



## Board of Directors

Brian Brennan, Director  
Angelo Spandrio, Director  
Pete Kaiser, Director

Neil Cole, Director  
Richard Hajas, Director

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

The meeting will be held via teleconference.  
To attend the meeting please call (888) 788-0099 or (877) 853-5247 US Toll-free  
Enter Meeting ID: 984 1485 4813#  
Passcode:757052#  
March 24, 2021 @ 3:00 PM

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

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

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

- 5.b. Minutes of the March 10, 2021 Board Meeting.  
[3 10 2021 Min.pdf](#)
- 5.c. Minutes of the February 26, 2021 Special Board Meeting.  
[2 26 2021 Special Meeting Min.pdf](#)
- 5.d. Approval of a US Bureau of Reclamation (USBR) request for an additional funding deposit in the amount of \$25,000 for Robles Fish Passage and Diversion Facility oversight and coordination activities.  
[Board Memo for USBR Budget Request 032421.pdf](#)  
[USBR Deposit Request \\$25K ATT1 032421.pdf](#)

## 6. ACTION ITEMS

- 6.a. Ventura-Santa Barbara Counties Intertie Project:

Presentation of an estimate of costs to deliver Casitas MWD's State Water Project Table A water supplies through the Ventura-Santa Barbara Counties Intertie Project.

Authorize staff to release the Notice of Intent for the Ventura-Santa Barbara Counties Intertie project and post the Initial Study/Mitigated Negative Declaration on the District's website for public review. The IS/MND can be viewed at <https://www.casitaswater.org/home/showpublisheddocument?id=3947>

Authorize \$400,000 budget for design services to Water Works Engineers for fiscal year 2020-21 for the Ventura-Santa Barbara Counties Intertie

[Board Memo\\_20210324.pdf](#)

[SB-Ventura Intertie Preliminary Costs-032421 presentation.pdf](#)

[VTA-SB Intertie NOI Mailing List.pdf](#)

- 6.b. Adopt a resolution setting the time for meetings of the Casitas MWD Board of Directors.

[Board Memo on Resolution - Board Meeting Time 032421.pdf](#)

[CMWD Board Meeting Time and Place Resolution ATT1 032421.pdf](#)

## 7. DISCUSSION ITEMS/PRESENTATIONS

- 7.a. Presentation of the Casitas MWD Communications Workplan by Fiona Hutton and Associates (FHA).

[Board Memo re Review Strategic Communications Workplan 032421.pdf](#)

[Casitas Communications Plan\\_Oct 2020 ATT 1 032421.pdf](#)

[Casitas Education Outreach Plan Update ATT2 032421.pdf](#)

- 7.b. Discussion regarding the upcoming Division IV Director vacancy.

[Attorney Memo on Board Vacancy \(JSS v2\) 032421.pdf](#)

- 7.c. Discussion regarding upcoming Board Officer, Committee, and outside organization positions in relation to the Division IV Director vacancy.

8. INFORMATION ITEMS

8.a. Monthly Engineering Report.

[Engineering Report.pdf](#)

8.b. Monthly Hydrology Report.

[2102 February 2021 Hydrology.pdf](#)

8.c. Memo on the planned closure of the Casitas Water Adventure for the Calendar Year 2021.

[Water Adventure 21\\_22 season memo 032421.pdf](#)

9. GENERAL MANAGER COMMENTS

10. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

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

12. CLOSED SESSION

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


13. ADJOURNMENT

**CASITAS MUNICIPAL WATER DISTRICT**  
**General Fund Check Authorization**  
**Checks Dated 02/26/21 - 03/10/21**  
**Presented to the Board of Directors For Approval March 24, 2021**

Check	Payee		Description	Amount
001028	Payables Fund Account	# 9759651478	Accounts Payable Batch 030321	\$ 399,732.76
001029	Payables Fund Account	# 9759651478	Accounts Payable Batch 031021	\$ 533,001.19
				<u>\$ 932,733.95</u>
001030	Payroll Fund Account	# 9469730919	Estimated Payroll 04/08/21	\$ 234,000.00
			Total	<u><u>\$ 1,166,733.95</u></u>

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

The above numbered checks, 001028-001030 have been duly audited is hereby certified as correct.

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Signature

# A/P Fund

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

001028 A/P Checks: 042269-042327  
 A/P Draft  
 Voids:  
 042300 - Meiners Oaks Ace Hardware - Continuation of detail of check 042299

001029 A/P Checks: 42328-042387  
 A/P Draft 000128 - 000132  
 Voids:  
 042354 - Meiners Oaks Ace Hardware - Continuation of detail of check 042353  
 042355 - Meiners Oaks Ace Hardware - Continuation of detail of check 042353

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

CERTIFICATION

Payroll disbursements for the pay period ending 03/06/21  
Pay Date 03/11/21  
have been duly audited and are  
hereby certified as correct.

Signed: Jayne Brown  
Jayne Brown

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

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

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

3/10/2021 2:02 PM  
 VENDOR SET: 01 Casitas Municipal Water D  
 BANK: \* ALL BANKS  
 DATE RANGE: 2/26/2021 THRU 3/10/2021

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	3/03/2021			042300		
C-CHECK	VOID CHECK	V	3/10/2021			042354		
C-CHECK	VOID CHECK	V	3/10/2021			042355		

\* \* T O T A L S \* \*

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

TOTAL ERRORS: 0

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

ENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 2/26/2021 THRU 3/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00128	INTERNAL REVENUE SERVICE							
I-T1 202103081864	Federal Withholding	D	3/10/2021	38,399.77		000128		
I-T3 202103081864	SS Withholding	D	3/10/2021	41,225.42		000128		
I-T4 202103081864	Medicare Withholding	D	3/10/2021	9,641.44		000128		89,266.63
00187	CALPERS							
I-PBB202103081864	PERS BUY BACK	D	3/10/2021	130.46		000129		
I-PBP202103081864	PERS BUY BACK	D	3/10/2021	161.96		000129		
I-PEB202103081864	PEPRA EMPLOYEES PORTION	D	3/10/2021	11,349.62		000129		
I-PEM202103081864	PERS EMPLOYEE PORTION MGMT	D	3/10/2021	1,747.21		000129		
I-PER202103081864	PERS EMPLOYEE PORTION	D	3/10/2021	6,627.72		000129		
I-PRB202103081864	PEBRA EMPLOYER PORTION	D	3/10/2021	13,000.84		000129		
I-PRR202103081864	PERS EMPLOYER PORTION	D	3/10/2021	11,251.18		000129		44,268.99
00180	S.E.I.U. - LOCAL 721							
I-COP202103081864	SEIU 721 COPE	D	3/10/2021	27.50		000130		
I-UND202103081864	UNION DUES	D	3/10/2021	740.50		000130		768.00
00049	STATE OF CALIFORNIA							
I-T2 202103081864	STATE WITHHOLDING (CA)	D	3/10/2021	14,638.93		000131		14,638.93
05790	STATE OF OREGON							
I-T2 202103081864	STATE WITHHOLDING (OR)	D	3/10/2021	398.84		000132		398.84
00010	AIRGAS USA LLC							
I-9109843627	Oxygen & Welding Hose - UT	R	3/03/2021	144.03		042269		144.03
09569	ALLCABLE							
I-4023252	Crimper - IT	R	3/03/2021	76.50		042270		76.50
03044	Amazon Capital Services							
C-13RF-4MRV-WD4Q	Deposit Bags Return - ADM	R	3/03/2021	24.66CR		042271		
C-19RN-YN7K-7KCW	Trailer Hitch Ball Return - UT	R	3/03/2021	14.25CR		042271		
I-147V-V3WT-436Y	Laminated Tape - ADM	R	3/03/2021	42.80		042271		
I-1FVQ-JHN3-DT36	Dell Monitor - LCRA	R	3/03/2021	209.13		042271		
I-1K34-D1R7-M6Mk	Office Supplies - ADM	R	3/03/2021	116.29		042271		
I-1M7V-JNLH-6N63	Deposit Bags - ADM	R	3/03/2021	42.67		042271		
I-1MLW-CCTD-X6F4	Fuel Tank Cap - EM	R	3/03/2021	41.14		042271		
I-1NDH-PLL3-3TWN	Titan Pallet Forks - LCRA	R	3/03/2021	714.26		042271		
I-1TDL-1P16-GWD4	Fill Valve - MAINT	R	3/03/2021	43.39		042271		
I-1WCV-1PQH-W961	Charger - LCRA	R	3/03/2021	9.58		042271		1,180.35
00014	AQUA-FLO SUPPLY							
I-SI1684208	Fittings - LCRA	R	3/03/2021	14.75		042272		
I-SI1685374	Valve Box & Nipple - LCRA	R	3/03/2021	66.18		042272		80.93



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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02179	Art Street Interactive Reservation Sys. Hosting/Maint	R	3/03/2021	549.70		042273		549.70
01666	AT & T Acct#9391062398	R	3/03/2021	106.78		042274		106.78
01666	AT & T Acct#9391064013	R	3/03/2021	23.49		042275		23.49
00021	AWA OF VENTURA COUNTY Water Wise Training - BOARD	R	3/03/2021	75.00		042276		
	CCWUC Education Training	R	3/03/2021	100.00		042276		175.00
04111	Roadpost, Inc. Sat Phone Service - TP	R	3/03/2021	54.80		042277		54.80
00208	CareIQ 1102WC200000006 DOS 01/12/21	R	3/03/2021	142.68		042278		
	1102WC200000006 DOS 01/15/21	R	3/03/2021	142.68		042278		
	1102WC200000006 DOS 01/22/21	R	3/03/2021	142.68		042278		428.04
01843	COASTAL COPY Copier Usage - LCRA	R	3/03/2021	146.84		042279		
	Copier Usage - DO	R	3/03/2021	334.02		042279		480.86
01483	CORVEL CORPORATION 1102WC180000001 DOS 01/12/21	R	3/03/2021	9.50		042280		
	1102WC200000006 DOS 01/12/21	R	3/03/2021	9.50		042280		
	1102WC200000006 DOS 01/15/21	R	3/03/2021	9.50		042280		
	1102WC-200000006 DOS 01/22/21	R	3/03/2021	9.50		042280		
	1102WC180000001 DOS 02/12/21	R	3/03/2021	9.50		042280		
	Claim #1102WC200000006	R	3/03/2021	724.80		042280		772.30
01764	DataProse, LLC UB Mailing 01/21	R	3/03/2021	4,018.97		042281		4,018.97
03517	Department of Industrial Relat Workers Comp Assesments	R	3/03/2021	4,822.95		042282		4,822.95
03910	DoiT International USA, INC Google Apps 02/21	R	3/03/2021	1,468.29		042283		1,468.29
01288	ENVIRONMENTAL SYSTEMS ESRI EAP Tech Support - ENG	R	3/03/2021	50,350.00		042284		50,350.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00095	FAMCON PIPE & SUPPLY							
	I-S100047600.001 Adapter & Brass 90 - PL	R	3/03/2021	1,317.03		042285		
	I-S100047618.001 Ball Corp - EM	R	3/03/2021	205.92		042285		
	I-S100047628.001 Adapter & Mega-Lug - PL	R	3/03/2021	260.62		042285		1,783.57
00099	FGL ENVIRONMENTAL							
	I-100456A OWS TCP Monitoring 01/12/21	R	3/03/2021	500.00		042286		
	I-100458A OWS Wells WQ 01/12/21	R	3/03/2021	1,405.00		042286		
	I-101427A Nitrate Monitoring 02/02/21	R	3/03/2021	61.00		042286		
	I-101429A TCP Monitoring 02/02/21	R	3/03/2021	200.00		042286		2,166.00
00101	FISHER SCIENTIFIC							
	I-4310199 Autoclave Thermometer - LAB	R	3/03/2021	124.15		042287		124.15
02720	Garda CL West, Inc.							
	I-10625086 Armored Truck Service	R	3/03/2021	788.46		042288		788.46
00121	HACH COMPANY							
	I-12341755 Ammonia Free Chemkeys - TP	R	3/03/2021	1,361.48		042289		1,361.48
05746	Hasa Inc.							
	I-734142 Chlorine for Ojai Sys. - TP	R	3/03/2021	607.15		042290		
	I-734170 Chlorine for Ojai Sys. - TP	R	3/03/2021	1,225.20		042290		1,832.35
00596	HOME DEPOT							
	I-6884098 Drive Deep Socket - LCRA	R	3/03/2021	31.34		042291		
	I-8591726 Drill Bit Set - LCRA	R	3/03/2021	24.63		042291		
	I-8903494 Drill - LCRA	R	3/03/2021	99.10		042291		155.07
00894	HOSE-MAN, INC.							
	I-5282837-0001-05 Hose Repair & Ties Bag - MAINT	R	3/03/2021	46.17		042292		46.17
00125	IDEXX DISTRIBUTION CORP							
	I-3079743747 Comparator - LAB	R	3/03/2021	55.59		042293		55.59
04302	J&J Chemical Co.							
	I-267109 Propaxx Elite - LCRA	R	3/03/2021	231.55		042294		231.55
02344	Janitek Cleaning Solutions							
	I-40549A Janitorial Service - DO	R	3/03/2021	2,477.95		042295		2,477.95
05749	Macro-Pro, Inc.							
	I-6/14960339-1 1102WC180000001 DOS 01/12/21	R	3/03/2021	212.12		042296		212.12

