



Board of Directors

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

Pete Kaiser, Director

CASITAS MUNICIPAL WATER DISTRICT Meeting to be held at the

The meeting will be held via teleconference.
To attend the meeting please call (888) 788-0099 or (877) 853-5247 US Toll Free
Enter Meeting ID: 984 1485 4813#
Passcode: 757052

October 28, 2020 @ 3:00 PM

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

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

1. CALL TO ORDER
2. ROLL CALL
3. AGENDA CONFIRMATION
4. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.
5. CONSENT AGENDA
 - 5.a. Recommend approval of the Accounts Payable Report for the period of 10/01/20 - 10/14/20.

[Accounts Payable Report.pdf](#)

- 5.b. Minutes of the October 14, 2020 Board Meeting.
[10 14 2020 Minutes.pdf](#)

6. ACTION ITEMS

- 6.a. Setting of Reserve Funds for the 2021 Fiscal Year.
[Board Reserve Recommendation Memo YE 06-30-2020 102820.pdf](#)
- 6.b. Award a contract amendment to Fiona Hutton & Associates in an amount not to exceed \$170,000 for public relations services, and authorize a budget increase of \$52,000 for direct expenses associated with communications materials.
[Board Memo re Strategic Communications Workplan & Budget Increase 102820.pdf](#)
[Casitas Communications Plan_10.21.2020 \(1\).pdf](#)
- 6.c. Authorize the General Manager to issue a Task Order for professional engineering services to MNS Engineers, Inc. (MNS) for Rincon 2(M) Pipeline Alternative Study and Preliminary Design in an amount not to exceed \$76,147.
[201028 - Board Memo for Rincon 2M.pdf](#)
[Rincon 2M Pipeline - Phase 1 Scope Letter \(1\).pdf](#)
- 6.d. Approval of a budget of \$40,000 and authorize the General Manager to sign a contract for Robles Fish Screen Cleaning for Fiscal Year 2021.
[BoardMemo 20201028 Robles Fish Screens.pdf](#)
- 6.e. Recommend approval of the Special Liability Insurance Program (SLIP) invoice in the amount of \$74,142.30 for coverage effective 9/29/20 - 0/29/21.
[Memo re SLIP.pdf](#)
[Casitas Municipal Water District 20-21 SLIP Renewal Invoice – TRIA – D-1 \(4\).pdf](#)
- 6.f. Recommend cancelling the regularly scheduled Board Meeting of November 11, 2020 and scheduling a special meeting on November 12, 2020 due to Veteran's Day.
[Board Memo on Cancellation and Rescheduling November Board Meeting.pdf](#)

7. INFORMATION ITEMS

- 7.a. Monthly Engineering Report.
[BoardMemo202010 Eng Report.pdf](#)
[October_2020_8x11_Done.pdf](#)
- 7.b. Public Relations Committee Minutes.
[Public Relations Committee Minutes 101520.pdf](#)
- 7.c. Finance Committee Minutes.
[Finance Minutes 101620.pdf](#)

7.d. Water Resources Committee Minutes.
[Water Resources Minutes 102020.pdf](#)

8. GENERAL MANAGER COMMENTS

9. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

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

11. CLOSED SESSION

11.a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code §54956.9(b))
Number of potential cases: 2

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

11.c. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code §54956.9(a)) Upper Ventura River Groundwater Agency v. Casitas Municipal Water District, Superior Court of California, County of Ventura, Case No. 56-2020-00545336-CU-WM-VTA.

11.d. Public Employee Performance Evaluation (Government Code 54957) Title: General Manager.

12. DISCUSSION AND CONSIDERATION OF THE GENERAL MANAGER'S COMPENSATION.

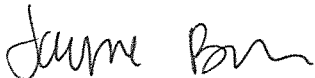
13. ADJOURNMENT

CASITAS MUNICIPAL WATER DISTRICT
General Fund Check Authorization
Checks Dated 10/01/20 - 10/14/20
Presented to the Board of Directors For Approval October 28, 2020

Check	Payee	Description	Amount
000995	Payables Fund Account # 9759651478	Accounts Payable Batch 091620	\$ 341,852.43
000996	Payables Fund Account # 9759651478	Accounts Payable Batch 092320	\$ 214,038.12
			\$ 555,890.55
000997	Payroll Fund Account # 9469730919	Estimated Payroll 10/22/20	\$ 225,000.00
Total			\$ 780,890.55

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, 000995-000997 have been duly audited is hereby certified as correct.



 Janyne Brown, Chief Financial Officer

 Signature

 Signature

 Signature

A/P Fund

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

000995 A/P Checks: 040768-040856
 A/P Draft to P.E.R.S. 000073 & 000076
 A/P Draft to State of CA 000074 & 000078
 A/P Draft to I.R.S. 000072 & 000075
 A/P Draft to S.E.I.U. 000077
 Voids:
 040805- J.W. Enterprises - Continuation of detail of check 040804
 040811- Meiners Oaks Ace Hardware - Continuation of detail of check 040810
 040856- Rutan & Tucker - Wrong Vendor

000996 A/P Checks: 040857-040922
 A/P Draft to P.E.R.S.
 A/P Draft to State of CA
 A/P Draft to I.R.S.
 A/P Draft to S.E.I.U.
 Voids:
 040893- Meiners Oaks Ace Hardware - Continuation of detail of check 040892



 Janyne Brown , Chief Financial Officer

 Signature

 Signature

 Signature

CERTIFICATION

Payroll disbursements for the pay period ending 10/03/20
October 8, 2020
have been duly audited and are
hereby certified as correct.

Signed: Jayne Br
Janyne Brown

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

10/14/2020 1:59 PM
 VENDOR SET: 01 Casitas Municipal Water D
 BANK: * ALL BANKS
 DATE RANGE:10/01/2020 THRU 10/14/2020

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	C-CHECK							
	C-CHECK							
02475	VOID CHECK	V	10/07/2020			040805		
	VOID CHECK	V	10/07/2020			040811		
	Rutan & Tucker, LLP							
	C-CHECK	UNPOST	V	10/07/2020		040856		2,961.13CR
	Rutan & Tucker, LLP							
	C-CHECK		V	10/14/2020		040893		
	VOID CHECK							

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	4	VOID DEBITS 0.00		
		VOID CREDITS 2,961.13CR		
		2,961.13CR	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			4	2,961.13CR	0.00	0.00
BANK:	TOTALS:		4	2,961.13CR	0.00	0.00

VENDOR SET: 01 Casitas Municipal Water D

BANK: AP ACCOUNTS PAYABLE

DATE RANGE:10/01/2020 THRU 10/14/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 202009241779	Federal Withholding	D	10/07/2020	86.76		000072		
I-T3 202009241779	FICA Withholding	D	10/07/2020	394.72		000072		
I-T4 202009241779	Medicare Withholding	D	10/07/2020	92.32		000072		573.80
00187	CALPERS							
I-PEB202009241779	PEPRA EMPLOYEES PORTION	D	10/07/2020	97.67		000073		
I-PRB202009241779	PEBRA EMPLOYER PORTION	D	10/07/2020	111.88		000073		209.55
00049	STATE OF CALIFORNIA							
I-T2 202009241779	State Withholding	D	10/07/2020	93.56		000074		93.56
00128	INTERNAL REVENUE SERVICE							
I-T1 202010051781	Federal Withholding	D	10/07/2020	37,910.44		000075		
I-T3 202010051781	FICA Withholding	D	10/07/2020	35,192.08		000075		
I-T4 202010051781	Medicare Withholding	D	10/07/2020	9,482.54		000075		82,585.06
00187	CALPERS							
I-PBB202010051781	PERS BUY BACK	D	10/07/2020	130.46		000076		
I-PBP202010051781	PERS BUY BACK	D	10/07/2020	161.96		000076		
I-PEB202010051781	PEPRA EMPLOYEES PORTION	D	10/07/2020	9,362.13		000076		
I-PEM202010051781	PERS EMPLOYEE PORTION MGMT	D	10/07/2020	2,128.59		000076		
I-PER202010051781	PERS EMPLOYEE PORTION	D	10/07/2020	6,422.91		000076		
I-PRB202010051781	PEBRA EMPLOYER PORTION	D	10/07/2020	10,724.12		000076		
I-PRR202010051781	PERS EMPLOYER PORTION	D	10/07/2020	11,496.60		000076		40,426.77
00180	S.E.I.U. - LOCAL 721							
I-COP202010051781	SEIU 721 COPE	D	10/07/2020	45.00		000077		
I-UND202010051781	UNION DUES	D	10/07/2020	774.00		000077		819.00
00049	STATE OF CALIFORNIA							
I-T2 202010051781	State Withholding	D	10/07/2020	14,662.47		000078		14,662.47
05727	John Christie							
I-100120	1102WC210000002 9/18-10/01	R	10/01/2020	748.60		040768		748.60
02129	Tracy Medeiros							
I-100120	1102WC180000001 09/19-10/02	R	10/01/2020	580.00		040769		580.00
03955	Al's Roofing & Gutters							
I-177	Ave 2 P.P. Gutters - MAINT	R	10/07/2020	4,037.00		040770		
I-179	Ave 2 PP Repaint Fascia -MAINT	R	10/07/2020	3,647.00		040770		7,684.00

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 DATE RANGE: 10/01/2020 THRU 10/14/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03044	Amazon Capital Services							
	I-16KW-X3TF-QNCK	R	10/07/2020	50.35		040771		
	I-19X6-HTY1-3X7W	R	10/07/2020	66.69		040771		
	I-1J69-CN6M-LDT4	R	10/07/2020	1,480.26		040771		
	I-1MVT-WQ3W-3M9G	R	10/07/2020	530.85		040771		
	I-1P3T-NDTL-YFN6	R	10/07/2020	84.10		040771		
	I-1RTQ-N3W4-KYR7	R	10/07/2020	47.39		040771		2,259.64
00029	AMERICAN TOWER CORP							
	I-3415116	R	10/07/2020	2,196.12		040772		2,196.12
00014	AQUA-FLO SUPPLY							
	I-SI1611515	R	10/07/2020	28.33		040773		
	I-SI1613027	R	10/07/2020	268.49		040773		
	I-SI1614394	R	10/07/2020	30.15		040773		326.97
00840	AQUA-METRIC SALES COMPANY							
	I-INV0079212	R	10/07/2020	3,883.65		040774		
	I-INV0079262	R	10/07/2020	3,705.65		040774		7,589.30
05734	Kimberly Arnold							
	I-905193	R	10/07/2020	201.00		040775		201.00
01703	ARNOLD LAROCHELLE MATTHEWS							
	I-1011	R	10/07/2020	8,878.40		040776		
	I-1048	R	10/07/2020	2,359.50		040776		11,237.90
02179	Art Street Interactive							
	I-2021	R	10/07/2020	542.15		040777		542.15
00021	AWA OF VENTURA COUNTY							
	I-06*12858	R	10/07/2020	50.00		040778		50.00
00030	B&R TOOL AND SUPPLY CO							
	I-1900950236	R	10/07/2020	106.40		040779		106.40
00679	BAKERSFIELD PIPE & SUPPLY INC							
	I-S2754733.001	R	10/07/2020	57.14		040780		57.14
03207	BMI PacWest Inc.							
	I-014444	R	10/07/2020	883.14		040781		
	I-014477	R	10/07/2020	576.00		040781		1,459.14

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DATE RANGE:10/01/2020 THRU 10/14/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05735	Maria Carrillo							
I-940355	Day Use Refund - LCRA	R	10/07/2020	10.00		040782		10.00
00055	CASITAS BOAT RENTALS							
I-Sept 20	Gas for Boats - LCRA	R	10/07/2020	320.13		040783		320.13
03978	Virgil Clary							
I-Aug 20	Reimburse Expenses 08/20	R	10/07/2020	109.19		040784		
I-Sept 20	Reimburse Expenses 09/20	R	10/07/2020	190.67		040784		299.86
01843	COASTAL COPY							
I-924285	Copier Usage - DO	R	10/07/2020	347.05		040785		
I-925112	Copier Usage - WHS	R	10/07/2020	66.51		040785		413.56
01483	CORVEL CORPORATION							
I-973255	Claim 1102WC210000002	R	10/07/2020	1,155.00		040786		
I-973256	Claim 1102WC210000003	R	10/07/2020	195.00		040786		1,350.00
01764	DataProse, LLC							
I-DP2003576	UB Mailing 08/20	R	10/07/2020	4,323.44		040787		4,323.44
00740	DELL MARKETING L.P.							
I-10428462386	Dell Computer - LCRA	R	10/07/2020	1,638.41		040788		1,638.41
00616	DICK CORE MARINE							
I-091020	Adaptor Harnes - Unit 130	R	10/07/2020	502.36		040789		502.36
00095	FAMCON PIPE & SUPPLY							
I-S100038086.001	Pipe Flanges - EM	R	10/07/2020	2,631.92		040790		
I-S100038219.001	Clamp & Coupling - PL	R	10/07/2020	1,576.58		040790		4,208.50
00099	FGL ENVIRONMENTAL							
I-012180A	Nitrate Monitoring 09/08/20	R	10/07/2020	43.00		040791		
I-012585A	Nitrate Monitoring 09/15/20	R	10/07/2020	43.00		040791		86.00
00101	FISHER SCIENTIFIC							
I-0091654	DPD Reagent - LAB	R	10/07/2020	115.70		040792		
I-9857077	Disposable Pipets - LAB	R	10/07/2020	137.28		040792		252.98
00104	FRED'S TIRE MAN							
I-127620	Battery - Unit 12	R	10/07/2020	216.21		040793		216.21
00106	FRONTIER PAINT							
I-F0263780	Paint for Reg Station - PL	R	10/07/2020	65.32		040794		65.32

