

Board Meeting Agenda

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

Pete Kaiser, Director
James Word, Director

CASITAS MUNICIPAL WATER DISTRICT

January 8, 2014

3:00 P.M. – DISTRICT OFFICE

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

1. Public Comments (items not on the agenda – three minute limit).
2. General Manager comments.
3. Board of Director comments.
4. Board, Committee, and Meeting Approvals
 - a. Election of Board Officers
 - b. Discussion and approval of meetings that will be considered authorized meetings for the Board.
 - c. Selection of Board Committee assignments and dates of meetings.
5. Consent Agenda
 - a. Minutes of the December 11, 2013 Board Meeting.
 - b. Recommend approval for Leak Relief to Charles Cantello.
 - c. Resolution approving Memberships for 2014.

RECOMMENDED ACTION: Adopt Consent Agenda

6. Bills

7. Update on Casitas Action as a result of Quagga Mussels at Lake Piru.

RECOMMENDED ACTION: Direction to Staff

8. Resolution finding that a Public Necessity Requires the Subcontracting of a Portion of the Villanova Reservoir Repairs & Interior Coating, Specification 13-367 Project.

RECOMMENDED ACTION: Adopt Resolution

9. Recommend approval of Staffing Changes at Lake Casitas Recreation Area.

RECOMMENDED ACTION: Motion Approving Recommendation

10. Information Items:

- a. Recreation Area Report for November, 2013.
- b. CSDA How to be an Effective Board Member.
- c. Recreation Committee Minutes.
- d. Water Resources Committee Minutes.
- e. Personnel Committee Minutes.
- f. Finance Committee Minutes.
- g. Water Consumption Report.
- h. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.
- i. Investment Report.

11. Adjournment

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

Minutes of the Casitas Municipal Water District
Board Meeting Held
December 11, 2013

A meeting of the Board of Directors was held December 11, 2013 at Casitas' Office, Oak View, California. Directors Word, Hicks, Bergen, Kaiser and Baggerly were present. Also present were Steve Wickstrum, General Manager, Rebekah Vieira, Clerk of the Board, and Attorney, John Mathews and Bob Krimmer. There were seven staff members and six members of the public in attendance. President Word led the group in the flag salute.

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

None

2. General Manager comments.

Mr. Wickstrum reported there had been a few minor change orders on the Villanova Reservoir project including a hatch that needs to be enlarged and a support beam to be replaced. There is about \$22,072 in change orders to date. Operationally, to keep the system in good shape with this freeze which causes an increase in water demand in the Ojai valley, we have had to staff personnel on 12 hour shifts to manually operate and coordinate between the pumps and tanks. We received the altitude valve and will get that on the bladder tank.

3. Board of Director comments.

Director Hicks provided his report on his attendance at ACWA. And mentioned that the first women president of ACWA had been elected and that it was a good conference and it is important for us to attend.

Director Baggerly informed the board that the last time our board took significant steps to protect the lake, the water treatment plant and the pipes from Quagga mussels, we mistakenly thought we were doing enough. However, based on two major reports Casitas and other districts now appear to not be doing as much as needs to be done. To summarize the reports, Quagga mussel larva cannot be seen with the naked eye during the first part of their life cycle so they can pass through the detailed visual inspection that CMWD and other districts rely upon. Also, they can live up to 28 days, much longer than previously thought. So, every agency is going to have to consider at least a 30 day quarantine period. Lastly, a new process is going to have to be used to disinfect boats that have been in contaminated water. State grants with statewide funds up to \$3,000,000 are available for facilities that are not infected. I would like to ask the Board to direct staff to gather information on these available grants as soon as possible and return to the Board with a report.

Finally, I would like to remind each group who relies upon the lake that if Quagga mussels do get into Lake Casitas, the days of trophy fishing will be over because the mussels can cover the bottom and interrupt the food chain. The lake

will stink and ruin pleasure boater's use of the lake. Also, the ag users will not be able to bear the incredible increase in cost of water and the valley will lose its orchards. Finally, steep cost increases for residents and businesses will leave them with few alternatives beyond letting more vegetation die or seriously considering relocating to another area. Needless to say, if Quagga mussels get into Lake Casitas our lifestyle will change and property values will decline.

So again, I would like the Board to ask staff to get started on a grant application to help keep Quagga mussels out of Lake Casitas and present it to the board before it is submitted to the state for consideration.

4. Consent Agenda APPROVED

- a. Minutes of the November 27, 2013 Board Meeting.

On the motion of Director Kaiser, seconded by Director Baggerly and passed, the Consent Agenda was approved.

5. Bills APPROVED

On the motion of Director Kaiser, seconded by Director Baggerly and passed, the bills were approved.

6. Resolution awarding a contract to Industrial Coating and Restoration, Inc. in the amount of \$133,000 for the Lake Casitas Recreation Area Water Adventure Coating, Specification 13-369. ADOPTED

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

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

Resolution is numbered 13-40.

7. Presentation of the 2013 Casitas Water Adventure End of Season Report APPROVED

Park Services Officer Aaron Wall presented the Casitas Water Adventure End of Season Report. A couple of changes are the classification of lifeguards to seasonal part time, working up to 120 days, 40 hours per week. We also implemented the Livescan this year with all employees have a background check and are cleared to work with youth. We increased our net surplus by \$29,170 due to the decrease in overhead and service & supply work order spending. The attendance is larger when it is hot early in the day. We had another successful DOSH inspection. Coordinators Mike Chauvel and Alyson DesBaillets did an

excellent job in my absence this year as I became a new father. Mr. Wall added he is looking forward to the next season.

On the motion of Director Kaiser, seconded by Director Bergen and passed, the Annual Report was approved for filing.

8. Presentation of the 2013 Robles Fish Passage Facility Progress Report and the 2014 Monitoring and Evaluation Study Plan.

Fisheries Biologist Scott Lewis presented the 2013 Progress Report and 2014 Study Plan. At this time because of lack of water we do not have enough data to stop doing any of the monitoring. The impediment evaluation is most critical and relates to requirements for flow releases. We have two good years of data at this point. In the 2014 Study Plan we have added two new sites and dropped two old sites. With the Sandbar evaluation the sandbar has been closed. Beach sampling found no trout or steelhead in the estuary.

Fish attraction surveys are conducted down and upstream of Robles during fish migration to document presence or absence and how it relates to passage flows. We did not see any omykiss until the last week of the season when things were drying up. They may have come down from upstream as a last resort. They were isolated in the entrance pool and we had to conduct a fish rescue of 14 fish captured and released in north fork Matilija. Director Hicks asked if there is any indication they are going up San Antonio? Mr. Lewis answered there are a lot of steelhead hanging out by San Antonio, maturing and spawning. San Antonio is the most important spawning location in the basin. Of those 14 fish that migrated downstream, our monitor was only able to detect three of those. The detection system was not designed for juveniles. It was designed for the adults and works well for the adults but the Vaki does not work well for smolts.

On the motion of Director Kaiser, seconded by Director Baggerly and passed, the plans were approved.

9. Discussion regarding email from Adam Johnson requesting consideration of body contact in Lake Casitas. Direction provided to staff

Mr. Wickstrum started by stating I was thinking back to my first day here 30 years ago, and asked if I could kayak on the lake, the answer was no. This question has been asked a few times. We determine how things are developing with the understanding that our primary mission is to provide a healthy and affordable water supply to the community we serve. We consider what we do with our water resource and protecting our water resource. We were diligent in promoting the Teague Watershed to protect our source and protect the lake. This led us to 1995 and the treatment regime that was affordable to the community. I think we have to understand the other parameters that have happened since the 1996 discussion and where we sit today. Understanding we have a process to go through and it could lead us to avenues that could be very costly. The long term enhanced surface enhancement rule of 2015, sampling of the lake for e-coli,

giardia and cryptosporidium could lead to different treatment. We would have to coordinate with California Department of Health Services and going to the legislation which can add additional requirements through treatment which has occurred in two other instances. Since 1996, the quagga mussel has also become an issue.

President Word stated I came on the board after this decision was made. There are some things that have changed in the 17 years since it was looked at. One is we have made provision for people to get wet by creating the Water Adventure. Now we have the issue of quagga mussels and tagging of boats. It is hard to think that someone that wants to waterski or use personal watercraft would only use it at Lake Casitas. Those are two big things. Having said that doesn't mean we should not look at it again. This is not a decision for just our board to make. If we went forward with body contact it would have to go to the legislature.

Mr. Wickstrum added it is incorporated in the health and safety code in California to provide exemptions for body contact within their water bodies. With consideration of exemptions they add in stipulations, increased monitoring, addition of treatment such as UV or ozone treatment, neither one are inexpensive items.

Director Baggerly stated that from the proposed Casitas Reservoir Reconnaissance Report in 1954, it was to be used as a domestic water supply, meet all requirements of state health, and swimming and wading would be prohibited. From the beginning of the planning it was not envisioned swimming would take place. It is the law. You can get an exception but, when you go to the legislature they can do whatever they want.

Director Hicks added I remember the conversations, we put in the waterpark as a compromise. That was the compromise we made not having the swimming in the lake but having the waterpark. I had a boat and used to waterski and I was for it to begin with but the more I have been around, it is not a sandy beach and is not a great swimming experience. I would be scared to ski as there are so many impediments and little islands. It is not made for water skiing.

Director Kaiser added I was on the committee in 1996. The decision that was made to assuage those concerns was the building of the water playground.

Director Baggerly added in 1973 the Teague Watershed was purchased by the federal legislature to make sure pollutants would not enter the lake. Twenty five families lost their land. There are still a couple of life estates left. They got paid but they gave that up so Lake Casitas could stay clean. Think about changing the dynamics from 1973 to now. If we allow more pollution to take place and a more expensive treatment plant, why did those people have to lose their lands. I don't think they would be very happy.

President Word added it has been 17 years since this was reviewed, perhaps it could be looked at again. This is the start of discussion. Director

Kaiser added this is not a project that was budgeted at all. We need to have an understanding on the time and costs.

Adam Johnson, representing Lake Casitas People for Swimming thanked the board for taking up his email for discussion. I would like to make a couple of comments and am available for questions on some of the research that has been done, and community support from my group. Thank you Mr. Baggerly, you received several emails in support. This movement was started four months ago. I have 3,001 supporters for this. The compromise has not fulfilled its purpose. Due to that support we wrote the letter. It appears that rate payers are subsidizing the lake operations. With lake promoting spending money on fishing it appears there are so many people from outside the area that use the lake. It appears to the extent it is possible that the resource should be available to all of us. You are entrusted to represent the mindset today. Keep checking in on my site and you will see of the 3,000, 60 – 70% is in the Ojai area. I have narrowed the focus of the site to keep it local. I would encourage you to go on the site. President Word added I have looked at some comments but the one element missing is if people are told they could only use their boat on Lake Casitas would they be interested. Mr. Johnson replied with the cable systems at Piru and Castaic, people pretty much stay at one. Local people want to use their local lake and it could do us some good.

Brian Williams expressed he is an eager member of the site and supports it. I have been boating since I was a little kid and have seen the quagga mussel impact. One thing I had a question about was jet skis. When I had them and tried to go to Piru there was a problem because of the length requirement they had. I could see having a designated area for those or limiting traffic on the lake. There are different options to explore. I just want to get across there is a lot of support for what Mr. Johnson is trying to do. I am more than willing to help with a study.

Pat Baggerly representing the Environmental Coalition stated the Coalition has addressed this topic many times. She provided a letter of July 3, 2006 stating that if body contact in Lake Casitas is being considered there must be thorough environmental review, with EIS/EIR and impacts to Ag, air, and all of the resources that come from allowing an increased use of the lake. The water treatment plant was designed to accommodate existing level of water quality in Lake Casitas. The long term cost of Treatment Plant renovation would fall on rate payers. There would be a loss of ag with increased cost. There have been many public meetings and testimony and it was decided to not allow body contact at Lake Casitas. Everyone wants to swim at the lake but I value the water resource. It isn't that simple. The Bureau of Reclamation did not adopt the alternative that would allow body contact in their final determination for the Resource Management Plan. It was not chosen. There is a lot more to this.

Brett Tilly asked if the system is capable of filtering for body contact. Mr. Wickstrum replied that is part of what I talked about, the long term surface water treatment and problems that develop with body contact. Does e-coli, etc. increase in your lake because of body contact? The likelihood of having a revised treatment regime applied to us is very high.

Director Bergen asked about Lake Piru. Mr. Wickstrum explained Lake Piru is a pass through reservoir like Castaic and Pyramid. The majority of Piru water goes down the Santa Clara or into spreading grounds. It is not a direct service to domestic supply. Castaic Lake water treatment plant was at a cost of 40 – 60 million dollars and was updated in 2005 for another 30 million dollars. Mr. Wickstrum added we looked at Casitaic and Calleguas when we were looking at developing our treatment plant. It is a question of affordability. We were looking at a 40 million dollar plant and we found an alternative nine million dollar filtration plant. They looked at our water resource and the watershed and our controls. That all went into consideration when we got it approved. It helps to look at all perspectives as you go forward as there are many facets to it. Director Bergen added you have to figure out who will pay. If recreational people are coming from out of the district and they get the benefit but the people paying the water here are paying for it, you have to look at equity too.

