period.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 12, 2014
TO: Board of Directors
FROM: Denise Collin - Accounting Manager
Re: Recommendation – to set Reserves

RECOMMENDATION:

Reserves calculated for the 2013 / 2014 fiscal year end have resulted in a balance of \$720,842., Un-Restricted, Un-Designated funds. It is recommended to split and designate \$700,000. of the Un-designated funds reported on the submitted Reserve Statement dated 6/30/13. Designate \$350,000. to Other Post Employee Benefits (OPEB) and \$350,000. to Storm Damage. This would leave a balance of \$20,842 in Un-designated, Un-Restricted funds.

BACKGROUND AND OVERVIEW:

Non-pension benefits provided to employees after employment ends are referred to as Other Post-Employment Benefits (OPEB). OPEB includes health, dental and vision insurance coverage for retirees and their families. It does not include termination benefits such as accrued sick leave and vacation.

Most governments as well as this District currently fund OPEB on a pay-as-you-go basis, paying an amount annually equal to the benefit premium for that year. They do not pre-fund obligations as is the case with pension obligations such as CalPERS.

Currently the OPEB Designated Un-restricted funds are set at \$1,400,000. The OPEB ending liability for the District's fiscal year ending 06/30/13 is \$5,278,002. Designating funds for this liability would be to pay down the Districts obligations if necessary.

Storm Damage Reserves are currently set at \$1,500,000., with little or no rainfall in this or previous years, land conditions are dry, diversion infrastructure has not been used and other distribution assets could experience unexpected Storm Damage when we do receive precipitation.

June 30th, 2013	
General Fund Balance - Rabobank	1,743,259.25
Visa - Rabobank	45,618.50
LAIF	444.31
Morgan Stanley - Investments	16,269,191.73
Morgan Stanley - Money Market	31,367.05
County of Ventura Investment (C.O.V.I.)	2,168,615.94
Total Reserves	<u>20,258,496.78</u>
<i>Less: Restricted:</i>	
Due to Debt Service Fund	7,150,526.03
Due to Mira Monte Fund	47,353.04
Capital Facilities	1,730,637.50
Safe Drinking Water	60,000.00
Flexable Storage	30,272.00
	<u>9,018,788.57</u>
Total available for Un-Restricted	11,239,708.21

Restricted:	
Due to Debt Service Fund	7,150,526.03
Due to Mira Monte Fund	47,353.04
Capital Facilities	1,730,637.50
Safe Drinking Water	60,000.00
Flexable Storage	30,272.00
Total Restricted	9,018,788.57
Un-Restricted (designated funds)	
Cash Flow	3,000,000.00
Storm Damage	1,500,000.00
Variation in Water Sales	1,500,000.00
Capital Improvements	3,000,000.00
OPEB	1,400,000.00
Safety of Dams	118,865.82
Total Un-Restricted (designated funds)	<u>10,518,865.82</u>
Un-designated funds 7/01/12	<u>720,842.39</u>
Total Un-Restricted	11,239,708.21
Total Reserves 2012/2013	20,258,496.78

Restricted funds = Funds restricted by a third party and/or for Debt Service Fund.
 Designated funds = Funds designated by Board for specific purpose.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 7, 2014

TO: Board of Directors

FROM: Steven E. Wickstrum, General Manager

Re: Salary Range Adjustment and Job Description Revision to Create the Position for a Public Affairs/Resource Manager

RECOMMENDATION:

It is recommended that the Board of Directors acknowledge and support the General Manager's recommendation for a salary adjustment and a revision of the job description to the Public Affairs/Resource Manager position.

BACKGROUND AND OVERVIEW:

In 2003, the District developed the position of the Water Conservation/Public Affairs Manager and hired Ronald Merckling for this position. Over the course of ten years, Mr. Merckling fulfilled the requirements of the initial job description and he has expanded his knowledge, work scope, and public presence for the benefit of the District.

Mr. Merckling has always availed himself to additional tasks and assignments such as leading the cross-connection control program, developing the District's Urban Water Management Plan in 2005 and 2010, and leading the development of the District's safety program. Recent key efforts by Mr. Merckling include, but are not limited to, the administration of over \$1 million in grants funding for the Senior Canyon Project, obtaining multiple water conservation grants for the District, fighting for District's concerns on State's best management practices reporting and District characterization, and representation for the District at the Ventura County Watershed Council and Ventura County Association of Water Agencies, development of what will become the revisions to the Water Efficiency and Allocation Program.

In my efforts to identify comparable job duties and salaries, I arrived at the Resources Manager position that several other regional water agencies employ to manage duties that are similarly assigned to Mr. Merckling. In comparison of salaries, it appears that a 10% increase to the current level of pay is in order. An additional task in the job description is that in the absence of the General Manager, this position could be designated with limited authority as the Acting General Manager.