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02720	Garda CL West, Inc.							
I-10594218	Armored Truck Service	R	10/07/2020	788.46		040795		788.46
00115	GRAINGER, INC							
I-9672436905	Shelf Bins - PL	R	10/07/2020	411.84		040796		411.84
00121	HACH COMPANY							
I-12140587	Monochlor F Reagent - LAB	R	10/07/2020	176.89		040797		
I-12142320	Lab Material - LAB	R	10/07/2020	423.24		040797		
I-12142323	PH Electrode Storage Souldution	R	10/07/2020	96.56		040797		
I-12142324	Mono Chemkey & Buffer - TP	R	10/07/2020	1,289.37		040797		1,986.06
01052	HARBOR FREIGHT TOOLS USA, INC							
I-928417	Gloves - LCRA	R	10/07/2020	61.58		040798		61.58
00596	HOME DEPOT							
I-5903267	Dewalt/Organizer - PL	R	10/07/2020	86.07		040799		
I-6291615	PT Lumber - MAINT	R	10/07/2020	267.64		040799		353.71
00894	HOSE-MAN, INC.							
I-5278150-0001-05	Coupler - LCRA	R	10/07/2020	82.34		040800		82.34
04736	Ideal Upholstery							
C-2080b	Accrue Use Tax	R	10/07/2020	27.55CR		040801		
D-2080a	Accrue Use Tax	R	10/07/2020	27.55		040801		
I-2080	Truck Seat - Unit 29 & 38	R	10/07/2020	380.00		040801		380.00
00125	IDEXX DISTRIBUTION CORP							
I-3072089922	120 ml Vessel - ENG	R	10/07/2020	187.20		040802		
I-3072150981	Ultra Violet Lamp - LAB	R	10/07/2020	234.08		040802		421.28
00127	INDUSTRIAL BOLT & SUPPLY							
I-215081-0	Anchors, Drill Tap & Bits - EM	R	10/07/2020	271.76		040803		271.76
09910	J.W. ENTERPRISES							
I-328752	CT Pumping - AVE 1PP	R	10/07/2020	76.50		040804		
I-328753	CT Pumping - VILLANOVA	R	10/07/2020	76.50		040804		
I-328754	CT Pumping - OVPP	R	10/07/2020	76.50		040804		
I-328755	CT Pumping - 4M PP	R	10/07/2020	76.50		040804		
I-328756	CT Pumping - GRAND AVE.	R	10/07/2020	76.50		040804		
I-328757	CT Pumping - 4M RES.	R	10/07/2020	76.50		040804		
I-328758	CT Pumping - SA PLANT	R	10/07/2020	153.00		040804		
I-328759	CT Pumping - UPPER OJAI RES.	R	10/07/2020	76.50		040804		
I-328760	CT Pumping - 3M PUMP	R	10/07/2020	76.50		040804		
I-328761	CT Pumping - SIGNAL RES.	R	10/07/2020	76.50		040804		
I-328762	CT Pumping - FAIRVIEW RES.	R	10/07/2020	76.50		040804		
I-328763	CT Pumping - CASITAS DAM	R	10/07/2020	76.50		040804		
I-328764	CT Pumping - RINCON TANK	R	10/07/2020	76.50		040804		
I-328765	CT Pumping - BATES RES.	R	10/07/2020	76.50		040804		1,147.50

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00131	JCI JONES CHEMICALS, INC							
I-833372	Chlorine - TP, CM 833389	R	10/07/2020	1,650.00		040806		
I-834173	Chlorine - TP, CM 834190	R	10/07/2020	1,650.00		040806		3,300.00
01022	KELLY CLEANING & SUPPLIES, INC							
I-48968734	Janitorial Services 10/20-LCRA	R	10/07/2020	235.00		040807		235.00
09756	Low Price Auto Glass							
I-24786	Windshield - Unit 12	R	10/07/2020	221.55		040808		221.55
05449	Matheson Tri-Gas, Inc.							
I-22400802	Liquid Oxigen - TP	R	10/07/2020	23,438.88		040809		23,438.88
00151	MEINERS OAKS ACE HARDWARE							
I-940161	Circuit Breaker - LCRA	R	10/07/2020	11.70		040810		
I-940713	Toilet Repair Parts - LCRA	R	10/07/2020	49.42		040810		
I-940798	Insecticide & Painters Tape-PL	R	10/07/2020	21.39		040810		
I-941075	Paint - TP	R	10/07/2020	23.55		040810		
I-941116	Drill Bit, Bolts & Screws-LCRA	R	10/07/2020	47.44		040810		
I-941362	Material for Sample Points -PL	R	10/07/2020	39.38		040810		
I-941435	Markint Paint & Tape - UT	R	10/07/2020	59.26		040810		
I-941443	Trash Cans - SAFETY	R	10/07/2020	34.14		040810		
I-941499	Ball Valve & Coupling - LCRA	R	10/07/2020	51.53		040810		
I-941518	Bucket & Hand Trowel - PL	R	10/07/2020	38.93		040810		
I-941521	Nylon Rope - FISH	R	10/07/2020	8.69		040810		
I-941568	Coupling & Timer - LCRA	R	10/07/2020	53.23		040810		
I-941635	Bolts, Nuts & Washers - MAINT	R	10/07/2020	22.04		040810		
I-941646	Batteries & Outles - LCRA	R	10/07/2020	46.43		040810		
I-941669	Drip Irrigation Parts - LCRA	R	10/07/2020	75.74		040810		
I-941701	Supplies for TP - TP	R	10/07/2020	10.14		040810		
I-941716	Nylon Rope - FISH	R	10/07/2020	17.37		040810		
I-941867	Valve Box - LCRA	R	10/07/2020	68.30		040810		
I-941897	3' Number - LCRA	R	10/07/2020	4.05		040810		
I-941907	Concrete Mix - MAINT	R	10/07/2020	37.43		040810		
I-941963	Bolts & Screws - MAINT	R	10/07/2020	23.17		040810		
I-942046	Plier & Ties Cables - LCRA	R	10/07/2020	52.99		040810		
I-942256	PVC Pipe & Elbow - LAB	R	10/07/2020	13.65		040810		809.97
03444	Mission Linen Supply							
I-513339388	Uniform Pants - TP	R	10/07/2020	35.98		040812		
I-513375147	Uniform Pants - TP	R	10/07/2020	40.00		040812		
I-513388336	Uniform Pants - PL	R	10/07/2020	31.73		040812		
I-513388337	Uniform Pants - MAINT	R	10/07/2020	27.00		040812		
I-513388338	Uniform Pants - UT	R	10/07/2020	28.56		040812		
I-513388341	Uniform Pants - TP	R	10/07/2020	35.98		040812		199.25

VENDOR SET: 01 Casitas Municipal Water D

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DATE RANGE: 10/01/2020 THRU 10/14/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
03808	Kim Moreno							
I-905165	Camping Cancellation - LCRA	R	10/07/2020	201.00		040813		201.00
00149	MRC Global							
I-5864234001	Cla Val Tube Parts - PL	R	10/07/2020	175.89		040814		175.89
00625	OfficeTeam							
I-56423482	Water Quality Temp - 9/20-9/25	R	10/07/2020	594.00		040815		
I-56445599	Water Quality Temp -9/26-10/02	R	10/07/2020	594.00		040815		1,188.00
01570	Ojai Auto Supply							
I-501429	Antifreeze - Unit 40	R	10/07/2020	19.28		040816		
I-501441	Wheel Cleaner & Additive - GAR	R	10/07/2020	53.05		040816		
I-501769	Air Filter & PB DS Penetrant	R	10/07/2020	19.56		040816		91.89
00912	OJAI BUSINESS CENTER, INC							
I-15566a	Shipping - LAB	R	10/07/2020	56.47		040817		
I-15566b	Shipping - LAB	R	10/07/2020	188.67		040817		
I-15566c	Shipping - LAB	R	10/07/2020	55.83		040817		300.97
00165	OJAI LUMBER CO, INC							
I-2009-997783	Pool Trowel - PL	R	10/07/2020	38.60		040818		38.60
00602	OJAI TRUE VALUE							
C-52677	Rodent Stop Return - WP	R	10/07/2020	11.99CR		040819		
I-52654a	Sale Tax	R	10/07/2020	1.34		040819		
I-52661	Rodent Stop & Lock - WP	R	10/07/2020	27.10		040819		16.45
00168	OJAI VALLEY NEWS							
I-300037340	Press Release 10/02/20	R	10/07/2020	210.00		040820		210.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-22511	Cust #99991 07/01-08/31/20	R	10/07/2020	4,156.67		040821		4,156.67
00169	OJAI VALLEY SANITARY DISTRICT							
I-22513	Cust #20594	R	10/07/2020	293.20		040822		293.20
00169	OJAI VALLEY SANITARY DISTRICT							
I-22588	Cust #52921	R	10/07/2020	58.64		040823		58.64
00947	CITY OF OJAI							
I-100120	Encroachment Permits	R	10/07/2020	2,844.00		040824		2,844.00

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05713	Pops Auto Repair							
I-006	Service for Unit 11	R	10/07/2020	2,581.46		040825		
I-007	Service for unit 15	R	10/07/2020	3,164.64		040825		
I-008	Oil, Brake & AC Service-unit53	R	10/07/2020	3,822.05		040825		9,568.15
01439	PRECISION POWER EQUIPMENT							
I-145864	Chains - MAINT	R	10/07/2020	65.27		040826		65.27
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-10011	Gas ank Inspection - DO	R	10/07/2020	230.00		040827		
I-10012	Gas Tank Inspection - LCRA	R	10/07/2020	230.00		040827		460.00
03554	J. Harris Industrial Water Tre							
I-1826901	Water Softner Service - WP	R	10/07/2020	141.75		040828		141.75
00788	QUINN COMPANY							
I-R6350501	Rent 24" Comp Whl - ENG	R	10/07/2020	3,223.72		040829		3,223.72
09780	RDO EQUIPMENT COMPANY							
I-P21226A7	Read Curtain - Unit 234	R	10/07/2020	149.86		040830		149.86
05736	Naomi Ruiz							
I-905173	Camping Cancellation - LCRA	R	10/07/2020	63.00		040831		63.00
05737	Carole Show-Grundy							
I-905261	Camping Cancellation - LCRA	R	10/07/2020	170.00		040832		170.00
00872	Smart Rain							
I-INV1060	Weather Station Signal	R	10/07/2020	79.00		040833		79.00
00215	SOUTHERN CALIFORNIA EDISON							
I-093020	Acct#2210503702	R	10/07/2020	12,302.19		040834		
I-100320a	Acct#2312811532	R	10/07/2020	318.39		040834		
I-100320b	Acct#2210505426	R	10/07/2020	1,996.55		040834		
I-100320c	Acct#2210502480	R	10/07/2020	58,487.97		040834		73,105.10
02643	Take Care by WageWorks							
I-11474108	Reimburse Med/Dep Care	R	10/07/2020	20.36		040835		
I-11494693	Reimburse Med/Dep Care	R	10/07/2020	825.15		040835		845.51
00225	UNDERGROUND SERVICE ALERT							
I-9202000096	CAS01 New Ticket Charges	R	10/07/2020	298.75		040836		
I-dbs20195130	Regulatory Costs - ENG	R	10/07/2020	157.24		040836		455.99

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00254	VENTURA LOCKSMITHS							
I-S 101204	Duplicate Keys - UT	R	10/07/2020	75.69		040837		
I-S922201	Duplicate Key - UT	R	10/07/2020	73.27		040837		
I-S922205	Copy of Keys - UT	R	10/07/2020	69.50		040837		218.46
00257	VENTURA RIVER WATER DISTRICT							
I-093020a	Acct#5-37500A	R	10/07/2020	466.86		040838		
I-093020b	Acct#3-50100A	R	10/07/2020	14.64		040838		481.50
00258	VENTURA STEEL, INC							
I-242821	H.R. Angle 20' - Unit 130	R	10/07/2020	64.35		040839		64.35
01131	COUNTY OF VENTURA							
I-091120	IRWM Program Services	R	10/07/2020	2,500.00		040840		2,500.00
05533	Water Systems Optimization Inc							
I-1843	Audit Validation - PR	R	10/07/2020	5,500.00		040841		5,500.00
00663	WAXIE SANITARY SUPPLY							
I-79509777	Janitorial Supplies - LCRA	R	10/07/2020	2,271.34		040842		2,271.34
1	LAWRY, JANET							
I-000202010071782	US REFUND	R	10/07/2020	34.20		040843		34.20
1	GMZ ENGINEERING INC.							
I-000202010071783	US REFUND	R	10/07/2020	172.61		040844		172.61
1	PERSIMMON HILL H.O.A							
I-000202010071784	US REFUND	R	10/07/2020	373.24		040845		373.24
1	BLAISDELL, ELISABETH							
I-000202010071786	US REFUND	R	10/07/2020	5.86		040846		5.86
1	BUSH, EVAN							
I-000202010071785	US REFUND	R	10/07/2020	11.24		040847		11.24
1	RIEGE, JENS							
I-000202010071787	US REFUND	R	10/07/2020	78.40		040848		78.40
1	LIGHT HOUSE LEARNING							
I-000202010071788	US REFUND	R	10/07/2020	30.66		040849		30.66
1	PEARCE, KENT ROSS							
I-000202010071789	US REFUND	R	10/07/2020	22.73		040850		22.73

