



## Board of Directors

Russ Baggerly, Director  
Angelo Spandrio, Director  
Brian Brennan, Director

Pete Kaiser, Director

### CASITAS MUNICIPAL WATER DISTRICT Meeting to be held at the

The meeting will be held via teleconference.  
To attend the meeting please call US Toll Free (888) 788-0099 or (877) 853-5247  
Enter Meeting ID: 910 9447 8837#

September 09, 2020 @ 3:00 PM

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

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

1. CALL TO ORDER
2. ROLL CALL
3. AGENDA CONFIRMATION
4. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.
5. CONSENT AGENDA
  - 5.a. Approval of the Accounts Payable Report for the period of 8/13/20 - 8/26/20.  
[Accounts Payable Report.pdf](#)

- 5.b. Approval of the minutes of the August 26, 2020 Board Meeting.  
[August 26 2020 Minutes.pdf](#)
- 5.c. Approval of the minutes of the September 2, 2020 Special Board Meeting.  
[Minutes of the September 2 2020 Special Board Meeting.pdf](#)
- 5.d. Approval of the minutes of the June 24, 2020 Board Meeting.  
[6 24 2020 Minutes.pdf](#)

## 6. ACTION ITEMS

- 6.a. Authorize General Manager to Issue Task Order 2018-08 Amendment No. 3 to Water Works Engineers for permit application support services for the West and East Ojai Avenue Pipeline Replacement project in an amount not to exceed \$143,979.00.  
[Board memo Amendment 3\\_WWE.pdf](#)
- 6.b. Authorize the General Manager to sign Change Order No. 3 for Emily and Cañada Street Pipeline Replacement, Specification No. 19-418, to Granite Construction Company in the amount of \$30,327.49.  
[200909 Emily\\_Canada CO3.pdf](#)
- 6.c. Board of Directors award a contract to CPI Solutions of Camarillo, Ca. in the amount not-to-exceed \$42,999.88 for a Casitas MWD Boardroom audio-visual upgrade.  
[Board Memo regarding Boardroom AV Upgrade 090920 \(1\).pdf](#)  
[2020 CPI AV Presentation - Casitas MWD.pdf](#)
- 6.d. LAFCo call for nominations and possible adoption of a resolution nominating a Director of Casitas to fill the term of 1/1/2021 - 12/31/2024 for the Regular Special District Member of the Ventura Local Agency Formation Commission.  
[LAFCo 2020 Call for Nominations \(1\).pdf](#)  
[Resolution LAFCo 2020 \(1\).pdf](#)
- 6.e. Recommend approval of the Treatment Plant Operator in Training, Treatment Plant Operator III, IV and V and Water Treatment Supervisor updated job descriptions.  
[TP Job Description Update Staff Report 09092020.pdf](#)

## 7. DISCUSSION ITEMS/PRESENTATIONS

- 7.a. Discussion of Review and Cataloging of Casitas MWD Ordinances.  
[Board Memo regarding discussion of review and cataloging of District Ordinances 090920.pdf](#)

## 8. INFORMATION ITEMS

- 8.a. Finance Committee Minutes.  
[Finance Minutes 082120.pdf](#)
- 8.b. Recreation Committee Minutes.

[Rec Minutes 090120.pdf](#)

- 8.c. Draft letter to the United States Department of Energy regarding uranium mining in the local watershed.

[Draft DOE Letter on Uranium Mining 090920 \(1\).pdf](#)

- 8.d. CFD 2013-01 Project Cost.

[CFD 2013-1 Project Cost 08-31-2020.pdf](#)

- 8.e. State Water Project Interconnect Project Cost.

[SWP Intertie Project Cost 08-31-20.pdf](#)

- 8.f. Investment Report.

[Investment Report 08-31-20.pdf](#)

- 8.g. Recreation Area Report for July 2020.

[LCRA July 2020.pdf](#)

9. GENERAL MANAGER COMMENTS

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

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

12. CLOSED SESSION

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

- 12.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code §54956.9(a))

Upper Ventura River Groundwater Agency v. Casitas Municipal Water District, Superior Court of California, County of Ventura, Case No. 56-2020-00544348-CU-WM-VTA.

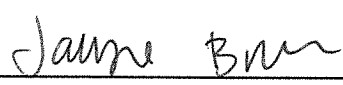
13. ADJOURNMENT

**CASITAS MUNICIPAL WATER DISTRICT**  
**Payable Fund Check Authorization**  
**Checks Dated 08/13/20-08/26/20**  
**Presented to the Board of Directors For Approval September 09, 2020**

<b>Check</b>	<b>Payee</b>		<b>Description</b>	<b>Amount</b>
000984	Payables Fund Account	# 9759651478	Accounts Payable Batch 081920	\$ 296,097.90
000985	Payables Fund Account	# 9759651478	Accounts Payable Batch 082620	\$ 310,295.99
				<u>\$ 606,393.89</u>
000986	Payroll Fund Account	# 9469730919	Estimated Payroll 09/24/20	\$ 225,000.00
			Total	<u><u>\$ 831,393.89</u></u>

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

The above numbered checks, 000984-000986 have been duly audited is hereby certified as correct.

  
 \_\_\_\_\_  
 Janyne Brown, Chief Financial Officer

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

# A/P Fund

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

000984 A/P Checks: 040178-040257  
 A/P Draft to P.E.R.S.  
 A/P Draft to State of CA  
 A/P Draft to I.R.S.  
 A/P Draft to S.E.I.U.  
 Voids:  
 040218- Mainers Oaks Ace Hardware - Continuation of detail of check 040217

000985 A/P Checks: 040258-040356  
 A/P Draft to P.E.R.S. 000060  
 A/P Draft to State of CA 000062  
 A/P Draft to I.R.S. 000059  
 A/P Draft to S.E.I.U. 000061  
 Voids:  
 040308 - Meiners Oaks Ace Hardware - Continuation of detail of check 040307  
 040309 - Meiners Oaks Ace Hardware - Continuation of detail of check 040307



\_\_\_\_\_  
Janyne Brown , Chief Financial Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

CERTIFICATION

Payroll disbursements for the pay period ending 08/09/20  
Pay Date of 08/27/20  
have been duly audited and are  
hereby certified as correct.

Signed: Jayne Brown  
Jayne Brown

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

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

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

8/26/2020 11:07 AM

A/P HISTORY CHECK REPORT

VENDOR SET: 01 Casitas Municipal Water D

BANK: \* ALL BANKS

DATE RANGE: 8/13/2020 THRU 8/26/2020

ENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	8/19/2020			040218		
C-CHECK	VOID CHECK	V	8/26/2020			040308		
C-CHECK	VOID CHECK	V	8/26/2020			040309		

\* \* 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:	3			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: *	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			3	0.00	0.00	0.00
BANK: *		TOTALS:	3	0.00	0.00	0.00

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/13/2020 THRU 8/26/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 202008241756	Federal Withholding	D	8/26/2020	39,175.31		000059		
I-T3 202008241756	FICA Withholding	D	8/26/2020	40,526.34		000059		
I-T4 202008241756	Medicare Withholding	D	8/26/2020	9,829.30		000059		89,530.95
00187	CALPERS							
I-PBB202008241756	PERS BUY BACK	D	8/26/2020	130.46		000060		
I-PBP202008241756	PERS BUY BACK	D	8/26/2020	161.96		000060		
I-PEB202008241756	PEPRA EMPLOYEES PORTION	D	8/26/2020	10,122.75		000060		
I-PEM202008241756	PERS EMPLOYEE PORTION MGMT	D	8/26/2020	2,086.43		000060		
I-PER202008241756	PERS EMPLOYEE PORTION	D	8/26/2020	6,502.28		000060		
I-PRB202008241756	PEBRA EMPLOYER PORTION	D	8/26/2020	11,595.37		000060		
I-PRR202008241756	PERS EMPLOYER PORTION	D	8/26/2020	11,545.90		000060		42,145.15
00180	S.E.I.U. - LOCAL 721							
I-COP202008241756	SEIU 721 COPE	D	8/26/2020	45.00		000061		
I-UND202008241756	UNION DUES	D	8/26/2020	774.00		000061		819.00
00049	STATE OF CALIFORNIA							
I-T2 202008241756	State Withholding	D	8/26/2020	15,236.35		000062		15,236.35
02587	A&M LAWMOWER SHOP							
I-49547	Backpack Batteries & ChargerLC	R	8/19/2020	21,760.42		040178		
I-49609	Machine Maintenance - MAINT	R	8/19/2020	120.80		040178		21,881.22
00010	AIRGAS USA LLC							
I-9972955930	Gas Cylinder Rental - PL	R	8/19/2020	284.50		040179		284.50
03044	Amazon Capital Services							
I-16G7-KHCM-77MQ	Vehicle Power Adaptor - UT	R	8/19/2020	43.70		040180		
I-16G7-KHCM-NMNC	Dispalay Port Cable - ENG	R	8/19/2020	41.62		040180		
I-16LH-N4KX-R739	DC Power Solenoid - Unit 88	R	8/19/2020	36.53		040180		
I-1Q1C-JQKQ-6NQF	Remote Control - LCRA	R	8/19/2020	38.58		040180		
I-1VHY-HVL4-H13M	Work Gloves - MAINT	R	8/19/2020	74.16		040180		
I-1YDR-VVHG-D463	Disposable Earplugs - MAINT	R	8/19/2020	64.89		040180		
I-1YDR-VVHG-FG4P	Keyboard & Mouse - ENG	R	8/19/2020	53.60		040180		
I-1YMM-VTLN-CYYM	Shade Sail Canopy - WP	R	8/19/2020	32.16		040180		385.24
00836	AMERICAN RED CROSS							
I-22286664	BLS, AEO, & BBP Training -LCRA	R	8/19/2020	38.00		040181		38.00
00014	AQUA-FLO SUPPLY							
I-SI1587389	PVT Tee - TP	R	8/19/2020	12.45		040182		12.45



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 DATE RANGE: 8/13/2020 THRU 8/26/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01666	AT & T I-000015155918 Acct#9391051740	R	8/19/2020	728.80		040183		728.80
01666	AT & T I-000015159763 Local, Regional, Long Distance	R	8/19/2020	1,297.52		040184		1,297.52
00018	AT & T MOBILITY I-287290467941X0810 Acct#287290467941	R	8/19/2020	244.62		040185		244.62
03429	AT&T I-2930196503 Acct#8310009376326	R	8/19/2020	2,604.80		040186		2,604.80
03429	AT&T I-9675896505 Acct#8310009376372	R	8/19/2020	1,302.40		040187		1,302.40
00030	B&R TOOL AND SUPPLY CO I-1900948424 Nitri-Stealth - TP I-1900948439 Hand Tools - UT I-1900948493 Seal Tape & Thread Sealant -PL	R R R	8/19/2020 8/19/2020 8/19/2020	49.30 1,991.84 858.07		040188 040188 040188		2,899.21
03207	BMI PacWest Inc. I-014204 AC Repair - WP	R	8/19/2020	717.36		040189		717.36
03702	Cannon Corporation I-73282 Rice Bridge Replacement - ENG I-73283 De La Garrigue Bridge Rep -ENG I-73285 Grand & Lion PL Design - ENG	R R R	8/19/2020 8/19/2020 8/19/2020	1,339.00 1,574.93 15,444.68		040190 040190 040190		18,358.61
00055	CASITAS BOAT RENTALS I-July 20 Gas for Boats - LCRA	R	8/19/2020	536.50		040191		536.50
03021	Central Communications I-000017-869-071 Call Center 07/20	R	8/19/2020	155.50		040192		155.50
00062	CONSOLIDATED ELECTRICAL I-9009-412368 Wire - EM I-9009-412369 MTG Base & Latch - EM I-9009-412370 Meter Hanging Kit & Pipe Cutte	R R R	8/19/2020 8/19/2020 8/19/2020	847.13 233.07 328.13		040193 040193 040193		1,408.33
05676	April Daniels I-905219 Camping Cancellation - LCRA	R	8/19/2020	215.00		040194		215.00
01764	DataProse, LLC I-3P49258 COVID-19 Insert - ADM	R	8/19/2020	476.83		040195		476.83

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02480	David Taussig & Associates, In							
I-2005135	D19-00115 CFD Tax Admin	R	8/19/2020	2,575.00		040196		
I-2007140	D20-00115 CFD Tax Admin	R	8/19/2020	2,781.00		040196		5,356.00
00086	E.J. Harrison & Sons Inc							
I-1736	Acct#500546088	R	8/19/2020	971.39		040197		971.39
00086	E.J. Harrison & Sons Inc							
I-1747	Acct#500766090	R	8/19/2020	105.32		040198		105.32
00086	E.J. Harrison & Sons Inc							
I-28138	Acct#1C00114748	R	8/19/2020	60.00		040199		60.00
00086	E.J. Harrison & Sons Inc							
I-28256	Acct#1C00053370	R	8/19/2020	241.91		040200		241.91
00086	E.J. Harrison & Sons Inc							
I-28276	Acct#1C00054240	R	8/19/2020	394.22		040201		394.22
00086	E.J. Harrison & Sons Inc							
I-715	Acct#500679996	R	8/19/2020	2,930.95		040202		2,930.95
00095	FAMCON PIPE & SUPPLY							
I-S100034941.001	Hydrant Parts - PL	R	8/19/2020	421.49		040203		421.49
00093	FEDERAL EXPRESS							
I-7-094-52371	Shipping - TP	R	8/19/2020	156.12		040204		156.12
00575	FENCE FACTORY - SATICOY							
I-423472	Fance Pole - WP	R	8/19/2020	77.59		040205		77.59
00099	FGL ENVIRONMENTAL							
I-009647A	Lake Nutrient Monitoring 07/16	R	8/19/2020	1,472.00		040206		
I-009649A	Nitrate Monitoring 07/21/20	R	8/19/2020	43.00		040206		
I-9648A	Manganese Monitoring 07/16/20	R	8/19/2020	120.00		040206		1,635.00
00104	FRED'S TIRE MAN							
I-126255	Tires - Unit EZ1	R	8/19/2020	75.21		040207		
I-126482	Oil Change - Unit 53	R	8/19/2020	74.33		040207		
I-126508	Oil Change - Unit 46	R	8/19/2020	51.11		040207		
I-126517	Oil Change - Unit 43	R	8/19/2020	54.33		040207		254.98
05608	Veronica Garfiaz							
I-900204a	Camping Cancellation - COVID19	R	8/19/2020	201.00		040208		201.00

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 DATE RANGE: 8/13/2020 THRU 8/26/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03856	Granicus, LLC							
I-130173	Rate Calculator ModificationPR	R	8/19/2020	800.00		040209		800.00
04675	Roy Holbert							
I-887474	Camping Cancellation - COVID19	R	8/19/2020	419.00		040210		419.00
00894	HOSE-MAN, INC.							
I-5275968-0001-05	Coupler - LAB	R	8/19/2020	3.08		040211		
I-5276204-0001-05	Air House - GARAGE	R	8/19/2020	17.60		040211		20.68
00127	INDUSTRIAL BOLT & SUPPLY							
I-213689-1	Wedge Anchor & Nut - PL	R	8/19/2020	15.02		040212		15.02
02565	Industrial Networking Solution							
I-INV-1591328	Cradlepoint Routers - EM	R	8/19/2020	1,082.14		040213		1,082.14
00131	JCI JONES CHEMICALS, INC							
I-829787	Chlorine - TP, CM 829798	R	8/19/2020	1,650.00		040214		1,650.00
01022	KELLY CLEANING & SUPPLIES, INC							
I-48967028	Janitorial Service -07/20-LCRA	R	8/19/2020	235.00		040215		
I-48967585	Janitorial Services 08/20-LCRA	R	8/19/2020	215.00		040215		450.00
02396	Kemira Water Solutions, Inc.							
I-9017682619	Ferric Sulfate - TP	R	8/19/2020	5,583.48		040216		5,583.48
00151	MEINERS OAKS ACE HARDWARE							
C-936137	CR for Invoice 936124- LCRA	R	8/19/2020	64.85CR		040217		
I-933225	Marking Paint & Wand - LCRA	R	8/19/2020	46.53		040217		
I-934285	Screws - LCRA	R	8/19/2020	53.60		040217		
I-935335	Boathouse Hardware - LAB	R	8/19/2020	128.66		040217		
I-935357	Concrete - PL	R	8/19/2020	306.52		040217		
I-935626	Hat - MAINT	R	8/19/2020	8.57		040217		
I-935677	Tape Measure - MAINT	R	8/19/2020	26.34		040217		
I-935768	Chain Coil - UT	R	8/19/2020	23.94		040217		
I-935790	Filter Bag - PL	R	8/19/2020	23.58		040217		
I-935815	Masking Tape - LCRA	R	8/19/2020	12.55		040217		
I-935865	Adapter & Batteries - LCRA	R	8/19/2020	46.04		040217		
I-935923	Valve Ball & Coupling - UT	R	8/19/2020	70.21		040217		
I-935924	Gauge for Hydrant - UT	R	8/19/2020	70.13		040217		
I-935933	Chain Link & Nut - WP	R	8/19/2020	16.04		040217		
I-935989	Batteries - PL	R	8/19/2020	32.11		040217		
I-936109	Sprypaint - TP	R	8/19/2020	12.87		040217		
I-936124	Bolts & Screws - LCRA-CR936137	R	8/19/2020	89.17		040217		
I-936391	Fas Set Accelerator - PL	R	8/19/2020	51.35		040217		953.36

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05679	Kathleen Miller							
I-900012	Camping Cancellation - LCRA	R	8/19/2020	584.00		040219		584.00
03444	Mission Linen Supply							
I-513014669	Uniform Pants - TP	R	8/19/2020	40.00		040220		
I-513023293	Uniform Pants - PL	R	8/19/2020	31.73		040220		
I-513023294	Uniform Pants - MAINT	R	8/19/2020	27.00		040220		
I-513023295	Uniform Pants - UT	R	8/19/2020	28.56		040220		
I-513023298	Uniform Pants - TP	R	8/19/2020	35.98		040220		
I-513068170	Uniform Pants - PL	R	8/19/2020	31.73		040220		
I-513068171	Uniform Pants - MAINT	R	8/19/2020	27.00		040220		
I-513068172	Uniform Pants - UT	R	8/19/2020	28.56		040220		
I-513068174	Uniform Pants - TP	R	8/19/2020	35.98		040220		286.54
04930	Connie Murillo							
I-884633a	Camping Cancellation - COVID19	R	8/19/2020	332.00		040221		
I-884633b	Camping Cancellation - COVID19	R	8/19/2020	664.00		040221		996.00
04411	Sarah Novello							
I-897639	Camping Cancellation - COVID19	R	8/19/2020	632.00		040222		632.00
00625	OfficeTeam							
I-55906477	Water Quality Temp - 06/05/20	R	8/19/2020	693.00		040223		
I-56172355	Water Quality Temp - 8/01-8/07	R	8/19/2020	594.00		040223		1,287.00
01570	Ojai Auto Supply							
I-497238	Wiper Blades & Lamp-Unit 44/31	R	8/19/2020	55.54		040224		
I-497241	Fuel Cap - Unit 28	R	8/19/2020	9.57		040224		
I-497798	Fuel Press Regulator - Unit 28	R	8/19/2020	65.06		040224		
I-497857	Gloves - TP	R	8/19/2020	64.19		040224		194.36
00165	OJAI LUMBER CO, INC							
I-2007-984768	Paint - ENG	R	8/19/2020	77.20		040225		77.20
00884	OJAI TERMITE & PEST CONTROL, I							
I-205542	Monthly Rodent Service - MAINT	R	8/19/2020	75.00		040226		75.00
00602	OJAI TRUE VALUE							
I-52708	Batteries - LAB	R	8/19/2020	18.22		040227		18.22
00169	OJAI VALLEY SANITARY DISTRICT							
I-22348	Cust #99991 01/01-02/29/20	R	8/19/2020	2,767.12		040228		2,767.12

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00169	OJAI VALLEY SANITARY DISTRICT							
I-22349	Cust # 99991 3/01-04/30/20	R	8/19/2020	1,679.18		040229		1,679.18
00169	OJAI VALLEY SANITARY DISTRICT							
I-22350	Cust #99991 5/01-06/30	R	8/19/2020	1,100.41		040230		1,100.41
01627	OSCAR'S TREE SERVICE							
I-15248	Weedeating Saddle Dam - MAINT	R	8/19/2020	850.00		040231		850.00
03967	Shanna Parrelli							
I-858992	Camping Cancellation - LCRA	R	8/19/2020	122.00		040232		122.00
09561	PARTICIA PASSANANTE							
I-896713	Camping Cancellation - LCRA	R	8/19/2020	216.00		040233		216.00
04290	Sylvia Pena							
I-902721	Camping Cancellation - COVID19	R	8/19/2020	144.00		040234		144.00
00790	PROFORMA							
I-BI85002375A	Masks & Hand Sanitaizer	R	8/19/2020	3,582.69		040235		3,582.69
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-9913	Gas Tank Inspection - LCRA	R	8/19/2020	230.00		040236		
I-9914	Gas Tank Inspection - DO	R	8/19/2020	230.00		040236		
I-9935	Annual Leak Test - GARAGE	R	8/19/2020	1,135.00		040236		1,595.00
00306	Rincon Consultants, Inc.							
I-23691	Arborist Service Ojai Ave -ENG	R	8/19/2020	451.25		040237		
I-23693	Env Services Emily/Canada -ENG	R	8/19/2020	13,001.58		040237		
I-23695	Robles Prog. Permits - ENG	R	8/19/2020	2,947.75		040237		
I-23697	Env Permits Suport Robles -ENG	R	8/19/2020	329.25		040237		16,729.83
00313	ROCK LONG'S AUTOMOTIVE							
I-29911	AC Service - Unit 53	R	8/19/2020	132.04		040238		132.04
05678	Kathy Sheehan							
I-898054	Camping Cancellation - LCRA	R	8/19/2020	122.00		040239		122.00
05680	Jae Shin							
I-902966	Camping Cancellation - COVID19	R	8/19/2020	144.00		040240		144.00
00608	SMITH PIPE & SUPPLY INC.							
I-3630537	Herbicide Capstone - MAINT	R	8/19/2020	912.71		040241		912.71

