



## Board of Directors

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

Mary Bergen, Director  
Pete Kaiser, Director

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

The meeting will be held via teleconference.

Join Zoom Meeting <https://zoom.us/j/91094478837?pwd=VnNOQTZyQVk4K2pnaWpjYVI1TkpRdz09>

Meeting ID: 910 9447 8837 Passcode: 736519

To join the meeting via telephone call (888) 788-0099 or (877) 853-5247 Enter Meeting ID: 910 9447 8837#  
Passcode: 736519#

January 12, 2022 @ 5:00 PM

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

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

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. AGENDA CONFIRMATION
5. PUBLIC COMMENTS - Presentation on District related items that are not on the agenda - three minute limit.

6. CONSENT AGENDA

- 6.a. Minutes of the December 8, 2021 Board Meeting.  
[12 08 2021 Min.pdf](#)
- 6.b. Resolution proclaiming a local emergency persists, re-ratifying the proclamation of a State of Emergency by Executive Order, and re-authorizing remote teleconference meetings of the legislative bodies of Casitas Municipal Water District for the period January 13, 2022 to February 12, 2022 pursuant to Brown Act provisions.  
[Resolution Subsequent AB 361.pdf](#)

7. ACTION ITEMS

- 7.a. Appointment of a 2022 Casitas MWD Water Rate Study Ad-Hoc Committee.
- 7.b. Approve the Distribution Operator I, II, III, IV and V updated job descriptions.  
[Distribution Job Description Update Staff Report.pdf](#)  
[DRAFT Distribution Operator 1 \(strikeout version\) \(11-18-21\).pdf](#)  
[DRAFT Distribution Operator 1 \(black text version\).pdf](#)  
[DRAFT Distribution Operator 2 \(strikeout version\) 111821.pdf](#)  
[DRAFT Distribution Operator 2 \(black text version\) 111821.pdf](#)  
[DRAFT Distribution Operator 3 \(strikeout version\) 111821.pdf](#)  
[DRAFT Distribution Operator 3 \(black text version\) 111821.pdf](#)  
[DRAFT Distribution Operator 4 \(strikeout version\) 111821.pdf](#)  
[DRAFT Distribution Operator 4 \(black text version\) 111821.pdf](#)  
[DRAFT Distribution Operator 5 \(strikeout version\) 111821.pdf](#)  
[DRAFT Distribution Operator 5 \(black text version\) 111821.pdf](#)

8. DISCUSSION ITEMS/PRESENTATIONS

- 8.a. Scheduling of a Casitas MWD Water Rate Workshop #1.

9. INFORMATION ITEMS

- 9.a. Recreation Committee Minutes.  
[Rec Minutes 121421.pdf](#)
- 9.b. Finance Committee Minutes.  
[Finance Minutes 111921.pdf](#)
- 9.c. State Water Project Intertie Report.  
[SWP Intertie Project Cost 12-31-21.pdf](#)
- 9.d. CFD 2013 Report.

[CFD 2013-1 Project Cost 12-31-2021.pdf](#)

9.e. Adjudication Charges Report.  
[Adjudication Charges YTD 12.31.21.pdf](#)

9.f. Investment Report.  
[Investment Report 12.31.2021.pdf](#)

10. GENERAL MANAGER COMMENTS

11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

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

13. CLOSED SESSION

13.a. Conference with Labor Negotiators (Govt. Code Sec. 54957.6) Agency Designated Representatives: Colin Tanner and Diana Impeartrice  
Employee Organization: Supervisory & Professional, General Unit and Recreation Unit.

13.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.

13.c. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9(a) Nancy Duffy McCarron v. County of Ventura et al, United States District Court, Central District of California, Case No. 2:21-cv-05234-MWF-PD.

14. ADJOURNMENT

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
December 8, 2021

A meeting of the Board of Directors was held December 8, 2021. The meeting was held via teleconference.

CS1. - CALL TO ORDER CLOSED SESSION - 4:00 P.M.

President Brennan called the meeting to order at 4:00 p.m.

CS2. ROLL CALL

Directors Bergen, Kaiser, Cole, Hajas and Brennan are present. Also present are GM Flood, AGM Dyer, EA Vieira, and Counsel Mathews.

CS3. PUBLIC COMMENTS - on Closed Session items only.

Bill Weirick reported to the Board that the City of Ojai has been diligently trying to hold direct discussions with the City of Ventura. A preliminary meeting was held but the City of Ventura has decided to pull out of any further discussions with the City of Ojai. The City of Ojai will continue to stand ready if the City of Ventura chooses to change their mind. Mr. Weirick also reported that I have been involved in my fair share of complicated negotiations over the years and one of the things most important is to stipulate the facts. I am struck by watching several Ventura water commission meetings and they continue to state commitments that were never made by this board. No one corrects them that they have a misunderstanding. That does not help the negotiating environment. There continues to be discussions in the water commission on the adjudication and the intertie agreement.

President Brennan moved the meeting to closed session at 4:05 p.m. adding that we will reconvened at approximately 5:00 p.m. but the closed session may run a bit long tonight.

CS4. CLOSED SESSION

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.

Conference with Real Property Negotiators pursuant to California Government Code Section 54956.8 for APN 022-0-140-64 and APN 022-0-140-68, Willem and Bethalyn Jonker. District Negotiator: General Manager, Mike Flood.

1. CALL TO ORDER - Regular Session at 5:00

President Brennan called the regular session to order at 5:04

2. ROLL CALL

Directors Bergen, Kaiser, Cole, Hajas and Brennan are present. Also present are GM Flood, AGM Dyer, EA Vieira, and Counsel Mathews.

3. CLOSED SESSION REPORT

Mr. Mathews reported the board met on the two items. On the first item there was a general status update. On the second item action was taken with a five to nothing vote which authorized Mr. Flood and staff to enter into an agreement with property owners January 1 – March 2023 for the sum of \$50,000 with an option of month to month after that. The agreement is subject to general counsel review.

4. AGENDA CONFIRMATION

Mr. Flood reported that item 7 d will be pulled and brought back in January

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

William C. Levinson informed the board that in 2018 he notified Mike Flood of a drainage line out of the easement on my private property 5510 Casitas Pass Road and requested he provide a permanent drainage fix and no longer allow him to have the illegal trespassing on my property. This has caused a lot of erosion and there is a monthly daily weekly event every time it rains or Casitas flushes all the runoff water goes into this out of the easement on my private property. I have requested this a hundred times and have contacted the Board of Directors. He added that Brian Brennan is a conflict of interest, he was the executive aid for Matt LeVere and he derailed me. Asked him directly for a drainage fix and asked Mary. He requested the board to supply the fix in the easement and abandon illegal draining on my property. Denying my property damage claim is bad faith and I will take care of that on my own.

President Brennan informed Mr. Levinson that he was getting into discussion on an item that is on the agenda and he can speak to that when that item is heard. Me. Levinson replied that Rebekah Vieira has my statement and has confirmed she will add it to the record. As long as she adds to the record I will get on with the rest of my day.

6. CONSENT AGENDA

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

- 6.b. Minutes of the November 24 Board Meeting.  
[11 24 2021 Mnotes.pdf](#)
- 6.c. Resolution proclaiming a local emergency persists, re-ratifying the proclamation of a State of Emergency by Executive Order, and re-authorizing remote teleconference meetings of the legislative bodies of Casitas Municipal Water District for the period December 10, 2021 to January 9, 2022 pursuant to Brown Act provisions.  
[Resolution Subsequent AB 361 .pdf](#)
- 6.d. Resolution Approving Memberships for 2022.  
[Membership Resolution.pdf](#)

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

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

7. ACTION ITEMS

- 7.a. Discussion and possible action on the Letter of Intent from the Tulare Irrigation District regarding the transfer of Casitas MWD's State Water Project Table A supplies.  
[Board Memo on TID LOI 120821.pdf](#)  
[Tulare Letter of Intent\\_TID 12-3-21 ATT1.pdf](#)

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

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

- 7.b. Review and approval of the Casitas MWD Fiscal Year 2020-2021 Annual Comprehensive Financial Report.  
[Casitas Gov Ltr Concl 20-21 Draft #1.pdf](#)  
[Casitas MWD 20-21 FS Draft #4.pdf](#)  
  
[Kassie from CLA presentation on the audit.](#)

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

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

ABSENT: Directors: None

- 7.c. Recommendation to schedule a Special Meeting on December 15, 2021 at 5:00 p.m. and cancel the regularly scheduled Board Meeting of December 22, 2021.

Director Cole and Director Hajas were supportive of keeping the meeting at 5:00 p.m. and this was approved by consensus.

- 7.d. Schedule a public hearing on the programmatic permit at the Casitas MWD Robles Diversion facility for January 12, 2022.  
[Robles\\_RM\\_Program\\_BoardMemo\\_12.02.2021\(1\).pdf](#) [ATT1\\_Project Description\\_ June 2021 with appendices.pdf](#)

This item was pulled from the agenda and will be brought back perhaps in January.

- 7.e. Declare two decommissioned ammonia tanks at the Marion Walker Treatment Plant surplus and direct staff to place them in an online auction.

[Board Memo on Surplus Ammonia Tanks - 120821.pdf](#)

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

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

- 7.f. Resolution approving of the annexation of 1000 Burnham Road (APN 032-0-202-075) into the Ventura River Water District.  
[Board Memo VRWD Annexation Request 120821.pdf](#) [VRWD Annexation Request Letter ATT1.pdf](#)

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

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

- 7.g. Appointment of an Ad-Hoc Imported Water Supply Projects Committee.

