

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT
March 23, 2011
3:00 P.M. – DISTRICT OFFICE

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

1. Public comments.
2. General Manager comments.
3. Board of Director comments.
4. Consent Agenda
 - a. Minutes of the March 9, 2011 Board Meeting.
 - b. Recommend approval of Leak Relief to Maureen Hannah in the amount of \$768.77.

RECOMMENDED ACTION: Adopt Consent Agenda

5. Bills
6. Committee/Manager Reports
 - a. Recreation Committee Minutes
 - b. Personnel Committee Minutes
 - c. Finance Committee Minutes
7. Recommend approval of awarding the Reservation Software contract to Art Street Interactive.

RECOMMENDED ACTION: Motion approving recommendation

8. Resolution authorizing execution of a five year agreement with California Homebrewers Association for the California Homebrewers Festival.

RECOMMENDED ACTION: Adopt Resolution

9. Recommend approval of a purchase order to Industrial Coatings in the amount of \$28,730 for repairs to the Casitas Water Adventure.

RECOMMENDED ACTION: Motion approving recommendation

10. Resolution awarding a contract to Del Norte Construction in the amount of \$31,298 for the Reservations Building Retrofit.

RECOMMENDED ACTION: Adopt Resolution

11. Information Items:

- a. Lake Casitas Recreation Area Report for February 2011.
- b. Investment Report

12. Adjournment

If you require special accommodations for attendance at or participation in this meeting, please notify our office 24 hours in advance at (805) 649-2251, ext.

113. (Govt. Code Section 54954.1 and 54954.2(a).

Minutes of the Casitas Municipal Water District
Board Meeting Held
March 9, 2011

A meeting of the Board of Directors was held March 9, 2011 at Casitas' Office, Oak View, California. Directors Kaiser, Word, Baggerly, Hicks and Bergen were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews. There was one staff member and four members of the public in attendance. President Kaiser led the group in the flag salute.

1. Public comments.

Suza Francina addressed the board and requested that her address be corrected in the previous minutes. Ms. Francina explained that she is representing the Ojai Wildlife League. Members of the league are continuing to monitor the fence and there have been good changes in the strands of wire to be more animal friendly. I have concerns that more of the areas were not in locations that can easily be accessed by deer. I am interested to know who is looking at the photos in the two cameras. What animals you have seen using the openings and if deer have been seen going over the fence. I have collected comments from members of the public. The animals have access to other sources of water and the impact of the new fence will be felt when we hit the drought period of the summer then we will know the impact to the animals. The drought coincides when there are the most people at the lake. Interested as to what you have observed as to how animals are accessing the area. I asked ten league members who visit the lake and their comments are: I've asked three kayaking buddies if they have seen a deer or coyote and they have not since last October at the lake or on the island. A second individual stated I have seen no deer or coyotes and my friends haven't either. We are out there two to three times per week. We have no problem getting under parts of the permeable fence. Ms. Francina continued stating she looks forward to monitoring the situation.

Shalom Joshua with the Ojai Wildlife League spoke regarding the fence. I have noticed that some of the strands of the passageways do not have barbed wire on it now. I encourage you to take the step of providing passageways on level land. They are accessible by people anyway. If there were passages on level land deer could have a better chance to get to the lake to drink. This thing of the drought that is coming is something I can't help but take seriously. Imagine what it means to you or me if you can't get a drink. I see it in the power of this board to remedy that. It is as simple as putting permeable fencing like you have in some of the spots that are not level, in some of the level spaces. Any information that you have about the movement of animals at the lake I would appreciate it. We want as much information as you do at this time.

2. General Manager comments.

Mr. Wickstrum explained that the Oak View Reservoir would be up by Friday. Our employees did a lot of work on that facility. President Kaiser asked that he convey the board's appreciation to staff.

Kids Fishing Day is scheduled for March 26th. We obtained approval from Department of Fish & Game. Yesterday the Bureau of Reclamation visited us for an urban canal review. We are in good shape in the way the canal is kept and cut into grade. We are moving forward with the Park Store and they hope to open on April 1.

3. Board of Director comments.

None

4. Consent Agenda

ADOPTED

- a. Minutes of the February 23, 2011 Board Meeting.
- b. Resolution approving membership in American Society of Safety Engineers in the amount of \$200.

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

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

Resolution is numbered 11-06.

5. Bills

APPROVED

Director Hicks questioned #01146 for the Gubernatorial Election. Ms. Vieira explained this was our payment to the County for administering the election process. Director Hicks then questioned the copier purchase in the amount of \$6,700. Mr. Wickstrum explained this is for a copier for the Recreation Area and they have a need for this type of copier.

Director Word questioned the bills for the Freightliner. Me. Wickstrum explained there had been some problems with the truck.

Director Bergen questioned the bill for Wells Fargo and asked if the charges are broken out. Ms. Vieira explained that the charges are broken out on the credit card statement and coded to the appropriate expense codes. Director Bergen then asked about the rental fee for a tower. Mr. Wickstrum explained this is for the American Tower contract.

On the motion of Director Hicks, seconded by Director Word and passed, the bills were approved.

6. Committee/Manager Reports

APPROVED FOR FILING

- a. Executive Committee Minutes
- b. Water Resources Committee Minutes

On the motion of Director Baggerly, seconded by Director Word and passed, the Committee/Manager Reports were approved for filing.

President Kaiser moved the meeting into closed session at 3:22 p.m. per Government Code 54957.6 Conference with Labor Negotiators.

7. Closed session

(Govt. Code Sec. 54957.6)

Conference with Labor Negotiators:

Agency Designated Representatives: Rebekah Vieira

Employee Organization: Supervisory & Professional, General Unit and Recreation

President Kaiser moved the meeting back into open session at 3:49 p.m. John Mathews reported the board met with the Agency Designated Representative for labor negotiations. They were provided an update and the board gave direction to staff. No action was taken

8. Designation of labor negotiator and authorization for the President of the Board to enter into an agreement for labor relations consulting.

APPROVED

John Mathews stated the Board was provided a recommendation by the Personnel Committee for an individual to serve as the Negotiator. Mr. Mathews suggested the addition of one sentence in the contract asking to be billed on a monthly basis.

On the motion of Director Word, seconded by Director Hicks and passed, the Board approved a contract with Draza Mrvichin to serve as Labor Relations Consultant and Negotiator pursuant to the contract the board reviewed with the addition of a sentence stating the district would be billed on a monthly basis.

9. Presentation regarding Matilija Dam Fine Sediment Study Group.

Mr. Wickstrum provided a presentation regarding the issues faced by the Matilija Dam Fine Sediment Study Group. This group first met in December and is comprised of a 14 person team. They have progressed through three meetings with one meeting left. The issues include how to handle the fine sediments, the 2.2 million yards of material and the escalating costs of the

project. Mr. Wickstrum showed the various alternative disposal sites and the board discussed various concerns and impacts of the project. Further information can be obtained by viewing the feasibility report at www.matilijadam.org.

10. Information Items:


- a. Monthly Cost Analysis for operation of Robles, fisheries and fish passage.
- b. Investment Report

11. Adjournment

President Kaiser adjourned the meeting at 4:44 p.m.

Secretary

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: March 18, 2011
TO: Board of Directors
FROM: Denise Collin - Accounting Manager 
Re: Leak Relief Request – Maureen Hannah
Account Number: 22-14982-01

RECOMMENDATION:

Approve Leak Relief - \$ 768.77

BACKGROUND AND OVERVIEW:

December 7, 2010 - Customer called to inquire regarding high usage, a service order was created, the meter was checked for a leak, the meter read 21 units consumed consistent with normal use, no leak was determined. Customer was informed to check their Irrigation System.

January 13, 2011 - High Use was determined after read of the meter; Customer Service confirmed a leak and informed Ms. Hannah. Customer turned off water and started digging to find a leak.

January 15, 2011 – Customer called on Saturday to on-call Customer Service informing they could not find the leak. After help from neighbors they found the leak 4 feet underground and repaired it over the weekend.

All criteria met for approval of Leak Relief.

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 3/4/11-3/17/11
Presented to the Board of Directors For Approval March 23, 2011

Check	Payee			Description	Amount
000237	Payables Fund Account	#	9759651478	Accounts Payable Batch 031111	\$639,255.83
000238	Payables Fund Account	#	9759651478	Accounts Payable Batch 031711	\$175,087.00
					\$814,342.83
000239	Payroll Fund Account	#	9469730919	Estimated Payroll 4/7/11	\$120,000.00
					\$120,000.00
				Total	\$934,342.83

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, 000237-000239 have been duly audited is hereby certified as correct.

Denise Collin 3/17/11
Denise Collin, Accounting Manager

Signature

Signature

Signature

CERTIFICATION

Payroll disbursements for the pay period ending 03/05/11
Pay Date of 03/10/11
have been duly audited and are
hereby certified as correct.

Signed: Rebekah Vieira
Rebekah Vieira

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
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.

000237	A/P Checks:	008397-008431
	A/P Draft to P.E.R.S.	030913
	A/P Draft to State of CA	030912
	A/P Draft to I.R.S.	030911
	Void:	008398
000238	A/P Checks:	008432-008523
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Void:	008182, 008481-008483

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

Denise Collin 3/17/11
Denise Collin, Accounting Manager

Signature

Signature

Signature

3/17/2011 9:32 AM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE: 3/04/2011 THRU 3/17/2011

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK		VOID CHECK					
	C-CHECK	V	3/04/2011			008398		
	C-CHECK	V	3/17/2011			008481		
	C-CHECK	V	3/17/2011			008482		
	C-CHECK	V	3/17/2011			008483		

