

# Board Meeting Agenda

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

Pete Kaiser, Director  
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT  
1055 Ventura Ave.  
Oak View, CA 93022  
Board Room  
February 8, 2017  
3:00 P.M.

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

1. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Board of Director Verbal Reports on Meetings Attended.
5. Consent Agenda
  - a. Minutes from January 11, 2017.
  - b. Minutes from January 25, 2017.
6. Review of District Accounts Payable Report for the Period of 1/23/17 – 2/01/17.

RECOMMENDED ACTION: Motion approving report

7. Recommend approval of a letter of support for the Senior Canyon Mutual Water Company's grant application.

RECOMMENDED ACTION: Motion approving recommendation

8. Discussion regarding the critical drought protection measures for Robles Diversion facility.

RECOMMENDED ACTION: Direction to the General Manager

9. Recommend setting the reserves of the district.

RECOMMENDED ACTION: Motion approving recommendation

10. Information Items:

- a. Letter from Forest Watch regarding the hobo project.
- b. Fiscal year 2017-2018 budget preparation and water rates schedule.
- c. Issuance of Permit Amendment 2017PA Schools – Requirement for Lead Sampling at K-12 Schools.
- d. Water Consumption Report.
- e. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- f. Investment Report.

11. Adjournment

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

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
January 11, 2017

A meeting of the Board of Directors was held January 11, 2017 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. Directors Kaiser, Baggerly, Word, Hicks and Bergen were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were ten staff members and twenty members of the public in attendance. President Kaiser led the group in the flag salute.

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

Danny Carrillo SEIU Local 721 Regional Director introduced Wendy Basgall as the new worksite organizer who would be handling representation for the union members. Mr. Carrillo added that the understanding is that soon you will be doing a reorganization on the new chair and I remind you that again you heard from us the need for an HR director. With all due respect to Rebekah we passed our tentative agreement and you ratified and I earlier today got the draft for review. There was no previous response and that is unacceptable. I try not to be a jerk, I am here to represent our members and our employees. I did offer some dates for Rebekah's request to meet on the draft policy and we are owed a response in a timely manner. I am asking for your direction to do what needs to be done so employees get what is due to them.

2. General Manager comments.

Mr. Wickstrum mentioned the AWA issues meeting on the 17<sup>th</sup> will discuss quagga mussels. If attendance is desired there may be a need for a quorum notice. Rainfall has not been much and we are not as fortunate as Northern California. We still have about 90 days of potential rainfall. The rain to date has not done much. There has been quick recession on what has been released out of the mountains.

Mr. Wickstrum then informed the board of a letter from Johnny Johnston on behalf of the City of Ojai in regards to the Ventura Calleguas intertie. The letter will be provided in the next agenda.

3. Board of Director comments.

Director Hicks asked if the lake is going up and the web site is staying the same? Mr. Merckling stated it has gone from 35.1 to 35.2. There was a suggestion to include an effective date. Director Hicks thought the robo call was well done. Mr. Merckling informed the board that the call went to all direct customers.

Director Word mentioned he missed seeing the items we normally take care of the first meeting of the year and wondering while we didn't do that. President Kaiser said the decision is to do that at a planning day. Director Word

thought that should have been discussed with the board. President Kaiser added there is a lot going on and we decided to do that at a planning meeting.

Director Baggerly reported that OBGMA submitted the alternate consideration for the sustainable groundwater management act. The 60 day comment period is until Feb 27<sup>th</sup>. Hope everyone will read and make appropriate comments. It is important to get pro and con comments.

4. Board of Director Verbal Reports on Meetings Attended.

Director Bergen reported on the first meeting of Upper Ventura GSA and that the City of Ojai offered us to use their council chambers. The minutes will be posted on the web site. On the next agenda is the need for some operating money and Steve will be bringing a request for \$10,000 to the board for legal help. The city of Ventura is giving a staff member to be an interim executive director to take notes. It was a good meeting and we are moving along. Director Baggerly added that also happened when the OBGMA was formed in 1991 and it was written into our enabling legislation to get funds to jump start the agency. It is not new and it is expected.

Director Word reported that he attended the chamber meeting and there was an economic report for the county. Ventura country grew at 1% and the state grew at 2.6%. 47,000 people came into the county with no growth in jobs. We may be getting to be an older area for some reason. The challenge will be how to pay for everything and we will all be faced with that.

5. Consent Agenda

ADOPTED

- a. Minutes of the November 23, 2016 Board Meeting.
- b. Minutes of the December 14, 2016 Board Meeting.
- c. Resolution approving memberships for 2017.
- d. Recommend approval of a purchase order to OTT Hydromet in the amount of \$21,995.85 for the purchase of a Hydrolab MS5 sonde and associated equipment.
- e. Recommend entering into an agreement with Gantzer Water Resources Engineering, LLC in an amount not to exceed \$18,250 to provide a telemetry buoy for access to remotely deployed sensors used for data collection and management of the hypolimnetic oxygenation system.

The consent agenda was offered by Director Hicks, seconded by Director Baggerly and adopted by the following roll call vote:

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

Resolution is numbered 2017-01

6. Review of District Accounts Payable Report for the Period of 12/12/16 – 1/04/17. APPROVED

Director Hicks questioned the payment to Sintra Group for background checks. Ms. Belser explained that these are extensive backgrounds that were done for the rangers.

Director Word mentioned that he saw payment to Mainstreet Architects for remodel design and asked if they would see that soon. Mr. Wickstrum explained that it will be brought forward and he has plans on his desk.

The bills were offered by Director Hicks, seconded by Director Word and approved by the following roll call vote:

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

7. Discussion regarding the Calleguas – Ventura Water Interconnection Alignment Study and possibility of participation in costs.

Mr. Wickstrum explained that this project has started to get some traction and a scope of work and contract will be going to the City Council on January 23<sup>rd</sup>. At question is our involvement in this project. In 1991 and even in the 1980's we were looking at various options to bring state water into Ventura county. With the lake at low levels and there are other avenues with the ability to perhaps get water through Calleguas. We don't know yet what water, when or how much. It isn't a design at this particular time but a study to look at the ability to maybe bring water into the city of Ventura. Discussions have been held for several months regarding my other concerns with city of Ventura and how do we get water into the Casitas service area. There will be further discussion on how water moves through the system and how that assists us in getting water in our system and pump system. If we move towards water there is a lot of work and expenditures. This is the initial phase and important that it be looked at correctly. There may be some options that bring more water into the city of Ventura but would not help Calleguas. At this time, we have had meeting with GM of United, Calleguas and the City of Ventura and looked at costs and talked about what they thought they could contribute based on scope of work. Casitas and City as partners would be to share equitably at this time in this initial study. Approximate costs are up to \$200,000. Design projects have change orders. We suggest we provide a letter of commitment to the city of Ventura to participate in this project.

Director Word added it is not a budgeted item but is deemed to be very important. You listed some funding sources of the rental water that the city is paying for. We might explore some of that. Our commitment would say we are willing to participate and I would support that action.

Director Bergen expressed concerns that there is no guarantee that we will get a drop of water. We could spend a lot on money and get nothing. She suggested having some kind of written agreement so we know we are not just

helping the city get water and not us. With the expenditure being \$200,000 unbudgeted Director Bergen expressed that she was reluctant to authorize that much not knowing what we would get. It is a major hit to the budget.

Mr. Wickstrum also expressed that some of the other agencies have offered to contribute to this project. Director Hicks added he is happy we are at the table and happy to spend the \$200,000. We have a good relationship now with the City and we have to go with this. Director Bergen added are there other cities or water agencies that might contribute. There might be some in the crowd that might be thinking of it right now.

Angelo Spandrio addressed the board and said many of us in the Ojai Valley support Mr. Wickstrum's recommendation and respectfully request the board recognize the importance the people of the Ojai valley place on having this connection to state water. We welcome this commitment. Connecting to state water is the nearest step. Water will be expensive. What are we willing to pay if we don't have any? Ventura connecting lessens their need for Casitas water. You can't count on state water, you can only count on death and taxes but if you have no connection, there is no chance to get state water. I prefer some chance versus no chance. Vote in favor of Mr. Wickstrum's recommendation.

Randy Haney with the City of Ojai used a football analogy stating we are in the third quarter at 35% capacity. Look at state water tie in to benefit city of Ventura and the Ojai region. Make the right choice to start thinking about what you can do and not what you can't do. The tie in will benefit all of the users of water in the county. Cost of water we can all agree water is never going to be cheap again. Water will cost what it will take in Ventura county. All agree on that and how can we achieve success and spread the pain as evenly as we can so we all feel the win in this. Shared costs of doing business. I don't think you should bear the burden of this alone. Send requests to all others and ask for whatever they can share. William Weirick and Johnny Johnston will be in agreement to do anything and everything we can to share in this expense. Follow the recommendations of your GM. President Kaiser thanked Mr. Haney and stated we would welcome any monetary commitment. Director Baggerly added you have a quorum.

William Weirick with the City of Ojai stated it is an exciting day. The mayor is here to support Mr. Wickstrum's recommendation. We do offer, as we are in this together. I will be responsible to request for assistance. Finally it is dramatic in diversifying risk is getting water from multiple geographic areas is the nature of southern California. On December 1 Lake Orville was at 35% capacity and now is at 65% capacity. There will be a higher allocation next year for state water. US congress is relaxing rules for state water.

Steve Offerman with the office of Ventura County Supervisor Steve Bennett read a letter of support and encouraged the board to participate financially under the terms presented by your GM.

Bruce Kuebler with Ventura River Water District encouraged you last summer and our board approved \$25,000 to be used for this or other items.

Johnny Johnston, Mayor for the City of Ojai reported that last night the City of Ojai voted to support the recommendation of your manager. Things are starting to take shape. The longest journey begins with the first step. The key is to understand the costs. Hope your board supports this and moves quickly.

Russell Sydney encouraged taking steps forward and take the steps recommended by Mr. Wickstrum. We are facing uncertain times. A lot of people who are not looking far enough ahead to look at the consequences of these times. Drought could last for a year or a new normal. What are consequences of 10 inches average rainfall as the baseline for our future. Understanding of where rain comes from. The jet stream is disappearing on a regular basis and that is what normally delivers our water supply. I encourage you to go down that avenue quickly. Working on those agreements could be important. Take to heart and start building the war chest you need. Move forward and take all the steps to be the source of secure water our area needs. You have done that well up until now and hope we can turn to you moving forward.

Director Bergen added I have heard a lot of good arguments here and if we can have some kind of MOU with City of Ventura so it is clear and the outcome Casitas delivery to West end overall and send out letters or calls to other agencies etc. that can contribute. Director Word shared Director Bergen's concerns on the money but this \$200,000 is really a first step but it is a timely step that we have to take at this point. He supports sending a letter of commitment. Not sure how we expect to be an integral part of that study. We need to support it.

Director Hicks moved to approve up to \$200,000 for initial study with the City of Ventura, this was seconded by Director Word and approved by the following roll call vote:

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

8. Recommend approval of the Casitas Water Adventure Snack Bar Concessionaire Agreement. APPROVED

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

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

President Kaiser requested a five minute recess at 4:00 and then moved the meeting back into session at 4:05 p.m.

9. Park Ranger Policy Review and Comments.

John Mathews stated Jim Eicher is here and he has helped us navigate this. This is large task to get this document before us. There is an opportunity to look at it and to get board comments on it. It is a long document. Want to accomplish to get comments and in going over it, I met with Director Kaiser and we want to make sure this is consistent with the board's suggestion of what they want to accomplish and making sure our individuals understand what their jobs are and they are protected in doing that job and keeping it consistent. Director Kaiser and I talked about the possibility of having an ad hoc committee to review it. Chair Kaiser and vice chair Baggerly meet with myself, Steve and Jim Eicher yesterday. There was some language in there we felt was not applicable to our language. Some of it is boiler plate. The concern that I expressed and Jim was helpful in this if we modify language or take language out will it open us up to a liability down the road, any changes we would bring back would not jeopardize the district or the employees. We will take comments today and if the board chooses to follow the ad hoc committee will then meet and have comments incorporated and the comments from staff and bring back to a later meeting.

President Kaiser added we had a meeting with special council yesterday and got some guidance on a lot of the sections that I had concerns about trying to shoehorn a metropolitan police department approach to what we do in the recreation area in doing a service to the public and protecting our resources. It was a good step in discussing things with specific sections and comments. For the most part I think we will be able to address those issues to reflect our needs and protect those rangers to be at the lake and provides a semblance of an approach we want to use.

Director Bergen added there are some parts of this plan that I like. Statement of ethics in the preface are wonderful. I like the fact that the responsibilities and chain of command are very clear. Hope we can keep that. Things are documented and good records will be kept I hope beyond that we follow through. I have one comment at the jail that snuck through. There may be places it might be good to say this is where you call the sheriff. In terms of structure it is very good.

Director Hicks added it is obvious this is a boiler plate manual and I think for a large organization it is something that has to be done. I wish we could simplify it a bit. It states that disciplinary actions from sustained initiated complaints are maintained in department file for two years. I would keep them for a lifetime, page 227 section 909.7. Someone can school us on this. It should stay in there permanently I feel.

Director Word added that aside from it being a needed document and many excellent points in it I was disturbed in some of the areas seemingly contradictory issues such as arrest and use of force, use of body armor, conflicting statement if there is a need for body armor why are we not calling the sheriff? Areas need to be clarified and under no circumstances am I willing to approve. We have gone a long way to get things clarified. If there is an ad hoc committee to look at it I would like to see the next version.