The proposal to make the change of salary, title and job description has been shared with the Executive Committee. Although this action is within the authority of the General Manager, I believe that the District is best served by this action being reviewed by the Board of Directors. A copy of the job description is attached for the Board's information.

In closing, the General Manager would hope that the Board of Directors would acknowledge and support the salary adjustment and revision of the job title and description for Mr. Merckling.

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Public Affairs/Resource Manager
REPORTS TO: General Manager
FSLA Status: Exempt
Position Type: Full-time, At-will
DATE: February 2014

DEFINITION

Under general supervision and direction of the General Manager, plans, organizes, directs and coordinates the District's water conservation activities and programs, public relations and media activities, District safety program, and acts as the District's legislative liaison. Provides staff assistance to the General Manager and in the absence of the General Manager, may be designated in a limited capacity as the Acting General Manager.

ESSENTIAL FUNCTIONS:

Administrative:

- In conjunction with the General Manager and other managers, assist in developing policy, strategic and long-range planning, and budgetary recommendations to the General Manager and the Board of Directors.
- Provides direction and leadership to staff in the implementation of the District's cross-connection control program.
- Provides direction and leadership to staff in the implementation of the District's safety and vehicle maintenance programs.
- Provides direction and leadership to staff by conducting and coordinating employee training in the areas of team building, safety, and emergency preparedness.
- Perform special projects, assignments, and manage special consultants as assigned by the General Manager. Develop documents (such as request for proposals, scope of work, agreements, specialized analysis and reports, etc.) related to water issues, retaining consultants, and governmental reporting requirements.
- Perform related duties and responsibilities as required and assigned by the General Manager.
- Interviews and recommends selection of employee candidates; establishes performance expectations and performance standards for staff; oversees plans and actions for employee development; prepares and conducts employee evaluations; conducts informal counseling on work issues; prepares documentation and improvement plans to address work performance problems/deficiencies, and recommends and implements approved disciplinary actions.

Public Affairs:

- Is the single point of contact for all public affairs and media requests and coordinates all media requests. Prepares and distributes news releases and other media material. Serves in the role of the Public Information Officer in the event of emergencies.
- Serves as the liaison between the District and the media, business interests, community service organizations, local homeowner associations, and customer groups.
- Manage, prepare, and regularly update brochures, newsletters, and internet sites pertaining to District activities for distribution to the public, regional and local policymakers, and purveyor management.
- Present District programs, as assigned on behalf of the District, to the Board of Directors, public groups, and associations.

Water Conservation:

- Provides direction and leadership in the implementation of the District's water conservation programs, including but not limited to water conservation policies and practices (such as Water Allocation and Efficiency Program and Water Waste Ordinance); coordination of District's water use policies with that of the State and local water use policies; implementation of customer service programs and the water conservation Best Management Practices.
- Responsible for processing local and state surveys, questionnaires, and reports, and for development of documents and reports regarding water use, conservation, and related matters
- Actively promotes water awareness and conservation; coordinates activities with all customer classifications, water purveyors, schools, and other public and private organizations.

Legislative Liaison:

- Serves as the liaison between the District and State and local political interests, tracking legislative actions, arranging and attending meetings with legislative representatives, and preparing letters regarding legislative action to advocate for the District's interests.
- Conducts research and analysis on legislative matters, resulting in recommendations to the General Manager and the Board of Directors.
- Monitor and evaluate on a continuing basis applicable pending legislative, regulatory and legal action at the federal, state and local levels.
- Coordinate with other agency legislative representatives and elected offices to promote District's legislative interests.

QUALIFICATIONS:

Knowledge of:

- Principles, techniques, and methods of project management;
- Media and public relations; community education and public involvement methods and techniques;
- District programs, services, policies and procedures; laws, practices, and requirements related to watershed management, water conservation, environmental protection, and documentation;
- Public and environmental concerns and issues related to water and resource conservation;
- Customer service principles, practices and techniques.

Ability to:

- Develop and implement effective and innovative programs to achieve organizational goals and objectives including media and public relations, customer service, resources conservation, legislative, and community education and public involvement programs;
- Communicate and implement District's customer service ethic and standards;
- Provide needed leadership and direction to staff; effectively communicate the District's legislative position and gain needed support and assistance for District programs and policies;
- Organize work to meet deadlines; work with constantly changing priorities;
- Research and analyze documentation to derive sound recommendations;
- Communicate effectively, both orally and in writing;
- Supervise, manage, train and evaluate assigned staff;
- Work effectively with employees, peer departments, the General Manager and Board of Directors, outside private and public agencies and the community to meet the goals and objectives of the District;
- Participate in and contribute to meetings and conferences with personnel of various professional and non-professional backgrounds to solve problem and reach agreements.

