



Board of Directors

Brian Brennan, Director
Richard Hajas, Director
Neil Cole, Director

Mary Bergen, Director
Pete Kaiser, Director

CASITAS MUNICIPAL WATER DISTRICT
Meeting to be held at the

District Office at 1055 Ventura Ave. Oak View, CA

Remote join Zoom Meeting

<https://us06web.zoom.us/j/98414854813?pwd=UXhtWS9zdm83ZU5CazNXenIEVEIRUT09> Meeting ID:
984 1485 4813 Passcode: 757052

To join via telephone please call (888) 788-0099 or (877) 853-5247 Enter Meeting ID: 984 1485 4813#
Passcode: 757052#

May 25, 2022 @ 5:00 PM

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.

Special Accommodations: 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)).

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. AGENDA CONFIRMATION

5. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.
6. CONSENT AGENDA
 - 6.a. Accounts Payable Report.
[Accounts Payable Report.pdf](#)
 - 6.b. Minutes of the May 11, 2022 Board Meeting.
[5 11 2022 Min.pdf](#)
 - 6.c. Resolution scheduling a Public Hearing for the Fiscal Year 2022-2023 Casitas MWD Budget for the regular Board of Directors Meeting of June 22, 2022.
[Reso Budget Hearing 2022 2023.pdf](#)
7. ACTION ITEMS
 - 7.a. Approve the Letter of Agreement with SiteLogicIQ for Facility Solution Project Feasibility for the implementation of Facility improvements, energy conservation, energy generation, and/or energy management services in the amount of \$12,500. [INCLUDES PRESENTATION BY SITELOGICIQ).
[Board Memo Admin Bldg Solar 20220525 \(1\).pdf](#)
[Casitas MWD - SiteLogIQ LOA_20220517.pdf](#)
 - 7.b. It is recommended that the Board of Directors approve a purchase order to MP Environmental in the amount of \$ 92,999.00 for the removal, cleaning and reinstallation of media in pressure filter #4.
[Contract Award - Filter #4 Media Cleaning 5-16-22.pdf](#)
 - 7.c. Review and possible action on the transfer of 250 Acre-Feet of Casitas MWD's 2022 State Water Project Table A water supply to the Central Coast Water Authority.
 - a. Adopt a Resolution approving the transfer of 250 Acre-Feet of Casitas MWD's 2022 State Water Project Table A water supply to Central Coast Water Authority
 - b. Direct staff to file a Notice of Exemption for the transfer of 250 Acre-Feet of Casitas MWD's 2022 State Water Project Table A water supply to Central Coast Water Authority.
[Board Memo on Table A Water Transfer Agreement with CCWA 052522.pdf](#)
[ATT1_CCWA-Casitas 2022 Transfer.pdf](#)
[ATT2_NOE 2022 Transfer.pdf](#)
[ATT3_Casitas Reso 2022 Transfer SWP Allocation.pdf](#)
 - 7.d. Approve an unbudgeted item in the amount of \$20,000 for costs related to the US Bureau of Reclamation's Reimbursable Account No. 19-WC-20-5506 - Robles Diversion O&M and BiOp Activities.
[Board Memo USBR Invoice request 052522.pdf](#)

[USBR Invoice 2100128 \\$20K ATT1.pdf](#)

- 7.e. Approve a cost sharing agreement with the City of Ventura, City of Ojai, and the East Ojai Group (Musick, Peeler & Garrett LLP) for mediation services related to the Santa Barbara Channelkeeper Groundwater Adjudication (California Superior Court Case# 19STCP01176).

[Board Memo Mediation Service Letter Agreement 052522.pdf](#)

[Mediation Cost Sharing Letter Agreement 052522 ATT1.pdf](#)

- 7.f. Approval of Operations & Maintenance Department Job Description Updates/Addition:

- Revised E&M Systems Specialist I-IV (Mechanical)
- Revised E&M Systems Specialist I-IV (Electrical)
- Revised Electrical Control & Instrumentation Specialist
- Revised Electrical & Mechanical Systems Supervisor
- Revised O&M Specialist
- Revised Water Quality Aide
- Add Electrical & Instrumentation Lead Worker
- Add Welder/Fabricator

[Board Memo O&M Job Description Updates 052522.pdf](#)

[DRAFT_Electrical and Instrumentation Technician I-IV \(strikeout\) ATT1.pdf](#)

[DRAFT_Scada and Communications Technician \(strikeout\) ATT2.pdf](#)

[DRAFT_Mechanical System Technician I-IV \(strikeout\) ATT3.pdf](#)

[DRAFT_EMCSupervisor \(strikeout\) ATT4.pdf](#)

[DRAFT O&M Specialist \(strikeout\) ATT5.pdf](#)

[DRAFT_Electrical and Instrumentation Lead Worker \(New\) ATT6.pdf](#)

[DRAFT Welder - Fabricator \(New\) ATT7.pdf](#)

[DRAFT_Water Quality Aid Job Description \(strikeout\) ATT8.pdf](#)

8. DISCUSSION ITEMS/PRESENTATIONS

- 8.a. Discussion of the acquisition of a replacement Aquatic Play Structure (APS) and Regenerative Filter System for the Casitas Water Adventure at the Lake Casitas Recreation Area.

[Board Memo CWA APS 052522.pdf](#)

9. INFORMATION ITEMS

- 9.a. Hydrology Report.

[Hydrology Report April 2022.pdf](#)

10. GENERAL MANAGER COMMENTS

11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

12. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).

13. CLOSED SESSION

13.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

13.b. Conference with Labor Negotiators (Government Code Sec. 54957.6) Agency Designated Representative: Julia Aranda Employee Organization: Management.

14. ADJOURNMENT

CASITAS MUNICIPAL WATER DISTRICT
General Fund Check Authorization
Checks Dated 05/05/22 - 05/18/22
Presented to the Board of Directors For Approval May 25, 2022

Check	Payee		Description	Amount
001122	Payables Fund Account	# 9759651478	Accounts Payable Batch 051122	\$ 412,159.16
001123	Payables Fund Account	# 9759651478	Accounts Payable Batch 051822	\$ 545,693.93
				<u>\$ 957,853.09</u>
001124	Payroll Found Account	# 9469730919	Estimated Payroll 06/16/22	\$ 244,000.00
			Total	<u>\$ 1,201,853.09</u>

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, 001122-001124 have been duly audited is hereby certified as correct.



Janyne Brown, Chief Financial Officer

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.

001122 A/P Checks: 046445-046513
A/P Draft 000324
Voids:
046478 - J.W. Enterprises - Continuation of detail of check 046477
046483 - Meiners Oaks Ace Hardware - Continuation of detail of check 046482

001123 A/P Checks: 046514-46579
A/P Draft 000325-000329
Voids:
046553 - Meiners Oaks Ace Hardware - Continuation of detail of check 046552
046554 - Meiners Oaks Ace Hardware - Continuation of detail of check 046552



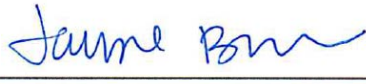
Janyne Brown , Chief Financial Officer

CERTIFICATION

Payroll disbursements for the pay period ending 05/14/22

Pay Date 05/19/22

have been duly audited and are
hereby certified as correct.

Signed: 

Janyne Brown

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	5/11/2022			046478		
C-CHECK	VOID CHECK	V	5/11/2022			046483		
C-CHECK	VOID CHECK	V	5/18/2022			046553		
C-CHECK	VOID CHECK	V	5/18/2022			046554		

* * 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:	4 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		4	0.00	0.00	0.00
BANK:	TOTALS:	4	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05939	Health Equity I-INV3745210 Reimburse Med/Dep Care	D	5/11/2022	197.60		000324		197.60
05939	Health Equity I-INV3769554 Reimburse Med/Dep Care	D	5/18/2022	353.31		000325		353.31
00131	JCI JONES CHEMICALS, INC I-885318 Chlorine - TP, CM885428	D	5/18/2022	3,986.00		000326		3,986.00
00128	INTERNAL REVENUE SERVICE I-T1 202205161984 Federal Withholding	D	5/18/2022	41,587.37		000327		
	I-T1 202205171985 Federal Withholding	D	5/18/2022	232.40		000327		
	I-T3 202205161984 SS Withholding	D	5/18/2022	43,865.56		000327		
	I-T3 202205171985 SS Withholding	D	5/18/2022	321.50		000327		
	I-T4 202205161984 Medicare Withholding	D	5/18/2022	10,258.90		000327		
	I-T4 202205171985 Medicare Withholding	D	5/18/2022	75.18		000327		96,340.91
00187	CALPERS I-PBB202205161984 PERS BUY BACK	D	5/18/2022	130.46		000328		
	I-PBP202205161984 PERS BUY BACK	D	5/18/2022	161.96		000328		
	I-PEB202205161984 PEPRA EMPLOYEES PORTION	D	5/18/2022	11,926.28		000328		
	I-PEB202205171985 PEPRA EMPLOYEES PORTION	D	5/18/2022	24.31		000328		
	I-PEM202205161984 PERS EMPLOYEE PORTION MGMT	D	5/18/2022	1,774.91		000328		
	I-PER202205161984 PERS EMPLOYEE PORTION	D	5/18/2022	7,144.43		000328		
	I-PRB202205161984 PEBRA EMPLOYER PORTION	D	5/18/2022	13,410.52		000328		
	I-PRB202205171985 PEBRA EMPLOYER PORTION	D	5/18/2022	27.33		000328		
	I-PRR202205161984 PERS EMPLOYER PORTION	D	5/18/2022	11,783.76		000328		46,383.96
00180	S.E.I.U. - LOCAL 721 I-COP202205161984 SEIU 721 COPE	D	5/18/2022	12.50		000329		
	I-UND202205161984 UNION DUES	D	5/18/2022	922.75		000329		935.25
00049	STATE OF CALIFORNIA I-T2 202205161984 STATE WITHHOLDING (CA)	D	5/18/2022	15,974.25		000330		
	I-T2 202205171985 STATE WITHHOLDING (CA)	D	5/18/2022	59.58		000330		16,033.83
05790	STATE OF OREGON I-OST202205161984 OR STATE TRANSIT TAX	D	5/18/2022	5.58		000331		
	I-T2 202205161984 STATE WITHHOLDING (OR)	D	5/18/2022	410.09		000331		415.67
02587	A&M LAWNMOWER SHOP I-51795 Line & Filters for Equip-MAINT	R	5/11/2022	369.26		046445		369.26

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00010	AIRGAS USA LLC							
I-9125339969	Flashlight Combo - UT	R	5/11/2022	49.68		046446		
I-9125339970	Mask & Filters - UT	R	5/11/2022	63.22		046446		
I-9988374604	Gas Cylinder Rental - PL	R	5/11/2022	395.35		046446		508.25
05912	Aleshire & Wynder LLP							
I-67217	Metter #0001	R	5/11/2022	59.00		046447		59.00
00012	ALL-PHASE ELECTRIC SUPPLY CO.							
I-5665-1020189	Multi-Conductor Cables - ENG	R	5/11/2022	818.62		046448		
I-5665-1021683	Unistrut for RMS - UT	R	5/11/2022	160.88		046448		979.50
09569	ALLCABLE							
I-4031700	Direct Burial Ethernet - TP	R	5/11/2022	284.05		046449		284.05
03044	Amazon Capital Services							
I-17NJ-Y33H-DVPT	Gloves - IT	R	5/11/2022	32.14		046450		
I-1T9Y-HRRQ-CDL4	Ink Cartridges - DO	R	5/11/2022	236.11		046450		
I-1TVV-6MMR-FWM6	Cable Wire Rope - TP	R	5/11/2022	36.45		046450		
I-1YHT-KVYF-J1L9	Voice mail Logo - ADM	R	5/11/2022	6.96		046450		311.66
01722	AMERICAN CASTING & MFG CORP							
I-345322	Quagga Tamper Proof Tags -LCRA	R	5/11/2022	2,261.38		046451		2,261.38
00029	AMERICAN TOWER CORP							
I-3909229	Tower Rent - Red Mountain	R	5/11/2022	1,035.62		046452		1,035.62
00014	AQUA-FLO SUPPLY							
I-SI1916606	Fittings - EM	R	5/11/2022	60.97		046453		
I-SI1916624	Bell Reducer - EM	R	5/11/2022	13.37		046453		
I-SI1918274	Fittings - EM	R	5/11/2022	3.44		046453		
I-SI1918275	Threaded Brass Street - EM	R	5/11/2022	54.63		046453		
I-SI1918350	Pipe & Coupling - WP	R	5/11/2022	69.65		046453		202.06
00840	AQUA-METRIC SALES COMPANY							
I-INV0088323	Archer 3 Geo Barcode - UT	R	5/11/2022	4,711.06		046454		
I-INV0088324	Archer Car Charger - UT	R	5/11/2022	39.10		046454		4,750.16
01703	ARNOLD LAROCHELLE MATTHEWS							
I-5477	Metter #5088-001	R	5/11/2022	2,520.00		046455		2,520.00
03429	AT&T							
I-3138124912	Acct#80030939773	R	5/11/2022	12.18		046456		12.18

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00463	Cal-Coast Machinery Tractor Repair - Unit 113	R	5/11/2022	445.89		046457		445.89
09182	CalPERS Unfunded Accrued Liab. 05/22	R	5/11/2022	60,562.33		046458		60,562.33
00055	CASITAS BOAT RENTALS Gas for Boats - LCRA	R	5/11/2022	647.06		046459		647.06
00062	CONSOLIDATED ELECTRICAL CP-1 Upgrade - TP	R	5/11/2022	91.91		046460		
	I-9009-1020303 Small Dim TD Fus - TP	R	5/11/2022	91.03		046460		
	I-9009-1020643 Trayp for PLC Upgrd - TP	R	5/11/2022	170.58		046460		353.52
02757	Cygnnet Enterprises Inc. Copper for Lake Treatment -LAB	R	5/11/2022	16,312.73		046461		16,312.73
02722	D&H Water Systems PM Vac Reg Kit - TP	R	5/11/2022	683.41		046462		683.41
01764	DataProse, LLC UB Mailing 04/22	R	5/11/2022	4,454.66		046463		4,454.66
00076	DEKREEK TECHNICAL SERVICES OWS/CMWD PLC/SCADA MODS	R	5/11/2022	19,224.00		046464		19,224.00
00081	DELTA LIQUID ENERGY Service Agreement 03/30/23	R	5/11/2022	85.00		046465		85.00
05940	Eno Scientific LLC Accrue Use Tax	R	5/11/2022	499.16CR		046466		
	D-5449a Accrue Use Tax	R	5/11/2022	499.16		046466		
	I-5449 Well Watch 700 Transducers-ENG	R	5/11/2022	6,975.60		046466		6,975.60
05937	Enterprise FM Trust Vehicle Maintenance	R	5/11/2022	7,758.50		046467		7,758.50
00095	FAMCON PIPE & SUPPLY Credit - 205942A	R	5/11/2022	19.00CR		046468		
	I-205942A Golden State Water Company	R	5/11/2022	19.00		046468		
	I-S100077682.002 10" X 8" Romac Coupling - PL	R	5/11/2022	1,867.13		046468		1,867.13
00013	FERGUSON ENTERPRISES INC 8" Quantum Coupling - PL	R	5/11/2022	954.49		046469		954.49

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00099	FGL ENVIRONMENTAL							
I-205011A	Nitrate Monitoring 03/29/22	R	5/11/2022	54.00		046470		
I-205420A	OWS-San Antonio TP 04/05/22	R	5/11/2022	32.00		046470		
I-205421A	Plant Effluent DBP 03/30/22	R	5/11/2022	306.00		046470		
I-205422A	OWS-San Antonio TP - Mn 04/04/	R	5/11/2022	16.00		046470		
I-205423A	Nitrate Monitoring 04/05/22	R	5/11/2022	73.00		046470		
I-205430A	OWS-Stage 2 DBP Monitoring	R	5/11/2022	380.00		046470		
I-205940A	Nitrate Monitoring 04/12/22	R	5/11/2022	54.00		046470		
I-205942A	Golden State Watr Company - Oj	R	5/11/2022	19.00		046470		
I-206455A	Nitrate Monitoring 04/19/22	R	5/11/2022	54.00		046470		988.00
00101	FISHER SCIENTIFIC							
I-2461135	Nitrile Gloves - LAB	R	5/11/2022	320.73		046471		
I-2512642	MacConkey Plates - LAB	R	5/11/2022	61.56		046471		382.29
00106	FRONTIER PAINT							
I-F0283297	White Velvet Roller Cover - WP	R	5/11/2022	43.65		046472		43.65
02720	Garda CL West, Inc.							
I-10690565	Armored Truck Service	R	5/11/2022	514.54		046473		
I-20526250	Excess Premise Time - LCRA	R	5/11/2022	6.43		046473		520.97
02940	Holliday Rock Co, Inc.							
I-1408394	Concrete - LCRA	R	5/11/2022	898.47		046474		898.47
00894	HOSE-MAN, INC.							
I-5295161-0001-05	Hose for Highlines - UT	R	5/11/2022	446.06		046475		446.06
00127	INDUSTRIAL BOLT & SUPPLY							
I-230628-1	Bolts - EM	R	5/11/2022	1,760.44		046476		1,760.44
09910	J.W. ENTERPRISES							
I-349710	CT Pumping - AVE 1PP	R	5/11/2022	80.75		046477		
I-349711	CT Pumping - VILLANOVA	R	5/11/2022	80.75		046477		
I-349712	CT Pumping - OVPP	R	5/11/2022	80.75		046477		
I-349713	CT Pumping - 4M PP	R	5/11/2022	80.75		046477		
I-349714	CT Pumping - GRAND AVE.	R	5/11/2022	80.75		046477		
I-349715	CT Pumping - 4M RES	R	5/11/2022	80.75		046477		
I-349716	CT Pumping - SA PLANT	R	5/11/2022	161.50		046477		
I-349717	CT Pumping - UPPER OJAI RES.	R	5/11/2022	80.75		046477		
I-349718	CT Pumping - 3M PUMP	R	5/11/2022	80.75		046477		
I-349719	CT Pumping - SIGNAL RES.	R	5/11/2022	80.75		046477		
I-349720	CT Pumping - FAIRVIEW RES.	R	5/11/2022	80.75		046477		
I-349721	CT Pumping - CASITAS DAM	R	5/11/2022	80.75		046477		
I-349722	CT Pumping - RINCON TANK	R	5/11/2022	80.75		046477		
I-349723	CT Pumping - BATES RES.	R	5/11/2022	80.75		046477		1,211.25

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02344	Janitek Cleaning Solutions							
I-44529A	Janitorial Service - DO	R	5/11/2022	2,435.91		046479		2,435.91
03484	Mario Mariscal							
I-050622	Reimburse Expenses	R	5/11/2022	95.00		046480		95.00
00329	MCMaster-CARR SUPPLY CO.							
I-77487849	Steel Pipe Nipple - EM	R	5/11/2022	39.87		046481		39.87
00151	MEINERS OAKS ACE HARDWARE							
C-004256	Mini Mat Return - LCRA	R	5/11/2022	25.72CR		046482		
C-005119	Deposit Pallet Return - MAINT	R	5/11/2022	15.00CR		046482		
I-003154	Gluegun & Valve Float - PL	R	5/11/2022	73.33		046482		
I-004210	Caulk & Shims Toilet - LCRA	R	5/11/2022	32.94		046482		
I-004253	Mini Mats & Hinge T - LCRA	R	5/11/2022	204.40		046482		
I-004458	Tote Latching - TP	R	5/11/2022	130.82		046482		
I-004459	Single Cut Key - UT	R	5/11/2022	5.82		046482		
I-004509	Bolt & Adapter - EM	R	5/11/2022	5.26		046482		
I-004539	Pliers & Fittings - WP	R	5/11/2022	33.91		046482		
I-004575	Fittings - LCRA	R	5/11/2022	131.53		046482		
I-004576	Pipe - LCRA	R	5/11/2022	32.82		046482		
I-004586	Tape & Sprypaint - EM	R	5/11/2022	16.18		046482		
I-004679	Misc Material - TP	R	5/11/2022	206.57		046482		
I-004682	Fittings - LCRA	R	5/11/2022	57.77		046482		
I-004694	Pipe - LCRA	R	5/11/2022	19.31		046482		
I-004823	Concrete Mix - MAINT	R	5/11/2022	254.64		046482		
I-004884	Handle Hammer - LCRA	R	5/11/2022	64.96		046482		1,229.54
03724	Michael K. Nunley & Associates							
I-100611	Mutual Well#7 Equipment - ENG	R	5/11/2022	5,551.70		046484		
I-100612	OWS-Casitas System Itegration	R	5/11/2022	420.24		046484		
I-100615	Upper Foothill PL Replacement	R	5/11/2022	7,779.17		046484		
I-100616	Fairview Road Engineering	R	5/11/2022	3,332.05		046484		17,083.16
00980	MISCOWATER							
I-CF17418	Viton O-Ring - TP	R	5/11/2022	246.97		046485		246.97
03444	Mission Linen Supply							
C-517027504	Preparation CR - TP	R	5/11/2022	6.00CR		046486		
I-516910857	Uniform Pants - TP	R	5/11/2022	80.09		046486		
I-516955307	Uniform Pants - PL	R	5/11/2022	38.18		046486		
I-516955308	Uniform Pants - MAINT	R	5/11/2022	28.27		046486		
I-516955312	Uniform Pants - TP	R	5/11/2022	52.09		046486		192.63

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00165	OJAI LUMBER CO, INC							
I-2203-680945	Corro Galvalime Roofing - LCRA	R	5/11/2022	766.28		046487		
I-2204-681892	Landscape Timber - LCRA	R	5/11/2022	122.62		046487		
I-2204-684182	Broom - UT	R	5/11/2022	54.46		046487		
I-2204-684820	Shingles Supreme - LCRA	R	5/11/2022	165.43		046487		
I-2205-685798	Douglas Fir - LCRA	R	5/11/2022	32.96		046487		1,141.75
00884	OJAI TERMITE & PEST CONTROL, I							
I-225635	Monthly Rodent Service - MAINT	R	5/11/2022	75.00		046488		75.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-24065	Cust #20594	R	5/11/2022	299.60		046489		299.60
00169	OJAI VALLEY SANITARY DISTRICT							
I-24143	Cust #52921	R	5/11/2022	59.92		046490		59.92
00188	PETTY CASH							
I-050522	Replenish Petty Cash - DO	R	5/11/2022	272.35		046491		272.35
00790	PROFORMA							
I-BI85006457A	Door HT - ADM	R	5/11/2022	1,010.70		046492		
I-BI85006781A	Embroidered Shirts - LCRA	R	5/11/2022	80.81		046492		
I-BI85006874A	Hats Embroidery - PR	R	5/11/2022	64.65		046492		1,156.16
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-10819	Gas Tank Inspection - LCRA	R	5/11/2022	230.00		046493		
I-10820	Gas Tank Inspection - DO	R	5/11/2022	230.00		046493		460.00
02767	Pueblo Water Resources, Inc.							
I-2022-38	Wellfield Support - ENG	R	5/11/2022	8,580.00		046494		8,580.00
00788	QUINN COMPANY							
I-WO110105489	Forklift Repair - Unit 287	R	5/11/2022	358.38		046495		358.38
01172	RP BARRICADE							
I-61136	28" Traffic Cones - PL	R	5/11/2022	973.25		046496		973.25
01107	SAWYER PETROLEUM							
I-S142559	Gas - Recreation	R	5/11/2022	4,392.71		046497		
I-S142560	Diesel - LCRA	R	5/11/2022	4,429.13		046497		8,821.84
00725	SMART & FINAL							
I-946088	Coffe Cups - TP	R	5/11/2022	58.81		046498		58.81