Director Baggerly added we had a productive meeting. It was about a three hour meeting going over concerns. We found some of the same things you found. It is disturbing on the use of force but there has to be guidelines and it needs to be massaged and needs to fit our philosophy. We went through it with number of tabs and found lots of language that can come out. We did find conflicts you talked about and we are not done with. If you give the ad hoc committee the opportunity to go through this we can come back with something that will fit our needs. Director Word added it is not to belittle the effort that has gone into this. We are changing and this is a big change. We need to preserve some of our philosophy and this tries to get at it. It is a big step in the right direction but it needs to be reviewed more. President Kaiser added it may take a couple of meetings of the ad hoc committee to present it to you in the way it should be presented. Director Word asked if changes could be redlined or bluelined. He added that he has a much greater appreciation of the magnitude of what we are trying to do. Director Baggerly added you can imagine the difficulty or pairing down an LAPD policy manual to something that will fit for us. Thank you Carol and Joe, this is a good first cut and we will do a little honing.

Danny Carrillo stated it is all good and this has to happen but who is reminding you all that there has to be a meet and confer with the union over represented positions. Again another reason why we need to have this hr expertise. You have not met with the union yet. We have not met yet. There are certain parts of this draft policy that affect all members. There are other concerns that the union has too. The law under MMBA is we have the right to negotiate the impact of what you are bringing forward. He reminded the board of a recommendation of John Johnson that passed some other policy manual and you had to rescind that as it was a mandatory subject of bargaining and change of working conditions. It has to be meet and confer before it comes to you. Director Kaiser added it is something we discussed yesterday and the union will get the version we revise.

10. Discussion regarding possible attendance at the Ojai Valley Chamber of Commerce Awards Gala on February 23rd. APPROVED

On the motion of Director Word, seconded by Director Hicks the board authorized the premium sponsorship of \$1,000 which was approved by the following roll call vote:

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

11. Discussion regarding scheduling of a planning meeting.

The board discussed holding a planning meeting but decided that the annual changes in assignments and committees would take place at the next board meeting and a planning meeting would not be scheduled at this time.

12. Information Items:

- a. Lake Casitas Monthly Status Report for December 2016.
- b. Water Conservation Report for November 2016.

On the motion of Director Hicks, seconded by Director Bergen, the Information items were approved for filing by the following roll call vote:

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

President Kaiser moved the meeting to closed session at 4:42 p.m.

13. Closed Session

- a. Conference with Legal Counsel -- Anticipated Litigation  
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9, Government Code. (number of potential cases: one)

President Kaiser moved the meeting back into open session at 5:04 p.m. with Mr. Mathews reporting there was discussion on the matter but no reportable action was taken.

14. Adjournment

President Kaiser adjourned the meeting at 5:04 p.m.

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Bill Hicks, Secretary

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
January 25, 2017

A meeting of the Board of Directors was held January 25, 2017 at the Casitas Municipal Water District located at 1055 Ventura Ave. in Oak View, California. The meeting was called to order at 3:00 p.m. Directors Kaiser, Baggerly, Word, Hicks and Bergen were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There were seven staff members and four members of the public in attendance. President Kaiser led the group in the flag salute.

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

None

2. General Manager comments.

Mr. Wickstrum informed the board that on Monday night the City of Ventura approved the Inter-tie study and there were good discussions and comments provided. With the recent storms, we began diversions on Sunday. We worked through the challenges of diversions through Monday. The storm was very flashy. The requirements for releases at Robles are higher than what is flowing into Robles. Scott and I have had discussions and Scott and Neil and BO committee for Robles began in October and on Monday held a teleconference on sharing of the situation with the drought. I will press further to get some answers to move forward to the management committee. When we see these storms there should be a better way than releasing 100 cfs downstream and nothing in the canal. Over the last seven days Matilija received 8.68, Casitas Dam 5.79 inches. The Sunday storm brought in 3-4 inches. Robles is estimated to have diverted 475 acre feet. There were times we did achieve 500 cfs for a moment or two. The first flush is very difficult. Other issues are requirements and guiding documents beyond the BO such as our water rights license. Water customers downstream with prior water rights and how to get those folks in a healthy situation and we have a water quality problem with the rapid peak. Good news is ballpark of 4,000 acre feet gain in Lake Casitas over the weekend. I am anxious to see more and perhaps if we have storms next week we will see more. We have another 60-80 days of potential rainfall weather.

Director Baggerly questioned if we decided not to divert on Friday because of debris in the water. Mr. Cole explained that the trial operating criteria requires us to adjust downstream flows up and down until the groundwater basin is normal. Per the 1959 criteria we have to look downstream and the flow needs to be greater than 20 cfs at Santa Ana Blvd. Mr. Wickstrum explained there are a lot of factors to be looked at.

Mr. Wickstrum then informed the board of a letter that had been received from Forest Watch commenting on the hobo project. We need to do our due diligence to make sure whatever we do does not harm the environment. President Kaiser added that the Hobo's are horizontal boring into an aquifer.

Mr. Wickstrum then informed that board that the selection was made for the Assistant General Manager position and we hope to introduce him at the end of February.

3. Board of Director comments.

Director Bergen reported on the Upper Ventura River Groundwater Management Agency would be meeting on February 1 at Ojai City Council chambers at 3:00 and they will elect the environmental and Ag representatives.

Director Baggerly asked that we adjourn the meeting in memory of Jock Van Dyke, a good friend.

President Kaiser asked the staff at LCRA to look at the stairways that drop off and is there something that can be done for this safety issue.

4. Board of Director Verbal Reports on Meetings Attended.

Director Hicks reported on the AWA meeting on Thursday and the predictions on precipitation. Ventura and Santa Barbara County are the driest parts of the state. We have missed most of the storms. The prediction for February and March are fairly dry.

Director Word added he attended that and came away with it not being an exact science. Weather does not cooperate and may change course. Director Word then mentioned the quagga mussel quagmire that was discussed at the AWA Water Issues meeting. The ability to eradicate them went out the window when they are now upstream and coming in through pyramid. United is spending about \$500,000 a year to control and once they have them it is not over. Department of Fish and Wildlife says to drain the lake and NOAA says you can't drain the lake. They can't get the agencies to agree. We have to continue what we are doing to keep them out. Director Word also attended the annual meeting for the Ventura Chamber and brought back a 25 year member plaque. There is a very common interest in what is happening at the lake. Progress is being made.

Director Baggerly reported he attended the water issues meeting for AWA and would add that Susan Mulligan reported on Calleguas and they are taking a step back at looking at desal. It is complicated and expensive and the comments by the gentleman by the state board probably put a damper on the possibility of desal with an ocean outflow. They would have to have a well every three miles along the coastline. There are hurdles out there we might not be able to get over. Director Kaiser added there are additional cost that Santa Barbara is having to incur. Director Bergen added they have a permit for open water intake and any new plant has to be sib surface intake.

5. Election of Board Officers.

APPROVED

PRESIDENT  
VICE PRESIDENT

Russ Baggerly  
Jim Word

SECRETARY	Bill Hicks
ASST. SECRETARY	Mary Bergen
At Large	Pete Kaiser

On the motion of Director Word, seconded by Director Kaiser the slate of officers was approved by the following roll call vote:

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

6. Selection of Board Committees and Ad Hoc Committees. APPROVED

- a. Board Member Assignments.
- b. Schedule of Committee Meetings.
- c. Review of Committee Purposes.

COMMITTEE ASSIGNMENTS:

	<u>Members</u>	<u>Alternate</u>
Executive	Baggerly/Word	Hicks
Finance	Word/Kaiser	Bergen
Personnel	Hicks/Bergen	Baggerly
Recreation	Hicks/Kaiser	Word
Water Resources	Baggerly/Bergen	Kaiser

COMMITTEE DATES AND TIME:

	<u>Date</u>	<u>Time</u>
Executive	2 <sup>nd</sup> Friday	10:00 a.m.
Finance	3 <sup>rd</sup> Friday	10:00 a.m.
Personnel	2 <sup>nd</sup> Tuesday	4:30 p.m.
Recreation	1 <sup>st</sup> Monday	10:00 a.m.
Water Resources	4 <sup>th</sup> Tuesday	10:00 a.m.

On the motion of Director Kaiser, seconded by Director Bergen the above assignments and schedule were approved by the following roll call vote:

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

7. Assignments to Outside Associations and Approval of Authorized Meetings for the Board. APPROVED

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

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

8. Review of District Accounts Payable Report for the Period of 1/09/17 – 1/20/17. APPROVED

A question was asked about camp fee refunds and Park Services Manager Belser responded that about two months ago we eliminated a process where we could refund reservations more than 120 days in advance. You will be seeing a lot more of this. Instead of refunding to their credit card we have to issue a check if it has been more than 120 days they made the reservation. The credit card processor does not allow us to go back more than 120 days.

Director Kaiser asked about the payment to Crowd Control Direct and Aaron Wall reported it was for delineators for the front of the Water Adventure to organize guests as we process them into the waterpark. Director Kaiser then questioned the payment to Fred Pryor with Mr. Wickstrum explaining that this is for staff training.

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

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

9. Presentation of the 2016 Casitas Water Adventure End of Season Report.

Aaron Wall presented the 2016 Water Adventure End of Season Report explaining that they had another successful season with more patrons than the previous season. There was a net income of \$125,000 after paying overhead. The price increase worked out well. He then mentioned that he went out on paternity leave in the middle of the season and his staff picked up the ball. There is a great group of coordinators, pool technicians and lifeguards. A concern going forward is there are fewer kids in the Ojai Valley and minimum wage increases are challenging. The board thanked Aaron for the report.

10. Recommend approval of \$10,000 contribution to the Upper Ventura River Groundwater Agency. APPROVED

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

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

11. Information Items:

- a. Finance Committee Minutes.

- b. Letter from the City of Ojai regarding the tie-in with the State Water Project.
- c. Water Consumption Report.
- d. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- e. Investment Report.

On the motion of Director Word, seconded by Director Hicks, the information items were approved for filing by the following roll call vote:

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

12. Adjournment

President Baggerly adjourned the meeting at 3:50 p.m.

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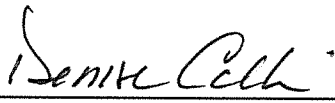
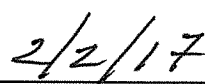
Bill Hicks, Secretary

**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 01/23/17-02/01/17**  
**Presented to the Board of Directors For Approval February 8, 2017**

Check	Payee			Description	Amount
000700	Payables Fund Account	#	9759651478	Accounts Payable Batch 011117	\$52,690.96
000701	Payables Fund Account	#	9759651478	Accounts Payable Batch 011817	\$335,237.95
					\$387,928.91
000702	Payroll Fund Account	#	9469730919	Estimated Payroll 2/16/17	\$150,000.00
				Total	\$537,928.91

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, 000700-000702 have been duly audited is hereby certified as correct.

   
 \_\_\_\_\_  
 Denise Collin, Accounting Manager/Treasurer

\_\_\_\_\_  
 Signature

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 Signature

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 Signature



# A/P Fund

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

000700	A/P Checks:	025556-025572
	A/P Draft to P.E.R.S.	000000
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Voids:	

000701	A/P Checks:	025573-025670
	A/P Draft to P.E.R.S.	000000
	A/P Draft to State of CA	000000
	A/P Draft to I.R.S.	000000
	Voids:	025620

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

*Denise Collin 2/2/17*

Denise Collin, Accounting Manager/Treasurer

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Signature

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Signature

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Signature

CERTIFICATION

Payroll disbursements for the pay period ending 01/28/17  
Pay Date of 02/02/17  
have been duly audited and are  
hereby certified as correct.

Signed: Denise Collin 1/30/17  
Denise Collin

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature

Signed: \_\_\_\_\_  
Signature

2/01/2017 4:10 PM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: \* ALL BANKS  
 DATE RANGE: 1/23/2017 THRU 2/01/2017