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1	SCHAFFER, OWEN							
I-000202010071790	US REFUND	R	10/07/2020	10.31		040851		10.31
04010	CALIFORNIA STATE DISBURSEMENT							
I-CS5202010051781	200000001181291	R	10/07/2020	386.30		040852		386.30
02823	Franchise Tax Board							
I-G08202010051781	STATE TAX GARNISHMENT	R	10/07/2020	500.00		040853		500.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202010051781	DEFERRED COMP FLAT	R	10/07/2020	775.00		040854		
I-DI%202010051781	DEFERRED COMP PERCENT	R	10/07/2020	89.78		040854		864.78
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202010051781	457 CATCH UP	R	10/07/2020	499.23		040855		
I-DCN202010051781	DEFERRED COMP FLAT	R	10/07/2020	7,322.10		040855		
I-DN%202010051781	DEFERRED COMP PERCENT	R	10/07/2020	397.94		040855		8,219.27
01325	Aflac Worldwide Headquarters							
I-793512	Supplemental Insurance 10/20	R	10/14/2020	3,506.28		040857		3,506.28
00010	AIRGAS USA LLC							
I-9105670186	Oxygen/Acetylene Exchange-LCRA	R	10/14/2020	424.30		040858		424.30
03044	Amazon Capital Services							
I-1419-TGVW-4PL7	Adapter Cable - IT	R	10/14/2020	37.11		040859		
I-1GD7-9TLD-RRFD	Primer Bulb - MAINT	R	10/14/2020	32.10		040859		
I-1P3T-NDTL-4Y97	DP To HDMI Cable - IT	R	10/14/2020	38.58		040859		
I-1QV3-H4TK-CHJP	REservoir Tank - MAINT	R	10/14/2020	92.22		040859		
I-1RH7-V1V4-4G43	Squirrel Bait Station - LCRA	R	10/14/2020	118.40		040859		
I-1T3X-YH3K-17GF	FIre Extinguisher - PL	R	10/14/2020	157.29		040859		
I-1TGD-WJ43-4LTG	Gate Carrier Wheels - MAINT	R	10/14/2020	57.75		040859		
I-1TGD-WJ43-XMTN	LED Trailer Light - Unit 211	R	10/14/2020	41.71		040859		
I-1Y74-1N9V-JJ3D	Internal Bare Drive - IT	R	10/14/2020	42.88		040859		618.04
01703	ARNOLD LAROCHELLE MATTHEWS							
I-1010	Adjudication Litigation 08/20	R	10/14/2020	2,961.13		040860		2,961.13
00018	AT & T MOBILITY							
I-287290467941X1010	Acct#287290467941	R	10/14/2020	244.92		040861		244.92
04254	Automation Services, LLC							
I-20-084	Robles Level Transmitters -ENG	R	10/14/2020	2,148.67		040862		2,148.67

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00021	AWA OF VENTURA COUNTY							
I-06-12818	09/24 WaterWise Training	R	10/14/2020	175.00		040863		175.00
00030	B&R TOOL AND SUPPLY CO							
I-1900950497	Ridge Pipe Cutter - UT	R	10/14/2020	482.53		040864		
I-1900950498	Master Locks - PL	R	10/14/2020	189.94		040864		672.47
02922	Bartel Associates, LLC							
I-20-754	2020 GASP 68&75 Reporting -ADM	R	10/14/2020	3,900.00		040865		3,900.00
03207	BMI PacWest Inc.							
I-014333	HVAC Service at SA - MAINT	R	10/14/2020	1,262.00		040866		
I-014335	HVAC Service at SSignal Booster	R	10/14/2020	374.00		040866		
I-014336	HVAC Service at Heidelberger	R	10/14/2020	374.00		040866		2,010.00
03059	Brenntag Pacific Inc.							
I-BPI86090	Chlorine for Ojai Sys. - TP	R	10/14/2020	1,534.76		040867		1,534.76
09182	CalPERS							
I-100000016191987	Unfunded Accrued Liab. 10/20	R	10/14/2020	50,393.14		040868		50,393.14
00208	CareIQ							
I-6/14617593-1	1102WC180000001 DOS 06/15/20	R	10/14/2020	117.52		040869		
I-6/14652107-1	1102WC180000001 DOS 3/20/20	R	10/14/2020	192.85		040869		310.37
05743	Caterpillar Insurance Services							
I-100720	Backhoe Insurance - 3 Years	R	10/14/2020	1,689.00		040870		1,689.00
00059	COASTAL PIPCO							
I-S2115149.001	Ball & Check Valves - TP	R	10/14/2020	1,411.54		040871		1,411.54
00061	COMPUWAVE							
I-SB02095874	HP Laserjet Pro - PL/IT	R	10/14/2020	426.86		040872		426.86
00062	CONSOLIDATED ELECTRICAL							
I-9009-415143	Outlet Circuit - EM	R	10/14/2020	73.83		040873		73.83
01483	CORVEL CORPORATION							
I-6/14617593-1	1102WC-180000001 DOS 6/15/20	R	10/14/2020	9.50		040874		
I-6/14652107-1	1102WC180000001 DOS 03/20/20	R	10/14/2020	9.50		040874		
I-6/14669303-1	1102WC180000001 DOS 08/28/20	R	10/14/2020	12.55		040874		
I-C00206325442	Claim 1102WC210000002	R	10/14/2020	25.00		040874		
I-C00206328583	Claim 1102WC200000006	R	10/14/2020	864.00		040874		920.55

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03910	DoiT International USA, INC							
I-IN204002037	Google Apps 09/20	R	10/14/2020	1,464.00		040875		1,464.00
00086	E.J. Harrison & Sons Inc							
I-1779	Acct#500766090	R	10/14/2020	540.84		040876		540.84
00091	ERNST & YOUNG LLP							
I-US01U000512309	Client#0012205436	R	10/14/2020	1,284.00		040877		1,284.00
00095	FAMCON PIPE & SUPPLY							
I-S100037523.001	Highlining Tools - UT	R	10/14/2020	186.08		040878		186.08
01452	FEDERAL EXPRESS FREIGHT							
I-7917026773	Freight for Hand Push Trolley	R	10/14/2020	447.04		040879		447.04
00099	FGL ENVIRONMENTAL							
I-011857A	Plant Effluent DBP 08/31/20	R	10/14/2020	224.00		040880		
I-012586A	Alkalinity Monitoring 09/15/20	R	10/14/2020	240.00		040880		
I-012903A	CMWD Lead & Copper Monitoring	R	10/14/2020	750.00		040880		
I-012904A	OWS Lead & Copper Monitoring	R	10/14/2020	480.00		040880		
I-013028A	Nitrate Monitoring 09/22/20	R	10/14/2020	43.00		040880		
I-013029A	CMWD Lead & Copper Monitoring	R	10/14/2020	90.00		040880		
I-013030A	OWS Lead & Copper Monitoring	R	10/14/2020	120.00		040880		
I-013340A	Nitrate Monitoring 09/29/20	R	10/14/2020	43.00		040880		1,990.00
00101	FISHER SCIENTIFIC							
I-0527017	MacConkey gar Plate - LAB	R	10/14/2020	36.65		040881		
I-0527018	Sodium Metabisulfite - LAB	R	10/14/2020	107.25		040881		143.90
00104	FRED'S TIRE MAN							
I-127837	Battery - Unit 49	R	10/14/2020	204.47		040882		204.47
00115	GRAINGER, INC							
I-9672151405	1HP Deep Well Tank Pumps - TP	R	10/14/2020	1,844.68		040883		1,844.68
02217	Greg Rents							
I-20777	Propane - WH	R	10/14/2020	38.41		040884		
I-20843	Vibe Plate - PL	R	10/14/2020	64.77		040884		103.18
02748	Hanna Instruments							
I-USA40050772-I	Water Quality Calibration Sol.	R	10/14/2020	118.23		040885		118.23
05740	Christina Hardin							
I-933397	Camping Cancellation - LCRA	R	10/14/2020	99.00		040886		99.00

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05738	Kenneth Hartenstein							
I-100920	Irrigation Controller Rebate	R	10/14/2020	179.99		040887		179.99
00127	INDUSTRIAL BOLT & SUPPLY							
I-215082-1	Hex Bolts & Nuts - EM	R	10/14/2020	390.66		040888		390.66
00131	JCI JONES CHEMICALS, INC							
I-834964	Chlorine - TP, CM 835000	R	10/14/2020	899.94		040889		899.94
04447	Carolyn Magee							
I-806087	Camping Cancellation - LCRA	R	10/14/2020	235.00		040890		235.00
00329	MCMMASTER-CARR SUPPLY CO.							
I-46695565	3/8 Tee Connector - PL	R	10/14/2020	711.20		040891		711.20
00151	MEINERS OAKS ACE HARDWARE							
C-938487	CR Return For INV938486	R	10/14/2020	13.73CR		040892		
C-942872	Switch Return - LCRA	R	10/14/2020	7.80CR		040892		
I-938486	Rebar Tie Block - MAINT	R	10/14/2020	13.73		040892		
I-940030	Wire & Conector - LCRA	R	10/14/2020	13.67		040892		
I-941471	Batteries - PL	R	10/14/2020	46.81		040892		
I-941889	Paint for Miramonte Well - TP	R	10/14/2020	10.12		040892		
I-941921	Hose - PR	R	10/14/2020	8.39		040892		
I-941982	Couple for Hose - PR	R	10/14/2020	5.85		040892		
I-941999	Switches - Unit 267	R	10/14/2020	24.85		040892		
I-942241	Batteries & Insecticides -LCRA	R	10/14/2020	34.57		040892		
I-942292	Garden Hose - PL	R	10/14/2020	67.79		040892		
I-942389	Locks - EM	R	10/14/2020	21.43		040892		
I-942416	Scres for Canal Bridge - LCRA	R	10/14/2020	33.49		040892		
I-942448	Plier & Couplings - UT	R	10/14/2020	62.33		040892		
I-942469	Sealant - LCRA	R	10/14/2020	5.36		040892		
I-942494	Chain Oil - LCRA	R	10/14/2020	21.43		040892		
I-942539	Paint - TP	R	10/14/2020	14.63		040892		
I-942862	Switch & Lugs - Unit 267	R	10/14/2020	22.94		040892		
I-942864	Wheel for Lawn Mower - LCRA	R	10/14/2020	9.20		040892		395.06
03724	Michael K. Nunley & Associates							
I-8041	DLG & Rice Bridge Replacements	R	10/14/2020	20,540.00		040894		
I-8141	Mutual Well#7 Equipment - ENG	R	10/14/2020	868.15		040894		
I-8142	Wellfield Eng Tech Svcs. - ENG	R	10/14/2020	5,196.35		040894		
I-8143	OWS Wellfield VDF Design - ENG	R	10/14/2020	2,238.19		040894		
I-8169	DLG & Rice Bridge Replacements	R	10/14/2020	15,958.00		040894		
I-8186	Ojai Sys.Water Replacement-ENG	R	10/14/2020	4,613.50		040894		
I-8225	Running Ridge Zone Improv -ENG	R	10/14/2020	2,966.13		040894		52,380.32

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03701	MNS Engineers, Inc.							
I-75995	Rincon PP Relocated Design-ENG	R	10/14/2020	9,936.64		040895		9,936.64
00149	MRC Global							
I-5877304002	Cla Val Parts - PL	R	10/14/2020	319.60		040896		319.60
00812	KEVIN NGUYEN							
I-Sept 20	Reimburse Expenses 9/20	R	10/14/2020	71.97		040897		71.97
00625	OfficeTeam							
I-56481094	Water Quality Temp - 10/9-10/9	R	10/14/2020	594.00		040898		594.00
00160	OILFIELD ELECTRIC CO, INC							
I-2030410	Motor Repair - LCRA	R	10/14/2020	85.00		040899		85.00
01570	Ojai Auto Supply							
I-502225	Switch & Lamp - Unit 267	R	10/14/2020	32.71		040900		
I-502250	Socket - Unit 267	R	10/14/2020	23.19		040900		
I-502271	FUse Kit - Unit 267	R	10/14/2020	5.57		040900		
I-502795	Relay & but Connector-Unit 267	R	10/14/2020	22.80		040900		
I-502830	Switch - Unit 267	R	10/14/2020	12.14		040900		
I-502866	Fuel Fil - Unit 267	R	10/14/2020	21.89		040900		118.30
01882	OJAI BASIN GROUNDWATER							
I-093020	Quarterly Pumping Fee	R	10/14/2020	22,678.00		040901		22,678.00
00168	OJAI VALLEY NEWS							
I-300037384	Press Release Ad 10/09/20	R	10/14/2020	315.00		040902		315.00
05741	Lisa Ortega							
I-905208/905210	Camping Cancelation - LCRA	R	10/14/2020	264.00		040903		264.00
05713	Pops Auto Repair							
I-009	Trasmission Oil &Service-Unit28	R	10/14/2020	4,897.05		040904		
I-010	Oil Change - Unit 74	R	10/14/2020	232.36		040904		5,129.41
03392	Pres Tech Equipment Company							
I-INV-000112	Pres Tech Labor - Unit 150	R	10/14/2020	1,650.00		040905		
I-INV-000113	Repair to Valve TrailerUnit150	R	10/14/2020	1,356.69		040905		3,006.69
00790	PROFORMA							
I-BI85002731A	Return Envelops - ADM	R	10/14/2020	259.41		040906		
I-BI85002755A	Uniform Shirts - IT	R	10/14/2020	167.96		040906		427.37

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10042	PSR ENVIRONMENTAL SERVICE, INC							
I-10042	Anual Space Sensor Replace	R	10/14/2020	1,628.44		040907		1,628.44
05736	Naomi Ruiz							
I-939229	Camping Cancelation - LCRA	R	10/14/2020	132.00		040908		132.00
05742	Wayne Rutledge							
I-11462454500	Camping Cancellation - LCRA	R	10/14/2020	170.00		040909		170.00
02756	SC Fuels							
I-1728594-IN	Gas - DO	R	10/14/2020	4,508.18		040910		4,508.18
04709	Scheinberg Orthopedic Group							
I-6/14669303-1	1102WC180000001 DOS 08/28/20	R	10/14/2020	159.39		040911		159.39
00215	SOUTHERN CALIFORNIA EDISON							
I-100820	Acct#2237789169	R	10/14/2020	21.86		040912		
I-100820a	Acct#2269631768	R	10/14/2020	29.19		040912		
I-101320	Acct#2397969643	R	10/14/2020	8,737.73		040912		8,788.78
05483	TestEquity LLC.							
I-47566	Fluke PQ Monitor Equipment -EM	R	10/14/2020	386.10		040913		386.10
01512	TRENCH SHORING COMPANY							
I-RI20056781	Traffic Plate Rental - PL	R	10/14/2020	433.45		040914		433.45
00825	USA BLUEBOOK							
I-380170	Shutoff Tool & Vise Grip - PL	R	10/14/2020	1,098.95		040915		1,098.95
00247	County of Ventura							
I-302667	Encroachment Permits PE20-0551	R	10/14/2020	370.00		040916		
I-302761	Encroachment Permits PE2003581	R	10/14/2020	170.00		040916		
I-303343	Encroachment Permits PE20-0575	R	10/14/2020	370.00		040916		
I-303461	Encroachment Permits PE20-0582	R	10/14/2020	370.00		040916		
I-303813	Encroachment Permits PE2004221	R	10/14/2020	170.00		040916		1,450.00
01283	Verizon Wireless							
I-9864177621	Monthly Cell Charges - DO	R	10/14/2020	4,759.25		040917		
I-9864178075	Monthly Cell Charges - LCRA	R	10/14/2020	568.82		040917		5,328.07
01396	VULCAN CONSTRUCTION MATERIALS							
I-72727560	Asphalt Dump - PL	R	10/14/2020	350.00		040918		
I-72727561	Cold Mix - PL	R	10/14/2020	378.25		040918		728.25