* * T O T A L S * *

	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	4	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	4	0.00	0.00	0.00
BANK:	TOTALS:		4	0.00	0.00	0.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00313	ROCK LONG'S AUTOMOTIVE							
I-1043	Replace Power Steering Pump Eq#26, Pipeline Truck	R	3/04/2011	437.42		008397		
I-1050	Smog, Lube & Oil Change,#31 LCRA Van	R	3/04/2011	106.53		008397		
I-1057	Battery for Eq#31, LCRA Van	R	3/04/2011	134.81		008397		
I-1058	Smog, Lube & Oil Change,#16 O & M Customer Service Truck	R	3/04/2011	157.58		008397		
I-1070	Smog, Lube & Oil Change,#27 LCRA Truck	R	3/04/2011	172.32		008397		
I-483	Replace Power Steering Rack Eq#26, LCRA Truck	R	3/04/2011	684.23		008397		
I-587	Oil Change, Fix Brake Light Eq#18, Treatment Plant Truck	R	3/04/2011	203.08		008397		
I-940	Smog, Diagnose Check Engine Eq#37 LCRA Truck	R	3/04/2011	169.75		008397		
I-941	Smog, Wiper Blades, Eq#32 Admin Van	R	3/04/2011	87.94		008397		2,153.66
01944	Luke Scholt							
I-030211	Dist 2 Exam & Certificate	R	3/04/2011	145.00		008399		145.00
00891	VENTURA COUNTY CLERK							
I-032310	DFG Environmental Filing Fee	R	3/04/2011	2,060.25		008400		2,060.25
01985	AFLAC/FLEX ONE							
I-030411	Reimburse Medical 2010	R	3/04/2011	11.66		008401		11.66
02172	Oxnard Valley Medical Group In DOS 10/27/04 Claim 04-02673	R	3/04/2011	410.58		008402		410.58
00004	ACWA HEALTH BENEFITS AUTHORITY							
I-Mar 11	Health Insurance 3/11	R	3/09/2011	106,290.13		008403		106,290.13
01498	CAL/OSHA							
I-P024995SN	QSI Inspection Lazy River	R	3/09/2011	125.00		008404		125.00
01165	CARL WARREN & COMPANY							
I-1262208	Professional Services	R	3/09/2011	114.40		008405		114.40
01018	Consolidated Disposal Services							
I-0910000389556	Acct#309104110364	R	3/09/2011	470.00		008406		470.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02134	Department of Fish and Game I-030911 Importation Permit Fish for Kid's Fishing Day	R	3/09/2011	45.25		008407		45.25
02175	Marty Feinstein I-022511 Irrigation Controller Rebate	R	3/09/2011	350.00		008408		350.00
00216	THE GAS COMPANY I-030111 Acct#18231433006 I-030111A Acct#00801443003	R R	3/09/2011 3/09/2011	131.03 1,236.94		008409 008409		1,367.97
02176	Golden State Copier & Mailing I-30737 Mail Machine Lease Includes One Time Doc Fee of \$69.50	R	3/09/2011	194.25		008410		194.25
00126	CAROLE ILES I-Feb 11 Reimburse Mileage 2/11	R	3/09/2011	32.13		008411		32.13
02174	Ron Merkes I-030211 Ordinance Violation Refund	R	3/09/2011	50.00		008412		50.00
00383	ON DUTY UNIFORMS & EQUIPMENT I-94969 Uniforms for PSO, APSO	R	3/09/2011	680.32		008413		680.32
00188	PETTY CASH I-030811 Replenish Petty Cash	R	3/09/2011	289.05		008414		289.05
02164	Quality Machine Shop I-14242 Machine Flanges for OV Tanks I-14264 Machine OV Res Hatch	R R	3/09/2011 3/09/2011	630.00 202.50		008415 008415		832.50
00215	SOUTHERN CALIFORNIA EDISON I-030111 Acct#2210507034 I-030211 Acct#2269631768 I-030211A Acct#2210503702 I-030411 Acct#2237789169 I-030411A Acct#2210502480 I-030411B Acct#2210505426	R R R R R R	3/09/2011 3/09/2011 3/09/2011 3/09/2011 3/09/2011 3/09/2011	8,612.68 20.19 5,755.72 21.84 45,208.97 1,368.99		008416 008416 008416 008416 008416 008416		60,988.39
00048	STATE OF CALIFORNIA I-1104E53103 1988 Safe Drinking Water Bond	R	3/09/2011	152,533.74		008417		152,533.74
00257	VENTURA RIVER COUNTY WATER I-022811 Acct#05-37500A I-022811A Acct#03-50100A	R R	3/09/2011 3/09/2011	26.29 26.57		008418 008418		52.86

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00439	WAYCASY CRANE SERVICE							
I-5273	Crane for Hook Work, OV Tanks	R	3/09/2011	1,575.00		008419		
I-5276	Crane for Hook Work, OV Tanks	R	3/09/2011	1,050.00		008419		
I-5283	Crane for Hook Work, OV Tanks	R	3/09/2011	1,050.00		008419		
I-5290	Crane for Hook Work, OV Tanks	R	3/09/2011	1,400.00		008419		5,075.00
00489	STEVE WICKSTRUM							
I-Feb 11	Reimburse Mileage 2/11	R	3/09/2011	103.53		008420		103.53
00102	FRANCHISE TAX BOARD							
I-G03201103070403	Payroll Deduction	R	3/09/2011	463.34		008421		463.34
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201103070403	457 CATCH UP	R	3/09/2011	423.08		008422		
I-DCI201103070403	DEFERRED COMP FLAT	R	3/09/2011	2,203.86		008422		
I-DI%201103070403	DEFERRED COMP PERCENT	R	3/09/2011	128.30		008422		2,755.24
02170	Michigan State Disbursement Un							
I-CS3201103070403	Payroll Deduction 911567077	R	3/09/2011	232.43		008423		232.43
01960	Moringa Community							
I-MOR201103070403	PAYROLL CONTRIBUTIONS	R	3/09/2011	16.75		008424		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201103070403	457 CATCH UP	R	3/09/2011	211.54		008425		
I-DCN201103070403	DEFERRED COMP FLAT	R	3/09/2011	3,906.78		008425		4,118.32
00180	S.E.I.U. - LOCAL 721							
I-UND201103070403	UNION DUES	R	3/09/2011	593.75		008426		593.75
00230	UNITED WAY							
I-UWY201103070403	PAYROLL CONTRIBUTIONS	R	3/09/2011	45.00		008427		45.00
02013	H.D. Supply Repair & Remodel #5							
I-175325	Items for Garage RR Remodel	R	3/11/2011	507.38		008428		507.38
00048	STATE OF CALIFORNIA							
I-031111	State Water Plan Payment	R	3/11/2011	221,823.00		008429		221,823.00
02177	U.S. Postal Service							
I-030311	Postage for Newsletter	R	3/11/2011	4,189.32		008430		4,189.32
02177	U.S. Postal Service							
I-031111	Postage Deposit	R	3/11/2011	1,000.00		008431		1,000.00
	For New Postage Machine in Admin							

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01509	ADVANCED TELEMETRY SYSTEMS, INC							
C-52251A	Accrue Use Tax	R	3/17/2011	194.87		008432		
D-52251A	Accrue Use Tax	R	3/17/2011	194.87		008432		
I-52251	Fish Radio Tags for Fisheries	R	3/17/2011	2,362.00		008432		2,362.00
01441	ADVANTAGE TELECOM, INC							
I-31821	Monthly Phone Bill LCRA	R	3/17/2011	643.49		008433		643.49
00010	AIRGAS WEST							
I-103136780	Gas Cylinders for Pipelines	R	3/17/2011	40.21		008434		
I-103885136	Welding Rod for Pipelines	R	3/17/2011	174.90		008434		
I-103896079	Solenoid Assembly for PL	R	3/17/2011	183.08		008434		
I-103899770	50 lbs of Jet Rod for Pipeline	R	3/17/2011	157.35		008434		
I-103906781	Oxygen, Acetylene for PL	R	3/17/2011	175.49		008434		
I-103945484	Grinding Discs for Pump Plants	R	3/17/2011	12.31		008434		743.34
00836	AMERICAN RED CROSS							
I-POS4001-000002521	Lifeguard Training Manuals	R	3/17/2011	2,520.00		008435		2,520.00
00014	AQUA-FLO SUPPLY							
I-169930	Couplings for B Camp and Stock	R	3/17/2011	67.20		008436		
I-170965	2 Sump Pumps for Dam Basin	R	3/17/2011	7,262.80		008436		7,330.00
01666	AT & T							
I-000002184162	T-1 Line for Internet	R	3/17/2011	357.32		008437		357.32
00020	AVENUE HARDWARE, INC							
I-40455	All Thread, Hubs for PL	R	3/17/2011	15.91		008438		
I-40466	Grommets for Dist Maint	R	3/17/2011	7.47		008438		23.38
00030	B&R TOOL AND SUPPLY CO							
I-1225999000101	Step Ladders for Pump Plants	R	3/17/2011	1,081.53		008439		
I-1226270000101	Replace Broken Tap, PP	R	3/17/2011	48.69		008439		
I-1226506000101	Hot Tap Bits for Pump Plant	R	3/17/2011	13.49		008439		1,143.71
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S1662936004	Pipe Fittings, Upper Ojai PP	R	3/17/2011	1,419.70		008440		
I-S1662936004A	Additional Pipe Received	R	3/17/2011	248.97		008440		
I-S1665906001	Couplings for Hot Taps, PP	R	3/17/2011	35.45		008440		1,704.12
00821	BEST BEST & KRIEGER LLP							
I-647560	Matter # 8235600001	R	3/17/2011	311.00		008441		
I-647561	Matter # 8235600002	R	3/17/2011	1,582.00		008441		1,893.00

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 3/04/2011 THRU 3/17/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00031	BIG T's FREIGHTLINER, INC.							
I-210450079	Repair/Service Unit#81 Pipeline Utility Truck	R	3/17/2011	943.72		008442		
I-210540024	Repair/Service Unit#88 LCRA Pump Truck	R	3/17/2011	2,998.05		008442		3,941.77
00032	BIOVIR LABORATORIES, INC							
I-110341	Giardia/Crypto 2/17/11	R	3/17/2011	396.30		008443		396.30
01616	FRED BRENEMAN							
I-031411	PD Payment 3/6/11-3/19/11	R	3/17/2011	391.00		008444		391.00
01611	BURLINGTON SAFETY LABORATORY,							
I-27417	Safety Gloves Tested E & M	R	3/17/2011	123.86		008445		123.86
00490	Cardno ENTRIX							
I-0065071	Expert Witness Services	R	3/17/2011	4,983.33		008446		4,983.33
00057	CLEAN SOURCE							
I-257986502	2 Case of Matte Finish, LCRA	R	3/17/2011	153.39		008447		153.39
00546	COASTAL BUSINESS MACHINES, INC							
I-0254146IN	Recondition UPS Unit, E & M	R	3/17/2011	166.47		008448		
I-0254147IN	Recondition UPS Unit, E & M	R	3/17/2011	166.47		008448		
I-0254148IN	Recondition UPS Unit, E & M	R	3/17/2011	166.47		008448		
I-0254149IN	Recondition UPS Unit, E & M	R	3/17/2011	166.47		008448		
I-0254150IN	Recondition UPS Unit, E & M	R	3/17/2011	166.47		008448		
I-0254168IN	Recondition UPS Unit, E & M	R	3/17/2011	166.47		008448		998.82
00059	COASTAL PIPCO							
I-S1672831001	Hose for Sump Pumps, WP	R	3/17/2011	138.81		008449		
I-S1673387001	Parts for Leak in B Camp	R	3/17/2011	68.32		008449		207.13
00511	Community Memorial Hospital							
I-ST2110590014IN	Drug Tests	R	3/17/2011	90.00		008450		90.00
00061	COMPUWAVE							
I-SB02066408	Toner Cartridges for Waterpark	R	3/17/2011	160.53		008451		160.53
01018	Consolidated Disposal Services							
I-0910000389602	Acct#309104110685	R	3/17/2011	114.55		008452		
I-0910000389701	Acct#309104300067	R	3/17/2011	560.00		008452		674.55

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00062	CONSOLIDATED ELECTRICAL							
I-9009637020	Relay Switch for S/A Fishsink	R	3/17/2011	29.95		008453		
I-9009637388	Data Linc Modems for TP	R	3/17/2011	5,198.29		008453		
I-9009637538	Heater Element for Casitas Dam	R	3/17/2011	53.39		008453		5,281.63
01588	CONSULTING WEST ENGINEERS							
I-CMWD1102	Fairview PP Engineering Svcs	R	3/17/2011	3,600.00		008454		3,600.00
00331	COORDINATED WIRE ROPE							
I-71040	Cables for Boating Systems	R	3/17/2011	4,752.00		008455		4,752.00
00719	CORELOGIC INFORMATION SOLUTION							
I-80147166	Realquest Software	R	3/17/2011	125.00		008456		125.00
01483	CORVEL CORPORATION							
I-647635561	Bill Review	R	3/17/2011	16.53		008457		16.53
01764	CSG Systems, Inc.							
I-70527	UB Mailing 1/27/11	R	3/17/2011	1,197.76		008458		1,197.76
00296	CUMMINS CAL PACIFIC, LLC							
I-00631427	Annual Generator Svc, TP	R	3/17/2011	1,223.60		008459		1,223.60
01135	DALEY & HEFT LLP							
I-38042	Claim#1521353-LF Dec Svcs	R	3/17/2011	9,099.14		008460		
I-38134	Claim#1521353-LF Jan Svcs	R	3/17/2011	3,354.84		008460		12,453.98
00182	DEWITT PETROLEUM							
I-0005394IN	Gas for LCRA Gas Tank	R	3/17/2011	2,715.50		008461		2,715.50
00662	Diamond A Equipment							
I-WX02793	Repair Brush Chipper, #234	R	3/17/2011	623.27		008462		623.27
00095	FAMCON PIPE & SUPPLY							
I-131560	Couplings, Bushings, WH Stock	R	3/17/2011	96.61		008463		
I-131735	Flanges for OV Reservoir	R	3/17/2011	1,775.30		008463		
I-131742	Flange for OV Reservoir	R	3/17/2011	1,077.09		008463		
I-131852	Spool for Pipeline	R	3/17/2011	194.85		008463		3,143.85
00714	FAST SIGNS							
I-26427523	Vehicle Door Decals	R	3/17/2011	399.82		008464		399.82
00013	FERGUSON ENTERPRISES INC							
I-F007205	Additional Freight Inv#0355579	R	3/17/2011	217.38		008465		217.38