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00215	SOUTHERN CALIFORNIA EDISON							
I-050422a	Acct#700028735181	R	5/11/2022	9,956.95		046499		
I-050422b	Acct#700029026585	R	5/11/2022	1,193.31		046499		
I-050422c	Acct#700030209177	R	5/11/2022	13,013.50		046499		
I-050422d	Acct#700598317666	R	5/11/2022	33.37		046499		24,197.13
02703	Sunbelt Rentals							
I-105170290-0025	Emergency Generator Rental	R	5/11/2022	2,767.36		046500		2,767.36
02057	Swank Motion Pictures, Inc.							
I-BO 1901847	Movie Rental - LCRA	R	5/11/2022	2,265.00		046501		2,265.00
00266	THOMSON REUTERS - WEST							
I-845699495	Government Code Updates	R	5/11/2022	6,906.90		046502		6,906.90
01662	TYLER TECHNOLOGIES, INC.							
I-025-377611	Custom Form - Past Due Notice	R	5/11/2022	2,500.00		046503		2,500.00
00225	UNDERGROUND SERVICE ALERT							
I-420220095	CAS01 New Ticket - ENG	R	5/11/2022	270.70		046504		
I-dsb20210970	Regulatory Costs - ENG	R	5/11/2022	78.70		046504		349.40
00254	VENTURA LOCKSMITHS							
I-LM5422-1	Duplicate High Security Key-TP	R	5/11/2022	118.53		046505		118.53
00247	County of Ventura							
I-333531	Encroachment Permit PE21-0855-	R	5/11/2022	170.00		046506		
I-333708	Encroachment Permit PE21-0294-	R	5/11/2022	170.00		046506		
I-333888	Encroachment Permit PE22-0371	R	5/11/2022	370.00		046506		
I-334144	Encroachment Permit PE22-0299	R	5/11/2022	1,005.00		046506		
I-334298	Encroachment Permit PE22-0385	R	5/11/2022	330.00		046506		
I-334370	Encroachment Permit PE22-0390	R	5/11/2022	785.00		046506		
I-334381	Encroachment Permit PE22-0026-	R	5/11/2022	170.00		046506		
I-334645	Encroachment Permit PE20-0436-	R	5/11/2022	170.00		046506		3,170.00
00248	COUNTY OF VENTURA							
I-IN0225533	Cross Connection Program	R	5/11/2022	3,485.25		046507		3,485.25
01283	Verizon Wireless							
I-9905661579	Monthly Cell Charges - DO	R	5/11/2022	4,020.44		046508		
I-9905662017	Monthly Cell Charges - LCRA	R	5/11/2022	441.71		046508		4,462.15
01101	REBEKAH VIEIRA							
I-Apr 22	Reimburse Expenses 03/22	R	5/11/2022	11.20		046509		
I-Mar 22	Reimburse Expenses 03/22	R	5/11/2022	5.60		046509		16.80

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00330	WHITE CAP CONSTRUCTION SUPPLY							
I-10016034100	PL Tools & Parts	R	5/11/2022	171.08		046510		
I-10016040069	PL Tools & Parts	R	5/11/2022	787.80		046510		958.88
00004	ACWA JOINT POWERS INSURANCE AU							
I-0686046	Health Insurance 06/22	R	5/11/2022	166,915.45		046511		166,915.45
1	BROCKLISS, ANTHONY & US REFUND							
I-000202205111983		R	5/11/2022	9,820.00		046512		9,820.00
05932	Ghitterman Ghitterman & Feld F							
I-051122	1102WC180000001 04/30-05/13/22	R	5/11/2022	580.00		046513		580.00
02587	A&M LAWNMOWER SHOP							
I-51832	Servioce Chaom Saw - MAINT	R	5/18/2022	165.97		046514		165.97
01325	Aflac Worldwide Headquarters							
I-332849	Supplemental Insurance 05/22	R	5/18/2022	3,048.64		046515		3,048.64
03044	Amazon Capital Services							
I-17NJ-Y33H-1XF1	Phone Cases - WP	R	5/18/2022	288.75		046516		
I-1DVY-9FLV-3M6H	Bulk Slim Ethernet - TP	R	5/18/2022	23.58		046516		
I-1HTY-96CC-1GVN	PA System - LCRA	R	5/18/2022	538.60		046516		
I-1KHM-FT3V-YNQP	AT&T Fiber Install Parts - TP	R	5/18/2022	536.89		046516		1,387.82
00022	AMERICAN WATER WORKS ASSOC.							
I-7002011680	AWWA Standars - ENG	R	5/18/2022	875.00		046517		875.00
00014	AQUA-FLO SUPPLY							
I-SI1916742	PVC Bushing & PVC Cement - PL	R	5/18/2022	125.85		046518		
I-SI1921645	Valve & Adapters - LCRA	R	5/18/2022	83.83		046518		
I-SI1921655	Fittings - WP	R	5/18/2022	852.89		046518		
I-SI1922341	PVC Union - TP	R	5/18/2022	42.76		046518		
I-SI1923818	Pipe Extender - WP	R	5/18/2022	49.97		046518		1,155.30
01666	AT & T							
I-000018175918	Local, Regional, Long Distance	R	5/18/2022	1,194.64		046519		1,194.64
00018	AT & T MOBILITY							
I-287290467941X0522	Acct#287290467941	R	5/18/2022	244.67		046520		
I-287294256431X0522	Acct#287294256431	R	5/18/2022	1,081.78		046520		
I-287299383384X0522	Acct#287299383384	R	5/18/2022	77.76		046520		1,404.21

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00021 I-06-14100	AWA OF VENTURA COUNTY Water Wise Training - BOARD/MG	R	5/18/2022	90.00		046521		90.00
00030 I-1900973141	B&R TOOL AND SUPPLY CO Trimmer - MAINT	R	5/18/2022	1,152.47		046522		1,152.47
05968 I-051822	Barnard Family Trust Entry Agreement - ENG	R	5/18/2022	1,000.00		046523		1,000.00
05025 I-6094380	Best Buy Business Advantage Ac Displayport Cable - IT	R	5/18/2022	58.97		046524		58.97
03941 I-368736	Bottomline Technologies 1102-WC-180000001	R	5/18/2022	2.98		046525		2.98
00055 I-001629	CASITAS BOAT RENTALS Rental - LAB	R	5/18/2022	125.00		046526		125.00
03021 I-000024-952-501	Central Communications Call Center 04/22	R	5/18/2022	136.79		046527		136.79
00059 I-S2180896.001	COASTAL PIPCO Threaded Flange - WP	R	5/18/2022	164.19		046528		164.19
00061 I-SB02099136	COMPUWAVE Adobe Subscriptions - ENG/PR	R	5/18/2022	3,064.00		046529		3,064.00
00062 I-9009-1020665	CONSOLIDATED ELECTRICAL Power Supp & Screw Clamp - TP	R	5/18/2022	1,810.99		046530		1,810.99
00719 I-82131723	CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	5/18/2022	137.50		046531		137.50
00740 I-10583414939	DELL MARKETING L.P. Optiplex 3090 - LCRA	R	5/18/2022	820.76		046532		820.76
02544 I-580315	Department of Justice Fingerprinting - LCRA/FISH	R	5/18/2022	320.00		046533		320.00
00662 I-A01223002482	Diamond A Equipment Service Repair - Unit 277	R	5/18/2022	498.44		046534		498.44
00086 I-1636	E.J. Harrison & Sons Inc Acct#500546088	R	5/18/2022	3,388.61		046535		3,388.61

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00086 I-972	E.J. Harrison & Sons Inc Acct#500766090	R	5/18/2022	101.93		046536		101.93
00415 I-88877	F.H. PUMPS INC. Grundfos Pump - EM	R	5/18/2022	1,510.40		046537		1,510.40
00013 I-0792700 I-0798406	FERGUSON ENTERPRISES INC 6" Relif Valve & 8" Reduce Val Valve Setter - PL	R R	5/18/2022 5/18/2022	14,104.23 86.15		046538 046538		14,190.38
00099 I-204107A	FGL ENVIRONMENTAL Lake Nutrient Monitoring 03/11	R	5/18/2022	3,629.00		046539		3,629.00
00104 I-139752	FRED'S TIRE MAN Tire - Unit 277	R	5/18/2022	73.57		046540		73.57
00106 I-F0283449	FRONTIER PAINT Paint - TP	R	5/18/2022	147.15		046541		147.15
05846 I-051622	Jesus Garcia Reimburse Expenses 05/21	R	5/18/2022	795.00		046542		795.00
00746 I-522810	GREEN THUMB INTERNATIONAL Sycamore Tree - LCRA	R	5/18/2022	71.74		046543		71.74
04022 I-201706	Hamner, Jewell & Associates ROW Service Skyhigh Drive -ENG	R	5/18/2022	1,096.25		046544		1,096.25
05746 I-808480	Hasa Inc. Chlorine for Ojai Sys. - TP	R	5/18/2022	1,764.29		046545		1,764.29
05849 I-07131058	Hill Brothers Chemical Co Liquid Ammonia Sulfate - TP	R	5/18/2022	1,084.95		046546		1,084.95
00125 I-3106215385	IDEXX DISTRIBUTION CORP Colilert 18 - LAB	R	5/18/2022	451.96		046547		451.96
01634 I-55642585	INTERSTATE BATTERIES Battery - EM	R	5/18/2022	139.95		046548		139.95
03888 I-051222	Eric Lara Reimburse Expenses 05/22	R	5/18/2022	125.00		046549		125.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05966	Lynn C Johnson Associates							
I-21-103	CMWD Demonstration Garden - PR	R	5/18/2022	1,500.00		046550		1,500.00
00329	MCMaster-CARR SUPPLY CO.							
I-77780516	Pipe Fittings & Valves - EM	R	5/18/2022	221.37		046551		221.37
00151	MEINERS OAKS ACE HARDWARE							
I-001453	Outlet Adapter - IT	R	5/18/2022	6.44		046552		
I-003131	Utility Knife & Tape - MAINT	R	5/18/2022	50.45		046552		
I-004057	Outlet Box & Cover - LCRA	R	5/18/2022	21.24		046552		
I-004074	Adapter - LCRA	R	5/18/2022	1.93		046552		
I-004683	Drill Kit - MAINT	R	5/18/2022	13.64		046552		
I-004746	PVC Pipe - LCRA	R	5/18/2022	57.74		046552		
I-004869	Core Wire - UT	R	5/18/2022	17.56		046552		
I-004901	Cement PVC & Paint Brush - TP	R	5/18/2022	19.09		046552		
I-005222	Washer Flat, Bolts & Screws-MA	R	5/18/2022	22.43		046552		
I-005261	Bolts & Screws - LCRA	R	5/18/2022	63.94		046552		
I-005262	30 Felt 200 SQ - LCRA	R	5/18/2022	28.95		046552		
I-005356	Exterior Paint & Thinner - LCR	R	5/18/2022	139.35		046552		
I-005358	Dryconcrete - WP	R	5/18/2022	23.55		046552		
I-005386	Shovel, Broom & Screws - TP	R	5/18/2022	121.56		046552		
I-005395	Fittings - EM	R	5/18/2022	51.16		046552		
I-005468	Mineral Spirits - LCRA	R	5/18/2022	18.53		046552		
I-005496	Sandbelt & Nipple Gal - LCRA	R	5/18/2022	27.27		046552		
I-005518	Elect Tape & Outlet Box - WP	R	5/18/2022	38.36		046552		
I-005562	SprayPaint & Cop Union - EM	R	5/18/2022	9.05		046552		
I-005567	Fitting - EM	R	5/18/2022	6.63		046552		
I-005571	Paint - WP	R	5/18/2022	144.11		046552		
I-005646	Drilling Screws - LCRA	R	5/18/2022	15.54		046552		
I-005745	Pressure Switch - LCRA	R	5/18/2022	43.79		046552		
I-005865	Auger Bit & Pressure Treated	R	5/18/2022	84.45		046552		1,026.76
03444	Mission Linen Supply							
I-516996989	Uniform Pants - PL	R	5/18/2022	38.18		046555		
I-516996990	Uniform Pants - MAINT	R	5/18/2022	28.27		046555		
I-516996993	Uniform Pants - TP	R	5/18/2022	52.09		046555		118.54
03701	MNS Engineers, Inc.							
I-80354	Wellfield Pipe Replace - ENG	R	5/18/2022	14,750.00		046556		
I-80355	LCRA Sewer Design - ENG	R	5/18/2022	4,438.95		046556		
I-80356	Ventura River Hydrology Study	R	5/18/2022	907.50		046556		
I-80385	LCRA ADA Grand Application	R	5/18/2022	19,298.75		046556		39,395.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05967	Mobile Relay Associates, LLC							
I-101007994-1	Mobile Radio & Base Station	R	5/18/2022	1,134.00		046557		
I-116003075-1	Radio Activation - TP/SAFE	R	5/18/2022	75.00		046557		1,209.00
01570	Ojai Auto Supply							
I-537122	Blue Def - GARAGE	R	5/18/2022	58.52		046558		
I-544171	Tire Rep Kit - LCRA	R	5/18/2022	6.57		046558		
I-544434	Battery - LCRA	R	5/18/2022	53.87		046558		118.96
00165	OJAI LUMBER CO, INC							
I-2205-686969	Douglas Fir - LCRA	R	5/18/2022	86.37		046559		86.37
00947	CITY OF OJAI							
I-PW220422	Encroachment Permits	R	5/18/2022	3,646.00		046560		3,646.00
00790	PROFORMA							
I-BI85006868A	Uniform Polo - LCRA	R	5/18/2022	1,418.07		046561		1,418.07
00306	Rincon Consultants, Inc.							
I-39200	Upper Foothill Enviro - ENG	R	5/18/2022	715.00		046562		
I-39310	Robles Prog. Permits - ENG	R	5/18/2022	1,995.00		046562		2,710.00
01109	SALVADOR LOERA TRANSPORTATION							
I-13091	Base - LCRA	R	5/18/2022	602.46		046563		
I-177954	Base - LCRA	R	5/18/2022	1,162.40		046563		
I-177955	Base - LCRA	R	5/18/2022	606.00		046563		2,370.86
01944	Luke Soholt							
I-051122	Reimburse Expenses 05/22	R	5/18/2022	91.40		046564		91.40
00048	STATE OF CALIFORNIA							
I-051722	State Water Plan Payment	R	5/18/2022	257,692.00		046565		257,692.00
02703	Sunbelt Rentals							
I-124213007-0002	Cable Puller Package - ENG	R	5/18/2022	1,139.87		046566		
I-125792987-0001	Double Drum Ride on Roller - L	R	5/18/2022	474.14		046566		1,614.01
01696	SUPERIOR MACHINE							
I-4866	Machine SS Pipe Ends - EM	R	5/18/2022	204.73		046567		204.73
05029	Taylor Johannsen							
I-137702	Robles Data Hosting - ENG	R	5/18/2022	480.00		046568		480.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01173	TOICO INDUSTRIES, INC. Pump & Motor - LCRA	R	5/18/2022	1,555.03		046569		1,555.03
00825	USA BLUEBOOK							
I-926177	Kwikstik (EC) - LAB	R	5/18/2022	319.61		046570		
I-945879	Sat w/Silver Chloride - LAB	R	5/18/2022	27.56		046570		
I-962792	Bromothymol Blue Indicator-LAB	R	5/18/2022	45.01		046570		
I-964327	Nitrate Chemkey - LAB	R	5/18/2022	56.27		046570		
I-969026	Chem Key Nitrate - LAB	R	5/18/2022	228.07		046570		676.52
01048	VAUGHAN'S INDUSTRIAL REPAIR CO Additional Pump Work - EM	R	5/18/2022	5,659.22		046571		5,659.22
00251	VENTURA COUNTY STAR Notice of Public Hearing - MGM	R	5/18/2022	189.67		046572		189.67
00254	VENTURA LOCKSMITHS Padlock and Keys - MAINT	R	5/18/2022	153.81		046573		153.81
03940	Wai & Connor LLP Claim#1102WC180000001	R	5/18/2022	68.00		046574		68.00
00663	WAXIE SANITARY SUPPLY Hand Sanitizer - LCRA	R	5/18/2022	174.67		046575		174.67
04010	CALIFORNIA STATE DISBURSEMENT 200000001181291	R	5/18/2022	386.30		046576		386.30
00102	FRANCHISE TAX BOARD Payroll Deduction	R	5/18/2022	778.37		046577		778.37
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202205161984	DEFERRED COMP FLAT	R	5/18/2022	1,954.17		046578		
I-DI%202205161984	DEFERRED COMP PERCENT	R	5/18/2022	107.47		046578		2,061.64
00985	NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP	R	5/18/2022	480.77		046579		
I-DCN202205161984	DEFERRED COMP FLAT	R	5/18/2022	7,563.11		046579		
I-DN%202205161984	DEFERRED COMP PERCENT	R	5/18/2022	410.77		046579		8,454.65

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	131	793,206.56	0.00	793,206.56	
HAND CHECKS:	0	0.00	0.00	0.00	
DRAFTS:	8	164,646.53	0.00	164,646.53	
EFT:	0	0.00	0.00	0.00	
NON CHECKS:	0	0.00	0.00	0.00	
VOID CHECKS:	0	VOID DEBITS 0.00			
		VOID CREDITS 0.00	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			139	957,853.09	0.00	957,853.09
BANK: AP	TOTALS:		139	957,853.09	0.00	957,853.09
REPORT TOTALS:			139	957,853.09	0.00	957,853.09

Adjudication Charge Fund Account

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.

Adj. Checks: 000062-000063

Voids:



Janyne Brown , Chief Financial Officer

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05965 I-051122	Barbara Kennedy Enterprises, I Facility Day Use - VRW Mediati	R	5/18/2022	150.00		000062		150.00
05782 I-00888.003-4	GSI Water Solutions, Inc CMWD Litigation Support	R	5/18/2022	22,419.85		000063		22,419.85

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	22,569.85	0.00	22,569.85
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:	0	VOID DEBITS 0.00 VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: ADJ TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	2	22,569.85	0.00	22,569.85
BANK: ADJ TOTALS:	2	22,569.85	0.00	22,569.85
REPORT TOTALS:	2	22,569.85	0.00	22,569.85

Minutes of the Casitas Municipal Water District
Board Meeting Held
May 11, 2022

A meeting of the Board of Directors was held May 11, 2022. The meeting was held in person and via teleconference.

1. CALL TO ORDER

President Brennan called the meeting to order at 5:00 p.m.

2. ROLL CALL

Directors Bergen, Kaiser, and Cole are in attendance and President Brennan is attending virtually. Director Hajas arrived at 5:18 p.m. Also present are GM Flood, AGM Dyer, EA Vieira and Counsel Mathews.

3. PLEDGE OF ALLEGIANCE

Director Kaiser led the Pledge of Allegiance.

4. AGENDA CONFIRMATION

There were no changes to the agenda.

5. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda
- three minute limit.

None

6. CONSENT AGENDA

6.a. Accounts Payable Report.
[Accounts Payable Report.pdf](#)

6.b. Minutes of the April 27, 2022 Board Meeting.
[4 27 2022 Min.pdf](#)

6.c. Resolution proclaiming a local emergency persists, re-ratifying the proclamation of a state of emergency by Executive Order and re-authorizing remote teleconference meetings of the legislative bodies of Casitas Municipal Water District for the period of May 12, 2022 to June 10, 2022 pursuant to Brown Act provisions.
[Resolution Subsequent AB 361.pdf](#)

President Brennan asked to pull item 6b for discussion.

The consent agenda consisting of items 6a and 6c were offered by Director Cole,

seconded by Director Kaiser and adopted by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Cole, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	Hajas

Regarding item 6.b. President Brennan stated that he walked away from the meeting thinking there was a consensus in approval of sending a letter in support of a grant but the minutes seemed to suggest there were two in favor and two that were not. He asked for the Board's recollection. The board discussed this at length and it was revealed that Directors Brennan, Bergen, and Cole are in favor of a letter.

Director Hajas arrived at 5:15 p.m.

On the motion of Director Cole, seconded by Director Hajas, the minutes are to be revised to show Director Cole as being in favor of providing a letter of support for the grant. This revised minutes were approved by the following roll call vote:

AYES:	Directors:	Bergen, Cole, Hajas, Brennan
NOES:	Directors:	Kaiser
ABSENT:	Directors:	None

7. ACTION ITEMS

- 7.a. Approve Change Order No. 3 to Travis Agricultural Construction, Inc. for the Mutual Well #7 Well Equipment and Site Work, Specification No. 20-438 in the amount of \$18,231.15.
[Board Memo for Mutual Wel 7 Wel Equipment and Slte Work Change Order 3.pdf](#)

On the motion of Director Hajas, seconded by Director Cole the above item was approved by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Cole, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	None

- 7.b. West and East Ojai Avenue Pipeline Replacement, Specification No. 19-411.

7.b.i. Authorize the General Manager to issue a Task Order to Rincon Consultants, Inc. for environmental support services for a fee not to exceed \$176,249 for West and East Ojai Avenue Pipeline Replacement, Specification No. 19-411.

7.b.ii. Authorize the General Manager to execute a Professional Services Agreement with Annette Ayala for cultural resources monitoring services for a fee not to exceed \$50,400 for West and East Ojai Avenue Pipeline Replacement, Specification No. 19-411.