On the motion of Director Bergen, seconded by Director Hajas, Directors Cole and Kaiser are appointed to the Ad Hoc Committee by the following roll call vote:

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

ABSENT: Directors: None

- 7.h. Authorize Task Order to Rincon Consultants to support EDA ARPA Tourism Grant for LCRA.  
[EDA ARPA.pdf](#)

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

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

Following the vote Pat Baggerly requested that in the future notice of the project that it is mentioned that it is a sewer project and wanted growth inducement to be included.

- 7.i. Determine bids for pipeline construction will only be accepted from the list of pre-qualified contractors for 2022 and the contractors who provided labor and equipment schedules may perform emergency pipeline repairs using their 2022 rate schedule.  
[Contractor Pre-Qual Board Memo 2021208 \(1\).pdf](#)

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

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

- 7.j. Denial of a claim at 5510 Casitas Pass Road, Ventura Ca.  
[Board Memo regarding denial of a claim at 5510 Casitas Pass Rd. 120821.pdf](#) [Claim.pdf](#)  
[Claim Photos.pdf](#)

Clerk of the Board Vieira read the following statement into the record:

I am William Levinson and am requesting my claim not be rejected on December 8, 2021 for this is bad faith by the general manager Michael Flood and has caused me loss and to be homeless due to severe property damage. I have requested Mr. Heerings report of my property damage claim and Mike Flood has not supplied me with the report and a permanent drainage fix within the easement at the tank site located within my property at 5510 Casitas Pass Road, Ventura, CA 93001.

On the motion of Director Bergen to deny the claim, seconded by Director Cole, and approved by the following roll call vote, the claim is denied:

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



ABSENT: Directors: None

President Brennan then moved the meeting to the LCIF meeting.

8. LAKE CASITAS IMPROVEMENT FOUNDATION ANNUAL MEETING

8.a. Call to Order

The Lake Casitas Improvement Foundation Annual Meeting was called to order at 5:55 p.m. with the five members of the Casitas board present. There was discussion regarding a recruitment effort to be discussed by the Recreation Committee for the two community members.

8.b. Public Comments

None

8.c. Review and Approve Treasurers Report.  
[LCIF Treasurer's Report 06-30-2021 \(1\).pdf](#)

The treasurer's report was approved on the motion of Director Bergen, seconded by Director Kaiser and approved by the following roll call vote:

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

8.d. Adjourn Lake Casitas Improvement Foundation Meeting.

President Brennan adjourned the LCIF Annual Meeting at 5:59 p.m. and reconvened the Casitas Board Meeting.

9. INFORMATION ITEMS

9.a. State Water Project Intertie Report.  
[SWP Intertie Project Cost 11-30-21.pdf](#)

9.b. CFD 2013 Report.  
[Casitas MWD CFD No. 2013-1 \(Ojai\) SB 165 Report \(2021\) v2.pdf](#)

9.c. Adjudication Charges Report.  
[Adjudication Charges YTD 11.30.21.pdf](#)

9.d. Financial Statement Summary for September.  
[Financial Statements 09-30-2021 Summary Updated.pdf](#)

9.e. Non-budgeted Items Log.  
[Non-Budgeted Items Log.pdf](#)

- 9.f. Investment Report.  
[Investment Report 11.30.2021.pdf](#)

The information items were received and filed.

10. GENERAL MANAGER COMMENTS

Mr. Flood reported that our rate consultant is almost done with cost of service model. We will go over it in the coming weeks and expect to come to the board with a workshop on this to get the boards input. We may get four inches or more of rain over the next week.

11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

President Brennan and Director Hajas met with two council members and staff of city of Ventura. It was an informational meeting and answered some questions on the interties and the hiring of our consultant. Staff agreed to put together a framework of the time line on the items discussed and come back to the board in the future.

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

Director Hajas reported the OBGMA's public hearing tomorrow at 2:00 on the GSP.

Director Kaiser added the UVGSA have a meeting on their plan at 12:30 tomorrow afternoon.

13. ADJOURNMENT

President Brennan adjourned the meeting at 6:05 p.m.

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION NO.

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CASITAS MUNICIPAL WATER DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY EXECUTIVE ORDER, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF CASITAS MUNICIPAL WATER DISTRICT FOR THE PERIOD JANUARY 13, 2022 to FEBRUARY 12, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Casitas Municipal Water District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Casitas Municipal Water District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted a Resolution, Number 2021-23 on October 13, 2021, AND Resolution Number 2021-24 on November 10, 2021, and Resolution Number 2021-26 on December 8, 2021, AND Resolution Number 2021-29 finding that the requisite conditions exist for the legislative bodies of Casitas Municipal Water District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, a state of emergency remains active; and

WHEREAS, Ventura County Health Office Orders continue to promote social distancing requirement and meeting in person would present imminent risk to health and safety of attendees by creating conditions that could cause and/or contribute to the spread of COVID-19; and; and

WHEREAS, the Board of Directors does hereby find that State of Emergency, and Social Distancing requirements and conditions causing imminent risk to attendees has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California and local orders for social distancing; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Casitas Municipal Water District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, Casitas Municipal Water District has taken measures to ensure meeting access for the public via the Zoom platform including electronic video and telephone access.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF CASITAS MUNICIPAL WATER DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and meeting in person would present imminent risk.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The Staff, General Manager and legislative bodies of Casitas Municipal Water District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) February 12, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Casitas Municipal Water District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Casitas Municipal Water District, this 12th day of January, 2022.

\_\_\_\_\_  
Brian Brennan, President

Attest:

\_\_\_\_\_  
Neil Cole, Secretary

**CASITAS MUNICIPAL WATER DISTRICT MEMORANDUM**

**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** DISTRIBUTION JOB DESCRIPTIONS UPDATE  
**DATE:** JANUARY 12, 2022

**RECOMMENDATION:**

Approve the Distribution Operator I, II, III, IV and V updated job descriptions.

**BACKGROUND AND DISCUSSION:**

Operations and Maintenance Supervisor Michael Shields worked together with his Operations and Maintenance Specialist and Distribution team to update the current job descriptions. I have reviewed the descriptions and agree with the changes suggested.

The Service Employees International Union (SEIU) Local 721 business representatives and District stewards have reviewed and approved the suggested changes on December 22, 2021.

**BUDGET IMPACT:**

No fiscal impact.

Attachments: Distribution Operator I Job Description with Mark Ups  
Distribution Operator I Job Description Accepted Changes  
Distribution Operator II Job Description with Mark Ups  
Distribution Operator II Job Description Accepted Changes  
Distribution Operator III Job Description with Mark Ups  
Distribution Operator III Job Description Accepted Changes  
Distribution Operator IV Job Description with Mark Ups  
Distribution Operator IV Job Description Accepted Changes  
Distribution Operator V Job Description with Mark Ups  
Distribution Operator V Job Description Accepted Changes

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution ~~Technician~~ Operator I  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution ~~Foreperson~~ Supervisor  
SALARY LEVEL: ~~Range 34 – \$27,849.48 – \$33,935.50~~ E 13  
DATE: ~~7/01~~ – November 2021

### Definition

Under ~~general~~ immediate supervision ~~to~~ performs routine activities related to the Distribution section including maintenance of water storage facilities, transmission mains, distribution systems, service facilities and grounds, pipeline systems, repair and installation of service facilities, and to do related work as required.

### Career Path

~~Distribution Technician~~ | This position is the entry trainee level class of the Distribution series and is supervised by ~~Distribution Technicians II, III, and IV as well as~~ the Distribution Supervisor ~~Foreperson in the performance of a variety of tasks related to the operation of the distribution system at Casitas.~~ This class is expected to obtain the sufficient training, knowledge, and experience required to advance to the Distribution Operator II position; incumbents in this title will not assume standby duties until such time a Grade I Water Distribution certification is obtained.

### Examples of Duties Essential Functions

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

Primary duties include but are not limited to the following:

- Assists in repair, testing and maintenance of pressure reducing and relief valves;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Performs preventive maintenance program activities for ~~entire pipeline~~ district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Repairs air valves, operates all major gate valves ~~and fire hydrants~~ in the system on a periodic basis;
- Operates and/or patrols diversion ~~and fish ladder~~ facilities as directed during river flow conditions;
- ~~Tests and repairs meters for meter field test program, requests material and supplies as needed, reports time, material and equipment used and assists in submitting estimates for annual budget;~~

- ~~Prepares routine and special reports as required;~~
- Does skilled painting of building and structures including vaults and manholes;
- Regular, timely attendance is essential;
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- ~~Assists with planning, scheduling and supervising of preventive maintenance program for transmission mains, the distribution system, and the meter field test valve exercise program;~~
- Operates a variety of tools and equipment including welding and cutting tools, forklift, mobile crane, boom truck, street sweeper, pipe freeze tool, and valve operator machines;
- Works directly with the public and fosters good public relations. ~~Implements Casitas' rules and regulations consistent with the Board and Management direction and follows~~ the eleven commandments of good customer service;
- ~~Will be required to work on a standby basis;~~
- May be required to assist ~~where necessary and possible at the pump plants.~~ other district sectional departments as needed.
- 

### Desirable Qualifications

#### Knowledge, Skills and Abilities:

Basic knowledge of the methods, equipment, materials and tools used in the construction, installation, and maintenance of water distribution and service facilities. ~~painting.~~ Basic knowledge of OSHA requirements for mandated safety programs including principles and practices of work safety

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

Basic ability to: ~~operate and instruct others in the~~ safely operate ~~operations of~~ tools and equipment; ~~used;~~ read ~~and draw~~ prints and sketches; record timesheet on a computer; establish and maintain effective work relations with others; follow oral ~~safety directions~~ instructions and the written safety programs of the District.