President Word added this is not designed as a public hearing. We can direct staff to come back with some pros and cons or look at issues that might be involved.

President Word informed the public that we need to move to the closed session and will take the LCIF item afterwards.

President Word recessed the board meeting to the closed session at 4:24 p.m. and brought the meeting back into regular session at 4:40 p.m.

President Word Recessed the Casitas Board Meeting at 4:41 p.m. and opened the Lake Casitas Improvement Foundation Meeting

10. Lake Casitas Improvement Foundation Meeting

- a. Discussion regarding membership to the board of LCIF.
There was discussion of asking for a representative from Casitas Rowing to join the LCIF.
- b. Review of the Treasurer's report.
Mr. Wickstrum pointed out we are down to \$3,900.
- c. Discussion regarding any approval of projects and expenditures for the coming year.
Since we don't know the status of kids fishing day and we may not be allowed to plant fish there was no recommendation for projects at this time.

President Word adjourned the LCIF meeting at 4:46 p.m. and reconvened the Casitas Board Meeting.

11. Information Items:

- a. Recreation Area Report for October, 2013.
- b. Water Consumption Report.
- c. CFD No. 2013-1 (Ojai) Monthly Cost Analysis.

d. Investment Report.

The Closed session was held at 4:24 p.m.

12. Closed Session

- a. Conference with Legal Counsel – Anticipated Litigation (subdivision (b) of Section 54956.9, Government Code). One case.
- b. Conference with Legal Counsel -- Existing Litigation (Subdivision (a) of Section 54956.9, Government Code). Name of Case: Golden State Water Company v. Casitas Municipal Water District. Case Number: 56-2013-00433986-CU-WM-VTA.

President Word moved the meeting back into open session at 4:40 p.m. with attorney Bob Krimmer stating the Board discussed item 12 a, and b. On item 12 a, the board by unanimous decision rejected a claim filed under the government claims act. There was no action on item 12 b.

13. Adjournment

President Word adjourned the meeting at 4:47 p.m.

Secretary

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: December 6, 2013
TO: Board of Directors
FROM: Denise Collin - Accounting Manager / Treasurer
Re: Leak Relief Request – Charles Cantello
4918 Reeves Road
Account Number: 60-00337-00

RECOMMENDATION:

Approve Leak Relief Request totaling: \$2,692.42

BACKGROUND AND OVERVIEW:

On October 14th, 2013 Mr. Cantello was notified of extreme high usage by District Customer Service Staff, upon hearing of the large amount of usage Mr. Cantello immediately turned off his water and walked his pipeline to determine if he could visually find the leak, which was not discovered.

October 15th, 2013 Mr. Cantello contacted a Leak Detector and the leak was found. The leak was a water main line break and was fixed within two days of finding the leak, although a substantial amount of water (2,098 units or 4.82AF) had passed through the meter before he was notified of high usage.

All required documents were submitted and all criteria are met to qualify for Leak Relief.

REC'D OCT 24 2013

October 21, 2014

Dear sir,

This letter of information is with regards to my recent water leak that was brought to my attention by your meter reader Luke. On Monday October 14, 2014, Luke came to read the meter with regards to an over use of water and to make sure the numbers you had regarding my usage were correct. Luke had seen the meter just spinning and turned off our main water supply at the street and proceeded to talk personally to me after leaving a notice for us to call. He said he suspected a huge water leak.

First thing I did was to contact a 'Leak Finder' and he came right away the next morning and found the vicinity. The plumber was called immediately and he came the same day. The plumber worked the 15th thru the 17th of that week until completion of correction.

Attached you will find copies of all bills for correction and also photos as requested.

Thank you,

Charles Cantello
4918 Reeves Rd.
Ojai, CA 93023
Phone# 805-701-1204

CASITAS MUNICIPAL WATER DISTRICT

RESOLUTION APPROVING MEMBERSHIPS FOR THE WATER SYSTEM AND LAKE CASITAS RECREATION AREA FOR 2014

Whereas, the Water Code section 71597 provides that the Board may obtain memberships in associations for the purpose of furtherance of subjects relating to the powers and duties of the district by passing a resolution with 4/5th vote, and

Whereas, the Board considered memberships at its Board Meeting and approved the following memberships; and

Whereas, it is felt that approving them in one motion will reduce staff work on the individual items.

Now, Therefore Be It Resolved by the Board of Directors of the Casitas Municipal Water District that the following memberships are approved:

1. Membership in the Association of Water Agencies of Ventura County. Approved Membership for \$6000, sponsorship for the Symposium for \$1,000, and \$1,000 for the Regan Library Event.
2. Membership in the National Notary Association in the amount of \$52.
3. Membership in Government Finance Officers Association. The 2013 membership fee was \$160.
4. Membership in the Society for Human Resource Management in the amount of \$185.
5. Membership in the California Association of Public Purchasing Officers costing \$130 in 2013.
6. Membership in the State Water Contractors. Casitas pays only a quarter of these costs. The cost for 2013 was \$30,463.
7. Membership in the California Association of Public Information Officers in the amount of \$450 for 2013.
8. Membership in the Ventura County Special Districts Association in the amount of \$150 for 2013.
9. Membership in CALPELRA in the amount of \$350.
10. Membership in the American Water Works Association for \$413 in 2013.
11. Membership in the Association of California Water Agencies in the amount of \$17,281.
12. Membership in the California Special Districts Association in the amount of \$5,294.00.
13. Membership in the Ventura Chamber of Commerce in the amount of \$895. The cost was \$895 in 2013.
14. Membership in the Ojai Chamber of Commerce in the amount of \$690.

15. Membership in the California Urban Water Conservation Council paid \$1,650.17 in 2013.
16. California Parks & Recreation Society at \$480.
17. S. California Public Pool Operators Association at \$30.
18. United States Water Fitness Association at \$125.
19. World Waterpark Association at \$365.
20. Pesticide Applicators Professional Association at \$135.
21. Channel Counties Water Utilities Association at \$200.
22. North American Lake Management Society in the amount of \$110 in 2013.
23. American Fisheries in the amount of \$184.
24. Membership in California Lake Management Society at \$25.
25. California Association for Recreational Fishing in the amount of \$35.
26. Membership in the Irrigation Association in the amount of \$140.
27. Membership in the American Society of Safety Engineers in the amount of \$200.

ADOPTED this 8th day of January, 2014.

Signed:

Bill Hicks, President

Attest:



Pete Kaiser, Secretary

CASITAS MUNICIPAL WATER DISTRICT
Payable Fund Check Authorization
Checks Dated 12/11/13-1/2/14
Presented to the Board of Directors For Approval January 8, 2014

Check	Payee			Description	Amount
000456	Payables Fund Account	#	9759651478	Accounts Payable Batch 121113	\$93,143.46
000457	Payables Fund Account	#	9759651478	VOID-Printer Jammed	\$0.00
000458	Payables Fund Account	#	9759651478	VOID-Printer Jammed	\$0.00
000459	Payables Fund Account	#	9759651478	Accounts Payable Batch 122013	\$143,900.65
000460	Payables Fund Account	#	9759651478	Accounts Payable Batch 122313	\$105,501.23
000461	Payables Fund Account	#	9759651478	Accounts Payable Batch 1/2/14	\$1,194,209.00
					\$1,536,754.34
000462	Payroll Fund Account	#	9469730919	Estimated Payroll 12/23/13	\$125,000.00
					\$125,000.00
				Total	\$1,661,754.34

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

The above numbered checks, 000456-000462 have been duly audited is hereby certified as correct.

 Denise Collin, Accounting Manager

 Signature

 Signature

 Signature

CERTIFICATION

Payroll disbursements for the pay period ending 12/07/13
Pay Date of 12/12/13
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 12/9/13
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

Signed: _____
Signature

CERTIFICATION

Payroll disbursements for the pay period ending 12/21/13
Pay Date of 12/26/13
have been duly audited and are
hereby certified as correct.

Signed: Denise Collin 12/23/13
Denise Collin

Signed: _____
Signature

Signed: _____
Signature

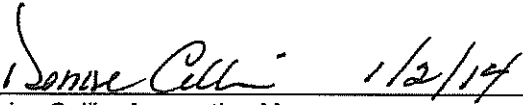
Signed: _____
Signature

A/P Fund

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

000456	A/P Checks:	016858-016874
	A/P Draft to P.E.R.S.	121133
	A/P Draft to State of CA	121132
	A/P Draft to I.R.S.	121131
	Voids:	
000457	A/P Checks:	VOID-Printer Jammed
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Void:	
000458	A/P Checks:	VOID-Printer Jammed
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Void:	
000459	A/P Checks:	016875-016954
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Void:	016919-016920
000460	A/P Checks:	016955-016966
	A/P Draft to P.E.R.S.	122333
	A/P Draft to State of CA	122332
	A/P Draft to I.R.S.	122331
	Void:	016961
000461	A/P Checks:	016967-017020
	A/P Draft to P.E.R.S.	
	A/P Draft to State of CA	
	A/P Draft to I.R.S.	
	Void:	

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



Denise Collin, Accounting Manager

Signature

Signature

Signature

VENDOR SET: 01 Casitas Municipal Water D
BANK: * ALL BANKS
DATE RANGE: 12/11/2013 THRU 1/02/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	12/18/2013			016919		
C-CHECK	VOID CHECK	V	12/18/2013			016920		
C-CHECK	VOID CHECK	V	12/23/2013			016961		

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	3	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

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

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 12/11/2013 THRU 1/02/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01441 I-46786	ADVANTAGE TELECOM, INC Monthly Phone Charges LCRA	R	12/11/2013	620.09		016858		620.09
00821 I-715505	BEST BEST & KRIEGER LLP Matter #8235600002 11/13	R	12/11/2013	134.00		016859		134.00
00055 I-Nov 13 Cafe Passes	CASITAS BOAT RENTALS Reimburse Cafe Passes	R	12/11/2013	1,736.76		016860		1,736.76
02544 I-008727	Department of Justice Fingerprinting	R	12/11/2013	480.00		016861		480.00
02489 I-120913	Kimberly Drury 11/17/13-11/30/13	R	12/11/2013	369.30		016862		369.30
01270 I-Nov 13	SCOTT LEWIS Reimburse Expenses 11/13	R	12/11/2013	367.73		016863		367.73
00144 I-Nov 13 I-Oct 13	BOB MONNIER Reimburse Mileage 11/13 Reimburse Mileage 10/13	R R	12/11/2013 12/11/2013	92.89 72.43		016864 016864		165.32
02475 I-678273	Rutan & Tucker, LLP Acct # 0295180001 11/13	R	12/11/2013	794.40		016865		794.40
00247 I-120913	County of Ventura Annual Encroachment Permit	R	12/11/2013	1,025.00		016866		1,025.00
00274 I-Nov 13	JAMES WORD Reimburse Mileage 11/13	R	12/11/2013	74.01		016867		74.01
00124 I-CUI201312090791 I-DCI201312090791 I-DI201312090791	ICMA RETIREMENT TRUST - 457 457 CATCH UP DEFERRED COMP FLAT DEFERRED COMP PERCENT	R R R	12/11/2013 12/11/2013 12/11/2013	634.61 2,855.76 85.53		016868 016868 016868		3,575.90
01960 I-MOR201312090791	Moringa Community PAYROLL CONTRIBUTIONS	R	12/11/2013	16.75		016869		16.75
00985 I-CUN201312090791 I-DCN201312090791	NATIONWIDE RETIREMENT SOLUTION 457 CATCH UP DEFERRED COMP FLAT	R R	12/11/2013 12/11/2013	864.53 3,857.84		016870 016870		4,722.37

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00180	S.E.I.U. - LOCAL 721							
	I-COP201312090791 SEIU 721 COPE	R	12/11/2013	9.50		016871		
	I-UND201312090791 UNION DUES	R	12/11/2013	575.50		016871		585.00
00230	UNITED WAY							
	I-UWY201312090791 PAYROLL CONTRIBUTIONS	R	12/11/2013	45.00		016872		45.00
00489	STEVE WICKSTRUM							
	I-Nov 13 Reimburse Mileage 11/13	R	12/11/2013	124.30		016873		124.30
01203	DENISE COLLIN							
	I-Nov 13 Reimburse Expenses 11/13	R	12/11/2013	63.98		016874		63.98
02489	Kimberly Drury							
	I-121113 12/1/13-12/14/13	R	12/13/2013	369.30		016875		369.30
00122	BILL HICKS							
	I-Dec 13 Reimburse Expenses 12/13	R	12/13/2013	807.35		016876		807.35
00498	BRIAN TAYLOR							
	I-Dec 13 Reimburse Expenses 12/13	R	12/13/2013	135.88		016877		135.88
00010	AIRGAS USA LLC							
	I-9914470368 Cylinder Rental for Pipelines	R	12/18/2013	30.25		016878		30.25
10179	ALL-CAL EQUIPMENT SERVICE, INC							
	I-38283 Annual Crane Inspection, #87	R	12/18/2013	371.00		016879		371.00
00014	AQUA-FLO SUPPLY							
	I-539113 PVC for Villanova Project	R	12/18/2013	28.70		016880		
	I-548185 PVC for Villanova Project	R	12/18/2013	62.39		016880		91.09
00840	AQUA-METRIC SALES COMPANY							
	I-0050118 Touch Pods for O&M CS	R	12/18/2013	2,172.36		016881		2,172.36
02179	Art Street Interactive							
	I-102204 LCRA Res System, Maint/Hosting	R	12/18/2013	542.15		016882		542.15
01666	AT & T							
	I-000004915431 T-1 Line, 8310001729783	R	12/18/2013	368.63		016883		
	I-000004917205 T-1 Lines, 8310002969306	R	12/18/2013	1,117.37		016883		1,486.00
00018	AT & T MOBILITY							
	I-829434088X12142013 PT Wildlife Biol Monthly Cell	R	12/18/2013	11.84		016884		11.84