Physical Activities: Primarily in an office setting, sitting for extended time periods. Travels by automobile in conducting District business. Communicates orally and in writing with District management, co-workers, and the public in face-to-face, one-to-one, and group settings. Regularly uses a telephone for communication; uses office equipment such as computer terminals, copiers, and FAX machines. May occasionally walk in uneven terrain in an outdoor environment.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical:

- Requires sitting, standing, bending and reaching; talk or hear, in person, in meetings and by telephone.
- Requires manual dexterity and use of hands and fingers to handle and feel sufficient to operate a District vehicle, computers and standard office machines.
- Requires normal range of hearing. Specific vision abilities required by this job include close and distance vision and ability to adjust focus.

- Ability to lift and carry up to approximately up to 25 pounds.

Mental:

- Use written and oral communication skills; read and interpret complex data, information and documents.
- Require to analyze and solve problems.
- Required to observe and interpret people and situations.
- Required to use math and mathematical reasoning; learn and apply new information or skills.
- Required to perform highly detailed work on multiple, concurrent tasks with constant interruptions, under intensive deadlines.

Experience and Training Guidelines:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Experience: Five years of increasing responsible management experience in a related field which included responsibilities for staffing, training, budgeting, program development and implementation, and which provided for significant public contact.

Education: Equivalent to a Bachelor degree from an accredited college or university with major course work in Business Administration, Communications, or similar field of study. A degree of Master of Public Administration is preferred.

Licenses or Certificates: Possession of an appropriate and valid California driver's license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration. Possession of an AWWA Grade I Cross-Connection Control Specialist Certificate and a Grade I Distribution Operator Certificate issued by the State of California within one year of appointment.

Date: _____ Employee Signature: _____

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 12, 2014

TO: Board of Directors

FROM: Denise Collin - Accounting Manager

Re: Lake Casitas Improvement – 1023 Application for Recognition of Exemption
Power of Attorney assignment

RECOMMENDATION:

Approve and sign form 2848 – Power of Attorney and Declaration of Representative.

BACKGROUND AND OVERVIEW:

At the December 28, 2005 Board Meeting, the Lake Casitas Improvement Foundation (L.C.I.F.) opened a meeting, moved and approved to:

- a. Appointment of Directors
- b. Approving and signing the tax returns for the 501c3 Corporation.
- c. Approval of paying the invoice for the tax preparation in the amount of \$500.00
- d. Approving the policy on conflict of interest.

Although all the items above were on the Board Agenda, from the minutes of the meeting it is explained by Mr. Johnson that “this item could be delayed as Mrs. Weinberger is not able to be in attendance. President Hicks thought that some action needed to be taken on the taxes and asked if this could be done with just the members of the Board. Mr. Johnson reminded the Board that all it takes is a quorum of the Board to take action.” Items b. and c. were approved and President Hicks appointed the current Board members as directors of the foundation.

However, it is unclear if the actual 1023 501(c)(3) form, per the Internal Revenue Service (I.R.S.) was filed with the I.R.S., it is not known if this was the intent of L.C.I.F. not to file it or, if the applications were not filed in error. Moreover, L.C.I.F. has applied and received an Employer Identification Number from the I.R.S., it currently appears that no annual tax return(s) since 2005 have been filed with the I.R.S.

When the I.R.S. was contacted to inquire about the receipt of the application (form 1023 & 3500) and subsequent tax returns, it was determined that no record of a tax exempt status was active or received and no tax returns filed. It was advised by the I.R.S. that a Power of Attorney (form 2848) be on file with the I.R.S. to obtain further information and to file the necessary forms to obtain a Non-profit Exemption status.

CASITAS MUNICIPAL WATER DISTRICT
LAKE CASITAS RECREATION AREA

DATE: February 3, 2014
 TO: Steve Wickstrum, General Manager
 FROM: Carol Belser, Park Services Manager
 SUBJECT: Recreation Area Monthly Report for December 2013

Visitation Numbers

The following is a comparison of visitations* for December 2013:

	Dec. 2012	Dec. 2013	Nov. 2012
Visitor Days	21,132	21,856	34,776
Camps	2,148	1,810	3,364
Cars	5,283	5,464	8,694
Boats	126	123	214
Kayaks & Canoes	10	0	42

Fiscal Year to Date Visitation	
2012/2013	333,066
2013/2014	318,188
% Change	-4.467