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
05449	Matheson Tri-Gas, Inc. I-23173091 Liquid Oxigen - TP	R	3/03/2021	3,432.11		042297		3,432.11
02129	Tracy Medeiros I-030321 1102WC180000001 02/20-03/05/21	R	3/03/2021	580.00		042298		580.00
00151	MEINERS OAKS ACE HARDWARE							
	I-957394 Barricade Tape & Duck Tape -UT	R	3/03/2021	28.54		042299		
	I-957492 Tape, Blades & Adapter - UT	R	3/03/2021	136.82		042299		
	I-957557 Contruccion Adhesive - UT	R	3/03/2021	24.39		042299		
	I-958111 Ball Valves - MAINT	R	3/03/2021	11.97		042299		
	I-958155 Keyed Deadbolts & Bolts - LCRA	R	3/03/2021	46.77		042299		
	I-958158 Trash Can - LCRA	R	3/03/2021	81.95		042299		
	I-958209 Belt Hook & Screwdriver Bit-LC	R	3/03/2021	15.02		042299		
	I-958214 Cooler Water - MAINT	R	3/03/2021	22.51		042299		
	I-958221 Paint Supplies - TP	R	3/03/2021	54.92		042299		
	I-958237 Drop Cloths - LCRA	R	3/03/2021	38.06		042299		
	I-958258 Carburetor Cleaner - LCRA	R	3/03/2021	23.76		042299		
	I-958333 U-Bolt - MAINT	R	3/03/2021	22.42		042299		
	I-958421 Joist Hangers - LCRA	R	3/03/2021	28.09		042299		
	I-958491 Plywood & Roof Edge - LCRA	R	3/03/2021	391.05		042299		
	I-958494 Roll Roofing - LCRA	R	3/03/2021	162.98		042299		
	I-958498 Screws & Flat Washer - LCRA	R	3/03/2021	40.22		042299		
	I-958504 Smooth Handy - LCRA	R	3/03/2021	25.35		042299		
	I-958677 Glue & Trash Bags - TP	R	3/03/2021	70.16		042299		
	I-958705 Hose & Hanger - TP	R	3/03/2021	59.01		042299		1,283.99
03444	Mission Linen Supply							
	C-514335292 Invoice Correction - UT	R	3/03/2021	28.07CR		042301		
	I-514253564 Uniform Pants - PL	R	3/03/2021	33.71		042301		
	I-514253565 Uniform Pants -MAINT	R	3/03/2021	26.41		042301		
	I-514253570 Uniform Pants - TP	R	3/03/2021	38.28		042301		
	I-514297534 Uniform Pants - PL	R	3/03/2021	33.71		042301		
	I-514297536 Uniform Pants - UT	R	3/03/2021	28.07		042301		
	I-514297539 Uniform Pants - TP	R	3/03/2021	38.28		042301		
	I-514335288 Uniform Pants - MAINT	R	3/03/2021	26.41		042301		196.80
01570	Ojai Auto Supply							
	I-512872 Engine Brite Cleaner - GARAGE	R	3/03/2021	24.42		042302		24.42
00165	OJAI LUMBER CO, INC							
	I-2102-621176 Galvalume Roofing - LCRA	R	3/03/2021	121.14		042303		
	I-2102-621201 Sinkner Gun Nail - LCRA	R	3/03/2021	85.15		042303		
	I-2102-621454 Douglas Fir - LCRA	R	3/03/2021	193.98		042303		
	I-2102-621531 Douglas Fir - LCRA	R	3/03/2021	153.58		042303		
	I-2102-621681 Douglas Fir - LCRA	R	3/03/2021	32.96		042303		
	I-5102-621370 Galvalume Roofing - LCRA	R	3/03/2021	24.23		042303		611.04

VENDOR SET: 01 Casitas Municipal Water D  
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 DATE RANGE: 2/26/2021 THRU 3/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
04734	Pacific Inpatient Physicians							
I-6/14057408-2	1102WC200000005 DOS 10/16/19	R	3/03/2021	227.72		042304		
I-6/14058515-3	1102WC200000005 DOS 10/21/19	R	3/03/2021	94.68		042304		
I-6/14072767-2	1102WC200000005 DOS 10/26/19	R	3/03/2021	94.68		042304		
I-6/14096924-3	1102WC200000005 DOS 11/04/19	R	3/03/2021	144.44		042304		561.52
00188	PETTY CASH							
I-030221	Increase Petty Cash - LCRA	R	3/03/2021	2,000.00		042305		2,000.00
05713	Pops Auto Repair							
I-048	Pressure Washer Repair-Unit117	R	3/03/2021	600.29		042306		600.29
01109	SALVADOR LOERA TRANSPORTATION							
I-15734	Fill Sand - PL	R	3/03/2021	434.00		042307		
I-15735	Fill Sand - PL	R	3/03/2021	459.00		042307		
I-15736	Granite - LCRA	R	3/03/2021	841.64		042307		1,734.64
02756	SC Fuels							
I-1814134-IN	Gas - DO	R	3/03/2021	5,665.34		042308		5,665.34
05793	Sharp Imaging Medical Group In							
I-6/14987231-1	1102WC180000001 DOS 02/12/21	R	3/03/2021	345.75		042309		345.75
00215	SOUTHERN CALIFORNIA EDISON							
I-022621a	Acct#2312811532	R	3/03/2021	288.03		042310		
I-022621b	ACCT#2157697889	R	3/03/2021	500.43		042310		
I-030221	Acct#2210507034	R	3/03/2021	10,737.52		042310		
I-030321	Acct#2210503702	R	3/03/2021	7,953.51		042310		19,479.49
00216	Southern California Gas Co.							
I-022621a	Acct#00801443003	R	3/03/2021	838.41		042311		
I-022621b	Acct#18231433006	R	3/03/2021	371.43		042311		1,209.84
00048	STATE OF CALIFORNIA							
I-022521	State Water Plan Payment	R	3/03/2021	279,538.00		042312		279,538.00
02643	Take Care by WageWorks							
I-12193477	Reimburse Med/Dep Care	R	3/03/2021	2,600.00		042313		
I-12218516	Reimburse Med/Dep Care	R	3/03/2021	190.00		042313		2,790.00
02840	Techstone Inc.							
I-15742	Resin & Texture Blend - LCRA	R	3/03/2021	437.01		042314		437.01

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02527	Traffic Technologies LLC							
I-36912	COVID Signs - LCRA	R	3/03/2021	555.99		042315		
I-36913	Delineator Bent Base - LCRA	R	3/03/2021	134.69		042315		
I-36914	Pet Leash Signs - LCRA	R	3/03/2021	356.54		042315		1,047.22
01512	TRENCH SHORING COMPANY							
I-RI20088215	Trench Top Rental - PL	R	3/03/2021	397.60		042316		397.60
01662	TYLER TECHNOLOGIES, INC.							
I-025-324378	UB Monthly Online Fees 03/21	R	3/03/2021	128.00		042317		128.00
00225	UNDERGROUND SERVICE ALERT							
I-220210096	CAS01 New Ticket Charges - ENG	R	3/03/2021	171.70		042318		
I-dsb20200715	Regulatory Costs - ENG	R	3/03/2021	110.30		042318		282.00
00257	VENTURA RIVER WATER DISTRICT							
I-022821a	Acct#5-37500A	R	3/03/2021	59.50		042319		
I-022821b	Acct#3-50100A	R	3/03/2021	10.00		042319		69.50
05732	Water Consultancy Inc							
I-423	Consulting Service Rate Study	R	3/03/2021	1,160.00		042320		1,160.00
1	BENNETT, WILLIAM							
I-000202102231852	US REFUND	R	3/03/2021	3.20		042321		3.20
1	KAPLAN, LESLIE							
I-000202102231853	US REFUND	R	3/03/2021	44.62		042322		44.62
1	OJAIWW LLC.							
I-000202102261859	US REFUND	R	3/03/2021	42.62		042323		42.62
1	SMITH, GRAHAM							
I-000202102261862	US REFUND	R	3/03/2021	12.66		042324		12.66
1	SURABIAN, CHRIS							
I-000202102261861	US REFUND	R	3/03/2021	40.05		042325		40.05
1	WILLIAMS, ADRIAN							
I-000202102261860	US REFUND	R	3/03/2021	4.54		042326		4.54
1	ELLIS, HEATHER							
I-000202102261863	US REFUND	R	3/03/2021	43.06		042327		43.06

VENDOR SET: 01 Casitas Municipal Water D  
 BANK: AP ACCOUNTS PAYABLE  
 DATE RANGE: 2/26/2021 THRU 3/10/2021

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02333	A-1 Truck & Equipment							
I-32975	Body Repair - Unit 80	R	3/10/2021	6,908.84		042328		6,908.84
00010	AIRGAS USA LLC							
I-9110611628	Acetylene & Oxigen - LCRA	R	3/10/2021	383.08		042329		383.08
09569	ALLCABLE							
I-4023345	Plug, Crimper for SA Plant -EM	R	3/10/2021	103.44		042330		
I-4023655	Patch Cord & Tie Cables - EM	R	3/10/2021	57.11		042330		160.55
04307	ALLIED INDUSTRIES INC.							
I-9069	Marker Balls - ENG	R	3/10/2021	3,177.21		042331		3,177.21
03044	Amazon Capital Services							
I-1WCV-1PQH-P3F7	Bird Netting - LCRA	R	3/10/2021	106.70		042332		106.70
00029	AMERICAN TOWER CORP							
I-3537116	Tower Rent-Red Mtn.Rincon Peak	R	3/10/2021	2,196.12		042333		2,196.12
00014	AQUA-FLO SUPPLY							
I-SI1688690	Zip Tie & Seal Tape - EM	R	3/10/2021	16.92		042334		
I-SI1689729	45 Ell - LCRA	R	3/10/2021	86.25		042334		103.17
00030	B&R TOOL AND SUPPLY CO							
I-1900956068	Trimmer Guard - Maint	R	3/10/2021	329.89		042335		329.89
05797	Baron Industries							
I-01 657770	Repair Kits Heidelberger - EM	R	3/10/2021	143.46		042336		143.46
00463	Cal-Coast Machinery							
I-678261	Bracket - Unit 112	R	3/10/2021	567.25		042337		567.25
09182	CalPERS							
I-100000016348333	Unfunded Accrued Liab. 03/21	R	3/10/2021	50,393.14		042338		50,393.14
00055	CASITAS BOAT RENTALS							
I-Feb 21	Gas for Boats - LCRA	R	3/10/2021	447.06		042339		447.06
00062	CONSOLIDATED ELECTRICAL							
I-9009-1001367	Power Supply - EM	R	3/10/2021	1,086.63		042340		
I-9009-1001811	Electrical Parts for SCADA -EM	R	3/10/2021	1,049.44		042340		2,136.07
00873	CSAC EXCESS INSURANCE AUTHORIT							
I-21100463	Excess Workers Comp Insurance	R	3/10/2021	11,829.00		042341		11,829.00