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00099	FGL ENVIRONMENTAL							
I-100937A	Wet Chemistry, Metals, WQ	R	3/17/2011	263.00		008466		
I-101018A	Colilert-2000 QT	R	3/17/2011	348.00		008466		
I-101370A	EPA 551.1, EPA 552.2 WQ	R	3/17/2011	713.00		008466		
I-101371A	Colilert-2000 QT	R	3/17/2011	29.00		008466		
I-101618A	Wet Chemistry-NO3	R	3/17/2011	61.00		008466		1,414.00
00101	FISHER SCIENTIFIC							
I-0892262	Lab Testing Supplies	R	3/17/2011	142.47		008467		
I-0952677	Lab Testing Supplies	R	3/17/2011	53.59		008467		196.06
00103	FRANK'S ROOTER & PUMPING							
I-84034	Pump Sewage Tank at LCRA	R	3/17/2011	420.00		008468		
I-84035	Pump Sewage Tank at LCRA	R	3/17/2011	420.00		008468		840.00
00104	FRED'S TIRE MAN							
I-157040	Flat Repair Eq#18, TP Truck	R	3/17/2011	15.00		008469		15.00
00106	FRONTIER PAINT							
I-F141778	Paint Supplies for LCRA	R	3/17/2011	191.07		008470		191.07
01280	FRY'S ELECTRONICS, INC.							
I-3789498	Keyboard for IT Dept	R	3/17/2011	65.24		008471		
I-3792792	Keyboard for LCRA	R	3/17/2011	65.24		008471		130.48
00115	GRAINGER, INC							
I-9481674001	Storage Cabinets for E & M	R	3/17/2011	757.49		008472		757.49
00596	HOME DEPOT							
I-021711	Supplies for Garage RR Remodel	R	3/17/2011	202.38		008473		
I-030111	Shower for Garage RR Remodel	R	3/17/2011	351.22		008473		553.60
00872	Irrisoft, Inc.							
I-3496	Weather Station Signal Svcs	R	3/17/2011	79.00		008474		79.00
02165	Kastle Kare							
I-36929	Rodent Control Camp "G"	R	3/17/2011	435.00		008475		435.00
01270	SCOTT LEWIS							
I-Feb 11	Reimburse Expenses 2/11	R	3/17/2011	504.19		008476		504.19
00280	MCCARTY & SONS TOWING, INC							
I-61267	Tow #88, Dump Truck	R	3/17/2011	240.00		008477		240.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00149	MCJUNKIN RED MAN CORPORATION							
I-9828498001	Parts for Dam Pond Job	R	3/17/2011	72.12		008478		72.12
00329	MCMASTER-CARR SUPPLY CO.							
I-79393370	Dremel Grinder Tool, TP	R	3/17/2011	129.25		008479		129.25
00151	MEINERS OAKS ACE HARDWARE							
I-418127	Supplies for LCRA Remodel	R	3/17/2011	81.87		008480		
I-419300	Batteries for LCRA	R	3/17/2011	7.35		008480		
I-419422	Roof Cement, Gloves for PL	R	3/17/2011	44.12		008480		
I-419591	All Purpose Mud for LCRA	R	3/17/2011	41.54		008480		
I-419906	Padlocks for LCRA	R	3/17/2011	9.44		008480		
I-423147	Parts for LCRA Remodel	R	3/17/2011	32.94		008480		
I-423786	Equip Cleaner for Dist Equip	R	3/17/2011	12.96		008480		
I-424097	Drywall Supplies for Garage RR	R	3/17/2011	18.25		008480		
I-424249	Drywall Supplies for Garage RR	R	3/17/2011	15.57		008480		
I-424352	Storage Boxes for Dist Crew	R	3/17/2011	27.04		008480		
I-424460	Supplies for Waterpark	R	3/17/2011	47.15		008480		
I-424557	Sealant, Glue, Bolts & Screws	R	3/17/2011	41.51		008480		
	For Waterpark							
I-424664	Gas Can, Parts for WP	R	3/17/2011	65.37		008480		
I-424690	Paint Supplies for TP	R	3/17/2011	24.92		008480		
I-424693	Washers, Sanding Sponge	R	3/17/2011	7.57		008480		
	For Garage RR Remodel							
I-424800	Cleaner for Dist Equip	R	3/17/2011	17.28		008480		
I-424823	Mop, Keys Made for Dist Maint	R	3/17/2011	14.57		008480		
I-424824	Greenboard for Shower, LCRA	R	3/17/2011	32.44		008480		
I-424927	Aerators for Waterpark Sink	R	3/17/2011	8.84		008480		
I-425169	Material for Sealing Hatch	R	3/17/2011	9.32		008480		
I-425222	Ties for LCRA Maintenance	R	3/17/2011	5.00		008480		
I-425248	Supplies for O & M Cust Svc	R	3/17/2011	41.30		008480		
I-425265	Outlets for Waterpark	R	3/17/2011	8.35		008480		
I-425344	Batteries, Hardware for WP	R	3/17/2011	27.91		008480		
I-425373	Staple Gun and Staples for IT	R	3/17/2011	66.86		008480		
I-425422	Staples for IT Dept	R	3/17/2011	5.28		008480		
I-425537	Supplies for New Shower, Garage	R	3/17/2011	25.34		008480		
I-425564	Hardware for WP Shelves	R	3/17/2011	38.68		008480		
I-425742	Supplies for New Shower, Garage	R	3/17/2011	23.30		008480		
I-425768	Parts for OV Sample Point	R	3/17/2011	21.66		008480		
I-425796	PVC, Bolts & Screws, Maint	R	3/17/2011	5.88		008480		
I-425837	Hardware for WP Shelves	R	3/17/2011	24.19		008480		
I-425918	Concrete for Canal	R	3/17/2011	14.68		008480		
I-425972	Angle, Spray Paint for WP	R	3/17/2011	13.96		008480		
I-426446	Supplies for Waterpark Rack	R	3/17/2011	30.03		008480		
I-426562	Chain Link, Rope Clips for Dam	R	3/17/2011	7.95		008480		920.42

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01507	MEMPHIS NET & TWINE							
C-33521A	Accrue Use Tax	R	3/17/2011	13.44CR		008484		
D-33521A	Accrue Use Tax	R	3/17/2011	13.44		008484		
I-33521	Plastic Netting for Fish Trap	R	3/17/2011	239.11		008484		239.11
00834	NEXTEL COMMUNICATIONS							
I-425958314112	LCRA Monthly Cell Phones	R	3/17/2011	943.69		008485		943.69
00163	OFFICE DEPOT							
I-1319332579	Toner, Clips for Pipelines	R	3/17/2011	51.42		008486		
I-552304087001	Office Supplies	R	3/17/2011	286.52		008486		
I-552304347001	Office Supplies	R	3/17/2011	40.67		008486		
I-552668441001	Office Supplies	R	3/17/2011	323.32		008486		701.93
00912	OJAI BUSINESS CENTER, INC							
I-6447	Shipping for Treatment Plant	R	3/17/2011	19.95		008487		19.95
00165	OJAI LUMBER CO, INC							
I-2409522	Lumber for WP Shelves	R	3/17/2011	7.32		008488		
I-2409596	Wood and File for LCRA	R	3/17/2011	12.75		008488		20.07
00166	OJAI PRINTING & PUBLISHING							
I-0085113IN	Day Use Vehicle Hang Tags	R	3/17/2011	814.58		008489		
I-0085138IN	Vessel Survey Forms	R	3/17/2011	133.15		008489		
I-0085157IN	Day Use Vehicle Hang Tags	R	3/17/2011	947.46		008489		
I-0085196IN	Frequent Visitor Agreement	R	3/17/2011	379.15		008489		
I-0085230IN	Letterhead for District	R	3/17/2011	239.50		008489		2,513.84
00168	OJAI VALLEY NEWS							
I-030711	12 Month Subscription	R	3/17/2011	52.00		008490		52.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-13134	Cust#20594	R	3/17/2011	150.63		008491		
I-13219	Cust#52921	R	3/17/2011	50.21		008491		200.84
02128	Olympus & Associates, Inc.							
I-OLY641	Recoat Villanova Reservoir	R	3/17/2011	32,000.00		008492		32,000.00
00734	ONESOURCE DISTRIBUTORS							
I-83475695001	Brady Marking Machine Parts	R	3/17/2011	142.03		008493		142.03
00170	OXNARD AUTO ELECTRIC COMPANY							
I-111472	Honda Pump, LCRA Maint	R	3/17/2011	465.69		008494		465.69

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 3/04/2011 THRU 3/17/2011

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
10072	PERMACOLOR, INC							
I-264063	Coat Manway Hatch OV Tank	R	3/17/2011	209.16		008495		209.16
00988	PLUMBERS WAREHOUSE							
I-2803411	Toilet Seat Replacement for WP	R	3/17/2011	34.73		008496		34.73
00686	POLLARD CO., INC.							
C-I294279INA	Accrue Use Tax	R	3/17/2011	9.31CR		008497		
D-I294279INA	Accrue Use Tax	R	3/17/2011	9.31		008497		
I-I294279IN	Discharge Hose for Lab	R	3/17/2011	147.80		008497		147.80
01334	POWER MACHINERY CENTER							
I-E62623	Club Car Lease Y13360	R	3/17/2011	1,009.15		008498		
I-E62638	Club Car Lease Y13634	R	3/17/2011	1,009.15		008498		
I-E62651	Club Car Lease Y13864	R	3/17/2011	760.92		008498		
I-W28223	PM Service, Club Car A	R	3/17/2011	49.73		008498		
I-W28224	PM Service, Club Car B	R	3/17/2011	49.73		008498		2,878.68
01439	PRECISION POWER EQUIPMENT							
I-1531	Service Hedge Clipper, Maint	R	3/17/2011	66.70		008499		
I-1533	Repair Chain Saw, Maint	R	3/17/2011	65.49		008499		
I-1534	Bar, Air Filter for Chainsaw	R	3/17/2011	55.10		008499		187.29
02164	Quality Machine Shop							
I-14311	Machine Manway Hatch OV Tank	R	3/17/2011	202.50		008500		202.50
00033	ROBERT SKEELS & CO.							
I-34791	Pushbutton Locks, PP Doors	R	3/17/2011	2,013.45		008501		2,013.45
00313	ROCK LONG'S AUTOMOTIVE							
I-1693	New Rt Rear Brake Lamp, #4	R	3/17/2011	20.19		008502		20.19
	Water Quality Truck							
00802	ROCKMOUNT RESEARCH & ALLOYS							
I-1160230	Welding Supplies for Pipelines	R	3/17/2011	563.98		008503		563.98
01109	SALVADOR LOERA TRANSPORTATION							
I-12774	Crushed Rock for OV PP	R	3/17/2011	675.00		008504		675.00
01363	SAN DIEGO PLASTICS, INC							
I-240761	Cutting Boards, Fish Clean Stn	R	3/17/2011	98.19		008505		98.19
	Sales Tax in Ventura County is 8.25%, Invoice Short Paid							