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/01/2017			025620		

\* \* 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:				
1 VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		1	0.00	0.00	0.00
BANK:	TOTALS:	1	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00049	I-T2 201701311180							
	STATE OF CALIFORNIA State Withholding	D	2/01/2017	9,754.87		000000		9,754.87
00128	I-T1 201701311180							
	INTERNAL REVENUE SERVICE Federal Withholding	D	2/01/2017	28,722.96		000000		
	I-T3 201701311180							
	FICA Withholding	D	2/01/2017	27,688.94		000000		
	I-T4 201701311180							
	Medicare Withholding	D	2/01/2017	6,475.54		000000		62,887.44
00187	I-PRB201701251174							
	CALPERS PEBRA EMPLOYER PORTION	D	1/25/2017	392.14		000000		392.14
00187	I-PBB201701311180							
	CALPERS PERS BUY BACK	D	2/01/2017	66.87		000000		
	I-PBP201701311180							
	PERS BUY BACK	D	2/01/2017	161.96		000000		
	I-PEB201701311180							
	PEPRA EMPLOYEES PORTION	D	2/01/2017	2,995.69		000000		
	I-PEM201701311180							
	PERS EMPLOYEE PORTION MGMT	D	2/01/2017	2,945.79		000000		
	I-PER201701311180							
	PERS EMPLOYEE PORTION	D	2/01/2017	6,397.24		000000		
	I-PRB201701311180							
	PEBRA EMPLOYER PORTION	D	2/01/2017	3,141.88		000000		
	I-PRR201701311180							
	PERS EMPLOYER PORTION	D	2/01/2017	10,322.40		000000		26,031.83
00270	C-010917e							
	Wells Fargo Bank Accrue Use Tax	N	2/01/2017	5.19CR		000000		
	D-010917d							
	Accrue Use Tax	N	2/01/2017	5.19		000000		
09182	I-100000014905738							
	CalPERS Unfunded Accrued Liab. 2/17	D	2/01/2017	18,119.49		000000		
	I-100000014905749							
	Unfunded Accrued Liab. 2/17	D	2/01/2017	30.35		000000		18,149.84
01703	I-49248							
	ARNOLD LAROCHELLE MATTHEWS Matter#5088-015 12/16	R	1/25/2017	2,800.00		025556		
	I-49249							
	Matter#5088-001 12/16	R	1/25/2017	4,581.00		025556		
	I-49250							
	Matter#5088-012 12/16	R	1/25/2017	48.00		025556		
	I-49251							
	Matter#5088-017 12/16	R	1/25/2017	720.00		025556		8,149.00
01666	I-000009115815							
	AT & T T-1 Lines 9391051740	R	1/25/2017	244.20		025557		
	I-000009115825							
	T-1 Lines 9391051750	R	1/25/2017	121.00		025557		
	I-000009122370							
	T-1 Lines 9391035542	R	1/25/2017	1,160.95		025557		1,526.15
00756	I-012317							
	BOARD OF EQUALIZATION 2016 Sales Tax Return LCRA	R	1/25/2017	190.00		025558		190.00
01483	I-6104242361							
	CORVEL CORPORATION Bill Review	R	1/25/2017	9.50		025559		
	I-6106947701							
	Bill Review	R	1/25/2017	9.50		025559		
	I-6107895991							
	Bill Review	R	1/25/2017	9.50		025559		28.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02974	Donna J Funke CRNA							
I-062716	DOS 6/17/16 1102WC030500101	R	1/25/2017	232.54		025560		232.54
00086	E.J. Harrison & Sons Inc							
I-5483	Acct#1C00054240	R	1/25/2017	155.23		025561		155.23
00216	THE GAS COMPANY							
I-012517	Acct#18231433006	R	1/25/2017	243.44		025562		
I-012517a	Acct#00801443003	R	1/25/2017	778.80		025562		1,022.24
02658	Liebert Cassidy Whitmore							
I-1433089	Matter#CA18200001	R	1/25/2017	108.00		025563		
I-1434079	Matter#CA18200006	R	1/25/2017	63.50		025563		171.50
02971	Maintenance Superintendents As							
I-010117	2017 Membership	R	1/25/2017	75.00		025564		75.00
00188	PETTY CASH							
I-012417	LCRA Petty Cash Short	R	1/25/2017	1.00		025565		1.00
02900	Greg Romey							
I-Jan 17	Reimburse Expense 01/17	R	1/25/2017	142.37		025566		142.37
02475	Rutan & Tucker, LLP							
I-767553	Acct#0295180001 12/16	R	1/25/2017	39,041.38		025567		39,041.38
02976	Jesse B. Sandoval							
I-Jan 16	Reimburse Mileage 01/17	R	1/25/2017	6.74		025568		6.74
00215	SOUTHERN CALIFORNIA EDISON							
I-012417	Acct#2157697889	R	1/25/2017	890.36		025569		
I-012417a	Acct#2266156405	R	1/25/2017	140.90		025569		
I-012417b	Acct#2312811532	R	1/25/2017	154.65		025569		1,185.91
00621	Southern California Permanente							
I-101916	DOS 10/12/16 1102WC170500002	R	1/25/2017	94.89		025570		94.89
02836	Gonzalo Carbajal-Ramirez							
I-012317	Safety Boot Purchase	R	1/25/2017	170.00		025571		170.00
00498	BRIAN TAYLOR							
I-012017	Reimburse Expenses 01/17	R	1/25/2017	106.37		025572		106.37

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00010	AIRGAS USA LLC							
I-9058737928	Electrode Stick & Gloves - PL	R	2/01/2017	201.64		025573		
I-9058737929	Helmet - PL	R	2/01/2017	310.55		025573		512.19
09569	ALLCABLE							
I-219596000	Innerduct Riser - EM	R	2/01/2017	30.78		025574		30.78
00014	AQUA-FLO SUPPLY							
I-037203	Brass Fittings - LCRA	R	2/01/2017	17.95		025575		17.95
00840	AQUA-METRIC SALES COMPANY							
I-0063803-IN	Meter Reading System	R	2/01/2017	22,488.53		025576		
I-0063820-IN	Handheld Programmer Battery	R	2/01/2017	195.03		025576		22,683.56
02179	Art Street Interactive							
I-1010	Online Meeting/Consultation	R	2/01/2017	100.00		025577		100.00
01666	AT & T							
I-000009173129	T-1 Lines 9391035541	R	2/01/2017	492.70		025578		492.70
02298	Automation Products Group, Inc							
I-610540	Mini Kart Float Switch - EM	R	2/01/2017	258.86		025579		258.86
01242	AUTOMATIONDIRECT.COM INC.							
C-1029781b	Accrue Use Tax	R	2/01/2017	20.45CR		025580		
D-1029781a	Accrue Use Tax	R	2/01/2017	20.45		025580		
I-1029781	Gauges - Whs	R	2/01/2017	282.00		025580		282.00
00021	AWA OF VENTURA COUNTY							
I-069578	Waterwise Breakfast 01/19	R	2/01/2017	75.00		025581		75.00
00030	B&R TOOL AND SUPPLY CO							
I-1900891975	Suction Port, Earmuff, Lock Tite	R	2/01/2017	90.72		025582		
I-1900892284	Spline Bit, Saw Blade	R	2/01/2017	228.95		025582		
I-1900892804	Work Flashlight - EM	R	2/01/2017	35.13		025582		
I-1900892840	Bandsaw Blades - EM	R	2/01/2017	57.16		025582		
I-1900892841	Plug - EM	R	2/01/2017	16.15		025582		428.11
02283	Mary Bergen							
I-Dec 16	Reimburse Mileage 12/16	R	2/01/2017	11.99		025583		
I-Nov 16	Reimburse Mileage 11/16	R	2/01/2017	11.99		025583		
I-Oct 16	Reimburse Mileage 10/16	R	2/01/2017	19.98		025583		43.96

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02977	Patty Berro							
I-012417	Camping Fee Refund	R	2/01/2017	115.00		025584		
I-012417a	Camping Fee Refund	R	2/01/2017	175.00		025584		290.00
00038	BLACK GOLD INDUSTRIES							
I-2685660	Waste Petroleum Oil	R	2/01/2017	150.00		025585		150.00
02965	Bulli Ray Enterprises							
C-2960b	Accrue Use Tax	R	2/01/2017	14.43CR		025586		
D-2960a	Accrue Use Tax	R	2/01/2017	14.43		025586		
I-2960	Occupational Dog Bite Safety	R	2/01/2017	207.95		025586		207.95
00117	CERTEX USA, INC							
I-1071791300	Nylon Sling - EM	R	2/01/2017	67.15		025587		67.15
02322	Coast Cart, Inc.							
I-10817	Secondary Clutch - Unit EZ2	R	2/01/2017	273.03		025588		
I-10848	Gauge & Light Bulb - Cart	R	2/01/2017	99.01		025588		372.04
01843	COASTAL COPY							
I-711631	Copier Usage - LCRA	R	2/01/2017	151.55		025589		151.55
00062	CONSOLIDATED ELECTRICAL							
I-9009-744825	Conduit Proj. 318	R	2/01/2017	165.44		025590		165.44
01588	CONSULTING WEST ENGINEERS							
I-CMWD1701	Submission to SCE, Const. Docs	R	2/01/2017	18,080.00		025591		18,080.00
01483	CORVEL CORPORATION							
I-C00205046844	Claim#1102WC170000001	R	2/01/2017	25.00		025592		
I-C00205048090	Claim#1102WC170000001	R	2/01/2017	120.00		025592		145.00
00064	CROWDER BACKFLOW SERVICES, INC							
I-25501	Semiannual Backflow Test-TP	R	2/01/2017	180.00		025593		
I-25502	LCRA Backflow Testing	R	2/01/2017	817.00		025593		
I-25583	Backflow Device Testing-Boiler	R	2/01/2017	36.00		025593		1,033.00
02873	DK Fleet Inc.							
I-4120	BIT Inspection - Unit 38	R	2/01/2017	95.00		025594		
I-4121	BIT Inspection - Unit 51	R	2/01/2017	95.00		025594		
I-4122	BIT Inspection - Unit 53	R	2/01/2017	95.00		025594		
I-4123	BIT Inspection - Unit 54	R	2/01/2017	95.00		025594		
I-4124	BIT Inspection - Unit 55	R	2/01/2017	95.00		025594		
I-4125	BIT Inspection - Unit 68	R	2/01/2017	95.00		025594		
I-4126	BIT Inspection - Unit 69	R	2/01/2017	95.00		025594		
I-4127	BIT Inspection - Unit 80	R	2/01/2017	95.00		025594		
I-4129	BIT Inspection - Unit 87	R	2/01/2017	95.00		025594		
I-4130	BIT Inspection - Unit 87	R	2/01/2017	95.00		025594		

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/23/2017 THRU 2/01/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-4131	BIT Inspection - Unit 88	R	2/01/2017	95.00		025594		
I-4132	BIT Inspection - Unit 89	R	2/01/2017	95.00		025594		1,140.00
00086	E.J. Harrison & Sons Inc							
I-5460	Acct#1C00053370	R	2/01/2017	146.94		025595		
I-5482	Acct#1C00054230	R	2/01/2017	583.30		025595		730.24
01455	EXPRESS PHOTOCOPY SERVICE, INC							
I-25227	Claim#16-23471	R	2/01/2017	252.43		025596		
I-25282	Claim#16-23471	R	2/01/2017	139.30		025596		391.73
02973	EZ Fill Industries							
I-00606	Sandbag Filling Frames	R	2/01/2017	44.07		025597		44.07
00095	FAMCON PIPE & SUPPLY							
I-187926	Fittings for Service Line -PL	R	2/01/2017	169.85		025598		
I-188473	Gate Valve - Whs	R	2/01/2017	563.06		025598		732.91
00714	FAST SIGNS							
I-26438996	Vinyl Letters	R	2/01/2017	48.46		025599		48.46
00093	FEDERAL EXPRESS							
I-567381568	Shipping for Management	R	2/01/2017	8.19		025600		8.19
00099	FGL ENVIRONMENTAL							
I-614399C	Kear GW - HOBO 12/02/16	R	2/01/2017	535.50		025601		
I-614552A	TCP Monitoring 12/06/16	R	2/01/2017	85.00		025601		
I-614651C	Kear GW - HOBO 12/06/16	R	2/01/2017	267.75		025601		
I-614771C	Kear GW - HOBO 12/09/16	R	2/01/2017	535.50		025601		
I-615004C	Kear GW - HOBO 12/08/16	R	2/01/2017	267.75		025601		
I-615387C	Kear GW - HOBO 12/22/16	R	2/01/2017	357.00		025601		
I-700019A	Turbidity - 01/06/17	R	2/01/2017	16.00		025601		
I-700140A	Nitrate Monitoring 1/5/17	R	2/01/2017	61.00		025601		
I-700316A	Nitrate Monitoring 1/10	R	2/01/2017	43.00		025601		
I-700628A	Nitrate Monitoring 01/17	R	2/01/2017	43.00		025601		2,211.50
00713	FLUID MANUFACTURING							
I-45139	Secuirty Bar for Coin Boxes	R	2/01/2017	991.24		025602		991.24
00104	FRED'S TIRE MAN							
I-96752	Battery, Oil, Filter - Unit 47	R	2/01/2017	276.82		025603		
I-97308	Windshield Wipes - Unit 47	R	2/01/2017	52.07		025603		328.89



VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01280	FRY'S ELECTRONICS, INC.							
I-6617426	Monitor & Outlet - LCRA/IT	R	2/01/2017	83.16		025604		
I-6617426a	Cord & Recycling Fee	R	2/01/2017	22.36		025604		
I-6632421	Computer Video Card	R	2/01/2017	145.45		025604		250.97
02908	Gantzer Water Resources Engine							
I-CA12017	HOS Operational Support	R	2/01/2017	5,300.00		025605		5,300.00
02720	Garda CL West, Inc.							
I-20205702	Excess Items - LCRA	R	2/01/2017	15.40		025606		15.40
01898	Eric Grabowski							
I-013017	Safety Boots	R	2/01/2017	170.00		025607		170.00
00115	GRAINGER, INC							
I-9317730126	Expansion Tank - WP	R	2/01/2017	197.96		025608		
I-9332454546	Sanitary Bags - DO	R	2/01/2017	47.15		025608		245.11
00121	HACH COMPANY							
I-10292488	Hydrolab Remote Monitoring Eq.	R	2/01/2017	23,717.81		025609		23,717.81
01052	HARBOR FREIGHT TOOLS USA, INC							
I-787940	Chain Links,Bungee Cords-Maint	R	2/01/2017	36.40		025610		36.40
02940	Holliday Rock Co, Inc.							
I-860369	Concrete - Camp F	R	2/01/2017	603.34		025611		603.34
00894	HOSE-MAN, INC.							
I-5233409000105	Hose Repair - TP	R	2/01/2017	17.64		025612		17.64
00872	Irrisoft, Inc.							
I-6000	Weather Station Signal	R	2/01/2017	79.00		025613		79.00
00493	J & H ENGINEERING GENERAL							
I-3060	Road Patch - PL	R	2/01/2017	34,193.75		025614		34,193.75
00131	JCI JONES CHEMICALS, INC							
I-711103	Chlorine - TP, CM 711191	R	2/01/2017	1,650.00		025615		1,650.00
00360	LESLIE'S POOL SUPPLIES, INC							
I-3001-320563	Drain Gate Replacements	R	2/01/2017	246.45		025616		246.45
00328	LIGHTNING RIDGE							
I-12231601	Host Uniforms - LCRA	R	2/01/2017	2,212.50		025617		2,212.50