VENDOR SET: 01 Casitas Municipal Water D  
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02544	Department of Justice Fingerprinting - FISH	R	3/10/2021	32.00		042342		32.00
00086	E.J. Harrison & Sons Inc Acct#500825086	R	3/10/2021	446.97		042343		446.97
00091	ERNST & YOUNG LLP Client#0012205436	R	3/10/2021	1,284.00		042344		1,284.00
00095	FAMCON PIPE & SUPPLY Ford Adapter & 90 Elbow - PL	R	3/10/2021	1,430.72		042345		7,173.85
	I-S100047916.001 8" Saddle - PL	R	3/10/2021	368.94		042345		
	I-S100048416.001 8" C900 Pipe - PL	R	3/10/2021	1,340.63		042345		
	I-S100048604.001 Restraint Kit & MJ FLG - PL	R	3/10/2021	2,488.09		042345		
	I-S100048713.001 MJ FLG & Restraint Kit - PL	R	3/10/2021	1,545.47		042345		
00099	FGL ENVIRONMENTAL Reservpir - Radio 01/05/21	R	3/10/2021	45.00		042346		925.00
	I-101425A OWS-San Antonio TP Mn 02/02/21	R	3/10/2021	15.00		042346		
	I-101426A OWS-San Antonio TP Mn 02/02/21	R	3/10/2021	30.00		042346		
	I-101430A THM/HAA Monitoring 02/02/21	R	3/10/2021	792.00		042346		
	I-101827A Nitrate Monitoring 02/09/21	R	3/10/2021	43.00		042346		
00101	FISHER SCIENTIFIC MacConkey Agar Pates - FISH	R	3/10/2021	37.07		042347		70.93
	I-5672864 Trac Timer - LAB	R	3/10/2021	33.86		042347		
02217	Greg Rents Mixer & Concrete - LCRA	R	3/10/2021	229.09		042348		229.09
00121	HACH COMPANY Monochloramone & Ammonia - LAB	R	3/10/2021	578.88		042349		578.88
01052	HARBOR FREIGHT TOOLS USA, INC Paint Brush - LCRA	R	3/10/2021	15.06		042350		15.06
00127	INDUSTRIAL BOLT & SUPPLY Hex Bolt & Hex Shank - PL	R	3/10/2021	51.11		042351		486.74
	I-219150-1 Hex Cap & Flat Washer - PL	R	3/10/2021	26.98		042351		
	I-219307-1 Nuts & Bolts - PL	R	3/10/2021	408.65		042351		
04032	MA LABS Win Pro - TP	R	3/10/2021	611.93		042352		611.93

VENDOR SET: 01 Casitas Municipal Water D  
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00151	MEINERS OAKS ACE HARDWARE							
	C-956742 Valve Ball Return - UT	R	3/10/2021	32.20CR		042353		
	I-956549 Spray Paint - PL	R	3/10/2021	20.46		042353		
	I-956703 Valve Ball - UT	R	3/10/2021	32.20		042353		
	I-957338 Marking Paint - PL	R	3/10/2021	32.18		042353		
	I-957670 Paint Supplies for Hydrants-UT	R	3/10/2021	110.00		042353		
	I-957735 Screws - EM	R	3/10/2021	21.44		042353		
	I-958476 Cut Key, Bolts & Screws -MAINT	R	3/10/2021	13.50		042353		
	I-958979 Hole Saw & Dirll Bit - EM	R	3/10/2021	22.42		042353		
	I-958991 Screw, Clamp Hose & Washer-LCR	R	3/10/2021	52.06		042353		
	I-959020 Garden Sprayer - EM	R	3/10/2021	13.65		042353		
	I-959049 Garden Hose & Door Pull - LCRA	R	3/10/2021	58.90		042353		
	I-959050 Adapter & ABS Pipe - LCRA	R	3/10/2021	53.11		042353		
	I-959127 Sealer, & Garden Sprayer - LCR	R	3/10/2021	112.73		042353		
	I-959140 Electrical Boxes & Cables-LCRA	R	3/10/2021	163.71		042353		
	I-959197 Caulk & HD Box - LCRA	R	3/10/2021	39.21		042353		
	I-959264 Cover Box & Box Switch - LCRA	R	3/10/2021	50.01		042353		
	I-959308 Tie Cables - FISH	R	3/10/2021	25.35		042353		
	I-959314 Door Hinges & Lumber - LCRA	R	3/10/2021	84.14		042353		
	I-959386 Clamp Hose & Pipe Strap - LCRA	R	3/10/2021	11.96		042353		
	I-959414 Rope - FISH	R	3/10/2021	4.87		042353		
	I-959434 ABS Pipe - LCRA	R	3/10/2021	38.60		042353		
	I-959464 Paint & Cement ABS - LCRA	R	3/10/2021	184.85		042353		
	I-959787 Viper Ada & Paint - LCRA	R	3/10/2021	274.13		042353		
	I-959817 Clamp, Ring Wax - LCRA	R	3/10/2021	25.42		042353		1,412.70
00143	METTLER TOLEDO, INC.							
	I-634684130 Lab Supplies - LAB	R	3/10/2021	121.45		042356		121.45
03724	Michael K. Nunley & Associates							
	I-8708 Mutual Well#7 Equipment - ENG	R	3/10/2021	17,176.00		042357		
	I-8709 Wellfield Eng Tech Svcs. - ENG	R	3/10/2021	215.27		042357		
	I-8710 OWS Wellfield VDF Design - ENG	R	3/10/2021	3,172.16		042357		
	I-8711 West Ojai PL Eng Svcs - ENG	R	3/10/2021	5,515.91		042357		
	I-8712 OWS-Casitas System Integration	R	3/10/2021	8,639.64		042357		34,718.98
03444	Mission Linen Supply							
	I-514340713 Uniform Pants - PL	R	3/10/2021	33.71		042358		
	I-514340714 Uniform Pants - MAINT	R	3/10/2021	26.41		042358		
	I-514340719 Uniform Pants - TP	R	3/10/2021	32.54		042358		92.66
01570	Ojai Auto Supply							
	I-512727 Butt Connector - Unit 80	R	3/10/2021	18.95		042359		
	I-512818 ASST Slide Term - Unit 80	R	3/10/2021	10.49		042359		29.44



NDOR SET: 01 Casitas Municipal Water D  
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00165	OJAI LUMBER CO, INC							
I-2102-621004	Mill Lap Siding - LCRA	R	3/10/2021	245.82		042360		
I-2103-622910	Lumber - LCRA	R	3/10/2021	214.72		042360		460.54
00168	OJAI VALLEY NEWS							
I-300038812	Legal Notice 02/26/21	R	3/10/2021	280.00		042361		
I-300038823	AD 02/26/21	R	3/10/2021	150.00		042361		430.00
00169	OJAI VALLEY SANITARY DISTRICT							
I-22911	Cust #20594	R	3/10/2021	293.20		042362		293.20
00169	OJAI VALLEY SANITARY DISTRICT							
I-22986	Cust #52921	R	3/10/2021	58.64		042363		58.64
00947	CITY OF OJAI							
I-030821a	Encroachment Permits	R	3/10/2021	1,000.00		042364		1,000.00
00947	CITY OF OJAI							
I-030821b	Encroachment Permits	R	3/10/2021	1,200.00		042365		1,200.00
01627	OSCAR'S TREE SERVICE							
I-15566	Trim Oak Tree - MAINT	R	3/10/2021	1,900.00		042366		
I-15570	Tree Removal - LCRA	R	3/10/2021	4,950.00		042366		6,850.00
04531	Peace Officers Research Associ							
I-308399	PORAC Insurance for Rangers	R	3/10/2021	192.00		042367		192.00
00188	PETTY CASH							
I-030321	Repleanish Safe - LCRA	R	3/10/2021	90.00		042368		90.00
05713	Pops Auto Repair							
I-050	Timing Chain Kit - Unit 16	R	3/10/2021	4,000.39		042369		
I-051	Fuel Presure Regulator-Unit 24	R	3/10/2021	720.00		042369		4,720.39
01439	PRECISION POWER EQUIPMENT							
I-145698	Chain Blade - PL	R	3/10/2021	1,094.48		042370		1,094.48
10042	PSR ENVIRONMENTAL SERVICE, INC							
I-10201	Gas Tank Inspetion - DO	R	3/10/2021	230.00		042371		
I-10202	Gas Tank Inspection - LCRA	R	3/10/2021	230.00		042371		460.00
00313	ROCK LONG'S AUTOMOTIVE							
I-31410A	Lube & Oild Change - Unit 59	R	3/10/2021	216.80		042372		216.80

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00872	Smart Rain I-INV1681 Weather Station Signal	R	3/10/2021	79.00		042373		79.00
00215	SOUTHERN CALIFORNIA EDISON I-030421 Acct#2269631768	R	3/10/2021	34.43		042374		
	I-030521 Acct#2210505426	R	3/10/2021	1,887.32		042374		
	I-030521b Acct#2210502480	R	3/10/2021	61,487.18		042374		
	I-030621 Acct#2237011044	R	3/10/2021	16.84		042374		
	I-030921 Acct#2237789169	R	3/10/2021	20.83		042374		63,446.60
00048	STATE OF CALIFORNIA I-2104E53103 1988 Drinking Water Bond	R	3/10/2021	152,533.74		042375		152,533.74
02707	State Ready Mix Inc. I-595298 Slurry - PL	R	3/10/2021	814.54		042376		814.54
02703	Sunbelt Rentals I-108883425-0003 Heidelberger Gen Rental - EM	R	3/10/2021	2,214.20		042377		2,214.20
01147	SUPERIOR GATE SYSTEMS I-4479 Canal Gate Repair - MAINT	R	3/10/2021	1,585.00		042378		
	I-4480 Ranch Rd Gate Repair - MAINT	R	3/10/2021	3,200.00		042378		4,785.00
02643	Take Care by WageWorks I-12245555 Reimburse Med/Dep Care	R	3/10/2021	106.08		042379		106.08
00825	USA BLUEBOOK I-517011 Thermometer - LAB	R	3/10/2021	149.44		042380		149.44
00247	County of Ventura I-309852 Encroachment Permit PE210054	R	3/10/2021	220.00		042381		
	I-310164 Encroachment Permits PE 210115	R	3/10/2021	370.00		042381		
	I-310204 Encroachment Permits PE210116	R	3/10/2021	370.00		042381		
	I-310246 Encroachment Permits PE210121	R	3/10/2021	370.00		042381		1,330.00
00663	WAXIE SANITARY SUPPLY I-79841980 Janitorial Supplies - LCRA	R	3/10/2021	3,158.50		042382		3,158.50
05028	Weck Analytical Environmental I-W1B1796-CasitasMun Quarterly Stage 2 DBP 2/4/21	R	3/10/2021	663.00		042383		663.00
04010	CALIFORNIA STATE DISBURSEMENT I-CS5202103081864 200000001181291	R	3/10/2021	386.30		042384		386.30

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02823	Franchise Tax Board							
I-G08202103081864	STATE TAX GARNISHMENT	R	3/10/2021	500.00		042385		500.00
00124	ICMA RETIREMENT TRUST - 457							
I-DCI202103081864	DEFERRED COMP FLAT	R	3/10/2021	375.00		042386		
I-DI%202103081864	DEFERRED COMP PERCENT	R	3/10/2021	97.19		042386		472.19
00985	NATIONWIDE RETIREMENT SOLUTION							
I-CUN202103081864	457 CATCH UP	R	3/10/2021	480.77		042387		
I-DCN202103081864	DEFERRED COMP FLAT	R	3/10/2021	7,947.07		042387		
I-DN%202103081864	DEFERRED COMP PERCENT	R	3/10/2021	416.10		042387		8,843.94

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	116	783,392.56	0.00	783,392.56
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	149,341.39	0.00	149,341.39
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
			121	932,733.95	0.00	932,733.95
BANK: AP	TOTALS:		121	932,733.95	0.00	932,733.95
REPORT TOTALS:			121	932,733.95	0.00	932,733.95

## Adjudication Charge Fund Account

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.

Adj. Checks:                      No checks were cut in this period.

Voids:



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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Minutes of the Casitas Municipal Water District  
Board Meeting Held  
March 10, 2021

A meeting of the Board of Directors was held March 10, 2021. The meeting was held via teleconference.

1. CALL TO ORDER

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

2. ROLL CALL

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

3. AGENDA CONFIRMATION

No changes were made.