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00213	SERVICEMASTER COMMERCIAL Janitorial Services, Dist Ofc	R	3/17/2011	1,032.00		008506		1,032.00
01187	SOCIETY FOR HUMAN RESOURCE Membership 4/1/11-3/31/12 ID: 00311269	R	3/17/2011	180.00		008507		180.00
02003	Sostre & Associates Website Updates Website Updates Website CMS Monthly Payment	R R R	3/17/2011 3/17/2011 3/17/2011	500.00 500.00 149.00		008508 008508 008508		1,149.00
02169	Stevens Detailing, Inc, dba Sh Replace Logo Decals on Trucks Replace Logo Decals on Trucks	R R	3/17/2011 3/17/2011	320.00 170.00		008509 008509		490.00
01173	TOICO INDUSTRIES, INC. Accrue Use Tax Accrue Use Tax Portable Toilet Deodorizer	R R R	3/17/2011 3/17/2011 3/17/2011	15.47CR 15.47 233.70		008510 008510 008510		233.70
01662	TYLER TECHNOLOGIES, INC. UB Payment Online Fees	R	3/17/2011	153.00		008511		153.00
00225	UNDERGROUND SERVICE ALERT New Tickets for Jan 11 New Tickets for Feb 11	R R	3/17/2011 3/17/2011	174.00 147.00		008512 008512		321.00
02152	United Paving Co., Inc. Camp F & H Road Repairs	R	3/17/2011	48,421.19		008513		48,421.19
00825	USA BLUEBOOK Pocket Colorimeter Test Kit,TP	R	3/17/2011	366.35		008514		366.35
09775	VENTURA ORTHOPAEDIC & SPORTS DOS 6/2/09, Claim#08-66146	R	3/17/2011	47.34		008515		47.34
00258	VENTURA STEEL, INC Steel for OV Manway Hatch	R	3/17/2011	168.87		008516		168.87
09955	VENTURA WHOLESALE ELECTRIC Unistrut for Coyote and "I" SH	R	3/17/2011	17.32		008517		17.32

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01283	Verizon Wireless Dist Ofc Monthly Cell Phones	R	3/17/2011	1,132.37		008518		1,132.37
00270	WELLS FARGO BANK							
	C-031011A D-031011A I-031011 I-031011B	R R R R	3/17/2011 3/17/2011 3/17/2011 3/17/2011	1.68CR 1.68 884.54 2,448.35		008519 008519 008519 008519		3,332.89
00630	WESCO Balaclava Sock Hood, PPE	R	3/17/2011	164.27		008520		164.27
00271	WEST COAST AIR CONDITIONING							
	I-S30812 I-S31524	R R	3/17/2011 3/17/2011	130.00 27.06		008521 008521		157.06
00826	STAN WHISENHUNT DBA Design Newsletter	R	3/17/2011	420.00		008522		420.00
00274	JAMES WORD Reimburse Mileage 2/11	R	3/17/2011	75.48		008523		75.48
00128	INTERNAL REVENUE SERVICE							
	I-T1 201103070403 I-T3 201103070403 I-T4 201103070403	D D D	3/09/2011 3/09/2011 3/09/2011	20,384.13 17,236.59 4,806.36		030911 030911 030911		42,427.08
00049	STATE OF CALIFORNIA State Withholding	D	3/09/2011	6,910.59		030912		6,910.59
00187	CALPERS							
	I-PER201103070403 I-PRR201103070403	D D	3/09/2011 3/09/2011	9,590.50 10,207.46		030913 030913		19,797.96

* * T O T A L S * *

	NO	CHECK AMOUNT	DISCOUNTS	TOTAL APPLIED
REGULAR CHECKS:	123	745,381.20	0.00	745,381.20
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	69,135.63	0.00	69,135.63
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	0.00	0.00	0.00
VOID DEBITS:		0.00		
VOID CREDITS:		0.00		

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	126	814,516.83	0.00	814,516.83
BANK: AP	TOTALS:		126	814,516.83	0.00	814,516.83
REPORT TOTALS:			130	814,516.83	0.00	814,516.83

VOID CK#8182, reissued on ck# 8512,
 Damaged by Post Office

< 174.007
 \$814,342.83

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: March 7, 2011
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Recreation Committee Meeting of March 7, 2011

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.** Directors Kaiser and Hicks
Staff – PSM Carol Belser
2. **Public comments.** None.
3. **Board/Management comments.**
Director Hicks commented on the positive events of the rowing club at Lake Casitas.

Director Kaiser asked about the efforts to control the over-population of rodents in the park.
4. **Lake Casitas Fisheries Update.**
PSM Belser reported that the Indian Mesa area of the lake is closed from fishing during the spawning season (March 1 thru May 1), discussion regarding notice to fishermen and citations efforts. Fisheries staff are assembling the lake survey information and will be providing a review to the Committee in April 2011.
5. **Lake Casitas Recreation Area Visitation Number Methodology Update.**
PSM Belser presented the current method used to estimate park attendance, four visitors per vehicle average as per the standard used by the Bureau of Reclamation. The revenue listed in monthly reports will be extracted directly from the district's financial statements, rather than from the PARCS system.
6. **Discuss options for Kid's Fishing Day 2011.**
The Kid's Fishing Day is set for Saturday, March 26th. Fish are expected to be delivered on March 23rd. the Department of Fish and game approved the importation of the fish from the Nebraska Tailwalkers. The event will have local emergency response agencies (fire, search and rescue) to add to the fun and information of the event. The event will be advertised in local newspapers.
7. **Incidents and Comments.** None.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: March 17, 2011
TO: Board of Directors
FROM: Assistant to General Manager, Rebekah Vieira
Re: Personnel Committee Meeting of March 16, 2011

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.** Directors Word and Bergen
Staff – Steve Wickstrum, Rebekah Vieira
Public – None
2. **Public comments.** None.
3. **Board/Management comments.** None.
4. **Update on Recruitments.**
The Committee was informed that we are inviting candidates to interview for the Utility Worker position.
5. **Refund from ACWA JPIA.**
The Committee was informed that a refund in the amount of \$890.43 was received from ACWA JPIA for plan years 1994 – 1999.
6. **Closed Session – Conference with Labor Negotiators.** Information was shared and no action was taken.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: March 18, 2011
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Finance Committee Meeting of March 18, 2011

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Bergen and Director Word
Staff – Steve Wickstrum and Denise Collin
2. **Public comments.**
None.
3. **Board/Management comments.**
The General Manager informed the Committee on the following items:
 - a) News article in the OC Register entitled “Rate Charges Prompt Outrage from Water District Customers”, February 23, 2011. The Moulton Niguel Ater District attempted to approve a new tiered water rate structure, but did not perform adequate public information, resulting in customer letters to the Board. The lack of communication to the public was the key message in the article.
 - b) News article in the Noozhawk entitled “Goleta Water District Mulls 73% Rate Hike for New Commercial Water”, March 6, 2011. “The current cost for commercial users is \$26,240 per acre-foot, but the district would raise the price to \$45,361 per acre-foot, allowing the district to cover its costs, McInnes said.” Given the costs provided in the article, it was not sure as to whether there was a typo on the comma, where maybe it should have been a comma, or Goleta is actually at this cost of water for commercial use. With State Water, the later is possible.
4. **Review of the Financial Statement for February 2011.**
The Committee reviewed the February 2011 financial statement. Interest earnings are ahead of last year’s pace by approximately \$160,000, although the earnings will not be posted until next month.
5. **Review of the Water Consumption Report for January 2011.**
It was recognized that the agricultural and pumped resale classifications are behind last

year's pace due to the rainfall and water pricing of Golden State Water Company, which shows a 400 acre-foot reduction in demand. The Committee discussed projections and basis for development of the 2011-12 budget revenue.

6. **Review of Preliminary Draft Budget for Fiscal Year 2011-2012.**

The Committee reviewed the FY 2011-12 draft budget in the Manager Recommended form. At present time, it appears that the budget is balanced with the addition of \$1,324,886.83 from reserves. The additional reserve is primarily due to the need for the replacement of the Rincon 2(M) replacement project which is expected to cost approximately \$1.1M. The Committee members will continue with their individual reviews and plan to work on schedule to bring the budget to the Board for further consideration.

7. **Review of Bid for Reservations Office Building Retrofit.**

The General Manager noticed the Committee that bids have been received for the reservations office retrofit and that the bid acceptance will be brought to the Board on March 23rd. This project needs to move forward and be completed in a timely manner.

CASITAS MUNICIPAL WATER DISTRICT
Inter-departmental Memorandum

DATE: March 16, 2011

TO: Steve Wickstrum, General Manager

FROM: Carol Belser, Park Services Manager

SUBJECT: Award of Reservation Software Contract

RECOMMENDATION:

Staff recommends that the Board of Directors authorize the General Manager to award the reservation software contract to Art Street Interactive, the apparent lowest responsible bidder.

BACKGROUND AND OVERVIEW:

The Lake Casitas Recreation Area's current camping reservation software, run by PARCS, a Canadian firm now known as Leisure Interactive LLC based in Orange, California, has been in use since 2003. The PARCS system does not allow for "real time" reservations to be made by the customer. Customers are required to call or e-mail their reservation inquiry and a reservation staff then processes it during business hours. The current benchmark for all types of recreation and entertainment is for customers to be able to make and pay for reservations on line and in real time. The number of visitations on our new website during the busy season progresses to over 1,000 a day. Based on this progression, it appears the majority of our customers are looking to make reservations during evening hours. Additionally, the 2009 Target Audit outlined recommendations that the current system is unable to perform. A few of the many benefits of the recommended software, Camava by Art Street Interactive include:

- (a) A web based server eliminates the need for in house hardware and maintenance.
- (b) Reservations processed by customers on line will not involve staff time, freeing staff to perform other necessary duties that will enhance customer service.
- (c) The system is extremely user friendly allowing staff to "get up to speed" in minimal time, with minimal disruption.
- (d) The 2009 Target Audit report recommendation by Charles Z. Fedak includes the ability to assign a user name for all point of sales.

A Request for Proposal was originally sent out in December with only one response. The proposal, based on a percentage of ticket sales payment, would have been cost prohibitive and was rejected. A second RFP was sent to four (4) companies, one of which declined to bid. The bid results were as follows:

Company	Base Price	Monthly Service	Training Included	Additional Training	Waterpark	Trlr Storage	Quagga Data
Art Street,San Diego	\$24,316 web based	Host \$249 **Tech Support \$293.15	4 hrs	\$400 Web \$1,000 on site + travel	Included	\$400 to import data	\$400 to import data
21st Century, Santa Barbara	\$25,00 on site server	\$200	8 hrs on site	\$75/hour	Included	\$5,000	Not Addressed
Leisure Interactive, Orange	Annual \$11,200 + 9% of tickets if sold by Leisure		Weekly web Tech 15 calls/ annually	Not Addressed	Annual \$9,150 + \$.70/ ticket sold by Leisure	\$5,000	Module \$10,000, \$2,000 to import data

** It is anticipated that after initial installation and appropriate lead time, the technical support fees will be eliminated over time.