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/23/2017 THRU 2/01/2017

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02975	Lisa Mcnutt							
I-011316	Camping Fee Refund	R	2/01/2017	55.00		025618		55.00
00151	MEINERS OAKS ACE HARDWARE							
I-753679	Mini Mats, Sand Bags - LCRA	R	2/01/2017	181.51		025619		
I-753924	Doorbell, Asphalt Patch - LCRA	R	2/01/2017	102.71		025619		
I-754094	Gloves, PVC Fittings - PL	R	2/01/2017	39.34		025619		
I-754563	Outlet Box - LCRA	R	2/01/2017	3.88		025619		
I-755102	Charger & Plugin - Utilities	R	2/01/2017	27.89		025619		
I-755176	Sawzall - PL	R	2/01/2017	21.46		025619		
I-755201	Gutter Bracket&Slipjoint -LCRA	R	2/01/2017	37.52		025619		
I-755323	Strap Ties, Blades - LCRA	R	2/01/2017	14.30		025619		
I-755339	Gutter Corner, Cap End - LCRA	R	2/01/2017	29.11		025619		
I-755804	Impact Drill & Bits - LCRA	R	2/01/2017	32.31		025619		
I-755827	Conduit, Outlet Box,Bolts-LCRA	R	2/01/2017	56.17		025619		
I-755854	Outlet Box, Switch, Connector	R	2/01/2017	21.92		025619		
I-756183	Bolts & Screws - PL	R	2/01/2017	1.64		025619		
I-756314	Blades,Mini Mats - LCRA	R	2/01/2017	59.04		025619		
I-K55966	Toggle Cover, Fastener - LCRA	R	2/01/2017	5.06		025619		633.86
00163	OFFICE DEPOT							
I-893427352001	Ink Catrdiges	R	2/01/2017	53.82		025621		
I-894601098001	Copier Paper - Fisheries	R	2/01/2017	36.43		025621		90.25
01570	Ojai Auto Supply LLC							
I-385290	Battery, Wiper Blades - LCRA	R	2/01/2017	94.91		025622		
I-391915	Battery - Unit 23	R	2/01/2017	139.09		025622		
I-392093	Wire, Battery Cable, Hose-LCRA	R	2/01/2017	164.59		025622		
I-393160	Filter,Spark Plug,Rotor-Unit54	R	2/01/2017	170.18		025622		568.77
00912	OJAI BUSINESS CENTER, INC							
I-11936	Binding & Shipping - LCRA	R	2/01/2017	75.55		025623		75.55
00165	OJAI LUMBER CO, INC							
I-1701-809146	Plywood - LCRA	R	2/01/2017	62.57		025624		62.57
02917	Ojai Valley Organics							
I-31312	Green Waste Pickup	R	2/01/2017	18.00		025625		18.00
00188	PETTY CASH							
I-013017	Replenish Petty Cash	R	2/01/2017	321.42		025626		321.42
02187	Pitney Bowes Inc							
I-1002852022	Postage Machine Ink & Seal	R	2/01/2017	228.39		025627		228.39

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00686	POLLARD WATER							
I-0062961	Dhouble Jacket Fire Hose - Lab	R	2/01/2017	150.70		025628		150.70
00629	POLYPORTABLES, INC.							
I-178774	Restroom Interiors - LCRA	R	2/01/2017	3,488.06		025629		3,488.06
00184	POWERSTRIDE BATTERY CO, INC							
I-V593744	Battery - Unit 125	R	2/01/2017	75.78		025630		
I-V593757	Batteries for Pressure Washer	R	2/01/2017	222.74		025630		
I-V593988	Battery for Gate - Maint.	R	2/01/2017	67.76		025630		366.28
01439	PRECISION POWER EQUIPMENT							
I-2604	Chainsaw Bar - Maint.	R	2/01/2017	50.40		025631		50.40
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-7970	Testing of DO Fuel Station	R	2/01/2017	2,861.60		025632		
I-7986	Gas Tank Inspection - DO	R	2/01/2017	220.00		025632		
I-7987	Gas Tank Inspection - LCRA	R	2/01/2017	220.00		025632		3,301.60
00788	QUINN COMPANY							
I-V9584103	Excavator Pickup Fee	R	2/01/2017	100.00		025633		
I-V9593003	Wheel Loader Pickup Fee	R	2/01/2017	100.00		025633		200.00
00313	ROCK LONG'S AUTOMOTIVE							
I-19726	Canister Vent Valve - Unit 34	R	2/01/2017	184.15		025634		
I-19755	Oil, Filter,Blade,Hose-Unit 42	R	2/01/2017	441.86		025634		
I-19920	Oil, Filters,Tail Lamp-Unit 15	R	2/01/2017	376.63		025634		1,002.64
01109	SALVADOR LOERA TRANSPORTATION							
I-15512	Rock - Camp F	R	2/01/2017	732.00		025635		732.00
02003	Sostre Enterprises Inc.							
I-3296	Website CMS Fee/Hosting	R	2/01/2017	249.00		025636		249.00
00215	SOUTHERN CALIFORNIA EDISON							
I-012817	Acct#2210507034	R	2/01/2017	8,054.58		025637		
I-013117	Acct#2210503702	R	2/01/2017	6,750.34		025637		
I-013117a	Acct#2237011044	R	2/01/2017	27.82		025637		14,832.74
02950	Stantec Consulting Services In							
I-1739032	Rate Study 1/15/17	R	2/01/2017	29,887.00		025638		29,887.00
02713	SWRCB-DWOCF							
I-013117	Renewal Op#26960	R	2/01/2017	60.00		025639		60.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02527 I-23296	Traffic Technologies LLC Concrete Car Stops - LCRA	R	2/01/2017	274.76		025640		274.76
02888 I-SLS30136183	UGSI Chemical Feed, Inc. Polymer Replacement Parts - TP	R	2/01/2017	70.31		025641		70.31
00243 I-011917	VALLEY EQUIPMENT 10 Gal Propane - Unit 287	R	2/01/2017	38.61		025642		38.61
00247 I-010617	County of Ventura Encroachment Permits	R	2/01/2017	1,240.00		025643		1,240.00
01291 I-021817	Ventura County Star 12 Month Subscription	R	2/01/2017	340.16		025644		340.16
00258 I-190264	VENTURA STEEL, INC Flat Steel - EM	R	2/01/2017	12.87		025645		12.87
09955 I-213583 I-213676	VENTURA WHOLESALE ELECTRIC Conduit Parts Proj. 318 Pump Pliers - EM	R R	2/01/2017 2/01/2017	327.23 50.41		025646 025646		377.64
01516 I-216673	VISTA FORD OF OXNARD 2017 Ford F150 - Fisheries	R	2/01/2017	21,439.45		025647		21,439.45
00010 I-9059388373 I-9941930718	AIRGAS USA LLC PPE, Brush Wheel, Pliers-PL Argon,Oxygen,Acetylene Rental	R R	2/01/2017 2/01/2017	118.99 81.05		025648 025648		200.04
00061 I-SB02085597	COMPUWAVE Dell Docking Station - IT	R	2/01/2017	166.24		025649		166.24
00095 I-188207 I-188285	FAMCON PIPE & SUPPLY Stainless Steel Clamp - PL Anti-Friction Ring, Gaskets-PL	R R	2/01/2017 2/01/2017	182.33 86.87		025650 025650		269.20
00163 I-894600788001	OFFICE DEPOT Office Supplies - LCRA&DO	R	2/01/2017	148.45		025651		148.45
00258 I-189695	VENTURA STEEL, INC Bands for PL Repairs	R	2/01/2017	440.50		025652		440.50
00596 I-8073508	HOME DEPOT Faucet, Countertop, Sink - PL	R	2/01/2017	356.71		025653		356.71

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01109	SALVADOR LOERA TRANSPORTATION							
I-15564	Fill Sand - PL	R	2/01/2017	367.96		025654		
I-15568	Fill Sand - PL	R	2/01/2017	367.96		025654		735.92
01280	FRY'S ELECTRONICS, INC.							
I-6624177	Hard Drive - IT	R	2/01/2017	75.41		025655		75.41
01483	CORVEL CORPORATION							
I-3006843	Annual Admin Fee	R	2/01/2017	5,000.00		025656		5,000.00
01843	COASTAL COPY							
I-711798	Copier Usage - Whs	R	2/01/2017	32.42		025657		32.42
02344	Janitek Cleaning Solutions							
I-26275A	Janitorial Services - DO	R	2/01/2017	1,395.00		025658		1,395.00
00102	FRANCHISE TAX BOARD							
I-G03201701311180	Payroll Deduction	R	2/01/2017	83.46		025659		83.46
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201701311180	457 CATCH UP	R	2/01/2017	461.54		025660		
I-DCI201701311180	DEFERRED COMP FLAT	R	2/01/2017	2,079.62		025660		
I-DI%201701311180	DEFERRED COMP PERCENT	R	2/01/2017	134.71		025660		2,675.87
01960	Moringa Community							
I-MOR201701311180	PAYROLL CONTRIBUTIONS	R	2/01/2017	16.75		025661		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-DCN201701311180	DEFERRED COMP FLAT	R	2/01/2017	3,655.00		025662		
I-DN%201701311180	DEFERRED COMP PERCENT	R	2/01/2017	499.80		025662		4,154.80
00180	S.E.I.U. - LOCAL 721							
I-COP201701311180	SEIU 721 COPE	R	2/01/2017	19.50		025663		
I-UND201701311180	UNION DUES	R	2/01/2017	708.00		025663		727.50
01400	STATE DISBURSEMENT UNIT							
I-CS4201701311180	Payroll Deduction 10-D000121	R	2/01/2017	576.08		025664		576.08
00230	UNITED WAY							
I-UWY201701311180	PAYROLL CONTRIBUTIONS	R	2/01/2017	60.00		025665		60.00
1	ADAMS, MELVIN H							
I-000201701311177	Refu AR REFUND	R	2/01/2017	42.00		025666		42.00

2/01/2017 4:10 PM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 1/23/2017 THRU 2/01/2017

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	DUGAN, JOHN Refund AR REFUND	R	2/01/2017	42.00		025667		42.00
1	MCFALL, GAYLA A Refu AR REFUND	R	2/01/2017	5.00		025668		5.00
1	MEADE, WILLIAM US REFUND	R	2/01/2017	18.82		025669		18.82
1	CONTRACT COMMUNICATI US REFUND	R	2/01/2017	70.93		025670		70.93

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	114	270,712.79	0.00	270,712.79
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	117,216.12	0.00	117,216.12
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	
			0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			120	387,928.91	0.00	387,928.91
BANK: AP	TOTALS:		120	387,928.91	0.00	387,928.91
REPORT TOTALS:			120	387,928.91	0.00	387,928.91

**Casitas Municipal Water District**  
**Reimbursement Disclosure Report (1)**  
**Fiscal Year 2016/17**  
**July 1, 2016-June 30, 2017**

<u>Date paid</u>	<u>Board of Director/Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/5/2016	Vincent Godinez	Safety Boot Purchase	153.87
7/5/2016	Scott Lewis	Salmonid Genetics Conference	210.00
7/13/2016	Scott Lewis	Airfare to CMWD 7/10-7/14	425.20
7/13/2016	Scott MacDonald	Class Reimbursement	120.00
7/13/2016	Luke Soholt	Class Reimbursement	168.00
7/19/2016	Lindsay Cao	CWEA Membership	172.00
7/26/2016	Gerardo Herrera	Safety Boot Purchase	170.00
7/26/2016	Tim Lawson	Safety Boot Purchase	118.20
7/28/2016	Ron Yost	Property Tax Bill-Damtender Residence	608.65
8/4/2016	Gerardo Herrera	Utility Leadership Course	115.68
8/10/2016	Eric Behrendt	Safety Boot Purchase	156.59
8/10/2016	Scott Lewis	Lodging	348.32
8/10/2016	Scott Lewis	Car Rental	320.27
8/17/2016	Robert Vasquez	Safety Boot Purchase	170.00
8/24/2016	Larry Harris	Gray Water Workshop Refreshments	200.10
9/14/2016	Joel Cox	Safety Boot Purchase	170.00
9/14/2016	Greg Romey	Mileage Reimbursement - Offsite Training	111.24
9/21/2016	Joel Cox	T4 Certification	105.00
10/5/2016	Scott MacDonald	Safety Boot Purchase	170.00
10/13/2016	Scott Lewis	Airfare to CMWD 9/27-9/29	331.20
10/13/2016	Scott Lewis	Car Rental	254.08
10/13/2016	Scott Lewis	Lodging	189.50
10/13/2016	Brian Taylor	Safety Boot Purchase	156.59
10/19/2016	Michael Moler	Lodging for CALMS Conference	353.40
10/19/2016	Michael Moler	Mileage Reimbursement - Offsite Training	515.70
11/2/2016	Michael Moler	Lodging for CA/NV Fall Conference	377.92
11/2/2016	Michael Moler	Mileage Reimbursement - Offsite Training	222.48
11/9/2016	Michael Gibson	Lodging & Meals for Steelhead Conference	281.40
11/16/2016	Scott Lewis	Airfare to CMWD 11/14-11/19	451.20
11/16/2016	Scott Lewis	Fish Conference - 9/8	135.00
11/23/2016	Vincent Godinez	Safety Boot Purchase	170.00
11/23/2016	Vincent Godinez	Distribution Grade 3 Exam Fee	100.00
11/23/2016	Lindsay Cao	PE License Renewal	115.00
12/1/2016	Scott MacDonald	Distribution Grade 4 Certification	105.00
12/1/2016	Robert Vasquez	Water Treatment Plant Operator Course	112.55
12/1/2016	Robert Vasquez	Distribution Grade 3 Exam Fee	100.00
12/1/2016	Robert Vasquez	Distribution Grade 3 Certification	120.00
12/9/2016	Neil Cole	Microwave for Lunch Room	106.42
12/9/2016	Ronald Merckling	Lodging for ACWA Conference	658.13
12/9/2016	Steve Wickstrum	CE License Renewal	115.00
12/9/2016	Steve Wickstrum	Mileage Reimbursement - Offsite Meetings	124.20
12/21/2016	Vincent Godinez	Welding Course Fee	121.00
12/21/2016	Gerardo Herrera	Pumps/Motors Course Fee	138.00
12/21/2016	Caron Smith	Water Dist. Sys. O&M Course Fee	116.68
12/21/2016	David Pope	Safety Boot Purchase	166.61
12/21/2016	Robert Vasquez	Pumps/Motors Course Fee	138.00
1/4/2017	Eric Grabowski	Advance Water Treatment Course Fee	229.80
1/4/2017	Eric Grabowski	Pesticide Reg. License Certificate	120.00
1/4/2017	Gerardo Herrera	General Ed Course Fee	210.15
1/4/2017	Henry Islas	Water Dist. Sys. O&M Course Fee	171.68
1/4/2017	Scott Lewis	Car Rental	424.38
1/4/2017	Scott Lewis	Lodging	498.85
1/4/2017	Scott Lewis	OSU Fall Tuition	1,842.31
1/4/2017	Michael Moler	Reimburse Mileage	102.60
1/4/2017	Robert Vasquez	D4 Certificate	105.00