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

None

5. CONSENT AGENDA

5.a. Accounts Payable Report.  
[Accounts Payable Report.pdf](#)

5.b. Minutes of the February 24, 2021 Board Meeting.  
[2 24 2021 Minutes.pdf](#)

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

AYES: Directors: Hajas, Cole, Kaiser, Spandrio, Brennan

NOES: Directors: None

ABSENT: Directors: None

6. PUBLIC HEARING ON THE ANNEXATION OF ADDITIONAL TERRITORY TO THE COMMUNITY FACILITIES DISTRICT 2013-1 (OJAI)

6.a. Public Hearing on the annexation of additional territory to Community Facilities District 2013-1 (Ojai) and the levy of special taxes within the additional territory of the CFD.

[BoardMemo\\_1010 El Toro Rd\\_APN 019-0-062-180\\_20210310.pdf](#) Casitas MWD CFD No. 2013-1 (Ojai)  
[Annexation Report v1 \(1\).pdf](#)

President Brennan states this is the time and place for the public hearing on the annexation to the Community Facilities District 2013-1 (Ojai). The public hearing was opened at 3:04 pm, staff provided a brief presentation. President Brennan asked if there were any written comments and The Clerk of the Board, Vieira responded there were none. President Brennan asked for any public comments and hearing no comments he closed the public hearing at 3:06 p.m.

- 6.b. Recommend adoption of a Resolution of the Board of Directors of the Casitas Municipal Water District Calling a Special election to Levy a Special Tax within Territory Proposed to be Annexed to Casitas Municipal Water District Community Facilities District No. 2013-1 (Ojai).  
[1\\_Resolution No. 2021 Special Election 20210310.pdf](#)

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

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

Resolution is numbered 2021-05

- 6.c. Ballot opening and announcement of results of the election.

Clerk of the Board Vieira opened the ballot and reports the results of the election to be three votes in favor and signs the Canvass and Statement of Results of the Election.

- 6.d. Resolution of the Board of Directors of the Casitas Municipal Water District Declaring Results of Special Election Determining that Certain Territory is Added to and Part of Casitas Municipal Water District Community Facilities District No. 2013-1 (Ojai) and Directing Recording of Notice of Annexation.  
[2\\_Resolution No. 2021 Results 20210310.pdf](#)

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

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

Resolution is numbered 2021-06

- 6.e. Reading and Adoption of an Uncodified Ordinance of the Casitas Municipal Water District Levying Special Taxes Within Certain Territory Annexed to Casitas Municipal Water District Community Facilities District No. 2013-1 (Ojai).  
[3\\_Ordinance 20210310.pdf](#)

The ordinance was offered by Director Hajas, seconded by Director Kaiser and adopted by

the following roll call vote:

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

Resolution is numbered 2021-02

## 7. ACTION ITEMS

- 7.a. Authorize General Manager to execute West Ojai Meter Relocations Reimbursement Agreements with ten property owners.

[BoardMemo\\_MeterRelocations\\_20210310.pdf](#)

[Reimbursement Agreement 20210310 clean.pdf](#)

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

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

## 8. DISCUSSION ITEMS/PRESENTATIONS

- 8.a. Presentation on Ventura - Santa Barbara Counties Intertie Project.

[Board Memo\\_Vta SB County](#)

[Intertie.pdf](#) [Ven-SB Counties Intertie](#)

[Pres 031021.pdf](#)

Engineering Manager Aranda provided a presentation providing an overview of the project. Carpinteria Valley Water District GM Bob MacDonald also spoke on the project. The board discussed possible water supply and costs associated with the project. The cost estimate of the project is \$15,520,270. We have an application under the ASADRA program which was submitted September 2020 with financing terms up to \$10 million with a 30% principal forgiveness and 70% of the loan would be at 0% interest with a 30 year term. There is a lot to accomplish in the coming months to meet the deadlines for the ASADRA program. The board asked questions, requested additional information and provided direction to bring the item back for further consideration and potential for moving forward with the environmental process.

Burt Handy provided information on funding in the \$1.9 trillion dollar Covid bill that was passed today that includes funding for infrastructure for water and sewer.

## 9. INFORMATION ITEMS

- 9.a. Finance Committee Minutes.

[Finance Minutes 021921.pdf](#)

[Finance Minutes 021921.pdf](#)

- 9.b. [CFD 2013-1 Project Report as of 2/28/2021.](#)  
[CFD 2013-1 Project Cost 2-28-2021.pdf](#)
- 9.c. [State Water Project Report as of 2/28/2021.](#)  
[SWP Intertie Project Cost 2-28-21.pdf](#)
- 9.d. [Adjudication Report as of 2/28/2021.](#)  
[Adjudication Charges YTD 2.28.21.pdf](#)
- 9.e. [December Financial Summary.](#)  
[Financial Statements 12-31-2020 Summary.pdf](#)
- 9.f. [Non-budgeted Item Log.](#)  
[Non-Bundegeted Items Log.pdf](#)
- 9.g. [Investment Report as of 2/28/2021.](#)  
[Investment Report 02.28.21.pdf](#)

#### 10. GENERAL MANAGER COMMENTS

Mr. Flood reported that the County of Ventura is awarding the replacement of the Santa Ana Bridge as part of the Matilija Dam removal project. They have a \$13 million dollar grant to build a new bridge. Casitas has a water line in the existing bridge and there will be accommodation in the new bridge to put the pipeline back.

Mr. Flood reported on the successful shut down of the Rincon system last week and the transition in the Ojai system from Chlorine to Chloramines and back. The systems worked well together and there were no water quality complaints.

The state released their guidelines for the Urban Water Management Plans that are due on July 1, 2021.

#### 11. BOARD OF DIRECTOR REPORTS ON MEETINGS ATTENDED

Director Kaiser attended the AWA Board meeting to approve the slate of board officers. President Brennan will be serving as the AWA Vice President.

Director Hajas attended the UVRGA workshop on the draft GSP and President Brennan added that he listened in as well.

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

Director Spandrio announced that he has decided to move to Arizona by the end of the month and is resigning effective March 26<sup>th</sup>. Director Spandrio suggested the district either do nothing and wait to replace the seat until the election in 2022 or to consider electing Mary Bergen as a replacement. President Brennan thanked Director Spandrio for his service on the board.



President Brennan moved the meeting to closed session at 4:16 p.m.

13. CLOSED SESSION

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

President Brennan moved the meeting back to open session at 5:26 p.m. with Mr. Mathews stating that the board met with general and special counsel to discuss the closed session item. There was discussion and an update on the litigation but no specific action was taken.

14. ADJOURNMENT

President Brennan adjourned the meeting at 5:27 p.m.

---

Richard Hajas, Secretary

Minutes of the Casitas Municipal Water District  
Special Board Meeting Held  
February 26, 2021

A special meeting of the Board of Directors was held February 26, 2021. The meeting was held via teleconference.

1. CALL TO ORDER

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

2. ROLL CALL

Directors Kaiser, Cole, Hajas, Spandrio and Brennan are present. Also present at Gm Flood, AGM Dyer, EA Vieira and Counsel Mathews.

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

Bert Rapp asked if the presentation was available and Mr. Flood explained that it was on the website.

4. ACTION ITEM

4.a. Discussion and Possible Action on the Draft Casitas MWD Comprehensive Water Resources Plan.

[Memo\\_Board\\_CWRP\\_Feb26-2021-Final.pdf](#)

[ATT1\\_Board\\_CWRP\\_Feb26-2021.pdf](#) [CWRP\\_Board\\_Feb26-2021.pdf](#)

The Board discussed the background of the Comprehensive Water Resources Plan, demand and supply considerations. The board asked for additional information and public comments were made by Bill Weirick, Jim Kentosh and Bruce Kuebler. Staff was provided direction and will bring the item back at the end of March or beginning of April.

5. ADJOURNMENT

President Brennan adjourned the meeting at 3:46 p.m.

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Richard Hajas, Secretary

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Approval of a US Bureau of Reclamation (USBR) request for an additional funding deposit in the amount of \$25,000 for Robles Fish Passage and Diversion Facility oversight and coordination activities.**  
Date: March 19, 2021

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## RECOMMENDATION:

Approve the USBR's request.

## BACKGROUND:

The US Bureau of Reclamation (USBR) provides review and oversight services for the District's Robles Fish Passage and Diversion Facility.

Casitas provides periodic cash deposits to the USBR in order to fund those activities.

## DISCUSSION:

The provided a \$20,000 deposit to the USBR in July 2020.

The USBR's past year's included not only regular review and oversight activities but also generation of a report on the proposed fish screen modifications.

The USBR is requesting a \$25,000 deposit to continue their activities.

The Finance Committee recommends approval.

## Fiscal Impact:

While this expenditure was not specifically accounted for in the current fiscal year budget, sufficient funds remain within the budget to cover this cost.

UNITED STATES DEPARTMENT OF THE INTERIOR  
DOWN PAYMENT (BILL) REQUEST

Make Remittance Payable To: Bureau of Reclamation  
Billing Contact: Yuki Darko Phone: 916-978-5372

Bill #: 90881380  
Customer: 3000019413  
Date: 03/02/2021  
Due Date: 03/02/2021

Remit Payment To: DOI - BOR - Region: CA Great Basin  
PO Box 6200-24  
Portland, OR 97228-6200

Send Overnight Mail To:  
US Bank-Attn: Government Lockbox-DOI  
Lockbox # 6200-24  
17650 NE Sandy Blvd.  
Portland, OR 97230

Payer: CASITAS MUNICIPAL WATER DISTRI  
1055 VENTURA AVENUE  
OAK VIEW CA 93022-9622

Checks must be made payable to  
Bureau of Reclamation. Please detach the top portion  
or include bill number on all remittances.

Amount of Payment: \$ \_\_\_\_\_

Date	Description	Qty	Unit Price		Amount
			Cost	Per	
03/02/2021	Fund XXXR0680R1 WBS RR.17529652.2100128  19WC205506  PM: Brian Lopez, SCCAO	1	25,000.00	1	25,000.00

Amount Due this Bill: 25,000.00

Accounting Classification:  
Sales Order: 83717  
Sales Office: BOR2  
Customer: 3000019413  
Accounting #: 10764311

TIN: \*\*\*\*\*4993

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** VENTURA-SANTA BARBARA COUNTIES INTERTIE  
**DATE:** 03/24/21

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**RECOMMENDATION:**

- Presentation of an estimate of costs to deliver Casitas MWD's State Water Project (SWP) Table A water supplies through the Ventura-Santa Barbara Counties Intertie
- Authorize \$400,000 budget for design services to Water Works Engineers for fiscal year 2021-22 for the Ventura-Santa Barbara Counties Intertie
- Authorize staff to release the Notice of Intent (NOI) for the Ventura-Santa Barbara Counties Intertie project and post the Initial Study/Mitigated Negative Declaration (IS/MND) on the District's website for public review

**BACKGROUND:**

The proposed Ventura-Santa Barbara Counties Intertie project connects Casitas' transmission system on the west side of Ventura County to Carpinteria Valley Water District's (CVWD) system on the southeastern end of Santa Barbara County. The project includes construction of approximately 6,000 feet of 16-inch pipeline, two pump stations, and piping modifications at two tanks.

**Estimate of Costs.** At the Board meeting of March 10, 2021, the Board requested information regarding operating costs to deliver water through the project, as well as a comparison with wheeling costs from a southern alternative. Preliminary operating costs are approximately \$2,100-\$2,900 per acre-foot (AF) through the Ventura-Santa Barbara Counties Intertie. However, costs are subject to negotiation and the Board may consider exchange of water supply to reduce costs. For a potential In-Lieu Program that would deliver via the State Water Project to the eastern side of the City of Ventura, the estimated operating costs are approximately \$1,100-\$1,400 per AF. Staff will provide a presentation to review the preliminary cost estimates.

**Design.** In February 2019, the District engaged Water Works Engineers (WWE) to complete design services for the project in the amount of \$762,759. At the time, direction was given to WWE to only complete preliminary design to strengthen the District's application for the Hazard Mitigation Grant Program (HMGP) administered by California Office of Emergency Services (Cal OES) and the Federal Emergency Management Agency (FEMA). To date, \$73,488 was spent on preliminary design. The Preliminary Design Report (PDR) for the project was completed in July 2019. Over the course of project development, additional services were identified which are necessary to complete the detailed design effort. WWE presented an amendment request in July 2019 for an additional \$697,042.