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 10/01/2020 THRU 10/14/2020

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05732 I-407	Water Consultancy Inc Consulting Service Rate Study	R	10/14/2020	5,800.00		040919		5,800.00
00663 I-79527299	WAXIE SANITARY SUPPLY Janitorial Supplies - DO	R	10/14/2020	2,667.08		040920		2,667.08
05028 I-W0J0718-casitasmun	Weck Analytical Environmental Stage 2 DBP Sampling - LAB	R	10/14/2020	180.00		040921		180.00
02568 I-252XT360-20201230	Win-911 Software Mobile Software - TP	R	10/14/2020	595.00		040922		595.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	151	416,520.34	0.00	416,520.34
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	7	139,370.21	0.00	139,370.21
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	
			0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			158	555,890.55	0.00	555,890.55
BANK: AP	TOTALS:		158	555,890.55	0.00	555,890.55
REPORT TOTALS:			158	555,890.55	0.00	555,890.55

Minutes of the Casitas Municipal Water District
Board Meeting held via teleconference on
October 14, 2020

1. CALL TO ORDER

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

2. ROLL CALL

Directors Kaiser, Spandrio, Brennan and Baggerly are present. Also present are GM Flood, AGM Dyer, EA Vieira and Counsel Mathews.

President Baggerly announced that Casitas lost a great friend and prior lifelong employee of Casitas MWD, Jackie Springer. Jackie spent most of his life working on the dam and when it was built he transferred to Ventura River Municipal Water District which came to be Casitas. He worked for us for 35 years. You are going to be missed, I would like to adjourn today in memory of Jackie Marion Springer.

3. AGENDA CONFIRMATION

No Changes

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

None

5. CONSENT AGENDA

5.a. Recommend approval of the Accounts Payable Report for the period of 9/10/20 - 9/30/20.

[Accounts Payable Report.pdf](#)

5.b. Minutes of the September 23, 2020 Board Meeting.

[9 23 2020 Minutes.pdf](#)

5.c. Minutes of the September 29, 2020 Special Board Meeting.

[Minutes of the 9 29 2020 Special mtg.pdf](#)

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

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

6. ACTION ITEMS

- 6.a. Update, Review and Discussion of the State of California State Water Project Delta Conveyance Project/Delta Conveyance Facility Project Agreement in Principle and Planning Study Funding Agreement.

Recommendation: Motion to Approve Opt-In 100% Plus Option.

[Board Memo on State Water Project DCF AIP 101420.pdf](#)
[141_Final AIP clean v3 DCF.pdf](#)

GM Flood explained that this is the next iteration of the Delta Conveyance Project which is now a single tunnel with two intakes on the Sacramento River. This is designed to backstop future and current issues with the State Water Project. It will allow water supply to go under the Delta. We have been working on the AIP with State Water Contractors for about 18 months and came to agreement in April. The next step is a DWR Planning study over the next four years at an estimated cost of \$385 million dollars.

Looking at where we are with the project and looking to see if the Board is interested in moving forward with our cost share portion of the \$385 million. Three options are on the table. They are listed on page two of the memo, you can Opt-Out, Opt-In at 100% or Opt-In 100% Plus. GM Flood explained other factors in the AIP and the Board discussion the options.

On the motion of Director Brennan, seconded by Director Kaiser the board approved participation at the Opt-In 100% Plus option dependent on what our partners will be doing. This was approved by the following roll call vote:

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

- 6.b. Adopt a Resolution instructing the Ventura County Watershed Protection District to execute the Department of Water Resources Funding Agreement for Preliminary Planning and Design costs related to a potential Delta Conveyance Project (DCP) on behalf of Casitas Municipal Water District.

Recommendation: Adopt Resolution.

[Board Memo and Resolution on DWR DCP Funding Agreement 101420.pdf](#)
[Funding Agreement for Contractors in Group A Draft Final-c1.pdf](#)

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

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

Resolution is numbered 2020-28

- 6.c. Adopt a Resolution for California Department of Boating and Waterways

grant funding opportunity.

Recommendation: Adopt Resolution.

[Memo re Amendment to Resolution April 22_2020 \(1\).pdf](#)

[2020.Resolution.QZ.Pub.Outreach.Grant amended 9_23_2020 \(1\).pdf](#)

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

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

Resolution is numbered 2020-29

- 6.d. Approval of Change Order No. 1 to Sam Hill & Sons, Inc. for the Rincon Main Emergency Relocation (Ayers Creek Crossing), Spec No 19-430, Change Order No. 1.

Recommendation: Motion to approve.

[201014 - Board Memo for Change Order 1 \(1\).pdf](#)

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

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

- 6.e. Award a contract to Zim Industries dba Bakersfield Well and Pump, Inc. in the amount not to exceed \$72,000.00 for the Gorham Well #1 Well Equipping.

Recommendation: Motion to approve.

[Board Memo for Gorham Wel #1 Repairs 20201014.pdf](#)

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

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

- 6.f. Determine that all bidders on pipeline projects undertaken by the District in 2021 must be pre-qualified prior to submitting bids.

Recommendation: Motion to approve.

[BoardMemo_ContractorPreQualification_20201014.pdf](#)

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

AYES: Directors: Kaiser, Spandrio, Brennan, Baggerly

NOES: Directors: None
ABSENT: Directors: None

- 6.g. Approve the cancellation of the November 25 and December 23 Board Meetings. Recommendation: Motion to Approve.
[Board Memo on Cancelation of 2nd Board Meetings in November and December 2020101420.pdf](#)

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

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

7. DISCUSSION ITEMS/PRESENTATIONS

- 7.a. Discussion regarding potential funding of customer plumbing improvements related to West Ojai Pipeline Replacement, Specification No. 19-408: Meter Relocations. Recommendation: Direction to Staff.
[BoardMemo_MeterRelocations_Spec 19-408.pdf](#)

GM Flood and EA Aranda discussed the need for pipeline replacement and possible meter relocations to eliminate the need to go on private property where the easement and meters are now located. This would move the point of service from their backyard to the right of way in front of the property. We need to talk about the need to do that and at the same time how the costs would be handled. The property owners have been contacted and a few are on this call. The board discussed the various options and expressed concerns regarding insufficient fire flow needs in the current four inch line which is past its useful life and cost comparisons of replacement in the easement versus relocation of the meters and who is responsible for those costs. Staff will continue their analysis and provide pros and cons of using the existing easement or relocating the meters.

Sally Simpson, residing at 114 Cuyama spoke for the neighbors and they were surprised to receive a letter regarding moving the line and having to figure out how to get that done. No one considers it a homeowner improvement and moving the line may not be as simple as you mentioned. There are a lot of challenges for us to reroute this. A few neighbors have had plumbers and two different costs. One verbal quote was for about \$3,000 and two days' work if there was not a lot of rock. Another neighbor received a bid in writing of \$13,500. Another one with the biggest parcel pointed out that a year back a gas line was replaced and it was \$31,000 and took weeks to dig from the house to the street. We understand you want to remove it from private property. The maintenance project has caused a lot of stress for the neighbors. Ante up for the costs. The most important concern is cost and inconvenience. We would like to have enough water. We hope for a fair resolution as none of us want a legal battle. We are happy to have you come and walk the property so you know the obstacles.

Resident at 118 Cuyama agreed that safety and personal property comes first. She

expressed being worried about cost since she does not have a job anymore. I hope you will fix this for us and thanks Angelo for walking around and getting a better feel for what things look like.

Steve Simpson mentioned in your drawing set Pdf page 4 drawing 7 of 25 has meter for 118 Cuyama in one location and in a different location in Pdf sheet 8.

President Baggerly explained there is no action to be taken today as this is for discussion only. We have heard your concerns and it will be brought back for more discussion.

- 7.b. Review and discussion of a proposed parcel annexation to the Casitas Municipal Water District's Community Facilities District 2013-1 (CFD 2013-1), 1010 El Toro Rd., Assessor's Parcel No. (APN) 019-0-062-180.
Recommendation: Direction to Staff.
[BoardMemo_1010 El Toro Rd_APN 019-0-062-180.pdf](#)

The board discussion the possibility of annexation into the CFD 2013-1 Ojai Water System and that there were no provisions in the formation of the CFD to allow for future annexation into the system. Annexation would require going through the process with a single parcel that we did to set up the CFD. There are legal requirements and we would need to work with our consultants at Taussig and get some cost estimates and bring to the board to vote on. This is a parcel that does not receive service from the CFD and is not paying taxes. If they want service from the system they annex in and come to parity and continue to pay into it on yearly tax roll. This is looking for service to the house which has a well on site but is looking to get service to the house. Counsel and staff will work on this issue and bring back information on consistency in process in the event there are other parcels that may want to join the CFD in the future. GM Flood expects to bring this item back in a month or so with additional information.

8. INFORMATION ITEMS

- 8.a. Finance Committee Minutes.
[Finance Minutes 091820.pdf](#)
- 8.b. Special Public Relations Committee Minutes.
[Special Public Relations Committee Minutes 100520.pdf](#)
- 8.c. Recreation Committee Minutes.
[Rec Minutes 100620.pdf](#)
- 8.d. Executive Committee Minutes.
[Exec Minutes 100920.pdf](#)
- 8.e. State Water Project - Interconnect Project Costs.
[SWP Intertie Project Cost 09-30-20.pdf](#)
- 8.f. CFD 2013-01 Project Report.
[CFD 2013-1 Project Cost 09-30-2020.pdf](#)
- 8.g. Investment Report.

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

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

9. GENERAL MANAGER COMMENTS

GM Flood mentioned the AWA meeting tomorrow and the presentation by staff on the Comprehensive Water Resources Plan. Additionally we have had a number of contacts for solar and battery backup and we are talking with them regarding performing an audit of our system.

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

Director Brennan attended the Ventura Instream Flow group and the City of Ventura Water Commission. Director Spandrio attended the UVRGA Board Meeting and the Instream Flow meeting that Director Brennan discussed.

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

Director Brennan reported that the prospect for rainfall is not looking good long term and it appears we will have a La Nina.

Director Spandrio asked for guidance and requested the City of Ventura Adjudication Charge to be brought back to the board for review and asked for a reading from counsel on this issue. Mr. Mathews stated it could be placed on an agenda. President Baggerly added to let staff work on it. We received an email from Tony Thatcher and Emily Ayala on how the charge is affecting them. The meter charge is egregious in their mind and we should look at it again. Director Spandrio added a possible presentation by Hildebrand again to that agenda item to see if there are other avenues to pursue. Director Kaiser expressed awareness of unbudgeted costs for further review from the consultant.

President Baggerly moved the meeting to closed session at 4:41 p.m., calling for a brief break and reconvened in closed session at 4:48 p.m.

12. CLOSED SESSION

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

12.b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (Gov. Code

§54956.9(a))Upper Ventura River Groundwater Agency v. Casitas Municipal Water District, Superior Court of California, County of Ventura, Case No. 56-2020-00545336-CU-WM-VTA.

- 12.c. Public Employee Performance Evaluation (Government Code 54957)
Title: General Manager

- 12.d. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
(Government Code §54956.9(b))
Number of potential cases: 1

President Baggerly moved the meeting out of closed session at 5:30 p.m. with Mr. Mathews stating that the board met and received status updates on the first two items. On the employee evaluation, forms will be sent to the board and on the potential litigation item there was no action taken.

13. ADJOURNMENT

President Baggerly adjourned the meeting at 5:31 p.m. in memory of Jackie Springer.

Angelo Spandrio, Secretary

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD- GENERAL MANAGER
SUBJECT: REVIEW STAFF RECOMMENDATION TO SET CASITAS MUNICIPAL WATER DISTRICT RESERVE ACCOUNT AMOUNTS FOR THE 2020/2021 FISCAL YEAR
DATE: 10/22/2020

RECOMMENDATION:

The Board of Directors set reserves for the 2020/2021 fiscal year as presented.

DISCUSSION:

Reserves for the fiscal-year-end 2019/2020 are calculated as follows:

Restricted:

Capital Facilities - Has been reduced from \$2,398,071.54 to **\$85,242.62** a total of \$-2,312,828.92.

Safe Drinking Water - Has had no change and remains at **\$60,000.00**

Flexible Storage – Has been increased from \$55,728.00 to **\$60,200.00** a total of \$4,472.00.

Un-Restricted:

Storm Damage - Has been reduced from \$3,864,582.31 to **\$2,674,589.77** a total of \$-1,189,992.54.

Variation in Water Sales - Has been reduced from \$3,662,463.40 to **\$2,604,460.31** a total of \$-1,058,003.09.

Capital Improvements- Has been reduced from \$3,860,762.00 to **\$2,167,042.19** a total of \$-1,693,719.81.

Alternate Water Supply Study – Has been increased from \$1,249,822.50 to **\$1,361,271.25** a total of \$111,448.75.

Conservation Penalty – Has been reduced from \$2,868,691.50 to **\$2,688,982.00** a total of \$-179,709.50.

Cash Flow – Has been reduced from \$3,000,000.00 to **\$2,046,856.38** a total of \$-953,143.62.