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00020	AVENUE HARDWARE, INC							
I-52229	Yellow Pipe, Teflon for PL	R	12/18/2013	29.83		016885		
I-53671	Parts Box, Washers for E&M	R	12/18/2013	7.40		016885		37.23
00030	B&R TOOL AND SUPPLY CO							
I-1271589000101	Jack Hammer Bits for Pipelines	R	12/18/2013	88.00		016886		88.00
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S1984685001	Repipe Service for Pipelines	R	12/18/2013	157.78		016887		
I-S1986548001	Gaskets for Grand Ave PP	R	12/18/2013	28.97		016887		186.75
02045	BC Rincon Construction, Inc.							
I-7220	Various Asphalt Paving	R	12/18/2013	9,445.00		016888		9,445.00
00032	BIOVIR LABORATORIES, INC							
I-1315461	Giardia/Crypto for 10/28/13	R	12/18/2013	396.48		016889		
I-131612	Giardia/Crypto on 11/14/13	R	12/18/2013	390.00		016889		786.48
01616	FRED BRENEMAN							
I-121713	12/8/13-12/21/13	R	12/18/2013	391.00		016890		391.00
01023	CARQUEST AUTO PARTS							
I-7294399392	Batteries for Generators, PL	R	12/18/2013	91.75		016891		91.75
00475	CASA DE LAGO							
I-120613	Meal while Monitoring Vilanova	R	12/18/2013	10.43		016892		
I-120813	Meal while Monitoring Vilanova	R	12/18/2013	17.89		016892		28.32
00057	CLEAN SOURCE							
I-279532600	Waterless Urinal for LCRA	R	12/18/2013	306.97		016893		
I-279620900	Hand Dryer for LCRA	R	12/18/2013	332.63		016893		639.60
00061	COMPUWAVE							
I-SB02075347	Toner Cartridges for Stock	R	12/18/2013	992.79		016894		
I-SB02075516	Ink Cartridges for Stock	R	12/18/2013	65.42		016894		1,058.21
00062	CONSOLIDATED ELECTRICAL							
I-9009686739	AB Repair Work at Rincon PP	R	12/18/2013	2,100.00		016895		2,100.00
02214	CS-amsco							
I-8460	Check Valves for Pump Plants	R	12/18/2013	20,717.40		016896		20,717.40
02034	D.K. Mechanical							
I-2841	Rebuild Starter for #81	R	12/18/2013	655.00		016897		
I-2842	Repair Hydraulic Leak, #116	R	12/18/2013	362.77		016897		1,017.77

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01764	DataProse, Inc. I-749122 UB Mailing 10/29/13	R	12/18/2013	985.12		016898		985.12
00081	DELTA LIQUID ENERGY I-23214117 Fill LCRA Office Propane Tank Tank Serial 94045	R	12/18/2013	116.71		016899		
	I-23214118 Fill Shower Propane Tank Tank Serial 41450	R	12/18/2013	205.43		016899		
	I-23214119 Fill Maint Propane Tank Tank Serial M1128970	R	12/18/2013	326.21		016899		648.35
00086	E.J. Harrison & Sons Inc I-943 Acct#500546088	R	12/18/2013	560.00		016900		560.00
00095	FAMCON PIPE & SUPPLY I-154422 Service Line Replacement Parts	R	12/18/2013	142.98		016901		
	I-154459 Service Line Replacement Parts	R	12/18/2013	189.20		016901		
	I-154588 Service Line Replacement Parts	R	12/18/2013	139.75		016901		471.93
00093	FEDERAL EXPRESS I-248823870 Shipping for Management	R	12/18/2013	29.89		016902		29.89
00013	FERGUSON ENTERPRISES INC #1083 I-0451803 Expansion Joints, Villanova	R	12/18/2013	24,897.00		016903		
	I-0455856 Altitude Valve for Temp Tanks	R	12/18/2013	4,323.27		016903		29,220.27
00099	FGL ENVIRONMENTAL I-311051A Sub-Contracted-UCMR3	R	12/18/2013	355.00		016904		
	I-311200A Metals, Total-Mn	R	12/18/2013	160.00		016904		
	I-311201A Wet Chemistry-Total P Diss	R	12/18/2013	1,499.40		016904		
	I-312310A Metals, Total-Mn	R	12/18/2013	70.00		016904		2,084.40
00103	FRANK'S ROOTER & PUMPING I-87887 Locate Blockage in Camp F	R	12/18/2013	275.00		016905		
	I-88502 Septic Tank Pump	R	12/18/2013	332.50		016905		
	I-88507 Septic Tank Pump	R	12/18/2013	522.50		016905		1,130.00
00104	FRED'S TIRE MAN I-70780 4 Tires for #42,Pipeline Truck	R	12/18/2013	1,049.70		016906		1,049.70
02620	Charles Geleide I-120313 Camping Fee Refund	R	12/18/2013	65.00		016907		65.00

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02158	Google, Inc. I-8246891 Additional Usage, IT Dept	R	12/18/2013	16.25		016908		16.25
00115	GRAINGER, INC							
	C-9303663646 Junction Box Returned	R	12/18/2013	93.04CR		016909		
	I-9296950851 Stray Voltage Eliminators,E&M	R	12/18/2013	129.36		016909		
	I-9300882280 Stray Voltage Eliminators	R	12/18/2013	129.36		016909		
	I-9303663638 Junction Box	R	12/18/2013	93.04		016909		
	I-9311706189 Diaphragm Repair Kit, DO	R	12/18/2013	42.21		016909		
	I-9312597413 Hour Meter for Gardens PP	R	12/18/2013	20.78		016909		
	I-9313355258 Spout Measure for Pipeline	R	12/18/2013	20.88		016909		342.59
00746	GREEN THUMB INTERNATIONAL							
	I-461022 Plants for Waterpark	R	12/18/2013	49.31		016910		49.31
02312	Grosfillex, Inc.							
	I-201320701 Chaise Lounges for Waterpark	R	12/18/2013	4,409.15		016911		4,409.15
00872	Irrisoft, Inc.							
	I-4843 Weather Station Services	R	12/18/2013	79.00		016912		79.00
00131	JCI JONES CHEMICALS, INC							
	I-603948 Chlorine for TP, CM#603981	R	12/18/2013	1,770.00		016913		
	I-604550 Chlorine for TP, CM#604566	R	12/18/2013	1,770.00		016913		3,540.00
00360	LESLIE'S POOL SUPPLIES, INC							
	I-302842335 Pool Chemicals for Waterpark	R	12/18/2013	1,192.06		016914		1,192.06
00328	LIGHTNING RIDGE							
	I-10385 Uniform Shirts for O&M CS	R	12/18/2013	196.10		016915		
	I-11211305 Uniform Shirts for LCRA Maint	R	12/18/2013	1,055.18		016915		1,251.28
02143	Mapcon Technologies, Inc.							
	I-17361 Annual Maint Fee, WO System	R	12/18/2013	4,479.00		016916		4,479.00
01404	MCT TRAILERS							
	I-59613 Adapter for Trailer	R	12/18/2013	22.52		016917		22.52
00151	MEINERS OAKS ACE HARDWARE							
	C-583876 Padlocks Returned 583873	R	12/18/2013	9.76CR		016918		
	C-585873 Connectors Returned 583613	R	12/18/2013	27.49CR		016918		
	C-587819 Drill Bit Returned 587812	R	12/18/2013	11.73CR		016918		
	I-580332 Keys Made for Pipelines	R	12/18/2013	8.99		016918		
	I-583873 Padlocks for Treatment Plant	R	12/18/2013	9.76		016918		
	I-584533 Anchoring Studs for Waterline	R	12/18/2013	9.65		016918		
	I-584893 Paint Supplies for Waterpark	R	12/18/2013	13.07		016918		
	I-585481 Cutter Wheels, Tape for PL	R	12/18/2013	31.16		016918		
	I-585662 Irrigation Parts for Waterpark	R	12/18/2013	68.57		016918		

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I-585665	Parts for O&M Shop Sink Repair	R	12/18/2013	50.80		016918		
I-585696	Washers for Dist Maint	R	12/18/2013	2.35		016918		
I-585859	Aluminum for Bracket, DM	R	12/18/2013	7.82		016918		
I-585879	Electric Parts for Camp B RR	R	12/18/2013	38.56		016918		
I-585963	Fence Posts for Fisheries	R	12/18/2013	36.93		016918		
I-586088	Batteries-LCRA, Bi-Manifold-WP	R	12/18/2013	44.31		016918		
I-586177	Sand Bags for LCRA Maint	R	12/18/2013	109.65		016918		
I-586393	Jig Blades for Telemetry	R	12/18/2013	11.72		016918		
I-586394	Tarp, Trash Bags, Doormat, TP	R	12/18/2013	35.41		016918		
I-586738	Doorsweep, WD40, TP	R	12/18/2013	19.65		016918		
I-586755	Bolts and Screws for Robles	R	12/18/2013	15.96		016918		
I-586805	Salt to Melt Ice, LCRA	R	12/18/2013	4.88		016918		
I-586919	Ball Valve, Adapter for WP	R	12/18/2013	4.29		016918		
I-587041	Supplies for Maintenance	R	12/18/2013	57.51		016918		
I-587129	Fittings for Sprinkler, Ave 1	R	12/18/2013	4.68		016918		
I-587424	Bug Spray, Magnets for E&M	R	12/18/2013	29.80		016918		
I-587426	PVC for Villanova Project	R	12/18/2013	5.85		016918		
I-587452	Supplies for Waterpark	R	12/18/2013	52.52		016918		
I-587755	Rebar, Pipe Thread for Fish	R	12/18/2013	8.48		016918		
I-587812	Pipe, Drill Bits for Fish	R	12/18/2013	46.32		016918		
I-587977	Cleaner, Windex for Pump Plant	R	12/18/2013	8.44		016918		688.15
02621	Mr Bob Munson							
I-121613	Reimburse for Boat Damage	R	12/18/2013	949.38		016921		949.38
02185	Oasis Technology Inc.							
I-1202132	Anti-Hacking Device, 12/13	R	12/18/2013	79.00		016922		79.00
01570	Ojai Auto Supply LLC							
I-294085	Switch, LED Lights, #81	R	12/18/2013	34.78		016923		
I-294877	Belt for Concrete Saw, Pipeline	R	12/18/2013	50.48		016923		
I-294957	Fuse for #54	R	12/18/2013	7.74		016923		
I-295477	Spark Plug for Pipelines	R	12/18/2013	18.86		016923		
I-295506	Oil & Filter for PL Generator	R	12/18/2013	16.85		016923		128.71
00912	OJAI BUSINESS CENTER, INC							
I-9013	Ship Meg Alert Meters, E&M	R	12/18/2013	194.85		016924		194.85
00165	OJAI LUMBER CO, INC							
C-1312648983	Stain Returned 1311646510	R	12/18/2013	347.42CR		016925		
I-1312647983	Lumber for Ave 1 Pump Plant	R	12/18/2013	141.27		016925		
I-1312648046	Camp B Restroom Roof Repair	R	12/18/2013	449.59		016925		
I-1312648048	Sand Paper for LCRA Maint	R	12/18/2013	1.25		016925		244.69

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00169	OJAI VALLEY SANITARY DISTRICT							
I-112113	Waste Discharge Permit 2014	R	12/18/2013	1,268.00		016926		
I-16053	Cust#20594	R	12/18/2013	155.91		016926		
I-16126	Cust#52921	R	12/18/2013	51.97		016926		1,475.88
01627	OSCAR'S TREE SERVICE							
I-10743	Tree Maintenance at LCRA	R	12/18/2013	950.00		016927		
I-10767	Tree Maintenance at LCRA	R	12/18/2013	1,000.00		016927		1,950.00
10072	PERMACOLOR, INC							
I-275655	Coat Grill Cover, Pipelines	R	12/18/2013	75.00		016928		75.00
00184	POWERSTRIDE BATTERY CO, INC							
I-V584066	Battery for Robles Generator	R	12/18/2013	147.37		016929		147.37
01439	PRECISION POWER EQUIPMENT							
I-2994	Oil for Pipelines	R	12/18/2013	31.99		016930		
I-2995	Oil for Pipelines	R	12/18/2013	39.75		016930		
I-2999	Oil Cap, Edger Blade, Maint	R	12/18/2013	14.49		016930		86.23
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-6301	Gas Tank Inspection, Main Yard	R	12/18/2013	255.07		016931		
I-6302	Gas Tank Inspection, LCRA	R	12/18/2013	210.00		016931		465.07
00405	R.J. THOMAS MFG. CO., INC.							
C-00163817a	Accrue Use Tax	R	12/18/2013	205.28CR		016932		
D-00163817a	Accrue Use Tax	R	12/18/2013	205.28		016932		
I-00163817	Picnic Table Frames, LCRA	R	12/18/2013	3,523.52		016932		3,523.52
00313	ROCK LONG'S AUTOMOTIVE							
I-10346	Intake Manifold Gasket, #40,TP	R	12/18/2013	1,329.71		016933		1,329.71
10246	RYDIN DECAL							
C-290125A	Accrue Use Tax	R	12/18/2013	81.63CR		016934		
D-290125A	Accrue Use Tax	R	12/18/2013	81.63		016934		
I-290125	Annual Vehicle/Boat Permits	R	12/18/2013	1,110.55		016934		1,110.55
01992	Salinas Tree Service							
I-1919	Vegetation Removal Casitas Dam	R	12/18/2013	3,700.00		016935		3,700.00
02344	ServiceMaster Building Mainten							
I-14954A	Janitorial Svcs,Dist Ofc 12/13	R	12/18/2013	1,032.00		016936		1,032.00