*The formulas for calculating the above attendance figures derived from the daily cash reports are as follows:

Visitor Days = Daily vehicles + 30 minute passes X 3 + café passes + attendance at special events + annual vehicle decals + replacement decals + campsites occupied + extra vehicles X 4

Camps = Campsites occupied + extra vehicles

Cars = Daily vehicles + 30 minute passes X 3 + café passes + attendance at special events + annual vehicle decals + replacement decals + campsites occupied + extra vehicles

Boats = Daily boats + overnight boats + annual decals + replacement decals

Kayaks & Canoes = Daily kayaks and canoes + overnight kayaks and canoes + annual kayaks and canoes

Boating

There were 6 cables sold for new inspections, 8 vessels were re-inspected and a total of 360 vessels were retagged. Six vessels failed the first inspection.

Night fishing from shore was held December 13 and 14.

Administration

The Park Services Manager attended a Playground Inspector Certification course on December 10 – 12, and is now a Certified Playground Inspector.

A project for commercial filming and photography was conducted in the Lake Casitas Recreation Area on December 19.

On December 20, 2013 Casitas was informed that Lake Piru staff had positively identified Quagga mussel on their patrol vessels. In response Casitas' General Manager issued emergency action for

changing the vessel quarantine period, (now at 35 days after a clean and dry inspection) and the Board of Directors, on January 8, 2014 established an Ad Hoc Committee to review the current Ordinance, policies and procedures. It is expected the Board will review recommendations from the Ad Hoc Committee in February 2014.

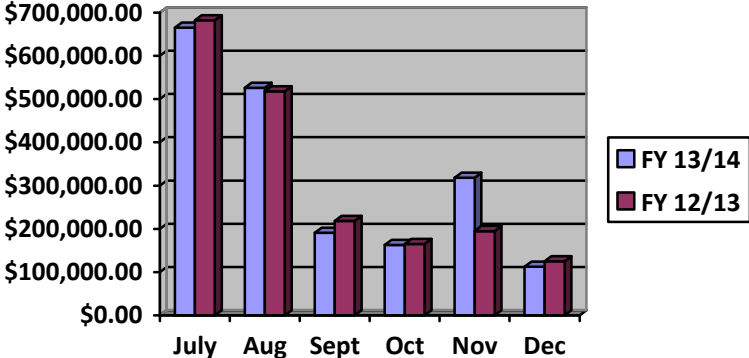
Incidents

Incidents in the month of December that required assistance from outside agencies included an eviction.

Revenue Reporting

The figures below illustrate all Lake Casitas Recreation Area’s revenue collected in the respective month (operations, concessions, Water Adventure, etc.) per the District’s Financial Summary generated by the Finance Manager.

LCRA TOTAL REVENUE





**California Special
Districts Association**
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Webinar: **Understanding Board Member & District Liability Issues**

- **FEBRUARY 19, 2014** – 10:00 A.M. – 12:00 P.M.
- **AUGUST 13, 2014** – 10:00 A.M. – 12:00 P.M.

*Webinar Presented By Special District Risk Management Authority
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Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency and the role of individual board members acting within the course and scope of their official duties.

COSTS:

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Understanding Board Member & District Liability Issues

- FEBRUARY 19, 2014** – Webinar
- AUGUST 13, 2014** – Webinar

NAME/TITLE:

DISTRICT:

ADDRESS:

CITY:

STATE:

ZIP:

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FAX:

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PAYMENT

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ACCT. NAME:

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EXPIRATION DATE:

AUTHORIZED SIGNATURE:

Cancellations must be made IN WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 5, 2014
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Finance Committee Meeting of January 24, 2014

RECOMMENDATION:

It is recommended that the Board of Directors receive and file this report.

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Mary Bergen and Director Jim Word
General Manager Steve Wickstrum
Accounting Manager and Treasurer Denise Collin
Public: Mr. Robert Baskin
2. **Public comments.** None.
3. **Board/Management comments.**
The General Manager updated the Committee on the decision by Judge Borrell to move the hearing date for the Golden State Water Company v. Casitas case to February 24, 2014. Today's action was the consideration of the citizens joining the case as a class.
4. **Review of the Financial Statement for December 2013.**
The Committee reviewed the expenditures in various work sections of the District. Denise Collin noted that one-half of the taxes have been received, as anticipated by staff, and that a minor correction will be made in the Recreation statement to move numbers one line into position.
5. **Review of the Water Consumption for December 2013.**
The Committee reviewed the water consumption numbers for December 2013. The upward trending water demands by Resale and Agricultural classifications are indicative of the dry weather pattern and depleted groundwater basins, transferring the demand to the Lake Casitas supply. There was a notable decline in resale gravity from previous months.
6. **Review of the request for Leak Relief from Pedro Martinez.**
Mr. Martinez has experienced a leak at his residence. The leak relief amount is slightly above the authorization level given to the Accounting Manager. The committee reviewed the documentation and suggested that this request be moved to the next meeting of the Board of Directors.
7. **Review of the request from Robert Baskin for high usage.**
Mr. Baskin's water usage during November 2013 unexplainably rose to nine (9) acre-feet on his five acre parcel - - which has approximately 3 acres of orchard that qualify for an agricultural water rate. The Committee and Mr. Baskin discussed the point that agricultural accounts do not have access to leak relief. Mr. Baskin requested the meter be looked at for potential high reading error and Mr. Baskin will discuss possible water use by neighbors that might come from an accidental interconnection to Mr.