An appropriation of \$400,000 is requested in the current fiscal year to begin the design phase. Funds will be requested in the budget for fiscal year 2021-22 in the amount of \$1,000,000 to complete the design.

**California Environmental Quality Act Compliance.** Based on the PDR, an Initial Study and Mitigated Negative Declaration (attached) was prepared and is ready for public review. A Notice of Intent (attached) was prepared by Rincon Consultants for the project. A preliminary list of interested parties to whom the NOI will be mailed is also included as an attachment. The NOI will be published in newspapers in Ventura County and Santa Barbara County, filed with the County Clerks of Ventura and Santa Barbara, and submitted electronically to the State Clearinghouse. The IS/MND will be posted on the District's website.

The proposed timeline for adoption of the IS/MND is:

<u>Description</u>	<u>Date</u>
<u>Publish NOI in Newspapers</u>	<u>Friday, April 2, 2021</u>
<u>30-Day Public Review/Comment ends</u>	<u>Sunday, May 2, 2021</u>
<u>Board Adopts IS/MND</u>	<u>Wednesday, May 26, 2021</u>

**FINANCIAL IMPACT:**

There is no financial impact to releasing the NOI and the IS/MND.

An appropriation of \$400,000 is requested for fiscal year (FY) 2020-2021 for design services. Funds are available from the FY 2020-2021 budget from the SWP Interconnection project which was budgeted \$500,000. These funds have not been expended due to the lack of a signed contract with the partners in the project.

Additional funds of approximately \$1,000,000 will be requested in FY 2021-2022 budget to complete Ventura-Santa Barbara Intertie design.

Attachments: Presentation on Estimate of Costs  
Initial Study/Mitigated Negative Declaration  
Notice of Intent  
Preliminary Mailing List



# Ventura-Santa Barbara Counties Intertie

**Board of Directors  
March 24, 2021**

# Agenda

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- Background
- Preliminary Costs of Ventura-Santa Barbara Counties Intertie
  - Capital Costs
  - Operational Unit Costs
- Comparison of Preliminary Costs of City of Ventura In-Lieu
- Next Steps





# Background



# Background

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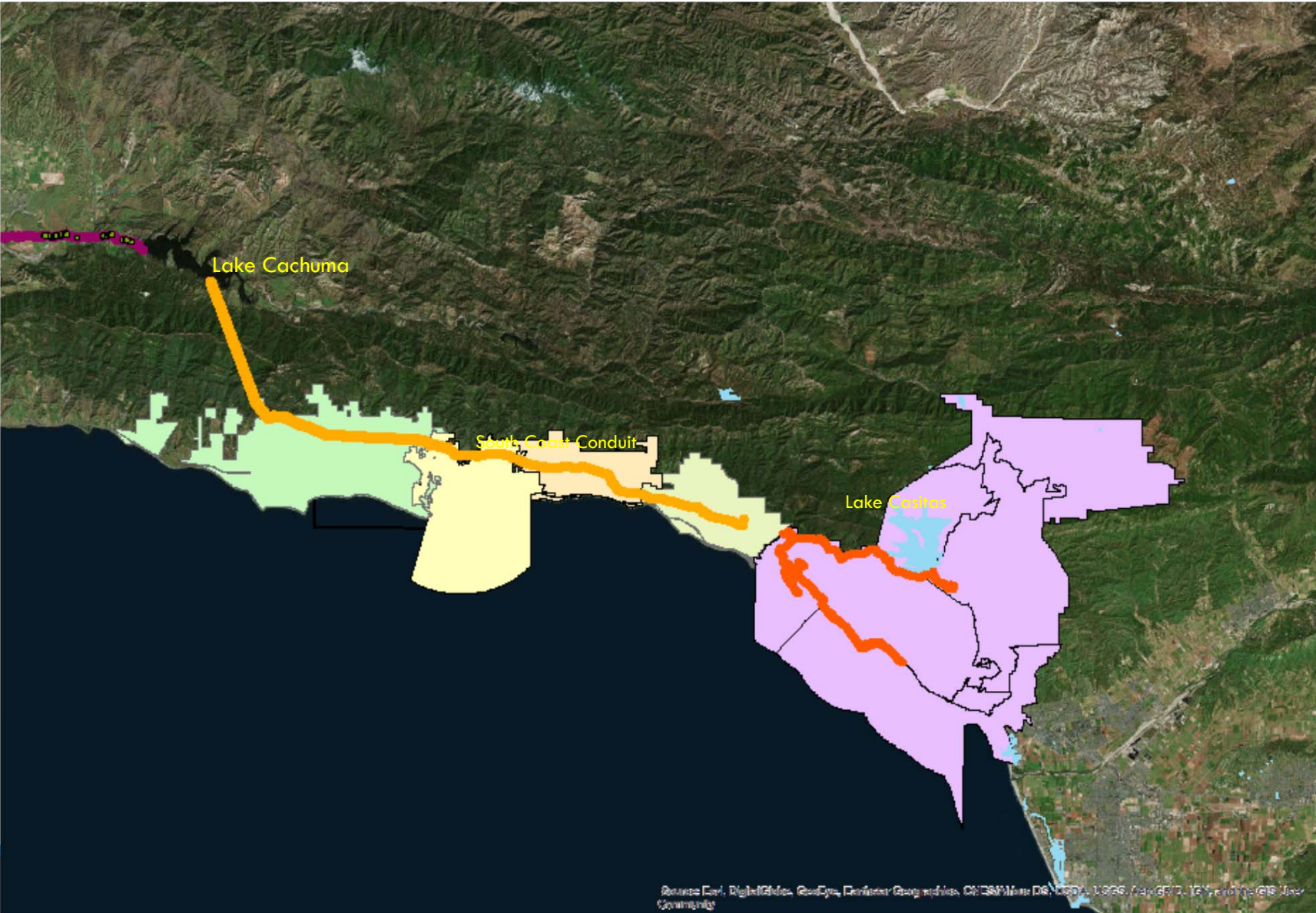
- Ventura-Santa Barbara Counties Intertie presented to Board of Directors on March 10, 2021
- Directed staff to return with ballpark operational costs, and a comparison with wheeling costs from a southern alternative











# Assumed Average Yield

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- 12-year utilization of CCWA is 50%, approx. 7,500 AFY
  - Typical availability for CCWA during non-drought years
- 16-inch diameter at 4,000 gpm
- 2,000 acre-feet available over 4 months of year







# Preliminary Costs for Ventura-Santa Barbara Counties Intertie



# Estimated Capital Costs

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- \$15.5 Million
- SRF ASADRA Loan
  - \$3M forgiveness
  - \$7M financed over 30 year at 0% rate
  - \$5.5M financed over 30 year at 50% of CA general obligation bond rate for previous calendar year (assume 0.85% interest)
- Annual Debt Payment ~ \$443,000



# Operational Cost Components

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- DWR Fixed Costs for Coastal Branch
- DWR Variable Costs
- CCWA Fixed and Variable Costs
- USBR Warren Act Charges
- City of Santa Barbara Treatment Costs
- Carpinteria Valley Water District Wheeling Costs
- Casitas Pumping and Treatment Costs





# Preliminary Operational Unit Cost

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- \$2100- \$2900/AF (fixed and variable)
- Casitas' share of fixed costs is negotiable
  - Casitas would use excess capacity and have lower priority use
- Payment with water could reduce monetary costs
- Terms have yet to be negotiated

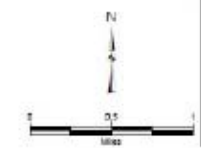
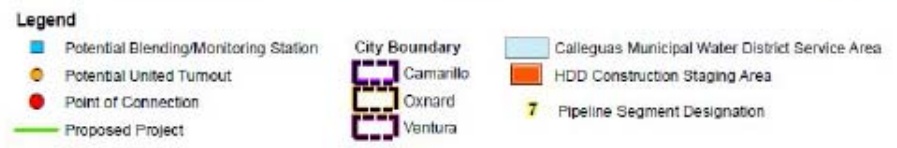
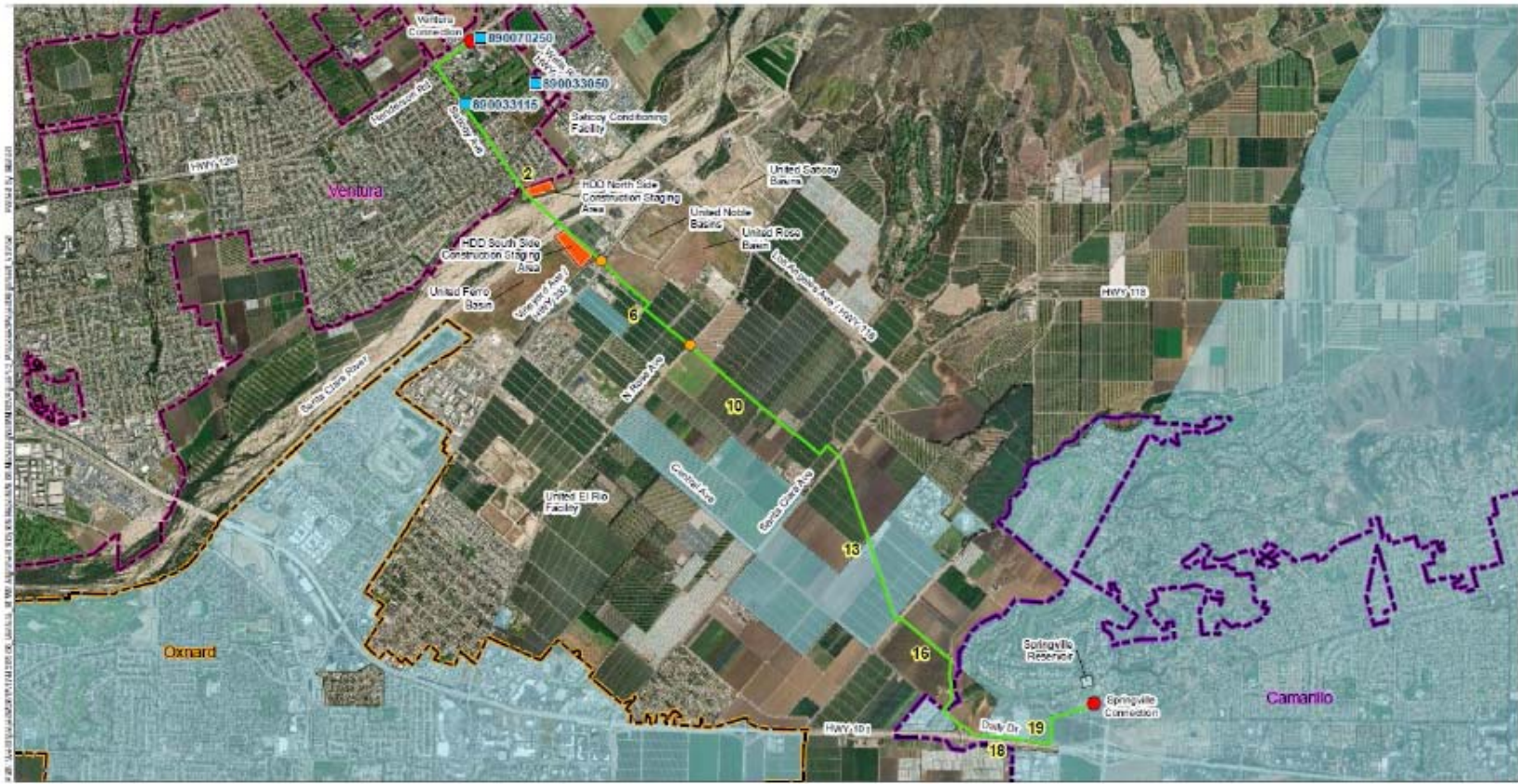




# Cost Comparison with City of Ventura In-Lieu Program







**Kennedy/Jenks Consultants**  
 City of Ventura  
 State Water Project Interconnection EIR

Proposed Project  
 KJ 1744205/00  
 January 2019  
 Figure 1-2



# Operational Cost Components

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- DWR Variable Costs
- MWD Treated Water Wheeling Costs
- Calleguas MWD Wheeling Costs
- City of Ventura Operating Costs



# Preliminary Operational Unit Cost

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- \$1 100- \$1 400/AF
- Additional analysis needed on revenue impacts
- Terms have yet to be negotiated