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

- Experience: ~~One year of~~ Previous experience in water utility maintenance and construction work. ~~with a demonstrated knowledge of and ability to paint, and install and maintain water system facilities.~~
- Training: Equivalent to graduation from high school

### Certificates, Licenses, and Requirements Registrations:

- Possession of, ~~or ability to acquire within one year,~~ a valid California Class C driver's license. ~~and necessity to be insurable.~~
- As a condition of employment, incumbents must obtain ~~Possession of, or ability to acquire within one year,~~ a valid Grade I Water Distribution certificate issued by the California State ~~Health Department.~~ Water Resources Control Board within two years of hire.
- CPR/First Aid certificate

### Work Environment or Environmental Elements:

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

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

~~Operates district vehicles to deliver items and travel between job sites; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50-100 lbs.; stoops, kneels, crouches, crawls, and climbs steep terrain during routine work; requires upper body strength; strenuous activity in an environment with exposure to dust, dirt, and temperature changes between cold and hot; communicates orally with District staff and public in face-to-face and one-to-one settings; uses a telephone for communication; may use office equipment such as computer terminal, copier, FAX machine; may stand or walk for extended periods of time; hearing and vision within normal ranges.~~



**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution Operator I  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution Supervisor  
SALARY LEVEL: E 13  
DATE: November 2021

### **Definition**

Under immediate supervision performs routine activities related to the Distribution section including maintenance of water storage facilities, transmission mains, distribution systems, service facilities and grounds, pipeline systems, repair and installation of service facilities, and to do related work as required.

This position is the trainee level class of the Distribution series and is supervised by the Distribution Supervisor. This class is expected to obtain the sufficient training, knowledge, and experience required to advance to the Distribution Operator II position; incumbents in this title will not assume standby duties until such time a Grade I Water Distribution certification is obtained.

### **Essential Functions**

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

Primary duties include but are not limited to the following:

- Assists in repair, testing and maintenance of pressure reducing and relief valves;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Repairs air valves, operates all major gate valves in the system on a periodic basis;
- Operates and/or patrols diversion and fish ladder facilities as directed during river flow conditions;
- Does skilled painting of building and structures including vaults and manholes;
- Regular, timely attendance is essential;
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;

- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- Operates a variety of tools and equipment including welding and cutting tools, forklift, mobile crane, boom truck, street sweeper, pipe freeze tool, and valve operator machines;
- Works directly with the public and fosters good public relations; follows the eleven commandments of good customer service;
- May be required to assist other district sectional departments as needed.

**Knowledge, Skills and Abilities:**

Basic knowledge of the methods, equipment, materials and tools used in the construction, installation, and maintenance of water distribution and service facilities. Basic knowledge of OSHA requirements for mandated safety programs including principles and practices of work safety

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

Basic ability to safely operate tools and equipment; read prints and sketches; record timesheet on a computer; establish and maintain effective work relations with others; follow oral instructions and the written safety programs of the District.

**Education and Experience:**

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

- Experience: Previous experience in water utility maintenance and construction work.
- Training: Equivalent to graduation from high school

**Certificates, Licenses, and Registrations:**

- Possession of-a valid California Class C driver's license.
- As a condition of employment, incumbents must obtain a valid Grade I Water Distribution certificate issued by the California State Water Resources Control Board within two years of hire.
- CPR/First Aid certificate

**Work Environment or Environmental Elements:**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces,

tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing district policies and procedures.

**Physical Requirements:**

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

**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution ~~Technician~~ Operator II  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution ~~Foreperson~~ Supervisor  
SALARY LEVEL: ~~Range 19~~ E 19  
DATE: ~~7/01~~ – November 2021

### Definition

Under ~~general~~ immediate supervision ~~to~~ performs routine activities related to the Distribution section including maintenance of water storage facilities, transmission mains, distribution systems, service facilities and grounds, pipeline systems, repair and installation of services facilities, and to do related work as required.

### Career Path

Distribution ~~Technician~~ Operator II is the second step in the Distribution ~~Technician~~ series and is supervised by ~~Distribution Technicians III, as well as~~ the Distribution Supervisor ~~Foreperson in the performance of a variety of tasks related to the operation of the distribution system at Casitas.~~ This position is the entry level class and employees will assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this position will be required to perform duties of lower level positions.

### Examples of Duties Essential Functions

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

Primary duties include but are not limited to the following:

- ~~• Performs all of the duties of Distribution Technician I including repair, testing and maintenance of pressure reducing and relief valves; digging and backfilling trenches, laying pipelines and mainlines, installing and repairing service lines, making taps on water mains, preventive maintenance on pipeline system, repairing air valves, operating and patrolling the diversion facilities, testing and repairing meters, painting, and preparation of routine reports.~~
- Assists in repair, testing and maintenance of pressure reducing and relief valves;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Performs preventive maintenance program activities for ~~entire pipeline~~ district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;

- Repairs air valves, operates all major gate valves ~~and fire hydrants~~ in the system on a periodic basis;
- Operates and/or patrols diversion ~~and fish ladder~~ facilities as directed ~~during river flow conditions~~;
- ~~Does required sandblasting;~~
- Regular, timely attendance is essential;
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- ~~Assists with planning, scheduling and supervising of preventive maintenance program for transmission mains, the distribution system, and the meter field test program;~~
- Perform semi-skilled cement work with the ability to set forms and pour finish concrete.
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, and street sweeper.
- Works directly with the public and fosters good public relations. ~~Implements Casitas' rules and regulations consistent with the Board and Management direction and follows~~ the eleven commandments of good customer service;
- ~~Will be required to work on a standby basis;~~
- Assist other district sectional departments as needed, perform special projects and assignments as requested.

### Desirable Qualifications

#### Knowledge, Skills and Abilities:

Knowledge of the methods, equipment, materials and tools used in the construction, installation, maintenance, and repair of water distribution and service facilities. ~~Basic~~ knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

Ability to: ~~operate and instruct others in the~~ safely operate ~~operations of~~ tools and equipment; ~~used~~; read ~~and draw~~ prints and sketches; record timesheet on a computer; establish and maintain effective work relations with others; follow oral ~~safety directions~~ ~~instructions~~ and the written safety programs of the District.

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

- Experience: Two years of previous experience as a Distribution Operator 1 worker and/or equivalent water utility maintenance and construction work experience. ~~with a demonstrated knowledge of and ability to paint, and install and maintain water system facilities.~~
- Training: Equivalent to graduation from high school

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

- Possession of, or ability to acquire within one year, a valid California Class A driver's license. ~~and necessity to be insurable.~~
- Possession of, ~~or ability to acquire within one year,~~ a valid Grade I II Water Treatment Distribution certificate issued by the California State Health Department. Water Resources Control Board.
- ~~May require pesticide applicator's certification and knowledge of environmental regulations and Grade I Water Distribution Certification from DOHS.~~
- CPR/First Aid certificate

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

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

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

and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds.

~~Operates district vehicles to deliver items and travel between job sites; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50-100 lbs.; stoops, kneels, crouches, crawls, and climbs steep terrain during routine work; requires upper body strength; strenuous activity in an environment with exposure to dust, dirt, and temperature changes between cold and hot; communicates orally with District staff and public in face-to-face and one-to-one settings; uses a telephone for communication; may use office equipment such as computer terminal, copier, FAX machine; may stand or walk for extended periods of time; hearing and vision within normal ranges.~~

### Other Requirements:

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

### Working Conditions:

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

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Employee Signature

Date

Rev. 7/01



## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution Operator II  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution Supervisor  
SALARY LEVEL: E 19  
DATE: November 2021

### **Definition**

Under immediate supervision performs routine activities related to the Distribution section including maintenance of water storage facilities, transmission mains, distribution systems, service facilities and grounds, pipeline systems, repair and installation of services; perform related work as required.

The Distribution Operator II is the second step in the Distribution series and is supervised by the Distribution Supervisor. This position is the entry level class and employees will assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this position will be required to perform duties of lower level positions.

### **Essential Functions**

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

Primary duties include but are not limited to the following:

- Assists in repair, testing and maintenance of pressure reducing and relief valves;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Repairs air valves, operates all major gate valves in the system on a periodic basis;
- Operates and/or patrols diversion and fish ladder facilities as directed during river flow conditions;
- Regular, timely attendance is essential;
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;

- Perform semi-skilled cement work with the ability to set forms and pour finish concrete.
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, and street sweeper.
- Works directly with the public and fosters good public relations; follows the eleven commandments of good customer service;
- Assist other district sectional departments as needed, perform special projects and assignments as requested.

**Knowledge, Skills and Abilities:**

Knowledge of the methods, equipment, materials and tools used in the construction, installation, maintenance, and repair of water distribution and service facilities. Basic knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

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

**Education and Experience:**

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

- Experience: Two years of previous experience as a Distribution Operator 1 worker and/or equivalent water utility maintenance and construction work experience.
- Training: Equivalent to graduation from high school.