**Casitas Municipal Water District  
Reimbursement Disclosure Report (1)  
Fiscal Year 2016/17  
July 1, 2016-June 30, 2017**

1/18/2017	Luke Sohlt	Treatment 4 Certificate Exam Fee	130.00
1/18/2017	James Word	Mileage Reimbursement	101.52
1/25/2017	Greg Romey	Lunch for District CPR Training	142.37
1/25/2017	Gonzalo Carbajak-Ramirez	Safety Boot Purchase	170.00
1/25/2017	Brian Taylor	Welding Supplies for Robles Canal	106.37
2/1/2017	Eric Grabowski	Safety Boot Purchase	170.00

Note:

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



# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: Letter of Support - Senior Canyon Mutual Water Company' Application for a WaterSMART Drought Response Program Grant  
Date: February 1, 2017

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## RECOMMENDATION:

It is recommended that the Board of Directors approve the content of the District's letter supporting the Senior Canyon Mutual Water Company's grant application to the U.S. Bureau of Reclamation.

## BACKGROUND:

Senior Canyon Mutual Water Company is applying for a cost-sharing grant through the Bureau of Reclamation's WaterSMART Drought Response Program to renovate the Company's horizontal well (tunnel). The Company has requested a letter from the District in support of the grant application, which has a deadline filing of February 14, 2017.

The tunnel renovation was recommended by Dr. James J. Scott as far back as 1994 and more recently described in the Casitas Preliminary Water Security Project Analysis (2016). The historic water flow rate has diminished from the tunnel due to calcification of the fractured rock of the tunnel walls. The renovation will result in improved water flow from the geologic structure to the Company's water system, which in turn lessens the Company's reliance on the Lake Casitas water supply.

The Company is matching the grant funding. There is no request of Casitas to participate in the match funding. There is no fiscal impact to the District related to the provision of the support letter. The project supports regional efforts to sustain local water supply reliability.

February 8, 2017

U.S. Department of the Interior  
Bureau of Reclamation  
P.O. Box 25007  
Denver, CO 80225

RE: WaterSMART Drought Response Program  
Funding Opportunity BOR-DO-17-F010  
Grant Application Support Letter – Senior Canyon Mutual Water Company, Ojai,  
California

To Whom it May Concern:

The Casitas Municipal Water District supports the Senior Canyon Mutual Water Company's application for funding assistance under the above grant program. As of this date, western Ventura County is identified as under an extreme drought condition and local water resources are being stressed unlike any other time. Due to the continuing drought in Ventura County, the Company has temporarily become totally reliant on the Lake Casitas (BOR - Ventura River Project) supply. Lake Casitas storage has declined to approximately 35 percent of full capacity and could trend to minimum pool in a few years if sufficient rainfall does not occur.

The proposed project will renovate an existing water supply structure and restore a critical water supply for the Company, and lessen the Company's reliance on Lake Casitas (Ventura River Project) during this drought and future droughts.

If you have any questions in this regard, please call Steve Wickstrum, General Manager, at 805-649-2251.

Sincerely,

Russ Baggerly  
President, Board of Directors

# MEMORANDUM

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TO: Board of Directors

From: Steven E. Wickstrum, General Manager

RE: Status - Critical Drought Protection Measures - 2003 Biological Opinion for the Robles Diversion and Fish Passage Facility

Date: February 2, 2017

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## RECOMMENDATION:

It is recommended that the Board of Directors have a discussion and provide direction to the General Manager.

## BACKGROUND:

The 2003 Biological Opinion for the Robles Diversion and Fish Passage Facility (BO), issued by the National Marine Fisheries Service, is the guiding document for the facility's operation, monitoring and reporting, adaptive management approach and the cooperative decision-making process. The BO has specific provisions to provide reservoir protection measures to ensure that fish operations at the Robles facility 'minimize" the effects on Lake Casitas water storage during a critical long-term drought period. The protection measures are identified as the Critical Drought Protection Measures (CDPM), beginning on page 12 of the BO. Lake Casitas storage volume has reached the conditions necessary for the implementation of the CDPM. In accordance with the BO (page 13), the CDPM recommendations should be a temporary reduction to the volume of water provided for fish flow operations based upon an equitable sharing of the temporary reduction in water allocations to customers.

The BO provides for a cooperative decision-making process and identifies various committees through which information is reviewed, recommendations are developed and decisions are made and directed toward Casitas. The two committees are the Biological Committee and the Management Committee. The Biological Committee which is composed of members from Casitas, Bureau of Reclamation, California Department of Fish and Wildlife, National Marine Fisheries Service, and U.S. Fish and Wildlife Service. The information and recommendations of the Biological Committee will be forwarded to the Management Committee, which is chaired by the Bureau of Reclamation with Casitas and the California Department of Fish and Wildlife as members and the National Marine Fisheries Service and U.S. Fish and Wildlife Service as technical assistance to Reclamation. Reclamation will

make the final decisions and /or recommendations regarding the Robles Operations, and advise or direct Casitas to implement changes or other actions for the Robles facility.

At this time, the CDPM information and recommendations are being considered by the Biological Committee with the direction from the Management Committee to formalize the recommendations by February 28, 2017. Casitas has requested Reclamation to immediately convene the Management Committee for a decision on the CDPM.

CASITAS MUNICIPAL WATER DISTRICT  
Inter-Office Memorandum

DATE: February 1, 2017  
TO: Board of Directors  
FROM: Denise Collin - Accounting Manager / Treasurer  
Re: Recommendation to Set Reserves

**RECOMMENDATION:**

Reserves calculated for the 2015 / 2016 fiscal yearend have resulted in a balance of \$7,384,198., in Un-Restricted, Un-Designated funds.

It is recommended to split and designate the \$7,384,198. as follows;

- Increase Storm Damage by \$2,000,000., bringing the Reserve Balance to \$4,479,850.
- Increase Variation in Water Sales by \$2,000,000., bringing the total to \$5,479,850.00.
- Increase Capital Improvements by \$2,000,000., bringing the total to \$5,000,000.
- Increase Other Post Employee Benefit (OPEB) by \$1,384,100., bringing the total to \$4,134,100.00.

The Designation of the above would result in a balance of \$98. in Un-Designated, Un-Restricted Reserves.

**BACKGROUND AND OVERVIEW:**

The District contracted with the Bureau of Reclamation in 1972 to construct a Storage and Conveyance System (the Dam). The repayment schedule was scheduled for 40 years and was satisfied in 2012.

The Districts Reserves in the previous years included a calculation of funds that were Restricted during the Debt Service Contract with the Bureau of Reclamation. These funds are now available to Designate in Un-Restricted Designated Funds.

It is recommended to amend the Restriction of funds due to the satisfaction of the contract and Designate the funds as outlined above.

**June 30th, 2016**

General Fund Balance - Rabobank	5,343,739.39	
Visa - Rabobank	38,872.00	
LAIF	448.12	
Morgan Stanley - Investments	19,402,433.93	
Morgan Stanley - Money Market	46,262.11	
County of Ventura Investment (C.O.V.I.)	2,852.02	
<b>Total Reserves</b>		<u>24,834,607.57</u>
<i>Less: Restricted:</i>		
Due to Mira Monte Fund	119,364.15	
Due to CFD Fund	453,405.37	
Capital Facilities	2,065,627.82	
Safe Drinking Water	60,000.00	
Flexable Storage	42,312.00	
		<u>2,740,709.34</u>
<b>Total available for Un-Restricted</b>		<b>22,093,898.23</b>

**Restricted:**

Due to Mira Monte Fund	119,364.15
Due to CFD Fund	453,405.37
Capital Facilities	2,065,627.82
Safe Drinking Water	60,000.00
Flexable Storage	42,312.00

**Total Restricted** **2,740,709.34**

**Un-Restricted (designated funds)**

Cash Flow	3,000,000.00
Storm Damage	2,479,850.00
Variation in Water Sales	3,479,850.00
Capital Improvements	3,000,000.00
OPEB	2,750,000.00

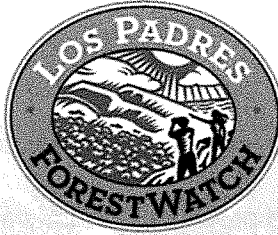
**Total Un-Restricted (designated funds)** 14,709,700.00

**Un-designated funds 7/01/16** 7,384,198.23

**Total Un-Restricted** **22,093,898.23**

**Total Reserves 2016/2017** **24,834,607.57**

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



January 17, 2017

Steve Wickstrum  
Casitas Municipal Water District  
1055 N Ventura Ave  
Oak View CA 93022

RE: Matilija Formation Horizontal Bores

Dear Mr. Wickstrum,

We have reviewed the *Preliminary Water Security Project Analysis* prepared by Water Resource Engineering Associates and Kear Groundwater for the Casitas Municipal Water District ("District") published on November 4, 2016, outlining several options for securing additional water supplies in the Ojai Valley. Our organization works to protect the Los Padres National Forest and has hundreds of members and supporters in your service area, so we read with particular interest Item 1 of the analysis, the Matilija Formation Horizontal Bores. That project consists of drilling horizontal bores into the Matilija Formation in order to supply water to Lake Casitas during periods of drought. All of the proposed horizontal bores would be drilled beneath the Los Padres National Forest.

We recognize the need for securing municipal water supplies, and we would like to provide our preliminary response, detailed below, to the horizontal bores proposal to help guide the District at this early stage of the process.

### **Potential Horizontal Bore Effects on Surface Water Supplies**

Horizontal bores have the potential to disrupt surface water supplies in the Los Padres National Forest. Surface water and groundwater are highly connected in the proposed area, and any withdrawal of groundwater can consequently deplete surface water. Groundwater in the proposed area of work is crucial for supplying natural springs and streams such as Matilija Creek, which supports suitable habitat for species such as the endangered arroyo toad. Any depletion of surface water levels below what is needed for proper watershed function could diminish water quality, habitat suitability, and wildlife viability in the affected watersheds.

We ask that any environmental analysis of the horizontal bore project include a thorough evaluation of the impacts to surface water supplies in the Los Padres National Forest.

### **Required Permitting and Environmental Review**

Any horizontal bore construction will require a permit from the U.S. Forest Service and adherence to the U.S. Forest Service's *Land Management Plan Part II: Los Padres*

*National Forest Strategy*, which states under program strategy WAT 2 – Water Management:

Assess impacts of existing and proposed groundwater extractions and tunneling projects and proposals to assure that developments will not adversely affect aquatic, riparian or upland ecosystems and other uses, resources or rights (e.g., tribal water rights)... Promote water conservation at all national forest administrative and authorized facilities. Protect and improve water quality by implementing best management practices and other project-specific water quality protection measures for all national forest and authorized activities. When reviewing non-forest water-related projects that may affect national forest resources, include appropriate conservation and water quality mitigation measures in review response.

Any horizontal bore project would also be required to adhere to the U.S. Forest Service's *Land Management Plan Part III: Design Criteria for the Southern National Forests*, which states under Standard 46 (as required by 36 CFR 219):

S46: Surface water diversions and groundwater extractions, including wells and spring developments will only be authorized when it is demonstrated by the user, and/or agreed to by the Forest Service, that the water extracted is excess to the current and reasonably foreseeable future needs of forest resources.

- Consideration of beneficial uses, existing water rights, and the absence of other available water sources will be part of the water extraction application.
- Approved extractions and diversions will provide for long-term protection and reasonable use of surface water and groundwater resources.
- Feasibility and sustainability assessments should be appropriately scaled to the magnitude of the extraction or diversion proposed.

A project of this scale will require extensive environmental review to ensure compliance with the National Environmental Policy Act (NEPA) and the California Environmental Quality Act (CEQA). Due to the potential impacts of horizontal bore construction, an Environmental Impact Report and Environmental Impact Statement will be needed to fully comply with NEPA and CEQA. We are concerned that an Environmental Assessment or a Mitigated Negative Declaration will not be sufficient to ensure the protection of resources on the Los Padres National Forest.

Furthermore, two of the potential horizontal bore locations would intersect the White Ledge Peak addition to the Matilija Wilderness Area, a proposal in a bill currently awaiting action by Congress. Any horizontal bore construction through a designated Wilderness Area would be prohibited.