7.b.iii. Authorize the General Manager to issue a Task Order to Yeh and Associates, Inc. for geotechnical and material testing services for a fee not to exceed \$117,957 for West and East Ojai Avenue Pipeline Replacement, Specification No. 19-411. [May_2022_Services During Construction.pdf](#)
[Copy of CMWD_WestEast_OjaiAve_PplnRepPro_ConMon_Prop_2022-02-17.pdf](#) [Copy of Ojai Ave project proposal.pdf](#)
[222-227 CS Casitas Ojai Ave Pipeline.R5-6-22.pdf](#)

On the motion of Director Bergen, seconded by Director Kaiser the above items were approved by roll call vote with Director Cole voting no on item 7.b.i. All other votes were as follows:

AYES:	Directors:	Bergen, Kaiser, Cole, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	None

7.c. Discuss annual water supply and demand assessment, reaffirm the Stage 3 Declaration drought response actions, and direct staff to return to the Board to discuss preparation for Stage 4 Declaration.
[FY 2023 Water Supply Assessment 051122 FINAL v2.pdf](#)

AGM Dyer provided a presentation on the annual water supply and demand assessment and recommended that the Board reaffirm the current Stage 3 demand response measures and direct staff to return for further discussion of a possible Stage 4 declaration anticipated for later this year.

On the motion of Director Kaiser, seconded by Director Hajas, the recommendations to reaffirm the current Stage 3 demand response measures and direction for staff to return to the board with further discussion of a stage 4 declaration were approved by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Cole, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	None

7.d. Discussion and possible action for approval of Restated Employment Agreement between the District and General Manager.
Recommended Action: Board Discretion
[Restated GM Agreement.pdf](#)

On the motion of Director Hajas, seconded by Director Kaiser the restated agreement was approved as amended to also include a 12 month service by the following roll call vote:

AYES:	Directors:	Bergen, Kaiser, Cole, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	None

8. INFORMATION ITEMS

- 8.a. State Water Project Intertie Report.
[SWP Intertie Project Cost 4-30-22.pdf](#)
- 8.b. CFD 2013-01 Report.
[CFD 2013-1 Project Cost 4-30-2022.pdf](#)
- 8.c. Adjudication Charges Report.
[Adjudication Charges YTD 4.30.22.pdf](#)
- 8.d. Financial Statements for February.
[Financial Statements 02-28-2022 Summary.pdf](#)
- 8.e. Non-Budgeted Items Log.
[Non-Budgeted Items Log.pdf](#)
- 8.f. Investment Report.
[Investment Report 4.30.2022.pdf](#)

On the motion of Director Kaiser, seconded by Director Bergen the information items were received by the following vote:

AYES:	Directors:	Bergen, Kaiser, Cole, Hajas, Brennan
NOES:	Directors:	None
ABSENT:	Directors:	None

9. GENERAL MANAGER COMMENTS

Gm Flood informed the board that there is an issue in Granicus being able to tie in with Zoom. The latest we heard is that it will take until October to get the equipment that is needed. We have added another speaker phone and will continue to work on it.

There have been meetings of the ad hoc committees for water rates and imported water projects. We returned the exchange agreement to the City of Ventura and have a discussion tomorrow morning. We have scheduled an ad hoc PF committee towards the end of the month.

Kelley did a great presentation yesterday for the Board of Supervisors and will do another one tomorrow at the VCAG regarding water supply.

We would like to schedule a budget workshop on June 1st at 5:00 p.m.

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

Director Kaiser attended the AWA Board meeting last week. President Brennan was also at the meeting.

11. BOARD OF DIRECTOR COMMENTS PER GOVERNMENT CODE SECTION 54954.2(a).

Director Kaiser suggested that if the President of the board will be on vacation perhaps they should hand the gavel over to the VP in your absence. President Brennan responded it worked flawlessly yesterday and he will take it into consideration.

President Brennan moved the meeting to closed session at 6:15 p.m.

12. CLOSED SESSION

- 12.a. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Government Code Section 54956.9(a) Santa Barbara Channelkeeper v. State Water Resources Control Board, City of San Buenaventura, et al.; and City of San Buenaventura v Duncan Abbott, et al., Cross Complaint; Superior Court of the State of California, County of Los Angeles, Case No. 19STCP01176.

President Brennan moved the meeting back into open session at 7:28 p.m. with Mr. Mathews stating the board met in closed session and there were no actions taken.

13. ADJOURNMENT

President Brennan adjourned the meeting at 7:29 p.m.

Neil Cole, Secretary

CASITAS MUNICIPAL WATER DISTRICT

Resolution No. 2022-

RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING FOR INPUT REGARDING THE 2022-2023 BUDGET

WHEREAS, Casitas is interested in public comments regarding the adoption of the 2022-2023 budget;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Casitas Municipal Water District as follows:

1. A public hearing will be conducted for the purpose of hearing all interested parties regarding the 2022-2023 budget.
2. The place of said hearing is hereby fixed at the Casitas Municipal Water District, 1055 Ventura Avenue, in the town of Oak View and to be held via teleconference. The date and time for said hearing is hereby fixed as June 24, 2020, at 5:00 p.m.
3. The Clerk of the Board of Casitas is hereby directed to give notice of said hearing by publishing a notice of the time and place of the hearing in the local newspapers.

ADOPTED this 25^h day of May, 2022.

Brian Brennan, President
Casitas Municipal Water District

ATTEST:

Neil Cole, Secretary
Casitas Municipal Water District

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD
SUBJECT: LETTER OF AGREEMENT WITH SITELOGIQ
DATE: 05/25/2022

RECOMMENDATION

- Approve the Letter of Agreement with SitelogIQ for Facility Solution Project Feasibility for the implementation of Facility improvements, energy conservation, energy generation, and/or energy management services in the amount of \$12,500.

DISCUSSION

Energy usage is one of the highest expenses the District incurs. SitelogIQ provides turnkey services to assist public agencies in optimizing energy usage, including the implementation of solar energy and LED lighting upgrades. SitelogIQ performed a site visit of the District Administration Building and ancillary facilities, Marion Walker Pressure Filtration Plant (MWPFP), and several pump plants to determine the scope of appropriate energy-conserving actions. Initially, the components are expected to include: rooftop solar on the Administration Building; installation of LED lighting in the Maintenance and Pipelines buildings; and installation of LED lighting at MWPFP and several pump plants.

The Board recently awarded a contract to MDJ Management to replace the Administration Building roof (along with other building improvements). In subsequent discussions with MDJ and SitelogIQ, it became apparent there would be warranty issues with the roof manufacturer/installer if this work was performed separately from the solar installer. To avoid this, SitelogIQ can incorporate the roof replacement into their scope of work. District staff will work with MDJ to eliminate that portion of work from their contract if the Board decides to move forward with solar panel installation.

SitelogIQ will provide a presentation on the services offered and initial budgetary pricing.

FINANCIAL IMPACT

This project was not budgeted in the fiscal year (FY) 21-22 budget, nor has any funding been included in the proposed FY 22-23 budget. If the District moves forward with this project the \$12,500 will be rolled into the project cost and funded from savings. If SitelogIQ is not able to develop a project that meets the financial criteria, no fee will be charged. SitelogIQ offers low interest financing which will be presented to the Board upon completion of the feasibility study.

Attachments: SitelogIQ Letter of Agreement dated May 17, 2022



May 17, 2022

Julia Aranda
Engineering Manager
Casitas Municipal Water District
1055 Ventura Ave
Oak View CA 93022

RE: Facility Solution Project Feasibility and Letter of Agreement (LOA)

Dear Ms. Aranda:

This Letter of Agreement (LOA) is intended to briefly describe the manner in which SiteLogIQ and "Casitas Municipal Water District" will work together during the project development process, as well as the obligations of each party with respect to the development process.

Client Identification: Casitas Municipal Water District

Facility Location(s):

- District Office, Maintenance Warehouse, and Pipeline Warehouse (1055 Ventura Ave, Oak View CA 93022)
- Marion R. Walker Filtration Plant (1890 Casitas Vista Rd, Ventura, CA 93001)
- Rincon Pump Plant (34.36875, -119.33008)
- Avenue No. 1 Pump Plant (34.38222, -119.30470)
- Avenue No. 2 Pump Plant (34.42540, -119.28957)

Area of Focus:

SiteLogIQ will provide a proposal and Facility Solution agreement for the implementation of facility improvements, energy conservation, energy generation, and/or energy management services.

Scope of Services:

- A. SiteLogIQ will work with the Client to finalize all preliminary solar designs and ensure all stakeholder feedback is incorporated into the final designs for each site the Client wishes to include in a solar generation program.
- B. SiteLogIQ will conduct a site visit to the Facility to perform a physical audit and collect data. The Client will cooperate and collaborate with SiteLogIQ during this phase by providing copies of requested data, including (if available): Site and/or system drawings, historical operating data produced or recorded by existing controls or meters, manual logs, and any other data that may be pertinent to this evaluation.

CA Office: 1651 Response Rd, Ste 300, Sacramento, CA 95815

Phone: (916) 914-1929

www.sitelogiq.com *CA License #1054171*



- C. Client will also make operational personnel available at reasonable times for in-person and telephone interviews with SitelogIQ to answer questions about existing facilities conditions, operating profile and existing equipment operation.
- D. Where operational data is not available to support the analysis, SitelogIQ will utilize standard engineering practices and assumptions to provide a conservative analysis on the potential energy savings from installing the energy conservation measures.
- E. SitelogIQ will also analyze the potential for energy generation measures.
- F. SitelogIQ will recommend energy management and/or on-going monitoring services.
- G. For each of the targeted Energy Conservation Measures (ECMs), estimated (projected) operating costs will be calculated and then compared to existing operating costs. Existing conditions will be evaluated using data-logged or stipulated and mutually agreed operational schedules.
- H. SitelogIQ will prepare a return on investment analysis (consistent with the client's preferred evaluation methods based on agreed upon Economic Criteria noted below).
- I. SitelogIQ will provide budgetary construction costs estimates and a summary Scope of Work for all recommended ECMs. Cost estimates will represent a "turnkey" solution. Refer to Attachment A for the list of discussed potential ECM's to be evaluated.
- J. The results will be presented to client as a recommended Scope of Work and a financial proforma (such as a Cash Flow) which will include costs and energy savings for the next 25 years with escalation of no more than 6% and including future maintenance & repair costs. As a result, *True Cost of Ownership* is presented to the client for their review and consideration.

Client Responsibilities:

In order for SitelogIQ to provide the services described in this LOA, the Client agrees to provide (or cause its energy suppliers to provide) SitelogIQ with the data requested in Attachment B.

Development Efforts:

Client acknowledges that SitelogIQ will incur considerable expense in developing the Project. This expense includes the cost to provide professional services by SitelogIQ's development team, the cost to visit the Site, and the cost to prepare the deliverables.

Ownership of Work:



All work products, including all proforma's, schedules, and scope of work documentation provided by SitelogIQ, will only become the property of the Client upon execution of a binding, irrevocable contract between the Client and SitelogIQ for the implementation of the ECMs proposed by SitelogIQ. Notwithstanding the foregoing, to the extent that any tangible work documentation produced by SitelogIQ contains SitelogIQ's pre-existing materials (including but not limited to templates, forms, and other SitelogIQ -created materials), SitelogIQ will remain the sole and exclusive owner of all such pre-existing materials.

Interconnection Application: (Fee to be paid directly to the Utility prior to Energy Services Agreement)

SitelogIQ is requesting this fee in order to obtain important Distribution System information regarding the planned solar interconnection points, **prior** to submitting an Interconnection Application during construction of a Solar Generation PV Array. The purpose is to avoid or address early in the design phase any existing SCE infrastructure that may prohibit or delay the construction of a Solar Generation PV Array at any of the Casitas Municipal Water District listed locations below.

Land/Building:

- 1055 Ventura Ave, Oak View CA 93022
- 1890 Casitas Vista Rd, Ventura, CA 93001

- A. Complete Interconnection Application Report:
Provides a readily available level of Distribution System data.

Development Fee:

SitelogIQ will develop the Project for the firm, fixed fee/rate as listed below:

1. Fee/Rate of: \$12,500 Fixed Fee.

Depending on the utility and available capacity, the utility may charge additional interconnection fees of between \$300 - \$2500 (not included in Development Fee) per application if a system impact study is required.

In the event that the Client enters into a contract with SitelogIQ for the implementation of the ECMs within 60 days after presenting the Proposal, then SitelogIQ's cost to develop the Proposal will be waived. If the Client enters into a contract with SitelogIQ at a later date, the Development Fee paid by the Client will be credited toward the project's total implementation cost.

If SitelogIQ cannot meet the Economic Criteria Client will not compensate SitelogIQ for its LOA fee.

Economic Criteria:

The Client has represented to SitelogIQ that Client agrees to move forward with the project if the project is shown to reduce the operational expenses at the site over the useful life of the project. The main financial objectives of the project are as follows:



1. Provide a self-funded program, which pays for itself through expense reductions and minimizes the Client's contribution and meets the requirements of California Government Code 4217.10 et seq.

This LOA shall be construed and enforced in accordance with the laws of the State of California without regard to principles of conflicts of law.

If you agree with the provisions set forth in this LOA, kindly sign and date the LOA below and return one fully-executed copy to my attention. Thank you again for providing SiteLogIQ with the opportunity to work with Casitas Municipal Water District on this important initiative.

Acceptance of Letter of Agreement

This agreement is between Casitas Municipal Water District and SiteLogIQ, Inc.

Casitas Municipal Water District

SiteLogIQ

Name:

Name:

Title:

Title:

Date:

Date:

Attachment A:

Potential Facility Improvement, Energy Conservation, Energy Generation, and Energy Management Measures to be considered:

1. Roof Maintenance/Repair/Replacement
2. Solar Generation Design and Energy Storage at:
 - a. Casitas Municipal Water District Office
1055 Ventura Ave, Oak View CA 93022
 - b. Marion R. Walker Filtration Plant
1890 Casitas Vista Rd, Ventura, CA 93001
3. Interior and Exterior Lighting Retrofits, including Lighting Controls at all locations under "Facility Location(s)" section

Attachment B:

Pre-audit Information Request

#	Must Have	Nice to Have
Utility Information		
1	Electric, Gas, Water, Oil, Other: Utility supplier and contact	all data in excel format; 3 to 5 years. Customer Access through Utility API.
2	Summary of monthly usage and cost (1 year minimum, 3 years preferred)	Utility Rate structures
3	Copies of actual Utility bills for one year	Kilo Watt (kW) and Kilo Volt Amp (kVA) Data: Monthly Peaks & 15-minute interval
4	What are the interconnection or other major electrical codes that we need to be aware of, e.g., for islanding from the utility, for connecting to a substation, etc.	Utility Meters: main & sub-meters- layout drawing, locations, areas they feed
5	What is the power rating of equipment (Volts, Amps, Hz)?	
Facility Information		
1	Age, Total building area (sq. feet.), Conditioned Area, window area, number of rooms, common facilities	Roof type & age, window type & age, any window films, etc?
2	Operation schedule, monthly occupancy data	
3	Complete set of building plans (original & as-builts); at a minimum, overall architectural plan, main mechanical schedule, electrical single-line diagram;	Please scan & pdf all the building as-built drawings.
4	Any problems regarding guest comfort (humidity, hot/cold areas, mold, etc.)	Equipment Maintenance logs & schedule (indicate recurring problems)
5	Any major renovation projects in the last 3 years? Or plans to renovate	Air balance report, Facility Assessment Plan

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: CONTRACT AWARD – FILTER #4 MEDIA CLEANING
DATE: MAY 16, 2022

RECOMMENDATION:

It is recommended that the Board of Directors approve a purchase order to MP Environmental in the amount of \$ 92,999.00 for the removal, cleaning and reinstallation of media in pressure filter #4. The above project also includes the purchase of supplemental filter media; 81 cubic feet of fine garnet & 180 cubic feet of anthracite, required to return the filter media layers to original specifications.

BACKGROUND:

The Marion Walker Filtration Plant has 8 pressure filters, which have been in operation for over 25 years. In order to maintain optimum filter performance and ensure that the media continues to meet performance standards, operations and treatment staff have developed an ongoing preventative maintenance program. Prior media cleaning jobs have been performed over the past nine years. The FY 2022/2023 capital budget (GL# 11-5-54-5940-00) contains funds for the above work and the project is within the current budget amount of \$125,000.00

The project was advertised on the district's website, one contractor performed the onsite mandatory job walk and submitted a bid; MP Environmental was the only responsive bidder.

<i>MP Environmental</i>	<i>Mike Kari</i>	\$ 92,999.00
-------------------------	------------------	--------------

The work required to remove, clean, store, and install the media is specialized work. MP Environmental is fully aware of the project requirements. MP Environmental satisfactorily completed filter media cleaning projects the last two years for the district. They have completed numerous filter projects of similar scope for alternate agencies and have provided references accordingly. MP Environmental has an active contractor's license and is registered with the Department of Industrial Relations.

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Transfer of 250 Acre-Feet of Casitas MWD 2022 Table A State Water Project water supplies to with Central Coast Water Authority**
Date: May 25, 2022

RECOMMENDATION:

Approval of a resolution regarding transfer of 250 Acre-Feet of Casitas MWD 2022 Table A State Water Project water supplies to with Central Coast Water Authority, direct staff to file a Notice of Exemption, and authorize the General Manager to prepare and execute the necessary agreements with the Department of Water Resources and other parties for the transfer.

BACKGROUND:

The 2022 State Water Project Table A allocation currently stands at 5% which translates into 250 Acre-Feet for Casitas MWD.

On March 4, 2022, the Board of Directs approved a single-year transfer agreement with Central Coast Water Agency for the full 2022 allocation. An executed copy of the agreement is provided in Attachment 1. Summary of terms include:

1. Transfer all 250 Acre-Feet of Casitas MWD's 2021 State Water Project Table A.
2. Compensation of \$700 per Acre-Foot (Total of \$175,000)
3. Central Coast Water Authority will pay the State Water Project Variable costs for the transferred water to be delivered to their service area.
4. The ultimate compensation will be determined by the transfer rules set forth by the California Department of Water Resources but this compensation level is expected to be approved.
5. This is a single-year transfer with no return water provisions.

DISCUSSION:

A three-way agreement between the named State Water Project contract holders (Ventura County Watershed Protection District and the Santa Barbara County Flood Control & Water Conservation District) and the California Department of Water Resources (DWR) will need to be prepared and executed.

In order for DWR to execute the transfer agreement, the following items have been requested (included as Attachments 2-4):

1. Notice of Exemption for compliance with the California Environmental Quality Act
2. Resolution adopted by the Casitas MWD Board of Directors approving the transfer
3. Resolution adopted by the Ventura County Board of Supervisors approving the transfer

Staff recommends the Casitas Board adopt the resolution approving the transfer; direct staff to file the Notice of Exemption; and authorize the General Manager to work with Ventura County, DWR, and other agencies on preparing and executing the necessary items and agreements necessary to complete the transfer.

ATTACHMENTS:

1. Executed Water Transfer Agreement between Casitas and CCWA
2. Draft Notice of Exemption for compliance with the California Environmental Quality Act
3. Draft Resolution by the Casitas MWD Board of Directors approving the transfer
4. Draft Resolution by the Ventura County Board of Supervisors approving the transfer



March 15, 2022

Michael L. Flood, General Manager
Casitas Municipal Water District
1055 Ventura Ave.
Oak View, CA 93022

Subject: 2022 Water Transfer Agreement

Dear Mr. Flood,

This letter agreement ("Agreement") documents and confirms the agreement that has been reached between the Central Coast Water Authority, ("CCWA") and Casitas Municipal Water District ("CMWD") for a transfer of water from the State Water Project.

BACKGROUND AND PURPOSE

In Santa Barbara County, CCWA is responsible for the State Water Contract between the Santa Barbara County Flood Control and Water Conservation District (SBCFCWCD) and the Department of Water Resources (DWR). In Ventura County, a portion of the Table A Amount made available by the State Water Contract between the Ventura County Flood Control District (VCFCD) and DWR has been allocated to CMWD.

As of the date of this Agreement, the DWR has approved an allocation of water from the SWP to CCWA and CMWD of 5% of the Table A Amounts set forth in their respective State Water Project Contracts for calendar year 2022. For CCWA, that equals an allocation of 2,274 acre- feet (AF) that CCWA will receive from the SWP in 2022. CCWA's allocation for 2022 is not sufficient to satisfy CCWA's need for imported water in 2022. CMWD has surplus water available to it and has agreed to transfer up to 250 AF of CMWD's 2022 Annual Table A Amount, as that term is defined by the State Water Contract, to CCWA for delivery in 2022, subject to the terms and conditions hereinafter set forth ("Transfer").

TERMS AND CONDITIONS

Condition Precedent

DWR's written approval of the Transfer is a condition precedent to the effectiveness of this Agreement. CCWA and CMWD anticipate that DWR's approval will be provided in the form of a Change in Point of Delivery Agreement ("DWR Approval").

In the event of a conflict between the terms of this Agreement and the DWR Approval, the terms of the DWR Approval shall govern.

Water Transfer to CCWA

CMWD shall make available and CCWA shall take delivery of up to 250 AF of CMWD's Annual Table A Amount in 2022. By March 31, 2022, CMWD shall provide written notice to CCWA of the final quantity of Table A Amount to be made available to

Eric Friedman
Chairman

Ed Andrisek
Vice Chairman

Ray A. Stokes
Executive Director

Brownstein Hyatt
Farber Schreck
General Counsel

Member Agencies

City of Buellton

Carpinteria Valley
Water District

City of Guadalupe

City of Santa Barbara

City of Santa Maria

Goleta Water District

Montecito Water District

Santa Ynez River Water
Conservation District,
Improvement District #1

Associate Member

La Cumbre Mutual
Water Company

Michael L. Flood
Page 2 of 4
March 15, 2022

CCWA for delivery in 2022. Within 2 weeks of receiving written notice from CMWD of the total quantity of water made available to CCWA, CCWA shall provide notice to CMWD of the quantity of available water that CCWA would like to receive, up to the total amount made available. The Transfer will occur as provided in the DWR Approval. The point of delivery for the Transfer is Banks Pumping Plant.

Places of Use

The water delivered to CCWA in 2022 pursuant to this Agreement shall be used entirely within CCWA's service area.

Notice of Exemption

Because all of the water delivered to CCWA and to CMWD pursuant to this Agreement will be delivered through existing facilities, without the construction of additional facilities to effect such deliveries, CCWA and CMWD agree that the Transfer described herein constitutes a project that is exempt from CEQA pursuant to Sections 15061(b)(3) and 15301 of the State CEQA Guidelines. Furthermore, the Transfer, which is a temporary water transfer, qualifies for a Statutory Exemption under CEQA as follows: Section 15282 (u) Temporary changes in the point of diversion, place of use, of purpose of use due to a transfer or exchange of water or water rights as set forth in Section 1729 of the Water Code.