The bid from Leisure Interactive includes an annual fee and a percentage of sales that are made directly through their web site. The bid from 21st Century was competitive, but required the service to be hosted on a Casitas server. The lowest bidder, Art Street Interactive, met all of the criteria including hosting the service themselves.

Art Street Interactive reviewed their Camava product with staff via phone conference demonstration on Thursday, March 3rd covering the areas of most importance to Casitas. Because the system is multi faceted, time constraints did not allow for every area to be covered, but staff was impressed with easy movement from screen to screen, the amount and quantity of stored information, the report writing and ability to download reservations, etc. to a personal device for printing or scanning.

On Wednesday, March 9, 2011, Recreation staff did a site visit to the offices of the County of Ventura. The Camava system has been up and running for the County for approximately 2 years. The Deputy Director, Ron Van Dyke, reviewed and demonstrated the software during a two hour presentation and addressed the pros and cons. He is very pleased with the product and strongly recommends it. The demonstration was extremely comprehensive, many questions were answered and Mr. Van Dyke indicated that the system was highly satisfactory.

According to Art Street Interactive's website, the Camava software is utilized by some of the following organizations: San Diego County, San Luis Obispo County, Ventura County, Carver County, Riverside County, Sonoma County, Santee Lakes, Santa Clara County and Los Angeles County.

The new software has been budgeted in Capital, Project 119 in the amount of \$31,000. If approved, staff will work to implement the new software as soon as possible.

CASITAS MUNICIPAL WATER DISTRICT
Interdepartmental Memo

DATE: March 15, 2011

TO: Steve Wickstrum
General Manager

FROM: Carol Belser
Park Services Manager

SUBJECT: **California Homebrewers Association - Five-Year Event Agreement**

RECOMMENDATION:

It is recommended that Casitas enter into a five-year agreement with California Homebrewers Association (CHA) for the annual California Homebrewers Festival to be held at the Lake Casitas Recreation Area.

BACKGROUND AND OVERVIEW:

The California Homebrewers Association has held annual events at Lake Casitas since 2008. The events have been well planned and have run smoothly.

On June 7, 2010 the Recreation Committee approved the concept of multi year agreements for events held at the Lake Casitas Recreation Area. A multi year agreement was approved for the Big Chili Cookoff on September 8, 2010. CHA is interested in ensuring future events at the Lake Casitas Recreation Area through the same type of arrangement.

Multi year agreements are encouraged and supported by staff, as they save the administrative time for contract negotiations. It is beneficial to the sponsor because it secures their preferred dates and gives them the ability to budget with a predictable venue cost for the event. This arrangement historically worked well for the Ojai Rotary-West Club which sponsors the annual Ojai Wine Festival.

ANALYSIS:

The next Homebrew event is scheduled to be held the first weekend in May, 2011. The venue fees will remain at a minimum of \$2,500 per day for the duration of the agreement. Additional direct costs may be incurred such as clean-up services not completed by sponsor. As a reminder, staff researched other venues for fee comparison last fall. The Lake Casitas Recreation Area event fees which have steadily increased over the years are now at market level and support the preparation costs incurred for events. Therefore, it is recommended that the Board approve the attached contract to enter into a five year agreement for this annual event to be held at Lake Casitas 2011 through 2015.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION AUTHORIZING AND DIRECTING
THE PRESIDENT OF THE BOARD TO EXECUTE
A FIVE YEAR AGREEMENT BETWEEN
CASITAS MUNICIPAL WATER DISTRICT AND
CALIFORNIA HOMEBREWERS ASSOCIATION
FOR THE CALIFORNIA HOMEBREWERS FESTIVAL

WHEREAS, the California Homebrewers Association sponsored the California Homebrewers Festival at the Lake Casitas Recreation Area in 2010; and

WHEREAS, the California Homebrewers Festival has been a very successful event and the California Homebrewers Association desires to enter into an agreement with Casitas to sponsor the California Homebrewers Festival for five consecutive years; and

WHEREAS, Casitas has reviewed the Agreement and finds it to be in order;

NOW, THEREFORE, BE IT RESOLVED that the President of the Board is hereby authorized and directed to execute the California Homebrewers Association Five Year Agreement for the annual California Homebrewers Festival at the Lake Casitas Recreation Area in 2011 through 2015.

Dated this 23rd day of March, 2011.

Peter Kaiser, President
Casitas Municipal Water District

ATTEST:

Rebekah Vieira, Secretary
Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT

LAKE CASITAS RECREATION AREA FIVE YEAR AGREEMENT FOR EVENT

CALIFORNIA HOMEBREWERS FESTIVAL MULTI-YEAR CONTRACT 2011-2015

THIS AGREEMENT is made and entered into by and between **CASITAS MUNICIPAL WATER DISTRICT**, called herein "Casitas", and **CALIFORNIA HOMEBREWERS ASSOCIATION** called herein "Sponsor".

NOW, THEREFORE, IT IS MUTUALLY AGREED as follows:

1. **Event.**

(a) All Festivals are collectively referred to herein as the "Event" but all terms and conditions shall apply to each Festival as if individually referenced. Sponsor will conduct the California Homebrewers Festival on Friday and Saturday, April 29 & 30, 2011, Friday and Saturday, May 4 & 5, 2012, Friday and Saturday, May 3 & 4, 2013, Friday and Saturday, May 2 & 3, 2014 and Friday and Saturday, May 1 & 2, 2015. Because of the family oriented nature of the Lake Casitas Recreation Area facilities, Casitas reserves the right to disapprove any music, acts, entertainment, performances or attractions at any time which it considers, in its sole discretion, to be inconsistent with its current philosophy.

(b) While Casitas will make every effort to provide its facilities for Sponsor's events, Casitas shall have no liability to Sponsor if Casitas' facilities become restricted or closed for reasons including, but not limited to, acts of God, terrorism, war or the inability to provide facilities if permitting agencies, including the Bureau of Reclamation, revoke permits or authorization to use facilities.

2. **Location.** The events will be staged at the Wadliegh Arm Event Area. Sponsor will have exclusive use of the area east from the shoreline gate at trailer storage to the closed area fence line at the beginning of the East Shoreline Trail.

3. **Time and Description of Activities.** Activities will begin at 11:00 a.m. on the Friday specified for each Event and end at 9:00 p. m. on the Saturday specified for each Event. Strict compliance with quiet hours, as described in paragraph 21, hereinafter is a condition of this Agreement. Attendance, as reported by Sponsor, is expected to be approximately 1,400 people per day. The Event will include a dispensing and tasting of home brews (alcoholic beverages), live music and guest speakers. No alcohol will be sold at this Event. Only club members will participate in the Event, the general public is not allowed to enter/participate.

4. **Payment to Casitas.** Sponsor shall pay Casitas the following amounts:

(a) A minimum payment of two thousand five hundred dollars (\$2,500.00) per day for each year of the Agreement. Casitas understands this is a private, member only event and only revenue collection activities outside of membership dues will count towards the following alternative payment calculation unless memberships are sold directly pertaining to this specific event, then the greater of will apply:

(b) Ten percent (10%) of total gross receipts up to and including \$100,000.00 as defined in (3) below.

(c) Twelve percent (12%) of total gross receipts from \$100,000.01 up to and including \$150,000.00 as defined in (3) below.

(d) Fifteen percent (15%) of total gross receipts over \$150,000.00 as defined in (3) below.

(e) For purposes of this Agreement, it is agreed that club membership fees (dues paid directly to the Homebrewers Association) will not be included in the calculation of Gross Receipts nor will the memberships be applied towards the number of tickets used or received.

- (1) The payment schedule outlined above shall remain in full force and effect even if Casitas' power service provider is unable to supply electrical power during the event. Casitas shall have no liability in the event this occurs.
- (2) The above payment shall continue as long as tickets are sold for the event. Casitas will meet with Sponsor within thirty (30) days after the event to account for tickets used and receive payment therefor.
- (3) "Gross Receipts"

a. Except as specifically provided by policy statement issued by the Casitas General Manager, the term "gross receipts" as used in this Agreement, is defined to be all money or charges received from ticket sales, sales of any merchandise by Sponsor, food vendor application fees, art/craft vendor application fees, and revenue received from parking and camping.

b. Except as specifically provided below or by policy statement issued by the General Manager, there shall be no deduction from gross receipts for any overhead or cost or expense of operations, such as, but without limitation to, salaries, wages, costs of goods, interest, debt amortization, credit, collection costs, discount from credit card operations, insurance and taxes. Bona fide bad debts actually incurred by Sponsor or its subcontractors, assignees, licensees, concessionaires and permittees may be deducted from gross receipts. There shall, however, be no deduction for bad debts based on past experience or transfers to a bad debt reserve. Subsequent collection of bad debts previously not reported as gross receipts shall be included in gross receipts at the time they are collected.

c. Except as specifically provided below or by policy statement, gross receipts reported by Sponsor must include the full usual charges for any charges for any services, goods, rentals or facilities. Gross receipts shall not include direct taxes imposed upon the consumer and collected there from by the Sponsor such as, but not limited to, retail sales taxes, excise taxes, or related direct taxes, which are direct taxes paid periodically by Sponsor to a governmental agency accompanied by a tax return statement.

d. The Casitas General Manager, by policy statement, consistent with recognized and accepted business and accounting practices, and with the approval of Casitas Legal Counsel, may further interpret the term "gross receipts" as used in this Agreement.

e. "Gross sales price": the total consideration resulting from the transfer or granting control of this Agreement determined by the total of cash payments and the market value of all non-cash consideration, including, but not limited to, stocks, bonds, deferred payments, secured and unsecured notes, and forbearances regarding claims and judgments.

f. Sponsor shall be required to maintain a method of accounting which, to the satisfaction of the Casitas General Manager, shall correctly and accurately reflect the gross receipts and disbursements of Concessionaire in connection with event. The method of accounting, including bank accounts, established for said event shall be separate from the accounting system used for any other business operated by Sponsor. Such method shall include the keeping of the following documents:

- (i) Regular books of accounting such as general ledgers.
- (ii) Sequentially numbered tickets and/or armbands (to include tickets sold, given used or unaccounted for). All entrance to the event shall, for the purpose of accounting, count as tickets used.

- (iii) Journals including any supporting and underlying documents such as vouchers, checks, tickets, bank statements, etc.
- (iv) State and Federal income tax returns and sales tax returns and checks and other documents providing payment of sums shown.
- (v) Cash register tapes appropriately identified as to type of gross receipt (daily tapes may be separated but shall be retained so that from day to day the sales can be identified).
- (vi) Any other accounting records that the Casitas General Manager deems necessary for proper reporting of receipts.

g. All sales and fee collections shall be recorded. The means of recording such sales and fee collections may include electronic data processing and record keeping equipment. The electronic data processing and record keeping equipment shall contain such features as the Casitas General Manager may reasonably require for the purpose of assuring that an accurate record of the transaction is created and retained by the equipment to be used.

h. All documents, books and accounting records shall be open for inspection and re-inspection at any reasonable time during the term of this Agreement. In addition, the Casitas General Manager may from time to time conduct an audit and re-audit of the books and business conducted by Sponsor and observe the operation of the business so that accuracy of the above records can be confirmed. All information obtained in connection with the Casitas General Manager's inspections of records or audit shall be treated as confidential information and exempt from public disclosure thereof to the extent permitted by law.

i. Sponsor shall not be required to maintain those documents, books and accounting records, required by this section, that pertain to the period for which an audit has been completed and a report of the finding has been issued by the Casitas General Manager and accepted by the Sponsor. If there is a dispute as a result of said audit, the documents, books and accounting records shall be maintained until all audit disputes have either been settled by agreement of the parties, or adjudicated by the final judgment of a court of competent jurisdiction.

j. Notwithstanding paragraphs 4(h) and (i), Sponsor shall comply with all State and Federal retention of records requirements.

k. Sponsor shall furnish the Casitas General Manager with a gross receipts report showing the amount payable there from to Casitas. In addition thereto, Sponsor shall furnish a financial statement and a balance sheet prepared in a form acceptable to Casitas. The financial statement shall be submitted within thirty (30) days after the event.

l. In the event that an audit or review conducted by the Casitas General Manager finds that due to Sponsor's non-compliance with its obligation to report gross receipts received in connection with this event, an actual loss and/or a projected loss of revenue to Casitas can be determined, the Casitas General Manager shall bill Sponsor for said losses and said amount is to be paid to Casitas within thirty (30) days following billing therefore unless otherwise extended by the Casitas General Manager.

m. Should the Casitas General Manager find that the additional payment due to Casitas exceeds two percent (2%) of the total amount which should have been paid as determined by such review or audit and observation, and there is no reasonable basis for the failure to report and pay thereon, Sponsor shall also pay the cost of the audit as determined by Casitas.

n. Sponsor shall cause any and all of its subcontractors to comply with these requirements except that a subcontractor shall only be required to establish and maintain those accounting records that the Casitas General Manager deems necessary to examine the reported gross receipts in accordance with generally accepted auditing standards.