We are also concerned that the estimated cost of this project is severely underestimated due to the exclusion of estimated expenditures needed to complete an Environmental Impact Report and Environmental Impact Statement. Completing the environmental review necessary for



compliance with state and federal laws would substantially increase the overall budget for this project.

The U.S. Forest Service has experienced budget shortfalls nationwide for several years. The Los Padres National Forest has been particularly impacted by budget cuts, with over 76% of its annual budget dedicated to wildfire suppression alone. Therefore, the District should be mindful of these constraints when evaluating the multi-year timeframe needed to acquire the proper permits from the U.S. Forest Service.

### **Alternative Proposals**

In the *Preliminary Water Security Project Analysis* from November, projects such as the "Ojai East Septic Collection, Package Treatment, and Recharge" were proposed in addition to the Matijila Formation Horizontal Bores project. We find that projects aiming to retrofit or redesign existing developed areas and structures would serve as better alternatives to constructing new systems that could impact undeveloped areas of the Los Padres National Forest critical to sensitive wildlife. Furthermore, a combination of projects proposed in the analysis with less uncertainty regarding production and less impact to the Los Padres National Forest than the Matijila Formation Horizontal Bores project could be implemented at a lower overall cost according to the analysis. These upper-tier projects include "Replace Matilija Conduit from Matilija Chlorinator to Matilija Hot Springs," "Renovate Senior Canyon Mutual Water Company Horizontal Well," and "Ojai Desalter" which would total approximately \$2.7 million and potentially produce more than 600 acre-feet/year, improving water supplies even in non-drought years.

We encourage Casitas Municipal Water District to further explore environmentally-preferable proposals that do not impact the Los Padres National Forest in order to sustain district water supplies. Thank you for considering this response, and please place us on your mailing list to ensure that we receive future public notices and environmental documents related to this analysis.

Sincerely,



Bryant Baker, Conservation Director  
Los Padres ForestWatch  
PO Box 831  
Santa Barbara CA 93102  
805.617.4610 x3  
bryant@lpfw.org

cc: Russ Baggerly, Director, Casitas Municipal Water District  
Steve Bennett, Ventura County Supervisor  
Pancho Smith, District Ranger, U.S. Forest Service

# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: Schedule of Events – Budget and Water Rates  
Date: February 1, 2017

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## RECOMMENDATION:

It is recommended that the Board of Directors receive as an informational item and mark calendars as necessary.

## BACKGROUND:

It is that time of year again that staff are developing budgets for FY 2017-18 and the District is also proceeding through a water rate study. The attached schedule of events is provided to the Board and staff for future reference.

If you have any questions in this regard, please do not hesitate to ask me.

# FY 2017-18 BUDGET and RATE SETTING SCHEDULE

1/13/2017

## Goal: Complete budget and rate adoption by July 1, 2017

- Jan 18-Feb 19**      **Staff development of budget**
- 17-Feb      Finance Committee - Rate Conference call w/ Hawksley
- Feb 21-Mar 3**      **GM/Staff Review of Budget for each Section**
- 22-Feb      Board Workshop - Rate Discussion w/ Hawksley
- 8-Mar      Board Meeting
- 10-Mar**      **Final Budget Input to Denise**
- 17-Mar      Finance Committee presented draft budget - review
- 22-Mar      Board Presentation - Final Rate recommendation  
Start Prop 218 Notification
- 12-Apr      Board meeting - Alternate to start Prop 218 to June 14th
- 21-Apr      Finance Committee - Final Budget ready for board agenda
- 26-Apr**      **Board Meeting - Presentation of Budget to Board**
- 10-May      Board Meeting - Primary date for Prop 218 Public hearing
- 24-May      Board Meeting - Board Budget revisions
- 20-May      Finance Committee Meeting
- 14-Jun      Board Meeting - Alternate date for Prop 218 hearing
- 17-Jun      Finance Committee Meeting
- 22-Jun**      **Adoption of Budget**

Section Reviews		
T	Feb 21 - 10:00	<u>PR/WC/Safety/Garg - Ron &amp; Greg</u>
T	Feb 21 - 1:00	<u>Recreation - Carol</u>
W	Feb 22 - 9:00	<u>Fish - Scott</u>
TH	Feb 23 - 9:00	<u>WTP/E&amp;M/Ops/Pipe/Lab - Mike</u>
F	Feb 24 - 9:00	<u>Engr - Neil</u>
Th	Mar 2 - 10:00	<u>Admin - Denise</u>
Th	Mar 2 - 1:00	<u>Management/IT - Steve/Rebekah</u>

# MEMORANDUM

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TO: Board of Directors  
From: Steven E. Wickstrum, General Manager  
RE: Issuance of Permit Amendment 2017PA Schools – Requirements for Lead Sampling at K-12 Schools  
Date: February 2, 2017

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## RECOMMENDATION:

It is recommended that the Board of Directors be informed of the issuance of the Permit Amendment.

## BACKGROUND:

The State Water Resources Control Board, Division of Drinking Water (Division), has issued the District an amendment to the Domestic Water Supply Permit. A copy of the Amendment is attached. The purpose of the amendment is to implement direction and procedures to determine where there is a water-borne lead exposure risk to children, specifically from school plumbing systems. The amendment requires the District to respond in a timely manner to a request by an authorized school representative for one-time assistance to draw sample samples from school fixtures. The sample is to be tested for lead at a certified laboratory. The test results are sent directly to the Division and the school is advised of the risk level. The school is responsible for the remedial action to correct the lead exposure. The district's effort and cost is to perform the collection of the samples and pay for laboratory fees (page 4, Section 5).

Casitas staff has been informed of the Amendment and upon contact by schools, will perform the testing required by the Amendment.



EDMUND G. BROWN JR.  
GOVERNOR



MATTHEW RODRIGUEZ  
SECRETARY FOR  
ENVIRONMENTAL PROTECTION

**State Water Resources Control Board**  
Division of Drinking Water

January 17, 2017

STEVE WICKSTRUM  
GENERAL MANAGER  
CASITAS MUNICIPAL WATER DIST, System No. 5610024  
1055 VENTURA AVENUE  
OAKVIEW, CA 93022

Dear: STEVE WICKSTRUM

**ISSUANCE OF PERMIT AMENDMENT 2017PA\_SCHOOLS  
REQUIREMENTS FOR LEAD SAMPLING AT K-12 SCHOOLS**

The State Water Resource Control Board, Division of Drinking Water (Division) has issued a permit amendment to the CASITAS MUNICIPAL WATER DIST water supply permit. The enclosed permit amendment establishes requirements for lead monitoring and lead sample result interpretation at Kindergarten to 12<sup>th</sup> grade (K-12) schools served by your water system that have submitted a written request for lead sampling related assistance. Full details of the new requirements for K-12 school lead sampling and lead sample result interpretation are included in the enclosed permit amendment.

If your water system does not serve potable water to at least one K-12 school, this permit amendment does not apply to your water system.

The Water System to whom a permit amendment is issued may file a petition with the State Water Resources Control Board (State Water Board) for reconsideration of the decision to issue the permit amendment. Petitions must be received by the State Water Board within 30 calendar days of the issuance of the permit amendment. The date of issuance is the earlier of the date when the permit amendment is mailed or served. If the 30th day falls on a Saturday, Sunday or state holiday, the petition is due the following business day. Petitions must be received by 5 p.m. Information regarding filing petitions may be found at:

[http://www.waterboards.ca.gov/drinking\\_water/programs/petitions/index.shtml](http://www.waterboards.ca.gov/drinking_water/programs/petitions/index.shtml)

Please visit the Division's school lead sampling webpage at:  
[http://www.waterboards.ca.gov/drinking\\_water/certlic/drinkingwater/leadsamplinginschools.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/drinkingwater/leadsamplinginschools.shtml)  
for additional information including frequently asked questions and other important guidance.

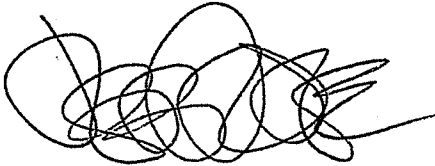
FELICIA MARCUS, CHAIR | THOMAS HOWARD, EXECUTIVE DIRECTOR

1 Lower Ragsdale, Bldg. 1, Suite 120, Monterey, CA 93940 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)

If you have any questions, please contact the Lead Sampling for Schools Specialist at (916) 449-5577 or email your question to [DDW-PLU@waterboards.ca.gov](mailto:DDW-PLU@waterboards.ca.gov)

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Sincerely,



Jeff Densmore, P.E.  
Santa Barbara District Engineer  
SWRCB – Division of Drinking Water

Enclosure: 2017PA\_Schools

cc: Local County Environmental Health Department (email)

**Bcc:**

ECM – Permitting and Technical Review – Permits, Amendments, Decisions – Permit Amendments

**STATE OF CALIFORNIA**  
**AMENDMENT TO THE**  
**DOMESTIC WATER SUPPLY PERMIT ISSUED TO**

CASITAS MUNICIPAL WATER DIST  
(Public Water System No. 5610024)

By The  
State Water Resources Control Board  
Division of Drinking Water



PERMIT AMENDMENT NO. 2017PA-SCHOOLS      EFFECTIVE DATE: January 17, 2017

**WHEREAS:**

1. The State Water Resources Control Board (SWRCB) "may renew, reissue, revise, or amend any domestic water supply permit whenever the ... [SWRCB] deems it to be necessary for the protection of public health whether or not an application has been filed." (California Health and Safety Code (CHSC), Section 116525 (c))
2. "Every resident of California has the right to pure and safe drinking water." (CHSC, Section 116270 (a))
3. "It is the policy of the state to reduce to the lowest level feasible all concentrations of toxic chemicals that, when present in drinking water, may cause cancer, birth defects, and other chronic diseases." (CHSC, Section 116270 (d))
4. The Safe Drinking Water Act is "intended to ensure that the water delivered by public water systems of this state shall at all times be pure, wholesome, and potable." (CHSC, Section 116270 (e))
5. Protecting children from exposure to lead is important to lifelong good health. Children who are exposed to lead could experience long-term problems with physical and mental growth and development. Effects of lead exposure can be managed, but they cannot be remedied.

6. Recent events in the United States have shown that lead in drinking water remains an ongoing public health challenge and important concern for children's health. The SWRCB is encouraging schools that serve one or more of grades Kindergarten through 12<sup>th</sup> grade to test for lead in water from taps regularly used for drinking or cooking. The school can request assistance from their public water system.

- 
7. Lead exposure in children typically results from a combination of environmental and man-made lead from sources such as paint, air, soil, industry, consumer products, food, and drinking water.

Normally, the exposure from drinking water would be a very low component of this exposure. Children consume drinking water at home, at school and at various other locations. High levels of lead in drinking water are a concern at any of these locations. Lead in drinking water is typically found at the highest levels on "first draw" samples after the water has stagnated in the water pipes for several hours (such as overnight). If the lead levels are found to be below the action level after stagnation, that is a strong indication that there is an insignificant exposure to lead at that particular sampling location. Individual plumbing fixtures can contribute to high levels in these "first draw" samples.

8. In California, the SWRCB oversees public water systems to ensure the water they provide is tested and safe per the requirements of the State and Federal Safe Drinking Water Acts, and regulations adopted pursuant to those Acts, which includes the Lead and Copper Rule (LCR), a regulation adopted by the United States Environmental Protection Agency (USEPA) and the SWRCB to control lead and copper in drinking water.

Under the LCR, public water systems are required to test water for lead at a set number of service connections (depending on the number of customers served by the system) that are at a higher risk for lead in the tap water due to their plumbing characteristics. Water suppliers are not required to test every customer's tap. Schools that are served by community water systems are generally not included in the LCR testing; only residential connections are included.

***THEREFORE:*** The State Water Resources Control Board hereby determines that it is necessary for the protection of public health for this amendment to be issued, and hereby issues this permit amendment subject to the following provisions:

1. This permit amendment applies to each public water system that serves drinking water to at least one or more of grades Kindergarten through 12<sup>th</sup> grade school for which a request for lead sampling has been made prior to **November 1, 2019**, as provided for in Provision 3.
2. Each water system shall submit to the SWRCB's Division of Drinking Water (DDW) a comprehensive list of the names and addresses of all Kindergarten through 12<sup>th</sup> grade schools that are served water through a utility meter by **July 1, 2017**. The list shall be in the format and method posted on the DDW Lead Sampling in California Schools website.
3. If an authorized school representative, (the superintendent or designee of a school, governing board or designee of a charter school, or administrator or designee of a



private school) of a school served by the water system requests one-time assistance with lead sampling in writing, the water system shall:

- a. Respond in writing within 60 days of receiving the school's lead sampling request and schedule a meeting with school officials, including at least one staff member familiar with the school's water infrastructure, to develop a sampling plan. An example school lead sampling plan is located on the DDW Lead Sampling in California Schools website. The sampling plan may use the USEPAs "*3Ts for Reducing Lead in Drinking Water in Schools*" as general guidance. The 3T document can be found online at:

[https://www.epa.gov/sites/production/files/2015-09/documents/toolkit\\_leadschools\\_guide\\_3ts\\_leadschools.pdf](https://www.epa.gov/sites/production/files/2015-09/documents/toolkit_leadschools_guide_3ts_leadschools.pdf)

- b. Finalize a sampling plan and complete the initial sampling within 90 days of receiving the lead sampling request, except that if the water system cannot complete the sampling plan and the lead sampling in that time period, the water system shall develop and comply with a time schedule to complete the sampling plan and initial lead sampling that has been approved by DDW.
- c. Collect from one to five samples at each school from regularly used drinking fountains, cafeteria/food preparation areas, or reusable bottle water filling stations selected according to the lead sampling plan described in Provision 3 (b) using the sampling guidance located in **Appendix A (Sampling Guidance)** which is attached. Sample sites may be either treated or untreated.
- d. Collect lead samples during the school year, on a Tuesday, Wednesday, Thursday or Friday during a day school is in session and has been in session for at least one school day prior to the date of sampling.
- e. Ensure that samples are collected by a water system representative that is adequately trained to collect lead and copper samples.
- f. Submit the samples to an ELAP certified laboratory for analysis of lead.
- g. Require the laboratory to submit the data electronically to DDW in accordance with the electronic submittal guidance which is located on the DDW Lead Sampling in California Schools website.
- h. Provide a copy of the results to the requesting authorized school representative.
- i. Within two school business days of receipt of a laboratory result that shows an exceedance of 15 parts per billion (ppb) at a sample site, notify the school of the sample result.
- j. If an initial lead sample result shows an exceedance of 15 parts per billion (ppb) at a sample site,
  - i. Collect an additional sample (resample) within 10 business days of receipt of the laboratory result above 15 ppb if the sample site remains in service.
  - ii. Collect a third sample within 10 business days after notification that a resample result described above is less than or equal to 15 ppb.

iii. If the sample site is removed from service by the school, do not collect the repeat samples unless the school has completed corrective actions.

iv. Collect at least one more lead sample at a sample site where the school has completed some corrective action following an initial lead sample result over 15 ppb (examples of corrective action are replacing interior piping, replacing faucet, installing filters, etc.)