**Certificates, Licenses, and Registrations:**

- Possession of, or ability to acquire within one year, a valid California Class A driver's license.
- Possession of a valid Grade II Water Distribution certificate issued by the California State Water Resources Control Board
- CPR/First Aid certificate

**Work Environment or Environmental Elements:**

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may periodically be required work in confined spaces,

tunnels, intake structures, on ladders, or at heights of up to 50 feet including work on elevated structures, boom lifts, and towers. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing district policies and procedures.

**Physical Requirements:**

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

**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution Operator III  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution Supervisor  
SALARY LEVEL: ~~Range 41 - \$3,279.19 - \$ 3,996.43/mo~~ E 23  
DATE: ~~11/01 -~~ November 2021

### **Definition**

Under general supervision ~~to~~ performs ~~plan, develop and supervise others in routine activities related to the Distribution section including~~ maintenance and repair of water storage facilities, transmission mains, distribution systems, service facilities, ~~and~~ grounds, pipeline systems, ~~repair and installation of~~ and service lines; ~~and to do~~ perform related work as required.

### **Career Path**

Distribution ~~Technician~~ Operator III is the third step in the Distribution ~~worker~~ series and is supervised by ~~Distribution Technician IV as well as the Foreperson/~~Distribution Supervisor ~~Technician V in the performance of a variety of tasks related to the operation of a water storage and distribution system at Casitas. which~~ This position is the journey level class and is attainable by longevity, additional responsibilities, ~~advanced~~ increased education, and certifications commensurate with the higher level positions. Employees will continue to assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this position will be required to perform duties of lower level positions.

### **Examples of Duties Essential Functions**

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

Primary duties include but are not limited to the following:

- ~~• Fully capable of planning, performing and supervising the work outlined for Distribution Workers I and II related to pressure reducing and relief valves; trenching, laying pipelines, installing service lines, tapping water mains, preventive maintenance programs, repairing — fire hydrants, operating, supervising, training others and patrolling the diversion facility, testing and repairing meters, painting, and sandblasting; and~~
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;

- ~~Trained in confined space, trench shoring, back flow testing and~~ Assist with maintenance, repair, and troubleshooting routines for district pressure reducing and pressure relief valves (CLA-VAL's); ~~and~~
- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Setup of temporary water main and service connections (highlines); disinfect and flush as necessary
- ~~Independently prepares routine and special reports; and~~
- ~~Assists with budget planning and controlling; and~~
- Regular, timely attendance is essential; ~~and~~
- Operates and/or patrols diversion and fish ladder facilities as directed during river flow conditions;
- Performs line check, repairs air valves, operates all major gate valves in the system on a periodic basis;
- Assists with planning, scheduling and ~~supervising~~ implementation of preventive maintenance program for transmission mains, ~~and the distribution system, and the meter field test program; and~~
- Works directly with the public and fosters good public relations. ~~Implements and trains others on Casitas' rules and regulations consistent with the Board and Management direction and~~ follows the eleven commandments of good customer service;
- Perform semi-skilled and skilled cement work with the ability to set forms and pour finish concrete.
- ~~Will be required to work on a standby basis; and~~
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, and street sweeper.
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- ~~Works independently and with supervision from the Distribution Foreperson/Distribution Technician V; and~~
- ~~Ability to understand and implement verbal and written directions.~~
- ~~May be required to~~ Assist other district sectional departments as needed, perform special projects and assignments as requested. ~~where necessary and possible at the pump plants; and~~

### Desirable Qualifications

#### Knowledge, Skills and Abilities:

Knowledge of the methods, equipment, materials and tools used in the construction, installation, maintenance, and repair of water distribution and service facilities; ~~tools and~~

~~equipment used in sandblasting, painting, and welding.~~ General knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

Ability to ~~operate and instruct others in the~~ safely operate ~~operations of~~ tools and equipment; ~~used;~~ read ~~and draw~~ prints and sketches supervise others; record timesheet information on the computer and basic knowledge of computer programs such as Word, Excel or Windows; establish and maintain effective relations with others; follow oral ~~safety directions~~ instructions and the written safety programs of the District.

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

- Experience: ~~Four~~ Three years of previous experience as a Distribution Operator worker and/or equivalent water utility maintenance and construction work experience. ~~with a demonstrated knowledge of and ability to paint, and install and maintain water system facilities.~~
- Training: Equivalent to graduation from high school supplemented by 3 units of college level course work in water science or a related field.

**Certificates, Licenses, and ~~Requirements~~ Registrations:**

- Possession of a valid California Class A driver's license. ~~and necessity to be insurable.~~
- Possession of, ~~or ability to acquire within one year,~~ a valid Grade III Water Treatment Distribution certificate issued by the California State Health Department. Water Resources Control Board.
- ~~Possession of Water Treatment Plant Operator I certification or pesticide qualified applicator's certification and knowledge of environmental regulations regarding the use of chemicals and~~ Equivalent of Cla-Val University 100/101 Series Class Completion (above CLA-VAL courses will be district provided training)
- Forklift operator certification ~~shoring/trenching certification, welding certification.~~
- CPR/First Aid certificate

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

climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pounds

~~Operates District vehicle to deliver items and travel between job sites; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 lbs.; stoops, kneels, crouches, crawls, and climbs steep terrain during routine work; requires upper body strength; strenuous activity in an environment with exposure to dust, dirt, and temperature changes between cold and hot; communicates orally with District staff and public in face-to-face and one-to-one settings; uses a telephone for communication; may use office equipment such as computer terminal, copier, and FAX machine; may stand or walk for extended periods of time; hearing and vision within normal ranges.~~

#### Other Requirements:

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

#### Working Conditions:

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

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Employee Signature

Date

~~Rev. & Salary Approved by Bd. 1/02~~

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution Operator III  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution Supervisor  
SALARY LEVEL: E 23  
DATE: November 2021

### **Definition**

Under general supervision performs routine activities related to the Distribution section including maintenance and repair of water storage facilities, transmission mains, distribution systems, service facilities, grounds, pipeline systems, and service lines; perform related work as required.

The Distribution Operator III position is the third step in the Distribution series and is supervised by the Distribution Supervisor. This position is the journey level class and is attainable by longevity, additional responsibilities, increased education, and certifications commensurate with the higher level positions. Employees will continue to assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this position will be required to perform duties of lower level positions.

### **Essential Functions**

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

Primary duties include but are not limited to the following:

- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Assist with maintenance, repair, and troubleshooting routines for district pressure reducing and pressure relief valves (CLA-VAL's);
- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Setup of temporary water main and service connections (highlines); disinfect and flush as necessary
- Regular, timely attendance is essential;
- Operates and/or patrols diversion and fish ladder facilities as directed during river flow conditions;
- Performs line check, repairs air valves, operates all major gate valves in the system on a periodic basis;



- Assists with planning, scheduling and implementation of preventive maintenance program for transmission mains, and the distribution system;
- Works directly with the public and fosters good public relations; follows the eleven commandments of good customer service;
- Perform semi-skilled and skilled cement work with the ability to set forms and pour finish concrete.
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, and street sweeper.
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- Assist other district sectional departments as needed, perform special projects and assignments as requested.

**Knowledge, Skills and Abilities:**

Knowledge of the methods, equipment, materials and tools used in the construction, installation, maintenance, and repair of water distribution and service facilities; General knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

Ability to safely operate tools and equipment; read prints and sketches supervise others; record timesheet information on the computer and basic knowledge of computer programs such as Word, Excel or Windows; establish and maintain effective relations with others; follow oral instructions and the written safety programs of the District.

**Education and Experience:**

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

- Experience: Three years of previous experience as a Distribution Operator worker and/or equivalent water utility maintenance and construction work experience.
- Training: Equivalent to graduation from high school supplemented by 3 units of college level course work in water science or a related field.

**Certificates, Licenses, and Registrations:**

- Possession of a valid California Class A driver's license.
- Possession of a valid Grade III Water Distribution certificate issued by the California State Water Resources Control Board.
- Equivalent of Cla-Val University 100/101 Series Class Completion (above CLA-VAL courses will be district provided training)
- Forklift operator certification
- CPR/First Aid certificate

**Physical Requirements:**

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

**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution ~~Technician~~ Operator IV  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution ~~Foreperson/Distribution Technician V~~ Supervisor  
SALARY LEVEL: ~~Range 43 - \$3,619.79 - \$4,412.8~~ E 31  
DATE: ~~11/01~~ - November 2021

### **Definition**

Under general supervision ~~to~~ performs ~~plan, develop and supervise others in routine activities related to the Distribution section including~~ maintenance and repair of water storage facilities, transmission mains, distribution systems, service facilities, ~~and~~ grounds, pipeline systems, ~~repair and installation of~~ and service lines; ~~and to do~~ perform related work as required.