CCWA and CMWD each shall file, in their respective counties, a Notice of Exemption for the Transfer with the applicable County Clerk/Recorder.

Pricing and Transaction Costs

CCWA shall pay CMWD a rate of \$700 for every AF of water CCWA agrees to purchase from CMWD pursuant to the Transfer; payment shall be made within 30 days of the invoice date.

Additionally, CCWA shall be responsible for the DWR variable costs for the water delivered to CCWA.

Additionally CCWA shall be responsible for any administrative or other transactional costs charged by DWR for DWR's Approval and for the preparation and processing of such other approvals as may be necessary to affect the Transfer.

Notwithstanding the foregoing, CMWD and CCWA shall each be responsible for their own transaction costs, including but not limited to legal and consulting costs incurred in the preparation, review and implementation of this Agreement, the DWR Approval, and any other documents and approvals that may be required.

Cooperation

CCWA and CMWD each agrees to cooperate with each other to request and obtain the DWR Approval of the Transfer described in this Agreement and with the processing of such other documents and approvals as may be necessary to affect the Transfer described herein.

Michael L. Flood
Page 3 of 4
March 15, 2022

Costs of Defense

In the event of any legal action by a third party to challenge this Agreement and/or the water transfer described herein, CCWA and CMWD agree to cooperate in the defense thereof and to share equally in the costs of such defense, utilizing counsel mutually acceptable to the parties.

Force Majeure

In the event that an unavoidable event renders the performance of this Agreement impossible or infeasible, the parties hereto shall be excused from the performance thereof, with a corresponding refund or adjustment of the payments required herein as may be necessary to achieve financial equity as between the parties for that portion of the Agreement that cannot be performed; provided, however, that CCWA and CMWD shall first coordinate with DWR to determine whether alternate performance may be possible pursuant to an alternate schedule for completion of performance.

Authority

The undersigned representatives of CCWA and CMWD hereby represent that they are authorized to execute the Agreement for the party on whose behalf this Agreement is executed.

Notice


Written notice may be provided by either party to the other by first-class mail, postage prepaid, to the following addresses:

Central Coast Water Authority
255 Industrial Way
Buellton, CA 93427
Attn: Ray A. Stokes, Executive Director

Casitas Municipal Water District
1055 Ventura Ave.
Oak View, CA 93022
Attn: Michael L. Flood, General Manager


If acceptable, sign below acknowledging your agreement to these terms and conditions.

Sincerely,


Ray A. Stokes
Executive Director

Michael L. Flood
Page 4 of 4
March 15, 2022

CASITAS MUNICIPAL WATER DISTRICT

By: 
Michael L. Flood, General Manager

Date: March 18, 2022

Notice of Exemption**Appendix E**

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Ventura

800 South Victoria Avenue

Ventura, CA 93009

From: (Public Agency): Casitas Municipal Water District
1055 Ventura Avenue
Oak View, CA 93022

(Address)

Project Title: 2022 State Water Project Transfer of Table A Water Supply

Project Applicant: Casitas Municipal Water District

Project Location - Specific:

See Attachment

Project Location - City: See Attachment Project Location - County: See Attachment

Description of Nature, Purpose and Beneficiaries of Project:

See Attachment

Name of Public Agency Approving Project: Casitas Municipal Water District

Name of Person or Agency Carrying Out Project: See Attachment

Exempt Status: **(check one):**

- Ministerial (Sec. 21080(b)(1); 15268);
- Declared Emergency (Sec. 21080(b)(3); 15269(a));
- Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- Categorical Exemption. State type and section number: _____
- Statutory Exemptions. State code number: 15282(u)

Reasons why project is exempt:

See Attachment

Lead Agency

Contact Person: Michael Flood Area Code/Telephone/Extension: 805-649-2251

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____ Date: _____ Title: _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____

Attachment to the Notice of Exemption

Project Location – Specific: Within the service area of the Central Coast Water Authority. The Central Coast Water Authority (CCWA) is a public entity organized under a joint exercise of powers agreement dated August 1, 1991, by the cities and special districts responsible for the creation and maintenance of water resources in Santa Barbara County and as such was formed to construct, manage and operate Santa Barbara County's "local facilities" for distribution and treatment of State water. The water transfer will be confined to the existing State Water Project infrastructure.

Project Location – City: Within the Santa Barbara County service area of the Central Coast Water Authority

Project Location – County: Santa Barbara County.

Description of Nature, Purpose, and Beneficiaries of Project: On March 4, 2022, the Board of Directors of the Casitas Municipal Water District approved an agreement offered by the Central Coast Water Authority allowing the transfer of up to 250 Acre Feet of Casitas Municipal Water District's 2022 Table A State Water Project water supply. The purpose of the project is to augment the Central Coast Water Authority's water supplies. The beneficiaries of the project are the Casitas Municipal Water District and the Central Coast Water Authority.

Name of Person or Agency Carrying out Project: Casitas Municipal Water District, Central Coast Water Authority, and the California Department of Water Resources.

Reasons why project is exempt: The approval by the Casitas Municipal Water District Board of Directors of the term sheet effectuating the transfer of Table A State Water Project supply from the Casitas Municipal Water District to the Central Coast Water Authority is statutorily exempt from substantive CEQA review under State CEQA Guidelines section 15282(u), which exempts temporary changes in the point of diversion, place of use, or purpose of use due to a transfer or exchange of water or water rights. Here, the proposed Project involves the transfer of up to 250 Acre-Feet of Casitas Municipal Water District's 2022 Table A State Water Project water supply. The Project merely changes the place of use, and does not involve construction of any additional facilities to service the Project. As the Project involves a one-year transfer, it also satisfies the definition of "temporary change" pursuant to Water Code section 1728.

RESOLUTION NO. 2022-___
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CASITAS MUNICIPAL WATER DISTRICT
APPROVING THE TRANSFER OF 250 ACRE-FEET OF
CASITAS MWD'S 2022 STATE WATER PROJECT TABLE A
WATER SUPPLY TO CENTRAL COAST WATER AUTHORITY

Recitals

- A. WHEREAS, the Casitas Municipal Water District ("**Casitas MWD**") is a Municipal Water District formed pursuant to the Municipal Water District Act (California Water Code Section 71000 - 73001)
- B. WHEREAS, in 1963, following the voters' 1960 approval of the California Water Resources Development Bond Act, the Ventura County Watershed Protection District ("**VCWPD**") and the Department of Water Resources ("**DWR**"), acting on behalf of the State of California, executed an agreement ("**State Water Contract**") dated December 2, 1963 for the supply and delivery of State Water Project ("**SWP**") water in the amount of 20,000 acre-feet per year ("**Table A amount**").
- C. WHEREAS, on June 23, 1970, the VCWPD and Casitas MWD entered into an agreement whereby Casitas MWD assumed full responsibility for all of the VCWPD's obligations pursuant to the State Water Contract.
- D. WHEREAS, in 1963, the Santa Barbara County Flood Control and Water Conservation District ("**SBCFCWCD**") and the DWR, acting on behalf of the State of California, executed a State Water Contract agreement dated February 26, 1963 for the supply and delivery of SWP water.
- E. WHEREAS, on November 12, 1991, the SBCFCWCD and the Central Coast Water Authority ("**CCWA**"), a joint powers agency consisting of cities and special districts in Santa Barbara County, entered into an agreement whereby CCWA assumed full responsibility for all of the SBCFCWCD's obligations pursuant to the State Water Contract.
- F. WHEREAS, on March 18, 2022, in light of drought conditions throughout California, the DWR notified the parties that contract with DWR for SWP water ("**State Water Contractors**") that SWP deliveries would be reduced to five percent of each State Water Contractor's annual allocation of the SWP water supply for the upcoming water year. Accordingly, the State Water Contract Table A amount of 20,000 acre-feet per year contracted by Casitas MWD is reduced to an available supply of 1,000 acre-feet for 2022.
- G. WHEREAS, several participants of the CCWA have a current need for water to supplement their respective annual SWP water supplies. For that purpose, CCWA seeks to purchase of up to 250 AF of the 2022 Annual Table A Amount, as that term is defined in the State Water Contract, allocated to Casitas MWD (the "**Transfer**").
- H. WHEREAS, the terms and conditions of the proposed Transfer are described in the 2022 Water Transfer Letter Agreement between Casitas MWD and CCWA ("**Agreement**"), a true and correct copy of which is attached hereto as **Exhibit A**.
- I. WHEREAS, in the Agreement, the CCWA has agreed to pay all costs associated with the Transfer.

- J. WHEREAS, the State Water Contract, as amended by the Water Management Amendment (“MWA”), allows for transfers of Annual Table A Amount. Casitas MWD has up to 250 AF of Annual Table A Amount available for transfer to CCWA in 2022.
- K. WHEREAS, the Transfer is subject to the terms and conditions of the State Water Contract, as amended by the Water Management Amendment, and requires DWR's approval. DWR's approval of the Transfer is anticipated in the form of an agreement between DWR, the VCWPD and the SBCFCWCD (“DWR Agreement”).
- L. WHEREAS, by email dated April 20, 2022, CCWA's Executive Director transmitted a copy of the Agreement all State Water Contractors and to the Water Transfers Committee of the State Water Contractors Association.
- M. WHEREAS, Casitas MWD will request the VCWPD's execution of the DWR Agreement, on behalf of Casitas MWD, pursuant to the June 23, 1970 agreement between Casitas MWD and the VCWPD which is attached hereto as **Exhibit B**.
- N. WHEREAS, prior to DWR approving the Transfer and executing associated agreements, Casitas MWD must comply with the California Environmental Quality Act (“CEQA”). The Casitas MWD Board of Directors has considered, agrees with, and incorporates herein all of the findings made in the Notice of Exemption attached hereto as **Exhibit C**.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1.

The above recitals are true and correct and are incorporated herein as though set forth in full.

SECTION 2.

As required by Article 57(g) of the State Water Contract, the Casitas MWD Board of Directors finds:

1. Casitas MWD has complied with all applicable laws.
2. Casitas MWD has provided any required notices to public agencies and the public.
3. The relevant terms of the Transfer has been provided to all contractors and to the Water Transfers Committee of the State Water Contractors Association.
4. Casitas MWD is informed and believes that the Transfer will not harm other contractors.
5. Casitas MWD is informed and believes that the Transfer will not adversely impact SWP operations.
6. Casitas MWD is informed and believes that the Transfer will not affect its ability to make all payments, including payments when due under the State Water Contract for CCWA's share of the financing costs of the State's Central Valley Project Revenue Bonds.
7. Casitas MWD has considered the potential impacts of the Transfer within its service area.

SECTION 3.

Based on the findings set forth herein, the Casitas MWD Board of Directors approves the Transfer.

SECTION 4.

The Casitas MWD Board of Directors authorizes the General Manager to negotiate and make such non-substantive amendments to the Transfer as may be required to obtain DWR's approval of the Transfer.

Subject to the General Manager's determination that the DWR Agreement is consistent with the Transfer, as described in the Agreement, the Casitas MWD Board of Directors agrees to be bound by the DWR Agreement.

SECTION 5.

The Casitas MWD Board of Directors authorizes the General Manager to transmit the DWR Agreement, to the VCWPD for the VCWPD's execution and delivery of the DWR Agreement to DWR in accordance with the provisions of the June 23, 1970 agreement between the Casitas MWD and the VCWPD.

SECTION 6.

This Resolution shall take effect immediately.

I, Rebekah Vieira, Clerk of the Board of Directors of Casitas Municipal Water District certify that the foregoing Resolution No. 2022-____ was adopted by the Board of Directors of the Casitas MWD at a meeting held May 25, 2022.

Rebekah Vieira, Clerk of the Board of Directors

Exhibits:

- A Agreement for Transfer of Table A Water between Casitas MWD and CCWA
- B. Agreement between the Casitas MWD and Ventura County Watershed Protection District for the transfer of the State Water Project Contract.
- C. Notice of Exemption regarding the Casitas Municipal Water District Transfer of 2022 State Water Project Table A Water Supply to Central Coast Water Authority

**CASITAS MUNICIPAL WATER DISTRICT
Board of Directors Memo**

DATE: May 20, 2022

TO: Board of Directors

FROM: Michael Flood, General Manager

SUBJECT: Approve an unbudgeted item in the amount of \$20,000 for costs related to the US Bureau of Reclamation's Reimbursable Account No. 19-WC-20-5506 - Robles Diversion O&M and BiOp Activities.

RECOMMENDATION:

Approve the invoice as presented.

BACKGROUND:

The United States Bureau of Reclamation (USBR) is the owner of the Robles Fish Ladder and Diversion Facility (Robles) with Casitas MWD being responsible for Operation and Maintenance of the facility.

Robles has been operated under a federal non-jeopardy biological opinion (BiOp) since 2006.

The USBR provides oversight of the O&M and BiOp activities at Robles, with Casitas paying those costs on an annual basis.

DISCUSSION

Casitas MWD recently received a communication from the USBR indicating that the funds in their account associated with their oversight of Robles had been depleted.

They are requesting a deposit of \$20,000 from Casitas to replenish the account.

BUDGETARY IMPACT:

This unbudgeted cost of \$20,000 will be paid for from Casitas' operating funds.

UNITED STATES DEPARTMENT OF THE INTERIOR
DOWN PAYMENT (BILL) REQUEST

Make Remittance Payable To: Bureau of Reclamation
Billing Contact: Yuki Darko Phone: 916-978-5372

Bill #: 90973890
Customer: 3000019413
Date: 04/06/2022
Due Date: 04/06/2022

Remit Payment To: DOI - BOR - Region: CA Great Basin
PO Box 6200-24
Portland, OR 97228-6200

Send Overnight Mail To:
US Bank-Attn: Government Lockbox-DOI
Lockbox # 6200-24
17650 NE Sandy Blvd.
Portland, OR 97230

Payer: CASITAS MUNICIPAL WATER DISTRI
1055 VENTURA AVENUE
OAK VIEW CA 93022-9622

Checks must be made payable to
Bureau of Reclamation. Please detach the top portion
or include bill number on all remittances.

Amount of Payment: \$ _____

Date	Description	Qty	Unit Price		Amount
			Cost	Per	
04/06/2022	Fund XXXR0680R1 WBS RR.17529652.2100128 PM: Brian Lopez, SCCAO 19WC205506	1	20,000.00	1	20,000.00

Amount Due this Bill: 20,000.00

Accounting Classification:
Sales Order: 83717
Sales Office: BOR2
Customer: 3000019413
Accounting #: 11191274

TIN: *****4993

**CASITAS MUNICIPAL WATER DISTRICT
Board of Directors Memo**

DATE: May 20, 2022

TO: Board of Directors

FROM: Michael Flood, General Manager

SUBJECT: Approve a cost-sharing agreement with the City of Ventura, City of Ojai, and the East Ojai Group (Musick, Peeler & Garrett LLP) for mediation services related to the Santa Barbara Channelkeeper Groundwater Adjudication (California Superior Court Case # 19STCP01176)

RECOMMENDATION:

Approve the cost-sharing agreement as presented.

BACKGROUND:

In April 2022, the Judge for the Santa Barbara Channelkeeper Groundwater Adjudication Case was placed on a stay until September 30, 2022 in order for the parties to enter mediation.

The four initial parties that were to enter mediation are the City of Ojai, the City of Ventura, the East Ojai Group (represented by Musick, Peeler, & Garrett; LLP) and the Casitas MWD.

Prior to the mediation, the initial parties agreed upon a mediator, Dave Ceppos of Cal State Sacramento, College of Continuing Education, Consensus and Collaboration Program at a cost of \$37,882.50 for which Casitas MWD issued a purchase order.

DISCUSSION

While Casitas MWD issued a purchase order for the services of Mr. Ceppos, the four parties noted above did agree to share the cost.

The attached letter agreement memorializes this arrangement and will allow Casitas to invoice the three other parties for the services.

BUDGETARY IMPACT:

Casitas MWD's share of this cost is \$9,470.62 which will be paid from funds collected through the Casitas' current Adjudication Charge on water customer bills.

CASITAS LETTERHEAD

May XX , 2022

Re: Cost Sharing Letter Agreement Between Initial Mediation Parties to the Ventura River Adjudication

On April 12, 2022, Judge William Highberger, the Judge in the Ventura River Adjudication (“Adjudication”), ordered a stay on all issues in the Adjudication for a period of approximately six months to allow certain principal parties to the Adjudication, consisting of Casitas Municipal Water District (“Casitas”), the City of Ventura (“Ventura”), the City of Ojai (“Ojai”), and the East Ojai Group (“EOG”), each a “Party,” and collectively the “Initial Mediation Parties,” to engage in structured mediation with the intent of avoiding further litigation and potentially arriving at a settlement that resolves the principal issues currently in dispute in the Adjudication.

In furtherance of the efforts to mediate, legal counsel for each of the Initial Mediation Parties interviewed six potential mediators and unanimously recommended to their respective clients the selection of David Ceppos—the Director and Senior Mediator for the Consensus and Collaboration Program (“CCP”) at Sacramento State University—as mediator (hereinafter “Mediator”). Given the direction of the Court that mediation begin expeditiously, and the assent of counsel for the four Initial Mediation Parties that the costs for the mediator be split evenly among the four parties (subject to future good faith adjustment if any party’s use of the Mediator’s time becomes disproportionate), Casitas agreed to engage Mr. Ceppos rapidly by fronting the initial costs and utilizing a purchase order in the amount of \$37,882.50, with the understanding that the other three Initial Mediation Parties would agree to reimburse Casitas for 75% of the costs of the first phase of mediation, as such costs are memorialized in the purchase order attached hereto, and incorporated by reference herein, as Exhibit 1. This Letter Agreement memorializes and ratifies the approach agreed upon between and among counsel for the Initial Mediation Parties and commits Ventura, Ojai and EOG to each fund the CCP contract in the amount of \$9,470.62 by reimbursing Casitas for 75% of Casitas’ outlay of \$37,882.50 as reflected in Exhibit 1. The Scope of Services (“Scope”) to be performed by CCP as part of the Initial Phase of the Mediation is attached hereto and incorporated herein as Exhibit 2.

Material Terms:

1. Cost Sharing for Initial Phase of Mediation

The Mediator has agreed to perform the services/tasks identified in Exhibit 2 for the Initial Mediation Parties in accordance with the costs authorized by Casitas in Exhibit 1. The Initial Mediation Parties have agreed to share the Mediator’s costs equally unless a re-

allocation is subsequently unanimously agreed to by the Parties to this Letter Agreement. Should initial phases of mediation be required above and beyond those describe in Exhibit 2, or additional funding be required above and beyond the funding authorized for the Initial Mediation Phase approved by Casitas in Exhibit 1, then the Initial Mediation Parties, along with potentially other parties that materially participate in follow on phases of the mediation, will negotiate in good faith how additional funding for the Mediator's services will be allocated and equitably cost shared.

2. Payment: Ventura, Ojai and EOG shall be required to pay their share of the amount due and owing for the Initial Phase of Mediation, in the amount of \$9,470.62 each, within 30 days of the execution of this Letter Agreement. Such payment shall be sent by check or wire transfer to the General Manager of Casitas. None of the Parties to this Letter Agreement shall be responsible for payment of any amounts in excess of its 25% share as set forth herein without the prior written consent of the Party being requested to pay such additional amount. If Initial Mediation Costs are ultimately lower than those approved in Exhibit 1, or the mediation is terminated prior to the expenditure of all funds approved in Exhibit 1, then Casitas will refund unused funds to each of the Initial Mediation Parties in proportion to the amount each Initial Mediation Party contributed.

3. Effective Date and Term

This Agreement shall be effective on the date of full execution of this Agreement by all of the Parties (Effective Date) but shall be retroactive to April 24, 2022, the date Casitas issued the purchase order to CCP in the amount of \$37,882.50. The term of this Agreement shall be from the Effective Date to the later of: (i) September 30, 2022, or (ii) the date of completion of performance of all applicable tasks detailed in Exhibit 2. The Parties may elect to extend the term in writing by unanimous consent, or to terminate the agreement early by unanimous consent. Upon early termination of this Agreement, all unused funds received from Initial Mediation Parties, if any, will be refunded by Casitas per Section 2 herein.

4. General Provisions

(a) Notices

Correspondence to be given to any Party may be sent by first-class mail, addressed and delivered as set forth below in the signature blocks for each Party or via email to representatives designated by each of the Initial Parties.

(b) Representation of Authority

Each Party represents to the others that it has the authority to enter into this Letter Agreement and that the individual signing this Agreement on behalf of their respective Party has the authority to execute this Agreement and to bind their respective Party to the terms and conditions of this Agreement.

(c) Counterparts

This Agreement may be executed in several counterparts, all or any of which shall be regarded for all purposes as one original and shall constitute and be but one and the same instrument.

(d) Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of California.

(e) Cooperation. The Parties acknowledge that they are entering into an arrangement in which the cooperation of all of the Parties will be required, including the execution of necessary further documents. The Parties agree to cooperate in good faith with each other and review and submit timely documents for the benefit of the Mediation and possible settlement of the issues in the Adjudication.

(f) Amendment. This Letter Agreement may be amended by unanimous written consent of the Parties hereto, for purposes that may include, but are not limited to, the addition or removal of cost sharing parties from this Letter Agreement, increase or decrease of funding for the Mediator's services, extension of the period of performance, and the addition or removal of mediator services.

BY SIGNING BELOW, THE PARTIES AGREE TO BE BOUND BY THE PROVISIONS OF THIS LETTER AGREEMENT

1. CASITAS MUNICIPAL WATER DISTRICT

By: _____
Michael L. Flood, General Manager

Dated: _____

1055 VENTURA AVENUE
OAK VIEW, CA. 93022

2. CITY OF VENTURA

By: _____
Alex D. McIntyre, City Manager

Dated: _____

501 POLI STREET
CITY HALL

VENTURA, CA 93002-0099

3. CITY OF OJAI

By: _____
Michael Vega, City Manager

Dated: _____

OJAI CITY HALL
401 S. VENTURA STREET
OJAI, CA 93023

4. EAST OJAI GROUP

By: _____
Greg Patterson, Legal Counsel, EOG

Dated: _____

MUSICK, PEELER & GARRETT LLP
2801 TOWNSGATE ROAD SUITE 200
WESTLAKE VILLAGE, CA 91361

CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: Operations & Maintenance Department Job Description Updates.
DATE: May 20, 2022

RECOMMENDATION:

Approve the following updates to the O&M Department Job Descriptions:

- Electrical, Mechanical, and Control section series job description revisions
- Revise the O&M Specialist job description salary grade from S30 to S33.
- Convert the Water Quality Aide position to full time with a salary grade at E8
- Addition of Electrical & Instrumentation Lead Worker job description to the Electrical, Mechanical, and Control section.
- Addition of the Welder/Fabricator job description to Distribution section.