# Operational Cost Comparison

Project	Average Yield, AFY	Preliminary Operational Cost
Ventura-Santa Barbara Counties Intertie	2,000	\$2100-2900/AF
City of Ventura In-Lieu	3,100	\$1100-1400/AF





# Next Steps



# Next Steps

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- Authorize staff to release the Notice of Intent and post the Initial Study/Mitigated Negative Declaration on the District's website for public review
- Authorize \$400,000 budget for design services for fiscal year 2020-21







End of Presentation



Ojai Water System Improvements Project Initial Study-Mitigated Negative Declaration

Name	Title	Agency	Address	City, State ZIP	Notes
<b>Federal</b>					
Chris Dellith	Planning Environmental Resources Branch Senior Biologist	U.S. Army Corps of Engineers U.S. Fish and Wildlife Service	915 Wilshire Blvd. 2493 Portola Road, Suite B	Los Angeles, CA 90017 Ventura, CA 93003	
<b>State/Regional</b>					
Edmund Pert	Regional Manager CEQA Distribution	California Department of Fish and Wildlife, South Coast Region California Department of Water Resources	3883 Ruffin Road P.O. Box 942836	San Diego, CA 92123 Sacramento, CA 94236	
Deborah Smith	Executive Officer	Los Angeles Regional Water Quality Control Board	320 West 4th Street, Suite 200	Los Angeles, CA 90013	
Matthew T. Keeling	Executive Officer	Central Coast Regional Water Quality Control Board	895 Aerovista Place, Suite 101	San Luis Obispo, CA 93401-7906	
John Bulinski	District 7 Director	Caltrans District 7, Office of Public Transportation and Regional Planning	100 South Main Street	Los Angeles, CA 90012	
Timothy Gubbins	District 5 Director	Caltrans District 5, Office of Public Transportation and Regional Planning	50 Higuera St	San Luis Obispo, CA 93401	
Jeff Densmore	CEQA Distribution District 6 Engineer	California State Water Resource Control Board, Division of Drinking Water California State Water Resource Control Board, Division of Drinking Water, District 6	1001 I Street 1180 Eugenia Place, Suite 200	Sacramento, CA 95814 Carpinteria, CA 93013	
<b>Ventura County</b>					
	CEQA Distribution	County of Ventura, Public Works Department	800 South Victoria Avenue, L#1600	Ventura, CA 93009	
	CEQA Distribution	County of Ventura, Resource Management Agency	800 South Victoria Avenue, L #1700	Ventura, CA 93009-1740	
	CEQA Distribution	Ventura County Air Pollution Control District, Planning & Evaluation Division, Environmental Review	669 County Square Drive	Ventura, CA 93003	
Mark Lorenzen	Fire Chief	Ventura County Fire Department	165 Durlay Avenue	Camarillo, CA 93010-8586	
Darren Kettle	Executive Director	Ventura County Transportation Commission	950 County Square Drive, Suite 207	Ventura, CA 93003	
	CEQA Distribution	Ventura County Resource Conservation District	3380 Somis Road	Somis CA 93066	
Glenn Shepard	CEQA Distribution Director	Ventura County Sheriff's Office Ventura County Watershed Protection District, Planning and Regulatory Division	402 S. Ventura Street 800 South Victoria Ave.	Ojai, CA 93023 Ventura, CA 93009	
<b>Santa Barbara County</b>					
	CEQA Distribution	County of Santa Barbara, Public Works Department	105 E Anapamu St #301	Santa Barbara, CA 93101	
	CEQA Distribution	County of Santa Barbara, Water Resources Division	130 E Victoria St, Suite 200	Santa Barbara, CA 93101	
	CEQA Distribution	Santa Barbara Air Pollution Control District	260 N San Antonio Rd #A	Santa Barbara, CA 93110	
Eric Peterson	Fire Chief	Santa Barbara County Fire Department	4410 Cathedral Oaks Road	Santa Barbara, CA 93110	
	CEQA Distribution	Santa Barbara County Association of Governments	260 N San Antonio Rd #B	Santa Barbara, CA 93110	
	CEQA Distribution	Santa Barbara County Sheriff's Office	4434 Calle Real	Santa Barbara, CA 93110	
<b>Water Companies</b>					
Robert McDonald	General Manager	Carpinteria Valley Water District	1301 Santa Ynez Avenue	Carpinteria, CA 93013	
Susan Rungren	General Manager	Ventura Water	501 Poli Street	Ventura CA 93002	
<b>Native American Tribes</b>					
Kenneth Kahn	Chairperson	Santa Ynez Band of Chumash Indians	P.O. Box 517	Santa Ynez, CA 93460	
Julie Lynn Tumamait-Stenslie	Chairperson	Barbareno/ Venturoeno Band of Mission Indians	365 North Poli Ave	Ojai, CA 93023	
Anthony Morales	Chief	San Gabriel Band of Missions Indians	P.O. Box 693	San Gabriel, CA 91778	
Patrick Tumamait		Barbareno/ Venturoeno Band of Mission Indians	992 El Camino Corto	Ojai, CA 93023	
Eleanor Arrellanes		Barbareno/ Venturoeno Band of Mission Indians	P.O. Box 5687	Ventura, CA 93005	
Raudel Joe Banuelos, Jr.		Barbareno/ Venturoeno Band of Mission Indians	331 Mira Flores Court	Camarillo, CA 93012	
Freddie Romero		Santa Ynez Band of Chumash Indians	100 Via Juana Rd	Santa Ynez, CA 93460	
Julio Quair	Chairperson	Chumash Council of Bakersfield	729 Texas St	Bakersfield, CA 93307	
Fred Collins	Spokesperson	Northern Chumash Tribal Council	P.O. Box 6533	Los Osos, CA 93412	
Mark Vigil	Chief	San Luis Obispo County Chumash Council	1030 Ritchie Road	Grover Beach, CA 93433	
Mona Tucker	Chairperson	yak tityu tityu yak tilhini - Northern Chumas Tribe	660 Camino Del Rey	Arroyo Grande, CA 93420	
Mia Lopez		Coastal Band of the Chumash Nation	24 S. Voluntario Street	Santa Barbara, CA 93101	
<b>Individuals</b>					
Tony Brown	APN 001101041, 008016048		6940 Casitas Pass Road	Carpinteria CA 93013-3104	
Abbott Ranch LLC	APN 008016046		PO Box 1322	Carpinteria CA 93014-1322 8006	
Jehanne Brown	APN 008016047		1565 Seacoast Way	Carpinteria CA 93014--1454	
Barnard	APN 008016041		PO Box 1199	Summerland CA 93067-1199	
Brown Investments Inc	APN 008016036, 008021002, 008021001		PO Box 910	Carpinteria CA 93014-0910	
Belmonte West	APN 008016035	c/o David Bettles	PO Box 177	Caripinteria CA 93014-0177	
Alina Ranches, LLC	APN 008018056				

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Adoption of a Resolution revising the Casitas Municipal Water District (Casitas MWD) Meetings of the Board of Directors Time.**  
Date: March 19, 2021

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## RECOMMENDATION:

Board of Directors consider the appropriate meeting time for the resolution.

## BACKGROUND:

At the January 13, 2021 Regular Meeting of the Board of Directors of the Casitas MWD, the Board expressed a desire to change the time of the Regular Meetings of the Board of Directors.

Revisions to the Casitas MWD bylaws in regard to Article VIII: (Meetings of the Board of Directors); Section 1: (Time and Place) were subsequently approved by the Board.

The Board asked that the resolution setting the time for future Board Meetings be brought back at the March 24, 2021 Board Meeting.

## DISCUSSION:

Article VIII (Meetings of the Board of Directors); Section 1 (Time and Place) states the following:

### Article VIII: Meetings of the Board of Directors

#### Section 1: Time and Place

*The time and place of the regular meetings of the Board shall be set by Board Resolution. All meetings shall be conducted in compliance with the Brown Act Open Meetings Law (Gov. Code Section 54950 et seq.). Board Meetings are held in the Board Room of the Casitas main office, located at 1055 North Ventura Avenue, Oak View, California. Occasionally,*

*regular Board meeting dates are changed to accommodate other commitments and Special Meetings may be called from time to time to facilitate the business of the District.*

The attached resolution maintains the District's Administration offices as the location and the second and fourth Wednesdays as the days, the specific time needs to be decided upon.

Should the Board decide not to adopt the resolution, the time will remain at 3:00 PM.

**RESOLUTION NO.**

**CASITAS MUNICIPAL WATER DISTRICT**

**RESOLUTION SETTING THE TIME OF BOARD OF DIRECTORS MEETINGS**

**WHEREAS** the Casitas Municipal Water District Bylaws, Article VIII, Section 1 Time and Place provides that, "The time and place of the regular meetings of the Board shall be set by Board Resolution. All meetings shall be conducted in compliance with the Brown Act Open Meetings Law (Gov. Code Section 54950 et seq.). Board Meetings are held in the Board Room of the Casitas main office, located at 1055 North Ventura Avenue, Oak View, California. Occasionally, regular Board meeting dates are changed to accommodate other commitments and Special Meetings may be called from time to time to facilitate the business of the District."

**BE IT RESOLVED** that the Casitas Municipal Water District Board of Directors does hereby resolve to set the following time for meetings of the Board of Directors to become effective on the first day of April 2021.

**Time: The second and fourth Wednesdays of each month at \_\_\_\_ PM.**

**PASSED AND ADOPTED** this \_\_\_\_ day of March, 2021, upon the following vote:

AYES:

NAYES:

ABSENT:

ABSTAIN:

\_\_\_\_\_.

Brian Brennan – Board President

**CERTIFICATION:**

I, \_\_\_\_\_, Secretary of the Board of Directors of the Casitas Municipal Water District, do certify that the above is a true and accurate copy of Resolution No. \_\_\_\_\_, adopted by the Board of Directors on this \_\_\_\_ day of January, 2021.

\_\_\_\_\_

\_\_\_\_\_ – Secretary

# MEMORANDUM

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TO: Board of Directors  
From: Michael L. Flood, General Manager  
RE: **Review Casitas MWD Communications Workplan**  
Date: March 19, 2021

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## RECOMMENDATION:

The Board of Directors review the Strategic Communications Workplan approved October 28, 2020.

## BACKGROUND:

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

## DISCUSSION:

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

The Strategic Communication Workplan was reviewed by the Public Relations Committee on September 17 and October 15, 2020, and a Draft Workplan was previously provided to the Board as an informational item on September 23, 2020. The Board reviewed and approved the Workplan on October 28, 2020 with an approved amendment to increase the contract with Fiona Hutton & Associates.

## FISCAL IMPACT

Of the \$170,000 contract amendment on November 12, 2020 for FHA services, it is estimated that \$68,000 would be funded under the Fiscal Year (FY) 20-21 Board-approved budget, and \$102,000 would be funded by reserves.