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00725 I-120313	SMART & FINAL Supplies for Treatment Plant	R	12/18/2013	58.54		016937		58.54
00608 I-2625162	SMITH PIPE & SUPPLY INC. Drain Channel for Camp H RR	R	12/18/2013	369.17		016938		369.17
02003 I-2392	Sostre & Associates Monthly CMS Fee, Web Hosting	R	12/18/2013	249.00		016939		249.00
02527 I-13059	Traffic Technologies LLC Warning Signs for Shoreline	R	12/18/2013	675.81		016940		675.81
01662 I-02582507	TYLER TECHNOLOGIES, INC. 2014 Incode Software Maint	R	12/18/2013	22,764.05		016941		22,764.05
01268 I-55514590	ULINE Bubble Wrap for Freeze Protect	R	12/18/2013	234.92		016942		234.92
00225 I-1120130094	UNDERGROUND SERVICE ALERT New Ticket Charges	R	12/18/2013	232.50		016943		232.50
00250 I-IN0121376	COUNTY OF VENTURA Undergroung Gas Tank Permit	R	12/18/2013	3,565.28		016944		3,565.28
00246 I-1031041	VENTURA COUNTY AIR POLLUTION APCD Permit for LCRA	R	12/18/2013	551.00		016945		551.00
00256 I-1573033	VENTURA RENTAL CENTER, INC. Rent Trencher for Service Line	R	12/18/2013	256.21		016946		256.21
00258 I-148046	VENTURA STEEL, INC Floor Plate for Meter Lid	R	12/18/2013	135.18		016947		135.18
09955 I-182403	VENTURA WHOLESALE ELECTRIC Light Fixtures for Camp B RR	R	12/18/2013	83.85		016948		83.85
01283 I-9716050279 I-9716050974	Verizon Wireless Monthly Cell Charges, DO & TP Monthly Cell Charges, LCRA	R R	12/18/2013 12/18/2013	849.00 201.93		016949 016949		1,050.93
02583 I-125AI0286203	WageWorks FSA Monthly Fee	R	12/18/2013	86.40		016950		86.40

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00269	WATER SAFETY PRODUCTS, INC							
I-141544	Baby Anne CPR Manikins	R	12/18/2013	460.49		016951		460.49
00270	WELLS FARGO BANK							
I-120913	Monthly Credit Card Charges	R	12/18/2013	642.00		016952		642.00
00271	WEST COAST AIR CONDITIONING							
I-S53316	PM Service, LCRA	R	12/18/2013	130.00		016953		130.00
02491	Marshall's Bodacious BBQ							
I-121913	Employee Appreciation Lunch	R	12/19/2013	944.66		016954		944.66
01131	COUNTY OF VENTURA, IRWM TRUST							
I-121813	Prop 50 Grant Admin Costs	R	12/23/2013	9,800.00		016955		9,800.00
02480	David Taussig & Associates, In							
I-1311063	Project 1200046000 11/13	R	12/23/2013	41.94		016956		
I-1311064	Project 1200046MAP 11/13	R	12/23/2013	2,433.29		016956		2,475.23
00182	DEWITT PETROLEUM							
I-0037554IN	Gas and Diesel for LCRA	R	12/23/2013	2,575.26		016957		2,575.26
00188	PETTY CASH							
I-121913	Replenish Petty Cash	R	12/23/2013	311.83		016958		311.83
00215	SOUTHERN CALIFORNIA EDISON							
I-122013	Acct#2237011044	R	12/23/2013	25.92		016959		
I-122113	Acct#2157697889	R	12/23/2013	629.22		016959		
I-122113a	Acct#2266156405	R	12/23/2013	122.17		016959		
I-122113b	ACct#2312811532	R	12/23/2013	71.50		016959		848.81
00270	WELLS FARGO BANK							
C-120913h	Accrue Use Tax	R	12/23/2013	11.18CR		016960		
C-120913i	Accrue Use Tax	R	12/23/2013	1.46CR		016960		
C-120913j	Accrue Use Tax	R	12/23/2013	14.34CR		016960		
D-120913h	Accrue Use Tax	R	12/23/2013	11.18		016960		
D-120913i	Accrue Use Tax	R	12/23/2013	1.46		016960		
D-16219	Accrue Use Tax	R	12/23/2013	14.34		016960		
I-120913a	Ave 1 PP Relay	R	12/23/2013	175.42		016960		
I-120913b	Pressure Trans for E&M	R	12/23/2013	621.33		016960		
I-120913c	Fingerless Gloves for Lab Tech	R	12/23/2013	19.50		016960		
I-120913d	Gauges for WH Stock	R	12/23/2013	191.19		016960		
I-120913e	Chemical for Fisheries	R	12/23/2013	141.89		016960		
I-120913f	Trash Cans for DO Breakroom	R	12/23/2013	309.14		016960		
I-120913g	Monthly Credit Card Charges	R	12/23/2013	3,188.57		016960		4,647.04

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 12/11/2013 THRU 1/02/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00124	ICMA RETIREMENT TRUST - 457							
I-CUI201312230796	457 CATCH UP	R	12/23/2013	634.53		016962		
I-DCI201312230796	DEFERRED COMP FLAT	R	12/23/2013	2,855.68		016962		
I-DI%201312230796	DEFERRED COMP PERCENT	R	12/23/2013	128.30		016962		3,618.51
01960	Moringa Community							
I-MOR201312230796	PAYROLL CONTRIBUTIONS	R	12/23/2013	16.75		016963		16.75
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN201312230796	457 CATCH UP	R	12/23/2013	864.53		016964		
I-DCN201312230796	DEFERRED COMP FLAT	R	12/23/2013	3,853.84		016964		4,718.37
00180	S.E.I.U. - LOCAL 721							
I-COP201312230796	SEIU 721 COPE	R	12/23/2013	9.50		016965		
I-UND201312230796	UNION DUES	R	12/23/2013	575.50		016965		585.00
00230	UNITED WAY							
I-UWY201312230796	PAYROLL CONTRIBUTIONS	R	12/23/2013	45.00		016966		45.00
02489	Kimberly Drury							
I-122413	12/15/13-12/28/13	R	12/26/2013	369.30		016967		369.30
00010	AIRGAS USA LLC							
I-9022687245	Steel Wire Brush for E&M	R	1/02/2014	55.31		016968		
I-9022769595	Clamps for Breaker Testing	R	1/02/2014	36.55		016968		
I-9022769596	Clamps for Breaker Testing	R	1/02/2014	36.55		016968		
I-9022907865	Ground Clamps for PP	R	1/02/2014	42.79		016968		171.20
02619	AM-PM Rooter & Plumbing							
I-A244	Snake Sewer Drain Camp F	R	1/02/2014	200.00		016969		200.00
00014	AQUA-FLO SUPPLY							
I-548281	PVC for Waterline, Maint	R	1/02/2014	31.08		016970		31.08
01666	AT & T							
I-000004944391	Local, Regional, Long Distance	R	1/02/2014	942.57		016971		
C604513638777								
I-000004972513	T-1 Lines, C602222128777	R	1/02/2014	899.62		016971		1,842.19
00679	BAKERSFIELD PIPE & SUPPLY INC							
I-S1983353001	Clamps for Grand Ave PP	R	1/02/2014	107.59		016972		107.59
01062	BP Medical Supplies							
C-E126422a	Accrue Use Tax	R	1/02/2014	34.63CR		016973		
D-E126422a	Accrue Use Tax	R	1/02/2014	34.63		016973		
I-E126422	First Aid Supplies, WP	R	1/02/2014	461.75		016973		461.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01616 I-123113	FRED BRENEMAN 12/22/13-1/4/14	R	1/02/2014	391.00		016974		391.00
00475 I-121013 I-122313	CASA DE LAGO Meals for PL Crew, Leak Repair Overtime Meal, Ave #2 PP	R R	1/02/2014 1/02/2014	69.66 13.65		016975 016975		83.31
02564 I-121913	CD Photography Service, Inc. DOS 12/11/13 Claim#13-11419	R	1/02/2014	97.41		016976		97.41
01843 I-511928 I-511929	COASTAL COPY Copier Use at LCRA Copier Use at Dist Office	R R	1/02/2014 1/02/2014	89.14 62.02		016977 016977		151.16
00061 I-SB02075622	COMPUWAVE Toner for Stock	R	1/02/2014	77.89		016978		77.89
00062 I-9009687695	CONSOLIDATED ELECTRICAL GE Circuit Breakers for E & M	R	1/02/2014	135.24		016979		135.24
00719 I-81021608	CORELOGIC INFORMATION SOLUTION Realquest Subscription	R	1/02/2014	137.50		016980		137.50
02214 I-8461	CS-amsco Buffer Assembly Kits, PP	R	1/02/2014	10,062.00		016981		10,062.00
01856 C-12461a D-12461a I-12461	DATA FLOW Accrue Use Tax Accrue Use Tax AP Checks Printed	R R R	1/02/2014 1/02/2014 1/02/2014	12.37CR 12.37 180.00		016982 016982 016982		180.00
00086 I-4701	E.J. Harrison & Sons Inc Acct#1C00054230	R	1/02/2014	670.00		016983		670.00
00488 I-7339	ELECTRONIC SYSTEMS TECHNOLOGY Modem Repair for Telemetry	R	1/02/2014	312.12		016984		312.12
02171 I-2085	Engbretson Underwater Photogra Usage Rights for Image, LCRA	R	1/02/2014	50.00		016985		50.00
00095 I-154552	FAMCON PIPE & SUPPLY Romac Parts for WH Stock	R	1/02/2014	3,070.74		016986		3,070.74

VENDOR SET: 01 Casitas Municipal Water D
 BANK: AP ACCOUNTS PAYABLE
 DATE RANGE: 12/11/2013 THRU 1/02/2014