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00215 I-081220	SOUTHERN CALIFORNIA EDISON Acct#2397969643	R	8/19/2020	26,114.25		040242		26,114.25
02202 I-265800	Stanley Pest Control Monthly Pest Control - WP	R	8/19/2020	170.00		040243		170.00
01147 I-4385	SUPERIOR GATE SYSTEMS Canal Gate Repair - MAINT	R	8/19/2020	380.00		040244		380.00
02643 I-11237968 I-11245408 I-11252547	Take Care by WageWorks Reimburse Med/Dep Care Reimburse Med/Dep Care Reimburse Med/Dep Care	R R R	8/19/2020 8/19/2020 8/19/2020	260.00 489.43 300.00		040245 040245 040245		1,049.43
01512 I-RI20037245	TRENCH SHORING COMPANY Trench Plate Rental - PL	R	8/19/2020	638.40		040246		638.40
00254 I-H0617201	VENTURA LOCKSMITHS Safe Combo Change - LCRA	R	8/19/2020	425.00		040247		425.00
05681 I-900348	Imelda Villarreal Camping Cancellation - LCRA	R	8/19/2020	84.00		040248		84.00
00663 I-79312766 I-79354907 I-79372444	WAXIE SANITARY SUPPLY Nitrate Gloves - LCRA Janitorial Spplies - LCRA Hand Sanitizer	R R R	8/19/2020 8/19/2020 8/19/2020	86.56 1,730.64 3,117.27		040249 040249 040249		4,934.47
00330 I-10012843552 I-10012843579 I-10012850120	WHITE CAP CONSTRUCTION SUPPLY Shovel - UT Shovel - UT Master Padlock - UT	R R R	8/19/2020 8/19/2020 8/19/2020	64.42 64.42 170.59		040250 040250 040250		299.43
05484 I-207144	White Nelson Diehl Evans, LLP Audit Service for FY 19/20-ADM	R	8/19/2020	4,500.00		040251		4,500.00
05424 I-073120	Zim Industries, Inc Mutual Well #7 Drilling - ENG	R	8/19/2020	97,612.50		040252		97,612.50
1 I-000202008131754	HOFF, APRIL Refund AR REFUND	R	8/19/2020	105.00		040253		105.00
1 I-000202008131753	KIDDIE, DANIEL P Ref AR REFUND	R	8/19/2020	30.00		040254		30.00

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03702	Cannon Corporation							
I-73474	Tank Standar Detail - ENG	R	8/19/2020	3,347.35		040255		3,347.35
02053	Photo-Scan of Los Angeles, Inc							
I-25218	Security Cameras & Access -ENG	R	8/19/2020	26,544.23		040256		26,544.23
02475	Rutan & Tucker, LLP							
I-875318	Adjudication Litigation 07/20	R	8/19/2020	18,290.00		040257		18,290.00
05687	Wilhelmina Ackart							
I-902858	Camping Cancellation - COVID19	R	8/26/2020	522.00		040258		522.00
03044	Amazon Capital Services							
I-16C3-49LT-XLJQ	Storage Boxes - MAINT	R	8/26/2020	37.79		040259		
I-16C3-49LT-Y71X	Packaging Tape - TP	R	8/26/2020	32.57		040259		
I-1PK3-1GFL-4PYW	Backup Batteries - EM	R	8/26/2020	884.75		040259		
I-1PYV-6YJ6-3JKQ	USB C Cable - TP	R	8/26/2020	27.86		040259		
I-1QTV-PLW3-T1VR	Laptop Backpack - ADM	R	8/26/2020	30.86		040259		
I-1WFW-96QN-CWR3	Electrolyte Drinks - PL	R	8/26/2020	27.05		040259		
I-1WTV-6QN9-P74K	Address Lebls - ADM	R	8/26/2020	64.32		040259		
I-1XD4-FTHH-GNGM	Organizer Boxes - ADM	R	8/26/2020	41.98		040259		1,147.18
05688	Danielle Andrea							
I-651673	Day Use Refund - LCRA	R	8/26/2020	10.00		040260		10.00
00014	AQUA-FLO SUPPLY							
I-SI1581898	Parts for Foothill Repair - PL	R	8/26/2020	346.75		040261		
I-SI1590506	Water Leak Supplies - LCRA	R	8/26/2020	91.75		040261		438.50
00840	AQUA-METRIC SALES COMPANY							
I-INV0078638	Iperl Meters & MKU - UT	R	8/26/2020	18,622.39		040262		18,622.39
02179	Art Street Interactive							
I-1919	Camava 5 Reservation Software	R	8/26/2020	17,497.50		040263		17,497.50
00030	B&R TOOL AND SUPPLY CO							
I-1900948404	Wrench & Pliers -PL	R	8/26/2020	226.08		040264		
I-1900948684	Storage Cabinet - PL	R	8/26/2020	580.77		040264		
I-1900948844	Bottles & Spray Nozzels	R	8/26/2020	358.81		040264		1,165.66
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S2742317.001	Pressure Gauge & Nipple - PL	R	8/26/2020	89.80		040265		89.80

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0860	Big Red Crane Company, Inc. Crane for SS Relief - LCRA	R	8/26/2020	1,375.00		040266		1,375.00
03207	BMI PacWest Inc. AC Maintenance - LCRA	R	8/26/2020	1,149.00		040267		
	I-014244 AC Maintttenance - DO	R	8/26/2020	576.00		040267		1,725.00
03253	Kathleen Foley Brady Camping Cancellation - COVID19	R	8/26/2020	169.00		040268		169.00
05690	Amanda Bryan Camping Cancellation - LCRA	R	8/26/2020	49.00		040269		49.00
01295	BSN CONSTRUCTION Paving Release Retention - ENG	R	8/26/2020	11,729.57		040270		11,729.57
02983	Cal-Western Weed Control, Inc. Spray Up-Stream on Dam - MAINT	R	8/26/2020	8,750.00		040271		8,750.00
01236	CAPPO, CA. ASSOC. OF PUBLIC Membership Due 8/12/20-8/12/21	R	8/26/2020	275.00		040272		275.00
00055	CASITAS BOAT RENTALS Instal Gas Tank - Unit 138	R	8/26/2020	173.83		040273		173.83
05691	Melanie Chapman Camping Cancellation - COVID19	R	8/26/2020	99.00		040274		99.00
04678	Cla-Val, Soundcast, Griswold C Lower Faria Main Valve Rebuild	R	8/26/2020	733.59		040275		
	I-803479 Lower Faria Main Valve Rebuild	R	8/26/2020	1,228.01		040275		
	I-803482 Lower Faria Main Valve Rebuild	R	8/26/2020	1,705.70		040275		
	I-803483 Feria Relief Main Valve Reblid	R	8/26/2020	1,825.83		040275		
	I-803484 Seacliff Reg Main Valve Reblid	R	8/26/2020	646.72		040275		
	I-803485 Seacliff Reg Main Valve Reblid	R	8/26/2020	617.97		040275		
	I-803486 Solimar Station Main Valve Reb	R	8/26/2020	597.17		040275		
	I-803488 Solimar Beach Main Valve Reblid	R	8/26/2020	1,065.21		040275		
	I-803489 Main Valve Reuild - Labor	R	8/26/2020	6,083.00		040275		14,503.20
01843	COASTAL COPY Copier Usage - WH	R	8/26/2020	167.69		040276		167.69
00061	COMPUWAVE Laptop Battery - IT	R	8/26/2020	106.18		040277		106.18



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02115	Consumers Pipe Supply Co. I-S1483635.001 Freight on Valve - TP	R	8/26/2020	179.61		040278		179.61
03910	DoiT International USA, INC I-IN204001446 Google Apps 07/20	R	8/26/2020	1,464.00		040279		1,464.00
05692	Tom Fahrenholz I-895409 Camping Cancellation - LCRA	R	8/26/2020	480.00		040280		480.00
00095	FAMCON PIPE & SUPPLY I-S100034196.001 2' Vent-O-Mat Air & Vac Valve I-S100034606.001 Brass Nipple & Tee - PL	R R	8/26/2020 8/26/2020	2,252.25 123.34		040281 040281		2,375.59
00099	FGL ENVIRONMENTAL I-009364A Water Quality Testing MW7- ENG I-009976A Plant Effluent DBP 07/27/20 I-010330A Nitrate Monitoring - 08/04/20 I-010333A OWS-San Antonio TP MN 08/04/20	R R R R	8/26/2020 8/26/2020 8/26/2020 8/26/2020	660.00 224.00 61.00 30.00		040282 040282 040282 040282		975.00
00101	FISHER SCIENTIFIC I-6238914 Desinfectant & Disposable Pipe	R	8/26/2020	195.47		040283		195.47
00104	FRED'S TIRE MAN I-126667 Oil Change - Unit 10	R	8/26/2020	47.90		040284		47.90
00115	GRAINGER, INC I-805238698 Anodes - WP I-9624434669 Phosphate Removing Filter -LAB I-9625847208 Anode - WP	R R R	8/26/2020 8/26/2020 8/26/2020	24.84 219.47 49.68		040285 040285 040285		293.99
05693	Karen Green I-918839 Camping Cancellation - LCRA	R	8/26/2020	53.00		040286		53.00
02217	Greg Rents I-19216 Cart Mixer Rental & Slurry -PL	R	8/26/2020	101.63		040287		101.63
00121	HACH COMPANY I-12085332 DO Sensor Cap & Kit - TP	R	8/26/2020	303.75		040288		303.75
05694	Gregory Hall I-894436 Camping Cancellation - LCRA	R	8/26/2020	186.00		040289		186.00
05683	Sabrina Hall I-901693 Camping Cancellation - LCRA	R	8/26/2020	30.00		040290		30.00

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05684	Tomoko Hasegawa							
I-902751	Camping Cancellation - COVID19	R	8/26/2020	228.00		040291		228.00
01186	GERARDO M HERRERA							
I-082020	Class Registration	R	8/26/2020	170.00		040292		
I-082120	Meal Reimbursments 08/20/20	R	8/26/2020	169.67		040292		339.67
05708	Daniel J Holloway							
I-Aug 20	Reimburse Expenses 08/20/20	R	8/26/2020	150.00		040293		150.00
00596	HOME DEPOT							
I-2473225	AC Unit - WH	R	8/26/2020	447.46		040294		
I-9311038	Comercial Door - LCRA	R	8/26/2020	556.15		040294		1,003.61
04302	J&J Chemical Co.							
I-260514	Pump Trunk CT Chemicals - LCRA	R	8/26/2020	457.66		040295		457.66
03460	Joe Martinez III							
I-063020	Reimburse Expenses 03/20	R	8/26/2020	168.43		040296		168.43
05695	Holly Jones							
I-896557	Camping Cancellation - COVID19	R	8/26/2020	219.00		040297		219.00
04338	Anna Marie Jones							
I-899673	Camping Cancellation - COVID19	R	8/26/2020	99.00		040298		99.00
05686	Kenney IS Consulting, Inc.							
I-1043	Tech Memo Fish Screen - FISH	R	8/26/2020	1,230.00		040299		1,230.00
04656	Melissa Knuppel							
I-903187	Camping Cancellation - LCRA	R	8/26/2020	84.00		040300		84.00
05696	Samantha Lawhon							
I-894451	Camping Cancellation - COVID19	R	8/26/2020	261.00		040301		261.00
05697	Scott Lindley							
I-895441	Camping Cancellation - COVID19	R	8/26/2020	603.00		040302		603.00
05698	Art Martinez							
I-894949	Camping Cancellation - COVID19	R	8/26/2020	99.00		040303		99.00
05699	Michelle Maynard							
I-902994	Camping Cancellation - COVID19	R	8/26/2020	144.00		040304		144.00

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00329	MCMASTER-CARR SUPPLY CO.							
I-43529827	Safety Reiling & Ladder - TP	R	8/26/2020	1,401.10		040305		1,401.10
02129	Tracy Medeiros							
I-082620	1102WC180000001 08/08-08/21	R	8/26/2020	2,129.42		040306		2,129.42
00151	MEINERS OAKS ACE HARDWARE							
I-933547	Plastic Protectant &Brush-FISH	R	8/26/2020	19.13		040307		
I-934211	Spray Paint - UT	R	8/26/2020	8.77		040307		
I-934539	Countersink Set & Drill Bit	R	8/26/2020	43.02		040307		
I-936041	Trash Cans & Flapper - LCRA	R	8/26/2020	572.24		040307		
I-936120	Gasket & Clamp - UT	R	8/26/2020	6.08		040307		
I-936138	Bolts & Screws - EM	R	8/26/2020	12.31		040307		
I-936197	Staple Gun & Staples - UT	R	8/26/2020	31.35		040307		
I-936375	Dryconcrete Mix - MAINT	R	8/26/2020	177.78		040307		
I-936415	Fan - MAINT	R	8/26/2020	24.66		040307		
I-936455	Heat Wrap Tape - UT	R	8/26/2020	4.28		040307		
I-936504	Texture Spray & Sandpaper - PL	R	8/26/2020	63.58		040307		
I-936519	Outlets & Batteries - LCRA	R	8/26/2020	65.43		040307		
I-936546	Plywood - LCRA	R	8/26/2020	171.24		040307		
I-936553	Paint Mixer & Joint Tape - PL	R	8/26/2020	22.60		040307		
I-936558	Dropcloth - UT	R	8/26/2020	18.53		040307		
I-936606	Drill Bit & Screws - LCRA	R	8/26/2020	23.71		040307		
I-936609	Spray Paint - PL	R	8/26/2020	98.92		040307		
I-936611	Screw Anchor - MAINT	R	8/26/2020	33.24		040307		
I-936644	Rebar Tie Block - MAINT	R	8/26/2020	12.44		040307		
I-936646	Hook Rope & Breakers - LCRA	R	8/26/2020	35.59		040307		
I-936689	Batteries & Handle Wood - LCRA	R	8/26/2020	161.52		040307		
I-936696	Outlets & Outlet Box - LCRA	R	8/26/2020	8.26		040307		
I-936716	Electric Plug - LCRA	R	8/26/2020	13.16		040307		
I-936725	Sander - MAINT	R	8/26/2020	75.06		040307		
I-936736	Texture Spray - PL	R	8/26/2020	43.89		040307		
I-936772	Primer & Sealer - PL	R	8/26/2020	28.96		040307		
I-936813	Blade, Bolts & Screws - LCRA	R	8/26/2020	50.38		040307		
I-936826	Pipe Insulation - LCRA	R	8/26/2020	1.94		040307		
I-936994	Dead Bolt for WP Shoerhouse	R	8/26/2020	75.81		040307		1,903.88
05679	Kathleen Miller							
I-900012a	Camping Cancellation - COVID19	R	8/26/2020	584.00		040310		584.00
04996	Casandra Moise							
I-902454	Camping Cancellation - COVID19	R	8/26/2020	186.00		040311		186.00

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05656	Chail Norton							
I-898238	Camping Cancellation - COVID19	R	8/26/2020	553.00		040312		553.00
00163	OFFICE DEPOT							
I-117030716001	Office Supplies - DO	R	8/26/2020	1,234.28		040313		
I-118641269001	Business Card Holder - DO	R	8/26/2020	42.28		040313		1,276.56
00625	OfficeTeam							
I-56214265	Water Quality Temp - 8/08-8/14	R	8/26/2020	594.00		040314		594.00
01570	Ojai Auto Supply							
I-498495	Engine Brite Cleaner - LCRA	R	8/26/2020	31.28		040315		
I-498588	Motor Oil - LCRA	R	8/26/2020	13.13		040315		44.41
00912	OJAI BUSINESS CENTER, INC							
I-15378a	Covid Signs - LCRA	R	8/26/2020	270.27		040316		
I-15378b	Shipping Fish Counter Repair	R	8/26/2020	180.70		040316		
I-15378c	Shipping - LAB	R	8/26/2020	55.79		040316		
I-15378d	Box & Shipping - EM	R	8/26/2020	23.14		040316		
I-15378e	Printing Water Quality Repots	R	8/26/2020	75.92		040316		605.82
00165	OJAI LUMBER CO, INC							
I-2008-991120	Wood for Dump Truck Trailer-PL	R	8/26/2020	116.56		040317		116.56
00884	OJAI TERMITE & PEST CONTROL, I							
I-205632	Rodent Control - 4M PP	R	8/26/2020	188.00		040318		188.00
01627	OSCAR'S TREE SERVICE							
I-15254	Tree Removal - LCRA	R	8/26/2020	22,500.00		040319		22,500.00
05700	Alex Phelps							
I-922380	Camping Cancellation - LCRA	R	8/26/2020	35.00		040320		35.00
02849	Phenova							
I-162955	Performance Eval Samples - LAB	R	8/26/2020	1,177.21		040321		1,177.21
00686	POLLARD WATER							
I-0173602	LPD-Chlor Dechlor Tablet - LAB	R	8/26/2020	654.89		040322		654.89
00627	PORT SUPPLY							
I-6926332	Boat Supplies - LAB	R	8/26/2020	88.92		040323		88.92
00790	PROFORMA							
I-BI85002319A	Dorr Tags - UT	R	8/26/2020	1,293.00		040324		
I-BI85002441A	Work Hats - MAINT	R	8/26/2020	151.93		040324		
I-BI85002444A	Nitrile Gloves - LCRA	R	8/26/2020	4,137.60		040324		5,582.53

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01114	Quality Equipment & Spray							
	C-455322b							
	D-455322a							
	I-455322							
	Accrue Use Tax	R	8/26/2020	16.03CR		040325		
	Accrue Use Tax	R	8/26/2020	16.03		040325		
	1/2 Spray Hose - MAINT	R	8/26/2020	221.05		040325		221.05
05701	Adam Robinson							
	I-899476							
	Camping Cancellation - COVID19	R	8/26/2020	119.00		040326		119.00
05702	Cecilia Robles							
	I-900218							
	Camping Cancellation - COVID19	R	8/26/2020	237.00		040327		237.00
00313	ROCK LONG'S AUTOMOTIVE							
	I-29849							
	Oil Change - Unit 39	R	8/26/2020	129.31		040328		129.31
02756	SC Fuels							
	I-1691756-IN							
	Gas & Diesel - LCRA	R	8/26/2020	1,695.53		040329		1,695.53
05685	Robyn Silveira							
	I-902651							
	Camping Cancellation - COVID19	R	8/26/2020	387.00		040330		387.00
00215	SOUTHERN CALIFORNIA EDISON							
	I-082220							
	Acct#2266156405	R	8/26/2020	163.00		040331		163.00
00216	Southern California Gas Co.							
	I-082420a							
	I-082420b							
	Acct#00801443003	R	8/26/2020	167.60		040332		
	Acct#18231433006	R	8/26/2020	31.21		040332		198.81
02202	Stanley Pest Control							
	I-270437							
	Monthly Pest Cntrl - WP	R	8/26/2020	170.00		040333		170.00
04020	Stephen Sulkowski							
	I-063020							
	Reimburse Expenses 03/20	R	8/26/2020	42.00		040334		42.00
02703	Sunbelt Rentals							
	I-104029729-0002							
	I-104297094-0001							
	Forklift Rental - PL	R	8/26/2020	1,239.77		040335		
	Excavator Rental	R	8/26/2020	374.08		040335		1,613.85
02643	Take Care by WageWorks							
	I-11285970							
	Reimburse Med/Dep Care	R	8/26/2020	30.00		040336		30.00
05703	Patty Torres							
	I-894980							
	Camping Cancellation - COVID19	R	8/26/2020	137.00		040337		137.00

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/13/2020 THRU 8/26/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05704	Michael Trolan Camping Cancellation - LCRA	R	8/26/2020	196.00		040338		196.00
05705	Craig Tupy Camping Cancellation - LCRA	R	8/26/2020	122.00		040339		122.00
05706	Nichole Valdez Camping Cancellation - LCRA	R	8/26/2020	84.00		040340		84.00
00254	VENTURA LOCKSMITHS Duplicate Key - PL	R	8/26/2020	73.27		040341		73.27
09955	VENTURA WHOLESALE ELECTRIC SQ Insert Nut - EM	R	8/26/2020	10.24		040342		
	I-255001 GFCI Receptacle & Clamp - EM	R	8/26/2020	46.96		040342		57.20
03758	County of Ventura - Fleet Serv Bit - Unit 150,282,285,69,83	R	8/26/2020	1,880.03		040343		1,880.03
00663	WAXIE SANITARY SUPPLY Hand Sanitizer & Soap - LCRA	R	8/26/2020	2,415.39		040344		2,415.39
05028	Weck Analytical Environmental Stage 2 DBP Sampling - LAB	R	8/26/2020	180.00		040345		180.00
00270	Wells Fargo Bank CCR Public Notices - LAB	R	8/26/2020	142.21		040346		
	I-081120b Printer Ink - MGMT	R	8/26/2020	123.90		040346		
	I-081120c Tree Care Specialist Manual	R	8/26/2020	133.49		040346		
	I-081120d Water Education Seminar - UT	R	8/26/2020	150.00		040346		
	I-081120e Water education Seminar - UT	R	8/26/2020	150.00		040346		699.60
05707	Dorothy Wong Deposit Refund - LCRA	R	8/26/2020	750.00		040347		750.00
01998	XM For Business CR Memo for invoice 1969795	R	8/26/2020	329.45	CR	040348		
	I-198949 XM Radio for Waterpark	R	8/26/2020	359.40		040348		29.95
05689	Maria Barrera Camping Cancellation - COVID19	R	8/26/2020	1,368.00		040349		1,368.00
00270	Wells Fargo Bank Adobe Subscription - PR	R	8/26/2020	23.88		040350		
	I-081120g CALPELRA Conference - MGMT	R	8/26/2020	890.00		040350		913.88