Baskin's water system. Director Word noted that without some verification of how the water usage escalated, it will be difficult to provide a cost relief to Mr. Baskin.

8. **Review recommendation to set reserves 2013-14.**

Denise Collin presented recommendations for setting reserves for FY 2013-14. It is recommended to designate \$350,000 to Other Post Employee Benefits (OPEB) and \$350,000 to Storm Damage, increasing the reserves for Storm Damage. The Committee agreed with the direction of the recommendation and suggested this item be moved to the Board of Directors.

9. **Discussion regarding LCIF.**

Denise Collin is in the process of determining the tax status of the Lake Casitas Improvement Foundation and cannot receive information from the IRS unless she has power of attorney on behalf of the Foundation. The Committee recommends that the LCIF Board consider the authorization of the power of attorney to the Accounting Manager.

10. **Request by Senior Canyon Mutual Water Company to adjust rate.**

The General Manager informed the Committee of a recent request by the Senior Canyon Mutual Water Company (SCMWC) to have an adjustment in the water rate, based on 2013 composition of water use by agriculture and residential customers of SCMWC. The committee suggested that rates be looked at on a five year average basis, rather than moving the rate each and every year. The General Manager will communicate this direction with SCMWC.

11. **Discussion regarding Budget Preparation Schedule.**

The General Manager has prepared a budget preparation schedule for review by the Committee. Staff are preparing budget for review by the General Manager in late February. The schedule outlines actions to be accomplished by the Board at their regular meetings. Additional discussion is needed to determine if the Board desires a budget workshop. This item will be presented to the Board of Directors.

FY 2014-15 Preliminary BUDGET SCHEDULE

01/22/2014

Goal: Complete budget and rate adoption by July 1, 2014
 Note - NO rate adjustments approved, may have a Prop 218 process.

Jan 17-Feb 18 Staff development of budget

Feb 10 & 14 Mgr. Field Review of projects

21-Feb Finance Committee

Feb 21-Mar 6 GM/Staff Review

10-Mar Final Input to Denise

21-Mar Finance Committee presented draft budget
 Water rates Discussions - Preliminary Decision on Rates

08-Apr Finance Committee review and input

18-Apr Finance Committee - Final Budget ready for board agenda

23-Apr Presentation of Budget to full Board - Set Budget Workshop date
 Presentation of Rates to Board- - 45 days is June 13th
 Prop 218 Hearing start - if necessary

16-May Finance Committee Meeting

11-Jun Budget Adjustments - if any

20-Jun Finance Committee Meeting

25-Jun Adoption of Budget and Rates

Section Reviews

M	Feb 25 - 10:00	<u>PR/WC/Safety/Garg - Ron</u>
M	Feb 25 - 3:30	<u>Fish - Scott</u>
M	Feb 24 - 1:00	<u>Recreation - Carol</u>
T	Feb 25 - 1:00	<u>Engr - Neil</u>
TH	Feb 27 - 9:00	<u>WTP/E&M/Ops/Pipe/Lab - Bob</u>
M	Mar 3 - 1:00	<u>Admin/IT - Denise</u>
M	Mar 3 - 2:00	<u>Management Support/Deborah</u>

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 4, 2014
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Water Resources Committee Meeting of January 28, 2014

RECOMMENDATION:

It is recommended that the Board of Directors receive and file this report.

BACKGROUND AND OVERVIEW:

1. **Roll Call.** Director Baggerly and Director Kaiser
General Manager Steve Wickstrum
Staff – Ron Merckling
Public – Brian Ramsey, Ojai Valley Inn and Spa
2. **Public Comments.** None.
3. **Board Comments.** None.
4. **Manager Comments.**
Ron Merckling announced that Casitas will be a part of the grant proposal to expand the conservation program to include more weather-based controllers and ultra-low flush toilets to customers.