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
10120 I-122413	CHARLES Z. FEDAK & COMPANY Audit Services FY 12/13	R	1/02/2014	935.00		016987		935.00
00093 I-250330026	FEDERAL EXPRESS Shipping for Admin	R	1/02/2014	85.25		016988		85.25
00104 I-70885	FRED'S TIRE MAN 2 Tires, Oil Change #39, Maint	R	1/02/2014	400.42		016989		400.42
00106 I-F187453 I-F187607	FRONTIER PAINT Primer for Villanova Reservoir Paint for Robles Railings	R R	1/02/2014 1/02/2014	71.94 57.62		016990 016990		129.56
00216 I-122713 I-122713a	THE GAS COMPANY ACct#18231433006 Acct#00801443003	R R	1/02/2014 1/02/2014	80.45 1,297.64		016991 016991		1,378.09
00115 I-9312597405 I-9314956013 I-9314999138	GRAINGER, INC Junction Box for Villanova Animal Repellent, Valve LCRA Rotary Pump for Garage	R R R	1/02/2014 1/02/2014 1/02/2014	93.04 296.73 82.78		016992 016992 016992		472.55
00746 I-460508	GREEN THUMB INTERNATIONAL Plants for Waterpark	R	1/02/2014	244.01		016993		244.01
00596 I-7293757	HOME DEPOT Kitchen Sink for Owl Court BBQ	R	1/02/2014	179.74		016994		179.74
00127 I-00139138	INDUSTRIAL BOLT & SUPPLY Washers, Anti-Freeze for TP	R	1/02/2014	272.73		016995		272.73
00493 I-2794	J & H ENGINEERING GENERAL Asphalt Rincon and OV Res	R	1/02/2014	17,988.75		016996		17,988.75
00131 I-605337	JCI JONES CHEMICALS, INC Chlorine for TP, CM#605351	R	1/02/2014	1,770.00		016997		1,770.00
00132 I-S535104	KAMAN INDUSTRIAL TECHNOLOGIES Grand Ave PP Unit#2 Motor	R	1/02/2014	12,492.13		016998		12,492.13
01022 I-1002483	KELLY CLEANING & SUPPLIES, INC Janitorial Service, LCRA	R	1/02/2014	280.00		016999		280.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00151	MEINERS OAKS ACE HARDWARE							
I-584703	Sander, Rakes, Parts for Maint	R	1/02/2014	97.71		017000		
I-586937	Plumbing Parts, Tools, Maint	R	1/02/2014	73.07		017000		
I-587330	PVC Parts for Pipelines	R	1/02/2014	74.41		017000		
I-587475	Nozzle Guns for Pipelines	R	1/02/2014	10.94		017000		
I-587834	Cable Clamps for Robles	R	1/02/2014	3.00		017000		
I-588121	Dustpan, Brush for PP	R	1/02/2014	7.02		017000		
I-588152	Carded Tap for Pipelines	R	1/02/2014	6.84		017000		
I-588240	Screw for Fisheries	R	1/02/2014	1.92		017000		
I-588332	Bulbs for SH, Parts for Maint	R	1/02/2014	58.30		017000		
I-588852	Batteries for Pump Plants	R	1/02/2014	13.95		017000		347.16
00163	OFFICE DEPOT							
I-686099734001	Office Supplies	R	1/02/2014	488.55		017001		
I-688788677001	Envelopes	R	1/02/2014	53.47		017001		542.02
01570	Ojai Auto Supply LLC							
I-295954	Fuel Shut-Off Valve, Garage	R	1/02/2014	7.41		017002		
I-296857	Tail Lights for #8 & #30	R	1/02/2014	42.96		017002		50.37
00619	PUMP CHECK							
I-5377	Pump Testing at Pump Plants	R	1/02/2014	7,445.00		017003		7,445.00
00313	ROCK LONG'S AUTOMOTIVE							
I-10446	Battery, Lube & Oil, #13 WQ	R	1/02/2014	254.92		017004		
I-10525	Fluids, Clamp for #37, Maint	R	1/02/2014	5.31		017004		
I-10528	Wiper Blades for #24, TP	R	1/02/2014	40.89		017004		301.12
01109	SALVADOR LOERA TRANSPORTATION							
I-15140	Crushed Rock for Villanova	R	1/02/2014	700.00		017005		
I-15142	Plaster Sand for Casitas Dam	R	1/02/2014	594.00		017005		
I-15143	Base for LCRA Maint	R	1/02/2014	516.00		017005		1,810.00
02202	Stanley Pest Control							
I-562459	Pest Control for WP	R	1/02/2014	170.00		017006		170.00
00048	STATE OF CALIFORNIA							
I-010214	State Water Plan Payment	R	1/02/2014	1,120,384.00		017007		1,120,384.00
01696	SUPERIOR MACHINE							
I-2401	Machine Pipe, Grand Ave PP	R	1/02/2014	220.00		017008		220.00
02163	Toro Enterprises, Inc.							
I-8295	Adjust Valve Cans to Grade	R	1/02/2014	6,270.00		017009		6,270.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01466	VALVE AUTOMATION AND CONTROLS							
I-1473961	8" Air Scour Valve for TP	R	1/02/2014	835.00		017010		835.00
00274	JAMES WORD							
I-Dec 13	Reimburse Mileage 12/13	R	1/02/2014	42.94		017011		42.94
1	Celie A Freeny							
I-000201312190793	TS Refund	R	1/02/2014	70.00		017012		70.00
1	Jerry D Caldwell							
I-000201312190795	TS Refund	R	1/02/2014	127.50		017013		127.50
1	Cheryl Deckert							
I-000201312190794	TS Refund	R	1/02/2014	42.50		017014		42.50
1	Ryan Elliott							
I-000201312270799	UB Refund	R	1/02/2014	14.85		017015		14.85
1	Gail Hayman							
I-000201312270798	UB Refund	R	1/02/2014	100.91		017016		100.91
1	MTI Capital Inc							
I-000201312270800	UB Refund	R	1/02/2014	22.10		017017		22.10
1	A Saeghi DDS							
I-000201312270797	UB Refund	R	1/02/2014	72.70		017018		72.70
1	Marilyn Ulvaeus							
I-000201312270801	UB Refund	R	1/02/2014	11.12		017019		11.12
1	Anchor Concrete Cutt							
I-000201312270802	UB Refund	R	1/02/2014	100.00		017020		100.00
00128	INTERNAL REVENUE SERVICE							
I-T1 201312090791	Federal Withholding	D	12/11/2013	24,339.53		121131		
I-T3 201312090791	FICA Withholding	D	12/11/2013	16,907.72		121131		
I-T4 201312090791	Medicare Withholding	D	12/11/2013	5,272.50		121131		46,519.75
00049	STATE OF CALIFORNIA							
I-T2 201312090791	State Withholding	D	12/11/2013	8,495.34		121132		8,495.34
00187	CALPERS							
I-PBB201312090791	PERS BUY BACK	D	12/11/2013	66.87		121133		
I-PEB201312090791	PEBRA EMPLOYEES PORTION	D	12/11/2013	258.75		121133		
I-PER201312090791	PERS EMPLOYEE PORTION	D	12/11/2013	10,134.98		121133		
I-PRB201312090791	PEBRA EMPLOYER PORTION	D	12/11/2013	258.75		121133		
I-PRR201312090791	PERS EMPLOYER PORTION	D	12/11/2013	12,509.11		121133		23,228.46

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 201312230796	Federal Withholding	D	12/23/2013	23,454.23		122331		
I-T3 201312130792	FICA Withholding	D	12/23/2013	30.96		122331		
I-T3 201312230796	FICA Withholding	D	12/23/2013	15,820.46		122331		
I-T4 201312130792	Medicare Withholding	D	12/23/2013	7.24		122331		
I-T4 201312230796	Medicare Withholding	D	12/23/2013	5,256.36		122331		44,569.25
00049	STATE OF CALIFORNIA							
I-T2 201312230796	State Withholding	D	12/23/2013	8,335.05		122332		8,335.05
00187	CALPERS							
I-PBB201312230796	PERS BUY BACK	D	12/23/2013	66.87		122333		
I-PEB201312230796	PEBRA EMPLOYEES PORTION	D	12/23/2013	260.22		122333		
I-PER201312230796	PERS EMPLOYEE PORTION	D	12/23/2013	10,010.10		122333		
I-PRB201312230796	PEBRA EMPLOYER PORTION	D	12/23/2013	260.22		122333		
I-PRR201312230796	PERS EMPLOYER PORTION	D	12/23/2013	12,357.72		122333		22,955.13

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	160	1,382,651.36	0.00	1,382,651.36
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	6	154,102.98	0.00	154,102.98
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00	
		VOID CREDITS	0.00	
			0.00	

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: AP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			166	1,536,754.34	0.00	1,536,754.34
BANK: AP	TOTALS:		166	1,536,754.34	0.00	1,536,754.34
REPORT TOTALS:			169	1,536,754.34	0.00	1,536,754.34

Casitas Municipal Water District
Reimbursement Disclosure Report (1)
Fiscal Year 2013/14
July 1, 2013-December 31, 2013

<u>Date paid</u>	<u>Board of Director/ Employee</u>	<u>Description</u>	<u>Amount Paid</u>	
07/02/2013	Carol Belser	Emergency Response Courses	\$	190.00
07/02/2013	Lisa Kolar	DMV Physical	\$	140.00
07/17/2013	Cinnamon McIntosh	Advance for Travel	\$	1,602.00
07/17/2013	Kevin Nguyen	Network Switches, Canned Air for IT Dept	\$	149.00
08/01/2013	Michael Gibson	Waders for Fisheries Department	\$	201.41
08/01/2013	Larry Harris	Refreshments for Graywater Workshop	\$	187.34
08/08/2013	RJ Faddis	Fuel for Rogue, Patrol Boat at LCRA	\$	536.76
08/08/2013	Steve Wickstrum	Photo Canvas	\$	103.14
08/15/2013	Scott Lewis	Airfare to CMWD 7/20/13-7/26/13	\$	311.60
08/15/2013	Scott Lewis	Lodging CMWD 7/20/12-7/26/13	\$	454.25
08/15/2013	Scott Lewis	Car Rental 7/20/13-7/26/13	\$	263.05
08/22/2013	Joel Cox	D3 Certification Renewal	\$	190.00
08/22/2013	John Parlee	Safety Boots	\$	170.00
08/22/2013	Ron Yost	Property Tax Bill for Damtender Residence	\$	547.17
08/26/2013	Troy Garst	Safety Boots	\$	138.68
08/26/2013	Gerardo Herrera	Safety Boots	\$	113.55
08/28/2013	Robert Vasquez	Safety Boots	\$	161.20
09/03/2013	Susan McMahan	Lodging at Aquatic Weed Permit Workshop	\$	141.25
09/03/2013	Susan McMahan	Round Trip Mileage to Workshop	\$	258.77
09/03/2013	Mark Passamani	Flat Repair & Tow, #32, Admin Van	\$	120.00
09/11/2013	Troy Garst	T4 Certificate Renewal	\$	140.00
09/11/2013	Scott Lewis	Lodging CMWD 8/21/13-8/28/13	\$	501.78
09/11/2013	Scott Lewis	Car Rental 8/21/13-8/28/13	\$	421.64
09/11/2013	Luke Soholt	Safety Boots	\$	138.68
10/03/2013	Lisa Barbee	Advance for Calpers Forum	\$	1,107.74
10/03/2013	Eric Grabowski	Safety Boots	\$	170.00
10/10/2013	Scott Lewis	Airfare to CMWD 8/21/13-8/28/13	\$	281.60
10/10/2013	Scott Lewis	Airfare to CMWD 9/23/13-9/28/13	\$	277.21
10/10/2013	Scott Lewis	Lodging CMWD 9/23/13-9/28/13	\$	337.40
10/10/2013	Scott Lewis	Car Rental CMWD 9/23/13-9/28/13	\$	342.94
10/16/2013	Brian Taylor	Water Treatment Techniques Course	\$	114.95
10/22/2013	Suzi Taylor	Lip Balm for Ojai Day	\$	110.00
10/22/2013	Suzi Taylor	Chip Clips for Ojai Day	\$	201.50
10/22/2013	Suzi Taylor	Glow Sticks & Noise Makers for Ojai Day	\$	146.99
10/30/2013	RJ Faddis	Fuel for Rogue, Patrol Boat at LCRA	\$	444.43
11/06/2013	Scott Lewis	Airfare to CMWD 10/21/13-10/25/13	\$	311.60
11/06/2013	Scott Lewis	Lodging CMWD 10/21/13-10/25/13	\$	337.40
11/06/2013	Scott Lewis	Car Rental 10/21/13-10/25/13	\$	413.39
11/08/2013	Joel Cox	Safety Boots	\$	107.50
11/08/2013	Todd Evans	Target Solutions Online Training	\$	229.00
11/13/2013	Tracy Medeiros	Safety Boots	\$	142.96
11/21/2013	Susan McMahan	Registration NALMS Conference 11/1/13	\$	145.00
11/21/2013	Susan McMahan	Lodging NALMS Conference	\$	149.75
11/21/2013	Susan McMahan	Private Vehicle Mileage NALMS Conference	\$	222.61
12/05/2013	Susan McMahan	AWWA Course	\$	310.00
12/05/2013	Rebekah Vieira	Private Vehicle Mileage Calpelra Conference	\$	332.22
12/05/2013	Eric Grabowski	Pesticide Applicator License	\$	340.00
12/11/2013	Scott Lewis	Airfare to CMWD 12/4/13-12/14/13	\$	261.60
12/13/2013	Brian Taylor	Concrete Kicker for Rincon Del Mar Main Break	\$	135.88
12/13/2013	Bill Hicks	Lodging ACWA Conference 12/3/13-12/6/13	\$	690.30
12/13/2013	Bill Hicks	Airport Parking 12/3/13-12/6/13	\$	100.00

Note:

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

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: December 3, 2013

TO: Board of Directors

FROM: General Manager, Steve Wickstrum

Re: Update on Casitas Action as a result of Quagga Mussel at Lake Piru

RECOMMENDATION:

It is recommended that the Board of Directors provide further direction to the General Manager.

BACKGROUND:

On December 20, 2013, Casitas was notified indirectly that there is a high level of confidence that quagga mussels had been discovered in Lake Piru and by December 31, 2013, the Department of Fish and Wildlife confirmed the discovery through DNA testing. The discovery of quagga mussels at Lake Piru may be the first migration into a fresh water body that does not have a connection with the Colorado River system.

Lake Piru is located northeast of Fillmore, in Ventura County, and is operated by the United Water Conservation District (UWCD). The key source of water for Lake Piru is the local Piru Creek watershed and water deliveries from Lake Pyramid, which is a reservoir on the State Water system. Boating is permitted on Lake Piru and UWCD operates with a cooperative agreement for quagga protection and boat inspection tag system with both Lake Pyramid and Lake Castaic. Lake Piru has now pulled out of the cooperative agreement with the other two lakes.

Staff at Lake Piru have reported that they had found the quagga mussel attached to the patrol boat and in the areas identified as the "Narrows" (the northerly tributary feeding water to Lake Piru from Lake Pyramid) and the "Diablo Cove" area (directly east of the boat launch area). UWCD is now looking into getting a diver assessment of the extent of quagga mussel infestation in Lake Piru. At this time, Lake Piru does not require decontamination of the boats leaving Lake Piru nor does it have the facilities to do so.

The source of the quagga mussel has not been determined at this time, it could have come from a boat transport or from water released from Lake Pyramid to Lake Piru. It is understood from my phone conversation with Michael Solomon, General Manager at UWCD, that the Department of Water Resources (the operators of Pyramid and Castaic) will be meeting with UWCD to further discuss the potential for quagga infestation in Lake Pyramid.

UWCD is moving toward response actions with the discovery of quagga mussels and are coordinating their actions with the Department of Fish and Wildlife.