(e) All expenses and invoices owed to Casitas shall be paid in full within thirty (30) days after the event unless otherwise noted.

(f) Seven hundred fifty dollars (\$750.00) refundable security deposit due to Casitas thirty (30) days prior to each Event each year. The security deposit shall be fully refundable to Sponsor within thirty (30) days after each Event provided that Sponsor shall have returned the area to a clean pre-use condition including trash pick up and removal, and sign removal, to Casitas' satisfaction and that sponsor shall have paid in full, all expenses and invoices owed to Casitas which may include, but shall not be limited to:

- (1) Any charges, billed at the rate of fifty dollars (\$50.00) per hour, for removal of signs. Any signs remaining posted after one (1) day after the event will be removed by Casitas Staff and the Sponsor billed therefor.
- (2) Any costs for clean up in excess of the security deposit incurred by Casitas and billed to Sponsor.

(g) Seven hundred fifty dollars (\$750.00) non-refundable fee due to Casitas at the time of execution of this Agreement for 2011 and 30 (thirty) days prior to each succeeding Event each year, to secure the event date(s) stated in paragraph 1(a) above with Casitas. This amount will be applied towards fees due referenced in Section 4(a) thru 4(d).

5. **Banner Fee.** This contract does not provide for the option to display a banner.

6. **Services Provided by Casitas.** Casitas shall provide the following for the Event:

- (a) Forty (40) trash cans.
- (b) Seventy Five (75) tables already located in the area.

(c) Parking for the Event will be in the Event Area, the parking area on the north side of Santa Ana Road will not be used. All participants entering through the main gate will pay the day use fee in effect at the time of entry, unless participant has a valid camping permit. The main access for this event will be through the auxiliary gate(s) off Santa Ana Road, per Section 9.

(d) Sponsor may use the water faucets in the Event Area.

(e) Sponsor may use the electrical outlets in the Event Area, which are supplied by Casitas. Under no circumstances shall the electricity panels be altered or tampered with by any person. Breaker panels are to remain locked for safety purposes and only Casitas personnel shall have access to the panels.

(f) Sponsor understands that no refunds, credits or adjustments will be made in the event Casitas' power service provider is unable to supply electrical power during the Event. Casitas shall have no liability in the event this occurs.

7. **Provisions by Sponsor.** Sponsor shall provide the following for the Event:

(a) A minimum of thirty (30) chemical toilets, including at least one (1) that complies with ADA requirements for the handicapped. The required number of chemical toilets may increase or decrease year to year at Casitas' sole option based on attendance trends. Sponsor agrees to provide Casitas with a copy of its contract with supplier at least ten (10) days prior to the Event.

(b) Trash dumpsters for the Event. Sponsor shall make arrangements with a local disposal service for supply and removal of dumpsters. Sponsor agrees to provide Casitas with a copy of the contract at least ten (10) days prior to the Event.

(d) **Solid Waste Reduction & Recycling.** In order to comply with AB 2176 which has been enacted in an attempt to reduce the amount of waste going to landfills, Sponsor shall:

- (1) Submit a written plan to Casitas for Casitas' approval, ten (10) days prior to the Event, outlining a method to reduce and recycle solid waste generated as a result of the Event. The plan may include arrangements with a local waste hauler to pick up and dispose of waste and recyclable material which is to be sorted into separate containers. As part of this program Sponsor may use available recycle containers and bags provided by Casitas. Sponsor shall replace any bags used.
- (2) If attendance is over 2,000 people per day, Sponsor shall report to Casitas within thirty (30) days after the Event, the amount of recyclable material collected and removed as required by the County of Ventura.

(e) **Adequate lighting for the Event, including parking area.** Sponsor agrees to provide a copy of the lighting plan or a copy of the contract with supplier for supplemental lighting at least ten (10) days prior to the Event.

(f) **Security for the Event.** A written security plan shall be submitted to Casitas ten (10) days prior to the Event which shall include the names of individuals assigned security duties, how they are to be identified as security personnel and what instructions they have been provided. The security plan shall identify the person in charge and how said person will communicate with local law enforcement in an emergency. Sponsor shall provide certified medical personnel for this Event and a designated first aid area.

(g) Sponsor shall be responsible for ensuring the safety and security of persons attending the Event and shall remain responsible for securing the Event Area by 10:00 p.m. the day(s) of the Event.

(i) Sponsor shall be responsible for the cost incurred for security. The Sponsor shall remain in the area until it is cleared of people attending the Event.

8. **Sponsor's Obligations.** Failure of Sponsor to carry out each and every obligation pursuant to this Agreement, including, but not limited to providing permits and insurance within ten (10) days of the Event, shall be grounds for immediate termination by Casitas. Notice shall be given by fax or mail. Casitas shall have no liability to Sponsor for such termination.

9. **Access.** Access to the Event Area will be through the auxiliary gate(s) off Santa Ana Road. The gate(s) will be staffed at all times while they are open and will be locked shut when not guarded. Event participants identified with valid hang tags or permit will be allowed to access the Event and the Recreation Area during normal Lake hours without incurring additional parking fees. After normal Lake hours, participants will enter and exit through the auxiliary gate(s). At no time shall Sponsor allow any type of watercraft whatsoever to enter the Recreation Area through any gate under Sponsor's control. All watercraft shall be directed to the Main Gate for proper invasive species inspection.

10. **Setting Up and Taking Down Equipment.**

(a) Sponsor shall have non-exclusive use to set up on the Thursday immediately prior to the Event and non-exclusive use for take-down on Sunday and Monday immediately following the Event.

(b) Casitas will not assume responsibility or be liable for items or equipment left on the premises by Sponsor or others associated with the Event. Items remaining after the take down period may be removed by Casitas, at its sole option, and Sponsor will be charged therefor.

11. **Sale of Alcohol.** This contract does not provide for the sale of alcohol at the Event.

12. **Commercial General Liability & Liquor Liability for the Event.**

(a) Coverage. Coverage for commercial general liability shall be at least as broad as the following:

- (1) Insurance Services Office Commercial General Liability Coverage (Occurrence Form CG 0001).
- (2) Insurance Services Office Liquor Liability Coverage (Occurrence Form CG 0033).

(b) Limits. Sponsor shall, during the course of this Event, maintain limits no less than the following:

- (1) General Liability. TWO MILLION DOLLARS (\$2,000,000) per occurrence for bodily injury property damage and personal injury. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurers equivalent endorsement provided to Casitas) or the general aggregate limit shall be twice the required occurrence limit.
- (2) Liquor Liability. If alcoholic beverages are served, ONE MILLION DOLLARS (\$1,000,000) per occurrence for bodily injury and property damage. If a form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location (with the ISO CG 2503, or ISO CG 2504, or insurer's equivalent endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.

(c) Required Provisions. The general liability and liquor liability (if any) policies are to contain, or be endorsed to contain the following provisions:

- (1) The United States of America (Bureau of Reclamation), Casitas Municipal Water District, its directors, officers, employees, or authorized volunteers shall be named as additional insured (via ISO endorsement CG 2026 or insurer's equivalent for general liability coverage) as respects: liability arising out of activities performed by or on behalf of the Sponsor; products and completed operations of the Sponsor; premises occupied or used by the Sponsor. The coverage shall contain no special limitations on the scope of protection afforded to Casitas, its directors, officers, employees, or authorized volunteers.
- (2) For any claims related to this Event, the Sponsor's insurance shall state that coverage is primary as respects the United States of America (Bureau of Reclamation), Casitas Municipal Water District, its directors, officers, employees, or authorized volunteers, and any insurance, self insurance, or other coverage obtained or maintained by Casitas, its directors, officers, employees, or authorized volunteers shall be in excess of said primary coverage and not contributing.
- (3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the United States of America (Bureau of Reclamation), Casitas Municipal Water District, its directors, officers, employees, or authorized volunteers.
- (4) The Sponsor's insurance shall apply separately to the insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (5) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days (10 days for non-payment of premium) prior written notice by U.S. Mail has been given to Casitas.
- (6) Such liability insurance shall indemnify the Sponsor against loss from liability imposed by

law upon, or assumed under contract by, the Sponsor for damages on account of such bodily injury (including death), property damage, and personal injury.

- (7) The general liability policy shall cover bodily injury and property damage liability, owned and non-owned equipment, and blanket contractual liability.

(d) Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be declared to and approved by Casitas. At the option of Casitas, the insurer shall either reduce or eliminate such deductibles or self-insured retentions.

(e) Acceptability of Insurers. All of the insurance shall be provided on policy forms and through companies satisfactory to Casitas. Insurance is to be placed with insurers having a current A.M. Best rating of no less than A-VII or equivalent or as otherwise approved by Casitas.

(f) Workers' Compensation & Employer's Liability Insurance. By his/her signature hereunder, Sponsor certifies that he/she is aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and he/she will comply with such provisions before commencing the Event. The Sponsor shall cover or insure under the applicable laws relating to workers' compensation insurance, all of the employees working on or about the Event, in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any Acts amendatory thereof. The Sponsor shall provide employer's liability insurance in the amount of at least ONE MILLION DOLLARS (\$1,000,000) per accident for bodily injury and disease. In the event Workers' Compensation & Employer's Liability Insurance does not apply to Sponsor, Sponsor shall execute a California Workers' Compensation Law Certificate of Exemption.

(g) Evidences of Insurance. Within thirty (30) days prior to the Event, Sponsor shall file with Casitas a Certificate of Insurance (Accord Form 25-S or equivalent) signed by the insurer's representative. Such evidence shall include an original copy of the additional insured endorsement signed by the insurer's representative. Such evidence shall also include confirmation that coverage includes or has been modified to include (c) Required Provisions (1) through (7) above.

(h) The Sponsor shall, upon demand of Casitas, deliver to Casitas such policy or policies of insurance and the receipts for payment of premiums thereon. In the event evidence of such insurance coverage is not provided to Casitas within thirty (30) days prior to the Event, Casitas shall, at its sole option, obtain such insurance coverage and charge Sponsor the cost thereof plus any administrative costs involved in obtaining said insurance. Failure to provide the required insurance coverage may result in the loss of the use of the facility. Sponsor shall provide increased limits of insurance if required of Casitas by Casitas' insurer at no cost or liability to Casitas.