BACKGROUND AND DISCUSSION:

Over the past two years Operations and Maintenance Manager Michael Shields has worked together with O&M department staff and the Human Resources Manager to revise and update the existing O&M department job descriptions. The above recommendations reflect the most current phase of updates.

Revisions have been made accordingly to more accurately reflect the current working environment, capture present job responsibilities of departmental staff, and provide improved structure and career path for the O&M department personnel.

The two new job descriptions (Welder and Electrical & Instrumentation Lead Worker) will be filled with current employees thus there will be no increase in staffing levels related to these new positions.

The Service Employees International Union (SEIU) Local 721 business representatives and district stewards have recently reviewed and approved the suggested revisions.

BUDGET IMPACT:

1. Revised Job Descriptions (No Salary Range Adjustment): **No Budget Impact**

The following proposed job description revisions have no salary range change:

- E&M Systems Specialist I-IV (Mechanical)
- E&M Specialist I-IV (Electrical)
- Electrical Control & Instrumentation Specialist
- Electrical & Mechanical Systems Supervisor

2. Revised Job Description (Salary Range Adjustment):

- O&M Specialist: **Est. \$3,200 Impact to the FY 2022-23 Budget**

3. New Positions:

- Electrical & Instrumentation Lead Worker: **Est. \$2,600 Impact to the FY 2022-23 Budget**
- Welder/Fabricator: **Lateral Change with No Budget Impact**

4. Conversion of One Position from Part Time to Full Time:

- Water Quality Aide: **Est. \$53,000 Impact to the FY 2022-23 Budget**

Total Est. FY 2022-23 Budgetary Impact for these changes: \$58,800.00*

*Note: This cost has already been included in the Draft Fiscal Year 2022-23 Budget

Attachments: E&M Systems Specialist I-IV (Mechanical) Job Description with Mark Ups
E&M Systems Specialist I-IV (Electrical) Job Description with Mark Ups
Electrical Control & Instrumentation Specialist Job Description with Mark Ups
Electrical & Mechanical Systems Supervisor Job Description with Mark Ups
O&M Specialist Job Description with Mark Ups
Water Quality Aide Job Description with Mark Ups
Electrical & Instrumentation Lead Worker Job Description – Newly Proposed
Welder / Fabricator Job Description – Newly Proposed

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Electrical & ~~Mechanical System~~ Instrumentation Technician
~~Specialist (Electrical)~~
REPORTS TO: Electrical, & Mechanical, and Control ~~Systems~~ Supervisor
& Electrical & Instrumentation Lead Worker
SALARY LEVEL: E 24 to E 36 (Level I-IV)
DATE: ~~05/05~~ May 2022

Definition

Under direct supervision, provides skilled electrical and instrumentation support for the Electrical, Mechanical, and Control section. Performs a variety of ~~routine to very~~ complex technical duties including the installation, maintenance, repair, and operation of specialized electrical, process control, and cathodic protection equipment in support of the district's treatment, production and diversion ~~operations~~ facilities. Performs scheduled and routine inspection, testing, cleaning, repairs, overhauls, and installation of industrial high voltage electrical motors, motor controls and equipment. Works on associated electrical circuits ranging from low to high voltage (2300 volts AC). Levels I-V receive supervision and direction from the Electrical and Instrumentation Lead Worker in order to accomplish necessary workloads and perform special project work; general supervision is also provided as needed from the Electrical, Mechanical, and Control Supervisor.

Distinguishing Characteristics

Level 1 is the entry-level classification in this series. This level is required to have basic knowledge and experience of fundamental theory and techniques used in a variety of electrical equipment operation, installation, and maintenance; of laws, rules, standards pertaining to electrical construction, operations and maintenance. Additionally, this position requires fundamental knowledge related to the installation, maintenance, and troubleshooting of instrumentation and control equipment and basic skills in the techniques of handling tools and equipment used in the electrical trade. ~~This level is supervised by the section's supervisor or levels 2 through 4 in the supervisor's absence.~~

Level 2 is the skilled semi-journey level classification in this series. This classification is distinguished from the Level 1 in that Level 2 classification performs a broader range of skilled work, requiring a much higher degree of trade knowledge, works under less supervision, and troubleshoots and resolves more complex problems. ~~This level is supervised by the section's supervisor and~~

~~by levels 3 and 4 in the supervisor's absence. This level is required to supervise lower level classifications and participate in the training of lower level classifications.~~ Demonstrated safety knowledge for working on or around 480 volt systems or smaller; using isolation switches, circuit breakers and associated electrical and mechanical equipment to properly "Lock Out/Tag Out" for the isolation of control, electrical, hydraulic, and mechanical systems; ability to identify and use proper personnel protective equipment; ability to verify safety using test equipment to ensure all conditions are safe. **The Level 2 classification is also expected to follow work procedures that will provide minimum interference with water system operations.**

Level 3 is the journey level classification in this **series specialty**. This classification is distinguished from the 1 and 2 levels in that ~~the Level 3 classification~~ it performs ~~the most~~ **more** complex work on ~~the most~~ **more** sophisticated electrical circuitry and **process control** equipment in the operation of the water system. It is further distinguished from the 1 and 2 levels in ~~that the Level 3 classification~~ that it has responsibility for **assisting with the coordination of accomplishing complex major large scale** projects with multiple elements.; ~~oversees the removal, replacement, and enhancement of electrical systems and associated equipment. This level is supervised by the section's supervisor and by level 4 classified employees in the supervisor's absence. This level is required to supervise lower level classifications and participate in the training of lower level classifications.~~ Demonstrated safety knowledge for working on or around 2300 volt systems or smaller; using isolation switches, circuit breakers, and associated electrical and mechanical equipment to properly "Lock Out/Tag Out" for the isolation of control, electrical, hydraulic, and mechanical systems; ability to identify and use proper personnel protective equipment; ability to identify safety using test equipment to ensure all conditions are safe.

Level 4 is the advanced journey level of the **series specialty**. This classification is further distinguished from Levels 1-3 by the level of responsibility assumed; complexity of duties assigned, and is expected to work with minimal supervision. The Level 4 Technician will be tasked with accomplishing medium to large scale projects with multiple elements, oversees the removal, replacement, and enhancement of electrical and process control systems for district operation facilities.

~~In addition to meeting the level 3 requirements must also meet performance requirements of a level 2 positions in an additional specialty. This level is supervised by the section's supervisor. This level is required to supervise lower classifications and participate in the safety training of all classification levels.~~

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

E & M Systems Specialist (Electrical) Level 1-2,3

- Performs basic repairs and calibrations of electrical, instrumentation, and control equipment.
- ~~Assists in the maintenance and installation of switches, panels, circuit breakers.~~ Install electrical system components including conduits, boxes, switches and wiring; pull and size wire and associated components.
- Uses measuring, calibrating, and testing instruments and hand power tools used in the electrical and instrumentation trade.
- ~~Assists in lay out and installation of conduit, boxes, switches, and wiring.~~
- Installs and repairs isolation grounding systems.
- Read and interprets diagrams, blueprints, and schematics for electric and hydraulic equipment.
- Tests electrical wiring and equipment for continuity of circuits using testing devices such as ohmmeter.
- Reads and interprets basic information from analytical devices and instruments.
- ~~Documents and maintains records of equipment and repairs.~~
- Performs basic preventive maintenance routines and maintain equipment records and logs. ~~predictive maintenance duties.~~
- Performs basic troubleshooting and repair on electrical circuits such as power, lighting, and motor controls.
- Assists with maintaining a spare parts inventory for critical equipment to ensure uninterrupted treatment and production of water.
- Attends, participates in, and contributes to district sectional and staff meetings.

Level 2

- ~~Analyzes and evaluates electrical systems operations to maximize system integrity.~~
- Test, evaluate, calibrate, and repair district instrumentation and telemetry equipment.
- Develops and uses diagnostic problem solving techniques.
- Perform basic troubleshooting, testing, diagnostic analysis, and fault isolation for electrical and control instrumentation circuitry.
- Provides ~~major and complex~~ troubleshooting assistance to operations personnel. ~~and to less experienced E & M systems specialists.~~

- ~~• Knows and understands operating characteristics and uses of PLC,s.~~
- ~~• Under general supervision monitors/changes and adjusts PLC programming as required.~~
- Maintain, repair, and adjust electrical pump control systems including VFD's, soft starts, and pump control valves.
- Perform basic troubleshooting on communication radios, cellular modems, and other related communications equipment.
- Assists in diagnosing potential electrical trouble in controllers and associated instrumentation.
- Maintain an inventory of electrical parts and equipment sufficient to perform repairs and complete normal installations; makes estimates of labor, materials, and supplies required for performance of specific assignments.
- Performs housekeeping duties at district facilities to ensure worksites are maintained in a clean, orderly, and safe condition;

Level 3

- Performs duties of Level 1/2 Electrical and Instrumentation Technician
- Personally performs the ~~most~~ complex problem diagnostics and resolution of electrical systems.
- Performs preventive maintenance on motor control switchgear, including infrared testing, cleaning, torqueing, and breaker exercise.
- Assists in developing and implementing maintenance programs and schedules.
- Independently perform lockout/tagout (LOTO) at district facilities
- Performs measurements, tests, and evaluations to verify performance of equipment, systems, and components, as applicable.
- Terminates electrical wires in field panels and motor terminal boxes.
- Perform basic troubleshooting on telemetry, communication systems, and control systems, including PLC's, and relay logic.
- ~~• Analyzes and evaluates bids on specifications for equipment and outside contracts.~~
- Under general supervision monitors/changes and adjusts PLC programming as required.
- Perform monitoring, testing and maintenance of cathodic protection equipment at district reservoir and pipeline locations.
- ~~• Researches current and emerging trends in electrical system engineering and makes formal recommendations on their application to the district's diversion, treatment, and production facilities.~~
- Assists in the design of electrical systems for new installations or upgrading of existing equipment.
- Researches and evaluates new operational methods, techniques and equipment for greater reliability and energy conservation.

- ~~Directs the work of E & M System Specialist 1 and 2.~~

Level 4

- Performs duties of Level 1-3 Electrical and Instrumentation Technician
- Analyzes and evaluates electrical systems operations to maximize system integrity.
- Works effectively with alternate O&M sections to jointly perform tasks requiring expertise in other disciplines;
- Upon request of the Electrical, Mechanical, and Control Supervisor, and/or Electrical & Lead Worker supervises the work of contractors at District facilities.
- Uploads and downloads PLC programs and interfaces with hmi software as necessary.
- Independently perform lockout/tagout at district facilities; oversee requisite lockout/tagout activities for project and maintenance activities; assist with developing or revising lockout/tagout procedures as needed.
- Upon request, analyzes and evaluates bids on specifications for equipment and outside contracts.
- Assists in the design and selection of equipment for the treatment, distribution and diversion operations.

Knowledge, Skills and Abilities:

Electrical and Instrumentation Technician 1

- Basic knowledge of electrical theory and principles.
- Knowledge of safety standards and procedures; methods, equipment, materials, and tools used in the construction, installation, operation, and maintenance of water treatment, distribution and production facilities.
- Knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages, and in confined spaces.
- General knowledge of federal, state, and local regulations pertinent to public water systems.
- Knowledge of OSHA requirements for mandated safety programs including principles and practices of work safety.
- Ability to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to analyze and resolve problems.
- Ability to interact and communicate clearly, tactfully, and effectively with employees; regulatory authorities; representatives of water agencies, utilities, and government agencies; consultants; and the public.

- Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, email and internet.

Electrical and Instrumentation Technician 2

- Possess the knowledge, skills, and abilities required of the Electrical and Instrumentation Technician 1
- Working knowledge of district electrical, instrumentation, and control components and systems.
- Basic understanding of programmable logic controllers (PLC's)
- Ability to prioritize assignments and manage a variety of complex tasks under tight deadlines
- Ability to analyze electrical and instrumentation problems and utilize equipment maintenance manuals, drawings, prints, schematics, and/or GIS for troubleshooting solutions.

Electrical and Instrumentation Technician 3/4

- Possess the knowledge, skills, and abilities required of the Electrical and Instrumentation Technician 1
- Ability to detect flaws in design, construction methods, and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Ability to prioritize assignments and manage a variety of complex tasks under tight deadlines.
- Ability to prepare routine reports and internal memoranda.

Education, Experience, Certificates, Licenses, and Registrations:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the requisite education and training would be:

Electrical and Instrumentation Technician 1

- Equivalent to graduation from high school and one year of experience of electrical service work in a water related field or industrial setting.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- Trained in NFPA 70E Electric Safety in the Workplace (district provided)

Electrical and Instrumentation Technician 2

- Equivalent to graduation from high school and three years of experience as an Instrument Technician and/or Electrician performing electrical work and maintaining controlled electronics and instrumentation in a water related field or industrial setting.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- Trained in NFPA 70E Electric Safety in the Workplace

Electrical and Instrumentation Technician 3

- Equivalent to graduation from high school and five years of experience as an Instrument Technician and/or Electrician performing high and low voltage electrical work and maintaining controlled electronics and instrumentation in a water related field or industrial setting.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- Trained in NFPA 70E Electric Safety in the Workplace
- Clean Water Environment Association Electrical and Instrumentation Technologist Grade 1 Certificate

Electrical and Instrumentation Technician 4

- Equivalent to graduation from high school and eight years of experience as an Instrument Technician and/or Electrician performing high and low voltage electrical work and maintaining controlled electronics and instrumentation in a water related field or industrial setting.
- Completion of a minimum of 6 units of college level course work (or six months of vocational programs) in electrical control or a related field.
- Possession of a State of California General Electrician's license is highly desirable.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- Trained in NFPA 70E Electric Safety in the Workplace
- Rockwell Automation Training Courses In Process Control, and Power Control (Devices and Motor Control Centers)
- Possession of a State of California General Electrician's license is highly desirable.
- Clean Water Environment Association Electrical and Instrumentation Technologist Grade 2 Certificate

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in district buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends, holidays, and off-hour shifts. Must be willing to participate in the SCADA standby rotation schedule for emergency callback response. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

DRAFT

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: ~~Electrical Control & Instrumentation Specialist~~
SCADA and Communications Technician
REPORTS TO: Electrical, & Mechanical, and Control Supervisor
SALARY LEVEL: E 41
DATE: ~~July 9, 2015~~ May 2022

Definition

Under general supervision maintains repairs, and performs corrective and preventive maintenance on the District's Supervisory Control and Data Acquisition (SCADA) system, Programmable Logic Controllers (PLC's), variety of automated process information and control equipment, radio communication equipment, electrical, electronic, pneumatic, hydraulic, and electro-mechanical systems; direction of the Electrical, Mechanical, and Control Supervisor, assumes responsibility for the ongoing maintenance, troubleshooting, and repair of the district's SCADA system assets including PLC's, HMI software, servers, communication radios, and related infrastructure.. Performs a variety of technical duties related to the daily operational and maintenance needs of the district's treatment, distribution, production, and related facilities; including SCADA network administration, PLC programming, management of hardware and database software applications, radio communication equipment operation, and administration of the district's operational data collection and reporting systems. Provides comprehensive cyber security services for the SCADA network including perimeter firewalls, data encryption, access control, and network configuration. Provides technical support to other departments as needed and performs other related work as required.

Distinguishing Characteristics

The SCADA and Communications Technician is work requires an advanced journey level position and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, specialized skillset required, and is expected to work with minimal supervision. knowledge of electrical and control concepts, principles, methods, codes, electronics, pneumatics hydraulics, logic system programming and preventative maintenance plan development and implementation. Assignments are carried out independently and are performed at the direction of the Supervisor, who establishes priorities and monitors work performed. This individual performs work related to the maintenance of all equipment at the treatment facilities: including PLC, SCADA, control valves and operator actuators. Also at reservoirs, pump stations including: preventive maintenance and major maintenance projects, evaluating and correcting equipment malfunctions, maintaining records, training personnel and purchasing supplies. The Electrical Control & Instrumentation Specialist performs work

~~related to the operation and maintenance of the computer and SCADA networks and periodically performs electrical and control work for other departments as specified by the Operations and Maintenance Manager.~~ Incumbents in this position are expected to be fully qualified to troubleshoot and resolve complex telemetry, SCADA system, and PLC hardware/software issues. Employees in this class will be required to participate in the SCADA on call rotation and ~~The Electrical Control & Instrumentation Specialist must~~ respond immediately to ~~equipment~~ operational emergencies in order to minimize downtime and adverse impacts on operations. ~~This employee will be called upon to assist with other duties as needed.~~

~~Examples of Duties~~

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Ensures the safe, secure, and efficient administration of the district's Supervisory Control and Data Acquisition (SCADA) system communication network.
- Stays current on technical developments and applies or adapts ideas to local situations. Recommends and coordinates the acquisition, installation, and use of specific equipment.
- Operate, maintain, and administer hardware and software on computer servers, PC's, workstations, networks, encryption devices, and security devices. Work with tech support vendors and existing IT personnel to troubleshoot issues and resolve technical problems.
- Deploy and maintain virtual machine (VM) infrastructure utilizing Hyper-V and related hypervisors; maintain all aspects of a hypervisor server installation including administration and maintenance of direct and distributed storage, RAID, virtual networking, hypervisor server scaling, resource management, security, and performance configurations.
- Administers secure implementation of SMTP and HTTP servers in order to facilitate report delivery and secure data transfers.
- Develops SCADA HMI screens for the purpose of monitoring operational processes and field equipment ~~and~~ makes changes to existing application software to improve or expand control system or management information system performance.
- Provide SCADA network security services; maintains an active user password interface and designates network user access with appropriate user rights.
- Performs routine network surveillance for quality assurance; assesses configurations, logs, and updates software and hardware as necessary.
- ~~Ensures quality assurance of the integration, interpretation and data collected by the SCADA system and plant personnel.~~ Maintains quality assurance for the collection, integration, and distribution of data generated by the SCADA system;

- assimilates as needed for regulatory reporting; ensures proper backup of server system to protect against loss.
- Analyzes O&M SCADA network performance, establishes network specifications, implements secure network access protocols, and troubleshoots and repairs network components.
 - Develop and present detailed technical documentation. Prepare and maintain written documentation for server and application environments.
 - Performs SQL database server installation, maintenance, configuration and administration.
 - Program and update computer logic in programmable controllers; write specialized computer software programs (ladder logic and code) in support of the water treatment, production, and diversion facilities.
 - Network tasks include: monitoring system performance by analysis of computer-generated logs and charts and responding to computer problems (diagnostics and corrective action).
 - Manage SCADA emergency alarm notification software and applications; ensure proper configurations and continuous functionality to safeguard district assets and maintain operations.
 - ~~The Electrical Control & Instrumentation Specialist~~ performs custom programming using various software packages and programming languages.
 - ~~Organize and maintain proper backups of SCADA (plant and distribution) data and software to protect against loss.~~
 - Provide edge network security services; maintains an active user password interface and designates network user access with appropriate user rights. Routinely inspects devices and logs to identify intrusion attempts.
 - ~~Performs tasks for maintaining, repairing, calibrating and installing pneumatic and electronic equipment, telemetering systems, chemical feeders, flow meters, pressure/level sensors, data loggers, digital instrumentation, and computers.~~
 - Repair and replacement of radio transmitters, receivers and antennas on elevated structures.
 - Install, terminate and test copper, fiber, and coaxial communications cable utilizing specialized procedures and tools.
 - ~~Diagnoses and repairs malfunctions in electrical equipment or control systems such as pumps, motors, controllers, generators, air compressors or other electrical devices.~~
 - Completes related paperwork, including maintenance schedules and logs, and updates wiring diagrams and schematics.
 - Install, maintain, modify, debug, and program industrial control software including operating system software for SCADA systems and PLC equipment.
 - ~~Reviews plans and specifications for electrical installations.~~
 - ~~Assists in coordinating electrical work by private contractors at new or renovated pump stations; serves as a resource for information regarding water, pump/lift stations and treatment facilities.~~
 - ~~Perform work on cathodic protection systems at reservoirs and pipelines.~~

- Provides training with regards to the use of computer equipment and software to ensure proper use and accuracy of input.
- Develop and present detailed technical documentation. Prepare and maintain written documentation for server and application environments.
- Participates in the preparation of work plans and schedules to coordinate with other personnel, departments, and divisions regarding a variety of electrical, instrumentation, and electronic projects; assists in the development of cost estimates/budgets, materials lists and labor requirements needed to complete capital projects and other assignments.
- ~~Ensures compliance with safe work practices at job sites.~~ Performs work in a safe manner; complies with safety policies, procedures and practices; attends and completes necessary safety training courses and events; works to ensure the safety of co-workers and the general public.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of networking and communication.
- Designs and modifies low-voltage industrial control circuits and devices as needed for the conversion, amplification, filtering, or triggering of various loop process inputs, both current and voltage, as needed.
- Performs analysis of radio systems and strategizes geographical paths; designs, installs, and maintains RF solutions to carry district SCADA data including but not limited to frequencies between 400MHz and 6GHz, within licensed and unlicensed spectrums.
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- ~~The work includes varied electrician assignments involving installation, operation, maintenance, troubleshooting, and repair of electrical equipment and systems, installs probes, solid-state controls, special circuits, and wiring modifications.~~
- Installs and wires electrical, control, and telemetry systems; assists with installation of ~~runs~~ conduits runs as necessary.
- Provide estimates of time, materials, and supplies required for performance of specific assignments; obtain quotes as required.
- Assists E&M department with completion of routine job tasks or assignments.
- Performs other duties as assigned; perform duties of lower level positions as required.

Classification Requirements

Knowledge, Skills, and Abilities

~~The Electrical Control & Instrumentation Specialist must possess a thorough understanding of the operational processes common to treatment facilities. A thorough understanding of computers, operating systems, Rockwell Automation Software, programming and PLC networking is required. The ability to troubleshoot problems with~~

~~information from computer generated logs and charts are required. Knowledge of other programming languages will be helpful. Ability to identify computer and SCADA system upgrade needs.~~ Thorough knowledge of computer desktop and server operating systems including Windows and Linux, PLC programming, virtualization, cyber security, data processing procedures, network systems administration, wireless networks and related infrastructure. Clear understanding and knowledge of cyber security, including remediation, prevention, detection, and configuration techniques. Basic knowledge of, automation hardware, software, electrical wiring and associated components. Requisite skills to analyze and troubleshoot operational problems related to communication networks and data acquisition; identify computer and SCADA system upgrade needs. Ability to troubleshoot and solve complex programming tasks; integrate custom programming routines; and interface software applications. ~~Thorough~~ Basic knowledge of the installation, maintenance, operation, and testing of industrial wiring, communication systems, automation software, pumps and motors, valves and control apparatus common to water utilities. Working knowledge of National Electrical Code, the operation and maintenance of instrumentation and loop process control systems, micro-computer based SCADA systems, high speed wireless data communication equipment; ~~the methods, practices and procedures used in completing major repairs, maintenance and overhaul of pumps, motors and related components;~~ interpret mechanical and electrical drawings, plans, and specifications.