CASITAS ACTIONS:

December 20, 2013:

- The General Manager informed the Board and Lake Casitas Park Services Manager via email that quagga mussels had been tentatively identified in Lake Piru.
- The General Manager sent an email to Michael Solomon to assure open communication between our agencies during this event.
- Casitas staff interacted with UWCD staff regarding the findings.
- The Casitas General Manager issued a memorandum to staff to extend the quarantine

period that followed any and all future boat inspections to twenty-eight days. The decision to proceed to twenty-eight days was based on an abstract (Wook Jin Choi, 2013) which stated a veliger survival under autumn conditions can reach twenty-seven days.

- Mike Gibson, Casitas Fisheries Biologist, performed a snorkel survey around a portion of the boat docks at Lake Casitas – reported that there are no signs of quagga mussel.

December 22, 2013:

- Park staff posted boater information regarding the extended quarantine period.

Staff are continuing to operate at Lake Casitas with the existing requirements for boat inspections. Laboratory staff are performing monthly sampling and testing of Lake Casitas waters for quagga mussels. The Fisheries Biologist was directed by the General Manager to reinstall static anodes for mussel detection on the Santa Ana and Coyote ramp docks. Park Services Manager Belser is reviewing our current policy and ordinances regarding quagga mussel prevention and may have revisions to be considered by the Board.

Staff will continue to communicate with UWCD and DFW to keep informed on local actions, and pursue funding assistance for quagga prevention. It is my understanding that the UWCD Board will be considering additional actions during their January 8th meeting.

Please provide to me any questions or recommendations in this regard.

**CASITAS MUNICIPAL WATER DISTRICT
INTEROFFICE MEMORANDUM**

TO: STEVE WICKSTRUM, GENERAL MANAGER
FROM: NEIL COLE, PRINCIPAL CIVIL ENGINEER
SUBJECT: PASO ROBLES TANK INC REQUEST TO ADD A SUBCONTRACTOR FOR THE VILLANOVA RESERVOIR REPAIR AND INTERIOR COATING, SPECIFICATION 13-367
DATE: JANUARY 2, 2014

RECOMMENDATION:

It is recommended that the Board of Directors adopt the resolution finding a necessity exists to add a subcontractor on the Villanova Reservoir Repair and Coating Project, Specification 13-367 being completed by Paso Robles Tank Inc.

BACKGROUND AND DISCUSSION:

Paso Robles Tanks Inc. submitted a list of subcontractors and the work to be performed by each subcontractor with their bid. The list did not include a subcontractor for sandblasting. Public Contract Code 4100-4114 states that if the prime contractor does not list a subcontractor for a portion of the work then the work must be completed by the prime contractor. At bid time, Paso Robles Tank Inc. intended to complete the sandblasting with their crews. Paso Robles Tank Inc. sandblast crews have been unexpectedly delayed on other projects and will not be available to complete the work as scheduled. In order to keep the project on schedule, Paso Robles Tank has requested to add a subcontractor to complete the blasting at no additional cost to Casitas. Public Contract Code requires the Board to make a written finding of emergency or necessity to allow Paso Robles Tank Inc. to add a subcontractor.

Villanova Reservoir is an important component of the Casitas distribution system. The temporary tank farm replacing the Villanova Reservoir has less than 5% of the capacity of the Villanova Reservoir. Under normal winter conditions, this would be adequate. However, this has not been a normal winter to date. Casitas' system has been operating at near summer demands for much of the winter. It is critical to get the Villanova Reservoir back in operation as soon as possible. Therefore, staff is recommending that the Board adopt the resolution finding a necessity exists to allow Paso Robles Tank Inc. to add a subcontractor after the bid opening.

CASITAS MUNICIPAL WATER DISTRICT

**RESOLUTION FINDING THAT A PUBLIC NECESSITY REQUIRES THE
SUBCONTRACTING OF A PORTION OF THE VILLANOVA RESERVOIR REPAIRS
& INTERIOR COATING, SPECIFICATION 13-367 PROJECT**

RECITALS

WHEREAS, the Casitas Municipal Water District (“District”) awarded the Villanova Reservoir Repairs & Interior Coating, Specification 13-367 Project (“Contract”) to Paso Robles Tank, Inc. (“Prime Contractor”); and

WHEREAS, the Prime Contractor failed to specify a subcontractor for the sandblasting portion of the work to be performed under the Contract, which portion is in excess of one-half of one percent of the Prime Contractor’s total bid; and

WHEREAS, Public Contract Code Section 4109 provides that the subcontracting of any portion of the work under the Contract in excess of one-half of one percent of the Prime Contractor’s total bid as to which no subcontractor was designated in the original bid shall only be permitted in cases of public emergency or necessity, and then only after a finding reduced to writing as a public record of the awarding authority setting forth facts constituting an emergency or necessity;

WHEREAS, the District’s water supply is stored in the District’s reservoirs that are solely dependent on precipitation levels in the Ventura River Watershed; and

WHEREAS, below-normal precipitation patterns in the Ventura River Watershed have resulted in higher than normal water demand within the District’s service area and reduced water supply levels in the District’s reservoirs; and,

WHEREAS, the Villanova Reservoir is a critical component in the District’s water system; and

WHEREAS, the District’s ability to meet higher than normal water demand within its service area depends, in part, on the continued operation of the Villanova Reservoir; and,

WHEREAS, the Villanova Reservoir will remain non-operational until such time as the Project is completed; and,

WHEREAS, completion of the Project within the time-frame established by the Contract is necessary for the District to meet the higher than normal water demands that currently exist within the District’s service area.

WHEREAS, the Prime Contractor cannot complete the Project within the time-frame established by the Contract unless permitted to subcontract the sandblasting portion of the Contract work in accordance with Public Contracts Code Section 4109.

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

1. The facts set forth in the above Recitals are true and correct and, as required by Public Contracts Code Section 4109, constitute a public necessity for permitting Paso Robles Tank, Inc. to subcontract the sandblasting portion of the work under the Villanova Reservoir Repairs & Interior Coating, Specification 13-367 Project Contract, which portion is in excess of one-half of one percent of the Prime Contractor's total bid and to which no subcontractor was designated in the original bid.

ADOPTED this _____ day of _____, 2014.

President,
Casitas Municipal Water District

ATTEST:

Secretary,
Casitas Municipal Water District

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: December 27, 2013

TO: General Manager, Steve Wickstrum

FROM: Carol Belser, Park Services Manager

RE: **Approval of New Full-Time Employment – Guest Services Coordinator, Classification E-16**

RECOMMENDATION:

It is recommended that the Board approve one (1) new full-time Guest Services Coordinator position, Classification E-16.

BACKGROUND AND OVERVIEW:

The Lake Casitas Recreation Area (LCRA) operates year round, 24 hours per day. It attracts approximately 650,000 visitors a year with an operating budget of approximately 4 million dollars. The primary task of the LCRA staff is to balance the protection of the water quality of the lake and prevent invasive species from infecting the lake water, with public recreational use.

The LCRA currently includes 9 full-time positions. The full-time staff are supported by over 130 part time employees during the year that include guest services, aquatics and maintenance staff.

Key challenges facing the LCRA staff workforce are as follows:

- Customer service and customer needs for the LCRA are 365 days a year, 24 hours per day.
- The 29 hour maximum work week for the year round part-time employees is limiting for peak season staffing and ability to meet customer needs especially when providing 24-hour Park Services Officer coverage.

To meet these challenges, in addition to the new Guest Services Coordinator position, two (2) full-time Park Services Officer I positions to provide night/early morning coverage and one (1) full-time Maintenance I position to provide septic services will be added.

The two Park Services Officer positions and the Maintenance position are built within the existing 2013/2014 budgetary constraints by reducing the number of part-time employee

positions (most of which are currently vacant) and redirecting those allocated funds towards the full-time positions. The net budgetary impact has been calculated to be neutral for these positions. There is a \$27,000 net cost to implement the new Guest Services Coordinator classification.

A job description and classification range for the new Guest Services Coordinator position is attached which has been provided to SEIU 721 for review.

The Personnel Committee reviewed the recommendation for the new position and the addition of the three other positions and supported presenting the recommendation to the Board for a motion to approve.

Attachment

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Guest Services Coordinator
REPORTS TO: Park Services Manager
SALARY LEVEL: E-16 (\$22.797 - \$27.710)
DATE: January 2014

Definition

Under general supervision, serves as lead person for Casitas' Recreation Area guest services and front gate operating system. Performs a variety of customer service duties such as office administration and clerical tasks, recommends for hire, trains and provides supervision to part-time staff for the Lake Casitas Recreation Area. Participates and provides input toward hosting the park visitors to ensure a safe and enjoyable experience in the Recreation Area and performs other related work as required.

Examples of General Duties

- Ensures public and employee safety;
- Communicates effectively for marketing, public relations and visitor services purposes to promote and enhance use of park facilities;
- Assists with fiscal management, park operations, and maintenance functions;
- Enforces policies and procedures of the District and Recreation Area;
- Performs related tasks as assigned.

Examples of Specific Duties

- Has a thorough working knowledge of the guest services and front gate operations and assists other staff performing the following duties:
 - assigning campsites
 - collecting user fees
 - contacting and assisting visitors
 - conducting informational talks and tours.
- Files and tracks, weekly and monthly reports on inventories, record keeping, insurance, trailer storage and assists with reports as assigned by supervisors.
- Tracks statistics on attendance, budget items, revenue items, sales, expense items, marketing and advertising, events, information items, storage, tickle files.
- Independently performs a variety of administrative assignments such as assisting with the preparation of park events and various service agreements.
- Prepares and processes correspondence, memorandums, statistical tabulations, general office data including payroll, requisitions for purchasing supplies, office logs and reports based on overall knowledge and understanding of the Districts activities and policies.
- Creates forms and assists in gathering data and information.
- Attends to routine needs and requests of customers, answers customers' calls and complaints, screens and routes inquires to the appropriate personnel by radio, telephone or written memo.
- Contributes to, follows through and carries out safety ideas and programs.

- Performs work on computer related to daily cash audit reports, financial accounting, logs and files of park records, time/material/equipment accounting, payroll, inventory of supplies and requisition of materials.
- Assists with input and follow through on budget to gain a general understanding of District budget process.
- Responsible for effective customer relations with District staff, and customers, works with other companies and agencies in a professional manner.
- Has knowledge of and develops working understanding of special park events.
- Assists visitors with compliance with park rules and regulations, policies and goals.
- Assists with presenting programs about the Recreation Area to schools and local clubs, and develops brochures.
- Trains and provides supervision to part-time staff, volunteers and contract labor.
- Assists with resource/revenue development and grant seeking and application process.
- Performs other related duties as required and assigned.

Desirable Qualifications

Education and Experience: Any combination equivalent to graduation from high school preferably supplemented by college courses and three years of responsible Guest Service experience or training, education and experience which would provide the required knowledge and abilities for this position. Working knowledge of and ability to use and to keep up with changes in office equipment and computer programs, E-mail and the District's reservation and camp system.

Knowledge , Skills and Abilities: Knowledge of proper work safety standards, customer service procedures and handling of complaints; hardware and software of computers; modern office methods and equipment, procedures and practices including careful maintenance of filing system; money exchange, credit cards and accounting procedures; general budget processes. Ability to: learn rules, regulations and policies governing the use of Casitas' facilities; keep up with and adapt to changes in education and trends of modern office methods and equipment; understand a variety of difficult and sensitive customer service functions regarding the establishment and maintenance of District services; compile, compute and produce complex data accurately and efficiently; compose clear and concise correspondence independently and from oral or written instructions using correct grammar, punctuation, and spelling; learn and operate computer programs, and related office equipment; type at no less than 35 wpm; accomplish administrative assignments with a minimum of supervision; follow and complete work schedules to insure the smooth flow and timely conclusion of work assignments and projects; count money correctly and give proper change; follow and communicate oral and written instructions; communicate tactfully with the public, other companies and agencies, District management, and co-workers; establish and maintain cooperative working relationships; analyze situations effectively and adopt the effective course of action.

Typical Activities: Communicate orally and with written reports with District management, co-workers, and the public in face-to-face, one-to-one and group settings; extensive use of office equipment such as computer hardware and software, modem, FAX machine, calculator, copier, credit card terminals etc.; regular use of telephones, telephone headsets and communication radios;

push, pull, carry, reach and lift equipment; stoop, kneel, and crouch; sit, stand and walk for extended time periods; walk in uneven terrain, in an outdoor environment; work in an outdoor environment exposed to natural weather, flora and fauna conditions of Southern California and significant temperature changes between cold and heat; hearing and vision within normal ranges with or without corrections.

Qualifications and Desired Attributes: Possession of a valid California Drivers license; Tact and diplomacy; poise and self confidence; sensitivity to needs and attitudes of others; neatness and courtesy.

Employee Signature

Date

CASITAS MUNICIPAL WATER DISTRICT
LAKE CASITAS RECREATION AREA

DATE: December 30, 2013

TO: Steve Wickstrum, General Manager

FROM: Carol Belser, Park Services Manager

SUBJECT: Recreation Area Monthly Report for November 2013

Visitation Numbers

The following is a comparison of visitations* for November 2013:

	Nov. 2012	Nov. 2013	Oct. 2012
Visitor Days	34,776	42,888	32,424
Camps	3,364	3,810	3,592
Cars	8,694	10,722	8,106
Boats	214	169	165
Kayaks & Canoes	42	46	7

Fiscal Year to Date Visitation	
2012/2013	311,944
2013/2014	296,332
% Change	-5.005

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

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

Camps = Campsites occupied + extra vehicles

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

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

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

Boating

There were 10 cables sold for new inspections, 10 vessels were re-inspected and a total of 383 were retagged. Five vessels failed the first inspection.