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 8/13/2020 THRU 8/26/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04010	I-CS5202008241756 CALIFORNIA STATE DISBURSEMENT 200000001181291	R	8/26/2020	386.30		040351		386.30
02823	I-G08202008241756 Franchise Tax Board STATE TAX GARNISHMENT	R	8/26/2020	500.00		040352		500.00
0124	I-DCI202008241756 ICMA RETIREMENT TRUST - 457 DEFERRED COMP FLAT	R	8/26/2020	775.00		040353		
	I-DI%202008241756 DEFERRED COMP PERCENT	R	8/26/2020	91.47		040353		866.47
0985	I-CUN202008241756 NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP	R	8/26/2020	499.23		040354		
	I-DCN202008241756 DEFERRED COMP FLAT	R	8/26/2020	6,722.10		040354		
	I-DN%202008241756 DEFERRED COMP PERCENT	R	8/26/2020	377.57		040354		7,598.90
L	I-000202008211755 KAPLAN, DAVID US REFUND	R	8/26/2020	1,787.65		040355		1,787.65
L	I-000202008251757 HAYES, LARRY & LINDA US REFUND	R	8/26/2020	7,503.24		040356		7,503.24

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		176	458,662.44	0.00	458,662.44
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		4	147,731.45	0.00	147,731.45
EFT:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS		0.00		
	VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			180	606,393.89	0.00	606,393.89
BANK: AP	TOTALS:		180	606,393.89	0.00	606,393.89
REPORT TOTALS:			180	606,393.89	0.00	606,393.89

**Casitas Municipal Water District**  
**Reimbursement Disclosure Report (1)**  
**Fiscal Year 2020/21**  
**July 1, 2020-June 30, 2021**

<u>Date paid</u>	<u>Board of Director/Employee</u>	<u>Description</u>	<u>Amount Paid</u>
7/1/2020	Julia Aranda	Lunch for Crew - Leak at Rincon	429.00
7/1/2020	John Simon	Safety Boot Stipend	170.00
7/1/2020	David Van Someren	Safety Boot Stipend	170.00
7/8/2020	Virgil Clary	Mileage	201.42
7/15/2020	Gerardo M Herrera	D5 Renewal Fee	155
7/15/2020	Gerardo M Herrera	Water Distribution System O&M Course	163.53
7/15/2020	Scott Lewis	Winter Term Tuition	998.14
7/22/2020	Willis Hand	Oil for use at the wellfield	133.81
7/29/2020	Stuart Birdsey	Themal Paper	160.59
8/12/2020	Julia Aranda	Steel-toe Boots	102.9
8/12/2020	Gonzalo Carbajal-Ramirez	Safety Boot Stipend	170
8/12/2020	Virgil Clary	Mileage	130.81
8/12/2020	Ramiro Garcia	Safety Boot Stipend	170
8/12/2020	Vincent Godinez	Safety Boot Stipend	170
8/12/2020	Spencer Hair	Safety Boot Stipend	170
8/12/2020	Gerardo M Herrera	Safety Boot Stipend	170
8/12/2020	Eric Lara	Safety Boot Stipend	170
8/12/2020	Mario Mariscal	Safety Boot Stipend	170
8/12/2020	Ian McMahan	Safety Boot Stipend	170
8/12/2020	Luis Mejia	Safety Boot Stipend	170
8/12/2020	David Pope	Safety Boot Stipend	170
8/12/2020	Edgar Ramos	Safety Boot Stipend	170
8/12/2020	Michael Robles	Safety Boot Stipend	170
8/12/2020	Greg Romey	Dinner/Drinks - O&M Staff	346.86
8/12/2020	Jose Ruiz	Safety Boot Stipend	170
8/12/2020	Brian Taylor	Safety Boot Stipend	170
8/26/2020	Gerardo M Herrera	Calss Registration	170
8/26/2020	Gerardo M Herrera	Lunch for Crew - Leak at Rincon 08/19/20	169.67
8/26/2020	Joe Martinez III	Travel Expenses	168.43

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



Minutes of the Casitas Municipal Water District  
Board Meeting held via teleconference on  
August 26, 2020

1. CALL TO ORDER

President Baggerly called the meeting to order at 3:00 p.m.

2. ROLL CALL

Directors Kaiser, Spandrio, and Baggerly are present. Also present is GM Flood, AGM Dyer, EA Vieira and Counsel Mathews. There were staff members and members of the public in attendance.

Director Brennan was not present at the start of the meeting but joined about a minute late.

3. AGENDA CONFIRMATION

No Changes

4. PUBLIC COMMENTS

None

5. CONSENT AGENDA

5.a. Approval of the Accounts Payable Report from 7/30/20 to 8/12/20.

5.b. Approval of the Minutes of the August 12, 2020 Board Meeting.

5.c. Authorize the letter to the State Water Resources Control Board providing comments on the Draft Data Compilation Report for the Development of Groundwater-Surface Water and Nitrogen Transport Models of the Ventura River Watershed.

5.d. Resolution approving the revised Conflict of Interest Code.

The consent agenda was offered by Director Brennan, seconded by Director Kaiser and passed by the following roll call vote:

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

Resolution is numbered 2020-22

6. ACTION ITEMS

- 6.a. Resolution of appreciation to Carol Belser upon her retirement from Casitas Municipal Water District.

GM Flood added one thing that is not reflected on the agenda is Carol's contribution to grant funding at the lake. I appreciate the hard work on that and building good relationships with bureau staff. Thank you for the outstanding job. President Baggerly added the dedication that Carol accepted and did to protect the lake from the invasive species was extraordinary in making sure the lake was safe. It started in 2008 and we are safe as of today because of her hard work. President Baggerly read the resolution and thanked Carol for her work and service to the district.

Director Spandrio commented that he was on the Recreation Committee and it was a pleasure to work with Carol and was upset to hear of her retirement. We will miss you and wish you all the best and it has been a pleasure working with you.

Director Kaiser added one thing that is overlooked is the challenge of the drought, difficult conditions and perseverance and making sure it was a rewarding experience for the public and handling recreation during the pandemic. Kudos to you to make sure that happened.

Director Brennan thanked Carol for raising the bar on leadership out there and there are big shoes to fill.

Interim PSM Evans stated he started with the district four years ago and have a great relationship with Carol. She is a mentor and phenomenal person. When Carol decides the right thing to be done she is tenacious for the betterment of the park. I have learned a lot from her and am grateful for what she has done. On behalf of the employees we have an acrylic mantelpiece in the shape of a wave and it is inscribed with your name and years of superior leadership mentoring and protection of staff, visitors and lands of LCRA.

The resolution was offered by Director Spandrio, seconded by Director Brennan and adopted by the following roll call vote:

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

Resolution is numbered 2020-23

- 6.b. Approval of a budget of \$100,000 for purchase of materials related to the repair of the Rincon Transmission Pipeline at Station 10+45.

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

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 6.c. Approve and authorize the General Manager to issue a Task Order for professional engineering services to Michael K. Nunley & Associates, Inc. (MKN) for the Ojai Water System Wellfield VFD Design in the amount not to exceed \$43,094.

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

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 6.d. Award a contract for the San Antonio Well #3 Rehabilitation project to Legend Pump and Well Service, Inc. in an amount not to exceed \$45,944.80.

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

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 6.e. Approve a revised Memorandum of Understanding between the Casitas Municipal Water District and the Carpinteria Valley Water District for the Design, California Quality Act Compliance, Permitting and Construction of the Ventura County – Santa Barbara County Intertie Project.

The MOU was offered by Director Brennan, seconded by Director Kaiser and approved by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 6.f. Approval of a staff recommendation to forward FY 2021 dues to the Association of California Water Agencies Ventura County not to exceed the budgeted amount of \$12,000.00.

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

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None

ABSENT: Directors: None

- 6.g. Resolution adopting a Memorandum of Understanding with the management employees for fiscal year 2020-2021 and 2021-2022.

The resolution was offered by Director Spandrio, Seconded by Director Brennan and adopted by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

Resolution is numbered 2020-24

- 6.h. Adopt the Resolution establishing a new bank account with Mechanics Bank for the Adjudication Charges. Tabled

EA Vieira explained that the wording of the resolution was changed to remove the word Impact.

Director Spandrio expressed concerns that the resolution is not written with the specifics of signature authority per ordinance 12-01. It should be specified in the ordinance and as we write up the ordinance the invoicing procedures should be explained. Incoming invoices identified for this charge need to be coded correctly and we will need separate accounts payable report to show the status of this fund and disbursements. Those changes should be made and brought back to a following meeting. GM Flood replied that it will go to the Finance Committee and then be brought back to the board.

- 6.i. Approve the Water Quality Technician, water Quality Specialist and Water Quality Supervisor updated job descriptions.

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

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

## 7. INFORMATION ITEMS

- 7.a. Monthly Engineering Status Report.  
7.b. Water Resources Committee Minutes.  
7.c. Public Relations Committee Minutes.  
7.d. Executive Committee Minutes.

- 7.e. Personnel Committee Minutes.
- 7.f. Investment Report

Director Spandrio commented that he did not see the VFDs on 7.a. EM Aranda will add it on the next one. Director Spandrio questioned the dam drainage and berm erosion repair. GM Flood explained that it was cancelled from the budget as several projects had to be removed.

On the motion of Director Spandrio, seconded by Director Kaiser, information items were approved by the following roll call vote:

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

8. GENERAL MANAGER COMMENTS

Mr. Flood explained that we are going to move to add video to these meetings utilizing Zoom. One of the issues is how the streaming will also work with this. That needs to be worked out. Kevin will work with each of you to determine your needs. You can still join by phone if you can't join by video. We will work out a few of the bugs.

9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED.

Director Brennan reported on attendance at the August 19<sup>th</sup> zoom meeting on the watershed council steering committee. It was enlightening. Nice that one of the things about regionalism helped they mentioned projects on Rincon and looking for pipe and people looking for it for us. It is nice to know there is a comraderies of professionals who work together. The meeting was about IRM plan update and trying to obtain a grant for the watershed coordinator.

Director Spandrio attended the UVRGA meeting on the 13<sup>th</sup> and the topic of discussion was the sustainability plan and its development.

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

Director Kaiser offered kudos to staff for expedited response and repairs to Ayers Creek crossing that serves Rincon and the communities on the coast. Staff did an excellent job and found other things to take care of out there. Kudos to staff over LCRA in regards to innovative approach to movie nights for revenue enhancements. It is well attended and I look forward to future movie nights. Kudos to Nancy and Carlos for providing food. Job well done out there. He added not to overlook what is happening at the district 6 months of the pandemic and staff is doing a fantastic job. Applause to all of our staff doing a fantastic job. President Baggerly added in pipeline for the work they are doing in Ayers Creek.

Director Spandrio requested on the next agenda a short briefing from staff on what it would take for an ordinance library for past ones and pull up as needed to review. Director Kaiser added to include a searchable subject. Mr. Mathews added that is a large undertaking for staff and is not done in a months' time.

President Baggerly moved the meeting to closed session at 4:15 p.m. with Mr. Mathews stating the three items to be discussed. A five minute recess was requested.

The meeting resumed in closed session at 4:19 p.m.

11. CLOSED SESSION

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

11.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code §54956.9(a)) *Upper Ventura River Groundwater Agency v. Casitas Municipal Water District*, Superior Court of California, County of Ventura, Case No. 56-2020- 00544348-CU-WM-VTA

11.c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code §54956.9(a)) *California Water Impact Network v. City of San Buenaventura*, Superior Court of California, County of Ventura, Case no. 56-2019-00532905-CU-WM-VTA

President Baggerly moved the meeting to open session at 5:55 p.m. with Mr. Mathews reporting that the board met with general and special counsel and there were no actions taken during closed session.

12. ADJOURNMENT

President Baggerly adjourned the meeting at 5:55 p.m.

---

Angelo Spandrio, Secretary

Minutes of the Casitas Municipal Water District  
Special Board Meeting Held  
September 2, 2020

A special meeting of the Board of Directors was held September 2, 2020. The meeting was held via teleconference.

1. CALL TO ORDER

The meeting was called to order by President Baggerly at 9:01 a.m.

2. ROLL CALL

Directors Kaiser, Spandrio, Brennan and Baggerly are present. Also present are General Manager Flood, Executive Administrator Vieira

3. PUBLIC COMMENTS

None

4. ACTION ITEMS

- 4.a. Authorize a budget of \$260,000 for Rincon Main Emergency Relocation (Ayers Creek Crossing), Specification No. 19-430.

GM Flood explained that there are two actions, authorizing a budget and the second action is to award a contract.

Director Spandrio asked about the other items that are not covered under the bid summary. GM Flood explained that staff had ordered materials and Sam Hill assisted with the excavation and back fill and compaction which has been completed. Geo-Tech and environmental support is handled through task orders that I signed yesterday.

Director Kaiser added that this is indicative of infrastructure that these things will continue to come up and should be looked at with mid-year budget review.

Director Brennan commended staff and leadership on understanding vulnerabilities and following through on them. He suggested that something being brought to the board that outlines other vulnerabilities that need to be looked at.

Director Spandrio pointed out that this is an unbudgeted expense and we will be tracking those and reporting on them by our CFO. Somewhere down the line we have to pay the piper and would have to turn to reserve funds. We moved \$2.5 million dollars out of reserves last month. We need to be aware and knowledgeable we have to pay for this and it is coming out of reserves which are made up of attractive bonds and interest rates. We need more sensitivity on how we pay for unbudgeted items and how it impacts the reserve account.

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

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

- 4.b. Award a contract for Rincon Main Emergency Relocation (Ayers Creek Crossing) Specification No. 19-430 to Sam Hill and Sons, Inc. in the amount of \$124,999.00.

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

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

5. ADJOURNMENT

President Baggerly adjourned the meeting at 9:11 a.m.

---

Angelo Spandrio, Secretary



Minutes of the Casitas Municipal Water District  
Board Meeting Held  
June 24, 2020

A meeting of the Board of Directors was held June 24, 2020. The meeting was held via teleconference.

1. CALL TO ORDER

The meeting was called to order by President Baggerly at 3:00 p.m.

2. ROLL CALL

Directors Kaiser, Spandrio, Brennan and Baggerly are present. Also present are General Manager Flood, Assistant General Manager Dyer, Executive Administrator Vieira and Counsel Kwong, CFO's Collin and Brown.

3. AGENDA CONFIRMATION

No Changes.

4. PUBLIC COMMENTS

None

5. CONSENT AGENDA

- 5.a. Approval of the Minutes of the June 8, 2020 Special Board Meeting.
- 5.b. Approval of the Minutes of the June 10, 2020 Board Meeting.
- 5.c. Approval of the Minutes of the March 21, 2020 Special Board Meeting.
- 5.d. Recommend approval of the Accounts Payable Report for the period of 5/28/20 – 6/10/20.
- 5.e. Resolution requesting that the General District Election be to be held on November 3, 2020, be consolidated with other elections called to be held on the same day and in the same territory.

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

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

Resolution is numbered 2020-13

Director Spandrio added that he noticed the 350 – 400 checks written for Covid camping cancellations and he looks forward to updating the credit card system in the Recreation Area so these can be handled automatically.

6. PUBLIC HEARING ON THE CITY OF VENTURA ADJUDICATION IMPACT CHARGE.

6.a. Open Public Hearing

President Baggerly opened the public hearing at 3:09 p.m.

6.b. Receive Staff Report and Recommendations

Mark Hildebrand, the rate consultant provided a presentation including the history of the Santa Barbara Channelkeepers suit explaining that the legal costs were unbudgeted and the charge is necessary to cover those costs. Mr. Hildebrand explained that the proposed charge is by customer class and by meter size. Mr. Flood added that policy was developed at the June 8<sup>th</sup> special meeting and posted on the website around June 10<sup>th</sup>. Some of the comments received were concerns on setting funds aside and bringing an accounting on those funds.

6.c. Report of Written Communication by Clerk of the Board.

The Clerk reported that there were 33 protests and an additional six calls or emails.

6.d. Public Comment

Member of the public Lisette explained she feels at a loss as she does not have the agenda. President Baggerly explained the agenda is on the website. Lisette stated she dropped off a letter at 2:00 p.m.

Burt Handey asked if you are living in Ventura how does that figure out on the meter charge is it paid by the city. GM Flood explained that Ventura Water is a wholesale customer of the district and it would be up to them on how they deal with the charge.

Michael Rocco commented that he has a two inch pipe and the rate will go up about \$8 per month. I am retired and not farming the field and am also included in the adjudication lawsuit. I am trying to figure out if I need to hire an attorney and pay more fees to you for water. I love to fish on your lake. President Baggerly responded that it is a small raise in your water rate but it is making sure to protect our water right and that you have future water. If we get the city to drop the case this will go away but if they don't drop the suit it could last for ten or 15 years.

Bruce Kuebler with Ventura River Water District stated that VRWD opposes the rate increase unless 1, if revenue is used to comprehensive solution for fisheries. VRWD urges Casitas to rejoin the process to achieve comprehensive solution to the fisheries issue and 2, if Casitas provides an option to not cause VRWD to pay twice for the lawsuit, we are already supporting the comprehensive solution and it is unfair to place the burden on VRWD on two legal efforts on the same suit and the increase should not apply to resale customers. President Baggerly asked him to put that in a letter.

Emily Ayala with Friends Ranches hoped you received the letter we sent. It is not fair to charge different rates for different meters. It does not seem equitable. Most of the larger farmers when you are talking 2-6 inch meters farming entities are in this lawsuit and pay twice for the legal battle. I am curious to know, trees don't vote, out of 33 protest letters how much water does that account for does it account for 50% of water use protests? Fear is Ag is charged more and more we are disappearing and that makes budgeting more difficult.

An unidentified member of the public asked what will happen to penalties if they over use water. Will they also increase? GM Flood stated no, the board already set the fiscal 2021 conservation penalty fee at \$5.00 per unit for overuse. The member of the public asked why is industrial paying so little and Mr. Hildebrand responded that the reasoning for allocating costs gets back to slide 4. The responsibility is based on water usage by customer class. Industrial uses .2% of the water. There is little usage in that group.

Michael Rocco said he noticed many of the people that have ½ inch pipes and they run water on trees for all day until roots are soaked up with water. I don't use hardly any water, have a two inch pipe and maintain trees as much as I can. What about residential customers watering everything constantly. President Baggerly explained we are not adding this charge to individual sources that use water. If they go over allocation they will be charged the penalty. They are a member of the customer class. Customer class is being utilized to figure out the adjudication impact charge.

Amy Cox asked if we doing anything to come into compliance with the state of California on what they want for our water usage? GM Flood explained there are requirements coming from the state. As a group, the water users in the district are exceeding what those mandates are. The conservation message here has taken firm root and people understand they need to conserve and they are doing that.

6.e. Close Public Hearing

President Baggerly closed the public hearing at 3:49 p.m.

6.f. Discussion by Board of Directors and Possible Adoption of a Resolution Establishing the City of Ventura Adjudication Impact Fee.

Mr. Kwong suggested removing the work impact from the title of the resolution.

The resolution as modified was offered by Director Kaiser, seconded by Director Spandrio and passed by the following roll call vote:

AYES:	Directors:	Kaiser, Spandrio, Baggerly
NOES:	Directors:	Brennan
ABSENT:	Directors:	None

Resolution is numbered 2020-14

7. Public Hearing on the Adoption of the Fiscal Year 2020-2021 Budget.

a. Open Public Hearing

President Baggerly opened the public hearing at 4:01 p.m.

b. Receive Staff Report and Recommendations.

GM Flood provided his budget presentation adding that it is a challenging time with unknowns going forward. The Finance committee reduced the capital spending program and removed some projects last Friday. Capital projects were reduced by about 1.3 million dollars. We will revisit this in September after we have closed fiscal 2020 to see where the reserves sit. Some projects could come back.

Director Spandrio commented that the recreation budget took a major hit with these cuts. Make sure addressed in September to see if any of these could be repaired like road repairs.

Gm Flood asked for one additional capital project addition for \$250,000 back in the budget for annual paving repairs that we are doing in Ojai. He suggested scheduling a budget workshop after FY 2020 is finalized to review the budget for adjustments at one of the regular board meetings.

c. Report of Written Communications by the Clerk of the Board.

The Clerk of the Board stated there were no written communications.

d. Public Comment.

Michael Rocco made comments that someone took down a post that marks your service at Camp Chaffee Road.

e. Close Public Hearing

President Baggerly closed the public hearing at 4:32 p.m.

7.f. Discussion by Board of Directors and Possible Adoption of the Resolution approving the General Fund Budget, Debt Service Fund and Mira Monte Water Assessment District Fund Budgets for the Fiscal Year Ending June 30, 2021.