13. Indemnification for the Event. To the fullest extent permitted by law, Sponsor shall indemnify and hold harmless and defend the United States of America (Bureau of Reclamation), Casitas Municipal Water District, its directors, officers, employees, or authorized volunteers, and each of them from and against:

(a) Any and all claims, demands, causes of action, damages, costs, expenses, losses or liabilities, in law or in equity, of every kind and nature whatsoever, for, but not limited to, injury to or death of any person including the United States of America (Bureau of Reclamation), Casitas Municipal Water District and/or Sponsor, or any directors, officers, employees, or authorized volunteers of Casitas or Sponsor, and damages to or destruction of property of any person, including but not limited to, the United States of America (Bureau of Reclamation), Casitas Municipal Water District and/or Sponsor and their directors, officers, employees, or authorized volunteers, arising out of or in any manner directly or indirectly connected with the Event to be performed under this Agreement, however caused, regardless of any negligence of the United States of America (Bureau of Reclamation), Casitas or its directors, officers, employees, or authorized volunteers.

(b) Any and all actions, proceedings, damages, costs, expenses, penalties or liabilities, in law or equity, of every kind or nature whatsoever, arising out of, resulting from or on account of the violation of any governmental law or regulation, compliance with which is the responsibility of Sponsor.

(c) Any and all losses, expenses, damages (including damages to the work itself), and other costs, including all costs of defense, which any of them may incur with respect to the failure, neglect, or refusal of Sponsor to faithfully perform all of its obligations under the contract. Such costs, expenses, and damages shall include all costs incurred by the indemnified parties in any lawsuits to which they are a party.

(d) Sponsor shall defend, at Sponsor's own cost, expense and risk, any and all such aforesaid suits, actions or other legal proceedings of every kind that may be brought or instituted against Casitas or Casitas' directors, officers, employees, or authorized volunteers.

(e) Sponsor shall pay and satisfy any judgment, award or decree that may be rendered against Casitas or its directors, officers, employees, or authorized volunteers, in any such suit, action or other legal proceeding.

(f) Sponsor shall reimburse Casitas and its directors, officers, employees, or authorized volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided.

(g) Sponsor agrees to carry insurance for this purpose as set out in the specifications. Sponsor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by the United States of America (Bureau of Reclamation), Casitas, or its directors, officers, employees, or authorized volunteers.

14. **Permits and Notifications for the Event.**

(a) Sponsor shall notify and make all necessary arrangements, as applicable, with state and local public agencies, including, but not limited to, the Ventura County Sheriff's Office, California Highway Patrol, Ventura County Health Department, Department of Alcoholic Beverage Control and the County Fire Department. If applicable, fire permits shall include those necessary for public use of a large tent. Sponsor agrees to comply with the license issued by the Department of Alcoholic Beverage Control for the Event, including, but not limited to, hours, method of dispensing, and the cessation of sales upon the order of any peace officer or Casitas staff.

(b) In the event any federal, state or local public agency, including the Bureau of Reclamation, does not require specific permits to be issued for the activities covered by this Agreement, Sponsor shall follow all rules and regulations governing the activities as if permits had been issued by these agencies.

(c) Prior to commencement of any construction, Sponsor shall obtain from Casitas written approval of all plans, specifications and construction cost estimates for any improvements to Casitas' premises. Casitas' General Manager may waive these procedures for minor construction, if in the General Manager's opinion, these steps are not necessary.

15. **Advance Reservations.** Casitas shall work with Sponsor to secure advance reservations for participants within the designated campgrounds of the Recreation Area. Sponsor will provide Casitas with a list of contact representatives for each Homebrewers group at least two hundred (200) days prior to the Event. Casitas will contact each representative to obtain customer information and collect full payment. This service will be provided on the date agreed to between Sponsor and Casitas. For the 2011 Event, this date will be Tuesday, October 12, 2010 commencing at 8 a.m. This is approximately 20 days prior to the one hundred eighty (180) day window which opens for the public to secure reservations. Standard camping rates in effect at the time of the reservations will apply, which will include the non-refundable reservation fee. Additionally, all other fees will apply to participants such as extra vehicle and pet fees which will be collected upon arrival at the Lake Casitas Recreation Area. Representatives not included on the list provided by Sponsor, will also be allowed to secure reservations prior to the general public by calling the Guest Services Office directly at (805) 649-1122 Monday – Friday from 8 a.m.-3 p.m. this service will be provide after all initial contacts on the list have been made.

16. **Overnight Camping in the Event Area.** Sponsor may have up to two units camp in the Event Area on Thursday, Friday, Saturday and Sunday nights of the Event weekend at no charge to provide security for Sponsor's equipment.

(a) Participants who have not secured overnight camping within the designated campgrounds may camp on Friday or Saturday nights of the Event weekend in Teacup 1 or Teacup 2 located within the boundaries of the Event Area. Permits will be issued at the front gate and the fees for each night shall be collected by Casitas prior to permits being issued. Participants shall pay the basic tent rate in effect at the time of check-in for each vehicle entering the area. A maximum of six people are allowed per vehicle.

(b) Campers are not permitted to camp within two hundred feet (200') of the shoreline.

(c) No waste water shall be discharged onto the ground. All waste water shall be contained and disposed of properly at a local dump station.

(d) Sufficient restrooms and trash receptacles shall be provided by Sponsor for campers and be conveniently placed for ease of use.

(e) A maximum of three hundred (300) permits will be issued for the Event.

(f) Sponsor shall ensure that staff, vendors and participants camping at the Event site shall comply with paragraph 21 hereinafter.

17. **Use of Animals at the Event.** This Agreement does not permit the use of animals.

18. **Use of Explosives at the Event.** This Agreement does not permit the use of explosives.

19. **Taxes and Assessments.** A taxable possessory interest may be created by this Agreement and Sponsor may be subject to the payment of property taxes levied on such interest. Sponsor shall pay before delinquent any and all taxes and assessments levied against Sponsor by reason of Sponsor's use and occupancy of the Recreation Area.

20. **Publicity.** Sponsor hereby agrees that Casitas may utilize any publicity generated for, or because of, any of the events for the mutual and/or separate benefit of Sponsor and/or Casitas at no cost to Casitas. Sponsor agrees that any printed material used by Sponsor shall include the words "Lake Casitas Recreation Area".

21. **Compliance with Rules and Regulations.** The Sponsor hereby certifies that he/she has read and will comply with the Park rules, regulations, laws, etc. governing the Lake Casitas Recreation Area including, but not limited to, quiet hours after 10:00 p.m., and will be responsible for the activities and conduct of all people whose activities and conduct are a result of the Event or arise out of the Event. Sponsor shall enforce the applicable park rules and regulations in the Event Area. Failure to do so may result in forfeiture of the security deposit. Any person or persons violating any Park rules or laws may be subject to citation and/or eviction from the Park at Casitas' sole discretion. Sponsor must comply with Casitas' decision and, if necessary, assist Park Staff in the removal of any such person or persons.

22. **Raffles and Games of Chance.** Sponsor hereby agrees that no-one will be allowed to participate in games of chance, raffles, or any such activities, which contravene state and local lottery laws.

23. **Discrimination.** The Sponsor agrees that during the use of Casitas Municipal Water District's Recreation Area facilities, no qualified person shall be prevented from participating or denied the benefits of, or otherwise be subjected to discrimination because of the person's race, color, national origin, age or handicap.

24. **Title VI Compliance.** Sponsor hereby acknowledges that as a subrecipient of federal funds, Casitas Municipal Water District's Recreation Area cannot discriminate against anyone on the basis of race, color, natural origin, age or handicap in the provision of its services to the public. Anyone who believes that he/she has been subjected to discrimination can file a complaint either with the Casitas Municipal Water District's Recreation Area, 1055 Ventura Avenue, Oak View, CA 93022, or the Office for Equal Opportunity, U.S. Department of the Interior, Washington, D.C. 20240.

25. **Law & Jurisdiction Governing.** This Agreement is being delivered and shall be deemed entered into in the State of California and shall be governed by and construed according to the laws of such state. Any dispute, claim or controversy between the parties shall be arbitrated and/or litigated in Ventura County, California. If any provision of this Agreement is determined to be illegal, invalid or unenforceable by a court of competent jurisdiction, the remaining provisions hereof shall not be affected thereby and shall remain in full force and effect.

26. **Entire Agreement.**

(a) This document constitutes the entire Agreement between Casitas and Sponsor for the use granted at the Lake Casitas Recreation Area for the Event.

(b) This document may be modified only by further written agreement between the parties hereto. Any such modification shall not be effective unless and until executed by Sponsor and in the case of Casitas, except as otherwise specifically authorized herein, until approved and executed by Casitas' Park Services Manager, General Manager and/or Board of Directors.

27. **Time is of the Essence.** Time is of the essence for all the time frames of this Agreement.

28. **Term.** The term of this Agreement shall commence upon execution of this Agreement and terminate on May 31, 2015 unless sooner terminated pursuant to paragraph 8 hereof.

29. **Inquiries.** Please direct all inquiries regarding this Agreement to:

CASITAS: Suzi Taylor, Park Services Officer
11311 Santa Ana Road
Ventura, CA 93001
Tel: (805) 649-2233, ext. 101
Cell (805) 797-1519

30. **Representatives.** The representatives of the parties to this Agreement are those set forth below:

SPONSOR: Christy Elshof, CHA President
1471 Laramie Avenue
Redlands, CA 92374
Tel: (909) 798-0860

CASITAS: Carol Belser, Park Services Manager
11311 Santa Ana Road
Ventura, CA 93001
Tel: (805) 649-2233, ext. 111
Cell: (805) 797-1517

IN WITNESS WHEREOF the parties hereto have executed this Agreement this 14th day of March, 2011.

SPONSOR:
CALIFORNIA HOMEBREWERS ASSOCIATION

By: Christy Elshof
Christy Elshof, President

CASITAS:
CASITAS MUNICIPAL WATER DISTRICT

By: _____
Pete Kaiser, President

**CASITAS MUNICIPAL WATER DISTRICT
Interdepartmental Memorandum**

To: Steve Wickstrum, General Manager
From: Andy Benitez, Engineering Technician
Subject: **Bid Acceptance and Award - Casitas Water Adventure Repairs – 2011 at the Lake Casitas Recreation Area**
Date: March 15, 2011

RECOMMENDATION:

It is recommended that the Board of Directors accept the proposal submitted by Industrial Coatings, the lowest responsible bidder, and award a purchase order contract for the repairs to the Casitas Water Adventure at the Lake Casitas Recreation Area, in the amount of \$ 28,730.00.

BACKGROUND AND DISCUSSION:

The expansion joints surrounding six (6) concrete sections of the Lazy River portion of the Casitas Water Adventure are coming loose in areas where the old bonding agent has failed. The gradual deterioration is causing a safety issue to the public. This project scope includes repairing and modifying pre-marked joints, chipping loose concrete, cutting edges to ¾" depth, wet blasting and applying new bonding agent and filling those areas with patching mortar. A complete sand blasting and coating of the Bridge "Rock Wall" together with approximately 2,400 feet of "Rock" coping will also be performed to avoid further high chlorine cement deterioration of walls.

Three (3) bids were received prior to the bid closing on Thursday, February 17, 2011 @ 2:30 p.m. One bid from C&N Decorative Concrete Creations was received by email after the bid closing on Thursday, February 17, 2011 @ 3:55 p.m. The bids from Concrete Illusions and C&N Decorative Concrete Creations were for lump sums and did not address the bid items on the bidding sheet. In addition, both firms indicated that they would be utilizing a project other than that specified on the bidding sheet which the Principal Civil Engineer had previously rejected.