OPEB – Has had no change and remains at **\$4,134,100.00**

CFD 2013-1- Improvement fund for the Community Facilities District 2013-1 was added in Fiscal Year 2020 with an ending total balance of **\$13,488,878.98**.

The net change - The net change for Reserves from Fiscal Year End 2018 / 2019 to Fiscal Year End 2019 / 2020 is \$6,217,402.22.

Staff recommends that the Board of Directors sets the District's Fiscal Year 2020/2021 reserve account amounts as listed in bold and underlined above.

**Information on the Use of Casitas MWD
Reserve Funds**

<u>Fund</u>	<u>Designated Use</u>	<u>FY 2020 Projects/Need</u>
Capital Facilities - Restricted	Planned Capital Projects	Pipeline and Infrastructure Replacement/Improvement
Safe Drinking Water	Debt Service	Debt Service
Flexible Storage	Planned and Unplanned Capital Projects	Debt Service
Storm Damage	Emergency Cash Flow Reserve	District Repair/ Maintenance Activities at Robles
Variation in Water Sales	Emergency Cash Flow Reserve	Water Sales Reduction
Capital Improvements	Planned and Unplanned Capital Projects	Pipeline and Infrastructure Replacement/Improvement
Alternate Water Supply Studies	Alternate Water Supply Development and Acquisition	None
Conservation Penalty	Conservation Activities and Water Supply Development and Acquisition	SWP Supply Studies/Conservation Dept. Activities
Cash Flow	Operating Reserve	LCRA Revenue Shortages
OPEB	Other Post-Employment Benefits Reserve	None
CFD-2013-1	CFD 2013-1 Capital Expense Bond Funds	CFD-2013-1 Capital Projects

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: **Proposed Strategic Communications Workplan & Budget Increase**
Date: October 28, 2020

RECOMMENDATION:

The Board of Directors award a contract amendment to Fiona Hutton & Associates in an amount not to exceed \$170,000 for public relations services, and authorize a budget increase of \$52,000 for direct expenses associated with communications materials.

BACKGROUND:

The Board of Directors awarded a contract for public relations consulting services to Fiona Hutton & Associates (FHA) in February 2020 in the amount of \$150,000. The scope of services included messaging related to a possible bond measure as well as development of a strategic communications plan. The contract was later amended to include a public opinion survey in the amount of \$35,000.

DISCUSSION:

FHA has prepared the attached proposed Strategic Communications Workplan intended to support the District's messaging through June 2021. The Workplan provides a monthly calendar of core outreach deliverables and activities designed to support the District's objectives and planning for water security.

The Strategic Communication Workplan was reviewed by the Public Relations Committee on September 17 and October 15, and a Draft Workplan was previously provided to the Board as an informational item on September 23.

Upon the Board's approval, the Workplan would be implemented by staff with the support of FHA. The total FHA consulting costs are estimated at \$170,000, and the total direct expenses associated with communications materials are estimated at \$105,000.

FISCAL IMPACT

Of the \$170,000 for FHA services, it is estimated that \$68,000 would be funded under the Fiscal Year (FY) 20-21 Board-approved budget, and \$102,000 would be funded by reserves.

Of the \$105,000 direct expenses, it is estimated that \$53,000 would be covered under the FY 20-21 Board-approved budget, and \$52,000 would be funded by reserves.

The total unbudgeted expense estimated to come out of reserves is \$154,000.

Attachment: Proposed Strategic Communications Workplan dated October 21, 2020



Casitas Strategic Communications Workplan



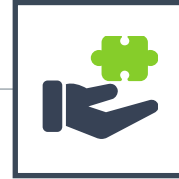
October 2020

Situation Analysis



Challenges

- COVID-19 landscape creates an uncertain economic climate and limits/prevents in-person communication.
- Customer satisfaction with Casitas' services undermines need for additional investment in expanded water supply sources.
- High level of water awareness amongst diverse and vocal customers and news media leads to increased scrutiny of decision-making.



Opportunities

- Longer runway to communicate the value of a diversified water supply portfolio.
- Customers view a reliable water supply as a high priority, providing a strong foundation for communicating the impacts of drought and climate change on the local way of life.
- High degree of trust in Casitas MWD as a responsible public agency can be leveraged in communicating Casitas' expert recommendations for future water security.

Our Objectives



Establish the need for greater investment in the region's future water security.



Elevate Casitas as a forward-looking and responsible partner that makes daily life possible for the thousands of people and hundreds of farms and businesses it serves.

Our Strategies



Educate customers on the long-term risks and vulnerabilities of relying on Lake Casitas alone



Promote individual Casitas projects already underway (i.e. pipeline replacements, Robles Forebay restoration, etc.)



Place into context the value of water conservation vs. a more diversified supply portfolio



Communicate the value of a connection to the SWP in securing the region's water future

The Audiences

Key Audiences

- Casitas retail and wholesale customers
- Casitas employees and vendors
- Neighboring water agencies
- News Media
 - VC Star, Ojai Valley News, Ojai Quarterly, Local TV & Radio
- Community organizations
- Schools
- Local businesses and organizations
- Local agricultural community
- Local NGO's and environmental advocacy organizations
- Local and regional public agencies
- Elected officials and key staff

Key Trigger Dates – September & October



Sept. (Sundays) – Certified Farmers Market

Sept. 1 – Ventura First Fridays

Sept. 3 – Protect Your Groundwater Day

Sept. 14-20 – Pollution Prevention Week

Sept. 27 – World Rivers Day

Sept. 30 – Channel Counties/Water Systems Luncheon

Sept. TBD – Completion of De La Garrigue Bridge

Oct. (Sundays) – Certified Farmers Market

Oct. TBD – Ojai Day

Oct. TBD – New LCRA Director Appointed

Oct. (Friday/Saturday Nights) – Boccali's pumpkin patch and haunted hayrides

Oct. 2 – Ventura First Fridays

Oct. 2-4 – Harvest Festival

Oct. 11-17 – Earth Science Week

Oct. 15 – Global Handwashing Day

Oct. 22 – SCWC Annual Meeting and Dinner

Oct. 24-25 – Ventura Marathon/Lace Up Running Series

Key Trigger Dates – November & December



Nov. (Sundays) – Certified Farmers Market

Nov. 3 – General Election

Nov. 6 – Ventura First Fridays

Nov. 7 – Ventura County Farm Day

Nov. 5-15 – Fall Film Festival

Nov. 30 – Construction Begins on West Ojai Pipeline

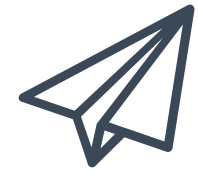
Dec. (Sundays) – Certified Farmers Market

Dec. 1-4 – ACWA Fall Conference 2020

Dec. 4 – Ventura First Fridays

Dec. TBD – State’s Decision on Ventura-Santa Barbara Counties Intertie Application

Tactical Execution – Strategy and Management



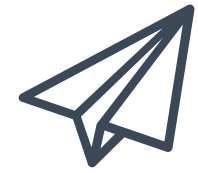
Create & Launch Branded Education Campaign

- **Campaign Name & Tagline:** Brainstorm simple, memorable campaign name and tagline centered on protecting Lake Casitas and ensuring long-term water supply reliability
- **Logo:** Develop campaign logo for use across materials and content to support the campaign
- **Mascot:** Create a mascot and costume to use in conjunction with campaign and outreach efforts
- **Message Platform:** Revise and update message platform to serve as the overarching campaign narrative throughout materials
- Prioritize and manage outreach to Casitas customers, local businesses, elected officials, and other stakeholder groups using the foundational and promotional materials
- Leverage natural trigger dates such as key board votes/decisions, Casitas infrastructure projects, grants, water observances, elections, etc. as opportunities to send out press releases, post to social channels, and otherwise externalize the good work of the District
- Assess opportunities to participate in or host virtual workshops, tele-town halls and other events as opportunities to increase communication/transparency with customers

Ongoing Strategy & Management

- Participate in weekly planning calls to prioritize deliverables, plan for key trigger dates and share insights
- Assess opportunities to partner with local businesses to help amplify

Tactical Execution – Content Development



Customer Outreach Materials

- **Casitas Newsletter:** Develop fall 2020 newsletter featuring stories on the Board's decision to delay the bond measure, when to plant, Lake Casitas update, Robles Forebay restoration
- **Bill Inserts/Postcards:** Leverage monthly bill inserts and regular postcards to deliver timely updates:
 - Fire season safety
 - Conservation reminders and tips
 - Drought status/Lake Casitas level updates

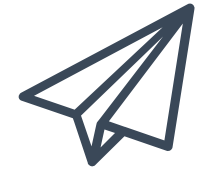
Foundational Materials

- **Fact Sheet Library:** Develop library of visually compelling fact sheets and FAQs to support education campaign:
 - Casitas' water supply overview
 - Conservation Cornerstone
 - 2020 projects at-a-glance
 - The future of Lake Casitas
- **Briefing Deck:** Create overview PowerPoint presentation for use in virtual stakeholder briefings
- **Issue Overview FAQ:** Develop in-depth FAQ overviewing the need for water supply diversification

Promotional/Paid Placements

- **Signage:** Develop promotional signage using campaign brand identity to draw attention/raise awareness of the campaign and need for investment in the region's water future:
 - Digital and print signage for local businesses
 - Mainstreet banners
 - Lawn signs
- **Giveaways:** Develop promotional materials for local stores, restaurants and businesses to use/provide to customers:
 - Facemasks
 - Reusable bags
 - Coasters
 - Hand sanitizer
- **Print Ads:** Use monthly OVN ad placements and occasional VC Star placements:
 - Positive story telling
 - Proactive information (local projects, construction impacts, etc.)
 - Amplify board decisions & votes, where appropriate

Tactical Execution – Social & Digital Outreach



Social Media

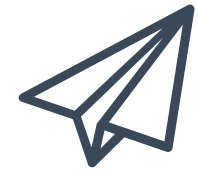
- **Social Content:** Create social cards and cadenced social media presence using Casitas' Facebook page:
 - "Lake Casitas Meter"
 - "Water Wise Wednesdays"
 - Customer testimonials
 - Feature infrastructure improvements/updates
 - Conservation webpage materials/information
- **Networking:** Post placements to Ojai Community Network Facebook Groups and local NextDoor groups
- **Paid:** Consider boosting followers and visibility through paid placements

Digital Content

- **Dedicated Webpage:** Create dedicated webpage within Casitas' website to house campaign information and materials

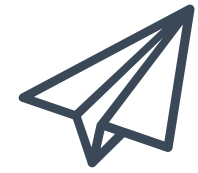
- **Whiteboard Video Series:** Develop series of three whiteboard videos to push out through social media, share during events and embed in outreach materials:
 - Why we need more water and where we can get it
 - Lake Casitas levels over time
 - Proposed project overview
- **PSAs:** Develop PSAs highlighting the ongoing need to conserve and other key messages to run at Lake Casitas Movie Nights and pitch to other local channels
- **Other Digital Resources:** Develop branded digital background to be used when participating in virtual hearings, meetings and events. Develop shareable widget/banner linking back to branded campaign webpage that partners and stakeholders can use on their own websites to show their support.

Tactical Execution – Partnerships & Events



- **Partnerships:** Partner with local business who can display in-store signage and use/give away campaign materials
 - Promote native vegetation and sensible irrigation with local nurseries and appropriate businesses
 - Promote any rebate campaigns with appropriate businesses
 - Promote the value of conservation
- **Leverage Community Events:** Setup a booth with campaign materials and giveaways and/or host community events as opportunities to increase communication and transparency with customers:
 - Ojai Day
 - Community lake level readings
 - Sunday farmers markets
 - Ojai Chamber Mixers
 - Boccali's pumpkin patch and haunted hayrides
 - Fall film festival
 - Lake Casitas Recreation Area events (water park, movie nights, etc.)
- **Virtual Townhalls & Workshops:** Explore opportunities to participate in or host virtual “workshops” with HOAs, community groups, schools, orgs and other stakeholder groups
- **Virtual Briefings:** Host one-on-one or small group briefings with targeted stakeholders

Tactical Execution – Earned Media



- **Press Releases:** Issue press releases around key trigger dates:
 - Election results (re-introducing the board)
 - Branded campaign milestones
 - 2021 forecast
 - District project completions/project milestones
 - Official drought monitor updates
 - Lake Casitas lake levels
 - Ventura river watershed litigation milestones
 - CWRP updates/public comment period extension
- **Op-eds:** Place bi-monthly op-eds in OVN and VC Star to elevate Casitas' voice as the trusted experts and forward-looking stewards of the region's limited water resources:
 - Yearend review and looking forward
 - Importance of planning for future water security
 - Conservation vs. Expanded Supply
 - "Pipe UP!": Why an Interconnection is Essential for Our Way of Life

Communications Tactics – Workplan

October 2020

Trigger Dates & Events

- **General:**
 - Oct. 22 – SCWC Annual Meeting and Dinner
 - TBD – Ojai Day
 - TBD – New LCRA Director Appointed
 - (Friday/Saturday Nights) – Boccali's pumpkin patch and haunted hayrides
- **Casitas**
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - Oct. 14
 - Oct. 28 – Present month-to-month timeline and baseline go-forward budget for the full Board's review
 - Public Relations Committee meeting – 3rd Thursday
 - Oct. 15 – Present updated fall newsletter, month-to-month timeline and baseline budget for the Committee's review
- **Water Observances/Events:**
 - Oct. 11-17 – Earth Science Week
 - Oct. 15 – Global Handwashing Day

Strategy and Management

- Develop Timeline – Month-to-month activities and deliverables to support the campaign
- Develop Workplan & Budget Forecast
- Create Campaign Message Platform
- Develop Education Campaign Brand (name, tagline, logo, mascot recommendations)

Content Development

Outreach

- Fall Newsletter

Media Relations

- Facebook Post – Global Handwashing Day
- OVN Ad – Using fall newsletter content

Communications Tactics – Workplan

November 2020

Trigger Dates & Events

- **General:**
 - Nov. (Sundays) – Certified Farmers Market
 - Nov. 3 – General Election
 - Nov. 7 – Ventura County Farm Day
 - Nov. 5-15 – Fall Film Festival
- **Casitas:**
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - Nov. 11 – Present draft message platform and brand for education campaign (name, tagline, logo, mascot recommendations)
 - Public Relations Committee meeting – 3rd Thursday
 - Nov. 19 – Present Fact Sheet, FAQ and grassroots outreach recommendations for the Committee’s feedback
 - Nov. 30 – Construction Begins on West Ojai Pipeline

Strategy and Management

- Inventory opportunities for community partnerships/grassroots placements/materials leveraging trigger dates and events
- Inventory additional resources needed to support Lake Casitas drought education and awareness campaign (lawn signs, masks, banners, billboards etc.)