The resolution was offered by Director Kaiser, seconded by Director Brennan and adopted by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

Resolution is numbered 2020-15

8. Action Items

8.a. Resolution expressing appreciation to Denise Collin, CFO upon her retirement.

President Baggerly read the resolution and CFO Collin stated it has been great working with you and through lots of challenges and solutions. It was interesting being part of Casitas and taking over the Golden State System. It was a huge challenge and continues to be.

The resolution was offered by Director Kaiser, seconded by Director Brennan and adopted by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

Resolution is numbered 2020-16

8.b. Adopt Resolution fixing a tax rate for Fiscal Year 2020-2021 and authorizing the President of the Board to execute a certificate requesting the Ventura County Board of Supervisors to levy such a tax.

The resolution was offered by Director Kaiser, seconded by Director Brennan and adopted by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

Resolution is numbered 2020-17

- 8.c. Adopt Resolution to authorize, under Proposition 4, the 2020/2021 Establishment of Appropriations Limit of \$15,034,621.

The resolution was offered by Director Brennan, seconded by Director Kaiser and adopted by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

Resolution is numbered 2020-18

- 8.d. Adopt Resolution authorizing the levy of a special tax for fiscal year 2020-2021 for Community Facilities District No. 2013-1 (Ojai).

The resolution was offered by Director Kaiser, seconded by Director Brennan and adopted by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

Resolution is numbered 2020-19

- 8.e. Approve, and Authorize Board President to sign agreements with Michael K Nunley & Associates, Inc.; Water Works Engineers, LLC; MNS Engineers, Inc.; and Cannon Corporation, for on-call engineering services for Fiscal Year 2020-21.

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

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 8.f. Approve, and Authorize Board President to sign Agreements with: GHD, Inc. and IRJ Engineers, Inc, for on-call electrical engineering services for Fiscal Year 2020-21.

On the motion of Director Brennan, seconded by Director Kaiser and approved by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 8.g. Approve and Authorize Board President to sign an agreement with Rincon Consultants, Inc to provide on-call environmental consulting services for Fiscal Year 2020-21.

On the motion of Director Kaiser, seconded by Director Brennan, the above was approved by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 8.h. Approve, and Authorize Board President to sign Agreements with Oakridge Geoscience, Inc and Yeh and Associates, Inc. to provide on-call geotechnical support services for Fiscal Year 2020-21.

On the motion of Director Spandrio, seconded by Director Brennan the above was approved by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 8.i. Award the contract to Best Drilling and Pump, Inc. for emergency repair of Mutual Well \$6 in the amount of \$57,155.00.

On the motion of Director Kaiser, seconded by Director Brennan, the above was approved by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 8.j. Approve the Release of the Draft Comprehensive Water Resources Plan Report for Public Review

On the motion of Director Brennan, seconded by Director Spandrio the above was approved by the following roll call vote:

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly  
NOES: Directors: None  
ABSENT: Directors: None

- 8.k. Review and Approve Messaging Platform for the Draft Comprehensive Water Resources Plan.

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

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

- 8.l. Recommend approval of a Letter of Support for AB 2182 (Rubio) Emergency Backup Generators: Water and Wastewater Facilities: Exemption.

On the motion of Director Kaiser, seconded by Director Spandrio and approved by the following roll call vote:

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

- 8.m. Recommend approval of a Letter of Support for H.R. 7073, Special District Provide Essential Services Act.

On the motion of Director Kaiser, seconded by Director Spandrio and approved by the following roll call vote:

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None

9. Information items

- 9.a. Monthly Engineering Report.
- 9.b. Monthly Hydrology Report.
- 9.c. Lake Casitas Recreation Area Report for April, 2020.
- 9.d. Recreation Committee Minutes.
- 9.e. Special Water Resources Committee Minutes.
- 9.f. Executive Committee Minutes.
- 9.g. Investment Report.

The information items were offered by Director Kaiser, seconded by Director Spandrio and passed by the following roll call vote:

AYES:	Directors:	Kaiser, Spandrio, Brennan, Baggerly
NOES:	Directors:	None
ABSENT:	Directors:	None



## 10 General Manager Comments

GM Flood provided an update on Covid-19 and the continuation of the five day rotation to keep work groups small. The lobby is still closed. Employees are wearing masks if they are not at their desk. Managers continue to meet daily at 9:00 and have been productive to stay out in front of this. Our safety officer has done an outstanding job. We have reopened to some camping.

There was an article in the paper on the State Water Project Interconnect and there is some confusion on why we are cooperating with the city on this project. I have done my best to explain it. We had a design contract and it is timely to bring this back and discuss our participation in this. The budget contemplates \$500,000 towards that project. If we pay a third share which is what the city is hoping for. We should circle back and discuss this commitment. We have a special Water Resources meeting next Wednesday at 2:00 and we will look for direction on a path forward.

Mr. Flood announced he would be out for the July 8<sup>th</sup> board meeting and AGM Dyer would be at the helm. He also announced he would be out most of the morning on the 29<sup>th</sup>.

### 11. Board of Director Reports on Meetings Attended.

Director Brennan reported on attendance at the AWA Water Issued meeting and thanked Julia for her presentation. He also listened in to the Ventura River Watershed Council meeting on Friday and it was enlightening. The State Water Resources Control Board and Mark Capelli were on the call and discussed fish and Foster Park and his concerns on the river being dry and water needed for steelhead.

Director Spandrio reported on his attended at the UVRGA board meetings.

### 12. Board of Director Comments Per Government Code Section 54954.2(a).

President Baggerly thanked and commended the rank and file employees and the management for keeping the agency operating the way it has during the Covid-19 lockdown.

President Baggerly moved the meeting to closed session at 5:04 p.m.

### 13. Closed session

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

President Baggerly moved the meeting out of closed session at 5:56 p.m. stating that there was no action taken during closed session.

14. Adjournment

President Baggerly adjourned the meeting at 5:56 p.m.

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Angelo Spandrio, Secretary

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS

**FROM:** MICHAEL L. FLOOD, GENERAL MANAGER

**SUBJECT:** AUTHORIZE GENERAL MANAGER TO SIGN TASK ORDER  
AMENDMENT NO. 3 FOR PERMIT APPLICATION SUPPORT  
SERVICES FOR WEST AND EAST OJAI AVENUE PIPELINE  
REPLACEMENT

**DATE:** SEPTEMBER 9, 2020

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**RECOMMENDATION:**

The Board of Directors authorize the General Manager to issue Task Order 2018-08 Amendment No. 3 to Water Works Engineers (WWE) for permit application support services for the West and East Ojai Avenue Pipeline Replacement in the amount not to exceed \$143,979.00.

**BACKGROUND AND DISCUSSION:**

The District's 2018 Condition Based Assessment and Water Master Plan for the Ojai Water System recommended the replacement of existing undersized or aging 6-inch and 8-inch cast iron pipeline on West and East Ojai Avenue starting west of Bristol Road and traversing east to Oak Glen Avenue.

Task Order 2018-08 was issued to Water Works Engineers (WWE) to provide engineering design services. During the design, two amendments were issued. Amendment No.1 was issued for additional soils investigation in the amount not to exceed \$22,969, and it was approved in January 2019. Amendment No. 2 was issued for fiber optic design in the amount not to exceed \$8,540, and was administratively approved on April 23, 2020. The fiber optic design cost will be reimbursed by the City of Ojai.

Based on the 80 percent design and comments from different agencies, permitting documents must be included in the contract documents before public bidding. The scope of work for Amendment No. 3 is for permit application support services to obtain permits from Caltrans, City of Ojai, Ventura County Watershed Protection Agency (VCWPA), and Regional Water Quality Control Board (RWQCB). The scope includes the preparation of Traffic Control Plans, Traffic Management Plans, Water Pollution Control Program including Water Pollution Control Plan, Ventura County Water Protection Agency Permit Application and RWQCB NPDES Permit Application. WWE submitted a proposal for the services in an amount not to exceed \$143,979.00

**BUDGET IMPACT:**

The approved FY 2020-21 budget for the West and East Ojai Avenue Pipeline Replacement has sufficient funds to complete this work.

Attachment: Proposal from WWE dated August 28, 2020



TASK ORDER FOR ENGINEERING CONSULTANT SERVICES

WATER WORKS ENGINEERS, LLC

DATE: September 9, 2020	TASK ORDER NO.: 2018-08 Amendment No. 3
PROJECT: West and East Ojai Avenue Pipeline Replacement	NOT TO EXCEED FEE: \$143,979.00
<p>THIS TASK ORDER IS ISSUED TO <b>WATER WORKS ENGINEERS, LLC</b>. TO PERFORM THE SERVICES DESCRIBED BELOW IN ACCORDANCE WITH THE ATTACHED LETTER PROPOSAL:</p> <p>Permitting Support Services for:</p> <ul style="list-style-type: none"> <li>• Caltrans</li> <li>• City of Ojai</li> <li>• Ventura County Watershed Protection Agency</li> <li>• Regional Water Quality Control Board</li> </ul>	
ACCEPTED BY:	
CONSULTANT	CASITAS MUNICIPAL WATER DISTRICT
WATER WORKS ENGINEERS, LLC      DATE	GENERAL MANAGER                  DATE
PRINTED NAME:	ENGINEERING MANAGER      DATE

ATTACHMENT: LETTER PROPOSAL DATED 08/28/20

**TASK ORDER NO. 2018-08  
Amendment No. 3  
August 28, 2020**

**Water Works Engineers and Casitas Municipal Water District**

**Ojai Avenue Pipeline Replacement Project:  
Additional Permitting Support Services**

This Task Order is issued by Casitas Municipal Water District (herein referred to as CLIENT) and accepted by Water Works Engineers (herein referred to as ENGINEER) pursuant to the mutual promises, covenants and conditions contained in the most current Engineering Services Agreement between Casitas Municipal Water District and Water Works Engineers.

**PROJECT DESCRIPTION**

The project specifics are as follows:

<b>Location</b>	Ojai, California
<b>Facility Name</b>	West and East Ojai Avenue Pipelines
<b>Facility Type</b>	Potable Water Mains
<b>Facility Capacity</b>	TBD (8-inch pipeline replacements according to Draft Water Master Plan)
<b>Existing Facility or Site Description</b>	<ul style="list-style-type: none"> <li>• <u>West Ojai Avenue Pipeline (1,130-LF; Bristol Rd. to Canada St.)</u> <ul style="list-style-type: none"> <li>○ Existing undersized and aged 6-inch cast iron main</li> </ul> </li> <li>• <u>East Ojai Avenue Pipeline (4,395-LF; Ventura St. to Oak Glen Ave.)</u> <ul style="list-style-type: none"> <li>○ Existing aged 6-inch and 8-inch cast iron leaking, tuberculated main</li> </ul> </li> </ul>
<b>Improvements</b>	<ul style="list-style-type: none"> <li>• <u>West Ojai Avenue Pipeline (1,130-LF; Bristol Rd. to Canada St.)</u> Perform the following to improve fire flow and minimize main leaks <ul style="list-style-type: none"> <li>○ Replace 1,130-LF of 6-in. CIP with 8-in. PVC</li> </ul> </li> <li>• <u>East Ojai Avenue Pipeline (4,395-LF; Ventura St. to Oak Glen Ave.)</u> Perform the following to improve fire flow and minimize main leaks <ul style="list-style-type: none"> <li>○ Replace 375-LF of 8-in. CIP with 8-in. PVC (Ventura St. to Signal St.)</li> <li>○ <u>Does NOT</u> include 880-LF (Signal St. to Montgomery St.)</li> <li>○ Replace 4,470-LF of 6/8-in. CIP with 8-in. PVC (Montgomery St. to Oak Glen Ave.)</li> </ul> </li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Provide additional permit support for permit applications for Caltrans, City of Ojai, Ventura County Water Protection Agency, and Regional Water Quality Control Board, including: <ul style="list-style-type: none"> <li>○ Traffic Control Plans</li> <li>○ Traffic Management Plan</li> <li>○ Water Pollution Control Program, including WPCD</li> <li>○ Ventura County Water Protection Agency Permit Application</li> <li>○ RWQCB Permit Application</li> </ul> </li> </ul>

**SCOPE**

The following services will be provided by ENGINEER in addition to the original Task Order for the detailed design of the Ojai Avenue Pipeline Replacement Project. This Amendment splits Subtask 6 as follows:

<b>Subtask</b>	<b>Title</b>
6	Permitting Support Services
6A	Caltrans
6B	City of Ojai
6C	Ventura County Watershed Protection Agency
6D	Regional Water Quality Control Board - NPDES Permit

**Subtask 6 – Permitting Support Services**

Based on meetings with the listed Agencies and CLIENT during the preparation of the 80% Plans and Specifications, the following additional permitting support services have been requested by CLIENT for CLIENT’s use in obtaining project permits, as indicated. ENGINEER has teamed with subconsultants, MNS and Padre Associates Inc., to provide the requested services.

**Subtask 6A – Caltrans**

- a) Standard Encroachment Permit (Form TR-0100), requiring:
  - i) Plans
    - (1) Typical plan set content (e.g., plan and profiles, sections, notes, etc.)
    - (2) Boundary Survey – Limited to area within Caltrans ROW
    - (3) Exceptions Request Technical Memorandum (included in Original Task Order):
      - (a) Encroachments No Longer in Use,
      - (b) Longitudinal Utility Encroachments within Conventional Highway Right-of-way,
      - (c) Uncased Pressurized Facilities Prohibited on All State Highways, and
      - (d) Open-Cut Road
    - (4) Traffic Control Plan (TCP), 10 sheets
      - (a) Traffic Control Cover Sheet / General Notes
      - (b) North side installation – Typical Block
      - (c) North side installation – Typical Intersection
      - (d) South side installation – Typical Block
      - (e) South side installation – Typical Intersection
      - (f) Middles of street – Typical Block
      - (g) Middle of street – Typical Intersection
      - (h) Pipeline connection - Typical Side Street
      - (i) Service lateral installation – Typical Midblock
      - (j) Skewed intersection at El Paseo Road
    - (5) Traffic Management Plan (TMP)
      - (a) Executive Summary (Project Description, Traffic Impacts and Direct Mitigations and TMP)
      - (b) Introduction including Traffic Data
      - (c) Construction Schedule and Staging
      - (d) Potential Impacts and Mitigation Measures
      - (e) Disincentives
      - (f) Transportation Management Plan (Public Information, Motorist Information, Incident Management, Construction, Demand Management and Alternative Route Strategies)

- ii) Supporting Documents
  - (1) *Water Pollution Control Plan (WPCP) - total disturbed area is less than one acre*
    - (a) *Section 10 – WPCP Certification and Acceptance*
    - (b) *Section 20 – Project and Contractor Information*
    - (c) *Section 30 – Pollution Sources and Control Measures*
    - (d) *Section 40 – WPCP Implementation*
    - (e) *Section 50 – WPCP Reporting Requirements*
    - (f) *WPCD Drawing set*
- iii) Bonds/Insurance – To be provided by CLIENT
- iv) Permit Fees – To be provided by CLIENT

**2) Subtask 6B – City of Ojai**

- a) Single Event Encroachment Permit, requiring:
  - i) Plans – utilize subset of documents required by Caltrans (as listed in Subtask 6A)
  - ii) Supporting Documents - utilize subset of documents required by Caltrans (as listed in Subtask 6A)
  - iii) Bonds/Insurance – To be provided by CLIENT
  - iv) Permit Fees – To be provided by CLIENT

**3) Subtask 6C – Ventura County Watershed Protection Agency**

- a) Encroachment Permit: Work in District ROW not directly affecting channel
  - i) Completed application
  - ii) Location map including APN
  - iii) Engineered plans showing work and signed & stamped by registered civil engineer
  - iv) Geotechnical report
  - v) Bonds/Insurance – To be provided by CLIENT
  - vi) Trust Deposit – To be provided by CLIENT
- b) Permission to discharge into Fox Channel
  - i) NPDES Permit (*Included in Subtask 6D*)

**4) Subtask 6D – Regional Water Quality Control Board - NPDES Permit**

- a) Order No. R4-2013-0095, General NPDES Permit No. CAG994004 **OR** Individual Permit
  - i) Groundwater sampling activities (by subconsultant, Padre Associates, Inc.)
    - (1) Traffic control plan and City of Ojai encroachment permit
    - (2) Groundwater sampling collection
    - (3) Laboratory analytical program
    - (4) Letter-report signed by Professional Geologist
  - ii) Completed application package
  - iii) Maps and figures
  - iv) Engineered plans showing work and signed & stamped by registered civil engineer
  - v) Fees – To be provided by CLIENT

<b>Meetings</b>	<ul style="list-style-type: none"> <li>• Assumes total of three (3) 2-hr Meetings for each Agency (via teleconference)</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Traffic Control Plans</li> <li>• Traffic Management Plans</li> <li>• Water Pollution Control Program, including WPCD</li> <li>• City of Ojai – Encroachment Permit Application</li> <li>• Ventura County Watershed Protection Agency – Encroachment Permit Application</li> <li>• RWQCB Permit Application</li> </ul>

**ASSUMPTIONS**

The following assumptions have been made in the development of this scope and fee. Additional Task Orders would be required in order to perform any of the work which is not listed in this scope or has been specifically identified as out of scope in the assumptions below:

1. Environmental Permitting (CEQA) assumptions:
  - a. CLIENT to provide all environmental study and permitting services; Not in scope
  - b. CLIENT anticipates a Notice of Exemption (NOE) will suffice for the Project
2. General Encroachment Permitting assumptions:
  - a. No permanent easements will be required for the Project.
  - b. The cost of permits will be paid for by CLIENT and all permits will be applied for with CLIENT as the applicant.
  - c. If re-submittal for encroachment permitting approval is required, Final Bid Documents shall be used for this purpose and shall address review comments. Re-submittals to address new comments (if any) on Final Bid Documents shall be considered additional services.
3. Caltrans assumptions:
  - a. Standard Encroachment Permit (Form TR-0100):
    - i. Total of 3 Traffic Control Plan submittals to obtain Caltrans’ approval
    - ii. Total of 3 Traffic Management Plan submittals to obtain Caltrans’ approval
    - iii. Total of 3 Water Pollution Control Plan submittals to obtain Caltrans’ approval
    - iv. The following items are not included in the plan set to be submitted, as they are deemed not applicable during the proposal development:
      1. Electrical Plans – No electrical improvements in the Project
      2. Drainage Plan; Hydrology Map and Calculations; Storm Drain Plans, Profiles, and Details; – Project does not include modifications to site drainage
      3. Planting and Irrigation Plans
      4. Signal and Lighting Plans
      5. Signal Warrant Studies
      6. Street Improvement Plan
      7. Structural Plans and Calculations
    - v. Provided by Contractor
      1. Shoring Plans
      2. Steel Plating



- b. Supporting Documents:
  - i. The following items are not included in the supporting documents to be submitted, as they are deemed not applicable during the proposal development:
    - 1. Drainage Report; Erosion and Sediment Control Plan / BMP – Project does not include modifications to site drainage
    - 2. Traffic Study Report – Subsurface utility modifications; No above ground modifications influencing traffic
- 4. Regional Water Quality Control Board assumptions:
  - a. Total of 2 RWQCB NPDES permit application submittals to obtain RWQCB’s approval
- 5. Performed by Others:
  - a. Construction Permitting
    - i. General construction permit(s)
    - ii. Temporary construction easements
  - b. Startup and Testing
  - c. Public outreach by CLIENT

**SCHEDULE**

The project schedule will be as shown in the attached CPM Project Schedule.

**PAYMENT**

Payment for Subtask 6 will be on a Time and Expense basis and invoiced in accordance with the Hourly Wage Rates in the following table.

Classification	Title	Hourly Rate
AA	Administrative	\$105
E1	Staff Engineer	\$131
E2	Associate Engineer	\$160
E3	Project / Structural Engineer	\$180
E4	Senior Project Engineer / Manager	\$209
E5	Principal Engineer	\$242
T1	CADD Tech 1	\$88
T2	CADD Tech 2	\$118
T3	CADD Tech 3	\$145

**Notes:**

- 1. A markup of 10% will be applied to all project related Direct Costs and Expenses.
- 2. An additional premium of 25% will be added to the above rates for Expert Witness and Testimony Services.
- 3. Rate effective through December 31, 2020. A 3% increase will be added for any services performed in each year thereafter.

Total Budget for each task will be as follows:

Subtask	Title	Budget
6	Permitting Support Services	
6A	Caltrans	\$88,558
6B	City of Ojai	\$13,724
6C	Ventura County Watershed Protection Agency	\$9,476
6D	NPDES Permit	\$32,221
	Project Total	\$143,979

**ATTACHMENTS**

Attached to this Scope for reference are the following:

<b>1</b>	Updated Project Schedule
<b>2</b>	Fee Basis Spreadsheet

**EFFECTIVE DATE**

**IN WITNESS WHEREOF**, duly authorized representatives of the parties have executed this Task Order with the effective date being the last date written below.