### **Career Path**

The Distribution ~~Technician~~ Operator IV is the fourth step in the Distribution ~~Technician worker~~ series and is supervised by the Distribution ~~/Foreperson/Distribution Technician V~~ Supervisor in ~~the planning and~~ performance of the full range of tasks related to the operation and maintenance of a complex water distribution system. This is the full journey level class in the Distribution series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with increased independence. Employees will continue to assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions**

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

Primary duties include but are not limited to the following:

- Performs the full range of duties of the Distribution ~~Technicians~~ Operators I, II, and III related to the operation and maintenance of pipeline distribution, valving, and pressure controls of the water system;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- ~~Uses chemicals for the control of weeds, brush and pests.~~
- ~~Required to substitute in absence of Distribution Foreperson and direct District~~

### operations

- ~~Supervise and~~ Perform semi-skilled and skilled cement work with the ability to set forms and pour finish concrete.
- Plans for, performs and **supervises** trains others in the repair, testing, and maintenance of the districts pressure reducing and relief valves. (Cla-Val's)
- Setup of temporary water main and service connections (highlines); disinfect and flush as necessary
- ~~Plans for, performs and supervises others in the preventive maintenance program for the entire pipeline system.~~ Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Performs line check, repairs air valves, operates all major gate valves in the system on a periodic basis; repairs air valves, fire hydrants, gate valves in the system on a periodic basis.
- Operates, supervises, and trains others and/or patrols diversion facilities as directed.
- Knowledge of the operations at the fish ladder facility; operates and/or patrols diversion and fish ladder facilities as directed during river flow conditions;
- Works directly with the public and fosters good public relations. **Implements Casitas' rules and regulations consistent with board and Management direction and follows** the eleven commandments of customer service;
- Takes responsibility for short-term and long-term problem solving and deals with multiple issues at one time.
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- Requests materials and supplies and reports time, materials and equipment used
- Regular, timely attendance is essential;
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, valve operator, and street sweeper.
- Assist other district sectional departments as needed, perform special projects and assignments as requested.
- ~~Will be required to work on a standby basis and familiar with SCADA operating system;~~

### Desirable Qualifications

#### Knowledge, Skills and Abilities:

Knowledge of ~~managerial skills, proper work~~ safety standards and procedures; customer service standards and procedures; methods, equipment, materials, and tools used in the construction, installation, operation, and maintenance of water distribution and service facilities. ~~including trenching, shoring, Cla-Val, and confined space.~~ General knowledge

of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

Ability to ~~handle customer complaints in an efficient manner;~~ operate and instruct others in the safe operations of tools and equipment; ~~used, such as backhoe, loader, dozer, powered valve operator, oxy-acetylene torch, dump truck, and boom truck;~~ plan, schedule and coordinate field operations and preventive maintenance programs; read and draw prints and sketches; record timesheets on a computer; ~~and use computer programs such as Windows, Excel, and Word and Outlook; supervises others;~~ communicate oral and written instructions clearly and effectively; analyze situations effectively and adopt the effective course of action; communicate tactfully, professionally, effectively and efficiently with the public, ~~other local public ad governmental agencies, District management~~ and co-workers; establish and maintain effective relations with others; follow oral ~~safety directions~~ instructions and the written safety program of the District.

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

- Experience: ~~Eight~~ Four years of experience as a Distribution Operator worker and/or equivalent in water utility maintenance and construction work ~~and five years experience as a Distribution Technician III with Casitas.~~
- Training: Equivalent to graduation from high school. ~~College level training in Water Distribution Operation, Treatment and Maintenance and six units of job-related, college level coursework will be required every three (3) years.~~ supplemented by a minimum of 9 units of college level course work in water science or a related field.

OR

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

## Certificates, Licenses, and Requirements Registrations:

- Possession of a valid California Class A driver's license. ~~and necessity to be insurable.~~
- Possession of a valid ~~Requires~~ Grade ~~III~~ or IV Water ~~Treatment~~ Distribution certificate issued by the California State Water Control Resources Board. ~~or Grade IV Water Distribution Certification if Casitas is graded as a Grade IV or V system as required by DOHS. Certifications for confined space, Cla-valve, shoring/trenching, and Forklift or welding.~~  
Possession of a Grade I ~~or II~~ Water Treatment Operator's Certification issued by the California State ~~Health Department~~ Water Resources Control Board ~~or ability to obtain within three years or pesticide Qualified Applicator's Certification and knowledge of environmental regulations.~~
- Equivalent of Cla-Val University 101, 201, and 50 Series Course Completion (above CLA-VAL courses will be district provided training)
- Forklift operator certification
- CPR/First Aid certificate

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

~~Operates District vehicle to deliver items and travel between job sites; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 lbs.; stoops, kneels, crouches, crawls, and climbs steep terrain during routine work; strenuous activity in an environment with exposure to dust, dirt, and temperature changes between cold and hot; communicates orally with District staff and public in face-to-face and one-to-one settings; uses a telephone for communication; may use computer terminals, copiers, and FAX machines; may stand or walk for extended periods of time; hearing and vision within normal ranges.~~

**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

~~Rev 11/01 and  
Salary approved by Bd. 1/02~~

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution Operator IV  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution Supervisor  
SALARY LEVEL: E 31  
DATE: November 2021

### **Definition**

Under general supervision performs routine activities related to the Distribution section including maintenance and repair of water storage facilities, transmission mains, distribution systems, service facilities, grounds, pipeline systems, and service lines; perform related work as required.

The Distribution Operator IV is the fourth step in the Distribution series and is supervised by the Distribution Supervisor in performance of the full range of tasks related to the operation and maintenance of a complex water distribution system. This is the full journey level class in the Distribution series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with increased independence. Employees will continue to assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this class will be required to perform duties of lower level positions.

### **Essential Functions**

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

Primary duties include but are not limited to the following:

- Performs the full range of duties of the Distribution Operators I, II, and III related to the operation and maintenance of pipeline distribution, valving, and pressure controls of the water system;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Perform semi-skilled and skilled cement work with the ability to set forms and pour finish concrete.
- Plans for, performs and trains others in the repair, testing, and maintenance of the districts pressure reducing and relief valves. (Cla-Val's)
- Setup of temporary water main and service connections (highlines); disinfect and flush as necessary



- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Performs line check, repairs air valves, operates all major gate valves in the system on a periodic basis; repairs air valves, fire hydrants, gate valves in the system on a periodic basis.
- Operates, supervises, and trains others and/or patrols diversion facilities as directed.
- Knowledge of the operations at the fish ladder facility; operates and/or patrols diversion and fish ladder facilities as directed during river flow conditions;
- Works directly with the public and fosters good public relations; follows the eleven commandments of customer service;
- Takes responsibility for short-term and long-term problem solving and deals with multiple issues at one time.
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- Requests materials and supplies and reports time, materials and equipment used
- Regular, timely attendance is essential;
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, valve operator, and street sweeper.
- Assist other district sectional departments as needed, perform special projects and assignments as requested.

**Knowledge, Skills and Abilities:**

Knowledge of safety standards and procedures; customer service standards and procedures; methods, equipment, materials, and tools used in the construction, installation, operation, and maintenance of water distribution and service facilities. General knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

Ability to operate and instruct others in the safe operations of tools and equipment; plan, schedule and coordinate field operations and preventive maintenance programs; read and draw prints and sketches; record timesheets on a computer; communicate oral and written instructions clearly and effectively; analyze situations effectively and adopt the effective course of action; communicate tactfully, professionally, effectively and efficiently with the public, and co-workers; establish and maintain effective relations with others; follow oral instructions and the written safety program of the District.

### **Education and Experience:**

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

- Experience: Four years of experience as a Distribution Operator worker and/or equivalent in water utility maintenance and construction work.
- Training: Equivalent to graduation from high school supplemented by a minimum of 9 units of college level course work in water science or a related field.

OR

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

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

- Possession of a valid California Class A driver's license.
- Possession of a valid Grade IV Water Distribution certificate issued by the California State Water Control Resources Board.
- Possession of a Grade I Water Treatment Operator's Certification issued by the California State Water Resources Control Board
- Equivalent of Cla-Val University 101, 201, and 50 Series Course Completion (above CLA-VAL courses will be district provided training)
- Forklift operator certification
- CPR/First Aid certificate

### **Physical Requirements:**

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

operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 60 pound

**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: ~~Distribution Foreperson~~/Distribution ~~Technician~~ Operator V  
CLASSIFICATION: Non Exempt  
REPORTS TO: ~~General Manager~~ Distribution Supervisor  
SALARY LEVEL: ~~Range 45 – \$3,996.43 to \$4,871.55~~ E 41  
DATE: ~~11/01 –~~ October 2021

### **Definition**

Under general supervision of the Water Distribution Supervisor ~~direction, to plan,~~ performs the full range of tasks and duties related to the operation, maintenance, and repair of a complex water distribution system including transmission mains, distribution pipelines, services water storage facilities, diversion facilities and appurtenant facilities, performs related work as required ~~and supervise the maintenance and repair of the Distribution system and the installation, repair, and testing of service facilities, to supervise subordinate professional and hourly personnel, and to do related work as required.~~

### **Career Path**

~~The Distribution Foreperson/Distribution Technician V is the general supervisor over the maintenance and operations work on storage facilities, distribution systems, service facilities, transmission mains, and grounds and lead level of the Distribution Technician series. This position is supervised by the General Manager in the planning and performance of the full range of tasks related to the operations and maintenance of a complex water distribution system.~~ The Distribution Operator V is the advanced journey level class in the Distribution Operator series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with minimal supervision. Employees will continue to assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this class will be required to perform duties of lower level positions

### **Essential Functions**

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

Primary duties include but are not limited to the following:

- ~~Supervises, trains, schedules and~~ Performs ~~all of~~ the full range of duties of the Distribution ~~Technicians~~ Operators I, II, III, and IV related to the operation and

maintenance of pipeline distribution, valving, and pressure controls of the water system;

- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Performs line check, repairs air valves, fire hydrants, and gate valves; operates all major gate valves in the system on a routine/periodic basis;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- ~~Develops and supervises the meter field test program. Tests and repairs all sizes of meters. Insures that the field test program is carried out to completion.~~
- Establishes criteria for preventive maintenance on equipment and facilities such as ~~meters~~, pressure regulating stations, ~~control valves, and~~ pipeline structures, water tanks and diversion dams.
- Setup of temporary water main and service connections (highlines); disinfect and flush as necessary
- Operates Matilija Dam during storm conditions and diverts water to Lake Casitas.
- Operates, ~~supervises~~ and trains others on the robes diversion facility; patrols diversion and fish ladder facilities as directed during river flow conditions;
- Knowledge of the fish ladder facility.
- Plans for, performs and trains others in the repair, testing, and maintenance of the districts pressure reducing and relief valves. (Cla-Val's)
- Provides training in trenching, shoring and ~~Cla-valve~~ related areas.
- ~~Develops, coordinates, and facilitates annual budget for Distribution crew~~
- ~~Makes long-range capital project and budgetary plans.~~
- Assist with the development of assigned budget, assist with cost accounting, capital project planning; prepares budget estimates and purchase requisitions; maintains appropriate inventory of parts and supplies.
- Develops goals for distribution crew and communicates ideas to Distribution Supervisor ~~crew~~.
- Contributes to and carries out safety ideas and programs; identifies and corrects safety problems; designs solutions to preempt safety problems.
- ~~Implements the rates and regulations consistent with Board and Management Direction and the Eleven Commandments of customer service and acts as Ambassador to Casitas.~~ Works directly with the public and fosters good public relations. follows the eleven commandments of customer service;
- ~~Provides training, orientation, and Superviseion to Distribution~~ staff when Distribution Supervisor is absent or upon request; assist with training distribution operators on an assigned basis.
- Works with vendors and outside contractors on a variety of distribution and maintenance activities; coordinate work activities and ensure work quality conforms to standards. ~~other public and governmental agencies in a precise, professional manner.~~
- ~~Sets parameters, develops and follow through with work schedules to assure smooth flow and timely completion of work assignments and projects.~~

- Initiate Attends, participates in, and contributes to distribution and district staff meetings.
- ~~Makes reports as required and assists with estimates for annual budget.~~
- Regular, timely attendance is essential.
- ~~Will be required to work on a standby basis and familiar with SCADA operating system;~~
- ~~May be required to supervise and assist where necessary and possible at the pump plants.~~
- ~~Interviews and makes recommendations on hiring of subordinate maintenance personnel;~~
- Ability to perform ~~all phases of~~ basic welding techniques and train others.
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, valve operator, and street sweeper.
- Assist other district sectional departments as needed, perform special projects and assignments as requested.

### Desirable Qualifications

#### Knowledge, Skills and Abilities:

Knowledge of ~~managerial skills, proper work~~ safety standards and procedures; customer service standards and procedures; methods, equipment, materials, and tools used in the construction, installation, operation, and maintenance of water distribution and service facilities. ~~including trenching, shoring, Cla-Val, and confined space.~~ General knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

Ability to ~~handle customer complaints in an efficient manner;~~ operate and instruct others in the safe operations of tools and equipment; ~~used, such as backhoe, loader, dozer, powered valve operator, oxy-acetylene torch, dump truck, and boom truck;~~ plan, schedule and coordinate field operations and preventive maintenance programs; read and draw prints and sketches; record timesheets on a computer; ~~and use computer programs such as Windows, Excel, and Word and Outlook; supervises others;~~ communicate oral and written instructions clearly and effectively; analyze situations effectively and adopt the effective course of action; communicate tactfully, professionally, effectively and efficiently with the public, ~~other local public ad governmental agencies, District management~~ and

co-workers; establish and maintain effective relations with others; follow oral **safety directions** instructions and the written safety program of the District.

### **Education and Experience:**

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

- Experience: ~~Ten~~ Five years of experience as a Distribution Operator worker and/or equivalent in water utility maintenance and construction work ~~with eight years at Casitas.~~
- Training: ~~Equivalent to graduation from high school and nine units of college level, job-related training in Water Distribution Operation, Treatment and Maintenance every three years.~~ A two-year degree (AS) in a water-related field that includes at least one course in supervision.

OR

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

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

- Possession of a valid Class A California driver's license. ~~and necessity to be insurable.~~
- Possession of a valid ~~Requires~~ Grade III, IV, or V Water ~~Treatment~~ Distribution certificate issued by the California State Water Resources Control Board. ~~or Grade IV Water Distribution Certification if Casitas is graded as a Grade IV or V system.~~
- ~~Certifications for confined space, Cla-valve, shoring/trenching, and welding.~~
- Possession of a Grade II ~~or III~~ Water Treatment Operator's Certification issued by the California State ~~Health Department~~ Water Resources Control Board ~~or pesticide Qualified Applicator's Certification and knowledge of environmental regulations.~~
- Equivalent of Cla-Val University 101, 201, 301, and 50/90 Series Course Completion (courses will be district provided training)
- CCO Service Truck Crane Operator Certification (STC)
- Forklift operator certification
- CPR/First Aid certificate

**Physical Requirements:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities

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

~~Operates District vehicle to deliver items and travel between job sites; must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 100 lbs.; stoops, kneels, crouches, crawls, and climbs steep terrain during routine work; strenuous activity in an environment with exposure to dust, dirt, and temperature changes between cold and hot; communicates orally with District staff and public in face-to-face and one-to-one settings; uses a telephone for communication; may use computer terminals, copiers, and FAX machines; may stand or walk for extended periods of time; hearing and vision within normal ranges.~~

**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

Rev 11/01 and



## CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Distribution Operator V  
CLASSIFICATION: Non Exempt  
REPORTS TO: Distribution Supervisor  
SALARY LEVEL: E 41  
DATE: November 2021

### **Definition**

Under general supervision of the Water Distribution Supervisor performs the full range of tasks and duties related to the operation, maintenance, and repair of a complex water distribution system including transmission mains, distribution pipelines, services water storage facilities, diversion facilities and appurtenant facilities, performs related work as required.

The Distribution Operator V is the advanced journey level class in the Distribution Operator series and is distinguished from other classes by the level of responsibility assumed; complexity of duties assigned, and is expected to work with minimal supervision. Employees will continue to assume emergency callback duties and participate in the distribution/customer service emergency standby rotation. Operators in this class will be required to perform duties of lower level positions

### **Essential Functions**

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

Primary duties include but are not limited to the following:

- Performs all of the full range of duties of the Distribution Operators I, II, III, and IV related to the operation and maintenance of pipeline distribution, valving, and pressure controls of the water system;
- Performs preventive maintenance program activities for district distribution system assets including pipelines, valves, service lines, vaults, and other related appurtenances;
- Performs line check, repairs air valves, fire hydrants, and gate valves; operates all major gate valves in the system on a routine/periodic basis;
- Digs and backfills trenches, lays pipelines and mainlines, installs and repairs service lines, makes taps on water mains;
- Establishes criteria for preventive maintenance on equipment and facilities such as pressure regulating stations, pipeline structures, water tanks and diversion dams.

- Setup of temporary water main and service connections (highlines); disinfect and flush as necessary
- Operates Matilija Dam during storm conditions and diverts water to Lake Casitas.
- Operates, and trains others on the robes diversion facility; patrols diversion and fish ladder facilities as directed during river flow conditions;
- Knowledge of the fish ladder facility.
- Plans for, performs and trains others in the repair, testing, and maintenance of the districts pressure reducing and relief valves. (Cla-Val's)
- Provides training in trenching, shoring and related areas.
- Assist with the development of assigned budget, assist with cost accounting, capital project planning; prepares budget estimates and purchase requisitions; maintains appropriate inventory of parts and supplies.
- Develops goals for distribution crew and communicates ideas to Distribution Supervisor
- Contributes to and carries out safety ideas and programs; identifies and corrects safety problems; designs solutions to preempt safety problems.
- Works directly with the public and fosters good public relations. follows the eleven commandments of customer service;
- Supervises staff when Distribution Supervisor is absent or upon request; assist with training distribution operators on an assigned basis.
- Works with vendors and outside contractors on a variety of distribution and maintenance activities; coordinate work activities and ensure work quality conforms to standards.
- Attends, participates in, and contributes to distribution and district staff meetings.
- Regular, timely attendance is essential.
- Ability to perform all phases of basic welding techniques and train others.
- Maintain logsheets and databases; perform and record operational and maintenance activities; electronically enter data into spreadsheets, tables, and GIS systems;
- Perform a variety of housekeeping duties to ensure district facilities and worksites are maintained in a clean, orderly and safe condition;
- Operate a variety of tools and heavy equipment such as welding and cutting tools, backhoe, excavator, forklift, dozer, dump truck, mobile crane, knuckle boom truck, front end loader, valve operator, and street sweeper.
- Assist other district sectional departments as needed, perform special projects and assignments as requested.