Content Development

- Develop Fact Sheet – Drought Awareness
- Develop FAQ – Planning for the Future: A Conversation with Our Community

Outreach

- Bill Insert – West Ojai Pipeline construction
- Conduct outreach to secure partnership opportunities

Media Relations

- Press Release – Election results (re-introducing the board)
- OVN Ad – Run/reformat the election results release as an ad

Communications Tactics – Workplan

December 2020

Trigger Dates & Events

- **General:**
 - Dec. (Sundays) – Certified Farmers Market
 - Dec. 1-4 – ACWA Fall Conference 2020
 - Dec. TBD – State’s Decision on Ventura-Santa Barbara Counties Intertie Application
- **Casitas:**
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - Dec. 9
 - Public Relations Committee meeting – 3rd Thursday
 - Dec. 17 – Present grassroots outreach schedule, website wireframe and fact sheet for the Committee’s review

Strategy and Management

- Develop Grassroots Outreach Schedule – Based on the recommendations provided to the Board last month

Content Development

- Develop Wireframe – Branded education campaign webpage
- Develop Fact Sheet – Your District At Work (projects underway with the District)

Outreach

- Draft bill insert – Fact Sheet/FAQ

Media Relations

- Yearend Op-Ed
- Facebook Post – Happy holidays from Casitas (designed social card)
- OVN Ad – Happy holidays from Casitas

Communications Tactics – Workplan

January 2021

Trigger Dates & Events

- Casitas:
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - Jan. 13
 - Jan. 27 – Present updated draft education campaign webpage and whiteboard video script for the full Board’s review
 - Public Relations – 3rd Thursday
 - Jan. 21 – Present draft branded education campaign webpage and whiteboard video script for the Committee’s review

Strategy and Management

Content Development

- Develop Webpage – Branded education campaign webpage
- Develop Script – Whiteboard video: The Future of Lake Casitas/Securing our Water Future
- Design & Develop Signage & Promotional Outreach Materials – Mascot, masks, reusable bags, coasters, lawn/window signs, banners, etc.

Outreach

- Outreach to secure and expand community partnerships (ongoing)

Media Relations

- Develop OVN Ad – Fact Sheet/FAQ
- Expand Casitas Media List

Communications Tactics – Workplan

February 2021

Trigger Dates & Events

- Casitas:
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - Feb. 10 – Present draft outreach materials (Grassroots ad opportunities, masks, lawn signs, banners, billboards, etc.)
 - Feb. 24 – Present Whiteboard Video and Briefing Deck for the full Board’s review
 - Public Relations – 3rd Thursday
 - Feb. 18 – Present Whiteboard Video and Briefing Deck for the Committee’s review

Strategy and Management

Content Development

- Finalize Signage & Promotional Outreach Materials – Mascot, masks, reusable bags, coasters, lawn/window signs, banners, etc.
- Produce Whiteboard Video – The Future of Lake Casitas/Securing our Water Future
- Briefing Deck – Develop overview PPT for use in virtual stakeholder briefings

Outreach

- Launch Website – Branded education campaign
- YouTube – Paid promotion of whiteboard video linking back to campaign website
- Outreach to secure and expand community partnerships (ongoing)

Media Relations

- Facebook Post – Launching branded education campaign
- Press Release – Launching branded education campaign
- OVN Ad – Launching branded education campaign

Communications Tactics – Workplan

March 2021

Trigger Dates & Events

- **Casitas:**
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - March 10
 - March 24
 - Public Relations – 3rd Thursday
 - March 18 – Present spring newsletter copy and draft op-ed for the Committee’s review
 - Spring TBD – Revised CWRP

Strategy and Management

- Revised CWRP Release Strategy

Content Development

- Develop Spring Newsletter Copy
- Develop Campaign Social Cards – Suite of social cards and posting schedule

Outreach

- Provide local businesses with campaign materials (ongoing)
- Outreach to secure and expand community partnerships (ongoing)

Media Relations

- Draft and place Op-Ed – Importance of planning for future water security – address supply situation, district projects and need for greater investments in the region’s future water security
- OVN Ad – Fact Sheet/FAQ

Communications Tactics – Workplan

April 2021

Trigger Dates & Events

- **Casitas:**
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - April 14
 - April 28
 - Public Relations – 3rd Thursday
 - April 15 – Present designed draft of Spring Newsletter and copy draft of Conservation Fact Sheet for the Committee’s review
 - Spring TBD – Revised CWRP

Strategy and Management

Content Development

- Draft Conservation Fact Sheet – Do Your Part to Preserve Lake Casitas

Outreach

- Spring Newsletter
- Provide local businesses with campaign materials (ongoing)
- Outreach to secure and expand community partnerships (ongoing)

Media Relations

- Facebook Posts – Campaign Social Cards
- Develop OVN Ad – Using Spring Newsletter content

Communications Tactics – Workplan

May 2021

Trigger Dates & Events

- **Casitas:**
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - May 12 – Present designed draft of Conservation Fact Sheet for the Board’s review
 - May 26
 - Public Relations – 3rd Thursday
 - May 20 – Present Whiteboard Video Script for the Committee's review
 - Spring TBD – Revised CWRP
- **Water Observances/Events:**
 - May – Water Awareness Month

Strategy and Management

Content Development

- Design Conservation Fact Sheet
- Develop Whiteboard Video Script – The State Water Project

Outreach

- Provide local businesses with campaign materials (ongoing)

Media Relations

- Facebook Posts – Campaign Social Cards and Conservation Fact Sheet
- Develop OVN Ad – Conservation Fact Sheet content

Communications Tactics – Workplan

June 2021

Trigger Dates & Events

- **Casitas:**
 - Casitas Board Meetings – 2nd and 4th Wednesdays
 - June 9
 - June 23 – Present Conservation Side by Side and Whiteboard Video to the full Board for review
 - Public Relations – 3rd Thursday
 - June 17 – Present Conservation Side by Side and Whiteboard Video to the Committee for review

Strategy and Management

- November 2021 Bond Measure Planning
- Develop Virtual Stakeholder Briefing Plan – Series of virtual stakeholder briefings on the need for more water and the SWP solution

Content Development

- Produce Whiteboard Video – The State Water Project
- Draft Side by Side Comparison – Conservation vs. Additional Supplies – Conservation: Absolutely Necessary and Not Enough

Outreach

- YouTube Paid Promotion – Whiteboard Video – The State Water Project
- Provide local businesses with campaign materials (ongoing)

Media Relations

- Facebook Posts – Campaign Social Cards
- Develop OVN Ad – TBD
- Draft Op-Ed – The State Water Project

Recommended Budget

Outlined below is a proposed budget (for discussion with Casitas staff) that reflects the core deliverables included in this communications plan.

FHA Scope	
<ul style="list-style-type: none"> ➤ Strategy & Management ➤ Messaging & Content Development ➤ Outreach ➤ Media Relations <p>*Additional fees through June 2021 (after existing budget is used/applied).</p> <p>**A 7.5% administrative fee (covers basic expenses including accounting, online databases, distribution services, analytic programs, subscriptions, paywalls and phone) on professional fees will be applied.</p>	\$170,000
Direct Expenses	
Graphic Design	15,000
Whiteboard Videos (2)	10,000
Printing/Development of Promotional Materials	45,000
Newsletter Printing & Mailing (fall + spring newsletters, entire service territory)	20,000
Paid Social/Search Ads	5,000
Outdoor & Other Ad Buys	10,000
	Total Direct Expenses: \$105,000

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL L. FLOOD, GENERAL MANAGER
SUBJECT: ENGINEERING SERVICES FOR RINCON 2(M) PIPELINE
ALTERNATIVES STUDY AND PRELIMINARY DESIGN
DATE: 10/28/2020

RECOMMENDATION:

Authorize the General Manager to issue a Task Order for professional engineering services to MNS Engineers, Inc. (MNS) for Rincon 2(M) Pipeline Alternative Study and Preliminary Design in an amount not to exceed \$76,147.

BACKGROUND:

Casitas experienced a main break on the 14-inch Rincon 2(M) Main pipeline in May 2019 and June 2020 at Station 38+12. The pipeline crosses numerous canyons and is the supply pipeline for the southwest portion of the District's service area, serving the agricultural and domestic needs of the Rincon, La Conchita, and Solimar Beach communities.

The alternative study will focus on the following canyon crossings as they present the greatest risk of failure for the Rincon 2(M) piping:

- Station 32+34
- Station 38+09
- Station 44+06

The District issued a Request for Proposals (RFP) for the Rincon 2(M) Pipeline Alternatives Study on July 29, 2020. Fourteen firms attended the pre-proposal meeting on August 12, 2020. Four proposals were received on September 10, 2020.

Staff from Engineering and Operations and Maintenance reviewed the four proposals and selected MNS based on the technical approach, firm experience, and related expertise. MNS is well qualified and committed to completing the project in a timely fashion. MNS is one of the District's on-call engineering consultants, so a Task Order will be used to complete the work.

The initial Phase 1 scope includes an assessment of existing facilities. Upon completion of this phase, a determination of improvement needs will be established. Then the alternatives evaluation will be pursued, as well as a subsequent preliminary design report. The District intends to engage MNS for these subsequent phases and will present future scopes of work to the Board for consideration.

FISCAL IMPACT:

The FY 2020-21 Budget includes \$800,000 for Transmission Pipeline Replacement, which will be used to fund this project.

Attachment: Proposal from MNS dated October 19, 2020

October 19, 2020

Casitas Municipal Water District
Attention: Virgil Clary, Project Manager
1055 Ventura Avenue
Oak View, CA 93022

SUBJECT: Proposal for the Rincon 2(M) Pipeline Alternatives Study and Preliminary Design – Phase One Scope

Dear Virgil:

Thank you for the opportunity to submit this letter documenting scope and fee for the first phase of work for the Rincon 2(M) Pipeline Alternatives Study and Preliminary Design (Project) for the Casitas Municipal Water District (District).

Project Understanding

MNS recently submitted a proposal for the Project, and was selected as the preferred consultant to complete the work. Based on the recommendations of the MNS proposal, the District has elected to move the project forward in a phased manner, allowing scope and fee for future phases to be determined based on the findings of the Phase One scope of work. A proposed scope and fee associated with Phase One of the work is described herein. The limits of Phase One of the work includes the three identified canyon crossings, and the La Conchita Lateral.

Scope of Work

MNS tailored the following scope of work to provide engineering services for the first phase of the Project. This section provides a brief description of tasks and responsibilities as a basis for developing the anticipated level of effort for this project.

Task 1 – Project Management, QA/QC, and Meetings

This task involves internal project management, quality assurance/quality control (QA/QC), meetings, and presentations over the course of the Project.

1.1 Project Management. Project Manager, Nick Panofsky, PE, QSD, will be responsible for the coordination of the internal project team including subconsultants and overall administration of the contract for MNS. He will continuously monitor the project schedule and budget to ensure milestones are met, sufficient time is allotted for quality control reviews, the project budget is maintained, and the final product meets the expectations of the District.

Nick will coordinate with the District's Project Manager to ensure open lines of communication are maintained and District staff are up to date on the status and progress of the Project. Frequent phone calls and email updates will be sent from Nick to the District Project Manager, as well as other forms of communication as appropriate including video conferences to discuss key project issues.

Nick will prepare a monthly invoice with all supporting documentation in a format acceptable to the District, including schedule updates. Invoice amounts will be detailed by the tasks described herein.

1.2 Quality Assurance/Quality Control. MNS considers quality control as the backbone of the services it provides. MNS implements an internal QA/QC system on all projects. Each member of the engineering team is responsible for engaging reviews of their work on a consistent basis and adhering to the procedures and requirements set forth in the MNS QA/QC standards of practice. For each project, MNS designates a QA/QC Manager responsible for performing independent reviews of the project deliverables to ensure compliance with the contract documents. For this project, all submittals will be reviewed by Brian Whitaker, PE, QSD, prior to submittal.

1.3 Meetings. Over the course of the Project, MNS will facilitate and lead meetings to move the Project forward and ensure the District is informed and in concurrence with the progress of the Project. In addition, monthly video conference calls will be held to facilitate communication between MNS, the District, and other parties and project stakeholders involved as appropriate. MNS anticipates the following meetings over the Project duration:

- Project kick-off meeting and site visit with Casitas Staff
- Coordination meetings/conference calls with Casitas staff (up to two)
- Existing Facilities Assessment Memo review meeting

Nick Panofsky, PE, QSP, Project Manager, will attend all meetings and conference calls with additional internal staff as appropriate. Representatives from our subconsultant team will attend meetings as appropriate. For each meeting, MNS will prepare an agenda provided to the District at least three days prior to each meeting. Meeting minutes will be provided in a draft format to the District and other meeting attendees for consensus prior to issuance of final meeting minutes. Meeting minutes will be prepared and distributed within five business days of each meeting. We assume all meetings will take place at the District’s office or by either phone call or video conference. MNS will submit an updated project schedule monthly for the duration of the Project.

Task 2 – Existing Facilities Assessment

This task includes reviewing, evaluating, and documenting available information regarding the existing project site and developing an Existing Facilities Technical Memorandum (TM) to guide the alternative selection and evaluation process.

2.1 Review Existing Documents. MNS will work with District staff to obtain record drawings, lay schedules, original submittal documentation (if available), prior studies, service connections with associated flow/pressure requirements, hydraulic models, other planning documents, known failure history, and other pertinent information to the Project. The results of the document review will be summarized in the TM.