**CLIENT**

**ENGINEER**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Sami Kader, PE

Title: \_\_\_\_\_

Title: Principal

Address: \_\_\_\_\_

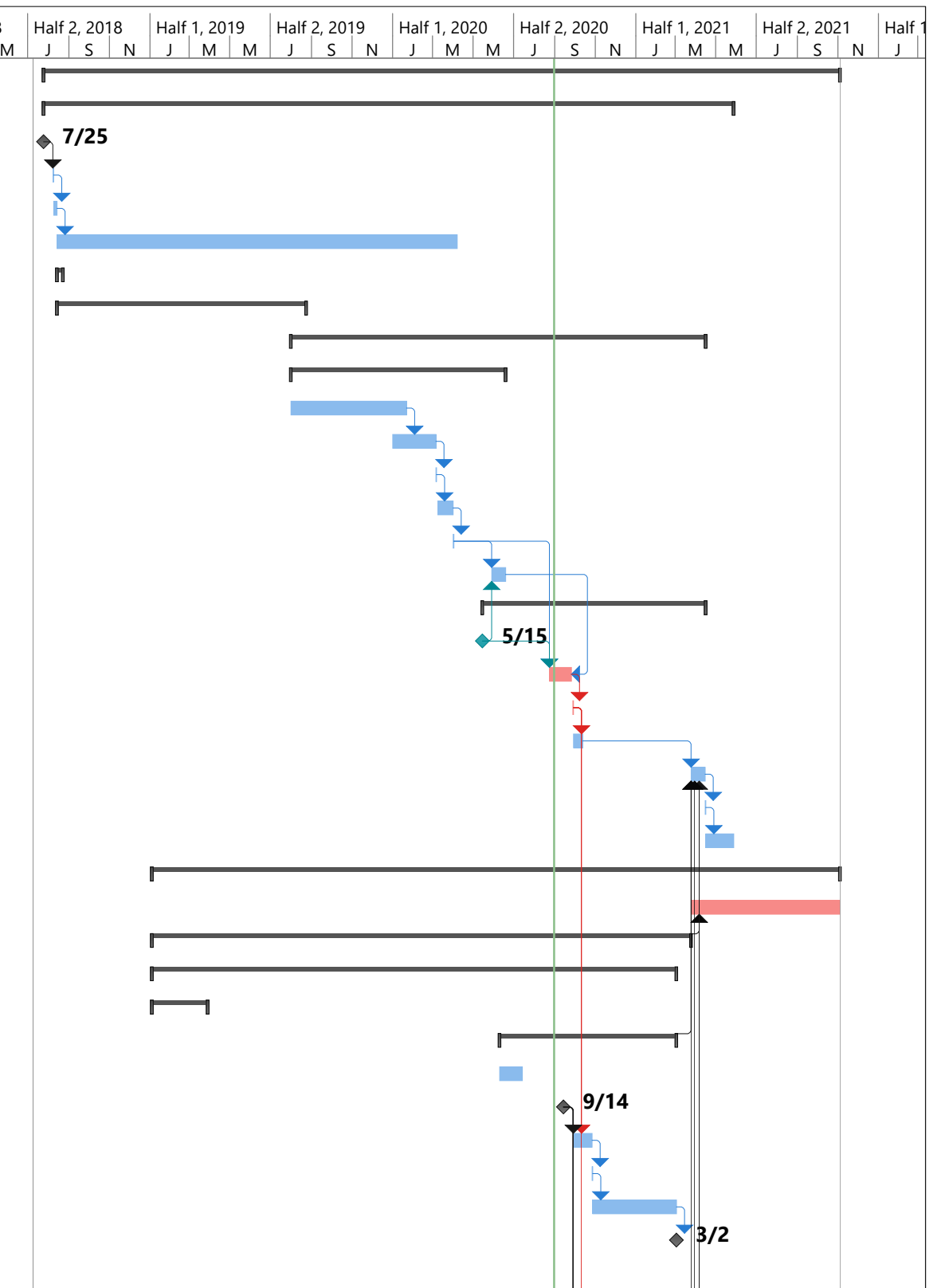
760 Cypress Ave., Suite 201  
Address: Redding, CA 96001

Date: \_\_\_\_\_

Date: \_\_\_\_\_

20-3148271  
*Employer I.D. No.*

ID	Task Name	Duration	Start	Finish	Predecessors	18	Half 2, 2018	Half 1, 2019	Half 2, 2019	Half 1, 2020	Half 2, 2020	Half 1, 2021	Half 2, 2021	Half 1, 2022												
						M	J	S	N	J	M	M	J	S	N	J	M	M	J	S	N	J				
1	<b>Total Project Duration</b>	<b>856 days</b>	<b>Wed 7/25/18</b>	<b>Wed 11/3/21</b>																						
2	<b>Planning and Design</b>	<b>742 days</b>	<b>Wed 7/25/18</b>	<b>Thu 5/27/21</b>																						
3	Submit Proposal	0 days	Wed 7/25/18	Wed 7/25/18																						
4	Board Approval	1 day	Wed 8/8/18	Wed 8/8/18	3FS+10 days																					
5	Notice to Proceed	3 days	Thu 8/9/18	Mon 8/13/18	4																					
6	<b>Task 1 - Project Management</b>	<b>430 days</b>	<b>Tue 8/14/18</b>	<b>Mon 4/6/20</b>	5																					
7	<b>Kickoff Meeting</b>	<b>7 days</b>	<b>Tue 8/14/18</b>	<b>Wed 8/22/18</b>																						
10	<b>Task 2 - Preliminary Engineering</b>	<b>269 days</b>	<b>Tue 8/14/18</b>	<b>Fri 8/23/19</b>																						
26	<b>Task 3 - Final Design</b>	<b>446 days</b>	<b>Thu 8/1/19</b>	<b>Thu 4/15/21</b>																						
27	<b>Subtask 3.1 and 3.2 - 80% Design Submittal</b>	<b>231 days</b>	<b>Thu 8/1/19</b>	<b>Thu 6/18/20</b>																						
28	CMWD Master Planning - Pause	124 days	Thu 8/1/19	Tue 1/21/20																						
29	80% Design Plan Preparation	47 days	Wed 1/1/20	Thu 3/5/20	18,28FS-15 days																					
30	Submit 80% Design	1 day	Fri 3/6/20	Fri 3/6/20	29																					
31	CMWD 80% Design Review	17 days	Mon 3/9/20	Tue 3/31/20	30																					
32	80% Design Review Meeting	1 day	Wed 4/1/20	Wed 4/1/20	31																					
33	Over the Counter Agency Review (Caltrans and City)	15 days	Fri 5/29/20	Thu 6/18/20	32FS+5 days,35FS+10 days																					
34	<b>Subtask 3.3 - 100% Design (Bid Documents) Submittal</b>	<b>240 days</b>	<b>Fri 5/15/20</b>	<b>Thu 4/15/21</b>																						
35	Fiber Optic Task Order Approval	0 days	Fri 5/15/20	Fri 5/15/20																						
36	100% Design Plan Preparation	25 days	Mon 8/24/20	Fri 9/25/20	32,33FF-10 days,35																					
37	Submit 100% Design	1 day	Mon 9/28/20	Mon 9/28/20	36																					
38	CMWD 100% Design Review	10 days	Tue 9/29/20	Mon 10/12/20	37																					
39	Prepare Bid Documents	15 days	Thu 3/25/21	Wed 4/14/21	38,50,58,66,69																					
40	Submit Bid Documents	1 day	Thu 4/15/21	Thu 4/15/21	39																					
41	<b>Task 4 - Eng. Assistance During Bidding</b>	<b>30 days</b>	<b>Fri 4/16/21</b>	<b>Thu 5/27/21</b>	40																					
42	<b>Construction Services</b>	<b>739 days</b>	<b>Fri 1/4/19</b>	<b>Wed 11/3/21</b>																						
43	<b>Task 5 - Eng. Services During Constr.</b>	<b>160 days</b>	<b>Thu 3/25/21</b>	<b>Wed 11/3/21</b>	44																					
44	<b>Task 6 - Permitting</b>	<b>579 days</b>	<b>Fri 1/4/19</b>	<b>Wed 3/24/21</b>																						
45	<b>Caltrans</b>	<b>563 days</b>	<b>Fri 1/4/19</b>	<b>Tue 3/2/21</b>																						
46	<b>Monitoring Wells Permit</b>	<b>60 days</b>	<b>Fri 1/4/19</b>	<b>Thu 3/28/19</b>																						
50	<b>Construction Permit</b>	<b>190 days</b>	<b>Wed 6/10/20</b>	<b>Tue 3/2/21</b>																						
51	Exceptions Request TM	24 days	Wed 6/10/20	Mon 7/13/20																						
52	Amendment No. 3 Notice to Proceed	0 days	Mon 9/14/20	Mon 9/14/20																						
53	TCP/TMP	20 days	Tue 9/29/20	Mon 10/26/20	52,37																					
54	Submit Std Encr. Permit Form (TR-0100) and Assoc. Docs.	1 day	Tue 10/27/20	Tue 10/27/20	53																					
55	Caltrans TR-0100 Processing (2 submittals assumed)	90 days	Wed 10/28/20	Tue 3/2/21	54																					
56	Caltrans TR-0100 Approval	0 days	Tue 3/2/21	Tue 3/2/21	55																					
57																										



Project: CMWD_Ojai Pipeline SC Date: Mon 8/31/20	Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
	Split		Inactive Milestone		Manual Summary		Deadline			
	Milestone		Inactive Summary		Start-only		Critical			
	Summary		Manual Task		Finish-only		Critical Split			
	Project Summary		Duration-only		External Tasks		Progress			

ID	Task Name	Duration	Start	Finish	Predecessors	18 M	Half 2, 2018 J S N	Half 1, 2019 J M M	Half 2, 2019 J S N	Half 1, 2020 J M M	Half 2, 2020 J S N	Half 1, 2021 J M M	Half 2, 2021 J S N	Half 1, 2022 J
58	<b>City of Ojai</b>	<b>42 days</b>	<b>Tue 9/29/20</b>	<b>Wed 11/25/20</b>										
59	Submit Single Event Encr. Permit Form and Assoc. Docs.	1 day	Tue 9/29/20	Tue 9/29/20	37,52									
60	City Permit Processing (2 submittals assumed)	40 days	Wed 9/30/20	Tue 11/24/20	59									
61	City Permit Approval	1 day	Wed 11/25/20	Wed 11/25/20	60									
62	<b>Ventura County (Monitoring Wells)</b>	<b>10 days</b>	<b>Mon 1/7/19</b>	<b>Fri 1/18/19</b>										
66	<b>Ventura County Watershed Protection Agency</b>	<b>128 days</b>	<b>Mon 9/28/20</b>	<b>Wed 3/24/21</b>										
67	Sampling Activities	10 days	Mon 9/28/20	Fri 10/9/20	52FS+10 days									
68	Encroachment and Watercourse Permit	5 days	Thu 3/18/21	Wed 3/24/21	72,67									
69	<b>NPDES</b>	<b>122 days</b>	<b>Tue 9/29/20</b>	<b>Wed 3/17/21</b>										
70	Submit Report of Waste Discharge/NPDES Permit	1 day	Tue 9/29/20	Tue 9/29/20	37,52									
71	RWQCB Permit Processing	120 days	Wed 9/30/20	Tue 3/16/21	70									
72	RWQCB Approval	1 day	Wed 3/17/21	Wed 3/17/21	71									

11

3/24

Project: CMWD_Ojai Pipeline SC Date: Mon 8/31/20	Task		Inactive Task		Manual Summary Rollup		External Milestone		Manual Progress	
	Split		Inactive Milestone		Manual Summary		Deadline			
	Milestone		Inactive Summary		Start-only		Critical			
	Summary		Manual Task		Finish-only		Critical Split			
	Project Summary		Duration-only		External Tasks		Progress			

**Water Works Engineers Fee Estimate**

Client Casitas MWD  
 Project Ojai Avenue Pipeline Replacement Project:  
 Additional Permitting Support  
 Amendment 3  
 Prepared by A. Borgic and K. Alacon  
 Date 8/28/2020



		Hours and Fee							
		Subtask 6A		Subtask 6B		Subtask 6C		Subtask 6D	
		2020		2020		2020		2020	
		Caltrans Permitting		City of Ojai Permitting		Ventura County WPA Permitting		NPDES Permitting	
		hrs	fee	hrs	fee	hrs	fee	hrs	fee
<i>Water Works Engineers</i>	<b>2020</b>								
<b>Classification</b>	<b>Title</b>	<b>Hourly Rate</b>							
AA	Administrative		\$105						
E1	Staff Engineer		\$131						
E2	Associate Engineer		\$160						
E3	Project Engineer (Alacon)	60	\$10,800	40	\$7,200	40	\$7,200	8	\$1,440
E4	Project Manager (Borgic)	12	\$2,508	6	\$1,254	6	\$1,254	8	\$1,672
E5	Principal Engineer	4	\$968						
T1	CADD Tech 1		\$88						
T2	CADD Tech 2	40	\$4,720	40	\$4,720	4	\$472		
T3	CADD Tech 3		\$145						
<b>Expenses</b>									
	WWE Expenses		\$1,500		\$500		\$500		\$500
	Caltrans TCP and TMP - MNS	214	\$35,734						
	Caltrans WPCP - MNS	153	\$25,813						
	NPDES - MNS							69	\$11,933
	NPDES GW Sampling - Padre							71	\$14,030
Subconsultant/Expense Markup		10%	\$6,305		\$50		\$50		\$2,646
Annual Increase for WWE rates of		3%							
Subtask Total Hours		485		86		50		156	
Subtask Total Fee			\$88,558		\$13,724		\$9,476		\$32,221

Project Total	
Hours	Fee
777	\$143,979

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS

**FROM:** MICHAEL L. FLOOD, GENERAL MANAGER

**SUBJECT:** AUTHORIZE THE GENERAL MANAGER TO SIGN CHANGE ORDER NO. 3 FOR EMILY AND CAÑADA STREET PIPELINE REPLACEMENT, SPECIFICATION NO. 19-418

**DATE:** SEPTEMBER 9, 2020

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**RECOMMENDATION:**

The Board of Directors authorize the General Manager to sign Change Order No. 3 for Emily and Cañada Street Pipeline Replacement, Specification No. 19-418, to Granite Construction Company in the amount of \$30,327.49.

**BACKGROUND AND DISCUSSION:**

This project replaced undersized and aging pipeline on Cañada Street, Emily Street, Eucalyptus Street, Summer Street, as well as service laterals associate with the replaced pipeline.

The Board awarded the contract to Granite Construction Co. in the amount of \$775,035.00 in February 2020. During the construction, unforeseen underground conditions necessitated redesign. There were also District-directed change orders issued to the contractor to address existing field conditions and optimize operational needs. There is a total of three change orders as shown in the following table.

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**Emily and Canada Street Pipeline Replacement, Spec No 19-418  
Change Order Status**

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<b>Change Order No.</b>	<b>Status</b>	<b>Amount</b>	<b>Percentage</b>
1	Administratively approved on July 7, 2020	\$11,038.29	1.4%
2	Administratively approved on July 31, 2020	\$18,544.23	2.4%
3	Submitted for Board approval	\$30,327.49	3.9%
<b>Total</b>		<b>\$59,910.01</b>	<b>7.7%</b>

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The project was considered complete on August 21, 2020.

**BUDGET IMPACT:**

The fiscal year 2020-21 budget includes \$500,000 to complete the Emily and Cañada Street Pipeline Replacement. Approximately \$556,600 was expended in FY19-20 and approximately \$431,500 is expected to be spent this fiscal year. Funding is provided from CFD 2013-1.

Attachment: Change Order No. 3



**CHANGE ORDER #3**

August 20, 2020

PROJECT: Emily & Canada St. Pipeline Replacement Specification 19-418
CONTRACTOR: Granite Construction Inc.
ADDRESS: 1801 N. Ventura Avenue, Ventura, CA 93001

ITEM	DESCRIPTION OF WORK	TOTAL
1	Installation of additional 32 LF of 8-inch pipeline. See attached letter & drawings. Unit price is based on Bid Schedule.	\$ 4,160.00
2	Installation of additional 51 LF of 6-inch pipeline. See attached letter & drawings. Unit price is based on Bid Schedule.	\$ 6,120.00
3	Installation of additional 1" Water Service Line requested by the District. See attached letter & drawings. Unit price is based on Bid Schedule	\$ 3,900.00
4	Installation of additional one (1) meter box requested by the District. See attached letter & drawings. Unit price is based on Bid Schedule.	\$ 700.00
5	Additional construction work to address the unknown underground conditions at Canada/Aliso. Ticket No. 7	\$ 2,843.60
6	Remove broken asphalt from 2" water that had hit (unmarked) and repaving, and repaving work Ticket No. 9 (Part I- Ticket No.5; Part II- this item).	\$ 2,052.38
7	Directed by the district, potholing 4" water main to verify whether it's abandoned at Matilija/Canada. Ticket No. 10	\$ 1,504.82
8	4" Fire Hydrant Relocation requested by the district. Ticket No. #8 and #11-15.	\$ 9,046.69

TOTAL AMOUNT OF CHANGE ORDER NO. 3	\$ 30,327.49
ORIGINAL CONTRACT AMOUNT	\$775,035.00
PREVIOUS APPROVED CHANGE ORDER AMOUNT	\$ 29,582.62



NEW CONTRACT AMOUNT

\$834,945.11

EXTENSION OF CONTRACT TIME 0- DAYS


None

CASITAS MUNICIPAL WATER DISTRICT

By: \_\_\_\_\_  
MICHAEL L. FLOOD  
GENERAL MANAGER

DATE: \_\_\_\_\_

GRANITE CONSTRUCTION

By:  \_\_\_\_\_

DATE: 8/24/2020

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Board of Directors award a contract to CPI Solutions of Camarillo, Ca. in the amount not-to-exceed \$42,999.88 for a Casitas MWD Boardroom audio-visual upgrade.**  
Date: September 9, 2020

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## RECOMMENDATION:

The Board of Directors award a contract to CPI Solutions of Camarillo, Ca. in the amount not-to-exceed \$42,999.88.

## BACKGROUND:

During the Regular Meeting of the Board of Directors of August 14, 2019, the Board asked that an item be added to a future Board agenda to discuss enhancements to the District's audio-visual system in the Boardroom.

During the Regular Meeting of the Board of Directors of August 28, 2019, the General Manager presented a recommendation to have this issue assigned to the Ad-Hoc Public Relations Committee.

After attempting to contact the original designer/installer of the Boardroom Audio-Visual system with no success, CPI Solutions of Camarillo, Ca was contacted and subsequently provided research and a proposal for the District's consideration in February 2020.

The Public Relations Committee received a report and presentation on the project at the June 2020 Committee Meeting.

## DISCUSSION:

The Board's desire is to have the Boardroom audio-visual system provide a 'broadcast-quality' experience for the public that is viewing meetings either live or via the archives.

This methodology would mimic those broadcast techniques currently in place at some of the local public agencies that would replace the current static shot of the Directors at the dais.

CPI Solutions provided a team to research and diagram the current configuration and a path forward to an enhanced broadcast capability.

The current cost estimate is \$42,999.88 and will include new hardware, racks, the associated wiring, and staff training.

The attached presentation was provided during the Committee Meeting.