Advanced computer skills applicable to a wide array of computer operating systems and applications mentioned above, including but not limited to Windows, Linux, U-IX, SQL, Hyper-V, and other similar applications. Basic computer skills applicable to word processing, spreadsheets, email, and the internet. Organizational skills inclusive of the ability to manage multiple priorities; communicate orally with district management, staff, and the public. Must possess adequate verbal, analytical, organizational, and interpersonal skills. Tactile skills in using a wide array of tools, diagnostic equipment, and specialized tools.

Ability to plan, direct, organize, and schedule work assignments; establish and maintain effective working relationships; communicate effectively, verbally and in writing; interpret and apply departmental policies and procedures; prepare clear and concise reports; recognize unusual, inefficient, or dangerous operating conditions and take appropriate action; accurately read, interpret and record data from gauges, meters and SCADA systems; read and interpret technical manuals, blueprints, drawings, schematics and diagrams; observe, inspect, analyze system equipment and facilities; and compile, evaluate and analyze complex data and information and recommend or take actions. Ability to diagnose and make changes to PLC hardware and software. Ability to deal tactfully and effectively with the public and fellow employees, establish and maintain positive working relationships; follow oral and written instructions for job functions and safety requirements of the district.

Education and Experience

Any combination of education and experience that has led to the acquisition of the knowledge, skills and abilities as indicated above. A typical way to obtain of acquiring the knowledge, skills and abilities would be: are:

- Experience: ~~Two~~ Five years requiring of significant SCADA system integration experience in the ~~operations,~~ maintenance and/or engineering support of a large to medium sized water treatment, production, and distribution system-facilities including two years of experience diagnosing and making changes to PLC ladder logic and SCADA HMI software.
- Training: Completion of ~~four~~ two years of college resulting in graduation with major course work in electrical engineering, control system engineering, computer engineering, mechanical engineering or related field. ~~and held a position for~~

OR

- Graduation from high school, and Eight years demonstrated technical competency in the areas described above. Completion of computer certification programs, and a combination of training, education and experience equivalent to college level coursework in computer science, information technology, SCADA programming, and computer network administration. Institutional experience to facilitate the management of the district's networking technology internally and at remote sites. Additional experience in providing network services and/or supporting the SCADA operations of water treatment, production, and distribution system facilities. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Other Requirements

Certificates, Licenses, and Registrations:

- ~~Must possess a valid California driver's license~~ Possession of a valid Class C California driver's license.
- Possession of a valid Grade I ~~II~~ Water Distribution certificate issued by the California State Water Resources Control Board within two years of employment.
- ~~Possession of a Grade II Water Treatment Operator's Certification issued by the California State Water Resources Control Board within two years of employment.~~
- Rockwell Automation Training Courses In Control Logix, Industrial Ethernet, Process Control, and ~~(Applicable Hardware & Software Platforms)~~
- ~~Western States Corrosion Seminar (CP Tester, CP Rectifier)~~
- ~~Esteem Network and Esteem Wireless Communication Classes~~

- Clean Water Environment Association (CWEA) Electrical and Instrumentation Technologist Grade 1 Certificate
- Basic electrical safety training in NFPA 70E
- CPR/First Aid certificate

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. ~~Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.~~

Physical Requirements Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in district buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. ~~vision to read printed materials and a computer screen; color vision to identify wires and cables; and hearing and speech to communicate in person and over the telephone or radio.~~ Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. ~~The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment.~~ Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends, holidays, and off-hour shifts. Must be willing to participate in the SCADA standby rotation schedule for emergency callback response. The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions. ~~Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.~~

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: ~~Electrical~~ Mechanical System ~~Technician~~ ~~Specialist~~
(~~Mechanical Specialist~~)
REPORTS TO: Electrical, & Mechanical, and Control Supervisor
SALARY LEVEL: E 24 to E 36 (Level I-IV)
DATE: 05/05 May 2022

Definition

Under general supervision, provides skilled mechanical support for the Electrical, Mechanical, and Control section. Performs installation, preventative maintenance and repair of mechanical equipment including, pumps, motors, compressors, piping, regulators, relief stations, control valves, production meters, and appurtenant equipment. ~~Performs maintenance, repair, and installation duties on mechanical and electro-mechanical systems, and associated equipment to~~ Ensures reliable and efficient operations of treatment, production and diversion operations; performs predictive and preventive maintenance routines and maintains equipment maintenance records.

Distinguishing Characteristics

Level 1– is the entry-level classification in this series. Individuals in this class work under immediate supervision. This classification level is distinguished by assisting higher level ~~workers~~ sectional staff as needed and ~~in~~ completing a wide variety of work, such as routine predictive and preventive maintenance duties; installation and maintenance of hydraulic systems, pumping units, regulators and control valving; This level is supervised by the section’s supervisor. ~~or levels 2 through 4 in the supervisor’s absence.~~

Level 2 – is the ~~intermediate~~ semi journey level classification in the series. This classification is distinguished from the Level 1 in that the employee is required to have a broader range of experience and knowledge of the district’s mechanical systems, the use of monitoring equipment and the resulting data analysis. The level two classification has a good understanding of the interactions of the District’s pressure and pumping zones and the relationship and impact of those activities on the proper and most efficient treatment and production of the community’s water supply; assignments at this level are completed under general supervision. This level is supervised by the section’s supervisor. ~~and by levels 3 and 4 in the supervisor’s absence. This level is required to supervise lower classifications and participate in the training of lower classifications.~~ Incumbents ~~must have~~ demonstrated safety knowledge for working on or around 480 volt systems or smaller; using isolation switches, circuit breakers and associated electrical and mechanical equipment to properly “Lock Out/Tag Out” for the

isolation of control, electrical, hydraulic, and mechanical systems; ability to identify and use proper personnel protective equipment; ability to verify safety using test equipment to ensure all conditions are safe.

Level 3 – is the **full** journey level classification in this **series specialty**. Employees at this level perform assignments requiring a higher degree of trade knowledge with a greater degree of independence of action than the level 2 assignment. This level has a thorough understanding of the complex interactions of electrical, mechanical and instrumentation systems on the production and pressure regulation activities of the District. This level is supervised by the section's supervisor. ~~and by level 4 classified employees in the supervisor's absence. This level is required to supervise lower level classifications and participate in the training of lower level classifications.~~ Incumbents must have demonstrated safety knowledge for working on or around 2300 volt systems or smaller; using isolation switches, circuit breakers, and associated electrical and mechanical equipment to properly "Lock Out/Tag Out" for the isolation of control, electrical, hydraulic, and mechanical systems; ability to identify and use proper personnel protective equipment; ability to identify safety using test equipment to ensure all conditions are safe.

Level 4 – is the **highest advanced journey** level of the **series specialty**. ~~In addition to meeting the level 3 requirements must also meet performance requirements of a level 2 position in an additional specialty in this section. This level is supervised by the by the section's supervisor. This level is required to supervise lower classifications and participate in the safety training of all classification levels.~~ This classification is further distinguished from Levels 1-3 by the level of responsibility assumed; complexity of duties assigned, and is expected to work with minimal supervision. The Level 4 Technician will be tasked with accomplishing medium to large scale projects with multiple elements, oversees the removal, replacement, and enhancement of mechanical systems for district operational facilities.

Examples of Duties
Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

E&M Systems Specialist Level 1-2

- Operates and maintains mechanical equipment, pumps, motors, valves, and regulators;

- Performs regular maintenance routines and maintain equipment records and logs.
- Performs basic repair and maintenance duties in a variety of mechanical and hydraulic systems applications; coordinate ongoing repair and rehabilitation for district pumps, and motors,
- Perform modifications and repair work on pump station manifolds including piping, valves, and other related appurtenances; coordinates general welding and fabrication techniques to accomplish repairs and improvements as necessary
- Assist with maintenance, repair, and troubleshooting routines for district pressure reducing and pressure relief valves (CLA-VAL's);
- Uses measuring, calibrating, and testing instruments; reads and interprets basic information from analytical devices and instruments.
- Performs preventative maintenance and repair on a wide range of pumps, motors, valves, standby power generators and water treatment equipment.
- Perform maintenance and measurements with tools and test equipment; such as, cranes, air compressors, welders, drilling and cutting machines, multimeters (VOM), electric benders, vibration testers, and various other power and hand-tools.
- Assist with pump efficiency and meter accuracy testing at district pump plant and production facilities.
- Performs regular maintenance, troubleshooting and repair activities for emergency generators. (including coordination with outside maintenance contractors)
- ~~Has~~ Utilizes basic knowledge ~~of interaction between~~ and understanding of district pumping and pressure zones.
- Performs housekeeping duties at pumping facilities to ensure worksites are maintained in a clean, orderly, and safe condition; ~~ensures compliance with safe work practices at job sites and performs other duties and responsibilities as required.~~
- Maintains spare parts inventory for ~~all~~ critical equipment to ensure uninterrupted treatment and production of water.
- Attends, participates in, and contributes to district sectional and staff meetings.
- ~~Perform housekeeping duties as required~~

~~E&M Systems Specialist~~ Level ~~2/3~~

- Performs duties of Level 1/2 Mechanical System Technician
- Assists in developing and implementing maintenance programs and schedules, including generator and motor maintenance.
- Independently performs troubleshooting and repair of pumps and motors.
- Performs equipment alignment; performs temperature and vibration analysis on machinery.

- Assists with budget planning per direction of Electrical, Mechanical, and Control Supervisor
- Plans for, performs and trains others in the repair, testing, and maintenance of the districts pump plant pressure reducing and relief valves.(Cla-Val's)
- Performs measurements, tests, and evaluations to verify performance of equipment, systems, and components, as applicable.
- Terminates electrical wire in motor terminal boxes.
- Interprets data and makes recommendations for short term and long term problem solving.
- Assist with ongoing special projects and provide support for alternate O&M sections and district departments as necessary.
- Performs ~~major~~ overhauls on equipment such as pumps, valves including hydraulic and controls, compressors, pressure vessels, and appurtenant equipment.
- Maintains paper based and digital service records; completes requisitions for maintenance and replacement parts.
- Perform basic lockout/tagout (LOTO) functions at district pump plant facilities.
- ~~Assists in diagnosing potential trouble in distribution pumping programs and schedules.~~
- Understands the use and interaction of TOU pumping schemes on the distribution and treatment processes.

~~E&M Systems Specialist~~ Level ~~3/4~~

- Performs duties of Level 1/2/3 Mechanical System Technician
- Independently develops and implements troubleshooting and repair routines and programs.
- Performs ~~major and~~ complex overhaul, troubleshooting, and installations at district pump plant facilities with very limited supervision.
- Works effectively with highly skilled and unskilled people to jointly perform tasks requiring expertise in other disciplines; upon request of the Electrical, Mechanical, and Control Supervisor, directs the work of alternate E&MC sectional staff; ~~Systems Specialists 1 and 2.~~ or supervises the work of contractors at District facilities when required.
- Independently tests, calibrates, and adjusts controls, instruments, hydraulic systems, and related components.
- ~~Lays out, installs, and places into service monitoring and recording devices.~~
- Upon request, analyzes and evaluates bids on specifications for equipment and outside contracts.
- Coordinates with Electrical, Mechanical, and Control Supervisor and other district staff to prepare Request for Proposal (RFP) documents for pump and motor repair work.

- ~~Researches current and emerging trends in maintenance/ monitoring and repair applications and makes formal recommendations on their application to the district's diversion, treatment, and production facilities.~~
- Assists in the design and selection of equipment for the treatment, distribution and diversion operations.

Knowledge, Skills and Abilities:

Mechanical System Technician 1

- Basic knowledge of the installation, maintenance, operation, and testing of industrial wiring, pumps, motors, valves and control apparatus common to water utilities.
- Knowledge of safety standards and procedures; methods, equipment, materials, and tools used in the construction, installation, operation, and maintenance of water treatment, distribution and production facilities.
- Basic knowledge of district water system operations, the location of all system components, and ability to direct individuals to these locations.
- Knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages, and in confined spaces.
- General knowledge of federal, state, and local regulations pertinent to public water systems.
- Knowledge of OSHA requirements for mandated safety programs including principles and practices of work safety.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blue prints.
- Ability to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to analyze and resolve problems.
- Ability to interact and communicate clearly, tactfully, and effectively with employees; regulatory authorities; representatives of water agencies, utilities, and government agencies; consultants; and the public.
- Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, email and internet.

Mechanical System Technician 2

- Possess the knowledge, skills, and abilities required of the Mechanical Systems Technician 1.

- Ability to test, evaluate, modify, install, and maintain pumps, motors, standby generators, control valves, and water treatment equipment.
- Ability to perform diagnostic troubleshooting of electro-mechanical equipment such as pumps, motors, standby generators, control valves, and water treatment equipment, determine cause of failure, and make recommendations for corrective action.
- Ability to prioritize assignments and manage a variety of complex tasks under tight deadlines.

Mechanical System Technician 3/4

- Possess the knowledge, skills, and abilities required of the Mechanical Systems Technician 1 and 2.
- Extensive knowledge of water system hydraulics and mechanical components of water production, distribution, and treatment systems.
- Ability to detect flaws in design, construction methods, and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws.
- Ability to prioritize assignments and manage a variety of complex tasks under tight deadlines.
- Ability to write routine reports and internal memoranda.
- Ability to read and interpret complex rules and regulations.

Education, Experience, Certificates, Licenses, and Registrations:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the requisite education and training would be:

Mechanical System Technician 1

- Equivalent to graduation from high school and one year of experience as a utility worker with mechanical service work in a water related field.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- Equivalent of Cla-Val University 100/101 Series Class Completion
- Possession of or ability to obtain a valid Grade I Water Distribution Operator certificate issued by the California State Water Resources Control Board within one year of hire.
- Trained in NFPA 70E Electric Safety in the Workplace (district provided)

Mechanical System Technician 2

- Equivalent to graduation from high school and three years of experience with mechanical service work in a water related field.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- Equivalent of Cla-Val University 100/101 Series Class Completion
- NCCCO Qualified Mobile Telescopic Crane Operator (Fixed Cab-TSS)
- Possession of a valid Grade I Water Distribution Operator certificate issued by the California State Water Resources Control Board
- Trained in NFPA 70E Electric Safety in the Workplace
- Oxygen/acetylene and electric arc welding skills are highly desirable.

Mechanical System Technician 3

- Equivalent to graduation from high school and five years of experience as with mechanical service work in a water related field.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- NCCCO Qualified Mobile Telescopic Crane Operator (Fixed Cab-TSS)
- Equivalent of Cla-Val University 101, 201, and 50 Series Course Completion
- Possession of a valid Grade II Water Distribution Operator certificate issued by the California State Water Resources Control Board
- Knowledge of mechanical components of water production, distribution, and treatment systems.
- Trained in NFPA 70E Electric Safety in the Workplace
- Oxygen/acetylene and electric arc welding skills are desirable.
- Clean Water Environment Association Mechanical Technologist Grade 1 Certificate

Mechanical System Technician 4

- Equivalent to graduation from high school and eight years of experience as with mechanical service work in a water related field.
- Possession of a valid California Class C California driver's license.
- CPR/First Aid certificate
- NCCCO Qualified Mobile Telescopic Crane Operator (Fixed Cab-TSS)
- Equivalent of Cla-Val University 101, 201, 301, and 50/90 Series Course Completion

- Possession of a valid Grade II Water Distribution Operator certificate issued by the California State Water Resources Control Board
- Trained in NFPA 70E Electric Safety in the Workplace
- Oxygen/acetylene and electric arc welding skills are desirable; additional possession of a valid American Welding Society (AWS) welding certificate (or equivalent) applicable to both metal arc and oxy/acetylene welding is highly desirable.
- Rockwell Automation Training Courses Power Control (Devices and Motor Control Centers)
- Clean Water Environment Association Mechanical Technologist Grade 2 Certificate

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in district buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends, holidays, and off-hour shifts. Must be willing to participate in the SCADA standby rotation schedule for emergency callback response. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Electrical & Mechanical and Control Systems Supervisor
REPORTS TO: Treatment Plant Operations and Maintenance Manager
SALARY LEVEL: S 32
DATE: February 2012 May 2022

Definition

Under general direction of the Operations and Maintenance Manager, plans, organizes, directs, and supervises the work of employees engaged in the maintenance, repair, and installation of electrical and mechanical equipment, control apparatus, communication systems, SCADA, and database/control software used utilized in the treatment, production and diversion of water supply. Coordinates assigned activities with other O&M sections, district departments, outside contractors and the general public; and performs related work as required; ensures work quality and adherence to established policies and procedures. Performs a variety of routine to complex technical duties comparable to skillsets and responsibilities of subordinate Electrical, Mechanical, and Control section staff. ~~a Level 4 Electrical and Mechanical Systems Specialist; and performs related work as required.~~ This position directly supervises the Mechanical System Technician, SCADA and Communications Technician, and Electrical and Instrumentation Lead Worker; and provides indirect supervision as needed for the Electrical and Instrumentation Technician.

Distinguishing Characteristics

~~The work of this position involves responsibility for planning and supervising the daily, weekly and job specific work of journey and sub-journey employees performing field and shop maintenance, installation, calibration, and repair work on a wide variety of automated processes and associated electrical, mechanical, and control apparatus.~~ This position is also expected to assist management in long-range program planning, budget development, and is responsible ~~responsibility~~ for implementing and monitoring specific projects that ensure the best utilization of staff and resources to meet in the production of the ~~community's~~ district's water supply.

Examples of Duties

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- ~~Plans, organizes, and supervises E&M Systems Specialists levels 1 through 4 work in the operation and maintenance of pump plants.~~ Coordinates sectional activities; assigns, schedules, and monitors by prioritizing and planning work, assigning tasks, and monitoring employee performance.
- Prepares recommendations for sectional budget for projects and annual budget, ~~including justification of services and supplies, and contract resources.~~ forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approves and directs the monitoring of expenditures; recommends adjustments as necessary.
- Attends and participates in supervisor and sectional group meetings.
- Stays current on technical developments and applies or adapts ideas to local situations. Recommends and coordinates the acquisition, installation, and use of specific equipment.
- Maintains files and records; enters information into computerized databases and spreadsheets, formulates custom reports, generates graphs, charts, and statistics to arrive at conclusions.
- Evaluates section performance and implements action as required to prioritize work, provide training, improve customer service, and utilize tools and technologies to the district's efforts in efficiencies.
- Assist ~~section's~~ O&M Manager and O&M Specialist in long range planning to meet sectional and department's goals and objectives.
- Issue, monitor and track departmental work orders; coordinate, administer and monitor the maintenance, repair, replacement and logistics of district assets.
- Ensures smooth implementation of hardware, software, communication, and system enhancements to minimize operational impacts.
- Coordinates and schedules pump efficiency and meter accuracy testing for district pump plant and production facilities.
- Personally troubleshoots unusual or sensitive issues and performs the work of employees in this section when needed.
- Participates in the preparation of work plans and schedules to coordinate with other personnel, departments, and divisions regarding a variety of electrical, instrumentation, and control projects; assists in the development of cost estimates/budgets, materials list(s) and labor requirements needed to complete capital projects and other assignments.
- Maintains communication with all sections and departments to ensure any concerns over water diversion, treatment, and production are properly addressed.
- Assist Engineering department with the review of plans, specifications, proposals, and bid packets; submit recommended changes as necessary; perform field verification checks on existing plans and prints.

- Plans, schedules, assigns tasks for maintaining, repairing, calibrating and installing pneumatic and electronic equipment, telemetering systems, chemical feeders, flow meters, pressure/level sensors, data loggers, digital instrumentation, and computers.
- Schedules routine inspections of equipment and initiates preventive maintenance programs to maintain reliability of systems.
- ~~Ensures compliance with safe work practices at job sites.~~ Provides instruction to assigned personnel; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Coordinate and assist safety officer with implementation of safety, maintenance, and inspection forms.
- ~~Monitors employee performance and prepares and conducts performance appraisals of assigned staff.~~ Interview, select, train, motivate and evaluate staff; perform employee evaluations; work with personnel to correct deficiencies; implement discipline procedures.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of potable water treatment, distribution and customer service.
- As necessary, performs the full range of duties ~~requirements of subordinate Electrical, Mechanical, and Control section staff.~~ ~~of a Level 4 E & M Systems Specialist in the specialties of Electrical, Mechanical, Automation and Instrumentation and Controls.~~ performs special projects ~~other duties~~ and ~~responsibilities~~ assignments as required.

Classification Requirements

Knowledge, Skills, and Abilities

Thorough knowledge in the operation and maintenance of water production facilities; water science principles, methods and practices; safety regulations and OSHA requirements including principles and practices of work safety; including standard methods and practices of electrical, mechanical, and hydraulic principles; tools and equipment used to maintain, repair, and calibrate a variety of water utility equipment and facilities; knowledge of both state and federal regulations pertinent to the environment and water treatment; public works contract administration and construction management; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including oversight and work scheduling. ~~Thorough~~ Knowledge of the installation, maintenance, operation, and testing of industrial wiring, communication systems, automation software, pumps and motors, valves and control apparatus common to water utilities. Working knowledge of National Electrical Code, the operation and maintenance of instrumentation and loop process control systems, micro-computer based SCADA systems, high speed wireless data communication equipment; the methods, practices and procedures used in completing major repairs, maintenance and overhaul of pumps, motors

and related components; interpret mechanical and electrical drawings, plans, and specifications.

~~Must meet requirements for Level 4 Electrical and Mechanical Systems Specialist~~

Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, email and internet. Organizational skills inclusive of the ability to manage multiple priorities; communicate orally with district management, staff, and the public. Must possess adequate verbal, analytical, organizational, and interpersonal skills.

Ability to plan, direct, schedule and coordinate field operation and preventive maintenance routines and work assignments; establish and maintain effective working relationships; communicate effectively, verbally and in writing; interpret and apply departmental policies and procedures; prepare clear and concise report, budgets, and contract documents. Ability to read and interpret technical manuals, blueprints, drawings, schematics and diagrams; communicate oral and written instruction clearly and effectively, analyze situation effectively and adopt the effective course of action. Ability to deal tactfully and effectively with the public and fellow employees, establish and maintain positive working relationships; follow oral and written instructions for job functions and safety requirements of the district.