**Knowledge, Skills and Abilities:**

Knowledge of safety standards and procedures; customer service standards and procedures; methods, equipment, materials, and tools used in the construction, installation, operation, and maintenance of water distribution and service facilities. General knowledge of Federal, State, and local regulations pertinent to public water systems and the environment. OSHA requirements for mandated safety programs including principles and practices of work safety.

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

Ability to operate and instruct others in the safe operations of tools and equipment; plan, schedule and coordinate field operations and preventive maintenance programs; read and draw prints and sketches; record timesheets on a computer; communicate oral and written instructions clearly and effectively; analyze situations effectively and adopt the effective course of action; communicate tactfully, professionally, effectively and efficiently with the public, and co-workers; establish and maintain effective relations with others; follow oral instructions and the written safety program of the District.

**Education and Experience:**

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

- Experience: Five years of experience as a Distribution Operator worker and/or equivalent in water utility maintenance and construction work.
- Training: A two-year degree (AS) in a water-related field that includes at least one course in supervision.

OR

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

**Certificates, Licenses, and Registrations:**

- Possession of a valid Class A California driver's license.
- Possession of a valid Grade V Water Distribution certificate issued by the California State Water Resources Control Board.
- Possession of a Grade II Water Treatment Operator's Certification issued by the California State Water Resources Control Board.
- Equivalent of Cla-Val University 101, 201, 301, and 50/90 Series Course Completion (courses will be district provided training)
- CCO Service Truck Crane Operator Certification (STC)
- Forklift operator certification
- CPR/First Aid certificate

**Physical Requirements:**

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

**Other Requirements:**

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

**Working Conditions:**

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

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Employee Signature

Date

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**

**Recreation Committee**

**(this meeting was held telephonically)**

DATE: January 7, 2022  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Recreation Committee Meeting of December 14, 2021, at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Brian Brennan  
Director Pete Kaiser  
General Manager, Michael Flood  
Assistant General Manager, Kelley Dyer  
Executive Administrator, Rebekah Vieira  
Park Services Manager, Joe Martinez  
Division Officer, Joe Evans

2. **Public Comments.**

None

3. **Discussion on the Lake Casitas Improvement Foundation and potential community members to serve on the Foundation**

EA Vieira introduced the item and covered the contents of the memo with the Committee including a possible candidate to serve leaving one unfilled position. Once candidates were identified, appointments would be made by the LCIF Board at a Casitas MWD Board Meeting.

Director Kaiser asked questions about the ability of a concessionaire serving and that a advertisement should be made with EA Vieira's email address.

Director Brennan asked questions about conflicts of interest and the possibility of finding someone from the fishing community.

DO Evans indicated that he would have staff produce a flyer to advertise the vacancies.

The Committee directed staff to advertise the vacancies for ninety days (starting in January) and come back to the Committee with the results at the April recreation Committee meeting.

4. **Review of the October 2021 Recreation Report**

PSM Martinez went over the report with the Committee including attendance, revenues, various events, mountain lion notifications, and maintenance activities.

Director Kaiser indicated his appreciation of the great work staff was doing out at the Lake and asked questions about tree maintenance, rowing club vessel quarantine, mountain lion notifications, and survey markers.

Director Brennan indicated that events appear to be returning to normal levels.

5. **Review of Incidents and Comments**

DO Evans presented the LCRA incident statistics including customer service issues, medical situations, Sheriff contacts, violations, Ranger contacts and maintenance work, an upcoming memorial service, and an accident at the front gate.

Director Kaiser complimented staff on a job well done.

Director Brennan complimented staff on the hard work.

**CASITAS MUNICIPAL WATER DISTRICT**

**MINUTES**

**Finance Committee**

**(this meeting was held telephonically)**

DATE: January 7, 2022  
TO: Board of Directors  
FROM: General Manager, Michael Flood  
Re: Finance Committee Meeting of November 19, 2021 at 1000 hours.

**RECOMMENDATION:**

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

**BACKGROUND AND OVERVIEW:**

1. **Roll Call.**

Director Neil Cole  
Director Richard Hajas  
General Manager, Michael Flood  
Assistant General Manager, Kelley Dyer  
Chief Financial Officer, Janyne Brown  
Auditor Consultant, Kassie Radermacher (CLA)

2. **Public Comments.**

None

3. **Board/Management comments.**

None

4. **Draft Annual Comprehensive Financial Report.**

GM Flood introduced the item and a presentation of the report was made by a representative of the auditor including the findings of the auditor.

Director Hajas asked questions regarding the increase in debt service and the possible over allocation of funds.

CFO Brown indicated that a meeting between Director Hajas and the District's Bond Consultant, Shayne Morgan of David Taussig & Associates would provide useful information.

The Committee asked that the report be forwarded to the Board of Directors for consideration.

5. **Review of the Financial Statements for September 2021**

CFO Brown made comments regarding the statements including revenues, expenses, and the budgeted costs of the Human Resources Department that was created this year.

6. **Review of the Consumption Report for September 2021.**

GM Flood covered the report with the Committee.



**Casitas Municipal Water District**  
**State Water Project - Interconnect Project Costs**  
**As of 12/31/2021**

Project No:	Project Name:	Costs paid to date	Encumbered	Total Encumbered & Cost To Date
378	State Water Interconnect - Calleguas to Casitas	116,252	-	116,252
527	State Water Interconnect - Carpinteria to Casitas	677,813	2,072,735	2,750,548
606	State Water Interconnect - Ventura to Casitas	224,241	25,002	249,242
Project(s) Cost To Date:				3,116,042





**Casitas Municipal Water District**  
**CFD 2013-1 Improvement Fund - Series B**

	Bonds Proceeds Received (1)	Interest Earned (2)	Expense (3)	Balance Series B (1)+(2)+(3)
2017 Subtotal	42,658,223.98	24,046.16	(36,886,093.06)	
TOTAL	42,658,223.98	24,046.16	(36,886,093.06)	5,796,177.08
2018 Subtotal	-	77,279.16	-	
TOTAL	42,658,223.98	101,325.32	(36,886,093.06)	5,873,456.24
2019 Subtotal	-	102,268.61	(1,486,814.43)	
TOTAL	42,658,223.98	203,593.93	(38,372,907.49)	4,488,910.42
2020 Subtotal	-	15,749.88	(4,404,999.69)	
TOTAL	42,658,223.98	219,343.81	(42,777,907.18)	99,660.61
2021 January		0.51		
February		0.51		
March		0.46		
April		0.51	(92,272) Project Reimbursement (Mar exp)	
May		0.16	(7,390) Project Reimbursement (Apr exp)	
June		0.01		
July		-		
August		-		
September		-		
October		-		
November		-		
December		-		
2021 Subtotal	-	2.16	(99,662.60)	
TOTAL	42,658,223.98	219,345.97	(42,877,569.78)	0.17

**Casitas Municipal Water District**  
**CFD 2013-1 Improvement Fund - Series C**

	Bonds Proceeds Received (1)	Interest Earned (2)	Expense (3)	Balance Series C (1)+(2)+(3)
2019 Subtotal	13,570,000.00	12,284.84	-	
TOTAL	13,570,000.00	12,284.84	-	13,582,285
2020 Subtotal	-	48,026.34	(1,362,971.53)	
TOTAL	13,570,000.00	60,311.18	(1,362,971.53)	12,267,339.65
2021 January		62.37		
February		62.37		
March		57.01		
April		62.37		
May		60.36	(537,876) Project Reimbursement (Apr exp)	
June		60.16	(662,386) Project Reimbursement (May exp)	
July		54.67	(1,150,111) Project Reimbursement (June exp)	
August		51.74	(719,027.97) Project Reimbursement (July exp)	
September		47.83		
October		45.26	(1,233,220.94) Project Reimbursement (Aug & Sept exp)	
November		42.26		
December		65.43	(510,100.59) Project Reimbursement (Oct & Nov exp)	
2021 Subtotal	-	671.83	(4,812,722.59)	
TOTAL	13,570,000.00	60,983.01	(6,175,694.12)	7,455,288.89

**Summary of Expenses**  
**CFD 2013-1 Improvement Fund - Series B&C**

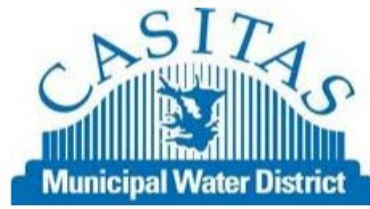
Purchase of Ojai System	34,481,628.00
Extension Contract	366,371.55
Meter Cost	2,038,093.51
Received Project reimbursements:	<u>12,167,170.84</u>
	49,053,263.90

Total funds remaining for improvement Series B:	0.17
Total funds remaining for improvement Series C:	<u>7,455,288.89</u>
Total Funds Remaining	7,455,289.06
Received Project reimbursements:	12,167,170.84
Projects Cost YTD:	12,296,153.91
Projects Pending Reimbursement:	<u>128,983.06</u>
Total Funds Remaining less pending Reimbursement:	<u>7,326,306.00</u>