Chamber Room Refresh

# CASITAS MUNICIPAL WATER DISTRICT

March 2020



WHO IS



**34 Years in Business**



**60+ Full-Time Employees**



**Locally Based**



**Specialized in Conferencing Systems**



**Crestron Automation Certified**



**Award Winning Service Provider**

# CONTROL SYSTEM UPGRADES



10" Touch panel



8x8 Video Matrix

# NEW DIAS DISPLAY



**22" LG**



**Display Stand**

# NEW CONNECTIVITY HARDWARE



**Table Top Box**



**Wall Plate**



# NEW EQUIPMENT RACK



**19" Rack Display**

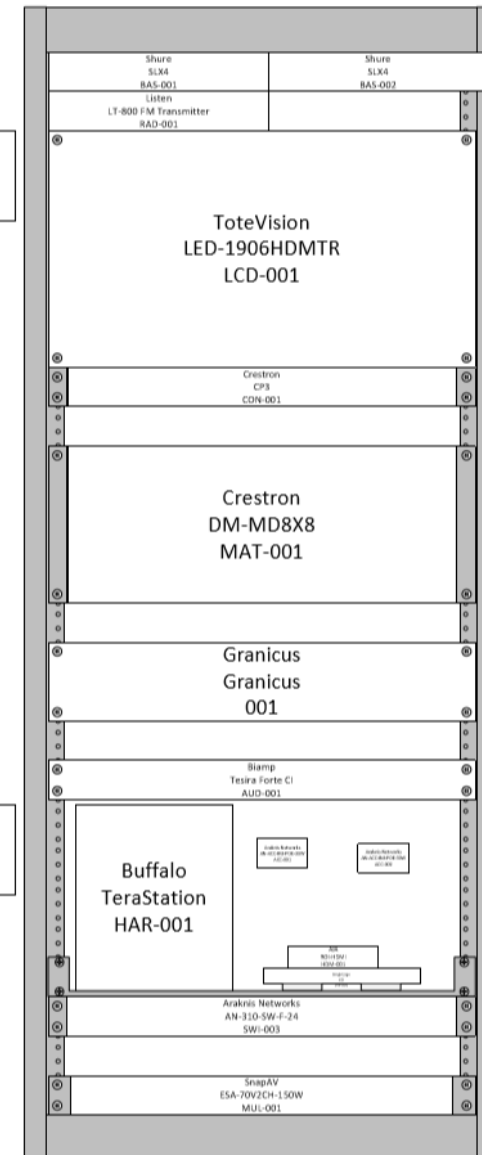


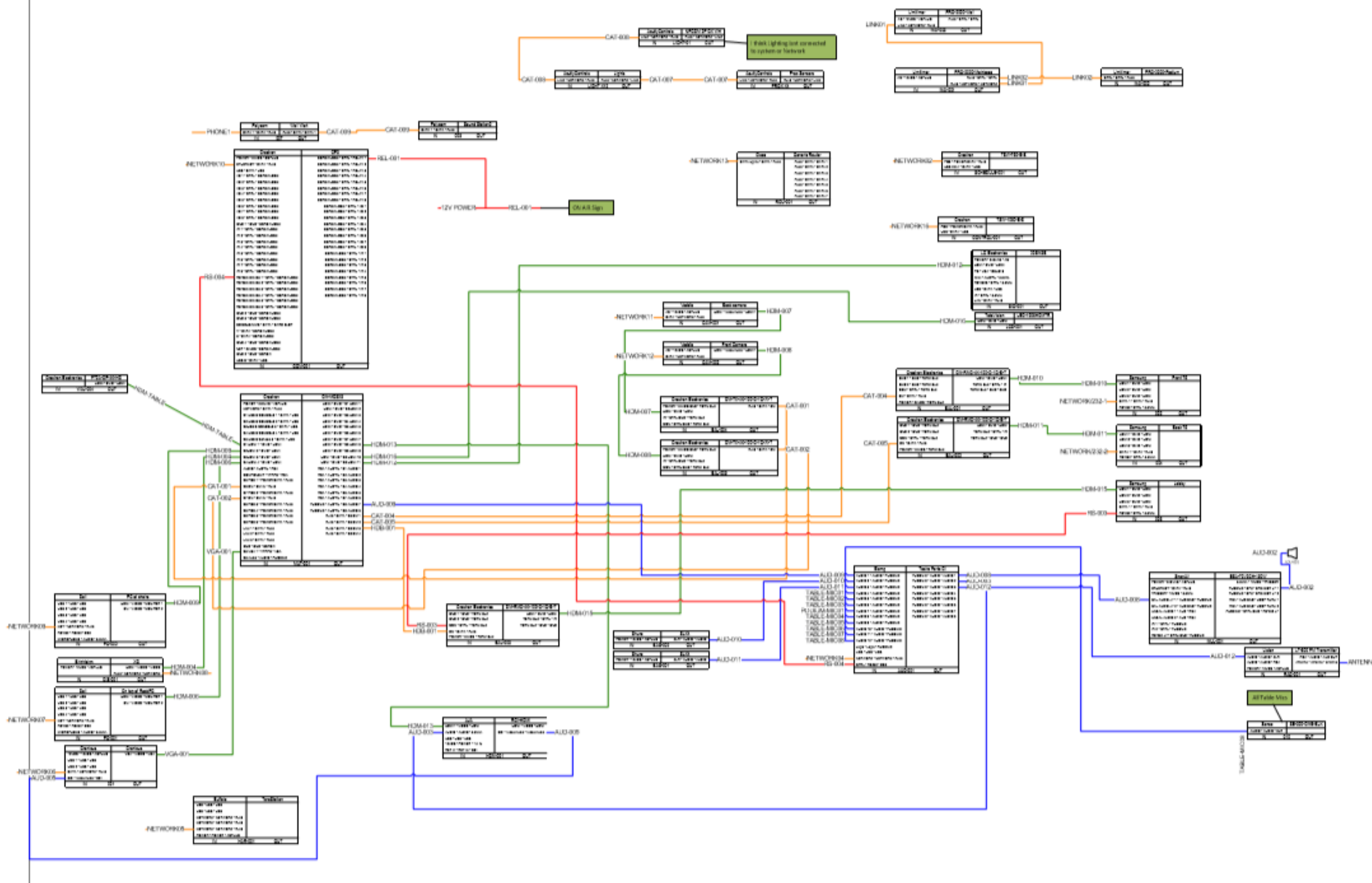
**Enclosed Rack**

# RACK CONFIGURATION

WattBox  
KIT-WB-700-IPV-12  
PAC-002

WattBox  
KIT-WB-700-IPV-12  
PAC-003





### LEGEND

- Control
- Audio
- Video
- CAT5
- USB

Scale: 1/2" = 1'-0"

Created 2/18/2020  
Modified 2/5/2020  
Printed 2/19/2020

Council chambers (Creston)

Schematic View

# PRICING – VIDEO MATRIX

MANUFACTURER	ITEM	PRICE	QTY	EXTENDED
Crestron	8x8 DigitalMedia™ Switcher	\$3,583.33	1	\$3,583.33
Crestron	HDMI® 4K60 4:4:4 HDR Input Card for DM® Switchers	\$666.67	4	\$2,666.68
Crestron	VGA/Video Input Card for DM® Switchers	\$833.33	1	\$833.33
Crestron	DigitalMedia 8G+® 4K60 4:4:4 HDR Input Card for DM® Switchers, HDBaseT® Compatible	\$916.67	2	\$1,833.34
Crestron	2-Channel DigitalMedia 8G+® 4K60 4:4:4 HDR Output Card for DM® Switcher	\$1,083.33	2	\$2,166.66
Crestron	2-Channel HDMI® 4K60 4:4:4 HDR Scaling Output Card for DM® Switchers	\$1,500.00	1	\$1,500.00

# PRICING – CONTROL SYSTEM & RECEIVERS

MANUFACTURER	ITEM	PRICE	QTY	EXTENDED
Crestron	3-Series Control System®	\$1,500.00	1	\$1,500.00
Crestron	Crestron 10.1" Touch Screen without Camera or Microphone, Black Smooth - Black Smooth - Plastic	\$2,000.00	2	\$2,000.00
Crestron	Crestron Desk Mount for Touch Panel - Black Smooth - 1 Display(s) Supported 10.1" Screen Support	\$150.60	2	\$301.20
Crestron	Crestron Wall Plate 4K DigitalMedia 8G+ Receiver & Controller 100, - 1 x HDMI Port(s) - 1 x RJ-45 Port(s)	\$583.33	3	\$1,749.99
Crestron	Wall Plate 4K DigitalMedia 8G+® Transmitter 100, White Textured	\$583.33	2	\$1,166.66
Uray	URayCoder H.264 Live HDMI Video Encoder for IPTV, Live Stream Broadcas	\$190.36	2	\$380.72

# PRICING – RACK AND NETWORK

MANUFACTURER	ITEM	PRICE	QTY	EXTENDED
SnapAV	Strong™ FS Series 27U Floor Standing Rack System with Integrated Cooling	\$770.11	1	\$770.11
SnapAV	WattBox® IP+ 12-Controlled Outlet Rack Mount Power Conditioner with Auto Reboot with Faceplate Display	\$644.33	2	\$1,288.66
SnapAV	Araknis Networks® 310 Series L2 Managed Gigabit Switch with Front Ports	\$411.29	1	\$411.29
SnapAV	Araknis Networks® Gigabit PoE+ Injector	\$47.08	2	\$94.16
SnapAV	Episode® 70V IP-Enabled Amplifier	\$727.55	1	\$727.55

# PRICING – DISPLAYS & INPUT BOX PLATES

MANUFACTURER	ITEM	PRICE	QTY	EXTENDED
<b>LG</b>	LG 22SM3B-B Digital Signage Display 22" LCD - 1920 x 1080 - LED - 250 Nit - 1080p - HDMI - USB - Serial Wireless LAN - Ethernet - Black	<b>\$351.31</b>	<b>1</b>	<b>\$351.31</b>
<b>Limbo</b>	Limbo Low Profile Monitor Stand	<b>\$89.16</b>	<b>1</b>	<b>\$89.16</b>
<b>TVIs</b>	19" LED-LCD TV - HDTV - LED Backlight	<b>\$406.78</b>	<b>1</b>	<b>\$406.78</b>
<b>Crestron</b>	Connector Plate Module for FT2 ELEC Series, HDMI®, 18 Gbps	<b>\$178.57</b>	<b>1</b>	<b>\$178.57</b>
<b>Crestron</b>	Connector Plate Module for FT2 ELEC Series, RJ45, CAT6	<b>\$121.43</b>	<b>1</b>	<b>\$121.43</b>
<b>Crestron</b>	Keystone Plate Modules for FT2 Series, Qty. 10	<b>\$57.14</b>	<b>1</b>	<b>\$57.14</b>

# PRICING - CONSUMABLES & SERVICES

MANUFACTURER	ITEM	PRICE	QTY	EXTENDED
Various	Cables & Consumables	\$1,200.00	1	\$1,200.00
CPI	Fixed Fee Installation, Configuration, Programming & Training	\$13,500.00	1	\$13,500.00



# PRICING SUMMARY

HARDWARE	CONSUMABLES	SERVICES	SALES TAX
\$26,178.07	\$1,200	\$13,500	\$2,121.81
TOTAL			
\$42,999.88			





## VENTURA LOCAL AGENCY FORMATION COMMISSION

801 S. VICTORIA AVENUE, SUITE 301 • VENTURA, CA 93003

TEL (805) 654-2576 • FAX (805) 477-7101

WWW.VENTURA.LAFCO.CA.GOV

### CALL FOR NOMINATIONS LAFCO SPECIAL DISTRICT REGULAR MEMBER

August 5, 2020

Chair of the Board  
Casitas Municipal Water District  
1055 Ventura Avenue  
Oak View, CA 93022

**RE: CALL FOR NOMINATIONS – Ventura LAFCo Special District Regular Member**

Dear Chair of the Board:

The term of LAFCo special district regular member Mary Anne Rooney will expire on December 31, 2020. As such, an appointment must be made for the subsequent four-year term (January 1, 2021 through December 31, 2024) (Govt. Code § 56334). Pursuant to state law, LAFCo special district members are appointed by the independent special district selection committee, which consists of the presiding officer of the legislative body of each independent special district in the county (Govt. Code § 56332).

Pursuant to Govt. Code 56332(f), I have determined that a meeting of the committee for the purpose of selecting a regular member to LAFCo is not feasible due to the likelihood that a quorum will not be achieved. Thus, both the nominating process and the election itself will be conducted by mail (some special districts have consented to conducting the election via electronic mail).

If your district wishes to nominate an individual to be a candidate for the regular member on LAFCo, please submit a nominating resolution (attached is a sample resolution for your use) and a candidate's statement or resume of no more than one page to Kai Luoma, Executive Officer, at Ventura LAFCo either by mail or via email (for those districts that have previously consented to email – see attached list).

**The deadline for submitting nominating resolutions and candidate statements/resumes is 5 P.M., Friday, September 25, 2020.** Any nomination submitted after the deadline will not be considered.

If at the end of the nominating period only one candidate is nominated, that candidate shall be deemed appointed. If two or more candidates are nominated, LAFCo staff will prepare and deliver a ballot and voting instructions to each eligible district. For the election to be valid, a quorum of the 29 independent special districts must submit valid ballots.

Chair of the Board, Casitas Municipal Water District  
CALL FOR NOMINATIONS – Ventura LAFCo Special District Regular Member  
August 5, 2020  
Page 2

Thank you for your attention to this matter. Please let me know if you have any questions or require additional information.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kai Luoma', written in a cursive style.

Kai Luoma  
Executive Officer

c: General Manager

**RESOLUTION OF THE CASITAS MUNICIPAL WATER DISTRICT**

**NOMINATING \_\_\_\_\_ TO FILL THE TERM OF  
1/1/2021 – 12/31/2024 FOR THE REGULAR SPECIAL  
DISTRICT MEMBER OF THE VENTURA LOCAL  
AGENCY FORMATION COMMISSION**

WHEREAS, the Executive Officer of the Ventura Local Agency Formation Commission (LAFCo) has notified the District of an anticipated vacancy on LAFCo for a regular member appointed by the independent special districts in Ventura County to fill the term from 1/1/2021 to 12/31/2024, and has issued a call for nominations to be submitted in writing pursuant to California Government Code Section 56332(c); and

WHEREAS, at the time and in the manner required by law, the Casitas Municipal Water District met on September 9, 2020 to consider the call for nominations by the LAFCo Executive Officer.

NOW THEREFORE BE IT RESOLVED by the Casitas Municipal Water District as follows:

- 1) \_\_\_\_\_ is hereby nominated to fill the anticipated vacancy for the term beginning 1/1/2021 and expiring 12/31/2024 as the regular member of the Ventura LAFCo appointed by independent special districts in Ventura County.
  
- 2) The General Manager shall transmit a signed copy of this Resolution and a copy of the resume or candidate statement for \_\_\_\_\_ to the Ventura LAFCo Executive Officer.

This resolution was adopted on \_\_\_\_\_.

AYES

NOES

ABSTAINS

Dated: \_\_\_\_\_

\_\_\_\_\_  
President, Casitas Municipal Water District

**CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM**

**TO:** BOARD OF DIRECTORS

**FROM:** MICHAEL FLOOD, GENERAL MANAGER

**SUBJECT:** TREATMENT PLANT JOB DESCRIPTIONS UPDATE

**DATE:** SEPTEMBER 9, 2020

**RECOMMENDATION:**

Approve the Treatment Plant Operator in Training, Treatment Plant Operator III, IV and V and Water Treatment Supervisor updated job descriptions.

**BACKGROUND AND DISCUSSION:**

Operations and Maintenance Supervisor Michael Shields worked together with his treatment plant supervisor to update the current job descriptions. I reviewed the descriptions and agree with the changes suggested.

The Personnel Committee and the Union representatives have reviewed and recommend the job descriptions.

**BUDGET IMPACT:**

No fiscal impact.

Attachment: Treatment Plant Operator in Training Job Description with Mark Ups  
Treatment Plant Operator in Training Job Description Accepted Changes  
Treatment Plant Operator III Job Description with Mark Ups  
Treatment Plant Operator III Job Description Accepted Changes  
Treatment Plant Operator IV Job Description with Mark Ups  
Treatment Plant Operator IV Job Description Accepted Changes  
Treatment Plant Operator V Job Description with Mark Ups  
Treatment Plant Operator V Job Description Accepted Changes  
Water Treatment Supervisor Job Description with Mark Ups  
Water Treatment Supervisor Job Description with Accepted Changes

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator In Training (OIT)  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-22  
DATE: ~~4/12/2016~~ 7/06/2020

### **Definition:**

Under immediate supervision, participates in a training program for the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater of Casitas treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This class is expected to obtain the sufficient training, knowledge and experience required to advance to the Treatment Operator III classification. This position will not assume shift or standby operations.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation.
- As directed, operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wells wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- As directed, operates distribution SCADA systems; adjust pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- As directed, operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the **surfacewater and groundwater treatment plants** including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- **Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.**
- Accept delivery of bulk chlorine, **sodium hypochlorite**, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

**Secondary duties to assist with include but are not limited to the following:**

- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform miscellaneous project work as assigned; gather data and perform spreadsheet entries.

### **Knowledge, Skills, and Abilities:**

Knowledge of operating principles of valves, pumps, motors and related appurtenances; methods material, tools and equipment used in the operation of water treatment facilities. Knowledge of the principles, methods, and practices of water treatment; basic chemistry and algebra; safety equipment and practices, including the handling and storage of hazardous chemicals. Knowledge of basic mechanical, electrical and hydraulic principles; basic operational maintenance practices of electrical motors, pumps; and basic computer software applications including Word and Excel.

Ability to communicate effectively, verbally and in writing; interact effectively with peers and external personnel to establish and maintain effective working relationships; **monitor multiple parameters simultaneously**; apply common sense in carrying out verbal or written instructions; read and interpret equipment manuals, schematics and diagrams; operate and maintain a variety of hand and power tools required for day to day operations. Ability to perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.



### **Education and Experience:**

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

- Experience: Some water treatment plant operator experience is desirable.
- Education: Equivalent to the completion of twelfth grade supplemented specialized training in treatment plant operations.

### **Certificates, Licenses, and Registrations:**

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

As a condition of employment, incumbents must obtain the following within two years of hire.

- Successfully pass the Grade III Water Treatment Plant Operator Exam administered by the California State Water Resources Control Board.
- Obtain a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

### **Work Environment or Environmental Elements:**

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

### **Physical Requirements:**

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

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

**Other Requirements:**

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

**Working Conditions:**

Must be willing to work weekends, holidays, and after-hour shifts for emergency callback response.

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator In Training (OIT)  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-22  
DATE: July 2020

### **Definition:**

Under immediate supervision, participates in a training program for the operation and maintenance of the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This class is expected to obtain the sufficient training, knowledge and experience required to advance to the Treatment Operator III classification. This position will not assume shift or standby operations.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation.
- As directed, operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- As directed, operates distribution SCADA systems; adjust pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- As directed, operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the surface water and groundwater treatment plants including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform miscellaneous project work as assigned; gather data and perform spreadsheet entries.

**Knowledge, Skills, and Abilities:**

Knowledge of operating principles of valves, pumps, motors and related appurtenances; methods material, tools and equipment used in the operation of water treatment facilities. Knowledge of the principles, methods, and practices of water treatment; basic chemistry and algebra; safety equipment and practices, including the handling and storage of hazardous chemicals. Knowledge of basic mechanical, electrical and hydraulic principles; basic operational maintenance practices of electrical motors, pumps; and basic computer software applications including Word and Excel.

Ability to communicate effectively, verbally and in writing; interact effectively with peers and external personnel to establish and maintain effective working relationships; monitor multiple parameters simultaneously; apply common sense in carrying out verbal or written instructions; read and interpret equipment manuals, schematics and diagrams; operate and maintain a variety of hand and power tools required for day to day operations. Ability to perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

### **Education and Experience:**

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

- Experience: Some water treatment plant operator experience is desirable.
- Education: Equivalent to the completion of twelfth grade supplemented specialized training in treatment plant operations.

### **Certificates, Licenses, and Registrations:**

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

As a condition of employment, incumbents must obtain the following within two years of hire.

- Successfully pass the Grade III Water Treatment Plant Operator Exam administered by the California State Water Resources Control Board.
- Obtain a valid Grade II Water Distribution Operator Certificate issued by the California State Water Resources Control Board.

### **Work Environment or Environmental Elements:**

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

### **Physical Requirements:**

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

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

**Other Requirements:**

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

**Working Conditions:**

Must be willing to work weekends, holidays, and after-hour shifts for emergency callback response.

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator III  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-27  
DATE: ~~4/12/2016~~ 7/06/2020

### **Definition:**

Under general supervision of the Water Treatment Supervisor, performs routine tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater of ~~Casitas~~ treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an entry level certified class in the Plant Operator series and is distinguished from the OIT by the performance of more routine tasks and duties under supervision. Since this class is certified at the Operator III level, employees assume shift operations and standby duties. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wells wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities; [electronically enter data into spreadsheets and tables.](#)
- Perform general plant facility maintenance; inspect, service and repair components of the [surface and groundwater treatment plants](#) water including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- [Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.](#)
- Order and accept delivery of bulk chlorine, [sodium hypochlorite](#), ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

~~Secondary duties to assist with include but are not limited to the following:~~

- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform special project work as assigned; gather data and perform spreadsheet entries.

### **Knowledge, Skills, and Abilities:**

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

[Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.](#)

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents;



interact effectively with peers and external personnel to establish and maintain effective working relationships; [monitor multiple parameters simultaneously](#); apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. ~~Interpret and apply departmental policies and procedures.~~ Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

### **Education and Experience:**

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

- Experience: Three years of experience operating potable water treatment facilities, including one year as a certified Grade II Water Treatment Plant operator.
- Training: Equivalent to the completion of twelfth grade supplemented by 3 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

### **Certificates, Licenses, and Registrations:**

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

### **Work Environment or Environmental Elements:**

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

**Physical Requirements:**

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

**Other Requirements:**

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

**Working Conditions:**

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator’s standby schedule and emergency callbacks

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator III  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-27  
DATE: July 2020

### **Definition:**

Under general supervision of the Water Treatment Supervisor, performs routine tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an entry level certified class in the Plant Operator series and is distinguished from the OIT by the performance of more routine tasks and duties under supervision. Since this class is certified at the Operator III level, employees assume shift operations and standby duties. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Operates and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities; electronically enter data into spreadsheets and tables.
- Perform general plant facility maintenance; inspect, service and repair components of the surface and groundwater treatment plants water including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Order and accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Perform special project work as assigned; gather data and perform spreadsheet entries.

**Knowledge, Skills, and Abilities:**

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective

working relationships; monitor multiple parameters simultaneously; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

### **Education and Experience:**

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

- Experience: Three years of experience operating potable water treatment facilities, including one year as a certified Grade II Water Treatment Plant operator.
- Training: Equivalent to the completion of twelfth grade supplemented by 3 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

### **Certificates, Licenses, and Registrations:**

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

### **Work Environment or Environmental Elements:**

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



## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator IV  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-34  
DATE: ~~4/12/2016~~ 7/06/2020

### **Definition:**

Under general supervision of the Water Treatment Supervisor, performs the full range of tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater of Casitas treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is the full journey level class in the Plant Operator series and is distinguished from other classes by the performance of the full range of duties as assigned and acts with increased independence. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wells wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust ~~treatment plant facility~~ pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the [surface and groundwater treatment plants](#) including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- [Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.](#)
- Order and accept delivery of bulk chlorine, [sodium hypochlorite](#), ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

~~Secondary duties to assist with include but are not limited to the following:~~

- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Prepare various reports on operations and activities; [electronically enter data into spreadsheets and tables.](#)
- Participate in the preparation of assigned budget, assist with chemical ordering, capital project planning, submit budget recommendations. Prepare requisitions for material and equipment purchases.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

### **Knowledge, Skills, and Abilities:**

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.



Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; **monitor multiple parameters simultaneously**; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. ~~Interpret and apply departmental policies and procedures.~~ Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

### **Education and Experience:**

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

- Experience: Four years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade III Treatment Plant shift operator.
- Training: Equivalent to the completion of twelfth grade supplemented by a minimum of 9 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

OR

- Six years of progressive experience in the operation of potable water treatment facilities, including four years as a certified California Grade III Treatment Plant or higher shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

### **Certificates, Licenses, and Registrations:**

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

### **Work Environment or Environmental Elements:**

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

### **Physical Requirements:**

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

### **Other Requirements:**

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

### **Working Conditions:**

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks

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

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Employee Signature

Date

DRAFT

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator IV  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-34  
DATE: July 2020

### **Definition:**

Under general supervision of the Water Treatment Supervisor, performs the full range of tasks and duties related to the operation and maintenance of the district's 4MGD groundwater and 65MGD surfacewater treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is the full journey level class in the Plant Operator series and is distinguished from other classes by the performance of the full range of duties as assigned and acts with increased independence. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.

- Perform general plant facility maintenance; inspect, service and repair components of the surface and groundwater treatment plants including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Order and accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen, and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Prepare various reports on operations and activities; electronically enter data into spreadsheets and tables.
- Participate in the preparation of assigned budget, assist with chemical ordering, capital project planning, submit budget recommendations. Prepare requisitions for material and equipment purchases.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

**Knowledge, Skills, and Abilities:**

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; monitor multiple parameters simultaneously; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

### **Education and Experience:**

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

- Experience: Four years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade III Treatment Plant shift operator.
- Training: Equivalent to the completion of twelfth grade supplemented by a minimum of 9 units of college level course work in water science, chemistry, engineering, construction technology or a related field.

OR

- Six years of progressive experience in the operation of potable water treatment facilities, including four years as a certified California Grade III Treatment Plant or higher shift operator. Demonstrated competency must include ability to maintain effective and cooperative relationships with other departments, staff, and outside contractors.

### **Certificates, Licenses, and Registrations:**

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

### **Work Environment or Environmental Elements:**

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

### **Physical Requirements:**

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

### **Other Requirements:**

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

### **Working Conditions:**

Incumbents must be available to work shifts (including evenings and nights), weekends and holidays, and must be willing to participate in the treatment plant operator's standby schedule and emergency callbacks

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

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Employee Signature

Date



## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator V  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-41  
DATE: ~~4/12/2016~~ 7/06/2020

### **Definition:**

Under general supervision of the Water Treatment Supervisor operates and maintains ~~assists with the operations and maintenance of~~ the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an advanced journey level class in the Plant Operator series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with a minimal amount of supervision. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, ~~wells~~ wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust ~~treatment plant~~ pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia

residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.
- Perform general plant facility maintenance; inspect, service and repair components of the [surface and groundwater treatment plants](#) including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- [Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.](#)
- Order and accept delivery of bulk chlorine, [sodium hypochlorite](#), ammonia, coagulants, copper sulfate, oxygen and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Develops and performs pilot testing procedures to identify opportunities for improvement, evaluate recommended adjustments and resolve difficult questions in regards to new water quality regulations.
- Assist with the development of assigned budget, assist with cost accounting, chemical ordering, capital project planning; prepares budget estimates and purchase requisitions; maintains appropriate supply of chemicals, parts and supplies.
- Participate in the development of goals and procedures for water treatment activities; assist with planning a variety of special projects including chemical testing, handling, feeding and data control; gather and analyze data; develop a variety of special reports; implement changes as necessary.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.

~~Secondary duties to assist with include but are not limited to the following:~~

- Supervise staff when Treatment Plant Supervisor is absent or upon request; assist with training treatment operators on an assigned basis.
- Assist with planning, prioritizing and coordinating the use of time, materials and resources in the operation and maintenance of the treatment plant and dam facilities.
- Assist with the development, implementation and review of SCADA operational procedures and objectives.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

### **Knowledge, Skills, and Abilities:**

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Development of written reports, budgeting procedures and techniques. Principles and practices of supervision and training. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Thorough knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; monitor multiple parameters simultaneously; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Interpret and apply departmental policies and procedures. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

### **Education and Experience:**

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

- Experience: Five years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade IV Treatment Plant shift operator.
- Training: A two-year degree (AS) in a water-related field that includes at least one course in supervision.

OR

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

### **Certificates, Licenses, and Registrations:**

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

### **Work Environment or Environmental Elements:**

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

### **Physical Requirements:**

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

### **Other Requirements:**

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



## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Operator V  
CLASSIFICATION: Non Exempt  
REPORTS TO: Water Treatment Supervisor  
SALARY LEVEL: E-41  
DATE: July 2020

### **Definition:**

Under general supervision of the Water Treatment Supervisor operates and maintains the district's 4MGD groundwater and 65MGD surface water treatment facilities, Casitas dam and aeration systems. Operates and monitors the district's treatment and distribution SCADA systems. This is an advanced journey level class in the Plant Operator series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with a minimal amount of supervision. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Perform assigned treatment plant rounds; inspect, monitor, troubleshoot performance test and document plant processes by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, and other instrumentation. Analyzes data and makes appropriate SCADA setpoint adjustments as needed.
- Operates and maintains surface water and groundwater treatment facilities; including multimedia filters, wellfields, pumps, motors, chemical feeders and other equipment to maintain appropriate plant operations.
- Operates distribution SCADA systems; makes independent decisions regarding pumping schedules and tank levels based on TOU pumping, seasonal requirements and maintenance routines.
- Operates and adjust pumps, motors, feeders and other equipment to maintain appropriate treatment plant operations. Determine chemical dosages and make adjustments to plant processes as necessary.
- Monitors water quality by performing laboratory tests at various stages in the treatment process including tests for chlorine residual, turbidity, pH, ammonia

residual, hardness, alkalinity, odors, and other tests as necessary to maintain water quality; calibrates laboratory equipment.

- Maintain, compile and update plant operation logs and reports; perform and record routine mathematical calculations related to plant operational activities.
- Perform general plant facility maintenance; inspect, service and repair components of the surface and groundwater treatment plants including pumps, valves, motors, meters, intakes, pipes, pressure filters, water storage vessels, chemical tanks, and other related infrastructure and/or equipment.
- Operates and adjust the flows between interconnections of surface water and ground water distribution systems. Monitors ground water system wells and chlorine equipment to maintain efficient wellfield operations. Determine chemical dosages and make adjustments to chemical feeders as necessary to achieve desired chlorine residual.
- Order and accept delivery of bulk chlorine, sodium hypochlorite, ammonia, coagulants, copper sulfate, oxygen and other treatment chemicals; install and replace chlorine cylinders; ensure adequate chemical handling according to regulations and guidelines.
- Develops and performs pilot testing procedures to identify opportunities for improvement, evaluate recommended adjustments and resolve difficult questions in regards to new water quality regulations.
- Assist with the development of assigned budget, assist with cost accounting, chemical ordering, capital project planning; prepares budget estimates and purchase requisitions; maintains appropriate supply of chemicals, parts and supplies.
- Participate in the development of goals and procedures for water treatment activities; assist with planning a variety of special projects including chemical testing, handling, feeding and data control; gather and analyze data; develop a variety of special reports; implement changes as necessary.
- Performs a variety of housekeeping duties to ensure treatment plant and associated facilities are maintained in a clean, orderly and safe condition; both inside and out.
- Supervise staff when Treatment Plant Supervisor is absent or upon request; assist with training treatment operators on an assigned basis.
- Assist with planning, prioritizing and coordinating the use of time, materials and resources in the operation and maintenance of the treatment plant and dam facilities.
- Assist with the development, implementation and review of SCADA operational procedures and objectives.
- Perform routine operational and maintenance duties of Casitas Dam, reservoir, and aeration systems.
- Work with vendors and outside contractors on a variety of treatment and maintenance activities; coordinate work activities and ensure work quality conforms to standards.

### **Knowledge, Skills, and Abilities:**

Knowledge of principles, methods, and practices of water treatment. Basic principles of reservoir limnology and watershed management. Development of written reports, budgeting procedures and techniques. Principles and practices of supervision and training. Modern office procedures, methods and computer equipment, including applicable software applications such as word processing, spreadsheets, and MMS. Thorough knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

Skilled in operating water treatment system equipment, including automatic control devices; performing maintenance, making operating adjustments to water treatment system equipment; and maintaining a safe & reliable water supply for customers.

Ability to demonstrate initiative and operate independently. Communicate effectively, verbally and in writing; assist with preparing reports, budgets, and contract documents; interact effectively with peers and external personnel to establish and maintain effective working relationships; apply common sense in carrying out verbal or written instructions; analyze complex operational problems; monitor multiple parameters simultaneously; evaluate alternatives, recommend and/or implement effective courses of action. Read and interpret technical manuals, blueprints, drawings, schematics and diagrams. Interpret and apply departmental policies and procedures. Operate and maintain a variety of hand and power tools required for day to day operations. Perform work in a safe manner at all times; comply with safety and health policies, procedures and practices.

### **Education and Experience:**

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

- Experience: Five years of experience operating potable water treatment facilities, including two years of shift work as a certified Grade IV Treatment Plant shift operator.
- Training: A two-year degree (AS) in a water-related field that includes at least one course in supervision.

OR

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



### **Certificates, Licenses, and Registrations:**

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

### **Work Environment or Environmental Elements:**

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

### **Physical Requirements:**

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

### **Other Requirements:**

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



## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Supervisor  
CLASSIFICATION: Supervisory, Non-Exempt  
REPORTS TO: Manager of Operations  
SALARY LEVEL: S 36  
DATE: ~~11/13~~ 7/06/2020

### Definition

Under the general direction of the Operations and Maintenance Manager, ~~to~~ supervises, plans and coordinates the services and operations of the district's 4MGD groundwater and 65MGD surfacewater treatment facilities. Provides daily oversight for the operation and ~~maintenance~~ monitoring of the district's treatment and distribution SCADA systems, Casitas dam, and aeration systems. Coordinate assigned activities with other divisions, outside agencies and the general public; performs related work as required; ensures work quality and adherence to established policies and procedures. ~~and to~~ Provides highly responsible and complex staff assistance to the Manager of Operations. This position supervises all Water Treatment Operators, ~~grades 1-OIT~~ through V and the Casitas damtender.

### Essential Functions: ~~(may include, but are not limited to, the following:)~~

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

Primary duties include but are not limited to the following:

- Serves as the district's principal "chief" operator performing shift operator duties in addition to supervising the organization, staffing, and operational activities for multiple water treatment facilities, SCADA systems, and Casitas Dam. ~~and the SCADA system.~~
- Ensures treatment plant rates and water quality requirements meet distribution demands on a continuous basis. Implement procedures and priorities regarding distribution pumping schedules and reservoir levels based on TOU pumping, seasonal requirements and maintenance routines; coordinate decisions and activities with outside departments and plant personnel.
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Provides instruction to assigned personnel; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Develop and implement goals, objectives, policies, and priorities for the water treatment ~~facility~~ facilities and Casitas Dam operations and maintenance; identify

- resource needs; recommend and implement policies and procedures.
- Interview, select, train, motivate and evaluate water treatment operators staff and Casitas Dam operations and maintenance personnel. ;perform employee evaluations; work with personnel to correct deficiencies; implement discipline procedures.
- ~~Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.~~
- Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Coordinate assigned services and activities with personnel in other sections and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Ensure that the maintenance of Casitas dam and related facilities are maintained at the highest level possible at all times and in accordance with the Casitas Dam Standard Operating Procedures.
- Assist Engineering department with the review of plans, specifications, proposals, and bid packets; submit recommended changes as necessary; perform field verification checks on existing plans and prints.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of potable water treatment.
- ~~May~~ Resolve complex technical problems related to plant operations; evaluates work process, techniques, and operational data to develop recommendations to improve water quality standards, plant effectiveness and efficiencies, ~~and energy management.~~
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- Perform the inspection of water treatment and dam facilities and equipment for needed maintenance and repairs.
- Organize, direct and implement operation and maintenance schedules.
- Ensure facility compliance with Federal, State and local rules, laws and regulations.
- Interpret and apply District policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- ~~Perform other duties as required or assigned.~~

#### DESIRABLE QUALIFICATIONS Knowledge, Skills, and Abilities

Knowledge of: Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices, including safety regulations pertaining to the work; mechanical, electrical, and hydraulic principles; practices, tools and equipment used to maintain, repair, overhaul and calibrate a variety of water treatment plant equipment and facilities; principles and practices of standardized water quality tests; state and federal regulations governing the operation of a water treatment plant. Working knowledge of layout, equipment, instrumentation, and functions of a water treatment plant, including each unit process in a conventional water

treatment plant; safety rules, codes, regulations and practices used in operation, maintenance, and repair work, including confined space and HAZWOPER procedures; federal and state regulations applicable to water treatment, water quality, hazardous materials, and waste handling; methods and precautions in storing and handling chlorine and other hazardous chemicals; water treatment process control strategies including flow-pacing, feedback, feed-forward and combined processes. General knowledge of principles and techniques of effective supervision including work scheduling and performance evaluations; advanced technological developments in water treatment and water quality.

Skilled in operating water treatment system equipment, including automatic control devices; performing minor maintenance, making operating adjustments to water treatment system equipment; maintaining a safe & reliable water supply for customers; using hand and power tools; reading equipment specifications and instructions. Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)

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

### **Education and Experience:**

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

- Experience: Five years of experience in the operation and maintenance of potable water treatment facilities including two years of administrative and supervisory responsibility.
- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biology, civil engineering, or a related field.

OR

- Experience: Eight years of progressive experience in the operation and maintenance of potable water treatment facilities including three years of experience as a certified Grade V Treatment Plant Operator and two years administrative and supervisory responsibility.
- Training: A two-year degree (AS) in a water related field that includes at least two courses in Supervision.

~~Modern office procedures, methods and computer equipment; recent developments, current literature and sources of information related to potable water treatment; pertinent Federal, State, and local laws, codes and regulations; safety rules, codes, regulations and practices used in the operation, maintenance, and repair of treatment and dam facilities; methods and precautions in storing and handling of chlorine and other hazardous chemicals; application of confined space procedures.~~

### ~~License, Certification & Credentials:~~ Certificates, Licenses, and Registrations:

~~Required to have a valid California Driver's License with satisfactory driving record, must possess a Grade V Water Treatment Plant Operator Certificate issued by the State of California at the time of appointment to the position.~~

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

### Work Environment or Environmental Elements:

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

### Physical ~~Activities~~ Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. ~~Travels by automobile in conducting District business;~~ Communicates orally and in writing with district management, co-workers, and the public in face-to-face, one-to-one, and group settings. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, and similar equipment. Ability to communicate in person and over the telephone or radio. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment.

~~regularly uses a telephone for communication; uses office equipment such as computer, copiers, and FAX machines.~~ Must be able possess the ability to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs during routine work; works in an environment with exposure to dust, dirt, and temperature changes between cool and hot; ability to wear a gas mask is required. Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and treatment plant projects; works with and around hazardous chemicals; may be subjected to adverse weather conditions, may stand, walk or sits for extended periods of time.; Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. ~~hearing and vision within normal range.~~

### Other Requirements:

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

### Working Conditions:

~~Must be willing to work overtime as needed; may be required to work on nights, weekends, and holidays in a continuous (24/7) operations environment; must be willing to participate in the treatment plant operator's standby schedule.~~ Incumbents must be willing to work as needed during emergency conditions, which may include after hours, weekends and holidays; must be willing to participate in the treatment plant, customer service, or distribution operator's standby schedule on an as needed basis.

### Career Path

~~Water Treatment Operator II  
Water Treatment Operator III  
Water Treatment Operator IV  
Water Treatment Operator V  
Water Treatment Supervisor~~

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

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Employee Signature

Date

DRAFT



## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Water Treatment Supervisor  
CLASSIFICATION: Supervisory, Non-Exempt  
REPORTS TO: Manager of Operations  
SALARY LEVEL: S 36  
DATE: July 2020

### **Definition**

Under the general direction of the Operations and Maintenance Manager, supervises, plans and coordinates the services and operations of the district's 4MGD groundwater and 65MGD surface water treatment facilities. Provides daily oversight for the operation and monitoring of the district's treatment and distribution SCADA systems, Casitas dam, and aeration systems. Coordinate assigned activities with other divisions, outside agencies and the general public; performs related work as required; ensures work quality and adherence to established policies and procedures. Provides highly responsible and complex staff assistance to the Manager of Operations. This position supervises all Water Treatment Operators, OIT through V and the Casitas damtender.

### **Essential Functions:**

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

Primary duties include but are not limited to the following:

- Serves as the district's principal "chief" operator performing shift operator duties in addition to supervising the organization, staffing, and operational activities for multiple water treatment facilities, SCADA systems, and Casitas Dam.
- Ensures treatment plant rates and water quality requirements meet distribution demands on a continuous basis. Implement procedures and priorities regarding distribution pumping schedules and reservoir levels based on TOU pumping, seasonal requirements and maintenance routines; coordinate decisions and activities with outside departments and plant personnel.
- Attend, participate in, and contribute to staff meetings including safety, supervisory and sectional group meetings.
- Provides instruction to assigned personnel; ensures that working conditions are safe and employees are trained in safe work practices and procedures.
- Develop and implement goals, objectives, policies, and priorities for the water treatment facilities and Casitas Dam operations and maintenance; identify resource needs; recommend and implement policies and procedures.
- Interview, select, train, motivate and evaluate water treatment staff; perform employee evaluations; work with personnel to correct deficiencies; implement

discipline procedures.

- Develop and administer the section's budget, forecast funds needed for staffing, equipment, materials, supplies, maintenance and capital improvements; approve and direct the monitoring of expenditures; recommend adjustments as necessary.
- Coordinate assigned services and activities with personnel in other sections and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Ensure that the maintenance of Casitas dam and related facilities are maintained at the highest level possible at all times and in accordance with the Casitas Dam Standard Operating Procedures.
- Assist Engineering department with the review of plans, specifications, proposals, and bid packets; submit recommended changes as necessary; perform field verification checks on existing plans and prints.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of potable water treatment.
- Resolve complex technical problems related to plant operations; evaluates work process, techniques, and operational data to develop recommendations to improve water quality standards, plant effectiveness and efficiencies.
- Perform special projects and assignments as requested. Supervise the maintenance of time, material and equipment use records; requisition supplies and materials; receives and stores routine materials, supplies, and equipment.
- Perform the inspection of water treatment and dam facilities and equipment for needed maintenance and repairs.
- Organize, direct and implement operation and maintenance schedules.
- Ensure facility compliance with Federal, State and local rules, laws and regulations.
- Interpret and apply District policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

### **Knowledge, Skills, and Abilities**

Thorough knowledge of the operation and maintenance of water treatment plant system equipment and facilities; water treatment principles, methods and practices, including safety regulations pertaining to the work; mechanical, electrical, and hydraulic principles; practices, tools and equipment used to maintain, repair, overhaul and calibrate a variety of water treatment plant equipment and facilities; principles and practices of standardized water quality tests; state and federal regulations governing the operation of a water treatment plant. Working knowledge of layout, equipment, instrumentation, and functions of a water treatment plant, including each unit process in a conventional water treatment plant; safety rules, codes, regulations and practices used in operation, maintenance, and repair work, including confined space and HAZWOPER procedures; federal and state regulations applicable to water treatment, water quality, hazardous materials, and waste handling; methods and precautions in storing and handling chlorine and other hazardous chemicals; water treatment process control strategies including flow-pacing, feedback, feed-forward and combined processes. General knowledge of principles and techniques of effective supervision including work scheduling and performance evaluations; advanced technological developments in water treatment and water quality.

Skilled in operating water treatment system equipment, including automatic control devices; performing minor maintenance, making operating adjustments to water treatment system equipment; maintaining a safe & reliable water supply for customers; using hand and power tools; reading equipment specifications and instructions. Skilled in modern computer applications such as e-mail applications, word processing, spreadsheets calendar applications, geographical information systems (GIS) and computerized maintenance management systems (CMMS)

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

### **Education and Experience:**

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

- Experience: Five years of experience in the operation and maintenance of potable water treatment facilities including two years of administrative and supervisory responsibility.
- Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in chemistry, biology, civil engineering, or a related field.

OR

- Experience: Eight years of progressive experience in the operation and maintenance of potable water treatment facilities including three years of experience as a certified Grade V Treatment Plant Operator and two years administrative and supervisory responsibility.
- Training: A two-year degree (AS) in a water related field that includes at least two courses in Supervision.

### **Certificates, Licenses, and Registrations:**

- Possession of a valid Class C California driver's license.
- Possession of a valid Grade V Water Treatment Plant Operator Certificate issued by the California State Water Resources Control Board.

- Possession of a valid Grade III Water Distribution Operator Certificate issued by the California State Water Resources Control Board.
- CPR/First Aid certificate.

### **Work Environment or Environmental Elements:**

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

### **Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Communicates orally and in writing with district management, co-workers, and the public in face-to-face, one-to-one, and group settings. The employee is required to have manual dexterity sufficient to operate a district vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, and similar equipment. Ability to communicate in person and over the telephone or radio. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Must possess the ability to carry, push, pull, reach, and lift equipment and parts weighing up to 50 lbs.; stoops, kneels, crouches, crawls, and climbs during routine work; works in an environment with exposure to dust, dirt, and temperature changes between cool and hot; ability to wear a gas mask is required. Frequently walks in uneven terrain, in an outdoor environment, making inspections of District facilities and treatment plant projects; works with and around hazardous chemicals; may be subjected to adverse weather conditions, may stand, walk or sits for extended periods of time.; Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision.