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- k. Ensure that it receives the results of the repeat lead samples required in Provision 3 (j) from the laboratory no more than 10 business days after the date of sample collection.
  - l. Not release the lead sampling data to the public for 60 days following the receipt of the initial lead sampling results unless the water system releases the data in compliance with a Public Records Act (PRA) request for the specific results.
  - m. Discuss the lead sample results with the school prior to releasing the sample results to the public. The water system shall discuss all lead sampling results with the school within 10 business days of receiving the results from the laboratory.
4. The water system may stop lead sampling at a school if:
- a. All initial samples are less than or equal to 15 ppb; or
  - b. Repeat sampling has been analyzed for each sample location with an initial lead sample greater than 15 ppb in accordance with Provision 3, and either:
    - i. If lead is confirmed over 15 ppb and the sample location has subsequently been physically removed from service, or
    - ii. If the sample location remains in service, and
      - a. If lead is confirmed over 15 ppb and the school has taken some corrective actions at the sample location and the water system has collected at least one additional lead sample after the corrective actions and the result is less than or equal to 15 ppb, or
      - b. If lead is less than or equal to 15 ppb in both the first repeat sample and second repeat sample described in Provision 3(j).
  - c. A written request from the water system to terminate lead sampling assistance has been approved by DDW.
  - d. If requested in writing by the school's authorized school representative.
5. The water system is responsible for the following costs:
- a. Laboratory fees for all lead samples and reporting of the results to DDW and the school, and all laboratory coordination and instruction.
  - b. All water system staff time dedicated to the tasks required by the provisions in this permit amendment.

6. The water system may not use any lead samples collected as part of these special school samples to satisfy federal or state Lead and Copper Rule requirements.
7. The water system shall communicate with the school after lead sampling and assist the school with the interpretation of laboratory results and provide information regarding potential corrective actions if a school has confirmed lead levels above 15 ppb. The water system is not responsible to pay for any maintenance or corrections needed at the school if elevated lead levels are found in the drinking water. The water system is not responsible for determining any corrective actions needed at the school.
8. The water system shall keep records of all written requests from a school for lead related assistance and provide the records to DDW, upon request. Records shall include, at a minimum, the following information:
  - a. The name of the school. If a school district makes a request, the school district's name shall be recorded along with each individual school served by the water system that is requesting sampling;
  - b. The date of the request;
  - c. The date of the initial meeting;
  - d. The date of the sampling plan along with a copy of each sampling plan; and
  - e. The date of initial lead sampling and all repeat samples.
9. The water system's annual Consumer Confidence Report shall include a statement summarizing the number of schools requesting lead sampling.

This permit amendment shall be appended to and shall be considered to be an integral part of the existing Domestic Water Supply Permit previously issued to the water system.

This permit amendment shall be effective as of the date shown below.

**FOR THE CALIFORNIA STATE WATER RESOURCES CONTROL BOARD**

Dated: January 17, 2017



**District Engineer  
Santa Barbara District  
SWRCB-DDW**

## **SAMPLING GUIDANCE**

### **Collecting Drinking Water Samples for Lead Testing At K-12 Schools**

This Sampling Guidance is provided by the State Water Resources Control Board (SWRCB) Division of Drinking Water for use by schools and water system staff who will be participating in the collection of samples for the determination of lead in drinking water at K-12 schools. Sampling and testing will be used to help reduce students and staff exposure to lead in the drinking water provided at the school.

This guidance and the instructions for sampling are taken from the US Environmental Protection Agency's 3Ts (Testing, Training, and Telling) for Reducing Lead in Drinking Water in Schools program for measuring and reducing lead at school drinking water locations; however, there are differences between the EPA and SWRCB sampling procedures. The SWRCB procedures used for this testing includes initial sampling to determine the combined lead concentration from the outlet device (bubbler, sink faucet, fountain, etc.) and from the internal plumbing, and repeat sampling to confirm initial sampling test results or to determine the lead concentration after routine, interim, and permanent corrective actions to reduce lead from an outlet device have been completed.

To ensure accurate test results the samples should be collected by following the instructions below for preparation, initial sampling, and repeat sampling.

#### **Preparation**

1. At least one school employee should be designated to assist the water system trained sampler during the collection of initial, repeat, confirmation, and check samples and to provide any additional help as necessary to complete the sampling.
2. Select up to five of the busiest locations used for drinking and cooking to be sampled and tested. These locations can be selected by observing students and staff during the morning, break, and lunch periods over as many days as needed until the busiest locations have been identified.
3. All faucets, fountains, coolers, bubblers, bottle filling stations, and filtered water dispensers located on the exterior and interior of buildings, including those located in hallways, playgrounds, classrooms, and cafeterias, should be evaluated to assure that all locations have been considered for selection. Large industrial sinks designed for washing and not intended to be used as a source of water for drinking and cooking should not be included.
4. Do not omit from the evaluation and selection process drinking water locations that are served by a point of use filter (a filter attached to the faucet or under the sink) or drinking water locations in buildings or school ground areas that are served by a water softening, conditioning, or filtration treatment system.
5. Each location selected for testing should be assigned a Sample ID. Each Sample ID should use the following format: <Water System No.>-<School ID>-<Sample ID> i.e. 1710001-005-001.
6. A Lead Sampling Plan should be prepared that includes the five sample locations and Sample IDs identified on a map of the school grounds. Only water system staff trained in sampling should be collecting the samples.
7. All samples should be collected on a Tuesday, Wednesday, or Thursday morning during periods of normal school operations (school is in session) and not during summer school, summer or winter breaks, or other extended breaks. Do not collect the samples on the first day back to school following a vacation, holidays, or weekends.
8. Record the location description, date and time last used, and date and time collected in the Lead Sampling Plan.

9. All samples must be "first draw samples" meaning that at the time of sampling the drinking water locations must not have been used during the previous 6 hours. To ensure this period of inactivity it may be necessary to protect the sample locations overnight prior to collecting the samples early in the morning before students and staff arrive.
10. Do not flush a sample site for any length of time prior to the 6 hour period of inactivity and do not flush a sample site at the outlet before collection of the sample.
11. Leave all angle stops, shutoff valves, and similar devices on the sample line providing water to the drinking water location in a normal state of operation prior to sampling. Do not modify, open, or close any devices located on the sample line in preparation for collecting a sample. Doing so may cause sample results that are not representative of normal operating conditions.
12. Do not remove any filters, aerators, or screens at any sample outlet prior to collecting the samples.
13. All sample bottles must be labeled with the Sample IDs for each sample location. All samples must be collected in 1 liter wide mouth plastic bottles and all bottles must be completely filled. Make sure your laboratory provides 1 liter (not 250 mL) wide mouth sample bottles.
14. If a bottle does not fit at the sample site and cannot be completely filled, a spare 1 liter laboratory bottle may be used to partially fill and transfer the drinking water until the sample bottle is full.
15. It should be requested to the laboratory to provide unpreserved sample bottles. All samples must be delivered to the testing laboratory within 14 days of collection for preservation.
16. Cold water must be collected for all samples. If sampling from a drinking water outlet that provides cold and hot water, the cold water handle must be used for sample collection.

### **Initial Sampling**

Initial sampling is used to determine if a drinking water outlet has a lead level that is above or below the Action Level of 15 ppb. Drinking water outlets with a test result of equal to or less than 15 ppb do not need additional testing and a water system is not required to collect additional samples when the initial sample results is less than or equal to 15 ppb.. Drinking water outlets with an initial sampling test result of greater than 15 ppb exceed the Action Level and should undergo repeat sampling. Water system staff should provide the initial test results to the school contact person and meet with the school to discuss the results and prepare a corrective action plan within 10 days of receipt from the laboratory. In the case of an Action Level exceedance water system staff should provide the results to the school within two school business days. Following a review of the initial test results the school should document how it will proceed with each individual drinking water outlet.

1. After completing the preparation steps above, the trained sampler collects initial samples using the Initial Sampling Instructions as guidance.
2. Upon delivery of the samples to the laboratory, the standard laboratory turn-around-time for receiving results is acceptable.
3. All initial sample locations with a test result of less than or equal to 15 ppb have lead levels less than the Action Level, the location is suitable for consumption, and no further testing is needed.
4. All initial sample locations with a test result of greater than 15 ppb have a lead level that exceeds the Action Level and should be tested again by collecting a repeat sample.
5. Drinking water locations with an initial Action Level exceedance should remain in service and repeat samples collected within 10 days of receiving the initial sample results from the water system and by using the Repeat Sampling Instructions as guidance.

6. Alternatively, drinking water locations with an initial Action Level exceedance can be removed from service permanently or until addressed using the EPA 3T recommendations for routine, interim, and permanent corrective actions.
7. The water system cannot release the initial lead sampling data to the public for 60 days following the receipt of the initial sampling results in accordance with the permit amendment.

### **Repeat and Confirmation Sampling**

Repeat sampling is used to confirm an initial sampling result indicating that a drinking water outlet has a lead level that is greater than 15 ppb and exceeds the lead Action Level. Confirmation sampling is used to confirm the lead concentration at a drinking water location following an initial sampling lead result greater than 15 ppb and a repeat sampling lead result less than or equal to 15 ppb. Repeat sampling should be performed within 10 days of receiving the initial sample results and, if necessary, confirmation repeat sampling should be performed within 10 days of receiving the repeat sample results. Drinking water outlets with a repeat Action Level exceedance that confirms an initial sample result should be removed from service until corrective actions and check sampling have been performed with test results that indicate the water outlet has a lead level of less than 15 ppb. Water system staff should provide the repeat test results to the school contact person and meet with the school to discuss the results within 10 days of receipt from the laboratory and in the case of an Action Level exceedance provide the results to the school within two school business days. Following a review of the repeat test results the school should document how it will proceed with each individual drinking water outlet.

1. After completing the preparation steps above, the trained sampler collects repeat samples using the Repeat Sampling Instructions as guidance.
2. Upon delivery of the samples to the laboratory it shall be requested that results are reported by the laboratory within 10 business days.
3. All repeat sample locations with a test result of greater than 15 ppb have a lead level that exceeds the Action Level and should be removed from service permanently or addressed using the EPA 3T recommendations for routine, interim, and permanent corrective actions to minimize students and staff exposure to lead in drinking water.
4. All repeat sample locations with a test result of less than or equal to 15 ppb should be tested again by collecting a confirmation repeat sample to confirm the lead concentration at the drinking water outlet.
5. If the confirmation repeat sample has a test result of greater than 15 ppb the outlet has a lead level that exceeds the Action Level and should be removed from service permanently or addressed using the EPA 3T recommendations for routine, interim, and permanent corrective actions and check sampling.
5. If the confirmation repeat sample has a test result of less than or equal to 15 ppb the lead level is less than the Action Level, the location is suitable for consumption, and no further testing is needed.
6. The water system is not required to collect any additional samples when the repeat result and confirmation repeat result are less than or equal to 15 ppb.
7. All repeat sample locations with an Action Level exceedance should remain out of service until the school has completed the corrective actions and the water system has completed check sampling identified in the Corrective Action Plan described below in the Laboratory Results section of this guidance document.

### **Corrective Action Check Sampling**

Following the implementation of any corrective action at a drinking water outlet, check sampling should be performed to determine if the corrective action was successful in

reducing the lead level to less than 15 ppb. Corrective actions are performed to reduce the lead concentration at a specific outlet; however, it is possible for a corrective action to have no effect or to increase the lead concentration at an outlet. If any check sample has a lead result of greater than the Action Level, additional corrective actions should be performed until the check sample indicates that the drinking water outlet has a lead level of less than 15 ppb. Water system staff should provide the corrective action test results to the school contact person and meet with the school to discuss the results within 10 days of receipt from the laboratory and in the case of an Action Level exceedance provide the results to the school within two school business days. The drinking water outlet should remain out of service during check sampling and until a lead level of less than 15 ppb is obtained for the test result. The water system is not required to collect additional samples when the corrective action sample result is less than or equal to 15 ppb. If successive corrective actions indicate that the lead level at a drinking water outlet cannot be reduced to equal to or less than the Action Level, the school may choose to permanently remove the outlet from service. Water system staff should provide all laboratory test results to the school contact person upon receipt and in the case of an Action Level exceedance should provide the results within two school business days. Following a review of the check sampling test results the school should document how it will proceed with each individual drinking water outlet.