Education and Experience

Any combination of education and experience that has led to the acquisition of the knowledge, skills and abilities as indicated above. Typical ways of acquiring the knowledge, skills and abilities are:

- Experience: Five years of lead experience in the operations, maintenance and/or engineering support of a large to medium sized treatment, production, and distribution facilities.
- Training: Completion of four years of college resulting in graduation with major course work in electrical engineering, control system engineering, mechanical engineering or related field ~~and held a position for two years requiring significant experience in the operations, maintenance and/or engineering support of a large water treatment, production, and distribution system.~~

OR

- Eight years of experience in the operations, maintenance and/or engineering support of large to medium sized treatment, production, and distribution facilities including five years of demonstrated supervisory and technical competency in the areas described above including extensive background and field experience in the areas of Electrical, Mechanical, and Instrumentation work. Demonstrated competency in planning and organizing the activities of the technical staff responsible for the most complex automation, electrical, SCADA, communication system operations and strategies. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Other Requirements

Certificates, Licenses, and Registrations:

- Possession of a valid Class C California driver's license.
- ~~Must possess~~ Possession of a valid Grade II Water Distribution Operator Certificate ~~and Grade II Water Treatment Operator Certification~~ issued by the California State Water Resources Control Board ~~State of California Department of Health Services.~~
- Possession of a CWEA Mechanical Technologist and Electrical & Instrumentation Technologist Certificates (Grade 1 or higher)
- Applicable Rockwell Automation Training Courses In Process Control, PLC's, Networking, Power Control (Devices and Motor Control Centers), and Software.
- Possession of a State of California General Electrician's license is highly desirable.
- Basic electrical safety training in NFPA 70E
- CPR/First Aid certificate

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in district buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends, holidays, and off-hour shifts. Must be willing to participate in the SCADA standby rotation schedule for emergency callback response. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

DRAFT

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Operations & Maintenance Specialist
REPORTS TO: Operations & Maintenance Manager
CLASSIFICATION: Supervisory, Non-Exempt
SALARY LEVEL: ~~S-30~~ S 33
DATE: 9/05/2018

Definition:

Under the general direction of the Operations and Maintenance Manager, performs technical and operational support work related to the operation, maintenance, and repair of water production, water treatment, water distribution, and related facilities. Organizes staff, directs functions, and facilitates the programs of the various operations and maintenance departments. Coordinates assigned activities with other district departments, outside agencies and the general public; assists with coordinating water system emergency responses; and performs related work as required. Ensures work quality and adherence to established policies and procedures.

Essential Functions:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Accepts responsibility for operational activities, and services of the operations and maintenance department; coordinates activities with other departments and outside agencies.
- Provides day to day support to the O&M section to ensure a high performance customer service oriented work environment.
- Plans, coordinates and reviews the work methods and plans for assigned projects and responsibilities, which may include water treatment, groundwater production, distribution, meter reading functions and related services; provides administrative and technical direction to staff.
- Attends and participates in supervisor and sectional group meetings.
- Responds to public inquiries and complaints in a timely and professional manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints.
- Coordinates integration of GIS data to asset management database; monitors data accuracy; schedules GIS updates; meets with staff to identify and resolve GIS related issues.

- Participates in the preparation and administration of the various O&M section budgets, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approves and directs the monitoring of expenditures; recommends adjustments as necessary.
- Provides instruction to assigned personnel; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of potable water treatment, distribution and customer service.
- Maintains files and records; enters information into computerized databases and spreadsheets, formulates custom reports, generates graphs, charts, and statistics to arrive at conclusions.
- Assist Engineering department with the review of plans, specifications, proposals, and bid packets; submit recommended changes as necessary; perform field verification checks on existing plans and prints.
- Coordinate and assist safety officer with implementation of safety, maintenance, and inspection forms.
- Attends monthly safety committee meetings; performs and documents safety inspections, makes recommendations for remedial actions, initiates safety work orders; consults with district staff on safety issues.
- Issue, monitor and track departmental work orders; coordinate, administer and monitor the maintenance, repair, replacement and logistics of district assets.
- Based on supervisor and staff input, coordinates projects, plant maintenance, repairs, work flow, work product, and procedures for asset program management.
- Perform special projects and assignments as requested.

Secondary duties include but are not limited to the following:

- Develop plans, specifications, proposals, and cost estimates; completes justification memorandums for projects as assigned.
- Provides administrative support for the O&M Manager in his absence; including the approval of payroll, requisitions, leave requests, purchases, and other related functions.
- Perform field verifications of backflow assembly installations; identifies potential cross connection hazards to the potable water system.
- Assists O&M department with completion of routine job tasks or assignments.
- Coordinate with supervisors and staff in order to facilitate sectional cross-training.
- Provides backup support for location of the district's underground utilities; ensure timely and accurate marking, make calls to locate other utilities as needed by the district, observe work by other utilities near district facilities and protects District assets.
- Perform the inspection of water treatment, water distribution, water production, dam and related facilities for needed maintenance and repairs.

Knowledge, Skills, and Abilities:

Thorough knowledge of the operation and maintenance of distribution, treatment, production and related facilities; water treatment principles, methods and practices; safety regulations and OSHA requirements for safety programs including principles and practices of work safety; including standard methods and practices of electrical, mechanical, and hydraulic principles; tools and equipment used to maintain, repair, and calibrate a variety of water utility equipment and facilities; principles and practices of standardized water quality tests; knowledge of both state and federal regulations pertinent to the environment and water treatment; public works contract administration and construction management; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including oversight and work scheduling; advanced technology and developments in customer service and water utilities. Skillset applicable to modern office procedures, methods and computer equipment, including software programs such as database applications, word processing, and asset management applications inclusive of GIS, and CMMS.

Ability to maintain knowledge of and compliance with ever changing state and federal regulations. Ability to plan, direct, organize, schedule, assign, review and evaluate the work of others; establish and maintain effective working relationships; communicate effectively, verbally and in writing; interpret and apply departmental policies and procedures; prepare clear and concise reports, budgets, and contract documents; recognize unusual, inefficient, or dangerous operating conditions and take appropriate action; accurately read, interpret and record data from gauges, meters and a SCADA system; read and interpret technical manuals, blueprints, drawings, schematics and diagrams; observe, inspect, analyze system equipment and facilities; and compile, evaluate and analyze complex data and information and recommend or take actions; adjust plant equipment as needed.

Education and Experience:

Any combination of education and experience that has led to the acquisition of the knowledge, skills, and abilities as indicated above including completion of twelfth grade, or its equivalent. A typical way to obtain the knowledge and skills and abilities would be:

- Experience: Five years of progressive experience towards the operation and maintenance of water distribution, production and treatment facilities, including three years of shift work as a certified shift operator.
- Training: A two-year degree (AS) in a water-related field that includes at least one course in supervision.

OR

- Eight years of progressive experience towards the operation of potable water treatment, production and distribution facilities, including five years as a certified California Grade III or higher Treatment and/or Distribution shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

Certificates, Licenses, Registrations:

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade III Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.
- Possession of a valid Grade III Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or

radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during emergency conditions, which may include after hours, weekends and holidays; must be willing to participate in the treatment plant, customer service, or distribution operator's standby schedule on an as needed basis.

The specific statements in each section of this job description are not intended to be all inclusive. They represent the essential functions and minimum qualifications necessary to perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Lead Electrical & Instrumentation Worker—
REPORTS TO: Electrical, Mechanical and Control Supervisor
SALARY LEVEL: E 41
DATE: May 2022

Definition

Under general direction of the Electrical, Mechanical, and Control Supervisor, plans, directs, schedules and supervises skilled electrical and instrumentation work for the district's water treatment, production, and diversion facilities. This position directly supervises the Electrical & Instrumentation Technician and assumes direct oversight and responsibility for a variety of routine to complex technical duties including the installation, maintenance, and repair of specialized electrical equipment, VFD's, instrumentation, process control and cathodic protection equipment. The incumbent also coordinates assigned activities with other O&M sections, district departments, outside contractors and the general public, as well as ensuring work quality and adherence to established policies and procedures. This position performs repair and maintenance routines requiring advanced journey level knowledge, skills, and abilities as well as performing lower level technical duties comparable to the skillsets and responsibilities of the Electrical and Control Technician.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Perform troubleshooting, testing, diagnostic analysis, and fault isolation for electrical and control instrumentation circuitry.
- Coordinates scheduled and routine inspection, testing, cleaning, repair, and overhaul of industrial high voltage electrical motors, motor controls, and related equipment.
- Maintain, troubleshoot, and repair motor control systems including VFD's, soft starts, and pump control valves.
- Provides advisory support to the Engineering and O&M departments through review of technical reports, project plans, and specifications.
- Coordinate with contractors and consultants on the integration of electrical, control equipment and programmable logic.

- Install electrical system components including conduits, boxes, switches and wiring; pull and size wire and associated components.
- Performs troubleshooting and repair routines on electrical circuits such as power, lighting, and motor controls; uses measuring, calibrating, and testing instruments and hand power tools used in the trade.
- Test, evaluate, calibrate, and repair district instrumentation and telemetry equipment including PLC's and relay logic.
- Coordinate the monitoring, testing and maintenance of cathodic protection equipment at district reservoir and pipeline locations.
- Maintains files and records; enters information into computerized databases and spreadsheets, formulates custom reports, generates graphs, charts, and statistics to arrive at conclusions.
- Assists with maintaining, programming, troubleshooting and making modifications to Programmable Logic Controllers (PLCs) and SCADA and radio systems; uploads and downloads PLC programs and interfaces with hmi software as necessary.
- Terminates electrical wire in field panels and motor terminal boxes.
- Read and interprets diagrams, blueprints, and schematics for electric and hydraulic equipment; develop basic prints and single line diagrams.
- Plans, schedules, and assigns tasks for maintaining, repairing, calibrating and installing pneumatic and electronic equipment, telemetering systems, pressure/level sensors, data loggers, and digital instrumentation.
- Attends, participates in, and contributes to district sectional and staff meetings including sharing recommendations or ideas.
- Maintains spare part inventory for critical equipment to ensure uninterrupted treatment and production of water; makes estimates of labor, materials, and supplies required for performance of specific assignments.
- Provides instruction to assigned personnel; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Develop and implement maintenance programs and schedules; issue, monitor and track departmental work orders.
- Independently perform lockout/tagout at district facilities; oversee requisite lockout/tagout activities for district special projects and maintenance activities.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of potable water treatment, distribution and production.
- Participates in the preparation of work plans and schedules to coordinate with other personnel, sections, and departments regarding a variety of electrical, instrumentation, and control projects; assists in the development of cost estimates/budgets, materials lists and labor requirements needed to complete capital projects and other assignments.
- As directed, oversee, train, and motivate staff.
- Perform housekeeping duties at district facilities to ensure worksites are maintained in a clean, orderly, and safe condition;

- As necessary performs the full range of duties of the Electrical and Control Technician I-IV; complete special projects and assignments as required.

Knowledge, Skills and Abilities:

Thorough knowledge of electrical theory and principles relative to the operation and maintenance of water production facilities; safety regulations and OSHA requirements including principles and practices of work safety; including standard methods and practices of electrical, mechanical, and hydraulic principles; tools and equipment used to maintain, repair, and calibrate a variety of water utility equipment and facilities; knowledge of both state and federal regulations pertinent to the environment and public water systems; public works contract administration and construction management; development of written reports, budgeting procedures and techniques; principles and techniques of effective supervision including oversight and work scheduling. Knowledge of the installation, maintenance, operation, and testing of industrial wiring, communication systems, automation software, pumps, motors, valves and control apparatus common to water utilities. Working knowledge of National Electrical Code, the operation and maintenance of instrumentation and loop process control systems, micro-computer based SCADA systems, high speed wireless data communication equipment; methods, practices and procedures used in completing major repairs, maintenance and overhaul of pumps, motors and related components. Fundamental training and understanding of PLC logic and SCADA systems; demonstrated safety knowledge for working on or around electrical systems up to 2400VAC; using isolation switches, circuit breakers and associated electrical and mechanical equipment to properly lockout/tagout (LOTO) for the isolation of control, electrical, hydraulic, and mechanical systems.

Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, email and internet. Organizational skills inclusive of the ability to manage multiple priorities; communicate orally with district management, staff, and the public; Possess adequate verbal, analytical, organizational, and inter-personal skills including leadership qualities with a proactive approach and positive thinking.

Ability to plan, direct, schedule and coordinate field operation and preventive maintenance routines and work assignments; establish and maintain effective working relationships; communicate effectively, verbally and in writing; interpret and apply departmental policies and procedures; prepare clear and concise report, budgets, and contract documents. Ability to read and interpret technical manuals, blueprints, drawings, ladder logic, schematics and diagrams; communicate oral and written instruction clearly and effectively, analyze situation effectively and adopt the effective course of action. Ability to detect flaws in design, construction methods, and materials to ensure compliance with contract plans and specifications, permits, codes, regulations, and laws. Ability to deal tactfully and effectively with the public and fellow employees, establish and maintain positive working relationships; follow oral and written instructions

for job functions and safety requirements of the district. Ability to identify and use proper personnel protective equipment; ability to verify safe working conditions.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the requisite education and training would be:

- Equivalent to graduation from high school and eight years of experience as an Instrument Technician and/or Electrician performing high and low voltage electrical work and maintaining controlled electronics and instrumentation in a water related field or industrial setting.

OR

- Five years of progressive technical experience in relevant industrial or water utility work dealing with subcontractors, direct hire employees, vendors and third-party contractors and two years of college level or courses (or vocational programs) in electrical control or a related field.

Certificates, Licenses, and Registrations:

- Possession of a valid California Class C California driver's license.
- Possession of a State of California General Electrician's license is highly desirable.
- Clean Water Environment Association Electrical and Instrumentation Technologist Grade 3 Certificate
- Possession of or ability to obtain a valid Grade I Water Distribution Operator certificate issued by the California State Water Resources Control Board within one year of assignment
- Rockwell Automation Training Courses In Process Control, PLC's and Power Control (Devices and Motor Control Centers)
- Trained in NFPA 70E Electric Safety in the Workplace
- CPR/First Aid certificate

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, or towers.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in district buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends, holidays, and off-hour shifts. Must be willing to participate in the SCADA standby rotation schedule for emergency callback response. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Welder / Fabricator
CLASSIFICATION: Non Exempt
REPORTS TO: Distribution Supervisor
SALARY LEVEL: E 24
DATE: November 2021

Definition

Under general supervision, provides routine and specialized support to the districts' O&M department; performs a variety of skilled welding and fabrication duties associated with the maintenance, installation, and repair of water district facilities including treatment plants, distribution pipelines, pump stations, production meters, diversion facilities, and related appurtenances; fabricates and installs specialized equipment as needed; perform related work as necessary. Incumbents in this position will be expected to regularly assist with routine distribution section duties including operational emergencies.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs general welding and fabrication techniques to accomplish repairs and improvements related to water production, treatment, conveyance, and diversion facilities; provides support towards operational reliability and functionality;
- Determines appropriate welding equipment or methods based on requirements; performs various welding activities associated with the repair of pipelines, installation of meters, valves, hydrants, and other appurtenant facilities;
- Weld and fit pipe in the field; operates oxygen/acetylene and electric arc welding equipment in connection with the installation, repair and maintenance of water mains; fabricates special fittings, such as tees, offsets, bends, sleeves, reducers, and bands; on a variety of both ferrous and non-ferrous metals.
- Performs and/or assists with general welding/fabrication in both shop and field environments by safely utilizing traditional hand and power tools including drill presses, jacks, shears, grinders, sanders, lathes, hydraulic presses, saws, metal shears and other similar tools;
- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;

- Operates in conjunction with large pipeline repair projects, utilizing necessary equipment such as lights, air compressors, trucks, overhead shop cranes, auto cranes, lifts or similar equipment to effectively complete work;
- Fabricate and repair fencing and security assets surrounding reservoirs and other district owned property; design security lock boxes for hatches and doors for towers, reservoirs, vaults, and other related infrastructure; perform other welding activities relating to repairs;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Performs line check, repairs air valves, operates primary gate valves in the system on a periodic basis;
- Read blueprints and schematics; draw sketches to fabricate equipment and tools;
- Performs a variety of fabrication practices to effectively shape, cut, punch, drill and secure metal structures, parts, pipes, decks, trusses, and brackets; cuts, fits, and lays materials as needed;
- Coordinate assigned tasks with other O&M sections as necessary; complete and maintain record of work performed and materials used; requisitions materials and equipment as needed;
- Operates and/or patrols diversion and fish ladder facilities as directed during river flow conditions;
- Does skilled painting of building and structures including vaults and manholes;
- Maintain log sheets; perform and record operational and maintenance activities; electronically enter data into databases, tables, and GIS systems;
- Operate heavy equipment as needed; haul heavy equipment to and from job sites;
- Assist in planning and organizing safety procedures at work site to include OSHA requirements, traffic control, confined spaces, trench shoring, and underground utility locating; conduct traffic control as needed
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- Operates a variety of tools and equipment including forklift, mobile crane, boom truck, street sweeper, pipe freeze tool, and valve operator machines;
- Perform other related duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of theories, practices, tools and materials used for welding/fabrication related to the repair of water distribution, treatment, conveyance and production facilities; oxyacetylene gas welding procedures and methods; welding properties of various metals and alloys; electrical welding procedures and methods; basic equipment and techniques used to weld and fabricate a wide variety of appurtenances such as vault and cover systems, grates, and similar equipment; practices to ensure compliance with public health and safety regulations.. Knowledge of Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated

safety programs including principles and practices of work safety.

Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, email and internet. Skilled with maintaining and utilizing CNC, pneumatic and hydraulic tools and equipment normally and traditionally used in the welding and fabrication trade in either a shop or field environment.

Ability to safely operate tools and equipment; read prints and sketches; interpret instructions; identify problems and make concise and correct decisions; record timesheet on a computer; establish and maintain effective work relations with others; follow oral instructions and the written safety programs of the District.

Education and Experience:

A combination of experience and education that has led to the acquisition of the knowledge, skills, and abilities as indicated above. A typical way to obtain the knowledge, skills and abilities would be:

- Experience: Five years of journey level welding experience related to water utility maintenance and construction work or similar field.
- Training: Equivalent to graduation from high school supplemented by 3 units of college level course work in welding or a related field.

Certificates, Licenses, and Registrations:

- Possession of a valid California Class A driver's license.
- Possession of a valid American Welding Society (AWS) welding certificate (or equivalent) applicable to both metal arc and oxy/acetylene welding is highly desirable.
- Obtaining a valid Grade I Water Distribution certificate issued by the California State Water Resources Control Board will be necessary to enable advancement to step 5 or the respective Welder/Fabricator salary level.
- CPR/First Aid certificate

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances, smoke and fumes. Employees may periodically be required work in confined spaces, tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing district policies and procedures

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Physical ability to perform tasks that require the utilization of a respirator. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- May be required to obtain medical clearance to wear respiratory equipment.
- Acceptable driving record consistent with the standards established by the district.
- Participation in job training or professional development programs.

Working Conditions:

Incumbents must be willing to work as needed during non-routine or emergency conditions, which may include after hours, weekends, holidays, and off-hour shifts. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned tasks and functions.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Quality Aide ~~—Part Time~~
REPORTS TO: Water Quality Supervisor
SALARY LEVEL: ~~\$17.96—21.83 / Hour~~ E 08
DATE: ~~October 2020~~ May 2022

Definition

Under the direction and supervision from the Water Quality Supervisor, performs database management of various water quality parameters and the District's Cross Connection Control Program, including data entry, compilation and assessment. Assists in implementation of the District's flushing program and watershed and distribution sampling and monitoring. Performs other related work as assigned or required.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Enters data into computerized databases and assists in maintaining records and documentation for a variety of water quality sampling, monitoring and analysis.
- Assists with implementation of the District's Cross Connection Control Program including communication with customers and County of Ventura staff, field verification of backflow devices, database management, and corrective actions for non-compliant backflow devices.
- Under direction of the Water Quality Supervisor, compiles and organizes data for reports and special projects.
- Assists with maintaining water quality in the distribution system through monitoring and flushing.
- Assists with with environmental program monitoring related to water quality mandated by SWRCB to ensure compliance with program requirements including dechlorination and monitoring of drinking water system discharges.
- Assists with collection and processing of watershed and lake samples in accordance with standard procedures for the analysis of algae, coliform, E. coli, and related microbiological populations, H₂S, manganese, filtration profiles, chemical parameters such as dissolved oxygen, and physical characteristics such as temperature and turbidity to help water treatment plant section to maximize influent water quality in order to maintain compliance with State and Federal regulators.

- Assists with performing plankton tows and assists with processing samples for cross-polarized light microscopy analysis.
- Assists with collection of raw and finished drinking water system samples in accordance with standard procedures to identify and enumerate microbiological parameters such as total coliform, e. coli, and HPC, plus chemical and physical characteristics such as temperature, pH conductivity, phosphate, chlorine, turbidity, and other chemical parameters as needed.
- Operates and maintains sophisticated laboratory and field analytical instruments, equipment and computers.
- Records and reports results of monitoring to appropriate personnel, as necessary, and assists in carrying out corrective actions when water quality problems are noted.
- Assists with maintaining California Department of Public Health (CDPH) certification for supplying emergency potable water to customers.
- Assists with monitoring to maintain compliance with State and Federal regulations.
- Assists in maintenance of chemical and supply inventories.
- Assists with data analysis, public notification during water quality emergencies, identification of water quality problems; respond to emerging public health issues.
- Assists with customer service and the investigation of water quality complaints or inquiries, such as responding to taste and odor events.
- Carries out District and Laboratory Safety Programs.

Knowledge, Skills, and Abilities

Knowledge of the principles of water quality laboratory chemical, physical, biological and microbiological sampling techniques, sample holding times, preservation and chain of custody. General knowledge of water treatment plant and distribution system equipment and facilities; principles and practices of standardized water quality tests; backflow devices and cross contamination control program management; state and federal regulations pertinent to the environment and water quality.

Skilled with modern computer applications such as e-mail applications, word processing, spreadsheets, calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS) Skilled with using hand tools; reading equipment specifications and instructions.

Ability to effectively analyze data and interpret results; deal tactfully and effectively with the public; establish and maintain collaborative working relationships with others; communicate effectively verbally and in writing; operate a boat and work in remote conditions; prepare clear and concise reports; compile, evaluate and interoperate complex data and information; and follow oral and written instructions both for job functions and safety requirements of the District.

Education and Experience

Minimum high school education, water science classes desirable, or previous experience working in the water industry. Associates or bachelor's degree from an accredited college or university is desirable but not required, with major course work in science such as environmental science, chemistry, biology, microbiology, sanitation, or public health.