The General Manager suggested to the Committee that Casitas provide visible signage concerning the drought and need for water conservation. Ron Merckling will work on the message.

5. **Water System Improvements at Ojai Valley Inn Golf Course.**
Mr. Brian Ramsey, Ojai Valley Inn's Golf Course Superintendent, provided an overview of the project planned for the golf course. It has been over twenty-five years since the last improvements to the golf course irrigation system. A key objective of the project is to reduce the time it takes to irrigate the course and to reduce water demand by approximately 30 percent. Mr. Ramsey has met with Neil Cole to discuss various options to meet each of these objectives. It is recognized that the water service from the Fairview Zone is limited and cannot accept additional demand to meet the timing objective. The Villanova Zone can accommodate the additional demand load with an increase in meter size, but Mr. Ramsey has pointed out that the Villanova Zone lacks enough pressure to irrigate all areas of the course. The additional pump station needed is priced at approximately \$360,000 and will incur on-going electrical costs. Mr. Ramsey suggested that the district may consider some cost sharing in the pump plant.

The Committee agreed that this is an opportunity to achieve long-term water benefits for the District and the Ojai Valley Inn by working toward a cooperative solution. Mr.

Ramsey will be available during the second week of February to discuss options that may be presented to the Board of Directors.

6. **Lake Casitas Fire Station Upgrades – USBR NEPA Review.**

The General Manager shared his review of the NEPA document received from the Bureau of Reclamation, describing the improvements planned for the Lake Casitas Fire Station that is operated by the US Forest Service. The primary changes involve the installation of a new septic system and removal of the old septic system, installation of a 10,000 gallon water storage tank and the expansion of the helicopter landing areas. The one comment provided by the General Manager was that there be clear documentation of expanding on to Casitas reservoir Watershed lands for this project. No further action required.

7. **Update on Water Efficiency and Allocation Program.**

The General Manager reported that progress has been slowed by other priorities in January. Work will progress toward completion.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 4, 2014
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Recreation Committee Meeting of February 3, 2014

RECOMMENDATION:

It is recommended that the Board of Directors receive and file this report.

BACKGROUND AND OVERVIEW:

1. **Roll Call.** Director Jim Word and Director Bill Hicks
General Manager Steve Wickstrum
Park Services Manager Carol Belser
Park Services Officer Suzi Taylor
Public: Dee Bennett, Gary Wolfe
2. **Public comments.** None.
3. **Board/Management comments.**
PSM Belser reported to the Committee that the cross country group has improved their storage shed with a new roof.
4. **Rowing Club Relocation Update.**
Dee Bennett informed the Committee that the relocation of the Rowing Club has been delayed because of other expenses and priorities that have occurred. The Rowing Club is hoping to relocate before this summer.
5. **State of California department of Boating and Waterways Grant Application for Replacement Patrol Boat.**
PSM Belser and PSO Taylor presented to the Committee the opportunity to acquire a new patrol boat and turn the Cortez boat back in to the State. The new patrol boat would be purchased on a full reimbursement by the State Boating and Waterways. After several years of operating the Cortez, staff has found that it is not suitable for Lake Casitas operations. The title on these boats remains with the State. The Committee suggested bringing the grant application to the Board of Directors.
6. **Casitas Marina Winter Discount and Promotion.**
PSM Belser and Gary Wolfe, Lake Casitas Marina, are working on various marketing proposals to bring more attention to the lake and marina. The initial proposal is to discount kayak rentals with the café pass. From the Committee discussion, there seems to be a need for more discussion between Mr. Wolfe and PSM Belser before implementing the promotion.
7. **California Home Brewers Festival 2014 Update.**
PSM Belser reported that staff had met with representatives of the California Home Brewers Association (HBA) regarding the current status of the event. It appears that the Association has some issues to resolve with the State Alcohol and Beverage Control (ABC) before being permitted to conduct the festival at Lake Casitas. HBA anticipates that they will hear from ABC with a determination within two weeks. HBA is aware that unless ABC authorizes the event, the event will not occur at the LCRA.

8. **Tequila Festival Application Discussion.**
PSM Belser reported that she has received a request to hold a Tequila festival in August, 2014. Staff will meet with the Sheriff's Department to discuss concerns of serving hard liquor at the event. This application will be processed and evaluated by staff prior to issuing a permit for the event.
9. **California Department of Fish and Wildlife Update on Casitas Trout Stocking.**
PSM Belser reported that representatives from DFW visited Casitas on January 30, 2014, to review Casitas Dam and the streams entering Lake Casitas. There was no indication on the approach or contents of the Biological Assessment that DFW is preparing for Lake Casitas. The Committee suggested that the LCRA website be updated to include an announcement on the fish stocking moratorium and that it could possibly impact the annual Kid's Fishing Day.
10. **Review of Incidents and Comments.**
PSM Belser reported on several minor incidents and one suicide at the LCRA.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: February 5, 2014
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Executive Committee Meeting of February 4, 2014

RECOMMENDATION:

It is recommended that the Board of Directors receive and file this report.