Firm	Bid Amount	Lowest Apparent Bidder
a) Industrial Coatings, Oceanside	\$28,730.00	\$28,730.00
b) Draper Construction, Somis	\$34,900.00	
c) Concrete Illusion, Ventura	\$24,500.00 (Non conforming bid utilizing disapproved product)	
d) C & N Decorative Concrete Creations, Newbury Park	\$24,500.00 (Bid received after closing utilizing disapproved product)	

The amount of \$35,000.00 has been budgeted in account 11.5.65.5040.00 for this work.

CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: TODD EVANS, ASSISTANT ENGINEER
SUBJECT: AWARD CONSTRUCTION CONTRACT- LCRA RESERVATIONS BUILDING RETROFIT
DATE: MARCH 17, 2011

RECOMMENDATION:

It is recommended that the Board of Directors accept the proposal submitted by the lowest responsible bidder and award the contract for the **Lake Casitas Recreational Area Reservations Building Retrofit, Specification 11-345** in the amount of **\$31,298.00**. It is further recommended that the President of the Board execute the agreement for said work and the Board authorize staff to proceed with the administration of the contract.

BACKGROUND AND DISCUSSION:

The District hired a consultant to conduct a security audit on its money receiving facilities at the Lake Casitas Recreational Area (LCRA). The consultant concluded the audit with a report and recommendations on how best to improve security at the LCRA. In summary, it was recommended that all monetary transactions be consolidated.

The District intends to comply with the recommendations by retrofitting the existing reservations building with ticket windows. The retrofit will include the construction of a small money counting room with a safe. The counting/safe room will be located inside the reservations building. The existing reservations building was selected due to its close proximity to the front gate, which collects money, and the fact the building is mostly concrete block.

Bids were opened at 11:00 am on Thursday March 17th, 2011. The lowest apparent bidder was **Del Norte Construction** with a base bid of \$ **26,300.00**. Staff is recommending that the award amount include alternate bid items 10, 11 & 12 which is for additional concrete work and a patio cover/sunshade. This brings the total project amount to **\$ 31,298.00**.

For summarized bid results see attached sheet:

The FY 2010-11 Budget allocated \$37,000 for the project.

CASITAS MUNICIPAL WATER DISTRICT

**RESOLUTION AWARDING A CONTRACT
FOR THE RESERVATIONS BUILDING RETROFIT
SPECIFICATION NO. 11-345**

WHEREAS, the District invited bids from qualified contractors for the above-referenced project, and

WHEREAS, the District received four bids,

WHEREAS, Del Norte Construction submitted the low bid in the amount of \$31,298.00 that includes all alternate bid items (10, 11, & 12).

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

1. That the proposal from Del Norte Construction is responsive.
2. That the bid from Del Norte Construction in the amount of \$31,298.00 be accepted for the Reservations Building Retrofit (Spec. #11-345) and a contract awarded.
3. That staff is hereby authorized and directed to proceed with the administration of the contract with Del Norte Construction

ADOPTED this _____ day of _____, 2011.

President,
Casitas Municipal Water District

ATTEST:

Secretary,
Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT
LAKE CASITAS RECREATION AREA

DATE: March 17, 2011
TO: Steve Wickstrum, General Manager
FROM: Carol Belser, Park Services Manager
SUBJECT: Recreation Area Monthly Report February 2011

Visitation Numbers and Methodology

The visitation numbers will continue to be presented in the manner they have been for the past 20 plus years. The Bureau of Reclamation requires visitation reporting each year, and suggested a methodology that is very similar to the method we have been using. The Recreation Committee received an update on this topic at the March 2011 meeting.

The following is a comparison of visitations for February 2011:

	2010	2011	Jan 2011
Visitor Days	26,196	18,216	28,980
Camps	1,952	1,758	3,701
Cars	6,549	4,554	7,245
Boats	347	326	367
Kayaks & Canoes	4	5	12

Fiscal Year to Date Visitation	
2009/2010	388,800
2010/2011	408,316
% Change	5.020

Administration

Staff and the Board's Ad Hoc committee met with the Bureau of Reclamation staff to continue negotiations regarding the management agreement for the Recreation Area. Progress is being made, and because of that, the BOR gave approval for a month to month agreement for Park Store operation. Subsequently, the Board approved Gary Wolfe to operate the Park Store this upcoming season.

Boating/Fishing February

There were 27 cables sold for new inspections, 14 vessel re-inspections, and 728 boats were retagged. Eleven boats failed the first inspection. Shoreline fishing at night was held February 18 and 19.

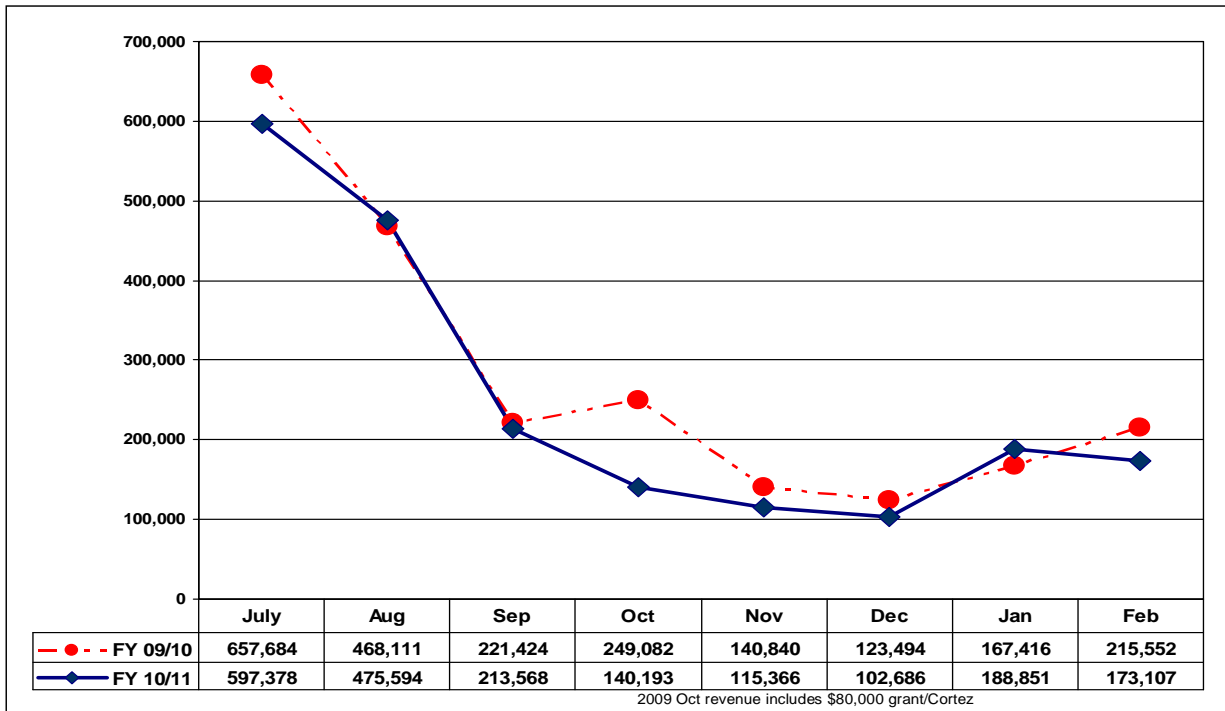
The LCIF approved funds and staff have made arrangements for 2011 Kids Fishing Day on Saturday, March 26. The fish will arrive from Chaulk Mound Trout Ranch.

PSO and APSO staff are continuing to collect data for the creel survey and an opinion survey. The majority of the data has been collected and now data is collected during the first week of each month. District Biologist and his staff will analyze the data and present a preliminary report to the Recreation Committee at their April meeting.

Revenue Reporting

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

LCRA TOTAL REVENUE



Incidents

Three reportable incidents occurred in the Recreation Area including underage possession of alcohol, domestic dispute call to Sheriff and a medical emergency (fall) requiring transport via ambulance to Ojai Hospital.

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
03/17/11**

Type of Invest	Institution	CUSIP	Date of Maturity	Amount of Deposit	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity	Weighed Average Days to Maturity
*TB	Federal Home Loan Bank	3133XS4S40	09/16/11	\$726,316	\$712,215	3.625%	07/01/10	5.74%	179	10
*TB	Federal Home Loan Bank	3133XSP930	12/13/13	\$743,750	\$737,107	3.125%	07/01/10	5.94%	986	59
*TB	Federal Home Loan Bank	3133XWNB10	06/12/15	\$729,603	\$736,379	2.875%	07/01/10	5.93%	1525	90
*TB	Federal Home Loan Bank	3133XWW470	03/09/12	\$707,315	\$705,509	1.125%	06/30/10	5.68%	352	20
*TB	Federal Home Loan Bank	3134A4VG60	11/17/15	\$807,683	\$785,568	4.750%	07/19/10	6.33%	1680	106
*TB	Federal Home Loan MTG Corp	3137EABS70	09/27/13	\$766,605	\$755,419	4.125%	07/01/10	6.08%	910	55
*TB	Federal Home Loan MTG Corp	3137EACD90	07/28/14	\$739,907	\$736,421	3.000%	07/01/10	5.93%	1211	72
*TB	Federal Home Loan MTG Corp	3137EACE70	09/21/12	\$723,646	\$717,976	2.125%	06/30/10	5.78%	544	31
*TB	Federal Home Loan MTG Corp	3137EACF40	12/15/11	\$706,398	\$704,340	1.125%	06/30/10	5.67%	268	15
*TB	Federal Natl MTG Assn	31398AYY20	09/16/14	\$739,123	\$737,072	3.000%	07/01/10	5.94%	1259	75
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/18	\$1,055,030	\$1,099,618	1.375%	07/06/10	8.86%	2638	234
*TB	US Treasury Notes	912828JW10	12/31/13	\$709,352	\$711,977	1.500%	04/01/10	5.73%	1004	58
*TB	US Treasury Notes	912828LZ10	11/30/14	\$718,129	\$721,000	2.125%	07/01/10	5.81%	1333	77
*TB	US Treasury Notes	912828MB30	12/15/12	\$709,707	\$707,518	1.125%	06/30/10	5.70%	628	36
*TB	US Treasury Inflation Index NTS	912828MF40	01/15/20	\$1,041,021	\$1,080,979	1.375%	07/01/10	8.71%	3178	277
*TB	US Treasury Notes	912828ML10	12/31/11	\$707,191	\$704,263	1.000%	06/30/10	5.67%	284	16
	Accrued Interest			\$58,062	\$62,939					
	Total in Gov't Sec. (11-00-1055-00&1065)			\$12,388,838	\$12,416,300			85.31%		
*CD	CD -			\$0	\$0	0.000%		0.00%		
	Total Certificates of Deposit: (11.13506)			\$0	\$0			0.00%		
**	LAIF as of: (11-00-1050-00)		N/A	\$0	\$0	0.46%	Estimated	0.00%		
***	COVI as of: (11-00-1060-00)		N/A	\$2,137,397	\$2,137,397	0.89%	Estimated	14.69%		
	TOTAL FUNDS INVESTED			\$14,526,236	\$14,553,698			100.00%		
	Total Funds Invested last report			\$14,526,236	\$14,493,579					
	Total Funds Invested 1 Yr. Ago			\$16,530,832	\$16,530,832					
****	CASH IN BANK (11-00-1000-00) EST			\$3,254,968	\$3,254,968					
	CASH IN Western Asset Money Marke			\$4,068	\$4,068	0.470%				
	TOTAL CASH & INVESTMENTS			\$17,785,271	\$17,812,733					
	TOTAL CASH & INVESTMENTS 1 YR AGO			\$16,797,812	\$16,797,812					

- *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.