### **Other Requirements:**

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

**Working Conditions:**

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

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

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Employee Signature

Date

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Discussion of Review and Cataloging of Casitas MWD Ordinances**  
Date: September 9, 2020

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## RECOMMENDATION:

The Board of Directors provide direction to the General Manager.

## BACKGROUND:

During the Regular Meeting of the Board of Directors of August 26, 2020, the Board asked that an item be added to a future Board agenda to discuss the cataloging of all District ordinances.

## DISCUSSION:

Through a vote of the people within the District's boundaries, the Casitas Municipal Water District was formed in 1952 under what is commonly known as the State of California Municipal Water District Act.

One of the principal powers of the District's Board of Directors is the ability to create ordinances that govern various aspects of the District's existence.

Ordinances have the effect of law within the District's operations and can include specific penalties should they be violated.

The adoption of an ordinance differs from that of a resolution in that it requires a 'voice vote' by each individual Director in turn.

Casitas MWD (then Ventura River MWD) Ordinance No. 1 was adopted on December 15, 1953 with many other ordinances being adopted over the intervening years since that time.

One difficulty in bringing together a list of active ordinances is that new ordinances often nullifying some or all of the provisions of a previous ordinances requiring a detailed review of all District ordinances.

The following steps are recommended to complete this task:

1. Provide temporary help to the Clerk of the Board to collect and scan all district ordinances.
2. Provide a list of ordinance documents to Casitas' General Counsel to determine an approximate cost of a legal review of the ordinances.
3. Bring the District's General Counsel's cost back to the Board for review and budget approval.
4. Once approved, the District's General Counsel conducts the review and provides a report on the results to the Board.
5. Board of Directors considers further direction to staff once the report is received.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**

**Finance Committee**

**(this meeting was held telephonically)**

DATE: September 1, 2020  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Finance Committee Meeting of August 21, 2020 at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Angelo Spandrio  
Director Peter Kaiser  
General Manager, Michael Flood  
Chief Financial Officer, Janyne Brown  
District Rate Consultant, Mark Hildebrand  
District Investment Consultant, Rick Rosenthal of U.S. Bank

2. **Public Comments.**

None

3. **Board/Management comments.**

GM Flood discussed the ongoing emergency repair work of the Rincon Transmission Main and that an item will be placed on the next Board agenda.

Director Spandrio asked about the cost of the repair.

GM Flood indicated that it would likely not exceed \$500,000.00.

Director Kaiser expressed thanks to staff for the quick work on the temporary repair of the Rincon Transmission Main.

Director Kaiser also inquired about the recent data security breach of the investment firm Morgan Stanley and that the US Bank consultant in attendance might be able to speak on this issue as the current holder of the District's investments.

GM Flood indicated that staff had made multiple contacts with Morgan Stanley as well as the District's current investment firm, US Bank and there is currently no risk to the District due to this breach.

IC Rosenthal indicated that he sees no additional issues for Casitas due to the breach.

4. **Review of the Financial Statements for June 2020**

GM Flood made some comments regarding some possible corrections needing to be made to the FY 2020 budget numbers in the statement.

Director Kaiser indicated that staff should email this info to Directors when it's available and inquired about FEMA reimbursements.

Director Spandrio asked about revenue and expense numbers in the statement.  
CFO Brown covered information about Lake Casitas Recreation Area revenues and fixed assets.



5. **Review of the Consumption Report for June 2020.**

GM Flood made comments regarding the report.

Director Kaiser noted the fiscal year end increase, the possible increase/decrease in District revenues, estimated trans-evaporation, and verification of Stantec's evaporation estimates.

Director Spandrio made comments regarding last year's report and lake evaporation.

CFO Brown indicated that workbook linking may be the problem.

GM Flood indicated some additional reporting on lake evaporation will be developed.

6. **US Bank Quarterly Investment Presentation**

IC Rosenthal provided a presentation regarding the District's investments including fund amounts, interest payments, cash, market conditions, and maturities.

Director Kaiser asked questions about total return amounts, maturity dates, and the nature of sales transaction in the portfolio.

CFO Brown indicated that staff works with the District's Investment Consultant on portfolio sales transactions.

Director Spandrio asked questions about the bond quality distribution and indicated that the District's portfolio needs to be kept intact to the greatest degree possible.

The Committee asked that, in the future, sales decisions be brought back to the Committee.

7. **Discussion of changes to financial reporting to the Finance Committee and Board of Directors.**

GM Flood introduced this item and asked that the Directors have their markups of Ordinance 12-01 ready for the September Finance Committee Meeting.

Director Spandrio covered the contents of his itemized memo with the Committee, asked that the information on the District's fund insurance carrier be brought back, and asked about camping refund changes.

Director Kaiser made comments on the budget impact of changes, the tentative due date on camping refund changes, and reconciliation of encumbered funds that are not spent.

The Committee asked that the camping refund changes have a tentative completion date of February 2021.

8. **Discussion of Casitas water rate consultant analysis of ASADRA and other State Revolving Fund loan costs and possible water rate impact.**

GM Flood covered the contents of the memo with the Committee.

Director Spandrio asked questions about the current contract with the consultant, alternatives to funding payments, emphasis on the type of customer account, revenues, the District's credit rating, and possible policy changes.

Director Kaiser indicated that this effort is worthwhile and that methodologies need to be considered in any rate increases.

RC Hildebrand indicated that this could be structured similar to the Adjudication Fee and that he would provide the Committee with a proposal at the September Committee Meeting.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**

**Recreation Committee**

**(this meeting was held telephonically)**

DATE: September 2, 2020  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Recreation Committee Meeting of September 1, 2020, at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Brian Brennan  
Director Pete Kaiser  
General Manager, Michael Flood  
Assistant General Manager, Kelley Dyer  
Interim Park Services Manager, Joe Evans

2. **Public Comments.**

None

3. **Board/Management comments.**

Director Brennan asked questions about current operations at the park.

Director Kaiser made comments about park attendance, local park and beach closures, and that staff continues to do an impressive job at the LCRA.

GM Flood made comments about current park operations and anticipated operations over the Labor Day weekend.

IPSM Evans made comments about camping availability and COVID-19 related park operations.

4. **Discussion of a proposed Lake Casitas Recreation Area pre-paid voucher agreement with the County of Ventura for the purpose of providing Recreational Vehicle sewer dump station services.**

GM Flood covered the contents of the memo with the Committee.

IPSM Evans indicated some issues might occur with the window tags that are normally given to day-use guests in relation to this program.

Director Brennan made comments about the Ventura County's overall proposed permitting program in relation to roadside RV camping, Thomas Fire-related issues, current practice of the uncontrolled dumping of sewage in the public right-of-way, lack of alternatives and process to deal with roadside camping, and that he could bring an update on the County's efforts on this back to the next Committee Meeting.

Director Kaiser indicated that he doesn't necessarily favor a voucher program, concerns with impacts to the LCRA, concerns with incrementalism, and that the Ventura County should look at other ways to resolve the right of way dumping of sewage due to the roadside camping issue.

IPSM Evans further indicated that there should be a meeting with Ventura County staff to discuss

other methods to resolve the issue. There are nearby sewer dump sites at the Residence campground and a sewer hookup at the County's hazmat site.

The Committee asked staff to bring this item back to the next Committee Meeting in October for further review and discussion.

5. **Review of the July 2020 Recreation Report**

IPSM Evans reviewed the report with the Committee, noting the recent movie nights, park attendance, and revenues.

Director Kaiser asked questions about the revenues displayed on the report's graph and asked that staff return in the future with revenue ideas.

Director Brennan commented that staff has done a great job with revenue enhancement ideas and should continue to look for innovative ideas including vendors that might be able to supply services to support them.

6. **Review of Incidents and Comments.**

IPSM Evans presented the LCRA incident statistics including customer service issues, occupancy, medical situations, traffic, fires, COVID-related contacts, Sheriff and Federal LEO contacts and violations. There has been an emphasis on de-escalation training and techniques with Ranger staff.

Director Kaiser asked the Santa Ana road closure issue be placed on the next Recreation Committee agenda in October.



September XX, 2020

Dan Brouillette  
Secretary of Energy  
United States Department of Energy  
1000 Independence Ave., SW  
Washington, DC 20585

**Subject: Request to receive all future communications related to the Nuclear Fuel Working Groups recent report entitled “*Restoring America’s Competitive Nuclear Energy Advantage*” and the potential impacts to the Ventura River Watershed and Casitas Municipal Water District’s operations**

Dear Mr. Brouillette:

The Casitas Municipal Water District (Casitas) provides drinking water to approximately 70,000 people and 6,000 acres of agriculture in Western Ventura County. This critical service is provided to residents, farms, businesses, and other retail water providers through the storage of water in Lake Casitas as well as local groundwater wells.

Casitas is committed to ensuring protection of water supplies and respectfully requests to receive all future communications regarding the Nuclear Fuel Working Groups recent report titled *Restoring America’s Competitive Nuclear Energy Advantage*, including any discussion and information related to uranium mining in the Lake Casitas watershed.

Casitas appreciates the Department of Energy’s consideration of this communication request. If you have any questions or would like additional clarification, please do not hesitate to contact me.

Sincerely,

Michael Flood  
Casitas Municipal Water District  
General Manager  
805.649.2251  
[mflood@casitaswater.com](mailto:mflood@casitaswater.com)

**DRAFT**

CC: David Bernhardt, Secretary of US Department of Interior  
Brenda Burman, Commissioner of US Bureau of Reclamation  
Michael Jackson, South-Central California Area Manager, US Bureau of Reclamation  
Sonny Perdue, United States Secretary of Agriculture  
Vicki Christiansen, Chief of the USDA Forest Service

Casitas Municipal Water District

CFD 2013-1 Improvement Fund - Series B

	Bonds Proceeds Received (1)	Interest Earned (2)	Expense (3)	Balance Series B (1)+(2)+(3)
2017 Subtotal	42,658,223.98	24,046.16	(36,886,093.06)	
TOTAL	42,658,223.98	24,046.16	(36,886,093.06)	5,796,177.08
2018 Subtotal	-	77,279.16	-	
TOTAL	42,658,223.98	101,325.32	(36,886,093.06)	5,873,456.24
2019 Subtotal	-	102,268.61	(1,486,814.43)	
TOTAL	42,658,223.98	203,593.93	(38,372,907.49)	4,488,910.42
2020 January		4,656.63		
February		4,539.94		
March		4,248.11		
April		2,235.18		
May		34.71		
June		22.97	(4,000,000.00) Project Reimbursement	
July		8.39	(404,999.69) Project Reimbursement	
August		1.84		
September				
October				
November				
December				
2020 Subtotal	-	15,747.77	(4,404,999.69)	
TOTAL	42,658,223.98	219,341.70	(42,777,907.18)	99,658.50

Casitas Municipal Water District

CFD 2013-1 Improvement Fund - Series C

	Bonds Proceeds Received (1)	Interest Earned (2)	Expense (3)	Balance Series C (1)+(2)+(3)
2019 Subtotal	13,570,000.00	12,284.84	-	
TOTAL	13,570,000.00	12,284.84	-	13,582,285
2020 January		14,089.88		
February		13,736.69		
March		12,853.69		
April		6,763.07		
May		105.03		
June		69.51		
July		67.06		
August		69.51	(164,338.13) Project Reimbursement- July	
September				
October				
November				
December				
2020 Subtotal	-	47,754.44	(164,338.13)	
TOTAL	13,570,000.00	60,039.28	(164,338.13)	13,465,701.15

Summary of Expenses

CFD 2013-1 Improvement Fund - Series B&C

Purchase of Ojai System	34,481,628.00
Extension Contract	366,371.55
Meter Cost	2,038,093.51
Received Project reimbursements:	6,056,152.25
	42,942,245.31
	-
Total funds remaining for improvement Series B:	99,658.50
Total funds remaining for improvement Series C:	13,465,701.15
Total Funds Remaining	13,565,359.65
Received Project reimbursements:	6,056,152.25
Projects Cost YTD:	6,830,448.08
Projects Pending Reimbursement:	774,295.83
Total Funds Remaining less pending Reimbursement:	12,791,063.83

**Casitas Municipal Water District**  
**CFD 2013 - 1 Projects to be reimbursed to CMWD To Date**  
As of 8/31/2020

Project No:	Project Name:	Costs pending Reimbursement	Master Plan
400	Ojai System Masterplan	375,336.49	Ojai CFD
420	Sunset Place Pipeline Replacement	812,117.96	Ojai CFD
421	Cuyama, Palomar and El Paseo Roads Pipeline Replacement	195,121.69	Ojai CFD
422	South San Antonio Street and Crestview Drive Pipeline	80,644.53	Ojai CFD
423	West and East Ojai Avenue Pipeline Replacement	117,177.55	Ojai CFD
424	Running Ridge Zone Hydraulic Improvement	361,238.87	Ojai CFD
425	Well Rehabilitation Replacement	959,984.14	Ojai CFD
426	Valve & Appurtenance Replacement	1,166,231.54	Ojai CFD
427	Fairview Pipeline Replacement	0.00	Ojai CFD
428	Mutual Wellfield Pipeline	136,392.66	Ojai CFD
429	Grand Ave Pipeline	24,418.67	Ojai CFD
430	Signal Booster Zone Hydraulic Improvements	239,728.08	Ojai CFD
431	Emily Street Pipeline Replacement	1,005,004.25	Ojai CFD
432	Casitas-Ojai System Interties	89,000.00	Ojai CFD
522	Ojai Arc Flash Study	119,839.00	Ojai CFD
611	Mutual Replacement Well	588,888.41	Ojai CFD
411	Replace San Antonio #3 Well	29,759.77	FY18/19 Reimbursement
506	Ojai SCADA UPS Units	11,447.67	FY18/19 Reimbursement
509	Hypochlorite Tanks OS	16,067.98	FY18/19 Reimbursement
511	Ojai Wellfield Cla-Vals	4,273.91	FY18/19 Reimbursement
512	Well Monitoring Upgrades 07/2018	1,520.76	FY18/19 Reimbursement
514	Ojai Wellfield Mag Meters 07/2018	18,876.70	FY18/19 Reimbursement
433	Ojai 12" pipeline replac	292,048.47	Gldn State
434	Heidelberger PP Ret. Wal	30,546.10	Gldn State
435	Plesant Ave/Daily Rd Pip	73,127.04	Gldn State
436	OWS Tank/Valt Fall Impro	23,932.21	Gldn State
437	Wellvield VFDs	57,723.63	Gldn State
<b>Project(s) Cost To Date:</b>		<b><u>6,830,448.08</u></b>	



**Casitas Municipal Water District**  
**State Water Project - Interconnect Project Costs**  
**As of 8/31/2020**

Project No:	Project Name:	Costs paid to date	Encumbered	Total Encumbered & Cost To Date
378	State Water Interconnect - Calleguas to Casitas	115,142.20	0.00	115,142.20
527	State Water Interconnect - Carpinteria to Casitas	217,206.48	689,205.91	906,412.39
606	State Water Interconnect - Ventura to Casitas	224,240.57	25,014.43	249,255.00
Project(s) Cost To Date:				<u>1,270,809.59</u>



**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
08/31/20**

Type of Invest	Institution	CUSIP	Date of Maturity	Original Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Home Loan Bank	3130A0EN6	12/10/2021	\$547,735	\$517,385	2.875%	5/9/2016	4.28%	460
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$941,144	\$927,675	2.875%	8/2/2016	7.68%	1364
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,025,110	\$1,102,170	2.700%	5/10/2017	9.12%	1750
*TB	Federal National Assn	31315P2J7	5/1/2024	\$809,970	\$803,713	3.300%	5/25/2016	6.65%	1321
*TB	Farmer MAC	31315PYF0	5/2/2028	\$512,355	\$573,720	2.925%	11/20/2017	4.75%	2762
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$940,311	\$907,421	5.400%	5/9/2016	7.51%	2023
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$476,582	\$453,703	3.375%	7/14/2016	3.76%	1088
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,251	\$548,462	2.710%	11/20/2017	4.54%	3042
*TB	Federal Home Loan Bank	3133XFKF2	6/11/2021	\$591,147	\$584,181	5.625%	9/8/2014	4.84%	281
*TB	Federal National Assn	3135G0K36	4/24/2026	\$2,532,940	\$2,730,700	2.125%	7/6/2010	22.61%	2034
*TB	Federal National Assn	3135G0ZR7	9/6/2024	\$1,488,050	\$1,525,684	2.625%	5/25/2016	12.63%	1446
*TB	Federal Home Loan MTG Corp	3137EADB2	1/13/2022	\$683,584	\$684,318	2.375%	5/1/2016	5.67%	493
*TB	US Treasury Note	912828WE6	11/15/2023	\$723,061	\$719,863	2.750%	12/13/2013	5.96%	1155

Total in Gov't Sec. (11-00-1055-00&1065) \$11,752,241    \$12,078,994    99.97%

Total Certificates of Deposit: (11.13506) \$0    \$0    0.00%

\*\* LAIF as of 8/31/2020: (11-00-1050-00) N/A    \$479    \$479    1.36%    Estimated    0.00%

\*\*\* COVI as of 8/31/2020: (11-00-1060-00) N/A    \$3,022    \$3,022    1.50%    Estimated    0.03%

**TOTAL FUNDS INVESTED** **\$11,755,742    \$12,082,495    100.00%**

Total Funds Invested last report \$11,755,742    \$12,115,166

Total Funds Invested 1 Yr. Ago \$17,883,361    \$17,845,629

\*\*\*\* CASH IN BANK (11-00-1000-00) EST. \$2,869,170    \$2,869,170  
CASH IN Custody Money Market \$89,537    \$89,537    0.30%

**TOTAL CASH & INVESTMENTS** **\$14,714,450    \$15,041,203**

TOTAL CASH & INVESTMENTS 1 YR AGO \$23,061,028    \$23,023,297

\*CD CD - Certificate of Deposit

\*TB TB - Federal Treasury Bonds or Bills

\*\* Local Agency Investment Fund

\*\*\* County of Ventura Investment Fund

Estimated interest rate, actual not due at present time.

\*\*\*\* Cash in bank

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

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

CASITAS MUNICIPAL WATER DISTRICT  
LAKE CASITAS RECREATION AREA

DATE: August 20, 2020  
 TO: Recreation Committee  
 FROM: Carol Belser, Park Services Manager  
 SUBJECT: Recreation Area Monthly Report for July 2020

Visitation Numbers

The following is a comparison of visitations\* for July 2020

	<b>July 2020</b>	<b>July 2019</b>	<b>June 2020</b>
Visitor Days	82,864	112,060	69,652
Camps	4,575	10,965	669
Cars	20,716	28,015	17,413
Boats	324	80	487
Kayaks & Canoes	0	2	1

Visitor Day Totals for Fiscal Year through July 2020	
2019/2020	112,060
2020/2021	82,864
%Change	-29,196

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

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

**Camps** = Campsites occupied + extra vehicles

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

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

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

Operations, Boating, Incidents

The United States of America and the State of California are under emergency declarations as well as the Lake Casitas Municipal Water District due to a pandemic, COVID-19. The Lake Casitas Recreation Area responded to protocol (shelter in place, social distancing) by blocking all new camping reservations, cancelling all upcoming events through March and April, and camping, as of March 22, 2020 with the exception of the Snowbird program which ended April 5. On March 23, no vehicles or vessels were allowed to enter the Recreation area, and on March 31, the Recreation Area closed to walk-in/bike-in day use. The complete closure continued throughout the month of April and May, 2020.

The Lake Casitas Recreation Area opened for day-use (vehicles, boats, walk-in bicycles) on Monday, June 1 and for camping June 15, 2020 with existing reservations honored (those reservations made prior to the March 22nd block). We are keeping the park's capacity at or below 50%.

Due to an increase in COVID cases, the State and County developed restriction protocol duening the July 4<sup>th</sup> week. The District followed suit and closed for day use (existing campng reservation were honored) on July 3,4 and 5<sup>th</sup>. We opened again for day use, Monday July 6<sup>th</sup> and remained opened on the limited bases (not exceeding 50% camping capacity) during the entire month. In addition, particular weeks and days that were below the 50% maximum, were unblocked and then available to be reserved through our reservation system.



With COVID-19 protocols in place, the Lake Casitas Recreation Area was the venue of compliant fishing tournaments and programs in July, offering customers activities that were able to be held with social distancing and mask wearing compatibility. A water safety class was held, and on July 24, an outdoor movie, photo to the left, was shown with COVID protocol in place (social distancing and group maximum) and was appreciated by customers in attendance. Thirty one tickets were sold.

In July there were 54 patrol observations where park staff made public contact. Park Rangers responded to 43 calls for service and 37 customer service issues. There were 3 medical responses with one that required transport. There were 14 disturbances with none requiring support from the Ventura County Sheriff’s Office. There were 2 unattended fires, 18 traffic violations, 9 parking violations, 12 restricted area violations, 2 boating violations, 1 fishing violation, and 4 leash law violations. There were 19 body contacts with water. Boating remained a popular activity with 700 vessels retagged for Lake Casitas, 17 passed a new vessel inspection and 6 failed the inspection.

Revenue Reporting

Fiscal year’s total figures are reported when made available for the respective months (operations, concessions, Casitas Water Adventure, etc.) per the District’s Financial Summary, generated by the Chief Financial Officer. The 2019/2020 unaudited monthly revenue figures through June 2020.