Attachment: Proposed Strategic Communications Workplan dated October 21, 2020





# Casitas Strategic Communications Workplan



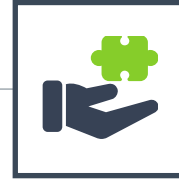
October 2020

# Situation Analysis



## Challenges

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



## Opportunities

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



# Our Objectives



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

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

# Our Strategies



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



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



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



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

# The Audiences

## Key Audiences

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

# Key Trigger Dates – September & October



**Sept. (Sundays)** – Certified Farmers Market

**Sept. 1** – Ventura First Fridays

**Sept. 3** – Protect Your Groundwater Day

**Sept. 14-20** – Pollution Prevention Week

**Sept. 27** – World Rivers Day

**Sept. 30** – Channel Counties/Water Systems Luncheon

**Sept. TBD** – Completion of De La Garrigue Bridge

**Oct. (Sundays)** – Certified Farmers Market

**Oct. TBD** – Ojai Day

**Oct. TBD** – New LCRA Director Appointed

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

**Oct. 2** – Ventura First Fridays

**Oct. 2-4** – Harvest Festival

**Oct. 11-17** – Earth Science Week

**Oct. 15** – Global Handwashing Day

**Oct. 22** – SCWC Annual Meeting and Dinner

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

# Key Trigger Dates – November & December



**Nov. (Sundays)** – Certified Farmers Market

**Nov. 3** – General Election

**Nov. 6** – Ventura First Fridays

**Nov. 7** – Ventura County Farm Day

**Nov. 5-15** – Fall Film Festival

**Nov. 30** – Construction Begins on West Ojai Pipeline

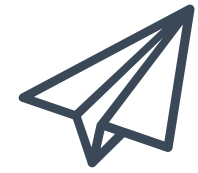
**Dec. (Sundays)** – Certified Farmers Market

**Dec. 1-4** – ACWA Fall Conference 2020

**Dec. 4** – Ventura First Fridays

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

# Tactical Execution – Strategy and Management



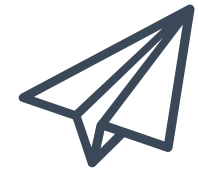
## Create & Launch Branded Education Campaign

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

## Ongoing Strategy & Management

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

# Tactical Execution – Content Development



## Customer Outreach Materials

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

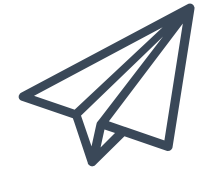
## Foundational Materials

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

## Promotional/Paid Placements

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

# Tactical Execution – Social & Digital Outreach



## Social Media

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

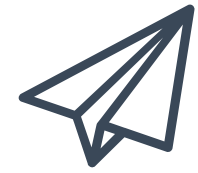
## Digital Content

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

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

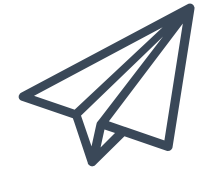


# Tactical Execution – Partnerships & Events



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

# Tactical Execution – Earned Media



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

# Communications Tactics – Workplan

## October 2020

### Trigger Dates & Events

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

### Strategy and Management

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

### Content Development

### Outreach

- Fall Newsletter

### Media Relations

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

# Communications Tactics – Workplan

## November 2020

### Trigger Dates & Events

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

### Strategy and Management

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

### Content Development

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

### Outreach

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

### Media Relations

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

# Communications Tactics – Workplan

## December 2020

### Trigger Dates & Events

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

### Strategy and Management

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

### Content Development

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

### Outreach

- Draft bill insert – Fact Sheet/FAQ

### Media Relations

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

# Communications Tactics – Workplan

## January 2021

### Trigger Dates & Events

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

### Strategy and Management

### Content Development

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

### Outreach

- Outreach to secure and expand community partnerships (ongoing)

### Media Relations

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

# Communications Tactics – Workplan

## February 2021

### Trigger Dates & Events

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

### Strategy and Management

### Content Development

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

### Outreach

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

### Media Relations

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



# Communications Tactics – Workplan

## March 2021

### Trigger Dates & Events

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

### Strategy and Management

- Revised CWRP Release Strategy

### Content Development

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

### Outreach

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

### Media Relations

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

# Communications Tactics – Workplan

## April 2021

### Trigger Dates & Events

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

### Strategy and Management

### Content Development

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

### Outreach

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

### Media Relations

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

# Communications Tactics – Workplan

## May 2021

### Trigger Dates & Events

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

### Strategy and Management

### Content Development

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

### Outreach

- Provide local businesses with campaign materials (ongoing)

### Media Relations

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

# Communications Tactics – Workplan

## June 2021

### Trigger Dates & Events

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

### Strategy and Management

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

### Content Development

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

### Outreach

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

### Media Relations

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

# Recommended Budget

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

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



**Casitas Education & Outreach  
Workplan Update**  
**Plan Approved by Board: Oct. 2020**

March 24, 2021

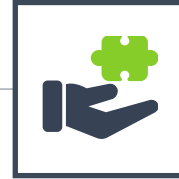


# Situation Analysis



## Challenges

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



## Opportunities

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



# Our Objectives



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



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

# Our Strategies



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



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



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



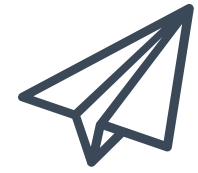
Communicate the value of regional partnerships with fellow water agencies in planning secure the region's water future

# The Audiences

## Key Audiences

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

# Tactical Execution – Strategy and Management



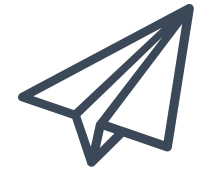
## Create & Launch Branded Education Campaign

- **Campaign Name & Tagline:** Brainstorm simple, memorable campaign name and tagline centered on protecting Lake Casitas and ensuring long-term water supply reliability
- **Logo:** Develop campaign logo for use across materials and content to support the campaign
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- **Message Platform:** Revise and update message platform to serve as the overarching campaign narrative throughout materials
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- Assess opportunities to participate in or host virtual workshops, tele-town halls and other events as opportunities to increase communication/transparency with customers

## Ongoing Strategy & Management

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

# Tactical Execution – Content Development



## Customer Outreach Materials

- **Casitas Newsletter:** Develop semi-annual newsletters outlining key district priorities and showcasing the value of Casitas' services
- **Bill Inserts/Postcards:** Leverage monthly bill inserts and regular postcards to deliver timely updates:
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  - Conservation reminders and tips
  - Drought status/Lake Casitas level updates

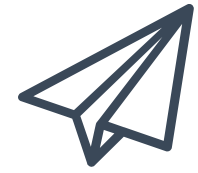
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  - Conservation Cornerstone
  - Your District at Work: Improvement Projects
  - The Future of Lake Casitas
- **Briefing Deck:** Create overview PowerPoint presentation for use in virtual stakeholder briefings
- **Issue Overview FAQ:** Develop in-depth FAQ overviewing the need for water supply diversification

## Promotional/Paid Placements

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

# Tactical Execution – Social & Digital Outreach



## Social Media

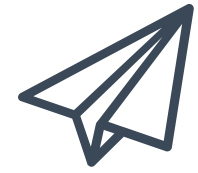
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- **Networking:** Post placements to Ojai Community Network Facebook Groups and local NextDoor groups
- **Paid:** Consider boosting followers and visibility through paid placements

## Digital Content

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

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

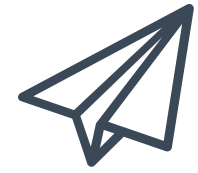
# Tactical Execution – Partnerships & Events



- **Partnerships:** Partner with local business who can display in-store signage and use/give away campaign materials
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  - Promote any rebate campaigns with appropriate businesses
  - Promote the value of conservation
- **Leverage Community Events:** Setup a booth with campaign materials and giveaways and/or host community events as opportunities to increase communication and transparency with customers:
  - Ojai Day
  - Community Lake Level Readings
  - Sunday Farmers Markets
  - Ojai Chamber Mixers
  - Art, Music and Wine Festivals
  - Mountains 2 Beach Marathon & Half
  - Lake Casitas Recreation Area events (water park, movie nights, etc.)
- **Virtual Townhalls & Workshops:** Explore opportunities to participate in or host virtual “workshops” with HOAs, community groups, schools, orgs and other stakeholder groups
- **Virtual Briefings:** Host one-on-one or small group briefings with targeted stakeholders



# Tactical Execution – Earned Media



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

# Logo Options – Where We Left Off With The PR Committee

 <p>1</p>	 <p>2</p>	 <p>3</p>
 <p>4</p>	 <p>5</p>	 <p>6</p>



**MEMORANDUM**

*Confidential Attorney-Client Privileged Communication*

TO: Michael Flood, General Manager  
John M. Mathews, General Counsel

FROM: Joshua S. Smith

DATE: March 19, 2021

RE: Vacancy on Casitas Municipal Water District (“District”) Board of Directors (“Board”)

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This short memorandum outlines the procedural process the District must follow to fill the vacancy left on the District’s Board by the resignation of Director Angelo Spandrio (“Spandrio”).

The Municipal Water District Law of 1911 provides that “[w]henver a vacancy occurs in the office of director it shall be filled pursuant to Section 1780 of the Government Code, by a qualified person, who shall be a resident of, and otherwise qualified to be a director from, the division in which the vacancy occurred.” Water Code § 71254.

Government Code § 1780 specifically provides the process for the governing boards of special districts to fill any vacancies left in any elective office of such districts. This process is as follows:

1. The District shall notify the county elections official of the vacancy no later than fifteen (15) days after the later of either:
  - a. The date on which the District Board is notified of the vacancy; or
  - b. The effective date of the vacancy.

(See Government Code § 1780(b)).

***My recommendation would be to notify the County Elections Official immediately or as soon as practical to avoid any unnecessary delays and/or violations of the statute.***

2. Once the county elections official is notified of the vacancy, the District’s remaining members of the Board of Directors have discretion to fill the vacancy by either:
  - a. Appointment (*see Step # 3 infra*); or
  - b. By calling an election (*see Step #4 infra*).

Memo to: Michael Flood, GM; John Mathews, General Counsel  
Re: Vacancy on Board of Directors  
Date: March 19, 2021  
Page 2

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(See Government Code § 1780(c)).

3. If the Board of Directors decides to fill the vacancy by appointment, then the Board must do the following:
  - a. Fill the vacancy within sixty (60) days after either the date the District was notified of the vacancy or the effective date of the vacancy, whichever is later.
  - b. Post a notice of the vacancy in three (3) or more “conspicuous” places in the District (i.e., the District’s main offices, the local post office, and any local civic center) for at least fifteen (15) days before the Board makes the appointment.

***I would also recommend publishing the vacancy in the local paper, but this is not required.***

- c. Appoint a Director (“Appointed Director”). Keep in mind that the Director must be a “qualified person,” as required by Water Code § 71254, and thus must be someone who resides within the division for which they serve.
- d. The Appointed Director’s term depends on whether Director Spandrio was in the first or the second half of his term *and* when the next general district election is set to occur.
  - i. If Director Spandrio’s vacancy is set to occur in the first half of his term *and* at least 130 days prior to the next general district election, then the Appointed Director fills the vacancy and serves until the person elected at the next general district election is qualified.
  - ii. If Director Spandrio’s vacancy is set to occur in the first half of his term *and* there is less than 130 days to the next general district election, then the Appointed Director fills the vacancy for the balance of the unexpired term of office.
  - iii. If Director Spandrio’s vacancy occurs in his second half of his term, then the Appointed Director fill the vacancy for the balance of the unexpired term of office.

(See Government Code § 1780(d)(1)-(4)).

4. If the Board decides to call an election for the vacancy, then it must do so within sixty (60) days after either the date the District was notified of the vacancy or the effective date of the vacancy, whichever is later.

Memo to: Michael Flood, GM; John Mathews, General Counsel  
Re: Vacancy on Board of Directors  
Date: March 19, 2021  
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- a. The election must be held on the next scheduled election date that is 130 or more days after the date the District decides to elect a Director in lieu of appointment.

(See Government Code § 1780(e)(1)-(2)).

5. If the District fails to fill the vacancy by appointment or election, as provided *supra*, then the Board of Supervisors may appoint a Director or call for an election within 90 days after either the date the District was notified of the vacancy or the effective date of the vacancy, whichever is later. (Government Code § 1780(f)).
6. If the County Board of Supervisors fail to appoint a director or call for an election *after* 90 days, then the District *shall* hold an election to fill the vacancy. (Government Code § 1780(g)).

***This is mandatory. Thus, it is my recommendation that the District's Board appoint a director as soon as possible.***

7. If the Director Spandrio's resignation results in a Board that does not satisfy quorum requirements, then the District's secretary or remaining directors on the Board *must* "promptly" request the Board of Supervisors to appoint a director or call an election to fill the vacancy.
  - a. The County Board of Supervisors does not appoint *all* remaining vacancies, if any, but only those required to make quorum for the District.

(See Government Code § 1780(h)).

**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** MONTHLY ENGINEERING STATUS REPORT  
**DATE:** 03/24/2021

**RECOMMENDATION:**

The Board receive and file the Monthly Engineering Project Status Report for March 2021.

**DISCUSSION:**

The status of Water Security and Infrastructure Improvements projects for March 2021 is provided below and in the attachment.