Night fishing from shore was November 15 and 16.

Administration

The Ventura County Cross Country Championships were held at Lake Casitas on November 1, with 26 high school teams participating. The Tri-Valley League Cross Country finals were held at Lake Casitas on November 7, with 12 teams participating.

Two separate projects for commercial filming and photography were conducted in the Lake Casitas Recreation Area on November 6 and 16.

Park Services Manager Belser, PSO Taylor and APSO Mosdale attended a “Quagga Summit” hosted by the Department of Fish and Wildlife on November 21 at the City of Ventura City Hall. Discussion focused on the passing of California Assembly Bill 2443(Chapter 485, Statutes of 2012) that authorized the California Department of Parks and Recreation, Division of Boating and Waterways to require the DMV to collect an additional Quagga and Zebra Mussel Infestation Prevention Fee (“Mussel Fee”) effective December 31, 2013, on all fresh water vessels subject to registration in the State. The new fee is \$16.00 for each biannual (every two years) vessel registration renewal, pro-rated based on the effective date of the new law. Funds from this State fee will be used to implement and administer non-native dreissenid mussel monitoring, inspection, and infestation prevention programs throughout the State. Casitas will be able to apply for funding support in July 2014. Also discussed were issues and concerns regarding prevention of Quagga and the Quagga Inspection Data base that some agencies at the meeting use to track vessels that have been approved and/or denied access to a particular lake. This data system is used by Castaic, Pyramid and Piru to share the results of an inspection since those lakes have an agreement to share tamperproof tags and allow access to all three lakes once inspected and cleared by any one of the three lakes in the partnership. *Subsequent to the meeting Lake Piru opted out of the tamperproof tag partnership between Castaic, Pyramid with the confirmation that Lake Piru was infected with Quagga.

**Note: On December 20, 2013 Casitas was informed that Lake Piru staff had positively identified Quagga mussel on their patrol vessels. In response Casitas’ General Manager issued emergency action for Casitas’ changing the quarantine period from the current 10 day for vessels that passed our inspection protocol to 28 days. This measure will be in effect until the Quagga prevention protocol is reviewed by the Casitas Board of Directors in January 2014 and action is taken for permanent changes are made to Casitas’ policies.*

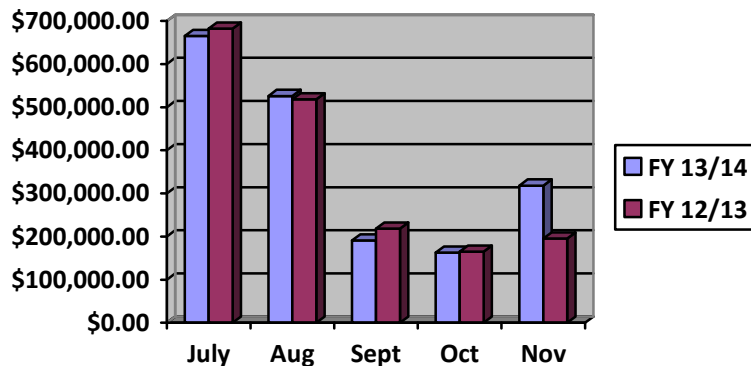
Incidents

Incidents in the month of November that required assistance from outside agencies included unruly camping customers, six medical calls, a warrant search of a customer, a DUI arrest and an under the influence/possession of narcotics arrest.

Revenue Reporting

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

LCRA TOTAL REVENUE





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An essential workshop for both
experienced and newly elected/appointed
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JANUARY 23, 2014 — ORANGE COUNTY AREA
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issues facing districts:
propositions, transparency,
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Credit Incentive Points can
be earned for members of
the Special District Risk
Management Authority
(SDRMA), based on the agency's
attendance at these workshops.

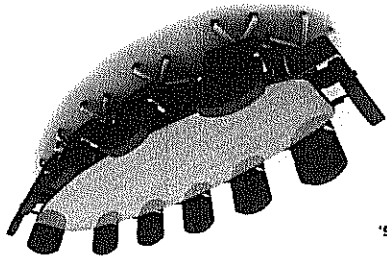


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Questions or comments? Call us toll-free - 877.924.2732
You may also register online at www.csdanet.org





California Special Districts Association
Districts Stranger Together

Cost

Member - \$225
 Non-member - \$375

Dates and Locations

- ▶ **January 16, 2014** - San Luis Obispo Area
 Templeton CSD Community Center
 601 South Main Street
 Templeton, CA 93465
- ▶ **January 23, 2014** - Orange County Area
 Municipal Water District of Orange County
 16700 Ward Street
 Fountain Valley, CA 92708-0895
- ▶ **January 30, 2014** - Sacramento Area
 California District Attorneys Association
 921 11th Street, Suite 300
 Sacramento, CA 95814

Agenda

- 8:30 – 9:00 a.m.**
 Registration
- 9:00 a.m. – 4:00 p.m.**
- New Board Member Orientation
 - Essential Components of Effective Meetings
 - The Role of the Board Member
 - Lunch Break from 12:00 – 1:00 p.m.
(Lunch provided by the California Special Districts Alliance: a collaborative partnership between the California Special Districts Association, CSDA Finance Corporation and the Special District Risk Management Authority)
 - Legislative and Community Advocacy
 - The Brown Act, Ethics, Conflict of Interest Issues

Registration information

Visit www.cstda.net or call (877) 924-2732.

Credit Incentive Points

Credit Incentive Points can be earned for members of the Special District Risk Management Authority, based on the agency's attendance at these workshops.



A PERSONAL COMMITMENT TO YOUR SPECIAL DISTRICT!

Leading a special district as an experienced or newly elected/appointed official is both exciting and challenging. You have accepted the responsibility of representing your constituents and customers in the most effective and professional manner possible. This will demand that you acquire or maintain the necessary skills to govern a special district.

The How To Be An Effective Board Member training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and to be an effective leader.

Unique to this series of trainings is the programs have been developed by special districts (or special districts). Newly seated directors/mayors should take advantage of this opportunity to come together at this educational experience.

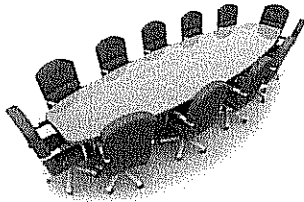
RELATED OPPORTUNITIES



CSDA's Special District Leadership Academy is the advanced training that follows the How To Be An Effective Board Member workshop. The academy, which was created to provide governance training to special district officials, consists of four curriculum-based courses including:

- Governance Foundations
- Setting Direction/Community Leadership
- Board's Role in Finance & Fiscal Accountability
- Board's Role in Human Resources

The How To Be An Effective Board Member training program is meant to give attendees an introduction and overview of these topics. The Academy will take the major components one step further to deliver a more in-depth understanding. *Go to www.cstda.net to find out more.*



Get the information and training that ALL board members should have...REGISTER TODAY!



Special District Leadership Foundation
Districts of Distinction Accreditation:
 Showcase your commitment to excellence.

This workshop qualifies for six hours of governance training toward the District of Distinction designation.

For more information on the Special District Leadership Foundation (SDLF) and its programs visit www.sdlf.org.

Other Education

Webinars are an easy and inexpensive way to receive information regarding special districts governance without incurring travel costs. Webinars of special interest to board members include:

- Must Have Communication Protocols for District Board Members & Staff
- Required Ethics Compliance Training – AB1234
- Rules of Order Made Easy!
- Spot the Fraud! Fraud Detection/Prevention for Special Districts
- The Essential Guide to the Brown Act
- Understanding Board Member & District Liability Issues

Visit www.cstda.net and click on the Education Calendar to learn more about the workshops and webinars offered through CSDA.

BOARD MEMBER TRAINING

An experienced or newly elected/appointed official should have a solid understanding of what the role entails as well as a complete understanding of the laws that must be followed. This training provides attendees with valuable information and the tools they need to effectively govern and advocate on their district's behalf.

"Liked all of it. All parts were informative and interesting."

— Previous attendee

ATTENDEES WILL LEAVE THIS WORKSHOP UNDERSTANDING:

- A board member's roles and responsibilities:**
- Fiscal accountability
 - Understanding audits
 - Budgets
 - Team building and building consensus
 - Developing district policies and strategic thinking

THREE WAYS TO REGISTER

- Mail or fax this form (one form per person) to:
 CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814
 (916) 442-7889 fax
- Register online at www.cstda.net

Registration must include payment in order to be processed.
 Questions: Please call 877.924.2732.

HOW TO BE AN EFFECTIVE BOARD MEMBER REGISTRATION

PLEASE MAKE THE PROPER SELECTIONS BELOW.

Dates and Locations

- January 16, 2014**
 Templeton CSD Community Center
 Templeton, CA 93465
- January 23, 2014**
 Municipal Water District of Orange County
 Fountain Valley, CA 92708
- January 30, 2014**
 California District Attorneys Association
 Sacramento, CA 95814

Member Status and Pricing		
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<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> American Express		
Acct. name:		Acct. Number:
Expiration date:		Authorized Signature:
Special Needs		
<input type="checkbox"/> Vegetarian <input type="checkbox"/> Other:		
<small>Cancellations must be made IN WRITING and received via fax or mail no later than three days prior to the seminar. All cancellations made within the specified time will be refunded less a \$25 processing fee.</small>		

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: January 2, 2014

TO: Board of Directors

FROM: General Manager, Steve Wickstrum

Re: Recreation Committee Meeting of December 9, 2013

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.** Directors Kaiser and Hicks
General Manager Steve Wickstrum
Park Services Manager Carol Belser
Park Services Officer Suzi Taylor
Public: Dee Bennett, Gary Wolfe

2. **Public comments.** None.

3. **Board/Management comments.**

PSM Belser reported to the Committee on the following items:

- 1) Investigation of firearm discharges in the LCRA;
- 2) 24/7 coverage of attendance at LCRA by full time staff;
- 3) Raccoons with distemper and work with Animal Control;
- 4) Citation status – focus on education, then citation; and
- 5) Staff work on projects in the LCRA;

Director Kaiser inquired into the problems being experienced at the Coyote Ramp restrooms, graffiti and trash.

4. **Review of Annual Pass Issuance – Policy and Procedures.**

PSM Belser reviewed the current practice with annual pass issuances. Staff will prepare a draft policy for review by the Recreation Committee prior to moving this item forward to the Board.

5. **State of California Mussel Fee Sticker.**

PSM Belser stated that the State has been collecting \$16 per boat for quagga mussel prevention programs. Staff will inquire with the State on financial assistance being provided to the LCRA for their extensive quagga prevention program. The State is well aware of the LCRA program and efforts. The funds are not likely to become available until July 2014.

6. **Discussion on Board Inspection Protocol and the Duration of the Quagga Quarantine.**

The General Manager reported that Director Baggerly had provided a 2012 study that stated during the cooler winter months the quagga veliger can be expected to live in the trapped water in boats for up to twenty-seven days. This prompted discussion at the Committee as to whether there should be a change in the current LCRA quagga program to provide more than 27 days of quarantine. The Committee agreed that this new and additional information that should be considered for change in the current quagga program.

PSM Belser reported on the Tri-County Quagga Mussel Group meeting held in Ventura on November 23rd. The group participants shared their strategies to prevent quagga mussels from entering their respective bodies of water. It was noted how the Piru-Pyramid-Castaic Lakes have a coordinated tracking system for boats entering their lakes, and how they notify each other when a suspected problem boat may move to another one of these lakes. Staff will investigate the tracking system's applicability at Lake Casitas, to better identify where each boat is coming from. It was understood that Lake Casitas is not likely to join in a cooperative tagging with other lakes.

7. **Update on the Biological Assessment for Fish Planting at Lake Casitas.**

PSM Belser reported that it appears the Department of Fish and Wildlife has not completed the biological assessment (BA), as originally estimated by the Department, and that mid-January is the next estimated date for completion of the BA. The Committee suggested requesting our involvement by sending a letter to the Department; staff will follow up on the BA progress and report.

8. **Overview of Events and Special Uses.**

PSM Belser reported that there were two commercial filming proposals scheduled for the next month. PSM Belser updated the Committee on the various events that are planned at the LCRA, some of the pending issues with events and some of the proposals for new events.

9. **Planning for Public relations campaign.**

PSM Belser, with the assistance of Ron Merckling, will be reviewing current public relations campaign strategies and developing changes as needed. Director Kaiser also suggested some manner to address negative comments that are posted on Yelp.

10. **Update on park Projects.**

PSM Belser reported on the progress on various projects in the LCRA such as Picnic Area 1 playground floor work, recoating of the Water Adventure river channel, model airplane runway fabric (Comets project), paving projects, and main gate plans for refurbishment. PSM Belser also discussed the current status of the readdressing the agreement between Casitas, the Bureau of Reclamation and US Forest Service.

Director Kaiser asked PSM Belser about the Park Host program. PSM Belser reviewed the program, discussed considerations of moving someone out to Coyote Ramp (restroom issues discussed earlier).