**Casitas Municipal Water District**  
**CFD 2013 - 1 Projects to be reimbursed to CMWD To Date**  
**As of 12/31/2021**

Project No:	Project Name:	Costs
400	Ojai System Masterplan	375,336.49
420	Sunset Place Pipeline Replacement	785,031.23
421	Cuyama, Palomar and El Paseo Roads Pipeline Replacement	2,166,031.08
422	South San Antonio Street and Crestview Drive Pipeline	89,258.17
423	West and East Ojai Avenue Pipeline Replacement	478,498.41
424	Running Ridge Zone Hydraulic Improvement	367,567.41
425	Well Rehabilitation Replacement	1,282,393.16
426	Valve & Appurtenance Replacement	1,136,796.97
427	Fairview Pipeline Replacement	0.00
428	Mutual Wellfield Pipeline	136,749.57
429	Grand Ave Pipeline	56,650.86
430	Signal Booster Zone Hydraulic Improvements	239,728.08
431	Emily Street Pipeline Replacement	1,101,818.56
432	Casitas-Ojai System Interties	78,158.82
522	Ojai Arc Flash Study	119,839.00
611	Mutual Replacement Well	438,973.36
411	Replace San Antonio #3 Well	29,759.77
506	Ojai SCADA UPS Units	11,447.67
509	Hypochlorite Tanks OS	24,186.95
511	Ojai Wellfield Cla-Vals	4,273.91
512	Well Monitoring Upgrades 07/2018	1,520.76
514	Ojai Wellfield Mag Meters 07/2018	18,876.70
433	Ojai 12" pipeline replac	2,001,133.63
434	Heidelberger PP Ret. Wal	29,479.63
435	Plesant Ave/Daily Rd Pip	62,644.70
436	OWS Tank/Valt Fall Impro	23,262.21
437	Wellvield VFDs	351,235.93
438	Lion St PL/ Fairview Conn	788,060.42
646	OWS Arbolada Tank	55,133.73
673	Mutual Well #7	42,306.73
<b>Project(s) Cost To Date:</b>		<b><u>12,296,153.91</u></b>



**Casitas Municipal Water District  
Adjudication Charge Summary Report**

	2020 FY21 7 July	2020 FY21 8 August	2020 FY21 9 September	2020 FY21 10 October	2020 FY21 11 November	2020 FY21 12 December	2021 FY21 1 January	2021 FY21 2 February	2021 FY21 3 March	2021 FY21 4 April	2021 FY21 5 May	2021 FY21 6 June	FY21 YTD
Revenue	(48,685)	(48,893)	(48,945)	(49,160)	(49,090)	(48,787)	(49,013)	(48,754)	(48,737)	(49,088)	(48,639)	(46,304)	(584,095)
Expenses													
Legal	-	26,378	15,228	-	29,451	4,917	4,625	14,288	1,344	32,955	15,958	13,332	158,476
Other Pro Fees	-	-	-	-	-	-	20,322	14,782	-	-	7,813	82,257	125,175
Bank Fees	-	-	-	-	130	-	-	-	-	-	-	-	130
<b>Net Total</b>	<b>(48,685)</b>	<b>(22,515)</b>	<b>(33,717)</b>	<b>(49,160)</b>	<b>(19,509)</b>	<b>(43,870)</b>	<b>(24,066)</b>	<b>(19,684)</b>	<b>(47,393)</b>	<b>(16,133)</b>	<b>(24,868)</b>	<b>49,285</b>	<b>(300,314)</b>
Cash Collected	948	2,630	44,674	48,421	47,746	50,454	48,260	46,160	52,298	46,680	49,070	46,673	484,014
Cash Disbursed	-	(26,378)	(15,228)	(0)	(29,573)	(4,917)	(24,955)	(29,070)	(1,344)	(32,955)	(23,771)	(63,445)	(251,637)
Accounts Payable	-	-	-	-	(8)	-	8	-	-	-	(0)	(32,144)	(32,144)
Accounts Receivable	47,737	46,263	4,271	738	1,344	(1,667)	754	2,594	(3,561)	2,408	(431)	(369)	100,081
<b>Net Total</b>	<b>48,685</b>	<b>22,515</b>	<b>33,717</b>	<b>49,160</b>	<b>19,509</b>	<b>43,870</b>	<b>24,066</b>	<b>19,684</b>	<b>47,393</b>	<b>16,133</b>	<b>24,868</b>	<b>(49,285)</b>	<b>300,314</b>
	2021 July	2021 August	2021 September	2021 October	2021 November	2021 December	2022 January	2022 February	2022 March	2022 April	2022 May	2022 June	YTD
Revenue	(48,514)	(48,430)	(48,489)	(48,520)	(48,464)	54	-	-	-	-	-	-	(826,457)
Expenses													
Legal	-	-	-	-	-	-	-	-	-	-	-	-	158,476
Other Pro Fees	-	12,030	18,564	23,673	46,621	65,459	-	-	-	-	-	-	291,522
Bank Fees	-	-	-	-	-	-	-	-	-	-	-	-	130
<b>Net Total</b>	<b>(48,514)</b>	<b>(36,400)</b>	<b>(29,925)</b>	<b>(24,847)</b>	<b>(1,843)</b>	<b>65,513</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(376,329)</b>
Cash Collected	50,335	46,498	49,795	48,266	47,348	47,470	108	-	-	-	-	-	773,835
Cash Disbursed	(32,144)	(22,110)	(18,564)	(23,673)	(46,621)	(65,459)	-	-	-	-	-	-	(460,207)
Accounts Payable	32,144	10,079	-	-	-	(0)	-	-	-	-	-	-	10,079
Accounts Receivable	(1,821)	1,932	(1,306)	253.23	1,115	(47,524)	(108)	-	-	-	-	-	52,623
<b>Net Total</b>	<b>48,514</b>	<b>36,400</b>	<b>29,925</b>	<b>24,847</b>	<b>1,843</b>	<b>(65,513)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>376,329</b>
Note: Data as of 1/03/2022	-	-	-	-	(0.00)	-	-	-	-	-	-	-	313,627

**CASITAS MUNICIPAL WATER DISTRICT  
TREASURER'S MONTHLY REPORT OF INVESTMENTS  
12/30/21**

Type of Invest	Institution	CUSIP	Date of Maturity	Original Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Home Loan Bank	3130AIXJ2	6/14/2024	\$941,144	\$885,974	2.875%	8/2/2016	7.91%	884
*TB	Federal Home Loan Bank	3130A5VW6	7/10/2025	\$1,025,110	\$1,054,910	2.700%	5/10/2017	9.42%	1270
*TB	Federal National Assn	31315P2J7	5/1/2024	\$809,970	\$765,861	3.300%	5/25/2016	6.84%	841
*TB	Farmer MAC	31315PYF0	5/2/2028	\$512,355	\$544,775	2.925%	11/20/2017	4.87%	2282
*TB	Federal Farm CR Bank	31331VWN2	4/13/2026	\$940,311	\$838,338	5.400%	5/9/2016	7.49%	1543
*TB	Federal Home Loan Bank	313383YJ4	9/8/2023	\$476,582	\$433,916	3.375%	7/14/2016	3.88%	608
*TB	Farmer MAC	3133EEPH7	2/12/2029	\$480,251	\$516,914	2.710%	11/20/2017	4.62%	2562
*TB	Federal National Assn	3135G0K36	4/24/2026	\$2,532,940	\$2,592,475	2.125%	7/6/2010	23.16%	1554
*TB	Federal National Assn	3135G0ZR7	9/6/2024	\$1,488,050	\$1,459,296	2.625%	5/25/2016	13.03%	966
*TB	Federal Home Loan MTG Corp	3137EADB2	1/13/2022	\$683,584	\$664,432	2.375%	5/1/2016	5.93%	13
*TB	US Treasury Note	912828WE6	11/15/2023	\$723,061	\$690,117	2.750%	12/13/2013	6.16%	675
*TB	US Treasury Note	912796L64	8/11/2022	\$749,187	\$749,093	0.150%	12/31/2021	6.69%	221
<b>Total in Gov't Sec. (11-00-1055-00&amp;1065)</b>				<b>\$11,362,546</b>	<b>\$11,196,099</b>			<b>99.97%</b>	
<b>Total Certificates of Deposit:</b>				<b>\$0</b>	<b>\$0</b>			<b>0.00%</b>	
**	<b>LAIF as of 6/30/2021: (11-00-1050-00)</b>		N/A	<b>\$482</b>	<b>\$482</b>	1.36%	Estimated	<b>0.00%</b>	
***	<b>COVI as of 6/30/2021: (11-00-1060-00)</b>		N/A	<b>\$3,066</b>	<b>\$3,066</b>	1.50%	Estimated	<b>0.03%</b>	
<b>TOTAL FUNDS INVESTED</b>				<b>\$11,366,095</b>	<b>\$11,199,648</b>			<b>100.00%</b>	
Total Funds Invested last report				\$11,164,643	\$10,989,409				
Total Funds Invested 1 Yr. Ago				\$11,755,763	\$12,015,658				
****	<b>CASH IN BANK (11-00-1000-00) EST.</b>			<b>\$10,084,976</b>	<b>\$10,084,976</b>				
	<b>CASH IN Custody Money Market</b>			<b>\$330,150</b>	<b>330,149.82</b>	0.30%			
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$21,781,221</b>	<b>\$21,614,773</b>				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$18,768,885	\$19,028,780				
*CD	CD - Certificate of Deposit								
*TB	TB - Federal Treasury Bonds or Bills								
**	Local Agency Investment Fund								
***	County of Ventura Investment Fund								
	Estimated interest rate, actual not due at present time.								
****	Cash in bank								

No investments were made pursuant to subdivision (i) of Section 53601, Section 53601.1 and subdivision (i) Section 53635 of the Government Code.  
All investments were made in accordance with the Treasurer's annual statement of investment policy.