MEETING:

1. **Roll Call.** Directors Mary Bergen and Bill Hicks
Steve Wickstrum, General Manager
Public: Sherri Smith
2. **Public Comments.** None.
3. **Board/Manager comments.**
The General Manager had just received notice from the American Water Works Association that the Casitas Municipal Water District is eligible to receive the AWWA 50-year Service Award. This achievement will be recognized at the 2014 AWWA Annual Conference in Boston. The plaque will be mailed to the district after the conference in June 2014.
4. **Initial Funding Request – Ventura River Watershed Council**
The Committee was informed of initial estimates to fund the position of a Watershed Coordinator in future years. There have been various funding levels suggested by members of the Council, the variation of possible annual participation cost for Casitas have ranged from \$5,800 to \$12,000. There is a meeting scheduled in February to discuss funding this position. The Committee will have further discussions regarding the Casitas participation and benefits from the Council after the February meeting of the Council.
5. **State Water Update.**
The General Manager reported on the progress with the Contract Extension negotiations between the State Water Contractors (SWC) and the Department of Water Resources (DWR). The negotiations are moving toward the discussion on the inclusion of SWC in the cost for the Bay Delta Conservation Plan, which may add an additional \$2.1M to the annual bills paid by Ventura County to DWR. It is to be noted that eventually this negotiation process will require concurrence of the Ventura agencies and signatures on the contract amendment.

A key announcement was delivered by DWR concerning a “zero” allocation of State Water that is based on recent lack of snow pack and rainfall in northern California. This announcement is raising concerns about water supply reliability throughout California.
6. **Casitas Response to California Drought.**
The Committee discussed whether to proceed with a resolution on drought actions.

Considering that Casitas took actions in 1992 to institute voluntary conservation measures and has actively continued to engage the public in the District's water conservation programs, the Committee recommended a heightened level of public information via newsletters and broadcast media (newspaper and television).



Consumption Report

Water Sales FY 2013-2014 (Acre-Feet)

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date		
													2013 / 2014	2012 / 2013	
													Total	Total	
AD Ag-Domestic	514	537	499	636	428	454	302							3370	2695
AG Ag	401	433	499	414	383	301	232							2663	2556
C Commercial	101	92	135	69	62	29	21							509	460
DI Interdepartmental	20	5	32	4	21	3	12							97	99
F fire	0	0	0	1	0	0	0							1	0
I Industrial	1	3	1	2	1	3	1							12	15
OT Other	41	34	36	26	29	14	8							188	176
R Residential	286	77	252	135	220	96	147							1213	1158
RS - P Resale Pumped	134	183	197	164	122	89	57							946	308
RS - G Resale Gravity	515	545	620	659	684	447	364							3834	2613
TE Temporary	1	1	30	12	1	1	1							47	8
Total	2014	1910	2301	2,122	1951	1437	1145	0	0	0	0	0	0	12,880	10,088
Total 2012/2013	1237	1537	2344	1755	1722	952	541	760	845	1053	1427	1933		N/A	16106

Casitas Municipal Water District
CFD No. 2013-1 (Ojai) - Monthly Cost Analysis
2013/2014



02/06/2014

	<u>Services & Suplies</u>	<u>Legal Fees</u>	<u>Labor Expense</u>	<u>Other Services</u>	<u>Total Expenses</u>
2011/2012	-289.50	42,560.00	11,098.37	0.00	53,368.87
2012/2013	831.82	223,462.77	14,836.68	0.00	239,131.27
July	0.00	0.00	227.71	0.00	227.71
August	0.00	1,334.44	0.00	0.00	1,334.44
September	0.00	51,690.69	864.99	0.00	52,555.68
October	0.00	2,730.00	1,081.24	0.00	3,811.24
November	0.00	12,203.18	535.86	0.00	12,739.04
December	29.89	3,823.82	556.40	0.00	4,410.11
January	0.00	3,698.02	227.78	0.00	3,925.80
Feburary					0.00
March					0.00
April					0.00
May					0.00
June					0.00
Total Cost YTD	<u>29.89</u>	<u>75,480.15</u>	<u>3,493.98</u>	Total Cost YTD	<u>79,004.02</u>
Total Project Cost	<u><u>572.21</u></u>	<u><u>341,502.92</u></u>	<u><u>29,429.03</u></u>	Total: Ojai Flow	<u><u>371,504.16</u></u>