Project	Anticipated Committee / Date	Anticipated Board Date / Action
<b>WATER SECURITY PROJECTS</b>		
<b>Comprehensive Water Resources Plan</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Special Board meetings to be scheduled as needed</li> <li>• Upcoming Board meetings to be held to reach consensus on approach and policy decisions</li> </ul>		
<b>Urban Water Management Plan</b>		5/12/21
<ul style="list-style-type: none"> <li>• SWRCB Revised Draft Guidelines and required tables released 3/5/21</li> <li>• Preparing required water loss calculations</li> <li>• Reviewing population numbers for Casitas wholesale, Casitas retail, and Ojai retail systems based on DWR population tool</li> <li>• Preparing SBX7-7 calculations to ensure conservation targets met</li> </ul>		
<b>Casitas-Ventura State Water Project Interconnection</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Draft Preliminary Design Report review on hold</li> </ul>		
<b>Ojai Wellfield Rehabilitation/ Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• Mutual Well #7 well equipping and site work design 60% under review</li> </ul>		
<b>Horizontal Bore (HOBO)/Deep Vertical Test Bore</b>	TBD	TBD
<ul style="list-style-type: none"> <li>• No work performed on FS-299 permit with USFS</li> </ul>		
<b>Ventura-Santa Barbara Counties Intertie</b>	TBD	3/24/21
<ul style="list-style-type: none"> <li>• Prepared operational cost estimate and average annual costs for Board presentation</li> <li>• Consider releasing Notice of Intent and Initial Study/Mitigated Negative Declaration</li> <li>• Consider budget appropriation for design services</li> </ul>		

<b>Project</b>	<b>Anticipated Committee / Date</b>	<b>Anticipated Board Date / Action</b>
<b>Robles Diversion Fish Screen Prototype Testing</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Coordinating installation of horizontal wedge-wire screens with USBR/NMFS</li> <li>Critical spares (sheaves, motor) received</li> <li>Participating in Robles Working Group meetings</li> </ul>		
<b>INFRASTRUCTURE IMPROVEMENTS</b>		
<b>Ojai Water System Improvements</b>	TBD	4/14/21 Award Lion St Pipeline Replacement and Fairview Road Connections
<ul style="list-style-type: none"> <li>West Ojai Meter Relocation Reimbursement Agreement reviewed and approved by Board</li> <li>Grand Avenue Pipeline Replacement to start construction 3/29/21</li> <li>Lion Street Pipeline Replacement and Fairview Road Connections bids due 3/30/31</li> <li>West Ojai Pipeline Replacement construction underway</li> <li>West and East Ojai Avenue Pipeline Replacement Caltrans permit application underway</li> <li>Ojai Water System and Casitas System Integration Evaluation, draft tech memo due mid-April</li> <li>Mutual Wellfield Piping Improvements on hold until FY 21-22</li> </ul>		
<b>Rincon Pump Plant Electrical Upgrade</b>	TBD	TBD
<ul style="list-style-type: none"> <li>SCE transformer installed</li> <li>Contractor completing punch list items</li> </ul>		
<b>Asphalt Paving</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Patch list #7 underway as well as paving of Del Norte Pipeline Relocation</li> </ul>		
<b>Rincon Main (Ayers Creek Crossing) Pipeline Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Environmental mitigation (willow staking) performed, staff will monitor coverage</li> <li>Final Project Completion Report to be submitted to permitting agencies</li> </ul>		
<b>Rincon 2(M) Main Replacement Alternatives Study and Preliminary Design Report</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Draft Tech Memo received and under internal review</li> </ul>		
<b>Casitas Dam Hollow Jet Valve Replacement</b>	TBD	TBD
<ul style="list-style-type: none"> <li>No update</li> </ul>		
<b>Santa Ana Bridge Pipeline Relocation</b>	TBD	TBD
<ul style="list-style-type: none"> <li>County awarded project to Security Paving; including pipeline casing</li> <li>County to schedule pre-construction meeting for affected utilities</li> </ul>		
<b>Ojai East Reservoir Residual Management System</b>	TBD	TBD
<ul style="list-style-type: none"> <li>Pre-fabricated building received</li> <li>Design for building and equipment pad, pipelines, appurtenances nearing completion</li> <li>Equipment expected to arrive mid-April</li> </ul>		



Attachment: Monthly Status Report  
Paving List #7

★ Indicates Change

25% | 50% | 75% | 100%

Casitas Water System  
Ojai Water System  
Lake Casitas Recreation Area

CONSULTANT SELECTION

PLANNING

DESIGN

BIDDING

CONSTRUCTION

Water Security

Water Resources Plan

Casitas-Ventura SWP Interconnection Preliminary Design

and Site Work

Ventura-Santa Barbara Counties Intertie

Robles Facility Gantry Crane

MWWTP Pipeline Condition Assessment

Emergency Generators Rincon, Avenue 1 and Avenue 2 Pump Plants

MWWTP Water Quality Improvements

Casitas System Master Plan

Casitas Dam Hollow Jet Valve Replacement

Rincon 2(M) Pipeline Replacement

LCRA Sewer Implementation Plan

OWS and Casitas System Integration Evaluation

Residual Management System

Santa Ana Blvd Bridge Pipeline Relocation (Pipeline)

West and East Ojai Avenue Pipeline Replacement

Running Ridge Zone Hydraulic Improvements

Mutual Wellfield and Grand Ave Pipeline Improvements

Ojai Water System Wellfield VFD Design

MWWTP and San Antonio Wellfield Building Improvements

Santa Ana Blvd Bridge Pipeline Relocation (Casing)

Rincon Pump Plant Electrical Upgrade

West Ojai Pipeline Replacement

Grand Ave Pipe Replacement

FY 20-21 Asphalt Paving

Rincon Lateral Replacement

Lion St Pipeline Replacement and Fairview Road Connections

Diesel Tank Pad Design

Opt. Inspection Facility

Infrastructure Improvements



**CASITAS MUNICIPAL WATER DISTRICT  
PATCHLIST 7**

Item #	Address	Nearest Cross Street	Patch List Zone (Exhibit B)	Governing Agency	EST PAVEN PROJECT	Patch Size	Patch Area (Sq. Feet)	Plate E-10a/Count by Required 1-Ft (12")	# of Patches	Thickness (Inches)
1	GRAND AVE INTERSECTION	ORANGE RD	OJAI	COUNTY		8FTX12FT	96.00	44.00	1	6
2	929 MOUNTAIN VIEW	AYERS AVE	OJAI	CITY		5FTX11FT	55.00	36.00	1	6
3	149 PROSPECT	SANTA ANA BLVD	OAK VIEW	COUNTY		3FTX13FT	39.00	36.00	1	6
4	252 OLIVE ST	MAHONEY AVE	OAK VIEW	COUNTY		2FTX4FT 2FTX6FT	20.00	36.00	2	6
5	GRAND AVE INTERSECTION	ORANGE RD	OJAI	COUNTY		VALVE CAN				
6										
7										
8										
9										
10										
									Approximate Tonnage	6.9



**CASITAS MUNICIPAL WATER DISTRICT  
PATCHLIST 7.1**

Item #	Address	Nearest Cross Street	Patch List Zone (Exhibit B)	Governing Agency	EST PAVEN PROJECT	Patch Size	Patch Area (Sq. Feet)	Plate E-10a/County Required 1-Ft Grinding All (12")	# of Patches	Thickness (Inches)
1	615 DEL NORTE	RANCHO DR	OJAI	COUNTY		220FTX2FT	400.00	470.00	1	6
2	615 DEL NORTE	RANCHO DR	OJAI	COUNTY		VALVE CAN				
3										
4										
5										
6										
7										
8										
9										
10										
									<b>Approximate Tonnage</b>	<b>19.4</b>

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**CASITAS MUNICIPAL WATER DISTRICT  
MEMORANDUM**

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**TO:** BOARD OF DIRECTORS  
**FROM:** MICHAEL FLOOD, GENERAL MANAGER  
**SUBJECT:** HYDROLOGIC STATUS REPORT FOR FEBRUARY 2021  
**DATE:** MARCH 24, 2021

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**RECOMMENDATION:**

This item is presented for information only and no action is required. Data are provisional and subject to revision.

**DISCUSSION:**

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**Rainfall Data**

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	Casitas Dam	Matilija Dam	Thacher School
This Month	0.02"	0.03"	0.01"
Water Year (WY: Oct 01 – Sep 30)	5.26"	5.20"	4.63"
Average station rainfall to date	16.67"	20.51"	14.92"

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**Ojai Water System Data**

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Wellfield production	46.40 AF
Surface water supplement	0.12 AF
Static depth to water surface – Mutual #4	96.50 feet
Change in static level from previous month	+4.70 feet

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**Robles Fish Passage and Diversion Facility Diversion Data**

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Diversions this month	2.4 AF
Diversion days this month	1
Total Diversions WY to date	33.5 AF
Diversion days this WY	4

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**Casitas Reservoir Data**

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Water surface elevation as of end of month	496.81 feet AMSL
Water storage last month	93,272 AF
Water storage as of end of month	92,742 AF
Net change in storage	- 530 AF
Change in storage from same month last year	- 6,264 AF

AF = Acre-feet

AMSL = Above mean sea level

WY = Water year

**CASITAS MUNICIPAL WATER DISTRICT  
Interdepartmental Memo**

DATE: 02/25/2021

TO: Michael Flood, General Manager

FROM: Joe Martinez III, Park Services Manager

SUBJECT: Casitas Water Adventure

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**RECOMMENDATION**

It is recommended we cancel the opening of the Casitas Water Adventure for the 2021/2022 season.

**BACKGROUND AND OVERVIEW**

The Casitas Water Adventure (CWA) has been closed since the end of the 2019-20 season due to the ongoing Covid-19 Pandemic. Many of the same challenges exist today as they did last year.

The CWA consists of two attractions, a Play Structure for our younger visitors and the Lazy River for all our visitors. The Lazy River is licensed in California as an amusement ride because it conveys our customers during its use. Currently amusement parks / rides are still closed in California due to Covid-19. According to California's reopening policies, smaller Amusement Parks would be allowed to open in the yellow Tier 3 • 25% capacity or 500 people, whichever is fewer • Outdoor attractions only • In-county visitors only • Advanced reservations only.

During the current closure CWA staff has remained busy completing major repairs, replacing one of two 15hp pump motors. One of the pumps failed after its third rebuild and a new motor was purchased and installed. A chemical controller (Chemtrol), two chemical pumps and a test cell were installed. This is an upgrade to maintain water quality. CWA staff continue to maintain and service all equipment in hopes of a 2021 season.

Training and Recruitment of Lifeguards remains a major challenge in the efforts to open the CWA for 21/22 season. During November and December, CWA staff normally visit local high schools and colleges to recruit life guards for the upcoming season. In January 2021 schools are still closed due to Covid-19 and the recruitment of qualified lifeguards has been postponed till schools open. This will create timing issues when we need to hire and train almost 40 lifeguards to open the CWA at any level of service.

Once recruitment can be completed, staff will take up the task of training thru Red Cross protocols. This is a significant task as it takes a significant number of trained lifeguards to maintain a safe environment at the CWA. Currently we have three staff members qualified to teach the lifeguard training course. There are significant challenges to teaching the water rescue and back boarding techniques under the current Covid-19 guidelines.

## ANALYSIS

If the recruitment and training issues could be reconciled, we would still have the issue of the Covid-19 protocols. Ventura County would need to be in Yellow tier 3 for one week before we could even consider opening at 25% occupancy for the Lazy River. In addition we would need to provide sufficient personal distancing for our guests.

The possibilities of opening either the Lazy River or Water Play Structure at a reduced capacity poses its own challenges of social distancing requirements, occupancy capacity, staffing, and revenue versus operating costs. The other requirement would be the approval from the Ventura County Health Department for operations. Staff believes the Lazy River will not be allowed by California policy to open until Ventura County is in yellow Tier 3 for 5 consecutive days.

Opening the Lazy River at 25% occupancy would still require 40 life guards and all the training and Covid-19 precautions be in place prior to opening. Even if the Lazy River sold out every day there would still be a likely shortage of revenue versus operating expenses.

There is no viable way to open the Play Structure due to the Covid-19 cleaning requirements and the inability to provide social distancing for our younger guests who would utilize the Structure.

Opening weekend for the CWA is traditionally Memorial weekend. With the challenges listed above and the tight timeline for training and recruitment, it is highly unlikely that we could successfully open the Casitas Water Adventure for the 2021/22 season.

**March 24, 2021 Board Meeting Update:** A notice of the 2021 closure has been posted on the Casitas website: <https://www.casitaswater.org/recreation/casitas-water-adventure>