2.2 Condition Assessment. MNS will review the available segment of existing failed pipeline to document the failure mode and assess the condition of the existing piping system. We will develop an estimate of remaining useful life for the segments of piping included in the project study based on book values of expected life expectancy and data collected from the failed pipe segment.

2.3 Existing Facilities Assessment TM. MNS will develop a TM documenting the completed condition assessment, high level mobilization and construction costs, consequences of failure, and a framework for developing and evaluating project alternatives using both qualitative and quantitative methods. The TM will be submitted in draft format for the District’s review and comment. Following receipt of District comments, the TM will be revised to final. The final TM will be stamped and signed by a State of California Registered Professional Civil Engineer.

Deliverables: Draft and Final Existing Facilities Assessment TM

Fees

MNS proposes to perform the services described herein for a fee not to exceed **\$76,147**. The table below shows the summary by task. A detailed fee proposal spreadsheet is attached. All fees are in accordance with the MNS Fee Schedule provided with the full proposal for the Project.

Task	Estimated Fee
1 – Project Management, QA/QC, and Meetings	\$20,172
2 – Existing Facilities Assessment	\$55,975
TOTAL	\$76,147



Closing

Thank you for the opportunity to submit this proposal. We are excited and look forward to working with the District. Please feel free to contact me with any questions you may have about our submittal at 805.722.2734 or npanofsky@mnsengineers.com. Thank you for your consideration.

Sincerely,
MNS Engineers, Inc.



Nick Panofsky, PE
Lead Engineer

Attachment: Fee Estimate Spreadsheet

Casitas Municipal Water District
 Rincon 2(M) Pipeline Alternatives Study and Preliminary Design – Phase One
 Scope



	2020 Rate	PM	ENGINEERING				ADMIN SUPPORT	GHD						Total Resource Hours	Total Hours* Rates
		Project Manager, Nick Panofsky	Senior Project Engineer, Nick Boswell	Project Engineers, Bryce Swetek, Sean Packard, and Mike Busby		Assistant Engineer	Administrative Analyst	Principal-In-Charge	QA/QC Manager, Brian Whitaker	Trenchless Pipe Designer, D. Craig Camp	Senior Corrosion Engineer, Jeff Knauer	Project Engineer	Administrative Assistant		
1 – Project Management, Quality Assurance/Quality Control, Meetings, and Site Visits	Task 1														
1.1 Project Management	Task 1.1	16				4	4	8				7	39	\$7,210	
1.2 Quality Assurance/Quality Control	Task 1.2							7					7	\$1,540	
1.3 Meetings	Task 1.3	12	8	8				2	8	8			46	\$9,700	
Task 1 Subtotal		28	8	8	0	4	4	17	8	8	0	7	92	\$18,450	
2 – Existing Facilities Assessment	Task 2														
2.1 Review Existing Documents	Task 2.1	4	16	8					24	42	24		118	\$25,100	
2.2 Condition Assessment	Task 2.2	8	8	16						18			50	\$10,240	
2.4 Existing Facilities Assessment TM	Task 2.4	20	16	24	8		4	12					84	\$16,180	
Task 2 Subtotal		32	40	48	8	0	4	12	24	60	24	0	252	\$51,520	

SUBCONSULTANTS		
Subconsultant Participation	GHD	Total Subconsultant Costs
Task 1		
Task 1.1	\$3,470	\$3,470
Task 1.2	\$1,540	\$1,540
Task 1.3	\$4,280	\$4,280
Task 1 Subtotal	\$9,290	\$9,290
Task 2		
Task 2.1	\$19,920	\$19,920
Task 2.2	\$4,320	\$4,320
Task 2.4	\$3,720	\$3,720
Task 2 Subtotal	\$27,960	\$27,960

Reimbursable Expenses	GHD	Reimbursable Expense Costs
Task 1		
Task 1.1	\$124	\$124
Task 1.2	\$46	\$46
Task 1.3	\$117	\$117
Task 1 Subtotal	\$286	\$286
Task 2		
Task 2.1	\$585	\$585
Task 2.2	\$117	\$117
Task 2.4	\$104	\$104
Task 2 Subtotal	\$806	\$806

Summary	Total MNS Resource Costs	Total Subconsultant Costs & All Reimbursable Expenses With 15% Markup	Total
Task 1			
Task 1.1	\$3,740	\$4,133	\$7,873
Task 1.2	\$0	\$1,823	\$1,823
Task 1.3	\$5,420	\$5,057	\$10,477
Task 1 Subtotal			\$20,172
Task 2			
Task 2.1	\$5,180	\$23,581	\$28,761
Task 2.2	\$5,920	\$4,437	\$10,357
Task 2.4	\$12,460	\$4,398	\$16,858
Task 2 Subtotal			\$55,975

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: ROBLES FACILITY FISH SCREEN BLAST CLEANING
DATE: 10/28/2020

RECOMMENDATION:

Establish a budget of \$40,000 and authorize the General Manager to sign a contract for Robles Facility Fish Screen Cleaning for Fiscal Year 20-21.

BACKGROUND AND DISCUSSION:

The existing fish screens at the Robles Facility are in need of blast cleaning due to significant calcification and material buildup. Staff regularly pressure wash the screens in preparation for diversions, however this is not effective for the extent and type of material on the screens. Staff is testing different media for blast cleaning to determine the method which is most effective, including glass beads, walnut shells, and garnet. Upon completion of media testing, staff will solicit bids to blast clean all the screens.

Fisheries staff is continuing to work with US Bureau of Reclamation (USBR) to modify the prototype testing plan at Robles for the installation of the horizontal wedgewire screens; it is not known at this time if USBR and/or National Marine Fisheries Service will allow this, and if so, how many screens will be allowed. Staff would like to have all options available to maximize diversions during the upcoming storm season, which includes blast cleaning the existing screens.

BUDGET IMPACT:

The budget for fiscal year 20-21 did not include funding for this project. The budget estimate of \$40,000 is based on previous blast cleaning performed at Robles with an adjustment made in the event a more expensive media is used.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: October 23, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Renewal of Special Liability Insurance Program

RECOMMENDATION:

It is recommended that the invoice for the renewal of the Special Liability Insurance (SLIP) with Alliant Insurance Services for coverage effective 9/29/20 – 9/29/21 be approved at the renewal rate of \$74,142.30.

BACKGROUND:

The District's insurance broker, Alliant Insurance Services has successfully renewed coverage for the SLIP program with Great American E & S Insurance Company effective September 29, 2020. This renewal is \$4,302.43 lower than the cost for coverage last year.

If the District is interested in securing Terrorism Insurance Coverage, the District may elect to do so with the understanding that the District would receive an invoice for an additional 5% of the annual premium for the SLIP coverage. The Finance Committee requested some additional information on Terrorism Coverage and requested that this be brought to the full Board.

The Terrorism Risk Insurance Act (TRIA) would provide coverage for a terrorist activity which has been deemed by the Secretary of State and the Attorney General of the United States as a certified act of terrorism. There has not been a certified event since 9-11. The deductible under our liability coverage is \$25,000 and coverage would be provided if there is an event that impacted the District and falls under the District's liability coverage if the District was somehow liable for the damages. The Terrorism coverage option can be added to the policy at any time however the premium is not prorated.

Payment of the SLIP premium must be made by October 29, 2020.



Alliant Insurance Services, Inc.
 Newport Beach – Alliant Insurance Services, Inc.
 1301 Dove St., Ste. 200
 Newport Beach, CA 92660
 Phone: (949) 756-0271

Invoice# 6083	Page 1 of 1
ACCOUNT NUMBER	DATE
CASIMUN-01	9/10/20
BALANCE DUE ON	
10/30/20	
AMOUNT PAID	AMOUNT DUE
	\$74,142.30

SLIP – Special Liability Insurance Program

Casitas Municipal Water District including Lake Casitas Improvement Foundation
1055 Ventura Ave.
Oak View, CA 93022

Client:	Casitas Municipal Water District including Lake Casitas Improvement Foundation	Policy:	Special Liability Insurance (SLIP)
Policy Number:	TBD	Effective:	9/29/2020 to 9/29/2021

Invoice #	ICO	Trans Eff	Due Date	Trans	Description	Amount
6083	GREAM5	9/29/20	10/30/20	RENB	20-21 SLIP Renewal Business Premium	\$59,429.00
6083	GREAM5	9/29/20	10/30/20	SURT	Surplus Lines Taxes	\$1,782.87
6083	GREAM5	9/29/20	10/30/20	SURF	Surplus Lines Stamping Fee	\$148.57
6083	GREAM5	9/29/20	10/30/20	AFEE	Agency Fee	\$6,834.34
6083	GREAM5	9/29/20	10/30/20	CFEE	MGA Service Fee	\$5,947.52

Total Invoice Balance: \$74,142.30

SLIP RENEWAL BUSINESS PREMIUM FOR COVERAGE EFFECTIVE 9/29/20 to 9/29/21

IMPORTANT NOTICE: The Non Admitted & Reinsurance reform act (NRRA) went into effect July 21, 2011. Accordingly, surplus lines tax rates and regulations are subject to change which could result in an increase or decrease of the total surplus lines taxes and/or fees owed on this placement. If a change is required, we will promptly notify you. Any additional taxes and/or fees owed must be promptly remitted to Alliant Insurance Services, Inc.

IMPORTANT NOTICE: The Foreign Account Tax Compliance Act (FATCA) requires the notification of certain financial accounts to the United States Internal Revenue Service. Alliant does not provide tax advice. Please contact your tax consultant for your obligations regarding FATCA.

Alliant embraces a policy of transparency with respect to its compensation from insurance transactions. Details on our compensation policy, including the types of income Alliant may earn on a placement, are available at www.alliant.com. For a copy of our policy or for inquiries regarding compensation issues pertaining to your account contact: Alliant Insurance Services, Inc., Attn: General Counsel, 701 B St., 6th Floor, San Diego, CA 92101



INSURANCE SUPPLEMENT

AGENCY Alliant Insurance Services, Inc.	CARRIER Great American E&S Insurance Company	NAIC CODE
POLICY NUMBER TBD	APPLICANT / NAMED INSURED Casitas Municipal Water District including Lake Casitas Improvement Foundation	

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE

You are hereby notified that under the Terrorism Risk Insurance Act, as amended, you have a right to purchase insurance coverage for losses resulting from acts of terrorism. As defined in Section 102(1) of the Act: The term “act of terrorism” means any act or acts that are certified by the Secretary of the Treasury—in consultation with the Secretary of Homeland Security, and the Attorney General of the United States—to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

YOU SHOULD KNOW THAT WHERE COVERAGE IS PROVIDED BY THIS POLICY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM, SUCH LOSSES MAY BE PARTIALLY REIMBURSED BY THE UNITED STATES GOVERNMENT UNDER A FORMULA ESTABLISHED BY FEDERAL LAW. HOWEVER, YOUR POLICY MAY CONTAIN OTHER EXCLUSIONS WHICH MIGHT AFFECT YOUR COVERAGE, SUCH AS AN EXCLUSION FOR NUCLEAR EVENTS. UNDER THE FORMULA, THE UNITED STATES GOVERNMENT GENERALLY REIMBURSES 85% THROUGH 2015; 84% BEGINNING ON JANUARY 1, 2016; 83% BEGINNING ON JANUARY 1, 2017; 82% BEGINNING ON JANUARY 1, 2018; 81% BEGINNING ON JANUARY 1, 2019 and 80% BEGINNING ON JANUARY 1, 2020, OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE PREMIUM CHARGED FOR THIS COVERAGE IS PROVIDED BELOW AND DOES NOT INCLUDE ANY CHARGES FOR THE PORTION OF LOSS THAT MAY BE COVERED BY THE FEDERAL GOVERNMENT UNDER THE ACT.

YOU SHOULD ALSO KNOW THAT THE TERRORISM RISK INSURANCE ACT, AS AMENDED, CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS’ LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES IN ANY ONE CALENDAR YEAR EXCEEDS \$100 BILLION. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEED \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

Acceptance or Rejection of Terrorism Insurance Coverage

- I hereby elect to purchase terrorism coverage for a prospective premium of \$_____.
- I hereby decline to purchase terrorism coverage for certified acts of terrorism. I understand that I will have no coverage for losses resulting from certified acts of terrorism.

Policyholder / Applicant’s Signature	Print Name	Date
Policyholder / Applicant’s Signature	Print Name	Date
Policyholder / Applicant’s Signature	Print Name	Date
		9/29/20
		Effective Date

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IMPORTANT NOTICE:

- 1. The insurance policy that you are applying to purchase is being issued by an insurer that is not licensed by the State of California. These companies are called “nonadmitted” or “surplus line” insurers.**
- 2. The insurer is not subject to the financial solvency regulation and enforcement that apply to California licensed insurers.**
- 3. The insurer does not participate in any of the insurance guarantee funds created by California law. Therefore, these funds will not pay your claims or protect your assets if the insurer becomes insolvent and is unable to make payments as promised.**
- 4. The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or “surplus line” broker or contact the California Department of Insurance at the toll-free number 1-800-927-4357 or internet website www.insurance.ca.gov. Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also visit the NAIC’s internet website at www.naic.org. The NAIC—the National Association of Insurance Commissioners—is the regulatory support organization created and governed by the chief insurance regulators in the United States.**
- 5. Foreign insurers should be licensed by a state in the United States and you may contact that state’s department of insurance to obtain more information about that insurer. You can find a link to each state from [this NAIC internet website](https://naic.org/state_web_map.htm): https://naic.org/state_web_map.htm.**

6. For non-United States (alien) insurers, the insurer should be licensed by a country outside of the United States and should be on the NAIC’s International Insurers Department (IID) listing of approved nonadmitted non-United States insurers. Ask your agent, broker, or “surplus line” broker to obtain more information about that insurer.

7. California maintains a “List of Approved Surplus Line Insurers (LASLI).” Ask your agent or broker if the insurer is on that list, or view that list at the internet website of the California Department of Insurance: www.insurance.ca.gov/01-consumers/120-company/07-lasli/lasli.cfm.