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
02/06/14**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Farm CR BK	31331VK96	06/30/2014	\$944,110	\$944,605	5.650%	04/01/2013	6.40%	144
*TB	Federal Home Loan Bank	313379EE5	06/14/2019	\$1,384,990	\$1,339,686	1.625%	10/03/2012	9.08%	1928
*TB	Federal Home Loan Bank	3133XFKF2	06/11/2021	\$721,266	\$676,771	5.625%	01/16/2013	4.59%	2645
*TB	Federal Home Loan Bank	3133XKTV7	06/13/2014	\$950,395	\$950,802	4.875%	04/01/2013	6.44%	127
*TB	Federal Home Loan Bank	3133XLWN1	09/12/2014	\$957,868	\$958,207	5.250%	04/01/2013	6.49%	216
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$708,362	\$724,864	2.875%	07/01/2010	4.91%	486
*TB	Federal Home Loan Bank	3134A4VG60	11/17/2015	\$735,174	\$755,741	4.750%	07/19/2010	5.12%	641
*TB	Federal Home Loan Bank	3134G34WJ	08/28/2014	\$997,876	\$998,356	0.375%	04/01/2013	6.77%	202
*TB	Federal Home Loan MTG Corp	3135G0ES80	11/15/2016	\$691,225	\$697,575	1.375%	03/12/2012	4.73%	999
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,137,823	\$1,148,430	5.125%	01/03/2012	7.78%	1361
*TB	Federal Home Loan MTG Corp	3137EACD90	07/28/2014	\$704,809	\$709,520	3.000%	07/01/2010	4.81%	172
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/2022	\$209,327	\$195,860	2.375%	02/11/2013	1.33%	2857
*TB	Federal Natl MTG Assn	31398AYY20	09/16/2014	\$705,844	\$712,523	3.000%	07/01/2010	4.83%	220
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/2018	\$1,127,825	\$1,187,626	1.375%	07/06/2010	8.05%	1599
*TB	US Treasury Notes	912828LZ10	11/30/2014	\$703,428	\$711,235	2.125%	07/01/2010	4.82%	294
*TB	US Treasury Inflation Index NTS	912828MF40	01/15/2020	\$1,112,856	\$1,180,428	1.375%	07/01/2010	8.00%	2139
*TB	US Treasury Bond	912828WE6	11/15/2023	\$769,983	\$773,247	2.613%	12/13/2013	5.24%	3519
Accrued Interest					\$90,795				
Total in Gov't Sec. (11-00-1055-00&1065)				\$14,563,159	\$14,756,271			80.39%	
*CD	cit Salt Lake City UT - CD		12/18/2023	\$245,000	\$242,347	3.30%			
*CD	Discover BK Greenwood DE - CD		01/16/2024	\$239,000	\$234,559	3.20%			
*CD	GE Capital - CD Draper, UT		09/27/2023	\$245,000	\$242,266	3.25%			
*CD	GE Capital - CD Salt Lake City, UT		09/27/2023	\$245,000	\$240,267	3.15%			
*CD	Goldman Sachs - CD New York, NY		10/30/2023	\$224,000	\$221,780	3.25%			
*CD	Toyota Financial Services - CD -Henderson NV		12/20/2023	\$245,000	\$242,452	3.30%			
Total Certificates of Deposit: (11.13506)				\$1,443,000	\$1,423,671			7.76%	
**	LAIF as of: (11-00-1050-00)		N/A	\$445	\$445	0.29%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,174,370	\$2,174,370	0.33%	Estimated	11.85%	
TOTAL FUNDS INVESTED				\$18,180,974	\$18,354,756			100.00%	
Total Funds Invested last report				\$18,206,799	\$18,264,679				
Total Funds Invested 1 Yr. Ago				\$14,314,624	\$14,556,650				
****	CASH IN BANK (11-00-1000-00) EST.			\$4,204,013	\$4,204,013				
	CASH IN Western Asset Money Market			\$7	\$7	0.01%			
TOTAL CASH & INVESTMENTS				\$22,384,994	\$22,558,776				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$18,790,605	\$19,032,730				
*CD	CD - Certificate of Deposit								
*TB	TB - Federal Treasury Bonds or Bills								
**	Local Agency Investment Fund								
***	County of Ventura Investment Fund								
	Estimated interest rate, actual not due at present time.								
****	Cash in bank								

No investments were made pursuant to subdivision (i) of Section 53601, Section 53601.1 and subdivision (i) Section 53635 of the Government Code.
All investments were made in accordance with the Treasurer's annual statement of investment policy.