1. After completing the preparation steps above, the trained sampler collects check samples using the Corrective Action Check Sampling Instructions as guidance.
2. Upon delivery of the samples to the laboratory it shall be requested that results are reported by the laboratory within 10 business days.
3. All check samples with a test result of less than or equal to 15 ppb have lead levels less than the Action Level, no further testing at the drinking water outlet is needed, and the drinking water outlet can be placed back into service.
4. The water system is not required to collect additional samples when the corrective action sample result is less than or equal to 15 ppb.
5. All check samples with a test result of greater than 15 ppb have lead levels greater than the Action Level and additional corrective actions should be implemented at the drinking water outlet.
6. Following each corrective action, collect a check sample for testing to determine if the corrective action was successful in reducing the lead level at the drinking water outlet to less than 15 ppb.
7. Complete the necessary corrective actions and check sampling until a lead level of less than 15 ppb is obtained at which time the drinking water outlet can be placed back into service.

### **Laboratory Concentrations**

The testing laboratory may report the results of the initial and repeat samples in several different formats or units. If the report includes the units of ppb (parts per billion) or ug/L (micrograms per liter) these two are essentially the same and the values in the report can be directly compared to the lead Action Level. If the report includes the units of ppm (parts per million) or mg/L (milligrams per liter) the values in the report must be converted to ppb or ug/L before comparison to the lead Action Level. To convert between units use the following conversion factors:

Convert from ppm to ppb: 1 ppm = 1,000 ppb  
Convert from mg/L to ug/L: 1 mg/L = 1,000 ug/L

For example, if the laboratory reports an initial sample result of 0.007 ppm, the conversion would be  $0.007 \text{ ppm} \times 1,000 = 7 \text{ ppb}$ . The drinking water outlet has a lead concentration below the Action Level of 15 ppb and no further testing is needed.

If the laboratory reports an initial sample result of 0.021 mg/L, the conversion would be  $0.021 \text{ mg/L} \times 1,000 = 21 \text{ ug/L}$ . Since the units of ug/L and ppb are essentially the same, the drinking water outlet has a lead concentration above the Action Level of 15 ppb and needs testing again using the Repeat Sampling Instructions.

## **Laboratory Results**

Test results should be reviewed by both the water system and the school prior to making any decisions on Action Level exceedances, repeat, confirmation, and check sampling, corrective actions, and release of the results and testing information to the students, staff, and water system customers.

Under most conditions laboratory results are very accurate and considered final; however, under rare circumstances errors can occur during sampling or in the laboratory and test results may not reflect the true concentration of the drinking water outlet. If you feel this has happened, contact the water system staff who performed the sampling and let them know. Water system staff should contact the local SWRCB DDW office for instructions on how to proceed.

Following the review of initial test results by both the water system and the school, both parties should document which drinking water locations are below the Action Level and need no additional testing, and which drinking water locations are above the Action Level and need repeat testing.

Following review of repeat test results by both the water system and the school, both parties should document which drinking water locations have Action Level exceedances and require corrective actions.

## **Corrective Action Plan**

The school should prepare a Corrective Action Plan in coordination with the water system within 10 days of receiving the initial sample test results. The Corrective Action Plan identifies all drinking water outlets that need corrective actions to bring lead levels to less than or equal to 15 ppb and check sampling to return the drinking water outlets to service. The Corrective Action Plan lists all corrective actions found to be appropriate for each individual drinking water location with an Action Level exceedance. Corrective actions such as an aerator/screen cleaning and maintenance program may be suitable for one drinking outlet while the complete replacement of the outlet may be suitable for another location. Schools should refer to the EPA 3Ts references for detailed information on corrective actions. The Corrective Action Plan should be completed before releasing the results and testing information to the students, staff, and water system customers as it will help answer questions about Action Level Exceedances and what plans the school has to address the lead contamination issues. The Corrective Action Plan should be updated with the dates that corrective actions are made, the dates check sampling is performed, and the dates each drinking water outlet is returned to service, so that a record is maintained of each drinking water outlet initially having an Action Level exceedance.



## Differences Between SWRCB and EPA Sample Collection

Schools are encouraged to read the EPA 3T references listed in the SWRCB *Frequently Asked Questions about Lead Testing of Drinking Water in California Schools* document. SWRCB has prepared the lead testing at schools program using the EPA 3T documents, however, there are differences between the two sampling procedures. The table below lists the major differences and highlights the SWRCB procedures that should be followed.

Differences Between SWRCB and EPA Sample Collection				
Sampling Step	SWRCB Sampling Use These Procedures		EPA 3T Sampling (Not Used)	
Lead Action Level	15 ppb	If Initial Sample greater than 15 ppb should do repeat sample	20 ppb	If Initial Sample greater than 20 ppb should do follow-up sample
Initial Sample	1 liter	Tests for lead in the sample outlet and internal plumbing	250 mL	Tests for lead in the sample outlet
Repeat Sample	1 liter	Confirms Initial Sample Result	Not used	
Confirmation Repeat Sample	1 liter	Confirms Repeat Sample Result	Not used	
Corrective Action Check Sample	1 liter	Test lead level after implementation of corrective actions	Not used	
Follow-up Sample with 30-second flush	Not used		250 mL	Test for lead in the internal plumbing
Two-step sampling process	Not used		Determines if source of lead is from sample outlet or internal plumbing	
Lead Sampling Plan and Corrective Action Plan	Recording date and time of sample; Location map for sites selected for testing; Documentation of routine, interim, and permanent actions implemented		Not used	
Plumbing Profile and Sampling Plan	Not used		Prepare building and plumbing details; Select sites to be tested	
Drinking Outlet Inactivity	6 hours	Sample outlet unused for at least 6 hrs prior to sampling	8-18 hours	Sample outlet unused for at least 6 hrs but no more than 18 hrs prior to sampling



**Consumption Report**

**Water Sales FY 2016-2017 (Acre-Feet)**

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date		
													2016 / 2017	2015 / 2016	
													Total	Total	
AD Ag-Domestic	564	513	570	381	291	155	0	0	0	0	0	0	0	2474	2862
AG Ag	451	386	382	276	213	102	0	0	0	0	0	0	0	1810	1971
C Commercial	75	80	71	33	23	15	0	0	0	0	0	0	0	297	348
DI Interdepartmental	8	7	7	6	5	5	0	0	0	0	0	0	0	38	43
F fire	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
I Industrial	2	1	1	1	1	0	0	0	0	0	0	0	0	6	8
OT Other	28	19	18	16	7	7	0	0	0	0	0	0	0	94	80
R Residential	121	117	122	88	73	64	0	0	0	0	0	0	0	585	656
RS - P Resale Pumped	147	236	248	205	82	68	0	0	0	0	0	0	0	987	715
RS - G Resale Gravity	163	169	165	287	303	272	0	0	0	0	0	0	0	1359	2519
TE Temporary	3	1	2	1	2	1	0	0	0	0	0	0	0	11	9
<b>Total</b>	<b>1,562</b>	<b>1,528</b>	<b>1,586</b>	<b>1,295</b>	<b>1,001</b>	<b>689</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,661</b>	<b>9,210</b>
<b>Total 2015 / 2016</b>	<b>1,421</b>	<b>1,689</b>	<b>1,781</b>	<b>1,559</b>	<b>1,396</b>	<b>1,364</b>	<b>373</b>	<b>660</b>	<b>555</b>	<b>1,001</b>	<b>1,142</b>	<b>1,404</b>		<b>N/A</b>	<b>14,345</b>



CFD No. 2013-1 (Ojai) - Cost Analysis

	Services & Suplies	Legal Fees	Labor Expense	Other Services	Total Expenses
2011 / 2012	-289.50	42,560.00	11,098.37	0.00	53,368.87
2012 / 2013	831.82	223,462.77	14,836.68	0.00	239,131.27
2013 / 2014	29.89	91,878.06	3,835.65	0.00	95,743.60
2014 / 2015	0.00	68,457.10	0.00	0.00	68,457.10
2015 / 2016	6.12	152,811.84	2,938.86	0.00	155,756.82
July	0.00	5,624.87	0.00	0.00	5,624.87
August	0.00	21,652.74	221.06	0.00	21,873.80
September	97.98	19,326.07	0.00	0.00	19,424.05
October	0.00	11,486.55	552.67	0.00	12,039.22
November	0.00	15,352.45	0.00	0.00	15,352.45
December	0.00	33,611.03	0.00	0.00	33,611.03
January	0.00	39,089.38	1,665.39	0.00	40,754.77
Feburary	0.00	0.00	0.00	0.00	0.00
March	0.00	0.00	0.00	0.00	0.00
April	0.00	0.00	0.00	0.00	0.00
May	0.00	0.00	0.00	0.00	0.00
June	0.00	0.00	0.00	0.00	0.00
Total YTD Cost	97.98	146,143.09	2,439.12	0.00	148,680.19
Total Cost	676.31	725,312.86	35,148.68	0.00	761,137.85
Tax Assessment - County of Ventura: 2015 / 2016					-460,342.64
Tax Assessment - County of Ventura: 2016 / 2017					-280,360.25
<b>Total CMWD CFD 2013-1 Cost</b>					<b>20,434.96</b>

**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
02/02/17**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Farm CR Bank	3133EGZW8	10/25/2024	\$833,918	\$793,013	2.014%	10/25/2016	4.05%	2783
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$925,171	\$864,857	1.901%	5/9/2016	4.42%	3311
*TB	Federal Farm CR Bank	3133EFK71	3/9/2026	\$853,766	\$840,336	2.790%	3/28/2016	4.29%	3277
*TB	Federal Farm CR Bank	3133EFYH4	2/8/2027	\$1,015,016	\$983,610	3.000%	3/24/2016	5.02%	3606
*TB	Federal Farm CR Bank	3133EGWD	9/29/2027	\$694,629	\$658,139	2.354%	11/17/2016	3.36%	3837
*TB	Federal Home Loan Bank	3130A3DL	9/8/2023	\$1,583,567	\$1,499,820	1.486%	10/13/2016	7.66%	2376
*TB	Federal Home Loan Bank	313379EE5	6/14/2019	\$1,365,720	\$1,357,466	1.625%	10/3/2012	6.93%	852
*TB	Federal Home Loan Bank	3130A0EN	12/10/2021	\$541,675	\$519,320	1.107%	5/9/2016	2.65%	1748
*TB	Federal Home Loan Bank	3130A5R35	6/13/2025	\$768,266	\$730,723	2.875%	2/19/2016	3.73%	3011
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$472,026	\$440,904	1.203%	7/14/2016	2.25%	2376
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$935,353	\$861,570	2.875%	8/2/2016	4.40%	2652
*TB	Federal Home Loan Bank	3133XFKF	6/11/2021	\$657,752	\$646,621	5.625%	1/16/2013	3.30%	1569
*TB	Federal Home Loan MTG Corp	3137EABA	11/17/2017	\$1,029,441	\$1,033,980	5.125%	1/3/2012	5.28%	285
*TB	Federal Home Loan MTG Corp	3137EADB	1/13/2022	\$676,439	\$674,909	2.375%	9/8/2014	3.45%	1781
*TB	Federal National Assn	31315P2J7	5/1/2024	\$802,682	\$751,651	1.721%	5/1/2016	3.84%	2609
*TB	Federal National Assn	3135G0ZR	9/6/2024	\$1,480,860	\$1,409,466	2.625%	5/25/2016	7.20%	2734
*TB	Federal National Assn	3135G0K3	4/24/2026	\$2,530,867	\$2,372,550	2.125%	5/25/2016	12.12%	3322
*TB	US Treasury Inflation Index NTS	912828JE1	7/15/2018	\$1,127,407	\$1,165,348	1.375%	7/6/2010	5.95%	523
*TB	US Treasury Inflation Index NTS	912828MF	1/15/2020	\$1,126,590	\$1,181,344	1.375%	11/18/2015	6.03%	1063
*TB	US Treasury Note	912828WE	11/15/2023	\$768,592	\$790,161	2.750%	12/13/2013	4.04%	2443
Accrued Interest									
<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>				<b>\$20,189,736</b>	<b>\$19,575,787</b>			<b>99.98%</b>	
<b>Total Certificates of Deposit: (11.13506)</b>				<b>\$0</b>	<b>\$0</b>			<b>0.00%</b>	
**	<b>LAIF as of: (11-00-1050-00)</b>		N/A	<b>\$450</b>	<b>\$450</b>	0.68%	Estimated	<b>0.00%</b>	
***	<b>COVI as of: (11-00-1060-00)</b>		N/A	<b>\$2,859</b>	<b>\$2,859</b>	0.78%	Estimated	<b>0.01%</b>	
<b>TOTAL FUNDS INVESTED</b>				<b>\$20,193,046</b>	<b>\$19,579,097</b>			<b>100.00%</b>	
Total Funds Invested last report				\$20,204,313	\$19,806,971				
Total Funds Invested 1 Yr. Ago				\$19,111,635	\$19,350,169				
****	<b>CASH IN BANK (11-00-1000-00) EST.</b>			<b>\$5,764,501</b>	<b>\$5,764,501</b>				
	<b>CASH IN Western Asset Money Market</b>			<b>\$5</b>	<b>\$5</b>	0.01%			
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$25,957,552</b>	<b>\$25,343,602</b>				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$22,640,694	\$22,879,228				

- \*CD CD - Certificate of Deposit
- \*TB TB - Federal Treasury Bonds or Bills
- \*\* Local Agency Investment Fund
- \*\*\* County of Ventura Investment Fund
- Estimated interest rate, actual not due at present time.
- \*\*\*\* Cash in bank

No investments were made pursuant to subdivision (i) of Section 53601, Section 53601.1 and subdivision (j) Section 53635 of the Government Code.

All investments were made in accordance with the Treasurer's annual statement of investment policy.