8. If you, as the applicant, required that the insurance policy you have purchased be effective immediately, either because existing coverage was going to lapse within two business days or because you were required to have coverage within two business days, and you did not receive this disclosure form and a request for your signature until after coverage became effective, you have the right to cancel this policy within five days of receiving this disclosure. If you cancel coverage, the premium will be prorated and any broker’s fee charged for this insurance will be returned to you.

Date: _____

Insured: Casitas Municipal Water
District including Lake
Casitas Improvement
Foundation

Signature: _____

MEMORANDUM

TO: Board of Directors
From: Michael L. Flood, General Manager
RE: Approve Cancellation of the November 11th Board Meeting and Scheduling a Special Meeting for November 12, 2020.
Date: October 9, 2020

RECOMMENDATION:

Motion to Approve

BACKGROUND:

The regularly scheduled Board Meeting of November 11th falls on Veterans Day and should be cancelled. A Special Meeting can be scheduled on November 12, 2020 at 3:00 p.m.

**CASITAS MUNICIPAL WATER DISTRICT
MEMORANDUM**

TO: BOARD OF DIRECTORS
FROM: MICHAEL FLOOD, GENERAL MANAGER
SUBJECT: MONTHLY ENGINEERING STATUS REPORT
DATE: 10/28/2020

RECOMMENDATION:

The Board receive and file the Monthly Engineering Project Status Report for October 2020.

DISCUSSION:

The status of Water Security and Infrastructure Improvements projects for October 2020 is provided below and in the attachment.

Project	Anticipated Committee / Date	Anticipated Board Date / Action
WATER SECURITY PROJECTS		
Comprehensive Water Resources Plan	Water Resources 10/20/2020	TBD
<ul style="list-style-type: none"> • Review proposed responses to public comments at WRC meeting 		
Casitas-Ventura State Water Project Interconnection	TBD	TBD
<ul style="list-style-type: none"> • Draft Preliminary Design Report review on hold 		
Ojai Wellfield Rehabilitation/Replacement	TBD	TBD
<ul style="list-style-type: none"> • Mutual Well #7 well equipping and site work design on hold • San Antonio Well #3 well equipping mobilization scheduled for late October • Gorham Well pump equipping awarded at 10/14/20 Board meeting 		
Horizontal Bore (HOBO)/Deep Vertical Test Bore	TBD	TBD
<ul style="list-style-type: none"> • Kear Groundwater Consulting (KGC) performed stream monitoring in September • Pursuing FS-299 permit with USFS 		
Ventura-Santa Barbara Counties Intertie	TBD	TBD
<ul style="list-style-type: none"> • SRF ASADRA loan application submitted 9/30/2020; expect to hear status from SWRCB by end of October • Discussions with Santa Barbara County agencies regarding agreements ongoing 		
Robles Diversion Fish Screen Prototype Testing	TBD	10/28/2020
<ul style="list-style-type: none"> • Coordinating installation of horizontal wedge-wire screens with USBR/NMFS • Testing of double brush-arm assembly ongoing and adjustments made • Presented budget of \$40,000 for blasting of fish screens to Finance Committee 10/16/20 and Board 10/28/20; soliciting quotes for General Manager approval 		

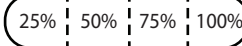
Project	Anticipated Committee / Date	Anticipated Board Date / Action
INFRASTRUCTURE IMPROVEMENTS		
Ojai Water System Improvements	TBD	TBD
<ul style="list-style-type: none"> • Grand Avenue and Lion Street Pipeline Replacement design 95% complete; expect to bid in November 2020 • West Ojai Pipeline Replacement expect to release for bidding in October 2020; awaiting encroachment permit from City of Ojai • West Ojai Pipeline Replacement meter relocations for ten customers coordination ongoing; site visits held week of 10/19/20 • West and East Ojai Avenue Pipeline Replacement 100% submittal pending • Running Ridge Zone Improvements expect 95% design in mid-November • Mutual Wellfield Piping Improvements on hold 		
Rincon Pump Plant Electrical Upgrade	TBD	TBD
<ul style="list-style-type: none"> • Switchgear installed; coordinating with SCE for installation of transformer 		
De La Garrigue Road Bridge	TBD	TBD
<ul style="list-style-type: none"> • Construction complete; final change order pending 		
Asphalt Paving	TBD	TBD
<ul style="list-style-type: none"> • Patch list #4 underway 		
Rincon Main (Ayers Creek Crossing) Pipeline Replacement	TBD	TBD
<ul style="list-style-type: none"> • Connections completed 09/18/2020 during 24-hour shutdown • Change Order for blow-off approved at Board meeting of 10/14/20; installation to be complete by 10/28/20 • Environmental mitigation to be performed; site visit with CDFW on 10/28/2020 		
Rincon 2(M) Main Replacement Alternatives Study and Preliminary Design Report	TBD	10/28/2020 Authorize Task Order
<ul style="list-style-type: none"> • Recommendation for Task Order for Phase 1 to be presented to Board 		
Casitas Dam Hollow Jet Valve Replacement	TBD	TBD
<ul style="list-style-type: none"> • Discussed comments on draft report with USBR staff; final concept report due 12/18/20 		

Attachment: Monthly Status Report
 FY20-21 Patch List #4



Engineering Project Status October 2020

★ Indicates Change



Casitas Water System
Ojai Water System
Lake Casitas Recreation Area



	CONSULTANT SELECTION	PLANNING	DESIGN	BIDDING	CONSTRUCTION
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Water Security

Casitas-Ventura SWP Interconnection Preliminary Design

Ventura-Santa Barbara Counties Intertie

Infrastructure Improvements

Robles Facility Gantry Crane

MWWTP Pipeline Condition Assessment

Residual Management System ★
Santa Ana Bridge Replacement

De La Garrigue Bridge Replacement

Rincon 2(M) Pipeline Replacement ★

Emergency Generators Rincon, Avenue 1 and Avenue 2 Pump Plants

Camp Chaffee Pipeline Replacement

Rincon Pump Plant Electrical Upgrade

MWWTP Water Quality Improvements

Ojai East Reservoir Recoating

Grand Ave & Lion St Pipeline ★

Rincon Main (Ayers Creek) Pipeline Relocation ★

Casitas System Master Plan

West Ojai Pipeline Replacement ★

FY 20-21 Asphalt Paving

Casitas Dam Hollow Jet Valve Replacement ★

West and East Ojai Avenue Pipeline

Diesel Tank Pad Design ★

FY20-21 Asphalt Paving ★

Emergency Exit Road

Running Ridge Hydraulic Improvements

Mutual Wellfield and Grand Ave Pipeline Improvements

LCRA Sewer Implementation Plan

Ojai Water System Wellfield VFD Design ★

MWWTP and San Antonio Wellfield Building Improvements

Boat Inspection Facility ★

CASITAS MUNICIPAL WATER DISTRICT

MINUTES
Public Relations Committee

DATE: October 20, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Public Relations Committee Meeting of October 15, 2020, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Russ Baggerly
Director Angelo Spandrio
General Manager, Michael Flood
Executive Administrator, Rebekah Vieira
Public Affairs and Conservation Manager, Tyrone LaFay
Public Relations Consultant, Ian Anderson

2. **Public Comments.**
None

3. **Board/Management comments.**
None

4. **Review and Discussion of refined Strategic Communications Workplan with budget.**
PACM LaFay gave a verbal report on this item including the feedback from the September 17th, 2020 Public Relations Committee Meeting.

PRC Anderson went through the presentation with the Committee including the schedule, items, and budget.

Director Spandrio made comments regarding the schedule, coordination with Committee Meetings, public events, bill inserts, and budget.

Director Baggerly made comments regarding the Committee format policy, conservation tips, digital branding, collection of email addresses, school outreach, historic content, mascot ideas, and ad teasers.

AGM Dyer indicated that the current budget for this work would need to be increased approximately \$150,000.00.

The Committee asked that this item be brought forward to the Board of Directors for review and approval.

5. **Review of Fall Newsletter**
PACM LaFay reviewed the newsletter with the Committee

Director Spandrio indicated that it was a great improvement over the last version.

Director Baggerly made comments regarding content and layout.

The Committee asked that with a few minor changes, the newsletter be distributed.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Finance Committee

(this meeting was held telephonically)

DATE: October 20, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Finance Committee Meeting of October 16, 2020 at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Angelo Spandrio
Director Peter Kaiser
General Manager, Michael Flood
Assistant General Manager, Kelley Dyer
Executive Administrator, Rebekah Vieira
Chief Financial Officer, Janyne Brown
Engineering Manager, Julia Aranda
District Counsel, John Mathews
Appellant, John Johnson
2. **Public Comments.**
None
3. **Board/Management comments.**
None
4. **Appeal of John Johnson regarding health benefits.**
GM Flood reviewed this item with the Committee

Appellant Johnson made verbal comments regarding his appeal including his employment history, health coverage, Resolution 93-39, Medicare Part B, employee Union aspects, GM employee status, and his retirement from the District.

Director Kaiser asked questions about Johnson's employment contract, exiting benefits and made comments regarding Resolution 93-39.

DC Mathews reviewed several issues including a production of an employment contract by Johnson, GM Union membership, nexus between the financial health of the District and the District's promises, reasons for the Medicare Part B change, and dependent status.

Director Spandrio asked questions about health benefits received by Johnson and possible changes that have occurred.

EA Vieira made verbal comments regarding the Medicare Part B issue in relation to the District's insurance provider, ACWA JPIA.

The Committee asked that a letter be sent to the appellant regarding existing coverages and that the Appellant can provide the Committee with additional information in the future, if desired.

5. **Review of the Financial Statements for August 2020**

GM Flood made comments regarding the statements.

Director Spandrio made comments regarding additional modifications to the summary statement.

Director Kaiser asked a question about how grant revenues are reflected in the statements.

CFO Brown indicated that additional information could be provided regarding the lodging of grant funds in the statements.

6. **Review of the Consumption Report for August 2020.**

GM Flood made comments regarding the report.

Director Kaiser noted that resale gravity consumption is up and may be connected to development.

Director Spandrio commented that there are many contributing factors to changes in consumption.

7. **Review of year-end results of the 2020 Fiscal Year.**

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

Director Spandrio asked about the sources for some of the numbers.

8. **Review and discussion of setting of reserve funds for the 2021 Fiscal Year.**

GM Flood introduced this item to the Committee.

Director Spandrio commented on the net reduction in reserves.

Director Kaiser made comment on the possible uses of the various reserve funds during the year.

The Committee asked that this item be forwarded to the Board for consideration and include a review of the uses of reserve funds during the 2020 fiscal year.

9. **Review of Casitas MWD System of Business Administration Ordinance 12-01**

GM Flood indicated that there was a revised version of the Ordinance that didn't make it into the agenda packet and that this would be brought back to a future Committee Meeting.

Director Spandrio asked that the pages be numbered and that 5(4) be changed to Chief Financial Officer.

Director Kaiser asked questions about applicability to the Lake Casitas Recreation Area and petty cash amounts.

10. **Review and discussion of revisions to the Casitas MWD Investment Policy**

GM Flood introduced this item to the Committee and that it still needed review by Casitas' attorney.

Director Kaiser indicated that certification of the Investment Advisor needs to be added.

11. **Review of invoice for Special Liability Insurance Program in the amount of \$74,142.30**

EA Vieira reviewed this item including timing of the payment with the Committee.

Director Spandrio made comments regarding terrorism coverage.

Director Kaiser indicated that terrorism coverage could vary including the deductible.

The Committee asked that this item be forwarded to the Board of Directors for consideration and that a discussion of terrorism coverage be included.

12. **Discuss establishing a budget of \$40,000 for Robles Facility Fish Screen Cleaning for Fiscal Year 20-21**

GM Flood made comments regarding the memo for this item.

Director Spandrio asked questions about the prototyping of the new screens including the approval process and schedule.

EM Aranda indicated that the new screens may take some time to gain approval from the regulators and thus the existing screens need to be prepared for the coming season.

The Committee asked that this item be forwarded to the Board for consideration.

CASITAS MUNICIPAL WATER DISTRICT

MINUTES

Water Resources Committee

(this meeting was conducted telephonically)

DATE: October 21, 2020
TO: Board of Directors
FROM: General Manager, Michael Flood
Re: Water Resources Committee Meeting of October 20, 2020, at 1000 hours.

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**

Director Russ Baggerly
Director Angelo Spandrio
General Manager, Michael Flood
Assistant General Manager, Kelley Dyer
Executive Administrator, Rebekah Vieira

2. **Public Comments**

None

3. **Board comments**

None

4. **Manager's Comments.**

None

5. **Review Proposed Response to Significant Public Comments on the June 2020 Casitas MWD Draft Comprehensive Water Resources Plan (CWRP)**

AGM Dyer presented the item and reviewed the Committee Memo with the Committee noting that the focus of the response was to comments that were made regarding SWP04 and the timing and expected nature of the other comments.

Director Spandrio made comments about the importance of the project, the role of Calleguas MWD, and asked questions about the phasing plan including not funding certain projects, pipeline sizing, the Segment #1 statement, and the need for Segment 3a.

Director Baggerly made comments about the conceptual nature of the plan, consideration of not funding certain portions of the project, the City of Ventura's role, Calleguas MWD's role, and asked questions about adjudication impacts and possible recirculation of the plan.

Burt Handy made comments about Calleguas MWD's participation in the project.

The Committee directed that edits be made to the phasing plan and that it be brought back to the Committee for review.

6. **Discussion of Casitas MWD's Water Efficiency Allocation Program (WEAP)**

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

Director Spandrio asked questions about per capita use and made comments regarding the emergency nature of a 20,000 Acre-Foot lake volume, Ag allocations, and reduction of per capita

use.

Director Baggerly asked questions regarding the WEAP Health and Safety calculation.

Burt Handy made comments about State per capita use goals.

Gene Rooke made comments regarding the use of a former petroleum pipeline for the District's water supply needs.

GM Flood indicated that Stage 6 parameters will be summarized and brought back to the Committee.