Certificates, Licenses, and Registrations

Possession of the following:

- California Class C driver's license.
- CPR/First Aid certificate or ability to obtain within six months after assuming position.

Possession of the following is desirable but not required:

- Grade I American Water Works Association (AWWA) Water Quality Analyst Certificate.
- Grade I Water Treatment Operator's certificate issued by the SWRCB.
- Grade I Water Distribution Operator's certificate issued by the SWRCB.

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous chemical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, ability to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate small power tools and equipment. The employee may be required to occasionally climb ladders or stairs to the top of reservoirs or other high structures. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Hearing within normal range. Ability to communicate in person and over the telephone or radio. Uses chemical laboratory equipment to perform chemical analyses requiring constant and close attention to details, works in an environment with exposure to potentially hazardous chemicals.

Involves fieldwork requiring frequent walking in operational areas, stands and sits for extended periods of time. May walk on uneven terrain, may work on water quality boat on lake with unsteady footing and operates District vehicles. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date

**CASITAS MUNICIPAL WATER DISTRICT
Board of Directors Memo**

DATE: May 20, 2022

TO: Board of Directors

FROM: Michael Flood, General Manager

SUBJECT: Discussion of the acquisition of a replacement Aquatic Play Structure (APS) and Regenerative Filter System for the Casitas Water Adventure at the Lake Casitas Recreation Area

RECOMMENDATION:

Direct staff to continue to research funding opportunities with the expectation of returning to the Board with financing options next month.

BACKGROUND:

The Casitas Water Adventure began operating the Aquatic Play Structure (APS) in 1998 and expanded in 2003 to include the Lazy River, Lagoon, Splash Pad and Shower House. The CWA provides a safe and sanitary environment to enjoy aquatic recreation to approximately 80,000 guests each summer. The CWA also provides additional revenue to help offset staff costs and operational expenses.

During the February, March and April Recreation Committee Meetings, options for the acquisition of a replacement APS and the purchase of a Regenerative Media Filter System were reviewed by the Committee.

The Committee requested that staff forward this item to the Board of Directors for further discussion and direction.

EQUIPMENT REVIEW

In October of 2021, LCRA staff attended the World Waterpark Association's annual conference and contacted various manufactures specializing in waterslides, multi-level water play structures and filtration systems.

Several manufacturers provided information regarding design, planning, engineering, installation, and maintenance of an APS. One important element is the ability to place a replacement APS in the current footprint of the previous play structure, which would minimize construction time and cost. All structures have structural steel features and supports, fiberglass decking and stairs, acrylic guard panels, and stainless guard railings.

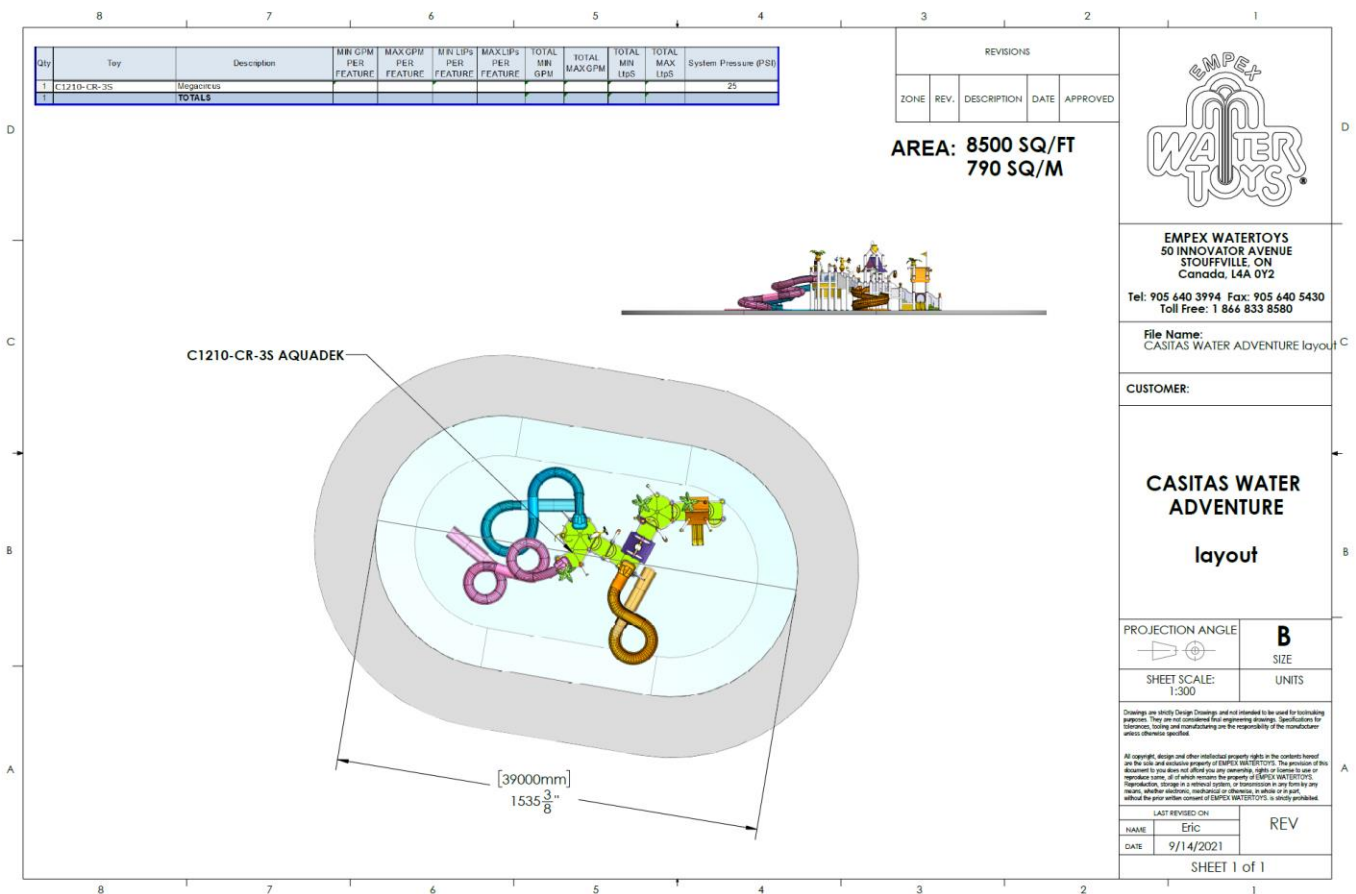
Three estimates were received from APS manufacturers that fit existing footprint:

1. Empex Watertoys (Ontario, Canada)

C1210 Aquadek

This unit is similar to the previous Casitas Water Adventure APS and includes 28 water event features and three slides that cater to toddlers and teens. The instantaneous capacity for the C1210 is approximately 350.

The quoted price for the C1210 structure in Sept 2021 was \$597,870. The estimated installation cost is \$210,000 for a total estimated cost of **\$ 807,870**.



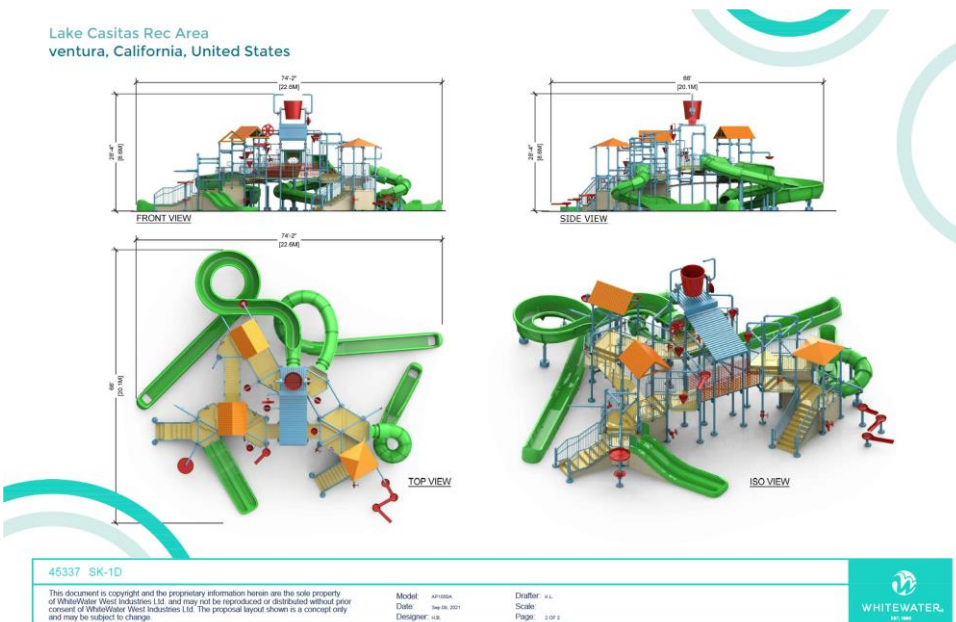
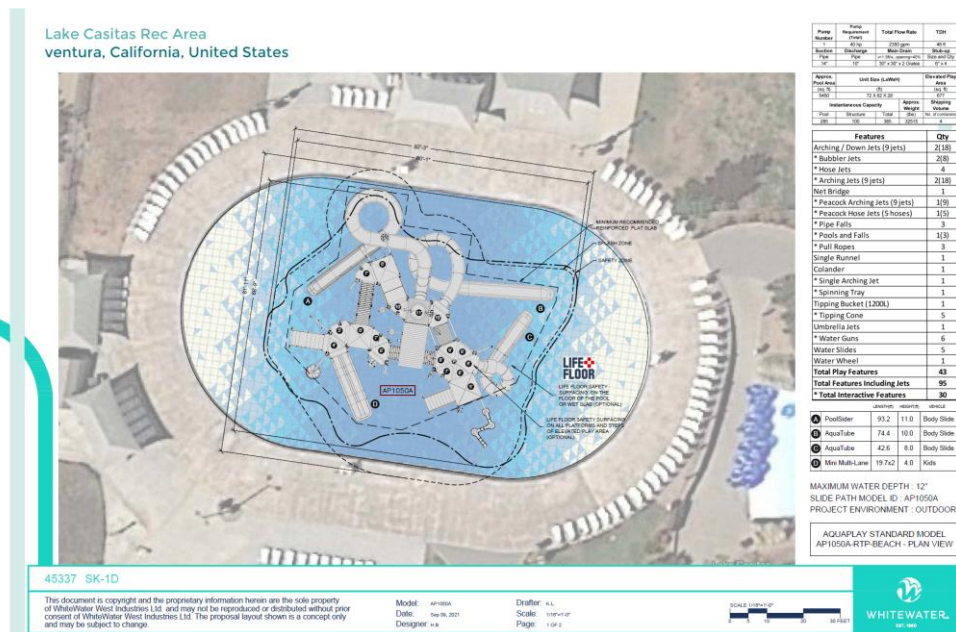
2. Whitewater West Industries (San Diego, Ca.)

Whitewater West Industries Ltd, submitted estimates for two different sizes:

Aqua Play 1050

This APS is approximately 5,450 sq. ft, with 95 features, two kid slides, three water slides (teen/adults) with the highest slide at 11 feet. The instantaneous capacity for the AP1050 is 285 for the pool and 100 for the structure for a total of 385 guests.

As of 1/24/2022 the cost for the AP 1050 is \$649,750. Installation is estimated at 35% of the purchase price or approximately \$230,000 for an estimated total cost of **\$ 879,750.**

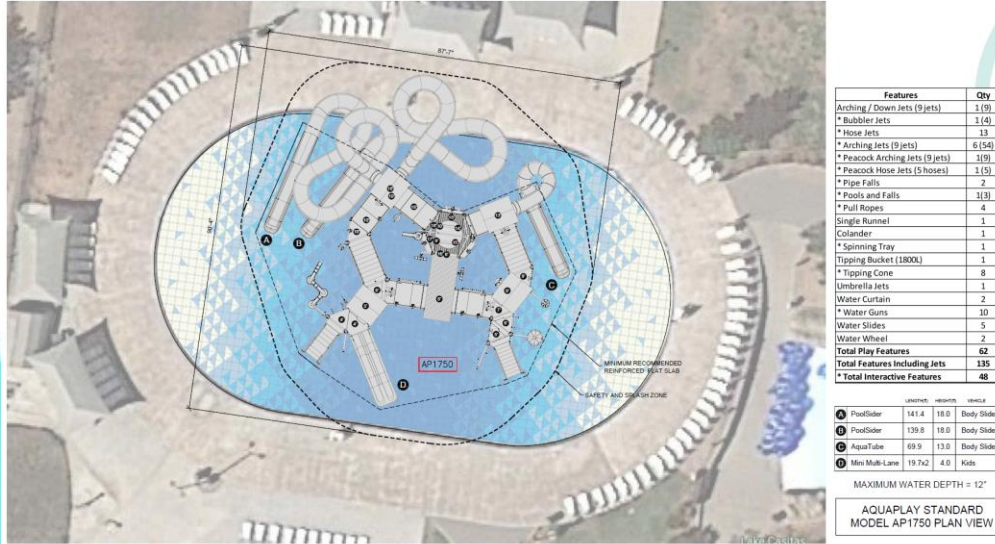


Aqua Play 1750

This APS is approximately 6,250 sq. ft, with 135 features, two kid slides, three water slides (teen/adult) with the highest slide at 18 feet. The instantaneous capacity for the AP1750 is 339 for the pool and 201 for the structure for a total of 540 guests.

As of 1/24/2022 the cost of the AP1750 is \$924,600. Installation is roughly 35% of the purchase price or approximately \$325,000 for an estimated total of **\$ 1,249,600.**

Lake Casitas Rec Area
ventura, California, United States



45337 SK-3

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Model: AP1750
Date: Jun 16, 2021
Designer: xia

Drafter: x.l.
Scale: 1/8"=1'-0"
Page: 1 OF 2



Lake Casitas Rec Area
ventura, California, United States



Pump Number	Pump Requirement	Basin	Discharge	Main Drain	Stack-up
1	1200 gpm (7.1 L/s) @ 38 ft (11.6 m) @ 15 hp (11.0 kW)	14" (356)	4" (102)	v1.1 Min. opening=40%	Size and Qty
2	1500 gpm (94.8 L/s) @ 40 ft (12.2 m) @ 15 hp (11.0 kW)	12" (305)	12" (305)	30" x 30" (762 x 762) @ 3 gables	4" (102) x 8 pipes

Approx. Pool Area	Unit Size (LxWxH)	Elevated Play Area	Instantaneous Capacity	Approx. Weight	Shipping Volume
(sq. ft) (sq. m)	(ft. ft) (m)	(sq. ft) (sq. m)	Pool	Total	(cu. ft) (cu. m)
6250	74.2 x 84.1	22.7 x 28.5 x 12.3	339	2461	3017

45337 SK-3

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Model: AP1750
Date: Jun 16, 2021
Designer: xia

Drafter: x.l.
Scale:
Page: 2 OF 2



3. SplashTacular Waterslides and Waterpark Attractions, LLC (Paola, Kansas)

Mega Play Unit (MPU)

This APS is similar to Whitewater's AP1750, with the exception of an additional slide and a customizable theme (campsite theme shown). This structure would be expected to have a similar instantaneous capacity to that of the Whitewater AP 1750 (540 guests). As of March 2022, the cost of the structure was \$1,385,299 and the installation cost is estimated at \$255,528 for an estimated total cost of **\$1,640,827**.



SPLASHTACULAR
Waterslides and Waterpark Attractions

MPU Aquatic Play Unit - Campsite Theme
Lake Casitas

APU3
11/16/2021
Page 1 of 3

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Regenerative Media Filtration System

The installation of a new APS should include an updated filtration system. Staff is looking to upgrade all of the waterpark's sand filters to a Regenerative Media Filtration System and has contacted three manufacturers specializing in this technology for cost estimates. These systems require less maintenance, less backwashing, and produce less water waste than that of the existing sand filtration system.

Three estimates have been received from the following manufactures and all provide a fifteen-year warranty. The goal is to provide a cost-effective aquatic regenerative media filter.

1. AquaRevival

- BSG40 – 705 Sq. Ft Filtration Area, 8” valves: \$ 61,844.40 (Play Structure)
- BSG60 – 1667 Sq. Ft. Filtration Area, 12” valves: \$ 93,679.20 (Lazy River)
- Startup (Optional): \$ 1,500.00
- Freight Quote to follow separate cover

Total: **\$ 157,023.60** as of Oct 2021

2. Paddock Pool Equipment Company:

- Paddock Regenerative Pressure Filter - PPEC 700S: \$ 69,764.00 (Play Structure)
- Additional 20hp, 480V NEMA 1, Manual bypass: \$ 5,179.00
- Paddock Regenerative Pressure Filter - PPEC 2100: \$ 122,756.00 (Lazy River)
- Additional 50hp, 480v, NEMA 1, Manual bypass: \$ 8,294.00
- Freight estimate \$ 9,500.00

Total: **\$ 215,493.00** as of Sept 2021

Neptune Benson:

- Defender Filter SP-41-48-1038
- Defender Value Kit120V
- Compressor Air 2hp 115v
- Defender tool kit

Total: \$102,591.18 (Play Structure)

- Defender Filter SP-49-48-1548
- Defender Valve Kit 120V
- Compressor Air 2hp 1ph 115v
- Defender tool kit

Total: \$247,027.66 (Lazy River)

- Freight

\$ 8,000.00

Total: **\$357,618.84** as of Sept 2021

FINANCIAL ANALYSIS:

The cost associated with replacing the existing Aquatic Play Structure (APS) not only includes the purchasing of the APS but also installation and construction costs related to a new wet deck, perimeter pool deck, required demolition, design fees, survey, and associated permits but also the new filtration system. The updated APS will draw/accommodate additional guests and provide a source of increased revenue to sustain the CWA into the future.

For analysis purposes, a full renovation budget of **\$2,500,000.00** will be used which includes a 30% contingency.

Financing Analysis:

As noted above, this analysis contemplates a budget of \$2.5M with an eight-year loan financed at 4% interest.

The following amortization schedule shows a payback period of eight years with an annual LCRA payment of \$371,319.58 and a total financing cost of \$2,970,556.64 (including interest).

Table 1 - Amortization Schedule with an interest rate of 4% annually for eight years

Payment Number	Payment	Principal	Interest	Balance
1	\$371,319.58	\$271,319.58	\$100,000.00	2,228,680.42
2	\$371,319.58	\$282,172.36	\$89,147.22	1,946,508.06
3	\$371,319.58	\$293,459.26	\$77,860.32	1,653,048.80
4	\$371,319.58	\$305,197.63	\$66,121.95	1,347,851.17
5	\$371,319.58	\$317,405.53	\$53,914.05	1,030,445.64
6	\$371,319.58	\$330,101.75	\$41,217.83	700,343.88
7	\$371,319.58	\$343,305.82	\$28,013.76	357,038.06
8	<u>\$371,319.58</u>	<u>\$357,038.06</u>	<u>\$14,281.52</u>	-
Totals	<u>\$2,970,556.64</u>	\$2,500,000.00	\$470,556.64	

Gross Revenue Projection - 2023:

The following table provides a gross revenue projection that is based on twelve years of CWA operations (2006-2017) with the average occupancy at 70% of maximum. Gross revenues are projected for an entrance fee of \$23 to \$25 per guest.

Table 2 – Gross Revenue Projection - 2023

Operation Days	Occupancy Percentage	\$15 Current Rate	\$23 Projected 2023	\$25 Projected 2023
80	80%	\$1,440,000.00	\$2,208,000.00	\$2,400,000.00
80	70%	\$1,260,000.00	\$1,932,000.00	\$2,100,000.00
80	60%	\$1,080,000.00	1,656,000.00	\$1,800,000.00

This illustrates that the CWA could see a revenue increase in 2023 of approximately \$700,000 to \$900,000 with the addition of the APS along with an assumed 70% occupancy and a pricing increase of \$23 to \$25 per guest.

Net Operational Revenue – Summer Season 2023:

Using an operational timeframe of 80 days, an estimated 2023 CWA operational expense of approximately \$700,000, and an entry price of 23.00 per guest, the following calculation estimates the net revenues of the CWA with the new APS installed before and after deduction of a loan payment.

Table 3 - Net Operational Revenue: 2023 Summer Season

Operating Season	80	Days
Max Daily Occupancy	1500	Guests
Percentage of occupancy	70%	Occupancy
Entrance Fee	\$23.00	per guest
Estimated Gross Revenue	\$1,932,000.00	
Estimated Expense	<\$700,000.00>	
Estimated Net Operational Revenue	\$1,232,000.00	
Annual Loan Payment	<\$371,391.58>	
Net Revenue after Annual Loan Payment	\$860,608.42	

This calculation indicates that the CWA could produce a net surplus of over \$850,000 during the 2023 summer season which would not only cover an assumed eight-year loan payment of approximately \$370,000 but also provide a surplus that could be used to pay back the loan sooner and then provide sustainable operating funds into the future.

SCHEDULE:

Currently the Casitas Water Adventure is operating with only the Lazy River being open which will likely prove to be unsustainable going forward.

In order to get the CWA into a long-term sustainable operation, the APS should be replaced as soon as possible, which would be the Summer 2023 season (May 2023).

Currently, the APS equipment has a lead time of approximately six months and installation is expected to take about three months for a total of nine months from ordering to operation.

This would mean that the replacement APS should be ordered during the month of August 2022.

NEXT STEPS:

Staff is currently working on locating financing options for the replacement APS and Regen Filter system and expects to bring back options for presentation to the Board next month.

A presentation will be provided during the Board Meeting.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: HYDROLOGIC STATUS REPORT FOR APRIL 2022
DATE: MAY 25, 2022

RECOMMENDATION:

This item is presented for information only and no action is required. Data are provisional and subject to revision.

DISCUSSION:

Rainfall Data

	Casitas Dam	Matilija Dam	Thacher School
This Month	0.21"	0.19"	0.22"
Water Year (WY: Oct 01 – Sep 30)	17.74"	22.01"	15.79"
Average station rainfall to date	22.54"	27.26"	20.59"

Ojai Water System Data

Wellfield production	105.82 AF
Surface water supplement	23.34 AF
Static depth to water surface – Mutual #5	103.40 feet
Change in static level from previous month	+ 22.4 feet

Robles Fish Passage and Diversion Facility Diversion Data

Diversions this month	0 AF
Diversion days this month	0
Total Diversions WY to date	2,521 AF
Diversion days this WY	27

Casitas Reservoir Data

Water surface elevation as of end of month	488.37 feet AMSL
Water storage last month	82,158 AF
Water storage as of end of month	81,161 AF
Net change in storage	- 997 AF
Change in storage from same month last year	- 9,371 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year