11. **Review of Incidents and Comments.**

PSM Belser stated that there were other minor incidents that required assistance from staff and responses from outside agencies (Sheriff, EMS, Fire).

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: December 17, 2013
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Water Resources Committee Meeting of December 17, 2013

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.** Director Baggerly and Director Bergen
General Manager Steve Wickstrum
Staff – Ron Merckling
Public – Jim Kentosh, Director, Meiners Oaks Water District
2. **Public Comments.** None.
3. **Board Comments.** None.
4. **Manager Comments.** None
5. **Discussion regarding current water conditions.**
The General Manager reported that Meiners Oaks Water District has begun to see some water in the upper Ventura River wells and has been able to reduce their demand on the Lake Casitas supply. Director Bergen commented that the re-appearance of water may be due to the seasonal dormancy of plant life in the watershed. Many of the other water purveyors are deficient in their groundwater supplies and are relying on Lake Casitas. Continued dry weather in the near future with no restoration for the groundwater basins in sight.
6. **Update on Drought Planning and WEAP revisions.**
The General Manager and Ron Merckling reported on the progress of the work. January 2014 is proposed to be a period for contacting resale agencies on water demands and discussion of details for memorandums of understanding on water supplies. Work is continuing on the WEAP, Rates and Regulations, Water Waste Ordinance, and MOU.
7. **Update on Matilija Dam TAC Committee Progress.**
The General Manager reported that the County of Ventura has issued a contract to URS for further investigation and analysis on the decommissioning of Matilija Dam. Recently, there has been an interest in the USBR WaterSmart grant to further study the effects on water supply that may result from the dam decommissioning project. The District may be asked to support the grant application.

8. **Update on Grants related to Water Supply.**
Ron Merckling informed the committee of the progress in obtaining grants related to water conservation efforts of the District.
9. **Discussion regarding Rincon del Mar water supply from Carpinteria.**
The General Manager reported on the conversation with Charles Hamilton, General Manager of Carpinteria Valley Water District, regarding the water transfer agreement between our respective agencies. The water transferred to CVWD prior to our conversion to chloramines (in 2003) is nearly depleted by the use in Rincon del Mar (approx. 25 AFY) and there is a need to find a favorable option to continue the agreement. Staff will be reviewing options and working with CVWD.
10. **Discussion regarding a Conservation Easement.**
The General Manager reported that he received an inquiry regarding any District interest in receiving from a private party a conservation easement over land located in the US Forest Service region of the Lake Casitas Watershed. The Committee expressed a somewhat low interest in assuming additional responsibilities, but the General Manager will find out more information and report back to the committee.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: December 23, 2013
TO: Board of Directors
FROM: Assistant to General Manager, Rebekah Vieira
Re: Personnel Committee Meeting of December 18, 2013

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. Roll Call
Director Baggerly, Director Word
General Manager, Steve Wickstrum
Assistant to General Manager, Rebekah Vieira
Park Services Manager, Carol Belser
Park Services Officer Suzi Taylor
Danny Carrillo, SEIU
2. Public comments
Danny Carrillo informed the committee that a new work site organizer would be assigned after the first of the year. He also asked for the Boards support in continuing communication between management and the union regarding schedule changes and stated that he is in support of the staffing changes that were to be discussed at this meeting.
3. Board/Manager comments
Director Baggerly asked if the eagles had returned to the lake with PSM Belser and PSO Taylor reporting they had not but this was too soon to expect them.
4. Discussion regarding staffing alternatives for Lake Casitas Recreation Area.
Because of the need to staff Park Services Officers on a 24/7 basis and the limits to the number of hours to be worked by part-time staff, PSM Belser presented her proposal for staffing changes at recreation to include the addition of two full-time Park Services Officers (utilizing existing budget for Assistant Park Services Officers that are unfilled positions), a new full-time Maintenance Worker I (utilizing current budget and decreasing the number of part-time maintenance personnel) and the creation of a full-time Guest Services Coordinator. The Guest Services Coordinator would be an increase to the budget in the amount of \$27,103. The committee supported this proposal and suggested it be moved to the Board for approval.
5. Discussion regarding recruitments.
The Assistant to the General Manager reported that applications have been received for the Maintenance Worker V/Foreman and Maintenance Worker I positions with interviews to begin in January.

CASITAS MUNICIPAL WATER DISTRICT
Inter-Office Memorandum

DATE: December 20, 2013
TO: Board of Directors
FROM: General Manager, Steve Wickstrum
Re: Finance Committee Meeting of December 20, 2013

RECOMMENDATION:

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

BACKGROUND AND OVERVIEW:

1. **Roll Call.**
Director Bergen and Director Kaiser
General Manager Steve Wickstrum
Accounting Manager and Treasurer Denise Collin
2. **Public comments.** None.
3. **Board/Management comments.**
The General Manager reported to the Committee that United Water Conservation District may have found quagga mussels in Lake Piru. Meanwhile, Lake Casitas staff are continuing with their quagga prevention efforts. In an emergency response, the General Manager has instituted a 28-day quarantine for boats that are inspected at Lake Casitas and passing the clean and dry requirements. The boats that are compliant with the Casitas security tagging system are not impacted by the 28-day quarantine unless a clean and dry inspection is warranted. Staff are reviewing current ordinances and procedures and will be bringing each revision forward to the Board. The Piru event may be the first appearance of quagga mussels that did not involve direct water transfers from the Colorado River.

It was reported that the Ojai CFD trial date was set this morning by Judge Borrell for January 27, 2014.
4. **Review of the Financial Statement for November 2013.**
The Committee reviewed the expenditures in various work sections of the District and addressed questions. The Committee discussed the credit card fees that are being charged to the recreation account. Denise Collin stated that she will be considering changes to the credit card merchant.
5. **Review of the Water Consumption for November 2013.**
The Committee reviewed the water consumption numbers for November 2013. The upward trending water demands by Resale and Agricultural classifications are indicative of the dry weather pattern and depleted groundwater basins, transferring the demand to the Lake Casitas supply. The Residential classification demand trend appears to be the same as in FY 2012-13, with no increase due to the lack of rainfall.
6. **Review of the request for Leak Relief from Charles Cantello.**
Mr. Cantello has experienced a significant leak at his residence on Reeves Road. The committee reviewed the documentation and suggest that this request be moved to the Board of Directors in January.



Consumption Report

Water Sales FY 2013-2014 (Acre-Feet)

Classification	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Month to Date		
													2013 / 2014	2012 / 2013	
													Total	Total	
AD Ag-Domestic	514	537	499	636	428	454								3068	2664
AG Ag	401	433	499	414	383	301								2431	2508
C Commercial	101	92	135	69	62	29								488	449
DI Interdepartmental	20	5	32	4	21	3								85	93
F fire	0	0	0	1	0	0								1	0
I Industrial	1	3	1	2	1	3								11	14
OT Other	41	34	36	26	29	14								180	172
R Residential	286	77	252	135	220	96								1066	1052
RS - P Resale Pumped	134	183	197	164	122	89								889	277
RS - G Resale Gravity	515	545	620	659	684	447								3470	2310
TE Temporary	1	1	30	12	1	1								46	8
Total	2014	1910	2301	2,122	1951	1437	0	0	0	0	0	0	0	11,735	9,547
Total 2012/2013	1237	1537	2344	1755	1722	952	541	760	845	1053	1427	1933		N/A	16106

Casitas Municipal Water District
CFD No. 2013-1 (Ojai) - Monthly Cost Analysis
2013/2014



01/02/2014

	<u>Services & Suplies</u>	<u>Legal Fees</u>	<u>Labor Expense</u>	<u>Other Services</u>	<u>Total Expenses</u>
2011/2012	-289.50	42,560.00	11,098.37	0.00	53,368.87
2012/2013	831.82	223,462.77	14,836.68	0.00	239,131.27
July	0.00	0.00	227.71	0.00	227.71
August	0.00	1,334.44	0.00	0.00	1,334.44
September	0.00	51,690.69	864.99	0.00	52,555.68
October	0.00	2,730.00	1,081.24	0.00	3,811.24
November	0.00	12,203.18	535.86	0.00	12,739.04
December	29.89	2,475.23	556.40	0.00	3,061.52
January					0.00
Feburary					0.00
March					0.00
April					0.00
May					0.00
June					0.00
Total Cost YTD	<u>29.89</u>	<u>70,433.54</u>	<u>3,266.20</u>	Total Cost YTD	<u>73,729.63</u>
Total Project Cost	<u><u>572.21</u></u>	<u><u>336,456.31</u></u>	<u><u>29,201.25</u></u>	Total: Ojai Flow	<u><u>366,229.77</u></u>

**CASITAS MUNICIPAL WATER DISTRICT
TREASURER'S MONTHLY REPORT OF INVESTMENTS
01/02/14**

Type of Invest	Institution	CUSIP	Date of Maturity	Adjusted Cost	Current Mkt Value	Rate of Interest	Date of Deposit	% of Portfolio	Days to Maturity
*TB	Federal Farm CR BK	31331VK96	06/30/2014	\$948,997	\$949,114	5.650%	04/01/2013	6.71%	178
*TB	Federal Home Loan Bank	313379EE5	06/14/2019	\$1,385,607	\$1,314,927	1.625%	10/03/2012	9.29%	1962
*TB	Federal Home Loan Bank	3133XFKF2	06/11/2021	\$723,290	\$659,103	5.625%	01/16/2013	4.66%	2679
*TB	Federal Home Loan Bank	3133XKTV7	06/13/2014	\$954,637	\$954,757	4.875%	04/01/2013	6.75%	161
*TB	Federal Home Loan Bank	3133XLWN1	09/12/2014	\$962,379	\$962,345	5.250%	04/01/2013	6.80%	250
*TB	Federal Home Loan Bank	3133XWNB10	06/12/2015	\$708,958	\$725,718	2.875%	07/01/2010	5.13%	520
*TB	Federal Home Loan Bank	3134A4VG60	11/17/2015	\$737,065	\$756,602	4.750%	07/19/2010	5.35%	675
*TB	Federal Home Loan Bank	3134G34WJ	08/28/2014	\$998,028	\$998,416	0.375%	04/01/2013	7.06%	236
*TB	Federal Home Loan MTG Corp	3135G0ES80	11/15/2016	\$691,509	\$694,461	1.375%	03/12/2012	4.91%	1033
*TB	Federal Home Loan MTG Corp	3137EABA60	11/17/2017	\$1,141,278	\$1,140,990	5.125%	01/03/2012	8.06%	1395
*TB	Federal Home Loan MTG Corp	3137EACD90	07/28/2014	\$705,782	\$711,200	3.000%	07/01/2010	5.03%	206
*TB	Federal Home Loan MTG Corp	3137EADB2	01/13/2022	\$209,433	\$191,192	2.375%	02/11/2013	1.35%	2891
*TB	Federal Natl MTG Assn	31398AYY20	09/16/2014	\$706,767	\$714,287	3.000%	07/01/2010	5.05%	254
*TB	US Treasury Inflation Index NTS	912828JE10	07/15/2018	\$1,130,246	\$1,173,929	1.375%	07/06/2010	8.30%	1633
*TB	US Treasury Notes	912828LZ10	11/30/2014	\$703,843	\$712,411	2.125%	07/01/2010	5.03%	328
*TB	US Treasury Inflation Index NTS	912828MF40	01/15/2020	\$1,115,231	\$1,159,833	1.375%	07/01/2010	8.20%	2173
*TB	US Treasury Bond	912828WE6	11/15/2023	\$268,132	\$259,244	2.613%	12/13/2013	1.83%	3553
Accrued Interest					\$72,723				
Total in Gov't Sec. (11-00-1055-00&1065)				\$14,091,182	\$14,151,252			80.81%	
*CD	cit Salt Lake City UT - CD		12/18/2023	\$245,000	\$242,038	3.30%			
*CD	GE Capital - CD Draper, UT		09/27/2023	\$245,000	\$241,957	3.25%			
*CD	GE Capital - CD Salt Lake City, UT		09/27/2023	\$245,000	\$239,943	3.15%			
*CD	Goldman Sachs - CD New York, NY		10/30/2023	\$224,000	\$221,234	3.25%			
*CD	Toyota Financial Services - CD -Henderson NV		12/20/2023	\$245,000	\$242,148	3.30%			
Total Certificates of Deposit: (11.13506)				\$1,204,000	\$1,187,320			6.78%	
**	LAIF as of: (11-00-1050-00)		N/A	\$445	\$445	0.26%	Estimated	0.00%	
***	COVI as of: (11-00-1060-00)		N/A	\$2,172,542	\$2,172,542	0.38%	Estimated	12.41%	
TOTAL FUNDS INVESTED				\$17,468,169	\$17,511,558			100.00%	
Total Funds Invested last report				\$18,134,369	\$18,359,164				
Total Funds Invested 1 Yr. Ago				\$13,791,415	\$14,110,257				
****	CASH IN BANK (11-00-1000-00) EST.			\$3,397,168	\$3,397,168				
	CASH IN Western Asset Money Market			\$748,349	\$748,349	0.010%			
TOTAL CASH & INVESTMENTS				\$21,613,686	\$21,657,075				
TOTAL CASH & INVESTMENTS 1 YR AGO				\$18,942,919	\$19,261,762				
*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.